

**VILLAGE OF HUSSAR AGENDA
REGULAR COUNCIL MEETING
Thursday July 11, 2024**



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Thursday, July 11, 2024 starting at 7:00 p.m.

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA

3. ADOPTION OF THE PREVIOUS MINUTES

- (a) June 13, 2024 Regular Council Meeting
- (b) June 13, 2024 MPC Meeting

4. POLICY & BYLAW REVIEW

- (a) Bylaw Review
 - 543-22 Land Use Bylaw
 - 553-23 Procedural Bylaw
 - 557-24 Regional Emergency Management Committee – NEW
- (b) Policy Review
 - 4.9 Overtime
 - 4.10 Performance Review Policy

5. BUSINESS

- (a) EPR
- (b) September 2024 Alberta Municipalities' Convention
- (c) WRC – Brownlee response
- (d) WHMB – Request for funds
- (e) Rock chip insurance claim
- (f) Rock damaged window reconsideration request
- (g) Quote for water line scope – 1st Ave E
- (h) Parade of Garage Sales – use campground

6. FINANCIAL REPORTS

- (a) June 2024 Bank Reconciliation and Cheque Listing
- (b) Q2 Budget Variance Report
- (c) Term renewal

7. COMMITTEE REPORTS

8. CAO, PW & JG WATER SERVICES REPORTS

9. CORRESPONDENCE

- a) CCBF Letter
- b) AB Munis CEO Retirement
- c) Response from Adriana LaGrange - WHMB

10. ADJOURNMENT

Next Meeting: Thursday August 8, 2024 (Council Chambers and via. Conference call)

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES

Thursday, June 13, 2024

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, June 13, 2024, commencing at 7:00 pm

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Tim Frank, Coralee Schindel Elizabeth Santerre (CAO) 0 person via conference call 2 people in attendance
<u>CALL TO ORDER</u>	The meeting was called to order at 7:01 pm
<u>ACCEPTANCE OF AGENDA</u>	Councillor Frank asks for the following additions; 11.c) Personnel (FOIP) CAO Liz Santerre asks for the following additions; 6.j) McGills Industrial Services Councillor Schindel asks for the following additions; 6.k) Statutory Plan
2024-06-13-892	MOVED by Councillor Schindel to accept the Agenda with noted changes CARRIED
<u>DELEGATION</u> 2024-06-13-893	<u>Masonic Lodge</u> MOVED by Councillor Frank to accept this agreement and to sign this tonight CARRIED
2024-06-13-894	<u>Rock Damage to House</u> MOVED by Councillor Schindel to look into our insurance and bringing out an adjuster if they're willing to come CARRIED
<u>APPROVAL OF MINUTES</u> 2024-06-13-895	<u>April 11, 2024 Regular Council Meeting Minutes</u> MOVED by Councillor Frank to approve the April 11, 2024 Regular Council Meeting minutes as presented CARRIED
2024-06-13-896	<u>May 9, 2024 Regular Council Meeting Minutes</u> MOVED by Councillor Schultz to approve the May 9, 2024 Regular Council Meeting minutes as presented CARRIED
<u>POLICY & BYLAW REVIEW</u>	<u>Policy Review</u> The following Policies were reviewed without changes;

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES

Thursday, June 13, 2024

- a) 4.5 Employee Training
- b) 4.6 Vacation Entitlement
- c) 4.7 Statutory Holidays
- d) 4.8 Mileage and Expenses Reimbursement

BUSINESS

- Tax Arrears – Sale Terms and Conditions of Sale
2024-06-13-897 MOVED by Councillor Frank to initiate a Public Auction and Tax Sale in regards to roll number 3200 on November 4th, 2024, at 2pm, and further resolve that the presented terms and conditions of the sale of this 2024 Auction are hereby approved and pursuant to 553(1)(f) M.G.A. that all tax recovery costs relevant to this tax roll are hereby approved.
CARRIED
- Nominate a municipal peer for 2024 ABmunis Award
2024-06-13-898 MOVED by Councillor Schindel to accept as information at this time
CARRIED
- Power+ Program through ABmunis
2024-06-13-899 MOVED by Councillor Schindel to have Liz (CAO) proceed with the Power+ Program through ABmunis on the condition that it doesn't affect our franchise fees, if it does affect our franchise fees, Liz will bring it back to the next meeting
CARRIED
- Rock Mowing Concerns
2024-06-13-900 MOVED by Councillor Schultz for Administration to create a policy around mowing and also look into solutions for the rock and debris throwing issue
CARRIED
- Alberta Day – September 1, 2024
2024-06-13-901 MOVED by Councillor Schindel for CAO to begin planning for Alberta Day 2025 and to apply for the Alberta Day in Perpetuity Funding as soon as possible
CARRIED
- Summer Daze
2024-06-13-902 MOVED by Councillor Schultz to present this contract with these numbers to the Summer Daze Committee to be signed
CARRIED

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES

Thursday, June 13, 2024

McGillis Industrial Services
2024-06-13-903 MOVED by Councillor Schultz for the CAO to contact the 2 companies we have discussed for quotes on camera'ing the lines on 1st Avenue as discussed.
CARRIED

Statutory Plan
2024-06-13-904 MOVED by Councillor Frank to have our CAO get in touch with Palliser and do more research on a Statutory Plan for the Village of Hussar and bring back any and all information to Council so we can start
CARRIED

Recess at 8:49pm and Return at 9:07pm

FINANCIAL
2024-06-13-905 May 2024 Bank Reconciliation and Cheque Listing
MOVED by Councillor Schultz to accept the May Bank Reconciliation and Cheque Listing as presented
CARRIED

COMMITTEE
REPORTS

COMMITTEE REPORTS

Tim Frank

Solid Waste - Upcoming Board Meeting June 20th
Upcoming EPR Webinar June 27th

Fire Association - Fire Association Board met June 3rd. Discussion around Fire Department involvement in Summer Daze weekend and our vehicles in Parade. Association has \$61,000.00 plus in our Casino Account. Money ear marked towards new Bush Buggy. We are looking at potentially receiving a grant from Pioneer for this new vehicle as well. Next meeting October 4th.

SAWEA has nothing new to report at this time.

Cemetery Board -Cemetery Board Meeting occurred May 13 -Work Bee proposed June 3rd. Volunteer list drawn up and posted. Well turned on this week, and tank is now full. Board discussed the need for better access in Cemetery to dig new graves, ie the need to reserve space for wider lanes, and placement of future columbariums after current one is placed. No ETA for delivery as of yet. Work Bee has been completed with a good turn out.

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 13, 2024**

Wheatland Regional Corporation - Next WRC Board Meeting will be on June 19th

AB Munis Summer Municipal Leaders Course - Virtual Meeting will be on June 14th. I have received sign in Zoom Link Codes

Les Schultz

Community Futures has nothing to report since the last council other than our next Board meeting is June 20th at 5pm followed by the AGM at 7pm.

Wheatland Housing has not much to report since the Provincial Funding fell through that I reported last council for the new build, they have already applied again for the new round of funding that's coming out through the government which there's more funds made available in this next round so there will be more projects get the go-ahead. We met briefly for shingle replacement on the existing lodge. Next meeting is June 27th.

WADEMESA our next meeting is June 17th, Monday. I am also on the personnel committee and there is 5 of us that are dealing with negotiations with the Employees Union and their lawyers and so far we've had one all day meeting so far in Rockyford. We're scheduled to meet again on June 26th for another all day meeting. There may be a few of these all day meetings.

Another virtual meeting on June 28th, with Martin Shields, the MP for Bow River.

Coralee Schindel

WFCSS Meeting - May 22, 2024 @ 7:00pm

Financials are on track. GIC reserves were discussed again, and the issue was tabled for a future meeting. What information Crystal could find confirms the GIC's were created with advice from AVAIL, to mitigate shortfalls in funding. WFCSS is updating our logo to align with FCSS logo change. The logo was presented over a year ago and our board wanted to keep our Wheatland logo. However, the expectation has been that we would change over to the new one for continuity of FCSS. The decision was made to go ahead with the changes. We will be transitioning our Facebook page over to a new page with the new logo. So keep your eyes out for the new Facebook page and logo, as shown on this update. The board is updating WFCSS policy manual and ensuring it supports WFCSS needs moving forward. CVITP Tax Clinic -

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES**

Thursday, June 13, 2024

had 0 people from Hussar. Planning for next year and considering evening & daytime appointments. Arc - hosted their mental health BBQ May 11th. Approximately 350-400 people passed through - 640 drinks and 504 hot dogs. There were 10 agencies on hand with Mental Health information and Greg Rider was the entertainment. Veterans from the Legion generously donated their time to cook. Collective Cooking - was May 4th in Standard, with 7 cooks and 3 teens to learn some new cooking skills. Planning for sessions in September and October - including some themed sessions with newcomers who are interested in teaching us about their food cultures. Lunch & Learn - was at Strathmore Co-op on May 2nd, 13 people present. Received info about the Co-op App, and all department managers were present to let them know how they can benefit from the App in each department. This was a pilot project and the Calgary Co-op Association will consider a similar session in many of their Co-ops. 5 for Life - will be hosting a "cooking class" for ages 3-5 a 5 for Life and Healthy Families partnership. Second session was May 15th and full. Next one will be June 5th at the Standard Library, and June 13th at the Strathmore Library. Collective Cooking - with Wynn a 5 session class for ages 11-18, starts May 27th and runs 5 weeks. Will consist of appetizer, soup/salad, main course, dessert and breakfast. WFCSS - has begun the recruiting process of volunteers for the transportation project using the radio ad, social media ads (soon) and County Connector. Client Annual Home Visits - will begin in late June. Next meeting - June 26, 2024 @ 7:00pm

Hussar Library Board Meeting - June 5, 2024 @ 7:00pm

Treasurer report shows the Library is in good standing, and savings show we are on track to maintain or update the locker system when needed. Decided to save 50/50 at Summer Daze for another year. Summer Program dates will be July 9, 16, 23, 30 August 13 & 20 if no conflicts with schedules. Little People Program needs a volunteer parent willing to facilitate the 2 days, and possibly coordinate. Ice Cream In The Park Dates is coming back to Hussar this Summer. Dates to be announced. Plan of Service is not due till 2026, we will start that next year. 1000 Books Before Kindergarten/Kids Reading Program is still being worked on to see if we can join the 1000 books program or need to build our own. Bike Rodeo we are still brainstorming ideas for how we can have a bike safety program for the kids. Next we will be enquiring with Bassano RCMP Detachment for Bike Safety Kits and look into our own volunteers in the village. Newsletter is still being worked on. Will let you know when the newsletter is out.

Next Meeting - July 2024

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 13, 2024**

2024-06-13-906 MOVED by Councillor Schindel to accept the committee reports as presented
CARRIED

CAO REPORT CAO, Public Works and JG Water Services Reports
2024-06-13-907 MOVED by Councillor Frank to accept the CAO, Public Works and JG Water Services reports as information
CARRIED

CORRESPONDENCE Correspondence
The following Correspondence was discussed;

- a) AHS - considerations for evacuations
- b) Bill 20 Letter from Minister McIver
- c) Marigold 2023 Annual Report
- d) Village of Hussar 2024 LGFF Funding Letter

2024-06-13-908 MOVED by Councillor Schultz to accept the correspondence as presented
CARRIED

CONFIDENTIAL Confidential
2024-06-13-909 MOVED by Councillor Schultz to go in-camera to discuss the following;
CARRIED

- a) LGFF Capital Agreement (FOIP)
- b) LGFF Operating Agreement (FOIP)
- c) Personnel (FOIP)

2024-06-13-910 MOVED by Councillor Schultz to come out of camera
CARRIED

2024-06-13-911 MOVED by Councillor Schultz to sign the LGFF Memorandum of Agreements for the Capital Programs and the Operating Program Funding
CARRIED

ADJOURNMENT
2024-06-13-912 MOVED by Councillor Schultz to adjourn the meeting at 10:27pm

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 13, 2024

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer

DRAFT

**VILLAGE OF HUSSAR
MUNICIPAL PLANNING COMMITTEE MEETING
MINUTES
Thursday, June 13, 2024**

The Municipal Planning Committee meeting of the Council of the Village of Hussar was held in Council Chambers on Thursday, June 13, 2024, commencing at 10:30 pm

IN ATTENDANCE

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

CALL TO ORDER

The meeting was called to order at 10:30 pm

ACCEPTANCE OF
AGENDA

2024-06-13-913

MOVED by Councillor Frank that the agenda be accepted as presented
CARRIED

DEVELOPMENT
PERMITS

Development Permit 2024-002
Discretionary Use Primary Dwelling Addition

2024-06-13-914

MOVED by Councillor Frank to accept the Development Permit 2024-002 pending the condition that the distance between the proposed structure and garage meets LUB specifications

CARRIED

2024-06-13-915

Councillor Frank Rescinds his motion in regards to development permit 2024-002 at this time

CARRIED

Recess and return

2024-06-13-916

MOVED by Councillor Frank to accept Development Permit 2024-002 as discussed and approve it

CARRIED

Development Permit 2024-001
Discretionary Use Storage Structure

2024-06-13-917

MOVED by Councillor Schultz to have administration send a letter about the Development Permit 2024-001 that was issued in error

CARRIED

VILLAGE OF HUSSAR
MUNICIPAL PLANNING COMMITTEE MEETING
MINUTES
Thursday, June 13, 2024

ADJOURNMENT The meeting was adjourned at 10:49 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	July 11, 2024
Title:	Land Use Update and Revision
Prepared By:	██████████ Senior Planner for PRMS
Agenda Item Number:	

BACKGROUND

Palliser Regional Municipal Services (PRMS) prepared a new Land Use Bylaw for the Village of Hussar. The new Land Use Bylaw #543-22 was adopted by the Village in November 2022, which replaced the previous Land Use Bylaw #493-14.

The Village CAO has communicated a few concerns with the new Land Use Bylaw to PRMS. It is not uncommon for a Land Use Bylaw to undergo some updates a year or two following adoption. PRMS is available to work with the Village to address these concerns and prepare an update to the Land Use Bylaw. This amendment would require the formal bylaw amendment process, including three readings of a bylaw and a public hearing. Prior to commencing the review and update process, PRMS would like to confirm the scope of the amendments with the Village Council.

Following the order of the organization of the Land Use Bylaw, the revision to the Land Use Bylaw would entail:

- A detailed review of the definitions. There are some definitions in the bylaw that are not used in the bylaw itself that can be deleted. There are multiple defined terms for a single meaning which can be reduced to a single definition.
- A detailed review of the Administrative Agencies. The organization of the powers and duties of each authority needs to be clarified. The Village has noted concerns that the powers and duties of the Development Officer have been significantly reduced, and there is no variance power.
- A detailed review of the Development Permit process to meet the updated requirements of the Municipal Government Act, including statements on the types of notices issued, and gaining consent for email communications.
- A review of development permits not required statements, including fencing and home occupations.
- Removing statements that are contained within the Act and therefore are not required to be in the Land Use Bylaw, and ensuring statements that the Act requires in the Land Use Bylaw are present.
- Removing statements regarding the ISDAB and the LPRT which are not content of a Land Use Bylaw. These bodies are not Development Authorities and their powers and duties are outlined in the Act and the Regulation.
- Clarification of Offences and Penalties, including the issuance of tags and tickets.
- Review of fence regulations and other general or specific use regulations.
- Update non-conforming buildings and uses to remove those statements directly repeated from the Act and include other regulations that the Act requires.
- Review and update the permitted and discretionary uses in each district. There are concerns that more uses should be permitted and can be decided upon by the Development Officer.
- Review the regulations and standards in each district.
- Correct all clerical errors and omissions.

- Remove the communication tower protocols and prepare a new Telecommunication Structure Policy for separate adoption by Council by resolution.

It is anticipated that this scope may require the complete replacement of certain sections, such as Part 3. When updates are extensive, it can be simpler to replace entire sections than correct multiple words or phrases.

RECOMMENDATION:

1. That Council direct Administration to work with PRMS to prepare updates to the Land Use Bylaw #543-22 for Council consideration in accordance with the scope outlined in the staff report, and any additional topics Council wishes to be included in the review.

VILLAGE OF HUSSAR LAND USE BYLAW 543-22

Adopted November 10th, 2022



PREPARED BY:
PALLISER REGIONAL MUNICIPAL SERVICES

**BYLAW #543-22
VILLAGE OF HUSSAR**

**BEING A BYLAW OF THE VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A NEW
LAND USE BYLAW**

WHEREAS, pursuant to the provisions of Section 640(1) of the Municipal Government Act, as amended, the council of the Village of Hussar must, by Bylaw passed in accordance with Section 692 of the Municipal Government Act, adopt a Land Use Bylaw.

AND WHEREAS, a Public Hearing was held on September 29, 2022 as required by section 230 of the Municipal Government Act.

NOW THEREFORE, THE COUNCIL OF THE VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw shall be cited as the "Village of Hussar Land Use Bylaw".
2. Bylaw #493-14 currently in effect is hereby repealed including all amendments thereto and replaced by Bylaw #543-22.
3. Council adopts as the "Village of Hussar Land Use Bylaw" this text and the accompanying Schedules.
4. Council adopts as the Land Use Bylaw for those lands contained within its civic boundaries, "The Village of Hussar Land Use Bylaw."
5. This bylaw takes effect on the date of the third and final reading.

READ A FIRST TIME THIS 24 DAY OF February, 2022

READ A SECOND TIME THIS 29 DAY OF September, 2022

READ A THIRD AND FINAL TIME THIS 10 DAY OF November, 2022

Signed this 28 DAY OF February, 2023


MAYOR


Chief Administrative Officer



Amendments to Land Use Bylaw 543-22

Bylaw No.	Date	Description

Table of Contents

- 1 PURPOSE OF LAND USE BYLAW AND DEFINITIONS6**
 - 1.1 TITLE.....6
 - 1.2 PURPOSE6
 - 1.3 APPLICATION.....6

- 2 INTERPRETATION OF LAND USE BYLAW7**
 - 2.1 RULES OF INTERPRETATION7
 - 2.2 DISTRICT BOUNDARIES7
 - 2.3 DEFINITIONS.....8

- 3 ADMINISTRATION AGENCIES ESTABLISHED BY THIS BYLAW.....28**
 - 3.1 DEVELOPMENT AUTHORITY28
 - 3.2 DEVELOPMENT AUTHORITY – POWERS AND DUTIES29
 - 3.3 SUBDIVISION AUTHORITY – POWERS AND DUTIES.....29

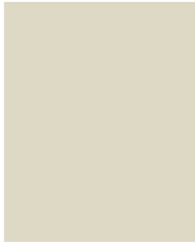
- 4 REGULATIONS FOR DEVELOPMENT31**
 - 4.1 DEVELOPMENT PERMITS REQUIRED31
 - 4.2 DEVELOPMENT PERMITS NOT REQUIRED.....31
 - 4.3 APPLICATION REQUIREMENTS.....33
 - 4.4 DECIDING ON A DEVELOPMENT PERMIT APPLICATION.....34
 - 4.5 DEVELOPMENT PERMIT APPLICATION REFERRALS AND NOTICES36
 - 4.6 DEVELOPMENT PERMIT NOTIFICATION OF DECISION37
 - 4.7 DEVELOPMENT PERMIT COMMENCEMENT AND COMPLETION38

- 5 APPEAL PROCEDURES39**
 - 5.1 SUBDIVISION APPEAL PROCEDURES39
 - 5.2 DEVELOPMENT APPEAL PROCEDURES.....39
 - 5.3 ISDAB – PUBLIC HEARING PROCESS40
 - 5.4 LAND AND PROPERTY RIGHTS TRIBUNAL.....40

- 6 CONDITIONS, ENFORCEMENT & ADMINISTRATION41**
 - 6.1 CONDITIONS OF APPROVAL.....41
 - 6.2 COMPLIANCE WITH OTHER BYLAWS AND REGULATIONS43
 - 6.3 RIGHT OF ENTRY43
 - 6.4 BYLAW CONTRAVENTION43
 - 6.5 OFFENCES AND PENALTIES45
 - 6.6 FORMS, NOTICES AND FEES45
 - 6.7 AMENDMENTS TO THE LAND USE BYLAW45

- 7 GENERAL LAND USE REGULATIONS46**
 - 7.1 APPLICABILITY46
 - 7.2 SPECIAL SETBACK REQUIREMENTS46

7.3	UTILITIES	47
7.4	PARKING AND LOADING FACILITIES	48
7.5	ACCESSORY BUILDING.....	50
7.6	LANDSCAPING:.....	51
7.7	FENCING AND HEDGES:.....	52
7.8	CORNER LOTS, REVERSE CORNER LOTS AND IRREGULAR LOTS	53
7.9	SCREENING, OUTSIDE STORAGE AREAS AND GARBAGE STORAGE	54
7.10	BED AND BREAKFAST	54
7.11	HOME OCCUPATIONS	55
7.12	PET CARE SERVICES	56
7.13	KENNELS, BOARDING & BREEDING	56
7.14	PHYSICAL ENVIRONMENT	58
7.15	RELOCATION OF BUILDINGS	58
7.16	DEMOLITION	59
7.17	RESIDENTIAL BUILDINGS ON THE SAME SITE	60
7.18	SIGN CONTROL.....	60
7.19	NON-CONFORMING USES AND NON-CONFORMING BUILDINGS	62
7.20	LAND NEAR WATER OR SUBJECT TO FLOODING OR SUBSIDENCE	63
7.21	DRAINAGE	63
7.22	CONTROLLED APPEARANCE	63
7.23	STORAGE STRUCTURES	63
7.24	SECONDARY SUITES & BACKYARD SUITES.....	64
7.25	SUBDIVISION OF LAND	65
7.26	UNDERMINING OR SUBSIDENCE CONDITIONS	65
7.27	MANUFACTURED HOMES	65
7.28	BULK FUEL, LIQUEFIED PETROLEUM GASES AND CHEMICAL STORAGE AND DISTRIBUTION FACILITIES	65
7.29	TEMPORARY BUILDINGS	66
7.30	RENEWABLE ENERGY SYSTEMS.....	66
7.31	SMALL WIND ENERGY SYSTEMS.....	66
8	DISTRICTS	68
8.1	ESTABLISHMENT OF LAND USE DISTRICTS.....	68
8.2	DISTRICTS.....	68
8.3	DISTRICT BOUNDARIES	68
8.4	RESIDENTIAL DISTRICT (R) LAND USE RULES.....	70
8.5	RESIDENTIAL DISTRICT – MANUFACTURED HOME (R-MH) LAND USE RULES	73
8.6	COMMERCIAL DISTRICT (C) LAND USE RULES	76
8.7	INDUSTRIAL GENERAL DISTRICT (I) LAND USE RULES	79
8.8	URBAN RESERVE DISTRICT (UR) LAND USE RULES	82
8.9	COMMUNITY SERVICE AND RECREATION DISTRICT (CS) LAND USE RULES.....	84
9	LAND USE DISTRICTS MAP	ERROR! BOOKMARK NOT DEFINED.



Part 1 Purpose & Definitions

1 PURPOSE OF LAND USE BYLAW AND DEFINITIONS

1.1 TITLE

1.1.1 The existing Bylaw shall be referred to as the Village of Hussar Land Use Bylaw.

1.2 PURPOSE

1.2.1 The purpose of the Bylaw is to regulate and control or to prohibit the uses and development of land and buildings within the Municipality to achieve fair, orderly, and economic development of land as well as to:

- a) divide the Municipality into districts;
- b) prescribe and regulate for each district, the intent and purpose for which land or buildings may be used;
- c) establish a method of making decisions on applications for Development Permits including the issuing of Development Permits;
- d) establish a method of making decisions on applications for Subdivision Approval and the issuing of a decision; and
- e) prescribe the procedure to notify owners of land likely to be affected by the issuance of a Development Permit or Subdivision decision.

1.3 APPLICATION

1.3.1 This Bylaw shall apply to the whole of the Village of Hussar, being all lands contained within its boundaries.

Part 2 Interpretation

2 INTERPRETATION OF LAND USE BYLAW

2.1 RULES OF INTERPRETATION

- 2.1.1 Unless otherwise required by the context, words used in the present tense include the future tense; and the word person includes a corporation as well as an individual. The Alberta Interpretation Act shall be used in interpretation. Words have the same meaning whether they are capitalized or not. Gender specific terms shall be taken to mean any gender.
- 2.1.2 The written regulations take precedence over any diagrams if there is a perceived conflict.
- 2.1.3 The Land Use District Map (Found in Part 9) takes precedence over any diagram in the district regulations if there is an apparent conflict.

2.2 DISTRICT BOUNDARIES

- 2.2.1 Where a boundary follows a public roadway, lane, railway, pipeline, power line, utility right-of-way or easement it follows the centre line, unless otherwise clearly indicated on the Map.
- 2.2.2 Where a boundary is shown as approximately following the Municipal boundary, it follows the Municipal Boundary.
- 2.2.3 Where a boundary is shown as approximately following a property line, it follows the property line.
- 2.2.4 Where a boundary is shown as approximately following a topographic contour line or a top-of-bank line it follows that line. In the event of change of the topographic line, it shall move with that line.
- 2.2.5 Where a boundary is shown as being parallel to or as an extension of any of the features listed above, it shall be so.
- 2.2.6 In circumstances not covered above, the boundary shall be determined by a resolution of Council.
- 2.2.7 When any public roadway is closed, the roadway lands have the same district as the abutting land. When abutting lands are governed by different districts, the centre of roadway is the district boundary unless the district boundary is shown clearly following the edge of the roadway. If the roadway is consolidated with an

adjoining parcel, the parcel’s district designation applies to affected portions of the roadway.

2.3 DEFINITIONS

- 2.3.1 Words and terms used in this Bylaw shall have the same meaning as given to them in the Municipal Government Act unless otherwise defined in this section.
- 2.3.2 When no definition is provided in the Municipal Government Act, the Alberta Interpretation Act or this Bylaw, Webster’s New Collegiate Dictionary shall be used.
- 2.3.3 All other words and expressions have the meanings respectively assigned to them in the Municipal Government Act Revised Statutes of Alberta 2000 Ch. M.26 as amended.

TERM	DEFINITION
A	
ABATTOIR	means the use of land or buildings as a facility for the slaughtering of animals and the processing of meat products
ABUT or ABUTTING	means immediately contiguous to, or physically touching, and when used with respect to a lot or a site, means that the lot or site physically touches another lot, site, or development, and shares a property line or boundary line with it.
ACCESSORY BUILDING OR STRUCTURE	means a building or structure, the use of which is incidental or subordinate to the use of the principal building which is located on the same parcel. A structure which is attached to the principal building by a roof, a floor or a foundation is not an accessory building, it is to be considered part of the principal building. Examples include, but are not limited to, sheds, detached garages, and gazebos.
ACCESSORY USE	means the use which, in the opinion of the Development Officer, is subordinate or incidental to the principal building or use located on the same site or the purpose and intent of the Land Use District in which the use is proposed.
ACCESSORY STRUCTURE – FABRIC COVERED	means a wood or metal framed, fabric-membrane pre-engineered structure for temporary & permanent residential applications including dwellings. All fabric covered buildings shall require the building permits to ensure all aspects of the development is in accordance with the Alberta Safety Codes including appropriate foundation construction and building anchoring.
ACT	means the Municipal Government Act, Revised Statutes of Alberta 2000, Ch. M-26, as amended, and any parallel or successor legislation.
ADJACENT LAND	means land that is contiguous to the parcel of land proposed for development, subdivision or re-designation and includes land that would be contiguous if not for a highway, street, road, river, stream, Municipal Reserve or Environmental Reserve.
AGRICULTURAL SUPPLY DEPOT	means a facility for the purpose of supplying goods, materials, and/or services that support agricultural uses, whether retail, wholesale, or in bulk. This shall include such goods and services as sale and storage of seeds, feeds, fertilizers, chemical products, fuels, lubricants, parts or the rental, sale, repair and servicing of farm machinery and equipment but does not include the buying or selling of farm produce or animals.

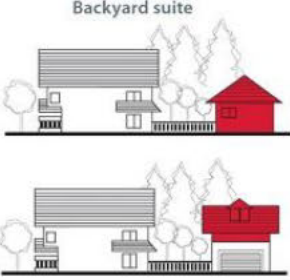
ALTERNATIVE HEALTH CARE SERVICES	means an establishment or facility that is engaged in the furnishing of natural health care services and products which are an alternative or complementary to health care provided by surgery, hospitalization and drug treatments and are provided on an outpatient basis. Included in this use category, but not limited to, are acupuncture, herbology, homeopathic, exercise, massage, touch and mechanical therapy, counseling, and the sale of organic food and herb products.
AMUSEMENT CENTRE	means a facility or establishment that provides amusement, entertainment, or games through the use of any coin or token operated machine or device. The machine or device may be mechanical, electrical, or electronic.
APPEAL BODY	means the board hearing a subdivision or development permit appeal in accordance with the Municipal Government Act.
ART AND CRAFT STUDIOS	means development used for the purpose of small scale, on-site production of goods by hand or manufacturing primarily involving the use of hand tools. Typical uses include pottery, ceramic and sculpture studios, jewelry and toy manufacturing and artist studios.
ARTERIAL ROADWAY OR STREET	means a street intended to carry large volumes of all types of traffic moving at medium to high speeds, to serve the major traffic flows between principal areas of traffic generation and also connect to rural arterials and collectors. Arterial roadways or streets desirably have no direct access to development.
AUCTION ROOMS	means development specifically intended for the auctioning of goods and equipment, including temporary storage of such goods and equipment
AUTO BODY AND PAINT SHOP	means premises where the bodies, but not other parts, of motor vehicles are repaired and where motor vehicle bodies and other metal machine components or articles may be painted.
AUTOMOTIVE REPAIR AND SERVICE	means a use for the servicing and repair of motor vehicles within a building, excluding an auto body and paint shop, and includes such facilities as alignment shops, muffler shops, transmission repair shops, rustproofing, brake shops and other similar uses.
AUTOMOTIVE VEHICLE SALES	means a use where motor vehicles are sold or leased, where vehicles are stored or displayed and may have a building for administrative functions associated with the use.
AVERAGE GRADE	means the average elevation at the mid -point along the front parcel line and the finished ground elevation at the rear of the building. *See “ Building Height ” definition for diagram
B	
BALCONY	means a projecting platform on a building, which is enclosed by a railing and is greater than 0.6m above grade. It may be cantilevered from the building or supported from below.
BAY	means a self-contained unit of part of a building, or of the whole building, which can be sold or leased for individual occupancy.
BARELAND CONDOMINIUM	means land that is situated within a parcel and is a unit in a bareland condominium plan or a proposed bareland condominium plan. In this Bylaw a bareland condominium unit is considered to be a site area.

BASEMENT	means that portion of a building or structure which is wholly or partially below grade and has no more than 1.8m of its clear height above grade and lies below the finished level of the floor directly above. A basement does not constitute a storey for the purpose of this Bylaw.
BED AND BREAKFAST	means a principal dwelling where sleeping accommodation, with or without light meals, is provided to members of the travelling public for remuneration. A Bed and Breakfast home shall not include more than two commercial accommodation units.
BILLBOARD	means a sign directing attention to a business, commodity, services, or entertainment conducted, sold, or offered elsewhere than upon the site where the sign is maintained. The advertisement copy is pasted, glued, painted, or otherwise fastened to permit its periodic replacement.
BUFFER	means a row of trees, shrubs, earth berm, or fencing to provide visual screening and separation between sites and districts.
BUILDING	means a roofed structure with solid exterior walls and which is used or intended to be used as a shelter for persons, animals, equipment, or goods and services.
BUILDING HEIGHT	<p>means the vertical distance measured from the average grade and the highest point of a building, excluding a roof, stairway entrance, elevator shaft, ventilating fan, skylight, steeple, chimney, smoke stack, fire wall or parapet, flagpole, antenna structures or similar devices not structurally essential to the building.</p> <div data-bbox="553 926 1398 1486" data-label="Diagram"> </div> <p>Figure 1: Building Height</p>
BUILDING LINE	means a line parallel to a parcel line drawn across the parcel through the point where any portion of the building is closest to the parcel line.
BUILDING LINE, FRONT	means a line parallel to the Front Parcel Line drawn across the parcel through the point where a Building on the parcel is closest to the Front Parcel Line.

BUILDING LINE, REAR	means a line parallel to the Rear Parcel Line drawn across the parcel through the point where a Building on the parcel is closest to the Rear Parcel Line.
BUILDING LINE, INTERIOR SIDE	means a line parallel to the Interior Side Parcel Line drawn across the parcel through the point where a Building on the parcel is closest to the Interior Side Parcel Line.
BUILDING LINE, EXTERIOR SIDE	means a line parallel to the Exterior Side Parcel Line drawn across the parcel through the point where a Building on the parcel is closest to the Exterior Side Parcel Line.
BUILDING PERMIT	means a permit or document issued in writing by a designated Safety Code Officer within the building discipline pursuant to the Safety Codes Act authorizing the commencement of a use, occupancy, relocation, construction, or demolition of any building.
BUILDING SUPPLY CENTRE	means a commercial, retail store where building materials, household accessories and other related goods are stored, offered, or kept for sale and may include outside storage.
BULK FUEL STORAGE AND DISTRIBUTION	means a development for the purpose of storing natural gas and petroleum products for distribution to customers. Total water capacity for storage of liquefied petroleum gases in above ground tanks must exceed 7570 L (2000 U.S. gals).
BUS TERMINAL	means where transport vehicles load or unload passengers or goods.
C	
CAMPGROUND	means a recreational development for the purpose of providing short term or occasional accommodation for recreational vehicles or tents. A campground is not construed to mean a development for the purpose of accommodating long term (e.g. longer than twenty-one (21) consecutive days permanent occupancy. The duration does not apply to summer work crews utilizing the campground facilities.
CANOPY	means a non-retractable solid projection extending from the wall of the building intended to be used as a protection against weather, other than normal architectural features such as lintels, sills, mounding, architraves, and pediments, but includes the structure known as the theatre marquee.
CAR WASHING ESTABLISHMENT	means a facility for the washing, cleaning, or polishing of motor vehicles. Processes whereby the exterior and upholstery of the vehicles is treated to enhance and protect its cosmetic appearance may also be carried out at such a facility. This process may include, but is not limited to, undercoating, rustproofing, and protecting the paint of the vehicle against rock chips.
CEMETERY	means land that is set apart or land that is used for the burial of human or animal remains. Typical uses are memorial parks and burial grounds.
CHILD CARE FACILITIES	means those facilities used for the supervision and care of children and includes day care, kindergarten, and nursery schools.
CLINIC	means a public or private medical, surgical, physiotherapeutic, or other human health clinic regularly staffed by practicing physicians, dentists, or other qualified medical practitioners.

COLLECTOR ROADWAY or STREET	means a street or roadway that collects and distributes traffic from arterial roads and streets to other collectors and local roads and streets to serve the community. Full access to adjacent properties is generally allowed on collectors.
COMMERCIAL FLOOR AREA	means the gross floor area defined by the outside dimensions of the building for each floor of a commercial use building.
COMMUNICATION STRUCTURES OR COMMUNICATION TOWER	means a structure designed to support antennas for telecommunications and broadcasting and may include television, cellular phone, or wireless internet or radio signals. Communication towers are regulated by Industry Canada however municipal consultation is required and considerations respected.
COMMUNITY BUILDINGS and FACILITIES	means buildings and facilities which are available for the use and enjoyment to the inhabitants of the municipality and the rural area for the purposes of assembly, culture activity.
COMMUNITY RECREATIONAL FACILITY	means facility that is available to the public for sports and recreational activities conducted indoors and/or outdoors. Typical uses include indoor/outdoor swimming pools , hockey rinks, gymnasiums, sports fields, outdoor tennis courts, unenclosed ice surfaces or rinks, athletic fields, bowling greens, riding stables and fitness trails. These facilities may be publicly or privately owned and/or operated.
CONDOMINIUM	means a condominium plan registered in a Land Titles Office that complies with the requirement of the Alberta Condominium Property Act.
CONVENIENCE STORE	means a use where a limited range of household goods and groceries are stocked and sold in small neighbourhood retail stores. This does not include a Cannabis Retail Store.
CORNER LOT	means a lot situated at the intersection of two or more roads, or at the intersection of two parts of the same road which parts have an intersection of not more than 135 degrees.
COUNCIL	means the duly elected Council of the Village of Hussar.
COVERAGE OF SITE	means the combined area of all buildings or structures on a site, including accessory buildings or structures, measured at 0.61m above grade, including open or covered porches or verandas, covered terraces, and all other spaces within a building, excluding steps, eaves, cornices and similar projections, and unenclosed inner and outer courts which are less than 0.61m above grade. Where any building or structure projects beyond the coverage of the building or structure measured at 0.61m above grade, the coverage shall then include such projection.
CULTURAL ESTABLISHMENT	means a development which is available to the public for the purpose of assembly, instruction, cultural or community activity and include such things as a library, museum, art gallery and similar activities. Religious institutions are not included in this category.
D	
DECK	means an open-sided platform adjoining a building and the height of which is greater than 0.6m from grade.
DENSITY	means a measure of development intensity expressed as a ratio of either the number of dwelling units to lot area or number of people to lot area.

DEMOLITION	means the tearing down, wrecking, destroying, or removal of a building and is deemed to be a form of development. This can include a partial building demolition as well as reducing a building to its foundation and rebuilding. Interior residential or commercial demolitions require a building permit instead of a demolition permit.
DESIGNATED OFFICER(S)	means those persons designated by Bylaw under the Act and for the purposes of this Bylaw are the Development Officer, Subdivision Officer and/or the Chief Administrative Officer of the Village of Hussar.
DEVELOPED SITE	means, in the case of: (a) residential districts or parcels: the parcel has a habitable dwelling constructed on it (b) industrial, commercial, and recreational districts or parcels: the lot has a principal building constructed on the parcel or the parcel is occupied by its prime use as specified in the Development Permit issued for the parcel; or (c) agricultural district or parcel: the parcel is used for extensive or intensive agricultural purposes, or the parcel is occupied by its prime use as specified in the Development Permit issued for the parcel.
DEVELOPMENT	means: (a) a building or an addition to, or replacement or repair of a building and the construction or placing in, on, over or under land of any of them; (b) a change of use of land or a building or an act done in relation to land or a building that results in, or is likely to result in, a change in the use of the land or building; or (c) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in, or is likely to result in, a change in the intensity of use of the land or building.
DEVELOPMENT AUTHORITY	means a person, or persons, appointed as the Development Authority by Bylaw.
DEVELOPMENT COMMENCEMENT	means the moment construction is started on site (e.g. excavation) or the land use has begun for the purposes of the Development Permit application.
DEVELOPMENT COMPLETION	means the moment the required building and or Development Permit conditions and requirements have been met for the purposes of the Development Permit application and/or the final inspection reports have been received (if required for the project).
DEVELOPMENT IMPACT ASSESSMENT (DIA)	means a statement prepared by a professional with expertise in environmental conditions on the effect a development proposal and other major actions would significantly have on the environment.
DEVELOPMENT OFFICER	means the person designated by Bylaw as a Development Officer pursuant to this Land Use Bylaw.
DEVELOPMENT PERMIT	means a document authorizing a development, issued by a Development Officer, pursuant to this Bylaw, or any other legislation authorizing development within the Village of Hussar and includes the plans and conditions of approval.
DISCRETIONARY	means in the context of this Bylaw, that the approving authority may or may not issue a permit, order, or notice with or without conditions in consideration of the site and surrounding area characteristics and the suitability of the development in that location.

DISCRETIONARY USE	means a use of land or of a building which is listed in the section captioned "Discretionary Uses" within the applicable Land Use District for which a Development Permit may be issued, with or without conditions, by the approving authority.
DRINKING ESTABLISHMENT	means an establishment licensed by the Alberta Liquor Authority where alcoholic beverages are served for on-site consumption.
DWELLING, ACCESSORY RESIDENTIAL	means a self contained residential dwelling unit that is subordinate to and under one title with the principal commercial or industrial use.
DWELLING, APARTMENT	means a use where a building designed for residential use contains three (3) or more Dwelling Units with a shared or common entrance.
DWELLING, ATTACHED HOUSING	means a use where a building designed for residential use consists of three (3) or more Dwelling Units, each of which has an individual entrance to the outdoors. This includes rowhouses, townhouses, triplexes and fourplexes
DWELLING, BACKYARD SUITE	<p>means a dwelling unit in a building that is detached from the main residence or principal building, such as a detached garage suite or garden suite.</p> 
DWELLING, DUPLEX	means a building containing two dwelling units, one above the other or side by side.
DWELLING GROUP	means two or more buildings, each containing one or more dwelling units, located on a site or a number of adjoining sites, where all buildings, recreation areas, vehicular areas, landscaping and all other features have been planned as an integrated development.
DWELLING, MANUFACTURED HOME	means a use where a transportable, single or multiple section building conforming to CSA standards that contains a Dwelling Unit and when placed on a permanent foundation is ready for residential use and occupancy. A Manufactured Dwelling includes such styles known as modular homes, manufactured homes and Ready to Move (RTM) Homes.
DWELLING, MOVED ON	means a single detached dwelling that has previously been lived in or used as a residence or other purpose in a previous location that has been relocated to a new parcel for use as a dwelling, and may require a foundation, as requested by Safety Codes.

DWELLING, SECONDARY SUITE	<p>means a self-contained dwelling unit with a separate entrance from the outside that is accessory to and located within a principal dwelling unit and may be in the form of below grade development, such as a basement suite, or above grade development such as second floor suite, attached garage suite or other similar self-contained dwelling unit within a principal dwelling unit.</p> <div data-bbox="867 302 1117 606" style="text-align: center;"> <p>The diagram, titled 'Secondary suite', shows two cross-sectional views of a house. The top view shows a house with a red-shaded area on the second floor, representing an above-grade secondary suite. The bottom view shows a house with a red-shaded area in the basement, representing a below-grade secondary suite. Both views show a separate entrance to the red-shaded area.</p> </div>
DWELLING, SINGLE DETACHED	<p>means a building which is constructed on site in conformance with the Alberta Safety Code and contains only one dwelling unit and, except as otherwise allowed in this Bylaw, is used for no other purpose.</p>
DWELLING UNIT	<p>means a set or a suite or rooms operated as a house keeping unit, used or intended to be used as a domicile for one family which:</p> <ul style="list-style-type: none"> a) containing cooking, b) eating, c) sleeping and sanitary facilities and; d) having a separate entrance controlled by the person occupying the unit.
E	
EASEMENT	<p>means a right to use land generally for access to other property or as a right-of-way for a public utility in accordance with the Land Titles Act.</p>
EATING ESTABLISHMENT	<p>means an establishment where food and beverages are prepared and served on the premises for sale to the public and includes, but are not limited to restaurants, delicatessens, cafeterias, bakeries, cafes, and tea rooms. For purposes of clarification, the service of alcoholic beverages is classified under the separate use class of “drinking establishment”.</p>
ENVIRONMENTAL IMPACT ASSESSMENT (EIA)	<p>means a statement prepared in accordance with the Alberta Environmental Protection Legislation on the effect of a development proposal and other major actions which significantly affect the environment.</p>
EQUIPMENT RENTAL SHOP	<p>means a development for the rental of tools, appliances, office machines, light construction equipment or similar items but not the rental of motor vehicles.</p>
ESSENTIAL PUBLIC SERVICE	<p>means a service which is essential to the health and safety of the municipality. This includes, but is not limited to, police stations, ambulance services, fire halls and hospitals.</p>
EXISTING	<p>in operation at the time of consideration</p>

EXTENSIVE AGRICULTURAL	means systems of tillage and animal husbandry through which one may gain livelihood from large areas of land by the raising of crops or the rearing of livestock, either separately or in conjunction with one another in unified operations, and includes buildings and other structures incidental to the operation.
F	
FABRIC COVERED BUILDING	means a metal or wood-framed, fabric-membrane pre-engineered building for temporary or permanent industrial, commercial, and agricultural applications including warehouses, equipment storage, manufacturing facilities, barns, stables, arenas, and event centres. All fabric covered structures shall require the appropriate building permits to ensure all aspects of the development is in accordance with the Alberta Safety Codes including appropriate foundation construction and building anchoring.
FENCE	means a vertical physical barrier constructed out of typical building material to prevent visual or unauthorized access or both.
FIRE SEPARATION	means a construction assembly that acts as a barrier against the spread of fire and may be required to have a fire resistance rating.
FIRE WALL	means a type of fire separation of non-combustible construction which subdivides a building or separates adjoining buildings to resist the spread of fire, and which has a fire resistance rating. Fire wall construction must meet all applicable building code requirements.
FRAGMENTED LAND	means an area of land that is severed or separated from the lands held in title by a public roadway, railway, river, or other permanent water body shown on a registered Township plan or appears as an exception on the Certificate of Title.
G	
GAS BAR	means premises used or intended to be used for the sale of gasoline, lubrication oils and associated automotive fluids only.
GRADE	means the average elevation of the natural or finished level of the ground adjoining a building at all exterior walls.
GRADIENT	means the relationship of the vertical distance of a slope to its horizontal distance.
GRAIN ELEVATOR	means a building for elevating, storing, discharging, and sometimes processing grain. The use may also include facilities for moving the grain via a variety of transportation alternatives such as rail or trucks.
GREENHOUSE, PRIVATE	means an accessory building designed and used for growing plants for domestic rather than commercial use
GROUP CARE FACILITY	means a facility which provides resident services to seven (7) or more individuals. These individuals are handicapped, aged, or disabled and/or undergoing rehabilitation and are provided services to meet their needs. This category includes supervised uses such as group homes (all ages), halfway houses, resident schools, resident facilities and foster or boarding homes.

GROSS FLOOR AREA	means the total floor area of each floor of a building measured to the outside of surface of the exterior walls or, where the buildings are separated by fire walls, to the centre line of the common wall.
H	
HABITABLE FLOOR AREA	means any finished floor area intended primarily for human occupancy.
HEAVY MANUFACTURING	means the manufacture of products where the process of which generates fumes, gases, smoke, vapours, vibrations, noise or glare or similar nuisances that may cause adverse effects on users of adjacent land.
HEDGE	means four or more trees or shrubs four (4) metres high or less, planted 1 metre or less apart, that forms a continuous, linear screen of vegetation that provides privacy, fencing, wind breaking, and/or boundary definition.
HOME OCCUPATION, MAJOR	means an accessory use by a resident of a Dwelling Unit or Accessory Building for small-scale business activities that does not adversely affect the residential character of the property and may have limited client visits to the property. Uses do not include fabrication, manufacturing, or mechanic shops.
HOME OCCUPATION, MINOR	means an accessory use by a resident of a Dwelling Unit for small-scale business activities that are undetectable from outside the Dwelling Unit and does not adversely affect the residential character of the property, does not require the use of an Accessory Building, and may have limited client visits to the property.
HOTEL or MOTEL	means a building used primarily for sleeping accommodation and ancillary services provided in rooms, or suites of rooms, which may contain bar and/or kitchen facilities. The building may also contain commercial or other uses and may, or may not, offer such additional services as eating and drinking establishments, meeting rooms, personal service shops and managers suite/dwelling accommodation or public convention facilities.
I	
INTENSIVE VEGETATIVE OPERATION	means a system for tillage for the concentrated raising of specialty crops including, but not limited to tree farms, commercial greenhouses, plant nurseries, sod farms, and similar uses.
K	
KENNEL BOARDING & BREEDING	means an establishment in which domestic animals are boarded overnight for periods greater than 24 hours and where domestic animals could also be housed for the purpose of breeding. This use may also include facilities for the care, grooming of domestic animals
L	
LAND AND PROPERTY RIGHTS TRIBUNAL (LPRT)	Means the Land and Property Rights Tribunal as defined in the <i>Municipal Government Act</i> .

LANDSCAPED AREA	means an area designed, constructed, and laid out so as to maintain, change or modify the natural features of a site so as to make it attractive and desirable by the use of grass, trees, shrubs, ornamental planting, hedges, fencing and walks.
LAND USE DISTRICT – COMMERCIAL DISTRICT	means an area zoned for the purpose of commercial activities.
LAND USE DISTRICT – COMMUNITY SERVICE DISTRICT	means an area zoned for the purpose of community service buildings and organizations.
LAND USE DISTRICT – INDUSTRIAL GENERAL DISTRICT	means a district zoned for the purpose of industrial development.
LAND USE DISTRICT – RESIDENTIAL DISTRICT	means an area zoned for the purpose of a district where people live and is primarily occupied by private, single-family residences.
LAND USE DISTRICT – RESIDENTIAL MANUFACTURED HOME	means an area zoned for the purpose of a district where people live and is primarily occupied by manufactured homes.
LAND USE DISTRICT – URBAN RESERVE DISTRICT	means an area of protected land or water on which development is indefinitely set aside.
LAND USE MAP	means a map dividing the Municipality into certain land use districts.
LANDSCAPING	Means the modification and enhancement of a site through the use of any or all of the following elements: <ul style="list-style-type: none"> a) soft landscaping consisting of vegetation such as trees, shrubs, hedges, grass, and ground cover; or b) hard landscaping consisting of non-vegetative materials such as brick, stone, concrete, tile, and wood.
LANE	means a public thoroughfare with a right-of-way width of not greater than 9m (30ft) and not less than 6m (20ft) which provides a secondary means of access to a site or sites parcel or parcels.
LIGHT MANUFACTURING	means the assembly or packaging of articles from previously prepared materials but does not include uses which may be obnoxious by reason of emission of odors, dust, noise, smoke, or vibrations.
LIQUOR STORE	means a use where alcoholic beverages are sold for consumption from a retail outlet premises that has been licensed by the Alberta Gaming and Liquor Commission.
LOADING SPACE	means a space for parking a commercial vehicle while being loaded or unloaded.
LOCAL ROADWAY or STREET	means a street or roadway that provides unrestricted direct access to and connects with collectors and other local roadways.

LOT	<p>means a lot as defined in the Municipal Government Act, Part 17, Section 616, which is defined as:</p> <ul style="list-style-type: none"> (a) a quarter section, (b) a river lot shown on an official plan, as defined in the Surveys Act, that is filed or lodged in a land titles office, (c) a settlement lot shown on an official plan, as defined in the Surveys Act, that is filed or lodged in a land titles office, (d) a part of a parcel of land described in a certificate of title if the boundaries of the part are described in the certificate of title other than by reference to a legal subdivision, or (e) a part of a parcel of land described in a certificate of title if the boundaries of the part are described in a certificate of title by reference to a plan of subdivision. <p>Also see the related definition Parcel</p>
LOT COVERAGE	<p>means that portion of lot area covered by the principal building, accessory buildings, or other similar covered structures.</p>
LOT LINE	<p>means a legally defined limit of any lot or parcel. "Boundary", "boundary line" and "property line" have a corresponding meaning.</p>
M	
MANUFACTURING PROCESSING OR ASSEMBLY FACILITY	<p>means the manufacturing or assembly of goods, products, or equipment, including food products to be consumed by human or animals and/or the processing of raw or finished materials, including the servicing, repairing, or testing of materials, goods and equipment normally associated with the manufacturing, processing, or assembly operation. It may include, but is not limited to any indoor display, office, technical or administrative support areas or any sales operation accessory to the principal use. Manufacturing, processing, or assembly facility does not include medical marijuana facilities.</p>
MUNICIPALITY	<p>means the Municipal Corporation of the Village of Hussar and where the context requires, means the area of land contained within the boundaries of the Municipality's corporate limits at the time of adoption of this Bylaw, or as included by any subsequent annexation.</p>
MUNICIPAL PLANNING COMMISSION (MPC)	<p>means the Village of Hussar Municipal Planning Commission established by Bylaw pursuant to the Act.</p>
MUNICIPAL RESERVE PARCEL	<p>means the land designated to be a municipal reserve by a condition of subdivision approval granted pursuant to the Municipal Government Act, or land designated and registered in Land Titles as "Municipal Reserve", "Park", "Reserve" or "Community Service Reserve" under former legislation.</p>
N	
NATURAL RESOURCE EXTRACTIVE INDUSTRIES	<p>means industries engaged in the extraction of natural resources such as timber, clay, sand, gravel, limestone, shale, coal, and other minerals including petroleum and natural gas which may include bringing these together with other elements such as power or water into integrated processes for the purpose of primary treatment into a marketable form of the resource being extracted.</p>

NET FLOOR AREA	means the gross floor area defined by the outside dimensions for each floor minus the horizontal floor area on each floor used for corridors, elevators, stairways, mechanical rooms, and workrooms.
NON-CONFORMING BUILDING	means a building that is lawfully constructed or lawfully under construction at the date a Land Use Bylaw affecting the building or the land on which the building is situated becomes effective and that on the date the Land Use Bylaw becomes effective does not, or when fully constructed will not, comply with the Land Use Bylaw.
NON-CONFORMING USE	means a lawful, specific use being made of land or a building, or intended to be made of a building lawfully under construction at the date a Land Use Bylaw affecting the land or building becomes effective and that on the date the Land Use Bylaw becomes effective does not, or in the case of a building under construction will not, comply with the Land Use Bylaw.
O	
OCCUPANCY	means the utilization of a building or land for the use of which it was approved.
OCCUPANCY PERMIT	means a permit issued under the Alberta Safety Codes Act for the right to occupy or use the bay, building or structure for the use intended
OFFICES (ADMINISTRATION, BUSINESS, PROFESSIONAL)	means a facility for the provision of professional, management, administrative, consulting, and financial services such as offices for clerical, secretarial, employment, telephone answering and similar office support services, offices of lawyers or accountants, banks or other financial institutions, and offices for real estate and insurance firms. Medical clinics are not included in this category.
P	
PARAPET	means a low wall or railing to protect the edge of a roof.
PARCEL	means the aggregate of one or more lots described in a Certificate of Title or by reference to a plan filed or registered in the Land Titles Offices.
PARCEL AREA	means the total area of land within the parcel.
PARCEL, CORNER	means a parcel situated at the intersection of two or more roads, or at the intersection of two parts of the same road which parts have an intersection of not more than 135 degrees.
PARCEL LINE	means a legal boundary line of a parcel.
PARCEL LINE, FRONT	means the shortest parcel line that abuts a public roadway unless otherwise determined by the Development Authority in accordance with this Bylaw.
PARCEL LINE, EXTERIOR SIDE	means a property line, other than the front parcel line, which abuts a road.
PARCEL LINE, INTERIOR SIDE	means a property line other than a front parcel line or rear parcel line, which abuts another parcel or a lane.
PARCEL LINE, REAR	means the parcel line which is opposite to and is not connected to the front parcel line.

PARCEL WIDTH	means the average horizontal distance between two side parcel lines.
PARKING LOT	means an area of cleared land dedicated to the parking of vehicles, and usually provided with a durable or semi-durable surface.
PERMITTED	means, in the context of this Bylaw, that the approving authority must issue a permit, order or notice.
PERMITTED USE	means the use of land or a building which is listed in the section captioned "Permitted Uses" within the applicable Land Use District for which a Development Permit shall be issued by the approving authority upon the development meeting all other requirements of this Bylaw. The approving authority may impose such conditions necessary to ensure compliance with the requirements of the Bylaw.
PERSONAL SERVICE SHOP	means a development used for the provision of personal services to an individual which are related to the care and appearance of the body or the cleaning and repair of personal effects. This use class includes but is not limited to such uses as photography studios, tailors, dry cleaning establishments and hair and nail studios.
PET CARE SERVICES	means a use where small animals are washed, groomed, trained, or boarded (day care) during the day, this does not include overnight stay of pets.
PET STORE	means a store or place where animals or birds for use as pets are sold or kept for sale but does not include a shop or place for breeding or overnight boarding of pets. Pet stores follow the same setback regulations of retail stores.
PLAN OF SUBDIVISION	means plans, maps or drawings, drawn to scale, which show the divisions of a piece of land.
PRINCIPAL BUILDING	means a building that, in the opinion of the Development Officer occupies the major or the central portion of the site, is the main building on the site and constitutes by reason of its use, the primary purpose for which the site is used.
PRINCIPAL USE	means a use of a site or building which in the opinion of the Development Officer constitutes the primary purpose for which the site is used.
PROPERTY LINE	means the legal boundary of a parcel or lot.
PUBLIC OR QUASI-PUBLIC STRUCTURES, INSTALLATIONS AND FACILITIES	means installations and facilities owned or operated by, or for, the Municipality, the Provincial Government, the Federal Government or a corporation under federal or provincial statute for the purpose of furnishing services or commodities to, or for the use of, the inhabitants of the municipality.
PUBLIC ROADWAY	means any street, avenue, service roadway, arterial, collector roadway or local roadway shown as a road allowance on a Township survey or registered in Land Titles, or secondary road as defined in the Public Highway Development Act but does not include a lane or controlled highway or expressway.

PUBLIC UTILITY	<p>means a system or works used to provide one or more of the following for public consumption, benefit, convenience, or use:</p> <ul style="list-style-type: none"> (a) waterworks; (b) sewage disposal; (c) public transportation operated by, or on behalf of, the municipality; (d) irrigation; (e) drainage; (f) fuel; (g) electric power; (h) heat; and (i) waste management; <p>and includes the thing that is provided for public consumption, benefit, convenience, or use.</p>
PUBLIC UTILITY BUILDING	<p>means the building in which the proprietor of a public utility maintains its office or offices or maintains or houses any equipment used in connection with the public utility.</p>
R	
RECREATIONAL VEHICLE	<p>means a portable structure designed and built to be carried on a vehicle, or a unit designed and built to be transported on its own wheels, to provide temporary living accommodation for travel and recreational purpose and includes, but is not limited to, such vehicles as a motor home, camper, holiday (travel) trailer and a tent trailer, but does not include a mobile home. "Holiday trailer" or "travel trailer" have a corresponding meaning.</p>
RENEWABLE ENERGY SYSTEM	<p>means a use:</p> <ul style="list-style-type: none"> (a) that produces electrical power to be used for the on-site consumption requirements by alternative means such as, but not limited to, active and passive solar collectors, photovoltaic solar panels and geothermal energy; (b) that may be connected or disconnected from the electrical grid in accordance with the requirements of the appropriate authority; and (c) may provide residual power to the grid but is not intended to produce power primarily for resale.
RETAIL STORE	<p>means a building where goods, wares, merchandise, substances, articles, or things are stored, offered, or kept for sale at retail prices and includes storage on, or about, the store premises of limited quantities of such goods, wares, merchandise, substances, articles, or things sufficient to service such store but does not include any retail outlet otherwise listed or defined in this Bylaw.</p>
REVERSE CORNER LOT	<p>means a residential corner lot where the front façade of the Dwelling Unit is oriented towards the longest property line which abuts a road which is considered the front parcel line. The exterior side parcel line of a reversed corner lot is the shorter property line which abuts a road.</p>

S	
SCREENING	means a fence, earth berm, or hedge used to visually separate areas of function, which in the opinion of the Development Officer, detract from the urban street or neighboring land uses.
SCHOOL	means a premise that involves public assembly for education, training, or instruction purposes, and includes the administration offices required for the provision of such services on the same site. This includes but is not limited to a public school, a separate school, or a technical school, their administrative offices and school bus parking. This use may also include outdoor recreational uses typically associated with an educational facility such as a track or outdoor courts.
SENIOR CITIZEN ACCOMMODATION	means a dwelling unit or accommodation sponsored and administrated by any public agency or any nonprofit organization, either of which obtains its financial assistance from government funding, donations, or any combination thereof. Senior citizen accommodation may include lounge, dining, healthcare, and recreation facilities. Senior citizen homes, extended health care facilities for seniors and senior health care facilities have corresponding meanings.
SERVICE STATION	means premises or the portion thereof used or intended to be used for the servicing and minor repairing of motor vehicles and for the sale of gasoline, lubricating oils and minor accessories for motor vehicles.
SERVICED LOT	means a site which is connected to and serviced by the municipality's sewage and water work system.
SETBACK	means the minimum distance between a building, structure, or use, or from each of the respective parcel lines, or from a natural boundary or other reference line.
SHOPPING CENTRE	means a group of commercial establishments planned, developed, owned, and managed as a unit with off-street parking provided.
SIGN	means anything that serves to indicate the presence or the existence of something including, but not limited to, a lettered board, structure or trademark displayed, erected, or otherwise developed and used, or intending to identify, advertise or give direction.
SIGN, ADVERTISING	means a sign which refers only to goods or services produced, offered for sale or obtainable at the premises on which the sign is displayed.
SIGN, AWNING	means a retractable, cloth-like, or light weight metal shelter projecting from a building.
SIGN, CANOPY	means any sign attached to, or constructed in or on canopy.
SIGN, COPY AREA	means the area of the smallest geometric figure which will enclose the actual copy of a sign.
SIGN, DIRECTIONAL	means a sign that contains no advertising and directs the public or denotes the name of any thoroughfare, route, educational institution, public building or facility or a sign that directs and regulates traffic.
SIGN, FASCIA	means a flat sign, plain or illuminated, running parallel for its whole length to the face of the building to which it is attached.

SIGN, FREESTANDING	means a sign supported independently of a building, wall, or structure. It is supported by one or more columns, uprights, or braces in, or upon, grade.
SIGN, IDENTIFICATION	means a sign which contains no advertising, is limited to the name, address and number of a building, institution or the occupation of person and is placed on the premises which it identifies.
SIGN, PORTABLE	means any sign not permanently attached to the ground or other permanent structure or a sign designed to be transported including, but not limited to, a sign designed to be moved on wheels, signs converted to A or T-frames, sandwich boards, balloons or inflatable devices used as signs and signs attached to, or painted, on vehicles parked and visible from a public roadway unless said vehicles are used in the normal day to day operation of that business.
SIGN, PROJECTING	means a sign other than a canopy or awning sign which projects from a structure or a building face or wall.
SIGN, REAL ESTATE	means a temporary sign identifying real estate that is for sale, lease, rent or sold.
SIGN, ROOF	means any sign erected upon, against or above a roof or a parapet of a building.
SIGN, TEMPORARY	means a sign which is in place for a predetermined period of time as specified in the Development Permit decision.
SIGN, WALL	means any sign attached to a wall of a building in such a manner that its leading edge is 0.2m or less from the supporting wall and includes menu display boxes.
SIGN, WINDOW	means any sign, either painted on, attached to, or placed inside a window for the purpose of viewing from outside the premises.
SITE	means a quarter section, a river lot or settlement lot shown on an official plan referred to in Section 32 of the Surveys Act that is filed or lodged in the Land Titles Office, a part of a parcel where the boundaries of the part are separately described in a Certificate of Title other than by reference to a legal subdivision or a part of a parcel where the boundaries of the part are described in a Certificate of Title by reference to a plan of subdivision.
SITE AREA	means for purposes of development or subdivision, the total horizontal area of a site contained within an existing or proposed boundary of a lot. A bareland condominium unit is considered to be a site for purposes of this Bylaw.
SITE PLAN	means a plan, drawn to scale, showing the boundaries of the site, the location of all existing and proposed building upon that site, the use, or the intended use of the portions of the site on which no buildings are situated and showing fencing, screening, grassed areas and the location and species of all existing and proposed shrubs and trees within the development.
SITE, WIDTH OF	means the average horizontal distance between the side boundaries of a site.
SMALL WIND ENERGY SYSTEM	means a use where a wind energy conversion system consisting of a wind turbine, a tower and associated control or conversion electronics which has a rated capacity in accordance with the Alberta Utilities Commission regulations and which is intended to primarily provide electrical power for the on-site consumption requirements, either on or off-grid, and may provide residual power to the grid but is not intended to produce power specifically for resale.

STORAGE STRUCTURE	means a structure that does not meet the definition of an accessory building and is used for the storage of goods or equipment. A storage structure may be in the form of a shipping container, trailer, or other structure.
STORAGE YARD	Means a site: (a) where goods, motor vehicles or equipment are stored when they are not being used and may include long term storage where a fee is paid; (b) where the vehicles and equipment stored may also be serviced, cleaned or repaired; (c) that may involve the storage of construction materials; and (d) that does not involve the storage of any derelict vehicles or derelict equipment; (e) that does not involve the production or sale of goods as part of the use; and (f) that may have a building for the administrative functions associated with the use.
STOREY	means the space between the top of any floor and the top of the next floor above it, and if there is no floor above it, the portion between the top of the floor and the ceiling above it.
STOREY, FIRST	means the storey with its floor closest to grade and having its ceiling more than 1.8m (6ft) above grade.
STOREY, SECOND	means the storey located immediately above the first storey.
STREET	means a public thoroughfare, including a bridge, affording the principal means of access to abutting sites and includes the sidewalks and the land on each side of, and contiguous, to, the prepared surface of the thoroughfare.
STREET, LOCAL OR RESIDENTIAL	means an undivided roadway where all intersections are at grade, having direct access permitted from adjacent properties and is designed to permit low speed travel within a neighbourhood.
STRUCTURE	means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground.
SUBDIVISION	means the division of a parcel by an instrument and the word "subdivide" has corresponding meaning.
SWIMMING POOL	means an artificial body of water, excluding ponds, of more than 10m ² in area, to be used for swimming, bathing, or diving.
T	
TEMPORARY USE	means a proposed land use or development where the intent is to operate the land use or structure for a specified period of time, not to exceed one (1) year, unless otherwise approved by the Development Authority in consideration of a land use that is temporary but has longer term requirements due to the specific use or project. Any temporary development permit application will state a date on which the development will cease. Temporary Uses shall be considered a discretionary use in all Land Use Districts.

TRADESMAN'S SHOP	means an establishment for the operation of a trade including, but not limited to, a painter, electrician, upholsterer, printer, and appliance repair shop but does not include establishments which may be obnoxious by reason of emission of odours, dust, smoke, noise, or vibration.
U	
USE, CHANGE OF	means the conversion of land or a building, or portion thereof, from one land use activity to another in accordance with the permitted or discretionary use as listed in each Land Use District.
V	
VEHICLE SALES AND SERVICE	means an establishment where a person may purchase a new or used automobile, truck, motorcycle, or RV (recreational vehicle) and/or vehicle maintenance and servicing.
VETERINARY CLINIC	means a facility for the medical care and treatment of animals, and includes provision for the overnight accommodation. The use of the facility for overnight boarding shall be limited to short time boarding while the animals are awaiting treatment or are recovering from treatment and shall be incidental to the hospital use.
VILLAGE	means the Village of Hussar in the Province of Alberta.
W	
WALKWAY	means a public right-of-way for pedestrian use on which no motor vehicles are allowed.
WAREHOUSE or WAREHOUSING	means the use of a building for the storage of materials, products, goods, or merchandise.
WORKS	means any fence, landscaping, landscape vegetation, sidewalks, pathways, roads or other public or private utilities associated with and required for a development
WORSHIP FACILITY	means any facility used for the purpose of spiritual worship. Examples may be, but are not limited to, churches, temples, mosques, and synagogues
Y	
YARD	means any open space on a parcel, unoccupied and unobstructed and is the distance between the property line to the foundation of the principal building or the exterior finishing materials of an Accessory Building.
YARD, FRONT	means the area of a parcel extending across the full width of the parcel between the front parcel line and the front foundation of the principal building.
YARD, REAR	means the area of a parcel extending across the full width of the parcel between the rear parcel line and the rear foundation of the principal building
YARD, INTERIOR SIDE	means the area of a parcel extending from the front foundation of the principal building to the rear foundation of the principal building and between the side foundation of the principal building to the interior side parcel line.

YARD, EXTERIOR SIDE	means the area of a parcel extending from the front foundation of the principal building to the rear foundation of the principal building and between the side foundation of the principal building to the exterior side parcel line.
----------------------------	---

Part 3

Administrative Agencies

3 Administration Agencies established by this bylaw

3.1 DEVELOPMENT AUTHORITY

The Development Authority shall exercise development powers and perform duties on behalf of the Municipality in accordance with Part 17, Division 3 of the Municipal Government Act and may include:

3.1.1 Development Officer:

- (a) the office of the Development Officer is hereby established to act on behalf of Council in those matters delegated by this Bylaw and in such matters as it may instruct from time to time;
- (b) the Development Officer must make available for inspection, during office hours, all applications and decisions for Development Permits, subject to any legislation in force restricting availability;
- (c) the Development Officer shall perform duties as are specified in Section 4.4 of this Bylaw; and
- (d) the Development Officer is the Chief Administrative Officer.

3.1.2 Municipal Planning Commission:

The Municipal Planning Commission, established by Bylaw in accordance with the Municipal Government Act, shall perform such duties as are specified in Section 4.4 of this Bylaw. The Municipal Planning Commission is the duly elected Council for the Village.

3.1.3 Intermunicipal Subdivision and Development Appeal Board:

The Intermunicipal Subdivision and Development Appeal Board, established by a separate Bylaw in accordance with the Municipal Government Act, shall perform such duties as are specified in Part 5 of this Bylaw.

3.1.4 **Subdivision Authority:**

The Subdivision Authority, as established by Council, shall perform duties on behalf of the Municipality in accordance with the Municipal Government Act, the Land Use Bylaw, and all relevant Village of Hussar planning documents. The Subdivision Authority is the duly elected Council of the Village and Palliser Municipal Services.

3.2 DEVELOPMENT AUTHORITY – POWERS AND DUTIES

3.2.1 The Development Authority must administer this Bylaw and decide upon all Development Permit applications.

3.2.2 The types of Development Permit applications a Development Authority may consider in accordance with Part 4 are Development Permits for:

- (a) a permitted use that complies with all requirements of this Bylaw;
- (b) a permitted use that does not comply with all requirements of this Bylaw;
- (c) a discretionary use that complies with all requirements of this Bylaw; or
- (d) a discretionary use that does not comply with all requirements of this Bylaw.

3.2.3 Unless otherwise referenced in Part 4, the Development Authority must not approve a Development Permit for an addition or structural alteration to a non-conforming building.

3.2.4 The Development Authority may refuse to accept a Development Permit application where:

- (a) the information required by Part 4 is not provided;
- (b) the quality of the information provided is inadequate to properly evaluate the application; or
- (c) the fee for a Development Permit application has not been paid.

3.3 SUBDIVISION AUTHORITY – POWERS AND DUTIES

3.3.1 The Subdivision Authority shall:

- (a) keep and maintain for the inspection of the public, copies of all decisions and ensure that copies of same are available to the public;
- (b) keep a register of all applications for subdivision, including the decisions therein and the reasons therefore;

- (c) receive all complete applications for subdivision including the required application fees and decide upon all applications in accordance with the Subdivision and Development Regulation and Land Use Bylaw with consideration of all comments received through circulation and the recommendations of the Municipal Planning Commission;
- (d) on receipt of an application for subdivision, review to ensure sufficient information is provided to adequately evaluate the application in accordance with Part 1 of the Subdivision and Development Regulation;
- (e) excepting subdivision applications not requiring circulation under the Municipal Government Act, to circulate applications for subdivision for comments to those authorities and agencies as prescribed within the Subdivision and Development Regulation and this Land Use Bylaw and all comments to be added to the subdivision report;
- (f) excepting subdivision applications not requiring circulation under the Municipal Government Act, to circulate applications for subdivision for comments to Wheatland County when the original parcel boundaries are adjacent to the municipal boundary or where an inter-municipal development plan, such as the Village of Hussar & Wheatland County Intermunicipal Development Plan (Bylaw No. 525-20) requires or, at the discretion of the Subdivision Authority, where a subdivision application is not adjacent to the municipal boundary but has potential for land use impacts within Wheatland County;
- (g) excepting subdivision applications not requiring circulation under the Municipal Government Act, the Subdivision Authority may proceed with processing of the application after thirty (30) days from the date of referral to authorities, agencies or landowners whether or not comments have been received;
- (h) prepare a subdivision report including all relevant information to the application, recommendations and any comments received from circulated agencies and review with the Municipal Planning Commission for municipal recommendations;
- (i) prepare, sign and transmit all notices of decision to the relevant agencies in accordance with the Subdivision and Development Regulation;
- (j) ensure all conditions are complied with prior to endorsement to the satisfaction of the municipality;
- (k) endorse Land Titles instruments to effect the registration of the subdivision of land;
- (l) advise the Council, Municipal Planning Commission and Intermunicipal Subdivision and Development Appeal Board on matters relating to the subdivision of land; and
- (m) appear before the Intermunicipal Subdivision and Development Appeal Board or Land and Property Rights Tribunal (formerly Municipal Government Board) where appeals are made on subdivision application decisions.

Part 4 Development

4 Regulations for Development

4.1 DEVELOPMENT PERMITS REQUIRED

- 4.1.1 No development other than those designated in Section 4.2 below shall be undertaken within the Municipality unless an application for it has been approved and a Development Permit has been issued.

4.2 DEVELOPMENT PERMITS NOT REQUIRED

- 4.2.1 The Development Permit is not required in respect of the following developments, but such developments shall comply with all relevant provisions of this Bylaw:
- (a) works of maintenance, repair, or alternation, on a structure, both internal and external, if in the opinion the Development Officer, such work:
 - (i) does not include structural alterations;
 - (ii) does not change the use or intensity of the use of the structure; and
 - (iii) is performed in accordance with obligatory legislation or other government regulations
 - (b) the completion of a building which was lawfully under construction at the date this Bylaw comes into full force and effect, provided that:
 - (i) the building is completed in accordance with the terms of any permit granted by the Municipality, subject to the conditions of that permit; and
 - (ii) the building, whether or not a permit was granted in respect of it, is completed within a period of twelve (12) months from the date this Bylaw comes into full force and effect;
 - (c) the use of any building referred to in Section 4.2.1 (b) for the purpose for which construction was commenced;
 - (d) the erection or installation of machinery needed in connection with operations for which a Development Permit has been issued, for the period of the construction;
 - (e) the construction and maintenance of that part of a public utility placed in or upon a public thoroughfare or public utility easement;
 - (f) the use by the Municipality of land which the Municipality is the legal or equitable

- owner for a purpose approved by a simple majority vote of Council in connection with any public building, facility or installation by the Municipality;
- (g) the use of a building or part thereof as a temporary polling station for a Federal, Provincial or Municipal election or referendum or plebiscite;
 - (h) one temporary, on-site freestanding or fascia sign which does not exceed 1m² in area nor 1m in height and is intended for:
 - (i) advertising the sale or lease of a dwelling unit, or property for which a Development Permit has been issued for the development on the said property;
 - (ii) identifying a construction or demolition project for which a Development Permit has been issued for such a project;
 - (iii) identifying a political campaign: such a sign may be displayed in accordance with elections regulations; or
 - (iv) advertising a campaign or drive which has been approved by Council: such a sign may be posted for a maximum period of fourteen (14) days;
 - (i) Municipal signs used to indicate street names and traffic control;
 - (j) the construction, maintenance and repair of private walkways, private pathways, private driveways and similar works;
 - (k) the construction or installation of public roadways, walkway, utilities or grading of the site or removal, or stockpiling of soil, when a development agreement has been signed as a condition of subdivision approval, and the undertaking of any or all of the aforementioned works have been authorized by Council;
 - (l) Telecommunication antenna systems that are regulated by Industry Canada;
 - (m) the erection, construction or replacement of one (1) garden/tool shed per site, which does not exceed 13.5m² (145 sq ft) in floor area and 2.5m (8.2ft) in height within residential parcels;
 - (n) the erection, construction or replacement of one (1) private greenhouse shed per site, which does not exceed 13.5m² (145 sq ft) floor area and 2.5m (8.2ft) in height within residential parcels;
 - (o) the erection or construction of gates, walls or other means of enclosure (other than on corner parcels/lots or where abutting a road used by vehicular traffic) less than 1.2m (4ft) in height in front yards and less than 2m (6.56ft) for side and rear yards, and the maintenance, improvement and other alterations of any gates, fences, or walls or other means or enclosure;
 - (p) one on-site fascia sign which does not exceed 0.185m² (2ft²) in area for any of the following buildings: single detached dwelling, semidetached or duplex, row house, apartment or townhouse and states no more than:

- (i) the name and address of the building; or
- (ii) the name of the person(s) occupying the building.

4.3 APPLICATION REQUIREMENTS

4.3.1 An application for a Development Permit for new construction or an addition or change of use of an existing structure shall be made to the Development Officer using the prescribed form, signed by the owner or his/her agent, and accompanied by:

- (a) two (2) copies of the application form and site plan, preferably drawn to scale, which show the following
 - i) legal description of the site with north arrow;
 - ii) area and dimensions of the land to be developed including the front, rear and side yards if any;
 - iii) floor plans, elevation and exterior finishing materials;
 - iv) site drainage, finished lot grades, the grades of the roads, streets and sewers servicing the property;
 - v) the location and dimensions of all existing and proposed buildings, structures, or uses on the parcel and the measured distance to property line;
 - vi) existing and proposed access and egress to and from the site;
- (b) statement of existing and proposed Utility services (i.e. on-site or municipal)
- (c) where applicable, the cutting down or removal of trees;
- (d) on applications for signs, a replica of the proposed sign drawn to scale;
- (e) the estimated commencement and completion dates;
- (e) a statement of ownership of the land and interest of the applicant therein; and
- (f) the Development Permit fee as prescribed by Council.

4.3.2 In addition to the information required under Section 4.3.1, the following information is required on applications for:

- a) multi-family, commercial, industrial, recreational, and institutional uses:
 - i) loading and parking provisions;
 - ii) garbage and storage areas and the fencing and screening proposed for same;
 - iii) location and approximate dimensions of all existing and proposed trees, shrubs, parks, playgrounds etc.; and
 - iv) a development impact assessment statement clearly describing how the

potential impacts of the proposed development on adjacent lands will be dealt with and how the proposed facilities have been designed to minimize such disturbances.

- 4.3.3 The Development Officer may require additional information or additional copies of the plan and specifications as is deemed necessary
- 4.3.4 The application shall be deemed not to have been in its complete and final form until all required details have been submitted to the satisfaction of the Development Officer.
- 4.3.5 The Development Authority shall issue a notice of “complete” or “incomplete” on an application within 20 days of the application submission in accordance with the requirements of the Act.

4.4 DECIDING ON A DEVELOPMENT PERMIT APPLICATION

- 4.4.1 The Development Officer shall:
 - (a) Receive, consider and decide on an application for a Development Permit for those uses listed as a Permitted Use for the relevant Land Use District and comply with the minimum standards for that district;
 - (b) refer, at his or her discretion, a Development Permit application for an industrial development for comments to those authorities (provincial and regional) where interest or jurisdiction may be affected;
 - (c) refer, with his or her recommendations, to the Municipal Planning Commission for its consideration and decision, applications for a Development Permit for those uses which constitute discretionary uses and which have been assigned to it for consideration and decision;
 - (d) refer to the Municipal Planning Commission, at his or her discretion any application which in his/her opinion should be decided by the Commission; and
 - (e) the Development Officer shall collect fees according to the scale approved by resolution of Council.
- 4.4.2 The Municipal Planning Commission shall:
 - (a) decide on applications for Development Permits for those Discretionary Uses referred by the Development Officer in the relevant Land Use District;
 - (b) approve the application unconditionally or impose conditions considered appropriate, either permanently or for a limited period of time, or refuse the application; and
 - (c) when making a decision on a Development Permit application for a Discretionary Use, the Municipal Planning Commission must take into account:

- (i) any plans and policies affecting the parcel;
- (ii) the purpose statements in the applicable Land Use District;
- (iii) the appropriateness of the location and parcel for the proposed development;
- (iv) the compatibility and impact of the proposed development with respect to adjacent development and the neighbourhood;
- (v) the merits of the proposed development;
- (vi) utility and servicing requirements;
- (vii) access and transportation requirements;
- (viii) vehicle and pedestrian circulation within the parcel; and
- (ix) sound planning principles.

4.4.3 An application may be approved where the proposed development does not comply with the minimum or maximum requirements of any district in this Bylaw if, in the opinion of the Municipal Planning Commission, the proposed development would not unduly interfere with the amenities of the neighbourhood, materially interfere with, or affect the use, enjoyment or value of the neighboring properties and the amount of variance does not exceed 20% of the requirements in any district.

4.4.4 In addition to Section 4.4.2 (c), the Development Authority, with respect to a Discretionary Use, may impose such conditions as deemed appropriate, having regard to the regulations of this Bylaw and the provisions of any statutory plan including, but not limited to, the following conditions:

- (a) limiting hours of operation;
- (b) limiting number of patrons;
- (c) establishing landscaping requirements;
- (d) requiring noise attenuation;
- (e) requiring special provisions be made for parking;
- (f) regarding the location, character and appearance of a building;
- (g) regarding the grading of a site or such other procedures as is necessary to protect the site from other developments or to protect other developments from the site;
- (h) establishing the period of time during which a development may continue; and
- (i) ensuring the development is compatible with surrounding development.

4.4.5 In the case where a proposed specific use of land or a building is not provided for in

any Land Use District in the Bylaw, the Municipal Planning Commission may determine such a use is similar in character and purpose to another use of land or building that is included in the list of Permitted or Discretionary Uses prescribed for that Land Use District.

- 4.4.6 The Municipal Planning Commission may require, as a condition of issuing a Development Permit, the applicant to enter into an agreement to construct or pay for the construction of public roadways or parking facilities, to install or pay for the installation of utilities and/or to pay an off-site levy or redevelopment levy imposed by Bylaw.
- 4.4.7 If a Development Permit application is refused, the Development Officer need not accept another application for the same or similar use on the same parcel for twelve (12) months after the refusal.
- 4.4.8 If a decision is not made on a Development Permit application within 40 days after its receipt by the Development Officer, the applicant may deem it to be refused at the end of the 40-day period unless an applicant for a Development Permit enters into an agreement with the Development Officer to extend the 40 day time period.
- 4.4.9 The Development Officer or Municipal Planning Commission may issue a temporary Development Permit, for a period not exceeding one (1) year, unless a longer term is required, in consideration of a specific use or project that is temporary but requires a longer time frame.

4.5 DEVELOPMENT PERMIT APPLICATION REFERRALS AND NOTICES

- 4.5.1 Upon receipt of a complete application for development for a use listed as a discretionary use or that requires a relaxation, the Development Authority may at their discretion, provide written notice to all adjacent landowners or a greater circulation area if potential for conflict is deemed to be probable.
- 4.5.2 Refer at the Development Authority's discretion, a Development Permit application for comments to any officer, individual, group, department, agency (provincial and regional) or adjacent municipality whose intent or jurisdiction may be affected.
- 4.5.3 The notice shall indicate the location and nature of the development proposal, the time and date a decision will be rendered on the application, copies of relevant drawings, contact information and a final date to submit comments.
- 4.5.4 After a minimum fourteen (14) days from the date of referral to any department or individual and/or to any other provincial, federal, or external agency the Development Officer may present the application to the Municipal Planning Commission, whether or not comments or recommendations have been received.
- 4.5.5 The Development Officer shall disclose to the Municipal Planning Commission whether a circulation was performed in regard to a Development Permit application for a

discretionary use or an application that requires a relaxation and the extent of the circulation area.

- 4.5.6 In cases where the Development Officer has rendered a decision, this decision shall be circulated to the Municipal Planning Commission for their information.

4.6 DEVELOPMENT PERMIT NOTIFICATION OF DECISION

- 4.6.1 A Development Permit granted pursuant to this Bylaw does not come into effect until it is determined that no notice of appeal has been served on the Appeal Body within the twenty-one (21) day appeal period for a discretionary use or a permitted use where a relaxation of Bylaw requirements has been applied. The appeal period is deemed to be an additional five (5) days if the decision is mailed. Any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant.
- 4.6.2 A development permit granted for a permitted use with no conditions pursuant to this Bylaw comes into effect on the date the decision is made.
- 4.6.3 A Development Permit granted pursuant to this Bylaw for a permitted use, where the provisions of this Bylaw have not been relaxed or varied, comes into effect on the date that the decision is made.
- 4.6.4 Where an appeal is made pursuant to Part 5.1 of this Bylaw, a Development Permit which has been granted shall not come into effect until the appeal has been determined. The Appeal Body may approve or refuse the permit application in accordance with the Municipal Government Act and this Bylaw.
- 4.6.5 When a Development Permit decision has been made, the following notification procedures shall be followed:
- a) in the case of a permit issued for a permitted use where the provisions of this Bylaw have not been relaxed or varied, the Development Officer is not required to notify adjacent or affected landowners. However, the Development officer may post decisions on permitted uses on the Village website for information purposes;
 - b) for all Home Occupation permit applications, a notice in writing shall be immediately mailed to all adjacent landowners who, in the opinion of the Development Officer, may be affected;
 - c) in all other circumstances, a notice shall immediately be posted conspicuously on the property for which the Development Permit application has been made and in the Village Office and Post Office;
 - d) a notice, in writing, shall be mailed to all adjacent landowners and to all registered owners of land whom, in the opinion of the Development Officer, may be affected; and/or
 - e) a notice shall be immediately published in a newspaper or newsletter circulating in the Municipality stating the location of the property for which the application has

been made and the use approved.

- 4.6.6 A decision by the Development Authority on an application for a Development Permit shall be given in writing and a copy of it sent to the applicant.
- 4.6.7 When the Development Authority refuses an application for a Development Permit, the decision shall contain the reasons for the refusal.
- 4.6.8 If after the issuance of a Development Permit it becomes known to the Development Authority that:
 - a) the application for a Development Permit contains a misrepresentation;
 - b) relevant facts which should have been disclosed at the time of consideration of the application for the Development Permit were not mentioned;
 - c) the Development Permit was issued in error;
 - d) the requirements or conditions of the Development Permit have not been complied with; or
 - e) the applicant requests, by way of written notice to the Development Authority, the cancellation of the Development Permit, provided that commencement of the use, development or construction has not occurred;

the Development Permit may be suspended or cancelled by notice in writing, issued by the Development Authority to the applicant at the address given in the Development Permit application. Upon receipt of the written notice of suspension or cancellation, the applicant must cease all development and activities to which the Development Permit relates.

4.7 DEVELOPMENT PERMIT COMMENCEMENT AND COMPLETION

- 4.7.1 If the development authorized by a permit is not commenced within twelve (12) months from the date of its issue, the permit is deemed to be void, unless an extension to this period has previously been granted by the Development Authority. Development completion shall be determined by the completion date referenced on the Development Permit application or a completion date may be added as a Development Permit condition.



Part 5 Appeals

5 Appeal Procedures

5.1 SUBDIVISION APPEAL PROCEDURES

- 5.1.1 An appeal with respect to a decision on a subdivision application is governed by the MGA.
- 5.1.2 An appeal may be made to the appropriate Appeal Body in accordance with the MGA.
- 5.1.3 If the decision of the Subdivision Authority to refuse a subdivision application is reversed by the Appeal Body, the Subdivision Authority must endorse the subdivision application in accordance with the decision of the Appeal Body.
- 5.1.4 If the decision of the Subdivision Authority to approve a subdivision application is reversed by the Appeal Body, the subdivision application is null and void.
- 5.1.5 If a decision of the Subdivision Authority to approve a subdivision application is upheld by the Appeal Body, the Subdivision Authority must approve the development permit.
- 5.1.6 If any decision of the Subdivision Authority is varied by the Appeal Body, the Subdivision Authority must endorse a subdivision reflecting the decision of the Appeal Body and act in accordance with that decision.

5.2 DEVELOPMENT APPEAL PROCEDURES

- 5.2.1 An appeal with respect to a decision on a development permit application is governed by the MGA.
- 5.2.2 An appeal may be made to the appropriate Appeal Body in accordance with the MGA.
- 5.2.3 Where a Development Permit is issued within a Direct Control District the appeal may be limited in accordance with the MGA.
- 5.2.4 If the decision of the Development Authority to refuse a development permit is reversed by the Appeal Body, the Development Authority must endorse the development permit in accordance with the decision of the Appeal Body.
- 5.2.5 If the decision of the Development Authority to approve a development permit application is reversed by the Appeal Body, the development permit is null and void.
- 5.2.6 If a decision of the Development Authority to approve a development permit is upheld by the Appeal Body, the Development Authority must approve the development permit.
- 5.2.7 If any decision of the Development Authority is varied by the Appeal Body, the Development Authority must endorse a development reflecting the decision of the Appeal Body and act in accordance with that decision.

5.3 ISDAB – PUBLIC HEARING PROCESS

- 5.3.1 In accordance with the MGA, within thirty (30) days of receipt of a notice of appeal, the Intermunicipal Subdivision and Development Appeal Board (ISDAB) shall hold an appeal hearing respecting the appeal.
- 5.3.2 The ISDAB shall give at least 5 days notice in writing of the appeal hearing to:
- a) the appellant or any person acting on his/her behalf;
 - b) the Development Authority from whose order, decision or development permit the appeal is made;
 - c) those registered owners of land in the municipality who are affected and any other person who in the opinion of the Intermunicipal Subdivision and Development Appeal Board, is affected by the order, decision or permit;
 - d) Palliser Regional Municipal Services;
 - e) such other persons as the ISDAB specifies.
- 5.3.3 The ISDAB shall make available for public inspection before the commencement of the public hearing all relevant documents and materials respecting the appeal, as they become available, subject to the Act, including:
- a) the application for the development permit, the decision, and the appeal therefrom; or
 - b) the order of the Development Authority, as the case may be; or
 - c) the application for subdivision, the decision, and the appeal therefrom.
- 5.3.4 The ISDAB shall give a written decision together with reasons for the decision within 15 days of the conclusion of the hearing.
- 5.3.5 A decision made under this part of the Bylaw is final and binding on all parties and all persons subject only to an appeal upon a question of jurisdiction or law pursuant to the Municipal Government Act. An application for leave to appeal to the Court of Appeal shall be made:
- a) to a judge of the Court of Appeal; and
 - b) within 30 days after the issue of the order, decision, permit, or approval sought to be appealed.

5.4 LAND AND PROPERTY RIGHTS TRIBUNAL

- 5.4.1 In appeal to the Land and Property Rights Tribunal (LPRT) will follow the legislated process required for the LPRT, including (but not limited to):
- a) Timeframe to hold a hearing;
 - b) Minimum notice of the hearing date;

- c) Information available for inspection;
- d) Timeline to issue a decision;

Part 6 Conditions, Enforcement & Administration

6 Conditions, Enforcement & Administration

6.1 CONDITIONS OF APPROVAL

6.1.1 In their decision to approve an application for subdivision or development, the Subdivision or Development Authority may apply any or all of the following conditions to ensure the application conforms to this Bylaw, Act or other legislation:

- a) conditions to ensure compliance with the Act, any applicable statutory plan and this bylaw;
- b) conditions requiring the applicant to enter into a service agreement or make satisfactory arrangements for the supply of gas, water, electric power, telephone, sewer service, vehicular, and pedestrian access any other utility service, or facility, including payment of installation or construction costs by the applicant;
- c) a condition that the applicant enter into an agreement with the Municipality for any of the following:
 - i) to construct or pay for the construction or improvement of a public roadway required to give access to the development or subdivision;
 - ii) to construct or pay for the construction of a pedestrian walkway system to serve the development; or a pedestrian walkway that will connect the pedestrian walkway system serving the development or subdivision with a pedestrian walkway system that serves or is proposed to serve an adjacent system or subdivision, or both;
 - iii) to specify the location, standard, and number of vehicular and pedestrian access locations to a site from public roadways;
 - iv) to install or pay for the installation of utilities to municipal standards necessary to serve the development or subdivision;
 - v) to construct or pay for the utilities, roadways, and improvements with an

excess capacity;

- vi) to construct or pay for the construction of off-street or other parking facilities, and garbage, recycling, loading, and unloading facilities; and
 - vii) to pay an off-site levy or redevelopment levy, or both, imposed by a Bylaw adopted pursuant to the Act.
- d) a condition requiring the applicant to repair or reinstate, or to pay for the repair or reinstatement, to original condition any roads, municipal signage, curbing, sidewalk, boulevard landscaping and tree planting which may be damaged, destroyed, or otherwise harmed during construction of the development or subdivision;
 - e) a condition requiring security in the form of a letter of credit, performance bond, or cash deposit to carry out the terms of an agreement or any works associated with the installation and construction of streets, utilities, and landscaping or replacement of same for the development of the lot and adjacent public roadways during and after its development for the amount of 125% of the total value of the work which is based upon an independent quotation of the value of the work covered by the agreement or such other amount as the Development Officer, Subdivision Approval Authority or Council may determine. The security is to be paid to the Municipality for its use in completing the terms of the agreement or works in the event of default by the applicant;
 - f) conditions requiring the applicant to provide a Letter of Credit in the amount of 125% of the estimated dollar amount required to complete any renovations as set out as a condition of approval of a Development Permit for the relocation of a building either on the same site or from another site;
 - g) conditions respecting the time within which a development or subdivision or any part of it is to be completed; and
 - h) conditions limiting the length of time that a Development Permit may continue in effect;
 - i) the phasing of development or subdivision;
 - j) the maximum density of dwelling units, persons or animals that may be allowed to occupy the site;
 - k) the placement of objects, buildings or structures, material or any other chattel, mechanism or device used in, for or the operation of the development.

6.1.2 The Municipality may register a caveat in respect of a Development or Service Agreement under Section 6.1.1(b) or (c) against the parcel that is subject of the Development Permit or Subdivision Application. The caveat shall be discharged when the agreement has been complied with.

6.2 COMPLIANCE WITH OTHER BYLAWS AND REGULATIONS

- 6.2.1 Compliance with the requirements of this Bylaw or the issuance of a Development Permit or an approval of a subdivision pursuant to the Bylaw does not afford relief from compliance with the Act or other Federal or Provincial Government legislation or other Bylaws and regulations affecting the development or subdivision in question. It is the applicant's responsibility to ensure that all required permits, including any building permits required under Safety Codes Act, licenses and authorizations from affected authorities are in place prior to the commencement of the development.

6.3 RIGHT OF ENTRY

- 6.3.1 Compliance Right of Entry procedures are governed by the Act and must be consulted for full details. The following extract of Section 541 from the Municipal Government Act is provided for information purposes only:

"542(1) If this or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement or action,

- a) Enter such land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment or bylaw,
- b) request anything be produced to assist in the inspection, remedy, enforcement or action, and
- c) make copies of anything related to the inspection remedy, enforcement or action.

"542(2) The designated officer must display or produce on request identification showing that the person is authorized to make the entry:

542(3) In an emergency or in extraordinary circumstances the designated officer need not give reasonable notice or enter at a reasonable hour and may do the things in subsection(1)(a) and (c) without the consent of the owner or occupant."

- 6.3.2 The Development Officer, Subdivision Officer or such other designated person, is the "designated person" for the purposes of **Section 6.3**.

6.4 BYLAW CONTRAVENTION

- 6.4.1 Orders and municipal actions to remedy contraventions are governed by the Act and must be consulted for full details. The following extracts of **Section 645 and Section 646** of the Municipal Government Act are provided for information and continuity purposes.

“645(1) Despite section 545, if a development authority finds that a development, land use or use of a building is not in accordance with:

- (a) this Part or a land use bylaw or regulations under this Part, or
- (b) a development permit or subdivision approval,

the development authority may act under subsection (2).

(2) If subsection (1) applies, the development authority may, by written notice, order the owner, the person in possession of the land or building or the person responsible for the contravention, or any or all of them, to

- (a) stop the development or use of the land or building in whole or in part as directed by the notice,
- (b) demolish, remove or replace the development, or
- (c) carry out any other actions required by the notice so that the development or use of the land or building complies with this Part, the land use bylaw or regulations under this Part, a development permit or a subdivision approval,

within the time set out in the notice.

(2.1) A notice referred to in subsection (2) must specify the date on which the order was made, must contain any other information required by the regulations and must be given or sent to the person or persons referred to in subsection (2) on the same day the decision is made.

(3) A person who receives a notice referred to in subsection (2) may appeal to the subdivision and development appeal board in accordance with section 685.

646(1) If a person fails or refuses to comply with an order directed to the person under section 645 or an order of a subdivision and development appeal board under section 687, the municipality may, in accordance with section 542, enter on the land or building and take any action necessary to carry out the order.

(2) A municipality may register a caveat under the Land Titles Act in respect of an order referred to in subsection (1) against the certificate of title for the land that is the subject of the order.

(3) If a municipality registers a caveat under subsection (2), the municipality must discharge the caveat when the order has been complied with.”

6.4.2 A person who receives an order referred to in Section 6.4.1 may appeal to the appropriate Appeal Body.

6.4.3 Whenever it appears to the Development Officer that a Development Permit has been obtained by fraud or misrepresentation or has been issued in error, the Development Officer may suspend or cancel the Development Permit.

6.5 OFFENCES AND PENALTIES

- 6.5.1 The authority regarding offenses and penalties of this Bylaw are governed by **Part 13, Division 4 and Division 5** of the Act and should be consulted.

6.6 FORMS, NOTICES AND FEES

- 6.6.1 For the purpose of administering the provisions of this Bylaw, Council, by resolution, may authorize the preparation and the use of such forms, notices and fee schedules as in its discretion it may deem necessary. Any such forms, notices or fees are deemed to have the full force and effect of this Bylaw in execution of the purpose for which they were designed, authorized, and issued.
- 6.6.2 The forms, notices, and fee schedules authorized by Council pursuant to this Bylaw may be posted, issued, mailed, served, or delivered in the course of the Development Officer's or Subdivision Officer's duties.

6.7 AMENDMENTS TO THE LAND USE BYLAW

- 6.7.1 Any person may apply to have this Bylaw amended.
- 6.7.2 The Council may initiate amendments by its own resolution.
- 6.7.3 All applications for amendments of this Bylaw shall be made using the approved form, accompanied by:
- a) the fee determined by the Council;
 - b) a statement of the applicant's interest in the land;
 - c) any drawings, plans or maps required by the Development Officer; and
 - d) any documents as required by the Development Officer.
- 6.7.4 All amendments of this Bylaw shall be made by Council by Bylaw in conformity with the Act and the regulations.
- 6.7.5 The Council in considering an application for an amendment to this Land Use Bylaw shall refer a copy of the proposed amendment to:
- a) Palliser Regional Municipal Services;
 - b) Wheatland County, if the proposed amendment affects land on a boundary with Wheatland County, or may otherwise have an effect within Wheatland County, as per the Village of Hussar & Wheatland County Intermunicipal Development Plan (Bylaw No. 525-20); and
 - c) such other persons or agencies as it considers necessary for comment.
- 6.7.6 If an application for an amendment to this Bylaw has been refused by Council, then Council need not accept an application for an amendment for the same use on the same parcel for a period of twelve (12) months from the date of refusal.

- 6.7.7 Prior to third reading of the proposed Bylaw amendment, Council may require the applicant to apply for a Development Permit and negotiate a development agreement in respect of the proposal which initiated the application for amendment.

Part 7 General Land Use Regulations

7 General Land Use Regulations

7.1 APPLICABILITY

- 7.1.1 These regulations within Section 7 General Land Use Regulations, shall apply to all developments within the Village of Hussar, unless otherwise exempted.
- 7.1.2 Where any regulation in this section may be in conflict with any regulation of a given Land Use District in Section 8, the regulation in the District shall take precedence.

7.2 SPECIAL SETBACK REQUIREMENTS

- 7.2.1 A sign which is separate from a building must be located so as to comply with the front yard setback requirements applicable to the principal building unless otherwise provided.
- 7.2.2 The minimum distance required for yards do not apply to:
- a) exterior finishing materials applied to principal buildings provided the material does not encroach more than ten (10) centimeters into any yard;
 - b) construction wholly beneath the surface of the ground; or
 - c) decks less than 0.6m (2ft) in height from grade.
- 7.2.3 Projections may be allowed to encroach into a yard as follows:
- a) Front Yards:
Eaves, balconies, bay windows, canopies, chimneys, unenclosed decks, fire escapes and porches may project a maximum of 0.6m (2ft) over or onto a required front yard.
 - b) Side Yards:
Eaves, balconies, bay window, canopies, chimneys unenclosed decks, fire escapes and porches may project a maximum of 0.6m (2ft) over or onto a required site yard except that only eaves may project:

- (i) into a 3m (10ft) side yard required in a lane-less subdivision where no provision is made for a garage or carport to the front or side of a dwelling; or
- (ii) into a 3m (10ft) side yard required for vehicular access to the rear of the property.

7.2.4 In addition to those features listed in Section 7.2.3(a) and (b), a projection into any designated yard may be allowed for a building feature such as cantilevered bays and sun windows, dining room alcoves and similar elements, provided the feature does not encroach more than 0.6m (2ft) into any yard and the projecting façade does not exceed:

- a) 30% to a maximum of 3.6m (12ft) in width, whichever is greater, of the exterior surface wall area exposed to the yard in which the feature is located for internal sites; or
- b) 40% to a maximum of 4.5m (14.7ft) in width, whichever is greater, of the exterior surface wall area exposed to the yard facing a street and in which the feature is located;

And such encroachment complies with the Alberta Safety Code Regulations.

7.2.5 Where the site is to be developed for a dwelling - duplex or row housing, the following exceptions apply:

- a) where each half of a dwelling-duplex is to be contained on a separate parcel or title, no side yard shall be required on the side of the dwelling unit which abuts the adjacent dwelling unit by means of a fire separation;
- b) where the dwelling units of a row house building are to be contained on separate parcels or titles, no side yards shall be required on either side. In the case of an internal dwelling unit. No side yard shall be required on the interior side of the end dwelling unit; and
- c) such encroachment complies with the Alberta Safety Code Regulations

7.2.6 Setbacks in excess of the minimum requirements may be required when deemed necessary by the Development Officer.

7.3 UTILITIES

7.3.1 A development shall not be permitted if the development is not served by the public sewer or a provincially approved private system.

7.3.2 A development shall not be permitted until satisfactory arrangements have been made for the supply of water, electric power, sewerage, and street access to the development including payments of costs for installing or constructing any such utility or facility by the developer.

7.4 PARKING AND LOADING FACILITIES

- 7.4.1 Parking and loading spaces shall be calculated on the basis of gross floor area, and unless otherwise stated, the required number of spaces shall be rounded up to the next whole number when a fractional number of 0.5 or greater occurs and rounded down when a fractional number of 0.49 or less occurs.
- 7.4.2 Where eating and drinking establishments are proposed, the gross floor area, excluding food and beverage preparation, washroom and storage areas shall be used for purposes of calculating parking requirements as follows:
- a) a requirement of one space per 7m² (75.34 sq ft) based on this adjusted or net floor area.
- 7.4.3 Parking and loading spaces shall be provided on site in accordance with the following table:

Use of Building	Minimum Parking Spaces
Financial Institution	1 space/37m ² (398.2sq ft)
Building Supply Centre/ Lumber Yards	5 space/ha 2 space/ac of site plus 1 space/37m ² (398.2sq ft)
Child Care Facility, Pet Care Facility	1 space/employee plus 1 space for owner's vehicle
Drinking Establishment	See 7.4.2
Dwelling, Accessory Residential	1 additional <i>parking stall</i> per Dwelling Unit
Eating Establishment	See 7.4.2
Hotel/ Motel	1 space /sleeping unit plus 1 space/employee
Industrial Service Shop	1 spaces/ 46m ² (495.1sq ft)
Intensive Vegetative Operation	1 spaces/ 30m ² (322.9sq ft)
Libraries	1 spaces/ 37m ² (398.2sq ft)
Medical Clinic	1 space/37m ² (398.2sq ft)
Manufacturing Plants	1 space/56m ² (602.7sq ft)
Office	1 space/37m ² (398.2sq ft)
Private Clubs, Lodges and Fraternal Orders	1 space/37m ² (398.2sq ft)
Public and Quasi-Public Buildings	1 space/28m ² (301.3sq ft) plus 1 space/employee
Recreation Facilities	1 space/37m ² (398.2sq ft)
Recreation Facilities with Seating	1 space/5 seats
Worship Facilities	1 space/8 patrons
Residential	1 spaces/dwelling unit
Retail Stores and Service/ Repair Shops	1 space/37m ² (398.2sq ft)

Schools-Elementary	1 space/class
Junior High	4 spaces/class
Senior High	8 spaces/class
Senior Citizens Accommodation	1 space/46m ² (495.1sq ft)
Service Station	1 space/46m ² (496.1sq ft) total building are plus 3 spaces/repair bay
Warehouses	1 space/93m ² (1,001sq ft) plus 1 loading bay/1,858m ² (19,999.3sq ft) minimum of 1

7.4.4 Notwithstanding Section 7.5.3, the Development Officer may require the developer to provide the required off-street parking on land other than that to be developed provided that:

- a) the alternate parking site is within an acceptable distance to the site where the principal building is located or where the approved use is carried on and is within the same district;
- b) the alternate parking site is under the absolute control of the developer, or his successor, to the principal development for a term of years equal to the life of the approved principal development and that the said alternate parking site will be maintained and made available at all times in a like manner to an on-site parking space; and
- c) the absolute control is established to the satisfaction of the Council when the developer or his successor is authorized by the Village to provide one or more alternative parking site, he shall enter into an agreement under seal with the Village detailing these and such other relevant things as the Village may require and the said agreement shall be in such form as may be registered and maintained on the title or titles to such lands in the Land Titles Office.

7.4.5 A parking space shall be located on the same site or a site within a distance acceptable to the Development Officer of the building or the use for which it is required and shall be designed, located, and constructed to the Village’s standards so that:

- a) it is easily accessible to the vehicle intended to be accommodated there;
- b) it is in conformity with the requirements as outlined in Section 7.4.12 and the stall width, angle, and depth, along with the aisle width, are indicated on the site plan; and
- c) it is satisfactory to the Development Officer in size, shape, location, grading, and construction.

7.4.6 A loading space shall have an area of not less than 28m² (301.3sq ft), 3.5 (11.4ft) in width, and 3.5m (11.4ft) overhead clearance.

7.4.7 Any parking space or any loading space provided shall be developed and surfaced to Village standards.

- 7.4.8 When a building is enlarged, altered or a change in the use occurs in such a manner as to cause a more intensive use of that building, provision shall be made for the additional parking spaces required under the parking provisions of this By-law. The calculation shall be based on the number of additional parking spaces required as a result of the enlargement, alterations or change in the use of the building.
- 7.4.9 Adequate curbs or concrete bumpers or fences shall be provided to the satisfaction of the Development Officer.
- 7.4.10 The on-site parking shall be provided in the manner shown on the approved site plan, with the entire area to be graded and surfaced so as to ensure that drainage will be confined to the site, and disposed of in a manner satisfactory to the Development Officer.
- 7.4.11 Parking spaces shall not be less than 2.5m (8.2ft) in width, 6m (19.6ft) in length, and 15m² (161.4 sq ft) in area.
- 7.4.12 Parking spaces shall be designed and provided in accordance with the following table and diagram.

WIDTH OF STALL m (ft)	ANGLE OF PARKING, DEG	WIDTH OF AISLE m (ft)	DEPTH OF STALL PERPENDICULAR TO AISLE m (ft)
2.5 (8.2)	30	3.5 (11.48)	5.1 (16.73)
2.5 (8.2)	45	3.5 (11.48)	6.0 (19.66)
2.5 (8.2)	60	5 (16.4)	6.4 (20.9)

- 7.4.13 Parking spaces shall not be located in the front yard of a site in any residential district unless otherwise allowed by the Development Officer.

7.5 ACCESSORY BUILDING

- 7.5.1 All accessory buildings shall be located at least 2m (6.5ft) from any principal building.
- 7.5.2 When a building used or proposed to be used as an accessory building is located or proposed to be located closer than 2m (6.5ft) to a dwelling unit, it shall be connected to that principal building by a structural element including, but not limited to, a common foundation, a common roof, or a common wall.
- 7.5.3 For the purpose of calculating yard setbacks and site coverage requirements, when an accessory building is to be attached to the principal building it shall be deemed to be part of the principal building.
- 7.5.4 An accessory building erected on a site in any residential district shall not be used as a dwelling unless otherwise approved, in accordance with this Bylaw.




- 7.5.5 When a residential site abuts a lane less than 6.1m (20ft) in width, the Development Officer may require a rear yard setback greater than the prescribed minimum.
- 7.5.6 No side yard is required for an accessory building in any district provided that:
- a) the wall of the structure nearest the property line is a fire rated wall, the exterior finish of the wall does not require maintenance and there will not be any eave overhang and footing or foundation encroachment onto the adjoining property; and
 - b) all roof drainage is directed by means of eaves, troughs, drain spouts, or such other suitable means, onto the property where the accessory building is located.
- 7.5.7 On sites without lanes, a rear yard for an accessory building is not required provided that the provisions of Section 7.5.6 are adhered to, and it will not interfere with any utility rights-of-way or overhead electrical transmission lines.
- 7.5.8 Accessory Buildings – Fabric Covered shall be considered a discretionary use in Residential Land Use Districts and shall adhere to the following requirements:
- a) not to exceed 20.4m². (219.5sq ft) in area;
 - b) shall be a minimum 3m (9.8ft) from flammable material (e.g. burning barrels, fire pits or other open flame accessories) and vegetation;
 - c) shall be kept in good condition to the satisfaction of the Development Authority; and
 - d) shall not cause or create a nuisance by way of noise, vibration, etc. and the privacy and enjoyment of adjacent properties shall be preserved, and the amenities of the neighbourhood maintained

7.6 LANDSCAPING:

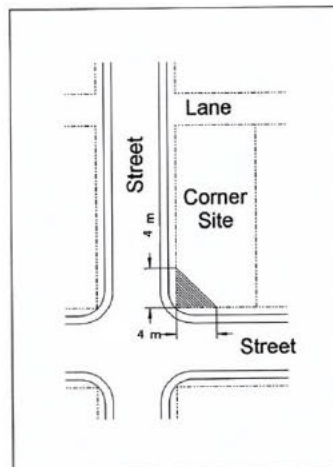
- 7.6.1 Any area required to be landscaped may, at the discretion of the Development Officer, be left in its natural state or be loamed and planted with grass, trees, shrubs, and/or flowers or similar materials or a combination thereof which enhances the appearance of the site and which complements the development thereon.

7.7 FENCING AND HEDGES:

- 7.7.1 In residential districts or a parcel with a residential use as the principal use, the maximum height above grade of a fence located within a yard shall be in accordance with the following:

	Location	Maximum height from grade:
	Rear yard and Interior Side Yard	2m (6.5 ft.)
	Front yard	1.2m (3.9 ft.)
	Side yard (exterior)	1.2m (3.9 ft.)

- 7.7.1 Notwithstanding any other provision contained in this Bylaw, no person shall place or maintain any object, structure, fence, hedge, shrub, or tree over 0.9m (2.9 ft) in or on that part of corner site located within an Urban Reserve, Industrial, or Residential District which lies within a triangle formed by a straight line drawn between two points on the exterior boundaries of said site, 4m (13.1 ft) from the point where they intersect as indicated on the following diagram:

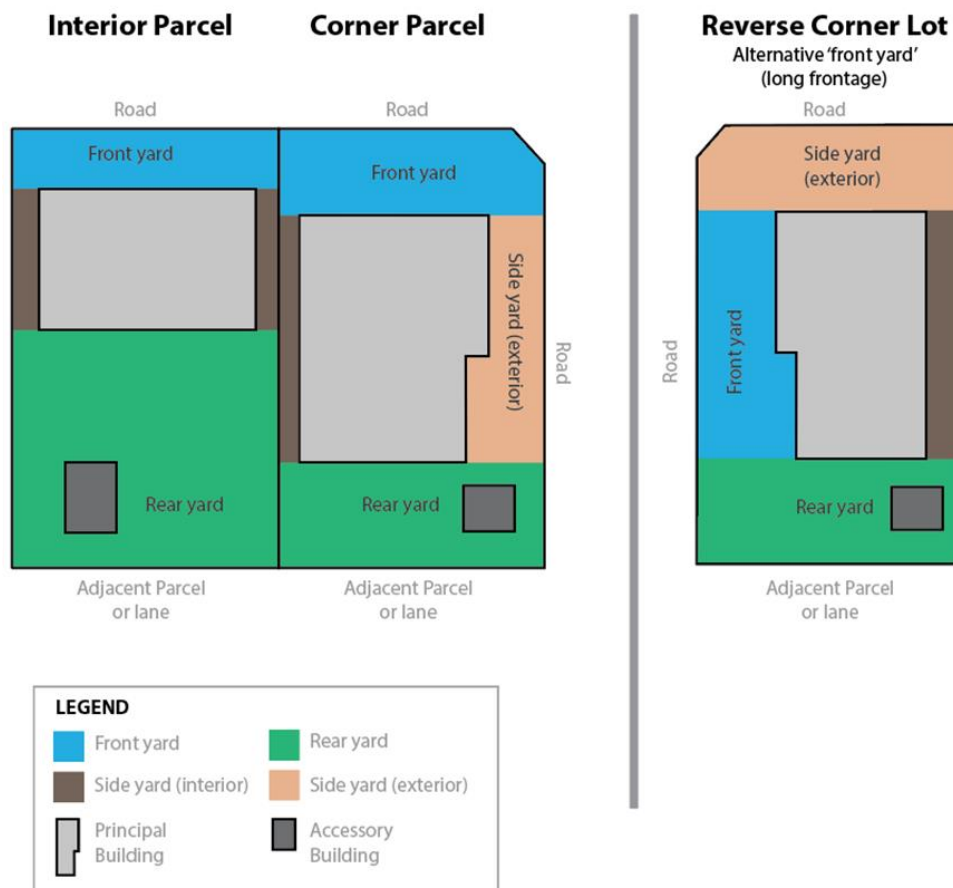


- 7.7.2 Materials used to construct fences may be wood, brick, stone or concrete, or metal and shall be aesthetically acceptable and in general conformity with adjacent development.
- 7.7.3 In all districts, hedges and trees shall be planted and trimmed to ensure public safety and/or good visibility for traffic and pedestrian purposes, and the maximum height within corner visibility triangle (see 7.7.1 above) shall not exceed 0.9m (2.9 ft).
- 7.7.4 In the case of commercial, and quasi-public uses the Development Officer may require fencing and or screening to mitigate negative impacts against adjacent uses. The fence type will be at the discretion of the Development Officer and will be dependent upon the need for the mitigation.

- 7.7.5 Swimming pools shall be fenced in accordance with Alberta Safety Codes Requirements.
- 7.7.6 Notwithstanding Section 7.7.1, the height of a fence in a Non-Residential District shall be determined by the Development Officer.
- 7.7.7 No fence shall be of barbed wire construction within Village boundaries.

7.8 CORNER LOTS, REVERSE CORNER LOTS AND IRREGULAR LOTS

- 7.8.1 The parcel lines and yards of corner lots shall be determined by the following (see diagram for Corner Lots and Reverse Corner Lots below):
 - (a) the front parcel line of a corner lot is the shortest property line abutting a road;
 - (b) the exterior side parcel line of a corner lot is the longest property line abutting a road;
 - (c) the interior side parcel line of a corner lot is the longest property line abutting a parcel; and
 - (d) the rear parcel line of a corner lot is the shortest property line abutting a parcel or lane.
- 7.8.2 Notwithstanding 7.8.1 or anything else in this Bylaw, the Development Authority may determine a corner lot to be a reverse corner lot (see diagram for Corner Lots and Reverse Corner Lots below).
- 7.8.3 The Development Authority shall determine the front, rear and side yards of a reverse corner lot by taking into account:
 - (a) the general pattern and location of existing buildings on adjacent parcels;
 - (b) the size and geometry of the corner lot;
 - (c) the ability to create sufficient privacy on the parcel and privacy for adjacent parcels;
 - (d) ensuring safe traffic movement at the intersection, considering the primary flow of traffic and access to the parcel; and
 - (e) the general aesthetics, considering the location and height of fencing and hedges.



7.8.4 For parcels other than corner lots which have frontage on two roads, or for parcels which are not rectangular in shape, the Development Authority shall determine the yard designations.

7.9 SCREENING, OUTSIDE STORAGE AREAS AND GARBAGE STORAGE

7.9.1 Garbage shall be stored in weatherproof and animal proof containers, screened from adjacent sites and public thoroughfares and be in a location easily accessible for pick up.

7.9.2 Outside storage areas shall be screened from adjacent sites and thoroughfares to the satisfaction of the Development Authority.

7.10 BED AND BREAKFAST

7.10.1 Bed and Breakfast accommodation shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood. Bed and Breakfast accommodation shall be an incidental and subordinate use to the principal residential use, shall be restricted to the dwelling unit and shall not:

- a) require any alterations to the principal building unless the alterations are approved by the Development Officer;

- b) create a nuisance by way of noise, parking or traffic generation;
 - c) occupy more than twenty five percent (25%) of the dwelling unit or provide for more than two (2) guest rooms in addition to the family of the owner, whichever is less;
 - d) display any form of advertising relating to the Bed and Breakfast operation on site;
 - e) sell meals or alcoholic beverages to non-overnight guests;
 - f) include a kitchen in any room rented; and
 - g) shall provide one (1) onsite parking space per guest room.
- 7.10.2 In granting a Development Permit for a Bed and Breakfast, the Development Officer shall restrict the use to a specified time limit after which an application must be made to continue the use. In no case shall a Development Permit be issued for a period that exceeds two (2) years, after which time a new application must be made to continue the use.

7.11 HOME OCCUPATIONS

- 7.11.1 Where the applicant for the Home Occupation is not the registered owner of the dwelling unit proposed to be used for a Home Occupation, the applicant shall provide to the Development Authority written authorization from the registered owner(s).
- 7.11.2 A Home Occupation shall not occupy more than 20% of the habitable floor area or 30m² of a Dwelling Unit.
- 7.11.3 Storage of hazardous or dangerous materials that would increase the risk of fire as determined by a qualified fire official shall not be permitted on site. Home Occupations shall not involve any Industrial Activity.
- 7.11.4 A Home Occupation shall not operate at a time of day or night that is likely to disturb other residents or properties in the area.
- 7.11.5 A Home Occupation shall not be permitted if, in the opinion of the Development Authority, such use would be more appropriately located in a Commercial or Industrial Land Use District having regard for the overall compatibility with the residential character of the area.
- 7.11.6 A Home Occupation shall not include any use or operation which will cause or create a nuisance by way of noise, electrical interference, dust, smell, smoke, or traffic generation.
- 7.11.7 No vehicle related to a Home Occupation that, in the opinion of the Development Authority, detracts from the residential character of the area shall be permitted to park in the vicinity of the Home Occupation. This may be due to size, gross vehicle weight, noise, etc.

- 7.11.8 A Home Occupation – Minor shall comply with the following:
- a) Shall not employ any person not residing in the Dwelling Unit
 - b) Shall be contained within the principal building, accessory building or accessory structure;
 - c) Outdoor storage of materials, commodities, or finished products related to the use is prohibited; and
 - d) Window Signs are the only permitted sign type for a Home Occupation-Minor

7.11.9 A Home Occupation – Major shall comply with the following:

- a) An applicant shall provide a description of the business, and any other relevant information that the Development Authority may deem necessary
- b) An applicant shall provide a detailed parking plan indicating proposed resident, client and employee parking;
- c) May be permitted to employ up to a maximum of 4 employees at the discretion of the Development Authority;
- d) Shall be contained within the principal building or an accessory building;
- e) a development permit may be revoked at any time if, in the opinion of the Development Authority, the operator of the Home Occupation- Major has violated any provisions of the Bylaw and/or the conditions of the Development Permit.

7.12 PET CARE SERVICES

7.12.1 Rules that apply to all Pet Care Services:

- a) Animals shall not be boarded overnight;
- b) May have the incidental sale of products relating to the services provided by the use; and

7.12.2 The Development Authority may, when issuing a development permit, determine the maximum number of animals that may be kept at any one time by the operator of a Pet Care Service.

7.12.3 Pet Care Services shall be operated in accordance with health regulations and, in particular, excrement and similar waste shall be disposed of in a manner acceptable to Alberta Health Services.

7.13 KENNELS, BOARDING & BREEDING

7.13.1 An application for a Development Permit for a Kennel shall include, among other requirements stated in this Bylaw, the following:

- a) A site plan indicating the size and location of all kennel buildings and facilities (e.g. outdoor areas, waste (feces) management areas, parking areas, signs);

- b) Floor plans illustrating the number, size and location of animal pens inside and outside the building(s);
- c) For breeding kennels, a business plan with information on the number of dogs, type of facility proposed, waste management, type (breed), ratio of females to males and anticipated litters; and
- d) For breeding and boarding services, a detailed description of how the facility will meet the Canadian Veterinary Medical Association Code of Practice for Canadian Kennel Operations latest publicly available edition.

7.13.2 Kennels do not include a Veterinary Clinic.

7.13.3 Pet Care Services shall be operated in accordance with health regulations and, in particular, excrement and similar waste shall be disposed of in a manner acceptable to Alberta Health Services.

7.13.4 Kennels may provide for the incidental sale of products relating to the services provided by the use.

7.13.5 Kennels may include enclosures, pens, runs or exercise areas

7.13.6 No buildings or exterior exercise area(s) to be used to accommodate dogs shall be allowed within 50 m (164 ft.) of any dwelling located on adjacent parcels and a diagram indicating the distances shall be submitted with the development permit application.

7.13.7 All dog facilities, including buildings and exterior exercise areas, shall be located to the rear of the principal building, and shall be constructed to the following standards:

- a) Interior walls and ceilings shall be constructed of washable building material;
- b) Exterior walls should be fire-resistant and impervious to moisture;
- c) Doors, window frames and window sashes should be impervious to moisture and rodent resistant;
- d) Insulation shall be required, taking into consideration the breed, age, and overall health of the dogs; and
- e) All facilities must have adequate ventilation and light.

7.13.8 The Development Authority may, when issuing a development permit, determine the maximum number of adult dogs that may be kept at any one time by the operator of a kennel.

7.13.9 All pens, rooms, exercise runs, and holding stalls shall be soundproofed if deemed necessary by the Development Authority, which shall base its decision on the number of animals to be kept at the kennel, the proximity of the use to other uses and/or other kennels, and possibility the noise from the use may adversely affect the amenities of the area.

7.13.10 In addition to soundproofing requirements, the times at which the animals are

allowed outdoors may be regulated. In particular, all dogs at a kennel, including pups, are required to be kept indoors between the hours of 10:00 p.m. and 7:00 a.m.

- 7.13.11 All kennel facilities shall be screened by both a visual and sound barrier, by fences and/or landscaping, from existing dwellings on adjacent parcels to the satisfaction of the Development Authority.
- 7.13.12 Kennels shall be operated in accordance with health regulations and, in particular, excrement and similar waste shall be disposed of in a manner acceptable to Alberta Health Services.
- 7.13.13 Application for a development permit for a new or existing boarding or breeding kennel operation shall take into consideration the following (where applicable):
- a) Mandatory inspection report by a Doctor of Veterinary Medicine submitted with a Development Permit Application;
 - b) Any previous complaints or comments from adjacent landowners;
 - c) Complaints filed to the Alberta Society for the Prevention of Cruelty to Animals (SPCA);
 - d) Compliance with the latest publicly available edition of the Canadian Veterinary Medical Association Code of Practice for Canadian Kennel Operations.
- 7.13.14 As a condition of approval, the Development Authority shall require the applicant submit an inspection report, prepared by a Doctor of Veterinary Medicine, on the anniversary date of the permit. In addition, at the discretion of the Development Authority, the applicant may be required to submit yearly inspection reports as a condition of approval or renewal.

7.14 PHYSICAL ENVIRONMENT

- 7.14.1 The Development Authority may consider the environmental impact of any proposed development. The Development Authority may refer the proposal to a relevant provincial department for comments on the nature of the environmental concern.
- 7.14.2 Where a development is considered to have a significant environmental impact, the Development Authority may request the developer to have an environmental evaluation prepared and submitted by an appropriate professional, or undertake its own environmental evaluation regarding the proposed development.
- 7.14.3 All costs associated with an environmental evaluation are the responsibility of the developer.

7.15 RELOCATION OF BUILDINGS

- 7.15.1 Where a Development Permit has been granted for the relocation of a building on the same site or from another site, the Development Authority may require the applicant

to provide a Performance Bond or a letter of credit in the minimum amount to ensure completion of any renovations set out as a condition of approval of the permit and for repair or replacement of any damaged curb stops, valve boxes, manhole cover, catch-basins, culverts, pipelines, sidewalks, curbs and gutters, lanes, roads and any surface or underground improvement on or abutting the land which is affected by the construction or demolition activity. The deposit may be waived if, in the opinion of the Development Officer, there are no improvements abutting the property that could sustain damage during construction or improvements required to the relocated building.

- 7.15.2 All renovations to a relocated building are to be completed within one (1) year of the issuance of the Development Permit.
- 7.15.3 Prior to approving a Development Permit for a moved in building, the Development Authority may obtain the views in writing of the adjacent registered property owners.
- 7.15.4 The Development Officer may request that an application to relocate a building or structure be accompanied by recent photographs of the building or structure, and wherever possible the Development Officer may inspect the building or structure. If the relocated building is not in compliance with the photographs provided, MPC may require the building to be removed.
- 7.15.5 The design, external finish and architectural appearance of any relocated building or structure shall be similar to and complement the existing structures on the parcels adjacent to the parcel onto which the building or structure is to be located.

It is the owner's or agent's responsibility to ensure, prior to commencement of construction or demolition, that there is no previous damage as listed in Section 7.15.1. If there is existing damage, it shall be reported to the Development Officer before the work commences.
- 7.15.6 Rough landscaping (spreading of topsoil) must be completed before the damage deposit is refunded.
- 7.15.7 The property owner or agent is responsible to have the necessary improvement cleared and visible for the initial and final inspection by the Village.
- 7.15.8 The property owner or agent shall apply to the Development Officer for the refund of the bond or deposit.
- 7.15.9 When an application for a refund of the bond or deposit is made, the Development Officer shall inspect the site for damage.
- 7.15.10 If no damage has occurred, the deposit shall be refunded in full.
- 7.15.11 If damage has occurred, the deposit shall be used to cover the cost of any repairs needed and any outstanding amount shall be directed to the property owner.
- 7.15.12 The bond or deposit cannot be transferred to another property.

7.16 DEMOLITION

- 7.16.1 A development permit shall be required for the demolition of a building with an area of 54m² (581.2 sq. ft) or greater.

- 7.16.2 Whenever a demolition or removal of a building is carried out the person causing the same to be made, shall, at his or her own expense, protect from displacement any wall, sidewalk, or roadway liable to be affected by such demolition and shall sustain, protect and underpin the same so that they will remain in the same condition as before the demolition or removal was commenced and ensure that adequate measures shall be taken by way of fencing and screening to ensure the general public's safety.
- 7.16.3 Whenever a development permit is issued for the demolition or removal of a building it shall be a condition of the permit that the site shall be properly cleaned, with all debris removed, and left in a graded condition.
- 7.16.4 The demolition of a building must be carried out so as to create a minimum of dust or other nuisance, and the property shall be reclaimed to a satisfactory state.

7.17 RESIDENTIAL BUILDINGS ON THE SAME SITE

- 7.17.1 No person shall erect more than one (1) principal building on a site in any Residential Land Use District unless otherwise permitted in this Bylaw (e.g. secondary suite or backyard suite).
- 7.17.2 No person shall erect or maintain a residential building on a site on which another residential building is already located unless the building site is designed for multiple unit development.

7.18 SIGN CONTROL

- 7.18.1 Excepting traffic control signs and those temporary signs outlined in Section 4.2.1(h), all signs shall comply with the provisions set out for the district in which the sign is to be located.
- 7.18.2 No sign shall be erected so as to obstruct free and clear vision of vehicular traffic, or be located, or display a light intensity or colour where it may interfere with, or be confused with, any authorized traffic sign, signal, or device, and in so doing, create a traffic hazard.
- 7.18.3 Signs other than fascia signs which overhang any abutting Municipal, Provincial, or Federal property are prohibited.
- 7.18.4 Within a Residential District, one identification sign per site may be permitted as follows:
- a) a fascia sign which does not exceed 864in² (0.56m² or 6 ft².) in area to identify home occupation – major and must be constructed of durable material and properly secured or anchored; or
 - b) A window sign for a home occupation- minor; or
 - c) a free standing or fascia sign when used to identify an apartment building, church,

day care centre, nursery school, or manufactured home park which does not:

- i. exceed 1.5m² (16.1 sq ft) in area,
- ii. project back 0.6m (1.9ft) from the property line, or
- iii. exceed 3.6m (11.8ft) in height.

7.18.5 Within a Commercial or Industrial District, advertising, identification, or directional signs may be allowed as follows:

- a) free standing signs provided that:
 - i. exceed 1.5m² (16.1 sq ft) in area,
 - ii. the total sign area for each face shall not exceed 1.5m² (16.1sq ft);
and
 - iii. the sign shall not project within 600mm (1.97ft) back from a property line.
- b) fascia signs provided that the total copy area of a sign or signs shall not exceed 20% of the face of the building or bay to which the sign is attached;
- c) projecting signs provided that:
 - i. the maximum area shall be 9m² (96.8sq ft);
 - ii. a sign shall not rise more than 300mm (11.8in) above a parapet;
 - iii. a sign shall not project within 600mm (23.6in) back from the property line;
 - iv. a minimum of 3m (9.8ft) shall be provided between the bottom of a sign and a private sidewalk or walkway; and
 - v. the structural supports and anchors have been approved by a professional structural engineer.
- d) projecting signs provided that:
 - i. a sign shall appear as an architectural blade with no visible support structures;
 - ii. no portion of a sign shall overhang the roof on which it is located;
and
 - iii. the maximum area of a sign shall be 9m² (96.8sq ft).

7.18.6 Within an Urban Reserve District, identification or directional signs may be allowed as follows:

- a) one free standing directional sign per site which does not exceed 1m² (10.7sq ft) in area nor 6m (19.6ft) in height to identify the permissible use in the district.

7.18.7 Billboards may be allowed in an Urban Reserve, Commercial or Industrial District

provided that:

- a) the maximum dimensions shall not be larger than 3m (9.8ft) by 12m (39.3ft);
- b) the billboard does not block natural light to the windows of the building behind it;
- c) the lighting of the billboard does not adversely affect neighbouring residential sites and/or traffic lights;
- d) the billboard is not located on the Village's boulevards;
- e) the billboard is a minimum of 305m (1000.6ft) from any other billboard, and does not materially obscure the view of the landscape; and
- f) the location of the billboard shall comply with setbacks applicable to free standing signs.

7.18.8 In considering a development application for a sign, the Development Officer shall have due regard to the amenities of the District in which the sign is located and the design of the proposed sign.

7.19 NON-CONFORMING USES AND NON-CONFORMING BUILDINGS

7.19.1 The authority for Section 7.19.2 to Section 7.19.7 inclusive, are provided for in Section 643 of the Municipal Government Act and should be consulted.

7.19.2 A non-conforming use of land or a building may be continued but if that use is discontinued for a period of 6 consecutive months or more, any future use of the land or building must conform with the land use bylaw then in effect.

7.19.3 A non-conforming use of part of a building may be extended throughout the building but the building, whether or not it is a non-conforming building, may not be enlarged or added to and no structural alterations may be made to it or in it.

7.19.4 A non-conforming use of part of a lot may not be extended or transferred in whole or in part to any other part of the lot and no additional buildings may be constructed on the lot while the non-conforming use continues.

7.19.5 A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt, or structurally altered except:

- a) to make it a conforming building;
- b) as may be deemed necessary by the Development Officer for the routine maintenance of the building; or
- c) in accordance with this Bylaw that provides minor variance powers to the Development Officer

7.19.6 If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with the land use bylaw.

- 7.19.7 The land use or the use of a building is not affected by a change of ownership or tenancy of the land or building.
- 7.19.8 When a building is a non-conforming building solely by reason of its encroachment into a required front, side, or rear yard, or inadequate parking, the Development Officer at his/her discretion may allow an extension of, or an addition to, the building if such extension or addition will not in itself constitute an encroachment into any required yard, and if such extension or addition complies with the provisions of this Bylaw.
- 7.19.9 A building that encroaches into a required front, side, or rear yard by reason of conversion from imperial units of measurement to metric units of measurement as contained within this Bylaw is considered to be a conforming building.

7.20 LAND NEAR WATER OR SUBJECT TO FLOODING OR SUBSIDENCE

- 7.20.1 Development on land that is subject to flooding, subsidence, is marshy or unstable shall be discouraged, but when such development is allowed the developer shall hold the Municipality harmless from any damage to, or loss of, the development caused by flooding, subsidence, or other similar causes

7.21 DRAINAGE

- 7.21.1 Any area requiring landscaping or topographic reconstruction shall be landscaped or reconstructed so that the finished surface contours do not direct surface drainage onto an adjoining site.

7.22 CONTROLLED APPEARANCE

- 7.22.1 The design, character, and appearance of any building, structure, or sign proposed to be erected or located in any District, must be acceptable to the Development Authority, having due regard to the amenities and the character of existing development in the District, as well as to its effect on adjacent Districts.

7.23 STORAGE STRUCTURES

- 7.23.1 A storage structure shall meet the setback requirements for an accessory building in the appropriate district.
- 7.23.2 A storage structure shall be screened from view as required by the Municipal Planning Commission and/or may require exterior finishing to be in general conformance with the principal building or surrounding development.
- 7.23.3 A storage structure shall not be permitted in residential areas or on parcels where the primary land use is residential.
- 7.23.4 A storage structure shall not be used as a sign.
- 7.23.5 A storage structure may be approved on a temporary basis during construction within any Land Use District

7.24 SECONDARY SUITES & BACKYARD SUITES

- 7.24.1 Development of a “Dwelling, Secondary Suite” or “Dwelling, Backyard Suite” shall adhere to the Alberta Building Code and Alberta Fire Code as a condition of approval
- 7.24.2 An application for a “Dwelling, Secondary Suite” or “Dwelling, Backyard Suite” shall include a detailed parking plan outlining:
- a) Proposed off-street parking in line with the parking requirements outlined in Section 7.4.4, and
 - b) On-street parking available in the area
- 7.24.3 All required off-street parking stalls for a “Dwelling, Secondary Suite” or “Dwelling, Backyard Suite” shall be hard surfaced (e.g. cement, pavement/asphalt, etc.).
- 7.24.4 A “Dwelling, Secondary Suite” and a “Dwelling, Backyard Suite” cannot be located on the same property.

Secondary Suites Regulations

- 7.24.5 A “Dwelling, Secondary Suite” shall only be developed within the principal dwelling and shall not be developed within a detached garage and/or accessory structure.
- 7.24.6 The minimum floor area for a “Dwelling, Secondary Suite” shall be not less than 30 m² (322.92 sq. ft.).
- 7.24.7 “Dwelling, Secondary Suite” shall be developed in such a manner that the exterior of the principal dwelling containing the “Dwelling, Secondary Suite” shall appear as a single-detached dwelling.
- 7.24.8 Only one Dwelling, Secondary Suite may be developed in conjunction with a principal dwelling.
- 7.24.9 A “Dwelling, Secondary Suite” shall not be separated from the principal dwelling through a condominium conversion or subdivision.

Backyard Suites Regulations

- 7.24.10 Development of a “Dwelling, Backyard Suite” shall comply with the following:
- a) Must be located in a detached building located behind the front façade of the principal Dwelling Unit.
 - b) May be attached to or on the second storey of an Accessory Building
 - c) A maximum of one (1) “Dwelling, Backyard Suite” is permitted on a parcel.
 - d) Must comply with all development standards for accessory Buildings in the Land Use District that the property falls within.
 - e) The exterior colour and materials, roof pitch, and window door styles of a “Dwelling” Backyard Suite must, at the discretion of the Development Authority, match or complement the principal Dwelling Unit.

7.25 SUBDIVISION OF LAND

- 7.25.1 A development requiring subdivision of land shall not be issued a development permit until such time as the subdivision approval has been received from the Subdivision approval authority, or upon appeal, the Subdivision and Development Appeal Board.

7.26 UNDERMINING OR SUBSIDENCE CONDITIONS

- 7.26.1 Where development is proposed for land which has potential undermining or subsidence conditions, no Development Permit shall be granted unless the Development Authority is satisfied that hazards and other problems will not adversely affect the development as proposed. Valid engineering tests may be required.

7.27 MANUFACTURED HOMES

- 7.27.1 In determining the suitability of a Manufactured Dwelling for placement on a parcel, consideration shall be given to its condition and appearance in context with the adjacent parcels.
- 7.27.2 The undercarriage of each manufactured home shall be completely screened from view by the foundation or by skirting within thirty (30) days of placement of the manufactured home.
- 7.27.3 All manufactured homes shall be provided with steps and landings to all entrances within thirty (30) days of their placement.
- 7.27.4 All accessory structures such as steps, patios, porches, additions, skirting and storage facilities shall be of complementary quality and design to the Manufactured Dwelling
- 7.27.5 Each manufactured home shall be connected to and be serviced by electrical power, natural gas and the Village's sanitary sewer and water supply.
- 7.27.6 Manufactured Dwellings constructed greater than eight (8) years at the time of development permit application may not be approved at the discretion of the Development Authority.

7.28 BULK FUEL, LIQUEFIED PETROLEUM GASES AND CHEMICAL STORAGE AND DISTRIBUTION FACILITIES

- 7.28.1 Development for the purpose of storing natural gas, petroleum products or hazardous chemicals for distribution shall conform to the setback requirements of applicable Provincial and Federal legislation and regulations.

7.29 TEMPORARY BUILDINGS

- 7.29.1 The Development Authority may conditionally approve a temporary building to be constructed or located in any Land Use District subject to the owner agreeing to remove said building in accordance with the terms and conditions affixed by the Development Authority.
- 7.29.2 A temporary building shall not exceed one storey in height and shall not have a basement or a cellar or any below grade foundation.
- 7.29.3 A temporary building shall be maintained at all times
- 7.29.4 No temporary building shall be serviced by Village sewage or water supply systems. Notwithstanding the foregoing however, when a temporary use is established in a building or on a site with existing municipal water or sewer services or both, those services may be temporarily used in accordance with the terms and conditions affixed by the Development Authority.
- 7.29.5 The Development Authority may require skirting around the base of a temporary building.
- 7.29.6 An application to extend the duration of a temporary permit shall be dealt with as a new application. There shall be no obligation to approve it on the basis that the previous permit had been issued.

7.30 RENEWABLE ENERGY SYSTEMS

- 7.30.1 Renewable energy systems such as, but not limited to, active and passive solar, photovoltaic solar panels, heat exchange systems and generators are encouraged as a method to reduce greenhouse gas emissions and to promote sustainability objectives within the Village. Alternative Energy Systems shall require a Development Permit to ensure there are no nuisance effects that extend beyond the site and shall have consideration for the following requirements:
 - a) Renewable Energy Systems that are part of, or attached to, the principal building shall follow the requirements for that use (e.g. Solar panels on a roof);
 - b) Renewable Energy Systems shall follow the minimum requirements for accessory buildings and uses in the appropriate Land Use District where they are separate and subordinate to the principal building or use of the property; and
 - c) Renewable Energy Systems shall be considered a discretionary use in all Land Use Districts.

7.31 SMALL WIND ENERGY SYSTEMS

- 7.31.1 Upon deeming an application for a Small Wind Energy System complete, the Development Authority shall circulate a notification of the proposal to adjacent parcels prior to making a decision.

- 7.31.2 The maximum height of a tower shall be:
- (a) 25.0 m where the parcel area is no less than 0.2 ha (0.49 ac) and no greater than 0.4 ha (0.98 ac); and
 - (b) no maximum tower height for parcels that are greater than 0.4 ha (0.98 ac) in area.
- 7.31.3 The tower base of a Small Wind Energy System shall be no closer to the property line of a parcel than the total system height. No part of the tower structure, including guy wire anchors, shall extend closer than 3.0 m to the property line of the parcel.
- 7.31.4 The tower base of a Small Wind Energy System shall be no closer to a Dwelling Unit or Public Building on an adjacent parcel than the total system height of the Small Wind Energy System.
- 7.31.5 Notwithstanding 7.31.3 and 7.31.4, the Development Authority may grant a relaxation to the setback requirements if the adjacent parcel owner(s) grant an easement for the Small Wind Energy System.
- 7.31.6 Notwithstanding 7.31.4, the Development Authority may require a greater setback where shadow flicker will negatively impact the use and enjoyment of an adjacent parcel.
- 7.31.7 Noise from a Small Wind Energy System shall not negatively impact the use and enjoyment of an adjacent parcel by increasing the ambient background noise, in the opinion of the Development Authority. A report, prepared by a qualified professional, may be required to determine the sound level of the Small Wind Energy System measured at the property line.
- 7.31.8 The Development Authority may consider visual impact concerns where there is significant historical or scenic value associated with the proposed siting of a Small Wind Energy System.
- 7.31.9 If the active production of electricity from a Small Wind Energy System is discontinued for two years or more, the Small Wind Energy System shall be removed. Upon termination of the use, the entire facility shall be removed and the installation site shall be restored to a natural state or to its prior condition.

Part 8 Districts

8 Districts

8.1 ESTABLISHMENT OF LAND USE DISTRICTS

- 8.1.1 For the purpose of this Bylaw, the land within the boundaries of the Municipality shall be divided into one or more of the Districts as established in Section 8.2.
- 8.1.2 Throughout this Bylaw and amendments thereto a District may be referred to either by its full name or its abbreviation as set out in Section 8.2.

8.2 DISTRICTS

8.2.1 The Districts in the Village are:

Short Title	District Name
a) R	Residential District
b) R-MH	Residential – Manufactured Home District
c) C	Commercial District
d) I	Industrial General District
e) UR	Urban Reserve District
f) CS	Community Service District

8.3 DISTRICT BOUNDARIES

- 8.3.1 The boundaries of the districts listed in above are as delineated on the Land Use District Map in Part 9.
- 8.3.2 Where uncertainty exists as to the boundaries of districts as shown on the Land Use District Map, the following rules shall apply:
 - (a) **RULE 1.** Where a boundary is shown as following a street, lane, stream or canal it shall be deemed to follow the centre line thereof;
 - (b) **RULE 2.** Where a boundary is shown as approximately following a lot line, it shall be deemed to follow the lot line.

- (c) **RULE 3.** In circumstances not covered by Rules 1 and 2 the location of the district boundary shall be determined:
 - (a) using any dimensions given on the map, or
 - (b) where no dimensions are given, measurement using the scale shown on the map.
- 8.3.3 Where the exact location of the boundary of a Land Use District cannot be determined, using the rules in subsection **8.3.2** above, the Council, on its own motion or on a written request, shall fix the location:
 - (a) in a manner consistent with the provisions of this Bylaw; and
 - (b) with the appropriate degree of detail required.
- 8.3.4 In the case of the water bodies, streams, rivers or other cases, the municipal boundary shall be as determined in accordance with the *Municipal Government Act*.
- 8.3.5 The location of a district boundary, once fixed, shall not be altered except by an amendment of this Bylaw.
- 8.3.6 The Council shall keep a list of its decisions fixing the locations of district boundaries.

8.4 RESIDENTIAL DISTRICT (R) LAND USE RULES

8.4.1 Purpose:

The purpose and intent of this District is to provide for residential neighbourhoods composed of predominantly single-family dwellings with integration of some two-family development.

8.4.2 Permitted Uses:

List of Permitted Uses:

(a)	Dwelling, Single Detached (all types excluding Manufactured Homes and Moved-On)
(b)	Greenhouse, Private (accessory to the principal residential use)
(c)	Home Occupation; Minor
(d)	Community Recreational Facility; and
(e)	Signs

8.4.3 Discretionary Uses

List of Discretionary uses:

(a)	Accessory Building or Structure	(l)	Dwelling, Secondary Suite
(b)	Accessory Structure – Fabric Covered	(m)	Group Care Facility
(c)	Accessory Use	(n)	Home Occupation; Major
(d)	Child Care Facility	(o)	Public Utility Building
(e)	Demolition	(p)	Renewable Energy Systems
(f)	Dwelling, Apartment	(q)	Senior Citizen Accommodation
(g)	Dwelling, Attached Housing	(r)	Signs
(h)	Dwelling, Backyard Suite	(s)	Swimming Pool
(i)	Dwelling, Duplex	(t)	Worship Facility
(j)	Dwelling, Manufactured Home		
(k)	Dwelling, Moved On		

8.4.4 In addition to the general land use provisions contained in Section 7, the following provisions as contained within Section 8.4.5 to Section 8.4.12 shall apply to every development in the District.

8.4.5 The minimum requirements of the area of a site in a Residential District are:

- (a) Dwelling, Single Detached: 464m² (4,994.4sq ft);

- (b) Dwelling, Semi-Detached and Attached: 279m² (3,003.1sq ft) for each dwelling or 326m² (3,509sq ft) for each dwelling unit with a side yard abutting a street; or
- (c) Dwelling, Duplex: 464m² (4,994.4sq ft).

8.4.6 The minimum requirements of the width of site in a Residential District

- (a) Dwelling, Single Detached: 15m (49.2ft);
- (b) Dwelling, Attached: 9m (29.5ft) for each dwelling or 10.5m (34.45ft) for each dwelling unit with a side abutting a street; or
- (c) Dwelling, Duplex: 15m (49.2ft).

8.4.7 All front yards shall be a minimum of 6.1m (20ft.).

8.4.8 The minimum requirements for a side yard in a Residential District are:

- (a) Principal Buildings
 - i. Street side of corner site, 3m (9.8 ft);
 - ii. Principle building with lane access, 1.5m (4.2 ft)
 - iii. Principle Building with front access, 3.0m (9.8 ft)
- (b) Accessory Buildings:
 - i. 1m (3.2ft)

8.4.9 The minimum requirements for a side yard in a Residential District are:

- (a) Principal Buildings: 7.6m (24.9ft); and
- (b) Accessory Buildings: 1m (3.2ft).

8.4.10 The minimum requirements for habitable floor area per unit in a Residential District are:

- (a) Dwelling, Single Detached: 74m² (796.5sq ft); or
- (b) Dwelling, Duplex and Attached: 65m² (699.6sq ft).

8.4.11 The maximum limits of the coverage of a site in a Residential District are:

- (a) All buildings including accessory buildings not more than 50% of the area of the site; and
- (b) All accessory buildings not more than 25% of the area of the site.

8.4.12 The maximum limits of the height of buildings in a Residential District are:

- (a) Principal Building: 9m (29.5ft); and
- (b) Accessory Building: 5m (16.4ft)

Additional Requirements for Manufactured Homes:

8.4.13 The minimum width of a Manufactured Dwelling shall be 6.7m (22ft).

8.4.14 The design and appearance of a Manufactured Dwelling shall be to the satisfaction of the Development Authority, and may be required to include enhanced design elements that add visual interest such as:

- (a) A porch or veranda on the front façade;
- (b) horizontal wall articulation on the front façade;
- (c) the use of thick columns or brackets on roof overhangs;
- (d) dormers, gables, cross gables or varied pitches for articulated roof lines;
- (e) large or bay windows on the front façade, with strong window trim;
- (f) architectural features or other detailing over entrances;
- (g) changes in exterior siding materials, textures and colors to break up long wall expanses; and
- (h) the use of trim and moldings that contrast the exterior siding.

8.5 RESIDENTIAL DISTRICT – MANUFACTURED HOME (R-MH) LAND USE RULES

8.5.1 Purpose:

The purpose and intent of this District is to provide for a Residential Manufactured Home neighbourhood in which manufactured homes are accommodated on an individual site basis with permanent foundations and individual service connections.

8.5.2 Permitted Uses:

List of Permitted Uses

(a)	Dwelling, Manufactured Home
(b)	Greenhouse, Private
(c)	Home Occupation; Minor

8.5.3 Discretionary Uses:

List of discretionary uses:

(a)	Accessory Building or Structure	(h)	Home Occupation; Major
(b)	Accessory Structure – Fabric Covered	(i)	Public Utility Building
(c)	Backyard Suite	(j)	Renewable Energy Systems
(d)	Child Care Facility	(k)	Signs
(e)	Demolition	(l)	Swimming pools
(g)	Dwelling – Moved On		

8.5.4 In addition to the General Land Use Provisions contained in Section 7, the following provisions as contained within Section 8.5.5 to Section 8.5.12 shall apply to every development in the District.

8.5.5 The minimum requirement for the area of a site in a Residential – Manufactured Home District is 464m² (4,994.4 sq ft).

8.5.6 The minimum requirement for the width of a site in a Residential – Manufactured Home District is 15m (49.2ft).

8.5.7 The minimum requirement for the front yard in a Residential – Manufactured Home District is 4.5m (14.7ft) and the front yard setbacks of principal buildings may be varied in order to maximize the visual amenity of the district.

8.5.8 The minimum requirements for side yards in a Residential – Manufactured Home District are:

- (a) Principal Buildings

- i. Street side of a corner site: 3m (9.8ft);
- ii. on the side or end wall of the home containing the main entrance door, or window to a living room, a minimum side yard of 4.5m (14.7ft) shall be provided, and the other side yard shall be 1.5m (4.9ft); and
- iii. notwithstanding Subsection (ii) above, where an addition is proposed to a mobile home, one side yard shall be 3m (9.8ft) and the other side yard shall be 1.5m (4.9ft).

(b) Accessory Buildings:

- i. Street side of a corner site: 3m (9.8ft); and
- ii. all other sides: 1.5m (4.9ft) except where no side yard is required as per Part 7 in this Bylaw.

8.5.9 The minimum requirements for rear yards in a Residential – Manufactured Home District are:

- (a) Principal Buildings: 4.5m (14.7ft); and
- (b) Accessory Buildings: 1m (3.2ft) except when no rear yard is required as per Part 7 of this Bylaw.

8.5.10 The minimum requirement of the habitable floor area per unit in a Residential – Manufactured Home District is 55m² (592sq ft).

8.5.11 The maximum limits of the height of buildings in a Residential – Manufactured Home District are:

- (a) Manufactured Homes: 5m (16.4ft);
- (b) Other Dwelling Types: 9m (29.5ft); and
- (c) Accessory Buildings: 5m (16.4ft).

8.5.12 The maximum limits of the coverage of a site in a Residential – Manufactured Home District are:

- (a) All building together, including accessory buildings: 50% of the site; and
- (b) All accessory buildings: 25% of the site.

Additional Requirements for Manufactured Homes:

8.5.13 The minimum width of a Manufactured Dwelling shall be 6.7m (22ft).

8.5.14 The design and appearance of a Manufactured Dwelling shall be to the satisfaction of the Development Authority, and may be required to include enhanced design elements that add visual interest such as:

- (i) A porch or veranda on the front façade;
- (j) horizontal wall articulation on the front façade;
- (k) the use of thick columns or brackets on roof overhangs;
- (l) dormers, gables, cross gables or varied pitches for articulated roof lines;
- (m) large or bay windows on the front façade, with strong window trim;
- (n) architectural features or other detailing over entrances;
- (o) changes in exterior siding materials, textures and colors to break up long wall expanses; and
- (p) the use of trim and moldings that contrast the exterior siding.

8.5.15 All Manufactured Homes shall be in accordance with the Manufactured Home requirements listed in Section 7.28.

8.5.16 Each dwelling in a Residential – Manufactured Home District shall be located on a lot registered in the Land Titles Office.

8.6 COMMERCIAL DISTRICT (C) LAND USE RULES

8.6.1 Purpose:

The purpose and intent of this District is to provide for commercial and retail developments serving the Village and the surrounding rural areas.

8.6.2 Permitted Uses:

List of permitted uses:

(a)	Bus Terminal	(j)	Personal Service Shop
(b)	Clinic	(k)	Pet Care Service
(c)	Community Recreational Facility	(l)	Pet Store
(d)	Convenience Store	(m)	Public or Quasi- Public Structures, Installation and Facilities
(e)	Cultural Establishment	(n)	Public Utility Building
(f)	Eating Establishment	(o)	Recreational Vehicle
(g)	Essential Public Service	(p)	Retail Store
(h)	Hotel/Motel	(q)	Shopping Centre
(i)	Parking Lot	(r)	Worship facility

8.6.3 Discretionary Uses:

List of discretionary uses:

(a)	Accessory Building	(m)	Dwelling, Accessory Residential *See additional requirements below
(b)	Alternative Health Care Services	(n)	Kennel Boarding & Breeding
(c)	Amusement Centre	(o)	Intensive Vegetative Operation
(d)	Auto Body & Paint Shop	(p)	Liquor Store
(e)	Automotive Repair and Service Shop	(q)	Gas Bar
(f)	Automobile Vehicle Sales	(r)	Renewable Energy Systems
(g)	Billboards	(s)	Service Station
(h)	Car Washing Establishment	(t)	Signs
(i)	Child Care Facilities	(u)	Small Wind Energy System
(j)	Communication structure	(v)	Storage
(k)	Demolition	(w)	Tradesman's Shop
(l)	Drinking Establishment		

- 8.6.4 In addition to the general land use provisions contained in Part 7, the following provisions as contained within Section 8.6.5 to Section 8.6.11 shall apply to every development in this District.
- 8.6.5 The minimum requirement for the area of a site in the Commercial District is 302m² (3250.7sq ft)
- 8.6.6 The minimum requirement for the width of a site in the Commercial District is 7.6m (24.9ft).
- 8.6.7 There is no minimum requirement for a front yard in the Commercial District.
- 8.6.8 The minimum requirement for a rear yard in the Commercial District is 5m (16.4ft).
- 8.6.9 The minimum requirement for a side yard adjacent to a Residential District in the Commercial District is 3m (9.8ft) with no side yard required for all other locations.
- 8.6.10 The maximum limit for the height of buildings in the Commercial District is 9m (29.5ft) unless otherwise approved for a specific use that requires a greater height at the discretion of the Municipal Planning Board.
- 8.6.11 All development in the Commercial District shall require screening as follows:
- (a) all sites abutting a Residential District shall be screened from the view of the Residential District to the satisfaction of the Development Authority;
 - (b) all apparatus on the roof shall be screened to the satisfaction of the Development Officer; and
 - (c) all outside storage of material or equipment shall be enclosed from view from roadways and park reserve to the satisfaction of the Development Officer.
- 8.6.12 Dwelling, Accessory Residential Accommodation shall be subordinate to the principal commercial use of the building.
- 8.6.13 In examining any proposed use for this District, due regard shall be paid to the compatibility of the proposed use with existing use on or adjacent to the site.
- 8.6.14 The exterior finishing materials of the proposed development must be in accordance with the approved plans.
- 8.6.15 Notwithstanding any other provision of this Bylaw, the Development Officer may allow a building to be occupied by a combination of one or more uses listed for this District and each use shall be considered as a separate use.

Additional Requirements - Dwelling, Accessory Residential:

- 8.6.16 Must be situated above, under, or in the back of a commercial business in the Commercial District.

8.6.17 Residential unit must maintain its own access and egress and must meet the parking requirements for Dwelling, Accessory Residential in Section 7.5 of this bylaw.

8.7 INDUSTRIAL GENERAL DISTRICT (I) LAND USE RULES

8.7.1 Purpose:

The purpose and intent of this District is to provide for a range of industrial uses of a manufacturing, processing, assembling, or distributing nature.

8.7.2 Discretionary Uses:

List of discretionary uses:

(a)	Abattoir	(t)	Light Manufacturing
(b)	Accessory Building	(u)	Tradesman's Shop
(c)	Agricultural Supply Depot	(v)	Manufacturing, Processing, Or Assembly Facility
(d)	Auto Body & Paint Shop	(w)	Natural Resource Extractive Industries
(e)	Automotive Repair and Service	(x)	Office (accessory to the principal industrial use)
(f)	Automotive Vehicle Sales	(y)	Parking Lot
(g)	Billboards	(z)	Public and Quasi-Public Structures, Installations, and Facilities
(h)	Building Supply Centre	(aa)	Pet Care Service
(i)	Bulk Fuel or Chemical Storage and Distribution Centre	(bb)	Public Utility Building
(j)	Car Washing Establishment	(cc)	Renewable Energy Systems
(k)	Communication Tower	(dd)	Service Station
(l)	Demolition	(ee)	Signs
(m)	Dwelling, Accessory Residential	(ff)	Small Wind Energy System
(n)	Equipment Rental Shop	(gg)	Storage Structure
(o)	Fabric Covered Building	(hh)	Storage Yard
(p)	Grain Elevator	(ii)	Warehousing
(q)	Heavy Manufacturing	(jj)	Veterinarian Clinic
(r)	Intensive Vegetative Operation		
(s)	Kennel Boarding & Breeding		

8.7.3 In addition of the general land use provisions contained in Section 7, the following provisions as contained within Section 8.7.4 to Section 8.7.19 shall apply to every

development in this District.

- 8.7.4 The minimum requirement for the area of a site in the Industrial District is 929m² (9999.6sq ft).
- 8.7.5 The minimum requirement for the width of a site in the Industrial District is 30m (98.4ft).
- 8.7.6 The minimum requirements for front yards in the Industrial District are as follows:
- (a) except as hereinafter provided: 7.6m (24.9ft);
 - (b) when adjacent to a secondary highway without a service road: 28m (91.8ft) from the nearest limit of the right of way of the nearest secondary or primary road; and
 - (c) the front yard requirements shall not apply to gas pumps, free-standing or projecting signs or billboards.
- 8.7.7 The minimum requirements for side yards in the Industrial District are as follows:
- (a) except as hereinafter provided, a minimum of 1.5m (4.9ft);
 - (b) where a fire-resistant wall is provided, no side yard is required; and
 - (c) in a laneless subdivision, one unobstructed side yard shall be a minimum of 6m (19.6ft) excluding corner sites with alternative rear access from a side yard abutting a street. This does not include the accessory building when the accessory building is located to the rear of the principal building and is separated from such building by a distance of 12m (39.3ft) measured parallel to the side property line.
- 8.7.8 The minimum requirements for rear yards in the Industrial District are as follows:
- (a) there shall be no required rear yard setback other than where loading doors abut a street or lane, in which case, the requirements for loading and unloading are as contained in Part 7; and
 - (b) on a laneless site, if a rear yard is provided, it shall be a minimum of 1m (3.2ft).
- 8.7.9 The maximum limits for the height of buildings in the Industrial District is 9m (29.5ft) unless otherwise approved for a specific use that requires a greater height at the discretion of the Municipal Planning Board.
- 8.7.10 The exterior finishing materials of the proposed development must be in accordance with the approved plan.
- 8.7.11 The boulevard and a minimum of 5% of the site area must be landscaped in accordance with the plan approved by the Development Officer and any trees or shrubs which die must be replaced during the next planting season.

- 8.7.12 All development in the Industrial District shall require screening as follows:
- (a) all sites abutting a Residential District shall be screened from the view of the Residential District to the satisfaction of the Development Officer; and
 - (b) all apparatus on the roof shall be screened to the satisfaction of the Development Officer.
- 8.7.13 Industrial uses which emit airborne pollutants and/or noxious odors or which have fire or explosive risks shall be required to meet minimum separation distances from residential areas and also from other industrial developments in accordance with the requirements of Provincial and Federal legislation and best practices.
- 8.7.14 The application for Industrial Development shall supply relevant information describing any noxious, dangerous, or offensive features of the proposed development in relation to:
- (a) airborne pollutants or odors;
 - (b) release of any toxic, radioactive, or environmentally hazardous materials; and
 - (c) flammable or explosive materials, and describe their intensity and area of impact.
- 8.7.15 Applications for development, along with the information required in Section 8.7.14 may be referred to Alberta Environmental Protection.
- 8.7.16 An application for approval of a use employing highly flammable chemical materials must be accompanied by a plan approved by the Hussar Rural Fire Department and all other appropriate government departments.
- 8.7.17 All exterior work areas, storage areas, and waste handling areas shall be enclosed from view from roadways and park reserves to the satisfaction of the Development Officer and storage will not project above the height of the screening material.
- 8.7.18 Fencing shall be of appropriate materials and height to the satisfaction of the Development Officer.
- 8.7.19 Wrecked or damage vehicles permitted to be located on the property must be screened to the satisfaction of the Development Officer.

Additional Requirements- Dwelling, Accessory Residential:

- 8.7.20 Must be situated above, under, or in the back of a commercial business in the Commercial District.
- 8.7.21 Residential unit must maintain its own access and egress and must meet the parking requirements for Dwelling, Accessory Residential in Section 7.5 of this bylaw.

8.8 URBAN RESERVE DISTRICT (UR) LAND USE RULES

8.8.1 Purpose:

The purpose and intent of this District is to provide for the continuation of existing rural pursuits and the future expansion of urban development.

8.8.2 Permitted Uses:

List of Permitted Uses:

(a)	Community Recreational Facility
-----	---------------------------------

8.8.3 Discretionary Uses:

List of Discretionary Uses

(a)	Accessory Buildings
(b)	Communication Structures
(c)	Demolition
(d)	Extensive Agricultural Uses
(e)	Intensive Vegetative Operation
(f)	Public and Quasi-Public Structures, Installations and Facilities
(g)	Public Utility Building
(h)	Renewable Energy Systems
(i)	Signs
(j)	Small Wind Energy System
(k)	Storage Structure
(l)	Swimming Pool

8.8.4 In addition to the general land use provisions contained in Section 7, the following provisions as contained within Section 8.8.5 to Section 8.8.10 shall apply to every development in this District.

8.8.5 The minimum requirement for the area of a site in an Urban Reserve District is 16.2ha (40 acres) except for Municipal and Environmental Reserve parcels and Public Utility lots where there is no minimum size requirement.

8.8.6 The minimum requirement for front yards in an Urban Reserve District is 15m (49.2ft).

8.8.7 The minimum requirement for side yards and rear yards in an Urban Reserve District is

15m (49.2ft).

- 8.8.8 The design, site location, site coverage, yards, height of buildings, external finish, and landscaping generally of all buildings and structures shall be to the satisfaction of the Development Officer who in determining a Development Permit application shall take into account:
- (a) the general purpose of the district; and
 - (b) the existing uses and prospective uses of land in the vicinity.
- 8.8.9 The Municipal Planning Commission, Development Authority or Subdivision Authority may require an area structure plan before a subdivision decision is determined.
- 8.8.10 The Development Authority shall be satisfied prior to the granting of a Development Permit that the proposed use will not prejudice the orderly development of the area including the future establishment of residential, commercial, industrial, recreational, and service facilities on a neighbourhood and community basis.

8.9 COMMUNITY SERVICE AND RECREATION DISTRICT (CS) LAND USE RULES

8.9.1 Purpose:

The purpose and intent of this District is to provide for public and privately owned cultural, educational, institutional, and recreational uses.

8.9.2 Permitted Uses:

List of Permitted Uses:

(a)	Campground	(g)	Community Recreational Facilities
(b)	Cemeteries	(h)	Parking Lots
(c)	Community Buildings and Facilities	(i)	Public and Quasi-Public Structures, Installations and Facilities
(d)	Essential Services	(j)	Public Utility Building
(e)	Exhibition Grounds	(k)	Schools
(f)	Fabric Covered Building	(l)	Worship Facility

8.9.3 Discretionary Uses:

List of discretionary uses:

(a)	Accessory Building	(h)	Recreational Vehicle
(b)	Alternative Health Care Services	(i)	Renewable Energy Systems
(c)	Communication Tower	(j)	Senior Citizen Accommodation
(d)	Child Care Facilities	(k)	Signs
(e)	Cultural Establishment	(l)	SMALL WIND ENERGY SYSTEM
(f)	Group Care Facility	(m)	Storage Structure
(g)	Intensive Vegetative Operation	(n)	Swimming Pool

8.9.4 In addition to the general land use provisions contained in Section 7, the following provisions as contained within Section 8.9.5 to Section 8.9.7 shall apply to every development in this District.

8.9.5 The minimum requirements for all yards and parcel size in the Community Service and Recreation District will be at the discretion of the Development Authority.

8.9.6 The maximum height for any development in the Community Service and Recreation District is 15m (49.2 ft).

8.9.7 The design, setting, external finish and architectural appearance of all buildings

including accessory buildings and structures and landscaping shall be to the satisfaction of the Development Officer to ensure that adequate protection be afforded to the amenities of the area.

Part 9 Land Use Districts Map

For a hard copy of the Land Use District Map please contact the Village Office at: 109 1 Ave E, Hussar, AB T0J1S0 (403) 787-3766 office@villageofhussar.ca



Or view Land Use Districts on the Palliser Regional Municipal Services Map at the following Link: <https://gis.palliserwebmap.ca/logon.aspx>

COMMUNICATION TOWER PROTOCOLS

COMMUNICATION TOWER PROTOCOLS

This Appendix establishes the procedural standard that applies to proponents of antenna systems and identifies the Village's development and design standards for antenna systems and communication towers.

1 Applicability

The federal Minister of Industry is the approval authority for the development and operation of antenna systems, pursuant to the *Radiocommunication Act*. Innovation, Science and Economic Development Canada recognizes the importance of considering input from local Land Use Authorities and the public regarding the installation and modification of antenna systems and encourages land use authorities to establish a local protocol to manage the process of identifying and conveying concerns, questions, and preferences to the proponent of an antenna system and Innovation, Science and Economic Development Canada.

The protocol established here applies to any proposal to install or modify a telecommunication, radiocommunication or broadcast antenna system within the Village of Hussar which is not excluded from the consultation requirements established by Innovation, Science and Economic Development Canada in Client Procedures Circular CPC-2-03 (or subsequent/amended publications). Proponents of excluded antenna systems are nevertheless encouraged to contact the Village to discuss the proposal and identify any potential issues or concerns and give consideration to the Village's development and design standards.

2 Antenna Systems Siting Protocol Exclusion List

Innovation, Science and Economic Development Canada has determined that certain antenna structures are considered to have minimal impact on the local surroundings and do not require consultation with the local Land Use Authority or the public. Innovation, Science and Economic Development Canada's publication, Radiocommunication and Broadcast Antenna Systems CPC-2-0-03 lists the types of antenna installations exempted from the requirement to consult with the local Land Use Authority and the public. The installations listed in CPC-2-03 are therefore excluded from the Village's Telecommunication Tower Siting Protocol, which currently include:

- maintenance of existing radio apparatus including the antenna system, transmission line, mast, tower or other antenna-supporting structure;
- addition or modification of an antenna system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc. provided the addition or modification does not result in an overall height increase above the existing structure of 25 percent of the original structure's height;
- maintenance of an antenna system's painting or lighting in order to comply with Transport Canada's requirements;
- installation, for a limited duration (typically not more than 3 months), of an antenna system that is used for a special event, or one that is used to support local, provincial, territorial, or national

emergency operations during the emergency, and is removed within 3 months after the emergency or special event; and

- new antenna systems, including masts, towers, or other antenna-supporting structure, with a height of less than 15m (49.2ft) above ground level.

Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact the Village office or Innovation, Science and Economic Development Canada for guidance.

3 Municipal Review and Issuance of Concurrence or Non-Concurrence

- (a) The Village Council shall be responsible for reviewing and issuing municipal concurrence or non-concurrence for all antenna system proposals within the Village which are not excluded as per Section 2 above.
- (b) concurrence with a proposal will be measured against the requirements of the applicable land use district within which the antenna is proposed, the development and design standards in this Appendix, applicable policies in the Village's Municipal Development Plan, and consideration of comments received during the public consultation process and any other matter deemed relevant by the Village Council.
 - (i) When a proposal is given a concurrence decision, the proponent will receive a letter of concurrence from the Village documenting its decision and any conditions;
 - (ii) When a proposal is given a non-concurrence decision, the proponent will receive a letter of non-concurrence from the Village describing the reasons for the decision.
- (c) Village concurrence does not constitute approval of uses, buildings, and structures which require issuance of a development permit under the Land Use Bylaw. A proposal which includes uses, buildings, or structures in addition to the antenna system, is required to obtain development permit approval for such uses, buildings and structures in accordance with the provisions of the Land Use Bylaw.

4 Development and Design Standards

The Village requests the following antenna systems development and design standards be adhered to:

- (a) Co-utilization of existing antenna systems is the preferred option within the Village and is encouraged whenever feasible.
- (b) An antenna system (including any guy wires or similar support mechanisms) should be placed no closer than 7.62m (25 ft.) from the property line abutting the public road.
- (c) Antenna structures which are visible from residential areas may be requested to employ innovative design measures to mitigate the visual impact of these structures. The proponent shall provide stealth structure options when requested by the municipality. Stealth structure options will be based on an evaluation of the massing, form, colour, material, and other decorative elements, that will blend the appearance of the facility into and with the surrounding lands.

5 Application Submittal Requirements

The Village requests the following package be submitted for consideration of a proposed antenna system:

- (a) Map, including legal location, and site plan of the proposed system;
- (b) Description of the type and height of the proposed antenna system and any guy wires or other similar support mechanisms (e.g. support cables, lines, wires, bracing);

- (c) The proposed lighting and aeronautical identification markings for the antenna and any supporting structures;
- (d) Documentation regarding potential co-utilization of existing towers within 800m (0.5 miles) of the subject proposal; and
- (e) Any other additional information or material deemed necessary and appropriate to properly evaluate the submission.

6 Notification and Public Consultation Process

- (a) Proponents are required to formally notify the Village of their intent to make a submission to obtain a letter of concurrence regarding the siting of a telecommunication antennas within the Village prior to landowner notification or advertisement of the proposed project.
- (b) If required by the Village, the proponent shall hold a public information meeting regarding their development proposal and should proactively explain all aspects of the siting, technology, and appearance of the proposed structure.
- (c) Once approval to proceed to public consultation has been given, the applicant or the municipality will notify all landowners within:
 - (i) 1.6km (0.9 mile) of the proposed structure; and
 - (ii) All costs of the notification are borne by the applicant.
- (d) With each notification to adjacent landowners, the proponent will be responsible to submit a letter providing information regarding the location of the tower, physical details of the tower, the time and location of the public information meeting, and a contact name and phone number of someone employed by the proponent who can answer questions regarding the proposal. The notifications should be sent 14 days prior to the public meeting.
- (e) Within 14 days from the date of circulation of the notification or the date of the public information meeting, the proponent will be responsible to provide the Village with a summary of the meeting indicating the topics discussed, additional concerns raised with resolutions, and any outstanding issues the proponent and/or landowners could not resolve.
- (f) Where the public process has raised unresolved concerns, the Village will request a ruling by Innovation, Science and Economic Development Canada prior to the issuance of a letter of concurrence.

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

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

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

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

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

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

PART I: BYLAW TITLE

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

PART II: DEFINITIONS

- 2.1 *Act* means the *Municipal Government Act*, RSA 2000 M-26 and all amendments thereto.
- 2.2 *Agenda* means the list of items and order of business of any meeting of Council as prepared by the Chief Administrative Officer.
- 2.3 *Appellant* means the person who is appealing to Council.
- 2.4 *Bylaw* means a Bylaw of the Village of Hussar.
- 2.5 *CAO* means the Chief Administrative Officer of the Village of Hussar.
- 2.6 *Council* means the duly elected Municipal Council of the Village of Hussar.

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

PART III: APPLICATION

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

PART IV: ORGANIZATIONAL MEETING

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

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

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

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

4.5 The following board and committee appointments shall be made:

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

4.6 The following boards or positions shall be ratified:

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

4.7 The following position appointments shall be made:

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

PART V: REGULAR AND SPECIAL MEETINGS

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

- c. assume personal responsibility for any statement they quote to Council and shall give the source of the information. Unfounded information or hearsay may be disregarded by Council.
- 5.8 Notice of regular Council meetings shall be given by publishing them on Village of Hussar website and posting notices at the Village Office and Canada Post Office.
- 5.9 Notice of a change to a regular Council meeting or of a special meeting shall be given by publishing them on the Village of Hussar website and posting notices at the Village Office and Canada Post Office.

PART VI: PUBLIC MEETINGS

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

PART VII: VOTING

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

PART VIII: GENERAL RULES OF COUNCIL

- 8.1 Regular Council meetings shall commence at 7:00 p.m. and adjourn not later than 11:00 p.m.
- a. Upon resolution of Council the meeting may be extended to a time determined in the resolution.
- 8.2 Special Council meetings shall commence at the time stated in the notice to the public and shall not last longer than three (3) hours unless agreed upon by a majority vote in Council.
- 8.3 If there is no quorum by 7:30 p.m., the CAO shall record the names of the Council members present and Council shall stand adjourned.
- 8.4 As soon after 7:00 p.m. as there is a quorum present, the Mayor shall take the Chair and call the meeting to order.
- 8.5 In the event the Mayor is absent, the Deputy Mayor shall take the Chair.

PART IX: PROCEEDINGS AT COUNCIL MEETINGS

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

PART X: PETITIONS AND LETTERS

- 10.1 Petitions shall be dealt with as per the Act.
- 10.2 Letters directing items of business or concerns to Council shall be clearly written or typewritten and addressed to the Council or CAO and shall be signed by the person bringing up the business or concern.
- 10.3 Anonymous letters will be disregarded. Verbal complaints and/or concerns may not be considered by Council until which time they are written and signed as indicated in Section 10.2.

PART XI: DELEGATIONS

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

XII: RESOLUTIONS (MOTIONS) IN COUNCIL

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

XIII: BYLAWS

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

XIV: SIGNING AUTHORITY

14.1 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall sign all cheques, Bylaws, applications, agreements, minutes and financial statements of the Village of Hussar so that all cheques and financial instruments are signed by the CAO and a member of Council as per the Act.

14.2 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall sign all cheques, Bylaws, applications, agreements, minutes or financial statements of the Village of Hussar Cemetery accounts so that all cheques and financial statements are signed by the CAO and a member of Council as per the Act.

14.3 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall have permission to access the safety deposit box in the name of the Village of Hussar so that two (2) persons access the safety deposit box.

XV: PUBLIC HEARINGS

15.1 Public hearings shall be held in accordance with the Act.

15.2 The Mayor or Deputy Mayor shall act as Chair for public hearings.

15.3 The CAO shall act as Secretary for public hearings.

15.4 The order for the Agenda for a public hearing shall be as follows:

- a. Call to Order
- b. Introduction of Public Hearing Item
- c. Written or Oral Submissions In Favour of the Item
- d. Written or Oral Submission Against the Item
- e. Appellant Rebuttal
- f. Adjournment

15.5 Council may ask for further information or clarification from the CAO, Appellant or any individual who provided a written or oral submission at any time during a public hearing.

15.6 Cross examination, debating or questions from the public is not allowed during a public hearing.

15.7 The public hearing may, by motion of Council, be held over to the next regular or special Council meeting if more information is required.

- 15.8 Decision on the item discussed at a public hearing will be included in the Minutes of the Council meeting at which it was held.
- 15.9 Decision must be made on the item discussed at a public hearing within fifteen (15) days of the public hearing and sent to the appellant in writing.

XVI: EXCEPTIONS AND AMENDMENTS

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

XVII: GENERAL

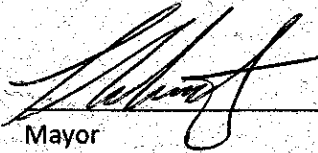
- 17.1 This Bylaw comes into force upon third and final reading.
- 17.2 This Bylaw repeals Bylaw #512-16, 530-20, and 538-21

READ a first time this 9th day of November, 2023.

READ second time this 9th day of November, 2023.

READ a third time this 9th day of November, 2023..

Signed this 21 day of December, 2023.



Mayor



Chief Administrative Officer

VILLAGE OF HUSSAR

BYLAW NO. 557-24

A BYLAW OF VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE and AGENCY.

WHEREAS the Municipal Government Act allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and their property.

WHEREAS Village of Hussar is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency.

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said *Emergency Management Act*.

WHEREAS it is desirable in the public interest, and in the interests of public safety that a regional emergency management group be formed to coordinate a regional emergency approach and programs.

WHEREAS the municipalities of the Wheatland County, Town of Strathmore, City of Chestermere, Village of Hussar, Village of Standard, and Village of Rockyford wish to establish a Regional Emergency Advisory Committee and a Regional Emergency Management Agency

NOW THEREFORE, THE MUNICIPAL COUNCIL OF VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. SHORT TITLE

1.1. This Bylaw may be cited as the "Regional Emergency Management Bylaw".

2. DEFINITIONS

In this Bylaw the following words and terms shall have the following meanings:

2.1. "Act" means the Emergency Management Act, Chapter E-6.8, RSA 2000;

- 2.2. “Council” means the Council of Village of Hussar;
- 2.3. “Deputy Director of Emergency Management” (DDEM) means the person responsible for the duties of the Director of Emergency Management in their absence;
- 2.4. “Director of Emergency Management” (DEM) means the person appointed by resolution of Council who shall be responsible for the municipality’s Emergency Management Program;
- 2.5. “Disaster” means an event that results in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- 2.6. “Emergency” means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
- 2.7. “Emergency Coordination Centre” (ECC) means the location that functions as a point of coordination, addressing the needs of the municipality or the Wheatland Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites;
- 2.8. “**Joint** Wheatland Regional Emergency Management Coordinator” (WREM Coordinator) means the person appointed to coordinate the activities of the Wheatland Regional Emergency **Management Agency**;
- 2.9. “Local Authority” means, where a municipality has a council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000;
- 2.10. “Minister” means the Minister charged with administration of the Act;
- 2.11. “Parties” means Wheatland County, The Town of Strathmore, The Village of Hussar, The Village of Rockyford, and The Village of Standard;
- 2.12. “Regional Emergency Advisory Committee” (the Committee) means the Regional Emergency Management Committee of the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the Parties;
- 2.13. “Regional Emergency Management Agency” (the Agency) means the Wheatland Regional Emergency Partnership Agency as established by Agreement between and the bylaws of the respective municipal councils of the Parties;

- 2.14. "Regional Emergency Management Plan" means the Wheatland Regional Emergency Management Plan prepared by the Directors of Emergency Management to co-ordinate the response to an emergency or disaster.
- 2.15. "Wheatland Regional Emergency Management Partnership" (WREMP) means the Wheatland Regional Emergency Management Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties;

~~"Wheatland Regional Emergency Planning and Coordinating Group" (Planning and Coordinating Group) means the Wheatland Regional Emergency Planning and Coordinating Group as established by agreement between and the bylaws of the respective municipal councils of the Parties; - REMOVE??~~

~~ESTABLISHMENT OF REGIONAL EMERGENCY MANAGEMENT~~

~~2.16. Council agrees through the WREP, to establish the Committee to advise Council on the development of emergency plans and programs.~~

~~2.17. Council agrees through the WREP, to establish a Planning and Coordinating Group to guide the creation, implementation and evaluation of WREP plans and programs and to set the direction for the WREP Agency and any of its sub-groups. This does not include the power to declare, renew or terminate a state of local emergency.~~

~~2.18. Council agrees through the WREP, to establish a position of Wheatland Regional Emergency Management Coordinator to handle program administration, planning, coordination and leadership on behalf of the Committee and the Planning and Coordinating Group.~~

~~2.19. Council agrees through the WREP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew or terminate a state of local emergency, nor the powers contained in Section 9.2 of this Bylaw.~~

3. WHEATLAND REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

3.1. The Wheatland Regional Emergency Management Advisory Committee is hereby established to advise Council on the development of emergency plans and programs.

3.2. The Committee shall:

- a) consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the Committee;**
- b) have each municipality appoint one (1) alternate member for the Committee who shall be permitted to vote in the absence or in place of the primary member;**

- c) elect a chair who will serve as the chair for the remainder of the calendar year, the elected chair must be a member of the represented Council;
- d) meet and minimum of twice a year and hold the option of calling special meetings of the Committee on an as needed basis, upon fourteen (14) days advance notice to all member of the Committee;
- e) four (4) Committee members shall constitute a quorum of the Committee and a motion or resolution of the Committee may only be passed by an affirmation vote of the majority of the members present on the motion or resolution;
- f) review of the Regional Emergency Management Plan and related plans and programs at least once per year;
- g) advise Council, duly assembled, on the status if the Regional Emergency Management Plan and related plans and programs at least once each year.
- h) provides guidance and direction to the Local Authority's emergency management agency prior to, during and after and emergency event;
- i) establish procedures that must be followed when declaring a local state of emergency;
- j) provides guidance and direction to the Local Authority's emergency management agency.

4. ROLE OF COUNCIL

4.1. Council shall:

- a) by resolution, appoint one (1) of its members to serve on the Committee and at least one (1) member as an alternate;
- b) provide for the payment of expenses of its member(s) of the Committee;
- c) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in Village of Hussar and the WREMP Region;
- d) approve the Regional Emergency Management Plans and Programs as they related to Village of Hussar and the WREMP Region;
- e) review the status of the Regional Emergency Management Plan and related plans and programs at least once a year; and
- f) by resolution appoint a DEM.

4.2. Council may:

- a) by resolution appoint one (1) or more DDEM;
- b) by bylaw that is not advertised, borrow, levy, appropriate and expend all sums required for its share of the operation of the Agency; and
- c) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs including mutual aid plans and programs.

4.3. Council agrees through the WREMP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and Agency

COMMITTEE STRUCTURE

4.4. ~~The Committee shall:~~

- ~~a) — consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the committee;~~
- ~~b) — each municipality shall also appoint one (1) alternate member to the committee who shall be permitted to vote in the absence or in place of the primary member;~~
- ~~c) — review the Regional Emergency Management Plan and related plans and programs on a regular basis; and~~
- ~~d) — advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.~~

5. AGENCY STRUCTURE

Council agrees through the WREMP, to establish and Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in this Bylaw, under Section 7.

5.1. The Agency shall be comprised of the following persons:

- a) report to the Committee once per year, while including an update on the Agency's review of the Local Authority's emergency plan and activities;
- b) be familiar with the Regional Emergency Management Plan;
- c) provide input and make recommendations for the Regional Emergency Management Plan;
- d) participate in regional training
- e) provide updated contact information to the Agency;
- f) participate in Regional Agency meetings;
- g) share information to the Agency;
- h) participate in providing public education within their organization;
- i) provide an up-to-date resource and inventory list to the Agency;
- j) use a command, control and coordination system prescribed by AEMA (Incident Command System)

5.2. The Agency shall be comprised of the following persons:

- a) the CAO of each municipality which is a member of WREMP;
- b) DEM of each municipality which is a member of WREMP;
- c) DDEM of each municipality which is a member of WREMP.

5.3. The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:

- a) RCMP Detachment Commander or designate;

- b) Fire Chiefs or designates;
- c) Wheatland and District Emergency Medical Services Association Manager or designate;
- d) Enforcement Services Supervisor or designate;
- e) Family and Community Support Services Director or designate;
- f) Public Works Supervisor or designate;
- g) Utility Manager or designate;
- h) Emergency Public Information Officers or designates;
- i) Emergency Social Services Manager or designate;
- j) Alberta Health Services representatives or designates; \
- k) School Superintendent or designate;
- l) Disaster Social Services Managers or designates;
- m) Representative(s) from adjacent municipalities or First Nations;
- n) Representatives from local business;
- o) Representatives from local industry or industrial associations;
- p) Representatives from Alberta Municipal Affairs;
- q) Representatives from local utility companies; and
- r) Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.

PLANNING AND COORDINATING GROUP

5.4. ~~The WREP Planning and Coordinating Group shall:~~

- a) ~~consist of the DEM from each of the Parties, the DDEM from the Parties, and the Wheatland Regional Emergency Management Coordinator. Despite a vacancy in any of these positions from time to time, the Planning and Coordinating Group shall continue to exist;~~
- b) ~~guide the creation, implementation and evaluation of Regional Emergency Management Plans and programs for the WREP Region;~~
- e) ~~determine the direction of the Agency and any of its sub groups;~~
- d) ~~coordinate all emergency services and other resources used in an emergency;~~
- e) ~~ensure that in the event of an emergency, an individual or group of individuals is designated under the Regional Emergency Management Plan to act, on behalf of the Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:~~
 - i. ~~once an ECC has been activated, any one (1) of the DEMs or DDEMs that are members of the Agency may serve as DEM for the incident. Whenever possible, the DEM or DDEM from the impacted municipality shall fill that role. The intent is to ensure that there is leadership in the ECC while the DEM may be on route to the ECC, or the DEM is away or not available for whatever reason;~~
 - ii. ~~in the event of an Emergency within or affecting more than one (1) municipality within the WREP Region, the first DEM to the ECC will serve as DEM for the incident. As other DEMs arrive at the ECC, they~~

- ~~will jointly decide who will take the lead role. DEM and DDEMs from the Agency may rotate through the role of DEM for the ECC;~~
- f) ~~ensure someone is designated to discharge the responsibilities specified in paragraphs 7.1.2, 7.1.3, 7.1.4 and 7.1.5.~~

6. AUTHORITY AND POWERS

- 6.1. In the event of an Emergency entirely within the boundaries of and only affecting Village of Hussar, the authority and powers to declare or renew a state of local emergency under the Act, the authority and powers specified in Section 9 of this Bylaw, and the requirement specified in Section 8 of this Bylaw are hereby delegated to a municipal committee comprised of the Mayor or any two (2) Councillors. This municipal committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
- 6.2. In the event of an emergency entirely within the boundaries of and affecting only Village of Hussar and the local municipal committee cannot be reached or in the event of an emergency impacting more than one (1) municipality within the WREMP Region, the authority and power to declare or renew a state of local emergency under the Act; the authority and powers specified in Section 7 of this Bylaw; and the requirements specified in Section 6 of this Bylaw are hereby delegated to any two (2) or more members of the Committee. The Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for the entire area affected. Whenever possible this resolution should be made by at least one (1) member or alternate from each municipality affected.

7. STATE OF LOCAL EMERGENCY

- 7.1. When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:
- a) ensure that the declaration identifies the nature of the emergency and the area in which it exists;
 - b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c) forward a copy of the declaration to the Minister forthwith.
- 7.2. Subject to Section 7 of this Bylaw, when a Local Authority or the Committee has declared a state of local emergency, that Local Authority or the Committee may, for the duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:
- a) cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;

- b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- c) authorize or require any qualified person to render aid of a type the person is qualified to provide;
- d) control or prohibit travel to or from any area of Village of Hussar;
- e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in an part of Village of Hussar;
- f) cause the evacuation of persons and the removal of livestock and personal property from any of Village of Hussar that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- g) authorize the entry into any buildings or any land, without warrant, by any person while implementing an emergency plan or program;
- h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i) procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within Wheatland County for the during of the state of local emergency;
- j) authorize the conscription of persons needed to meet an emergency; and
- k) authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified in Section 8.2 of this Bylaw in relation to any part of the municipality affected by a declaration of an state of local emergency including as part of a Regional Emergency affecting more than one (1) municipality for which a declaration of State of Local Emergency was made under this Bylaw.

7.3. In accordance with Section 28 of the Act, no action lies against a Local Authority or person acting under the Local Authority's direction or authorization for anything done or omitted to be done in good faith while carry out a power or duty under this Act or in the regulations during a state of local emergency.

7.4. In accordance with Section 535(2) of the Municipal Government Act, Councillors, Council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under the Municipal Government Act or any other enactment.

7.5. When, in the opinion of the Local Authority in which the state of local emergency was declared, or the Committee, as the case may be, an emergency no longer exists, the Local Authority or the Committee shall, by resolution, terminate the declaration.

- 7.6. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a) a resolution is passed under Section 8 of this Bylaw;
 - b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - c) the Lieutenant Governor in Council makes and order for a state of emergency for the same area; or
 - d) the Minister cancels the state of local emergency for the affected area.
- 7.7. When a declaration of a state of local emergency have been terminated, the Local Authority or the Committee who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

8. AGREEMENTS & POLICIES

- 8.1. The Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all Parties. The Parties shall be permitted to vote in person or by way of ~~fax~~ or email.
- 8.2. The Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Wheatland Regional Emergency Partnership and the Agency.

9. SEVERABILITY

- 9.1. If any section or sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

10. REPEAL AND REPLACE

- 10.1. This Bylaw repeals and replace Bylaw 523-19.

11. COMING INTO FORCE

- 11.1. This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.

READ a first time this ___ day of _____, 2024.

READ a second time this ___ day of _____, 2024..

READ a third and final time this ___ day of _____, 2024.

Mayor, Les Schultz

SIGNED this ___ day of _____, 2024

CAO, Elizabeth Santerre

WHEATLAND COUNTY
BYLAW 2024-16

**A Bylaw of Wheatland County, in the province of Alberta, to establish a Wheatland Regional
Emergency Management Committee and Agency**

WHEREAS the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property.

WHEREAS Wheatland County is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000 to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency.

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a Committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said *Emergency Management Act*.

WHEREAS it is desirable in the public interest, and in the interests of public safety that a regional emergency management group be formed to coordinate a regional emergency approach and programs.

WHEREAS the municipalities of Wheatland County, Town of Strathmore, City of Chestermere, Village of Rockyford, Village of Standard and Village of Hussar wish to establish a Regional Emergency Advisory Committee and a Regional Emergency Management Agency.

NOW THEREFORE the Council of Wheatland County, in the province of Alberta, enacts as follows:

1.0 Title

1.1 This Bylaw may be cited as the Wheatland Regional Emergency Management Bylaw.

2.0 Definitions

In this Bylaw the following words and terms shall have the following meanings:

- 2.1 "**Act**" means the *Emergency Management Act*, Chapter E-6.8, RSA 2000;
- 2.2 "**Council**" means the Council of Wheatland County;
- 2.3 "**Deputy Director of Emergency Management**" (DDEM) means the person responsible for the duties of the Director of Emergency Management in their absence;
- 2.4 "**Director of Emergency Management**" (DEM) means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;
- 2.5 "**Disaster**" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property;
- 2.6 "**Emergency**" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property;
- 2.7 "**Emergency Coordination Centre**" (ECC) means the location that functions as a point of coordination, addressing the needs of the municipality or the Wheatland Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites;
- 2.8 "**Joint Wheatland Regional Emergency Management Coordinators**" (WREM Coordinators) means the persons appointed to coordinate the activities of the Wheatland Regional Emergency Management Agency.
- 2.9 "**Local Authority**" means, where a municipality has a council within the meaning of the *Municipal Government Act*, Chapter M-26, RSA 2000;
- 2.10 "**Minister**" means the Minister charged with administration of the Act;

- 2.11 **"Parties"** means Wheatland County, the Town of Strathmore, the City of Chestermere; the Village of Hussar, the Village of Rockyford and the Village of Standard.
- 2.12 **"Regional Emergency Advisory Committee"** (the Committee) means the Regional Emergency Management Committee of the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the Parties;
- 2.13 **"Regional Emergency Management Agency"** (the Agency) means the Wheatland Regional Emergency Partnership Agency as established by Agreement between and the bylaws of the respective municipal councils of the Parties;
- 2.14 **"Regional Emergency Management Plan"** means the Wheatland Regional Emergency Management Plan prepared by the Directors of Emergency Management to co-ordinate the response to an emergency or disaster;
- 2.15 **"Wheatland Regional Emergency Management Partnership"** (WREMP) means the Wheatland Regional Emergency Management Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties.

3.0 Wheatland Regional Emergency Management Advisory Committee

- 3.1 The Wheatland Regional Emergency Management Advisory Committee is hereby established to advise Council on the development of emergency plans and programs.
- 3.2 The Committee shall:
 - a) consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the Committee;
 - b) have each municipality appoint one (1) alternate member for the Committee who shall be permitted to vote in the absence or in place of the primary member;
 - c) elect a chair who will serve as the chair for the remainder of the calendar year, the elected chair must be a member of represented Council;
 - d) meet a minimum of twice each year and hold the option of calling special meetings of the Committee on an as needed basis, upon fourteen (14) days advance notice to all members of the Committee;
 - e) four (4) Committee members shall constitute a quorum of the Committee and a motion or resolution of the Committee may only be passed by an affirmative vote of the majority of the members present on the motion or resolution;
 - f) review of the Regional Emergency Management Plan and related plans and programs on a regular basis;
 - g) advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year;
 - h) provides guidance and direction to the Local Authority's emergency management agency prior to, during, and after an emergency event;
 - i) establish procedures that must be followed when declaring a local state of emergency;
 - j) provides guidance and direction to the Local Authority's emergency management agency.

4.0 Role of Council

- 4.1 Council shall:
 - a) by resolution, appoint one (1) of its member to serve on the Committee and at least one (1) member as an alternate;
 - b) provide for the payment of expenses of its member(s) of the Committee;
 - c) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in Wheatland County and the WREMP Region;
 - d) approve the Regional Emergency Management Plans and Programs as they relate to Wheatland County and the WREMP Region;
 - e) review the status of the Regional Emergency Management Plan and related plans and programs at least once a year;
 - f) by resolution appoint a DEM;
- 4.2 Council may:
 - a) by resolution appoint one (1) or more DDEM;

- b) by bylaw borrow, levy, appropriate and expend all sums required for its share of the operation of the Agency; and
- c) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs including mutual aid plans and programs.

4.3 Council agrees through the WREMP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and Agency.

5.0 Agency Structure

Council agrees through the WREMP, to establish an Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in this Bylaw, under Section 7.

5.1 The Agency shall:

- a) report to the Committee once per year, while including an update on the Agency's review of the Local Authority's emergency plan and activities;
- b) be familiar with the Regional Emergency Management Plan;
- c) provide input and make recommendations for the Regional Emergency Management Plan;
- d) participate in local and regional training;
- e) provide updated contact information to the Agency;
- f) participate in regional Agency meetings;
- g) share information to the Agency;
- h) participate in providing public education within their organization;
- i) provide an up-to-date resource and inventory list to the Agency;
- j) use a command, control and coordination system prescribed by AEMA (Incident Command System)

5.2 The Agency shall be comprised of the following persons:

- a) the CAO of each municipality which is a member of WREMP;
- b) the DEM of each municipality which is a member of WREMP; and
- c) the DDEM of each municipality which is a member of WREMP.

5.3 The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:

- a) RCMP Detachment Commander or designate;
- b) Fire Chiefs or designates;
- c) Wheatland and District Emergency Medical Services Association Manager or designate;
- d) Enforcement Services Supervisor or designate;
- e) Family and Community Support Services Director or designate;
- f) Public Works Supervisor or designate;
- g) Utility Manager or designate;
- h) Emergency Public Information Officers or designates;
- i) Emergency Social Services Manager or designate;
- j) Alberta Health Services representatives or designates;
- k) School Superintendent or designate;
- l) Disaster Social Services Managers or designates;
- m) Representative(s) from adjacent municipalities or First Nations;
- n) Representatives from local business;
- o) Representatives from local industry or industrial associations;
- p) Representatives from Alberta Municipal Affairs;
- q) Representatives from local utility companies; and
- r) Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.

6.0 Authority and Powers

6.1 In the event of an emergency entirely within the boundaries of and only affecting Wheatland County, the authority, and powers to declare or renew a state of local emergency under the Act, the authority and powers specified in Section 9 of this Bylaw and the requirement specified in Section 8 of this Bylaw are hereby delegated to a

municipal committee comprised of the Reeve or any two (2) Councillors. This municipal committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

- 6.2 In the event of an emergency entirely within the boundaries of and affecting only Wheatland County and the local municipal committee cannot be reached or in the event of an emergency impacting more than one (1) municipality within the WREMP Region, the authority and power to declare or renew a state of local emergency under the Act; the authority and powers specified in Section 7 of this Bylaw and the requirements specified in the Section 6 of this Bylaw are hereby delegated to any two (2) or more members of the committee. The committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for the entire area affected. Whenever possible this resolution should be made by at least one (1) member or alternate from each municipality affected.

7.0 State of Local Emergency

- 7.1 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:
- a) ensure that the declaration identifies the nature of the emergency and the area in which it exists.
 - b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c) forward a copy of the declaration to the Minister forthwith.
- 7.2 Subject to Section 7 of this Bylaw, when a Local Authority or the Committee has declared a state of local emergency, that Local Authority or the Committee may, for the duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:
- a) cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;
 - b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - c) authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - d) control or prohibit travel to or from any area of Wheatland County;
 - e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain, and coordinate emergency medical, welfare and other essential services in any part of Wheatland County;
 - f) cause the evacuation of persons and the removal of livestock and personal property from any place within Wheatland County that is or may be affected by a disaster and plan for the adequate care and protection of those persons or livestock and of the personal property;
 - g) authorize the entry into any buildings or any land, without warrant, by any person while implementing an emergency plan or program;
 - h) cause the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - i) procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources, or equipment within Wheatland County for the duration of the state of local emergency;
 - j) authorize the conscription of persons needed to meet an emergency; and
 - k) authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified Section 8.2 of this Bylaw in relation to any part of the municipality affected by a declaration of a state of local emergency including as part of a Regional Emergency affecting more than one (1) municipality for which a declaration of State of Local Emergency was made under this Bylaw.
- 7.3 In accordance with Section 28 of the Act, no action lies against a Local Authority or person acting under the Local Authority's direction or authorization for anything done or omitted to be done in good faith while carry out a power or duty under this Act or in the regulations during a state of local emergency.

- 7.4 In accordance with Section 535(2) of the *Municipal Government Act*, Councillors, Council Committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under the *Municipal Government Act* or any other enactment.
- 7.5 When, in the opinion of the Local Authority in which the state of local emergency was declared, or the Committee, as the case may be, an emergency no longer exists, the Local Authority or the Committee shall, by resolution, terminate the declaration.
- 7.6 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a) a resolution is passed under Section 8 of this Bylaw;
 - b) a period of seven days has lapsed since it was declared unless it is renewed by resolution;
 - c) the Lieutenant Governor in Council makes an order for a state of emergency for the same area; or
 - d) the Minister cancels the state of local emergency for the affected area.
- 7.7 When a declaration of a state of local emergency have been terminated, the Local Authority or the Committee who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

8.0 Agreements and Policies

- 8.1 The Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all Parties. The Parties shall be permitted to vote in person or by way of email.
- 8.2 The Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Wheatland Regional Emergency Management Partnership and the Agency.

9.0 Severability

- 9.1 If any section or sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

10.0 Repeal and Replace

- 10.1 This Bylaw repeals and replaces 2019-24.

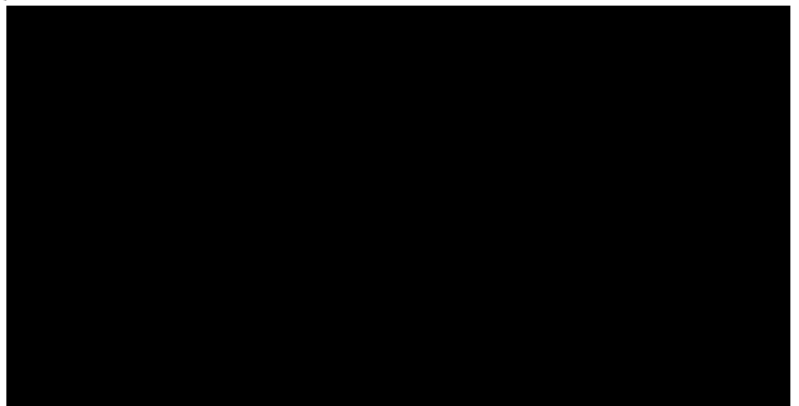
11.0 Effective Date

- 11.1 This Bylaw shall become effective when it has received third and final reading and has been duly signed.

READ A FIRST TIME 4th day of June, 2024.

READ A SECOND TIME 4th day of June, 2024.

READ A THIRD AND FINAL TIME 4th day of June, 2024.



**BYLAW NO. 24-09
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA****BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA
TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE AND
AGENCY**

WHEREAS the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS the Town of Strathmore is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a Committee be appointed, and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety that a regional emergency management group be formed to coordinate a regional emergency approach and programs;

AND WHEREAS the Town of Strathmore, City of Chestermere, Wheatland County, and the Villages of Hussar, Standard and Rockyford wish to establish a Wheatland Regional Emergency Management Partnership which includes a Regional Emergency Advisory Committee and a Regional Emergency Management Agency;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1.0. SHORT TITLE:

- 1.1 This Bylaw may be cited as the "Regional Emergency Management Bylaw."

2.0. DEFINITIONS

- 2.1 In this Bylaw the following words and terms shall have the following meanings:

- a. "Act" means the *Emergency Management Act*, Chapter E-6.8, RSA 2000;
- b. "Council" means the Council of The Town of Strathmore;
- c. "Deputy Director of Emergency Management" (DDEM) means the person responsible for the duties of the Director of Emergency Management in their absence;
- d. "Director of Emergency Management" (DEM) means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;
- e. "Disaster" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property;
- f. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property;
- g. "Emergency Coordination Centre" (ECC) means the location that functions as a point of coordination, addressing the needs of the municipality or the Wheatland Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites;
- h. "Joint Wheatland Regional Emergency Management Coordinators" (WREM Coordinators) means the persons appointed to coordinate the activities of the Wheatland Regional Emergency Planning and Coordinating Group;
- i. "Local Authority" means, where a municipality has a council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000;
- j. "Minister" means the Minister charged with administration of the Act;
- k. "Parties" means Wheatland County, the Town of Strathmore, the City of Chestermere, the Village of Hussar, the Village of Rockyford, and the Village of Standard;
- l. "Regional Emergency Advisory Committee" (the Committee) means the Regional Emergency Management Committee of the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the Parties;
- m. "Regional Emergency Management Agency" (the Agency) means the Wheatland Regional Emergency Partnership Agency as established by

Agreement between and the bylaws of the respective municipal councils of the Parties;

- n. "Regional Emergency Management Plan" means the Wheatland Regional Emergency Management Plan prepared by the Directors of Emergency Management to co-ordinate the response to an emergency or disaster; and
- o. "Wheatland Regional Emergency Management Partnership" (WREMP) means the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties.

3.0. WHEATLAND REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

- 3.1 There is hereby established a Wheatland Regional Emergency Management Advisory Committee; to establish the Committee to advise Council on the development of emergency plans and programs.
- 3.2 The Committee shall:
 - a. consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the committee;
 - b. have each municipality appoint one (1) alternate member for the committee who shall be permitted to vote in the absence or in place of the primary member;
 - c. elect a chair who will serve as the chair for the remainder of the calendar year, the elected chair must be a member of council
 - d. meet a minimum of twice each year and hold the option of calling special meetings of the Committee on an as needed basis, upon fourteen (14) days advance notice to all members of the Committee.
 - e. four (4) Committee members shall constitute a quorum of the Committee and a motion or resolution of the Committee may only be passed by an affirmative vote of the majority of the members present on the motion or resolution;
 - f. review the Regional Emergency Management Plan and related plans and programs on a regular basis;

- g. advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year;
- h. provides guidance and direction to the local authority's emergency management agency, prior to, during and after an emergency event;
- i. establish procedures that must be followed when declaring a local state of emergency; and
- j. provide guidance and direction to the local authority's emergency management agency.

4.0. ROLE OF COUNCIL

4.1 Council shall:

- a. by resolution, appoint one (1) of its members to serve on the Committee and at least one (1) member as an alternate;
- b. provide for the payment of expenses of its member(s) of the Committee;
- c. ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Strathmore and the WREMP Region;
- d. approve the Regional Emergency Management Plans and Programs as they relate to the Town of Strathmore and the WREMP Region;
- e. review the status of the Regional Emergency Management Plan and related plans and programs at least once a year; and
- f. by resolution appoint a DEM.

4.2 Council may:

- a. by resolution appoint one (1) or more DDEM;
- b. by bylaw borrow, levy, appropriate, and expend all sums required for its share of the operation of the Agency; and
- c. enter into agreements with and make payments, grants, or both, to persons or organizations for the provision of services in the

development or implementation of emergency plans or programs including mutual aid plans and programs.

- 4.3 Council agrees through the WREMP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the Agency.

5.0. AGENCY STRUCTURE

- 5.1 There is hereby established the Wheatland Regional Emergency Management Agency to act in an advisory capacity and support local and regional emergency plans.

Council agrees through the WREMP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 8 of this Bylaw.

- 5.2 The Agency shall:
- a. report to the Committee once per year, while including an update on the Agency's review of the local authority's emergency plan and activities;
 - b. be familiar with the Wheatland Regional Emergency Management Plan;
 - c. provide input and make recommendation for the Wheatland Regional Emergency Management Plan;
 - d. participate in local and regional training;
 - e. provide updated contact information to the Agency;
 - f. participate in regional Agency meetings;
 - g. share information to the Agency;
 - h. participate in providing public education within their organization;
 - i. provide an up-to-date resource and inventory list to the Agency;
 - j. use a command, control and coordination system prescribed by AEMA (Incident Command System);

- 5.3 The Agency shall be comprised of the following persons:
- a. the CAO of each municipality which is a member of WREMP;
 - b. the DEM of each municipality which is a member of WREMP; and
 - c. the DDEM of each municipality which is a member of WREMP.
- 5.4 The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:
- a. RCMP Detachment Commander or designate;
 - b. Fire Chiefs or designates;
 - c. Wheatland and District Emergency Medical Services Association Manager or designate;
 - d. Enforcement Services Supervisor or designate;
 - e. Family and Community Support Services Director or designate; Public Works Supervisor or designate;
 - f. Utility Manager or designate;
 - g. Emergency Public Information Officers or designates;
 - h. Emergency Social Services Manager or designate;
 - i. Alberta Health Services representatives or designates;
 - j. School Superintendent or designate;
 - k. Disaster Social Services Managers or designates;
 - l. Representative(s) from adjacent municipalities or First Nations;
 - m. Representatives from local business;
 - n. Representatives from local industry or industrial associations;
 - o. Representatives from Alberta Municipal Affairs;
 - p. Representatives from local utility companies; and
 - q. Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.

6.0. AUTHORITY AND POWERS

- 6.1 In the event of an Emergency entirely within the boundaries of and only affecting The Town of Strathmore, the authority, and powers to declare or renew a state of local emergency under the Act, the authority and powers specified in Section 6 of this Bylaw, and the requirement specified in Section 7 of this Bylaw are hereby delegated to a municipal committee comprised of the Mayor or any two (2) Councillors. This municipal committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
- 6.2 In the event of an emergency entirely within the boundaries of and affecting only the Town of Strathmore and the local municipal committee cannot be reached or in the event of an emergency impacting more than one (1) municipality within the WREMP Region, the authority and power to declare or renew a state of local emergency under the Act; the authority and powers specified in Section 69 of this Bylaw; and the requirements specified in Section 7 of this Bylaw are hereby delegated to any two (2) or more members of the Wheatland Regional Advisory Committee. The Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for the entire area affected. Whenever possible this resolution should be made by at least one (1) member or alternate from each municipality affected.

7.0. STATES OF LOCAL EMERGENCY

- 7.1 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:
- a. ensure that the declaration identifies the nature of the emergency and the area in which it exists.
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c. forward a copy of the declaration to the Minister forthwith.
- 7.2 Subject to Section 7, when a Local Authority or the Committee has declared a state of local emergency, that Local Authority or the

Committee may, for the duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:

- a. cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;
- b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- c. authorize or require any qualified person to render aid of a type the person is qualified to provide;
- d. control or prohibit travel to or from any area of the Town of Strathmore;
- e. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain, and coordinate emergency medical, welfare and other essential services in any part of the Town of Strathmore;
- f. cause the evacuation of persons and the removal of livestock and personal property from any place within the Town of Strathmore that is or may be affected by a disaster and plan for the adequate care and protection of those persons or livestock and of the personal property;
- g. authorize the entry into any buildings or any land, without warrant, by any person while implementing an emergency plan or program;
- h. cause the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i. procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources, or equipment within the Town of Strathmore for the duration of the state of local emergency;
- j. authorize the conscription of persons needed to meet an emergency; and
- k. authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified in Section 8.2 (b through g) of this Bylaw in relation to any part of the municipality affected by a declaration of a state of local emergency including as part of a Regional Emergency

- affecting more than one (1) municipality for which a declaration of State of Local Emergency was made under Sections 7 and 8.
- 7.3 In accordance with Section 28 of the Act, no action lies against a Local Authority or person acting under the Local Authority's direction or authorization for anything done or omitted to be done in good faith while carry out a power or duty under this Act or in the regulations during a state of local emergency.
- 7.4 In accordance with Section 535(2) of the Municipal Government Act, Councillors, Council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under the Municipal Government Act or any other enactment.
- 7.5 When, in the opinion of the Local Authority in which the state of local emergency was declared, or the Committee, as the case may be, an emergency no longer exists, the Local Authority or the Committee shall, by resolution, terminate the declaration.
- 7.6 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a resolution is passed under Section 8;
 - a period of seven days has lapsed since it was declared unless it is renewed by resolution;
 - the Lieutenant Governor in Council makes and order for a state of emergency for the same area; or
 - the Minister cancels the state of local emergency for the affected area.
- 7.7 When a declaration of a state of local emergency have been terminated, the Local Authority or the Committee who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

8.0. AGREEMENTS AND POLICIES

- 8.1 The Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality. The decision for the Committee to enter into a

mutual aid agreement must be made by unanimous vote of all Parties. The Parties shall be permitted to vote in person or by way of email.

- 8.2 The Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Regional Emergency Partnership and the Agency.

9.0. SEVERABILITY

- 9.1 If any section or sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

10.0. REPEAL AND EFFECTIVE DATE

- 10.1 Bylaw 22-05 is hereby repealed.
- 10.2 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.

READ A FIRST TIME THIS 19th day of June, 2024.

READ A SECOND TIME THIS 19th day of June, 2024.

READ A THIRD AND FINAL TIME THIS 19th day of June, 2024.

Overtime

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: August

Related Bylaw: N/A

Amendments: 2018-01-11-010, 2019-02-14-024

Purpose

The purpose of this policy is to establish how overtime hours are determined and compensated for.

Guidelines

HOURLY WAGE EMPLOYEES

Employees paid based on an hourly wage will be paid overtime at a rate of 1.5 times their regular hourly pay.

Employees paid based on an hourly wage will only receive overtime as per the Alberta Employment Standards Code.

Employees should use all banked overtime prior to December 31st of the year in which the overtime was banked.

Any banked overtime remaining on December 31st of a given year shall be paid out at the employee's regular wage as of December 31st of the year in which it is paid out unless the employee has received permission to carry these hours forward to the next year.

Performance Review Policy

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: August

Related Bylaw: N/A

Amendments: 2021-09-16-534

Purpose

The purpose of this policy is to ensure employees are paid fairly and rewarded based upon performance.

Guidelines

A performance evaluation and wage review should be completed annually for each employee of the Village of Hussar.

The performance evaluation shall be completed annually within two months from the employee's anniversary of their date of hire.

The maximum annual pay increase amount (percentage or otherwise) shall be determined by Council during their annual budget process.

The amount of pay increase for the CAO shall be determined by Council and take into account the CAO's annual performance review results.

The amount of pay increase for employees other than the CAO shall be determined by Council upon the advice of the CAO and take into account the employee's annual performance review results.

Any annual wage or salary increases shall take effect on the employee's anniversary of their date of hire.

The performance evaluation and wage review of any employee is considered confidential and any discussion regarding these during a Council meeting must be held in closed session.

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: July 11, 2024
Title: EPR
Agenda Item Number: 5 a.

BACKGROUND

Attached is all the information to assist with the decisions regarding the opt-in/opt-out and terms of reference. Important dates to remember are as follows:

- **July 10, 2024:** Deadline to provide comments on the term sheets.
- **August 1, 2024:** Deadline to confirm operation model: opt-in or opt-out.
- **October 31, 2024:** Deadline for community opt-in agreement approval.
- **November 30, 2024:** Deadline to finalize opt-in community contracts.
- **April 1, 2025:** Launch phase 1.

While reviewing these documents, key points to keep in mind are:

1. There are three (3) options for your community:
 - a. Back out of registration
 - your community will not receive the increased recycling and servicing that registration provides
 - recycling programs will continue to be funded by the municipality backing out instead of the PRO's
 - b. Remain registered – opt in
 - Communities will continue to manage their current recycling collection contract through a service agreement with Circular Materials
 - The way you provide recycling service at this time, could remain the same, with funding provided from the PRO's (reminder this is for residential volumes only – not industrial, commercial, institutional (ICI) volumes; if your collection includes ICI, Circular Materials will invoice your community for those ICI volumes)
 - c. Remain registered – opt out
 - Circular Materials will contract with the community or an alternative collection Service Provider directly
 - As a community, you will not have any part of the recycling services (if you provide service for the ICI in your community, you may need to review this service and its delivery)
2. Each community is responsible for the decisions/choices listed above (outside of cardboard and newsprint – this material is currently contracted through the DDSWMA)
3. Each community is responsible to the terms of any agreements made (outside of cardboard and newsprint – this material is currently contracted through the DDSWMA)
4. The DDSWMA/Drumheller and District Regional Landfill is here to assist in any way we can, including providing any financial/tonnage information you think may be or is missing from your knowledge base.

RECOMMENDATION:

1. Motion _____
2. Accept as information at this time

Sent:

June 14, 2024 8:26 AM

To:

Subject:

Alberta Transition to EPR: Curbside MSA and SoW Now Available

Follow Up Flag:

Follow up

Flag Status:

Flagged



Advancing the circular economy

Hello [REDACTED]

Thank you for your continued support and collaboration as we prepare for Alberta's transition to extended producer responsibility (EPR) for packaging and paper products. As a registered community, we are pleased to share the following updates and resources to support the province's move to EPR on April 1, 2025.

Transition Models for Collection Services

To ensure a seamless transition in Alberta, Circular Materials is working with registered communities to transition their collection services to EPR via two different models:

- If a community **opts-in**, they continue to manage their current recycling collection contract through a service agreement with Circular Materials.
- If a community **opts-out**, Circular Materials will contract with the incumbent or an alternative collection Service Provider directly.

For those that have not yet determined whether to opt-in or opt-out, please refer to the [resource guide](#) to further review the two transition models.

Opt-in Curbside Collection Contracts

For those that have chosen to opt-in, we are pleased to share the curbside Master Services Agreement (MSA) and Statement of Work (SoW) to continue managing recycling curbside services.

- [Term sheets](#) - summarizes terms in the MSA and SoW.
- [Curbside collection MSA](#)
- [Curbside collection SoW](#)
- [Compensation methodology](#)

These documents and resources can also be found on our website [here](#).

We look forward to discussing these further and answering any questions at the next [Municipal Working Group](#) meeting on June 19 from 11 - 12 p.m. MT.

Timelines

- **July 10, 2024:** Deadline to provide comments on the term sheets.
- **August 1, 2024:** Deadline to confirm operation model: opt-in or opt-out.
- **October 31, 2024:** Deadline for community opt-in agreement approval.
- **November 30, 2024:** Deadline to finalize opt-in community contracts.
- **April 1, 2025:** Launch phase 1.

If you have any questions, please contact us at [REDACTED]

Kind regards,

Circular Materials

CONFIDENTIALITY NOTICE: This e-mail and any attachments may contain confidential, proprietary information of Circular Materials. It is intended solely for the named recipient(s) listed above and should be maintained in strictest confidence. If you are not the intended recipient, you are hereby notified that any disclosure, communication, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED. This message, its attachments and any e-mail strings may be protected by legal privilege. If you have received this e-mail in error, please immediately notify the sender and delete the information from your computer and destroy any related paper copies.

[REDACTED]

[REDACTED]

Alberta Transition to EPR for Packaging and Paper Products

Community Resource Guide



Transition Operational Models

Registered communities can choose between two service models for the administration of their recycling programs once Alberta transitions to EPR.

OPT-IN SERVICE MODEL (formerly indirect model)

Community will continue managing current recycling **collection contract**.



Payment provided by Circular Materials based on a **cost per stop**.



Community will manage **customer service under current contract**.



Community will continue to **manage P&E** with support from Circular Materials, and a top-up will be provided for P&E and contract administration.



OPT-OUT SERVICE MODEL (formerly direct model)

Circular Materials will manage **collection and post-collection** responsibilities for the recycling program.

Circular Materials will negotiate directly with a **collection service provider** and administer the **collection contract**.

The **collection service provider** will be responsible for **customer service**, with escalated inquiries managed by Circular Materials.

Circular Materials will directly **lead P&E in collaboration with the community**.

Alberta Community Deadlines & Actions

Phase 1: Launch April 1, 2025

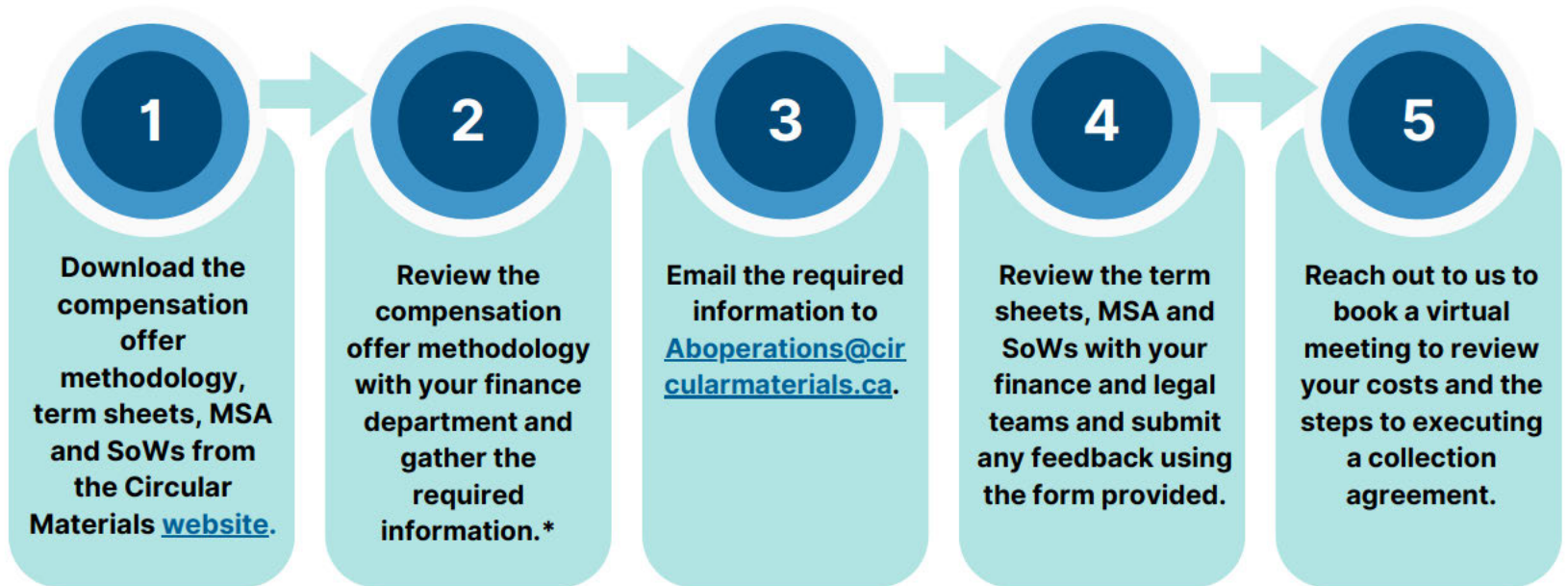


Alberta Community Deadlines & Actions

Phase 2: Launch October 1, 2026



Process to Opt-in



***Required information:**

- Your 2023 General Ledger entries for curbside and depot collection costs.
- The total number of curbside locations serviced (single-family dwellings, multi-family dwellings and IC&I locations serviced on curbside routes).
- A list of staffed and unstaffed depots identifying those that accept HHW.

All required information to be sent to ABoperations@circularmaterials.ca.

Process to Opt-out



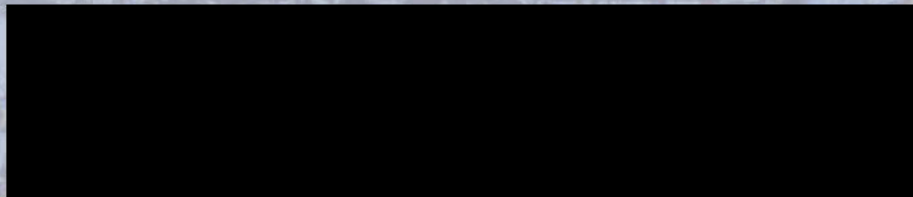
Community Checklist

- Review the term sheets** and provide feedback by July 10, 2024.
- Confirm your **preference for opt-in or opt-out** by August 1, 2024.
- Opt-in communities to **provide general ledger verification** and other required documents by August 1, 2024
- Opt-in communities to review term sheets, MSA and SOWs** with finance and legal teams and schedule meeting with Circular Materials to review next steps.
- Attain council approval** for opt-in community agreements by October 31, 2024.





Get in touch:



Village of Hussar

Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: July 11, 2024
Title: September 2024 Alberta Municipalities' Convention
Agenda Item Number: 5 b.

BACKGROUND

Convention will take place September 25 – 27 in Red Deer at the Westerner Park, with pre-Convention sessions taking place Tuesday, September 24. There is potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the Alberta Municipalities (ABmunis) Fall 2024 Convention. Should council wish to meet with Minister McIver during the convention, please submit a request by email with potential topics for discussion no later than **July 12, 2024.**

Pricing

Member In-person registration (early-bird until August 18): \$640
Member In-person registration (after early-bird): \$800
Virtual registration: \$250*

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

What do we need from you?

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to [REDACTED] to have them included in the 2024 In Memoriam.

For all Convention information and updates, visit our [ABmunis Convention event page](#).

Pre-Convention Sessions:

Date: Tuesday, September 24 - 8:30 am - 4:00 pm
Cost: \$395 + Tax

If you are wanting to register for an EOEP course, without registering for the full Convention, please email [REDACTED]. All courses are held on the same day, at the same time. Please only register for one session. Please note, this course is only applicable for elected officials and administration representing an Alberta municipality.

EOEP - Council's Role in Public Engagement

Municipal councils are elected to make decision on behalf of citizens. However, in order to govern effectively and make decisions that are in the best interest of the diverse communities within municipalities, councils must be willing to consider the community's perspectives and input when making decisions. The EOEP's *Council's Role in Public Engagement* course will provide an overview of the various ways municipalities can engage with citizens, how public input can be integrated into decision-making, the dangers and limits of involving the public in municipal decisions, and the importance of engagement in supporting sustainable community development. Spend the day learning these concepts:

- Understand public engagement policy and framework as well as the role of the elected official and the different types of decision making
- Differentiate between what is and isn't public engagement

- Recognize what systems thinking and public engagement are about

EOEP – Council’s Role in Land Use and Development Approvals

Land use planning has evolved over many years and can be considered a long term, ongoing process that includes planning itself, as well as project delivery and ongoing monitoring and evaluation. Land use planning aims to improve the effectiveness of public services in meeting people’s needs, and to support the development of local communities and to improve the quality of life for all.

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

- Seek the participation of and encourage the public to express their views and take those views into account as part of the land use planning process
- Identify long-term objectives to improve the social, economic and environmental well-being of the community
- Identify actions and functions to meet these objectives including those related to the planning, provision and improvement of public services
- Consistently review the progress of the municipality’s plans and provide direction to change course as local context evolves
- Understand the statutory link between the municipality’s plans and the tools in place to implement those plans
- Understand the statutory link between the municipality’s plans and the tools in place to implement those plans

EOEP - Effective Meetings

The key work of any municipal council is done in the setting of a properly called meeting. It is through the process of deliberation (debate) that decisions are made... from approving land use to creating a new bylaw or in response to your unique public concerns. The effectiveness of a municipal council is rooted in the successful work through a meeting format and to a large degree, the effectiveness of each council member is rooted in the same. The EOEP’s Effective Meetings course will help participants develop the skills, attitudes, and knowledge to significantly enhance meeting participation and effectiveness.

This course builds on highly rated education sessions at recent ABmunis and RMA conventions by providing a full day interactive learning experience that will help participants:

- Examine how rules of order and proper procedure enhance your meetings
- Recognize the principles and rules of healthy debate
- Identify action items that you can implement at your next council meeting

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

Legal Seminar - Facilitated by Reynolds Mirth Richards and Farmer LLP

In this session we will review and discuss a number of recent Court decisions, from all levels of Court, which seem to reveal a judicial shift toward imposing greater responsibility on municipalities.

We will discuss how those decisions impact the protection afforded by the statutory defences municipalities have historically relied upon and what this means from a practical perspective in the provision of services to residents and visitors.

RECOMMENDATION:

1. Motion _____
2. Accept as information at this time

ABmunis Convention Registration Open



Thu 2024 06 20 2:06 PM

To:Village Office <office@villageofhussar.ca>

Good afternoon,

We are excited to announce that registration for the 2024 Alberta Municipalities' Convention and Trade Show is now open!

Convention will take place September 25 – 27 in Red Deer at the Westerner Park, with pre-Convention sessions taking place Tuesday, September 24 Remaining hotel room blocks are open and further information is listed on our event website Overview of the full program will be available next week

[Register today!](#)

Pricing


Member In-person registration (early-bird until August 18): \$640

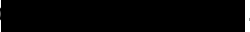
Member In-person registration (after early-bird): \$800

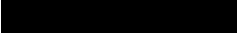
Virtual registration: \$250*

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

What do we need from you?

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to  to have them included in the 2024 In Memoriam.

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

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

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





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

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

Meeting request with Minister McIver – ABmunis Fall 2024 Convention

[REDACTED]
Fri 2024 06 14 11:37 AM
[REDACTED]

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the Alberta Municipalities (ABmunis) Fall 2024 Convention, scheduled to take place at the Westerner Park (4847A 19 Street Red Deer, AB, T4R 2N7) from September 25-27, 2024.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email with potential topics for discussion to [REDACTED] no later than **July 12, 2024**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

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

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

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: July 11, 2024
Title: WRC – Brownlee Response

Agenda Item Number: 5 c.

BACKGROUND

At the WRC AGM there was a list of questions that County Council had regarding the proposed revised Unanimous Shareholder Agreement (USA) and Bylaw 1. These questions were sent to Brownlee LLP for further clarification.

Attached is the response letter from Brownlee. Should there be any further questions or clarification required, we will forward the information to our Board and Brownlee.

RECOMMENDATION:

1. Motion _____
2. Accept as information at this time



June 10, 2024



Attention: 

Re: Further questions pertaining to Wheatland Regional Corporation (“WRC”) Bylaw and Unanimous Shareholder Agreement (“USA”) issues

Introduction

We provided an opinion regarding The WRC Bylaws and USA on March 26th, 2024. As per your email on May 30th, 2024, additional support is required to address the following questions:

- 1. It is understood that any revision to the USA requires a unanimous vote of the shareholders. Please confirm. Also, what is the required role of directors when revising the USA?*
- 2. Does the introduction of new bylaws or the revision to the existing corporate bylaw require the unanimous vote of the shareholders? Furthermore, what is the required role and function of directors when creating or revising corporate bylaws?*
- 3. If the unanimous vote of shareholders is not currently required for the creation of new bylaws or the revision of existing bylaws, is this something the shareholders may want to consider adding as a requirement?*
- 4. Question and suggestion regarding the proposed, new USA clause 1.11: Might it be helpful to include additional information with this clause, highlighting that legislated precedence exists? This would flag to the shareholders and directors that other legislated requirements may override the clause as currently written. The main worry is that the clause as written may be misperceived by future shareholder representatives or directors, who aren't knowledgeable in this area and who don't know about or have ready access to the Sept. 22, 2023, opinion letter from Brownlee. While not necessarily required for the USA, a short additional clause or sentence that generally highlights the allowances related to freedom of information legislation may be helpful for future shareholder representatives, board members, and administrative staff.*
- 5. Question and suggestion related to the proposed, new USA clause 31. (d): Is it currently permitted for a shareholder to sell or transfer shares to one other existing shareholder, thus creating an unequal share distribution? If so, it is recommended that, if permitted*

by legislation, a clause be added to the USA restricting common/voting shares from being unequally distributed among shareholders. This would help to preserve the originally intended shareholder structure with all shareholders holding an equal number of common/voting shares.

6. *If updating the USA clause 36, would this update be a good opportunity to update the mailing address of Wheatland County? (The old County address is still present within the proposed, revised clause.)*
7. *Question regarding the proposed, revised Bylaw 1 clause 3.19: Might the directors prefer to have meeting agendas distributed with additional time prior to the meeting (e.g. 24 or 48 hours ahead of the meeting start time)? This would allow the director's more time to review and prepare for the agenda items before the meeting.*

We have addressed each question in detail below:

Question 1

Any amendment to the USA would require all parties to the USA to unanimously consent and accept a change. In general, the Directors would have the role of facilitating and providing administrative support for any alterations to the USA and by documenting the proposed changes in a amending agreement to the USA, including ensuring the proper notice and meeting structure is undertaken to allow a USA amendment to come to fruition. The Directors, as represented appointed by the Shareholders named in the USA, can recommend amendments to the USA for shareholder consideration. The decision for acceptance of the amending agreement would then ultimately be a shareholder decision.

Question 2

As per Section 9 of the Bylaws, any alterations, amendments or repealing any Bylaw is to be completed by ordinary resolution of the Directors. This would then be submitted to the shareholders in accordance with Section 102(2) of the *Business Corporations Act* (Alberta) for confirmation by ordinary resolution of the proposed changes. Given the structure of the WRC, each shareholder has one (1) appointed Director, so the expectations of the shareholders are reflected in the Directorship.

Question 3

The WRC can choose to alter the current structure of managing the Bylaws to ensure shareholders voting is required for any Bylaw changes. This would be reflective of the already relevant shareholder voting requirement in Section 102(2) of the *Business Corporations Act* (Alberta). The USA would need to be amended as well to reflect this change. The decision to alter the USA in this way would be a decision of the WRC shareholder group, and we would be happy to assist in this regard if this is the desire of the WRC collectively.

Question 4

Subsection 1.11(c) refers to the disclosure of confidential information in the event the disclosure is to the WRC or its employees generally, **and as may be required to be disclosed by law**. The interpretation of this subsection would relate to any disclosure required as a result of an inquiry based on the *Freedom of Information and Protection of Privacy Act* (Alberta) ("FOIP") request to a shareholder. It is possible to make this more explicit in the USA if needed, however the phrasing of this subsection allows for coverage

of all applicable forms of disclosure as required by law. In summary, this can be done if so requested by the shareholders.

Question 5

We would like to clarify that Section 31 (d) pertains to a permitted transfer of a shareholder's interest to a transferee (not an existing shareholder) stated as follows:

“No sale, transfer, conveyance or assignment of a Shareholder's Interest shall be effective unless and until the permitted transferee first agrees to be bound by the terms of this Agreement in the place and stead of the Shareholder that sold, transferred, conveyed or assigned such Shareholder's Interest.”

As this provision suggests, if a transfer occurs, the transferee must confirm their acceptance and be bound by the USA in receiving the shares. This does not necessarily result in a discrepancy in the equality of share ownership between existing shareholders. There is no specific provision related to a transfer of shares to an existing shareholder. In addition, all transfer must be consented to by Special Resolution of the Shareholders, which would allow for any issues related to equality of ownership to be addressed prior to consent being obtained. This would provide the appropriate check and balance on actions related to share transfer.

Question 6

We would agree that a general review of all notice addresses be undertaken to ensure they are up to date for all shareholders before the USA amendment is registered with the Alberta Corporate Registry. This is a simple change that can be addressed presently.

Question 7

This would be an acceptable change from a legal perspective, if the Director so choose to ensure that an agenda can be circulated in that time frame. This would be a strictly administrative change, and can be executed by the Directors upon unanimous agreement.

Conclusion

Thank you for the opportunity to assist you in this review. If you have any further questions or concern please don't hesitate to contact the author directly.

Yours truly,

A large black rectangular redaction box covering the signature and name of the author.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	July 11, 2024
Title:	WHMB – Request for funds
Agenda Item Number:	5 d.

BACKGROUND

Wheatland Housing Management Board of Directors is requesting approval from all member municipalities to create a Capital Reserve Fund.

When WHMB Board of Directors unanimously made the motion to create a capital reserve fund in 2022, it was not recognized that approval from all municipalities was required.

When a capital maintenance expense is incurred for the lodge, and the lodge does not have a reserve fund for those repairs, that expense is eligible for requisitioning under the AHA section 7(1)(a) i.e. operating deficit. Requisitioned municipalities are legally obligated to pay the expense as part of the requisition.

RECOMMENDATION:

1. Motion _____
2. Accept as information at this time



June 28th, 2024

Village of Hussar
Attention: CAO Liz Santerre
109-1st Avenue East
Hussar AB
T0J 1S0

Wheatland Housing Management Board of Directors is requesting approval from all member municipalities to create a Capital Reserve Fund.

When WHMB Board of Directors unanimously made the motion to create a capital reserve fund in 2022, it was not recognized that approval from all municipalities was required.

When a capital maintenance expense is incurred for the lodge, and the lodge does not have a reserve fund for those repairs, that expense is eligible for requisitioning under the AHA section 7(1)(a) i.e. operating deficit. Requisitioned municipalities are legally obligated to pay the expense as part of the requisition.

Contributions to WHMB's unapproved capital reserve funds to date are as follows:

Capital Maintenance Reserve Requisition

Authorities	2022 Reserve Requisition	2023 Reserve Requisition	2024 Reserve Requisition	Total Requisitioned	Total Requisition Paid
Wheatland County	\$ 98,909.00	\$ 97,797.00	\$ 196,436.00	\$ 393,142.00	\$ 196,706.00
Town of Strathmore	\$ 48,801.00	\$ 49,981.00	\$ 99,298.00	\$ 198,080.00	\$ 198,080.00
Village of Rockyford	\$ 750.00	\$ 752.00	\$ 1,418.00	\$ 2,920.00	\$ 2,920.00
Village of Standard	\$ 1,128.00	\$ 1,067.00	\$ 2,097.00	\$ 4,292.00	\$ 4,292.00
Village of Hussar	\$ 411.00	\$ 403.00	\$ 751.00	\$ 1,565.00	\$ 1,565.00

The amount assessed to each contributing municipality was based on and proportionate to the equalized Assessment Figures. See 2024 below.

Authorities	2024 Equalized Assessment	Percentage	WHMB Reserve Requisition	2023 Deficit Requisition	Total Requisition Amount*
Wheatland County	4,379,790,514	65.479%	\$196,436	TBD	\$196,436
Town of Strathmore	2,213,963,883	33.099%	\$99,298	TBD	\$99,298
Village of Rockyford	31,625,556	0.473%	\$1,418	TBD	\$1,418
Village of Standard	46,748,720	0.699%	\$2,097	TBD	\$2,097
Village of Hussar	16,748,307	0.250%	\$751	TBD	\$751
Total Amount	6,668,876,980	100.000%	\$300,000	TBD	\$300,000

WHMB kindly requests that your council respond in writing your answers to the following requests by early September 2024.

1. Does your municipal council approve WHMB to have a Capital Reserve Fund for the existing Lodge?
2. How would your municipality prefer to vote for WHMB's request approving a Capital Reserve Fund? If the member municipalities are unable to decide how to determine a manner to vote on WHMB's request for a reserve fund, then the matter is decided by a simple majority (1 vote per municipality).
3. Would your municipal council consider WHMB's request to use the current money set aside in the Capital Reserve Fund to pay for the roof replacement? The total cost for the roof is \$533,478.75 plus a contingency fund of \$50,000. If agreed by all councils, the current amount if all municipalities contribute to the previous requisitioned reserve amount, would cover the cost of the roof.
4. What does your council consider a responsible limit for the reserve fund? Municipalities may establish limits on the amounts that may be held in a Capital (maintenance) Reserve Fund. If the reserve funds exceed the established limits, the municipalities can decide what the HMB does with the excess.
5. Considering the Capital Maintenance List provided, would a limit of \$1,000,000 (one million dollars) be suitable for a capital reserve fund? If not, please explain why.

WHMB sincerely apologizes for the error and looks forward to the continued support of all municipalities in providing safe housing for seniors in our community.

Sincerely

Wheatland Housing Management Body

Maintenance & Capital Items re: Reserves

Item	Approx. Replacement Year	Qty	Cost Ea	Cost Total	
Roof Replacement	2024	1	\$ 600,000	\$ 600,000	
Maintenance Truck	2024-25		\$ 20,000	\$ 20,000	
Riding Lawnmower	2024-2027	1	\$ 30,000	\$ 30,000	
Dining Room Floor	2025	1	\$ 40,000	\$ 40,000	
Resident Tub (2nd tub room)	2025-2028	1	\$ 38,000	\$ 38,000	
Bathroom Replacement (Bath Fitters)	2025-2028	10	\$ 8,500	\$ 85,000	
Domestic Water Lines	2025-2028	1	\$100,000 - \$160,000	\$ 160,000	
Ice Machine	2025-2028	1	\$ 7,000	\$ 7,000	
Kitchen Floors	2027	1	\$ 35,000	\$ 35,000	
Steamer	2027	1	\$ 10,000	\$ 10,000	
Stand Up Mixer	2024	1	\$ 23,000	\$ 23,000	
Domestic Water Lines	2026-2028	1	\$100,000 to \$160,000	\$ 160,000	
				\$ 1,208,000	
Hot Water Tanks	2029-2033	6	\$ 20,000	\$ 120,000	6- 10 years
Air Handler Units	2029-2033	6	\$ 50,000	\$ 300,000	
Oven	2029-2033	1	\$ 8,000	\$ 8,000	
Dishwasher	2029-2033	1	\$ 20,000	\$ 20,000	
Walk in Fridge	2029-2033	1	\$ 25,000	\$ 25,000	
Walk In Freezer	2029-2033	1	\$ 50,000	\$ 50,000	
Commercial Washer (HK)	2029-2033	1	\$ 37,000	\$ 37,000	
Commercial Dryer (HK)	2029-2033	1	\$ 25,000	\$ 25,000	

Air Conditioning Units	2032	6	\$ 15,000	\$ 90,000	
			\$150,000 to	\$ 175,000	
Carpet Replacement - all common areas	2032	1	\$175,000	\$ 175,000	
				\$ 850,000	
Boiler Replacement	2034-2038	5	\$ 60,000	\$ 300,000	11-15 years
Walk In Freezer	2037	1	\$ 50,000	\$ 50,000	
Window Replacement	2037	0	\$ 1,700	\$ 255,000	
				\$ 605,000	
					16-20 years
				\$ -	

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	July 11, 2024
Title:	Rock Chip insurance claim
Agenda Item Number:	5 e.

BACKGROUND

The first step would be for the resident to file a claim with their own insurance company. Upon receiving the claim, their insurance company would send us a demand letter. Should the resident not wish to proceed through their own insurance company, at that time, we can open a claim and investigate.

Please note, should we be found liable of damage to resident fence, there would be a \$2500.00 deductible applicable to the claim; in this case an estimate would be beneficial as that would tell us if the claim is over or under deductible.

We have requested a quote for the repair.

RECOMMENDATION:

1. Motion _____
2. Accept as information at this time

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	July 11, 2024
Title:	Rock Chip Reconsideration Request
Agenda Item Number:	5 f.

BACKGROUND

Resident has requested a reconsideration for the payment of the suspected rock damage to their window. Previous correspondence is attached.

The first step would be for the resident to file a claim with their own insurance company. Upon receiving the claim, their insurance company would send us a demand letter. Should the resident not wish to proceed through their own insurance company, at that time, we can open a claim and investigate.

Please note, should we be found liable of damage to resident fence, there would be a \$2500.00 deductible applicable to the claim; in this case an estimate would be beneficial as that would tell us if the claim is over or under deductible.

The invoice for the repair has been attached. This claim would be under the \$2500 deductible should we be found liable.

RECOMMENDATION:

1. Motion _____
2. Accept as information at this time

Village of Hussar
Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	June 8, 2023
Title:	Damaged Window – Resident request 6 i.
Agenda Item Number:	

BACKGROUND

A resident came in asking us to address a suspected damage to their window that they believe happened from mowing the grass. They would like their window replaced.

I have confirmed that the last day that Public Works was at the school grounds was between May 23-24, 2023. May 25th we were waiting for new blades to arrive so no mowing was done. Monday May 29, 2023 he drove to Drumheller to pickup the mower blades and was in the shop at the office all day working on stuff. Tuesday May 30, 2023 was at the cemetery mowing all day. Wednesday May 31, 2023 he did garbage in the morning and the afternoon was mowing at the campgrounds.

Please see the attached correspondence.

RECOMMENDATION:

1. Motion to approve the replacement of the window and to pay for it through Village _____ (reserves/operating) account
2. Motion to accept as information at this time

Fw: Broken window from village grass cutting.



Hi Liz

One pic was from inside and one from outside so they look the same. The 3rd pic is the pebble we found on the deck near the window

We noticed the hole yesterday just before I brought it to your attention. The village man was doing the playground on Mon or Tues. I had commented to the mayor at this time about the grass being cut with the blower towards the road..again...last year our car window was hit by a rock. It was noted by the CAO at the time.

It's only a matter of time til a person or pet is injured , or our other vehicles/property is also damaged. Appreciate your promptness Liz. We'll wait to hear from council regarding window replacement.

Thanks



[Sent from Yahoo Mail on Android](#)



I don't think the last picture went through as the last 2 pictures were the same.

Would you be able to confirm what day that this happened or approximate as I know you said that you were not home when it happened.

I will make sure to address it with Public Work and Council right away.

Thanks,



Liz Santerre
Chief Administrative Officer

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

VILLAGE OF HUSSAR



Hi Liz

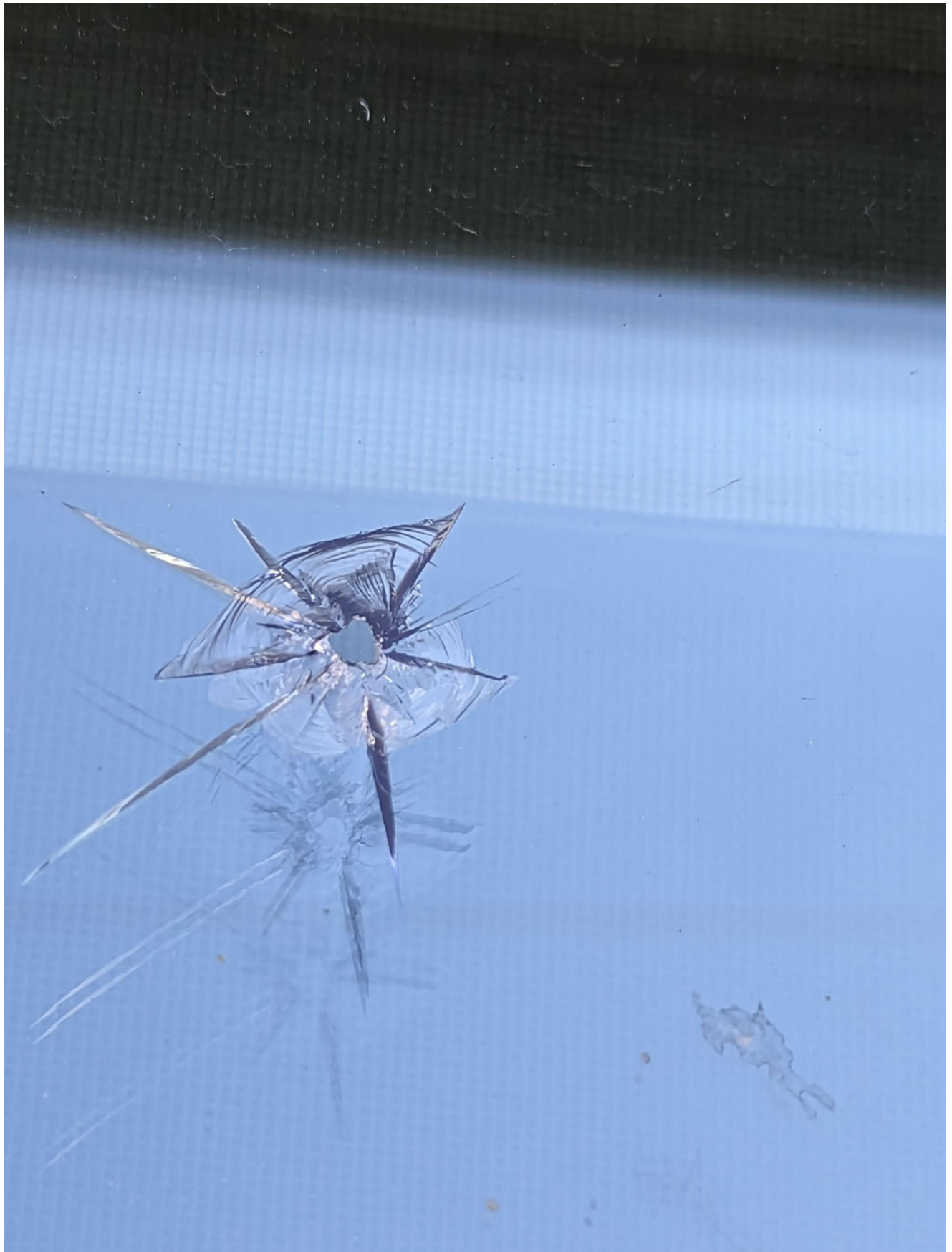
These are the pictures you requested. Let me know if you need anything else . One pic is from inside the house, one outside. And the rock on our deck.

Thanks









Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	July 11, 2024
Title:	Water Line Scope
Agenda Item Number:	6 g.

BACKGROUND

Attached are the quotes for the waterline scope for 1st Ave East

RECOMMENDATION:

1. Motion _____
2. Accept as information at this time



Calgary Sewer Scope Inc.

Sanitary Sewer CCTV Inspection and Flush

Proposal prepared for: Village of Hussar

Phone: 403-787-3766

Email: office@villageofhussar.ca

Date of Proposal: July 4, 2024



Confidential – CCTV Inspection & Flush Quote

COMPANY OVERVIEW

Calgary Sewer Scope Inc. is an innovative company that specializes in 3rd party CCTV video inspection and cleaning of sanitary mainlines, lateral lines, drains, storm and septic systems. We also provide trenchless point repair to sanitary mainlines, storm mainlines and potable water lines. Our state-of-the-art video system provides a detailed visual inspection of the sanitary and storm line systems. Our inspections will help determine the current condition of these systems and identify potential problem areas. Some common causes of sewer line problems stem from the following: broken lines, infiltrations, offset joints, crushed main lines, major low areas in pipe, debris in pipe, root intrusion other visually identifiable objects, obstructions or serious problems on pipe interiors.

The goal of our service is to help our customers gain valuable insight about the condition of the sanitary and/or storm line systems, so they can make informed decisions. Our service will minimize liability for our customers. Our inspection includes a comprehensive report comprising of a detailed description of the inspected areas and a high definition video.

Please review all parts of this proposal carefully and call or e-mail us for an explanation of any part you do not fully understand. We can be reached at [REDACTED] or by e-mail at [REDACTED]

Again, thank you very much for the opportunity to provide this proposal for you.

Sincerely,

[REDACTED]
Certified NASSCO Sewer Line Inspector

INSPECTION CONDITIONS

Our inspection will provide a single snapshot and recording of the conditions within the sanitary sewer mainline on the date of the inspection. We cannot predict how these systems will perform in the future, consequently we cannot be responsible for events or breakdowns which occur after the inspection. This inspection is not a guarantee or warranty of any kind.

There is a remote possibility that electrical or atmospheric disturbances may affect our inspection equipment; therefore, no guarantee is made of the exact location, distance, depth or position of the potential problem area. Excavation of the problem area is done at your own risk and should only be done after consultation with an excavation expert. We do guarantee that we will put forth our best effort and knowledge to provide you with the information you have requested.

Please note: Our inspectors will not make engineering, repair, or replacement decisions. We strongly recommend that our customers consult a licensed plumber or qualified professional, should a significant problem be identified.

SCOPE OF WORK

The purpose of this section is to outline the Scope of Work that will be provided by Calgary Sewer Scope for the CCTV inspection and Flushing of the sanitary sewer pipes identified by the Village of Hussar. Calgary Sewer Scope agrees to administer and complete the proposed Project pursuant to the terms of the finalized project specifications and within the Scope of Work submitted.

As NASSCO certified inspectors Calgary Sewer Scope Inc. will be adhering to the internationally accepted standards regarding deep utilities flushing, inspecting, recording and mandrel testing.

Deliverables for this Project

Calgary Sewer Scope Inc. will provide pre-inspection flushing/cleaning and CCTV inspection to the identified sewer pipes between manhole locations (approximately 424 LM- 4 pipe sections).

Note: Pre-inspection Flushing/cleaning is defined as a light cleaning prior to inspection with high velocity jetting equipment. Light cleaning of sewers shall consist of up to two passes through the sewer segment with jetting equipment. If cleaning of an entire section cannot be successfully performed from one manhole or the equipment fails to traverse the entire manhole section, it will be assumed that a major blockage exists, and the light cleaning work shall be stopped.

Excessively dirty and debris filled sewer mains may require additional flushing and will be an additional per meter charge. If more extensive removal techniques are required these will be discussed immediately and priced out separately.

Confidential – CCTV Inspection & Flush Quote

CCTV INSPECTION

The CCTV inspection and evaluation services provided will include:

- Access sewer mains through identified manhole locations
- CCTV video inspection of the sanitary and storm sewer mains from manhole to manhole
- Conduct reverse inspection if obstruction is impassible and inspection cannot be completed after pre-inspection flushing
- A detailed and comprehensive written report
- Digital copies of high-definition video recordings with identified defects
- A detailed description of the inspected manholes and mains as per the provided MH labeling scheme

Note: If every reasonable attempt has been made to complete the CCTV inspection of a pipe segment (manhole to manhole) and the segment still cannot be fully completed due to defects then the full charge for the project will still be used for billing purposes, client will be informed immediately.

OPTIONAL SERVICES

PRE-INSPECTION CLEANING

The following procedure is to be followed for pre-inspection flushing/cleaning:

- Locate and access sewer mains through identified manhole locations
- Perform a light cleaning of the identified sewer mains
- Flush each line with high-velocity jetting unit, with a maximum of two passes per line
- Only water will be used to clean the system (require onsite fill location)

Please note: Pre-inspection flushing is highly recommended prior to inspection, this will allow for a proper inspection to be conducted, remove build-up debris and identify low areas or sags in the line.

Project Timelines

- Project planning will begin upon **written acceptance** of this proposal
- Onsite work can usually be started within two weeks of **written acceptance** of this proposal.
- Depending on weather conditions, sewer conditions and the amount of flushing required the project should take approximately 1 working days to complete.

Project Requirements

- Printed inspection maps (minimum 2 copies) including manhole locations and numbers must be provided to Calgary Sewer Scope **one week** prior to the start of the project.
- Manholes holes must be located and exposed prior to pre-inspection flushing and CCTV inspection, any manholes not easily found or exposed will be skipped.

Confidential – CCTV Inspection & Flush Quote

Project Constraints

- Ability for Calgary Sewer Scope Inc. to gain access to the identified manholes
- Weather conditions, if weather is colder than bellow -1 flushing cannot be conducted due to water freezing within the lines and CCTV inspection is affected by the steam created within the sewer mains.
- Excessively high peak flow rates within the sewer mainlines. All inspections will be conducted when the water level is less 30% of the pipe and during low flow periods. If high peak flow conditions exist inspections may have to be conducted in non-peak hours or bypass pumping may be required to complete the inspection.

Project Exclusions

- No locating of manholes will be done
- No digging or excavating to access manholes will be done
- No Entry will be made into the sewer mains
- No bypass pumping will be done

Pricing (Please see quotation below for project pricing details. GST not included.)

Please note: Due to the scope of this project we have quoted prices based on a day rate. These are estimated prices based on the information given and are subject to change if the project scope and specifications change.

These unit prices include all mobilization fees, travel fees, inspection set-up and report fees. Prices are based on the information given and are subject to change if the project scope and specifications change.

Invoices paid after 30 days may be subject to a 10% surcharge per month.

Confidential – CCTV Inspection & Flush Quote



Calgary Sewer Scope Inc.

[Redacted contact information]

Quote Date
07/4/2024

Client: Village of Hussar

Inspection Address:
Hussar, AB

Qty	Description	Unit Price	Price
1	Sanitary Main Line Inspection with HD video and written report	\$1,500.00	\$1,500.00
1	Optional: High Velocity Flushing	\$1,000.00	\$1,000.00

OR

Please note: The above quotation is valid until 12/30/2024 and is based on the information we have received from Liz Santerre from the Village of Hussar.

Thank you for your Interest!



P [Redacted]

Price Quote

Company: Village of Hussar

**Contact: Liz Santerre,
Chief Administrative Officer**

Date: June 17, 2024

Office: (403) 787-3766

Cell:

E-mail: office@villageofhussar.ca

Job: CCTV Inspection

Good Afternoon Liz

Your requested price quote for CCTV Inspection of:

423m VCP Pipe (Clean and Inspect)

Total Quote

\$6,500.00

Cutting and reaming will be extra if any is needed..

Lining measurements to be taken and quoted per segment.

All prices quoted are subject to 5% GST

Price is for basic flushing and CCTV inspection services only, unless otherwise specified.

All additional cleaning, vac truck services, cutting or repairing are additional costs.

Pipe segments are to be ready for inspection upon arrival.

Manholes must be clean, above ground, and with reasonable accessibility.

Water for flushing to be supplied by contractor - preferably by hydrant on or near site

Pricing does not include return trips for repairs.

Hydrovac quote is based on normal ground conditions, compaction, clay and consistency.

We look forward to working with you should we receive the contract. If you have any questions do not hesitate to call the office.

Regards,

[Redacted]
McGill's Industrial Services
Lethbridge, AB.

Price valid for 90 days from today's date.

VILLAGE OF HUSSAR
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185
DATE June 30 2024

STATEMENT BALANCE 261,323.16

ADD: OUTSTANDING DEPOSITS

Deposit in July	22,886.04	
Deposit in July	1,003.46	
Deposit in July	450.00	
		<u>24,339.50</u>

LESS: OUTSTANDING CHEQUES

9538 Amy Covey	250.00	
9542 Data Scavenger	472.50	
9545 Gleichen Standard Transport	152.44	
9546 Gregg Distributers	73.05	
9552 Hussar Summer Daze	250.00	
9554 Reality Bytes	78.75	
9555 Canoe Procurement Group	92.05	
9556 Telus Communications	122.47	
		<u>- 1,491.26</u>

OUTSTANDING TRANSFERS

Someone paid 50 cent cash balance was .49 found e-	0.01	
etransfer for Plot needs to be moved to cemetery ac-	200.00	
ASFF - Q2 Alberta School	9,984.29	
CRA deposit from overpayment	- 2,638.09	
		<u>7,146.19</u>

RECONCILED BALANCE	291,317.59
GL BALANCE (3000012700)	<u>291,317.59</u>
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800) Community Account (Rate .05)	STATEMENT 3,219.21 GL BALANCE <u>3,219.21</u> Variance -	Interest \$ 0.14
Cemetery Perpetual Account 10189009 (3000012900) Community Account (Rate .05)	STATEMENT 6,845.44 GL BALANCE <u>7,345.72</u> Variance - 500.28	Interest \$ 0.28
Cemetery Common Share Account 10499317 (3000013000) Common Share	STATEMENT 27.63 GL BALANCE <u>27.63</u> Variance -	Interest \$ -
Mayors Memorial Trust Term Account 723112380412 (3000013400) 12 Month Term (Fixed .40% Maturity Date - Feb 24, 2022)	STATEMENT 1,213.36 GL BALANCE <u>1,234.24</u> Variance - 20.88	Interest \$ -

Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	10,761.26 10,771.36 - 10.10	Interest \$ 10.10
FGTF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	- - -	Interest \$ -
Common Share 10497733 (3000030000) Common Share	STATEMENT GL BALANCE Variance	2,857.26 2,857.26 -	Interest \$ -
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	29,729.25 29,769.29 - 40.04	Interest \$ 27.87
Walking Trail Trust Term Account 15137870 (3000032220) 12 Month Term (Fixed .40% Maturity Date - March 5, 2022)	STATEMENT GL BALANCE Variance	1,142.69 1,142.69 -	Interest \$ -
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	20,376.11 20,376.11 -	Interest \$ 19.10
Special Events Account 722821632741 (3000034000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	938.15 938.15 -	Interest \$ 0.88
Emergency Management 722821646022 (3000035000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,286.73 2,286.73 -	Interest \$ 0.09
Centennial 722821666012 (3000036000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,502.67 2,502.67 -	Interest \$ 0.10
Village Reserves Term Account 723112219933 (3000031000) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	- - -	Interest \$ -

Village of Hussar
List of Accounts for Approval
Batch: 2024-00060 to 2024-00068

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
9526	2024-06-06	AMSC Insurance Services Ltd.	1,170.81
9527	2024-06-06	ClearTech Industries Inc	1,775.61
9528	2024-06-06	Canada Revenue Agency	1,909.70
9529	2024-06-06	Dependable Maintenance Ltd.	924.00
9530	2024-06-06	EPCOR Utilities Inc.	1,823.01
9531	2024-06-06	Jepson Petroleum Ltd.	275.64
9532	2024-06-06	JG Water Services	3,972.02
9534	2024-06-06	Kasey Sutherland	43.00
9535	2024-06-06	Telus Mobility	115.40
9536	2024-06-06	Wild Rose Assessment Service	507.50
9537	2024-06-06	Workers' Compensation Board AB	640.75
9538	2024-06-17	Amy Covey	250.00
9539	2024-06-17	Armstrong Auto Service	106.11
9540	2024-06-17	Brandt Tractor Ltd.	600.98
9541	2024-06-17	Direct Energy	107.04
9542	2024-06-17	Data Scavenger Inc.	472.50
9543	2024-06-17	Tracey Dundas	137.28
9544	2024-06-17	EPCOR Utilities Inc.	1,972.80
9545	2024-06-17	Gleichen Standard Transport	152.44
9546	2024-06-17	Gregg Distributors LP	73.05
9547	2024-06-17	Renue-L-Tech Environmental Ltd	3,787.52
9548	2024-06-17	Wheatland County	7,787.68
9550	2024-06-25	Direct Energy	288.21
9551	2024-06-25	Lorilee Dundas	152.75
9552	2024-06-25	Hussar Summer Daze Committee	250.00
9553	2024-06-25	Plante, Michelle	175.00
9554	2024-06-25	Reality Bytes Incorporated	78.75
9555	2024-06-25	Canoe Procurement Group of	92.05
9556	2024-06-25	Telus Communications Inc.	122.47
9557	2024-06-25	Telus	37.75
Total Computer Cheque:			29,817.79

Total AP: 29,817.79

Certified Correct This July 4, 2024

Date Printed
2024-07-04 2:37 PM

Village of Hussar
List of Accounts for Approval
Batch: 2024-00060 to 2024-00068

Page 2

Reeve

Administrator

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
REVENUES						
TAXES						
1000011000 - Municipal Property Taxes			184,228.99	184,229.00	(0.01)	
1000011200 - Alberta School Foundation Taxes			40,722.56	40,722.54	0.02	
1000011300 - Wheatland Lodge Taxes			1,849.03	1,849.00	0.03	
1000011400 - DI Property Tax Requisition			41.79	41.79		
Total TAXES:			226,842.37	226,842.33	0.04	
REVENUE FROM OWN SOURCE						
1000051000 - Property Tax Penalty		2,161.16	5,457.89	7,000.00	(1,542.11)	22.0-
1000054000 - ATCO Gas Franchise Fee		1,307.60	11,749.74	20,500.00	(8,750.26)	42.7-
1000055000 - Return On Investments		7.19	35.36	1,000.00	(964.64)	96.5-
Total REVENUE FROM OWN SOURCE:		3,475.95	17,242.99	28,500.00	(11,257.01)	39.5-
ADMINISTRATION REVENUE						
1120041000 - General Services & Supplies			280.00	800.00	(520.00)	65.0-
1120056000 - Rentals/ Lease Revenue		500.00	3,423.50	3,750.00	(326.50)	8.7-
1120084000 - Provincial Operating Grant				48,406.00	(48,406.00)	100.0-
Total ADMINISTRATION REVENUE:		500.00	3,703.50	52,956.00	(49,252.50)	93.0-
RCMP & BYLAW SERVICES						
1260051000 - Animal Licenses		60.00	725.00	1,000.00	(275.00)	27.5-
1260051500 - Provincial Fines Distribution				160.00	(160.00)	100.0-
Total RCMP & BYLAW SERVICES:		60.00	725.00	1,160.00	(435.00)	37.5-
PUBLIC WORKS						
1310041000 - PW Services/Supplies				500.00	(500.00)	100.0-
Total PUBLIC WORKS:				500.00	(500.00)	100.0-
ROADS & STREET LIGHTS						
1320054000 - Fortis Franchise		2,148.92	16,116.28	32,000.00	(15,883.72)	49.6-
Total ROADS & STREET LIGHTS:		2,148.92	16,116.28	32,000.00	(15,883.72)	49.6-
WATER SUPPLY/DISTRIBUTION						
1410040000 - Water Billing		5,100.00	54,537.91	85,680.00	(31,142.09)	36.4-
1410041000 - Water Services/Supplies				100.00	(100.00)	100.0-
1410051000 - Water Penalty		72.41	794.66	1,400.00	(605.34)	43.2-
Total WATER SUPPLY/DISTRIBUTION:		5,172.41	55,332.57	87,180.00	(31,847.43)	36.5-
SANITARY SEWAGE SERVICE						
1420040000 - Sewer Billing		1,200.00	13,031.95	20,160.00	(7,128.05)	35.4-
1420051000 - Sewer Penalty		16.99	329.14	800.00	(470.86)	58.9-
Total SANITARY SEWAGE SERVICE:		1,216.99	13,361.09	20,960.00	(7,598.91)	36.3-
SOLID WASTE						
1430040000 - Garbage Collection Billing		1,924.00	19,760.74	32,136.00	(12,375.26)	38.5-

Report Date
2024-07-08 3:30 PM

Village of Hussar
Budgetary Control
For the Period 2024-01-01 - 2024-06-30

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
1430051000 - Garbage Collection Penalty		27.71	325.78	600.00	(274.22)	45.7-
Total SOLID WASTE:		1,951.71	20,086.52	32,736.00	(12,649.48)	38.6-
CEMETERY						
1560041000 - Cemetery Revenue		200.00	1,800.00	2,000.00	(200.00)	10.0-
1560055000 - Cemetery Interest		28.15	232.06	5.00	227.06	4541.2
1560059000 - Cemetery Donations		100.00	200.00	1,000.00	(800.00)	80.0-
Total CEMETERY:		328.15	2,232.06	3,005.00	(772.94)	25.7-
PLANNING & DEVELOPMENT						
1610041000 - Development Permits		375.00	585.00	600.00	(15.00)	2.5-
Total PLANNING & DEVELOPMENT:		375.00	585.00	600.00	(15.00)	2.5-
PARKS & RECREATION						
1720041000 - Campground Revenue		435.00	2,820.00	4,700.00	(1,880.00)	40.0-
1720056500 - Fish & Game Club Lease			500.00	500.00		
1720081000 - Grants from Others			1,200.00	2,250.00	(1,050.00)	46.7-
Total PARKS & RECREATION:		435.00	4,520.00	7,450.00	(2,930.00)	39.3-
Total REVENUES:		15,664.13	360,747.38	493,889.33	(133,141.95)	27.0-
ASSETS						
Revenue Totals:		15,664.13	360,747.38	493,889.33	(133,141.95)	27.0-
EXPENDITURES						
2000076000 - Alberta School Foundation Requisition	9,984.29		19,968.57		(19,968.57)	
2000076500 - Wheatland Lodge Requisition			5,354.00		(5,354.00)	
2000076600 - Royal Canadian Mounted Police Requisitio			9,937.00	9,937.00		
COUNCIL & OTHER LEGISLATIVE						
2110013000 - Council EI Premiums		131.89	292.54	800.00	507.46	63.4
2110014000 - Council Training			55.00	1,300.00	1,245.00	95.8
2110015000 - Council Honorarium/Per Diem		2,800.00	6,375.00	14,500.00	8,125.00	56.0
2110021000 - Council Mileage & Expenses		929.60	1,794.80	3,200.00	1,405.20	43.9
2110051500 - Donations/Gifts			380.00	1,000.00	620.00	62.0
Total COUNCIL & OTHER LEGISLATIVE:		3,861.49	8,897.34	20,800.00	11,902.66	57.2
GENERAL ADMINISTRATION						
2120011000 - Admin Salaries & Wages		3,833.33	22,999.98	46,000.00	23,000.02	50.0
2120011500 - Contracted Casual Labour		175.00	3,025.00	4,000.00	975.00	24.4
2120012000 - AMSC Benefits Employer Contribution		439.38	2,885.28	5,273.00	2,387.72	45.3
2120012500 - LAPP Employer Contribution				3,900.00	3,900.00	100.0
2120013000 - Admin CPP/EI Contributions		299.99	1,799.94	3,700.00	1,900.06	51.4

Report Date
2024-07-08 3:30 PM

Village of Hussar
Budgetary Control
For the Period 2024-01-01 - 2024-06-30

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
2120014000 - Administration Training			752.23	2,000.00	1,247.77	62.4
2120021000 - Admin Mileage & Expenses		36.40	1,431.80	2,100.00	668.20	31.8
2120021500 - Postage/Courier/Freight			805.91	1,500.00	694.09	46.3
2120022000 - Advertising				1,000.00	1,000.00	100.0
2120022500 - Memberships			1,400.81	1,900.00	499.19	26.3
2120023000 - Accounting/Audit expense			15,500.00	15,700.00	200.00	1.3
2120023500 - Legal Fees			160.00	1,000.00	840.00	84.0
2120024000 - Assessment Services	483.33	483.33	3,358.32	5,800.00	2,441.68	42.1
2120024500 - IT Services/Website		525.00	5,509.08	7,600.00	2,090.92	27.5
2120027000 - Insurance Premiums		640.75	6,710.94	7,831.00	1,120.06	14.3
2120051000 - Office Supplies & Services		151.17	1,357.93	4,500.00	3,142.07	69.8
2120054000 - Admin Utilities		258.65	1,918.17	4,000.00	2,081.83	52.1
Total GENERAL ADMINISTRATION:	483.33	6,843.00	69,615.39	117,804.00	48,188.61	40.9
FIRE ASSOCIATION						
2230076000 - Fire Association Requisition				8,250.00	8,250.00	100.0
2230076500 - Fire Capital Contribution				1,000.00	1,000.00	100.0
Total FIRE ASSOCIATION:				9,250.00	9,250.00	100.0
EMERGENCY MANAGEMENT						
2240051000 - Emergency Supplies & Services				100.00	100.00	100.0
Total EMERGENCY MANAGEMENT:				100.00	100.00	100.0
AMBULANCE SERVICES						
2250076000 - WADEMSA Requisition			1,312.00	1,312.00		
Total AMBULANCE SERVICES:			1,312.00	1,312.00		
RCMP & BYLAW SERVICES						
2260035000 - Protective Services				550.00	550.00	100.0
Total RCMP & BYLAW SERVICES:				550.00	550.00	100.0
COMMON SERVICES						
2310011000 - Public Works Wages		2,377.42	17,568.78	39,000.00	21,431.22	55.0
2310012000 - Public Works Benefits		405.00	2,632.50	5,265.00	2,632.50	50.0
2310013000 - Public Works CPP/EI		263.64	1,570.12	3,900.00	2,329.88	59.7
2310014000 - Public Works Training				250.00	250.00	100.0
2310025000 - Equipment Maintenance	7,500.00	692.56	8,532.44	9,500.00	967.56	10.2
2310025500 - Contracted Maintenance			155.30	1,500.00	1,344.70	89.7
2310025600 - Building Maintenance				3,500.00	3,500.00	100.0
2310026000 - Equipment Rentals				250.00	250.00	100.0
2310027000 - Insurance Premiums			1,743.00	1,743.00		
2310035000 - Weed Inspector				300.00	300.00	100.0
2310051000 - PW General Supplies		95.19	921.61	2,500.00	1,578.39	63.1
2310051500 - Public Works Tools/Equipment			154.98	1,500.00	1,345.02	89.7

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
2310052500 - Cardlock Fuel	611.55	262.52	2,122.79	4,200.00	2,077.21	49.5
2310054000 - Public Works Utilities	75.95	430.18	3,112.26	5,750.00	2,637.74	45.9
2310077000 - Transfer to Equipment Reserve				10,000.00	10,000.00	100.0
Total COMMON SERVICES:	8,187.50	4,526.51	38,513.78	89,158.00	50,644.22	56.8
ROADS/STREETS						
2320024000 - Roads Maintenance				3,000.00	3,000.00	100.0
2320025000 - Roads Contracted Maintenance		4,028.88	4,028.88	6,500.00	2,471.12	38.0
2320054000 - Utilities - Street Lights		1,878.86	9,709.69	24,000.00	14,290.31	59.5
Total ROADS/STREETS:		5,907.74	13,738.57	33,500.00	19,761.43	59.0
WATER SUPPLY & DISTRIBUTION						
2410021500 - Water Postage & Freight		204.35	349.53	550.00	200.47	36.5
2410023000 - Water Operations Contract	2,326.30	2,326.30	14,070.96	29,500.00	15,429.04	52.3
2410023500 - Water Testing				250.00	250.00	100.0
2410025000 - Water Contracted Maintenance	650.00	850.00	4,550.00	20,000.00	15,450.00	77.3
2410026000 - Lease Payments				3,250.00	3,250.00	100.0
2410027000 - Insurance Premiums			1,784.00	1,784.00		
2410051000 - Water Services/Supplies			245.00	155.00	(90.00)	58.1-
2410053000 - Treatment Chemicals		1,631.88	2,617.32	4,800.00	2,182.68	45.5
2410054000 - Water Utilities		1,152.34	8,467.28	22,000.00	13,532.72	61.5
Total WATER SUPPLY & DISTRIBUTION:	2,976.30	6,164.87	32,084.09	82,289.00	50,204.91	61.0
WASTEWATER						
2420023000 - Sewer Operations Contract	581.58	581.58	3,517.76	7,500.00	3,982.24	53.1
2420025000 - Contracted Maintenance		25.00	200.00	3,700.00	3,500.00	94.6
2420027000 - Insurance Premiums			1,051.00	1,051.00		
2420051000 - Sewer Services/Supplies				120.00	120.00	100.0
2420054000 - Sewer Utilities	30.95	255.13	1,380.57	4,500.00	3,119.43	69.3
Total WASTEWATER:	612.53	861.71	6,149.33	16,871.00	10,721.67	63.6
GARBAGE COLLECTION/DISPOSAL						
2430011000 - Garbage Collection Wages		232.00	1,682.00	3,600.00	1,918.00	53.3
2430025000 - Transfer Site Maintenance		767.31	2,346.33	8,700.00	6,353.67	73.0
2430035000 - Transfer Site Labour		1,020.89	3,935.16	7,900.00	3,964.84	50.2
2430054000 - Transfer Site Utilities		47.61	190.02	550.00	359.98	65.5
2430076000 - Drum Solid Waste Requisition			9,014.40	9,015.00	0.60	
2430077000 - Drum Solid Waste Loan Payment 10y			653.76	653.76		
2430078000 - SAEWA Requisition				105.00	105.00	100.0
Total GARBAGE COLLECTION/DISPOSAL:		2,067.81	17,821.67	30,523.76	12,702.09	41.6
FAMILY/COMMUNITY SERVICES						
2510076000 - FCSS Requisition			1,375.22	1,376.00	0.78	0.1
Total FAMILY/COMMUNITY SERVICES:			1,375.22	1,376.00	0.78	0.1

Report Date
2024-07-08 3:30 PM

Village of Hussar
Budgetary Control
For the Period 2024-01-01 - 2024-06-30

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
CEMETERY						
2560011000 - Cemetery Wages				300.00	300.00	100.0
2560021500 - Cemetery Postage/Freight			74.69		(74.69)	
2560025000 - Cemetery Maintenance				687.00	687.00	100.0
2560051000 - Cemetery Goods & Services		130.36	13,983.86	27,761.00	13,777.14	49.6
2560054000 - Cemetery Utilities		75.46	376.19	1,200.00	823.81	68.7
Total CEMETERY:		205.82	14,434.74	29,948.00	15,513.26	51.8
PLANNING & DEVELOPMENT						
2610022000 - Planning & Development Advertising				1,000.00	1,000.00	100.0
2610023000 - Planning & Development Consulting			630.00	630.00		
2610076000 - Palliser Requisition			4,000.00	4,000.00		
Total PLANNING & DEVELOPMENT:			4,630.00	5,630.00	1,000.00	17.8
PARKS/RECREATION						
2720011000 - Campground Wages		768.50	971.50	3,000.00	2,028.50	67.6
2720025000 - Campground Maintenance		4,152.23	4,152.23	5,000.00	847.77	17.0
2720027000 - Campground Insurance			381.00	381.00		
2720051000 - Campground Services & Supplies				1,000.00	1,000.00	100.0
2720054000 - Campground Utilities		238.36	1,579.27	4,700.00	3,120.73	66.4
Total PARKS/RECREATION:		5,159.09	7,084.00	14,081.00	6,997.00	49.7
OLD SCHOOL GROUNDS						
2730011000 - School ground wages				500.00	500.00	100.0
2730025000 - School ground maintenance		1,937.50	1,937.50	1,400.00	(537.50)	38.4
Total OLD SCHOOL GROUNDS:		1,937.50	1,937.50	1,900.00	(37.50)	2.0
COMMUNITY SERVICES/CULTURE						
2740076000 - Marigold Requisition			1,059.44	996.00	(63.44)	6.4
2740076500 - Hussar Library Contribution				500.00	500.00	100.0
6410023000 - Water Capital Engineering			479.81		(479.81)	
6420023000 - Sewer Capital Engineering			479.82		(479.82)	
9999999999 - Suspense Account			2,287.43		(2,287.43)	
Total COMMUNITY SERVICES/CULTURE:			4,306.50	1,496.00	(2,810.50)	187.9
Total EXPENDITURES:	22,243.95	37,535.54	257,159.70	466,525.76	209,366.06	44.9
Expense Totals:	22,243.95	37,535.54	257,159.70	466,525.76	209,366.06	44.9
Net Surplus (Deficit):	(22,243.95)	(21,871.41)	103,587.68	27,363.57	76,224.11	278.6

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Council
Meeting Date: July 11, 2024
Title: Term Account Options
Agenda Item Number: 6 c.

BACKGROUND/DISCUSSION:

The Village has account [REDACTED] Mayor's Memorial Trust Account up for renewal on July 21, 2024.

The new current rates:

- Redeemable
 - o 1 year is at 3.00%
- Nonredeemable:
 - o 1 year is at 4.60%
 - o 14 months is at 4.60%
 - o 2 year is at 4.35%
 - o 3 year is at 4.20%

RECOMMENDATION:

1. Motion to have the following changes made to our term accounts when they are due: Mayors Memorial Trust Account to be put into a _____ term account
2. Motion to accept as information at this time



connectFirst
credit union

Notice Date: June 15, 2024



0053
VILLAGE OF HUSSAR
PO BOX 100
HUSSAR AB T0J 1S0

Hi Village Of Hussar,

RE: Let's review your investments!

We'd love to connect with you to review your investments which are coming up to maturity. Our expert advisory team is here to help you every step of the way and provide the support you need to make investment decisions with confidence. Find our rates here: connectfirstcu.com/rates

Deposit #	Product	Current Balance ³	Maturity Date
[REDACTED]	TERM	\$1213.36	2024-07-21

For your convenience, your term will renew automatically for the same term length. We'd also be happy to review alternative options with you before your maturity date to help you achieve the financial goals that matter to you.

[Connect with us. We're here to help.](#)

If you have any questions about your options, rates, term of your investments, or if there's any other matter connectFirst can support you with, please don't hesitate to reach out to your local branch, call us at 1 (866) 923-4778 or visit connectfirstcu.com/booknow to book an appointment.

Always here for you,
your connectFirst Team

¹ To review your options, be sure to connect with us by the maturity date. If we don't hear from you, we will renew at the available rate on the date of renewal.

² For products with monthly compounding interest, values are estimated and projected.

³ The balance shown is of the previous month, pending any withdrawals.

* All principal and interest is 100% guaranteed by the Credit Union Deposit Guarantee Corporation. Excludes common shares, investment shares and mutual funds.

Committee Reports from Mayor Schultz for July 11th meeting 2024

WADEMSA, the yearly Audit was presented by Gregory Harriman and there were no issues, and it was a good clean Audit. The only thing they suggested was to create a Capitol Asset Policy so Donna will do this and bring it to the board. Contract negotiations are ongoing with AHS for a new contract and also the contract negotiations with the Union are ongoing and both will resume in September 2024 as everyone breaks for the summer.

Call volumes as of May were 1228 calls which is down 26% and probably because they are not going to Calgary as much, which is a good thing as they are in the local area more. There was a request from AHS for the return of funds that we have in reserves but there is nothing in the existing contract that says they can do this, it was sent to a lawyer, and they agree that there is nothing in the contract to say that AHS can claw back any unused funds. We should not be punished for being thrifty and using the money wisely and being able to put some away for emergent issues. Next meeting is September 16th.

Community Futures Wild Rose, the AGM was on June 20th at the Strathmore Legion and was a great time with the Annual Report being given and we had a great meal and entertainment, and some clients shared their success stories with us. I have copies of the Annual Report for our CAO and fellow councillors. Next meeting is Sept 5th.

Wheatland Housing Management Body, our last meeting was June 27th with not a lot on the agenda except operations which are running quite smoothly. The work has begun on the roof replacement. There was some discussion on the misinformation about the new lodge project on Facebook and that some people are just hearing about it and its location now, when in truth it has been discussed and planned for about 6 years. Newsletters and press releases and more community presentations are planned to keep everyone better informed on the progress. The plans and budget have been re submitted to the province for consideration in the next round of funding, they said our previous application was strong. A letter is being sent to all partner

municipalities to decide on making a Capitol Reserve Fund. Next meeting will be at the call of the Chair.

JGwaterservices Montly Summary For June 2024

- June 11, 2024 Had a power bump, had to reset pumps
- June 20, 2024 Got the old Genset running for the water distrabution. The Genset started but failed to transfer the load for the dispribution pumps. I have been looking into different options, companys for a newer Genset.

Re: Gen-Set Exercised

Thu 2024 07 04 7:10 PM

To:Village Office <office@villageofhussar.ca>

Hey Liz,

The genset was last started on June 20th. The genset starts and runs but is not capable of running both the water distribution pumps. When we try to transfer the load to the genset it fails to connect (run the pumps). This is probably because the genset was originally used and sized for use for the wastewater lagoon pump which would have been a lot smaller of a load. We are currently trying to source out either a new generator for the current diesel motor , or a complete new system.

Let me know if you have any other questions.

Thanks

On Wed, Jul 3, 2024 at 3:36 PM Village Office <office@villageofhussar.ca> wrote:

Good Day,

I was asked by Council to send you an email to see when the last time the Gen Set was exercised at the water treatment plant.

If you can let me know so that I can advise Council at our next meeting that would be great.

Thanks,



VILLAGE OF HUSSAR

Liz Santerre
Chief Administrative Officer

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

--





ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114222

Dear Chief Elected Officials:

The Government of Alberta administers federal funding through the Canada Community-Building Fund (CCBF) to provide Alberta communities with flexible capital funding to invest in local infrastructure priorities. As you may be aware, the Canada-Alberta agreement for the CCBF for 2014-24 expired on March 31, 2024. The Alberta government is in active negotiations with the Government of Canada on a 10-year renewal agreement that will cover the 2024-34 period.

The Government of Canada sent a draft renewal agreement to Alberta late in 2023, and the agreement has several aspects that are concerning for Alberta and for local governments. As a result, we are standing up for the interests of Alberta in negotiations and doing our utmost to ensure funding continues to flow to local governments with as much flexibility as possible to address local priorities without unnecessary administrative burdens. As these negotiations are ongoing, there may be delays in the 2024 program, including the notification of allocation amounts and timing of payments to local governments.

As discussions with the federal government continue, we are working with the municipal associations to ensure the Alberta government understands the perspectives of local governments. We will continue to advocate for your interests and the interests of the province, and I will provide more information on the signing of the agreement as soon as possible.

Thank you for your understanding and patience during this renewal process.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

Important Announcement to the Members of Alberta Municipalities

[Redacted]

Wed 2024 06 19 9:07 AM

To:Village Office <office@villageofhussar.ca>

On behalf of the Board of Directors of Alberta Municipalities and Dan Rude, CEO:

We want to share some important news with Alberta Municipalities' members. After over 20 years of dedicated service to Alberta Municipalities, including 7 years as our CEO, Dan Rude has notified the board of his decision to retire effective December 31, 2024. Dan will continue to serve as our CEO until the end of this year.

The board has started a recruitment process with the objective of having Dan's successor in place for the start of 2025. Your association's board is fully committed to conducting a thorough and thoughtful search to ensure we find the right leader and CEO for ABmunis' next chapter. We are also confident that the organization's strong and capable administration team will make the transition seamless at Dan's retirement.

Leaders International has been selected by the Board to execute the recruitment process and we will update members on the CEO search in the months ahead.

"We are deeply grateful for Dan's contribution, commitment, and guidance over the years. Alberta Municipalities has achieved tremendous success under Dan's leadership. His passionate dedication to the organization and to our members has enabled Alberta Municipalities to be the formidable organization that it is today." Tyler Gandam, President

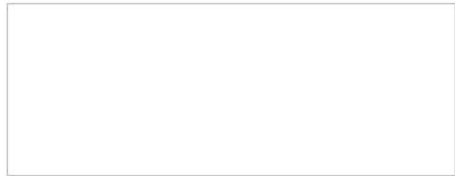
"It has been a privilege to lead Alberta Municipalities and witness the incredible growth and positive change we've achieved together. I am proud of what has been accomplished and have full confidence in the organization's continued success." Dan Rude, CEO

Thank you for your continued support and dedication to Alberta Municipalities.

[Redacted]

[Redacted]

[Redacted]



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

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



ALBERTA
HEALTH

*Office of the Minister
MLA, Red Deer-North*

AR 219632

June 13, 2024

His Worship Les Schultz
Mayor, Village of Hussar
109 1 Avenue East, P.O. Box 100
Hussar AB T0J 1S0

Sent via email: office@villageofhussar.ca

Dear Mayor Schultz:

Thank you for your email regarding support for the Wheatland and Area Hospice Society (WAHS). I apologize for the delay in my reply.

I appreciate the work that the WAHS is doing in the community through providing outreach services, volunteer training, fundraising, grief and bereavement support, as well as education and resources to connect clients and caregivers to palliative care supports sooner. As you may know, Ministry of Health staff met with the WAHS to learn more about their work and their desire to establish a local hospice. In this meeting, my staff shared information on the capital grant process and discussed Alberta's current approach to hospice capacity.

Please be assured that enhancing palliative and end-of-life care (PEOLC) for Albertans is important to the Government of Alberta. We have invested \$1 billion over three years to begin transforming the continuing care system, which includes implementing recommendations from the [Facility-Based Continuing Care Review](#) and the [Advancing Palliative and End-of-Life Care in Alberta Report](#). These strategic investments will help to enable a shift to allow for the provision of more care in the community, enhance workforce capacity, increase choice and innovation, and improve the quality of care within the continuing care sector. As part of the transformation initiative, and to address existing hospice capacity needs, Alberta Health has budgeted a portion of this investment to support the operational funding of additional community-based hospice spaces in the province, as well as to enhance PEOLC services available in home and community care settings. This investment is in addition to the \$20 million invested in 2019 to advance PEOLC initiatives in Alberta.

At this time, Alberta Health Services (AHS) is responsible for the delivery of publicly funded health services and programs, including PEOLC, either directly or through contracts with operators and service providers. To ensure fairness and transparency, operational funding contracts are awarded through a competitive Request for Proposal process.

.../2

Regarding building new infrastructure, Alberta Health has established the Continuing Care Capital Program to increase the supply of continuing care spaces in the province. Updates on the program are expected later this year and will be posted [here](#) when available.

The Ministry of Health will continue to implement initiatives and policies that support the needs of Albertans. Thank you for your commitment to supporting the provision of compassionate end-of-life care in the community of Hussar and surrounding rural areas.

Sincerely,



Adriana LaGrange
Minister of Health

Village of Hussar

109 1st Avenue East, PO Box 100
Hussar AB T0J 1S0
www.villageofhussar.ca



Hon. Adriana LaGrange
Minister of Health



Sent Via Email: [Redacted]

March 13, 2024

Dear Minister LaGrange,

I am writing today on behalf of the Village of Hussar and our council in support of Wheatland & Area Hospice Society. We believe that what the hospice Wheatland & Area Hospice Society is proposing will immensely benefit our community and will help your government support rural health care, increase front-line services, and ensure our communities remain viable, all at a lower cost to the provincial treasury than other options.

The Wheatland & Area Hospice Society aspires to provide compassionate, high-quality care at the end of life's journey. They prioritize creating communities within their facilities and supporting care throughout the community they serve. They have a deep understanding of the Village of Hussar and the surrounding rural areas and have thoughtfully considered us in their planning. Communities across the region are cheering for their success, and they've developed strategic partnerships with providers like Wheatland Housing Management Body to ensure that voices from across our rural region are included in developing and delivering services. They are integral to increasing front-line health care in our community.

The plans to restructure health care in Alberta to keep care local are exciting. Keeping care local is essential to our community's viability. By building new hospice space in Strathmore, Wheatland & Area Hospice Society is ensuring care is provided by those from our community and that all funds are spent directly on patients and their families.

Indeed, we have advantages that larger urban centres do not. Most critical among these are our understanding of our community's needs and our passion for them. Wheatland & Area Hospice Society shares this. At the same time, we know these services are needed, and if they are not provided, residents would have to travel to distant urban centres, costing taxpayers more and, more importantly, putting added stress on families and loved ones.

The Wheatland & Area Hospice Society has been fundraising for eight years to open a hospice in Strathmore, and we are looking to work with your ministry to help open this hospice and support those Albertans who need this care in their community close to home and family.

Village of Hussar

109 1st Avenue East, PO Box 100
Hussar AB T0J 1S0
www.villageofhussar.ca



I want to say again that the Wheatland & Area Hospice Society has been working diligently to ensure our rural community has the front-line health care support we need, and we are fully in support of the work they are doing. Any support from the province would be very deeply appreciated. The Wheatland & Area Hospice Society can help you and your government achieve its goals of delivering better health care by those who know their communities best. If you have any further questions, you can reach me at Councillor2@VillageOfHussar.ca.

Sincerely,

Les Schultz, Mayor
Village of Hussar

[Redacted signature block]