

VILLAGE OF HUSSAR AGENDA

SPECIAL COUNCIL MEETING

Monday, April 17, 2023



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Monday, April 17, 2023 starting at 1:00 p.m.

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA

3. DELEGATION

(a) Audited Financial Statements (Confidential as per s. 29(1) of the FOIP Act)

4. POLICY & BYLAW REVIEW

(a) Bylaw Review

- 550-23 Utility Bylaw – changes
- 547-22 Tax Bylaw – changes
- 549-22 Urban Hen Bylaw - changes

(b) Policy Review

- 5.3 Rates & Fees – Changes
- 5.14 Community Groups Policy – Changes

5. ADJOURNMENT

Next Meeting: Thursday, May 11, 2023 in Council Chambers and via. Conference call

VILLAGE OF HUSSAR

BYLAW 550-23

UTILITY BYLAW



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

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

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

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

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

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

1. SECTION 1 – TITLE

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

2. SECTION 2 - DEFINITIONS

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

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

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

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

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

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

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

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

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

2.10 “Council” means the Municipal Council of the Village of Hussar.

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

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

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

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

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

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

3. SECTION 3 - AUTHORITY

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

4. SECTION 4 - USE AND CONTROL

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

5. SECTION 5 - AREA OF RESPONSIBILITY

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

6. SECTION 6 - WATERWORKS

6.1 Application for a Private Service Change

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

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

6.2 Installation of a Private Service

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

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

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

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

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

6.3 Refusal to Provide a Private Service

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

6.4 Modifications to a Private Service

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

6.5 Testing

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

6.6 Repair

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

6.7 Responsibility

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

6.8 Hydrants

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

6.10 Wells and Other Sources of Water Supply

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

6.11 Requests for Curb Stop Shut Offs

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

7. SECTION 7 - WASTEWATER

7.1 Wastewater

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

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

7.2 Storm Water

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

7.3 Industrial and Commercial

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

8. SECTION 8 - RESTRICTIONS & WATER MISUSE

8.1 Restrictions

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

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

8.2 Water Misuse

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

9 SECTION 9 - DISCLAIMER OF LIABILITY

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

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

10 SECTION 10 - UNAUTHORIZED USE

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

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

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

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

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

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

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

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

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

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

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

11 SECTION 11 - BILLING

11.1 Billing

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

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

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

11.2 Penalties

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

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

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

12 SECTION 12 – SEVERABILITY PROVISION

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

13. SECTION 13 – EFFECTIVE DATE

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

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

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

READ second time this _____ day of _____, _____.

READ a third time this _____ day of _____, _____.

Signed this _____ day of _____, _____.

Mayor

Chief Administrative Officer

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

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

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

SCHEDULE B
APPLICATION FOR SERVICE CHANGE

SCHEDULE C
UTILITY ACCOUNT ACTIVATION



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

WATER SERVICE CHANGE APPLICATION

NAME OF APPLICANT: _____

ADDRESS: _____

PO BOX #: _____ TOWN: _____

POSTAL CODE: _____ PHONE: _____

EMAIL: _____

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

INSTALL
 MODIFY
 ABANDON
 TERMINATE

THE WATER SERVICE FOR:

(service location)

IN THE VILLAGE OF HUSSAR, ALBERTA.

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

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

Print name

Signature

Date



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

UTILITY ACCOUNT ACTIVATION

NAME: _____

SERVICE ADDRESS: _____

PHONE: _____ EMAIL: _____

BILLING ADDRESS (if different from Service Address):

BOX: _____ ADDRESS: _____

TOWN: _____ POSTAL CODE: _____

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

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

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

CHOOSE ONE:

ANNUAL BILLING

MONTHLY BILLING

Rates & Fees

Date Approved by Council: January 23, 2017

Resolution: 2017-01-23-16

Review Date: January

Related Bylaws: Various

Amendments: 2017-08-17-07; 2020-01-09-005; 2022-02-03-030; 2022-02-24-063; 2022-04-14-129;
2023-02-09-437

Purpose

The purpose of this policy is to set the various rates and fees charged by the Village Office for providing services to residents and the public not specified by a Village Bylaw or other Village Policy.

Fee Schedule

ADMINISTRATIVE RATES & FEES

Information Request..... FOIP Act	\$25.00/request
..... Cost to prepare information requested	\$30.00/hour
NSF Cheques..... 1 st NSF Cheque	\$25.00
..... 2 nd NSF Cheque	\$50.00
..... No Further Cheques Will be Accepted	
Photocopying, etc. Policy 5.2	\$0.25/page
Council Meeting Package.....0-125 pages.....	\$10.00
Council Meeting Package.....126+ pages.....	\$20.00
Printed Land Use Bylaw	\$10.00
Tax Certificate	\$40.00
Hawker Peddler's License.....Per Person/Per Year.....	\$50.00
Title Search.....	\$10.00

ANIMAL LICENSES (Bylaw 485-13)

Spayed/Neutered AnimalFirst 2 Animals	\$10.00/each
Un-spayed/Un-neutered AnimalFirst 2 Animals	\$20.00/each
Third Animal.....	\$50.00

CAMPGROUND (Policy)

Powered Site.....	\$25.00/night
Non-Powered Site	\$15.00/night
Tent	\$10.00/night
Group Camping (Reservation Only)	\$10.00/night/unit
Camp Shelter (Reservation Only).....	\$25.00/day
Entire Campground (Reservation Only)...Does not include Group Camping	\$250.00/night
Entire Campground (Reservation Only)....Includes Group Camping/Ball Diamonds.....	\$300.00/night

Monthly Rate (Reservation Only) Powered Site	\$500.00/month
Monthly Rate (Reservation Only) .. Non-Powered Site	\$350.00/month

CEMETERY PLOTS

Burial Plot	\$200.00
Columbarium Niche	\$600.00
Memorial Wall Plaque	\$160.00

DEVELOPMENT (Bylaw 493-14)

Compliance Certificate within 1 week of request	\$75.00
..... Same Day Service- if submitted prior to noon	\$150.00
Development Permit Deck Construction	\$25.00
..... Fence	\$10.00
..... Discretionary uses not listed in fees.....	\$25.00
..... Accessory Building	\$50.00
..... Building Addition	\$100.00
..... New Construction	\$200.00
..... LUB Amendment (plus Palliser & Advertising fees)	\$100.00

HEN AND QUAIL (Bylaw 549-22)

Hen & Quail License Fee, includes Coop development permit (accessory building).....	\$50.00
Annual Hen & Quail License Fee (Jan 1 – Dec 31)	\$25.00
PRINTED Complete information package	\$10.00

HEN AND QUAIL PENALTIES FOR VIOLATIONS (BYLAW 549-22)

Keep a rooster within Village boundaries (Section 4.1(A))	
Keep an unlicensed urban hen or quail (Section 4.1(a))	
Keeping more than 8 hens and/or quail (Section 4.1(b)).....	
Fail to renew urban Hen & Quail license (Section 5.1).....	
Transfer an Urban Hen & Quail License (Section 5.5)	
Fail to obtain a Premises Identification Number (Section 5.7).....	
Fail to follow biosecurity procedures (Section 7.1(a))	
Fail to follow biosecurity procedures Section 7.1(a)).....	
Fail to provide essentials to each urban hen and quail (Section 7.1(b))	
Fail to keep hens and quail secured (Section 7.2(a)).....	
Fail to keep coop secured (Section 7.2(b))....	
Fail to provide adequate warmth (Section 7.2 (c), (d))	
Fail to prevent rodents/ animals from entering coop (Section 7.2(e)).....	
Fail to maintain coop in a sanitary condition/ good repair (Section 7.2(f))	
Fail to properly store feed (Section 7.2(g)) ...	
Fail to keep food and water in coop (Section 7.2(i))	
Fail to remove waste in a timely manner (Section 7.2(j))	
Fail to properly store manure (Section 7.2(k)).....	

Fail to properly dispose of manure (Section 7.2(i)).....	
Slaughter of hens or quail on property (Section 7.2(m))	
Unlawful disposal of deceased hens or quails (Section 7.2(n))	
Selling products derived form urban hens or quail (eggs, manure, meat, etc.) (Section 7.2(o))	
Coop fails to meet size/ enclosure requirements (Section 8.1(a))	
Fail to provide nest box or perch (Section 8.1(b)).....	
Coop not located properly on subject property (Section 8.1(c)).....	
Coop fails to meet setback requirements (Section 8.2)	
..... Minimum Penalty (1 st Offence)	\$150.00
.....Penalty (2 nd & Subsequent)	\$300.00

PUBLIC WORKS

Mowing of Private Lots	\$125.00/hour
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UTILITIES (Bylaw 496-15 and 499-15)

Water Service Monthly	\$57.00/month
..... Annual	\$684.00/year
Sewer Service Monthly	\$40.00/month
..... Annual	\$480.00/year
Garbage Service Monthly	\$26.00/month
..... Annual	\$312.00/year
Extra Garbage Bag Tag(bundles of 5 or 10)	\$1.00/per tag
Penalties (Monthly Only).....	3%
Curb Stop Shut Off Fee	Actual Cost + 25% Admin Fee

General Guidelines

Updates to this policy may be made indirectly by Council resolution or by the approval or amendment of Bylaws or Policies. These updates will be incorporated into this policy automatically without separate approval of Council and will not be included as a tracked amendment to the policy.

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 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.
 - a) If requested, CAO or Council member will participate in meeting or projects put forth by community groups
4. Community groups shall not complete any work to Village parks or green spaces and buildings without prior approval from Council.
5. The Village Council is supportive of hearing all projects, reviewing for benefit to the community as a whole and with consideration of requirements for completion, collaboration of finances, labor, budgeting, other current projects.
6. Requests from a community group for any improvements to Village parks or green spaces and buildings should include the following as the project progresses:
 - a) A detailed write up of work to be completed with a drawing attached; and
 - b) A cost estimate, if it will be a shared project; and
 - b) Maintenance plan, if required.
 - c) Submit drawings and site plan after the work has been completed.
 - d) Any other requirements that the CAO or Council deem necessary, on a case-by-case basis.
 - e) If the project is on Village property, the Village will ensure arrangements for the filing of permits and setting up locates. Invoices would be sent to community groups for the incurred cost, as agreed upon.

7. 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.
8. A group member and/or designate(s) should be chosen by its group to openly communicate all concerns or requests for maintenance and repairs to the CAO. Any concerns above standard maintenance or repairs will be discussed with Council.
9. Community Groups shall supply financial statements to the Village upon request when joint projects are undertaken if required.