



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Thursday, December 12, 2024 starting at 7:00 p.m.

- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA**
- 3. DELEGATION**
  - (a) STARS – Jackie Seely, Municipal Relations Southern Alberta
- 4. ADOPTION OF THE PREVIOUS MINUTES**
  - (a) November 19, 2024 Regular Council Meeting
- 5. POLICY & BYLAW REVIEW**
  - (a) Bylaw Review
    - 562-24 Intermunicipal Development Plan Bylaw (NEW)
    - 563-24 Land Use Bylaw (NEW)
    - 540-21 Garbage Collection Fees
    - 541-21 Garbage Collection
    - 550-23 Utility Bylaw
  - (b) Policy Review
    - 2.1 Campground Rental and Reservations
    - 2.3 Metal Detecting on Village Property
    - 4.1 Code of Ethics
    - 4.4 Employee Benefits
    - 5.12 Cell Phone Policy
    - 6.1 Snow Removal - **Changes**
    - 7.5 Utility Rate Policy
    - 8.2 Work Alone - **Changes**
- 6. BUSINESS**
  - (a) Emerging Trends In Municipal Law - Seminar February 6/13, 2024
  - (b) Christmas Bonus Ratify change
  - (c) CAO Vacation
- 7. FINANCIAL**
  - (a) November 2024 Bank Reconciliation and Cheque Listing
  - (b) Interim Budget 2025
- 8. COMMITTEE REPORTS**
- 9. CAO, PW & JG REPORT**
- 10. CORRESPONDENCE**
  - (a) RCMP Q2 Report
  - (b) Marigold – Notes to Council
  - (c) Joint Municipal Policing Committees
  - (d) LGSG – Response
  - (e) Designation of affordable housing accommodations
- 11. CONFIDENTIAL**
  - (a) Lease agreement Renewal (as per s. 17(1) of the *FOIP Act*)
- 12. ADJOURNMENT**

Next Meeting: Thursday, January 9, 2025 (Council Chambers and via. Conference call)

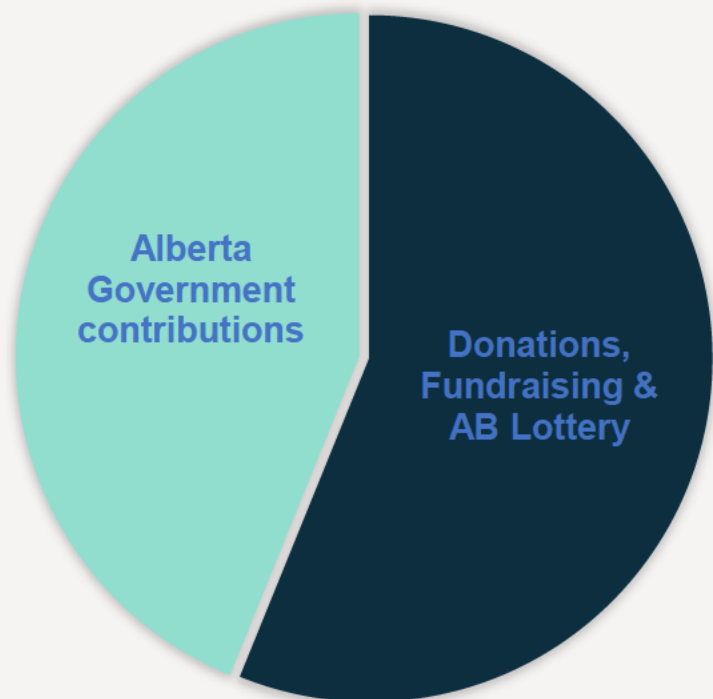


# CRITICAL CARE, ANYWHERE

The best hope, in a worst-case scenario.

 **STARS**<sup>®</sup>

## STARS ALBERTA, FY24-25



Direct Operating Costs  
**\$34.2** million

Government Contribution  
**\$15** million

Donations, Fundraising & lotteries are needed to cover **56%**  
of direct operational costs in Alberta



2023/24

# YEAR IN REVIEW



## STARS EMERGENCY LINK CENTRE

**37,365**

EMERGENCY REQUESTS HANDLED



## MISSIONS

**3,927**

YEARLY MISSIONS



## FUNDING

**\$11.4M**

APPROXIMATE ANNUAL COST PER BASE



## INCIDENT TYPES

STARS RESPONDS TO A VARIETY OF CRITICAL CARE CALLS

- CARDIAC **18.05%**
- ENVIRONMENTAL **0.30%**
- NEUROLOGICAL **12.48%**
- OBSTETRICAL **1.42%**
- PULMONARY **12.64%**
- VEHICLE INCIDENT **18.38%**
- OTHER MEDICAL **19.20%**
- OTHER TRAUMA **17.38%**

**102**

AVERAGE EMERGENCY REQUESTS A DAY



**1,720** **1,025** **1,182\***

AB

SK

MB

MISSIONS BY PROVINCE



- NET FUNDRAISING
- GOVERNMENT CONTRIBUTIONS\*
- INDUSTRY SERVICES
- OTHER

\* worth received in year

STARS FUNDING SOURCES

**60K+**

MISSIONS TO DATE SINCE 1985

**11**

AVERAGE DAILY MISSIONS

**37,345**

ANNUAL DONORS

\* Includes fixed-wing missions

# ESSENTIAL SERVICES FOR ALL, RURAL

**New! 10 rural municipalities**  
**New! 14 urban municipalities**

- Requests pending
- 94% Alberta municipalities in partnership
- 75% Regional Leaders

**Partnership ensures robust health & safety network**

## (9) MUNICIPAL LEADERS

- Fixed Rate / Standing Motion
- Included in protective services budget

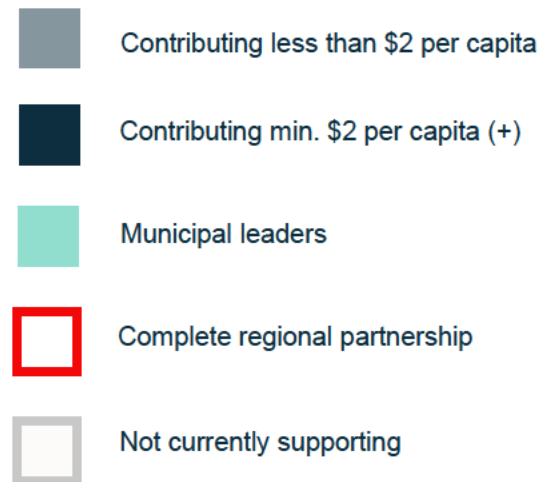
**2023 Welcome Sturgeon County**  
**2024 Welcome Birch Hills County**

## REGIONAL LEADERS

Building partnerships within.  
Fixed rate to alleviate fluctuation  
Based on minimum \$2 per capita

### PEACE RIVER REGIONAL DISTRICT, BC

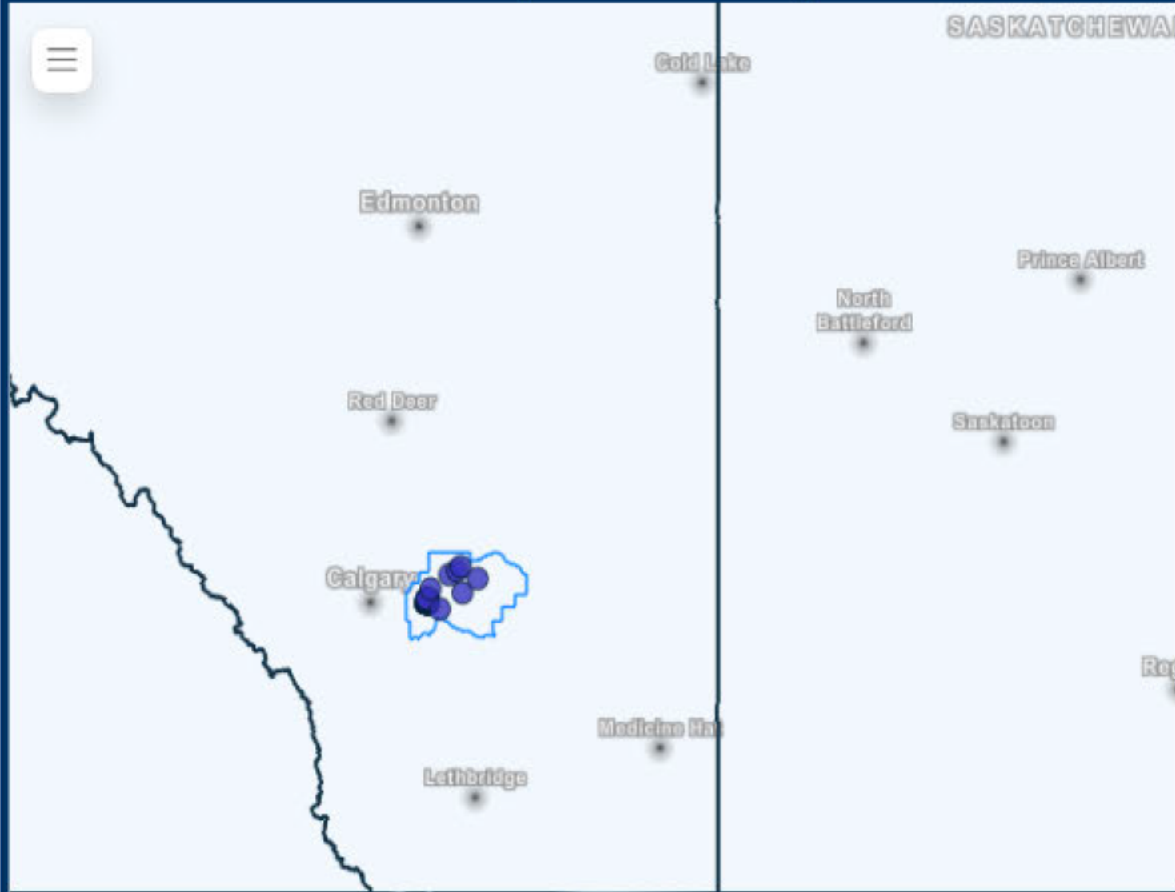
Hudson's Hope, BC  
City of Fort St. John, BC  
Taylor, BC  
City of Dawson Creek, BC  
Pouce Coupe, BC  
Chetwynd, BC  
Tumbler Ridge, BC



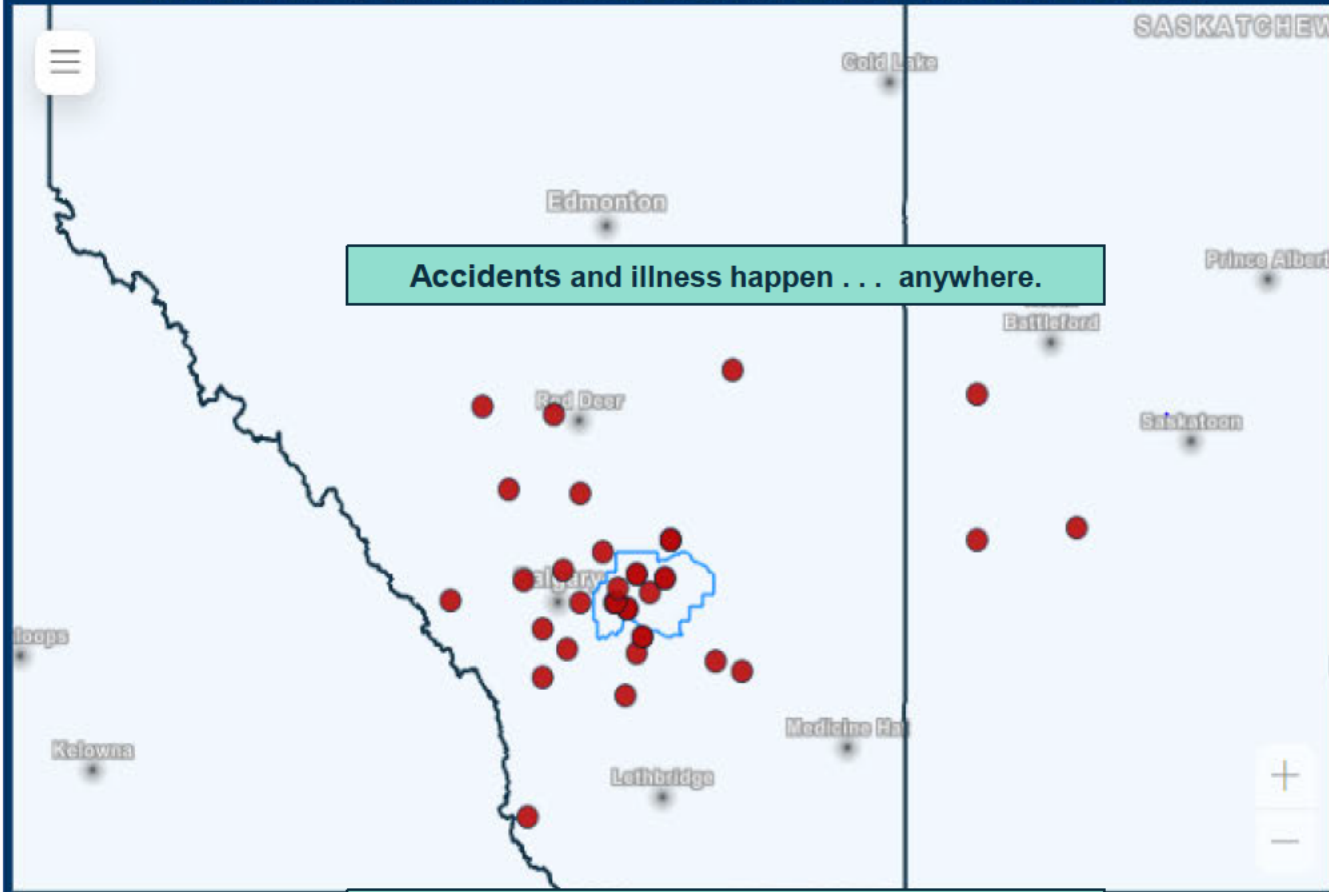
WITHIN WHEATLAND COUNTY @ OCTOBER 15, 2024	2020	2021	2022	2023	2024	TOTAL
NEAR CARSELAND	2	2	2	1	4	11
NEAR CHEADLE	3		3			6
NEAR GLEICHEN (scene and search & rescue)	11	3	7	5	5	31
<b>NEAR HUSSAR</b>	<b>1</b>	<b>2</b>	<b>1</b>		<b>1</b>	<b>5</b>
NEAR KEOMA (within Wheatland County)		1		1	1	3
NEAR LANGDON (within Wheatland County)	1					1
NEAR ROCKYFORD	2		6	1		9
SIKSIKA NATION	3	1	6	2	2	14
NEAR STANDARD	1	1	1	2	1	6
STRATHMORE HOSPITAL CRITICAL INTER-FACILITY TRANSFERS	19	13	15	27	11	85
NEAR STRATHMORE	6	12	6	6	4	34
<b>TOTAL *Wheatland County average 44 missions per year</b>	<b>49</b>	<b>35</b>	<b>47</b>	<b>45</b>	<b>29</b>	<b>205</b>

# Within Wheatland County Boundaries - Patients Flown by STARS (2010-Present)

Wheatland County Residents Flown by STARS



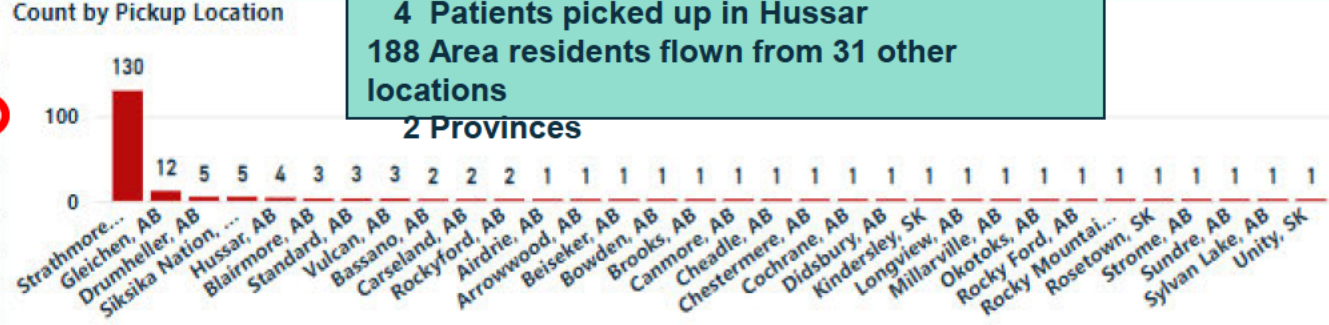
Locations where Wheatland County Residents Travelled and Needed STARS



Accidents and illness happen . . . anywhere.

192 Total area residents flown since 2010  
 4 Patients picked up in Hussar  
 188 Area residents flown from 31 other locations  
 2 Provinces

Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Strathmore	8	13	17	9	14	61	126
Hussar	2	2	0	2	1	7	10
Gleichen	3	4	1	1	1	10	29
Rockyford	1	0	1	1	0	3	12
Carseland	0	0	0	0	0	0	7
Standard	0	1	0	0	2	3	8
<b>Total</b>	<b>14</b>	<b>20</b>	<b>19</b>	<b>13</b>	<b>18</b>	<b>84</b>	<b>192</b>



## STARS IS BORDERLESS

### 6 BASES ACROSS WESTERN CANADA

- Average 11 MISSIONS PER DAY
- MORE THAN 60,000 (+) MISSIONS FLOWN
- AIR MEDICAL CREW (AMC) CROSS-TRAINED
- ALL CREW AND ASSETS CROSS BORDERS

Mission Count	STARS Base	Mission Type	Description	Disposition
1	Calgary	IFT	Medical	PT TRANSPORTED - STARS
2	Calgary	Scene	Near Drowning / Trauma	PT TRANSPORTED - STARS
3	Calgary	IFT	NICU	PT TRANSPORTED BY GROUND WITH SPECIALTY TEAM
4	Calgary	IFT	COPD / Respiratory	PT TRANSPORTED - STARS
5	Edmonton	Scene	Cardiac	PT TRANSPORTED - STARS
6	Edmonton	Scene	Rollover	MISSION CANCELLED – NO TRANSPORT
7	Edmonton	Scene	Workshop Explosion	MISSION CANCELLED – ALTERNATE TRANSPORT
8	Edmonton	Scene	GSW	PT TRANSPORTED - STARS
9	Grande Prairie	Scene	Stroke	PT TRANSPORTED - STARS
10	Grande Prairie	IFT	MVC	PT TRANSPORTED BY GROUND WITH STARS AMC
11	Grande Prairie	IFT	Motorcycle vs Deer	PT TRANSPORTED - STARS
12	Regina	IFT	Decreased LOC	PT TRANSPORTED - STARS
13	Regina	IFT	Pneumonia	PT TRANSPORTED - STARS
14	Saskatoon	Scene	Motocross Accident	PT TRANSPORTED - STARS
15	Saskatoon	IFT	Sepsis	PT TRANSPORTED - STARS
16	Winnipeg	Scene	MVC Polytrauma	PT TRANSPORTED - STARS
17	Winnipeg	IFT	Perforated Bowel	PT TRANSPORTED - STARS
18	Winnipeg	Scene	Seizures	PT TRANSPORTED - STARS



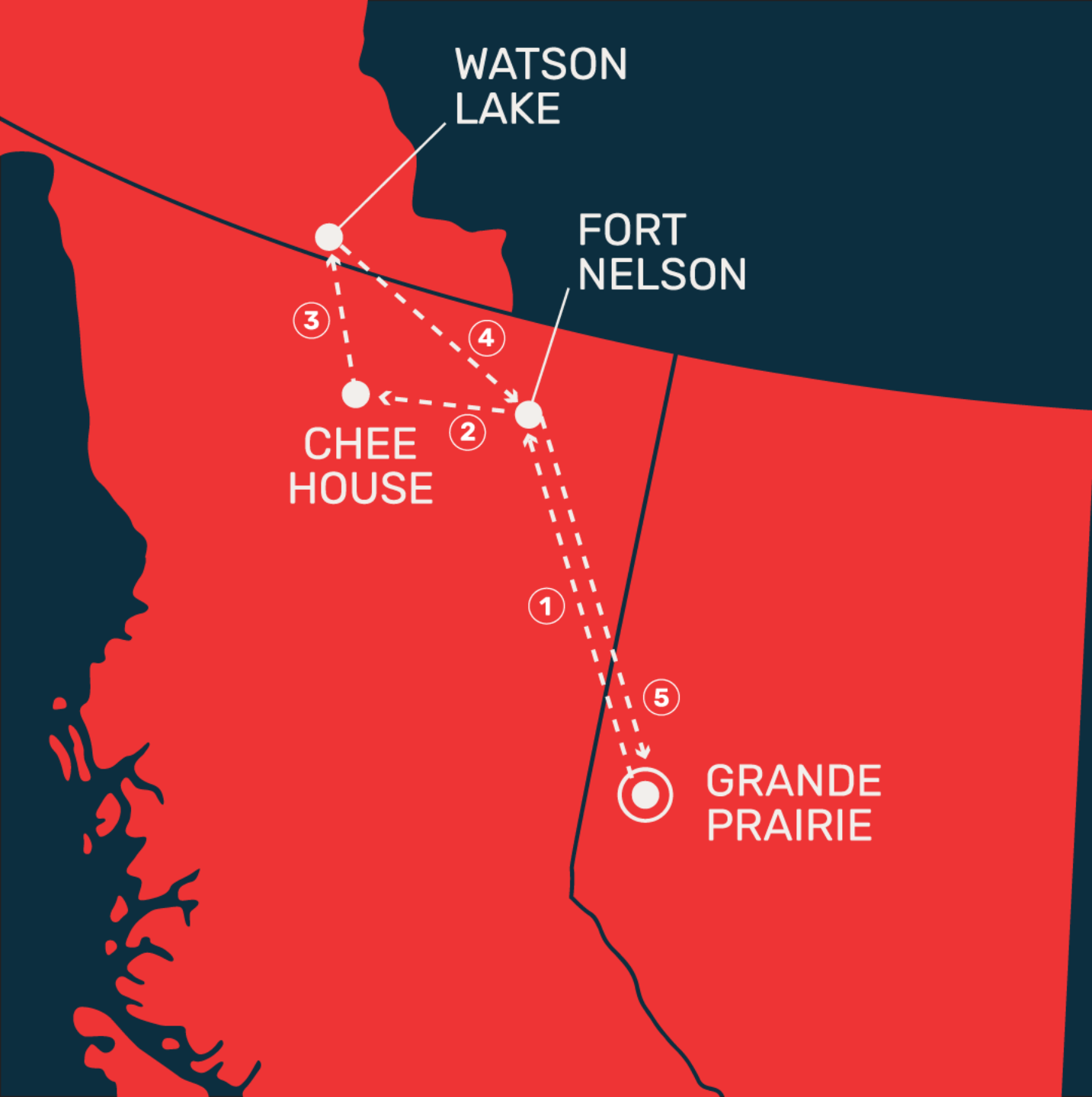


## New Medication For Hemorrhage Control

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STARS has bolstered its medical toolkit with an innovative new blood product to help form blood clots and assist with hemorrhage control.

- Now carrying 4 units of blood onboard
- Utilized in severe trauma cases
- Patients requiring more than two units of blood
- Fibrinogen helps blood clots to form



WATSON  
LAKE

FORT  
NELSON

CHEE  
HOUSE

GRANDE  
PRAIRIE

# OUR LONGEST MISSION

While hunting in the rugged mountains of northern B.C., Doug MacTavish suffered a major heart attack. Providing critical care to this patient in need resulted in our longest mission to date.

2,408 LITRES OF FUEL

1,763 KILOMETRES

8.2 HOURS OF FLIGHT

5.3 HOURS WITH PATIENT

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1 LIFE SAVED

# VILLAGE OF HUSSAR

REGIONAL LEADER

\$2 Per Capita

Expires in 2025

## BENEFITS

- Wheatland County average 44 missions per year
- STARS provides physical and virtual response
- Together, we enhance rural healthcare
- Residents have access to STARS 24/7 across Western Canada
- No cost to the patient.

**A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.**



**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Tuesday, November 19, 2024**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Tuesday, November 19, 2024, commencing at 7:00 pm

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<u>IN ATTENDANCE</u>	Councillors: Les Schultz and Tim Frank Elizabeth Santerre (CAO) 1 Councillor Coralee Schindel via conference call 0 people in attendance	
<u>CALL TO ORDER</u>	The meeting was called to order at 7:01 pm	
<u>ACCEPTANCE OF AGENDA</u>		
2024-11-19-1062	MOVED by Councillor Frank to accept Agenda as presented	CARRIED
<u>APPROVAL OF MINUTES</u>		
2024-11-19-1063	<u>October 10, 2024 Organizational Meeting</u> MOVED by Councillor Schultz to accept as presented	CARRIED
2024-11-19-1064	<u>October 10, 2024 Regular Council Meeting</u> MOVED by Councillor Schindel to accept as presented	CARRIED
2024-11-19-1065	<u>October 10, 2024 Municipal Planning Commission Meeting</u> MOVED by Councillor Schultz to accept Thursday October 10, 2024 Municipal Planning Commission Meeting minutes as presented	CARRIED
<u>POLICY &amp; BYLAW REVIEW</u>		
	<u>Bylaw Review</u> The Following Bylaw was reviewed without changes; <ul style="list-style-type: none"><li>• 506-16 CAO Bylaw</li></ul>	
	<u>Policy Review</u> The Following Policies were reviewed without changes; <ul style="list-style-type: none"><li>• 2.2 Fire Ban</li><li>• 3.4 Policy and Bylaw Review</li><li>• 5.7 Annual Budgeting Process</li><li>• 7.4 Sewer Backup</li><li>• 8.1 Health &amp; Safety</li></ul>	

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Tuesday, November 19, 2024**

2024-11-19-1066      • 5.1 Office Hours of Operation  
MOVED by Councillor Schultz to have a trial period of half day office hours for Council Meeting Days for 3 more meetings and then bring the Policy back at that time for discussion

AMENDMENT by Councillor Schindel to include posting information about the trial basis publicly.

CARRIED

2024-11-19-1067      • 6.1 Snow Removal  
MOVED by Councillor Schindel to change number 11 as per the Equipment Use Policy, change from only an employee to only an employee or contractor of the Village may operate Village owned equipment  
MOVED by Councillor Schultz to bring back Policy 6.1 Snow Removal with the changes as discussed

CARRIED

2024-11-19-1068      • 8.2 Work Alone  
MOVED by Councillor Schindel to strike the word "either" from page 2 number 2 and be brought back

CARRIED

BUSINESS

2024-11-19-1069      VFIS Councillor Benefit Coverage  
MOVED by Councillor Frank to keep the current Plan B 24 hour coverage and Critical Illness Option A.

CARRIED

2024-11-19-1070      ABmunis Event Dates for 2025  
MOVED by Councillor Schultz to accept this as information at this time

CARRIED

2024-11-19-1071      Christmas Bonus  
MOVED by Councillor Schultz to give the CAO a giftcard for \$250, Public Works Foreman a giftcard for \$200 and the Admin Assistant a giftcard for \$50.

CARRIED

2024-11-19-1072      Christmas Party  
MOVED by Councillor Frank to get the CAO to coordinate a supper in January 2025 for the Village of Hussar Staff and Spouses

CARRIED

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Tuesday, November 19, 2024**

- 2024-11-19-1073 Canada Summer Jobs 2025  
MOVED by Councillor Schultz to submit the application for the Canada Summer Jobs Program for a summer student for 30 hours a week for 12 weeks.  
CARRIED
- 2024-11-19-1074 CAO Vacation  
MOVED by Councillor Frank to approve the CAO take the afternoon of Tuesday November 5<sup>th</sup>, 2024, off and close the Office during this time.  
CARRIED
- 2024-11-19-1075 Palliser AGM  
MOVED by Councillor Schultz to have the CAO confirm the attendance for her and Coralee the Representative to attend the Annual General Meeting of Palliser  
CARRIED
- 2024-11-19-1076 Fine Arts Society – Halloween Party Candy Donation  
MOVED by Councillor Schindel to approve the purchase of 6 cases of pop and donate them to the Fine Arts Society to put in the treat bags for the October 31<sup>st</sup> 2024 Halloween Party.  
CARRIED
- 2024-11-19-1077 December Payroll and Holiday Office Closure  
MOVED by Councillor Schultz to pay the Councillor payroll the same as the Public Works payroll which would be Friday December 20<sup>th</sup>.  
CARRIED
- 2024-11-19-1078  
MOVED by Councillor Schultz to approve the closure of the office from December 25<sup>th</sup> to January 1<sup>st</sup>, we're back on the 2<sup>nd</sup>, for the Christmas Holiday.  
CARRIED
- 2024-11-19-1079 Invitation to Strathmore Presentation  
MOVED by Councillor Schultz to accept this as information at this time  
CARRIED
- 2024-11-19-1080 LGSG Application Request  
MOVED by Councillor Schindel to approve the CAO to send a letter of Request for Application of Local Growth and Sustainability Grant, LGSG to the Minister of Municipal Affairs Ric McIver.  
CARRIED

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES**

**Tuesday, November 19, 2024**

2024-11-19-1081      SSRP – 10 Year Review Engagement Session  
MOVED by Councillor Schindel to accept as information  
CARRIED

2024-11-19-1082      RV Parking on Residential Lot  
MOVED by Councillor Schultz to direct the CAO to advise the residents about their RV parking, that we will allow them to park further down in the campground somewhere that doesn't affect the Light Up the Night event, at cost of a regular non powered site, if they can plug in to the Camp Kitchen we can charge Power.  
CARRIED

FINANCIALS  
2024-11-19-1083      October 2024 Bank Reconciliation and Cheque Listing  
MOVED by Councillor Schultz to accept the October 2024 Bank Reconciliation and Cheque Listing as presented  
CARRIED

2025 Budget  
Tabled until next meeting

2024-11-19-1084      5 Year Equipment Plan  
MOVED by Councillor Schindel to accept this as information at this time  
CARRIED

COMMITTEE  
REPORTS

Coralee Schindel  
WFCSS Board Meeting @ 7:00pm County Office October 23, 2024  
FCSS Community Impact Tool is still having some remaining offices add their FCSS information to it. Once complete one can select what area they would like data from, and it will show impact of FCSS in those areas. Wheatland County Office proposed a \$1 lease agreement for 10 years. There were a couple of changes needed so it will be brought back. Financials and operations are good.  
\*Compass for the Caregiver-began Oct. 2nd 8 participants. More planned for February and April 2025.  
\*5forLife Collective Cooking-will begin in November in Hussar.  
\*WYN After School Programming-started Oct 3 10 registered 7 participated. Wyn will work to increase attendance.  
\*Bridging the Gap-will be holding 3 sessions in fall Lunch & Learns-Gut Health, Safety w/Gretchen RCMP, & Falls Prevention  
\*Canada Revenue Agency-will be here Oct 31 for an info session.

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Tuesday, November 19, 2024**

- \*Christmas Family Sponsorship-we are looking for 2 families.
  - \*Circle of Supports-were distributed to medical, dental & other professional offices in Strathmore and Wheatland County.
  - \*Transportation Assistance-completed at the end of September, many disappointed, but working with several to receive reimbursement from Seniors Special Needs Assistance.
  - \*Home Support Visits-few more visits have taken place and will finish this fall.
  - \*Elder Abuse Regional Awareness Committee-working towards creating a steering committee whose goal is to obtain a local Case Manager for Elder Abuse.
  - \*Booths-had one at Rebloom Mental Health w/52 points of contact, and Alberta Cultural Days Sept 28. Few contacts there, but good experience for new staff.
  - \*\*\*See social media for up and coming events or opportunities
- FACEBOOK: FCSS Wheatland  
Next meeting November 27, 2024 @ 7pm - County Office

Tim Frank

Solid Waste

- The Drumheller Solid Waste Board will met Thursday November 21. This meeting was an organizational meeting. Budget options were proposed with a decision being anticipated at our upcoming meeting December 19th. Board chose a new auditor. Nothing substantial to report in regards to EPR.

Fire Association

- The Hussar Fire Dept. participated in the 10th annual Light Up The Night Celebration and escorted Santa to the festivities.

SAWEA

- SAWEA Board meeting took place November 29th I was not provided with a zoom link to this meeting so could not join. Will be in contact with SAWEA Administrator to discuss this issue.

Cemetery Board

- Cemetery is winter ready. Nothing to report. A Board Meeting will be proposed for January. -

Wheatland Regional Corporation

- At our next Board Meeting December 18th, we will be finalizing our new Budget for 2025. This will be the first budget that will have no revenue coming in from Wheatland County for Work Servicing. Note though that revenues from water provided still come forth to WRC from all partners involved. Wheatland County is putting forth an agreement and plan they hope to



**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Tuesday, November 19, 2024**

present to the residents of Redland in the near future to facilitate regional Water Tie Ins

Les Schultz

WADEMESA report from OCT.21st meeting

- Call volume as of Sept. 2024 is 2239 calls, down 25% as expected.
- Bridge funding letter was signed with AHS. Medic 2 ambulance was in a collision with a deer and is out of service, using one of the three backup ambulances until it is fixed. In dispatch, the new console and all equipment involved with changing over should be in operation by the end of October. The new Fire Dispatch Service Agreement is in draft form and will be reviewed by all the Fire Chiefs and then come back to the board. Rob and Donna are reaching out to Staff and ex Staff to help facilitate any updates to the Strategic Plan and then it will come to the board. Union negotiations are still ongoing, and the November meeting went fairly well, and the next meeting isn't until February.

COMMUNITY FUTURES WILD ROSE report from November 7th,2024 Organizational meeting was held prior to the regular meeting with minor changes to some subcommittees. Amber Link still as Chair. Operations are going well with 10 current loans totaling just over 1 million dollars. Changes to a few policies were discussed and will be coming back for approval from the board. The new Heart of the Community Campaign will kick off in January and be done in sections of the service area and the community will be able to nominate a business for their excellence and be eligible to receive a \$1000 award. Our next meeting will also once again be including a Christmas party and be held once again at a successful client's business, this time being Mama's Greek Restaurant on Dec. 5th

2024-11-19-1085      MOVED by Councillor Schultz to accept as presented at this time  
CARRIED

CAO, PW & JG  
REPORT

2024-11-19-1086      CAO, Public Works and JG Water Services Reports  
MOVED by Councillor Frank to accept CAO, Public Works and JG Water Services Reports as information  
CARRIED

CORRESPONDENCE

- The following Correspondence was discussed;
- (a) Designation of Affordable Housing Accommodations
  - (b) Alberta Police Advisory Board Communique
  - (c) RCMP October Memo

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Tuesday, November 19, 2024**

- (d) Palliser – Notification of Change to Subdivision Processing
- (e) Water Availability Engagement
- (f) ABmunis – Share the impact of Provincial decisions of property Taxpayers
- (g) LGFF – 2026 Allocations
- (h) ABmunis Conference Response from Ric McIver

2024-11-19-1087      MOVED by Councillor Frank to accept the correspondence as presented  
CARRIED

ADJOURNMENT

Adjournment

Councillor Schultz adjourns the meeting at 8:56 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:	December 12, 2024
Title:	MDP Amendment Bylaw 562-24
Prepared By:	Tracy Woitenko, Senior Planner for PRMS
Agenda Item Number:	5a-1.

### **BACKGROUND**

Palliser Regional Municipal Services (PRMS) prepared a new Municipal Development Plan (MDP) in 2021 and a new Land Use Bylaw (LUB) in 2022 for the Village of Hussar. These documents replaced the previous versions. This request for decision is to present updates to the MDP for the following reason. The Village annexed lands in the northwest from the adjacent Wheatland County (the old school grounds). These lands are under the governance of the Wheatland County MDP and LUB until such time that the lands are included into the Hussar planning documents. For example, if a development permit or subdivision application came forward on the annexed lands at the current time, the permit would be processed under the rules and regulations of Wheatland County's Land Use Bylaw – specifically the Community Services (CS) District.

The updates to the MDP require a formal bylaw adoption process, including three readings of a bylaw and a public hearing. The MDP amendment Bylaw 562-24 is being presented to the Village Council for first reading.

The proposed MDP amendment Bylaw 562-24 is shown in Attachment 1. It is recommended that Council give first reading to the proposed amendments and schedule a public hearing to be held on the same day as the public hearing for the proposed Land Use Bylaw.

### **RECOMMENDATION:**

1. That Council give first reading to the proposed Municipal Development Plan amendment Bylaw 562-24.
2. That Council authorize a public hearing be held for Bylaw 562-24 on February 13, 2025 at 6:00 p.m. at the Hussar Village Office, to allow any person who claims he/she will be affected an opportunity to be heard by Council.

# VILLAGE OF HUSSAR BYLAW NUMBER # 562-24

BEING A BYLAW TO AMEND THE MUNICIPAL DEVELOPMENT BYLAW NO. 531-21 FOR THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA.

**WHEREAS** pursuant to the provision of Section 632(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Village of Hussar (hereinafter called the Council), has adopted the Municipal Development Plan Bylaw 531-21;

**AND WHEREAS** the Council deems it desirable to amend the Municipal Development Plan Bylaw 531-21; and

**NOW THEREFORE** the Council hereby amends the Municipal Development Plan Bylaw 531-21; as follows:

1. Replace the first sentence of the paragraph under 4.1 Existing Development Pattern with the following sentences:

“The village is approximately 58.5 Ha (144.5 acres), including the newly annexed area in the northwest portion of the village. It is surrounded by agricultural area that contains regional infrastructure to support transportation systems, local residents and businesses, and an agricultural sector.

2. Replace “Figure 8 – Current Land Use Districts” with Attachment A.
3. Replace “Figure 9 – Water & Sewer Distribution” with Attachment B.
4. Replace “Figure 10 – Road Network” with Attachment C.
5. Delete Policy 5) in Section 5.7 Parks/Recreation/Open Space.
6. Replace “Figure 11 – Future Land Use Map” with Attachment D.
7. Replace the first sentence for Residential under Section 5.13 Development Opportunity/Vacant Land with the following statement:

“Including the newly annexed lands, the Village has an estimated 4.25 Ha (10.5 acres) of vacant residential land.”

8. Replace “Figure 12 – Development Opportunities Map” with Attachment E.
9. This Bylaw takes effect on the date of the third and final reading.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Attachment A



Legend

- Commercial District - (C)
- Industrial General District (I)
- Residential District (R)
- Residential - Mobile Home (R-MH)
- Urban Reserve District (UR)
- Community Service and Recreation (CS)
- Wheatland County - Community Service (WC-CS)
- Village Boundary






1:6,500



Attachment B



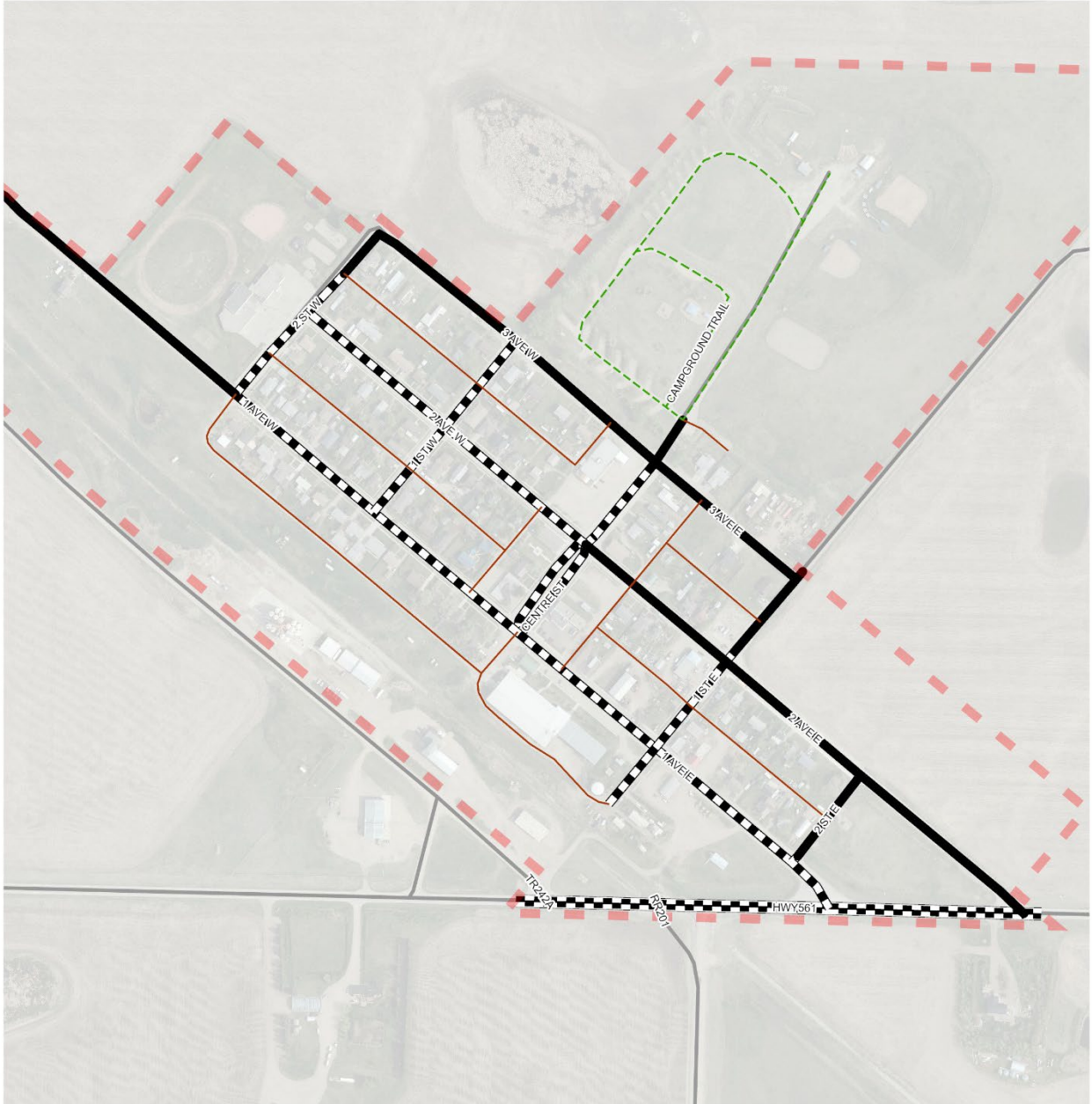
**Legend**

-  Village Boundary
-  Force Main
-  Water Mains
-  Sewage Line
-  Raw Water Line








1:4,000



# Attachment C



## Legend

-  Village Boundary
-  Gravel, Street
-  Asphalt, Highway
-  Gravel, Alley
-  Asphalt, Street
-  Gravel, Park Road
-  Roads Outside Hussar

1:5,000












# Attachment D



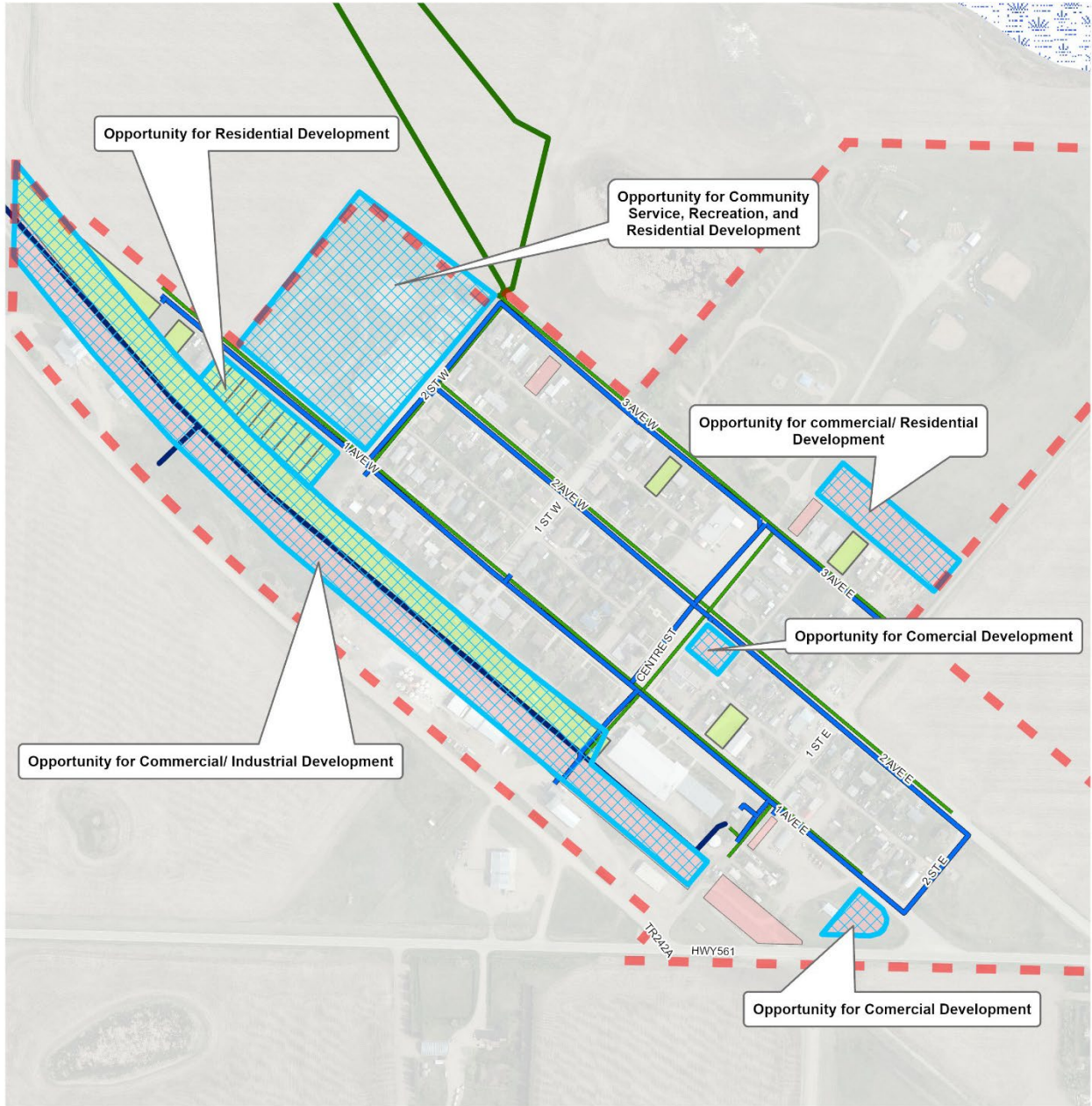
## Legend

- |   |                        |   |                               |
|---|------------------------|---|-------------------------------|
|  | Commercial             |  | Community Service/ Commercial |
|  | Commercial/ Industrial |  | Residential/ Commercial       |
|  | Community Service      |  | Residential/ Industrial       |
|  | Village Boundary       |   |                               |

1:6,400



# Attachment E



## Legend

- |   |   |
|---|---|
|  Village Boundary                |  Sewer Force Main            |
|  Development Opportunity Overlay |  Sewage Line                 |
|  Water Main                      |  Village Owned Vacant Parcel |
|  Raw Water Line                  |  Vacant Parcel               |

1:5,200



# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	December 12, 2024
Title:	Draft LUB Bylaw 563-24
Prepared By:	Tracy Woitenko, Senior Planner for PRMS
Agenda Item Number:	5a-2.

### **BACKGROUND**

Palliser Regional Municipal Services (PRMS) prepared a new Municipal Development Plan (MDP) in 2021 and a new Land Use Bylaw (LUB) in 2022 for the Village of Hussar. These documents replaced the previous versions. This request for decision is to present updates to the Land Use Bylaw for two reasons. Firstly, the Village annexed lands in the northwest from the adjacent Wheatland County (the old school grounds). These lands are under the governance of the Wheatland County MDP and LUB until such time that the lands are included into the Hussar planning documents. For example, if a development permit or subdivision application came forward on the annexed lands at the current time, the permit would be processed under the rules and regulations of Wheatland County's Land Use Bylaw – specifically the Community Services (CS) District.

The second reason for the LUB update is that the Village CAO communicated a few concerns with the recently adopted 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 prepared a scope of the LUB amendment project which was approved by the Village Council at its regular meeting of July 11, 2024. PRMS has been working with the Village CAO to prepare an update to the Land Use Bylaw.

The updates to the LUB requires a formal bylaw adoption process, including three readings of a bylaw and a public hearing. Given the scope of the amendments to the Land Use Bylaw, and the resulting changes, PRMS is recommending that the Council replace the entire LUB 543-22 with an entirely new Bylaw. Attachment 1 shows the proposed amendments to the LUB 543-22 in track changes, with comments showing the reason for the amendment. Attachment 2 shows the final version of the new LUB 563-24.

PRMS also recommends removing the regulations for Communication Structures/Towers from the Land Use Bylaw and adopting a separate Telecommunication Structure Policy (Attachment 3). This is to better align with the Industry, Science and Economic Development (ISED) process for approvals of these structures. This policy would be adopted concurrent with third reading of the new LUB.

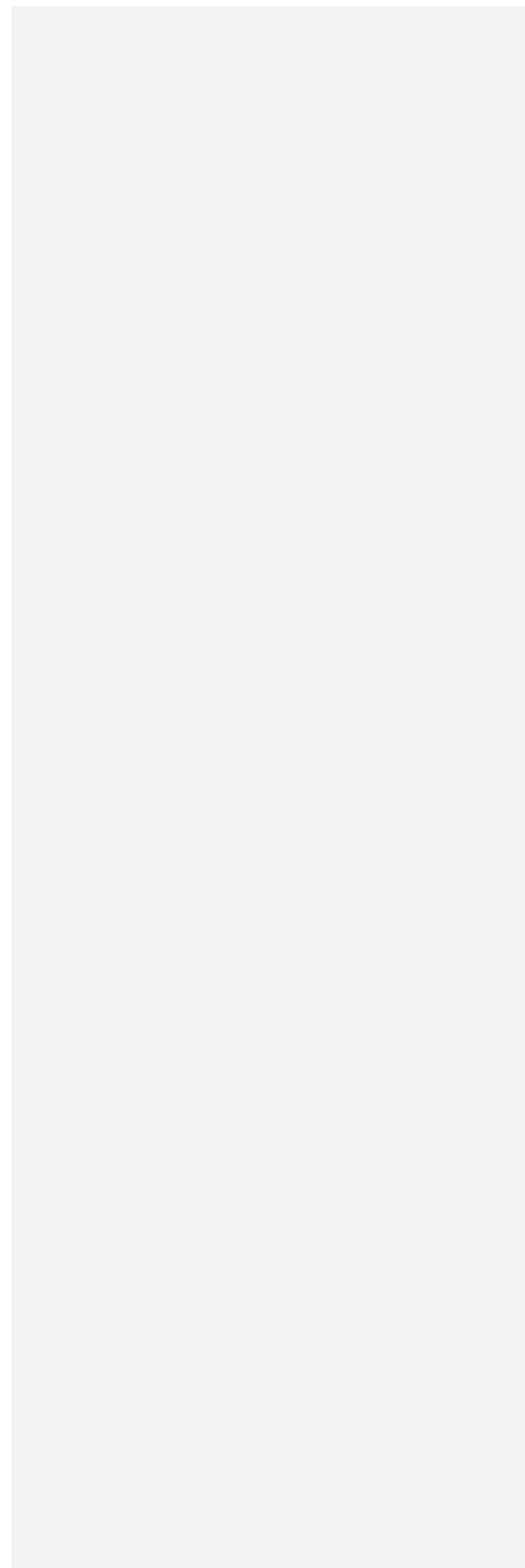
### **RECOMMENDATION:**

1. That Council give first reading to the proposed new Land Use Bylaw 563-24.
2. That Council authorize a public hearing be held for Bylaw 563-24 on February 13, 2025 at 6:00 p.m. at the Hussar Village Office (following the public hearing for Bylaw 562-24), to allow any person who claims he/she will be affected an opportunity to be heard by Council.

**VILLAGE OF HUSSAR  
LAND USE BYLAW 543-22**

*Adopted November 10<sup>th</sup>, 2022*





**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



## OFFICE CONSOLIDATION

This document is a consolidation of Land Use Bylaw 543-22 with one or more revising and amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

### Bylaws included in this consolidation:

Bylaw No.	Affected Section	Description	Date

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**9 LAND USE DISTRICTS MAP .....ERROR! BOOKMARK NOT DEFINED.**

**APPENDIX A.....~~112~~~~0~~**

# Part 1 Purpose & Definitions and Application

Commented [TW1]: Definitions are in Part 2 Interpretations.

## 1 PURPOSE AND APPLICATION OF THE LAND USE BYLAW AND DEFINITIONS

### 1.1 TITLE

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

Commented [TW2]: More direct and accurate statement.

### 1.2 PURPOSE

1.2.1 The purpose of ~~the this~~ 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~~.

Commented [TW3]: The LUB does not regulate the circulation of subdivision applications. This is outlined in the Matters Related to Subdivision and Development Regulation.

### 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.

1.3.2 No person shall commence any development within the Village of Hussar except in conformity with this Bylaw.

1.3.11.3.3 Compliance with the requirements of this Bylaw does not exempt any person from the requirements of any adopted statutory plan, including the Municipal Development Plan, and any applicable Intermunicipal Development Plans and Area Structure/Redevelopment Plans.

# Part 2 Interpretation

## 2 INTERPRETATION OF THE 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 words "shall" and "must" require mandatory compliance except where a variance or relaxation has been granted pursuant to the Act or this Bylaw. "May" means a choice is available, with no particular direction or guidance intended.~~

**Commented [TW4]:** These are two very important interpretations to have in a Land Use Bylaw. Note that "should" is not defined as it is not used in a Land Use Bylaw.

2.1.3 ~~Where a regulation involves two or more conditions or provisions connected by the conjunction "and" means all the connected items shall apply in combination; "or" indicates that the connected items may apply singly; and "and/or" indicates the items may apply singly or in combination.~~

2.1.22.1.4 ~~\_\_\_\_\_~~ The written regulations take precedence over any diagrams if there is a perceived conflict.

2.1.32.1.5 ~~\_\_\_\_\_~~ 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.~~

**Commented [TW5]:** The Land Use Map does not follow the centre line, it follows parcel boundaries as noted in 2.2.2.

2.2.22.2.1 ~~\_\_\_\_\_~~ Where a boundary is shown as approximately following the Municipal boundary, it follows the Municipal Boundary.

2.2.32.2.2 ~~\_\_\_\_\_~~ Where a boundary is shown as approximately following a property line, it follows the property line.

2.2.42.2.3 ~~\_\_\_\_\_~~ 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.

2.2.52.2.4 ~~\_\_\_\_\_~~ Where a boundary is shown as being parallel to or as an extension of any of the features

listed above, it shall be so.

~~2.2.62.2.5~~ In circumstances not covered above, the boundary shall be determined by a resolution of Council.

~~2.2.72.2.6~~ 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, Revised Statutes of Alberta, 2000, Ch. M-26, as amended, 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.

~~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.~~

~~2.3.3~~

Commented [TW6]: Duplicate statement of 2.3.1.

TERM	DEFINITION
<b>A</b>	
<b>ABATTOIR</b>	means the use of land or buildings as a facility for the slaughtering of animals and the processing of meat products
<b>ABUT or ABUTTING</b>	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.
<b>ACCESSORY BUILDING OR STRUCTURE</b>	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, <u>greenhouses</u> , detached garages, and gazebos.
<b>ACCESSORY USE</b>	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.

Commented [TW7]: Delete definition of “private greenhouse”. It is an Accessory Building and has been added here or clarity.

<b>ACCESSORY <del>STRUCTURE</del> BUILDING – FABRIC COVERED</b>	<del>means a wood or metal framed, fabric membrane pre-engineered structure for temporary &amp; 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. means a building or structure that is related to, but is incidental or subordinate to, the use of the principal building located on the same parcel. An Accessory Building - Fabric Covered is designed by virtue of easy assembly and dismantling, commercially constructed of metal or synthetic tube and fabric, plastic or similar materials, and covered with waterproof sheeting, synthetic sheeting or plastic film.</del>
<b><u>ACCESSORY BUILDING – SHIPPING CONTAINER</u></b>	<del>means where a shipping container is used to accommodate an accessory use that is related to, but is incidental or subordinate to, the principal use of the parcel.</del>
<b>ACT</b>	means the Municipal Government Act, Revised Statues of Alberta 2000, Ch. M-26, as amended, and any parallel or successor legislation.
<b><del>ADJACENT LAND</del></b>	<del>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, or stream, Municipal Reserve or Environmental Reserve.</del>
<b>AGRICULTURAL SUPPLY DEPOT</b>	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.
<b><del>ALTERNATIVE HEALTH CARE SERVICES</del></b>	<del>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.</del>
<b>AMUSEMENT CENTRE</b>	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.
<b>APPEAL BODY</b>	means the board hearing a subdivision or development permit appeal in accordance with the <del>Municipal Government</del> Act.

**Commented [TW8]:** The LUB does not regulate when a building permit is required. This is under the jurisdiction of the Safety Codes Act.

**Commented [TW9]:** This use replaces the "Storage Structure" definition.

**Commented [TW10]:** The Act allows for "adjacent land" to be defined differently than in the Act, but it is not recommended by PRMS. Use the definition in the Act.

**Commented [TW11]:** This is not a separate use than regular health care providers. This is heading into the realm of "user" instead of "use". These businesses already fit into "clinic" or "retail store".

<b>ART AND CRAFT STUDIOS</b>	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.
<del><b>ARTERIAL ROADWAY OR STREET</b></del>	<del>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.</del>
<del><b>AUCTION ROOMS</b></del>	<del>means development specifically intended for the auctioning of goods and equipment, including temporary storage of such goods and equipment.</del>
<b>AUTO BODY AND PAINT SHOP</b>	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.
<b>AUTOMOTIVE REPAIR AND SERVICE</b>	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.
<del><b>AUTOMOTIVE VEHICLE SALES</b></del>	<del>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.</del>
<b>AVERAGE GRADE</b>	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 “ <b>Building Height</b> ” definition for diagram
<b>B</b>	
<b>BALCONY</b>	means a projecting platform on a building, which is enclosed by a railing and is greater than 0.6 m above grade. It may be cantilevered from the building or supported from below.
<b>BAY</b>	means a self-contained unit of part of a building, or of the whole building, which can be sold or leased for individual occupancy.
<b>BARELAND CONDOMINIUM</b>	means land that is situated within a parcel and is a unit in a bareland condominium plan or a proposed bareland condominium plan. <del>In this Bylaw a bareland condominium unit is considered to be a site area.</del>

**Commented [TW12]:** Not used in the LUB.

**Commented [TW13]:** This definition is not used anywhere in this Bylaw.

**Commented [TW14]:** Not required in this bylaw as there are no regulations in the LUB related to “site area”.

<b>BASEMENT</b>	means that portion of a building or structure which is wholly or partially below grade and has no more than 1.8 m 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.
<b>BED AND BREAKFAST</b>	means a principal dwelling where sleeping accommodation, with or without light meals, is provided to members of the travelling public for remuneration. <del>A Bed and Breakfast home shall not include more than two commercial accommodation units.</del>
<b>BILLBOARD</b>	<del>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.</del>
<b>BUFFER</b>	means a row of trees, shrubs, earth berm, or fencing to provide visual screening and separation between sites and districts.
<b>BUILDING</b>	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.
<b>BUILDING HEIGHT</b>	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.

**Commented [TW15]:** Move this into the regulations. If this is in the definitions, there is no ability to vary the number of rooms.

**Commented [TW16]:** Recommend to delete billboards. Not suitable in Hussar.



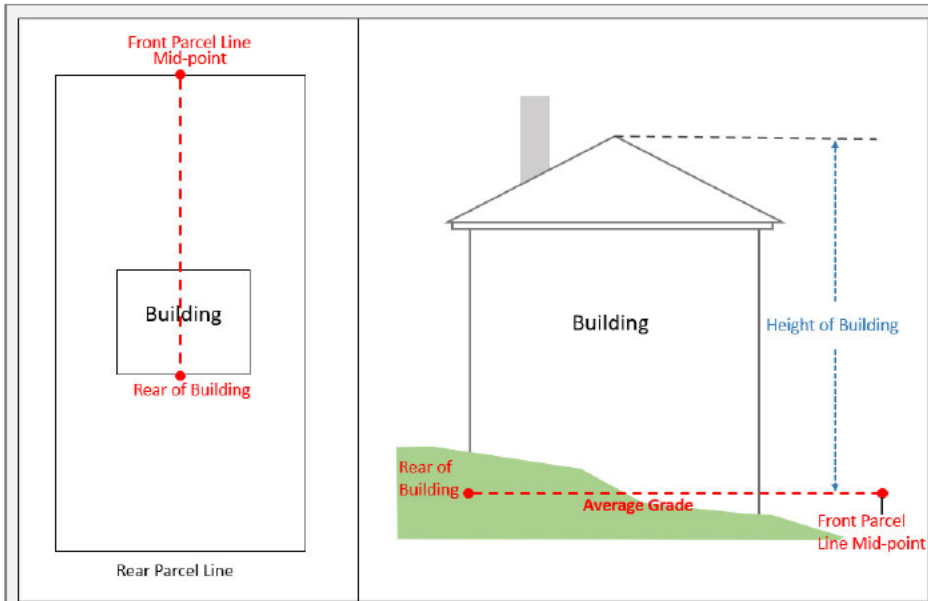


Figure 1: Building Height

<b>BUILDING LINE</b>	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.
<b>BUILDING LINE, FRONT</b>	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.
<b>BUILDING LINE, REAR</b>	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.
<b>BUILDING LINE, INTERIOR SIDE</b>	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.
<b>BUILDING LINE, EXTERIOR SIDE</b>	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.
<b>BUILDING PERMIT</b>	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.

Commented [TW17]: These definitions are not used anywhere in this LUB.

<b>BUILDING SUPPLY CENTRE</b>	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.
<b>BULK FUEL STORAGE AND DISTRIBUTION</b>	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).
<b>BUS TERMINAL</b>	means where transport vehicles load or unload passengers or goods.
<b>C</b>	
<b>CAMPGROUND</b>	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.
<b><u>CANNABIS RETAIL STORE</u></b>	<u>means a use where Cannabis is sold for consumption off the premises and may include the retail sale or rental of merchandise. Cannabis Retail Stores offer cannabis for sale from a federally approved and licensed facility and has been licensed to operate by the Alberta Government.</u>
<b>CANOPY</b>	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.
<b><u>CAR WASHING ESTABLISHMENT</u></b>	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.

**Commented [TW18]:** This use needs to be defined as it is specifically excluded from the use of "Convenience store" and "Retail store".

**Commented [TW19]:** Streamline name of this use.

<b>CARE FACILITY</b>	means a use where a public or private facility provides for the <u>care, supervision or rehabilitation of individuals, or for palliative and end-of-life-care, containing overnight accommodation and operated in accordance with any relevant legislation or regulations of the Province of Alberta. Units within a care facility may, at the discretion of the Development Authority, be considered both long-term care units or dwelling units as these may be for permanent residences for the occupants.</u>
<b>CEMETERY</b>	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.
<b>CHILD CARE FACILITIES</b>	means those facilities used for the supervision and care of children and includes day care, kindergarten, and nursery schools.
<b>CLINIC</b>	means a public or private medical, surgical, physiotherapeutic, or other human health clinic regularly staffed by practicing physicians, dentists, <u>chiropractors, massage therapists</u> or other qualified medical practitioners.
<del><b>COLLECTOR ROADWAY or STREET</b></del>	<del>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.</del>
<del><b>COMMERCIAL FLOOR AREA</b></del>	<del>means the gross floor area defined by the outside dimensions of the building for each floor of a commercial use building.</del>
<b>COMMUNICATION STRUCTURES OR COMMUNICATION TOWER</b>	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 <u>Innovation, Science and Economic Development Canada</u> however municipal consultation is required and considerations respected.
<del><b>COMMUNITY BUILDINGS and FACILITIES</b></del>	<del>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.</del>
<b>COMMUNITY RECREATIONAL FACILITY</b>	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.

**Commented [TW20]:** This use definition relates to the "use" and not the "user". Other similar definitions that relate to the "user" have been deleted.

**Commented [TW21]:** Add these examples to ensure there is clarity from "Personal Service Shop" use.

**Commented [TW22]:** Not used in this LUB.

**Commented [TW23]:** Not used in this LUB.

**Commented [TW24]:** Name of department changed.

**Commented [TW25]:** Duplicate definition of "Cultural Establishment".

<b>CONDOMINIUM</b>	means a condominium plan registered in a Land Titles Office that complies with the requirement of the Alberta Condominium Property Act.
<b>CONVENIENCE STORE</b>	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.
<b>CORNER LOT</b>	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.
<b>COUNCIL</b>	means the duly elected Council of the Village of Hussar.
<b>COVERAGE OF SITE</b>	<del>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.</del>
<b>CULTURAL ESTABLISHMENT</b>	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, <u>community halls</u> and similar activities. Religious institutions are not included in this category.
<b>D</b>	
<b>DECK</b>	means an open-sided platform adjoining a building and the height of which is greater than 0.6 m ( <u>2 ft</u> ) from grade.
<b>DENSITY</b>	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.
<b>DEMOLITION</b>	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. <del>Interior residential or commercial demolitions require a building permit instead of a demolition permit.</del>

Commented [TW26]: Moved to "Parcel coverage".

Commented [TW27]: LUB does not regulate when a Building Permit is required, this is the Safety Codes Act.

<b>DESIGNATED OFFICER(S)</b>	<del>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.</del> means a position established by bylaw whereby Council has delegated powers, duties, and/or functions.
<b>DEVELOPED SITE</b>	means, in the case of: <del>(a) residential districts or parcels: the parcel has a habitable dwelling constructed on it</del> <del>(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</del> <del>(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.</del>
<b>DEVELOPMENT</b>	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.
<b>DEVELOPMENT AUTHORITY</b>	means a person, or persons, appointed as the Development Authority by Bylaw.
<b>DEVELOPMENT COMMENCEMENT</b>	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.
<b>DEVELOPMENT COMPLETION</b>	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).

**Commented [TW28]:** A Subdivision Authority or Development Officer is not a Designated Officer. They are separately established authorities. The person may be the same, but must be designated independently and they only act under the one authority.

**Commented [TW29]:** Not used in the LUB.

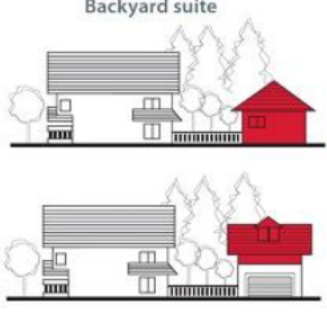
<b>DEVELOPMENT IMPACT ASSESSMENT (DIA)</b>	means a statement prepared by a professional with expertise in environmental conditions on the effect a development proposal and other major actions would significantly have on the environment.
<b>DEVELOPMENT OFFICER</b>	means <del>the person designated by Bylaw a</del> <u>person</u> , <del>or persons,</del> <u>appointed</u> as a Development Officer pursuant to this Land Use Bylaw.
<b>DEVELOPMENT PERMIT</b>	means a document authorizing a development, issued by a Development Officer, pursuant to this Bylaw, <del>or any other legislation authorizing development within the Village of Hussar</del> and includes the plans and conditions of approval.
<b>DISCRETIONARY</b>	<del>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.</del>
<b>DISCRETIONARY USE</b>	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 <del>approving Development a</del> Authority.
<b>DRINKING ESTABLISHMENT</b>	means an establishment licensed by the Alberta <del>Liquor Authority</del> <u>Gaming, Liquor and Cannabis</u> where <u>the principal function is the serving of</u> alcoholic beverages <del>are served</del> for on-site consumption.
<b>DWELLING, ACCESSORY RESIDENTIAL</b>	means a self-contained residential dwelling unit that is subordinate to and under one title with the principal commercial or industrial use.
<b>DWELLING, APARTMENT</b>	means a use where a building designed for residential use contains three (3) or more Dwelling Units with a shared or common entrance.
<b>DWELLING, ATTACHED HOUSING</b>	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.

**Commented [TW30]:** A Development Officer is not appointed by Bylaw, but by Council resolution.

**Commented [TW31]:** There is no other legislation that authorizes development.

**Commented [TW32]:** The definition of “Discretionary Use” is more relevant and accurate.

**Commented [TW33]:** Incorrect name.

<p><b>DWELLING, BACKYARD SUITE</b></p>	<p>means a dwelling unit in a building that is detached from <del>the main residence or principal building</del> <u>dwelling</u>, such as a detached garage suite or garden suite.</p> <p style="text-align: center;">Backyard suite</p> 
<p><b>DWELLING, DUPLEX</b></p>	<p>means a building containing two dwelling units, one above the other or side by side.</p>
<p><b>DWELLING GROUP</b></p>	<p><del>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.</del></p>
<p><b>DWELLING, MANUFACTURED HOME</b></p>	<p>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.</p>
<p><b>DWELLING, MOVED ON</b></p>	<p><del>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.</del></p>

Commented [TW34]: Not used in this LUB.

Commented [TW35]: This is not a use. It is a condition or state of a building – regulated through the general regulations instead.

<p><b>DWELLING, SECONDARY SUITE</b></p>	<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="597 596 881 940" style="text-align: center;"> </div>
<p><b>DWELLING, SINGLE DETACHED</b></p>	<p>means a building which <del>is constructed on site in conformance with the Alberta Safety Code and</del> contains only one <u>principal</u> dwelling unit and, except as otherwise allowed in this Bylaw, is used for no other purpose.</p>
<p><b>DWELLING UNIT</b></p>	<p>means a set or a suite or rooms operated as a house keeping unit, used or intended to be used as a domicile <del>for one family</del> which contains:</p> <ul style="list-style-type: none"> <li>(a) <del>containing</del> cooking,</li> <li>(b) <del>eating</del> sleeping,</li> <li>(c) <del>sleeping and</del> sanitary facilities, and;</li> <li>(d) <del>having has</del> a separate entrance controlled by the person(s) occupying the unit.</li> </ul>
<p><b>E</b></p>	
<p><b>EASEMENT</b></p>	<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>

**Commented [TW36]:** Cannot regulate in the LUB based on Safety Codes Act.

**Commented [TW37]:** cannot regulate users such as whether or not they are in 'one family'.



<b>EATING ESTABLISHMENT</b>	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. <del>For purposes of clarification, the service of alcoholic beverages is classified under the separate use class of “drinking establishment”.</del>
<b>ENVIRONMENTAL IMPACT ASSESSMENT (EIA)</b>	<del>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.</del>
<b>EQUIPMENT RENTAL SHOP</b>	means a development for the rental of tools, appliances, office machines, light construction equipment or similar items but not the rental of motor vehicles.
<b>ESSENTIAL PUBLIC SERVICE</b>	<del>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.</del>
<b>EXISTING</b>	<del>in operation at the time of consideration means existing as of the effective date of this Bylaw.</del>
<b>EXTENSIVE AGRICULTURAL AGRICULTURE</b>	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.
<b>F</b>	
<b>FABRIC COVERED BUILDING</b>	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. <del>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.</del>
<b>FENCE</b>	means a vertical physical barrier constructed out of typical building material to prevent visual or unauthorized access or both.
<b>FIRE SEPARATION</b>	means a construction assembly that acts as a barrier against the spread of fire and may be required to have a fire resistance rating.

Commented [TW38]: Provincial legislation, not municipal

Commented [TW39]: Duplicate use, see “Public Building”.

Commented [TW40]: this word must relate to the effective date of the new bylaw.

Commented [TW41]: Cannot regulate building permits in the LUB.

<b>FIRE WALL</b>	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.
<del><b>FRAGMENTED LAND</b></del>	<del>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.</del>
<b>G</b>	
<b>GAS BAR</b>	means premises used or intended to be used for the sale of gasoline, lubrication oils and associated automotive fluids only.
<b>GRADE</b>	<del>means the average elevation of the natural or finished level of the ground adjoining a building at all exterior walls, means the geodetic elevation of the existing ground in an undisturbed natural state or an approved design grade as described in a grading plan.</del>
<del><b>GRADIENT</b></del>	<del>means the relationship of the vertical distance of a slope to its horizontal distance.</del>
<b>GRAIN ELEVATOR AND SEED CLEANING</b>	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.
<del><b>GREENHOUSE, PRIVATE</b></del>	<del>means an accessory building designed and used for growing plants for domestic rather than commercial use</del>
<del><b>GROUP CARE FACILITY</b></del>	<del>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.</del>
<b>GROSS FLOOR AREA</b>	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.
<b>H</b>	
<del><b>HABITABLE FLOOR AREA</b></del>	<del>means any finished floor area intended primarily for human occupancy.</del>

**Commented [TW42]:** Not used in this LUB.

**Commented [TW43]:** This definition spoke to "Average Grade" which is already defined. This is what the definition of "grade" actually is.

**Commented [TW44]:** Not used in this LUB.

**Commented [TW45]:** This is just an "Accessory Building". A separate definition is not required.

**Commented [TW46]:** This is a "user" definition.

**Commented [TW47]:** 'Gross Floor Area' is used in this bylaw instead.

<b>HEAVY MANUFACTURING</b>	means the manufacture of products <del>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 where all or part of the processes associated with the use are located outside of a building, and which may generate a nuisance beyond the boundary of the parcel.</del>
<b>HEDGE</b>	<del>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.</del>
<b>HOME OCCUPATION, MAJOR</b>	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. <del>Uses do not include fabrication, manufacturing, or mechanic shops.</del>
<b>HOME OCCUPATION, MINOR</b>	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.
<b>HOTEL or MOTEL</b>	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.
<b>I</b>	
<b>INTENSIVE VEGETATIVE OPERATION</b>	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.
<b>K</b>	
<b>KENNEL BOARDING &amp; BREEDING</b>	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.

**Commented [TW48]:** The definition describes what the use is, not just the effects of the use. Regulations deal with the effects of the use.

**Commented [TW49]:** Not used in this LUB.

**Commented [TW50]:** Leave to the discretion of the MPC as to the type of business that is approved.

**Commented [TW51]:** Streamline use name.

<b>L</b>	
<del>LAND AND PROPERTY RIGHTS TRIBUNAL (LPRT)</del>	<del>Means the Land and Property Rights Tribunal as defined in the Municipal Government Act.</del>
<b>LANDSCAPED AREA</b>	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.
<del>LAND USE DISTRICT—COMMERCIAL DISTRICT</del>	<del>means an area zoned for the purpose of commercial activities.</del>
<del>LAND USE DISTRICT—COMMUNITY SERVICE DISTRICT</del>	<del>means an area zoned for the purpose of community service buildings and organizations.</del>
<del>LAND USE DISTRICT—INDUSTRIAL GENERAL DISTRICT</del>	<del>means a district zoned for the purpose of industrial development.</del>
<del>LAND USE DISTRICT—RESIDENTIAL DISTRICT</del>	<del>means an area zoned for the purpose of a district where people live and is primarily occupied by private, single family residences.</del>
<del>LAND USE DISTRICT—RESIDENTIAL MANUFACTURED HOME</del>	<del>means an area zoned for the purpose of a district where people live and is primarily occupied by manufactured homes.</del>
<del>LAND USE DISTRICT—URBAN RESERVE DISTRICT</del>	<del>means an area of protected land or water on which development is indefinitely set aside.</del>
<del>LAND USE MAP</del>	<del>means a map dividing the Municipality into certain land use districts,</del>
<b>LANDSCAPING</b>	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"> <li>(a) soft landscaping consisting of vegetation such as trees, shrubs, hedges, grass, and ground cover; or</li> <li>(b) hard landscaping consisting of non-vegetative materials such as brick, stone, concrete, tile, and wood.</li> </ul>
<b>LANE</b>	means a public thoroughfare with a right of way width of not greater than 9m (30ft) and not less than 6m (20ft) usually less than 10 m (32.8 ft) wide which provides a secondary means of access to a site or sites parcel or parcels.

**Commented [TW52]:** Not used in the LUB, defined in the Act.

**Commented [TW53]:** A definition of each district is not required. They each have their own purpose statement in the district.

**Commented [TW54]:** Definition not required.

**Commented [TW55]:** This would be exactly defined in the engineering standards for Hussar, not in the LUB.

<b>LIGHT MANUFACTURING</b>	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.
<b>LIQUOR STORE</b>	means a use where alcoholic beverages are sold for consumption from a retail outlet premises that has been licensed by the Alberta <del>Gaming and Liquor Commission</del> <u>Gaming, Liquor and Cannabis</u> .
<b>LOADING SPACE</b>	means a space for parking a <del>commercial</del> vehicle while being loaded or unloaded.
<del><b>LOCAL ROADWAY or STREET</b></del>	<del>means a street or roadway that provides unrestricted direct access to and connects with collectors and other local roadways.</del>
<b>LOT</b>	means a lot as defined in the <del>Municipal Government Act</del> , Part 17, Section 616, which is defined as: <ul style="list-style-type: none"> <li>(a) a quarter section,</li> <li>(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,</li> <li>(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,</li> <li>(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</li> <li>(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.</li> </ul> Also see the related definition <u>for a Parcel</u> .
<del><b>LOT COVERAGE</b></del>	<del>means that portion of lot area covered by the principal building, accessory buildings, or other similar covered structures.</del>
<del><b>LOT LINE</b></del>	<del>means a legally defined limit of any lot or parcel. "Boundary", "boundary line" and "property line" have a corresponding meaning.</del>
<b>M</b>	

**Commented [TW56]:** Correct agency name.

**Commented [TW57]:** May not be a commercial vehicle.

**Commented [TW58]:** Not used in this LUB.

**Commented [TW59]:** Not used in the LUB. See "Parcel coverage".

**Commented [TW60]:** Not used in the LUB.

<b>MANUFACTURING PROCESSING OR ASSEMBLY FACILITY</b>	<del>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.</del>
<b>MUNICIPALITY</b>	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.
<b>MUNICIPAL PLANNING COMMISSION (MPC)</b>	means the Village of Hussar Municipal Planning Commission established by Bylaw pursuant to the Act.
<b>MUNICIPAL RESERVE PARCEL</b>	<del>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.</del>
<b>N</b>	
<b>NATURAL RESOURCE EXTRACTIVE INDUSTRIES</b>	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.
<b>NET FLOOR AREA</b>	<del>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.</del>
<b>NON-CONFORMING BUILDING</b>	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.

Commented [TW61]: Duplicate definition of Light and Heavy Manufacturing.

Commented [TW62]: Not used in the LUB.

Commented [TW63]: Not used in this LUB.

<b>NON-CONFORMING USE</b>	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.
<b>O</b>	
<b>OCCUPANCY</b>	means the utilization of a building or land for the use of which it was approved.
<del><b>OCCUPANCY PERMIT</b></del>	<del>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</del>
<del><b>OFFICES (ADMINISTRATION, BUSINESS, PROFESSIONAL)</b></del>	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. <del>Medical Clinics</del> are not included in this category.
<b>P</b>	
<b>PARAPET</b>	means a low wall or railing to protect the edge of a roof.
<b>PARCEL</b>	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.
<b>PARCEL AREA</b>	means the total area of land within the parcel.
<b>PARCEL, CORNER</b>	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.
<del><b>PARCEL COVERAGE</b></del>	<del>means the percentage of the parcel area covered by the area of all buildings including Accessory Buildings, and excludes balconies, bay windows, canopies, shade projections, cornices, eaves and gutters, roof overhangs, fire escapes, sills, stairways and landings, patios and decks or similar projections.</del>
<b>PARCEL LINE</b>	means a legal boundary line of a parcel.

**Commented [TW64]:** Do not include Safety Codes Act definitions or regulations.

**Commented [TW65]:** Streamline use name.

**Commented [TW66]:** Definition is Clinic, not Medical Clinic.

<b>PARCEL LINE, FRONT</b>	means the shortest parcel line that abuts a <del>public roadway</del> unless otherwise determined by the Development Authority in accordance with this Bylaw.
<b>PARCEL LINE, EXTERIOR SIDE</b>	means a property line, other than the front parcel line, which abuts a road.
<b>PARCEL LINE, INTERIOR SIDE</b>	means a property line other than a front parcel line or rear parcel line, which abuts another parcel or a lane.
<b>PARCEL LINE, REAR</b>	means the parcel line which is opposite to and is not connected to the front parcel line, <del>excepting in the case for a reverse corner lot where the rear parcel line is opposite to the exterior side parcel line.</del>
<b>PARCEL WIDTH</b>	means the average horizontal distance between two side parcel lines.
<b>PARKING LOT</b>	means an area of cleared land dedicated to the parking of vehicles, and usually provided with a durable or semi-durable surface.
<b><u>PATIO</u></b>	<del>means a platform, the height of which may up to but does not exceed 0.6 m (3 ft) from grade, that may or may not be attached to a building.</del>
<b><u>PERMITTED</u></b>	<del>means, in the context of this Bylaw, that the approving authority must issue a permit, order or notice.</del>
<b>PERMITTED USE</b>	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 <del>approving authority</del> <u>Development Authority</u> upon the development meeting all <del>other</del> requirements of this Bylaw. The <del>approving authority</del> <u>Development Authority</u> may impose such conditions necessary to ensure compliance with the requirements of the Bylaw.
<b>PERSONAL SERVICE SHOP</b>	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.
<b>PET CARE SERVICES</b>	means a use where small animals are washed, groomed, trained, or boarded (day care) during the day, <u>and may include the incidental sale of products related to the services provided.</u> <del>This does not include the</del> <u>overnight stay of pets.</u>

**Commented [TW67]:** The definition in this LUB is for 'Road' for consistency.

**Commented [TW68]:** Include regulations for a reserve corner lot.

**Commented [TW69]:** Added this use to distinguish from a 'Deck' which is defined as 0.6 m in height and greater.

**Commented [TW70]:** The definition for 'Permitted Use' is more accurate.

**Commented [TW71]:** 'approving authority' is not defined, but 'Development Authority' is defined.



<b>PET STORE</b>	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.
<b>PLAN OF SUBDIVISION</b>	means plans, maps or drawings, drawn to scale, which show the divisions of a piece of land.
<b>PRINCIPAL BUILDING</b>	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.
<b>PRINCIPAL USE</b>	means a use of a site or building which in the opinion of the Development <del>Officer</del> Authority constitutes the primary purpose for which the site is used.
<b>PROPERTY LINE</b>	means the legal boundary of a parcel or lot.
<b>PUBLIC BUILDING OR QUASI-PUBLIC STRUCTURES, INSTALLATIONS AND FACILITIES</b>	means installations, buildings 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.
<b>PUBLIC ROADWAY</b>	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.

Commented [TW72]: Not used in this Bylaw.

Commented [TW73]: Streamline use name. Installations are not defined, buildings are.

Commented [TW74]: See 'Road'.

<b>PUBLIC UTILITY</b>	<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"> <li>(a) waterworks;</li> <li>(b) sewage disposal;</li> <li>(c) public transportation operated by, or on behalf of, the municipality;</li> <li>(d) irrigation;</li> <li>(e) drainage;</li> <li>(f) fuel;</li> <li>(g) electric power;</li> <li>(h) heat; and</li> <li>(i) waste management <u>(excluding a Waste Transfer Station)</u>;</li> </ul> <p>and includes the thing that is provided for public consumption, benefit, convenience, or use.</p>
<del><b>PUBLIC UTILITY BUILDING</b></del>	<del>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.</del>
<b>R</b>	
<b>RECREATIONAL VEHICLE</b>	<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>
<u><b>REGULATION</b></u>	<p><u>means the Matters Related to Subdivision and Development Regulation AR84/2022 as amended, and any parallel or successor legislation.</u></p>

**Commented [TW75]:** Waste Transfer Station should be its own defined use.

**Commented [TW76]:** Already defined under 'Public Building'.

<b>RENEWABLE ENERGY SYSTEM</b>	<p>means a <del>use</del>system:</p> <p>(a) that produces electrical power <u>or heat</u> to be used for the on-site consumption requirements by <del>alternative</del> means such as, but not limited to, active and passive solar collectors, photovoltaic solar panels, <del>and</del> geothermal energy <u>or heat exchange systems</u>;</p> <p>(b) that may be connected or disconnected from the electrical grid in accordance with the requirements of the appropriate authority; and</p> <p>(c) may provide residual power to the grid but is not intended to produce power primarily for resale.</p>
<b>RETAIL STORE</b>	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.
<b>REVERSE CORNER LOT</b>	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.
<b><u>ROAD</u></b>	<u>means any public road, including the boulevards, sidewalks and improvements, but excluding a lane, highway or private road.</u>
<b>S</b>	
<b>SCREENING</b>	means a fence, earth berm, or hedge used to visually separate <del>between parcels, districts or uses. areas of function, which in the opinion of the Development Officer, detract from the urban street or neighboring land uses.</del>
<b>SCHOOL</b>	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.

Commented [TW77]: To include heat pumps

Commented [TW78]: Replaced definition of Arterial, Collector, Local Road, etc.

Commented [TW79]: Delete regulation from the definition.

<b>SENIOR-CITIZEN ACCOMMODATION</b>	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.
<b>SERVICE STATION</b>	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.
<b>SERVICED LOT</b>	means a site which is connected to and serviced by the municipality's sewage and water work system.
<b>SETBACK</b>	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.
<b>SHOPPING CENTRE</b>	means a group of commercial establishments planned, developed, owned, and managed as a unit with off-street parking provided.
<b>SHIPPING CONTAINER</b>	means a large metal container with suitable strength for the shipping, storage and handling of goods. Shipping containers are also commonly known as sea cans or intermodal containers.
<b>SIGN</b>	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.
<b>SIGN, ADVERTISING</b>	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.
<b>SIGN, AWNING</b>	means a retractable, cloth-like, or light weight metal shelter projecting from a building.
<b>SIGN, CANOPY</b>	means any sign attached to, or constructed in or on canopy.
<b>SIGN, COPY AREA</b>	means the area of the smallest geometric figure which will enclose the actual copy of a sign.
<b>SIGN, DIRECTIONAL</b>	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.

**Commented [TW80]:** Cannot regulate development based on age of resident.

**Commented [TW81]:** Duplicate use. See 'Automotive Repair and Service'.

**Commented [TW82]:** Not used in the LUB.

**Commented [TW83]:** Not used in the LUB. This is a style of building construction, not a use.

**Commented [TW84]:** Not used in the LUB.

**Commented [TW85]:** Not used in the LUB.

<b>SIGN, FASCIA</b>	means a flat sign, plain or illuminated, running parallel for its whole length to the face of the building to which it is attached.
<b>SIGN, FREESTANDING</b>	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.
<b>SIGN, IDENTIFICATION</b>	<del>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.</del>
<b>SIGN, PORTABLE</b>	<del>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.</del>
<b>SIGN, PROJECTING</b>	means a sign <del>other than a canopy or awning sign</del> which projects from a structure or a building face or wall.
<b>SIGN, REAL ESTATE</b>	<del>means a temporary sign identifying real estate that is for sale, lease, rent or sold.</del>
<b>SIGN, ROOF</b>	means any sign erected upon, against or above a roof or a parapet of a building.
<b>SIGN, TEMPORARY</b>	<del>means a sign which is in place for a predetermined period of time as specified in the Development Permit decision.</del>
<b>SIGN, WALL</b>	<del>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.</del>
<b>SIGN, WINDOW</b>	means any sign, either painted on, attached to, or placed inside a window for the purpose of viewing from outside the premises.
<b>SITE</b>	<del>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.</del>

Commented [TW86]: Not used in the LUB.

Commented [TW87]: These signs are not defined.

Commented [TW88]: See 'Parcel'.

<b>SITE AREA</b>	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.
<b>SITE PLAN</b>	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.
<b>SITE, WIDTH OF</b>	means the average horizontal distance between the side boundaries of a site.
<b>SMALL WIND ENERGY SYSTEM</b>	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.
<b>STORAGE STRUCTURE</b>	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.
<b>STORAGE YARD</b>	<p><u>m</u>Means a <u>site use</u>:</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(b) where the vehicles and equipment stored may also be serviced, cleaned or repaired;</li> <li>(c) that may involve the storage of construction materials; and</li> <li>(d) that does not involve the storage of any derelict vehicles or derelict equipment;</li> <li>(e) that does not involve the production or sale of goods as part of the use; and</li> <li>(f) that may have a building for the administrative functions associated with the use.</li> </ul>

Commented [TW89]: See 'Parcel Area'.

Commented [TW90]: This is contained in the regulations for application requirements. It is not a definition.

Commented [TW91]: See 'Parcel width'.

Commented [TW92]: Recommend to delete this use from Hussar.

Commented [TW93]: See definition for 'Accessory Building – Shipping Container' and 'Shipping Container'. This is an accessory building.

<b>STOREY</b>	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.
<b>STOREY, FIRST</b>	<del>means the storey with its floor closest to grade and having its ceiling more than 1.8m (6ft) above grade.</del>
<b>STOREY, SECOND</b>	<del>means the storey located immediately above the first storey.</del>
<b>STREET</b>	<del>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.</del>
<b>STREET, LOCAL OR RESIDENTIAL</b>	<del>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.</del>
<b>STRUCTURE</b>	means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground.
<b>SUBDIVISION</b>	means the division of a parcel by an instrument and the word "subdivide" has corresponding meaning.
<b>SWIMMING POOL</b>	<del>means an artificial body of water, excluding ponds, of more than 10m<sup>2</sup> in area, to be used for swimming, bathing, or diving.</del>
<b>T</b>	
<b>TEMPORARY BUILDING OR USE</b>	means a proposed <del>land use or development building</del> where the intent is to operate the <del>land use</del> 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 <del>land use or building</del> that is temporary but has longer term requirements due to the specific use or project. <del>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.</del>
<b>TRADESMAN'S SHOP</b>	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.
<b>U</b>	

Commented [TW94]: Not used in the LUB.

Commented [TW95]: Not used in the LUB.

Commented [TW96]: See 'Road'.

Commented [TW97]: Not used in the LUB.

Commented [TW98]: This is an accessory to a Dwelling or business, its not a principal use.

Commented [TW99]: Delete regulations in the definition.

Commented [TW100]: Move to districts.

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.
<b>V</b>	
<del>VEHICLE SALES AND SERVICE</del>	<del>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.</del>
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.
<b>W</b>	
<del>WALKWAY</del>	<del>means a public right of way for pedestrian use on which no motor vehicles are allowed.</del>
WAREHOUSE or WAREHOUSING	means the use of a building for the storage of materials, products, goods, or merchandise.
<del>WASTE TRANSFER STATION</del>	<del>means a use where solid waste materials are received from collection vehicles and consolidated into larger vehicles for transport to the landfill.</del>
<del>WORKS</del>	<del>means any fence, landscaping, landscape vegetation, sidewalks, pathways, roads or other public or private utilities associated with and required for a development</del>
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.
<b>Y</b>	
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.

**Commented [TW101]:** Duplicate use of 'Automotive Repair and Service', and 'Automotive Sales'

**Commented [TW102]:** Not required to be defined.

**Commented [TW103]:** This was excluded from public utility use.

**Commented [TW104]:** Each of these have their own definition where required.



<u>YARD, EXTERIOR SIDE</u>	<u>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.</u>
<b>YARD, FRONT</b>	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.
<u>YARD, INTERIOR SIDE</u>	<u>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.</u>
<b>YARD, REAR</b>	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
<del>YARD, INTERIOR SIDE</del>	<del>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.</del>
<del>YARD, EXTERIOR SIDE</del>	<del>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.</del>

Commented [TW105]: Put into alphabetical order.

# Part 3 Administrative Agencies

## 3 ~~ADMINISTRATION~~ ADMINISTRATIVE AGENCIES ~~ESTABLISHED BY THIS BYLAW~~

### 3.1 DEVELOPMENT AUTHORITY - ESTABLISHMENT

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:

~~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.

~~3.1.2 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;~~

~~3.1.3 the Development Officer shall perform duties as are specified in Section 4.4 of this Bylaw; and~~

~~3.1.4 the Development Officer is the Chief Administrative Officer.~~

#### 3.1.5 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.~~

#### 3.1.6 ~~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.~~

#### 3.1.7 Council

Where the context of this Bylaw permits in Direct Control Districts.

**Commented [TW106]:** The MPC is established by separate bylaw.

**Commented [TW107]:** This is moved to the roles & duties section 3.3.

**Commented [TW108]:** This is in the CAO bylaw or done by resolution of Council, not in the LUB.

**Commented [TW109]:** Established by a separate MPC bylaw.

**Commented [TW110]:** The ISDAB is not a Development Authority.

### 3.2 SUBDIVISION AUTHORITY:

The Subdivision Authority, as established by Council Bylaw, 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.~~

**Commented [TW111]:** Hussar needs to have a separate Subdivision Authority Bylaw.

### 3.3 DEVELOPMENT AUTHORITY – POWERS AND DUTIES

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

3.3.2 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.

~~3.3.3 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.~~

**Commented [TW112]:** Regulations for non-conforming buildings are elsewhere in the LUB, no need for a reference here.

~~3.3.3 The Development Authority must refuse to accept a development permit application where the prescribed fee has not been paid.~~

**Commented [TW113]:** An application should not be deemed 'incomplete' because the fee is not paid. Do not accept the application without the fee being paid.

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

- (a) the information required ~~by Part 4~~ in Section 4.3 of this Bylaw is not provided; or
- (b) the quality of the information provided is inadequate to properly evaluate the application.

~~3.3.5 ; or~~

~~3.3.6 the fee for a Development Permit application has not been paid.~~

~~3.3.5 The Development Authority must make available for inspection, during office hours, all applications and decisions for development permits, subject to any legislation in force restricting availability.~~

~~3.3.6 The Development Authority must issue the following notices and acknowledgements on development permit applications:~~

- (a) notice of complete application;
- (b) notice of incomplete application;
- (c) notice of decision;
- (d) notice of refusal/deemed refusal of an application.

3.3.7 The **Development Officer** shall:

- (a) receive, consider and decide upon applications 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) receive, consider and decide upon applications for Accessory Buildings;
- (c) receive, consider and decide upon applications for a development permit for those uses listed as a permitted use for the relevant Land Use District which requires a relaxation of any measurable standard up to a maximum of 20% of that requirement;
- (d) refer, at his or her discretion, a development permit application for comment to those authorities (provincial and regional) where interest or jurisdiction may be affected; and
- (e) receive and 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 have been assigned to it for its consideration and decision; and
- (f) collect fees according to the schedule approved by resolution of Council.

**Commented [TW114]:** All powers and responsibilities of the Development Officer and the MPC moved to this section rather than the decision section (section 4.4).

**Commented [TW115]:** The Development Officer can decide on any uses. This means there is still ability to refuse the application and an appeal right, but no requirement to assemble the MPC for a decision.

3.3.8 The Municipal Planning Commission shall:

- (a) decide on applications for development permits for those uses listed as discretionary uses (except for Accessory Buildings);
- (b) the relocation of buildings, as described in Section 7.14;
- (c) similar uses as described in subsection 4.6.6;
- (d) those uses listed as a permitted use and requires a relaxation of any measurable standard 20% or greater of that requirement.

**Commented [TW116]:** This allows the MPC to make all decisions, rather than on appeal to the ISDAB.

### 3.4 SUBDIVISION AUTHORITY – POWERS AND DUTIES

3.4.1 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;~~

**Commented [TW117]:** Application is received, and then determined if it is complete.

~~(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~~

~~(d) issue the following notices and acknowledgement on subdivision applications:~~

~~(i) notice of complete application;~~

~~(ii) notice of incomplete application;~~

~~(iii) notice of decision; and~~

~~(iv) notice of refusal/deemed refusal of an application;~~

~~(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;~~

~~(j)(g) prepare, sign and transmit all notices of decision to the relevant agencies in accordance with the Subdivision and Development Regulation;~~

~~(j)(h) ensure all conditions are complied with prior to endorsement to the satisfaction of the municipality;~~

~~(k)(i) endorse Land Titles instruments to effect the registration of the subdivision of land;~~

~~(j)(i) advise the Council and, Municipal Planning Commission and Intermunicipal Subdivision and Development Appeal Board on matters relating to the~~

**Commented [TW118]:** do not put timelines in the LUB. Also, 30 days is excessive.

**Commented [TW119]:** MPC Bylaw/subdivision authority bylaw.

**Commented [TW120]:** The ISDAB is not advised unless it is by their own legal counsel. The ISDAB is considering a decision made by the Subdivision Authority, therefore the SA is only involved as per (k) below.

subdivision of land; and

(m)(k) \_\_\_\_\_ 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 Approvals

## 4 ~~REGULATIONS FOR DEVELOPMENT~~ APPLICATION AND APPROVAL PROCESS

Commented [TW121]: This heading better describes the intent of this section.

### 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 This section does not negate the requirement of an applicant to obtain all required permits, as applicable, under the Safety Codes Act or any other provincial or federal statute.

4.2.2 The following developments shall not require a development permit:

Commented [TW122]: There are two different situations of permits not required.

- (a) any use or development exempted under section 618(1) of the Act;
- (b) any use or development exempted by the Lieutenant Governor in Council pursuant to Section 618(4) of the Act;
- (c) the completion and use of a building which was lawfully under construction at the date this Bylaw came into effect provided the building is completed in accordance with the terms and conditions of any development permit granted;
- (d) the completion of a building that did not require a development permit under the previous land use bylaw which was lawfully under construction provided the building is completed within twelve (12) months from the date this Bylaw came into effect;
- (e) an official notice, sign, placard or bulletin required to be displayed pursuant of federal, provincial or municipal legislation; and
- (f) the use of a building or part thereof for a federal, provincial or municipal election, referendum or plebiscite.

4.2.14.2.3 The A 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 or a building, both

internal and external, if in the opinion the Development Officer, such work:

- (i) does not include structural alterations; and
- ~~(iii)~~ does not change the use or intensity of the use of the structure; and
- ~~(iii)(ii)~~ 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:
- ~~(c)~~ the building is completed in accordance with the terms of any permit granted by the Municipality, subject to the conditions of that permit; and
- ~~(d)~~ 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;
- ~~(e)~~ the use of any building referred to in Section 4.2.1 (b) for the purpose for which construction was commenced;
- ~~(f)~~(b) the temporary placement, erection or installation of machinery or a building needed in connection with ~~operations~~ construction of a development for which a Development Permit has been issued, for the period of the construction;
- ~~(g)~~(c) the construction and maintenance of that part of a public utility placed in or upon a ~~public thoroughfare~~ road or ~~public utility~~ easement;
  - ~~(h)~~ 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;
  - ~~(i)~~ the use of a building or part thereof as a temporary polling station for a Federal, Provincial or Municipal election or referendum or plebiscite;
- ~~(j)~~ one temporary, on-site freestanding or fascia sign which does not exceed 1m<sup>2</sup> 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)~~(d) advertising a campaign or drive which has been approved by Council;

Commented [TW123]: The LUB cannot regulate this.

Commented [TW124]: Moved above.

Commented [TW125]: Moved above.



~~such a sign may be posted for a maximum period of fourteen (14) days;~~

~~(e) Signs;~~

~~(k) Municipal signs used to indicate street names and traffic control;~~

~~(l)(f) the construction, maintenance and repair of private walkways, private pathways, private driveways and similar works;~~

~~(m)(g) 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;~~

~~(n)(h) Telecommunication antenna systems that are regulated by Industry Canada Communication Structures;~~

~~(o)(i) the erection, construction or replacement of one (1) garden/tool shed Accessory Building per site parcel, which does not exceed 13.5 m<sup>2</sup> (145 ft<sup>2</sup>) in gross floor area and 2.5 m (8.2 ft) in height when listed as a permitted use within a residential parcels district;~~

~~(p) the erection, construction or replacement of one (1) private greenhouse shed per site, which does not exceed 13.5m<sup>2</sup> (145 sq ft) floor area and 2.5m (8.2ft) in height within residential parcels;~~

~~(j) the erection or construction or maintenance of fences, gates, walls or other means of enclosure (other than on corner parcels/lots or where abutting a road used by vehicular traffic) less than 1.2 m (4 ft) in height in a front yards and less than 2 m (6.56 ft) in height in for a side and rear yards; and the maintenance, improvement and other alterations of any gates, fences, or walls or other means of enclosure;~~

~~(k) demolition of a building; and~~

~~(q)(l) renewable energy systems.~~

~~(r) one on site fascia sign which does not exceed 0.185m<sup>2</sup> (2ft<sup>2</sup>) 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.~~

**Commented [TW126]:** Council does not and cannot authorize anything in development or subdivision. only in a direct control district when council is the development authority.

**Commented [TW127]:** This is the defined use.

**Commented [TW128]:** Garden/tool shed is not defined. Accessory building is. This now includes greenhouses.

**Commented [TW129]:** Hussar does not require a development permit for a fence.

**Commented [TW130]:** this part of the statement is not clear to its intent.

**Commented [TW131]:** recommend no permit required.

**Commented [TW132]:** No permits for signs if they meet the LUB regulations.

#### 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 submitted in writing using~~

the prescribed form, ~~signed by the owner or his/her agent, and~~ accompanied by prescribed development permit fee and application submission requirements, including:

- (a) authorization of the registered landowner;
- ~~(a)(b)~~ two (2) copies of the application form and a site plan, preferably drawn to scale, which showing the following:
  - (i) legal description of the site with and north arrow;
  - (ii) area and dimensions of the land to be developed parcel boundaries including the required 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;~~
  - (iii) existing and proposed easements and rights-of-ways, including dimensions and type of easements, if applicable;
  - ~~(v)~~ (iv) the location and dimensions of all existing and proposed buildings, structures, or uses on the parcel and the measured distance to property line;
  - (v) existing and proposed road and lanes that provide access and egress to and from the site development;
  - (vi) any provision for off-street parking stalls and loading stalls;
- ~~(b)(c)~~ statement or site plan of existing and proposed public 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)(d)~~ the estimated commencement and completion dates;
- ~~(f) a statement of ownership of the land and interest of the applicant therein; and~~
- ~~(g) the Development Permit fee as prescribed by Council.~~
- (e) the presence of abandoned oil and gas wells.

Commented [TW133]: Move to "may be required" section 4.3.2 below.

4.3.2 In addition to the information required under Section 4.3.1, ~~the following information is required on applications for Development Authority may also require additional information in order to assess the conforming of a proposed development with this Bylaw. Such information may include, but it not limited to:~~

- (a) current copy of certificate of title, and copies of any restricted covenants, utility rights-of-way, easements or Village of Hussar caveats registered on title;
- (b) floor plans, elevations and section drawings;

- (c) written rationale supporting any requested variances;
- (d) samples or representations of exterior building materials and colors;
- (e) stormwater management, grading or landscaping plans, prepared by a qualified professional;
- (f) in the case of the placement of an already constructed or partially constructed building to be relocated to the parcel, information relating to the age and condition of the building;
- (h) multi family, commercial, industrial, recreational, and institutional uses;
- (i) loading and parking provisions;
- (ii)(g) garbage and storage areas and the fencing and screening proposed for same; and
- (i) location and approximate dimensions of all existing and proposed trees, shrubs, parks, playgrounds etc.; and
- (iii)(h) a development impact assessment statement prepared by a qualified professional 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 Notwithstanding 4.3.1 and 4.3.2, the Development Officer may require additional information or additional copies of the plans, reports and specifications as is deemed necessary may be required to adequately render a decision on the application.

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.

**Commented [TW134]:** More complex than these statements. Refer to the Act for complete details.

#### 4.4 NOTICE OF COMPLETE OR INCOMPLETE APPLICATION

4.4.1 Within the timeframe specified within the Act, a notice of complete application or incomplete application shall be issued to the applicant on the form created by the Development Authority and sent by email where consent has been granted by the applicant, otherwise it shall be sent by mail.

**Commented [TW135]:** Required to be stated in the LUB pursuant to the Act.

#### 4.5 DEVELOPMENT PERMIT APPLICATION REFERRALS

4.5.1 Upon issuing a notice of complete application, a development permit application may be referred for comment to any department, agency (provincial and regional) or adjacent municipality whose intent or jurisdiction may be affected.

**Commented [TW136]:** To make this LUB more clear, these statements have been removed from the section on making a decision and issuing 'notices'. A referral is different than a notice. A referral is sent BEFORE a decision is made. A NOTICE OF DECISION is sent after the decision is made.

4.5.2 The referral 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.

4.5.3 Having received a reply on a matter referred to any person, municipality, agency or authority, the Development Authority shall make a decision on the application giving due consideration to the comments received.

4.5.4 After the time period identified in the referral notice from the date of the referral, the application may be dealt with by the Development Authority whether or not comments have been received.

#### **4.44.6 DECIDING ON A DEVELOPMENT PERMIT APPLICATION**

~~4.4.1 The Development Officer shall:~~

~~4.4.2 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;~~

~~4.4.3 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;~~

~~4.4.4 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;~~

~~4.4.5 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~~

~~4.4.6 the Development Officer shall collect fees according to the scale approved by resolution of Council.~~

~~4.4.7 The Municipal Planning Commission shall:~~

~~4.4.8 decide on applications for Development Permits for those Discretionary Uses referred by the Development Officer in the relevant Land Use District;~~

~~4.4.9 approve the application unconditionally or impose conditions considered appropriate, either permanently or for a limited period of time, or refuse the application; and~~

4.6.1 Where a development permit application is for a permitted use in a building or on a parcel and the proposed development conforms to all the applicable requirements and rules of this Bylaw, the Development Authority must approve the application and issue the development permit. The Development Authority may impose such conditions as required to ensure compliance with this Bylaw.

4.6.2 Where a development permit application is for a permitted use in a building or on a parcel and

**Commented [TW137]:** These statements were moved to Section 3.3.8 for powers and duties of a Development Officer.

**Commented [TW138]:** These statements were moved to Section 3.3.9 regarding the powers and duties of the MPC.

the proposed development does not conform to all of the applicable requirements and rules of this Bylaw, the Development Authority may:

- (a) refuse to approve the development permit application; or
- (b) approve the development permit application; and may:
  - (i) grant a relaxation of the requirement or regulation to which the proposed use does not conform; or
  - (ii) impose such conditions as required to ensure compliance with this Bylaw.

~~(j)~~4.6.3 ~~when~~ When making a decision on a Development Permit application for a Discretionary Use, the ~~Municipal Planning Commission~~ Development Authority must take into account:

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

**Commented [TW139]:** The Development Officer may make decisions on discretionary uses, such as Accessory buildings.

~~4.4.10~~ ~~4.6.4~~ An application may be approved ~~The Development Authority may approve an application~~ 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~~ Development Authority, 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 proposed development conforms with a use prescribed by this Bylaw for that land or building ~~amount of variance does not exceed 20% of the requirements in any district.~~

**Commented [TW140]:** Variance powers moved to the sections on duties and powers of the development officer and the MPC

4.4.11 ~~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:~~

**Commented [TW141]:** Moved to section on Conditions of Approval.

4.4.12 ~~limiting hours of operation;~~

4.4.13 ~~limiting number of patrons;~~

~~4.4.14 — establishing landscaping requirements;~~

~~4.4.15 — requiring noise attenuation;~~

~~4.4.16 — requiring special provisions be made for parking;~~

~~4.4.17 — regarding the location, character and appearance of a building;~~

~~4.4.18 — 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;~~

~~4.4.19 — establishing the period of time during which a development may continue; and~~

~~4.4.20 — ensuring the development is compatible with surrounding development.~~

~~4.6.5 The Development Authority may refuse a Development Permit application for a discretionary use even though it meets the requirements and rules of this Bylaw.~~

~~4.4.21~~4.6.6 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.

~~4.4.22 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.~~

Commented [TW142]: Moved to conditions of approval section

~~4.6.7 The Development Authority must refuse a development permit application when the proposed development:~~

~~(a) is for a use that is not listed as either a permitted use or a discretionary use in the land use district; or~~

~~(b) is for a use containing a restriction in its definition that is not met by the proposed use.~~

~~4.4.23~~4.6.8 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.

~~4.4.24 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.~~

Commented [TW143]: This is more complex than stated here, and is stated in the Act.

~~4.4.25 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.~~

Commented [TW144]: a Temporary permit is a condition on the permit, not a 'use'.

**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.

**Commented [TW145]:** moved to section 4.5. REFERRALS are done prior to making a decision on an application. Issuing NOTICES are done after a decision is made. It is confusing if these are noted in the same section.

**4.6.4.7 DEVELOPMENT PERMITS AND NOTICE 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.
- 4.6.2.4.7.1 A development permit granted issued for a permitted use with no conditions pursuant to in compliance with the standards of this Bylaw, or a development permit issued by Council pursuant to a direct control district 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.

**Commented [TW146]:** The official term is 'Notice of Decision'

**Commented [TW147]:** This statement is incorrect. See 4.7.2 below for more details.

**Commented [TW148]:** It does not matter if there are conditions on the permit or not, a permit for a permitted use that meets the bylaw must be issued immediately.

**Commented [TW149]:** See 4.7.1 above.

**4.7.2 When a Development Permit is approved for a discretionary use or for a permitted use in which a variance is granted, the Development Authority shall:**

- (a) provide a notice of decision to the applicant of the approval;

(b) immediately mail a notice in writing to all owners of adjacent land; and

(c) issue a development permit after the appeal period has expired, pursuant to section 5.2.

Commented [TW150]: This is required to be specified pursuant to the Act.

4.7.3 A Development Permit issued pursuant to section 4.7.2 does not come into effect until twenty-one (21) days after the date the notice is mailed to all owners of adjacent land. Any development proceeded with by the applicant prior to the expiry of this appeal period is done solely at the risk of the applicant.

4.7.4 The notices indicated in section 4.7.2 must state:

(a) the legal description and the street address of the parcel of the proposed development;

(b) the uses proposed for the subject development;

(c) any discretion that was granted in the approval of the development, whether by use or by interpretation of this Bylaw, and any variation or relaxation in regulation that was made by the Development Authority when the development was approved; and

(d) how an appeal may be made to the appeal body and the deadline for such appeal.

4.6.4.7.5 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:

4.6.6 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;

4.6.7 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;

Commented [TW151]: Incorrect. Notification only sent where it is a discretionary use.

4.6.8 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;

Commented [TW152]: This is referring to a Notice of Application, not after a decision has been made.

4.6.9 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

4.6.10 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.~~

~~4.6.11 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.~~

**Commented [TW153]:** A development permit in the case of a permitted use. A Notice of Decision is sent in the case of a discretionary use.

~~4.6.124.7.6~~ When the Development Authority refuses an application for a Development Permit, the decision shall ~~be issued to the applicant and shall~~ contain ~~the~~ reasons for the refusal.

**Commented [TW154]:** Only the applicant is notified of a refusal.

~~4.6.134.7.7~~ 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; or
- ~~(d) the requirements or conditions of the Development Permit have not been complied with; or~~
- ~~(e)~~(d) 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.

#### 4.8 CONDITIONS OF APPROVAL

~~4.8.1 The Development Authority may, as a condition of issuing a development permit for a permitted use or discretionary use, require the applicant to make satisfactory arrangements for the supply of utilities including but not limited to natural gas, cable, electric power, water, sewer service, or any one or more of them including the payment of the cost of installation of construction of any such utility or facility by the applicant.~~

~~4.8.2 The Development Authority may, as a condition of issuing a development permit for a permitted or discretionary use, require the applicant enter into an agreement with the Village of Hussar to any or all of the following:~~

- ~~(a) to construct or pay for the construction of a road required to give access to the development;~~
- ~~(b) to construct or pay for the construction of:~~
  - ~~(i) a pedestrian walkway system to serve the development, or~~
  - ~~(ii) pedestrian walkways to connect the pedestrian walkway system serving the development with a pedestrian walkway system that serves or is proposed to~~

serve an adjacent development, or both;

(c) to install or pay for the installation of a public utility that is necessary to serve the development, whether or not the public utility is, or will be, located on the land that is the subject of the development;

(d) to construct or pay for the construction of:

(i) off-street or other parking facilities, and

(ii) loading and unloading facilities;

(e) to pay an off-site levy or redevelopment levy imposed by bylaw; and

(f) to give security to ensure that the terms of the agreement under this section are carried out.

4.8.3 The Village of Hussar may register a caveat pursuant to the provisions of the Act and the Land Titles Act in respect of an agreement under section 4.8.2 against the certificate of title for the land that is subject of the development. Said caveat shall be discharged when the agreement has been complied with.

4.8.4 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) regarding the phasing of development;

(i) establishing the maximum density of dwelling units;

(j) establishing the period of time during which a development may continue; and

(k) ensuring the development is compatible with surrounding development.

#### **4.74.9 DEVELOPMENT PERMIT COMMENCEMENT AND COMPLETION**

4.9.1 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~~ is submitted in writing by the applicant and granted by the Development Authority. The extension request must provide the reasons for the request. ~~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.~~

**Commented [TW155]:** Recommend 4.9.2 below.

4.9.2 ~~If the development authorized by a development permit is not completed within two (2) years of the date of issue or as otherwise specified within a development permit, the development permit is deemed to be void, unless an extension request for the time period is submitted in writing by the applicant and granted by the Development Authority. The extension request must provide the reason for the request.~~

**Commented [TW156]:** Greater clarity on completion date. Easier to enforce if this is stated in the LUB.

4.9.3 ~~For the purposes of this Bylaw, commencement includes excavation, but does not include fencing, or demolition on the parcel, or obtaining permits.~~

4.9.4 ~~The approval or issuance of a development permit does not authorize commencement of construction except in conjunction with all other required permits and conditions of the development permit.~~

# Part 5 Appeals

## 5 APPEALS PROCEDURES

### 5.1 SUBDIVISION APPEALS PROCEDURES

- 5.1.1 An appeal with respect to a decision on a subdivision application is governed by the ~~MGA~~Act and the Regulation.
- ~~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 APPEALS PROCEDURES

- 5.2.1 An appeal with respect to a decision on a development permit application is governed by the ~~MGA~~Act.
- 5.2.2 Where the Development Authority:
  - (a) refuses or fails to render a decision on an application for a development permit; or
  - (b) approves an application for a development; or
  - (c) issues an order under this Bylaw;the person applying for the permit or affected by the order, or any other affected person, as the case may be, may appeal to the appeal body within the dates outlined in the Act.
- ~~5.2.1 An appeal may be made to the appropriate Appeal Body in accordance with the MGA.~~
- ~~5.2.2 Where a Development Permit is issued within a Direct Control District the appeal may be limited in accordance with the MGA.~~

**Commented [TW157]:** The procedures are outlined in the Act and the regulations, do not need to be repeated in the LUB.

**Commented [TW158]:** Recommend to delete as the Act and the Regulation should be referred to. Additionally, some of these statements are not complete or incorrectly stated.

**Commented [TW159]:** Recommend to delete as the Act and the Regulation should be referred to. Additionally, some of these statements are not complete or incorrectly stated.

~~5.2.3 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.~~

~~5.2.4 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.~~

~~5.2.5 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.~~

~~5.2.6 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~~

**Commented [TW160]:** Delete all reference to the ISDAB process. The Act and Regulations are the source of how these processes operate.

~~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;~~

**Commented [TW161]:** Delete all reference to the LPRT process. The Act and Regulations are the source of how these processes operate.

# Part 6 ~~Conditions,~~ ~~Enforcement &~~ ~~Administration~~ Enforcing and Amending the Land Use Bylaw

## 6 ~~CONDITIONS, ENFORCEMENT & ADMINISTRATION~~ ENFORCING AND AMENDING THE LAND USE BYLAW

### ~~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

**Commented [TW162]:** This section moved to 4.8 in relation to issuing a development permit.

- 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.~~

### **6.36.1 COMPLIANCE WITH OTHER BYLAWS AND REGULATIONS**

~~6.1.1 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. 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.~~

~~6.1.2 In addition to 6.1.1, the applicant is also responsible for complying with the conditions of any caveat, covenant, easement or instrument affecting a building or land.~~

~~6.1.3 The Village of Hussar is not responsible nor does the Village of Hussar have any obligation whatsoever to determine what other legislation may apply to a development, nor to monitor or enforce compliance with such legislation.~~

### **6.36.2 RIGHT OF ENTRY AND INSPECTION**

~~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:~~

~~6.3.2 "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,~~

~~6.3.3 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,~~

~~6.3.4 request anything be produced to assist in the inspection, remedy, enforcement or action, and~~

~~6.3.5 make copies of anything related to the inspection remedy, enforcement or action.~~

~~6.3.6 "542(2) The designated officer must display or produce on request identification showing that the person is authorized to make the entry:~~

~~6.3.7 542(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."~~

~~6.3.8 The Development Officer, Subdivision Officer or such other designated person, is the~~

Commented [TW163]: Delete excerpts from the Act.

~~“designated person” for the purposes of Section 6.3.~~

~~6.2.1 Pursuant to the Act, a Designated Officer may only enter land or a building for the purposes of ensuring compliance with the Act and the Regulation, or this Bylaw if:~~

- ~~(a) the owner or person in possession of it gives his consent to the entry; or~~
- ~~(b) the entry is authorized by an Order of the Court of King’s Bench; and~~
- ~~(c) only for the purpose of ensuring compliance with the Act and the Regulation, or this Bylaw.~~

**Commented [TW164]:** The correct term is a Designated Officer, which must be appointed by Council.

#### ~~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:~~

**Commented [TW165]:** Delete excerpts from the Act.

~~“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.~~

**Commented [TW166]:** Duplicate clause covered in 4.7.7. This isn't enforcement, so the clause remained in section 4.7.

### **6.5.3 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.~~

~~6.3.1 — Any owner, lessee or occupant of land or a building, or the owner of a structure or a Sign thereon, who with respect to such land, building, structure or Sign, contravenes, causes, or allows a contravention of any provision of the Bylaw commits an offense.~~

~~6.3.2 — Any person who commences or continues development for which a development permit is required but has not been issued, has expired, has been revoked or suspended, or which is in contravention of a condition of a development permit under the Bylaw commits an offense.~~

~~6.3.3 — Any person who prevents or obstructs the Development Authority or a Designated Officer from carrying out any official duty under the Bylaw or the Act commits an offense.~~

~~6.3.4 — A Designated Officer may enforce the provisions of the Bylaw, or the conditions of a development permit pursuant to the Act.~~

~~6.3.5 — Nothing in this Bylaw diminishes or in any way affects the rights of the Village of Hussar pursuant to the Act, or at common law to seek an entry order, order for compliance, injunction or any other order to obtain compliance with this Bylaw.~~

### **6.4 ORDERS**

~~6.4.1 — Pursuant to Section 645 of the Act where an offense under the Bylaw occurs, the Development Officer may by written notice, order the owner or the person in possession of the land or buildings, or the person responsible for the contravention to:~~

~~(a) stop the development or use of the land or buildings in whole or in part as directed by the notice; or~~

~~(b) demolish, remove or replace the development; or~~

(c) carry out any other actions required by the notice so that the development or use complies with the Bylaw.

6.4.2 A person who receives an order referred to in Subsection 8.3.1 above may appeal to the Appeal Body in accordance with Part 5 - Appeals of this Bylaw.

6.4.3 Where the Council or a person appointed by it carries out an order the Council shall cause the costs and expenses incurred in carrying out the order to be added to the tax roll of the parcel of land and the amount:

(a) is deemed for all purposes to be a tax imposed under the Act from the date it was added to the tax roll; and

(b) it forms a special lien against the parcel of land in favour of the Municipality from the date it was added to the tax roll.

## **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.~~

**Commented [TW167]:** Forms do not need to be authorized by Council.

**Commented [TW168]:** Fees are set by a separate bylaw of Council.

~~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.~~

**Commented [TW169]:** Duties of the Development Authority are specified in previous sections of this bylaw.

## **6.7.5 AMENDMENTS TO THE LAND USE BYLAW**

6.7.16.5.1 Any person may apply to have this Bylaw amended.

~~6.7.26.5.2 The Council may initiate amendments by its own resolution.~~

6.7.36.5.3 All applications for amendments of this Bylaw shall be made using the approved form, accompanied by:

(a) the prescribed application fee determined by the Council;

(b) a statement of the applicant's interest in the land;

(c) any required drawings, plans or maps ~~required by the Development Officer;~~ and

(d) any documents as required ~~by the Development Officer.~~

**Commented [TW170]:** The application and fee is submitted to Palliser.

**Commented [TW171]:** The Development Officer has no authority in a land use bylaw amendment.

~~6.7.46.5.4 All amendments ~~of to~~ this Bylaw shall be made by Council by Bylaw in conformity with the Act and the ~~R~~Regulations.~~

6.7.56.5.5 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.

~~6.7.65.5.6~~ 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.

**Commented [TW172]:** This is not allowed under the Act. An agreement can only be required as a condition of development permit or subdivision approval under sections 650 and 655 of the Act.

# 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 YARD SETBACKS REQUIREMENTS AND PERMITTED PROJECTIONS~~

~~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.~~

**Commented [TW173]:** Sign setback regulations will be in the signs section.

~~7.2.2.1 The minimum distance required for yards do not apply to:~~

**Commented [TW174]:** Use defined terms.

- (a) exterior finishing materials applied to principal buildings provided the material does not ~~encroach project~~ 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 patios, fences, retaining walls and landscaping;~~
- (c)(d) ~~driveways, parking stalls and sidewalks.~~

**Commented [TW175]:** Encroachment is a different term for planning, and usually refers to when a building encroaches onto another property.

**Commented [TW176]:** The definition of a deck is greater than 0.6m. use the new defined word of a patio instead

~~7.2.3.2.2 Projections may be allowed to encroach into a yard as follows: The following building projections into or over a required yard setback shall not require a variance.~~

**Commented [TW177]:** Use defined terms.

(a) Front Yards:

Eaves, balconies, bay windows, canopies, chimneys, unenclosed decks, fire escapes ~~and porches and stairways and landings~~ may project a maximum of 0.6 m (2 ft) over or onto a required front yard.

**Commented [TW178]:** Porches should be considered as part of the principal building and not allowed to project.

(b) Side Yards:

Eaves, balconies, bay window, canopies, chimneys unenclosed decks, fire escapes ~~and porches~~ may project a maximum of 0.6 m (2 ft) over or onto a required ~~side~~ 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.~~

~~(c) Rear Yards:~~

~~Eaves, balconies, bay windows, canopies, chimneys, unenclosed decks, fire escapes and stairways and landings may project a maximum of 2 m (6.6 ft) over or onto a required rear yard.~~

**Commented [TW179]:** Rear yard projections are important to allow.

~~7.2.47.2.3 In addition to those features listed in Section 7.2.2-7.2.3(a) and (b), a projection into any designated required 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 3.6 m (12 ft) 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 4.5 m (14.7 ft) 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.~~

**Commented [TW180]:** Cannot include building code requirements in the LUB

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

**Commented [TW181]:** This will be contained in the district regulations.

~~(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.~~

**Commented [TW182]:** Cannot do this. Delete.

### 7.3 UTILITIES

~~7.3.1 A development shall not be permitted if the development is not served by the public sewer or at the discretion of the Development Authority, a provincially approved private system.~~

~~7.3.2 A development shall not be permitted until satisfactory arrangements have been made for the~~

**Commented [TW183]:** Some developments do not need these services.

~~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 the number of dwelling units or other unit as noted in this section.~~

~~7.4.17.4.2~~ ~~u~~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.

~~7.4.27.4.3~~ 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:~~

~~7.4.3~~ ~~a requirement of one space per 7m<sup>2</sup> (75.34 sq ft) based on this adjusted or net floor area.~~

7.4.4 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/37 m <sup>2</sup> (398.2 <del>sq-ft</del> <sup>2</sup> )
Building Supply Centre/ Lumber Yards	5 space/ha (2 space/ac) of site plus 1 space/37 m <sup>2</sup> (398.2 <del>sq-ft</del> <sup>2</sup> )
Child Care Facility, Pet Care <del>Facility</del> <del>Services</del>	1 space/employee plus 1 space for owner's vehicle
Drinking Establishment, <del>Eating Establishment</del>	<del>1 space/7 m<sup>2</sup> (75.3 ft<sup>2</sup>) - See 7.4.32</del>
Dwelling, Accessory Residential <del>Dwelling, Secondary Suite</del> <del>Dwelling, Backyard Suite</del>	1 additional parking stall per Dwelling Unit
<del>Eating Establishment</del>	<del>See 7.4.2</del>
Hotel/ Motel	1 space /sleeping unit plus 1 space/employee
<del>Industrial Service Shop</del>	<del>1 spaces/ 46 m<sup>2</sup> (495.1 sq ft)</del>
Intensive Vegetative Operation	1 spaces/ 30 m <sup>2</sup> (322.9 <del>sq-ft</del> <sup>2</sup> )
<del>Libraries</del>	<del>1 spaces/ 37m<sup>2</sup> (398.2sq ft)</del>
<del>Medical-Clinic</del>	1 space/37 m <sup>2</sup> (398.2 <del>sq-ft</del> <sup>2</sup> )
Manufacturing, <del>Plants</del> <del>Light and Heavy</del>	1 space/56 m <sup>2</sup> (602.7 <del>sq-ft</del> <sup>2</sup> )

Commented [TW184]: Not defined as a use.



Office	1 space/37 m <sup>2</sup> (398.2 sq ft)
<del>Private Clubs, Lodges and Fraternal Orders</del>	<del>1 space/37 m<sup>2</sup> (398.2 sq ft)</del>
Public and Quasi-Public Buildings	1 space/28 m <sup>2</sup> (301.3 sq ft) plus 1 space/employee
Recreation Facilities	1 space/37 m <sup>2</sup> (398.2 sq ft)
Recreation Facilities with Seating	1 space/5 seats
Worship Facilities	1 space/8 patrons
<del>Residential Dwellings</del>	<del>1 spaces/dwelling unit</del>
<del>Bed and Breakfast</del>	<del>1 space /guest bedroom</del>
Retail Stores and Service/Repair Shops	1 space/37 m <sup>2</sup> (398.2 sq ft)
Schools-Elementary	1 space/class
Junior High	4 spaces/class
Senior High	8 spaces/class
<del>Senior Citizens Accommodation Care Facility</del>	<del>1 space/46 m<sup>2</sup> (495.1 sq ft)</del>
<del>Automotive Repair and Service Station</del>	<del>1 space/46 m<sup>2</sup> (496.1 sq ft) total building are plus 3 spaces/repair bay</del>
Warehouses	1 space/93 m <sup>2</sup> (1,001 sq ft) plus 1 loading bay/1,858m <sup>2</sup> (19,999.3sq ft) minimum of 1

Commented [TW185]: Not defined as a use.

- 7.4.5 ~~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:~~
- 7.4.6 ~~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;~~
- 7.4.7 ~~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~~
- 7.4.8 ~~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.~~
- 7.4.9 ~~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,~~

Commented [TW186]: Shared parking provisions not required in a Village the size of Hussar.

~~located, and constructed to the Village's standards so that:~~

~~7.4.10 — it is easily accessible to the vehicle intended to be accommodated there;~~

~~7.4.11 — 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~~

~~7.4.12 — it is satisfactory to the Development Officer in size, shape, location, grading, and construction.~~

~~7.4.13~~ 7.4.5 A loading space shall have an area of not less than 28 m<sup>2</sup> (301.3~~sq~~ ft<sup>2</sup>), 3.5 (11.4 ft) in width, and 3.5 m (11.4 ft) overhead clearance.

~~7.4.14 — Any parking space or any loading space provided shall be developed and surfaced to Village standards.~~

~~7.4.15~~ 7.4.6 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.

~~7.4.16~~ 7.4.7 Adequate curbs or concrete bumpers or fences shall be provided to the satisfaction of the Development Officer.

~~7.4.17 — 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.~~

~~7.4.18~~ 7.4.8 Parking spaces shall not be less than 2.5 m (8.2 ft) in width, and 6 m (19.6 ft) in length, and 15m<sup>2</sup> (161.4 sq ft) in area.

~~7.4.19~~ 7.4.9 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)

~~7.4.20 — Parking spaces shall not be located in the front yard of a site in any residential district unless otherwise allowed by the Development Officer.~~

**Commented [TW187]:** The standards need to be specific or deleted.

**Commented [TW188]:** This is a grading standard, not parking regulation.

**Commented [TW189]:** This is not reasonable, perhaps only in certain districts for certain uses (i.e. apartments).

## 7.5 ACCESSORY BUILDINGS

~~7.5.1 All accessory buildings shall be located at least 2m (6.5ft) from any principal building.~~

**Commented [TW190]:** Unrealistic, and unnecessary to regulate.

~~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.~~

~~7.5.1 Accessory buildings must be secondary and subordinate to the principal building or principal use on the same parcel.~~

**Commented [TW191]:** Clarifying that an accessory building can't be the principal use or building on the site.

~~7.5.3.5.2 For the purpose of calculating yard setbacks and site coverage requirements, when an accessory building is to be attached to the principal building by a roof, a floor or a foundation it shall be deemed to be part of the principal building.~~

**Commented [TW192]:** Clarifying what 'attached' means in this context

~~7.5.4.7.5.3 An accessory building erected on a site in any residential district shall not be used as a dwelling unit 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.~~

**Commented [TW193]:** Cannot require greater at discretion for permitted uses.

~~7.5.6.7.5.4 No side yard is may be required for an accessory building in any district provided that, to the satisfaction of the Development Authority:~~

- (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.

~~7.5.7.7.5.5 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. For parcels that abut a lane, no rear yard may be required for an accessory building provided that, to the satisfaction of the Development Authority, the requirements of section 7.5.4 (a) and (b) are met.~~

~~7.5.8.7.5.6 Accessory Buildings – Fabric Covered shall be considered a discretionary use in Residential Land Use Districts and shall adhere to the following requirements:~~

**Commented [TW194]:** Listed as a use in each district instead of stating this in the general regulations.

- (a) shall not exceed 20.4 m<sup>2</sup> (219.5 sq-ft<sup>2</sup>) in floor area within residential districts;
- (b) shall be a minimum 3 m (9.8 ft) from flammable material (e.g. burning barrels, fire pits or other open flame accessories) and vegetation;
- (c) shall be kept in good condition and the fabric not frayed or damaged to the satisfaction of the Development Authority; and
- (d) shall not be used in a manner to cause or create a nuisance by way of noise, vibration, etc. or dust and the privacy and to impact the enjoyment of adjacent

~~residential uses or properties shall be preserved, and the amenities of the neighbourhood maintained~~

~~7.5.7 The Development Authority may require the exterior surface of an Accessory Building – Shipping Container be finished, or screened from public view, to the satisfaction of the Development Authority.~~

~~7.5.8 An Accessory Building – Shipping Container shall not be used as a sign.~~




~~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.~~

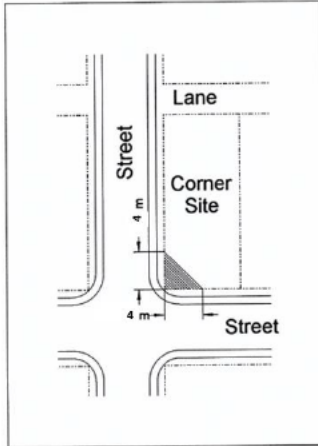
**Commented [TW195]:** Recommend deleting. For permitted uses, any landscaping regulations must be very clear what is required. Add regulations for landscaping for any particular uses or within specific districts if desired (i.e. apartments, commercial districts, etc).

~~7.7.6 FENCING AND HEDGES:~~

~~7.7.17.6.1 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:~~

<del>Refer to 7.7.3</del>	<del>Location</del> <u>Yard</u>	Maximum height from grade:
	Rear yard and Interior Side Yard	2 m (6.5 -ft.)
	Front yard	1.2 m (3.9 -ft.)
	<u>Exterior</u> Side yard <del>(exterior)</del>	1.2 m (3.9 -ft.)

~~7.7.17.6.1 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 On corner lots within the corner visibility setback, which lies within a triangle formed by a straight line drawn between two points on the exterior boundaries of said site, parcel lines 4 m (13.1 -ft) from the point where they intersect, as indicated on the following diagram:~~



fences shall be a maximum of 0.9 m (2.9 ft) in height to ensure public safety and/or good visibility for traffic and pedestrian purposes.

7.7.27.6.2 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).~~

**Commented [TW196]:** See Corner Lots section.

~~7.7.47.6.3 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. In commercial and industrial districts, the maximum height above grade of a fence located within any yard is 2.4 m (8.0 ft).~~

**Commented [TW197]:** Screening regulations are use-specific.

~~7.7.5 Swimming pools shall be fenced in accordance with Alberta Safety Codes Requirements.~~

**Commented [TW198]:** Cannot require Safety Codes Act requirements in the LUB.

~~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.~~

**Commented [TW199]:** Need to be specific. See new 7.6.3.

7.7.7.6.4 No fence shall be of barbed wire construction within Village boundaries.

### 7.8.7 CORNER LOTS, REVERSE CORNER LOTS AND IRREGULAR LOTS

7.8.17.7.1 The parcel lines and yards of corner lots shall be determined by the following (see diagram for Corner Lots and Reverse Corner Lots below):

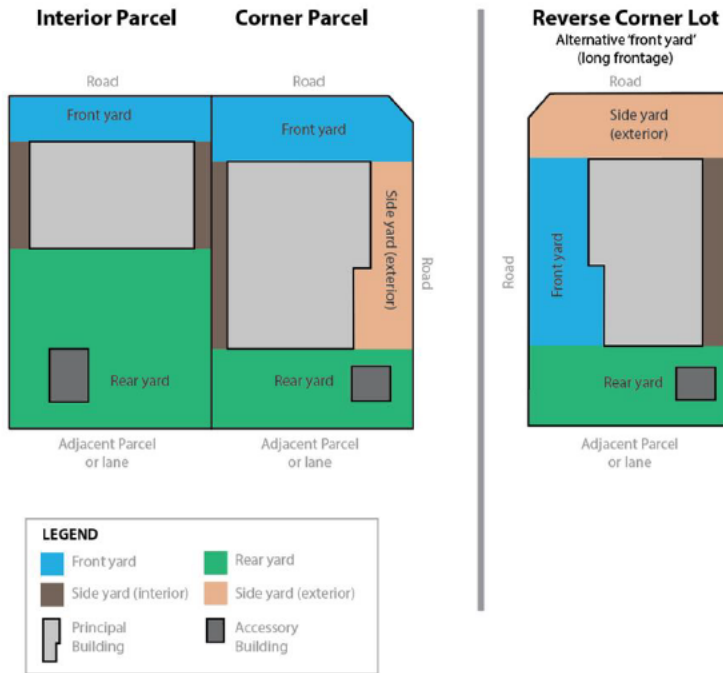
- (a) the front parcel line of a corner lot is the shortest property line abutting a road;
- (b) the exterior side parcel line of a corner lot is the longest property line abutting a road;

- (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.

7.8.27.7.2 Notwithstanding ~~7.8.17.7.1~~ 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).

7.8.37.7.3 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.



7.8.47.7.4 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.

**7.97.8 SCREENING OF OUTSIDE STORAGE AREAS AND GARBAGE STORAGE**

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

Commented [TW200]: This does not include lanes

7.8.2 Outside storage areas shall be screened from view from adjacent ~~sites-parcels~~ and ~~thoroughfares-roads~~ to the satisfaction of the Development Authority.

7.8.3 Commercial and industrial developments abutting a parcel with a principal residential use shall be screened from view on an interior side parcel line or rear parcel line, to the satisfaction of the Development Authority.

7.9.27.8.4 On corner lots within the corner visibility setback, screening shall be a maximum of 0.9 m (2.9 ft) in height above grade to ensure public safety and/or good visibility for traffic and pedestrian purposes.

**7.107.9 BED AND BREAKFASTS**

7.9.1 ~~Bed and Breakfasts~~ ~~accommodation~~ shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood.

7.10.17.9.2 ~~Bed and Breakfasts~~ ~~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)(a) create a nuisance by way of noise, parking or traffic generation;~~
- ~~(c)(b) 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)(c) sell meals or alcoholic beverages to non-overnight guests; and~~
- ~~(f)(d) include a kitchen in any room rented; and~~

Commented [TW201]: Recommend allowing a small sign.

7.10.2 ~~shall provide one (1) onsite parking space per guest room.~~

Commented [TW202]: See parking regulations in Section 7.4.4

7.9.3 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.

7.10.37.9.4 ~~A maximum of one (1) fascia or freestanding sign for a Bed and Breakfast may be displayed in accordance with subsection 7.17.5.~~

**7.117.10 HOME OCCUPATIONS**

7.11.17.10.1 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).

7.11.27.10.2 A Home Occupation shall not occupy more than 20% of the habitable floor area or 30 m<sup>2</sup> (332.9 ft<sup>2</sup>) of a Dwelling Unit, ~~whichever is the lesser.~~

Commented [TW203]: Need to clarify which value is applicable.

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.~~

Commented [TW204]: Better clarified in Major and Minor classifications.

7.11.5 ~~A Home Occupation shall not be permitted if, in the opinion of the Development Authority,~~

Commented [TW205]: Better clarified in Major and Minor classifications.



~~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.~~

~~7.11.6.7.10.3~~ 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 that is not characteristic of a residential use.

~~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.

**Commented [TW206]:** Better clarified in the Minor and Major classifications.

**Commented [TW207]:** the LUB only regulates parking on site, not on roads.

~~7.11.8.7.10.4~~ 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 dwelling unit only building, accessory building or accessory structure;
- ~~(b)(c)~~ shall not have on-site sales or customer visits totaling no greater than five (5) visits per day, and no more than two (2) customers on site at a time;
- ~~(c)(d)~~ Outdoor storage of materials, commodities, or finished products related to the use is prohibited; and
- ~~(d)(e)~~ May display a Window Signs in accordance with section 17.7.4. are the only permitted sign type for a Home Occupation Minor

**Commented [TW208]:** Recommended to include additional regulations to differentiate between a minor and a major.

~~7.11.9.7.10.5~~ A Home Occupation – Major shall ~~comply with the following~~ be determined as any Home Occupation that meets one or more of the following criteria:

- ~~(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;~~
- ~~(a)~~ located within an accessory building or structure;
- ~~(a)(b)~~ May be permitted to employ up to a maximum of 4 employees that do not reside in the dwelling unit at the discretion of the Development Authority;
- ~~(b)~~ ~~Shall be contained within the principal building or an accessory building;~~
- ~~(c)~~ ~~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.~~
- ~~(c)~~ on-site sales or customer visits totaling six (6) or more customer visits per day, or more than two (2) customers on-site at a time;
- ~~(d)~~ requires parking of a commercial vehicle up to a G.V.W rating of 4,500 kg (9920.8 lbs) associated with the Home Occupation.

**Commented [TW209]:** For any application.

**Commented [TW210]:** This is in the administration section regarding revoking a permit or enforcing a permit.

~~7.12.7.11~~ **PET CARE SERVICES**

~~7.12.1 Rules that apply to all Pet Care Services;~~

~~7.12.2 Animals shall not be boarded overnight;~~

~~7.12.3 May have the incidental sale of products relating to the services provided by the use; and~~

~~7.12.4.7.11.1 The Development Authority may, when issuing a development permit for Pet Care Services, determine limit the maximum number of animals that may be kept at any one time by the operator of a Pet Care Service.~~

~~7.12.5.7.11.2 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. Pet Care Services shall be designed, constructed and operated in a manner to prevent a nuisance to any adjacent residential use or other adjacent uses in regard to factors such as noise, odors and waste. Outside enclosures, pens, runs or exercise areas may be allowed at the discretion of the Development Authority.~~

~~7.12.7.12~~ **KENNELS, BOARDING & BREEDING**

~~7.13.4.7.12.1 An application for a Development Permit for a Kennel shall include, among in addition to the other application requirements stated in this Bylaw in Section 4.3, the following:~~

- ~~(a) A site plan indicating the size and location of all kennel buildings and facilities (e.g. outdoor enclosure, pens runs or exercise areas, waste (feces) management areas, parking areas, signs);~~
- ~~(b) the distance between any buildings or facilities used for the kennel operation to any residential uses within a 50.0 m (164.0 ft) radius; and~~
- ~~(d)(c) proposed screening and noise attenuation measures.~~

~~7.13.2 Floor plans illustrating the number, size and location of animal pens inside and outside the building(s);~~

~~7.13.3 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~~

~~7.13.4 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.~~

~~7.13.5 Kennels do not include a Veterinary Clinic.~~

~~7.13.6 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.~~

~~7.13.7 Kennels may provide for the incidental sale of products relating to the services provided by the~~

**Commented [TW211]:** This is in the definition of Pet Care Services.

**Commented [TW212]:** The Development Authority will limit the numbers, this is a more accurate statement.

**Commented [TW213]:** Cannot regulate other legislation in the LUB.

**Commented [TW214]:** Only request information that is related to the use of the lands.

**Commented [TW215]:** Veterinary Clinic has a separate definition and is a separate use. This is not required to be stated in the regulations.

**Commented [TW216]:** This relates to the section above.

**Commented [TW217]:** In the definition.

~~use.~~

~~7.13.8 Kennels may include enclosures, pens, runs or exercise areas~~

Commented [TW218]: Not a regulation.

~~7.13.9, 7.13.12.2 No buildings or exterior exercise area(s) to be used to accommodate dogs shall be allowed within 50.0 m (164.0 ft.) of any dwelling located on adjacent parcels and a diagram indicating the distances shall be submitted with the development permit application.~~

~~7.13.10 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:~~

Commented [TW219]: These are not land use regulations.

~~7.13.11 Interior walls and ceilings shall be constructed of washable building material;~~

~~7.13.12 Exterior walls should be fire-resistant and impervious to moisture;~~

~~7.13.13 Doors, window frames and window sashes should be impervious to moisture and rodent resistant;~~

~~7.13.14 Insulation shall be required, taking into consideration the breed, age, and overall health of the dogs; and~~

~~7.13.15 All facilities must have adequate ventilation and light.~~

~~7.13.16, 7.13.12.3 The Development Authority may, when issuing a development permit for a kennel, determine the maximum number of adult dogs/animals that may be kept at any one time by the operator of a kennel.~~

~~7.13.17, 7.13.12.4 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.~~

~~7.13.18, 7.13.12.5 In addition to soundproofing requirements, the times at which the animals are allowed outdoors may be regulated limited at the discretion of the Development Authority. 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.~~

~~7.13.19, 7.13.12.6 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.~~

~~7.13.20 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.~~

Commented [TW220]: These clauses are not related to land use.

~~7.13.21 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.~~

~~7.13.22 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.~~

~~7.13.1 Notwithstanding Section 4.2 Development Permits Not Required, a development permit shall be required for the relocation of any building, which has been previously used or occupied, to any parcel within the Village of Hussar as part of the development of a permitted or discretionary use.~~

~~7.13.2 A development permit for the relocation of a building may include conditions of approval that:~~

~~(a) the building and the proposed location of the building meets the requirements of the land use district in which the building is to be located;~~

~~(b) the building is compatible with the character of the neighbourhood in which the~~

**Commented [TW221]:** This clause is in the referrals section.

**Commented [TW222]:** Already stated in 4.3.2(h) using the correct defined terms.

**Commented [TW223]:** clarity: this statements means that the applicant will pay for an evaluation even if the Village undertakes its own?

**Commented [TW224]:** A municipality cannot require this in a LUB. Security can only be taken in accordance with Sections 650 and 655 of the Act.

building is to be relocated; and

~~the building be renovated to a satisfactory condition within a specified time. All renovations to a relocated building are to be completed within one (1) year of the issuance of the Development Permit.~~

7.15.2 ~~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.~~

7.15.3 ~~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.~~

7.15.4 ~~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.~~

7.15.5 ~~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.~~

7.15.13 ~~— Demolition~~

7.15.14 ~~— A development permit shall be required for the demolition of a building with an area of 54m<sup>2</sup> (581.2 sq. ft) or greater.~~

7.15.15 ~~— 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~~

**Commented [TW225]:** see new 7.14.2. Renovations could take longer or shorter, depending on the building and its condition.

**Commented [TW226]:** This should be in the Notice of Application section if this is required. It is either required every time for a relocated building, or not required.

**Commented [TW227]:** See 4.3.2(f)

**Commented [TW228]:** the MPC cannot require removal. Enforcement must be undertaken in accordance with Section 6.4

**Commented [TW229]:** Replace with a statement that relates specifically to relocated buildings, rather than a general statement.

**Commented [TW230]:** Previous damage to what? This is not specific or related to relocated buildings.

**Commented [TW231]:** Cannot take deposits as per the above.

**Commented [TW232]:** Permit not required.

~~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.~~

**Commented [TW233]:** Public safety is part of the building code requirements for demolition. A Development Permit is not required.

~~7.15.16 — 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.~~

~~7.15.17(c) 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.~~

#### **7.16.14 RESIDENTIAL BUILDINGS ON THE SAME SITE**

~~7.16.17.14.1 No person shall erect construct or locate more than one (1) principal building dwelling unit on a site in any Residential Land Use District parcel unless otherwise permitted in this Bylaw (e.g. secondary suite or backyard suite).~~

**Commented [TW234]:** Use defined terms.

~~7.16.2 — 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.~~

**Commented [TW235]:** Both statements not required.

#### **7.17.15 SIGN CONTROL**

~~7.17.1 — 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.~~

**Commented [TW236]:** New section in Development Permits not required which indicates certain signs that do not need a permit and do not need to comply with the land use bylaw. These signs included in those sections.

~~7.17.27.15.1 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.~~

~~7.17.37.15.2 Signs other than fascia signs which overhang any abutting Municipal, Provincial, or Federal property are prohibited. No sign shall be erected upon, affixed to or overhang municipal property without the prior consent of the Village of Hussar.~~

~~7.15.3 Where a sign is no longer related to a business, product or event located on the same parcel as the sign, the sign must be removed by the owner of the sign or the owner of the parcel on which the sign is located.~~

~~7.15.4 All sign lighting shall be designed to illuminate the sign only.~~

~~7.17.47.15.5 Within a Residential Districts, one identification sign per site may be permitted as follows the following sign regulations apply:~~

**Commented [TW237]:** Need to define in the districts if these are permitted or discretionary signs. "May be permitted" is not clear.

- (a) ~~one (1) a~~ fascia sign which does not exceed ~~864~~in<sup>2</sup>(0.56 m<sup>2</sup> or 6 ft<sup>2</sup>.) in area to identify for an approved home occupation – major and must be constructed of durable material and properly secured or anchored; or
- (b) ~~one (1) A~~ window sign for a home occupation- minor; or

(c) ~~a one (1)~~ free-standing or fascia sign ~~when used to identify for~~ an apartment building, church/worship facility, day-child care centre, nursery school, care facility, cultural establishment or manufactured home park which does not:

(i) exceed 1.5 m<sup>2</sup> (16.1 sq-ft<sup>2</sup>) in area, and

~~(ii) project back 0.6 m (1.9 ft) from the property line, or~~

~~(iii)~~(ii) exceed 3.6 m (11.8 ft) in height ~~from grade.~~

Commented [TW238]: Does not apply to fascia signs.

Commented [TW239]: Clarify this height is from grade, not sign height.

7.17.57.15.6 Within a Commercial, or Industrial or Community Service District, ~~advertising, identification, or directional signs may be allowed as follows:~~ the following sign regulations apply:

Commented [TW240]: Sign content does not matter

Commented [TW241]: Clarify in the district if signs are permitted or discretionary.

(a) freestanding signs ~~provided that:~~

(i) shall not exceed 1.5 m<sup>2</sup> (16.1 sq-ft<sup>2</sup>) in area,

(ii) the total sign area for each face shall not exceed 1.5 m<sup>2</sup> (16.1 sq-ft) shall not exceed 9 m (29.5 ft) in sign height; and

(iii) the sign shall not project within 600 mm (1.97 ft) be located greater than 1.52 m (5 ft) back from a property line.

(b) fascia signs ~~provided that the total copy area of a sign or signs~~

(i) shall not exceed 20% in sign area of the face of the building or bay to which the sign is attached; and

~~(iv)~~(ii) shall be located on the building frontage directly adjacent to the business.

(c) projecting signs ~~provided that:~~

(i) the maximum area shall be a maximum of 9 m<sup>2</sup> (96.8 sq-ft<sup>2</sup>) in sign area;

(ii) a sign shall not rise more than 300 mm (11.8 in) above a parapet;

(iii) a sign shall not project within be located greater than 600 mm (23.6 in) back from the property line;

(iv) a minimum clearance of 3 m (9.8 ft) shall be provided between the bottom of a sign and a private from grade or any sidewalk or walkway; and

~~(d) the structural supports and anchors have been approved by a professional structural engineer.~~

~~(e)~~(d) projecting roof signs ~~provided that:~~

(i) a sign shall appear as an architectural blade with no visible support structures;

(ii) no portion of a sign shall not overhang the roof on which it is located; and

(iii) the shall not exceed a maximum sign area of a sign shall be 9 m<sup>2</sup> (96.8 sq

Commented [TW242]: Wrong sign type inserted, now corrected.

ft<sup>2</sup>).

~~7.17.6, 7.15.7~~ Within an Urban Reserve District, ~~identification or directional signs may be allowed as follows~~ the following sign regulations apply:

- (a) one ~~(1)~~ free-standing ~~directional sign per site~~ which does not exceed 1\_m<sup>2</sup> (10.7\_sq\_ft<sup>2</sup>) in area ~~nor~~ 6\_m (19.6 ft) in height ~~to identify the permissible use in the district.~~

~~7.17.7~~ 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.~~

~~7.17.8~~ 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.

## ~~7.18.16~~ NON-CONFORMING USES AND NON-CONFORMING BUILDINGS

~~7.18.1~~ 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.

~~7.18.2~~ 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.

~~7.18.3~~ 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.

~~7.18.4~~ 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.

~~7.18.5~~ A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt, or structurally altered except:

Commented [TW243]: Recommend no billboards in Hussar.

Commented [TW244]: Requirement for a development permit for sign removed.

Commented [TW245]: Do not include excerpts of the Act.



~~7.18.6 to make it a conforming building;~~

~~7.18.7 as may be deemed necessary by the Development Officer for the routine maintenance of the building; or~~

~~7.18.8 in accordance with this Bylaw that provides minor variance powers to the Development Officer~~

~~7.18.9 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.~~

~~7.18.10 The land use or the use of a building is not affected by a change of ownership or tenancy of the land or building.~~

~~7.18.11~~ **7.16.1** 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.

**Commented [TW246]:** Inadequate parking does not make a building non-conforming.

**7.16.2** 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.

~~7.18.12~~ **7.16.3** Nothing in this Bylaw diminishes or in any way affects the power of the Development Authority to issue a development permit which makes a non-conforming building conforming through the granting of a relaxation of the requirements or rules to which the existing building does not conform.

### ~~7.19~~ **LAND NEAR WATER OR SUBJECT TO FLOODING OR SUBSIDENCE**

**Commented [TW247]:** Not applicable to Hussar.

~~7.19.1~~ 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.

**Commented [TW248]:** This is not allowed or possible.

### ~~7.20~~ **7.17 SITE GRADING AND DRAINAGE**

~~7.20.1~~ **7.17.1** 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. Parcel grades and building elevations shall be established to ensure effective drainage and prevent drainage from one parcel to another, except where drainage conforms to an approved subdivision drainage plan.

### ~~7.21~~ **7.18 CONTROLLED APPEARANCE**

~~7.21.1~~ **7.18.1** 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 development.

### ~~7.22~~ **STORAGE STRUCTURES**

- ~~7.22.1 A storage structure shall meet the setback requirements for an accessory building in the appropriate district.~~
- ~~7.22.2 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.~~
- ~~7.22.3 A storage structure shall not be permitted in residential areas or on parcels where the primary land use is residential.~~
- ~~7.22.4 A storage structure shall not be used as a sign.~~
- ~~7.22.5 A storage structure may be approved on a temporary basis during construction within any Land Use District~~

**Commented [TW249]:** Deleted. This use is "Accessory Buildings – Shipping Containers".

### ~~7.23~~ **7.19 SECONDARY SUITES & BACKYARD SUITES**

- ~~7.23.1 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~~
- ~~7.23.2 An application for a "Dwelling, Secondary Suite" or "Dwelling, Backyard Suite" shall include a detailed parking plan outlining:~~
  - ~~7.23.3 Proposed off-street parking in line with the parking requirements outlined in Section 7.4.4, and~~
  - ~~7.23.4 On-street parking available in the area~~
  - ~~7.23.5 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.).~~
- ~~7.19.1 A "Dwelling, Secondary Suite" and a "Dwelling, Backyard Suite" cannot be located on the same property. A maximum of one (1) dwelling, secondary suite or dwelling, backyard suite is allowed per parcel.~~
- ~~7.23.6~~ 7.19.2 A dwelling, secondary suite or dwelling, backyard suite must not be separated from the principal residential use on a parcel by the registration of a condominium or subdivision.  
Secondary Suites Regulations
- ~~7.23.7 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.~~
- ~~7.23.8~~ 7.19.3 The minimum floor area for a "Dwelling, Secondary Suite" shall be not less than 30 m<sup>2</sup> (322.92-sq.-ft<sup>2</sup>).

**Commented [TW250]:** Cannot regulate Safety Codes requirements in a LUB.

**Commented [TW251]:** Parking is already part of the site plan requirements of a development permit application.

**Commented [TW252]:** This isn't a requirement for parking stalls for a dwelling, do not have higher requirements for suites.

**Commented [TW253]:** The updated statement is more clear that you also cannot have 2 additional suites per principal dwelling.

**Commented [TW254]:** This is the definition of a secondary suite.

~~“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.~~

Commented [TW255]: This is the use, that it is accessory and not a principal use (i.e. a duplex).

~~7.23.9 — Only one Dwelling, Secondary Suite may be developed in conjunction with a principal dwelling.~~

~~7.23.10 — A “Dwelling, Secondary Suite” shall not be separated from the principal dwelling through a condominium conversion or subdivision.~~

#### ~~7.23.11~~ Backyard Suites Regulations

~~7.23.12~~ 7.19.4 Development of a “Dwelling, Backyard Suite” shall comply with the following:

~~(g) — Must be located in a detached building located behind the front façade of the principal Dwelling Unit, shall not exceed 80 m<sup>2</sup> (861 ft<sup>2</sup>) in floor area;~~

~~(a) — May be attached to or on where the suite is located on the second storey of an Accessory Building, the maximum height of the building is 8.0 m (26.2 ft);~~

~~(b) — A maximum of one (1) “Dwelling, Backyard Suite” is permitted on a parcel.~~

Commented [TW256]: See 7.21.1

~~(c) — Must comply with all development standards for accessory Buildings in the Land Use District that the property falls within.~~

Commented [TW257]: This cannot be the same, in particular building height.

~~(d)(b) — 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.~~

#### ~~7.24~~ SUBDIVISION OF LAND

Commented [TW258]: This is not always applicable. Recommend to delete.

~~7.24.1 — 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.~~

#### ~~7.25~~ UNDERMINING OR SUBSIDENCE CONDITIONS

Commented [TW259]: Not applicable in Hussar.

~~7.25.1 — 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.~~

#### ~~7.26.7.20~~ MANUFACTURED HOMES DWELLINGS

~~7.26.7.20.1~~ 7.20.1 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.

~~7.26.7.20.2~~ 7.20.2 The undercarriage of each a manufactured home dwelling shall be completely screened from view by the foundation or by skirting within thirty (30) days of placement of the manufactured home dwelling.

~~7.26.3~~ 7.20.3 All manufactured ~~homes dwellings~~ shall be provided with steps and landings to all entrances within thirty (30) days of their placement.

~~7.26.4~~ 7.20.4 All accessory structures such as steps, patios, porches, additions, skirting and storage facilities shall be ~~shall be~~ of complementary quality and design to the Manufactured Dwelling.

~~7.26.5~~ Each manufactured home shall be ~~connected to and be serviced by electrical power, natural gas and the Village's sanitary sewer and water supply.~~

Commented [TW260]: See general utility regulations.

~~7.26.6~~ 7.20.5 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.

## ~~7.27~~ BULK FUEL, LIQUEFIED PETROLEUM GASES AND CHEMICAL STORAGE AND DISTRIBUTION FACILITIES

~~7.27.1~~ 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.~~

Commented [TW261]: Cannot regulate provincial or federal legislation in a LUB.

## ~~7.287.21~~ TEMPORARY BUILDINGS OR USES

~~7.28.1~~ 7.21.1 The Development Authority may conditionally approve a temporary building ~~or use~~ 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.

Commented [TW262]: To match the defined use in the definitions section.

~~7.28.2~~ 7.21.2 A temporary building shall not exceed one storey in height and shall not have a basement or a cellar or any below grade foundation.

~~7.28.3~~ 7.21.3 A temporary building shall be maintained at all times.

~~7.28.4~~ 7.21.4 No temporary building ~~or use~~ 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.

~~7.28.5~~ 7.21.5 The Development Authority may require skirting around the base of a temporary building.

~~7.28.6~~ 7.21.6 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.

## ~~7.297.22~~ RENEWABLE ENERGY SYSTEMS

~~7.29.1~~ 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:~~

**Commented [TW263]:** See the definition of a renewable energy system.

~~7.22.1 Renewable Energy Systems that are part of, or attached to, the principal building or an accessory building shall follow the requirements for that use (e.g. Solar panels on a roof);~~

~~(a) not extend above the peak of the roof;~~

~~(b) not project past a roof by 1.5 m (4.92 ft) at any point; and~~

~~(c) not generate noise, in the opinion of the Development Authority, which affects the amenity or enjoyment of an adjacent residential use.~~

~~7.29.2 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 that are freestanding must meet the height and setback regulations for an accessory building within the applicable land use district. Renewable Energy Systems shall be considered a discretionary use in all Land Use Districts.~~

**Commented [TW264]:** List in each district, not in the general regulations.

~~7.29.3 Small wind energy systems~~

**Commented [TW265]:** Recommend to delete from Hussar.

~~7.29.4 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.~~

~~7.29.5 The maximum height of a tower shall be:~~

~~7.29.6 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~~

~~7.29.7 no maximum tower height for parcels that are greater than 0.4 ha (0.98 ac) in area.~~

~~7.29.8 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.~~

~~7.29.9 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.~~

~~7.29.10 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.~~

~~7.29.11 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.~~

~~7.29.12 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.~~

~~7.29.13 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.~~

~~7.29.14 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
<del>a</del> -R	Residential District
<del>b</del> -R-MD <del>H</del>	Residential – Manufactured <del>Home-Dwelling</del> District
<del>c</del> -C	Commercial District
<del>d</del> -I	Industrial General District
<del>e</del> -UR	Urban Reserve District
<del>f</del> -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 the municipal boundary, it

~~shall be deemed to follow the municipal boundary 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 or parcel line, it shall be deemed to follow the lot or parcel line.

~~8.3.3 **RULE 3.** In circumstances not covered by Rules 1 and 2 the location of the district boundary shall be determined:~~

~~8.3.4 (a) using any dimensions given on the map, or~~

~~8.3.5 (b) where no dimensions are given, measurement using the scale shown on the map.~~

~~8.3.6~~ 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.

~~8.3.7 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*.~~

~~8.3.8~~ 8.3.4 The location of a district boundary, once fixed, shall not be altered except by an amendment of this Bylaw.

~~8.3.9 The Council shall keep a list of its decisions fixing the locations of district boundaries.~~

8.3.5 When any road is closed, the road lands have the same district as the abutting lands. When abutting lands are governed by different districts, the centre of the road is the district boundary.

**Commented [TW266]:** There are no distances on the Land Use District map.

**Commented [TW267]:** The municipal boundary is not being regulated here. The land use districts boundary is. See 8.3.2(a) above.

**Commented [TW268]:** This prevents rezoning being required if a road closure happens.



## 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 detached~~ dwellings with integration of some ~~two family multi-unit development~~ dwellings and other compatible neighbourhood uses.

**Commented [TW269]:** Cannot regulate by whether or not the occupants are related or a "family".

### 8.4.2 Permitted Uses:

#### List of Permitted Uses:

(a)	Accessory Building or Structure
(ba)	Dwelling, Single Detached (all types excluding Manufactured Homes and Moved On)
(b)	Greenhouse, Private (accessory to the principal residential use)
(c)	Community Recreational Facility
(dc)	Home Occupation, Minor
(d)	Community Recreational Facility; and
(e)	Public Utility Signs
(f)	Signs

**Commented [TW270]:** Refer to the definition of Single Detached Dwelling. No clarification required here.

**Commented [TW271]:** This is an Accessory Building.

### 8.4.3 Discretionary Uses:

#### List of Discretionary uses:

(a)	Accessory Building or Structure	(h)	Dwelling, Secondary Suite
(ba)	Accessory Structure Building – Fabric Covered	(m)	Group Care Facility
(eb)	Accessory Use Care Facility	(kn)	Home Occupation, Major
(ec)	Child Care Facility	(ol)	Public Utility Building
(ed)	Demolition Cultural Establishment	(p)	Renewable Energy Systems
(fe)	Dwelling, Apartment	(q)	Senior Citizen Accommodation
(fi)	Dwelling, Attached Housing	(r)	Signs
(fg)	Dwelling, Backyard Suite	(s)	Swimming Pool Temporary Buildings and Uses
(ih)	Dwelling, Duplex	(m)	Worship Facility
(ji)	Dwelling, Manufactured Home		

(k)	Dwelling, Moved On		
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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.

8.4.58.4.4 The minimum requirements of the area of a site in a Residential District are parcel area is:

- (a) Dwelling, Single Detached and Manufactured: 464 m<sup>2</sup> (4,994.4 sq ft<sup>2</sup>);
- (b) Dwelling, Semi-Detached and Attached: 279 m<sup>2</sup> (3,003.1 sq ft<sup>2</sup>) for each interior dwelling or 326 m<sup>2</sup> (3,509 sq ft<sup>2</sup>) for each dwelling unit with a side yard abutting a street/road; or
- (c) Dwelling, Duplex: 464/279 m<sup>2</sup> (4,994.4/3,003.1 sq ft<sup>2</sup>) for each dwelling.

8.4.68.4.5 The minimum requirements of the parcel width of site in a Residential District is:

- (a) Dwelling, Single Detached and Manufactured: 15 m (49.2 ft);
- (b) Dwelling, Attached: 9 m (29.5 ft) for each interior dwelling or 10.5 m (34.45 ft) for each dwelling unit with a side abutting a street/road; or
- (c) Dwelling, Duplex: 15m-7.5 m (49.2/24.6 ft) per dwelling.

8.4.78.4.6 The minimum All front yard setback shall be a minimum of 6.1 m (20 ft.).

8.4.88.4.7 The minimum requirements for a side yard setback shall be in a Residential District are:

- (a) Principal Buildings:
  - (i) Street side of corner site exterior side yard; 3 m (9.8 ft);
  - (ii) Principle building with lane access; interior side yard: 1.5 m (4.2 ft)
- (b) Principle Building with front access; 3.0m (9.8 ft)

(c)(b) Accessory Buildings:

- (i) 1 m (3.2 ft)

8.4.98.4.8 The minimum requirements for a side rear yard setback in a Residential District are shall be:

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

8.4.108.4.9 The minimum requirements for habitable gross floor area of a dwelling unit per unit in a Residential District are is:

- (a) Dwelling, Single Detached and Manufactured: 74 m<sup>2</sup> (796.5 sq ft<sup>2</sup>); or

**Commented [TW272]:** Recommend to regulate the massing of the building rather than the amount of space that is habitable.

- (b) Dwelling, Duplex and Attached: 65\_m<sup>2</sup> (699.6sq ft<sup>2</sup>).

~~8.4.118.4.10~~ The maximum ~~limits of the parcel~~ coverage ~~of a site in a Residential District are:~~

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

~~8.4.128.4.11~~ The maximum ~~limits of the height of buildings~~ height is in a Residential District are:

- (a) Principal Building: 9\_m (29.5\_ft) ~~; and~~
- (b) Accessory Building: 5\_m (16.4\_ft)

Additional Requirements for Manufactured Homes Dwellings:

~~8.4.138.4.12~~ The minimum width of a Manufactured Dwelling shall be 6.7\_m (22\_ft).

~~8.4.148.4.13~~ 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 DWELLING (R-MDH) LAND-USE RULES**

**8.5.1 Purpose:**

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

**8.5.2 Permitted Uses:**

List of Permitted Uses

(a)	Accessory Building or Structure
(b)	Dwelling, Manufactured Home
(c)	Greenhouse, Private
(d)	Home Occupation, Minor
(e)	Public Utilities
(f)	Signs

**8.5.3 Discretionary Uses:**

List of discretionary uses:

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

8.5.5.4 The minimum requirement for the parcel area of a site in a Residential Manufactured Home District is 464 m<sup>2</sup> (4,994.4 sq ft).

8.5.5.5 The minimum requirement for the parcel width of a site in a Residential Manufactured

~~Home District~~ is 15\_m (49.2\_ft).

~~8.5.78.5.6~~ The minimum ~~requirement for the front yard setback~~ in a Residential—Manufactured Home District is 4.5\_m (14.7\_ft) and the front yard setbacks of principal buildings may be varied in order to maximize the visual amenity of the district.

~~8.5.88.5.7~~ The minimum ~~requirements for side yard setback~~ in a Residential—Manufactured Home District are:

(a) Principal Buildings

- (i) ~~Street side of a corner site exterior side yard: 3\_m (9.8\_ft);~~
- (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 interior side yard: 1.5\_m (4.9\_ft); and~~

~~(b) 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).~~

~~(c)(b)~~ Accessory Buildings:

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

~~8.5.98.5.8~~ The minimum ~~requirements for rear yard setback~~ Residential—Manufactured Home District are:

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

~~8.5.108.5.9~~ The minimum ~~requirement of the habitable gross floor area per of a dwelling unit in a Residential—Manufactured Home District~~ is 55\_m<sup>2</sup> (592\_sq ft<sup>2</sup>).

~~8.5.118.5.10~~ The maximum ~~limits of the building height~~ of buildings in a Residential—Manufactured Home District are:

- (a) Manufactured Homes dwellings: 5\_m (16.4\_ft);
- ~~(b) Other Dwelling Types: 9m (29.5ft); and~~

~~(c)(b)~~ Accessory Buildings: 5\_m (16.4\_ft).

~~8.5.128.5.11~~ The maximum ~~limits of the parcel coverage~~ of a site in a Residential—Manufactured Home District are:

- (a) All buildings together, including accessory buildings: 50% of the ~~site parcel area~~; and

Commented [TW273]: There are no other dwelling types allowed

- (b) All accessory buildings: 25% of the ~~site~~parcel area.

Additional Requirements for Manufactured ~~Homes~~Dwellings:

~~8.5.13~~8.5.12 The minimum width of a Manufactured Dwelling shall be 6.7\_m (22\_ft).

~~8.5.14~~8.5.13 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.

~~8.5.15~~ — 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 service commercial and retail developments serving the Village and the surrounding rural areas.

### 8.6.2 Permitted Uses:

~~List of permitted uses:~~

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

### 8.6.3 Discretionary Uses:

~~List of discretionary uses:~~

(a)	Accessory Buildings <u>and Structures</u>	<del>(l)</del>	Dwelling, Accessory Residential <del>*See additional requirements below</del>
(b)	<del>Alternative Health Care Services</del> <del>Accessory Building – Shipping Container</del>	<del>(m)</del>	<del>Kennel Boarding &amp; Breeding Equipment Rental Shop</del>
(c)	Amusement Centre	<del>(n)</del>	<del>Intensive Vegetative Operation</del> <u>Fabric Covered Building</u>
(d)	Auto Body <del>and</del> Paint Shop	<del>(o)</del>	<del>Liquor Store</del> <u>Gas Bar</u>
(e)	Automotive Repair and Service Shop	<del>(p)</del>	<del>Gas Bar</del> <u>Liquor Store</u>
(f)	<del>Automobile</del> <u>Automotive Vehicle Sales</u>	<del>(q)</del>	<del>Renewable Energy Systems</del> <u>Storage Yard</u>

(g)	<del>Billboards</del> Bus Terminal	<del>(c)</del>	Service Station
(h)	Cannabis Retail Store		
(hi)	Car Washing Establishment	<del>(t)</del>	Signs
(i)	Child Care Facilities	<del>(u)</del>	Small Wind Energy System
<del>(j)</del>	Communication structure	<del>(vr)</del>	Storage Temporary Building or Use
<del>(k)</del>	Demolition	<del>(ws)</del>	Tradesman's Shop
(k)	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.

8.6.58.6.4 The minimum ~~requirement for the parcel~~ area of a site in the Commercial District is 302 m<sup>2</sup> (3250.7 sqft<sup>2</sup>)

8.6.68.6.5 The minimum ~~requirement for the parcel~~ width of a site in the Commercial District is 7.6 m (24.9 ft).

8.6.78.6.6 There is no minimum ~~requirement for a front yard setback in the Commercial District is~~ zero.

8.6.88.6.7 The minimum ~~requirement for a rear yard setback in the Commercial District is~~ 5 m (16.4 ft).

8.6.98.6.8 The minimum ~~requirement for a side yard setback is zero, except where adjacent to abutting a Residential District in the Commercial District the minimum side yard setback is 3 m (9.8 ft), with no side yard required for all other locations.~~

8.6.108.6.9 The maximum ~~limit for the height of buildings~~ height in the Commercial District is 913.7 m (29.550 ft) unless otherwise approved for a specific use that requires a greater height at the discretion of the Municipal Planning Board.

All development in the Commercial District shall require screening as follows:

all sites abutting a Residential District shall be screened from the view of the Residential District to the satisfaction of the Development Authority;

all apparatus on the roof shall be screened to the satisfaction of the Development Officer; and

all ~~outside~~ storage of material or equipment shall be enclosed from view from roadways and park reserve to the satisfaction of the Development Officer.

~~Dwelling, Accessory Residential Accommodation~~ shall be subordinate to the principal commercial use of the building.

Commented [TW274]: This is in the general regulations for screening. Do not repeat.

Commented [TW275]: This is the definition of Accessory Residential, it isn't a regulation.



~~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.~~

**Commented [TW276]:** Incorrect. This is only for discretionary uses, and is part of the Administrative regulations of this Land Use Bylaw.

~~The exterior finishing materials of the proposed development must be in accordance with the approved plans.~~

**Commented [TW277]:** This applies to all development.

~~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.~~

**Commented [TW278]:** Not required to be stated.

**~~Additional Requirements – Dwelling, Accessory Residential:~~**

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

**Commented [TW279]:** This is in the definition of the use. It is accessory or subordinate to the principal use.

~~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.~~

**Commented [TW280]:** No need to repeat regulations in another section.

## 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 Permitted Uses:

Commented [TW281]: Each district MUST have permitted uses.

(a)	<u>Accessory Buildings and Structures</u>	(i)	<u>Light Manufacturing</u>
(b)	<u>Accessory Building – Shipping Container</u>	(j)	<u>Public Utilities</u>
(c)	<u>Agricultural Supply Depot</u>	(k)	<u>Public Building</u>
(d)	<u>Building Supply Centre</u>	(l)	<u>Signs</u>
(e)	<u>Car Wash</u>	(m)	<u>Storage Yard</u>
(f)	<u>Equipment Rental Shop</u>	(n)	<u>Tradesman’s Shop</u>
(g)	<u>Fabric Covered Building</u>	(o)	<u>Warehousing</u>
(h)	<u>Grain Elevator and Seed Cleaning</u>		

### 8.7.3 Discretionary Uses:

#### List of discretionary uses:

(a)	Abattoir	(t)	Light Manufacturing
<del>(b)</del>	<del>Accessory Building</del>	<del>(u)</del>	<del>Tradesman’s Shop</del>
<del>(c)</del>	<del>Agricultural Supply Depot</del>	<del>(v)</del>	<del>Manufacturing, Processing, Or Assembly Facility</del>
<del>(bd)</del>	<del>Auto Body and Paint Shop</del>	<del>(wj)</del>	<del>Natural Resource Extractive Industries</del>
<del>(ce)</del>	<del>Automotive Repair and Service</del>	<del>(x)</del>	<del>Office (accessory to the principal industrial use)</del>
<del>(df)</del>	<del>Automotive Vehicle Sales</del>	<del>(y)</del>	<del>Parking Lot</del>
<del>(g)</del>	<del>Billboards</del>	<del>(z)</del>	<del>Public and Quasi-Public Structures, Installations, and Facilities</del>
<del>(h)</del>	<del>Building Supply Centre</del>	<del>(aa)</del>	<del>Pet Care Service</del>
<del>(ei)</del>	<del>Bulk Fuel or Chemical Storage and Distribution Centre</del>	<del>(bb)</del>	<del>Public Utility Building</del>
(j)	Car Washing Establishment	(cc)	Renewable Energy Systems

<del>(k)</del>	<del>Communication Tower</del>	<del>(dd)</del>	<del>Service Station</del>
<del>(l)</del>	<del>Demolition</del>	<del>(ee)</del>	<del>Signs</del>
<del>(m)</del>	<del>Dwelling, Accessory Residential</del>	<del>(ff)</del>	<del>Small Wind Energy System</del>
<del>(n)</del>	<del>Equipment Rental Shop</del>	<del>(gg)</del>	<del>Storage Structure</del>
<del>(o)</del>	<del>Fabric Covered Building</del>	<del>(hh)</del>	<del>Storage Yard Temporary Building or Use</del>
<del>(p)</del>	<del>Grain Elevator</del>	<del>(kii)</del>	<del>Warehousing Waste Transfer Station</del>
<del>(qq)</del>	<del>Heavy Manufacturing</del>	<del>(jjl)</del>	<del>Veterinary Clinic</del>
<del>(hr)</del>	<del>Intensive Vegetative Operation</del>		
<del>(is)</del>	<del>Kennel Boarding &amp; Breeding</del>		

~~8.7.4 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.~~

~~8.7.58.7.4 The minimum requirement for the parcel area of a site in the Industrial District is 929 m<sup>2</sup> (9999.6 sq-ft<sup>2</sup>).~~

~~8.7.68.7.5 The minimum requirement for the parcel width of a site in the Industrial District is 30 m (98.4 ft).~~

~~8.7.7 The minimum requirements for front yard setback is 7.6 m (24.9 ft) in the Industrial District are as follows:~~

~~(a) except as hereinafter provided: 7.6 m (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) 8.7.6 the front yard requirements shall not apply to gas pumps, free-standing or projecting signs or billboards.~~

~~8.7.8 The minimum requirements for side yard setback in the Industrial District are as follows: 1.5 m (4.9 ft) except~~

~~except as hereinafter provided, a minimum of 1.5m (4.9ft);~~

~~(d) 8.7.7 where a fire-resistant wall is provided, no side yard setback is required, and~~

~~8.7.9 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.~~

~~8.7.10 The minimum requirements for rear yard setback is 1.0 m (3.2 ft) in the Industrial District are~~

Commented [TW282]: Not applicable in Hussar.

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) 8.7.8 on a laneless site, if a rear yard is provided, it shall be a minimum of 1m (3.2ft).~~

~~8.7.11 8.7.9 The maximum limits for the height of buildings height in the Industrial District is 13.7 m (50 ft) 9m (29.5ft), unless otherwise approved for a specific use that requires a greater height at the discretion of the Municipal Planning Board~~

~~8.7.12 The exterior finishing materials of the proposed development must be in accordance with the approved plan.~~

~~8.7.13 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.~~

~~8.7.14 All development in the Industrial District shall require screening as follows:~~

~~8.7.15 all sites abutting a Residential District shall be screened from the view of the Residential District to the satisfaction of the Development Officer; and~~

~~8.7.16 all apparatus on the roof shall be screened to the satisfaction of the Development Officer.~~

~~8.7.17 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.~~

~~8.7.18 The application for Industrial Development shall supply relevant information describing any noxious, dangerous, or offensive features of the proposed development in relation to:~~

~~8.7.19 airborne pollutants or odors;~~

~~8.7.20 release of any toxic, radioactive, or environmentally hazardous materials; and~~

~~8.7.21 flammable or explosive materials, and describe their intensity and area of impact.~~

~~8.7.22 Applications for development, along with the information required in Section 8.7.14 may be referred to Alberta Environmental Protection.~~

~~8.7.10 For an application for an industrial development, the development permit application shall contain the following information:~~

~~(a) the type and nature of the industry, including the use of highly flammable or explosive materials;~~

~~(b) the estimated number of employees;~~

~~(c) the estimated water demand and source;~~

~~(d) the type of effluent and method of treatment;~~

(e) transportation routes to be used; and

(f) any accessory works required.

~~8.7.23 — 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.~~

**Commented [TW283]:** Cannot delegate approval authority. refer the permit to the fire department for comment. Require a fire plan at application.

~~8.7.24 — 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.~~

~~8.7.25 — Fencing shall be of appropriate materials and height to the satisfaction of the Development Officer.~~

~~8.7.26 — Wrecked or damaged vehicles permitted to be located on the property must be screened to the satisfaction of the Development Officer.~~

**Commented [TW284]:** Screening regulations.

**~~Additional Requirements Dwelling, Accessory Residential:~~**

~~8.7.27 — Must be situated above, under, or in the back of a commercial business in the Commercial District.~~

~~8.7.28 — 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)	<u>Accessory Buildings and Structures</u>	(e)	<u>Extensive Agriculture</u>
(b)	<u>Accessory Buildings – Fabric Covered</u>	(f)	<u>Public Utilities</u>
(c)	<u>Accessory Buildings – Shipping Containers</u>	(g)	<u>Signs</u>
(d)	<u>Community Recreational Facility</u>		

**Commented [TW285]:** Cannot have a public park as the only permitted use. This is a “taking of lands” that would require the Council to purchase any private lands. More uses must be added as permitted uses.

**8.8.3 Discretionary Uses:**

**List of Discretionary Uses**

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

~~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.~~

~~8.8.58.8.4~~ The minimum ~~requirement for the parcel~~ area of a site in an Urban Reserve District is 16.2 ha (40 acres) ~~except for Municipal and Environmental Reserve parcels and Public Utility lots where there is no minimum size requirement.~~

~~8.8.68.8.5~~ The minimum ~~requirement for~~ front yard ~~setback in an Urban Reserve District~~ is 15\_m (49.2\_ft).

~~8.8.78.8.6~~ The minimum ~~requirement for~~ side yards and rear yard ~~setback in an Urban Reserve District~~ is 15\_m (49.2\_ft).

~~8.8.88.8.7~~ 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 future~~ uses of ~~land in the vicinity adjacent parcels.~~

~~8.8.9~~ ~~The Municipal Planning Commission, Development Authority or Subdivision Authority may require an area structure plan before a subdivision decision is determined.~~

~~8.8.108.8.8~~ The Development Authority shall be satisfied prior to the granting of a Development Permit that the proposed use will not prejudice the ~~future~~ 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.

**Commented [TW286]:** Ownership is not important for land use.

**8.9.2 Permitted Uses:**

**List of Permitted Uses:**

<del>(a)</del>	<del>Accessory Buildings and Structures</del>	<del>(h)</del>	Community Recreational Facilities
<del>(b)</del>	Campground	<del>(i)</del>	Parking Lots
<del>(c)</del>	Cemeteries	<del>(j)</del>	Public and Quasi-Public Structures, Installations and Facilities Buildings
<del>(d)</del>	Community Buildings and Facilities Child Care Facilities	<del>(k)</del>	Public Utility Building Utilities
<del>(e)</del>	Essential Services Cultural Establishment	<del>(l)</del>	Schools
<del>(f)</del>	Exhibition Grounds	<del>(m)</del>	Signs
<del>(g)</del>	Fabric Covered Building	<del>(n)</del>	Worship Facility

**8.9.3 Discretionary Uses:**

**List of discretionary uses:**

<del>(a)</del>	Accessory Building – Shipping Container	<del>(ch)</del>	Recreational Vehicle Temporary Building or Use
<del>(b)</del>	Alternative Health Care Services Clinic	<del>(i)</del>	Renewable Energy Systems
<del>(c)</del>	Communication Tower	<del>(j)</del>	Senior Citizen Accommodation
<del>(d)</del>	Child Care Facilities	<del>(k)</del>	Signs
<del>(e)</del>	Cultural Establishment	<del>(l)</del>	SMALL WIND ENERGY SYSTEM
<del>(f)</del>	Group Care Facility	<del>(m)</del>	Storage Structure
<del>(g)</del>	Intensive Vegetative Operation	<del>(n)</del>	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.~~

~~8.9.68.9.4~~ The maximum building height ~~for any development in the Community Service and Recreation District~~ is 15 m (49.2 ft).

~~8.9.78.9.5~~ 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~~ Authority 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: 1091 Ave E, Hussar, AB T0J1S0 (403) 787-3766 [office@villageofhussar.ca](mailto: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>

Commented [TW287]: Put this on the website, not in the document itself.

# COMMUNICATION TOWER PROTOCOLS

Commented [TW288]: Adopt a separate Telecommunication Structure Policy by Council resolution.

## 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**~~

~~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.~~

~~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.~~

~~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;~~

~~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.~~

~~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:~~

~~Co-utilization of existing antenna systems is the preferred option within the Village and is~~

encouraged whenever feasible.

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.

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:

Map, including legal location, and site plan of the proposed system;

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);

The proposed lighting and aeronautical identification markings for the antenna and any supporting structures;

Documentation regarding potential co-utilization of existing towers within 800m (0.5 miles) of the subject proposal; and

Any other additional information or material deemed necessary and appropriate to properly evaluate the submission.

#### **6 — Notification and Public Consultation Process**

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.

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.

Once approval to proceed to public consultation has been given, the applicant or the municipality will notify all landowners within:

1.6km (0.9 mile) of the proposed structure; and

All costs of the notification are borne by the applicant.

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.~~

~~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.~~

~~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.~~

**VILLAGE OF HUSSAR  
LAND USE BYLAW 563-24  
DRAFT**

*Adopted xx, 2025*



**VILLAGE OF HUSSAR**  
**BYLAW NUMBER # 563-24**

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, RSA, Chapter M-26* as amended, the Council of a Municipality must, by Bylaw, adopt a land use bylaw;

**AND WHEREAS** Council has undertaken a major review of the Land Use Bylaw 543-22;

**AND WHEREAS** Council, having considered at a public hearing the concerns of persons claiming to be affected by the land use bylaw, believes that a new land use bylaw should be enacted to achieve the orderly, economical and beneficial use of land in the municipality;

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

1. This Bylaw shall be known as “The Village of Hussar Land Use Bylaw”.
2. The Village of Hussar Land Use Bylaw being Schedule “A” as attached to and forming part of this Bylaw is hereby adopted.
3. Bylaw 543-22 and all amendments are hereby repealed.
4. This Bylaw takes effect on the date of the third and final reading.

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

READ A THIRD TIME AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
MAYOR  
OFFICER

\_\_\_\_\_  
CHIEF ADMINISTRATIVE



# OFFICE CONSOLIDATION

This document is a consolidation of Land Use Bylaw 563-24 with one or more revising and amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

**Bylaws included in this consolidation:**

Bylaw No.	Affected Section	Description	Date

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# Part 1 Purpose and Application

## 1 PURPOSE AND APPLICATION OF THE LAND USE BYLAW

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### 1.1 TITLE

1.1.1 The title of this Bylaw shall be the Village of Hussar Land Use Bylaw.

### 1.2 PURPOSE

1.2.1 The purpose of this 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.

### 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.

1.3.2 No person shall commence any development within the Village of Hussar except in conformity with this Bylaw.

1.3.3 Compliance with the requirements of this Bylaw does not exempt any person from the requirements of any adopted statutory plan, including the Municipal Development Plan, and any applicable Intermunicipal Development Plans and Area Structure/Redevelopment Plans.



# Part 2 Interpretation

## 2 INTERPRETATION OF THE LAND USE BYLAW

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### 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 words “shall” and “must” require mandatory compliance except where a variance or relaxation has been granted pursuant to the Act or this Bylaw. “May” means a choice is available, with no particular direction or guidance intended.
- 2.1.3 Where a regulation involves two or more conditions or provisions connected by the conjunction “and” means all the connected items shall apply in combination; “or” indicates that the connected items may apply singly; and “and/or” indicates the items may apply singly or in combination.
- 2.1.4 The written regulations take precedence over any diagrams if there is a perceived conflict.
- 2.1.5 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 is shown as approximately following the Municipal boundary, it follows the Municipal Boundary.
- 2.2.2 Where a boundary is shown as approximately following a property line, it follows the property line.
- 2.2.3 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.
- 2.2.4 Where a boundary is shown as being parallel to or as an extension of any of the features listed above, it shall be so.
- 2.2.5 In circumstances not covered above, the boundary shall be determined by a resolution of Council.

2.2.6 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, Revised Statutes of Alberta, 2000, Ch. M-26, as amended, unless otherwise defined in this section.

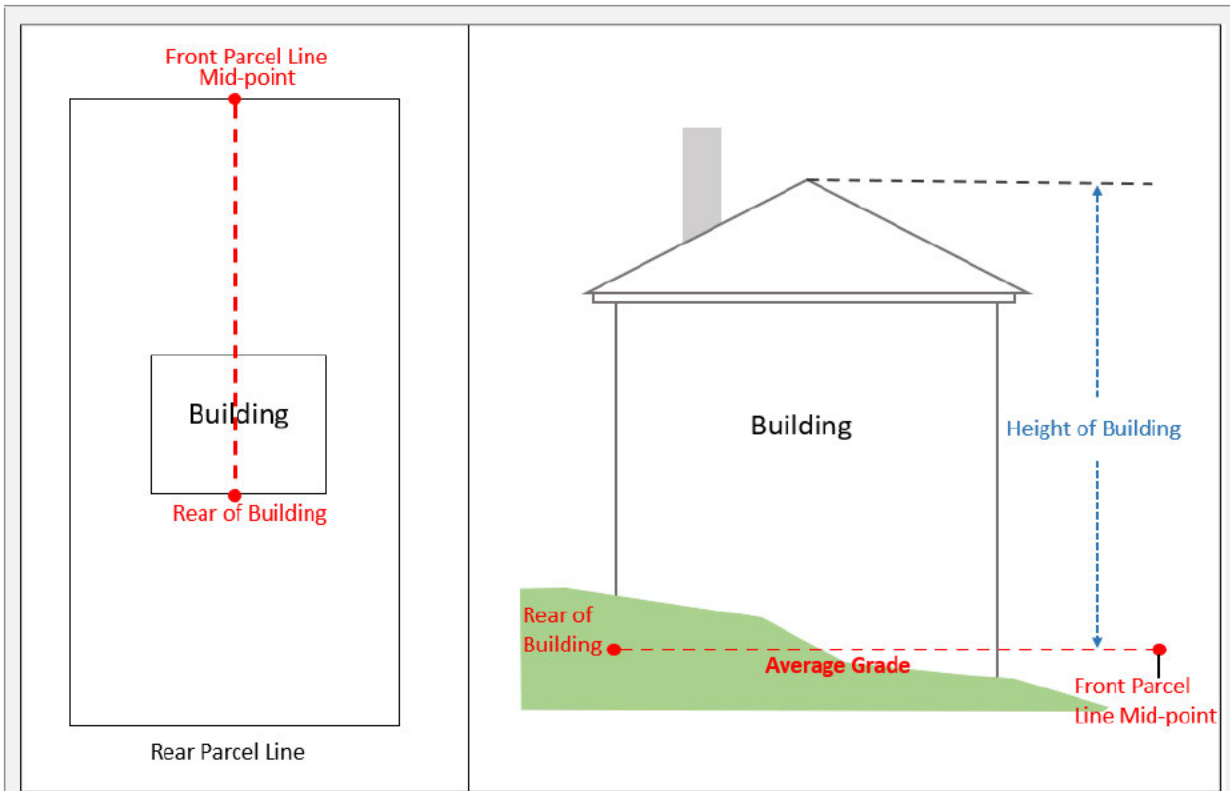
2.3.2 When no definition is provided in the Municipal Government Act, the Alberta Interpretation Act or this Bylaw, Webster’s New Collegiate Dictionary shall be used.

TERM	DEFINITION
<b>A</b>	
<b>ABATTOIR</b>	means the use of land or buildings as a facility for the slaughtering of animals and the processing of meat products
<b>ABUT or ABUTTING</b>	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.
<b>ACCESSORY BUILDING OR STRUCTURE</b>	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, greenhouses detached garages, and gazebos.
<b>ACCESSORY USE</b>	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.
<b>ACCESSORY BUILDING – FABRIC COVERED</b>	means a building or structure that is related to, but is incidental or subordinate to, the use of the principal building located on the same parcel. An Accessory Building - Fabric Covered is designed by virtue of easy assembly and dismantling, commercially constructed of metal or synthetic tube and fabric, plastic or similar materials, and covered with waterproof sheeting, synthetic sheeting or plastic film.

<b>ACCESSORY BUILDING – SHIPPING CONTAINER</b>	means where a shipping container is used to accommodate an accessory use that is related to, but is incidental or subordinate to, the principal use of the parcel.
<b>ACT</b>	means the Municipal Government Act, Revised Statutes of Alberta 2000, Ch. M-26, as amended, and any parallel or successor legislation.
<b>ADJACENT</b>	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, or stream.
<b>AGRICULTURAL SUPPLY DEPOT</b>	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.
<b>AMUSEMENT CENTRE</b>	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.
<b>APPEAL BODY</b>	means the board hearing a subdivision or development permit appeal in accordance with the Act.
<b>ART AND CRAFT STUDIOS</b>	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.
<b>AUTO BODY AND PAINT SHOP</b>	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.
<b>AUTOMOTIVE REPAIR AND SERVICE</b>	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.
<b>AUTOMOTIVE SALES</b>	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.
<b>AVERAGE GRADE</b>	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>B</b>	
<b>BALCONY</b>	means a projecting platform on a building, which is enclosed by a railing and is greater than 0.6 m above grade. It may be cantilevered from the building or supported from below.
<b>BAY</b>	means a self-contained unit of part of a building, or of the whole building, which can be sold or leased for individual occupancy.
<b>BARELAND CONDOMINIUM</b>	means land that is situated within a parcel and is a unit in a bareland condominium plan or a proposed bareland condominium plan.
<b>BASEMENT</b>	means that portion of a building or structure which is wholly or partially below grade and has no more than 1.8 m 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.
<b>BED AND BREAKFAST</b>	means a principal dwelling where sleeping accommodation, with or without light meals, is provided to members of the travelling public for remuneration.
<b>BUFFER</b>	means a row of trees, shrubs, earth berm, or fencing to provide visual screening and separation between sites and districts.
<b>BUILDING</b>	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.
<b>BUILDING HEIGHT</b>	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.





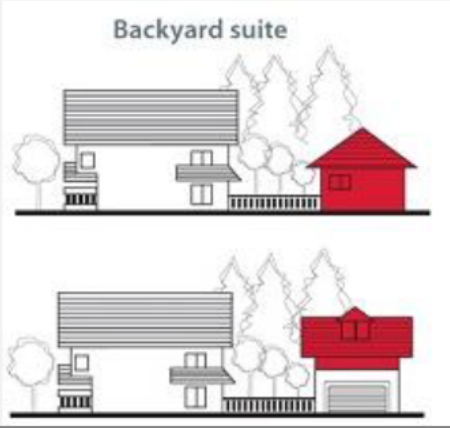
**Figure 1: Building Height**

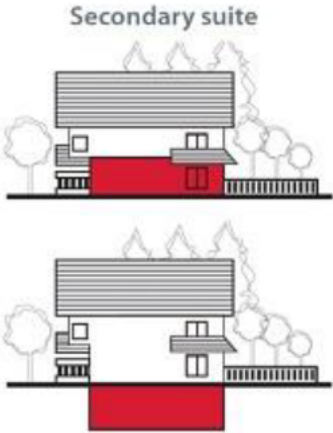
<p><b>BUILDING PERMIT</b></p>	<p>means a permit or document issued in writing by a designated Safety Code Officer within the building discipline pursuant to the Safety Codes Act authorizing the commencement of a use, occupancy, relocation, construction, or demolition of any building.</p>
<p><b>BUILDING SUPPLY CENTRE</b></p>	<p>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.</p>
<p><b>BULK FUEL STORAGE AND DISTRIBUTION</b></p>	<p>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).</p>
<p><b>BUS TERMINAL</b></p>	<p>means where transport vehicles load or unload passengers or goods.</p>

<b>C</b>	
<b>CAMPGROUND</b>	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.
<b>CANNABIS RETAIL STORE</b>	means a use where Cannabis is sold for consumption off the premises and may include the retail sale or rental of merchandise. Cannabis Retail Stores offer cannabis for sale from a federally approved and licensed facility and has been licensed to operate by the Alberta Government.
<b>CANOPY</b>	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.
<b>CAR WASH</b>	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.
<b>CARE FACILITY</b>	means a use where a public or private facility provides for the care, supervision or rehabilitation of individuals, or for palliative and end-of-life-care, containing overnight accommodation and operated in accordance with any relevant legislation or regulations of the Province of Alberta. Units within a care facility may, at the discretion of the Development Authority, be considered both long-term care units or dwelling units as these may be for permanent residences for the occupants.
<b>CEMETERY</b>	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.
<b>CHILD CARE FACILITIES</b>	means those facilities used for the supervision and care of children and includes day care, kindergarten, and nursery schools.
<b>CLINIC</b>	means a public or private medical, surgical, physiotherapeutic, or other human health clinic regularly staffed by practicing physicians, dentists, chiropractors, massage therapists or other qualified medical practitioners.

<b>COMMUNICATION STRUCTURES OR COMMUNICATION TOWER</b>	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 Innovation, Science and Economic Development however municipal consultation is required and considerations respected.
<b>COMMUNITY RECREATIONAL FACILITY</b>	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.
<b>CONDOMINIUM</b>	means a condominium plan registered in a Land Titles Office that complies with the requirement of the Alberta Condominium Property Act.
<b>CONVENIENCE STORE</b>	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.
<b>CORNER LOT</b>	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.
<b>COUNCIL</b>	means the duly elected Council of the Village of Hussar.
<b>CULTURAL ESTABLISHMENT</b>	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, community halls and similar activities. Religious institutions are not included in this category.
<b>D</b>	
<b>DECK</b>	means an open-sided platform adjoining a building and the height of which is greater than 0.6 m (2 ft) from grade.
<b>DENSITY</b>	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.

<b>DEMOLITION</b>	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..
<b>DESIGNATED OFFICER(S)</b>	means a position established by bylaw whereby Council has delegated powers, duties, and/or functions.
<b>DEVELOPMENT</b>	means: <ul style="list-style-type: none"> <li>(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;</li> <li>(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</li> <li>(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.</li> </ul>
<b>DEVELOPMENT AUTHORITY</b>	means a person, or persons, appointed as the Development Authority by Bylaw.
<b>DEVELOPMENT COMMENCEMENT</b>	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.
<b>DEVELOPMENT COMPLETION</b>	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).
<b>DEVELOPMENT IMPACT ASSESSMENT (DIA)</b>	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.
<b>DEVELOPMENT OFFICER</b>	means a person, or persons, appointed as a Development Officer pursuant to this Land Use Bylaw.
<b>DEVELOPMENT PERMIT</b>	means a document authorizing a development, issued by a Development Officer, pursuant to this Bylaw, and includes the plans and conditions of approval.

<b>DISCRETIONARY USE</b>	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 Development Authority.
<b>DRINKING ESTABLISHMENT</b>	means an establishment licensed by the Alberta Gaming, Liquor and Cannabis where the principal function is the serving of alcoholic beverages for on-site consumption.
<b>DWELLING, ACCESSORY RESIDENTIAL</b>	means a self-contained residential dwelling unit that is subordinate to and under one title with the principal commercial or industrial use.
<b>DWELLING, APARTMENT</b>	means a use where a building designed for residential use contains three (3) or more Dwelling Units with a shared or common entrance.
<b>DWELLING, ATTACHED HOUSING</b>	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.
<b>DWELLING, BACKYARD SUITE</b>	<p>means a dwelling unit in a building that is detached from principal dwelling, such as a detached garage suite or garden suite.</p> 
<b>DWELLING, DUPLEX</b>	means a building containing two dwelling units, one above the other or side by side.
<b>DWELLING, MANUFACTURED</b>	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.

<p><b>DWELLING, SECONDARY SUITE</b></p>	<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> <p style="text-align: center;">Secondary suite</p> 
<p><b>DWELLING, SINGLE DETACHED</b></p>	<p>means a building which contains only one principal dwelling unit and, except as otherwise allowed in this Bylaw, is used for no other purpose.</p>
<p><b>DWELLING UNIT</b></p>	<p>means a set or a suite or rooms operated as a house keeping unit, used or intended to be used as a domicile which contains:</p> <ul style="list-style-type: none"> <li>(a) cooking,</li> <li>(b) sleeping,</li> <li>(c) sanitary facilities, and</li> <li>(d) has a separate entrance controlled by the person(s) occupying the unit.</li> </ul>
<p><b>E</b></p>	
<p><b>EASEMENT</b></p>	<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>
<p><b>EATING ESTABLISHMENT</b></p>	<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.</p>

<b>EQUIPMENT RENTAL SHOP</b>	means a development for the rental of tools, appliances, office machines, light construction equipment or similar items but not the rental of motor vehicles.
<b>EXISTING</b>	means existing as of the effective date of this Bylaw.
<b>EXTENSIVE AGRICULTURE</b>	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.
<b>F</b>	
<b>FABRIC COVERED BUILDING</b>	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.
<b>FENCE</b>	means a vertical physical barrier constructed out of typical building material to prevent visual or unauthorized access or both.
<b>FIRE SEPARATION</b>	means a construction assembly that acts as a barrier against the spread of fire and may be required to have a fire resistance rating.
<b>FIRE WALL</b>	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.
<b>G</b>	
<b>GAS BAR</b>	means premises used or intended to be used for the sale of gasoline, lubrication oils and associated automotive fluids only.
<b>GRADE</b>	means the geodetic elevation of the existing ground in an undisturbed natural state or an approved design grade as described in a grading plan.
<b>GRAIN ELEVATOR AND SEED CLEARNING</b>	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.
<b>GROSS FLOOR AREA</b>	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.

<b>H</b>	
<b>HEAVY MANUFACTURING</b>	means the manufacture of products where all or part of the processes associated with the use are located outside of a building, and which may generate a nuisance beyond the boundary of the parcel.
<b>HOME OCCUPATION, MAJOR</b>	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.
<b>HOME OCCUPATION, MINOR</b>	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.
<b>HOTEL or MOTEL</b>	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.
<b>I</b>	
<b>INTENSIVE VEGETATIVE OPERATION</b>	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.
<b>K</b>	
<b>KENNEL</b>	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.
<b>L</b>	
<b>LANDSCAPED AREA</b>	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.



<b>LANDSCAPING</b>	<p>means the modification and enhancement of a site through the use of any or all of the following elements:</p> <ul style="list-style-type: none"> <li>(a) soft landscaping consisting of vegetation such as trees, shrubs, hedges, grass, and ground cover; or</li> <li>(b) hard landscaping consisting of non-vegetative materials such as brick, stone, concrete, tile, and wood.</li> </ul>
<b>LANE</b>	<p>means a public thoroughfare usually less than 10 m (32.8 ft) wide which provides a secondary means of access to a site or sites parcel or parcels.</p>
<b>LIGHT MANUFACTURING</b>	<p>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.</p>
<b>LIQUOR STORE</b>	<p>means a use where alcoholic beverages are sold for consumption from a retail outlet premises that has been licensed by the Alberta Gaming, Liquor and Cannabis.</p>
<b>LOADING SPACE</b>	<p>means a space for parking a vehicle while being loaded or unloaded.</p>
<b>LOT</b>	<p>means a lot as defined in the Act, Part 17, Section 616, which is defined as:</p> <ul style="list-style-type: none"> <li>(a) a quarter section,</li> <li>(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,</li> <li>(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,</li> <li>(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</li> <li>(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.</li> </ul> <p>Also see the related definition for a Parcel.</p>
<b>M</b>	
<b>MUNICIPALITY</b>	<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>

<b>MUNICIPAL PLANNING COMMISSION (MPC)</b>	means the Village of Hussar Municipal Planning Commission established by Bylaw pursuant to the Act.
<b>N</b>	
<b>NATURAL RESOURCE EXTRACTIVE INDUSTRIES</b>	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.
<b>NON-CONFORMING BUILDING</b>	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.
<b>NON-CONFORMING USE</b>	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.
<b>O</b>	
<b>OCCUPANCY</b>	means the utilization of a building or land for the use of which it was approved.
<b>OFFICES</b>	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. Clinics are not included in this category.
<b>P</b>	
<b>PARAPET</b>	means a low wall or railing to protect the edge of a roof.
<b>PARCEL</b>	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.

<b>PARCEL AREA</b>	means the total area of land within the parcel.
<b>PARCEL, CORNER</b>	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.
<b>PARCEL COVERAGE</b>	means the percentage of the parcel area covered by the area of all buildings including Accessory Buildings, and excludes balconies, bay windows, canopies, shade projections, cornices, eaves and gutters, roof overhangs, fire escapes, sills, stairways and landings, patios and decks or similar projections.
<b>PARCEL LINE</b>	means a legal boundary line of a parcel.
<b>PARCEL LINE, FRONT</b>	means the shortest parcel line that abuts a road unless otherwise determined by the Development Authority in accordance with this Bylaw.
<b>PARCEL LINE, EXTERIOR SIDE</b>	means a property line, other than the front parcel line, which abuts a road.
<b>PARCEL LINE, INTERIOR SIDE</b>	means a property line other than a front parcel line or rear parcel line, which abuts another parcel or a lane.
<b>PARCEL LINE, REAR</b>	means the parcel line which is opposite to and is not connected to the front parcel line, excepting in the case for a reverse corner lot where the rear parcel line is opposite to the exterior side parcel line.
<b>PARCEL WIDTH</b>	means the average horizontal distance between two side parcel lines.
<b>PARKING LOT</b>	means an area of cleared land dedicated to the parking of vehicles, and usually provided with a durable or semi-durable surface.
<b>PATIO</b>	means a platform, the height of which may up to but does not exceed 0.6 m (3 ft) from grade, that may or may not be attached to a building.
<b>PERMITTED USE</b>	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 Development Authority upon the development meeting all requirements of this Bylaw. The Development Authority may impose such conditions necessary to ensure compliance with the requirements of the Bylaw.

<b>PERSONAL SERVICE SHOP</b>	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.
<b>PET CARE SERVICES</b>	means a use where small animals are washed, groomed, trained, or boarded (day care) during the day, and may include the incidental sale of products related to the services provided. This does not include the overnight stay of pets.
<b>PRINCIPAL BUILDING</b>	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.
<b>PRINCIPAL USE</b>	means a use of a site or building which in the opinion of the Development Authority constitutes the primary purpose for which the site is used.
<b>PROPERTY LINE</b>	means the legal boundary of a parcel or lot.
<b>PUBLIC BUILDING</b>	means buildings 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.
<b>PUBLIC UTILITY</b>	<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"> <li>(a) waterworks;</li> <li>(b) sewage disposal;</li> <li>(c) public transportation operated by, or on behalf of, the municipality;</li> <li>(d) irrigation;</li> <li>(e) drainage;</li> <li>(f) fuel;</li> <li>(g) electric power;</li> <li>(h) heat; and</li> <li>(i) waste management (excluding a Waste Transfer Station);</li> </ul> <p>and includes the thing that is provided for public consumption, benefit, convenience, or use.</p>

<b>R</b>	
<b>RECREATIONAL VEHICLE</b>	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.
<b>REGULATION</b>	means the Matters Related to Subdivision and Development Regulation AR84/2022 as amended, and any parallel or successor legislation.
<b>RENEWABLE ENERGY SYSTEM</b>	means a system: <ul style="list-style-type: none"> <li>(a) that produces electrical power or heat to be used for the on-site consumption requirements by means such as, but not limited to, active and passive solar collectors, photovoltaic solar panels, geothermal energy or heat exchange systems;</li> <li>(b) that may be connected or disconnected from the electrical grid in accordance with the requirements of the appropriate authority; and</li> <li>(c) may provide residual power to the grid but is not intended to produce power primarily for resale.</li> </ul>
<b>RETAIL STORE</b>	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.
<b>REVERSE CORNER LOT</b>	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.
<b>ROAD</b>	means any public road, including the boulevards, sidewalks and improvements, but excluding a lane, highway or private road.
<b>S</b>	
<b>SCREENING</b>	means a fence, earth berm, or hedge used to visually separate between parcels, districts or uses..

<b>SCHOOL</b>	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.
<b>SETBACK</b>	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.
<b>SHIPPING CONTAINER</b>	means a large metal container with suitable strength for the shipping, storage and handling of goods. Shipping containers are also commonly known as sea cans or intermodal containers.
<b>SIGN</b>	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.
<b>SIGN, FASCIA</b>	means a flat sign, plain or illuminated, running parallel for its whole length to the face of the building to which it is attached.
<b>SIGN, FREESTANDING</b>	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.
<b>SIGN, PROJECTING</b>	means a sign which projects from a structure or a building face or wall.
<b>SIGN, ROOF</b>	means any sign erected upon, against or above a roof or a parapet of a building.
<b>SIGN, WINDOW</b>	means any sign, either painted on, attached to, or placed inside a window for the purpose of viewing from outside the premises.

<b>STORAGE YARD</b>	<p>means a use:</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(b) where the vehicles and equipment stored may also be serviced, cleaned or repaired;</li> <li>(c) that may involve the storage of construction materials; and</li> <li>(d) that does not involve the storage of any derelict vehicles or derelict equipment;</li> <li>(e) that does not involve the production or sale of goods as part of the use; and</li> <li>(f) that may have a building for the administrative functions associated with the use.</li> </ul>
<b>STOREY</b>	<p>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.</p>
<b>STRUCTURE</b>	<p>means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground.</p>
<b>SUBDIVISION</b>	<p>means the division of a parcel by an instrument and the word “subdivide” has corresponding meaning.</p>
<b>T</b>	
<b>TEMPORARY BUILDING OR USE</b>	<p>means a proposed use or building where the intent is to operate the 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 use or building that is temporary but has longer term requirements due to the specific use or project.</p>
<b>TRADESMAN’S SHOP</b>	<p>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.</p>
<b>U</b>	

<b>USE, CHANGE OF</b>	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.
<b>V</b>	
<b>VETERINARY CLINIC</b>	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.
<b>VILLAGE</b>	means the Village of Hussar in the Province of Alberta.
<b>W</b>	
<b>WAREHOUSE or WAREHOUSING</b>	means the use of a building for the storage of materials, products, goods, or merchandise.
<b>WASTE TRANSFER STATION</b>	means a use where solid waste materials are received from collection vehicles and consolidated into larger vehicles for transport to the landfill.
<b>WORSHIP FACILITY</b>	means any facility used for the purpose of spiritual worship. Examples may be, but are not limited to, churches, temples, mosques, and synagogues.
<b>Y</b>	
<b>YARD</b>	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.
<b>YARD, EXTERIOR SIDE</b>	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.
<b>YARD, FRONT</b>	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.



<b>YARD, INTERIOR SIDE</b>	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.
<b>YARD, REAR</b>	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



# Part 3 Administrative Agencies

## 3 ADMINISTRATIVE AGENCIES

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### 3.1 DEVELOPMENT AUTHORITY - ESTABLISHMENT

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

#### 3.1.1 Development Officer:

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.

#### 3.1.2 Municipal Planning Commission:

The Municipal Planning Commission, established by Bylaw in accordance with the Act, shall perform such duties as are specified in this Bylaw.

#### 3.1.3 Council

Where the context of this Bylaw permits in Direct Control Districts.

### 3.2 SUBDIVISION AUTHORITY:

The Subdivision Authority, as established by Bylaw, 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.

### 3.3 DEVELOPMENT AUTHORITY – POWERS AND DUTIES

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

3.3.2 The types of Development Permit applications a Development Authority may consider 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.

- 3.3.3 The Development Authority must refuse to accept a development permit application where the prescribed fee has not been paid.
- 3.3.4 The Development Authority may refuse to accept a Development Permit application where:
- (a) the information required in Section 4.3 of this Bylaw is not provided; or
  - (b) the quality of the information provided is inadequate to properly evaluate the application.
- 3.3.5 The Development Authority must make available for inspection, during office hours, all applications and decisions for development permits, subject to any legislation in force restricting availability.
- 3.3.6 The Development Authority must issue the following notices and acknowledgements on development permit applications:
- (a) notice of complete application;
  - (b) notice of incomplete application;
  - (c) notice of decision;
  - (d) notice of refusal/deemed refusal of an application.
- 3.3.7 The Development Officer shall:
- (a) receive, consider and decide upon applications 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) receive, consider and decide upon applications for Accessory Buildings;
  - (c) receive, consider and decide upon applications for a development permit for those uses listed as a permitted use for the relevant Land Use District which requires a relaxation of any measurable standard up to a maximum of 20% of that requirement;
  - (d) refer, at his or her discretion, a development permit application for comment to those authorities (provincial and regional) where interest or jurisdiction may be affected; and
  - (e) receive and 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 have been assigned to it for its consideration and decision; and
  - (f) collect fees according to the schedule approved by resolution of Council.
- 3.3.8 The Municipal Planning Commission shall:
- (a) decide on applications for development permits for those uses listed as discretionary uses (except for Accessory Buildings);
  - (b) the relocation of buildings, as described in Section 7.14;

- (c) similar uses as described in subsection 4.6.6;
- (d) those uses listed as a permitted use and requires a relaxation of any measurable standard 20% or greater of that requirement.

### **3.4 SUBDIVISION AUTHORITY – POWERS AND DUTIES**

#### **3.4.1 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 applications for subdivision including the required application fees and decide upon all applications in accordance with the Regulation and Land Use Bylaw with consideration of all comments received through circulation;
- (d) issue the following notices and acknowledgement on subdivision applications:
  - (i) notice of complete application;
  - (ii) notice of incomplete application;
  - (iii) notice of decision; and
  - (iv) notice of refusal/deemed refusal of an application;
- (e) excepting subdivision applications not requiring circulation under the Act, to circulate applications for subdivision for comments to those authorities and agencies as prescribed within the Regulation and this Land Use Bylaw;
- (f) excepting subdivision applications not requiring circulation under the 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) prepare, sign and transmit all notices of decision to the relevant agencies in accordance with the Regulation;
- (h) ensure all conditions are complied with prior to endorsement to the satisfaction of the municipality;
- (i) endorse Land Titles instruments to effect the registration of the subdivision of land;
- (j) advise the Council and Municipal Planning Commission on matters relating to the subdivision of land; and

- (k) appear before the Intermunicipal Subdivision and Development Appeal Board or Land and Property Rights Tribunal where appeals are made on subdivision application decisions.

# Part 4 Development Approvals

## 4 DEVELOPMENT APPLICATION AND APPROVAL PROCESS

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### 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 This section does not negate the requirement of an applicant to obtain all required permits, as applicable, under the Safety Codes Act or any other provincial or federal statute.
- 4.2.2 The following developments shall not require a development permit:
- (a) any use or development exempted under section 618(1) of the Act;
  - (b) any use or development exempted by the Lieutenant Governor in Council pursuant to Section 618(4) of the Act;
  - (c) the completion and use of a building which was lawfully under construction at the date this Bylaw came into effect provided the building is completed in accordance with the terms and conditions of any development permit granted;
  - (d) the completion of a building that did not require a development permit under the previous land use bylaw which was lawfully under construction provided the building is completed within twelve (12) months from the date this Bylaw came into effect;
  - (e) an official notice, sign, placard or bulletin required to be displayed pursuant of federal, provincial or municipal legislation; and
  - (f) the use of a building or part thereof for a federal, provincial or municipal election, referendum or plebiscite.
- 4.2.3 A 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 or a building, both internal and external, if in the opinion the Development Officer, such work:
    - (i) does not include structural alterations; and

- (ii) does not change the use or intensity of the use of the structure.
- (b) the temporary placement, erection or installation of machinery or a building needed in connection with construction of a development for which a Development Permit has been issued, for the period of the construction;
- (c) the construction and maintenance of that part of a public utility placed in or upon a road or easement;
- (d) 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;
- (e) Signs;
- (f) the construction, maintenance and repair of private walkways, private pathways, private driveways and similar works;
- (g) 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;
- (h) Communication Structures;
- (i) the erection, construction or replacement of one (1) Accessory Building per parcel, which does not exceed 13.5 m<sup>2</sup> (145 ft<sup>2</sup>) in gross floor area and 2.5 m (8.2 ft) in height when listed as a permitted use within a residential district;
- (j) the erection or construction or maintenance of fences, gates, walls or other means of enclosure less than 1.2 m (4 ft) in height in a front yard and less than 2 m (6.56 ft) in height in a side or rear yard;
- (k) demolition of a building; and
- (l) renewable energy systems.

### **4.3 APPLICATION REQUIREMENTS**

4.3.1 An application for a Development Permit shall be submitted in writing using the prescribed form, accompanied by prescribed development permit fee and application submission requirements, including:

- (a) authorization of the registered landowner;
- (b) a site plan, drawn to scale, showing the following:
  - (i) legal description and north arrow;
  - (ii) area and dimensions of the parcel boundaries including the required front, rear and side yards if any;
  - (iii) existing and proposed easements and rights-of-ways, including dimensions

- and type of easements, if applicable;
- (iv) the location and dimensions of all existing and proposed buildings, structures, or uses on the parcel and the measured distance to property line;
- (v) existing and proposed road and lanes that provide access and egress to and from the development;
- (vi) any provision for off-street parking stalls and loading stalls;
- (c) statement or site plan of existing and proposed public Utility services (i.e. on-site or municipal)
- (d) the estimated commencement and completion dates;
- (e) the presence of abandoned oil and gas wells.

4.3.2 In addition to the information required under Section 4.3.1, the Development Authority may also require additional information in order to assess the conforming of a proposed development with this Bylaw. Such information may include, but it not limited to:

- (a) current copy of certificate of title, and copies of any restricted covenants, utility rights-of-way, easements or Village of Hussar caveats registered on title;
- (b) floor plans, elevations and section drawings;
- (c) written rationale supporting any requested variances;
- (d) samples or representations of exterior building materials and colors;
- (e) stormwater management, grading or landscaping plans, prepared by a qualified professional;
- (f) in the case of the placement of an already constructed or partially constructed building to be relocated to the parcel, information relating to the age and condition of the building;
- (g) garbage and storage areas and the fencing and screening proposed for same; and
- (h) a development impact assessment statement prepared by a qualified professional 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 Notwithstanding 4.3.1 and 4.3.2, the Development Officer may require additional information or plans, reports and specifications as may be required to adequately render a decision on the application.

#### **4.4 NOTICE OF COMPLETE OR INCOMPLETE APPLICATION**

4.4.1 Within the timeframe specified within the Act, a notice of complete application or incomplete



application shall be issued to the applicant on the form created by the Development Authority and sent by email where consent has been granted by the applicant, otherwise it shall be sent by mail.

#### **4.5 DEVELOPMENT PERMIT APPLICATION REFERRALS**

- 4.5.1 Upon issuing a notice of complete application, a development permit application may be referred for comment to any department, agency (provincial and regional) or adjacent municipality whose intent or jurisdiction may be affected.
- 4.5.2 The referral 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.
- 4.5.3 Having received a reply on a matter referred to any person, municipality, agency or authority, the Development Authority shall make a decision on the application giving due consideration to the comments received.
- 4.5.4 After the time period identified in the referral notice from the date of the referral, the application may be dealt with by the Development Authority whether or not comments have been received.

#### **4.6 DECIDING ON A DEVELOPMENT PERMIT APPLICATION**

- 4.6.1 Where a development permit application is for a permitted use in a building or on a parcel and the proposed development conforms to all the applicable requirements and rules of this Bylaw, the Development Authority must approve the application and issue the development permit. The Development Authority may impose such conditions as required to ensure compliance with this Bylaw.
- 4.6.2 Where a development permit application is for a permitted use in a building or on a parcel and the proposed development does not conform to all of the applicable requirements and rules of this Bylaw, the Development Authority may:
  - (a) refuse to approve the development permit application; or
  - (b) approve the development permit application; and may:
    - (i) grant a relaxation of the requirement or regulation to which the proposed use does not conform; or
    - (ii) impose such conditions as required to ensure compliance with this Bylaw.
- 4.6.3 When making a decision on a Development Permit application for a Discretionary Use, the Development Authority must take into account:
  - (a) any plans and policies affecting the parcel;
  - (b) the purpose statements in the applicable Land Use District;

- (c) the appropriateness of the location and parcel for the proposed development;
- (d) the compatibility and impact of the proposed development with respect to adjacent development and the neighbourhood;
- (e) the merits of the proposed development;
- (f) utility and servicing requirements;
- (g) access and transportation requirements;
- (h) vehicle and pedestrian circulation within the parcel; and
- (i) sound planning principles.

4.6.4 The Development Authority may approve an application 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 Development Authority, 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 proposed development conforms with a use prescribed by this Bylaw for that land or building..

4.6.5 The Development Authority may refuse a Development Permit application for a discretionary use even though it meets the requirements and rules of this Bylaw.

4.6.6 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.

4.6.7 The Development Authority must refuse a development permit application when the proposed development:

- (a) is for a use that is not listed as either a permitted use or a discretionary use in the land use district; or
- (b) is for a use containing a restriction in its definition that is not met by the proposed use.

4.6.8 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.

## **4.7 DEVELOPMENT PERMITS AND NOTICE OF DECISION**

4.7.1 A development permit issued for a permitted use in compliance with the standards of this Bylaw, or a development permit issued by Council pursuant to a direct control district comes into effect on the date the decision is made.

4.7.2 When a Development Permit is approved for a discretionary use or for a permitted use in which a variance is granted, the Development Authority shall:

- (a) provide a notice of decision to the applicant of the approval;
- (b) immediately mail a notice in writing to all owners of adjacent land; and
- (c) issue a development permit after the appeal period has expired, pursuant to section 5.2.

4.7.3 A Development Permit issued pursuant to section 4.7.2 does not come into effect until twenty-one (21) days after the date the notice is mailed to all owners of adjacent land. Any development proceeded with by the applicant prior to the expiry of this appeal period is done solely at the risk of the applicant.

4.7.4 The notices indicated in section 4.7.2 must state:

- (a) the legal description and the street address of the parcel of the proposed development;
- (b) the uses proposed for the subject development;
- (c) any discretion that was granted in the approval of the development, whether by use or by interpretation of this Bylaw, and any variation or relaxation in regulation that was made by the Development Authority when the development was approved; and
- (d) how an appeal may be made to the appeal body and the deadline for such appeal.

4.7.5 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.

4.7.6 When the Development Authority refuses an application for a Development Permit, the decision shall be issued to the applicant and shall contain reasons for the refusal.

4.7.7 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; or
- (d) 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.

## 4.8 CONDITIONS OF APPROVAL

4.8.1 The Development Authority may, as a condition of issuing a development permit for a permitted use or discretionary use, require the applicant to make satisfactory arrangements for the supply of utilities including but not limited to natural gas, cable, electric power, water, sewer service, or any one or more of them including the payment of the cost of installation of construction of any such utility or facility by the applicant.

4.8.2 The Development Authority may, as a condition of issuing a development permit for a permitted or discretionary use, require the applicant enter into an agreement with the Village of Hussar to any or all of the following:

- (a) to construct or pay for the construction of a road required to give access to the development;
- (b) to construct or pay for the construction of:
  - (i) a pedestrian walkway system to serve the development, or
  - (ii) pedestrian walkways to connect the pedestrian walkway system serving the development with a pedestrian walkway system that serves or is proposed to serve an adjacent development, or both;
- (c) to install or pay for the installation of a public utility that is necessary to serve the development, whether or not the public utility is, or will be, located on the land that is the subject of the development;
- (d) to construct or pay for the construction of:
  - (i) off-street or other parking facilities, and
  - (ii) loading and unloading facilities;
- (e) to pay an off-site levy or redevelopment levy imposed by bylaw; and
- (f) to give security to ensure that the terms of the agreement under this section are carried out.

4.8.3 The Village of Hussar may register a caveat pursuant to the provisions of the Act and the Land Titles Act in respect of an agreement under section 4.8.2 against the certificate of title for the land that is subject of the development. Said caveat shall be discharged when the agreement has been complied with.

4.8.4 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) regarding the phasing of development;
- (i) establishing the maximum density of dwelling units;
- (j) establishing the period of time during which a development may continue; and
- (k) ensuring the development is compatible with surrounding development.

#### **4.9 DEVELOPMENT PERMIT COMMENCEMENT AND COMPLETION**

- 4.9.1 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 is submitted in writing by the applicant and granted by the Development Authority. The extension request must provide the reasons for the request.
- 4.9.2 If the development authorized by a development permit is not completed within two (2) years of the date of issue or as otherwise specified within a development permit, the development permit is deemed to be void, unless an extension request for the time period is submitted in writing by the applicant and granted by the Development Authority. The extension request must provide the reason for the request.
- 4.9.3 For the purposes of this Bylaw, commencement includes excavation, but does not include fencing, or demolition on the parcel, or obtaining permits.
- 4.9.4 The approval or issuance of a development permit does not authorize commencement of construction except in conjunction with all other required permits and conditions of the development permit.



# Part 5 Appeals

## 5 APPEALS

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### 5.1 SUBDIVISION APPEALS

5.1.1 An appeal with respect to a decision on a subdivision application is governed by the Act and the Regulation.

### 5.2 DEVELOPMENT APPEALS

5.2.1 An appeal with respect to a decision on a development permit application is governed by the Act.

5.2.2 Where the Development Authority:

- (a) refuses or fails to render a decision on an application for a development permit; or
- (b) approves an application for a development; or
- (c) issues an order under this Bylaw;

the person applying for the permit or affected by the order, or any other affected person, as the case may be, may appeal to the appeal body within the dates outlined in the Act.

# Part 6 Enforcing and Amending the Land Use Bylaw

## 6 ENFORCING AND AMENDING THE LAND USE BYLAW

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### 6.1 COMPLIANCE WITH OTHER BYLAWS AND REGULATIONS

- 6.1.1 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. 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.
- 6.1.2 In addition to 6.1.1, the applicant is also responsible for complying with the conditions of any caveat, covenant, easement or instrument affecting a building or land.
- 6.1.3 The Village of Hussar is not responsible nor does the Village of Hussar have any obligation whatsoever to determine what other legislation may apply to a development, nor to monitor or enforce compliance with such legislation.

### 6.2 RIGHT OF ENTRY AND INSPECTION

- 6.2.1 Pursuant to the Act, a Designated Officer may only enter land or a building for the purposes of ensuring compliance with the Act and the Regulation, or this Bylaw if:
- (a) the owner or person in possession of it gives his consent to the entry; or
  - (b) the entry is authorized by an Order of the Court of King's Bench; and
  - (c) only for the purpose of ensuring compliance with the Act and the Regulation, or this Bylaw.

### 6.3 OFFENCES

- 6.3.1 Any owner, lessee or occupant of land or a building, or the owner of a structure or a Sign thereon, who with respect to such land, building, structure or Sign, contravenes, causes, or allows a contravention of any provision of the Bylaw commits an offense.

- 6.3.2 Any person who commences or continues development for which a development permit is required but has not been issued, has expired, has been revoked or suspended, or which is in contravention of a condition of a development permit under the Bylaw commits an offense.
- 6.3.3 Any person who prevents or obstructs the Development Authority or a Designated Officer from carrying out any official duty under the Bylaw or the Act commits an offense.
- 6.3.4 A Designated Officer may enforce the provisions of the Bylaw, or the conditions of a development permit pursuant to the Act.
- 6.3.5 Nothing in this Bylaw diminishes or in any way affects the rights of the Village of Hussar pursuant to the Act, or at common law to seek an entry order, order for compliance, injunction or any other order to obtain compliance with this Bylaw.

## **6.4 ORDERS**

- 6.4.1 Pursuant to Section 645 of the Act where an offense under the Bylaw occurs, the Development Officer may by written notice, order the owner or the person in possession of the land or buildings, or the person responsible for the contravention to:
  - (a) stop the development or use of the land or buildings in whole or in part as directed by the notice; or
  - (b) demolish, remove or replace the development; or
  - (c) carry out any other actions required by the notice so that the development or use complies with the Bylaw.
- 6.4.2 A person who receives an order referred to in Subsection 8.3.1 above may appeal to the Appeal Body in accordance with Part 5 - Appeals of this Bylaw.
- 6.4.3 Where the Council or a person appointed by it carries out an order the Council shall cause the costs and expenses incurred in carrying out the order to be added to the tax roll of the parcel of land and the amount:
  - (a) is deemed for all purposes to be a tax imposed under the Act from the date it was added to the tax roll; and
  - (b) it forms a special lien against the parcel of land in favour of the Municipality from the date it was added to the tax roll.

## **6.5 AMENDMENTS TO THE LAND USE BYLAW**

- 6.5.1 Any person may apply to have this Bylaw amended.
- 6.5.2 The Council may initiate amendments by its own resolution.
- 6.5.3 All applications for amendments of this Bylaw shall be made using the approved form, accompanied by:
  - (a) the prescribed application fee;



- (b) a statement of the applicant's interest in the land;
- (c) any required drawings, plans or maps; and
- (d) any documents as required.

6.5.4 All amendments to this Bylaw shall be made by Council by Bylaw in conformity with the Act and the Regulations.

6.5.5 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.

6.5.6 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.

# Part 7 General Land Use Regulations

## 7 GENERAL LAND USE REGULATIONS

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### 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 YARD SETBACKS AND PERMITTED PROJECTIONS

- 7.2.1 The minimum required yards do not apply to:
- (a) exterior finishing materials applied to principal buildings provided the material does not project more than ten (10) centimeters into any yard;
  - (b) construction wholly beneath the surface of the ground;
  - (c) patios, fences, retaining walls and landscaping;
  - (d) driveways, parking stalls and sidewalks.
- 7.2.2 The following building projections into or over a required yard setback shall not require a variance.
- (a) Front Yards:  
Eaves, balconies, bay windows, canopies, chimneys, unenclosed decks, fire escapes and stairways and landings may project a maximum of 0.6 m (2 ft) over or onto a required front yard.
  - (b) Side Yards:  
Eaves, balconies, bay window, canopies, chimneys unenclosed decks, fire escapes may project a maximum of 0.6 m (2 ft) over or onto a required side yard.
  - (c) Rear Yards:  
Eaves, balconies, bay windows, canopies, chimneys, unenclosed decks, fire escapes and stairways and landings may project a maximum of 2 m (6.6 ft) over or onto a required rear yard.

- 7.2.3 In addition to those features listed in Section 7.2.2, a projection into any required yard may be allowed for a building cantilever, 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 3.6 m (12 ft) 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 4.5 m (14.7 ft) 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.

**7.3 UTILITIES**

7.3.1 A development shall not be permitted if the development is not served by the public sewer or at the discretion of the Development Authority, a provincially approved private system.

**7.4 PARKING AND LOADING FACILITIES**

7.4.1 Parking and loading spaces shall be calculated on the basis of gross floor area, the number of dwelling units or other unit as noted in this section.

7.4.2 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.

7.4.3 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.

7.4.4 Parking spaces shall be provided on site in accordance with the following table:

<b>Use of Building</b>	<b>Minimum Parking Spaces</b>
Financial Institution	1 space/37 m <sup>2</sup> (398.2 ft <sup>2</sup> )
Building Supply Centre/ Lumber Yards	5 space/ha (2 space/ac) of site plus 1 space/37 m <sup>2</sup> (398.2 ft <sup>2</sup> )
Child Care Facility, Pet Care Services	1 space/employee plus 1 space for owner’s vehicle
Drinking Establishment, Eating Establishment	1 space/7 m <sup>2</sup> (75.3 ft <sup>2</sup> ) - See 7.4.3
Dwelling, Accessory Residential Dwelling, Secondary Suite Dwelling, Backyard Suite	1 additional parking stall per Dwelling Unit

Hotel/ Motel	1 space /sleeping unit plus 1 space/employee
Intensive Vegetative Operation	1 space/ 30 m <sup>2</sup> (322.9 ft <sup>2</sup> )
Clinic	1 space/37 m <sup>2</sup> (398.2 ft <sup>2</sup> )
Manufacturing, Light and Heavy	1 space/56 m <sup>2</sup> (602.7 ft <sup>2</sup> )
Office	1 space/37 m <sup>2</sup> (398.2 ft <sup>2</sup> )
Public Buildings	1 space/28 m <sup>2</sup> (301.3 ft <sup>2</sup> ) plus 1 space/employee
Recreation Facilities	1 space/37 m <sup>2</sup> (398.2 ft <sup>2</sup> )
Recreation Facilities with Seating	1 space/5 seats
Worship Facilities	1 space/8 patrons
Dwellings	1 space/dwelling unit
Bed and Breakfast	1 space /guest bedroom
Retail Stores	1 space/37 m <sup>2</sup> (398.2 ft <sup>2</sup> )
Schools-Elementary	1 space/class
Junior High	4 spaces/class
Senior High	8 spaces/class
Care Facility	1 space/46 m <sup>2</sup> (495.1 ft <sup>2</sup> )
Automotive Repair and Service	1 space/46 m <sup>2</sup> (496.1 ft <sup>2</sup> ) plus 3 spaces/repair bay
Warehouse	1 space/93 m <sup>2</sup> (1,001 ft <sup>2</sup> )

- 7.4.5 A loading space shall have an area of not less than 28 m<sup>2</sup> (301.3 ft<sup>2</sup>), 3.5 (11.4 ft) in width, and 3.5 m (11.4 ft) overhead clearance.
- 7.4.6 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.
- 7.4.7 Adequate curbs or concrete bumpers or fences shall be provided to the satisfaction of the Development Officer.
- 7.4.8 Parking spaces shall not be less than 2.5 m (8.2 ft) in width, and 6 m (19.6 ft) in length.
- 7.4.9 Parking spaces shall be designed and provided in accordance with the following table.

<b>WIDTH OF STALL m (ft)</b>	<b>ANGLE OF PARKING, DEG</b>	<b>WIDTH OF AISLE m (ft)</b>	<b>DEPTH OF STALL PERPENDICULAR TO AISLE m (ft)</b>
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)

## **7.5 ACCESSORY BUILDINGS**




- 7.5.1 Accessory buildings must be secondary and subordinate to the principal building or principal use on the same parcel.
- 7.5.2 When an accessory building is to be attached to the principal building by a roof, a floor or a foundation it shall be deemed to be part of the principal building.
- 7.5.3 An accessory building shall not be used as a dwelling unit unless otherwise approved in accordance with this Bylaw.
- 7.5.4 No side yard may be required for an accessory building provided that, to the satisfaction of the Development Authority:
- (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.
- 7.5.5 For parcels that abut a lane, no rear yard may be required for an accessory building provided that, to the satisfaction of the Development Authority, the requirements of section 7.5.4 (a) and (b) are met.
- 7.5.6 Accessory Buildings – Fabric Covered shall adhere to the following requirements:
- (a) shall not exceed 20.4 m<sup>2</sup> (219.5 ft<sup>2</sup>) in floor area within residential districts;
  - (b) shall be a minimum 3 m (9.8 ft) from flammable material (e.g. fire pits or other open flame accessories) and vegetation;
  - (c) shall be kept in good condition and the fabric not frayed or damaged; and
  - (d) shall not be used in a manner to cause or create a nuisance by way of noise, vibration, or dust to impact the enjoyment of adjacent residential uses or the amenities of the neighbourhood.
- 7.5.7 The Development Authority may require the exterior surface of an Accessory Building –

Shipping Container be finished, or screened from public view, to the satisfaction of the Development Authority.

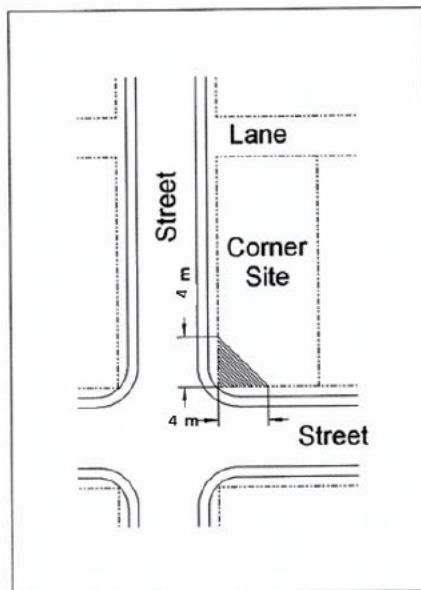
7.5.8 An Accessory Building – Shipping Container shall not be used as a sign.

## 7.6 FENCING

7.6.1 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:

Refer to 7.7.3	Yard	Maximum height from grade:
	Rear yard and Interior Side Yard	2 m (6.5 ft)
	Front yard	1.2 m (3.9 ft)
	Exterior Side yard	1.2 m (3.9 ft)

7.6.1 On corner lots within the corner visibility setback, which lies within a triangle formed by a straight line drawn between two points on the parcel lines 4 m (13.1 ft) from the point where they intersect, as indicated on the following diagram:



fences shall be a maximum of 0.9 m (2.9 ft) in height to ensure public safety and/or good visibility for traffic and pedestrian purposes.

7.6.2 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.

7.6.3 In commercial and industrial districts, the maximum height above grade of a fence located within any yard is 2.4 m (8.0 ft).

7.6.4 No fence shall be of barbed wire construction within Village boundaries.

## **7.7 CORNER LOTS, REVERSE CORNER LOTS AND IRREGULAR LOTS**

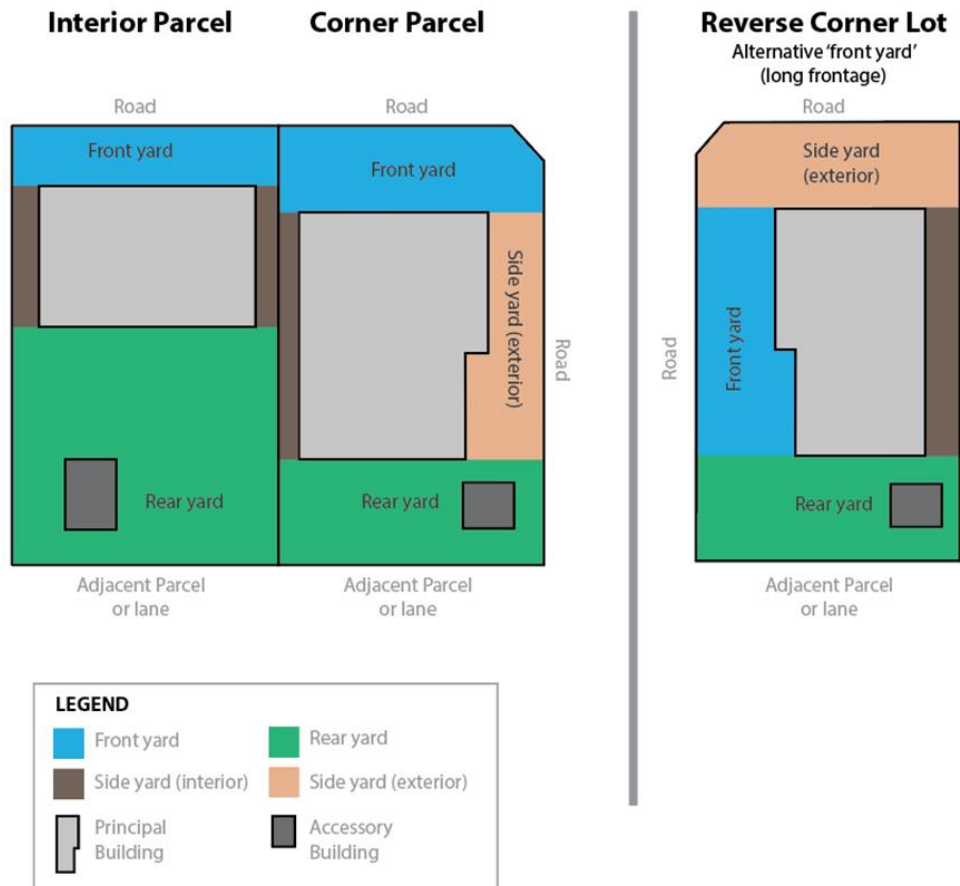
7.7.1 The parcel lines and yards of corner lots shall be determined by the following (see diagram for Corner Lots and Reverse Corner Lots below):

- (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.

7.7.2 Notwithstanding 7.7.1 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).

7.7.3 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.



7.7.4 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.

## 7.8 SCREENING OF OUTSIDE STORAGE AREAS AND GARBAGE STORAGE

7.8.1 Garbage shall be stored in weatherproof and animal proof containers, screened from adjacent parcels and roads and be in a location easily accessible for pick up.

7.8.2 Outside storage areas shall be screened from view from adjacent parcels and roads to the satisfaction of the Development Authority.

7.8.3 Commercial and industrial developments abutting a parcel with a principal residential use shall be screened from view on an interior side parcel line or rear parcel line, to the satisfaction of the Development Authority.

7.8.4 On corner lots within the corner visibility setback, screening shall be a maximum of 0.9 m (2.9 ft) in height above grade to ensure public safety and/or good visibility for traffic and pedestrian purposes.



## 7.9 BED AND BREAKFASTS

- 7.9.1 Bed and Breakfasts shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood.
- 7.9.2 Bed and Breakfasts shall be an incidental and subordinate use to the principal residential use, shall be restricted to the dwelling unit and shall not:
- (a) create a nuisance by way of noise, parking or traffic generation;
  - (b) provide for more than two (2) guest rooms;
  - (c) sell meals or alcoholic beverages to non-overnight guests; and
  - (d) include a kitchen in any room rented.
- 7.9.3 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.
- 7.9.4 A maximum of one (1) fascia or freestanding sign for a Bed and Breakfast may be displayed in accordance with subsection 7.15.5.

## 7.10 HOME OCCUPATIONS

- 7.10.1 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).
- 7.10.2 A Home Occupation shall not occupy more than 20% of the habitable floor area or 30 m<sup>2</sup> (332.9 ft<sup>2</sup>) of a Dwelling Unit, whichever is the lesser.
- 7.10.3 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 that is not characteristic of a residential use.
- 7.10.4 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 dwelling unit only;
  - (c) shall not have on-site sales or customer visits totaling no greater than five (5) visits per day, and no more than two (2) customers on site at a time;
  - (d) Outdoor storage of materials, commodities, or finished products related to the use is prohibited; and
  - (e) May display a Window Sign in accordance with section 17.5.4.
- 7.10.5 A Home Occupation – Major shall be determined as any Home Occupation that meets one or

more of the following criteria:

- (a) located within an accessory building or structure;
- (b) employs up to a maximum of 4 employees that do not reside in the dwelling unit;
- (c) on-site sales or customer visits totaling six (6) or more customer visits per day, or more than two (2) customers on-site at a time;
- (d) requires parking of a commercial vehicle up to a G.V.W rating of 4,500 kg (9920.8 lbs) associated with the Home Occupation.

## **7.11 PET CARE SERVICES**

- 7.11.1 The Development Authority may, when issuing a development permit for Pet Care Services, limit the maximum number of animals that may be kept at any one time.
- 7.11.2 Pet Care Services shall be designed, constructed and operated in a manner to prevent a nuisance to any adjacent residential use or other adjacent uses in regard to factors such as noise, odors and waste. Outside enclosures, pens, runs or exercise areas may be allowed at the discretion of the Development Authority.

## **7.12 KENNELS**

- 7.12.1 An application for a Development Permit for a Kennel shall include, in addition to the application requirements in Section 4.3, the following:
  - (a) A site plan indicating the size and location of all kennel buildings and facilities (e.g. outdoor enclosure, pens runs or exercise areas, waste (feces) management areas);
  - (b) the distance between any buildings or facilities used for the kennel operation to any residential uses within a 50.0 m (164.0 ft) radius; and
  - (c) proposed screening and noise attenuation measures.
- 7.12.2 No buildings or exterior exercise area(s) to be used to accommodate dogs shall be allowed within 50.0 m (164.0 ft.) of any dwelling.
- 7.12.3 The Development Authority may, when issuing a development permit for a kennel, determine the maximum number of animals that may be kept at any one time.
- 7.12.4 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.
- 7.12.5 The times at which the animals are allowed outdoors may be limited at the discretion of the Development Authority. 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.
- 7.12.6 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 RELOCATION OF BUILDINGS**

7.13.1 Notwithstanding Section 4.2 Development Permits Not Required, a development permit shall be required for the relocation of any building, which has been previously used or occupied, to any parcel within the Village of Hussar as part of the development of a permitted or discretionary use.

7.13.2 A development permit for the relocation of a building may include conditions of approval that:

- (a) the building and the proposed location of the building meets the requirements of the land use district in which the building is to be located;
- (b) the building is compatible with the character of the neighbourhood in which the building is to be relocated; and
- (c) the building be renovated to a satisfactory condition within a specified time.

### **7.14 RESIDENTIAL BUILDINGS ON THE SAME SITE**

7.14.1 No person shall construct or locate more than one (1) dwelling unit on a parcel unless otherwise permitted in this Bylaw.

### **7.15 SIGN CONTROL**

7.15.1 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.

7.15.2 No sign shall be erected upon, affixed to or overhang municipal property without the prior consent of the Village of Hussar.

7.15.3 Where a sign is no longer related to a business, product or event located on the same parcel as the sign, the sign must be removed by the owner of the sign or the owner of the parcel on which the sign is located.

7.15.4 All sign lighting shall be designed to illuminate the sign only.

7.15.5 Within Residential Districts, the following sign regulations apply:

- (a) one (1) fascia sign which does not exceed (0.56 m<sup>2</sup> or 6 ft<sup>2</sup>.) in area for an approved home occupation – major;
- (b) one (1) window sign for a home occupation- minor;
- (c) one (1) freestanding or fascia sign for an apartment, worship facility, child care centre, care facility, cultural establishment which does not:
  - (i) exceed 1.5 m<sup>2</sup> (16.1 ft<sup>2</sup>) in area, and

- (ii) exceed 3.6 m (11.8 ft) in height from grade.

7.15.6 Within a Commercial, Industrial or Community Service District the following sign regulations apply:

- (a) freestanding signs:
  - (i) shall not exceed 1.5 m<sup>2</sup> (16.1 ft<sup>2</sup>) in area,
  - (ii) shall not exceed 9 m (29.5 ft) in sign height; and
  - (iii) shall not be located greater than 1.52 m (5 ft) from a property line.
- (b) fascia signs
  - (i) shall not exceed 20% in sign area of the face of the building or bay to which the sign is attached; and
  - (ii) shall be located on the building frontage directly adjacent to the business.
- (c) projecting signs:
  - (i) shall be a maximum of 9 m<sup>2</sup> (96.8 ft<sup>2</sup>) in sign area;
  - (ii) shall not rise more than 300 mm (11.8 in) above a parapet;
  - (iii) shall be located greater than 600 mm (23.6 in) from the property line;
  - (iv) a minimum clearance of 3 m (9.8 ft) from grade or any sidewalk; and
- (d) roof signs:
  - (i) shall appear as an architectural blade with no visible support structures;
  - (ii) shall not overhang the roof on which it is located; and
  - (iii) shall not exceed a maximum sign area of 9 m<sup>2</sup> (96.8 ft<sup>2</sup>).

7.15.7 Within an Urban Reserve District, the following sign regulations apply:

- (a) one (1) freestanding sign which does not exceed 1 m<sup>2</sup> (10.7 ft<sup>2</sup>) in area or 6 m (19.6 ft) in height.

## **7.16 NON-CONFORMING USES AND NON-CONFORMING BUILDINGS**

7.16.1 When a building is a non-conforming building solely by reason of its encroachment into a required front, side, or rear yard, 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.

7.16.2 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.

7.16.3 Nothing in this Bylaw diminishes or in any way affects the power of the Development Authority to issue a development permit which makes a non-conforming building conforming through the granting of a relaxation of the requirements or rules to which the existing building does not conform.

## **7.17 SITE GRADING AND DRAINAGE**

7.17.1 Parcel grades and building elevations shall be established to ensure effective drainage and prevent drainage from one parcel to another, except where drainage conforms to an approved subdivision drainage plan.

## **7.18 CONTROLLED APPEARANCE**

7.18.1 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 development.

## **7.19 SECONDARY SUITES & BACKYARD SUITES**

7.19.1 A maximum of one (1) dwelling, secondary suite or dwelling, backyard suite is allowed per parcel.

7.19.2 A dwelling, secondary suite or dwelling, backyard suite must not be separated from the principal residential use on a parcel by the registration of a condominium or subdivision.

### Secondary Suites Regulations

7.19.3 The minimum floor area for a Dwelling, Secondary Suite shall be not less than 30 m<sup>2</sup> (322.92 ft<sup>2</sup>).

### Backyard Suites Regulations

7.19.4 Development of a Dwelling, Backyard Suite shall comply with the following:

- (a) shall not exceed 80 m<sup>2</sup> (861 ft<sup>2</sup>) in floor area; where the suite is located on the second storey of an Accessory Building, the maximum height of the building is 8.0 m (26.2 ft);
- (b) 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.

## **7.20 MANUFACTURED DWELLINGS**

7.20.1 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.

7.20.2 The undercarriage of a manufactured dwelling shall be completely screened from view by the

foundation or by skirting within thirty (30) days of placement of the manufactured dwelling.

- 7.20.3 All manufactured dwellings shall be provided with steps and landings to all entrances within thirty (30) days of their placement.
- 7.20.4 All accessory structures such as steps, patios, porches, additions, skirting and storage facilities shall be of complementary quality and design to the Manufactured Dwelling.
- 7.20.5 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.

## **7.21 TEMPORARY BUILDINGS OR USES**

- 7.21.1 The Development Authority may conditionally approve a temporary building or use 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.
- 7.21.2 A temporary building shall not exceed one storey in height and shall not have a basement or a cellar or any below grade foundation.
- 7.21.3 A temporary building shall be maintained at all times.
- 7.21.4 No temporary building or use 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.
- 7.21.5 The Development Authority may require skirting around the base of a temporary building.
- 7.21.6 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.

## **7.22 RENEWABLE ENERGY SYSTEMS**

- 7.22.1 Renewable Energy Systems that are part of, or attached to, the principal building or an accessory building shall:
  - (a) not extend above the peak of the roof;
  - (b) not project past a roof by 1.5 m (4.92 ft) at any point; and
  - (c) not generate noise, in the opinion of the Development Authority, which affects the amenity or enjoyment of an adjacent residential use.
- 7.22.2 Renewable Energy Systems that are freestanding must meet the height and setback regulations for an accessory building within the applicable land use district.

# Part 8 Districts

## 8 DISTRICTS

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### 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:

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Short Title	District Name
<b>R</b>	Residential District
<b>R-MD</b>	Residential – Manufactured Dwelling District
<b>C</b>	Commercial District
<b>I</b>	Industrial General District
<b>UR</b>	Urban Reserve District
<b>CS</b>	Community Service District

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### 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 the municipal boundary, it

shall be deemed to follow the municipal boundary;

- (b) **RULE 2.** Where a boundary is shown as approximately following a lot or parcel line, it shall be deemed to follow the lot or parcel line.

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 The location of a district boundary, once fixed, shall not be altered except by an amendment of this Bylaw.

8.3.5 When any road is closed, the road lands have the same district as the abutting lands. When abutting lands are governed by different districts, the centre of the road is the district boundary.



## 8.4 RESIDENTIAL DISTRICT (R)

### 8.4.1 Purpose:

The purpose and intent of this District is to provide for residential neighbourhoods composed of predominantly single-detached dwellings with integration of some multi-unit dwellings and other compatible neighbourhood uses.

### 8.4.2 Permitted Uses:

(a)	Accessory Building or Structure	(d)	Home Occupation, Minor
(b)	Dwelling, Single Detached	(e)	Public Utility
(c)	Community Recreational Facility	(f)	Signs

### 8.4.3 Discretionary Uses:

(a)	Accessory Building – Fabric Covered	(h)	Dwelling, Duplex
(b)	Care Facility	(i)	Dwelling, Manufactured
(c)	Child Care Facility	(j)	Dwelling, Secondary Suite
(d)	Cultural Establishment	(k)	Home Occupation, Major
(e)	Dwelling, Apartment	(l)	Public Building
(f)	Dwelling, Attached Housing	(m)	Temporary Buildings and Uses
(g)	Dwelling, Backyard Suite	(n)	Worship Facility

### 8.4.4 The minimum parcel area is:

- (a) Dwelling, Single Detached and Manufactured: 464 m<sup>2</sup> (4,994.4ft<sup>2</sup>);
- (b) Dwelling, Attached: 279 m<sup>2</sup> (3,003.1 ft<sup>2</sup>) for each interior dwelling or 326 m<sup>2</sup> (3,509 ft<sup>2</sup>) for each dwelling unit with a side yard abutting a road; or
- (c) Dwelling, Duplex: 279 m<sup>2</sup> (3,003.1 ft<sup>2</sup>) for each dwelling.

### 8.4.5 The minimum parcel width is:

- (a) Dwelling, Single Detached and Manufactured: 15 m (49.2 ft);
- (b) Dwelling, Attached: 9 m (29.5 ft) for each interior dwelling or 10.5 m (34.45 ft) for each dwelling unit with a side yard abutting a road; or
- (c) Dwelling, Duplex: 7.5 m (24.6 ft) per dwelling.

### 8.4.6 The minimum front yard setback shall be 6.1 m (20 ft).

- 8.4.7 The minimum side yard setback shall be:
- (a) Principal Buildings:
    - (i) exterior side yard: 3 m (9.8 ft);
    - (ii) interior side yard: 1.5 m (4.2 ft)
  - (b) Accessory Buildings: 1 m (3.2 ft)
- 8.4.8 The minimum rear yard setback shall be:
- (a) Principal Buildings: 7.6 m (24.9 ft)
  - (b) Accessory Buildings: 1 m (3.2 ft)
- 8.4.9 The minimum gross floor area of a dwelling unit is:
- (a) Dwelling, Single Detached and Manufactured: 74 m<sup>2</sup> (796.5 ft<sup>2</sup>); or
  - (b) Dwelling, Duplex and Attached: 65 m<sup>2</sup> (699.6 ft<sup>2</sup>).
- 8.4.10 The maximum parcel coverage is:
- (a) All buildings including accessory buildings not more than 50% of the parcel area; and
  - (b) All accessory buildings not more than 25% of the parcel area.
- 8.4.11 The maximum building height is:
- (a) Principal Building: 9 m (29.5 ft)
  - (b) Accessory Building: 5 m (16.4 ft)

Additional Requirements for Manufactured Dwellings:

- 8.4.12 The minimum width of a Manufactured Dwelling shall be 6.7 m (22 ft).
- 8.4.13 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 DWELLING (R-MD)

### 8.5.1 Purpose:

The purpose and intent of this District is to provide for a residential parcels in which manufactured dwellings are accommodated on individual parcels.

### 8.5.2 Permitted Uses:

(a)	Accessory Building or Structure	(d)	Public Utilities
(b)	Dwelling, Manufactured	(e)	Signs
(c)	Home Occupation, Minor		

### 8.5.3 Discretionary Uses:

(a)	Accessory Building – Fabric Covered	(d)	Home Occupation, Major
(b)	Dwelling, Backyard Suite	(e)	Public Building
(c)	Child Care Facility		

8.5.4 The parcel area is 464 m<sup>2</sup> (4,994.4 ft<sup>2</sup>).

8.5.5 The minimum parcel width is 15 m (49.2 ft).

8.5.6 The minimum front yard setback is 4.5 m (14.7 ft).

8.5.7 The minimum side yard setback is:

- (a) Principal Buildings
  - (i) exterior side yard: 3 m (9.8 ft); and
  - (ii) interior side yard: 1.5 m (4.9 ft)
- (b) Accessory Buildings:
  - (i) exterior side yard: 3 m (9.8 ft); and
  - (ii) interior side yard: 1.5 m (4.9 ft)

8.5.8 The minimum rear yard setback is:

- (a) Principal Buildings: 4.5 m (14.7 ft)
- (b) Accessory Buildings: 1 m (3.2 ft)

8.5.9 The minimum gross floor area of a dwelling unit is 55 m<sup>2</sup> (592 ft<sup>2</sup>).

8.5.10 The maximum building height is:

- (a) Manufactured dwellings: 5 m (16.4 ft);
- (b) Accessory Buildings: 5 m (16.4 ft).

8.5.11 The maximum parcel coverage is:

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

Additional Requirements for Manufactured Dwellings:

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

8.5.13 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.

## 8.6 COMMERCIAL DISTRICT (C)

### 8.6.1 Purpose:

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

### 8.6.2 Permitted Uses:

(a)	Art and Craft Studios	(i)	Parking Lot
(b)	Clinic	(j)	Personal Service Shop
(c)	Community Recreational Facility	(k)	Pet Care Service
(d)	Convenience Store	(l)	Public Building
(e)	Cultural Establishment	(m)	Public Utilities
(f)	Eating Establishment	(n)	Retail Store
(g)	Hotel or Motel	(o)	Signs
(h)	Offices	(p)	Worship Facility

### 8.6.3 Discretionary Uses:

(a)	Accessory Buildings and Structures	(k)	Drinking Establishment
(b)	Accessory Building – Shipping Container	(l)	Dwelling, Accessory Residential
(c)	Amusement Centre	(m)	Equipment Rental Shop
(d)	Auto Body and Paint Shop	(n)	Fabric Covered Building
(e)	Automotive Repair and Service Shop	(o)	Gas Bar
(f)	Automotive Sales	(p)	Liquor Store
(g)	Bus Terminal	(q)	Storage Yard
(h)	Cannabis Retail Store	(r)	Temporary Building or Use
(i)	Car Wash	(s)	Tradesman’s Shop
(j)	Child Care Facilities		

8.6.4 The minimum parcel area is 302 m<sup>2</sup> (3250.7 ft<sup>2</sup>)

8.6.5 The minimum parcel width is 7.6 m (24.9 ft).

8.6.6 The minimum front yard setback is zero.

- 8.6.7 The minimum rear yard setback is 5 m (16.4 ft).
- 8.6.8 The minimum side yard setback is zero, except where abutting a Residential District the minimum side yard setback is 3 m (9.8 ft).
- 8.6.9 The maximum building height is 13.7 m (50 ft).

## 8.7 INDUSTRIAL GENERAL DISTRICT (I)

### 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 Permitted Uses:

(a)	Accessory Buildings and Structures	(i)	Light Manufacturing
(b)	Accessory Building – Shipping Container	(j)	Public Utilities
(c)	Agricultural Supply Depot	(k)	Public Building
(d)	Building Supply Centre	(l)	Signs
(e)	Car Wash	(m)	Storage Yard
(f)	Equipment Rental Shop	(n)	Tradesman’s Shop
(g)	Fabric Covered Building	(o)	Warehousing
(h)	Grain Elevator and Seed Cleaning		

### 8.7.3 Discretionary Uses:

(a)	Abattoir	(h)	Intensive Vegetative Operation
(b)	Auto Body and Paint Shop	(i)	Kennel
(c)	Automotive Repair and Service	(j)	Natural Resource Extractive Industries
(d)	Automotive Sales	(k)	Temporary Building or Use
(e)	Bulk Fuel Storage and Distribution	(l)	Waste Transfer Station
(f)	Dwelling, Accessory Residential	(m)	Veterinary Clinic
(g)	Heavy Manufacturing		

8.7.4 The minimum parcel area is 929 m<sup>2</sup> (9999.6 ft<sup>2</sup>).

8.7.5 The minimum parcel width is 30 m (98.4 ft).

8.7.6 The minimum front yard setback is 7.6 m (24.9 ft).

8.7.7 The minimum side yard setback is 1.5 m (4.9 ft) except where a fire wall is provided, no side yard setback is required.

8.7.8 The minimum rear yard setback is 1.0 m (3.2 ft).

- 8.7.9 The maximum building height is 13.7 m (50 ft).
- 8.7.10 For an application for an industrial development, the development permit application shall contain the following information:
- (a) the type and nature of the industry, including the use of highly flammable or explosive materials;
  - (b) the estimated number of employees;
  - (c) the estimated water demand and source;
  - (d) the type of effluent and method of treatment;
  - (e) transportation routes to be used; and
  - (f) any accessory works required.



## 8.8 URBAN RESERVE DISTRICT (UR)

### 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:

(a)	Accessory Buildings and Structures	(e)	Extensive Agriculture
(b)	Accessory Buildings – Fabric Covered	(f)	Public Utilities
(c)	Accessory Buildings – Shipping Containers	(g)	Signs
(d)	Community Recreational Facility		

### 8.8.3 Discretionary Uses:

(a)	Intensive Vegetative Operation	(b)	Temporary Building or Use
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8.8.4 The minimum parcel area is 16.2 ha (40 acres).

8.8.5 The minimum front yard setback is 15 m (49.2 ft).

8.8.6 The minimum side yard and rear yard setback is 15 m (49.2 ft).

8.8.7 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 future uses of adjacent parcels.

8.8.8 The Development Authority shall be satisfied prior to the granting of a Development Permit that the proposed use will not prejudice the future orderly development of the area.

## 8.9 COMMUNITY SERVICE DISTRICT (CS)

### 8.9.1 Purpose:

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

### 8.9.2 Permitted Uses:

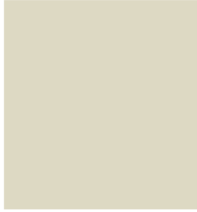
(a)	Accessory Buildings and Structures	(h)	Community Recreational Facilities
(b)	Campground	(i)	Parking Lots
(c)	Cemetery	(j)	Public Buildings
(d)	Child Care Facilities	(k)	Public Utilities
(e)	Cultural Establishment	(l)	Schools
(f)	Exhibition Grounds	(m)	Signs
(g)	Fabric Covered Building	(n)	Worship Facility

### 8.9.3 Discretionary Uses:

(a)	Accessory Building – Shipping Container	(d)	Intensive Vegetative Operation
(b)	Clinic	(e)	Temporary Building or Use
(c)	Care Facility		

8.9.4 The maximum building height is 15 m (49.2 ft).

8.9.5 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 Authority to ensure that adequate protection be afforded to the amenities of the area.



# **Part 9 Land Use District Map**

# 9 LAND USE DISTRICT MAP



- Commercial District - (C)
- Industrial General District (I)
- Residential District (R)
- Residential - Mobile Home (R-MH)
- Urban Reserve District (UR)
- Community Service and Recreation (CS)
- Legal Parcels
- Roads
- Village Boundary

**Land Use District Draft Map**  
November 12th 2024



# Telecommunication Structure Policy: Siting and Design

## 1 PURPOSE AND AUTHORITY

### 1.1 PURPOSE

- 1.1.1 The purpose of the Telecommunication Structure Policy is to establish procedural standards that will allow the Village of Hussar to effectively participate in and influence the placement of telecommunication structures proposed within the village limits. It assists Council, Village Staff, Innovation, Science and Economic Development Canada, representatives of the telecommunications industry and members of the public in being aware of and understanding the implementation methods, processes, procedures and criteria used to achieve this purpose.

### 1.2 OBJECTIVES

- 1.2.1 The objectives of this policy are:
- (a) To establish a process and criteria for consistently and equitably reviewing, evaluating and deciding upon each proposal for placing a telecommunication structure within the Village of Hussar.
  - (b) To provide clear and reasonable requirements for effective participation and cooperation between the proponents and Village of Hussar.
  - (c) To minimize the number of towers required for telecommunication antenna networks within Hussar.
  - (d) To ensure co-location opportunities for telecommunication structures are explored and acted upon.
  - (e) To encourage and promote opportunities for improved telecommunication structure design and concealment in order to minimize their visual impacts on the surrounding area and the Village of Hussar in general.
  - (f) To provide an opportunity for residents located near specific types of proposed telecommunication structures (towers) to make comments, ask questions or raise concerns related to the proposal, make the proponent aware of local considerations and provide recommendations regarding the placement and/or appearance of the structure.

### 1.3 APPLICABILITY AND AUTHORITY

- 1.3.1 The Village of Hussar is not the approving authority for telecommunication structures.
- 1.3.2 The federal Innovation, Science and Economic Development (ISED) is the approving authority for the development and operation of radiocommunication in Canada, including telecommunication structures, pursuant to the *Radiocommunication Act*.
- 1.3.3 In this regard, ISED requires that, in certain cases, the local authority and the public must be consulted for input regarding the proposed placement of a telecommunication antenna structure.
- 1.3.4 The Village of Hussar's Council is responsible for reviewing these submissions on Hussar's behalf and, depending on the nature of the proposal, a letter of support (concurrence) or non-support (non-concurrence) is sent to the wireless service provider upon completion of the Village of Hussar's review of the proposal.
- 1.3.5 Note that in cases where the Village does not support a proposal, it cannot prevent a proponent from ultimately gaining permission from ISED to install a telecommunication structure even if it contravenes this Policy.

### 1.4 THE ROLE OF THE TOWN/VILLAGE DURING THE PROPONENTS PUBLIC CONSULTATION

- 1.4.1 The Village of Hussar performs two main functions during a proponent's public consultation process. These are:
  - (a) to scrutinize the consultation process
    - by observing how and what information is provided to the public by the proponent about the proposed telecommunication antenna structure and its intended location;
    - by observing what questions arise from the public about the proposed installation;
    - by observing what answers to these questions are provided by the proponent; and
    - by observing how concerns and other issues regarding the proposed telecommunication antenna structure's placement are resolved; and
  - (b) to clarify the provisions of this Policy as required by outlining the circumstances required for the issuance of a letter of concurrence or nonconcurrence.

### 1.5 THE ROLE OF THE TOWN/VILLAGE IN REVIEWING A TELECOMMUNICATION STRUCTURE SUBMISSION

- 1.5.1 The Council of the Village reviews and evaluates each submission it receives for a telecommunication structure. The specific elements evaluated and decided upon in reaching a decision to either support or not support a submission are the following:

- (a) proposed location in a community or area;
- (b) existing and proposed on-site uses and structures;
- (c) adjacent sites and their existing and proposed uses and structures;
- (d) co-location potentials on this site and on nearby sites with other existing or proposed telecommunication antenna structures;
- (e) conformity with the Village's Municipal Development Plan policies; and
- (f) design aspects of the proposal, including:
  - height,
  - colour,
  - type of structure,
  - diameter (if a monopole or tripole),
  - number of arrays,
  - shrouding of antenna arrays,
  - potential for disguising or camouflaging, screening of equipment compound and shelter(s),
  - location on site,
  - access/egress to the facility,
  - proposed signage or other markings and lighting,
  - distance to other existing towers,
  - removal of redundant structure(s) (if a re-build, replacement or co-location).

1.5.2 Regarding health and radiofrequency (RF) exposure issues and limits for telecommunication antenna systems, these elements are regulated by Health Canada's Safety Code 6 guidelines. The Village of Hussar has neither the authority nor the medical/biological research expertise/capability to assess or evaluate any submission for telecommunications antenna structures with respect to RF and health issues.

## 2 LOCATION CRITERIA

### 2.1 CO-LOCATION

- 2.1.1 The Village of Hussar encourages the co-location of telecommunication structures. This may include, but is not limited to:
- (a) the installation of a proponent's telecommunication antennas on any existing telecommunication structure;
  - (b) the construction of a new telecommunication structure on which other proponents are invited to co-locate;
  - (c) the reconstruction or modification of an existing telecommunication antenna structure to accommodate the equipment of additional proponents; or

- (d) the relocation of a proponent's existing telecommunication antennas to another proponent's telecommunication structure followed by the removal of the redundant existing telecommunication structure.
- 2.1.2 The Village of Hussar strongly recommends that a co-location review take place prior to any submission for concurrence for a telecommunication structure.
- 2.1.3 The proponent is requested to provide written evidence, as part of its submission to Village of Hussar, demonstrating that co-location on an existing telecommunication structure, a replacement or modified telecommunication structure or a proposed new telecommunication structure has been reviewed with other proponents operating within the village limits. All existing and proposed telecommunication tower structures within a 800 metre radius of any proposed new telecommunication tower's location must be included in the review for co-location potentials.
- 2.1.4 If colocation is not possible for technical reasons, a statement signed by an appropriate technical expert is requested in support of the written evidence noted above. If co-location is not possible due to a lack of interested participants or other considerations, a statement signed by an appropriate authority for the proponent making the submission is requested as part of the written evidence.

## **2.2 PREFERRED LOCATION CRITERIA IN DEVELOPED AREAS**

- 2.2.1 The following is a list of preferred locations for telecommunication structures.
  - (a) Industrial and commercial areas
  - (b) In close proximity to similarly-scaled structures
  - (c) Some institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology, i.e.: colleges and universities
  - (d) Other non-residential areas considered appropriate by Village of Hussar, including agricultural lands
  - (e) Within or adjacent to parks, green spaces, golf courses and other recreational parcels

## **2.3 DISCOURAGED LOCATION CRITERIA IN DEVELOPED AREAS**

- 2.3.1 The following is a list of discouraged locations for telecommunication structures.
  - (a) Close proximity to residences. The Village of Hussar recommends that the placement of towers should not be closer than two to three times the height of the tower from an existing dwelling.
  - (b) Environmentally sensitive or ecologically significant lands
  - (c) Proximity to schools (towers should be no closer than 100 metres away from the nearest portion of a school building or the nearest portable classroom, whichever is closer to the proposed installation)
- 2.3.2 The Village of Hussar may, at its discretion, modify these setback guidelines on a site by site basis, taking into account such factors as buffering topography and vegetation, intervening major transportation and utility corridors, rivers and



streams, intervening non-residential buildings and information arising from a public consultation meeting concerning the telecommunication structure.

## **2.4 LOCATION CRITERIA IN FUTURE DEVELOPMENT AREAS**

- 2.4.1 For locations within the Village of Hussar that have not yet been developed, proponents are encouraged to select sites for the placement of their telecommunication structures prior to development taking place. The Village promotes this course of action so that those purchasing properties in these new developing areas will be able to make informed decisions based on an understanding of where initially telecommunication structures are installed or likely to be installed.

# **3 DESIGN CRITERIA**

## **3.1 PREFERRED BUILT FORM**

- 3.1.1 The built form of telecommunication structures that are preferred include roof top installations, freestanding telecommunication antenna structures in the form of monopole and tripole towers with flush mounted or cluster mounted antennas, and streetlight and parking lot light poles that are sheathed completely within the pole.
- 3.1.2 Preferred small cell installations are neatly organized, utilize as few antennas as possible, and hide conduit, cable trays, wiring, mounting brackets or other hardware behind the antenna or within shrouding. Wall-mounted antennas are to be attached as close to the wall as possible and not project above the height of the wall they are mounted on.

## **3.2 DISGUISED AND CAMOFLAGED STRUCTURES, AND SCREENING**

- 3.2.1 The Village of Hussar encourages the use of telecommunication structures that are designed to be as stealthy, unobtrusive and inconspicuous as possible, particularly in residential areas and on sites abutting residential uses. This includes the hiding, or disguising of telecommunication antennas in or on buildings, placing them on roof tops or on other existing structures, and the camouflaging of telecommunication antennas on street lights or other apparatuses, appliances and objects. The appropriate type of telecommunication antenna structure for each situation should be selected based upon the goal of making best efforts to blend with the nearby surroundings and minimize the visual aesthetic impacts of telecommunication antenna structures on the community.
- 3.2.2 The Village of Hussar recognizes that the objective of promoting co-location as described in Section 2.1 of this Policy, and the objective of making telecommunication structures and antennas less noticeable may sometimes come

into conflict. Nevertheless, The Village of Hussar intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them.

- 3.2.3 The use of landscaping, fences and architectural features on and around the equipment compounds, shelters and cabinets associated with a telecommunication structure is encouraged to assist these structures to blend in with their surrounding environment.

### **3.3 LIGHTING**

- 3.3.1 Unless specifically required by Transport Canada, the display of any type of lighting on a telecommunication structure is discouraged. Where Transport Canada requires a telecommunication structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable.
- 3.3.2 Any required strobe lighting should be set to the maximum strobe interval allowed by Transport Canada. The lighting of telecommunication structure compounds for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity and, where possible, it is provided by a motion detector type of system.

## **4 NOTIFICATION AND PUBLIC CONSULTATION**

### **4.1 INTITAL CONTACT**

- 4.1.1 Proponents are required to notify the Municipality of their intent to investigate an area for a potential telecommunication structure within the village prior to landowner notification or advertisement of the proposed project.

### **4.2 PUBLIC NOTIFICATION AND CONSULTATION**

- 4.2.1 Proponents are required to satisfy the default public consultation requirements of ISED's CPC-2-0-03.
- 4.2.2 Notwithstanding 4.2.1, any proposal which is excluded in CPC-2-0-03 from the consultation requirements, proponents are nevertheless encouraged to contact the Municipality to discuss the proposal and identify any potential issues or concerns and give consideration to the Municipality's location and design criteria.
- 4.2.3 It is solely the responsibility of the proponent, at its own cost, to arrange, organize and conduct a public consultation meeting. At its discretion, the proponent may conduct the meeting in either a formal manner or an open house format.

## 5 MUNICIPAL REVIEW AND ISSUANCE OF CONCURRENCE OR NON-CONCURRENCE

### 5.1 APPLICATION SUBMITTAL REQUIREMENTS

- 5.1.1 The following package must be submitted for consideration of a proposed telecommunication structure:
- (a) a map, including legal location, and site plan of the proposed system;
  - (b) a map showing the location of other telecommunication structures located within 800 metres of the proposed site;
  - (c) a map showing the typical coverage of existing telecommunication structures, which shows the need for additional structures;
  - (d) a 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);
  - (e) the proposed lighting and aeronautical identification markings for the antenna and any supporting structures;
  - (f) documentation regarding potential co-utilization of existing towers within 800 m of the proposed telecommunication structure;
  - (g) a record of all comments from the public, and the response of the proponent to these comments, and
  - (h) any other additional information or material deemed necessary and appropriate to properly evaluate the submission as noted in Section 1.5.1.

### 5.2 REVIEW AND DECISION

- 5.2.1 Concurrence with a proposal will be measured against the location and design standards in this Policy, applicable policies in the municipality's Municipal Development Plan, consideration of comments received during the public consultation process, and any other matter deemed relevant by Council.
- (a) When a proposal is given a concurrence decision, the proponent will receive a letter of concurrence from the Council documenting its decision and any conditions.
  - (b) When a proposal is given a non-concurrence decision, the proponent will receive a letter of non-concurrence from the Council describing the reasons for the decision.
- 5.2.2 Municipal concurrence does not constitute approval of uses, buildings, and structures which require issuance of a development permit under the Land Use Bylaw or a building permit under the *Safety Codes Act*.
- 5.2.3 Concurrence is valid for two years within which time the construction of the telecommunication structure must commence.

**BYLAW 540-21  
VILLAGE OF HUSSAR**

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

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

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

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

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

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

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

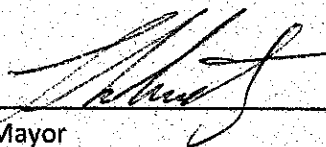
- 8) Garbage collection fees will be assessed on a monthly basis and will be included on the monthly water/sewer utility statement.
- 9) Despite Section 8, residents who are charged annually for water and sewer service will be charged annually for garbage collection and these charges will be on the same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

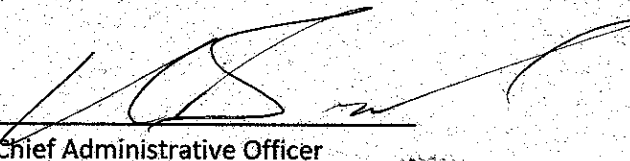
READ a first time this 21 day of December, 2021.

READ second time this 21 day of December, 2021.

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

Signed this 5 day of January, 2021.

  
\_\_\_\_\_  
Mayor

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

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

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

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

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

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

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

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

**PART I: BYLAW TITLE**

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

**PART II: DEFINITIONS**

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

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

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

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

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

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

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

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

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

### PART III: GENERAL REGULATIONS

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



#### PART IV: GARBAGE COLLECTION

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

#### PART V: GARBAGE CONTAINERS

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

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

#### PART VI: UNACCEPTABLE REFUSE

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

#### PART VII: OFFENCES AND PENALTIES

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

#### PART VIII: SEVERABILITY

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

#### PART IX: REPEAL

- 9.1 This Bylaw shall rescind Bylaw 509-16.

PART X: ENACTMENT

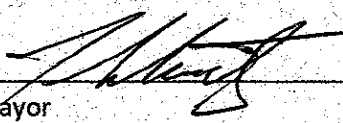
10.1 This Bylaw shall come into force and effect upon third and final reading.

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

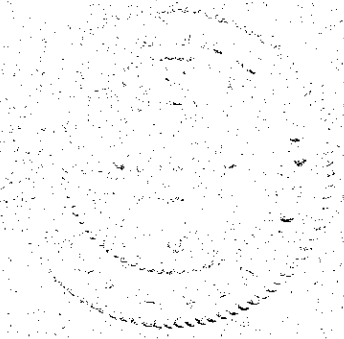
READ second time this 3 day of February, 2022.

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

Signed this 7 day of February, 2022.

  
\_\_\_\_\_  
Mayor

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



# VILLAGE OF HUSSAR

## BYLAW 550-23

### UTILITY BYLAW



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

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

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

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

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

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

**1. SECTION 1 – TITLE**

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

**2. SECTION 2 - DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **6.5 Testing**

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

### **6.6 Repair**

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

#### **6.7 Responsibility**

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

#### **6.8 Hydrants**

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

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

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

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

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

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

### **7.1 Wastewater**

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

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

#### **7.2 Storm Water**

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

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

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

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

#### **8.1 Restrictions**

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

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

## **8.2 Water Misuse**

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

**9 SECTION 9 - DISCLAIMER OF LIABILITY**

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

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

**10 SECTION 10 - UNAUTHORIZED USE**

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

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

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

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

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

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

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

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

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

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

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

**11 SECTION 11 - BILLING**

**11.1 Billing**

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

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

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

## **11.2 Penalties**

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



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

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

**12 SECTION 12 – SEVERABILITY PROVISION**

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

**13. SECTION 13 – EFFECTIVE DATE**

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


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

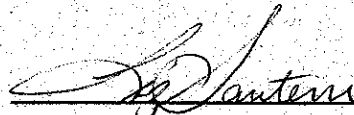
READ a first time this 17<sup>th</sup> day of April, 2023.

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

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

Signed this 17 day of April, 2023.

  
\_\_\_\_\_  
Mayor

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

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

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

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

**SCHEDULE B  
APPLICATION FOR SERVICE CHANGE**

**SCHEDULE C  
UTILITY ACCOUNT ACTIVATION**



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

# WATER SERVICE CHANGE APPLICATION

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

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

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

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

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

---

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

INSTALL       MODIFY       ABANDON       TERMINATE

THE WATER SERVICE FOR:

\_\_\_\_\_

(service location)

IN THE VILLAGE OF HUSSAR, ALBERTA.

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

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

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

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



## UTILITY ACCOUNT ACTIVATION

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

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

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

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

BILLING ADDRESS (if different from Service Address):

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

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

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

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

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

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

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

CHOOSE ONE:

ANNUAL BILLING

MONTHLY BILLING

# Campground Rental & Reservations

Date Approved by Council: December 14, 2015

Resolution:

Review Date: December

Related Bylaw: N/A

Amendments: 2017-04-13-03; 2017-08-17-07; 2019-08-08-146; 2020-06-11-143; 2020-12-10-305; 2021-12-02-634; 2022-02-24-062; 2022-04-14-128; 2023-02-09-436; 2024-03-05-825

## Purpose

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

## Guidelines

### CAMPING RATES

- Camping rates will be as follows:

<b>Powered Site</b>	<b>\$25.00/night</b>
<b>Non-Powered Site</b>	<b>\$15.00/night</b>
<b>Tents</b>	<b>\$10.00/night</b>
<b>Group Camping</b>	<b>\$10.00/night/unit (Reservation Only)</b>
<b>Camp Shelter</b>	<b>\$25.00/day (Reservation Only)</b>
<b>Entire Campground</b>	<b>\$300.00/night (Reservation Only) {Does not include Group Camping}</b>
<b>Entire Campground</b>	<b>\$350.00/night (Reservation Only) {Including Group Camping and Ball Diamonds}</b>
<b>Gazebo</b>	<b>\$25/day (Reservation) {with or without power ensures availability}</b>
<b>Gazebo</b>	<b>Free (No Reservation) {Available on a first come first serve bases if there is no reservation booking. No power available}</b>
<b>Monthly Rate</b>	<b>\$500.00/month (Reservation Only) POWERED SITES</b>
<b>Monthly Rate</b>	<b>\$350.00/month (Reservation Only) NON-POWERED SITES</b>

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

### TENTING

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

### GROUP CAMPING

- The group camping area may be booked by reservation only.

2. All group trailers/RVs and tents must remain parked or erected within the group camping area or will be subject to regular camping rates.
3. There is no limit to the number of trailers/RVs or tents that may be parked within the group camping area.

#### CAMP SHELTER

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

#### CAMP KITCHEN

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

#### GAZEBO

1. The gazebo may be reserved for private use, group functions, etc. through the Village Office.
2. The gazebo is available on a first come, first served basis if there is no reversed booking. This will not include access to power.

#### PLAYGROUND

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

#### SPORTS GROUNDS

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

#### RESERVATIONS

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

#### COMMUNITY GROUPS

1. Community groups may reserve the camp kitchen, camp shelter, ball diamonds, and riding arena for community events at no cost with the approval of Council.
  - a. Community groups must provide a refundable damage deposit for the use of these areas in the amount of \$250.00. The full cost of any property damage repair or cleanup required after the event will be deducted from the amount refunded.
2. Community groups may reserve the group camping area and campsites at the same rates as individual reservations.

- a. If community groups have paid the damage deposit as per Section 19 they will not be required to pay the damage deposit as per Section 17.

#### CAMPGROUND RULES

1. The following rules will be posted at the campground:
  - a. Check in: 1:00 pm
  - b. Check out: 11:00 am
  - c. Quiet hours: 11:00 pm to 7:00 am
  - d. Speed limit: 10 km/hour
  - e. Sites must be kept clean and tidy. Please place garbage in bins provided.
  - f. No open liquor away from campsites. Unruly and/or intoxicated behaviour will not be tolerated. No glass bottles are permitted.
  - g. Fires allowed in fire pits only. Do not leave fires unattended. Firewood is not provided.
  - h. Pets must be on a leash and under control at all times. Owners must clean up after their pets.
  - i. Parents are responsible for children in the playground areas. The Village will not be held responsible for any injuries from use of playground equipment.
  - j. No operation of ATV's, Dirt Bikes, Snowmobiles, etc.
  - k. Vandalism, including destroying trees, will be subject to a \$1000.00 charge and will result in eviction from the campground without refund.
  - l. The Village reserves the right to refuse service to anyone and will not be held responsible for any accidents, injuries, loss or damages due to fire, theft, accident or acts of God.
  - m. No camping, including tenting, is allowed in areas not designated for that usage or purpose
  - n. No fireworks are allowed unless you receive permission from Council and the fire department as per Section 8.1(s) of the Village of Hussar Fire Bylaw 501-16



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# Metal Detecting on Village Property

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Date Approved by Council: April 12, 2018

Resolution: 2018-04-12-077

Review Date: December

Related Bylaw:

Amendments:

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## **Policy Statement**

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

## **Purpose**

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

## **Guidelines**

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

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

# Metal Detecting Map



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# EMPLOYEE CODE OF ETHICS

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Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: April

Related Bylaw: N/A

Amendments:

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## **Purpose**

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

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

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

## **Guidelines**

### OUTSIDE EMPLOYMENT

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

### OTHER BUSINESS INTERESTS

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

**DEALING WITH RELATIVES**

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

**MISUSE OF INFORMATION**

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

**CRIMINAL OFFENCES**

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

**PUBLIC STATEMENTS**

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

**ACCEPTANCE OF GIFTS**

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

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

#### POLITICAL ACTIVITY

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

#### PENALTIES AND APPEALS

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

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# EMPLOYEE BENEFITS & PENSION

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Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: May

Related Bylaw: N/A

Amendments: 2019-08-08-147, 2020-01-09-011; 2021-12-21-664; 2024-03-05-831

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## **Purpose**

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

## **Guidelines**

### HEALTH BENEFITS

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

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

### PENSION

The Village will take part in the Local Authorities Pension Plan (LAPP) through Alberta Pension Services or through the Sunlife Group RRSP's and make these plans available to all eligible employees. Participation will only be allowed in either the LAPP or Sunlife Group RRSP, not both.

1. Local Authorities Pension Plan (LAPP)
  - a) Permanent Employees working 30 hours per week or more must enrol in LAPP after completing one year of continuous employment, unless previous enrolled in LAPP.
    - i. Employees previously enrolled in LAPP will be immediately enrolled in LAPP under the Village as long as previous contributions to the plan have not been withdrawn.
    - ii. Employees may be eligible to participate in the buy back program, which includes probationary service as per LAPP regulation.

- b) Premiums for LAPP are shared between the employer and the employee as per LAPP regulation.
2. Sunlife Group RRSP
- a) Salaried Employees may enroll in Sunlife Group RRSP plan after one year of continuous employment.
  - b) Premiums for Sunlife Group RRSP are shared between the employer and the employee using LAPP regulation as a guideline, however percentages will require approval from Council.

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# Cell Phone Policy

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Date Approved by Council: December 21, 2021

Resolution: 2021-12-21-666

Review Date: December

Related Bylaws: N/A

Amendments: 2023-02-09-439

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## **Purpose**

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

## **Guidelines**

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

## **Responsibility of Cell Phone Users**

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

## **Cell phone use in Vehicles**

All employees operating equipment must adhere to the following:

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



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

**Responsibility of the CAO**

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

**Responsibility of Council**

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

**Non-Compliance**

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

Schedule A

**Cell Phone Agreement**

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

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

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

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

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

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

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# SNOW REMOVAL POLICY

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Date Approved by Council: November 5, 2014

Resolution:

Review Date: October

Related Bylaw: N/A

Amendments: 2016-11-08-05; 2019-06-13-114; 2021-12-02-635, 2023-10-12-680; \_\_\_\_\_

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## **Policy Statement**

This policy has been adopted to provide guidelines for snow removal in the Village of Hussar. The Village will endeavour to complete snow removal in a timely and efficient manner as determined by the guidelines.

## **Guidelines**

### **PRIORITIES FOR PLOWING**

1. Priorities for snow plowing/removal from streets will be as follows:
  - a. FIRST PRIORITY: Single lane pass down all Avenues and Streets
  - b. SECOND PRIORITY: Finishing work in the following order 1<sup>st</sup> Avenue; 2<sup>nd</sup> Avenue; Centre Street; 3<sup>rd</sup> Avenue
  - c. THIRD PRIORITY: Finishing work on all Streets from West to East (with the exception of Centre Street which is done under second priority)
  - d. FOURTH PRIORITY: Back Lanes
  - e. FIFTH PRIORITY: Parking Lots
    - i. Village lot will be cleared as needed,
    - ii. Arena lots will be cleared as needed and only if vehicles are not parked in this lot.
  - f. Snow will be removed from the campground road from December 1 to January 15 of each year during the "Light Up the Night" event.

### **SANDING OF ROADS**

2. Sanding of roads will be done on an as needed basis as determined by the CAO and Village Foreman. Sanding will be done on the following sections:
  - a. 1<sup>st</sup> Avenue E from Highway to Centre St,
  - b. Centre St from 1<sup>st</sup> Ave to 2<sup>nd</sup> Ave,
  - c. 2<sup>nd</sup> Avenue E from Centre St to 1<sup>st</sup> Ave,
  - d. 1<sup>st</sup> Street E from 2 Ave E to 1 Ave E,
  - e. Intersections as needed.

### **SNOW DUMP LOCATIONS**

3. Snow dumps will be in the following locations:

- a. Campground (past RV Dump),
- b. 3<sup>rd</sup> Ave along campground boulevard (north side from Centre St to 1<sup>st</sup> St W),
- c. The old school grounds located at 1<sup>st</sup> Ave and 2<sup>nd</sup> Street West
- d. Other locations will be determined by the CAO and Public Works as needed.

#### SNOW FENCES

4. Snow fences will be installed after harvest is complete and removed prior to seeding in the following locations:
  - a. 2<sup>nd</sup> Ave E from 1<sup>st</sup> St E to 2<sup>nd</sup> St E on north side of road,
  - b. 3<sup>rd</sup> Ave W from 1<sup>st</sup> St W to just past the lift station on north side of road,
  - c. 1<sup>st</sup> Ave W on the School Lot starting at 2<sup>nd</sup> Street W on the north side of the road.

#### SIDEWALKS

5. Public Works will clear sidewalks as follows:
  - a. In front of Village Office,
  - b. Along the Village Lot (Centre St, east side from Bank to 2<sup>nd</sup> Ave and 2<sup>nd</sup> Ave E from Centre St to alley)
6. The Hussar Ag Society, Hall Maintenance Society, Sundowners are responsible for clearing the sidewalks in front of and around their buildings. However, may request the Village assist with snow removal if required. This will be done on as needed basis, if time and budget allow and will be considered lowest priority.
7. Village residents who are physically unable to remove snow from their sidewalks and driveways may request that the Village remove snow from their residence. These requests must be made directly to the Village Office and will be handled as the lowest priority and only completed if time or budget allows. The decision to remove snow from private property will be made by the CAO and Public Works.

#### CONTRACTORS

8. The CAO may contract for snow removal or sanding within the Village if deemed necessary.
  - a. Contractors must have their own insurance and must provide a Certificate of Insurance upon request.

#### VOLUNTEERS

9. After a heavy snowfall event, Village residents may wish to volunteer to help clear snow from the Village. Any individual or company who volunteers to clear snow in the Village:
  - a. Does so at their own risk and liability, and
  - b. Must clear snow in accordance with this Policy or under the direction of the CAO or Public Works.
10. Any individual or company that utilizes motorized equipment to volunteer to clear snow from the Village must, in addition to Section 9:
  - a. Carry their own liability insurance, and

- b. Provide a Certificate of Insurance to the Village Office upon request.
11. As per the Equipment Use Policy, only an employee of the Village or authorized contractor may operate Village owned equipment for snow removal.

GENERAL

12. Due to the nature of snow fall timing and volume variations, Public Works will be given latitude when following this policy and may make slight variations on a case by case basis, as necessary.

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# Utility Rate Policy

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Date Approved by Council: December 21, 2021

Resolution: 2021-12-21-667

Review Date: December  
(Review with Bylaw)

Related Bylaw: 550-23 Utility Bylaw

Amendments:

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## **Policy Statement**

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

## **General Guidelines**

### **Billing**

- All new owners must complete the Utility Account Activation Form, as per the “Schedule C” in the Village of Hussar Utility Bylaw 550-23.
- All utility billings will be sent to the landowner and become the responsibility of the landowner, not the renter, and non-payment of the utility bill could result in the transfer of outstanding balances to their taxes pursuant to the Municipal Government Act, Section 553.
- The renter may receive a copy of the utility bill upon approval of the landowner.
- Utilities are invoiced on a monthly basis and will be mailed by the 5<sup>th</sup> of the month
- Utilities are due on the last day of the month as set out in the utility bill.
- Annual utility billing accounts are invoiced in February and are due March 31<sup>st</sup>.

### **Outstanding Accounts:**

- An account is considered “outstanding” when the Village has not received payment on or before the due date.
- All “outstanding” accounts will be charged a penalty of 3% as per the Schedule A Rates in the Village of Hussar Bylaw 550-23 Utility Bylaw
- Upon 30 days past due the Village will provide written notice to each utility account owner that will notify the landowner that the utilities may be transferred to the tax roll of the property once they reach 60 days past due.
- As per the Village of Hussar Utility Bylaw 550-23 and Utility Transfer to Tax Roll Policy under the authority of the Municipal Government Act any amount overdue by 60 days will be transferred to the tax roll of the property
- The utility charge will only be transferred to the tax roll on the parcel of land associated with the utility charge so that the service address for the utility charge and the service address for the tax roll are the same.
- Accounts receiving monthly utility billing will have overdue amounts transferred to the property tax roll after monthly utility penalties have been applied and after the tax penalties have been applied to the tax roll in order to avoid penalties being applied to the transferred amount twice in one month.

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# Work Alone

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Date Approved by Council: September 17, 2020

Resolution: 2020-09-17-223

Review Date: November

Related Bylaws: N/A

Amendments:

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## **Purpose**

This policy is to ensure employees who work alone are aware of the procedures involved in working alone, to prevent incidents and injury to people and/or damage to property.

Part 28 of the Occupational Health and Safety Code definition of Working Alone is *“a worker that works alone at a work site, and assistance is not readily available if there is an emergency or the worker is injured or ill”*

## **Guidelines**

1. Employee must be trained in First Aid
2. Applicable equipment and machinery safe work procedures must be followed when equipment and machinery are used
3. Employees must be trained on the use, limitation, maintenance, and storage of personal protective equipment, when applicable to job task. Employees must wear personal protective equipment when applicable to job task
4. Employees must have some form of electronic communication accessible (ex. Landline or cell phone) and a pre-arranged check in schedule between the employee who is working alone and his/her supervisor or designated contact person. The frequency of the check in must be pre-determined prior to work commencing, be based on the hazards of the job task, and be completed by the supervisor. The pre-arranged check in schedule must include employee checking in prior to, during, prior to leaving the work site, and upon return if applicable
5. Employees must be made aware of any potential violent or dangerous concerns regarding job task in that area
6. Employees must be aware of the hazards associated with job task
7. Employee is to perform a visual assessment of the site prior to work commencing and at intervals appropriate to work being conducted. Should a concern regarding the security of the worksite be noted, the employee is to contact the CAO immediately.

## **Emergency Response Plan**

In the event an employee does not call in at a designated check in time or electronic communication is severed:

1. CAO must try to contact the employee by electronic means if feasible

2. If still unable to contact, CAO must either personally go to the area where employee was last known to be working.
3. Finding of the CAO will determine the course of action to be taken (ex. Contacting the police, ambulance, mechanic, etc.)



# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	December 12, 2024
Title:	Emerging Trends in Municipal Law
Agenda Item Number:	6a

### **BACKGROUND**

Brownlee is holding an Emerging Trends in Municipal Law Seminar in Calgary on Thursday February 13, 2025.

The virtual session is \$139.

The topics include:

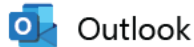
1. FOIP Act Update: Proposed legislative changes to access to information and privacy obligations for public bodies.
2. 90 New Schools by 2031: Joint use and planning agreement prep and review.
3. Municipal Procurement/Tendering Obligations.
4. Managing Municipal Lands: A strategic approach.
5. The importance of hire letters and termination clauses in your hiring practices I think this would be a very beneficial seminar and would like to attend virtually.

In addition, the seminar will feature our renowned annual sessions:

1. Case Law and Legislative Updates.
2. Bear Pit Session

### **RECOMMENDATION:**

1. Motion to allow \_\_\_\_\_ to virtually attend the Emerging Trends in Municipal Law Seminar on Thursday February 13, 2025.
2. Motion to accept as information at this time



Outlook

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Registration is Open: Early Bird Tickets Available!

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[REDACTED]

Date Thu 2024-11-28 3:45 PM

To Village Office <office@villageofhussar.ca>

# EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED  
BY



BROWNLEE LLP  
*Barristers & Solicitors*

**CALGARY** February  
6th, 2025

**EDMONTON** February  
13th, 2025

Hello,

Registration for Emerging Trends 2025 is now live!

Don't miss out on learning about current legal matters that are relevant to municipalities across Alberta. During these sessions, we will cover timely and critical topics, curated exclusively for our elected and administrative municipal clients.

## 2025 Emerging Trends in Municipal Law – Topic List

1. FOIP Act Update: Proposed legislative changes to access to information and privacy obligations for public bodies.
2. 90 New Schools by 2031: Joint use and planning agreement prep and review.
3. Municipal Procurement/Tendering Obligations.
4. Managing Municipal Lands: A strategic approach.
5. The importance of hire letters and termination clauses in your hiring practices

*In addition, the seminar will feature our renowned annual sessions:*

Featured Seminars

- 1. Case Law and Legislative Updates.
- 2. Bear Pit Session

The topics presented will be identical at the Calgary and Edmonton/Virtual sessions.

## Event Details

CALGARY	EDMONTON
<p><b>Sheraton Cavalier Calgary</b> 2620 32 Ave, Calgary</p> <p>-</p> <p>Thursday, February 6, 2025 7:45 am – 4:30 pm</p> <p>-</p> <p>In-person only</p>	<p><b>Edmonton Expo Centre</b> 7515 - 118 Ave. NW, Edmonton</p> <p>-</p> <p>Thursday, February 13, 2025 7:45 am – 4:30 pm</p> <p>-</p> <p>In-person   Virtual</p>
<p><a href="#"><u>REGISTER</u></a> <a href="#"><u>Feb. 6<sup>th</sup> 2025</u></a></p>	<p><a href="#"><u>REGISTER</u></a> <a href="#"><u>Feb. 13<sup>th</sup> 2025</u></a></p>

## Tickets

For the first time in the history of Emerging Trends, Brownlee LLP is thrilled to announce early bird pricing! Available now through to December 20<sup>th</sup>, 2024.

**Early Bird Pricing | In-Person: \$189 + applicable taxes & fees (\$209 reg.)**

**Early Bird Pricing | Virtual: \$139 + applicable taxes & fees (\$149 reg.)**

## Hotel Booking Information

Should you require accommodation feel free to access our discounted hotel rates:

### Calgary

**Hotel:** Sheraton Cavalier Calgary

**Address:** 2620 32 Ave, Calgary

To book your room, call Marriot Reservations at **403.291.0192** using the [Room Block with group code BR5407](#). You can also [book a room online](#)

### Edmonton

**Hotel:** Sandman Signature Edmonton Downtown

**Address:** 10235 – 101 St. NW, Edmonton

To book a room *before January 31<sup>st</sup>*, 2025, call **1-800-SANDMAN**, [email the hotel](#), or [book a room online](#) and provide the following information:

**Block Code: "2502EMERGI"**

If you have any questions, please contact Nicole Moyo at [nmoyo@brownleelaw.com](mailto:nmoyo@brownleelaw.com).

*This event is by invitation only.*

We hope you can join us!

**Brownlee LLP**

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

*You are receiving this correspondence because you have previously attended Emerging Trends in Municipal Law, or because you or your employer has utilized or expressed interest in utilizing our services.*

Connect with us:

**Edmonton:**

2200 Commerce Place  
10155 102 St. NW  
Edmonton, AB T5J 4G8  
(780) 497 4800  
Toll Free: 1 800 661 9069

**Calgary:**

1500 Watermark Tower  
530 8 Ave. SW  
Calgary, AB T2P 3S8  
(403) 232 8300  
Toll Free: 1 877 232 8303

**Vancouver:**

1450 Toronto Dominion  
Tower  
700 West Georgia St.  
Vancouver, BC V7Y 1K8  
(604) 416 5100

**Regina:**

7th Floor, Royal Bank  
Building  
2010 11th Avenue  
Regina, SK S4P 0J3  
TEL: (306) 271 2888

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

**LinkedIn:** [Brownlee LLP](#)

*If you do not wish to receive information regarding upcoming Emerging Trends in Municipal Law sessions, [Unsubscribe here](#).*



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

*Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by [clicking here](#).*

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# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 12, 2024
Title:	Christmas Bonuses
Agenda Item Number:	6c.

### **BACKGROUND/DISCUSSION:**

In the November meeting we motioned :

Motion that Public Works Foreman be provided with an annual bonus in the amount of \$200 payable with a VISA gift card. Administrative Assistant be provided with an annual bonus in the amount of \$50 payable with a VISA gift card. CAO be provided with an annual bonus in the amount of \$250 payable with a VISA gift card.

If we could change it to:

Motion that Public Works Foreman be provided with an annual bonus in the amount of \$200 Administrative Assistant be provided with an annual bonus in the amount of \$50 and CAO be provided with an annual bonus in the amount of \$250 payable with a gift card of their choice.

### **RECOMMENDATION:**

1. Motion that Public Works Foreman be provided with an annual bonus in the amount of \$200 Administrative Assistant be provided with an annual bonus in the amount of \$50 and CAO be provided with an annual bonus in the amount of \$250 payable with a gift card of their choice.

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	December 12, 2024
Title:	CAO Vacation
Agenda Item Number:	6 c.

### **BACKGROUND**

I would like to request a vacation ½ day for the afternoon of Thursday December 18 and 24, 2024.

The 18<sup>th</sup> we are going to Banff for the night and on the 24<sup>th</sup> we will be going to Lloydminster for family Christmas.

Or possibly work through my lunch and close an hour early?

### **RECOMMENDATION:**

1. Motion to approve the CAO to take the afternoon of \_\_\_\_\_, 2024 and close the office during this time.
2. Motion to approve the CAO to take the afternoon of \_\_\_\_\_, 2024 and ask for Admin Assistant coverage.
3. Motion to accept as information at this time

VILLAGE OF HUSSAR  
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185  
DATE November 30, 2024

STATEMENT BALANCE 265,333.43

ADD: OUTSTANDING DEPOSITS

on GL twice	10,152.78	
Deposited in December	1,210.00	
		11,362.78

LESS: OUTSTANDING CHEQUES

9638 Hussar Property Association	1.00	
9654 David Van Caesele	400.00	
9682 AMSC Insurance Serv.	1171.67	
9683 Barry and James LLP	793.31	
9684 Canada Revenue Agency	1992.10	
9685 Drumheller Mail	60.90	
9686 Data Scavanger	157.50	
9687 EPCOR Utilities	263.87	
9688 Gleichen Standard Transport	39.21	
9690 Reversal - JG Water Servives	-	
9691 Canoe Procurement Group	261.45	
9693 Southern Alberta Energy	262.40	
9694 Standard Legion #166	108.00	
9695 Reversal - Trochu Motors	-	
9696 Wild Rose Assessment Services	507.50	
9697 Alberta Municipal Services	3,700.33	
9698 Armstrong, Clayton and Colleen	1,494.08	
9699 Direct Energy	580.49	
9700 KaizenLAB Inc.	2,303.23	
9702 Telus Communications	247.84	
9703 Telus Mobility	228.70	
9704 Telus	76.63	
9705 Wheatland County	1,860.61	
		- 16,510.82

OUTSTANDING TRANSFERS

Cemetery to be transferred - [REDACTED]	-	200.00
Someone paid 50 cent cash balance was .49 foun	-	0.01
Camp website payment	-	28.69
CRA	-	2,060.35
on GL twice	-	54,292.00
MSI to transfer at bank	-	6,913.00
Need to transfer from cem account to gen at ban	-	400.00

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- 63,894.05

RECONCILED BALANCE 196,291.34  
GL BALANCE (3000012700) 196,291.34  
Variance -

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OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800) Community Account (Rate .05)	STATEMENT 3,219.88 Interest GL BALANCE <u>3,219.88</u> \$ 0.13 Variance -
Cemetery Perpetual Account 10189009 (3000012900) Community Account (Rate .05)	STATEMENT 2,266.77 Interest GL BALANCE <u>2,266.77</u> \$ 0.05 Variance -
Cemetery Common Share Account 10499317 (3000013000) Common Share	STATEMENT 30.58 Interest GL BALANCE <u>30.58</u> \$ 1.44 Variance -
Mayors Memorial Trust Term Account 723112380412 (3000013400) 6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	STATEMENT 1,249.86 Interest GL BALANCE <u>1,249.86</u> \$ - Variance -
Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT 4,767.64 Interest GL BALANCE <u>4,767.64</u> \$ 1.17 Variance -
CCBF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT 50,103.62 Interest GL BALANCE <u>50,103.62</u> \$ 57.59 Variance -
Common Share 10497733 (3000030000) Common Share	STATEMENT 3,000.48 Interest GL BALANCE <u>3,000.48</u> \$ 143.22 Variance -
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT 199,312.06 Interest GL BALANCE <u>199,312.06</u> \$ 81.88 Variance -
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	STATEMENT 1,142.69 Interest GL BALANCE <u>1,142.69</u> \$ - Variance -



MSI Capital Term Account 15137904 (3000032400)  
12 Month Term (Fixed .65% Maturity Date - March 5, 2023)

STATEMENT	-	Interest
GL BALANCE	<u>-</u>	\$ -
Variance	-	

Equipment Reserve Account 722821632733(3000033000)  
High Interest Savings (Rate .35)

STATEMENT	20,278.99	Interest
GL BALANCE	<u>20,283.99</u>	\$ 8.33
Variance	- 5.00	

Special Events Account 722821632741 (3000034000)  
High Interest Savings (Rate .35)

STATEMENT	940.77	Interest
GL BALANCE	<u>940.77</u>	\$ 0.23
Variance	-	

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

STATEMENT	2,387.22	Interest
GL BALANCE	<u>2,387.22</u>	\$ 0.10
Variance	-	

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

STATEMENT	3,253.25	Interest
GL BALANCE	<u>3,253.25</u>	\$ 0.13
Variance	-	

Variance	<u>-</u>	
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**Village of Hussar**  
**List of Accounts for Approval**  
Batch: 2024-00111 to 2024-00118

Bank Code: AP - AP-GENERAL OPER

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Payment Amount
9682	2024-11-07	AMSC Insurance Services Ltd.	1,171.67
9683	2024-11-07	Barry & James LLP	793.31
9684	2024-11-07	Canada Revenue Agency	1,992.10
9685	2024-11-07	Drumheller Mail	60.90
9686	2024-11-07	Data Scavenger Inc.	157.50
9687	2024-11-07	EPCOR Utilities Inc.	263.87
9688	2024-11-07	Gleichen Standard Transport	39.21
9689	2024-11-07	Jepson Petroleum Ltd.	373.19
9690	2024-11-07	REV - JG Water Services	0.00
9691	2024-11-07	Canoe Procurement Group of	261.45
9692	2024-11-07	Romyn, John	88.00
9693	2024-11-07	Southern Alberta Energy from	262.40
9694	2024-11-07	Standard Legion #166	108.00
9695	2024-11-07	REV - Trochu Motors Ltd.	0.00
9696	2024-11-07	Wild Rose Assessment Service	507.50
9697	2024-11-19	Alberta Municipal Services Corp	3,700.33
9698	2024-11-19	Armstrong, Clayton & Colleen	1,494.08
9699	2024-11-19	Direct Energy	580.49
9700	2024-11-19	KaizenLAB Inc.	2,303.23
9702	2024-11-19	Telus Communications Inc.	247.84
9703	2024-11-19	Telus Mobility	228.70
9704	2024-11-19	Telus	76.63
9705	2024-11-19	Wheatland County	1,860.61
9707	2024-11-21	JG Water Services	4,046.28

Total Computer Cheque: 20,947.94

Total AP: 20,947.94

Certified Correct This December 5, 2024

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator

2025 Operating Budget

General

Account #	Description	2023 Budget	2024 Budget	2024 YTD	2025 Budget
1000011000	Municipal Property Taxes	( 175,770.18)	( 184,229.00)	(	( 195,671.00)
1000011200	Alberta School Foundation Taxes	( 40,808.73)	( 40,722.54)	(	( 40,722.54)
1000011300	Wheatland Lodge Taxes	( 1,541.00)	( 1,849.00)	(	( 1,849.00)
1000011400	DI Property Taxes	( 30.81)	( 41.79)	(	( 41.79)
1000051000	Property Tax Penalty	( 10,000.00)	( 7,000.00)	( 5,245.64)	( 7,000.00)
1000054000	ATCO Gas Franchise Fee	-	( 20,500.00)	( 17,446.53)	( 17,264.00)
1000055000	Return on Investments	( 1,000.00)	( 1,000.00)	( 51.05)	( 1,000.00)
1000084000	Provincial Conditional Grant				
2000023000	Infrastructure Study				
2000076000	Alberta School Foundation Fund	40,808.73	40,722.54		40,722.54
2000076200	DI Property Tax Requisition	30.81	41.79		41.79
	Wheatland Lodge Taxes		-		-
2000076500	Wheatland Lodge Requisition	1,541.00	1,849.00		1,849.00
2000077000	Operating Contingency	-			
2000079000	Tranfser to Reserves				
		( 186,770.18)	( 212,729.00)		( 220,935.00)

Council

Account #	Description	2023 Budget	2024 Budget	2024 YTD	2025 Budget
2110013000	Council CPP Deductions	950.00	800.00	490.88	800.00
2110014000	Council Training	1,300.00	1,300.00	1,090.00	1,300.00
2110015000	Council Honorarium/Per Diem	14,500.00	14,500.00	10,875.00	14,500.00
2110021000	Council Mileage & Expense	3,500.00	3,200.00	3,294.55	3,700.00
2110051500	Donations/Gifts	1,000.00	1,000.00	750.90	1,000.00
		21,250.00	20,800.00		21,300.00

Elections and Census

Account #	Description	2023 Budget	2024 Budget	2024 YTD	2025 Budget
2121122000	Election & Census Advertising	-	-		1,500.00
2121151000	Election & Census Supplies	-	-		1,000.00
		-	-		2,500.00

Administration

Account #	Description	2023 Budget	2024 Budget	2024 YTD	2025 Budget
1120041000	General Services And Supplies	( 800.00)	( 800.00)	( 800.00)	( 800.00)
1120056000	Rentals/ Lease Revenue	( 3,200.00)	( 3,750.00)	( 3,423.50)	( 3,750.00)
1120059000	Dividends/Rebates				
1120084000	Provincial Operating Grant	( 48,406.00)	( 48,406.00)	( 48,406.00)	( 48,406.00)
1720081000	Grants from Others - Bursary SLGM	-	-		-
2120011000	Admin Salaries & Wages	43,500.00	46,000.00	42,166.63	46,000.00

2120011500 Contracted Casual Hours	4,800.00	4,000.00	4,062.50	4,500.00
2120012000 AMSC Benefits Employer Contribution	4,672.00	5,273.00	5,084.76	5,600.00
2120012500 LAPP Employer Contribution	750.00	3,900.00	3,900.00	3,900.00
2120013000 Admin CPP/EI Contributions	3,700.00	3,700.00	3,299.92	3,750.00
2120014000 Administration Training	2,500.00	2,000.00	752.23	2,200.00
2120021000 Admin Mileage & Expenses	2,500.00	2,100.00	1,839.20	2,300.00
2120021500 Postage/Courier/Freight	1,500.00	1,500.00	1,410.88	1,500.00
2120022000 Advertising	1,000.00	1,000.00		1,000.00
2120022500 Memberships	1,800.00	1,900.00	1,707.81	1,900.00
2120023000 Banking Charges & Audit expense	14,500.00	15,700.00	15,500.00	16,400.00
2120023500 Legal Fees	1,000.00	1,000.00	1,789.56	1,200.00
2120024000 Assessment Services	5,700.00	5,800.00	5,291.64	5,900.00
2120024500 IT Services/Website	5,000.00	7,600.00	6,913.68	8,000.00
2120027000 Insurance Premiums	7,732.00	7,831.00	7,992.44	9,500.00
2120051000 Office Supplies & Services	6,000.00	4,500.00	2,678.87	4,500.00
2120052000 COVID-19 Expenses	-			
2120054000 Admin Utilities	3,750.00	4,000.00	3,104.07	4,000.00
2120080000 Admin - Amortization Expenses	560.00	560.00	560.00	560.00
	<u>58,558.00</u>	<u>65,408.00</u>	<u>55,424.69</u>	<u>69,754.00</u>

**Fire**

Account #	Description	2023 Budget			
1000011500	Fire Association Requisition				
1230056500	Fire Department Payments				
2230022500	Radio License	-	-		-
2230076000	Fire Association Requisition	8,150.00	8,250.00	8,250.00	8,250.00
2230076500	Fire Capital Contribution	1,000.00	1,000.00	1,000.00	1,000.00
		<u>9,150.00</u>	<u>9,250.00</u>	<u>1,000.00</u>	<u>9,250.00</u>

**2028 Centennial Event**

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

**Emergency Management**

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

**Ambulance/Emergency Services**

Account #	Description	2023 Budget			
1250011400	WADEMSA Requisition				
2250076000	WADEMSA Requisition	1,312.00	1,312.00	1,312.00	1,312.00
		<u>1,312.00</u>	<u>1,312.00</u>	<u>1,312.00</u>	<u>1,312.00</u>

**RCMP & Bylaw Enforcement**

Account #	Description	2023 Budget			
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1260051000 Animal Licenses	(	600.00)	(	1,000.00)	(	725.00)	(	800.00)
1260051500 Provincial Fines Distribution	(	160.00)	(	160.00)			(	160.00)
2000076600 RCMP		6,410.00		9,937.00				9,937.00
2260035000 Protective Services		550.00		550.00				550.00
		<u>6,200.00</u>		<u>9,327.00</u>				<u>9,527.00</u>

**Public Works**

Account #	Description	2023 Budget							
1310041000	PW Services/Supplies	(	1,000.00)	(	500.00)	(	500.00)		
1720081000	Grants from Others - Summer Student)	(	1,800.00)	(	2,250.00)	(	1,909.00)	(	2,000.00)
2310011000	Public Works Wages		40,000.00		39,000.00		36,416.06		38,200.00
2310012000	Public Works Benefits		5,088.00		5,265.00		5,064.00		5,265.00
2310013000	Public Works CPP/EI		3,725.00		3,900.00		3,364.90		3,750.00
2310014000	Public Works Training		500.00		250.00				250.00
2310025000	Equipment Maintenance		4,500.00		9,500.00		9,647.15		6,000.00
2310025500	Contracted Maintenance		1,500.00		1,500.00		155.30		1,500.00
2310025600	Building Maintenance		2,500.00		3,500.00		1,960.56		4,500.00
2310026000	Equipment Rentals		500.00		250.00				500.00
2310027000	Insurance Premiums		1,733.00		1,743.00		1,743.00		2,100.00
2310035000	Weed Inspector		250.00		300.00				300.00
2310051000	PW General Supplies		3,000.00		2,500.00		1,866.31		2,500.00
2310051500	Public Works Tools/Equipment		2,700.00		1,500.00		1,304.97		1,700.00
2310052500	Cardlock Fuel		4,500.00		4,200.00		3,936.30		4,200.00
2310054000	Public Works Utilities		5,750.00		5,750.00		4,965.70		5,750.00
2310077000	Transfer to Equipment Reserve		10,000.00		10,000.00		10,000.00		12,000.00
2310080000	Common - Amortization Expense		7,930.00		7,930.00				7,930.00
			<u>91,376.00</u>		<u>94,338.00</u>				<u>93,945.00</u>

**Roads**

Account #	Description	2023 Budget							
1320054000	Fortis Franchise	(	31,000.00)	(	32,000.00)	(	25,511.90)	(	33,000.00)
2320023000	Roads Engineering		-		-		-		-
2320025000	Roads Contracted Maintenance		9,000.00		6,500.00		5,628.88		7,000.00
2320024000	Roads Maintenance		1,500.00		3,000.00		467.00		3,000.00
2320054000	Utilities - Street Lights		21,000.00		24,000.00		19,226.13		24,000.00
2320080000	Roads - Amortization Expense		70,130.00		70,130.00				70,130.00
			<u>70,630.00</u>		<u>71,630.00</u>				<u>71,130.00</u>

**Water**

Account #	Description	2023 Budget							
1410040000	Water Billing	(	79,516.00)	(	85,680.00)	(	84,933.91)	(	94,500.00)
1410041000	Water Services/Supplies	(	100.00)	(	100.00)			(	100.00)
1410041500	Bulk Water Sales		-		-		-		-
1410051000	Water Penalty	(	1,050.00)	(	1,400.00)	(	1,116.82)	(	1,200.00)
2410021500	Water Postage & Freight		500.00		550.00		494.71		650.00

2410023000 Water Operations Contract	27,600.00	29,500.00	26,534.79	30,500.00
2410023500 Water Testing	250.00	250.00	2,330.65	2,400.00
2410025000 Water Contracted Maintenance	24,000.00	20,000.00	9,718.33	20,000.00
2410026000 Lease Payments	3,166.00	3,250.00	3,261.72	3,360.00
2410027000 Insurance Premiums	1,699.00	1,784.00	1,784.00	4,150.00
2410051000 Water Services/Supplies	152.00	155.00	245.00	250.00
2410053000 Treatment Chemicals	4,800.00	4,800.00	4,645.32	4,800.00
2410054000 Water Utilities	17,000.00	22,000.00	13,992.18	22,000.00
2410077000 Transfer to Reserves	1,499.00	4,891.00	4,891.00	7,690.00
2410080000 Water - Amortization Expense	38,630.00	38,630.00	38,630.00	38,630.00
	<u>38,630.00</u>	<u>38,630.00</u>	<u>20,476.97</u>	<u>38,630.00</u>

#### Wastewater

Account #	Description	2023 Budget						
1420040000 Sewer Billing	(	29,664.00)	(	20,160.00)	(	20,183.95)	(	20,160.00)
1420051000 Sewer Penalty	(	1,000.00)	(	800.00)	(	406.50)	(	800.00)
2420023000 Sewer Operations Contract		7,000.00		7,500.00		6,633.73		7,800.00
2420025000 Contracted Maintenance		3,675.00		3,700.00		4,627.02		3,700.00
2420027000 Insurance Premiums		1,001.00		1,051.00		1,051.00		1,123.00
2420051000 Sewer Services/Supplies		120.00		120.00				120.00
2420054000 Sewer Utilities		3,500.00		4,500.00		2,882.23		4,500.00
2420077000 Transfer to Reserves		14,872.00		4,040.00		4,040.00		3,717.00
2420080000 Sewer - Amortization Expense		22,338.00		22,338.00		22,338.00		22,338.00
2420083000 Debenture Interest		496.00		-				-
		<u>22,338.00</u>		<u>22,289.00</u>		<u>20,981.53</u>		<u>22,338.00</u>

#### Solid Waste

Account #	Description	2023 Budget						
1430040000 Garbage Collection Billing	(	31,512.00)	(	32,136.00)	(	31,226.74)	(	35,280.00)
1430051000 Garbage Collection Penalty	(	500.00)	(	600.00)	(	451.48)	(	600.00)
2430011000 Garbage Collection Wages		3,600.00		3,600.00		3,161.00		3,600.00
2430025000 Transfer Site Maintenance		7,000.00		8,700.00		5,959.88		8,700.00
2430035000 Transfer Site Labour		7,875.00		7,900.00		7,201.35		7,900.00
2430054000 Transfer Site Utilities		525.00		550.00		333.64		550.00
2430076000 Drum Solid Waste Requisition		7,646.29		9,015.00		9,014.40		9,015.00
2430077000 Transfer to Reserves		4,611.96		2,212.00		2,212.00		5,329.00
2430078000 SAEWA Requisition		99.75		105.00		262.40		132.00
2430077000 Loan Interest		654.00		654.00		653.76		654.00
		<u>-</u>		<u>-</u>		<u>-</u>		<u>-</u>

#### WFCSS

Account #	Description	2023 Budget						
2510076000 FCSS Requisition		1,500.00		1,376.00		1,375.22		1,376.00

#### Cemetery

Account #	Description	2023 Budget			
1560041000	Cemetery Revenue	( 2,000.00)	( 2,000.00)	( 2,800.00)	( 2,000.00)
1560055000	Cemetery Interest	( 5.00)	( 5.00)	365.17)	( 5.00)
1560059000	Cemetery Donations	( 1,000.00)	( 1,000.00)	920.00)	( 1,000.00)
1560077000	Transfer from Reserves/Perpetual Account	( 6,000.00)	( 27,143.00)		( 5,382.00)
2560011000	Cemetery Wages	225.00	300.00	-	300.00
2560021500	Cemetery Postage/Freight	-	-		-
2560025000	Cemetery Maintenance	687.00	687.00		687.00
2560051000	Cemetery Goods & Services	6,693.00	27,761.00	29,752.22	6,000.00
2560054000	Cemetery Utilities	1,200.00	1,200.00	824.32	1,200.00
2560080000	Cemetery Amortization Expense	200.00	200.00		200.00
		-	-		-

**Planning & Development**

Account #	Description	2023 Budget			
1610041000	Development Permits	( 650.00)	( 600.00)	( 760.00)	( 600.00)
1610084000	Provincial Grant	-	-		-
2610022000	Planning & Development Advertising	1,000.00	1,000.00		1,000.00
2610023000	Planning & Development Consulting	-	630.00	630.00	630.00
2610076000	Palliser Requisition	3,000.00	4,000.00	4,000.00	4,000.00
		3,350.00	5,030.00		5,030.00

**Campground**

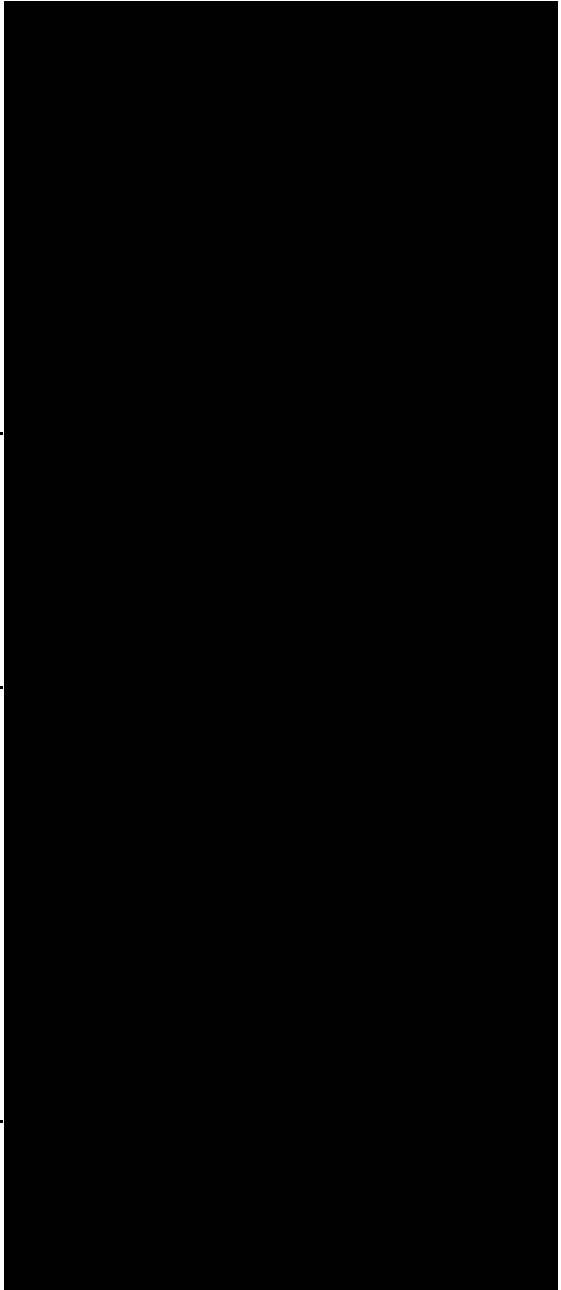
Account #	Description	2023 Budget	2024 Budget	2024 Budget
1720041000	Campground Revenue	( 4,000.00)	( 4,700.00)	( 4,700.00)
1720056500	Fish & Game Club Payments	( 500.00)	( 500.00)	( 500.00)
1720059000	Campground Donations	-		
1720081000	Grants from Others	-		
2720011000	Campground Wages	3,000.00	3,000.00	3,006.40
2720025000	Campground Maintenance	5,000.00	5,000.00	4,449.82
2720027000	Campground Insurance	364.00	381.00	381.00
2720051000	Campground Services & Supplies	1,000.00	1,000.00	1,000.00
2720054000	Campground Utilities	4,500.00	4,700.00	3,613.49
2720077000	Transfer to Campground Reserve	-	-	-
2720080000	Parks & Rec - Amortization Expense	43,768.00	43,768.00	43,768.00
		53,132.00	52,649.00	52,849.00

**School Grounds**

Account #	Description	2023 Budget	2024 Budget	2024 Budget
2730011000	School ground wages	1,000.00	500.00	964.26
2730025000	School ground maintenance	1,500.00	1,400.00	1,937.50
		2,500.00	1,900.00	2,500.00

**Library**

Account #	Description	2023 Budget
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1740056500 Library Payments				
2740076000 Marigold Requisition	1,245.00	996.00	1,059.44	1,100.00
2740076500 Hussar Library Contribution	500.00	500.00	500.00	500.00
2740080000 Culture Amortization Expense	1,480.00	1,480.00		1,480.00
	<u>3,225.00</u>	<u>2,976.00</u>		<u>3,080.00</u>

**Operating Budget**

	<u>197,230.82</u>	<u>185,036.00</u>		<u>184,436.00</u>
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Less: Amortization Expenses	( 185,036.00)	( 185,036.00)	( 185,036.00)	
Add: Debenture Principal Payments	8,805.18	-	-	
Add: Transfer to Capital Reserves				

<b>TOTAL OPERATING BUDGET</b>	<u>21,000.00</u>	<u>-</u>	<u>( 600.00)</u>	
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**CAPITAL BUDGET**

5**0074000 Wheatland County Grant	<u>                    </u>			
6**0023000 Capital Engineering	<u>                    </u>			
	<u>                    </u>			

**TOTAL 2018 BUDGET**

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

Les Schultz, Mayor

Liz Santerre, CAO



## Wheatland Housing Management Body Nov.21<sup>st</sup>,2024

To start there was an Organizational meeting of the board conducted by CAO Vickey Cook. There was one nomination for Chair and that went to Glen Koester and one nomination for Vice Chair and that went to Leah Smith. Both were unanimous.

The main meeting had a consent agenda and consisted of previous minutes, committee reports, maintenance reports, CAO report and there was nothing that needed to be taken out of it to discuss so it was passed.

Once again there was discussion on reserve funds and the recommendation from a lawyer is that most non-profit organizations maintain a 3-to-6-month operational reserve. Operational continuity is key.

There was discussion on a bonus for employees in the form of gift cards like previous years. There are 38 eligible employees and the request from the CAO was for \$100.00 each. The board gave approval to spend up to \$4000.00 on gift card bonuses as necessary.

It was brought to our attention that Strathmore council was preparing to entertain a motion to add the Hospice Society to the land title of the land they will be donating to the Lodge for the new build. If this passes it will then come to WHMB for approval and signatures.

Next there were a few things to discuss in a closed session.

Next meeting is Dec. 19<sup>th</sup> 2024

## JGwaterservices Montly Summary For Nov 2024

- 2024-11-03 Grabbed pestiside, organinics samples from Hussar
- 2024-11-04 Drove pestiside samples to Kaizen labs Calgary
- 2024-11-04 Had Bassano Vac service clean Lift Station
- 2024-11-06 Picked up De-ionized water from Kaizen labs in Calgary
- 2024-11-07 Reset Lift Station After Cleaning
- 2024-11-10 Emergency call out, High level At LS. Cleaned , reset pumps
- 2024-11-15 Holiday coverage for Murray 5-Days, Nov 11-15
- 2024-11-19 Tried to locate Curb Stop at Masinic Hall I think the rod is broken off , need to get area Hydrovac out to find curb stop.
- 2024-11-27 Trouble shoot East well Heater, Waiting on M&M to come out and test power



## Bassano Provincial Detachment Crime Statistics (Actual) January to October: 2020 - 2024

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

November 4, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		3	3	3	1	1	-67%	0%	-0.6
Other Sexual Offences		2	24	2	2	0	-100%	-100%	-2.6
Assault		13	27	8	24	10	-23%	-58%	-0.9
Kidnapping/Hostage/Abduction		1	0	3	0	2	100%	N/A	0.2
Extortion		0	0	0	1	1	N/A	0%	0.3
Criminal Harassment		5	7	7	4	10	100%	150%	0.7
Uttering Threats		11	4	8	13	8	-27%	-38%	0.3
<b>TOTAL PERSONS</b>		35	65	31	45	32	-9%	-29%	-2.6
Break & Enter		24	11	7	8	7	-71%	-13%	-3.7
Theft of Motor Vehicle		2	7	2	6	5	150%	-17%	0.5
Theft Over \$5,000		1	0	3	5	3	200%	-40%	0.9
Theft Under \$5,000		19	11	22	29	13	-32%	-55%	0.6
Possn Stn Goods		2	4	6	2	7	250%	250%	0.8
Fraud		14	24	10	14	16	14%	14%	-0.6
Arson		0	0	3	1	2	N/A	100%	0.5
Mischief - Damage To Property		11	14	11	22	16	45%	-27%	1.8
Mischief - Other		13	15	12	5	12	-8%	140%	-1.2
<b>TOTAL PROPERTY</b>		86	86	76	92	81	-6%	-12%	-0.4
Offensive Weapons		0	0	5	0	1	N/A	N/A	0.2
Disturbing the peace		12	3	6	8	3	-75%	-63%	-1.3
Fail to Comply & Breaches		1	2	8	12	8	700%	-33%	2.4
<b>OTHER CRIMINAL CODE</b>		4	13	13	8	4	0%	-50%	-0.5
<b>TOTAL OTHER CRIMINAL CODE</b>		17	18	32	28	16	-6%	-43%	0.8
<b>TOTAL CRIMINAL CODE</b>		138	169	139	165	129	-7%	-22%	-2.2



## Bassano Provincial Detachment Crime Statistics (Actual) January to October: 2020 - 2024

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

November 4, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	1	N/A	N/A	0.2
Drug Enforcement - Trafficking		0	0	0	0	2	N/A	N/A	0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		0	0	0	0	3	N/A	N/A	0.6
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		1	1	2	2	1	0%	-50%	0.1
<b>TOTAL FEDERAL</b>		2	1	2	2	4	100%	100%	0.5
Liquor Act		2	5	2	0	3	50%	N/A	-0.3
Cannabis Act		1	2	0	1	1	0%	0%	-0.1
Mental Health Act		24	23	24	17	23	-4%	35%	-0.8
Other Provincial Stats		30	23	25	37	15	-50%	-59%	-1.6
<b>Total Provincial Stats</b>		57	53	51	55	42	-26%	-24%	-2.8
Municipal By-laws Traffic		0	1	0	0	1	N/A	N/A	0.1
Municipal By-laws		7	7	6	3	5	-29%	67%	-0.8
<b>Total Municipal</b>		7	8	6	3	6	-14%	100%	-0.7
Fatals		0	0	0	0	1	N/A	N/A	0.2
Injury MVC		10	8	4	11	10	0%	-9%	0.3
Property Damage MVC (Reportable)		35	24	42	35	35	0%	0%	1.1
Property Damage MVC (Non Reportable)		11	7	9	6	12	9%	100%	0.1
<b>TOTAL MVC</b>		56	39	55	52	58	4%	12%	1.7
Roadside Suspension - Alcohol (Prov)		0	9	1	1	3	N/A	200%	-0.2
Roadside Suspension - Drugs (Prov)		0	0	1	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		393	431	348	254	279	-29%	10%	-40.5
Other Traffic		8	4	4	1	4	-50%	300%	-1.1
Criminal Code Traffic		18	8	7	6	8	-56%	33%	-2.2
<b>Common Police Activities</b>									
False Alarms		12	9	4	10	6	-50%	-40%	-1.1
False/Abandoned 911 Call and 911 Act		10	8	7	10	10	0%	0%	0.2
Suspicious Person/Vehicle/Property		37	35	32	20	20	-46%	0%	-4.9
Persons Reported Missing		8	5	26	4	2	-75%	-50%	-1.3
Search Warrants		0	0	0	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		21	37	18	21	25	19%	19%	-0.8
Form 10 (MHA) (Reported)		10	3	0	3	3	-70%	0%	-1.4



## Bassano Provincial Detachment Crime Statistics (Actual) October: 2020 - 2024

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

November 4, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	0	0	0	N/A	N/A	0.0
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		2	0	1	0	0	-100%	N/A	-0.4
Kidnapping/Hostage/Abduction		0	0	1	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	2	1	0	0	-100%	N/A	-0.4
Uttering Threats		1	0	2	3	2	100%	-33%	0.5
<b>TOTAL PERSONS</b>		4	2	5	3	2	-50%	-33%	-0.3
Break & Enter		2	4	0	1	0	-100%	-100%	-0.7
Theft of Motor Vehicle		0	2	1	0	0	N/A	N/A	-0.2
Theft Over \$5,000		0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		1	1	2	2	1	0%	-50%	0.1
Possn Stn Goods		0	0	1	0	1	N/A	N/A	0.2
Fraud		0	4	2	1	1	N/A	0%	-0.1
Arson		0	0	0	1	0	N/A	-100%	0.1
Mischief - Damage To Property		0	1	0	1	1	N/A	0%	0.2
Mischief - Other		3	2	1	0	0	-100%	N/A	-0.8
<b>TOTAL PROPERTY</b>		6	14	7	6	4	-33%	-33%	-1.2
Offensive Weapons		0	0	1	0	0	N/A	N/A	0.0
Disturbing the peace		3	1	1	2	0	-100%	-100%	-0.5
Fail to Comply & Breaches		1	0	1	4	1	0%	-75%	0.4
<b>OTHER CRIMINAL CODE</b>		1	2	4	0	2	100%	N/A	0.0
<b>TOTAL OTHER CRIMINAL CODE</b>		5	3	7	6	3	-40%	-50%	-0.1
<b>TOTAL CRIMINAL CODE</b>		15	19	19	15	9	-40%	-40%	-1.6



## Bassano Provincial Detachment

### Crime Statistics (Actual)

October: 2020 - 2024

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

November 4, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	0	2	N/A	N/A	0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>N/A</b>	<b>N/A</b>	<b>0.4</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	0	0	N/A	N/A	0.0
<b>TOTAL FEDERAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>N/A</b>	<b>N/A</b>	<b>0.4</b>
Liquor Act		1	0	0	0	0	-100%	N/A	-0.2
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		4	4	4	1	1	-75%	0%	-0.9
Other Provincial Stats		3	2	2	5	3	0%	-40%	0.3
<b>Total Provincial Stats</b>		<b>8</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>-50%</b>	<b>-33%</b>	<b>-0.8</b>
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		0	3	0	0	0	N/A	N/A	-0.3
<b>Total Municipal</b>		<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>-0.3</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	0	0	2	0	-100%	-100%	-0.4
Property Damage MVC (Reportable)		3	6	5	8	1	-67%	-88%	-0.2
Property Damage MVC (Non Reportable)		1	0	0	3	0	-100%	-100%	0.1
<b>TOTAL MVC</b>		<b>7</b>	<b>6</b>	<b>5</b>	<b>13</b>	<b>1</b>	<b>-86%</b>	<b>-92%</b>	<b>-0.5</b>
Roadside Suspension - Alcohol (Prov)		0	1	0	0	1	N/A	N/A	0.1
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>37</b>	<b>40</b>	<b>36</b>	<b>29</b>	<b>55</b>	<b>49%</b>	<b>90%</b>	<b>2.5</b>
<b>Other Traffic</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.8</b>
<b>Criminal Code Traffic</b>		<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0%</b>	<b>0%</b>	<b>0.0</b>
<b>Common Police Activities</b>									
False Alarms		5	0	0	0	2	-60%	N/A	-0.6
False/Abandoned 911 Call and 911 Act		2	0	1	4	2	0%	-50%	0.4
Suspicious Person/Vehicle/Property		5	4	4	1	1	-80%	0%	-1.1
Persons Reported Missing		1	0	0	0	0	-100%	N/A	-0.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		2	2	2	3	0	-100%	-100%	-0.3
Form 10 (MHA) (Reported)		2	0	0	0	0	-100%	N/A	-0.4



## Bassano Provincial Detachment Crime Statistics (Actual) January to November: 2020 - 2024

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

December 9, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		4	4	3	1	1	-75%	0%	-0.9
Other Sexual Offences		2	24	2	2	0	-100%	-100%	-2.6
Assault		14	27	8	28	14	0%	-50%	0.1
Kidnapping/Hostage/Abduction		1	0	3	0	3	200%	N/A	0.4
Extortion		0	0	0	1	1	N/A	0%	0.3
Criminal Harassment		5	9	8	5	15	200%	200%	1.6
Uttering Threats		11	4	9	16	15	36%	-6%	2.0
<b>TOTAL PERSONS</b>		<b>37</b>	<b>68</b>	<b>33</b>	<b>53</b>	<b>49</b>	<b>32%</b>	<b>-8%</b>	<b>0.9</b>
Break & Enter		28	11	7	8	8	-71%	0%	-4.3
Theft of Motor Vehicle		2	7	3	6	6	200%	0%	0.7
Theft Over \$5,000		1	0	4	5	3	200%	-40%	0.9
Theft Under \$5,000		19	12	24	30	12	-37%	-60%	0.4
Possn Stn Goods		3	4	6	2	7	133%	250%	0.6
Fraud		14	26	10	17	18	29%	6%	-0.1
Arson		0	0	3	1	2	N/A	100%	0.5
Mischief - Damage To Property		13	14	12	23	17	31%	-26%	1.7
Mischief - Other		13	16	12	6	15	15%	150%	-0.6
<b>TOTAL PROPERTY</b>		<b>93</b>	<b>90</b>	<b>81</b>	<b>98</b>	<b>88</b>	<b>-5%</b>	<b>-10%</b>	<b>-0.2</b>
Offensive Weapons		0	0	5	0	1	N/A	N/A	0.2
Disturbing the peace		12	5	6	10	3	-75%	-70%	-1.3
Fail to Comply & Breaches		1	2	10	12	8	700%	-33%	2.4
<b>OTHER CRIMINAL CODE</b>		<b>4</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>6</b>	<b>50%</b>	<b>-40%</b>	<b>0.1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>17</b>	<b>20</b>	<b>34</b>	<b>32</b>	<b>18</b>	<b>6%</b>	<b>-44%</b>	<b>1.4</b>
<b>TOTAL CRIMINAL CODE</b>		<b>147</b>	<b>178</b>	<b>148</b>	<b>183</b>	<b>155</b>	<b>5%</b>	<b>-15%</b>	<b>2.1</b>



## Bassano Provincial Detachment

### Crime Statistics (Actual)

January to November: 2020 - 2024

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

December 9, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	1	N/A	N/A	0.2
Drug Enforcement - Trafficking		1	0	0	0	2	100%	N/A	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>200%</b>	<b>N/A</b>	<b>0.4</b>
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		1	1	2	3	1	0%	-67%	0.2
<b>TOTAL FEDERAL</b>		<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>33%</b>	<b>33%</b>	<b>0.4</b>
Liquor Act		2	5	2	0	3	50%	N/A	-0.3
Cannabis Act		1	2	0	1	1	0%	0%	-0.1
Mental Health Act		28	25	26	17	29	4%	71%	-0.6
Other Provincial Stats		36	24	28	40	20	-44%	-50%	-1.6
<b>Total Provincial Stats</b>		<b>67</b>	<b>56</b>	<b>56</b>	<b>58</b>	<b>53</b>	<b>-21%</b>	<b>-9%</b>	<b>-2.6</b>
Municipal By-laws Traffic		0	1	0	1	1	N/A	0%	0.2
Municipal By-laws		7	7	6	3	5	-29%	67%	-0.8
<b>Total Municipal</b>		<b>7</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>-14%</b>	<b>50%</b>	<b>-0.6</b>
Fatals		0	0	0	1	2	N/A	100%	0.5
Injury MVC		10	9	7	11	12	20%	9%	0.6
Property Damage MVC (Reportable)		37	30	54	42	45	22%	7%	2.8
Property Damage MVC (Non Reportable)		13	8	14	8	16	23%	100%	0.6
<b>TOTAL MVC</b>		<b>60</b>	<b>47</b>	<b>75</b>	<b>62</b>	<b>75</b>	<b>25%</b>	<b>21%</b>	<b>4.5</b>
Roadside Suspension - Alcohol (Prov)		0	9	1	1	3	N/A	200%	-0.2
Roadside Suspension - Drugs (Prov)		0	0	1	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>411</b>	<b>472</b>	<b>381</b>	<b>277</b>	<b>319</b>	<b>-22%</b>	<b>15%</b>	<b>-37.9</b>
Other Traffic		8	4	4	1	4	-50%	300%	-1.1
Criminal Code Traffic		18	8	7	6	10	-44%	67%	-1.8
<b>Common Police Activities</b>									
False Alarms		12	9	5	11	9	-25%	-18%	-0.4
False/Abandoned 911 Call and 911 Act		12	8	8	12	11	-8%	-8%	0.2
Suspicious Person/Vehicle/Property		37	38	38	22	22	-41%	0%	-4.6
Persons Reported Missing		8	5	26	4	2	-75%	-50%	-1.3
Search Warrants		0	0	0	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		24	37	19	22	29	21%	32%	-0.5
Form 10 (MHA) (Reported)		12	3	0	3	3	-75%	0%	-1.8





## Bassano Provincial Detachment Crime Statistics (Actual) November: 2020 - 2024

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

December 9, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	1	0	0	0	-100%	N/A	-0.3
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		1	0	0	4	2	100%	-50%	0.6
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	2	1	1	4	N/A	300%	0.7
Uttering Threats		0	0	1	3	4	N/A	33%	1.1
<b>TOTAL PERSONS</b>		2	3	2	8	10	400%	25%	2.1
Break & Enter		4	0	0	0	0	-100%	N/A	-0.8
Theft of Motor Vehicle		0	0	1	0	0	N/A	N/A	0.0
Theft Over \$5,000		0	0	1	0	0	N/A	N/A	0.0
Theft Under \$5,000		0	1	2	1	0	N/A	-100%	0.0
Possn Stn Goods		1	0	0	0	0	-100%	N/A	-0.2
Fraud		0	2	0	3	2	N/A	-33%	0.5
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		2	0	1	1	0	-100%	-100%	-0.3
Mischief - Other		0	1	0	1	1	N/A	0%	0.2
<b>TOTAL PROPERTY</b>		7	4	5	6	3	-57%	-50%	-0.6
Offensive Weapons		0	0	0	0	0	N/A	N/A	0.0
Disturbing the peace		0	2	0	2	0	N/A	-100%	0.0
Fail to Comply & Breaches		0	0	2	0	0	N/A	N/A	0.0
<b>OTHER CRIMINAL CODE</b>		0	0	0	2	1	N/A	-50%	0.4
<b>TOTAL OTHER CRIMINAL CODE</b>		0	2	2	4	1	N/A	-75%	0.4
<b>TOTAL CRIMINAL CODE</b>		9	9	9	18	14	56%	-22%	1.9



## Bassano Provincial Detachment

### Crime Statistics (Actual)

November: 2020 - 2024

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

December 9, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.2</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	1	0	N/A	-100%	0.1
<b>TOTAL FEDERAL</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.1</b>
Liquor Act		0	0	0	0	0	N/A	N/A	0.0
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		4	2	2	0	2	-50%	N/A	-0.6
Other Provincial Stats		6	1	3	3	0	-100%	-100%	-1.0
<b>Total Provincial Stats</b>		<b>10</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>-80%</b>	<b>-33%</b>	<b>-1.6</b>
Municipal By-laws Traffic		0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		0	0	0	0	0	N/A	N/A	0.0
<b>Total Municipal</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>N/A</b>	<b>-100%</b>	<b>0.1</b>
Fatals		0	0	0	1	1	N/A	0%	0.3
Injury MVC		0	1	3	0	2	N/A	N/A	0.3
Property Damage MVC (Reportable)		2	6	12	7	8	300%	14%	1.3
Property Damage MVC (Non Reportable)		2	1	5	2	4	100%	100%	0.5
<b>TOTAL MVC</b>		<b>4</b>	<b>8</b>	<b>20</b>	<b>10</b>	<b>15</b>	<b>275%</b>	<b>50%</b>	<b>2.4</b>
Roadside Suspension - Alcohol (Prov)		0	0	0	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>18</b>	<b>41</b>	<b>33</b>	<b>23</b>	<b>31</b>	<b>72%</b>	<b>35%</b>	<b>0.8</b>
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		0	0	0	0	0	N/A	N/A	0.0
<b>Common Police Activities</b>									
False Alarms		0	0	1	1	3	N/A	200%	0.7
False/Abandoned 911 Call and 911 Act		2	0	1	2	1	-50%	-50%	0.0
Suspicious Person/Vehicle/Property		0	3	6	2	2	N/A	0%	0.3
Persons Reported Missing		0	0	0	0	0	N/A	N/A	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		3	0	1	1	2	-33%	100%	-0.1
Form 10 (MHA) (Reported)		2	0	0	0	0	-100%	N/A	-0.4



# Bassano RCMP Detachment November 2024 Monthly Report

**Prepared by:**  
**Sgt. Joe Schmidt**  
**Bassano RCMP Detachment Commander**  
**December 9th, 2024**

## **Brief Overview - During the Month of November 2024, Bassano RCMP:**

### **General Duties:**

1) Received a total of **68** Events/Calls for service, a snap shot of some being:

- a. 8 - Traffic motor vehicle collisions investigations, including one fatality
- b. 14 - Erratic driving, stranded drivers, animals on roadway files
- c. 16 - Speeding tickets were issued
- d. 6 – Check wellbeing / Mental Health related files
- e. 6 – Domestic Assault/Utter Threat/Harassment related calls

\*\* These events are all separate events, however cover a brief snap shot of the type of files that were attended.

- 2) Bassano and Brooks RCMP Members completed 85 proactive patrols throughout Bassano, Gem, Hussar, Rosemary and outlying campgrounds, Dam, etc throughout the 24-hour coverage.
- 3) Bassano Front Counter received 10 criminal record checks during November.

### **Community Policing:**

- 1) Bassano Members attended and participated in Red Serge to both Bassano and Rosemary Schools for their Remembrance Day ceremony assemblies. Members spent time with students and veterans who also participated.
- 2) Bassano Members participated in Remembrance Day ceremonies at the Bassano community hall in Red Serge to acknowledge the honour and pay respects to the fallen soldiers and service personal.
- 3) Bassano Members completed numerous school zone enforcement measures at Bassano, Rosemary and Gem schools. Members also visited numerous Hutterite Colonies as well. Education was provided to only a couple new drivers for better driving practises, however no offences were observed that garnered a violation ticket, which is great news.
- 4) Bassano Members participated in a Hold and Secure drill at Rosemary School and met with grade 10 and 12 students to recruit them to participate in the Brooks RCMP Youth Academy in February 2025.

### **Bassano Detachment Staffing:**

Currently Bassano Detachment is still working in alignment with Brooks Detachment, both utilizing resources and call attendance. As both face resources challenges and new recruits are developing their skillset, experience and taking on more complex workloads and investigations. The benefit of the 24/7 coverage has allowed for numerous rural patrols at higher property crime times of day in the late evening/early morning hours. Trending data reflects this in a reduction in all crime percentages.

Bassano Detachment has 3 working Constables (one still on his Field Coaching program), Sergeant Commander and Public Service Employee.

Bassano has a new recruit identified in Depot with an expected graduation date on late January! We are excited to receive this new Member as she will be replacing a Bassano Member recently leaving the force for medical reasons.

### **Miscellaneous Files from November 2024:**

#### **Rollover MVC Hwy #1:**

On November 14<sup>th</sup>, 2024 at 3:10 pm, Bassano RCMP responded to a report of a single vehicle roll over on Hwy 1 at Range Rd 210 with Bassano Fire and EMS. RCMP attended and luckily a passing EMS was already rendering medical assistance. The vehicle was travelling west bound on Hwy 1 when it entered the median causing it to rollover several times. The lone driver suffered significant but non-life-threatening injuries and was taken to Brooks Hospital. It has been determined that alcohol or environmental factors did not contribute to the collision as it appears it was driver fatigue. The file is still under investigation.

#### **Fatal MVC Hwy #1:**

On November 18<sup>th</sup>, 2024 at 1030 am , Bassano RCMP were notified of a multi-vehicle MVC w/b on Hwy 1 near Rang Rd 205. Members attended with Hussar Fire and EMS. A 51 year-old male from Red Cliff was deceased on scene. Witnesses and evidence on scene determined traffic was at a standstill on the hill toward Cluny, as semi's were spinning out due to icy/snowy road conditions. The deceased was driving a 1-ton pickup towing a skid-steer on a trailer and did not stop or slow in time, colliding with 2 vehicles before hitting two stopped semi's. The road conditions and subsequent fatal investigation caused Hwy #1 west bound to be shut down for 8 hours. Luckily no other persons were injured.

#### **Numerous Roll-Overs and Traffic incidents on Hwy #1:**

Between November 18<sup>th</sup> – 20<sup>th</sup>, Bassano RCMP responded to 8 calls for service on Highway for vehicles and semi trucks that had rolled over or slid off the highway during the snow storm and icy road conditions. Driving too fast for conditions and not leaving enough space were the largest contributors to these incidents.



**Bassano (Provincial) Crime Statistic Summary – January to November**

2024/12/09

*Bassano (Provincial) – Highlights*

- Break & Enters are showing a 0.0% decrease when compared to the same period in 2023 (January to November). There were 0 fewer actual occurrences (from 8 in 2023 to 8 in 2024).
- Theft of Motor Vehicles decreased by 0.0% when compared to the same period in 2023 (January to November). There were 0 fewer actual occurrences (from 6 in 2023 to 6 in 2024).
- Theft Under \$5,000 decreased by 60.0% when compared to the same period in 2023 (January to November). There were 18 fewer actual occurrences (from 30 in 2023 to 12 in 2024).

*Bassano (Provincial) – Criminal Code Offences Summary*

Crime Category	% Change 2023 – 2024 (January to November)
Total Persons Crime	7.5% Decrease
Total Property Crime	10.2% Decrease
Total Criminal Code	15.3% Decrease

From January to November 2024, when compared to the same period in 2023, there have been:

- 4 fewer Persons Crime offences;
- 10 fewer Property Crime offences; and
- 28 fewer Total Criminal Code offences;

*Bassano (Provincial) – November, 2024*

- There were 0 Thefts of Motor Vehicles in November: 0 cars, 0 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 0 other types of vehicles, and 0 vehicles taken without consent.
- There were 0 Break and Enters in November: 0 businesses, 0 residences, 0 cottages/seasonal residences, 0 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 0 Provincial Roadside Suspensions in November (0 alcohol related and 0 drug related). This brings the year-to-date total to 3 (3 alcohol related and 0 drug related).
- There were a total of 2 files with the Spousal Abuse survey code in November (November 2023: 1). This brings the year-to-date total to 29 (2023: 22).
- There were 65 files with Victim Service Unit referral scoring in Bassano Provincial: 3 accepted, 10 declined, 0 proactive, 0 requested but not available, and 52 files with no victim.

The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.



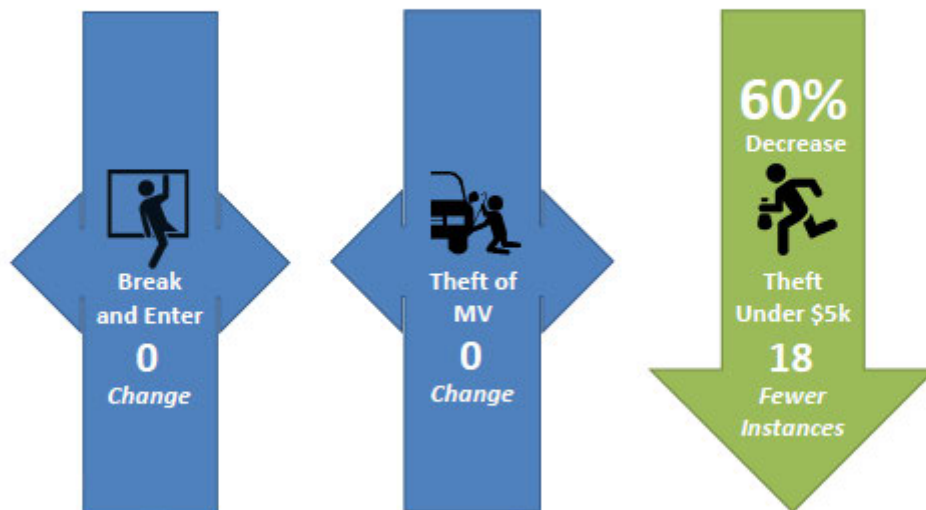
# Bassano Provincial Crime Gauge

2024 vs. 2023  
January to November

## Criminal Code Offences



## Select Property Crime



The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.

# Notes to Council



## November 23, 2024 Board Meeting Highlights

### Welcome

Marigold Board welcomed recently appointed representatives:

- Faye McGhee, Kneehill County
- Laura Chitwood, Rocky View County

### Financial Statements

Unaudited financial statements to October 31, 2024 were accepted as presented.

### Budget 2025: Operating and Capital & Projects Budgets

The Operating and Capital & Projects Budgets were approved.

### Freedom to Read Week 2024

Marigold proclaimed Freedom to Read Week, which will take place February 23—March 1, 2025. Jessie Bach, Communications & Engagement Manager, read the Freedom to Read proclamation and presented to the Board about intellectual freedom.

### Policy Approval & Decision

Policies reviewed & approved:

- Contingency Plan for Finance
- Finance Policy
- Provision of Services Policy
- Collection Management Policy
- Transfer Payments Policy
- IT Capacity Fund Policy
- Information Technology (IT) Services Policy
- TRAC Card Operational Bylaw



### Upcoming Board Meetings:

Saturday, January 25, 2025 9:30 AM  
TEAMS Virtual Meeting

Saturday, April 12, 2025 9:30 AM  
Marigold Library System & Western Irrigation  
District Community Room, Strathmore

### Questions?

Contact CEO Lynne Price  
lynne@marigold.ab.ca

### Marigold Library System

B 1000 Pine Street  
Strathmore Alberta, T1P 1C1 | 1-855-934-5334  
[marigold.ab.ca](http://marigold.ab.ca)

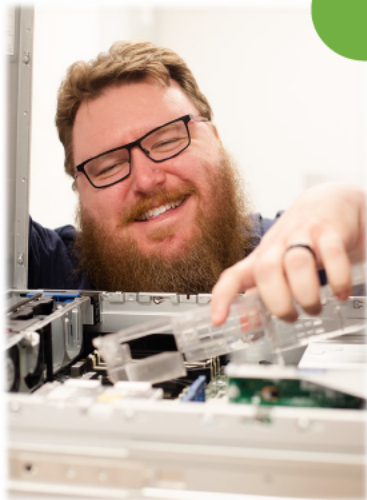


# Notes to Council—November 23, 2024

## Indigenous Services Update: Kim Visser

Library Services Consultant Kim Visser presented an update about Marigold's services to the Stoney Nakoda Nation. Throughout 2024, Indigenous Outreach Specialist Rose Reid promoted library service to residents and attended ceremonies and other events on the Nation.

Kim and Rose attended the provincial Indigenous Library Liaison meeting in Maskwacis in March and hosted the Indigenous Advisory Group at Marigold in September.



## IT Update: Richard Kenig

The Board heard a presentation from IT Manager Richard Kenig. In 2024, the IT department focused on several major infrastructure and maintenance projects including purchasing and installing switch replacements and UPS battery backups at all member libraries. Library moves in Airdrie, Morrin, and Rumsey also required IT support.

2024 projects also included two major library software upgrades, investigating alternative products for patron texts and e-mail notifications, investigating a new user-friendly online catalogue for patrons to find library books, ebooks, etc., and planning for ongoing reliability and resiliency of IT services.

Going forward, the IT department is working on several new projects with Microsoft to ensure libraries have the most up-to-date productivity software and support for mobile solutions.

## CEO & COO Updates

COO L. Taylor encouraged Board members to complete the annual Library Staff & Board Member Satisfaction Survey. Information and updates were shared from recent meetings with the provincial Public Library Network Operating Partners and the Public Library Services Branch. Lastly, the Board heard about Marigold's weeding and inventory projects, including recent projects at the Banff and Bighorn libraries.

CEO L. Price provided updates from The Alberta Library and the Library Association of Alberta. Information was shared about provincial advocacy efforts, new language in the Alberta Libraries Act regarding intermunicipal library boards, and Supernet bandwidth.



*Wednesday in the Woods "Ice Cream Activity"  
Stoney Park Campground, Summer 2024*



*Bighorn Library, 2024*

## Frequently Asked Questions:

### RCMP civilian governance

Alberta's government is enhancing civilian governance of RCMP policed communities to ensure they have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

This document provides answers to questions about the establishment and operation of RCMP civilian governance bodies.

Why is the government mandating civilian governance bodies for RCMP-policed communities?

Creation of these new civilian governance bodies responds to a long-standing desire of communities to have more say in how they are policed by the RCMP.

By establishing municipal and regional governance committees and the Provincial Police Advisory Board, we are giving communities the opportunity to provide input on both local and provincial policing priorities and RCMP service delivery while increasing police accountability.

Civilian governance bodies support a paradigm shift that sees local police as an extension and a reflection of the communities they serve.

What will the function of the municipal police committees be?

Municipal policing committees will enhance civilian governance of local policing by:

- Overseeing the administration of the municipality's police service agreement;
- Representing public interests and concerns to local RCMP leadership and collaborating with local detachments to plan yearly priorities and strategies for municipal policing and community safety; and
- Regularly reporting on the implementation of programs and services that support police service priorities.

What will the function of the regional police committees be?

Regional policing committees will help ensure Alberta's small rural communities have a voice in how they are policed.

- Regional committee's roles and responsibilities will be similar to their municipal counterparts, advocating for the priorities and concerns of smaller communities while also supporting integrated community safety planning for RCMP policed municipalities in the region.
- The boundaries of the four new regional policing committee zones correspond to Alberta's four RCMP districts, to ensure local policing priorities are accurately reflected in service delivery.

How many different civilian governance bodies will be established?

Four regional policing committees will be established to align with the four RCMP districts in Alberta.

The number of municipal policing committees will depend on whether individual communities decide to either participate in one of the four regional boards, form joint municipal policing committees with neighbouring communities, or form their own municipal policing committee. It is recognized that some communities already have a committee similar in nature to what is envisioned.

How will the civilian governance body for a community be determined?

Communities with a population over 15,000 that are policed by the RCMP will be required to establish municipal policing committees.

RCMP policed communities with a population between 5,000 and 15,000 will be represented by regional policing committees but can apply to opt out and form their own municipal policing committee.

Communities with a population under 5,000 that are served by the RCMP under the Provincial Police Service Agreement will be represented by the Provincial Police Advisory Board. The board will make recommendations on province-wide policing priorities and other aspects of RCMP service delivery.

What is the timeline for these governance bodies to be established?

The amendments and new regulations will come into force on March 1, 2025.

A transitional period, between November 2024 and February 2025, will allow municipalities to pass relevant bylaws and make other preparations for implementation.

This transition period also allows municipalities that already have civilian governance bodies time to adapt those bodies to the new statutory requirements.

What is the process for communities that want to opt out of a regional committee and establish their own municipal or joint policing committee?

Communities seeking to opt out of a regional committee in favour of establishing their own municipal committee (or a joint committee with another municipality) must have a formal process in place to do so, consistent with how other municipal committees are established and aligned with the *Police Act* and Police Governance Regulation.

- Municipalities will also need ministerial approval in order to opt out of a regional committee and/or form a joint municipal committee.
- Any municipality can be part of a joint municipal policing committee, as long as it meets the definition of municipality in the *Police Act*.

To initiate the process of obtaining ministerial approval, a municipality can contact the Ministry of Public Safety and Emergency Services at [AlbertaPoliceGovernance@gov.ab.ca](mailto:AlbertaPoliceGovernance@gov.ab.ca).

What are the requirements for the composition of the municipal and regional policing committees?

Municipal policing committees will consist of between three and seven members, appointed by the municipality's council, for terms of two to three years. The municipality's chief elected officer is not eligible to be elected as chair or vice-chair of a municipal policing committee.

Regional policing committees will consist of at least one member appointed by each municipality represented for terms of two to three years.

- Regional policing committees can include additional members appointed by the municipalities with the agreement of all the municipalities in the region. Both municipal and regional policing committees may also include provincial members appointed by the minister.

Will committee positions be voluntary or paid?

Municipalities can choose whether to establish remuneration for their policing committee (municipal or regional) members through their respective bylaws.

Will the municipalities have to pay for the setup and administration of the governance bodies

Municipalities are responsible for the costs of establishing, administering, and sustaining membership of municipal and regional policing committees.

If a municipality cannot afford these costs, they have the option of utilizing a portion of their annual Police Support Grant, which allows funds to be used for governance and local police oversight.

Communities with populations between 5,000 and 15,000 may also take the opportunity to share costs related to RCMP governance by becoming part of a regional policing committee.

What is the role of the Provincial Police Advisory Board?

The Provincial Police Advisory Board will serve as an advisory body for about 275 small rural municipalities, such as municipal districts and counties, as well as eight Metis Settlements policed by the RCMP under the Provincial Police Service Agreement. The board will support the alignment of local and provincial priorities across the province.

The PPAB will be responsible for developing and maintaining communication between the Alberta RCMP, the provincial government, and the small and rural communities it represents.

The PPAB will help advance the interests of RCMP-policed communities by

- Advising and supporting collaboration between the RCMP, communities, and community agencies on integrated community safety planning;
- Representing the interests of communities served by the RCMP under a provincial police service agreement;
- Reporting annually on progress related to provincial police service priorities, provincial police service resourcing, and related initiatives; and
- Working with the RCMP and the Ministry of Public Safety and Emergency Services to communicate with municipalities about provincial priorities, resourcing, and community specific challenges.

How will the government ensure alignment between provincial and municipal policing priorities?

Both municipal and regional policing committees are required to consider provincial policing priorities when setting local ones.

The Provincial Police Advisory Board will provide advice on behalf of small and rural communities policed by the RCMP, to support overall alignment of local and provincial policing priorities.

Who will pay administration costs associated with the Provincial Police Advisory Board?

Costs for the Provincial Police Advisory Board will be the responsibility of the province.

Can the government appoint provincial members to these policing committees or to the board?

Yes. The government is responsible for ensuring adequate and effective policing across the province, and provincial appointees help the government fulfill that obligation.

The Minister of Public Safety and Emergency Services appoints all members of the Provincial Police Advisory Board and can appoint a small number of members to municipal, joint municipal, or regional policing committees based on size.

Who can municipalities contact with questions about the new civilian governance bodies?

Municipalities can contact the Ministry of Public Safety and Emergency Services at [AlbertaPoliceGovernance@gov.ab.ca](mailto:AlbertaPoliceGovernance@gov.ab.ca) with questions and/or support in setting up these new governance bodies.

More information on RCMP civilian governance bodies can be found in the *Police Act* and in the Police Governance Regulations, found at Alberta King's Printer.



ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

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*Office of the Minister  
Deputy Premier of Alberta  
MLA, Calgary-West*

AR 29969

November 20, 2024

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

Dear Mayor Schultz:

As a respected partner in the field of police governance in Alberta, I am writing to highlight how recently proclaimed legislative changes may affect your community.

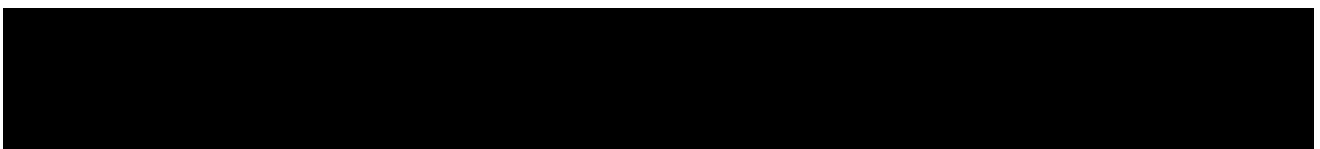
The Government of Alberta is enhancing civilian governance of the Royal Canadian Mounted Police (RCMP) by proclaiming sections of the *Police Amendment Act, 2022*, and creating the Police Governance Regulation and Police Governance (Ministerial) Regulation. These amendments will ensure communities policed by the RCMP have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

These changes will take effect on March 1, 2025, after a transition period to allow municipalities to pass and implement relevant bylaws. Every community in Alberta served by the RCMP will be required to be represented by one of the following types of governance bodies, depending on their population size and type of police service agreement.

**Communities with a population of 15,000 or greater, policed under a Municipal Police Service Agreement**

- These communities are required to establish a Municipal Policing Committee (MPC), through bylaws, by March 1, 2025.
- MPCs will consist of between three and seven members appointed by the municipality's council.
- The Minister may also appoint committee members based on the size of the committee.

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**Communities with a population of less than 15,000, policed under a Municipal Police Service Agreement**

- These communities are required to establish a Regional Policing Committee, through bylaws, by March 1, 2025.
- Each RCMP district is a region (e.g., South, Central, East, and West), and each region contains five to 10 municipalities required to work with other communities in the same RCMP district to form a Regional Policing Committee (RPC).
- RPCs will consist of at least one member appointed by each municipality represented.
- Communities may opt out of a RPC in favour of establishing their own municipal committee, or a joint committee with another municipality, with ministerial approval.

**Communities policed under the Provincial Police Service Agreement**

- Small and rural communities policed under the Provincial Police Service Agreement, including municipalities with a population under 5,000, municipal districts and counties, and Metis Settlements, will be represented by the Provincial Police Advisory Board.
- The province will appoint up to 15 members to the Provincial Police Advisory Board, including representation from First Nations, Métis communities, Rural Municipalities of Alberta, Alberta Municipalities, and all four provincial RCMP districts.
- Costs for the Provincial Police Advisory Board will be borne by the province.
- The Provincial Police Advisory Board will be operational by March 1, 2025.

Attached for further reference is a Frequently Asked Questions document with more information about the new requirements for RCMP local governance bodies. You can also find the Police Governance (Order in Council) Regulation, the Police Governance (Ministerial) Regulation, and the proclamation of the *Police Act* sections establishing these governance bodies on the Alberta.ca website at [www.alberta.ca/alberta-kings-printer](http://www.alberta.ca/alberta-kings-printer).

Please note that in the next few weeks your administration will receive communication from department representatives with details about planned information sessions regarding these governance bodies. If you have any questions or require support in the set-up of these governance bodies, please contact the department at: [AlbertaPoliceGovernance@gov.ab.ca](mailto:AlbertaPoliceGovernance@gov.ab.ca).

Thank you for everything you do to help ensure Albertans can live, work, and raise families in safe and secure communities.

Sincerely,



Honourable Mike Ellis  
Deputy Premier of Alberta  
Minister of Public Safety and Emergency Services

Attachment





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR117187

November 22, 2024

His Worship Leslie Schultz  
Mayor  
Village of Hussar  
109 - 1st Avenue East, PO Box 100  
Hussar AB T0J 1S0

Dear Mayor Schultz:

Thank you for your interest in the Sustainability component of the Local Growth and Sustainability Grant (LGSG) for your Water Treatment Plant Backup Generator Replacement project.

On October 24, 2024, department staff spoke with Liz Santerre, Chief Administrative Officer, and advised that LGSG Sustainability component projects must address an immediate and urgent infrastructure breakdown that poses a substantial health and safety risk to residents. Staff also communicated that LGSG funding is not intended to replace other provincial funding programs such as the Municipal Sustainability Initiative (MSI), the Local Government Fiscal Framework (LGFF), or the Canada Community-Building Fund (CCBF).

Based on the information provided, it appears your funding request for a replacement generator does not align with the intent of the LGSG grant, which is specifically designed to provide financial assistance for situations beyond a local government's means, and where the health and safety of residents are at immediate and significant risk.

I encourage the village to continue leveraging existing grant programs to address local infrastructure priorities. Currently, the village has \$641,577 in grant funding available to commit to priority infrastructure projects, such as the water treatment plant backup generator (\$6,913 in MSI; \$578,094 in LGFF; and \$56,570 in CCBF).

I recognize your commitment to responsible financial planning as you have indicated the grant funds are identified for projects in 10-year capital plan for the village. However, the capital plan can be adapted as new infrastructure needs arise, ensuring your community remains well-positioned to address emerging challenges.

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- 2 -

Thank you again for writing.

Sincerely,

*Ric McIver*

Ric McIver  
Minister

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



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## Designation of affordable housing accommodations

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**Date** Fri 2024-11-22 2:19 PM

**To** Village Office <office@villageofhussar.ca>

Village of Hussar Liz Santerre office@villageofhussar.ca

Dear Liz Santerre:

On October 3, 2024, you received correspondence from David Williams, the Assistant Deputy Minister of the Housing Division, informing you that recent amendments to the *Municipal Government Act* will make affordable housing accommodations exempt from municipal and education property tax, effective January 1, 2025. Affordable housing accommodations are designated by the Minister of Seniors, Community and Social Services per Ministerial Order No. 2024-011 under the *Alberta Housing Act*.

In October, we informed you that there were no properties eligible for designation in your municipality. No agreements between affordable housing providers and an order of government (federal, provincial or municipal) have been identified in your community at this time. This email confirms that there are no designated affordable housing accommodations in your community. Please note that the Alberta Social Housing Corporation may own assets in your community; if so, these are already exempt through other provisions.

The list will be publicly available on Alberta.ca in January 2025 and will be updated at least annually to reflect any changes. If there are changes to the list throughout the year (agreements expire, or new projects become eligible), the Ministry of Seniors, Community and Social Services will inform your municipality.

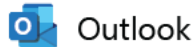
If you wish to provide any updates to the list throughout the year, please contact the Housing Division at [SCSS.MunicipalEngagement@gov.ab.ca](mailto:SCSS.MunicipalEngagement@gov.ab.ca). You will be contacted in summer 2025 to review your community listing for the following year.

Thank you for your support and cooperation.

Housing Division  
Seniors, Community and Social Services



Classification: Protected A



Outlook

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## Designation of Affordable Housing Accommodation

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[REDACTED]

**Date** Thu 2024-10-03 11:15 AM

📎 1 attachments (65 KB)

MO No. 2024-011.pdf;

*This message is being sent on behalf of ADM David Williams*

Dear CAO:

Housing affordability is a key priority for the Government of Alberta, and recently, it has taken steps to ensure that property tax exemptions support the provision and delivery of affordable housing. The *Municipal Affairs Statutes Amendment Act*, which came into effect in May 2024, amended the *Municipal Government Act (MGA)* as follows.

- Section 363 provides property tax exemptions for affordable housing accommodations as defined by the *Affordable Housing Act (AHA)*.
- Municipalities will continue to have the ability to remove such exemptions locally through bylaw, but the education property tax portion would remain exempt.
- The provisions that have property tax implications will come into force on January 1, 2025.

To support the implementation of the MGA amendments, the Minister of Seniors, Community and Social Services has issued a Ministerial Order No. 2024-011 (Attachment). The Ministerial Order clarifies the definition of affordable housing accommodation under the AHA. In order for a housing accommodation to be designated as an affordable housing accommodation, which may be at the unit level, it must:

- be subject to an agreement between the owner and operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
- have rental rates which are below market rates, pursuant to the agreement with an order of government;
- be owned or operated by a not-for-profit organization, incorporated under the *Societies Act*, *Companies Act* or *Business Corporations Act*, a management body established under the AHA, or a similar organization as determined under the Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10 year strategy to improve and expand affordable housing*.

Please note that seniors' lodges are already exempt through section 362 (1) (m) and (n)(iv) of the MGA, and do not need to be designated through this process. Similarly, accommodations

owned by the Alberta Social Housing Corporation (ASHC) or previously owned and transferred to affordable housing providers are already exempt from property tax through the *Social and Affordable Housing Accommodation Exemption Regulation* (SAHAER).

Currently, the ASHC does not have any operating or grant agreements with affordable housing providers in your municipality. If your municipality has agreements with affordable housing providers that fit the criteria in the Ministerial Order, please respond to this email with:

- The name of the affordable housing provider;
- The expiry date of the agreement between your municipality and the provider;
- The number of units under agreement and unit type (e.g., bachelor, one-bedroom, etc.);
- The address(es) of the affordable housing accommodation.

Please send your responses to [scss.municipalengagement@gov.ab.ca](mailto:scss.municipalengagement@gov.ab.ca) by October 21, 2024.

Thank you for your continued support and cooperation to ensure that low-income Albertans have access to housing that meets their needs. I look forward to continuing to work with you as we improve and expand the affordable housing system.

David Williams  
Assistant Deputy Minister  
Housing Division  
Seniors, Community and Social Services

Attachment: Ministerial Order No. 2024-011





ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES  
Office of the Minister

## Ministerial Order No. 2024-011

WHEREAS, pursuant to section 1(a) of the *Alberta Housing Act* (the Act), "affordable housing accommodation" means a housing accommodation designated by the Minister as an affordable housing accommodation under section 31.1(1);

AND WHEREAS, pursuant to section 31.1(1) of the Act, the Minister may designate a housing accommodation as an affordable housing accommodation if the Minister is of the opinion that in the circumstances the housing accommodation is suitable for designation as an affordable housing accommodation;


AND WHEREAS, pursuant to section 3(3) of the Act, the Minister may delegate to any person any power, authority or obligation conferred or imposed on the Minister under the Act.

THEREFORE, I, JASON NIXON, Minister of Seniors, Community and Social Services, pursuant to section 31.1(1) of the *Alberta Housing Act*, hereby:

1. Establish the circumstances under which a housing accommodation is suitable for designation as an affordable housing accommodation are that it must:
  - a. be subject to an agreement between the owner or operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
  - b. have rental rates which are below market rates, pursuant to the agreement referred to in subclause (a); and,
  - c. be owned or operated by a not-for-profit organization incorporated under the *Societies Act*, *Companies Act*, or *Business Corporations Act*, a management body established under the *Alberta Housing Act*, or similar organization as determined under this Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*.
2. Delegate to the Assistant Deputy Minister, Housing Division, the authority to designate a housing accommodation as an affordable housing accommodation, in accordance with the circumstances set out in clause 1, including the authority to determine a similar organization under clause 1(c).

3. Direct the Assistant Deputy Minister, Housing Division, to create and maintain a list of designated affordable housing accommodations to be reviewed and updated at least annually, or upon notification of the transfer of a housing accommodation designated as an affordable housing accommodation under this Ministerial Order.

DATED this 2 day of August, 2024.



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Jason Nixon  
Minister of Seniors, Community and Social Services