



The regular meeting of the council of the Village of Hussar will be held at the Sundowner Senior Centre and via conference call on Thursday, September 29, 2022 starting at 7:00 p.m.

- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA**
- 3. PUBLIC HEARING – LAND USE BYLAW 543-22**
- 4. PUBLIC HEARING – URBAN HEN & QUAIL BYLAW 549-22**
- 5. DELEGATION**
 - (a) Subdivision of 223 3 Avenue E – Anthony & Joyce Baker
- 6. ADOPTION OF THE PREVIOUS MINUTES**
 - (a) August 31, 2022 Regular Council Meeting
 - (b) September 3, 2022 Special Council Meeting
- 7. POLICY & BYLAW REVIEW**
 - (a) Bylaw Review
 - 520-18 Public Notification Bylaw
 - 524-20 Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw
 - (b) Policy Review
 - 4.11 Disciplinary Action Policy
 - 4.12 Vehicle Use Policy
 - NEW 5.15 Video Surveillance Policy
- 8. BUSINESS**
 - (a) ATCO Franchise Fees
 - (b) Light up the night
 - (c) Organizational Meeting Date
 - (d) Service Line Warranties
 - (e) Justice and Solicitor General: Community Justice Centres
 - (f) Queen Elizabeth II's Platinum Jubilee Medal award nominations
 - (g) Bulk Water Station
 - (h) Fire ban removal
 - (i) Letter on Community Groups policy
 - (j) Torxen project
 - (k) First Response/Ambulance Service to the Village of Hussar
 - (l) Intermunicipal Agreement for Weed Inspection 2022 to 2024
- 9. FINANCIALS**
 - (a) August 2022 Bank Reconciliation and Cheque Listing
- 10. COMMITTEE REPORTS**
- 11. CAO, PW & JG WATER SERVICES REPORTS**
- 12. CORRESPONDENCE**
 - (a) Town of Tofield – Victim Services Redesign & Response
 - (b) Wheatland County – Notice of Public Hearing
- 13. APPOINTMENTS**
- 14. ADJOURNMENT**

Next Meeting: Thursday October 13, 2022 (Council Chambers and via. Conference call)

VILLAGE OF HUSSAR AGENDA
PUBLIC HEARING
Thursday, September 29, 2022



1. CALL TO ORDER
2. INTRODUCTION
3. SUBMISSIONS IN FAVOR OF THE ITEM
 - a) Written
 - b) In person
 - c) Virtual
4. SUBMISSIONS AGAINST THE ITEM
 - a) Written
 - b) In person
 - c) Virtual
5. APPELLANT REBUTTAL
6. ADJOURNMENT

This Public Hearing is being held to hear comments from the public on the proposed bylaw 543-22 Land Use Bylaw. Only these items will be discussed at this Public Hearing.

Professional code of conduct will be maintained at all times by participants.



Date: September 20, 2022
To: Village of Hussar Council
From: Devin Diano, *CEO/Director of Planning*
Re: Proposed Land Use Bylaw 543-22- Public Hearing Feedback and Responses.

Village of Hussar Council,

The following document includes the questions and comments submitted by residents at the July 20th, 2022 Public Hearing for the new proposed Land Use Bylaw 543-22. Over the past two months Palliser Regional Municipal Services (PRMS) and Village of Hussar Administration have reviewed all of the comments, discussed several key items with council (manufactured homes, fence heights, parcel coverage), and included changes to a new proposed Land Use Bylaw 543-22 document where appropriate. All the changes (and responses to the questions asked) have also been outlined in the document below.

Should there be any questions on the changes or responses to questions, please do not hesitate to contact myself or Village Administration.

I will also be present (virtually) at the September 29th Public Hearing, where I will be happy to answer any questions following the opportunity for residents to provide comment on the proposed Land Use Bylaw 543-22.

Regards,

A handwritten signature in blue ink that reads "D. Diano".

Devin Diano
CEO/Director of Planning
Palliser Regional Municipal Services
ddiano@palliserservices.ca
403-854-3371

Public Hearing Submission:

****PRMS Responses in Green**

Questions and Comments:

This is a list of concerns or comments on the LUB. We have worked through the LUB document and the comment list is completed in the same order it is presented in the proposed LUB.

Part 2.3 - Definitions:

Building Height: The image demonstrates that the height of the building is to be measured from the lowest grade of the land immediately surrounding the building. In the image, the lower part of the house may be considered the basement with a walk-out. In the definition of a basement, it notes that a basement does not constitute a story of a house as long it is less than 1.8 meters below grade. The height of the building will be very different if taken from the opposite side of the house.

This is a confusing graphic.

- **Building Height:** Updated to a better definition of building height that measures from the average grade. Included a definition for average grade. Made a new graphic to add clarity

Convenience Store: It indicates that the sale is intended for area residence. Why are the operations limited to area residents? How is this to be enforced?

- Convenience store definition was updated to be more clear: “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**”.

Dwelling, Accessory Residential: indicate parking is required for 1 or 2 family users. Is this intended for two families or two parking spaces? For clarity, the parking requirements can be removed from the definition of the residential description.

- **Dwelling, Accessory Residential:** Updated definition and removed the location and parking requirements out of the definition. Added a “additional requirements” section to the commercial and industrial district and included clauses in this section. Fixed the parking requirements for residential units, also added Dwelling, accessory residential as its own line in the parking requirements (section 7.5).

Dwelling Apartment: Why are 3 or more units required? A senior’s duplex will fall into this category but it is not allowed under this definition.

- A seniors duplex would fall under a dwelling, duplex and would be allowed in residential districts. I did reword the definition slightly, but overall:
 - Duplex: is 2 units
 - Attached housing: is three or more with separate entrances
 - Apartment: 3 or more units with a common entry. Also updated the attached housing

definition.

Manufactured home or a Modular Home: In Alberta the use of these titles for homes that are less than 8 years old is interchangeable. Since 1992, CAS Z240 cannot be sited in Alberta. A manufacturer that is certified to build to both Z240 and A277 are considered either a manufactured or a modular home. Based on the date of manufacturing, it may be easier to put these together for the use in Alberta. (Reference: <http://mhaprairies.ca/modular-vs-manufactured>). In Alberta a label indicating that CSA A277 has been adhered to indicates that it is a Modular home and it is in compliance with the National Building Code (NBC).

Also, the installation requirements need to be clear; a permanent foundation or semi-permanent foundation should be clearly defined to eliminate confusion.

- You are correct on this. Manufactured, modular and RTM homes are all considered under the same CSA approval. We have removed the definitions and updated the Dwelling, manufactured definition, and general land use regulations to encompass all types. We also added regulations to the residential district that aim to ensure and manufactured homes that are in place are done appropriately and look nice. There is also a clause which will allow council to regulate a minimum width for a manufactured dwelling should they choose (e.g. such as a minimum of 22ft wide).
- In response to the foundation requirements- foundation type and requirements are defined by building codes and this is not something we want to get into defining in the LUB. This should be left to safety codes. If a resident had questions on what type of foundation would be required for a building type, they should always contact the PRMS safety codes clerk who will assist them and/or direct them to a building inspector to discuss. This should not be determined or defined by a municipalities land use bylaw.

Fabric Covered Buildings: Indicates that the appropriate building permits are required. The word **appropriate** is a subjective description. Is there a defined list of required permits?

- Word “appropriate” removed. Building permit may be required, based on building code.

Fire Wall: A fire wall is defined under the building codes of Alberta. The definition should include the requirement to meet the building codes of Alberta construction for a Fire Wall.

- Updated to clarify it needs to meet building code requirements.

Land and Property Rights Tribunal: What is the purpose? Where is the tribunal?

- New decision making body created by the province to hear appeals for certain development permit applications or subdivision applications. (e.g. if a subdivision is within a prescribed distance of a provincial highway, and the subdivision is appealed, the LPRT makes a decision on the application). LPRT is established by the province and the Municipal Government Act (MGA). There will be very few appeals in a village like hussar that need to go to the LPRT, but it is always possible so we need to include this.

Lot: The definition of a Lot has been expanded greatly. Within the scope of our LUB, the subsections a, b, c, e relate to the definition of a parcel of land and not a lot. In the village of Hussar there are no rivers, no quarter section lots, and do not reference a planned subdivision.

Why have these definitions been included in the Lot description?

- This is how the MGA defines a “lot”. This definition is pulled straight from the MGA and put in

the LUB for ease of finding it.

Parcel: Under the images describing a parcel of land, the corner lots have the actual corner of the land removed.

Is the Village of Hussar expropriating this land from the owners of the land? If not, what are the pictures implying?

- The village is not expropriating land. The LUB does not give a municipality authority to expropriate land. The diagram was just being used to illustrate yard definitions for interior vs corner lots. Agreed that this diagram is likely not a good fit under this definition. I removed the diagram from this definition, and was put under the fencing and corner lot general land use regulations. This is a better location for this diagram.

Screening: The Development Officer gives an opinion on the use.

Is the opinion based on the structural requirements or the aesthetics?

What are the training requirements of the Development Officer?

- Development Officer may determine screening requirements depending on the district regulations, the use being proposed, and anticipated impacts to surrounding properties.
- In the Village of hussar the Development officer is typically the CAO.

Site: This is the same as parcel by description. It is confusing that Lot, Parcel and Site all have the same or similar definition.

- Site and Lot are the same and are referred to throughout the LUB.

Temporary Use: It indicates that temporary use is for use for less than one year unless otherwise approved.

Do you need a permit for less than one year?

- Temporary use permits are standard in all LUBs. All development needs a permit (even if it is for less than one year), unless outlined in Section 4.1 of the bylaw (Development Permits Not Required). This allows a DO to approve an application for a development but only for a temporary amount of time. After that specified time is up, the development must be removed or the applicant can apply for a time extension.

Part three – Administrative Agencies

3.1.3 - The Intermunicipal Subdivision and Development Appeal Board,

- Noted that this Appeal Board was established by a separate Bylaw
- What is the Bylaw?
- This information was removed from the existing LUB: ~~The Subdivision and Development Appeal Board is comprised of citizens of the Village and may not include members of the Municipal planning Commission or the Development Officer.~~
 - Why isn't the Village involved in the appeals process?
- What is Bill 48 of the MGA Act? Can this be included as an Appendix?
- The MGA requires each municipality to establish either a Subdivision and Development Appeal Board (SDAB) or Intermunicipal Subdivision and Development Appeal Board

(ISDAB). In this case, the Village of Hussar joined the Palliser ISDAB and has two members appointed to this board. This is done by separate bylaw as there are additional regulations included within that bylaw that do not need to be within the LUB. You may request a copy of the bylaw from the Village if you would like to review it. The Village is still involved in the appeal process, and the Village has 2 local residents trained on the Palliser ISDAB. However, if an appeal occurs the ISDAB can be formed using any trained members from the PRMS region, should the village struggle to be able to get enough local trained members for an appeal. This is the benefit of the ISDAB. Lastly, we would highly recommend against attaching any provincial legislation to the LUB as an appendix. Bill 48 was an amendment to the MGA which had new rules for subdivision and development appeals. The MGA is available online if anyone would like to review it.

Section 3.3: Subdivision Authority – Powers and Duties

- 3.3.1.a - Indicates all decisions are available for public review at a cost.
 - What is the cost?
 - “reasonable charge” removed. There would be no cost to request information from the Subdivision Authority
- 3.3.1.e – any motion for a subdivision requires a detailed report.
 - Does this get completed in all situations?
 - 3.3.1(e) states the following: *“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;”*
 - This statement does not refer to a motion. However, comments received on circulations are added to the report. A report is always completed for a subdivision application.
- 3.3.1.m – The Subdivision Authority shall: 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.
 - Who, where and what is this tribunal and where do you find the details of engagement?
 - New decision making body created by the province to hear appeals for certain development permit applications or subdivision applications. (e.g. if a subdivision is within a prescribed distance of a provincial highway, and the subdivision is appealed, the LPRT makes a decision on the application. OR, if there is a development permit for a wind farm in counties, and it is appealed, it goes to the LPRT). LPRT is established by the province and the Municipal Government Act (MGA). There will be very few appeals (if any) in the Village of Hussar that need to go to the LPRT, but it is always possible so we need to include this. Municipal Affairs has further information of what the LPRT if residents would like to learn more.

Part Four – Development

- 4.2.1 a - What are the Development Officer's qualifications to render a decision of structural alterations?
 - All development officers may have different levels of experience across municipalities. Development Officers are responsible under the MGA for issuing development permits, which also includes determining whether a permit is required or not. Typically a permit is not required if it is not believed to include structural alterations to an existing building(e.g. basic house renos or painting your house would not require a permit. However, an large addition to your house would.). The development officer needs to determine if structural alternations are occurring, and if they are not sure, they can consult a certified building code officer.
- 4.2.1.h – **typo...** cannot exceed 1m² but it is intended to be m²
 - Changed
- 4.2.1 p – same as above. This occurs in numerous places throughout the document.
 - Reviewed whole document and changed where needed for both m² and ft²
- 4.3.1a vi – How to define height of trees? When they are planted or expected height as they grow?
 - The village of hussar does not regulate tree heights or types of landscaping so this portion of the clause was removed. The main concern is the location and dimensions of existing and proposed buildings or structures.
 - 4.3.1a iv – It is general knowledge that within the Village there are no allowances for private septic field or private water wells.
 - Will these private services be allowed within the village?
 - Removed this clause and wrote a new simplified clause that says: “statement of existing and proposed Utility services (i.e. on-site or municipal)”
 - There are some cases where a resident (usually an acreage or area that does not have municipal servicing), applies for a development with private sewage or water. That does not mean the village will have to approve it.
 - 4.3.1a vii – Asked to detail potable water source and disposal of waste.
 - Is this during construction stage? If so, it should be noted during construction
 - Removed this clause and wrote a new simplified clause that says: statement of existing and proposed Utility services (i.e. on-site or municipal)
 - 4.4.3 – It is noted that Planning Commission can approve what they deem acceptable but it must not be in excess of 20%.
 - 20% of what?
 - How is the 20% measured?
 - MPC can issue a variance for some development standards. For example, if the

required side yard setback is 3m, and an applicant is proposing to build closer, the MPC may issue a variance to allow the applicant to build closer than 3m as long as that does not exceed 20% of the 3m requirement (e.g. for a 3 m setback, MPC would be allowed to issue up to a 0.6m variance). MPC is not obligated to provide variances.

- 4.4.1(e) – Typo - The Development Officer shall: the Development Officer must collect fees....
 - Changed
- 4.4.7 – Mentions refusal of an application and no further action allowed for 12 months.
 - Is there an appeal process?
 - Can the appeal process be detailed in the appendix?
 - Yes a refused permit can be appealed, and a notice of decision for a development permit is required to indicate an applicants right to appeal. The appeal process is written out in the MGA and subject to change based on changing provincial requirements, so it should not be detailed in the LUB. Would recommend residents review appeal process in the MGA, or the village may develop a flow chart to outline the process for residents on their website.
- 4.5.1 – Relaxation of requirements and notification are at Discretion of Development Authority. There is no requirement for notification to adjacent land owners.
 - Notification should be mandatory and can have a restricted response time from adjacent land owners.
 - The development officer is required to notify adjacent landowners of a decision for a permitted use that received a relaxation/variance or any permit for a discretionary use. See 4.6.5
- 4.6.1 – Appeal process has 21 days.
 - What is the appeal process?
 - Who is the Appeal Body?
 - Appeal process is determined by the province and outlined in the MGA. Appeal body could be either the Palliser ISDAB or the LPRT depending on the merits of the applications.
- 4.6.2 & 4.6.3 are basically the same details. Once the permit is granted it comes into effect on the date of the decision.
 - Correct, however one refers to a permitted use with no conditions, and one refers to a permitted use with no relaxation or variance issued.

- 4.6.5(a) – If the permit has no allowances then there is no notice to adjacent owners required.
 - Neighbors should be notified of any construction prior to the approval due to potential impediments.
 - This is not a standard practice for municipalities. Some do choose to put all permits on their website (as stated in this clause), but adjacent landowners are not typically contacted for the approval of permitted uses as this would be a major administrative burden and cost to notify adjacent landowners of every permit in a municipality. Further, adjacent landowners are not allowed to appeal a permitted use under the MGA, so there would not be an appeal process for them anyways.
- 4.6.8.e – TYPO contains statement belonging to opening statement. This is how it is written and I've highlighted the text that should be reformatted.

4.6.8 If after the issuance of a Development Permit it becomes known to the Development Authority that:....

a), b), c), d),

e) the applicant requests, by way of written notice to the Development Authority, the cancellation of the Development Permit, provided that commencement of the use, development or construction has not occurred; **the Development Permit may be suspended or cancelled by notice in writing, issued by the Development Authority to the applicant at the address given in the Development Permit application. Upon receipt of the written notice of suspension or cancellation, the applicant must cease all development and activities to which the Development Permit relates.**

- Fixed

Part 5 - Appeals Process

- This section is completely revised and it meets the MGA requirements.
 - Is it possible to have a summary of the Appeals process in the Appendix to add transparency to the process?
 - The appeal process should not be included as an appendix within the LUB. Anything included as an appendix within the LUB forms part of the bylaw and requires a long process to be changed. This is why MGA standards should not be included (even as a appendix).
 - However, given the interest in information on the appeal process, I would recommended the village put together information on appeals for residents. This could be provided on the website.

Part 6 - Conditions

- 6.1.1c) – currently the wording indicates that the applicant is to enter into an agreement to either “construct or pay to construct”.
 - Construct can be defined as assemble or built but does not always apply costs.
 - It may be stronger if it read to “construct and pay for the construction, by self or by others.”
 - This wording straight from the MGA and we recommended not changing.
 - Further, a development agreement will always outline who’s responsibility it will be to pay.
- 6.3.1 – Section 541 MGA defines right to enter and inspect the property by the Bylaw Officer or Development Officer.
 - What is the training requirement to inspect and render a decision
 - There are no formal training requirements from the province. The MGA requires a municipality to designate an officer for these types of enforcement situations. In a small village, this will likely be the CAO.
- 6.4.3 – Bylaw enforcement and right to appeal.
 - Appeal Body – Who, What, Where?
 - If possible it will add to the transparency if the appeal process is highlighted in an appendix.
 - Stop order may be appealed to the ISDAB
- See previous comments on appeal information
- 6.6 – Forms, notices and fees
 - If possible a list of the forms, notices and fees can be added in the appendix.
 - Forms, notices and fees should remain separate from the LUB as they are subject to change. Fees are established through a separate fee bylaw or policy from council.
- 6.7 – LUB amendments
 - 6.7.4 – Seeking clarification – Do any potential changes to the LUB require public notice?
 - Correct, any changes to the Land Use Bylaw require a public hearing and three readings by council, and advertisement in the local newspaper. For this reason, there are certain things you don’t want to attached to the LUB incase you need to change them, or the province changes them (e.g. forms, appeal procedures etc.)

Part 7 – General Land Use

- 7.1.1 – The phrase “area of width” is used.
 - What does this mean?
 - Agreed this is a poorly written regulation. It was removed completely and replaced with an “applicability” section for the general land use regulations.

- 7.3.1 – It is noted that the height of building is measured from average finished landscape. This **contradicts** with the diagram on page 10 of 86.
 - Agreed, this section was not needed as it really was a repeat of the definition but less clear. Instead I wrote a more clear definition of building height in the definitions section, and made a more clear diagram.
- 7.4.1 – This statement allows for a private sewer system. This **contradicts** the service site requirement.
 - It is understood that the minimum requirement is serviced as defined by sewer and water from the village.
 - Can a Villager have a private sewer system?
 - This would be a question for the Village to speak to. In majority of cases a resident would be required to connect to village servicing, however there may be some situations where a resident (usually an acreage or area that does not have municipal servicing), applies for a development with private sewage or water where public utilities are not available. That does not mean the village will have to approve it.

7.5.6 – Typo m2 should be m², again! I have not noted all of occurrences of this error.

- Fixed

- 7.5.7 – A parking lot must be surfaced to village standards.
 - Where can we find the information pertaining to village standards?
 - Contact the Village for information on their engineering standards. Most villages typically refer to city of Calgary engineering standards.
- 7.7.3 – What is the purpose of the restriction of the height of a back fence?
 - The land owner's privacy should be part of the LUB.
 - It is recommended that a 3.05 m height limit on the back fence.
 - Where is the datum height measured? Is it the average of the landscaped surface, the lowest point in the yard or the highest point in the yard?
 - Councils direction following the public hearing was not to change fence heights. In nearly all municipalities in Alberta fence heights are allowed to a maximum of 6. In this case, hussar has gone to 6.5ft. A resident would also have the ability to apply for a variance to get a larger fence height if they wanted to (MPC can approve up to a 20% variance) This would allow a 7.8ft fence if approved by MPC. However, rear yard fences are usually limited for the sake of the neighbour and not blocking views, light, air flow etc. It also prevents the community seeming like a walled castle or fortress.
- 7.12 – Kennels
 - A keen awareness of noise created by the tenants at the kennel and its effect on

the neighbors.

- Kennels must be zoned for commercial purposes.
- Kennels should not be considered a home occupation either major or minor as it will adversely affect the residential character and the property value of the neighborhood.

- Currently kennels are only included as a discretionary use in the commercial and industrial district. This means they are excluded completely from residential areas and would not be permitted as a home occupation. Even in a commercial or industrial area, they would only be permitted if MPC felt it was appropriate and would not impact surrounding properties.

- 7.14.9 – Typo includes numbering 7.12.10 which is not part of this item.

- Fixed

- 7.23.6 – Contains two different details.

- The second item starts with “Dwelling, secondary suite” shall.....
- It should be separated into separate item.

- Fixed

- 7.26 Manufactured homes

- 7.26.1 What is the definition of a permanent foundation?

- This should be clearly defined. Blocking, jack-stands, or pylons are not considered permanent foundation.

- As mentioned previously, foundation type and requirements are defined by building codes and this is not something we want to get into defining in the LUB. This should be left to safety codes. If a resident had questions on what type of foundation would be required for a building type, they should always contact a the PRMS safety codes clerk who will get them in contact with a building inspector to discuss. This should not be determined or defined by a municipalities land use bylaw.

-

- 7.26.3 – skirting and foundation required for accessory structures.

- If it is a full foundation, there is no skirting required.

- Correct, these regulations were updated.

- A permanent foundation should be defined.

- See comment above

- 7.26.4 – must be **fully serviced** with water, sewer, gas and power.

- The general requirement is sewer and water, only. Why is it different for that Manufactured home?

- All dwellings need to be serviced with sewer, water, gas, power.

- What if it operates off grid with the exception of sewer and water?

- May be permitted under renewable energy systems depending on the proposed source of power and gas.
- 7.28.5 - Why is skirting required around a temporary building?
 - “May” be required. Meaning the Development Officer may request if they feel the type of proposed development should be skirted, however this is not a requirement if they felt it is not necessary.
- 7.29 - What areas are zoned for Modular Homes, RTM homes and used houses?
 - All modular and RTM homes are now just considered manufactured homes. They are all discretionary uses in both residential districts.
- 7.30 – all reference to the use of wind energy has been removed from the LUB.
 - Why are windmills not mentioned in allowable alternative energy?
 - This was missed. I added a definition for this, added it to districts and wrote updated general land use regulations
- 8.2.1 – R-MH is a manufactured home but it is not a modular home.
 - Is there a zone for modular homes or RTM homes?
 - Modular Home vs Manufactured home:
 - What is the difference?
 - Alberta has very defined standards of fabrication and lean towards modular homes.
 - See notes above. New definition of manufactured home. Discretionary use in all residential districts.
- 8.4.2 – Residential zone includes recreational facilities but recreational facilities have a separate zone “CS”.
 - Is this a mistake that it is included in residential zones?
 - Not added by mistake. Community Recreational Facilities is a defined use, and was added in the residential districts for facilities such as a local outdoor rink (as an example)
- 8.4.5- Minimum size of lots for single detached or duplex
 - How does this align with current ownership?
 - This has not changed from previous LUB
- 8.4.10 – What is the definition of a habitable floor?
 - Defined in the LUB definitions section
 - Does the area include second story?
 - Yes
 - What is the purpose of this definition compared to the footprint of the building?
 - Purpose of the regulation is to set a minimum limit for the footprint of the house. It is essentially the same thing as a footprint, but describing the area that’s lived in

- It is generally considered foot print less walls, closets and stairwells.
 - Yes the definition describes any of the finished floor area.
- 8.4.11 – 40 % allowable coverage for all buildings.
 - What is the purpose of this limit?
 - In Alberta average ratio is 3.5 for buildings to 1 for land or approximately 78%
 - Can this be increased to match the Alberta average for uses that adhere to the rules for allowable building uses?
 - Through council direction following the previous public hearing, site coverage was increased to 50% for all buildings on the parcel.
- 8.5.12 – see above 8.4.11
 - Through council direction following the previous public hearing, site coverage was increased to 50% for all buildings on the parcel.

Possible Additional Details for the Appendix:

- General information on Roles:
 - Development Officer is the Chief Administrative Officer
 - Who is the Development Authority?
 - Municipal Planning Commission is the duly elected Council for the Village.
 - Subdivision Authority is the duly elected Council of the Village and Palliser Municipal Services
- Appeal Process general information
- Bill 48 of the MGA Act
- Forms, notices and fees applicable for the Village
 - Agreed. It is beneficial for residents to be able to access this information. However, as previously mentioned this type of information should not be added to the actual bylaw and is information that would be better placed on a “planning and development” page on the Villages website for resident reference.

Lastly, as a result of reviewing the LUB and making the above changes, there were additional changes which I included:

- Separated headings for landscaping, fencing & hedges and corner lots for ease of use
- Added definitions for corner lot and reverse corner lot. Also reworded corner lots and reverse corner lots general land use regulations to be more clear.
- Reviewed yard definitions and corner lot/ yard diagram for more clarity and to ensure it properly aligned with definitions and yard requirements.
- Added a definition for property line.
- Renumber sections and section references throughout the document as a result of the above changes.

VILLAGE OF HUSSAR LAND USE BYLAW 543-22

September 21st, 2022 Version



PREPARED BY:
PALLISER REGIONAL MUNICIPAL SERVICES

BYLAW PAGE

Amendments to Land Use Bylaw 543-22

[illegible]

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Part 1 Purpose & Definitions

1 PURPOSE OF LAND USE BYLAW AND DEFINITIONS

1.1 TITLE

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

1.2 PURPOSE

- 1.2.1 The purpose of the Bylaw is to regulate and control or to prohibit the uses and development of land and buildings within the Municipality to achieve fair, orderly, and economic development of land as well as to:
- a) divide the Municipality into districts;
 - b) prescribe and regulate for each district, the intent and purpose for which land or buildings may be used;
 - c) establish a method of making decisions on applications for Development Permits including the issuing of Development Permits;
 - d) establish a method of making decisions on applications for Subdivision Approval and the issuing of a decision; and
 - e) prescribe the procedure to notify owners of land likely to be affected by the issuance of a Development Permit or Subdivision decision.

1.3 APPLICATION

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

Part 2 Interpretation

2 INTERPRETATION OF LAND USE BYLAW

2.1 RULES OF INTERPRETATION

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

2.2 DISTRICT BOUNDARIES

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

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

2.3 DEFINITIONS

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

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

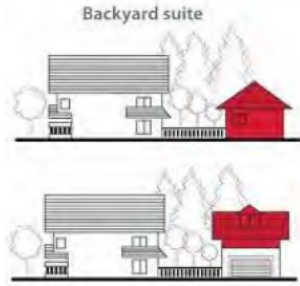
ALTERNATIVE HEALTH CARE SERVICES	means an establishment or facility that is engaged in the furnishing of natural health care services and products which are an alternative or complementary to health care provided by surgery, hospitalization and drug treatments and are provided on an outpatient basis.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

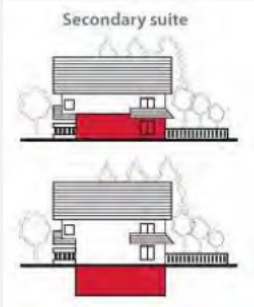
BASEMENT	means that portion of a building or structure which is wholly or partially below grade and has no more than 1.8m of its clear height above grade and lies below the finished level of the floor directly above. A basement does not constitute a storey for the purpose of this Bylaw.
BED AND BREAKFAST	means a principal dwelling where sleeping accommodation, with or without light meals, is provided to members of the travelling public for remuneration. A Bed and Breakfast home shall not include more than two commercial accommodation units.
BILLBOARD	means a sign directing attention to a business, commodity, services, or entertainment conducted, sold, or offered elsewhere than upon the site where the sign is maintained. The advertisement copy is pasted, glued, painted, or otherwise fastened to permit its periodic replacement.
BUFFER	means a row of trees, shrubs, earth berm, or fencing to provide visual screening and separation between sites and districts.
BUILDING	means a roofed structure with solid exterior walls and which is used or intended to be used as a shelter for persons, animals, equipment, or goods and services.
BUILDING HEIGHT	<p>means the vertical distance measured from the average grade and the highest point of a building, excluding a roof, stairway entrance, elevator shaft, ventilating fan, skylight, steeple, chimney, smoke stack, fire wall or parapet, flagpole, antenna structures or similar devices not structurally essential to the building.</p> <div data-bbox="547 917 1395 1482" data-label="Image"> </div> <p>Figure 1: Building Height</p>
BUILDING LINE	means a line parallel to a parcel line drawn across the parcel through the point where any portion of the building is closest to the parcel line.
BUILDING LINE, FRONT	means a line parallel to the Front Parcel Line drawn across the parcel through the point where a Building on the parcel is closest to the Front Parcel Line.

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

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

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

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

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

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

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

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

LOT	<p>means a lot as defined in the Municipal Government Act, Part 17, Section 616, which is defined as:</p> <ul style="list-style-type: none"> (a) a quarter section, (b) a river lot shown on an official plan, as defined in the Surveys Act, that is filed or lodged in a land titles office, (c) a settlement lot shown on an official plan, as defined in the Surveys Act, that is filed or lodged in a land titles office, (d) a part of a parcel of land described in a certificate of title if the boundaries of the part are described in the certificate of title other than by reference to a legal subdivision, or (e) a part of a parcel of land described in a certificate of title if the boundaries of the part are described in a certificate of title by reference to a plan of subdivision. <p>Also see the related definition Parcel</p>
LOT COVERAGE	means that portion of lot area covered by the principal building, accessory buildings, or other similar covered structures.
LOT LINE	means a legally defined limit of any lot or parcel. "Boundary", "boundary line" and "property line" have a corresponding meaning.
M	
MANUFACTURING PROCESSING OR ASSEMBLY FACILITY	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.
MUNICIPALITY	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.
MUNICIPAL PLANNING COMMISSION (MPC)	means the Village of Hussar Municipal Planning Commission established by Bylaw pursuant to the Act.
MUNICIPAL RESERVE PARCEL	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.
N	
NATURAL RESOURCE EXTRACTIVE INDUSTRIES	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.

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

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

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

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

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

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

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

YARD, EXTERIOR SIDE	means the area of a parcel extending from the front foundation of the principal building to the rear foundation of the principal building and between the side foundation of the principal building to the exterior side parcel line.
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Part 3

Administrative Agencies

3 Administration Agencies established by this bylaw

3.1 DEVELOPMENT AUTHORITY

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

3.1.1 Development Officer:

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

3.1.2 Municipal Planning Commission:

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

3.1.3 Intermunicipal Subdivision and Development Appeal Board:

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

3.1.4 Subdivision Authority:

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

3.2 DEVELOPMENT AUTHORITY – POWERS AND DUTIES

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

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

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

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

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

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

3.3 SUBDIVISION AUTHORITY – POWERS AND DUTIES

3.3.1 The Subdivision Authority shall:

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

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

Part 4 Development

4 Regulations for Development

4.1 DEVELOPMENT PERMITS REQUIRED

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

4.2 DEVELOPMENT PERMITS NOT REQUIRED

- 4.2.1 The Development Permit is not required in respect of the following developments, but such developments shall comply with all relevant provisions of this Bylaw:

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

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

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

4.3 APPLICATION REQUIREMENTS

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

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

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

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

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

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

4.4 DECIDING ON A DEVELOPMENT PERMIT APPLICATION

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

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

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

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

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

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

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

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

4.5 DEVELOPMENT PERMIT APPLICATION REFERRALS AND NOTICES

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

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

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

4.6 DEVELOPMENT PERMIT NOTIFICATION OF DECISION

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

been made and the use approved.

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

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

4.7 DEVELOPMENT PERMIT COMMENCEMENT AND COMPLETION

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

Part 5 Appeals

5 Appeal Procedures

5.1 SUBDIVISION APPEAL PROCEDURES

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

5.2 DEVELOPMENT APPEAL PROCEDURES

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

5.3 ISDAB – PUBLIC HEARING PROCESS

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

5.4 LAND AND PROPERTY RIGHTS TRIBUNAL

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

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

Part 6 Conditions, Enforcement & Administration

6 Conditions, Enforcement & Administration

6.1 CONDITIONS OF APPROVAL

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

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

excess capacity;

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

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

6.2 COMPLIANCE WITH OTHER BYLAWS AND REGULATIONS

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

6.3 RIGHT OF ENTRY

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

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

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

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

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

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

6.4 BYLAW CONTRAVENTION

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

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

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

the development authority may act under subsection (2).

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

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

within the time set out in the notice.

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

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

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

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

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

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

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

6.5 OFFENCES AND PENALTIES

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

6.6 FORMS, NOTICES AND FEES

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

6.7 AMENDMENTS TO THE LAND USE BYLAW

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

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

Part 7 General Land Use Regulations

7 General Land Use Regulations

7.1 APPLICABILITY

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

7.2 SPECIAL SETBACK REQUIREMENTS

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

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

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

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

And such encroachment complies with the Alberta Safety Code Regulations.

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

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

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

7.3 UTILITIES

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

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

7.4 PARKING AND LOADING FACILITIES

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

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

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

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

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

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

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

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

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

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

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

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

7.5 ACCESSORY BUILDING

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




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

7.6 LANDSCAPING:

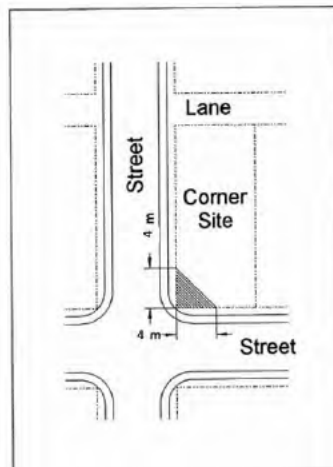
- 7.6.1 Any area required to be landscaped may, at the discretion of the Development Officer, be left in its natural state or be loamed and planted with grass, trees, shrubs, and/or flowers or similar materials or a combination thereof which enhances the appearance of the site and which complements the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

7.7 FENCING AND HEDGES:

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

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

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

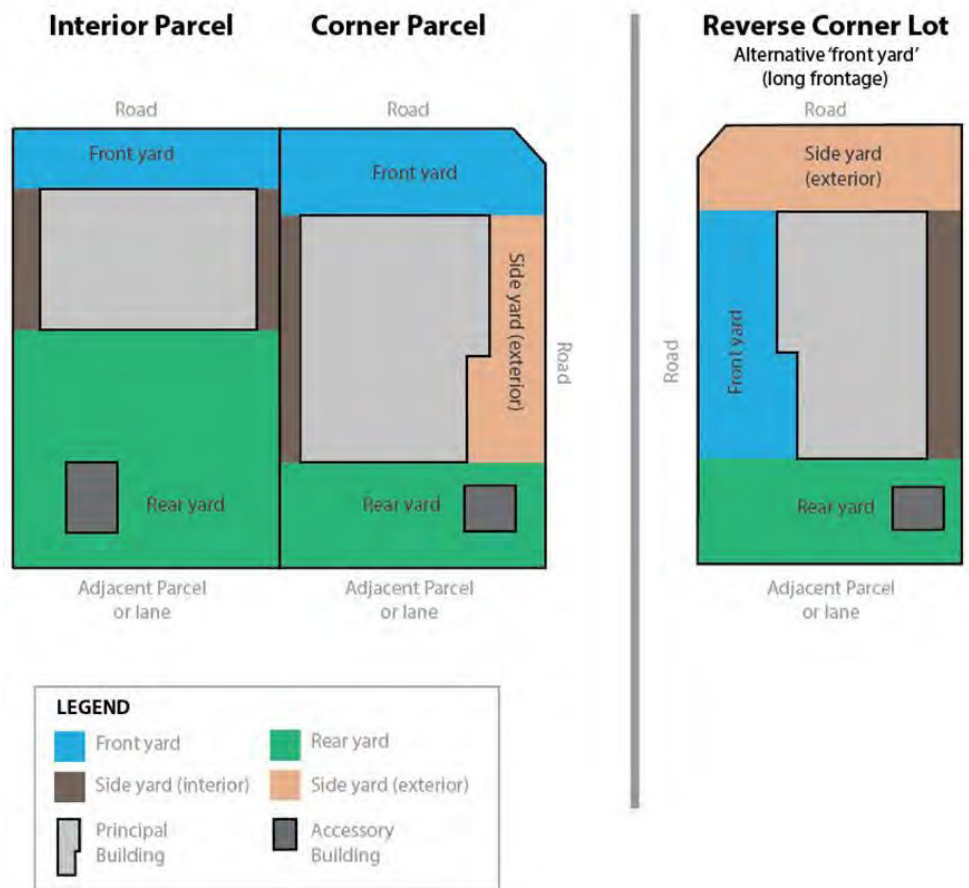


- 7.7.2 Materials used to construct fences may be wood, brick, stone or concrete, or metal and shall be aesthetically acceptable and in general conformity with adjacent development.
- 7.7.3 In all districts, hedges and trees shall be planted and trimmed to ensure public safety and/or good visibility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

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

7.8 CORNER LOTS, REVERSE CORNER LOTS AND IRREGULAR LOTS

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



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

7.9 SCREENING, OUTSIDE STORAGE AREAS AND GARBAGE STORAGE

- 7.9.1 Garbage shall be stored in weatherproof and animal proof containers, screened from adjacent sites and public thoroughfares and be in a location easily accessible for pick up.
- 7.9.2 Outside storage areas shall be screened from adjacent sites and thoroughfares to the satisfaction of the Development Authority.

7.10 BED AND BREAKFAST

- 7.10.1 Bed and Breakfast accommodation shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood. Bed and Breakfast accommodation shall be an incidental and subordinate use to the principal residential use, shall be restricted to the dwelling unit and shall not:
- require any alterations to the principal building unless the alterations are approved by the Development Officer;

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

7.11 HOME OCCUPATIONS

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

7.11.8 A Home Occupation – Minor shall comply with the following:

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

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

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

7.12 PET CARE SERVICES

7.12.1 Rules that apply to all Pet Care Services:

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

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

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

7.13 KENNELS, BOARDING & BREEDING

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

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

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

7.13.2 Kennels do not include a Veterinary Clinic.

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

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

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

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

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

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

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

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

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

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

7.13.11 All kennel facilities shall be screened by both a visual and sound barrier, by fences and/or landscaping, from existing dwellings on adjacent parcels to the satisfaction of the Development Authority.

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

7.13.13 Application for a development permit for a new or existing boarding or breeding kennel operation shall take into consideration the following (where applicable):

- a) Mandatory inspection report by a Doctor of Veterinary Medicine submitted with a Development Permit Application;
- b) Any previous complaints or comments from adjacent landowners;
- c) Complaints filed to the Alberta Society for the Prevention of Cruelty to Animals (SPCA);
- d) Compliance with the latest publicly available edition of the Canadian Veterinary Medical Association Code of Practice for Canadian Kennel Operations.

7.13.14 As a condition of approval, the Development Authority shall require the applicant submit an inspection report, prepared by a Doctor of Veterinary Medicine, on the anniversary date of the permit. In addition, at the discretion of the Development Authority, the applicant may be required to submit yearly inspection reports as a condition of approval or renewal.

7.14 PHYSICAL ENVIRONMENT

7.14.1 The Development Authority may consider the environmental impact of any proposed development. The Development Authority may refer the proposal to a relevant provincial department for comments on the nature of the environmental concern.

7.14.2 Where a development is considered to have a significant environmental impact, the Development Authority may request the developer to have an environmental evaluation prepared and submitted by an appropriate professional, or undertake its own environmental evaluation regarding the proposed development.

7.14.3 All costs associated with an environmental evaluation are the responsibility of the developer.

7.15 RELOCATION OF BUILDINGS

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

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

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

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

7.16 DEMOLITION

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

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

7.17 RESIDENTIAL BUILDINGS ON THE SAME SITE

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

7.18 SIGN CONTROL

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

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

- i. exceed 1.5m^2 (16.1 sq ft) in area,
- ii. project back 0.6m (1.9ft) from the property line, or
- iii. exceed 3.6m (11.8ft) in height.

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

a) free standing signs provided that:

- i. exceed 1.5m^2 (16.1 sq ft) in area,
- ii. the total sign area for each face shall not exceed 1.5m^2 (16.1sq ft);
and
- iii. the sign shall not project within 600mm (1.97ft) back from a property line.

b) fascia signs provided that the total copy area of a sign or signs shall not exceed 20% of the face of the building or bay to which the sign is attached;

c) projecting signs provided that:

- i. the maximum area shall be 9m^2 (96.8sq ft);
- ii. a sign shall not rise more than 300mm (11.8in) above a parapet;
- iii. a sign shall not project within 600mm (23.6in) back from the property line;
- iv. a minimum of 3m (9.8ft) shall be provided between the bottom of a sign and a private sidewalk or walkway; and
- v. the structural supports and anchors have been approved by a professional structural engineer.

d) projecting signs provided that:

- i. a sign shall appear as an architectural blade with no visible support structures;
- ii. no portion of a sign shall overhang the roof on which it is located;
and
- iii. the maximum area of a sign shall be 9m^2 (96.8sq ft).

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

a) one free standing directional sign per site which does not exceed 1m^2 (10.7sq ft) in area nor 6m (19.6ft) in height to identify the permissible use in the district.

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

provided that:

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

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

7.19 NON-CONFORMING USES AND NON-CONFORMING BUILDINGS

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

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

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

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

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

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

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

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

7.20 LAND NEAR WATER OR SUBJECT TO FLOODING OR SUBSIDENCE

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

7.21 DRAINAGE

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

7.22 CONTROLLED APPEARANCE

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

7.23 STORAGE STRUCTURES

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

7.24 SECONDARY SUITES & BACKYARD SUITES

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

Secondary Suites Regulations

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

Backyard Suites Regulations

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

7.25 SUBDIVISION OF LAND

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

7.26 UNDERMINING OR SUBSIDENCE CONDITIONS

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

7.27 MANUFACTURED HOMES

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

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

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

7.29 TEMPORARY BUILDINGS

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

7.30 RENEWABLE ENERGY SYSTEMS

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

7.31 SMALL WIND ENERGY SYSTEMS

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

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

Part 8 Districts

8 Districts

8.1 ESTABLISHMENT OF LAND USE DISTRICTS

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

8.2 DISTRICTS

- 8.2.1 The Districts in the Village are:

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

8.3 DISTRICT BOUNDARIES

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

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

8.4 RESIDENTIAL DISTRICT (R) LAND USE RULES

8.4.1 Purpose:

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

8.4.2 Permitted Uses:

List of Permitted Uses:

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

8.4.3 Discretionary Uses

List of Discretionary uses:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Additional Requirements for Manufactured Homes:

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

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

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

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

8.5.1 Purpose:

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

8.5.2 Permitted Uses:

List of Permitted Uses

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

8.5.3 Discretionary Uses:

List of discretionary uses:

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

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

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

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

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

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

- (a) Principal Buildings

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

(b) Accessory Buildings:

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

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

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

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

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

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

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

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

Additional Requirements for Manufactured Homes:

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

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

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

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

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

8.6 COMMERCIAL DISTRICT (C) LAND USE RULES

8.6.1 Purpose:

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

8.6.2 Permitted Uses:

List of permitted uses:

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

8.6.3 Discretionary Uses:

List of discretionary uses:

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

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

Additional Requirements - Dwelling, Accessory Residential:

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

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

8.7 INDUSTRIAL GENERAL DISTRICT (I) LAND USE RULES

8.7.1 Purpose:

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

8.7.2 Discretionary Uses:

List of discretionary uses:

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

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

development in this District.

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

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

Additional Requirements- Dwelling, Accessory Residential:

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

8.8 URBAN RESERVE DISTRICT (UR) LAND USE RULES

8.8.1 Purpose:

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

8.8.2 Permitted Uses:

List of Permitted Uses:

(a)	Community Recreational Facility
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8.8.3 Discretionary Uses:

List of Discretionary Uses

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

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

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

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

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

15m (49.2ft).

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

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

8.9.1 Purpose:

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

8.9.2 Permitted Uses:

List of Permitted Uses:

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

8.9.3 Discretionary Uses:

List of discretionary uses:

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

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

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

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

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

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



Part 9 Land Use Districts Map

9 Land Use Districts Map

For a hard copy of the Land Use District Map please visit, call or email the Village Office at:

109 1 Ave E, Hussar, AB T0J1S0
(403) 787-3766
office@villageofhussar.ca

Or view Land Use Districts on the Palliser Regional Municipal Services Map at the following Link:

<https://www.palliserwebmap.ca/view.aspx?ReturnUrl=%2fGisnetuser%2flogin.aspx>

COMMUNICATION TOWER PROTOCOLS

COMMUNICATION TOWER PROTOCOLS

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

1 Applicability

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

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

2 Antenna Systems Siting Protocol Exclusion List

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

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

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

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

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

3 Municipal Review and Issuance of Concurrence or Non-Concurrence

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

4 Development and Design Standards

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

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

5 Application Submittal Requirements

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

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

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

6 Notification and Public Consultation Process

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

VILLAGE OF HUSSAR AGENDA
PUBLIC HEARING
Thursday, September 29, 2022



1. CALL TO ORDER
2. INTRODUCTION
3. SUBMISSIONS IN FAVOR OF THE ITEM
 - a) Written
 - b) In person
 - c) Virtual
4. SUBMISSIONS AGAINST THE ITEM
 - a) Written
 - b) In person
 - c) Virtual
5. APPELLANT REBUTTAL
6. ADJOURNMENT

This Public Hearing is being held to hear comments from the public on the proposed bylaw 549-22 Urban Hen and Quail Bylaw. Only these items will be discussed at this Public Hearing.

Professional code of conduct will be maintained at all times by participants.

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: September 29, 2022
Title: Public Hearing – Urban Hen & Quail Bylaw 549-22

Agenda Item Number: 4

BACKGROUND

- NEW 549-22 Urban Hen & Quail Bylaw

Council gave bylaw 549-22 First Reading at our Regular Council Meeting on August 31, 2022
M # 2022-08-31-279

Changes since first reading:

- Added quail to the bylaw in all applicable locations
- Number of combined Hens and Quail is 2 - 8
- Added 8.1 b) quail coop requirements

RECOMMENDED CONSIDERATIONS:

If a community is considering permitting residents to keep urban chickens, the following should be taken into consideration:

- Are there trained staff who can process applications and licenses, deal with concerns that may arise, conduct coop inspections, etc.?
- Does the area have a high number of wildlife and predators?
- Does the municipality have a designated area where poultry owners can dispose of chicken manure/bedding material and any mortalities?
- Is there a poultry professional nearby who can provide an educational workshop to residents on keeping urban chickens, and provide ongoing expertise and support?
- Consider first time applicants to complete a development permit application to ensure their coop meets all requirements under this bylaw and the land use bylaw
- Enforcement – Wheatland County will provide enforcement based on an official complaint to the Village under that bylaw. WC will not do the property/coop inspections for that would be required prior to a resident getting a chicken or quail license.
- The maximum of 8 is higher than anywhere else (generally the maximum is 4.) That is a total of 40+ eggs per week and will potentially result in the attempted sale of eggs.
- Quail training – there is no quail training material that we can add or workshops that could be taken.

New adjacent neighbour notice is attached for Council consideration.

RECOMMENDATION:

1. Motion to give bylaw 549-22 being the Urban Hen & Quail Bylaw second reading.
2. Motion to make the following changes before third reading:
 - the adjacent neighbour notice
 - list all changes

**BYLAW 549-22
VILLAGE OF HUSSAR**

A BYLAW OF THE VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, TO REGULATE THE KEEPING OF CHICKENS AND QUAIL IN URBAN AREAS

WHEREAS pursuant to Section 7 of the *Municipal Government Act* the council of a municipality may pass bylaws for municipal purposes respecting; the safety, health and welfare of people and the protection of people and property; wild and domestic animals and activities in relation to them; and the enforcement of bylaws;

WHEREAS pursuant to Section 8 of the *Municipal Government Act*, the council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licenses, permits and approvals.

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

1. SECTION 1 – SHORT TITLE

1.1 This Bylaw may be cited as the Village of Hussar “Urban Hen & Quail Bylaw”.

2. SECTION 2 – PURPOSE

2.1 The purpose of this bylaw is to regulate and control the keeping of chickens and quail within Urban Areas

3. SECTION 3 – DEFINITIONS

3.1 **Abattoir** means a facility where animals are slaughtered for consumption as food for humans.

3.2 **Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto.

3.3 **Adjoining Neighbour** means an owner or occupant of a property that is contiguous to a Subject Property along a common property line. This includes properties across a rear lane, but not across a street.

3.4 **Animal Health Act** means Statutes of Alberta 2007, Chapter A-40.2.

3.5 **Chief Administrative Officer** means the person holding the office of Chief Administrative Officer of the Village of Hussar.

3.6 **Coop** means a fully enclosed weatherproof structure with an attached outdoor enclosure

3.7 **Council** means the Council of the Village of Hussar.

3.8 **Enforcement Officer** means a Bylaw Officer appointed by the Village of Hussar pursuant to the Municipal Government Act, R.S.A. 2000, c.M-26, as amended to enforce the bylaws of the Village of Hussar and includes Peace Officers and the members of the Royal Canadian Mounted Police (RCMP).

3.9 **Hen** means a domesticated female chicken that is at least four (4) months old. This can include bantam chickens

3.10 **Hen & Quail Keeper** means a person having any right of custody, control or possession of a Hen or quail.

- 3.11 **Hen & Quail License** means a license issued under this bylaw that authorizes the keeping of hens and quails on a specific property within an Urban area within the Village.
- 3.12 **Licensing Authority** means the Chief Administrative Officer or a person appointed by the Chief Administrative Officer to issue Hen & Quail Licenses.
- 3.13 **Nest Box** means a box within a Coop for the nesting of Hens and Quail.
- 3.14 **Outdoor Enclosure** means a securely enclosed, roofed outdoor area attached to and forming part of a Coop having a bare earthed or vegetated floor for Urban Chickens and Quail to roam.
- 3.15 **Premises Identification (PID) Number** means a nine-character combination of numbers and letters issued by the Province of Alberta pursuant to the provisions of the *Animal Health Act* to owners of livestock.
- 3.16 **Quail** means a small, short-tailed Old World game bird resembling a small partridge, typically having brown camouflaged plumage.
- 3.17 **Rooster** means a domesticated male chicken.
- 3.18 **Sell** means to exchange or deliver for money or its equivalent.
- 3.19 **Subject Property** means a lot or parcel of land in respect of which a Hen & Quail License is sought or has been issued.
- 3.20 **Temporary Caregiver** means a person who has been authorized by the Hen & Quail Keeper to provide care to their Hens and Quail in the event the Hen & Quail Keeper is temporarily unable to do so.
- 3.21 **Urban Area** means lands located within the Village on which agricultural operations, including but not limited to the keeping of livestock are neither a permitted or discretionary use under the Bylaws of the Village.
- 3.22 **Urban Hen** means a hen that is at least 16 weeks of age.
- 3.23 **Village** means the Village of Hussar, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.
- 3.24 **Violation Tag** means a notice that alleges a bylaw offence and provides a person the opportunity to pay an amount to the Village in lieu of prosecution for the offence.
- 3.25 **Violation Ticket** means a violation ticket as defined in the *Provincial Procedures Act*, R.S.A. 2000, c. P-34.

4. SECTION 4 – PROHIBITIONS

4.1 In an Urban Area, no person shall:

- a) Keep a Rooster;
- b) Keep a Hen or Quail, other than an Urban Hen or Quail for which a valid Hen & Quail License has been issued.

5. SECTION 5 – URBAN HEN & QUAIL LICENSE

5.1 A person may apply to keep a combined minimum of 2 and a maximum of 8 urban hens & quail by:

- a) Submitting a completed Urban Hen & Quail License Application Form (Appendix A)
- b) Paying a Hen & Quail License fee prescribed in Schedule A of this bylaw which is due payable at the time of the application, prior to approval and annually thereafter;
- c) Any other information reasonably required by the Licensing Authority, including but not limited to:

- i. The name, address and contact information of the person who will be the Hen & Quail Keeper and of any person who may act as a Temporary Caregiver;
 - ii. A copy of a Certificate of Title for the Subject Property issued by the Land Titles;
 - iii. Written permission to keep hens and quail on the Subject Property, from the registered owner of the Property as shown on the Certificate of Title, if the Hen & Quail Keeper is not the registered owner.
 - d) A site plan including a drawing that shows the location of the coop and coop run dimensions and associated setbacks from the coop and coop run to the side and rear property lines.
 - e) Evidence that the proposed Hen & Quail Keeper has experience or training from a source approved by the Licensing Authority. At a minimum, read the Training Manual and watched all 9 educational videos (Appendix C), on the safe handling of hens and eggs provided by the Village.
 - f) A copy of the Premises Identification (PID) Number applicable to Subject Property.
- 5.2 At the time of application for a Hen & Quail License, the applicant must demonstrate to the satisfaction of the Licensing Authority that all Adjoining Neighbours have been notified of the intent to apply for a Hen & Quail License on the Subject Property. (Appendix B) If an adjoining property of the Subject Property is undeveloped or developed but otherwise vacant, the applicant is not required to notify that adjoining property.
- 5.3 The applicant must reside on the property on which the Urban Hens and Quail will be kept;
- 5.4 A Hen & Quail License does not take effect until:
- a) The Licensing Authority is satisfied all provisions in Section 5.1 and 5.2 have been met; and
 - b) The appeal period referenced in Section 6.2 has expired, if no appeal was received during the appeal period; or
 - c) The Appeal Committee has made a decision on any appeal and that decision upholds the issuance of the Hen & Quail License, with or without conditions.
- 5.5 A Hen & Quail license is valid only for the period of January 1 to December 31 in the year for which the license is issued.
- 5.6 Hen & Quail License fees shall not be reduced or prorated no matter the month of purchase or total number of urban hens and quails.
- 5.7 A Hen & Quail License is not transferable from one person to another or from one property to another.
- 5.8 A person to whom a Hen & Quail License has been issued shall produce the license at the demand of the Licensing Authority or an Enforcement Officer.
- 5.9 The Licensing Authority may refuse to grant or renew a Hen & Quail License for the following reasons:
- a) The applicant or license holder does not meet or has ceased to meet the requirements of this bylaw;
 - b) The applicant or license holder:
 - i. Provides false information or misrepresents any fact or circumstances to the Licensing Authority or Enforcement Officer;
 - ii. Fails to pay any fee required by this Bylaw or any applicable Bylaw;
 - iii. Fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of Urban Hens and Quail;

- iv. An applicant for or holder of a Hen & Quail License has been convicted of any offence involving abuse, mistreatment or negligent treatment of keeping of animals;
- v. An applicant has previously been the holder of a Hen & Quail License that was revoked for non-compliance with this bylaw, or in respect of which an order has been made under section 645 of the *Municipal Government Act*;
- vi. Has not complied with all other Provincial and Federal regulations for the keeping of livestock; or
- c) In the opinion of the Licensing Authority based on reasonable grounds it is in the public interest to do so.
- d) If the Licensing Authority refuses to grant or renew a Hen & Quail License, the applicant may appeal the decision to the Appeal Committee, in accordance with the procedures set out in this Bylaw.

6. SECTION 6 – APPEAL

6.1 An appeal lies from a decision of the Licensing Authority to:

- a) Issue a Hen & Quail License, if the appellant is an Adjoining Neighbour;
- b) Impose conditions on a Hen & Quail License, if the appellant is the person who applied for the Hen & Quail License or is an Adjoining Neighbour;
- c) Refuse a Hen & Quail License, if the appellant is the person who applied for the Hen & Quail License; or
- d) Revoke a Hen & Quail License, if the appellant is the holder of the Hen & Quail License that was revoked.

6.2 An appeal under section 6.1 must be in writing, addressed to the Chief Administrative Officer, and must be received no later than fourteen (14) days after the decision appealed from is issued.

6.3 An Adjoining Neighbour may appeal under clause 6.1(a) or 6.1(b) of this bylaw only if the grounds of the appeal are:

- a) That the keeping of hens and quail on the Subject Property is likely to have a materially adverse effect on the health of the Adjoining Neighbour or of a person living in the premises of the Adjoining Neighbour; or
- b) A reason or factor listed in clauses 5.9(a), 5.9(b)(i),(ii),(iv) or (v) of this bylaw.

6.4 As soon as reasonably practicable and in any event not more than fourteen (14) days after receiving a notice of appeal the Chief Administrative Officer must appoint an Appeal Committee for the purpose of hearing the appeal, and apart from appointing the Appeal Committee and providing it with administrative support the Chief Administrative Officer shall not be involved in the appeal process.

6.5 The Appeal Committee shall consist of three (3) members, none of whom is an employee or Council Member of the Village and that the Chief Administrative Officer may appoint members as deemed appropriate. In the case of an appeal from an adjoining member alleging the likelihood of a material adverse health effect, the Chief Administrative Officer must also make reasonable efforts to appoint the appeal committee a licensed and practicing veterinarian and a licensed and practicing physician.

6.6 The Appeal Committee shall schedule the hearing of the appeal within thirty (30) days after notice of appeal.

6.7 Subject to the requirements of this bylaw the Appeal Committee members shall, from among themselves, choose a Chair and may establish a procedure consistent with principles of natural justice for the hearing of the appeal.

- 6.8 The Appeal Committee shall provide its decision in writing, with reasons, within seven (7) business days of the hearing of the appeal. The Appeal Committee may:
- a) Uphold the decision of the Licensing Authority;
 - b) Vary the decisions of the Licensing Authority, including imposing conditions on a Hen & Quail License that differ from any conditions imposed by the Licensing Authority; or
 - c) Overturn the decision of the Licensing Authority.
- 6.9 The decision of the Appeal Committee is final and binding and is not subject to appeal to a Court.
- 6.10 An appeal of the Coop, accessory building, must follow the procedures for an appeal set out in the Village of Hussar Land Use Bylaw.

7. SECTION 7 – RESPONSIBILITIES OF A HEN & QUAIL KEEPER

7.1 A Hen & Quail Keeper must:

- a) Obtain a Premises Identification (PID) under the Premises Identification Regulation in the Animal Health Act and submit a copy to the Village.
- b) Follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak.

7.2 Hen & Quail Keepers, owners of a Subject Property, and Temporary Caregivers must:

- a) Provide each urban hen and quail with food, unfrozen water, shelter, adequate light, ventilation, warmth, veterinary care, and opportunities for essential behaviours such as scratching, dustbathing, roosting, pecking and socializing with their own kind;
- b) Keep each Hen and Quail in a secured area at all times;
- c) Keep the Coop secured from sunset on any given day to sunrise the following day;
- d) Ensure that Hens and Quails are kept in the Coop with all openings, such as doors and windows, secured in such a manner that will not allow predators to enter;
- e) Provide warmth to the Hens and Quails through heat lamps, wall insulation, poly-sheeting, seedling heat mat, or other means;
- f) Construct and maintain the Coop to prevent a rodent from harbouring underneath or within it or within its walls, and to prevent access to the coop by any other animal
- g) Maintain the Coop in good repair and sanitary conditions and free from vermin and noxious or offensive smells and substances;
- h) Store feed in a fully enclosed, non-penetrable container;
- i) Keep food and water containers in the Coop;
- j) Remove leftover feed, trash and manure in a timely manner;
- k) Store manure within a fully enclosed container, and store no more than three (3) cubic feet of manure at any time;
- l) Remove all other manure not used for composting or fertilizing and dispose of such in accordance with Village Bylaws;
- m) Ensure Hens and Quail are slaughtered or euthanized at an appropriate location or facility, not on the Subject Property;
- n) Dispose of the carcass of a Hen or Quail deceased by natural causes, by double bagging and bringing it to a veterinarian, farm, abattoir, or other operation that is lawfully permitted to dispose of Hens and Quails;
- o) Take Hens and Quails to a veterinarian, farm, abattoir, or other operation if Hens or Quails are no longer wanted;
- p) Keep Hens and Quails in a cage only when actively transporting the Hen or Quail; and

- q) Keep Hens and Quails for personal use only, and not sell eggs, manure, meat, or any other products derived from Hens or Quails.

8. SECTION 8 – COOP REQUIREMENTS

8.1 A Hen & Quail Keeper must:

- a) Provide each Hen with at least 0.37 square meters of interior floor area, and at least 0.92 square meters of Coop Run outdoor area, within the Coop;
- b) Provide each Quail with at least one (1) square foot of space within the Coop;
- c) Provide a minimum of one (1) nest box per every 3 Hens and one (1) perch per Hen, that is at least 15 cm long;
- d) Ensure the Coop meets the requirements in the Land Use Bylaw regarding an accessory building.

8.2 Coops must meet the setbacks in the Land Use Bylaw and an accessory building can not block side yard access.

8.3 Coops cannot be located in a Utility Right of Way or an Overland Drainage Right of Way.

8.4 Only one (1) Coop per property shall be permitted.

8.5 Coops must be kept in the rear of the property

8.6 The maximum lot coverage of all structures on a property, including a Coop, must comply with the Land Use Bylaw.

8.7 The Licensing Authority and Development Authority have the authority to impose additional site-specific conditions.

9. SECTION 9 – GENERAL REGULATIONS FOR HEN & QUAIL KEEPERS

9.1 Hen and Quail keeping is permitted under and in accordance with this bylaw.

9.2 This bylaw applies to the activity of Hen & Quail Keeping for personal use only. The commercial sale of Hens or Quail or Hen or Quail products is not permitted.

9.3 This Bylaw enables the keeping of Hens and Quails within the confines of a fenced property that does not permit Hens and Quails to be sheltered within a residential dwelling unit.

9.4 Each Hen or Quail must be a minimum of 4 months (16 weeks) old when acquired for keeping under a Hen & Quail License.

9.5 This bylaw does not exempt a person from complying with any Federal or Provincial law or regulation, other Village bylaw, or any requirement of any lawful permit, order, or license.

10. SECTION 10 – ENFORCEMENT

10.1 The Licensing Authority or an Enforcement Officer has the right to access any Subject Property to inspect for compliance with this bylaw.

10.2 Where an Enforcement Officer has reasonable grounds to believe that a Hen & Quail Keeper has contravened any provision of this Bylaw the Enforcement Officer may serve the Hen & Quail Keeper a Municipal Violation Tag allowing payment of the specified penalty as set out in Schedule “B” of this Bylaw.

10.3 Should a hen and quail keeping site, Coop, or Hen & Quail Keeper be found to be non-compliant with this Bylaw at any time, enforcement action may be taken including without limitation; issuing a Municipal Violation Tag or Violation Ticket, revocation of a Hen & Quail License or issuance of a Stop Order under Section 645 of the Municipal Government Act.

10.4 Should Hens and Quails and/or Coop be ordered to be removed, all costs and associated expenditures related to the removal shall be the responsibility of the property owner.

10.5 In the event of the revocation of a Hen & Quail License, the Licensee will be given fourteen (14) days to rehome the Hens and Quails.

- 10.6 No person shall hinder, interrupt, or causes to be hindered any employee of the Village or its contractors, servants, agents, or workers, in the exercise of the powers or duties as authorized or required in this Bylaw.

11. SECTION 11 – OFFENCES AND PENALTIES

- 11.1 A person who contravenes any provision of this Bylaw is guilty of an offence.
- 11.2 A person who is guilty of an offence is liable to a fine in an amount not less than \$150.00 as set out in Schedule “B” of this Bylaw.
- 11.3 In the case of an offence that is of a continuing nature, a contravention of a provision of this bylaw constitutes a separate offence with respect to each day, or part of a day, during which the contravention continues. A person found guilty of such an offence is liable to a fine in an amount not less than that set out in Schedule “B” for each such separate offence.

12. SECTION 12 – MUNICIPAL VIOLATION TAG

- 12.1 An Enforcement Officer may issue, with respect to an offence under this Bylaw, a Municipal Violation Tag specifying the amount established by this Bylaw.
- 12.2 A Municipal Violation Tag may be issued to such person:
- a) Either personally; or
 - b) By mailing a copy to such person at his or her last known address.
- 12.3 The Municipal Violation Tag shall state:
- a) The name of the Person;
 - b) The offence;
 - c) The penalty established by this Bylaw for the offence;
 - d) That the penalty shall be paid within 14 days of the issuance of the Municipal Violation Tag; and
 - e) Any other information as may be required.

13. SECTION 13 – VIOLATION TICKET

- 13.1 An Enforcement Officer may issue, with respect to an offence under this Bylaw, a Violation Ticket specifying the fine amount established by this Bylaw.
- 13.2 Where a Violation Ticket specifies a fine amount, a voluntary payment equal to the specified fine amount may be made as directed on the Violation Ticket.
- 13.3 If a Municipal Violation Tag has been issued and if the penalty has not been paid within the prescribed time, then an Enforcement Officer is authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act.
- 13.4 Despite section 13.3, an Enforcement Officer is authorized and empowered to issue a Violation Ticket to any person who the Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 13.5 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- a) Specify the fine amount established by this Bylaw for the offence; or
 - b) Require a person to appear in court without the alternative of making a voluntary payment

14. SECTION 14 – POWERS OF THE CHIEF ADMINISTRATIVE OFFICER

- 14.1 Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer may:
- a) Carry out any inspections to determine compliance with this Bylaw;
 - b) Take any steps or carry out any actions required to enforce this Bylaw;

- c) Take any steps or carry out any actions required to remedy a contravention of this Bylaw;
- d) Establish forms for the purposes of this Bylaw; and
- e) Delegate any powers, duties or functions under this Bylaw

15. SECTION 15 – OBSTRUCTION

15.1 No person shall obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this Bylaw.

16. SECTION 16 - SEVERABILITY

16.1 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

17. SECTION 17 – EFFECTIVE DATE

17.1 This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

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

READ a second time on this _____ day of _____, _____.

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

Signed this _____ day of _____, _____.

Mayor

Chief Administrative Officer

**VILLAGE OF HUSSAR
SCHEDULE A
FEES**

Fee Description	Fee
Hen & Quail License Fee, includes Coop development permit (accessory building)	\$75.00
Annual Hen & Quail License Fee (Jan 1 – Dec 31)	\$25.00
PRINTED Complete information package	\$10.00

**VILLAGE OF HUSSAR
SCHEDULE B
PENALTIES FOR VIOLATIONS**

Section	Offence	Minimum Penalty (1 st Offence)	Penalty (2 nd & Subsequent)
4.1 (a)	Keep a rooster within Village boundaries	\$150.00	\$300.00
4.1 (b)	Keep an unlicensed urban hen or quail	\$150.00	\$300.00
5.1	Keeping more than 8 hens and/or quail	\$150.00	\$300.00
5.5	Fail to renew urban Hen & Quail license	\$150.00	\$300.00
5.7	Transfer an Urban Hen & Quail License	\$150.00	\$300.00
7.1 (a)	Fail to obtain a Premises Identification Number	\$150.00	\$300.00
7.1 (b)	Fail to follow biosecurity procedures	\$150.00	\$300.00
7.2 (a)	Fail to provide essentials to each urban hen and quail	\$150.00	\$300.00
7.2 (b)	Fail to keep hens and quail secured	\$150.00	\$300.00
7.2 (c), (d)	Fail to keep coop secured	\$150.00	\$300.00
7.2 (e)	Fail to provide warmth	\$150.00	\$300.00
7.2 (f)	Fail to prevent rodents/ animals from entering coop	\$150.00	\$300.00
7.2 (g)	Fail to maintain coop in a sanitary condition/ good repair	\$150.00	\$300.00
7.2 (h)	Fail to properly store feed	\$150.00	\$300.00
7.2 (i)	Fail to keep food and water in coop	\$150.00	\$300.00
7.2 (j)	Fail to remove waste in a timely manner	\$150.00	\$300.00
7.2 (k)	Fail to properly store manure	\$150.00	\$300.00
7.2 (l)	Fail to properly dispose of manure	\$150.00	\$300.00
7.2(m)	Slaughter of hens or quail on property	\$150.00	\$300.00
7.2 (n)	Unlawful disposal of deceased hens or quails	\$150.00	\$300.00
7.2 (q)	Selling products derived form urban hens or quail (eggs, manure, meat, etc.)	\$150.00	\$300.00
8.1(a)	Coop fails to meet size/ enclosure requirements	\$150.00	\$300.00
8.1 (b)	Fail to provide nest box or perch	\$150.00	\$300.00
8.1 (c)	Coop not located properly on subject property	\$150.00	\$300.00
8.2	Coop fails to meet setback requirements	\$150.00	\$300.00

Appendix A
VILLAGE OF HUSSAR
Urban Hen & Quail License Application

HEN & QUAIL LICENSES ARE EFFECTIVE FROM JANUARY 1 TO DECEMBER 31, AND ARE REQUIRED TO BE RENEWED ANNUALLY

Please print and complete the entire form

Applicant Name: _____ Phone: _____

Address: _____

Email Address: _____

Number of Hens being kept _____ Number of Quail _____ (Max 8 combined)

Premises Identification Number (PID): _____

Circle One:

Owner

Tenant**

**if tenant, a letter of authorization is required from the registered property owner, along with this application form

- The granting of this license shall in no way relieve the owner from complying with the requirements of the Village of Hussar Urban Hen & Quail Bylaw or any other relevant bylaws of the Village of Hussar or other Provincial or Federal Statutes or Regulations in force.
- I certify that I have read the required training manual in its entirety and watched the 9 educational videos. I have attached a copy of Appendix C with my initials beside each completed training requirement.
- I certify that I will abide by all regulations for the keeping of urban hens and quail pursuant to the Village of Hussar Urban Hen & Quail Bylaw, knowing that failure to comply may result in my Urban Hen & Quail License being revoked.
- I understand that my coop may require a development permit, building permits and safety codes permits that must be completed as per the Land Use Bylaw Regulations.
- I understand that providing false or misleading information will result in my Urban Hen & Quail License being revoked or denied

Applicant's Signature: _____ Date: _____

Any personal information on this form is collected under the authority of Section 33I of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of issuing urban hen and quail licenses, and for monitoring and animal control purposes. If you have any questions about the collection, use and protection of this information please contact the Village of Hussar FOIP Coordinator at 403-787-3766. 109 1 Avenue E, Hussar, AB T0J 1S0

FOR OFFICE USE ONLY

Application Fee: _____

Roll Number: _____

License Number: _____

Date Approved: _____

Status of Application: **Approved** **Denied** **Pending (more info)**

Appendix B

Adjacent Properties Notification Form

Applicant Name: _____ Phone: _____

Address: _____

I am presently applying to the Village of Hussar for an Urban Hen & Quail License to keep ____ hens and ____ quail on my property. Each applicant must comply with all regulations for the licensing and keeping of urban hens and quail pursuant to Section 5 of the Village of Hussar Urban Hen & Quail Bylaw #549-22. As per Section 5.2 I am required to notify all adjacent properties of my intention to keep urban hens and quail. Please confirm that I have notified you of such application by completing your contact information and signing below.

Adjacent Property Contact:

Applicant Name: _____ Phone: _____

Address: _____

Signature: _____ Date: _____

Should you have any questions or concerns regarding this application, please contact:

Village of Hussar
109 1st Avenue East, Po Box 100
Hussar, AB T0J 1S0
office@villageofhussar.ca
403-787-3766

Adjoining Neighbour means an owner or occupant of a property that is contiguous to a Subject Property along a common property line. This includes properties across a rear lane, but not across a street. If an adjoining property of the Subject Property is undeveloped or developed but otherwise vacant, the applicant is not required to notify that adjoining property.

Appendix C

Training Manual and Education Videos

READ	INITIAL (beside each once completed)
Urban Chickens Community Package (2 pg)	
A Compre'hen'sive 'Chick'list (1 pg)	
Fowl: Your Feathered Friends (39 pg)	
WATCH	
Are you Ready (1:22 min)	
Do you have what it takes? (5 min)	
Hen Handling (2:16 min)	
Everyday Care (5:31 min)	
Coop Design (9:05 min)	
Biosecurity (6:06 min)	
Enrichments (3 min)	
Are your hens healthy (12:25 min)	
Preparing for Euthanasia (7:26 min)	
QUAIL	
https://www.thehappychickencoop.com/the-ultimate-guide-to-raising-quail/	
https://www.thehappychickencoop.com/how-to-raise-chicken-and-quail-together/	

Other Resources:

Raising Chickens in Alberta, A Guide for Small Flock Owners

<https://open.alberta.ca/publications/9780773261174>

Adjacent Properties Notification Form - SAMPLE

[DATE]

Attention:

[NEIGHBOUR FIRST AND LAST NAME]

[NEIGHBOUR ADDRESS]

Hello,

I am presently applying to the Village of Hussar for an Urban Hen & Quail License to keep ____ hens and ____ quail on my property. Each applicant must comply with all regulations for the licensing and keeping of urban hens and quail pursuant to Section 5 of the Village of Hussar Urban Hen & Quail Bylaw #549-22. As per Section 5.2 I am required to notify all adjacent properties of my intention to keep urban hens and quail.

This letter is to inform you of my intention to keep hens, not to ask for permission. If you have any concerns that I am not able to address, please contact the Village of Hussar Office. You have two weeks to respond to this letter with any concerns you may have before my licence is processed.

Sincerely,

[YOUR NAME]

[YOUR ADDRESS]

Adjoining Neighbour means an owner or occupant of a property that is contiguous to a Subject Property along a common property line. This includes properties across a rear lane, but not across a street. If an adjoining property of the Subject Property is undeveloped or developed but otherwise vacant, the applicant is not required to notify that adjoining property.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	September 29 2022
Title:	DELEGATIONS

Agenda Item Number:	5. DELEGATION
---------------------	---------------

BACKGROUND

Subdivision of 223 3 Avenue E – Anthony & Joyce Baker

2022-06-30-215 MOVED by Councillor Frank to proceed with a subdivision of the land located at 223 3 Avenue West and to begin the process to sell the portion of the lot

2022-07-20-249 MOVED by Councillor Schultz to ratify the decision to send Palliser a letter as per S. 653.1(3) of the MGA to request the subdivision be put on hold until the resident's complaint letter to Municipal Affairs has been resolved

Since the letter sent by Jackie Cutter in July to Municipal Affairs we have not received any response from Municipal Affairs. It's been over 2 months.

Original Subdivision Application 2021-12-02-638 MOVED by Councillor Schultz to proceed with the subdivision and rezoning of the land located at Lot 5/6 PUL Block 9 Plan 031 0282

RECOMMENDATION:

1. Motion to proceed with the following Subdivisions;
 - 223 3 Avenue West, Hussar
 - Lot 5/6 PUL Block 9 Plan 031 0282
2. Motion to proceed with the Subdivision at 223 3 Avenue West, Hussar, and keep Lot 5/6 PUL Block 9 Plan 031 0282 on hold
3. Motion to accept as information at this time

We would like to address the council on September 29th 2022 concerning the purchase of the lot between us 227 3rd Ave and 219 3rd Ave. It is showing as 223 3rd Ave on Google maps.

Anthony Baker and Joyce Baker



VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, August 31, 2022

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Wednesday August 31, 2022, commencing at 7:00 pm

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Coralee Schindel, Tim Frank Kate Brandt, CAO 0 in person and 2 via. conference call
<u>CALL TO ORDER</u>	The meeting was called to order at 7:02 pm
<u>ACCEPTANCE OF AGENDA</u> 2022-08-31-277	MOVED by Councillor Frank that the agenda be accepted with the following changes: Add 5 (g) FORTIS pole relocation Add 5 (h) Municipal Engagement Opportunity Add 5 (i) 2 nd Avenue East driveway Add 9 Confidential – Personnel Matter as per S. 17(1) of the <i>FOIP Act</i> <div>CARRIED</div>
<u>APPROVAL OF MINUTES</u> 2022-08-31-278	<u>August 11, 2022 Regular Council Meeting</u> MOVED by Councillor Schindel that the minutes of August 11, 2022 be accepted as presented <div>CARRIED</div>
<u>BYLAW REVIEW</u> 2022-08-31-279	<u>Bylaw Review</u> MOVED by Councillor Frank to give first reading to Bylaw 549-22 being the Urban Hen Bylaw including the changes that were made tonight and to set a Public Hearing date for the 29 th of September, 2022. <div>CARRIED</div>
<u>POLICY REVIEW</u> 2022-08-31-280	<u>Policy Review</u> MOVED by Councillor Schindel to adopt Policy 5.13 Compliance Certificate Policy <div>CARRIED</div>
2022-08-31-281	MOVED by Councillor Frank to adopt Policy 5.14 Community Groups Policy with the changes discussed <div>CARRIED</div> Policy 5.15 Video Surveillance Policy was reviewed but not adopted Councillor Schultz called a 5-minute recess at 7:57 pm Councillor Schultz called the meeting back to order at 8:02 pm
<u>BUSINESS</u> 2022-08-31-282	<u>Follow up from Public Hearing – LUB changes</u> MOVED by Councillor Schultz to hold a public hearing on September 29 th , 2022 for the Land Use Bylaw with changes discussed <div>CARRIED</div>

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, August 31, 2022**

- 2022-08-31-283 Unightly Premises
MOVED by Councillor Frank to accept the resident's proposed plan to clean up the properties by October 31st, 2022 and further to that for council to inspect the properties upon completion after this date of October 31st, 2022
CARRIED
- 2022-08-31-284 10-year capital plan extension
MOVED by Councillor Schultz to approve the 10-year Capital Plan and rationale with the changes as presented
CARRIED
- 2022-08-31-285 Asset Management Training
MOVED by Councillor Schindel to register Councillor Schindel to complete asset management training workshops through the Federation of Canadian Municipalities (FCM) and Municipal Asset Management Program (MAMP) program
CARRIED
- 2022-08-31-286 Gazebo Benches
MOVED by Councillor Schindel to approve colour #1 gray woodgrain for the grain bin gazebo project benches
CARRIED
- 2022-08-31-287 School Survey Cost
MOVED by Councillor Frank to accept as information at this time
CARRIED
- 2022-08-31-288 FORTIS pole relocation
MOVED by Councillor Schultz to have our CAO sign the FORTIS documents and approve the quote to have the streetlight post relocated
CARRIED
- 2022-08-31-289 Municipal Engagement Opportunity
MOVED by Councillor Frank to accept as information at this time
CARRIED
- 2022-08-31-290 2nd Avenue East Driveway
MOVED by Councillor Frank to get a quote on the driveway to explore the option of removing the pole and moving it to have a regular sidewalk and take out the apron and recontour the driveway so it's at a lesser angle
CARRIED

Councillor Schultz called a 5-minute recess at 9:22 pm
Councillor Schultz called the meeting back to order at 9:27 pm

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, August 31, 2022**

**COMMITTEE
MEETINGS**

Councillor Schindel

Did not have any meetings to report on

Councillor Frank

Drumheller and District Solid Waste Association will meet on September 15, 2022. Board members will tour the landfill site and recycling facility prior to the meeting.

Fire Association met on August 29, 2022. Board reviewed the budget and balance sheet. Question arose about Hussar's contribution and whether it was to be split between assessment contribution for operations and capital. Association has taken a new Bush Buggy request to the capital committee, where it passed, waiting for the official approval by Wheatland County in October. Request for Wheatland County to pay utility costs for the building since it is also used by the County was denied. Association expressed gratitude and appreciation to Liz Santerre for building the 50th Anniversary cake for the Credit Union/Fire Association luncheon.

Cemetery Board - the volunteer schedule is coming to an end for the year. Watering will continue but emphasis will be given to trees only. No indication of timeline for Columbarium base or sidewalk as of yet.

Councillor Schultz

Wheatland Regional Corporation met on August 17, 2022. Operations are running smoothly with some maintenance and repairs throughout the summer. Replacement of some valves done to different systems and were completed in the middle of the night as to avoid disruption to service. The furnace at the office has been upgraded as the circulation fan was not working properly. The financials and the cash flow were presented and passed. Operations agreement between WRC and the County is still being reviewed. The Unanimous Shareholder Agreement is still with the lawyers being reviewed and updated.

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, August 31, 2022**

Wheatland Housing Management Body met on Thursday August 25, 2022. There was an orientation meeting on August 23, 2022, which is given to all new members. We are waiting on confirmation from Municipal Affairs so we will remain a non-voting member on the board until approved. There is one other member also awaiting Municipal Affairs approval. The financials and maintenance report were presented and accepted. Wendy at Community Futures prepared a draft Strategic plan for the board to consider, she presented the plan to the board. Wendy will revise the Strategic Plan and bring it back at a Special Strategic Planning meeting. Policy reviews and changes to the lodge application forms and medical report forms were discussed. The new forms that were presented were approved. A member is working on a T-shirt project that will allow a company or municipality to have their logo on the front of the T-shirt and hospice slogan and information on the back. A sample was presented. The intent is to get the message out about the new building and the need for donations. Short reports were given by the Resident Manager and the CAO.

Martin Shields held a zoom call on August 24, 2022. He will be holding an open house in Drumheller on September 22, 2022. There is a new Federal Riding Proposal out that looks at the redistribution of the Federal Electoral Districts. With the new proposal Alberta will gain 3 seats, 2 in Calgary and 1 in Edmonton. There is ongoing discussion with the commission and MPs on changing certain parts of the new map that do not make sense to the respective MPs in their riding. The Riding Proposal has a long timeline attached and has to be completed by April 2024, if there is a Federal Election called before this date they will use the existing Electoral Districts. The RCMP vs Alberta Provincial Police is a big topic that he is unable to comment on. The RCMP back pay negotiations were done by the Federal Government and not the Province so many people are of the opinion that Municipalities should not be on the hook for the back pay to RCMP. Most MPs and Municipalities are pushing for the Federal Government to pick up the bill for this.

CAO REPORT
2022-08-31-291

MOVED by Councillor Frank to accept the CAO, Public Works and RCMP Quarterly reports as information at this time

CARRIED

CORRESPONDENCE
2022-08-31-292

MOVED by Councillor Schindel to accept the following correspondence as information:

- (a) Town of Tofield – Victim Services Redesign
- (b) ABMunis – APPS Deployment Model Summary and Analysis
- (c) Wheatland Housing Management Body project information update
- (d) Wheatland Wind Project Update

CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, August 31, 2022**

CONFIDENTIAL
2022-08-31-293

MOVED by Councillor Schultz that the meeting go into closed session at 10:10 pm to discuss the following:

(a) Personnel Matter (as per S. 17(1) of the *FOIP Act*)

CARRIED

2022-08-31-294

MOVED by Councillor Schultz that the meeting come out of closed session at 10:33 pm

CARRIED

2022-08-31-295

MOVED by Councillor Schultz to accept as information at this time

CARRIED

ADJOURNMENT

The meeting was adjourned at 10:33 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Kate Brandt
Chief Administrative Officer

**VILLAGE OF HUSSAR
SPECIAL COUNCIL MEETING
MINUTES
Saturday, September 3, 2022**

The special meeting of the council of the Village of Hussar was held in Council Chambers on Saturday September 3, 2022, commencing at 10:00 am

IN ATTENDANCE

Councillors: Les Schultz, Coralee Schindel, Tim Frank
Kate Brandt, CAO
0 in person and 0 via. conference call

CALL TO ORDER

The meeting was called to order at 10:00am

**ACCEPTANCE OF
AGENDA**

2022-09-03-296

MOVED by Councillor Frank that the agenda be accepted as presented

CARRIED

CONFIDENTIAL

2022-09-03-297

MOVED by Councillor Schultz that the meeting go into closed session at 10:01 am to discuss the following:

- (a) Personnel Matter (as per S. 17(1) of the *FOIP Act*)

CARRIED

2022-09-03-298

MOVED by Councillor Schultz that the meeting come out of closed session at 10:51 am

CARRIED

2022-09-03-299

MOVED by Councillor Schultz that upon receipt of a letter of resignation that we advertise the position of Chief Administrative Officer for the Village of Hussar in the discussed media and keep the position open until September 28th or until a suitable candidate is found

CARRIED

ADJOURNMENT

The meeting was adjourned at 10:52 am

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Kate Brandt
Chief Administrative Officer

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	September 29, 2022
Title:	Bylaw Review

Agenda Item Number:	7a.
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BACKGROUND

The following bylaws are attached for review:

- 520-18 Public Notification Bylaw
- 524-20 Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw

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

RECOMMENDATION:

1. Motion for Administration to revise ____ bylaw as per Council direction for approval at a future regular meeting.

**BYLAW #520-18
VILLAGE OF HUSSAR**

**A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA TO ESTABLISH
ALTERNATIVE METHODS FOR ADVERTISING STATUTORY NOTICES**

WHEREAS, pursuant to section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolution, meetings, public hearings and other things referred to in section 606;

AND WHEREAS Council is satisfied that the advertising methods set out in this Bylaw are likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

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

BYLAW TITLE

1. This bylaw may be referred to as the "Public Notification Bylaw."

ADVERTISING METHODS

2. Any noticed required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606, in one or more of the following methods:
 - a. electronically by posting the notice prominently on the Village of Hussar official website;

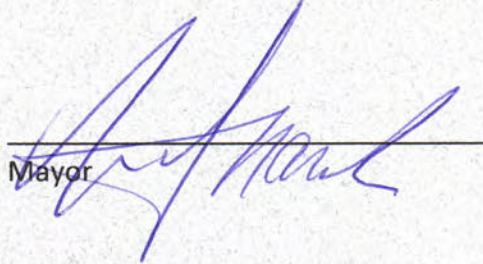
- b. electronically by posting the notice prominently on any of the Village of Hussar's social media sites;
- c. by posting the notice prominently on the bulletin board provided for that purpose at the Village of Hussar Office; or
- d. by posting the notice prominently on the bulletin board provided for that purpose at the Canada Post Office located in the Village of Hussar.

READ a first time this 28 day of June, 2018.


READ second time this 12 day of July, 2018.

READ a third time this 12 day of July, 2018.

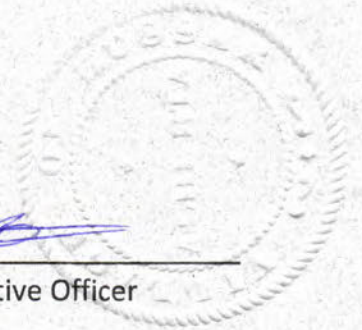
Signed this 19 day of July, 2018.



Mayor



Chief Administrative Officer



VILLAGE OF HUSSAR
IN THE PROVINCE OF ALBERTA

**PALLISER INTERMUNICIPAL SUBDIVISION
AND DEVELOPMENT APPEAL BOARD
BYLAW NO. 524-20**

A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD;

AND WHEREAS the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* as amended from time to time requires the municipality to adopt a bylaw to establish a Municipal Subdivision and Development Appeal Board or an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Council of the Village of Hussar wishes to join other area municipalities to establish the Palliser Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Palliser Intermunicipal Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of a Subdivision Authority or a Development Authority in accordance with the *Municipal Government Act (MGA)*, the Subdivision and Development Regulation, the local Land Use Bylaw and statutory plans;

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

1. TITLE

This Bylaw may be cited as the Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw.

2. AUTHORIZATION

Pursuant to section 627(1)(b) of the *MGA*, this bylaw hereby authorizes the municipality to enter an agreement with the other participating municipalities to establish the Palliser Intermunicipal Subdivision and Development Appeal Board.

3. DEFINITIONS

Appellant means the person who may file an appeal to the Board from decisions of a Subdivision Authority or a Development Authority in accordance with the *MGA*.

Board means the Palliser Intermunicipal Subdivision and Development Appeal Board established pursuant to this bylaw.

Board Member means an appointed member of the Palliser Intermunicipal Subdivision and Development Appeal Board appointed in accordance with this bylaw and who has obtained provincial training and certification.

Board Panel means the group of appointed Board Members actively sitting to hear and decide on an appeal at an appeal hearing.

Chair means the person elected from the Board panel members sitting to hear an appeal to act as the person who presides over the hearing and the procedures.

Chief Administrative Officer (CAO) means the individual appointed to the position for the municipality in accordance with the *MGA*.

Clerk means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board.

Conflict of Interest means both Common Law Bias and Pecuniary Interest.

Council means the Council of the (Municipality).

Development Authority has the same meaning as in the *MGA*.

Hearing means a public meeting convened before the Board acting as a quasi-judicial body to hear evidence and determine the facts relating to an appeal of decisions of a Subdivision Authority or a Development Authority, prior to the Board making a decision on the matter subject to the appeal.

Municipality means the municipal corporation of the Village of Hussar together with its jurisdictional boundaries, as the context requires.

Panel Member means an individual Board member participating in the group panel to hear an appeal.

“Palliser Regional Municipal Services Board “ means the Board of Directors elected by the Palliser Regional Municipal Services membership.

Participating municipality means a municipality in the Province of Alberta who has entered into an agreement with other municipalities, as referred to in Section 2 of this bylaw, to establish the Palliser Intermunicipal Subdivision and Development Appeal Board.

Procedural guidelines means the policies, processes and administrative matters applicable to the filing of an appeal and conducting a hearing, and the roles, duties and conduct of Board members and Clerks.

Subdivision Authority has the same meaning as in the *MGA*.

Subdivision and Development Appeal Board has the same meaning as in the *MGA*.

Quorum means the minimum number of Board panel members required to hear an appeal.

Municipal Government Act (MGA) means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended from time to time.

Palliser Intermunicipal Subdivision and Development Appeal Board means the Board established by agreement to act as the Subdivision and Development Appeal Board.

All other terms used in this Bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.

4. APPOINTMENT OF THE BOARD

- (1) The Board is comprised of the member representative(s) as appointed by the Palliser Regional Municipal Regional Services Board .
- (2) Appointments to the Palliser Intermunicipal Subdivision and Development Appeal Board shall be made for a term of not more than three years. Reappointments must coincide with the successful completion of the mandatory provincial refresher training course to be taken every three (3) years.
- (3) Board Members may be appointed for a two (2) or three (3) year term, at the discretion of the Palliser Regional Municipal Regional Services Board, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- (4) A Board Member may resign from the Palliser Intermunicipal Subdivision and Development Appeal Board at any time by providing written notice to the municipality to that effect.
- (5) Where the Palliser Regional Municipal Regional Services Board has appointed a Board Member representative(s) for the Board, Palliser Regional Municipal Regional Services Board may remove its individual appointed Board Member representative(s) at any time if:
 - a) in the opinion of the Palliser Regional Municipal Regional Services Board , a Board Member is not performing his/her duties in accordance with the MGA, this Bylaw or the rules of natural justice,
 - b) a Board Member is absent for more than three (3) consecutive hearings to which he/she has been assigned to sit on the Board Panel without reasonable cause, or
 - c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.

5. COMPOSITION

- (1) The Board Members of the Palliser Intermunicipal Subdivision and Development Appeal Board shall meet in Panels, and two (2) or more Panels may meet simultaneously. The Panels have all the powers, duties and responsibilities of the Subdivision and Development Appeal Board.
- (2) For the purpose of this Bylaw, the Board Panel formed from the appointed members of the Palliser Intermunicipal Subdivision and Development Appeal Board to hear an appeal, shall normally be composed of not less than three (3) persons, with no more than one (1) being an elected official.
- (3) Three (3) Board Members constitute a quorum of the Board Panel.
- (4) Board Panel Members of the Palliser Intermunicipal Subdivision and Development Appeal Board shall not be members of a Municipal Subdivision Authority or Development Authority or municipal employees of the municipality in which the appeal is located.
- (5) A person appointed as a Board Member in accordance with this Bylaw must successfully complete and maintain the mandatory provincial training and certification prior to sitting on a Panel to hear an appeal.

6. COSTS AND REMUNERATION

- (1) Board Members may be entitled to reasonable remuneration for time and expenses relating to participating on a Board Panel.
- (2) Costs related to appeal hearings and the remuneration to Board Members shall be provided as specified in the intermunicipal agreement of the participating members of the Palliser Intermunicipal Subdivision and Development Appeal Board.

7. DUTIES OF THE INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

- (1) The Palliser Intermunicipal Subdivision and Development Appeal Board shall hold hearings as required pursuant to the *Municipal Government Act* on a date to be determined by the Board.
- (2) The Board, and those Members who sit as a Board Panel hearing an appeal, shall govern its actions and hearings in respect of the processes and procedures as outlined in the Procedural Guidelines.

- (3) A Board Member may only participate in an appeal hearing if they have successfully completed the mandatory provincial training prior to the appeal hearing date.
- (4) The Board Panel may, at its discretion, agree to adjournments in respect of the processes and procedures as outlined in the Procedural Guidelines.
- (5) A Board Panel hearing an appeal shall appoint a Chair to preside over the proceedings prior to the commencement of the hearing.
- (6) An order, decision or approval made, given or issued by the Board Panel and under the signature of the Chair, or a Board Member acting as a designate, is the decision of the Board.
- (7) The Board Members shall conduct themselves in a professional, impartial and ethical manner and apply the principles of administrative justice and judicial fairness.
- (8) The Board Members shall consider and act in respect of the Palliser Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines.
- (9) The Board does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any persons, entity or organization involved in an appeal.

8. APPEAL FILING

- (1) An appeal shall be filed in writing by an appellant, in accordance and in the manner prescribed in the *MGA*, to the municipality and include the payment of the applicable municipal appeal fee.
- (2) If there is a question about the validity of an appeal being filed, the Board Panel must convene the appeal hearing in accordance with the *MGA* to establish jurisdiction and then it may decide on the matter of validity. It shall be the responsibility of the Board Panel to make the determination of whether the appeal is valid.
- (3) In the event an appeal is abandoned or withdrawn in writing by the appellant, the Board Panel shall not be obliged to hold the appeal hearing referred to in the *MGA* unless another notice of appeal has been served upon the Board in accordance with the *MGA*.

9. CLERK RESPONSIBILITIES AND DUTIES

- (1) The Coordinator shall appoint a Clerk for the specific purposes of providing administrative assistance to the Board in fulfilling its legislative duties.
- (2) The appointed Clerk shall attend meetings and hearings of the Palliser Intermunicipal Subdivision and Development Appeal Board but shall not vote on any matter before the Board.
- (3) A person appointed as a Clerk to assist the Palliser Intermunicipal Subdivision and Development Appeal Board in accordance with this bylaw must have successfully completed the mandatory provincial training prior to assisting the Board in its legislative duties.

- (4) The Clerk, acting for the Board, shall accept on behalf of the Board appeals which have been filed with the municipality in relation to a decision of the Subdivision Authority or the Development Authority.
- (5) The Clerk of the Board shall keep records of appeals and proceedings for the municipality, and the coordinator in which the appeal has been filed, as outlined in the Procedural Guidelines.

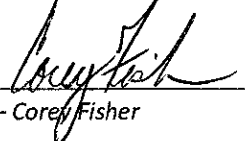
10. ADMINISTRATIVE

- (1) **Singular and Masculine** – Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Bylaw shall include all genders and words importing parties or persons in this Bylaw shall include individuals, partnerships, corporations, and other entities, legal or otherwise.
- (2) **Severability** – Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

11. ENACTMENT

- (1) This bylaw shall come into effect upon third and final reading thereof.

READ a **first** time this 9 day of January, 2020.

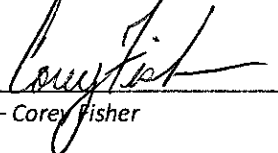


Mayor – Corey Fisher



Chief Administrative Officer – Kate Brandt

READ a **second** time this 13 day of February, 2020.

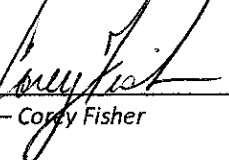


Mayor – Corey Fisher



Chief Administrative Officer – Kate Brandt

READ a **third** time and finally PASSED this 13 day of February, 2020.



Mayor – Corey Fisher



Chief Administrative Officer – Kate Brandt

Village of Hussar
Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	September 29, 2022
Title:	Policy Review

Agenda Item Number:	7b.
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BACKGROUND

The following policies are attached for review:

- 4.11 Disciplinary Action Policy
- 4.12 Vehicle Use Policy
- NEW 5.15 Video Surveillance Policy

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

Policy 5.15 we reviewed in the August 31, 2022 Regular Council Meeting. The only change is the new section added called “Public Recording inside the Village Office”

RECOMMENDATION:

1. Motion to adopt Administrative Policy 5.15 Video Surveillance Policy
2. Motion for administration to revise _____policy as per Council’s direction for adoption at a future regular meeting.

Disciplinary Action Policy

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: September

Related Bylaw: N/A

Amendments:

Purpose

The purpose of this policy is to provide guidelines of what is considered acceptable and unacceptable conduct and behaviour, and to provide for disciplinary action for employees when these guidelines are not met.

Guidelines

Employees are responsible for adhering to rules of conduct that are normally accepted as standard in a business or government enterprise.

Appropriate conduct and behaviour includes but is not limited to:

- Adherence to published policies, practices and procedures;
- Competent performance of all job duties assigned;
- Courtesy to and respect for co-workers, ratepayers, suppliers or any other person who deals with the Village in the conduct of its business;
- Wearing proper attire during working hours, appropriate to the job performed;
- Employees must not engage in, or condone behaviour which causes unnecessary mental or physical distress or loss of dignity, privacy or autonomy to a ratepayer, the general public, suppliers or other employees.

Those who, in good faith, report concerns of inappropriate or unacceptable conduct or behaviour will be protected by the Village of Hussar.

Inappropriate conduct and behaviour includes but is not limited to:

- Loitering or loafing;
- Leaving work early without permission;
- Using obscene or abusive language;
- Spreading malicious gossip or rumours;
- Creating or contributing to unsanitary conditions;
- Poor or careless work;
- Excessive personal use of telephones, cell phones or computer facilities.

Unacceptable conduct or behaviour includes:

- Harassing, threatening, intimidating or coercing any person at any time;

- Reporting to work or working while under the influence of alcohol, non-prescribed drugs, or prohibited substances;
- Perceived inappropriate comments directed at an individual related to the person's sex, sexual orientation, racial background, religion, or physical ability;
- Possession of guns, weapons or explosives except as specifically authorized in relation to an employee's duty;
- Unsafe driving of Village of Hussar vehicles;
- Theft, pilfering and/or falsification of Village of Hussar records;
- Threat of/or actual physical contact of any kind when there is a perception of physical violence;
- Sexual harassment of any kind include remarks or jokes causing embarrassment or offence, unwelcome solicitation or advance, suggestive or obscene comment or gestures, leering or physical touching, the display of sexually suggestive material, etc.
- Fighting;
- Not adhering to any written procedure, policy or bylaw of the Village or the laws of any other jurisdiction including federal and provincial legislation.

Disciplinary action may consist of the following, dependent upon the nature of the misconduct in question and the employee's record of past conduct.

- Verbal warning
- Written warning
- Suspension of duties without pay
- Termination

Suspension of duties or termination will be communicated in writing to the employee.

Allegations of misconduct or harassment against an employee will be dealt with by the CAO, unless the employee in question is the CAO.

Allegations of misconduct or harassment against the CAO will be dealt with by Council.

Upon the receipt of a complaint by either the CAO or Council, the individuals designated to deal with the complaint will speak to the individuals deemed responsible, directly identifying the problem, and seeking to resolve the concern.

If further action is required a formal inquiry to validate the complaint and appropriately deal with the issue will be initiated.

Need for further action or more stringent measures will be assessed and applied immediately or as soon as possible, taking into account the seriousness of the violation as well as any failure to cooperate in any investigation in relation to any violation.

Vexatious or frivolous accusations of inappropriate or unacceptable behaviour are considered another form of inappropriate interaction.

Vehicle Use Policy

Date Approved by Council: October 8, 2014

Resolution:

Review Date: September

Related Bylaw: N/A

Amendments: 2016-11-22-04; 2019-07-11-132

Purpose

This policy has been adopted to provide guidelines for the use of Village owned vehicles and equipment. Only employees of the Village of Hussar are authorized to drive or operate Village of Hussar vehicles. This measure has been adopted to ensure the health and safety of our employees and the public at large and to protect the property and best interests of the municipality. This policy refers to all Village of Hussar owned vehicles and equipment where unauthorized operators are not covered under the Village of Hussar's insurance plan.

Guidelines

Only authorized employees of the Village of Hussar are permitted to drive or operate Village of Hussar Vehicles.

Employees who have not gone through the authorization process as outlined below cannot use a Village of Hussar vehicle even if they are asked by the CAO or a Councillor.

The CAO or Councillors may not authorize a non-employee to drive or operate a Village of Hussar vehicle.

AUTHORIZATION OF USE

The Village of Hussar will only authorize employees in a management or public works position to drive Village of Hussar vehicles and equipment.

Employees are required to show proof of a government issued Driver's License and 3 year abstract prior to authorization. 3 Year driver abstracts need to be submitted every 2 years and will be reimbursed by the Village of Hussar.

The Village of Hussar will note the expiry date of the employee's Driver's License and abstract and the employee must show proof of renewal before using the Village's vehicles after that date.

If for any reason an employee's Driver's License is revoked, suspended or restricted, it is mandatory that the employee notify the CAO immediately.

VEHICLE USE

Employees of the Village of Hussar are responsible for operating Village of Hussar vehicles and equipment in a safe and responsible manner.

Employees must know and abide by the Alberta Traffic Safety Act in the area in which they are operating a Village of Hussar vehicle.

It is mandatory that seat belts be used by all occupants of a Village of Hussar vehicle at all times.

Smoking will not be permitted in vehicles or equipment owned by the Village of Hussar.

Cell phone use will only be permitted if a vehicle is parked.

Any vehicle moving violations issued to the Village of Hussar as a result of the operation of Village owned vehicles will be the responsibility of the employee operating the vehicle at the time of the violation.

MAINTENANCE

Employees must maintain the cleanliness and general maintenance of Village of Hussar vehicles.

Employees must complete all safety and tracking logs as required by the Safety Policy.

Any repairs, deficiencies and general maintenance needs must be reported to the Public Works Foreman or CAO immediately.

The Public Works Supervisor is responsible for ensuring all repairs and maintenance are completed in a timely manner.

PERMITTED USE

Vehicles owned by the Village of Hussar may only be used for business relating to the Village of Hussar.

The CAO may authorize volunteers and contractors use of maintenance equipment on a case by case basis, including trailers and weed cutters.

Video Surveillance Policy

Date Approved by Council:

Resolution:

Review Date:

Related Bylaw:

Amendments:

Purpose

This policy has been adopted to establish the procedures for video surveillance at municipally owned properties in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) Division 1, 33 (a), (b), (c).

Policy Statement:

The Village of Hussar recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of the Municipality's employees, clients, visitors and property. While video surveillance cameras are installed for safety and security reasons, the Municipality's video surveillance systems must also be designed to minimize privacy intrusion. Proper video surveillance, where deemed necessary, is one of the most effective means of helping to keep the Municipality's facilities and property operating in a safe, secure, and privacy protective manner.

Application:

This policy applies to all types of camera surveillance systems, surveillance monitors and camera recording devices used for security purposes at municipally owned properties. This policy does not apply to video surveillance used for employment related or labour-related information nor to the video recording, audio recording or broadcast of Council or Committee Meetings. If recording of Council or Committee meetings occurs, disclosure must be made to the participants and attendees through posted signs.

ROLES & RESPONSIBILITIES:

The Chief Administrative Officer is responsible for

- approval of installation of video cameras at municipally owned properties based on Security Threat Assessment for the specific facility;
- implementation, administration and evaluation of the Policy and associated procedures;
- yearly evaluations of video surveillance system installations to ensure compliance with the Policy;
- review of the Policy annually as per the 3.4 Policy & Bylaw Review Policy, and forward recommendations for changes, if any, to Council for approval;
- disclosure of information from the video surveillance system as Head for the Municipality under FOIP;
- ensuring that information obtained through video surveillance is used exclusively for lawful purposes;

- any site under their responsibility with a video surveillance system; ensuring that the site complies with this policy, plus any site-specific procedures that may be required;
- conducting Security Threat Assessment to determine the requirement for a video surveillance system;
- overseeing day-to-day operations of the video surveillance system, and ensure all aspects of the video surveillance systems are functioning properly;
- ensuring monitoring and recording devices are stored in a safe and secure location, and are password protected, if required;
- documenting all information regarding the use, maintenance, and storage of records in the applicable logbook, including all instances of access to, and use of, recorded material to enable a proper audit trail;
- ensuring that no personal information is disclosed without proper approval;
- ensuring that no copies of data/images in any format (hardcopy, electronic, etc.) is taken from the video surveillance system without proper approval;
- recording all requests for access to video records

All municipal staff shall:

- adhere to the Video Surveillance Policy and not access or use information contained in the video surveillance system, its components, files or database for personal reasons, nor dispose, destroy, erase or alter any record without proper authorization and without following the Policy.

SECURITY THREAT ASSESSMENT (Schedule 1)

Before deciding to install video surveillance, the following factors must be considered:

- the use of video surveillance cameras should be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns;
- an assessment must be conducted on the effects that the proposed video surveillance system may have on personal privacy, and the ways in which any adverse effects can be mitigated;
- the proposed design and operation of the video surveillance systems should minimize privacy intrusion.

PUBLIC CONSULTATION

The Municipality acknowledges the importance of public consultation when new or additional video surveillance systems are considered for municipally owned buildings and property. The extent of public consultation may vary depending on the extent of public access.

When new or additional video surveillance installations are being considered for open public spaces such as streets or parks, the Municipality shall consult with relevant stakeholders and the public to determine the necessity and acceptability. When new or additional video surveillance systems are being considered for municipally owned or operated buildings to which the public are invited, such as a library, art gallery, or municipal office, notice shall be provided at the site with an opportunity for public feedback. When new or additional systems are contemplated inside municipal buildings or staff parking lots where there may be a high risk to staff or clients, consultation shall not be required.

DESIGNING AND INSTALLING VIDEO SURVEILLANCE EQUIPMENT

Video surveillance currently recorded by the Municipality is stored directly to hard drives. Other methods of recording/storage are acceptable provided requirements of this policy are met.

When designing a video surveillance system and installing equipment, the following must be considered:

- Given the open and public nature of the Municipality's facilities and the need to provide for the safety and security of employees and clients who may be present at all hours of the day, the video surveillance systems may operate at any time in a 24-hour period.
- The video equipment should be installed to only monitor those spaces that have been identified as requiring video surveillance. Front office, front door - including parking, shop and shop parking.
- Operators' ability to adjust cameras should be restricted, if possible, so that they cannot adjust or manipulate cameras to overlook spaces that are not intended to be covered by the video surveillance program.
- Visible and/or hidden surveillance cameras may be installed, however, equipment should never monitor the inside of areas where the public and employees have a higher expectation of privacy (ex. washrooms).
- Only authorized staff, or those accompanied by authorized staff, shall have access to the recording equipment.
- Monitors are displayed on the front counter of the Village Office.

NOTICE OF USE OF VIDEO SURVEILLANCE SYSTEMS

To provide notice to individuals that video is in use:

- The Municipality shall post signs, visible to members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds under video surveillance.
- A sample notice is included as Schedule 2. Other formats of signage may be used, where appropriate, provided it includes the required notification requirements.
- Notice may also be provided via the Village of Hussar website.

PERSONAL ACCESS TO INFORMATION REQUEST PROCESS

The Municipality recognizes that an individual whose personal information has been collected by a video surveillance system has a right to access his or her personal information under FOIP Act. All inquiries related to or requests for video surveillance records shall be directed to the CAO. A person requesting access to a record should submit the prescribed "Request Form" under the Freedom of Information and Protection of Privacy Act along with the prescribed fee. Processing of the request will be in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete the Municipality's Law Enforcement Officer Request Form (Schedule 3) and submit it to the CAO.

CUSTODY, CONTROL, RETENTION AND DISPOSAL OF VIDEO RECORDS/RECORDINGS

The Village of Hussar retains custody and control of all original video surveillance records. Video records are subject to the access and privacy requirements of FOIP, which includes but is not limited to the prohibition of all municipal staff from access or use of information from the video surveillance system, its components, files, or database for personal reasons.

Since short retention periods minimize risk of improper use and disclosure, the Municipality shall ensure that there is a standard retention period for video surveillance records.

A record of an incident will only be stored longer where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes. Video requiring viewing by law enforcement shall be copied from the hard drive and set aside in a clearly marked manner in a locked area until retrieved by the law enforcement agency. If personal information on video is used for law enforcement or public safety purposes, the recorded information shall be retained for one year after its use. Following investigation and any corresponding legal action, the law enforcement agency shall be required to destroy the video. If staff has reason to believe that the video contains personal information for law enforcement or public safety purposes, they shall notify the police and immediately make a copy from the hard drive. Copies made from the hard drive should be secured in such a way that they cannot be recorded over.

The Municipality will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal. Disposal methods will depend on the type of storage device.

PUBLIC RECORDING INSIDE THE VILLAGE OFFICE

In Canada, when in public spaces where you are lawfully present you have the right to photograph anything that is in plain view. To ensure safety and security of records in our control/custody we ask that no recording be conducted inside the Village Office without permission from the Chief Administrative Officer. If approved by the CAO, the area allowed for recording is on the public's side of the desk behind the glass barrier. A "Restricted Area – Employees Only" sign will be placed in the Village Office so that members of the public will not be allowed access behind the front desk. Only authorized staff will be allowed access in restricted areas.

SCHEDULE 1 - SURVEILLANCE VIDEO SECURITY THREAT ASSESSMENT

To determine the requirements for a Video Surveillance System

Site Name: _____

Location: _____

Proposed Video Location: _____

Requestor: _____

Date: _____

1. Is there already a video surveillance system and/or camera on site? If so, describe and advise if the set-up adheres to the Village of Hussar's Security Video Surveillance Policy. (Use separate page if required). _____

2. Video surveillance should only be considered after other measures of deterrence or detection have been considered and rejected as unworkable. Have the following security countermeasures been considered and rejected as unworkable?

Security Countermeasure	Yes	No	Comment
a) Security Procedure	_____	_____	_____
b) Duress Buttons	_____	_____	_____
c) Door Locking Hardware	_____	_____	_____
d) Alarm System	_____	_____	_____
e) Access Control System	_____	_____	_____
f) Signage	_____	_____	_____
g) Security Guard/Officer Patrols	_____	_____	_____
h) Lighting	_____	_____	_____
i) Other	_____	_____	_____

3. The use of each video surveillance camera should be justified based on verifiable, specific reports of incidents of crime or significant safety concerns. Are there any documented incidents of crime or significant safety concerns in any of the following formats?

Documentation Formats	Yes	No	Comment
a) Security Occurrence Reports	_____	_____	_____
b) Police Reports	_____	_____	_____
c) H&S Consultants Report	_____	_____	_____
d) H&S Committee Minutes	_____	_____	_____
e) Internal Minutes	_____	_____	_____
f) Other	_____	_____	_____

4. An assessment should be conducted on the effects that the proposed video surveillance system may have on personal privacy and the ways in which any adverse effects can be mitigated. Have the following effects and mitigation strategies been considered?

Effects & Mitigation Strategies	Yes	No	Comment
a) The location of the proposed camera is situated in an area that will minimize privacy	_____	_____	_____

intrusion?	_____	_____	_____
b) Is the proposed camera location one where the public and employees do not have a higher expectation of privacy (i.e. not in a washroom or change room, etc.)?	_____	_____	_____
c) Is the location of the proposed video camera visible?	_____	_____	_____
d) Can the video surveillance be restricted to the recognized problem area?	_____	_____	_____
e) Is space allocated for proper video surveillance signage?	_____	_____	_____
f) Has a drawing been attached showing the video location?	_____	_____	_____
g) Other	_____	_____	_____

5. The proposed design and operation of the video surveillance systems should minimize privacy intrusion. Have the following design and operation factors been considered for each proposed camera location?

Design & Operation Factors	Yes	No	Comment
a) Can the proposed camera be restricted through hardware or software to ensure that Operators cannot adjust or manipulate cameras to overlook spaces that a threat assessment has not been completed for?	_____	_____	_____
b) Is the reception equipment going to be located in a strictly controlled access area?	_____	_____	_____
c) Can the Video Surveillance Monitor be installed in such a way that it will be hidden from public view?	_____	_____	_____
d) Other	_____	_____	_____

Comments _____

_____	_____	_____	_____
Completed By (Print)	Signature	Date	Position Title

SCHEDULE 2 – NOTICE OF COLLECTION

LOREX[®]



This area may be monitored by Video Surveillance Cameras (Closed-Circuit Television -CCTV).

The personal information collected by the use of the CCTV is used for the purpose of promoting public safety and reduction of crime at this site.

Questions about the collection of the personal information may be addressed to the CAO of the Village of Hussar, PO Box 100, 109 1st Avenue East, Hussar, AB T0J 1S0 Phone: (403) 787-3766.

SCHEDULE 3 - LAW ENFORCEMENT OFFICER REQUEST FORM

RELEASE OF RECORD TO LAW ENFORCEMENT AGENCY

(under Section 40(1)(g)(q)(r)(gg) of the Freedom of Information and Protection of Privacy Act)

TO: Village of Hussar

I, _____, of the _____
(Print Name of Police Officer) (Print Name of Police Force)

request a copy of the following record(s):

Date _____ Time Period: _____ to _____

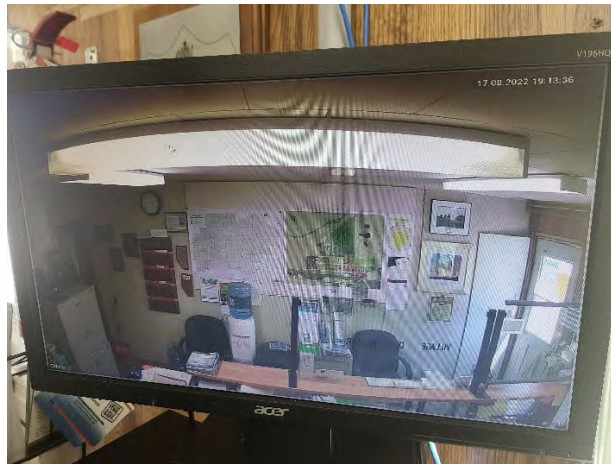
Municipal Facility: _____
(Village Office)to aid an investigation undertaken with a view to a law enforcement proceeding or from which
a law enforcement proceeding is likely to result.

I confirm that the record will be destroyed by the _____ Police after use by the agency.

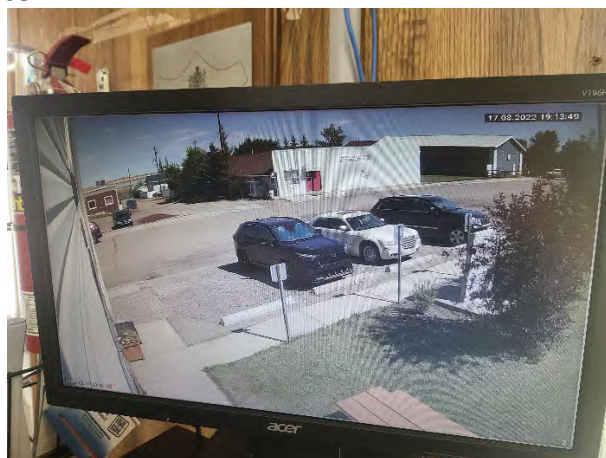
Signature of Officer_____
DateReturn completed original forms to the CAO at the Village of Hussar Office, 109 1st Avenue East,
PO Box 100, Hussar, AB T0J 1S0Personal information is collected under the authority of the FOIP for the purpose of creating a record relating to
release of video surveillance record to law enforcement agency. Questions about the collection may be addressed
to the CAO at the Village of Hussar Office, 109 1st Avenue East, PO Box 100, Hussar, AB T0J 1S0 Phone (403) 787-
3766.

SCHEDULE 4 – COVERAGE OF CAMERA

Camera 1 - Office



Camera 2 – Outside Office



Camera 3 – Outside Shop



Camera 4 – Inside Shop



Video Surveillance Monitor



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 29, 2022
Title:	ATCO Franchise Fees

Agenda Item Number:	8.a
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BACKGROUND/DISCUSSION:

Pursuant to our franchise agreement we have the option to change the franchise fee percentage in 2023. A request to change the franchise fee needs to be provided to ATCO by November 1, 2022.

RECOMMENDATION:

1. Motion that the Village continue with a gas franchise fee rate of 27.5%.
2. Motion that the Village increase the gas franchise fee to XX%.
3. Motion that the Village decrease the gas franchise fee to XX%.

August 26, 2022

Village of Hussar
PO Box 100
Hussar, AB T0J 1S0

Attention: Ms. Kate Brandt, Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement

Pursuant to our franchise agreement, your municipality has the option to change the franchise fee percentage in 2023. A request to change the franchise fee must be received by ATCO Gas in writing prior to November 1, 2022. If you are considering changing the franchise fee in 2023, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Village of Hussar a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Village of Hussar, this percentage is 27.50%.

In 2021, our Delivery Tariff revenue in the Village of Hussar was \$57,724. Our forecast Delivery Tariff revenue for 2023 is \$70,439. Therefore, based on the current franchise fee percentage, your forecast 2023 franchise fee revenue would be \$19,371.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at Jamie.Jaques@atco.com.

Yours truly,



Jamie Jaques
Manager, Calgary
ATCO Natural Gas Division

Village of Hussar
Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: September 29, 2022
Title: Light up the Night

Agenda Item Number: 8.b

BACKGROUND

Please see the received request from the Light Up The Night Committee to hold the 8th Annual Light Up the Night from December 3, 2022 at 6:00pm to January 1, 2023.

“We are also requesting the use of the campground for the next 5 years to be held on the first Saturday of every month of December.

Starting with:

December 3rd, 2022
December 2nd, 2023
December 7th, 2024
December 6th, 2025
December 5th, 2026.”

Council needs to consider what date the committee will be allowed access to begin set-up each year. In the past Council has approved site set-up beginning mid-October to November 1st.

The recommended clean-up date is March 31st. It is more likely that individuals will be able to clean up their sites by this date. In addition, it still allows for plenty of time for Administration to provide warning via Facebook and the newsletter to have any remaining spots cleaned, as well as for the Foreman to complete any final cleaning prior to opening the campground for the year.

A deposit requirement is not recommended. At this time we simply allow the use of our campground at no cost to the event. There is no liability other than that which occurs when people use a public space. There is no increased liability for providing it at no cost.

RECOMMENDATION:

1. Motion that the 8th Annual “Light Up the Night” event to be held December 3, 2022 to January 1, 2023 be approved with the condition that the area be cleaned of all lights and decorations by March 31, 2023. Sites can be set up starting _____, 2022.
2. Motion to allow the Light up the Night event at the campground the next 5 years on the first Saturday of December from 2022 to 2026. The set up can begin _____(date) of each year and cleanup must be completed by March 31st each year.

If council wishes to add other conditions these would be listed in the above motion.

Village of Hussar,

We the light up night committee is requesting the use of the Hussar campground for the 8th annual light up the night, which will take place on December 3rd 2022 at 6pm.

We are also requesting the use of the campground for the next 5 years to be held on the first Saturday of every month of December.

Starting with:

December 3rd 2022

December 2nd 2023

December 7th 2024

December 6th 2025

December 5th 2026.

We thank you for the past years and for letting the community continue to light up the night for our passed loved ones.

Lela Hiebert

lea.marie2613@gmail.com

Sent August 31st 2022

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	September 29, 2022
Title:	Organizational Meeting Date
Agenda Item Number:	8c

BACKGROUND

The next scheduled meeting would be Thursday October 13, 2022.

November 1st is the last date to hold an organizational meeting. As per Section 192 of the *Municipal Government Act* (MGA)

RECOMMENDATION:

1. Motion to hold our organizational meeting on _____, 2022 at ____ (time)____ in Council Chambers.

october

2022

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Council
Meeting Date: September 29, 2022
Title: Service Line Warranties

Agenda Item Number: 8d.

BACKGROUND/DISCUSSION:

Service Line Warranties was first discussed in our September 16, 2021 meeting when we received the attached letter dated August 10, 2021.

The following motion was made:

2021-09-16-556

MOVED by Councillor Frank to contact Service Line Warranties to get more information

CARRIED

Service Line Warranties provided further information in our November 10th meeting and a motion was made to have them attend a meeting to answer any questions we may have.

They presented as a delegation on December 2, 2021.

DELEGATION

Service Line Warranties – Jeff Olson

Jeff presented how the service line warranties program works and their monthly rates to customers. Council would like to have more time to think about the program before making a decision.

2021-12-02-631

MOVED by Councillor Frank to accept as information at this time

CARRIED

Some home insurance policies do have coverage for service lines

the royalty amount would be quite small given the amount of properties that we have. We know that not all of them will sign up for the program so you would be looking at a portion of the homeowners, usually 10-30% that may want to take advantage and then 5% of those subscription fees which usually are around \$10/month for the number of homeowners that are interested.

See attached letter dated September 6, 2022

RECOMMENDATION:

1. Motion to accept as information at this time
2. Motion to adopt the Service Line Warranties program in the Village of Hussar
3. Motion to get more information about the program



KATE BRANDT
CHIEF ADMINISTRATIVE OFFICER
VILLAGE OF HUSSAR-AB
PO BOX 100
HUSSAR AB T0J 1S0
CANADA

August 10, 2021

Dear Kate,

Thank you for your leadership during such a challenging time. The Covid pandemic has brought unprecedented challenges for local elected officials and never-before-seen obstacles for our residents and friends. And with homeowners working from home and experiencing potential income losses and tighter home budgets, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses.

Service Line Warranties of Canada, an approved supplier of the Rural Municipalities of Alberta, provides this protection to homeowners. Offered at no cost to municipalities, the Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$10,000 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for municipalities to participate
- Optional 5% royalty paid to municipal program partners for use of logo helps drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

Currently 67 municipalities in Canada offer the program, which has saved homeowners over \$5 million in repair costs. The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding reputation.

We encourage you to consider adopting this program for your citizens. For more information, please contact Jeff Olson at jolson@slwofc.ca or visit <https://servicelinewarranties.ca>.

Sincerely,

A handwritten signature in black ink that reads "Mike Van Horne".

Mike Van Horne
General Manager, SLWC
Vaughan, ON

KATE BRANDT
CHIEF ADMINISTRATIVE OFFICER
VILLAGE OF HUSSAR-AB
PO BOX 100
HUSSAR AB T0J 1S0
CANADA

September 6, 2022

Dear Kate,

I'm reaching out to share some exciting news. The Town of Bashaw is the first Alberta municipality to offer optional repair service plans from Service Line Warranties of Canada (SLWC), an approved supplier of the Rural Municipalities of Alberta (RMA). Town officials decided to implement this program to protect homeowners from the expense and inconvenience of a water or sewer line failure.

With the economic challenges currently being faced by consumers across Canada, it is more important than ever that municipalities have solutions to ensure the safety and livability of citizens' homes and help residents avoid unexpected household repair expenses.

Offered at no cost to municipalities, the SLWC program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$10,000 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for municipalities to participate
- Optional 5% royalty paid to municipal program partners for use of logo helps drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

SLWC currently partners with over 70 municipalities in Canada to offer this optional protection. To date 40,000 Canadian households have chosen to participate, purchasing over 75,000 service contracts. The program performs over 4,000 repairs annually, saving Canadian homeowners over \$5 million. The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding reputation.

Enclosed is the press release announcing our new Alberta partner. We would welcome the opportunity to discuss the benefits of adopting this program for your citizens. Please feel free to reach out to Morty Smolash at msmolash@slwofc.ca or 514-894-3546 to set up a time to chat.

Sincerely,



Mike Van Horne
General Manager

Town of Bashaw Provides Homeowners Access to Low-Cost Home Repair Plans

NEWS PROVIDED BY

HomeServe

June 21, 2022, 09:00 ET

New Program with Service Line Warranties Canada (SLWC) is a First for Alberta Municipalities

BASHAW, AB, June 21, 2022/CNW/ - You notice a strange puddle in the front yard of your home. Or maybe a particularly unpleasant smell is wafting around your house, but you can't figure out the source. Worse, an unexplainable spike in your water bill or noticeably lower water pressure in your sinks and showers. These are issues homeowners face every day, and many don't realize that these problems are in most cases their responsibility to repair.

Service Line Warranties of Canada, or SLWC, offers optional repair service plans with the aim of protecting homeowners from these situations – and starting June 2022, Bashaw homeowners will be the first in the province of Alberta to have access to SLWC plans. Officials in the Town of Bashaw decided to implement this new optional program so that residents have the opportunity to spare themselves from the worry and cost when a failure occurs to the water or sewer line that connects their home to the town's systems.

SLWC'S no-deductible, low-cost service plans provide protection for repairs that are not covered under standard homeowner's insurance or by the town, filling a gap in coverage that residents can now have the chance to fill. The Town of Bashaw and SLWC work towards the same goal: to ensure resident homeowners do not have to pay hundreds or even thousands of dollars out of pocket for a repair and don't have to worry about finding a reputable contractor to do the work.

"We are excited to make these optional, low-cost repair plans available to our residents through a proven, reputable program like Service Line Warranties," says CAO Theresa Fuller. "Every homeowner knows that sometimes, unfortunate things happen. To provide access to our residents with a way to eliminate the financial burden or worry from these situations is a huge win for our community."

Since the SLWC program began in 2014, Canadian homeowners have saved more than \$6 million in repair expenses. While the program partnership marks the first for SLWC in the Province of Alberta, Bashaw joins 65 municipalities in Ontario that also provide their residents access to SLWC

repair service plans. The program is provided at no cost to Bashaw, and no public funds are used to promote or administer it.

The introduction of this option for homeowners in Bashaw comes at an important time. A recent "State of the Canadian Home" survey found that nearly one in five (19%) Canadian homeowners have nothing set aside for an emergency. The same survey found that close to one third (31%) of Canadian homeowners have just \$500 or less set aside for an unexpected issue.

Homeowners will soon receive information in the mail about the SLWC program and available service plans. There is no obligation to sign up for a plan – participation is voluntary. The mailings are administered by SLWC but will include the Town of Bashaw's logo to indicate that the mailing is legitimate and that there is a partnership in place between the town and SLWC.

"A SLWC service plan is a smart way for homeowners to prepare for a home emergency. These plans take the worry, inconvenience, and financial burden out of the repair," said Mike VanHorn, General Manager, Service Line Warranties of Canada, a HomeServe Company. "If something goes wrong, these plans equip Bashaw homeowners with reliable access to local, licensed, and vetted contractors who can quickly and professionally complete needed repairs on service lines."

Bashaw homeowners with questions or who wish to receive more information about SLWC or the plans available to residents can call 1-866-922-9004 or visit www.slwofc.ca.

About Service Line Warranties of Canada

Service Line Warranties of Canada (SLWC) is part of HomeServe, a leading provider of home repair solutions serving over 4.8 million customers across North America since 2003. Launched in 2014, SLWC is the trusted source of utility line protection programs across Canada, as recognized by the Association of Municipalities of Ontario (AMO) and the Rural Municipalities of Alberta (RMA). In addition, SLWC is a corporate partner of the Federation of Canadian Municipalities (FCM).

Together with HomeServe, SLWC is dedicated to supplying best-in-class repair plans and delivering superior customer service to consumers through over 1,100 leading city, municipal and utility partners across North America.

SOURCE HomeServe

For further information: Meghan Boyd, Meghan.boyd@hkstrategies.ca

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 29, 2022
Title:	Justice & Solicitor General: Community Justice Centres
Agenda Item Number:	8e.

BACKGROUND/DISCUSSION:

See attachment regarding Justice and Solicitor General: Community Justice Centres virtual meeting dates.

RECOMMENDATION:

1. Motion to accept as information at this time
2. Motion to register for the _____(date) meeting.

Registration Instructions

Justice and Solicitor General: Community Justice Centres

Event overview

The Government of Alberta is engaging with stakeholders and Indigenous community members and organizations on Community Justice Centres (CJs).

The department of Justice and Solicitor General will be facilitating in-person engagement sessions with municipalities between September and November 2022, and virtual engagement sessions with Edmonton and Calgary in early 2023.

The in-person sessions are open to representatives from represent law enforcement, organizations representing municipalities, non-governmental organizations, social service agencies, legal groups, and community groups representing cultural and ethnic diversity.

The engagement sessions will explore the concepts of CJs, gather feedback on these ideas as well as local Court perspectives that will be used to refine the CJC proposed model and inform federal government decision making.

Space is limited and the content is the same for all sessions. For this reason, we ask individuals only sign-up for one session in this series and limit registration to up to two people per organization. There are four sessions geared specifically for representatives from Indigenous organizations and communities. They are marked with an asterisk(*). Representatives of Indigenous organizations and communities are welcome to attend another session in the list if the location or dates marked with the asterisk do not work with your schedule.

Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available and registrants will receive an email when the event address is updated.

Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Registration Links

Dates (2022)	Time	Location	Registration Link
September 19	1:00pm to 4:00pm	Cold Lake	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405429359127
September 20	1:00pm to 4:00pm	St. Paul*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405432949867
September 21	9:00am to 12:00pm	Lloydminster	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405433541637
September 27	1:00pm to 4:00pm	Peace River	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405435868597

Last Updated: September 1, 2022

September 28	9:00am to 12:00pm	Peace River*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405436219647
September 29	9:00am to 12:00pm	Grande Prairie	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405436751237
October 17	8:30am to 11:30am	Drumheller	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412462665937
October 17	1:45pm to 4:30pm	Airdrie	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410829621457
October 18	1:00pm to 4:00pm	Lethbridge	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410837525097
October 19	9:00am to 12:00pm	Medicine Hat	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410839440827
October 24	1:00pm to 4:00pm	Fort McMurray	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412386127007
October 25	9:00am to 12:00pm	Fort McMurray*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412392385727
October 26	9:00am to 12:00pm	Lac La Biche	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412407831927
November 7	1:00pm to 4:00pm	Drayton Valley	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412415254127
November 8	1:00pm to 4:00pm	Wetaskiwin	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412419747567
November 9	1:00pm to 4:00pm	Red Deer*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412427661237

* Session geared towards representatives from Indigenous organizations and communities

Last Updated: September 1, 2022

Classification: Protected A

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 29, 2022
Title:	Queen Elizabeth II's Platinum Jubilee Medal award nominations
Agenda Item Number:	8f.

BACKGROUND/DISCUSSION:

See attachment regarding nominations for the Queen Elizabeth II's Platinum Jubilee Medal award.

RECOMMENDATION:

Your nomination should be submitted on behalf of your administration and/or council and needs to be endorsed by your council and/or administration, however, a formal motion is not required. You can submit your nominee via [our webform](#) until **Thursday October 6, 2022**.

Good afternoon Mayors, Councillors, & CAOs,

Recognizing the unexpected and sad passing of Queen Elizabeth II, Alberta Municipalities is honoured to be participating in the Queen Elizabeth II's Platinum Jubilee Medal awards. The award is intended to recognize individuals who have made outstanding contributions to your community. With your council colleagues, please consider nominating outstanding individuals from your community for a Queen Elizabeth II's Platinum Jubilee Medal.

BACKGROUND

At the invitation of the Government of Alberta, Alberta Municipalities has agreed to [manage nominations](#) and host the Queen Elizabeth II Platinum Jubilee Medal awards ceremonies for outstanding community leaders. Alberta Municipalities has been allocated 155 medals for which our member-municipalities can submit nominations. In addition, 265 medals will be automatically awarded to all sitting mayors of our member-municipalities.

The Queen Elizabeth II's Platinum Jubilee Medal has been created to mark the 70th anniversary of Her Majesty's accession to the throne as Queen of Canada. To celebrate this historic event, the Medal recognizes outstanding service from Albertans who have dedicated themselves to family, community, and country, just as Her Majesty did.

SUBMITTING NOMINATIONS

To be eligible for the award, your nominee must meet these criteria:

- Be a Canadian citizen or a permanent resident
- Have been alive on February 6, 2022
- Have made significant contributions to Canada or a region of Alberta, community, or field. Examples of areas of significant contribution might include COVID-19, Truth and Reconciliation, diversity, equity and inclusion, or preservation of the environment.
- Be a leader in the community
- Be in good standing with the law and community

Your nomination should be submitted on behalf of your administration and/or council and needs to be endorsed by your council and/or administration, however, a formal motion is not required. You can submit your nominee via [our webform](#) until **Thursday October 6, 2022**.

AWARD CEREMONIES

The Queen Elizabeth II's Platinum Jubilee Medal award ceremonies will be conducted in late-November / early-December. Details will be shared once finalized.

With the recent passing of Her Majesty, these awards have taken on a special significance. We look forward to reviewing your nominations and creating a truly memorable awards ceremony.

Should you have any questions, please e-mail nominations@abmunis.ca.

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Council
Meeting Date: September 29, 2022
Title: Bulk Water Station

Agenda Item Number: 8g.

BACKGROUND/DISCUSSION:

Councillor Frank would like to discuss the Bulk Water Station.

We have not received quotes for the necessary upgrades

It has been recommended by JG Water Services to remove the sale of Bulk Water from the Village to protect our system.

2022-03-17-093 MOVED by Councillor Schindel to get a quote regarding the bulk water station and all improvements needed to keep it running and send out an information survey to residents and the area, including an end date for when the upgrades would need to be completed for the bulk water station

Administration has followed up with JG Water services and they were unsuccessful in getting multiple quotes for the necessary upgrades.

ConX Wireless phoned to let us know about a new smaller system.

Let me know if council would like more information on the TAP system for your bulk water site, and we can provide a quote at that time.

- The system would allow for Debit/Credit/Apple/Google Tap payments at the site, and the funds would go directly into the account you set up for the Village
- The system would authorize a preset amount, eg. \$20, and water would flow until that dollar amount has been met
 - alternatively, user can stop pump prior to pre-authorized amount and only be charged for what they used

RECOMMENDATION:

1. Motion to accept as information
2. Motion to contact JG Water Services to see what is required to disconnect the bulk water services line at the end of the season and discontinue sales in the new year.
3. Motion to ...

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 29, 2022
Title:	Fire Ban Removal

Agenda Item Number: 8h.

BACKGROUND/DISCUSSION:

August 16, 2022 the Village of Hussar in collaboration with the Fire Chief put a Fire Ban in the Village.

With the change in weather the Village can consider removing the fire ban.

The Fire Chief's recommendation is "I would almost err on the side of caution and follow suit with the County which has a full fire ban in effect still. At least until the temp cools and we start having some frost and moisture in the eve/morn.

Of course the Village is able to make whatever decision and would be backed and supported by the Hussar Rural Fire Association."

See attached Fire Ban Policy.

RECOMMENDATION:

1. Motion to accept as information at this time
2. Motion to remove the Fire Ban in the Village of Hussar
3. Motion to change the Fire Ban to a Fire Restriction
4. Motion to change the Fire Ban to a Fire Advisory

FIRE BAN POLICY

Date Approved by Council: September 22, 2016

Resolution: 2016-09-22-07

Review Date: November

Related Bylaw: 501-15 Fire Bylaw

Amendments: 2019-06-13-113; 2021-11-10-602

Policy Statement

This policy provides guidance for the issuance and removal of fire bans within the Village of Hussar as per Section 6 of Bylaw #501-15, also known as the Fire Bylaw.

Definitions

Fire Advisory is used as a warning that a more restrictive fire ban may be coming if conditions do not improve, as well as to remind individuals to be cautious of igniting fires.

Fire Restriction no open burning is allowed; suitable household fire pits and barbeques that utilize solid fuels (wood, briquettes, etc.) are allowable.

Fire Ban no burning of any type is allowed, this includes household fire pits and barbeques that utilize solid fuels (wood, briquettes, etc.); use gas and propane barbeques is still permitted.

Guidelines

The Fire Chief may issue or remove a fire advisory, restriction or ban at any time in consultation with the CAO or Council.

The Village Council, as per the Municipal Government Act, may only issue or remove a fire advisory, restriction or ban by resolution of Council.

The Chief Administrative Officer may issue or remove a fire advisory, restriction or ban only upon discussion with the mayor and councillors of the Village. If the mayor and councillors of the Village are unavailable to the CAO for any reason, the CAO must first attempt contact with the Fire Chief prior to issuing or removing a fire advisory, restriction or ban.

Responsibilities

The Fire Chief is responsible for notifying the Village Office upon the issuance or removal of a fire advisory, restriction or ban.

The Chief Administrative Officer is responsible for ensuring proper notification is provided for the issuance or removal of a fire advisory, restriction or ban. Proper notification includes placing written notification at the Village Office, Post Office, and Campground.

Village of Hussar

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



A fire ban has been issued by the Hussar Rural Fire Association, in consultation with the CAO and Council. The FIRE BAN is being issued due to the extremely dry and windy conditions throughout the region. The fire ban will remain in effect until further notice. If you have any questions please contact the Village office. office@villageofhussar.ca or 403.787.3766

FIRE

BAN

Issued: August 16, 2022

Prohibited:

- All open fires, including recreation fires in fire pits
- Solid Fuel BBQs (Wood, Briquettes)
- Fireworks

Allowed:

- Portable Propane Fire Pits
- Gas or Propane Stove and BBQs

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 29, 2022
Title:	Letter on Community Groups policy
Agenda Item Number:	8i.

BACKGROUND/DISCUSSION:

See attached:

- Letter from Kathy Dundas regarding the new Community Groups policy
- Community Groups Policy
- Village Responses to the letter (in purple)

Community groups was adopted by Council in the August 31, 2022 Regular Council Meeting M #2022-08-31-281.

RECOMMENDATION:

1. Motion to accept as information at this time
2. Motion to send a response to the resident as discussed
3. Motion to revise the community groups policy as discussed and bring back to our next regular council meeting.

September 8, 2022

Village Of Hussar Council
Box 100
Hussar, AB T0J 1S90

Dear Councillors;

I wanted to respond to the new policy Council is proposing for community groups. I would like to know what has precipitated the need for this policy. Is it to actually put a policy in place to help organizations?

I have read through the proposed policy a number of times and frankly it concerns me. One of the reasons that I so strongly supported the continuation of Hussar as a Village as opposed to becoming a hamlet was that I was worried it would be more difficult to get through all of the red tape to get anything accomplished in the Village if we became a hamlet and had to run everything through the County. There certainly wouldn't have been any quick last minute decisions and I fear that will be the case with this new policy. Sometimes decisions need to be made quickly to accomplish things. Even activities like our "Light up the Night" needed to wait a whole month for the next council meeting for approval because the group missed the deadline of three days prior to a meeting to get on the agenda for the October meeting. Red Tape!

Everything in this Village has been built by community organizations who have volunteered their time, applied for grants and fundraised to pay for projects. When you consider the fact that all the community groups co-operated to build a \$2.2 Million dollar arena complex and only had \$600,000 in grant funding, it is totally amazing! The rest of the money was fundraised by our little community- both village and rural. And the Village did not contribute any funding for it at all.

The Lions Club built the hall and members personally signed personal guarantees for a loan that was paid off through fundraising. The Hall Board completed a major renovation and addition to the hall. The Sundowners built and paid for the Senior Centre. The 4-H clubs built the riding arena and put the power into the sites at the campground. The Historical Society planted all the trees, put in the wood fence around the campground and the playground at the campground. The Lions Club built the camp kitchen and the bathrooms, got the concession booth at the grounds operational, hauled gravel with their own trucks for the sports grounds and built the fence for the ball diamond area. Baseball groups built the ball diamonds and paid for shale. The Fish and Game built the shed and the shooting range. The parent council built and paid for the playground at the old school grounds. Fred Wheatley purchased the first columbarium at the cemetery and the sale of the niches have facilitated the purchase of more. Marilyn Olsen and myself organized volunteers to plant all the flower beds and started the weekly volunteer program at the cemetery. The money for the well at the cemetery was donated from a fund for young people that died in the community. The bottom line is, community organizations which include all the rural surrounding community members built the facilities in this town. Not only did they build the facilities like the Sundowners, Arena and Community Hall, they have operated and maintained these facilities through volunteer hours and fundraising. My daughter and I

prepared a power point presentation for Hussar's 75th to show some of the projects the community had completed up to that point. I have attached a copy if you are interested.

The Village funded very little for these projects. I am not saying they didn't help at times. Val Allan who was CAO at the time was on the finance committee for the arena and helped with grants. Councillors like John Allan and my father-in-law Sid Dundas belonged to many of the organizations and were heavily involved in projects. But they participated as community members – not councillors. I was involved with many grant applications and the main input I got from the Village was a letter of support which I often needed to accompany the applications – especially with the facilities and projects being on Village land.

Covid has been hard on our communities and community spirit has waned partly because of it. But there are other factors. We finally have a group of young people working hard to take over from the older generation and continue holding SummerDaze. This is an activity that brings the community together. I did the accounting for SummerDaze for many years and we often only made about \$6000 for all our effort. That money always went back into community projects. But what does the Village do? You charge these young people to use the facility that community members built and paid for. There is some grass cutting that is done by Village staff for SummerDaze but that is about all the Village contributes. And the Village would have to cut the grass at some point anyways. Even the County sends out hamlet maintenance crews to the hamlets to cut grass and the timing can be co-ordinated with community activities.

The policy starts out nice – talking about collaboration on projects, attending the community meeting but then it goes into red tape. There is enough to do filling out grant applications, fundraising and volunteering time building projects. We don't need to submit more paperwork and reporting! I know I have spent hours working on paperwork for different projects in the past. I wouldn't be prepared to go to more meetings with the Village and submit plans and drawings and financial reports and maintenance plans, especially when the Village doesn't contribute financially to any of the projects. This is red tape we don't need. I feel like it is all about control. I understand the need to initially approve the project for insurance reasons etc., but when you don't have any skin in the game financially, we shouldn't have to provide reports and accounting. If you want to know some of that information, you would be more than welcome to attend progress meetings with the groups or be part of the project committee.

I had been prepared to work towards fixing the playground and perhaps encouraging a community group to build an outside ice rink/pickle ball court as Kate brought up at our last community meeting. I think it is a great idea. But the timing is a little off right now. Our community can not afford more than one project at a time. Wendy Kaiser and myself started these community meetings when we were building the arena. We needed all the community support to pay for the arena. And the meetings have been great. They encourage co-operation between the community group to ensure projects are successful.

The ice plant for the arena isn't paid for yet. A decision will have to be made regarding the tourist elevator project in the green space at the edge of town.... There were also potential plans to build some kind of permanent beer gardens/food concession between the ball diamonds. This policy and the red tape requirements may very well put projects like that on the backburner.

Hussar's Centennial is fast approaching. Standard just had theirs and it went very well with a large group of community organizations and volunteers. They worked on it for a number of years. And Standard Council supported everything including contributing financially. The town looked beautiful and so well groomed. The way things are in our Village right now, I don't see us being able to put on a function anything like theirs. That is so sad because we have always prided ourselves in our strong community spirit and volunteerism.

I know running the Village isn't easy and there are financial issues with lower grants etc. but I feel if you want the community groups to continue to help out with projects, you need to recognize what all these groups have done and continue to do for the betterment of Hussar and make it easier for them – not more difficult.

I guess I am getting older and it is time for me to step down from these kinds of projects. Hopefully some of the young people will be willing to take over and are prepared to do extra paperwork, go to extra meetings to report to the Village in addition to fundraising and paying for the projects.

I have another issue I wanted to address – perhaps I should have written a separate letter? I am very concerned about the 1989 mobile home that a variance was given for that has been moved into town. When a local community member wanted to bring in a mobile home that was only one year older than the bylaw allowed because their daughter wanted to move into Hussar and as a result would have contributed to the community, it was denied. Then this abortion of a mobile home is allowed? I don't understand this at all! I sure hope Council has put in something in place to ensure this doesn't become another eyesore in Hussar as we already have a few of them like the house at the end of town with the porch falling off or the Something Special Building or the fire trap behind the garage and welding shop..... I know policing eyesores is difficult but why bring in another one?

Lastly – just a small thing but living where I live, I see this every day. I would ask that the town maintenance man remove the dead fir trees in the grassy area just north of the campground on third avenue. He could quite easily hook up a chain to them and pull them out with the town tractor. They were planted about four years ago, not watered enough and have been dead for three years. They are just another eyesore – albeit a small one that doesn't affect many people.

I know being on Council is a thankless job so I try not to complain about things too much but these issues have been weighing heavily on my mind and I finally decided to address them.

Yours truly

Kathy Dundas

Community Groups Policy

Date Approved by Council: August 31, 2022

Resolution: 2022-08-31-281

Review Date: February

Related Bylaw: N/A

Amendments:

Purpose

This policy has been adopted to recognize that community groups working together with the Village promotes increased collaboration and capacity building. Community groups are an essential component in providing sustainability to the Village.

Guidelines

The Village works with local community groups and this policy will help to define the roles of the Village and community groups, when working towards common goals.

1. The Village recognizes that our community groups must and will play a role in development efforts.
2. The Village is committed to supporting and facilitating community groups in these efforts.
3. The Village is committed to send a minimum of one Councillor or the CAO to attend and participate in the annual community group meeting. Collaboration is crucial for success.
4. Community groups shall not complete any work to Village parks or green spaces without prior approval from Council.
5. Requests from a community group for any improvements to Village parks or green spaces shall be as follows:
 - a) A detailed write up of work to be completed with a site plan attached; and
 - b) Budget with all incoming financial sources indicated; and
 - c) Maintenance plan, if required.
 - d) Submit drawings and site plan after the work has been completed.
 - e) Any other requirements that the CAO or Council deem necessary, on a case-by-case basis. (Ex. locates, permits, etc.)
6. Any request made to the Village for financial support shall be made in writing with a dollar amount indicated and presented at a Council meeting.
7. Any request to the Village for improvements to be made shall be made in writing and presented at a Council meeting.

8. Any communication regarding maintenance concerns or requests for repairs, shall be made by the Chairperson or designate of the community group to the CAO.
9. Community Groups shall supply financial statements to the Village upon request when joint projects are undertaken.
10. The Village Council will be supportive of all projects being considered by community groups, if it is within reasonable financial expectations, and it has been given consideration for staff time regarding future maintenance.

I wanted to respond to the new policy Council is proposing for community groups. I would like to know what has precipitated the need for this policy. Is it to actually put a policy in place to help organizations?

2022-08-11-265 MOVED by Councillor Schindel to have our CAO create a Community Groups Policy that's all inclusive of any type of work that a community group may like to do in the event of benefiting the Village as well as ensure that the Village have proper coverage for insurance.

Council decided to create a Community Groups Policy after the issues with the Hussar Summer Daze Committee. The group was told to get locates and only did the "Call before you dig" instead of getting actual locators in to locate all possible lines in the area. They cut off power to a whole building because they did not have proper locates. They also never submitted drawings once the work was completed so the Village has no record of where lines are down there now.

The campground powered sites is another example where the electrical box does not have an inspection sticker on it, which means they more than likely never pulled an electrical permit for the work.

This policy allows us to get the documents necessary and ensure everyone's safety while completing work on municipal property.

I have read through the proposed policy a number of times and frankly it concerns me. One of the reasons that I so strongly supported the continuation of Hussar as a Village as opposed to becoming a hamlet was that I was worried it would be more difficult to get through all of the red tape to get anything accomplished in the Village if we became a hamlet and had to run everything through the County. There certainly wouldn't have been any quick last minute decisions and I fear that will be the case with this new policy. Sometimes decisions need to be made quickly to accomplish things. Even activities like our "Light up the Night" needed to wait a whole month for the next council meeting for approval because the group missed the deadline of three days prior to a meeting to get on the agenda for the October meeting. Red Tape!

The Light up the Night issue was on October 8th, 2020 at 4:30pm via Facebook Messenger asking when the next meeting was which was answered it was that night and the e-mail request was sent at 5pm, the office closes at 4:30pm and the meeting starts at 7pm, this time is reserved for the CAO to eat and rest before the meeting. The 3 day requirement is regulated by the Procedural bylaw not this community groups policy.

Everything in this Village has been built by community organizations who have volunteered their time, applied for grants and fundraised to pay for projects. When you consider the fact that all the community groups co-operated to build a \$2.2 Million dollar arena complex and only had \$600,000 in grant funding, it is totally amazing! The rest of the money was fundraised by our little community- both village and rural. And the Village did not contribute any funding for it at all.

Council can consider adding a line item in the budget every year for community groups/ donations. This will however likely raise taxes. This is something that residents have the opportunity to voice during our Budget Meetings annually.

The Village acknowledges and appreciates all the hard work volunteers put into the community. If the Village had to do this on their own it would have been through tax increases and borrowing or likely these improvements wouldn't have happened.

The Lions Club built the hall and members personally signed personal guarantees for a loan that was paid off through fundraising. The Hall Board completed a major renovation and addition to the hall. The Sundowners built and paid for the Senior Centre. The 4-H clubs built the riding arena and put the power into the sites at the campground. The Historical Society planted all the trees, put in the wood fence around the campground and the playground at the campground. The Lions Club built the camp kitchen and the bathrooms, got the concession booth at the grounds operational, hauled gravel with their own trucks for the sports grounds and built the fence for the ball diamond area. Baseball groups built the ball diamonds and paid for shale. The Fish and Game built the shed and the shooting range. The parent council built and paid for the playground at the old school grounds. Fred Wheatley purchased the first columbarium at the cemetery and the sale of the niches have facilitated the purchase of more. Marilyn Olsen and myself organized volunteers to plant all the flower beds and started the weekly volunteer program at the cemetery. The money for the well at the cemetery was donated from a fund for young people that died in the community. The bottom line is, community organizations which include all the rural surrounding community members built the facilities in this town. Not only did they build the facilities like the Sundowners, Arena and Community Hall, they have operated and maintained these facilities through volunteer hours and fundraising. My daughter and I prepared a power point presentation for Hussar's 75th to show some of the projects the community had completed up to that point. I have attached a copy if you are interested.

The Village would love to hear from community groups and help out with projects but we have not had very many over the last several years that have come to present to Council. The one that did present we were unable to fund at the time but have since found a grant and worked with them to apply for the grant and received funding in full for the project. The Village would love to see more of this for our community. There are many grants that we are unable to apply for as the municipality but groups can apply.

The Village funded very little for these projects. I am not saying they didn't help at times. Val Allan who was CAO at the time was on the finance committee for the arena and helped with grants. Councillors like John Allan and my father-in-law Sid Dundas belonged to many of the organizations and were heavily involved in projects. But they participated as community members – not councillors. I was involved with many grant applications and the main input I got from the Village was a letter of support which I often needed to accompany the applications – especially with the facilities and projects being on Village land.

The main request we have received from the community in the past 3.5 years has only been for letters of support and the above mentioned project. Nobody else has asked for help.

Covid has been hard on our communities and community spirit has waned partly because of it. But there are other factors. We finally have a group of young people working hard to take over from the older generation and continue holding SummerDaze. This is an activity that brings the community together. I did the accounting for SummerDaze for many years and we often only made about \$6000 for all our effort. That money always went back into community projects. But what does the Village do? You charge these young people to use the facility that community members built and paid for. There is

some grass cutting that is done by Village staff for SummerDaze but that is about all the Village contributes. And the Village would have to cut the grass at some point anyways. Even the County sends out hamlet maintenance crews to the hamlets to cut grass and the timing can be co-ordinated with community activities.

The Village only charged the Summer Daze Group \$110 for the entire weekend when charges for electricity were over \$500. We cut the grass in areas specified by the committee in specific time frames. At the point coming up to the Summer Daze event we only have one employee cutting, we have not received our Summer Student by then.

The policy starts out nice – talking about collaboration on projects, attending the community meeting but then it goes into red tape. There is enough to do filling out grant applications, fundraising and volunteering time building projects. We don't need to submit more paperwork and reporting! I know I have spent hours working on paperwork for different projects in the past. I wouldn't be prepared to go to more meetings with the Village and submit plans and drawings and financial reports and maintenance plans, especially when the Village doesn't contribute financially to any of the projects. This is red tape we don't need. I feel like it is all about control. I understand the need to initially approve the project for insurance reasons etc., but when you don't have any skin in the game financially, we shouldn't have to provide reports and accounting. If you want to know some of that information, you would be more than welcome to attend progress meetings with the groups or be part of the project committee.

The information provided to the Village could be the application for grants and may not require additional paperwork. It depends on the project. The Village needs to have control over work completed, as it is our property and we hold responsibility and liability for work/ projects on our property. "Red Tape" is a sign of changing times and responsibility that falls on the Village to ensure it is completed safely. The village is responsible for (a) " the safety, health and welfare of people and the protection of people and property" and (b) " people, activities and things in, on or near a public place or place that is open to the public" (MGA S.7)

Council / staff can attend community group meetings however we often are not informed that they are happening and cannot make any decision outside of our regular meetings. Community groups tend to do things with no consideration with ongoing maintenance example the baseball diamonds cost thousands and the campground costs the Village on average \$10,000 per year in the budget. (Weed Spray, Gopher control, Mowing and whipping)

I had been prepared to work towards fixing the playground and perhaps encouraging a community group to build an outside ice rink/pickle ball court as Kate brought up at our last community meeting. I think it is a great idea. But the timing is a little off right now. Our community can not afford more than one project at a time. Wendy Kaiser and myself started these community meetings when we were building the arena. We needed all the community support to pay for the arena. And the meetings have been great. They encourage co-operation between the community group to ensure projects are successful.

Kate has a quote for a multi court but is waiting until the school grounds are annexed (should be January 1 2023 effective date if approved) This would be a great project to include the schoolground playground upgrades. Kate will still be presenting this project in the new year and will apply for funding (under a community group)

The ice plant for the arena isn't paid for yet. A decision will have to be made regarding the tourist elevator project in the green space at the edge of town.... There were also potential plans to build some kind of permanent beer gardens/food concession between the ball diamonds. This policy and the red tape requirements may very well put projects like that on the backburner.

This policy will ensure everyone's safety when performing any projects, especially when it comes to working with electricity. If a group does work and doesn't provide the Village with information on what they did then the next person that goes in there to do work is at risk of injury or causing damage. This was proven when an entire building's electricity was severed.

Hussar's Centennial is fast approaching. Standard just had theirs and it went very well with a large group of community organizations and volunteers. They worked on it for a number of years. And Standard Council supported everything including contributing financially. The town looked beautiful and so well groomed. The way things are in our Village right now, I don't see us being able to put on a function anything like theirs. That is so sad because we have always prided ourselves in our strong community spirit and volunteerism.

Centennial – The Village started advertising in our Newsletter over a year ago to start a centennial committee. To this day nobody has joined. The village started an account at the credit union to start saving for the centennial event. There is also a Federal grant available that will need to be applied for 5 years before the event. I agree, this Village will not be able to put on a community centennial event like that unless we can form a centennial committee and work collaboratively together.

I know running the Village isn't easy and there are financial issues with lower grants etc. but I feel if you want the community groups to continue to help out with projects, you need to recognize what all these groups have done and continue to do for the betterment of Hussar and make it easier for them – not more difficult.

All of the Village grants are for capital projects designated for infrastructure upgrades that are mandated by the Viability recommendations/ 10-year capital plan. We try and keep an eye out for grants that can be used on projects however groups don't notify the Village of their project ideas, therefore, it makes it hard to assist. The group that did present an idea to council now has received full project funding as we found a grant suitable for the project.

I guess I am getting older and it is time for me to step down from these kinds of projects. Hopefully some of the young people will be willing to take over and are prepared to do extra paperwork, go to extra meetings to report to the Village in addition to fundraising and paying for the projects.

The Village's intent is not to make it harder on community groups we just need to ensure safety and liability.

Agreed, engaging our youth would be a huge benefit to the Village and all community groups. As well as engaging seniors that have time, knowledge and experience. A group does not necessarily have to attend a council meeting to submit their documentation.

I have another issue I wanted to address – perhaps I should have written a separate letter? I am very concerned about the 1989 mobile home that a variance was given for that has been moved into town. When a local community member wanted to bring in a mobile home that was only one year older than

the bylaw allowed because their daughter wanted to move into Hussar and as a result would have contributed to the community, it was denied. Then this abortion of a mobile home is allowed? I don't understand this at all! I sure hope Council has put in something in place to ensure this doesn't become another eyesore in Hussar as we already have a few of them like the house at the end of town with the porch falling off or the Something Special Building or the fire trap behind the garage and welding shop..... I know policing eyesores is difficult but why bring in another one?

The mobile home the variance is on the age of the building but as per the bylaw still must comply with the current safety codes. With the reference to the intent to bring in a mobile home, administration has received questions around this from time to time. The lots down on 1st Ave W are designated as Residential and would require rezoning prior to a development permit being submitted to allow it to be designated as a Residential- Manufactured home lot. No applications were ever received. The new proposed land use bylaw allows for manufactured homes as a discretionary use in all residential districts as we felt this would allow for more development in the Village.

Lastly – just a small thing but living where I live, I see this every day. I would ask that the town maintenance man remove the dead fir trees in the grassy area just north of the campground on third avenue. He could quite easily hook up a chain to them and pull them out with the town tractor. They were planted about four years ago, not watered enough and have been dead for three years. They are just another eyesore – albeit a small one that doesn't affect many people.

The trees along third will be removed. These trees all died, not only from a lack of watering but they were also buried with their burlap sacks still attached leaving the roots no room to grow.

I know being on Council is a thankless job so I try not to complain about things too much but these issues have been weighing heavily on my mind and I finally decided to address them.

We encourage residents to be involved and communicate with us so we can serve them better. Without knowing how you feel we can't address those problems. Please let us know as things arise so we can address them as soon as possible and make this an enjoyable place for everyone to live.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 29, 2022
Title:	Torxen Project

Agenda Item Number:	8j.
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BACKGROUND/DISCUSSION:

Torxen Energy is wanting to drill near the Village. The location of the 3 drill sites are within 100 m of our water line. There is a clause on the agreement that the Village would be held not liable if there is any damage.

“Further to my previous request emails and conversation with our land agent. Please find attached the Proximity/Crossing agreements that have been prepared on your behalf for your review and approval.

If you have no concerns with the proposed padsite and associated pipeline, please execute both and send back to me for further handling.

Further to your discussion with our land agent, please find attached the third party request for your review and approval.

Our agent had mentioned that the Village of Hussar does not have a proximity agreement template, I will prepare a template and forward for review for this padsite as well as the associated pipeline that was requested under a separate email.”

RECOMMENDATION:

1. Motion to send the documents to our lawyer to read over before signing.
2. Motion to sign the consent agreements as presented.
3. Motion to get more information as discussed

Village of Hussar
109-1 Avenue East, Hussar, Alberta T0J 1S0

September 15, 2022

TORXEN ENERGY LTD.

PO Box 20115
Calgary, Alberta T2P 4J2

RE: Crossing/Proximity Consent – Torxen’s Proposed Padsite Addition
Surface location 13-14-24-20 W4M
Torxen File: S700300 Synergy File: 22-10986

Please be advised that the Village of Hussar has no objection to Torxen Energy Ltd.’s proposal, and give consent to the following:

Consent to drill within 100m of the Water Supply Line (Buried Waterline) within the NW 14-24-20 W4M.

Consent to cross the Water Supply Line (Buried Waterline) for access within the NW 14-24-20 W4M.

Consent is granted on the condition that Torxen Energy Ltd. agrees to indemnify and save harmless the Village of Hussar from and against all loss, costs, charges, damages and expenses which the Village of Hussar may suffer as a result of the operations of Torxen Energy Ltd. other than through willful damage or gross negligence by the Village of Hussar.

A minimum of forty-eight (48) hours notice must be given to the Village of Hussar at 403-787-3766 prior to the commencement of your operations. Torxen Energy Ltd. agrees to adhere to any special conditions the Village of Hussar may impose.

Kindly acknowledge receipt by signing, dating and returning a copy of this letter via email at your earliest

convenience. Yours truly,

VILLAGE OF HUSSAR

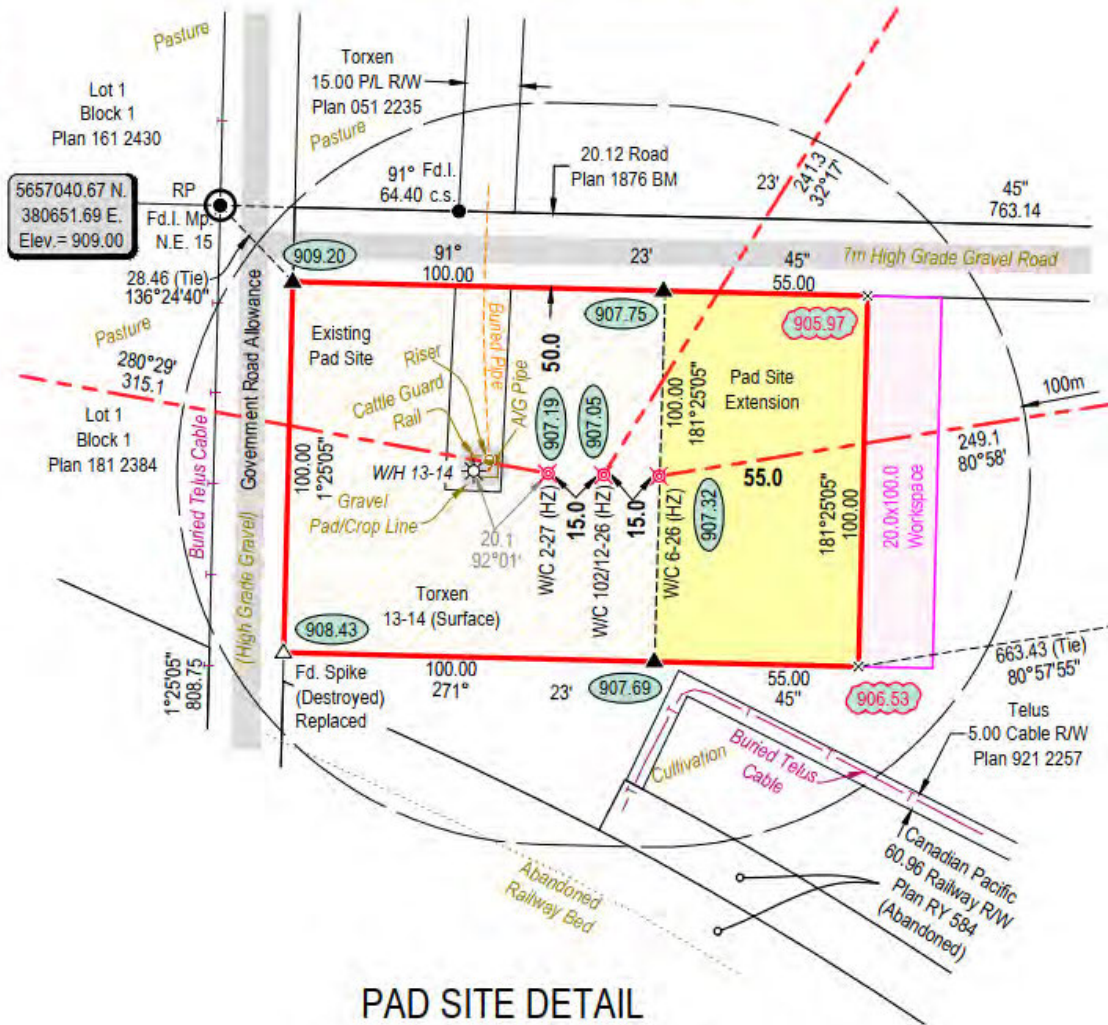
Agreed To & Acknowledged This _____
Day of _____, 20____.

TORXEN ENERGY LTD.

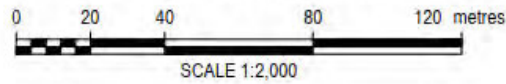
Kate Brandt
CAO

Per:

TORXEN PAD SITE 13-14-24-20



PAD SITE DETAIL



Village of Hussar
109-1 Avenue East, Hussar, Alberta T0J 1S0

September 15, 2022

TORXEN ENERGY LTD.

PO Box 20115
Calgary, Alberta T2P 4J2

**RE: Crossing Consent – Torxen’s Proposed Pipeline
From 13-14-24-20 W4M to 6-22-24-20 W4M
Torxen File: E600278 Synergy File: 22-11016**

Please be advised that the Village of Hussar has no objection to Torxen Energy Ltd.’s proposal, and give consent to the following:

Consent to construct pipelines across the Water Supply Line (Buried Waterline) within the NW 14-24-20 W4M.

Consent is granted on the condition that Torxen Energy Ltd. agrees to indemnify and save harmless the Village of Hussar from and against all loss, costs, charges, damages and expenses which the Village of Hussar may suffer as a result of the operations of Torxen Energy Ltd. other than through willful damage or gross negligence by the Village of Hussar.

A minimum of forty-eight (48) hours notice must be given to the Village of Hussar at 403-787-3766 prior to the commencement of your operations. Torxen Energy Ltd. agrees to adhere to any special conditions the Village of Hussar may impose.

Kindly acknowledge receipt by signing, dating and returning a copy of this letter via email at your earliest

convenience. Yours truly,

VILLAGE OF HUSSAR

***Agreed To & Acknowledged This _____
Day of _____, 20____.***

TORXEN ENERGY LTD.

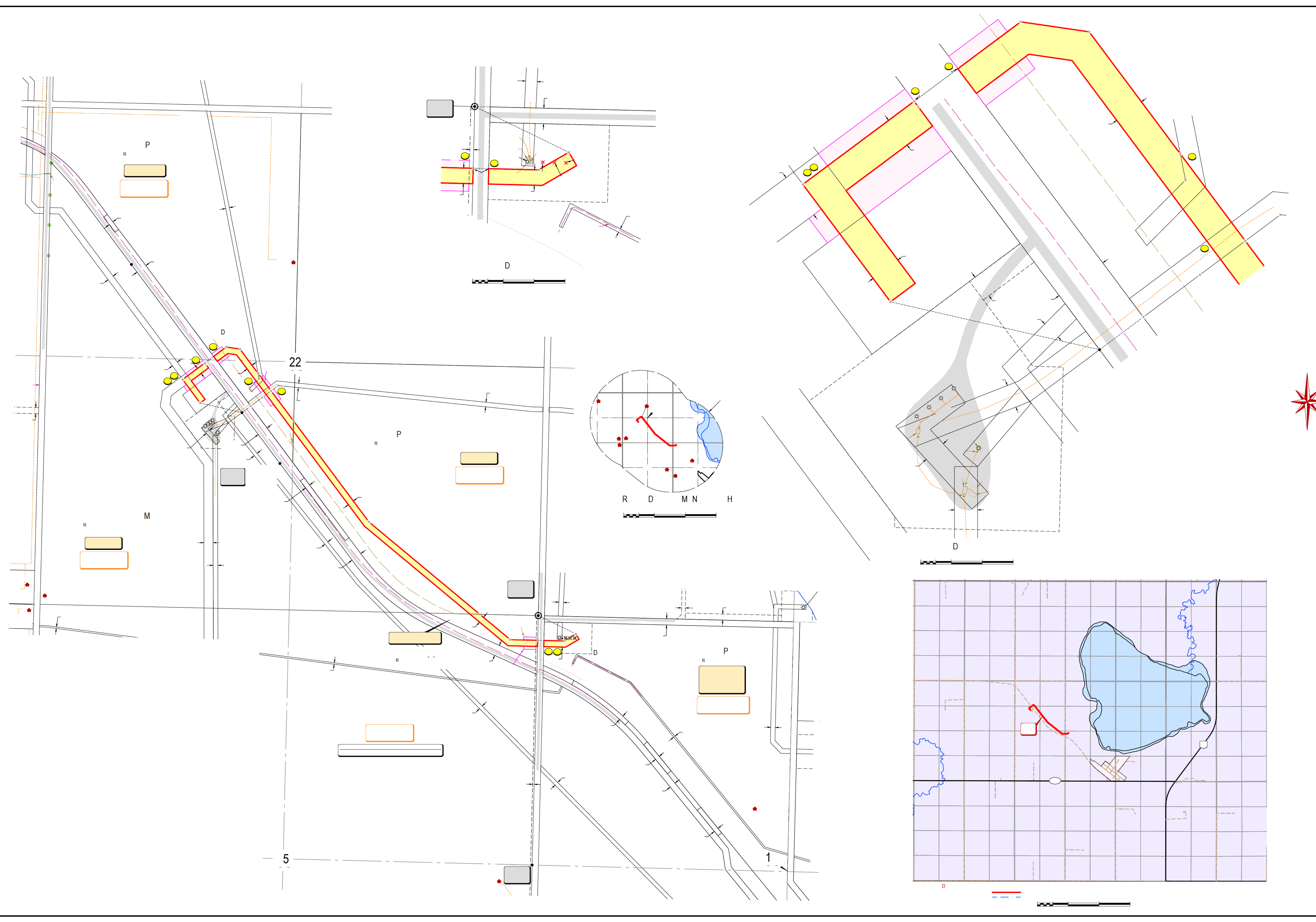
**Kate Brandt
CAO**

Per:

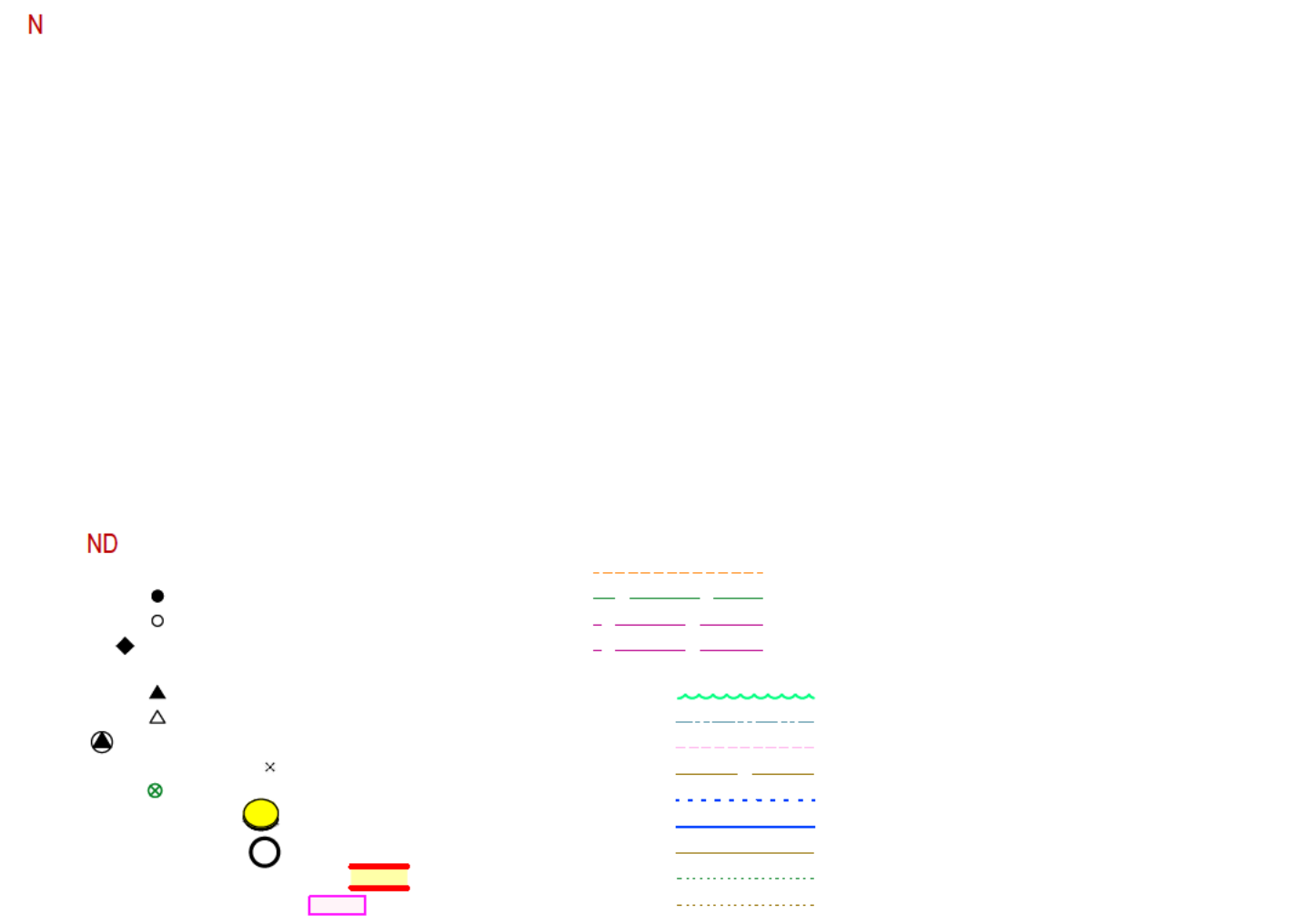
NW 14-24-20 W4M

Pipelines Crossing Water Supply Line (Buried Waterline)





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TORXEN ENERGY TD
PP N OM
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O G H O P N R G H O W N B U D R m

N H O W N G S R V E Y O
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O T 1 B C K 1 N 18 23 4
W I H N N E 14 S E C 5 W 4 R G E 20 W 4 M)
O T 1 B C K 1 N 16 10 8
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W I H N S E 14 S C 2 W 4 R G E 20 W 4 M)
S W 4 S E C 22 T W 4 G E 20 W 4 M
H N D N R

D M R

COMPASS
Geomatics Ltd.

R D N
m m

MP N RM N

P266
PERMIT NUMBER

m m



September 15, 2022

Email: office@villageofhussar.ca

VILLAGE OF HUSSAR

109-1 Avene East
Box 100
Hussar, Alberta T0J 1S0

RE: **CONSENT REQUEST**

TXNE 13C-14 HZ HUSSAR 2-27-24-20, TXNE 13C-14 102 HZ HUSSAR 12-26-24-20,
TXNE 13C-14 HZ HUSSAR 6-26-24-20
FROM SURFACE 13-14-24-20 W4M
TORXEN FILE #: S700300 SYNERGY FILE #: 22-10986

On behalf of our client, Torxen Energy Ltd. we hereby request your consent as detailed on the attached schedule, and as shown on the attached survey plans.

Please prepare the agreements in the name of:

Torxen Energy Ltd.
PO Box 20115
Calgary, AB T2P 4J2

Upon completion please send your agreements to the following: Email: dharrold@synergyland.ca

Should you have any questions or concerns regarding the above, please do not hesitate to contact the undersigned.

Sincerely,
Synergy Land Services Ltd.

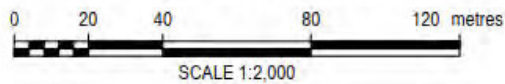
Sent Via Email

Dalys Harrold
Land Analyst

/Encl.

SCHEDULE

LEGAL DESCRIPTION	CONSENT REQUEST TYPE
NW 14-24-20 W4M	<p>Consent to drill within 100m of the Water Supply Line (Buried Waterline).</p> <p>Consent to cross the Water Supply Line (Buried Waterline) for access.</p>



PAD SITE DETAIL

PLAN SHOWING SURVEY OF
EXISTING PAD SITE & PAD SITE EXTENSION
TXNE 13C-14 HZ HUSSAR 2-27-24-20
TXNE 13C-14 102 HZ HUSSAR 12-26-24-20
TXNE 13C-14 HZ HUSSAR 6-26-24-20
HORIZONTALLY DRILLED FROM A SURFACE LOCATION
L.S. 13 SEC. 14 TWP. 24 RGE. 20 W.4M.
WHEATLAND COUNTY - ALBERTA

AER LICENSING INFORMATION

THE PROPOSED WELL(S) :

- | | |
|---|-------------------------------------|
| YES | NO |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| AT LEAST 1.5km FROM THE CORPORATE LIMITS OF AN URBAN CENTRE
- Village of Hassar | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AT LEAST 5.0km FROM ANY LIGHTED AERODROME | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AT LEAST 1.6km FROM ANY UNLIGHTED AERODROME | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| AT LEAST 100m FROM ANY SURFACE IMPROVEMENT
- 15.00 P/L R/W Plan 051 2235 (Buried Pipe) | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AT LEAST 40m FROM ANY SURVEYED ROAD | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AT LEAST 100m FROM THE NORMAL HIGH WATER OF ANY SIGNIFICANT BODY OF WATER | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AT LEAST 200m FROM ANY WATER WELL | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| OUTSIDE ANY POTENTIAL COAL DEVELOPMENT AREA
- E. 1/2 SEC. 22 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| OUTSIDE ANY SIGNIFICANT HISTORICAL AREA | |

LANDOWNER(S):

(TITLE(S) CURRENT AS OF 06/28/22)

GLEN WALLACE DUNDAS
TRACEY L DUNDAS
DALLAS GLEN DUNDAS
(ALL AS JOINT TENANTS)
C. of T. 191 000 266
(Lot 1, Block 1, Plan 161 0117)

I/WE CONSENT TO THE LOCATION OF THE PAD SITE AND PAD SITE EXTENSION AS
SHOWN AND HAVE NO OBJECTION TO THE ALBERTA ENERGY REGULATOR
ISSUING A DRILLING LICENCE FOR THE SAME.

ELEVATIONS:

DATUM: CGVD28 (HTv2.0) ELEV. 910.038

WITNESS

WITNESS

WITNESS

AREA(S):

	ha	Ac.
PAD SITE:	1.000	2.47
PAD SITE EXTENSION:	0.550	1.36
	1.550	3.83

TEMPORARY AREA(S):

	ha	Ac.
WORKSPACE:	0.200	0.49

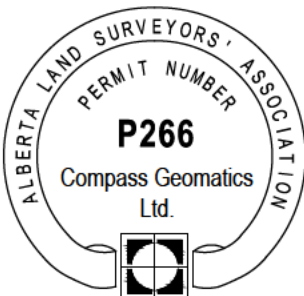
I, W. M. SAVOURY, ALBERTA LAND SURVEYOR, OF THE CITY OF RED DEER, ALBERTA, CERTIFY
THAT THE SURVEY REPRESENTED BY THIS PLAN IS TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE, HAS BEEN CARRIED OUT IN ACCORDANCE WITH THE ALBERTA LAND SURVEYORS'
ASSOCIATION MANUAL OF STANDARD PRACTICE, AND THE FIELD SURVEY WAS PERFORMED
BETWEEN JUNE 30th, 2022 AND JULY 7th, 2022.

W. M. SAVOURY, ALS
DATE SIGNED: (08/02/22)

CHERYL PATRICIA QUARTLY
(A COMMISSIONER FOR OATHS IN AND FOR ALBERTA,
COMMISSION EXPIRES ON APRIL 9, 2025)



COMPASS DWG: 01035-22-PAD-R0 SURVEYED BY: CJN-VH



11-4608 62nd Street
Red Deer, Alberta T4N 6T3
Office (403) 356-0111 Fax (403) 356-0114
www.compassgeomatics.ca

CROSSING(S):

- THERE ARE NO APPLICABLE CROSSINGS

FINAL REVISION SUMMARY

0 ORIGINAL ISSUE (08/02/22) JGW/MJC

CE 911

CLIENT FILE NO. :
AFE NO. :

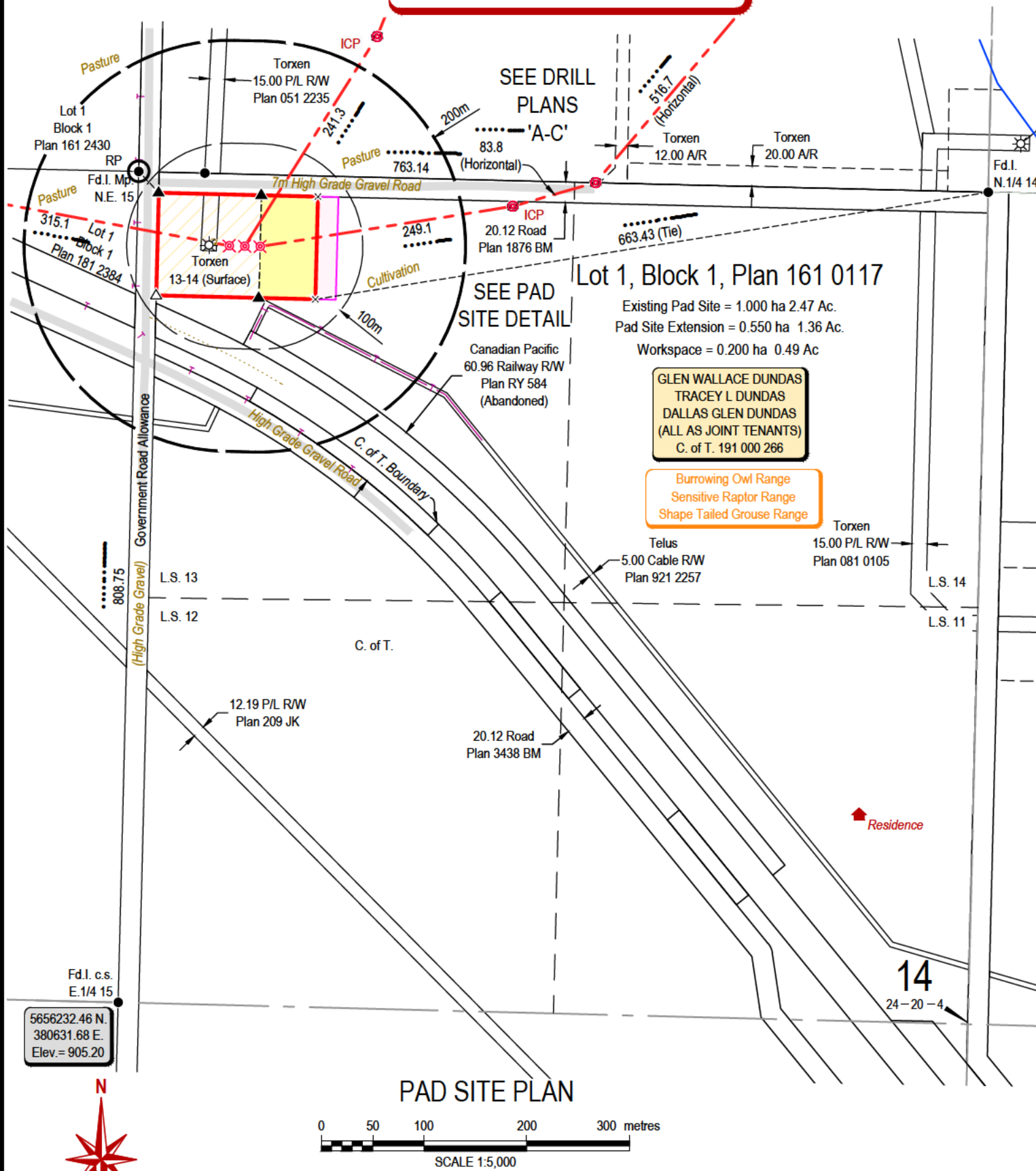


REV.

PAGE

1 of 9

TORXEN PAD SITE 13-14-24-20



LEGEND

SURVEY MONUMENTS

FOUND

30cm IRON SPIKE

FOUND

PLANTED Δ

TEMPORARY GNSS POSITION ×

GEO-REFERENCE POINT RP

ELEVATIONS:

ACTUAL SHOWN THUS: 000.0

AWAITING FIELD PLACEMENT SHOWN THUS:

VEGETATION CHANGE

PORTIONS REFERRED TO ARE SHOWN THUS:

TEMPORARY AREAS SHOWN THUS:

NOTES

BEARINGS ARE UTM NAD83 (CSRS EPOCH 2002) ZONE 12; DERIVED FROM GNSS OBSERVATIONS AND PROCESSED THROUGH PPP.

GEO-REFERENCE POINT COORDINATE IS 5 657 040.67 N. 380 651.69 E.

COMBINED SCALE FACTOR IS 0.999635

TO CONVERT UTM GRID BEARINGS TO LOCAL ASTRONOMIC BEARINGS REFERRED TO THE CENTRAL MERIDIAN

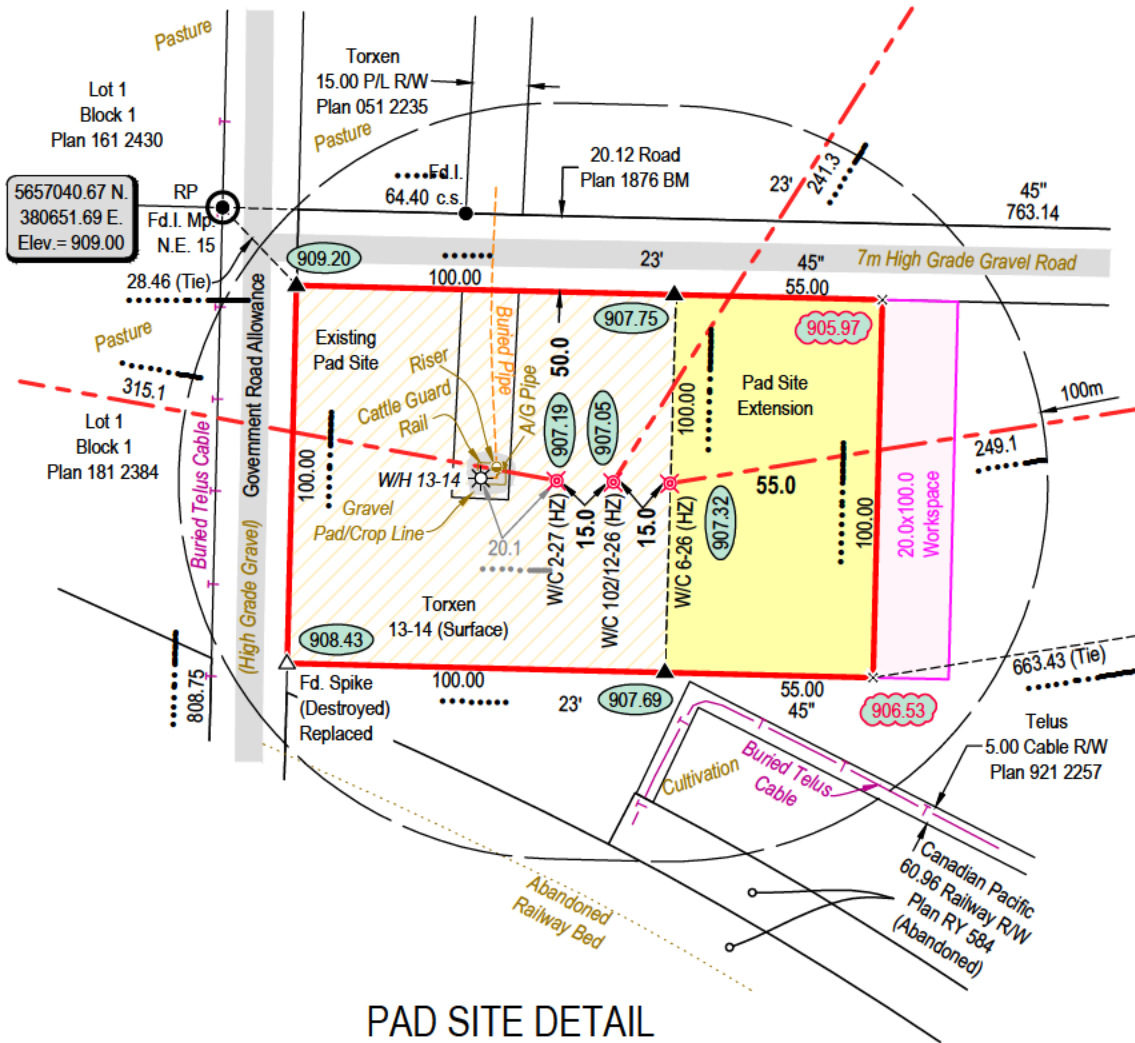
OF TWP.24 RGE.19 W.4M. SUBTRACT

DISTANCES ARE IN METRES AND DECIMALS.

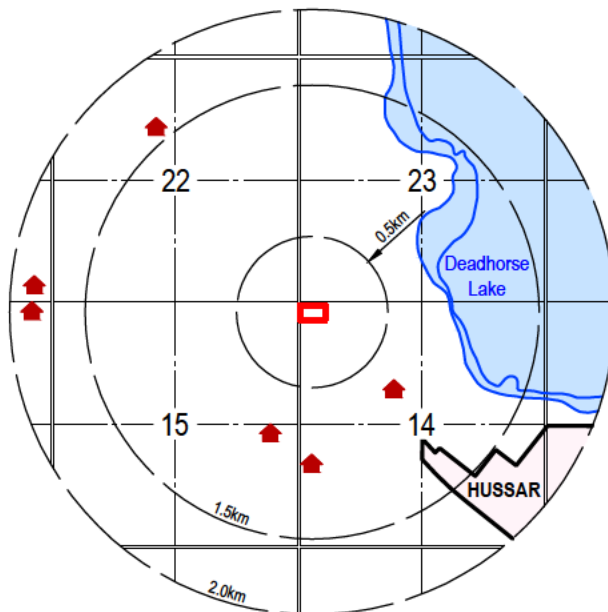
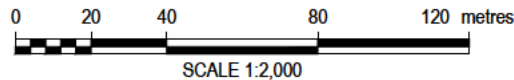
LAND SEARCH CURRENT AS OF 06/28/22

SURROUNDING WH'S AND B/H'S ARE DERIVED FROM IHS/AER/DRILLING LOGS (GRAPHIC) DATA AND SURROUNDING WELL DRILL PATHS SHOWN ARE REPRESENTATION ONLY AND ARE NOT NECESSARILY INDICATIVE OF THE TRUE ALIGNMENT.

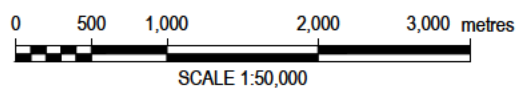
TORXEN PAD SITE 13-14-24-20



PAD SITE DETAIL



SURFACE DEVELOPMENT SKETCH



OCCUPIED UNOCCUPIED OTHER
WATER WELL COAL MINE

NEAREST RESIDENCE

NEAREST SURFACE DEVELOPMENT

NEAREST URBAN CENTRE

TORXEN PAD SITE 13-14-24-20

ATS 4.1 COORDINATES: TXNE 13C-14 HZ HUSSAR 2-27-24-20

POINT	LOCALS			UTM (NAD 83)		LAT-LONG (NAD 83)		UTM (NAD 27)		LAT-LONGS (NAD 27)	
	LOCATION	METES	BOUNDS	NORTHING	EASTING	LATITUDE	LONGITUDE	NORTHING	EASTING	LATITUDE	LONGITUDE
SURFACE	13-14-024-20W4	70.1S	70.0E	5656968.40	380740.01	51.051851	-112.701546	5656741.62	380801.54	51.051791	-112.700609
ICP	16-15-024-20W4	20.0S	221.0W	5657025.70	380430.30	51.052302	-112.705981	5656798.91	380491.83	51.052242	-112.705044
WAYPOINT #1	01-22-024-20W4	0.0N	242.0W	5657046.14	380409.84	51.052482	-112.706280	5656819.35	380471.37	51.052421	-112.705343
WAYPOINT #2	08-22-024-20W4	402.0N	395.0W	5657451.32	380266.31	51.056094	-112.708461	5657224.53	380327.83	51.056033	-112.707524
WAYPOINT #3	07-22-024-20W4	804.0N	454.0W	5657854.42	380216.65	51.059706	-112.709302	5657627.62	380278.16	51.059646	-112.708365
WAYPOINT #4	15-22-024-20W4	402.0S	462.0W	5658257.93	380218.03	51.063334	-112.709416	5658031.13	380279.54	51.063273	-112.708479
WAYPOINT #5	15-22-024-20W4	187.0S	498.0W	5658473.66	380187.05	51.065266	-112.709930	5658246.86	380248.55	51.065206	-112.708993
WAYPOINT #6	15-22-024-20W4	0.0S	619.0W	5658663.44	380070.47	51.066948	-112.711656	5658436.64	380131.97	51.066887	-112.710718
TOE	02-27-024-20W4	121.0N	768.0W	5658808.05	379924.85	51.068217	-112.713781	5658581.24	379986.35	51.068157	-112.712844

ATS 4.1 COORDINATES: TXNE 13C-14 102 HZ HUSSAR 12-26-24-20

POINT	LOCALS			UTM (NAD 83)		LAT-LONG (NAD 83)		UTM (NAD 27)		LAT-LONGS (NAD 27)	
	LOCATION	METES	BOUNDS	NORTHING	EASTING	LATITUDE	LONGITUDE	NORTHING	EASTING	LATITUDE	LONGITUDE
SURFACE	13-14-024-20W4	70.1S	85.0E	5656968.04	380755.05	51.051851	-112.701332	5656741.26	380816.53	51.051791	-112.700395
ICP	04-23-024-20W4	137.0N	209.0E	5657172.00	380883.84	51.053711	-112.699562	5656945.22	380945.36	51.053651	-112.698625
WAYPOINT #1	05-23-024-20W4	402.0N	308.0E	5657434.42	380988.93	51.056092	-112.698149	5657207.65	381050.44	51.056032	-112.697212
WAYPOINT #2	12-23-024-20W4	804.0N	353.0E	5657835.07	381043.24	51.059704	-112.697506	5657608.30	381104.75	51.059644	-112.696570
WAYPOINT #3	13-23-024-20W4	402.0S	353.0E	5658236.22	381052.56	51.063312	-112.697505	5658009.45	381114.06	51.063252	-112.696569
WAYPOINT #4	13-23-024-20W4	0.0S	353.0E	5658637.97	381061.90	51.066925	-112.697504	5658411.20	381123.39	51.066865	-112.696568
WAYPOINT #5	05-26-024-20W4	402.0N	353.0E	5659059.83	381071.71	51.070719	-112.697503	5658833.06	381133.19	51.070659	-112.696566
WAYPOINT #6	12-26-024-20W4	804.0N	353.0E	5659461.58	381081.05	51.074332	-112.697502	5659234.81	381142.52	51.074272	-112.696565
TOE	12-26-024-20W4	500.0S	353.0E	5659762.96	381088.06	51.077042	-112.697501	5659536.19	381149.53	51.076982	-112.696564

ATS 4.1 COORDINATES: TXNE 13C-14 HZ HUSSAR 6-26-24-20

POINT	LOCALS			UTM (NAD 83)		LAT-LONG (NAD 83)		UTM (NAD 27)		LAT-LONGS (NAD 27)	
	LOCATION	METES	BOUNDS	NORTHING	EASTING	LATITUDE	LONGITUDE	NORTHING	EASTING	LATITUDE	LONGITUDE
SURFACE	13-14-024-20W4	70.1S	100.0E	5656967.67	380769.99	51.051851	-112.701118	5656740.89	380831.52	51.051791	-112.700181
ICP	13-14-024-20W4	25.0S	345.0E	5657006.79	381015.95	51.052254	-112.697623	5656780.02	381077.47	51.052193	-112.696686
WAYPOINT #1	03-23-024-20W4	0.0N	425.0E	5657029.83	381096.51	51.052478	-112.696482	5656803.06	381158.03	51.052417	-112.695545
WAYPOINT #2	06-23-024-20W4	402.0N	750.0E	5657423.66	381430.64	51.056087	-112.691846	5657196.90	381492.15	51.056026	-112.690909
WAYPOINT #3	11-23-024-20W4	804.0N	755.0E	5657825.28	381444.97	51.059699	-112.691773	5657598.52	381506.47	51.059639	-112.690837
WAYPOINT #4	14-23-024-20W4	402.0S	755.0E	5658224.77	381454.26	51.063292	-112.691771	5657998.01	381515.75	51.063232	-112.690835
WAYPOINT #5	03-26-024-20W4	0.0N	755.0E	5658646.63	381464.07	51.067086	-112.691770	5658419.87	381525.56	51.067026	-112.690833
WAYPOINT #6	06-26-024-20W4	402.0N	755.0E	5659048.38	381473.41	51.070699	-112.691768	5658821.62	381534.89	51.070639	-112.690832
TOE	06-26-024-20W4	602.0N	755.0E	5659248.25	381478.05	51.072497	-112.691768	5659021.49	381539.52	51.072436	-112.690831

27

24-20-4

Torxen
10-27 (DD)
Drillpath

7-27
(ABD.)

L.S. 7

L.S. 8

L.S. 2

L.S. 1

Torxen
4-26

TOE
121.0 N.
768.0 W.

205.3
(Horizontal)

WAYPOINT #5
0.0 S.
619.0 W.

222.8
(Horizontal)

WAYPOINT #5
187.0 S.
498.0 W.

218.0
(Horizontal)

WAYPOINT #4
402.0 S.
462.0 W.

L.S. 15

L.S. 16

L.S. 10

L.S. 9

Torxen
10-22 (DD)

403.6
(Horizontal)

WAYPOINT #3
804.0 N.
454.0 W.

406.3
(Horizontal)

22

24-20-4

Torxen
7-22 (DD)

WAYPOINT #2
402.0 N.
395.0 W.

L.S. 7

L.S. 8

L.S. 2

L.S. 1

Torxen
4-23

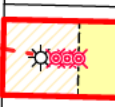
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WAYPOINT #1
0.0 N.
242.0 W.

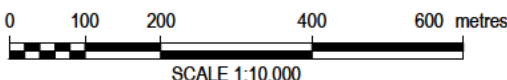
28.9
(Horizontal)

I.C.P.
20.0 S.
221.0 W.

315.1



DRILL PLAN 'A'



SCALE 1:10,000



23

24-20-4

Torxen
102/6-23
Torxen
6-23

L.S. 5

L.S. 6

L.S. 4

L.S. 3

Torxen
2-23 (DD)

L.S. 15

L.S. 16

L.S. 10

L.S. 9

L.S. 13

L.S. 14

L.S. 12

L.S. 11

SURROUNDING W/H'S AND B/H'S ARE DERIVED FROM IHS/AER/DRILLING LOGS (GRAPHIC)
DATA AND SURROUNDING WELL DRILL PATHS SHOWN ARE REPA
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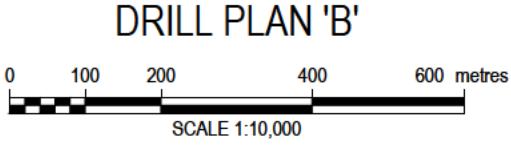
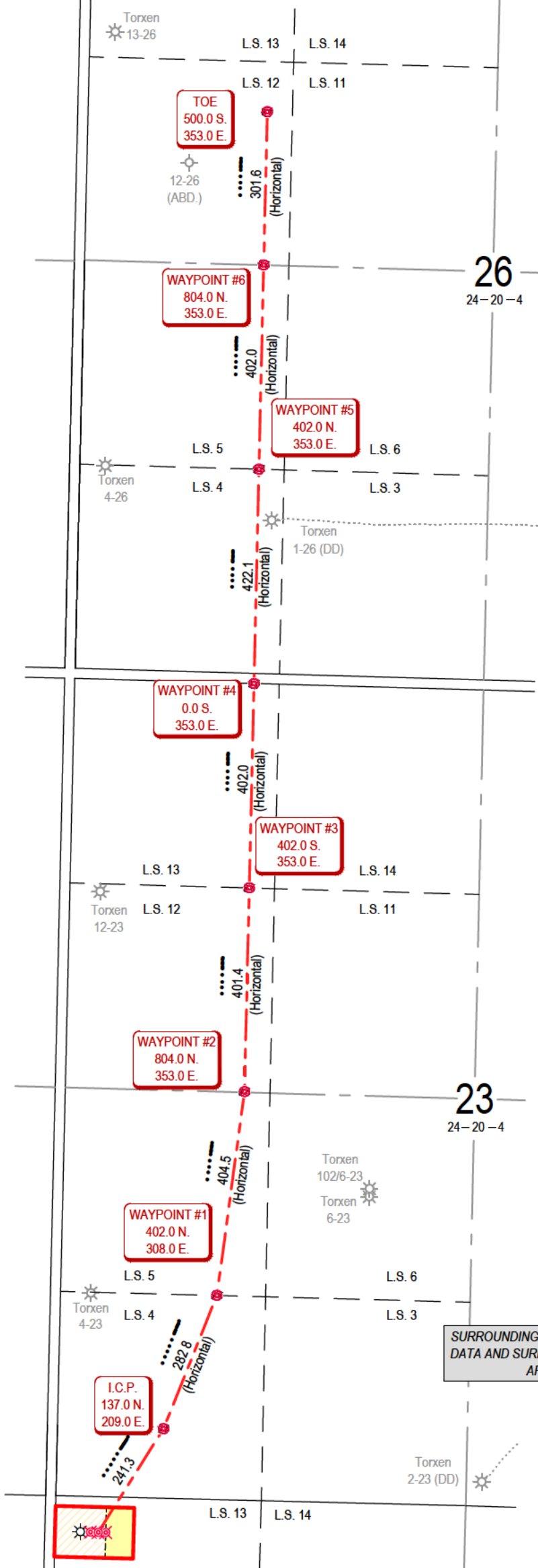
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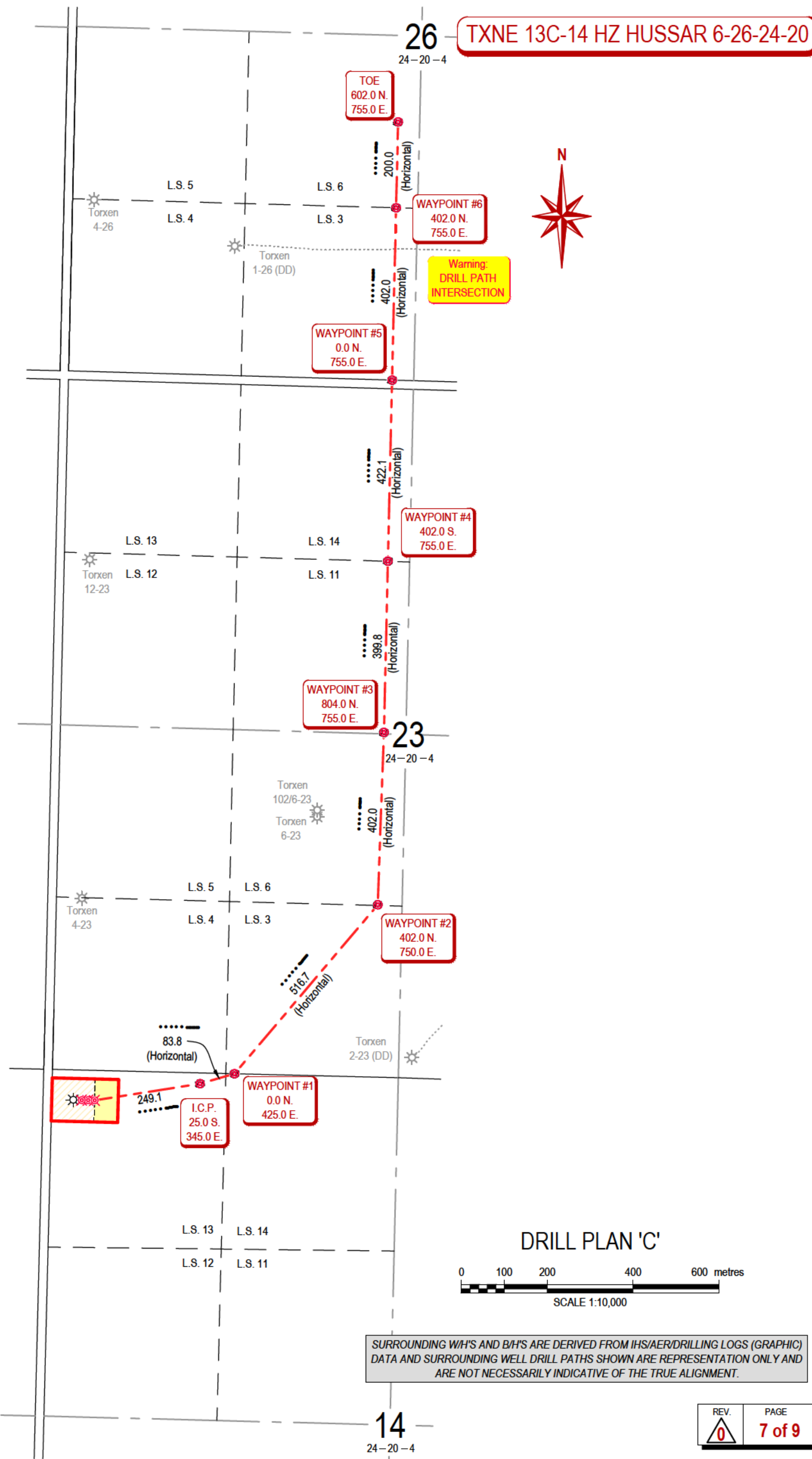
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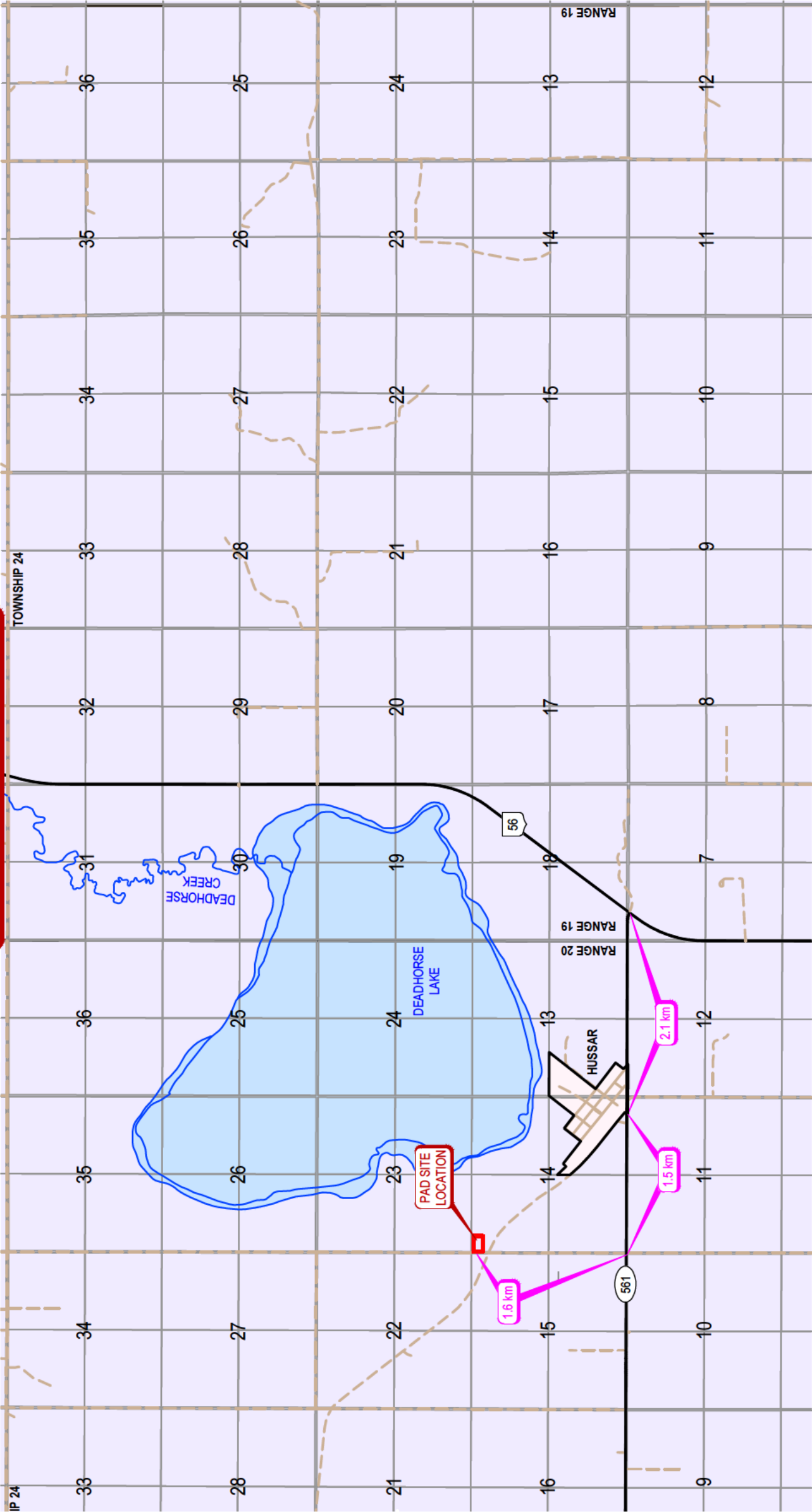
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SURROUNDING W/H'S AND B/H'S ARE DERIVED FROM IHS/AER/DRILLING LOGS (GRAPHIC) DATA AND SURROUNDING WELL DRILL PATHS SHOWN ARE REPRESENTATION ONLY AND ARE NOT NECESSARILY INDICATIVE OF THE TRUE ALIGNMENT.

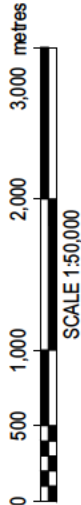


TORXEN PAD SITE 13-14-24-20



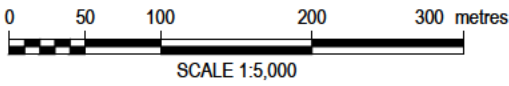
LEGEND

ACCESS ROUTE SHOWN THUS: —
COUNTY BOUNDARY SHOWN THUS: - - -





AERIAL PHOTO



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 29, 2022
Title:	First Response /Ambulance Service to the Village
Agenda Item Number:	8k.

BACKGROUND/DISCUSSION:

Councillor Frank wanted to add this to the agenda after receiving the letter from the resident.

"Just an FYI. I had a Village resident text me on Thursday (Yesterday) morning at 5 am (didn't see the text till 6:30 am when I got up) to ask if the Fire Department was still getting dispatched for ambulance calls. They had called 911 40 minutes previously and still no response from our department and the ambulance had not arrived at that point yet either. I am not sure when the ambulance finally arrived.

I told the resident that I wasn't sure if the Fire Department still responded to ambulance calls as I stepped down from the department 17 months ago. Told the resident to contact Mike Hager as he is the Chief of the department and ask his question to him.

Just thought I would let you know as I know a couple of you are on the Fire Association Board and one of you are on WADEMSA Board."

RECOMMENDATION:

1. Motion to accept as information at this time
2. Motion to have Councillor Frank bring this forward at the next Fire Association meeting

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 29, 2022
Title:	Intermunicipal Agreement for Weed Inspection 2022 to 2024
Agenda Item Number:	8I.

BACKGROUND/DISCUSSION:

Wheatland County is requesting the appointment of Albert Anderson as a designated Weed Inspector for the Village of Hussar

RECOMMENDATION:

1. Motion to appoint Wheatland County Employee Albert Anderson as the designated Weed Inspector for the Village of Hussar for 2022 to 2024

VILLAGE OF HUSSAR
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185
DATE August 31 2022

STATEMENT BALANCE 270,869.32

ADD: OUTSTANDING DEPOSITS

			-
LESS: OUTSTANDING CHEQUES			
8773 Tracey Dundas	130.41		
8845 JG Water Services	4,079.61		
8852 Wheatland FCSS	1,316.00		
8854 AMSC Insurance Services	696.03		
8856 Collabria Payment Processing	2,339.60		
8857 Canada Revenue Agency	2,404.13		
8858 EPCOR	88.24		
8860 Local Authorities Pension Plan	700.05		
8861 Plante, Michelle	418.00		
8862 Telus Mobility	112.25		
		-	15,555.86

OUTSTANDING TRANSFERS

NSF	123.00	
Test payment (gazebo funding)	-	5.00
NSF Return Fee		9.00
		127.00

RECONCILED BALANCE	255,440.46
GL BALANCE (3000012700)	255,440.46
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800)	STATEMENT	3,216.26	Interest
Community Account (Rate .05)	GL BALANCE	3,216.26	\$ 0.14
	Variance	-	
Cemetery Perpetual Account 10189009 (3000012900)	STATEMENT	16,670.78	Interest
Community Account (Rate .05)	GL BALANCE	16,670.78	\$ 0.71
	Variance	-	
Cemetery Common Share Account 10499317 (3000013000)	STATEMENT	26.32	Interest
Common Share	GL BALANCE	26.32	\$ -
	Variance	-	

Mayors Memorial Trust Term Account 723112380412 (3000013400) 6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	STATEMENT GL BALANCE Variance	1,189.62 1,234.24 - 44.62	Interest \$ -
Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	10,488.24 10,488.24 -	Interest \$ 7.12
FGTF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	151,350.18 151,350.18 -	Interest \$ -
Common Share 10497733 (3000030000) Common Share	STATEMENT GL BALANCE Variance	2,580.57 2,580.57 -	Interest \$ -
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	58,003.42 58,003.42 -	Interest \$ 39.38
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	STATEMENT GL BALANCE Variance	1,109.25 1,109.25 -	Interest \$ -
MSI Capital Term Account 15137904 (3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT GL BALANCE Variance	294,867.20 294,867.20 -	Interest \$ -
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	10,010.71 10,010.71 -	Interest \$ 6.80
Special Events Account 722821632741 (3000034000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	913.48 913.48 -	Interest \$ 0.62
Emergency Management 722821646022 (3000035000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,184.73 2,184.73 -	Interest \$ 0.09
Centennial 722821666012 (3000036000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	1,750.85 1,750.85 -	Interest \$ 0.07
Village Reserves Term Account 723112219933 (3000031000) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	400,000.00 400,000.00 -	Interest \$ -

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Village of Hussar
List of Accounts for Approval
Batch: 2022-00084 to 2022-00097

Page 1

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE			
Payment #	Date	Vendor Name	Payment Amount
8824	2022-08-05	AMSC Insurance Services Ltd.	780.05
8825	2022-08-05	Loop, a division of Box Clever	441.00
8826	2022-08-05	Canadian Pacific Railway Co.	3,228.21
8827	2022-08-05	CIMA Canada Inc.	4,328.06
8828	2022-08-05	Canada Revenue Agency	2,079.44
8829	2022-08-05	Direct Energy	382.82
8830	2022-08-05	EPCOR Utilities Inc.	76.93
8831	2022-08-05	Jepson Petroleum Ltd.	800.74
8833	2022-08-05	Plante, Michelle	957.00
8			
8835	2022-08-05	Sunset Memorial & Stone Ltd.	310.80
8836	2022-08-05	Telus Mobility	112.25
8837	2022-08-05	Wild Rose Assessment Service	490.00
8838	2022-08-05	Workers' Compensation Board AB	483.00
8839	2022-08-04	Collabria Payment Processing	1,118.76
8842	2022-08-22	Direct Energy	139.83
8843	2022-08-22	Eagle Lake Nurseries Ltd.	46.85
8844	2022-08-22	EPCOR Utilities Inc.	4,401.08
8845	2022-08-22	JG Water Services	4,079.61
8846	2022-08-22	John Deere Financial Inc.	853.04
8848	2022-08-22	Sunset Memorial & Stone Ltd.	310.80
8849	2022-08-22	Telus Communications Inc.	42.00
8850	2022-08-22	Telus	88.81
8851	2022-08-22	Wheatland County	3,626.46
8852	2022-08-22	Wheatland F.C.S.S.,	1,316.00
8853	2022-08-22	Y.S.Welding	23.63
8854	2022-08-31	AMSC Insurance Services Ltd.	696.03
8856	2022-08-31	Collabria Payment Processing	2,339.60
8857	2022-08-31	Canada Revenue Agency	2,404.13
8858	2022-08-31	EPCOR Utilities Inc.	88.24
8860	2022-08-31	Local Authorities Pension Plan	700.05
8861	2022-08-31	Plante, Michelle	418.00
8862	2022-08-31	Telus Mobility	112.25
Total Computer Cheque:			44,761.85

Total AP: 44,761.85

Certified Correct This September 8, 2022

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Village of Hussar
List of Accounts for Approval
Batch: 2022-00084 to 2022-00097

Page 2

Reeve

Administrator

**VILLAGE OF HUSSAR
CAO REPORT
September 29, 2022**

Main focus was on transitioning and Public Hearings for LUB and Chicken Bylaws.

Dust Control was completed on September 7, 2022.

Summer Student

We have received and processed your payment claim. Please find below the **Payment Claim Summary** for your records, only eligible amounts have been reimbursed. You should receive your payment for **\$1,800.00** within 10 business days

Office Door was replaced on ...

Meeting with Municipal Affairs

Zoom call with Linda from Municipal Affairs on September 28, 2022 for Municipal Indicators

Damage from mowing equipment

This year there has been several locations where rocks caused damage to people's property while mowing.

210 3 Avenue East – siding on shed

212 3 Avenue East – siding on house

105 2 Avenue East – siding on house

239 3 Avenue West – vehicle window

Village Truck – Rear side window

License Plate Issue

We have a police file number for these and the documents can be taken to the registry now to have those plate removed from the Village of Hussar. It will cost \$9 per plate to remove them.

Trees at the Campground

There are a lot of dead branches on trees again at the campground. May want to consider adding this to the budget

Upcoming Office Closures/Meetings

Monday October 10 – Thanksgiving (Stat Holiday – Office Closed)

Project Details

Project Type: Commercial
Request Number: 500107346
Location: SE-14-24-20-4

Requested Completion: Not Yet Available
Site ID: Not Yet Available
Project Contact: [Mason Bidulka](#)



Project Timeline



Meeting with them at the pole on October 5, 2022

September 29, 2022 Regular Council Meeting

Meeting Date	Resolution #	Resolution	Assigned to	Action/Comment	Date Completed
April 8 2021	2021-04-08-410	continue looking for new and used trucks	CAO	One thing Council can consider is making payments on a new/used truck. This would appear as a line item in the annual operating budget. The amount going to reserves could be reduced to allieviate some of the difference	ongoing
April 8 2021	2021-04-08-411	village sanding units	CAO	purchase after we know what truck we are getting. Rockyford may provide some sanding to the Village at a cost as they just got a new unit	ongoing
Jun 10 2021	2021-06-10-454	look into the process to sell lot 6PUL 9 0310282 and subdivide it	CAO/Palliser	Discussing in Delegation	on hold
Jun 30 2022	2022-06-30-215	proceed with a subdivision of the land located at 223 3rd Ave W and to beign the process to sell the portion of the lot	CAO/Palliser	Discussing in Delegation	on hold
Oct 14 2021	2021-10-14-570	Armstrong Auto Bay quote to correct the concrete on the North bay that does not require the sidewalk to be removed	CAO	Working on getting quotes	in progress
Jun 8 2022	2022-06-08-194	Gopher control policy	CAO	Michelle found other policies that the next CAO can use to help create the policy	in progress/ on hold
Feb 3 2022	2022-02-03-037	more information on IT services through Alberta Municipalities	CAO	Too expensive currently so MA is looking at having them come up with a program for Villages where once could house the infrastructure and others could access it from there at a cheaper rate. Will contact me in a few months with their proposal	on hold
Mar 17 2022	2022-03-17-093	Bulk Water - quote so we can send notice to residents	CAO/JG	still waiting for a second quote. Received one so far, followed up to get more quotes. Discussing in business	in progress
Mar 17 2022	2022-03-17-094	Possibility of creating a new multi position	CAO	This will be ongoing for a while	on hold
Apr 14 2022	2022-04-14-131	WCB Partnership in injury reduction	CAO/PW	update our health and safety program/policies before applying for COR	on hold
Jun 8 2022	2022-06-08-193	Water research - wells vs. regional water	CAO	this will take time to get answers to all the questions	in progress/on hold
Jun 30 2022	2022-06-30-233	Sundowners letter to transfer building to the community group	CAO	letter sent. Will update once they respond	in progress
Jun 30 2022	2022-06-30-220	Campground grainbin gazebo	CAO/Lorilee	Will begin coordinating the construction of the grain bin gazebo at the campground. Locates will be completed prior to the work being done. Estimated to start after harvest. Colour #1 selected for the benches	in progress
Jul 20 2022	2022-07-20-244	create a plan for maintenance and repair and put on our website	CAO/PW	Create a plan to communicate better to the public regarding proper care and maintenance to our taxpayers as well as other important information about things we are working on. Update as needed.	on hold
Jul 20 2022	2022-07-20-246	Put forth an offer to the homeowner with provision that liability does not rest with the Village after it has been accepted	CAO	Offer accepted. Documents signed and cheque provided.	complete
Aug 11 2022	2022-08-11-259	salvage power line	CAO	documents submitted to FORTIS for the Salvage.	In progress
Aug 11 2022	2022-08-11-261	quote for sidewalk repairs at Barber's house	CAO	Will get quote from CIMA for the sidewalk repair/replacement	in progress
Aug 11 2022	2022-08-11-262	create a task list for different season of the year for PW to maintain the camp kitchen and change the locks	CAO / PW		in progress
Aug 11 2022	2022-08-11-267	Mono walk quote	CAO	Street light meeting on Oct 5th regarding moving the pole	in progress
Aug 31 2022	2022-08-31-283	Unightly premises allow cleanup until October 31, 2022	CAO/Council	inspect the properties after October 31, 2022 to ensure unsightly and unsafe conditions have been remedied	on hold till end of Oct.

Public Works Report Sept. 22.

- Tractor was down since start of Sept. with mechanical issue. Waiting for Parts.
- Tractor Back in service. Appreciated Russell's help during the busy Harvest season.
- Cleaned up and last cut to school grounds + sports field.
- Whipped back from Road North side, from 2nd St E to Hiway.
- Cleaned out campground was hoooms. looking nice.
- Carry out grading roads with tractor as well as fixing up spots on Roads around village.
- Truck taken in for Window Repair.
- Couple of parts ordered + received for Riding Mower. Will replace. Tough summer this year on Mower.
- Cleaned up bushes along residents house on 1st Ave. W.

JGwaterservices Montly Summary For Aug 2022

August 25, 2022 Met with Greg M to get a quote on the bulk water system, the communication issues with the West well and the issues with the back up gen set. Waiting on Quote.

August 27, 2022 Power outage , had to reset the pumps and the wells

August 30, 2022 Checked Valves at 126 2nd ave

Additional comment:



PO Box 30 5407 50th Street
Tofield, Alberta T0B 4J0
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F 780 662 3929
E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

August 23, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General
204, 10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: Victim Services Redesign

Minister Shandro, Town of Tofield Council have only recently become aware of the Victim Services Redesign, and to say that we are both shocked and disappointed would be a vast understatement. Victim Services play an integral part in our community, and rural Alberta. Victim Services staff are as essential as first responders, and work cohesively with RCMP. These people help families and individuals through what could be the most traumatic experience of their lives. Having experience in dealing with trauma, unexpected loss, and extreme shock cannot be measured. Now, your government is looking to remove this from our community and proceed with a centralized approach.

The MLA led review did not engage municipalities, nor did it fully engage Victim Services Boards. Had our local Victim Services Board Chair not come forward to Mayor and Council, we would not be aware of this ill-thought-out change. Of interest, the two MLA'S leading this charge were from major urban centres, with no tie, nor thought to the impacts this would have on rural Albertans.

Not only will this change see a loss of jobs within our community, but more importantly it will leave this service to become reliant on an individual(s) residing outside our community boundaries. What does this mean for response time? Does this mean that response could be upwards of hours before assistance is provided, or does this also mean that it will be based upon the availability of staff? Neither of these scenarios is ideal, especially when dealing with crisis. Our current structure is comprised of hard working, caring individuals who provide an immeasurable service in what is the most trying of circumstances. These people respond in a quick, professional, and caring manner. Now, your government is removing this service from our community, and failing those who require what is often the immediate assistance of Victim Services.

Honorable Tyler Shandro
Minister of Justice and Solicitor General
Page 2

Minister Shandro, we can not fathom the rationale behind this decision, once again without input or consultation from those that this affects most. In our opinion this is a recipe for disaster and stands to only continue to fail rural Alberta. Mayor and Council implore you to pause on this decision and seek input from those forgotten, rural Alberta.

Sincerely,



Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary-Acadia*

AR 52074

Sent via email to jedwards@tofieldalberta.ca

August 26, 2022

Her Worship Debra Dueck
Mayor
The Town of Tofield
P.O. Box 30
5407 – 50 Street
Tofield AB T0B 4J0

Dear Mayor Dueck:

Thank you for your letter of August 23, 2022 regarding the provincial changes to victim services announced July 19, 2022. I would like to reassure you that these changes, including the new zonal governance model, have been designed to ensure services to victims of crime remain consistent and uninterrupted across all regions of the province, including Tofield, while also ensuring that victims are supported locally from within their own communities. I appreciate the opportunity to provide further information about the redesign work that has occurred to date as it relates to your municipality and others like it.

I would like to ensure that you have the most up-to-date information about the consultations and engagements completed during, and following, the MLA led Review of Victim Services that took place over 2020/2021. The Rural Municipalities of Alberta (RMA) and the Alberta Municipalities (AM) were invited to, and attended, the engagements. This was intentional to ensure a linkage and a mechanism for information sharing. In addition, a specific meeting was held with the RMA and AM to ensure they were comfortable with this approach, and by all indications they were. Further, all MLAs were also invited, regardless of political affiliation.

Other engaged individuals and organizations included:

- Volunteers, staff, and board members of police-based victim services units;
- Victim-serving community and specialized organizations such as child advocacy centres, sexual assault centres, and domestic violence service providers;
- Representatives from the Alberta Police-based Victim Services Association;
- The Alberta Association of Chiefs of Police;

.../2

- The Alberta Federation of Police Associations;
- The Royal Canadian Mounted Police;
- Legal community representatives such as the Criminal Trial Lawyers Association and Legal Aid Alberta; and
- Indigenous organizations such as the Awo Taan Healing Lodge Society, and Métis Child and Family Services Society.

I can advise that the changes to victim services are particularly centred around stabilizing and improving program governance and leadership at a high level, in addition to the significantly enhances supports and services available to victims. There are no plans to interrupt service delivery within communities or at detachments, nor to disrupt victim service workers from continuing to engage in the important work they do. In fact, it is intended that these same locally based services will continue to be offered through the new zonal governance model, in the same co-located manner as they are now, but with more flexibility and sustainability than could be offered under the current governance model. In the new model, local front-line victim services workers will be supported by a core of professional support staff at the zonal level that will provide financial, legal, and human resource services; direct supervision and resource coordination; and personal support and guidance for each employee. There is no reduction in paid positions within the new model, in fact with the new professional support staff there will be approximately 40 additional positions available to Albertans.

To ensure that you and your colleagues have the most accurate and up to date information as to how the new victim services zones will operate, I encourage you to follow up with Trent Forsberg, the director of Victim Services at Trent.Forsberg@gov.ab.ca. He would be happy meet with you and relay further detailed information about the changes to victim services programs, and provide you with the opportunity to ask specific questions.

I also understand that you have a requested a meeting with MLA Jackie Lovely. I welcome the opportunity to have representatives from my office and our department staff who are leading this work attend this meeting. To schedule a meeting, please contact my scheduling coordinator Lisa Gentles at Lisa.Gentles@gov.ab.ca.

I am appreciative of any time you would be willing to dedicate to gaining a complete understanding of the improvements planned to the systems that serve victims of crime in Alberta. Thank you for ensuring the needs of victims in your community continue to be met.

Sincerely,



Honourable Tyler Shandro, QC, ECA
Minister

cc: Jackie Lovely, MLA Camrose
Alberta Municipalities
Rural Municipalities of Alberta

September 20, 2022

Honourable Tyler Shandro
Minister of Justice and Solicitor General
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Shandro:

I am writing in response to your August 26, 2022 letter to Her Worship Debra Dueck, Mayor of the Town of Tofield regarding the recently announced changes to victim services. Alberta Municipalities greatly appreciates your reversing the changes to the Victims of Crime fund and benefits program that were introduced in 2020 and expanding both eligibility and benefit amounts. However, I would like to clarify your statement that Alberta Municipalities was engaged on and was consulted on the new zonal governance model as proposed by the provincial government.

Alberta Municipalities administration did attend a two-hour virtual engagement on November 9, 2020, where, along with other discussion materials, three test concepts for service delivery and governance were presented. However, these test concepts were not discussed in detail, nor was there any mention of changes to service delivery that would require caseworkers and administrative staff to reapply for their positions. Accordingly, I can confidently confirm that Alberta Municipalities was not consulted, nor provided the ability to give feedback on behalf of its member municipalities, regarding the proposed delivery specifics of victim services. During this discussion and as a more general statement, Alberta Municipalities only noted the importance of ensuring sustainable funding and equitable access to victim services for all Albertans, regardless of the service delivery and governance model.

I look forward to the upcoming engagement on this important topic and working with you to preserve and enhance the supports and services available to victims of crime across Alberta.

Sincerely,



Cathy Heron, President, Alberta Municipalities

cc: Alberta Municipalities members
Rural Municipalities of Alberta



VILLAGE OF HUSSAR
BOX 100
HUSSAR AB
T0J 1S0

September 23, 2022

Notice of Public Hearing

Wheatland County is updating the Municipal Development Plan and is proposing a number of amendments. In accordance with the Municipal Government Act, County Council must hold a public hearing to decide on the matter. The hearing will be held on

November 1, 2022 at 9:00AM

File & Bylaw Number: PL2022-01 & 2022-11

Proposal: To amend the Municipal Development Plan in order to:

- Reflect current legislation, demographics, and development trends
- Clarify and streamline the document to enhance ease of use
- Ensure that policies within the Plan align with the County's growth and development goals

Reply By: Monday, October 24, 2022

You are welcome to attend the hearing and provide feedback to Council directly. Alternately, if you wish to provide comments regarding this application, please submit them in writing via email, post, or fax. All submissions will become part of the public record and may be released to Council or third parties upon request.

Additional information can be viewed on the County's website at

wheatlandcounty.ca/mdp/

Sincerely,

Stefan Kunz,
Senior Planner, Planning and Development
stefan.kunz@wheatlandcounty.ca

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: September 29, 2022
Title: Appointments

Agenda Item Number: 13.

BACKGROUND

If there is an interim CAO than only complete Motions # 1 – 3 for now. Wait for permanent CAO to start for the rest of the appointments.

RECOMMENDATION:

1. Motion to remove Kate Brandt as Chief Administrative Officer for the Village of Hussar and to remove her from all signing authority at Connect First Credit Union. This includes removal from all Village of Hussar Bank accounts, online banking, cemetery accounts, Village safety deposit box and Village of Hussar Credit Card.
2. Motion to appoint _____ as the Chief Administrative Officer/Interim Chief Administrative Officer for the Village of Hussar
3. Motion to give CAO/Interim CAO, _____, signing authority on all Village of Hussar accounts, including the Cemetery accounts and safety deposit box at Connect First Credit Union.
4. Motion to appoint CAO, _____, as the Director of Emergency Management for the Village of Hussar
5. Motion to appoint Kate Brandt and the Deputy Director of Emergency Management for the Village of Hussar
6. Motion to appoint the CAO, _____, as the Assessment Review Board Clerk (Kate Brandt also has certification so can be appointed as well during the organizational meeting as we have a regional joint ARB)