



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JANUARY 8, 2024, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of January 8, 2024
Motion: To adopt the agenda of January 8, 2024

4. ADOPTION OF MINUTES

- 4 - 8 a) Adoption of minutes of December 11, 2023(addendum 4.a)
Motion: To adopt the minutes of December 11, 2023



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

7. BYLAWS AND POLICIES

- 9 - 16 a) Bylaw No. 980 Establishment of the Fire Department (addendum 7.a)



- 17 - 18 b) Bylaw No. 2049 Land Use Redesignation-Carstairs Links (addendum 7.b)



- 19 - 22 c) Policy No. 23-006-24 Uniform Safety Equipment Standards for Carstairs Fire Department (addendum 7.c)










- 23 - 25 d) Policy No. 23-006-24 Uniform Safety Equipment Standards for Emergency Services (addendum 7.d)





- 26 - 29 e) Policy No. 62-00X-2X Carstairs Facility Requests for Special Rates (addendum 7.e)




- 30 - 31 f) Bylaw No. 164 Respecting Nuisances and Untidy Premises - For Repeal - Replaced by Bylaw No. 1000 Commercial District Standards (addendum 7.f)

- 32 g)  Bylaw No. 334 Control of Fireworks - For Repeal - Replaced by Bylaw No. 2024 Fireworks Permission Bylaw (addendum 7.g)
- 33 - 35 h)  Bylaw No. 622 Provide regulations for control of public places- For Repeal - Replaced by Bylaw No. 1092 Special Events Bylaw (addendum 7.h)
- 36 - 43 i)  Bylaw No. 765 Provide for Municipal Purposes of regulations of Nuisances - For Repeal - Replaced by Bylaw No. 1000 Commercial District Standards, Bylaw No. 999 Industrial District Standards, and Bylaw No. 996 Residential Community Standards (addendum 7.i)
- 44 j)  Bylaw 830 Traffic Bylaw - For Repeal - Replaced by Bylaw No. 1062 Traffic Bylaw (addendum 7.j)
- 45 k)  Bylaw No. 850 Amends Bylaw 830 - For Repeal - Replaced by Bylaw No. 1062 Traffic Bylaw (addendum 7.k)
- 46 - 47 l)  Policy No. 12-013-24 Online Services (addendum 7.l)
- 48 m)  Policy No. 12-036-24 My Online Refund and Exchange (addendum 7.m)

8. NEW BUSINESS

- 49 - 50 a) 
 Building Permit Breakdowns (addendum 8.a)
- b) FCM Conference June 6-9, 2024 in Calgary
- c) AB Munis Conference on September 24-27, 2024 in Red Deer




9. COMMITTEE REPORTS

- 51 - 55 a) POLICIES & PRIORITIES COMMITTEE
- i)  Minutes of the meeting occurring on December 19, 2023 (addendum 9.a)
- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- d) MOUNTAIN VIEW SENIORS HOUSING
- e) MUNICIPAL AREA PARTNERSHIP
- f) RED DEER RIVER MUNICIPAL USERS GROUP

10. COUNCILOR REPORTS

- a) COUNCILOR ALLAN
- b) COUNCILOR BALL
- c) COUNCILOR FRICKE
- d) COUNCILOR RATZ
- e) COUNCILOR ROBERTS
- f) COUNCILOR WILCOX
- g) MAYOR COLBY

11. CORRESPONDENCE

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|---------|----|---|
| 56 | a) | Letter from Ric McIver RE: Assessment Model Review (addendum 11.a)
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| 57 - 58 | b) | Letter from Ric McIver RE: LGFF Program Launch (addendum 11.b)
 |
| 59 - 61 | c) | Letter from Rebecca Schulz RE: Water Management Plan (addendum 11.c)
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12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

- a) Section 197 of the MGA states that Council and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Privacy (FOIP) (s. 16 to 29).

17. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, DECEMBER 11, 2023, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts, & Wilcox, Director of Legislative & Corporate Services Shannon Allison, CAO Rick Blair, & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Colby called the meeting of Monday, December 11, 2023, to order at 7:01 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 389/23	Motion by Councilor Allan to adopt the Regular Council agenda of December 11, 2023, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES:	
Motion 390/23	Motion by Councilor Wilcox to adopt the Regular Council minutes of November 14, 2023, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	1. Carstairs Church Link Carstairs Church Link representatives were unable to attend, but a written report was presented to Council. Thanking Council for their continuous support of the Church Link program and describing the services provided by Church Link to the community.
Motion 391/23	Motion by Councilor Roberts to accept the Carstairs Church Link Delegation as information. CARRIED
	2. Carstairs Heritage Festival-Sharon Lampitt & Bob Green S. Lampitt outlined the budget for the 2024 Heritage Festival, which will take place on June 2, 2024. Here today to request funding from Town Council in the amount of \$4000 - \$5000, if necessary. Last year, the Council supported four bands for a total of \$3000. Councilor Allan had no reservations about supporting extra bands. Councilor Ratz inquired whether there was an expectation of an increase from last year's budget or if the figures were actual; S. Lampitt responded that they represent expected expenditures. Councilor Ball enquired as to the cause for the decrease in advertising expenditures, to which Sharon said that they now mostly utilize social media for advertising, which is free. So long as the budget allows, Councilor Ball is in favor of sponsorship. Councilor Wilcox congratulates S. Lampitt on her great sponsorship skills and wonders when the deadline for pledges will be. S. Lampitt mentioned that they would hope to finish sponsorships by the beginning of May. B. Green has contacted L. King of Community Services to help plan the event, noting that the Event application and policy are being reviewed. Inquiring with R. Blair as to when the Policy can be expected to be completed in order to begin the application. R. Blair anticipates that the application and policy will be streamlined early in the New Year.
Motion 392/23	Motion by Councilor Ratz to accept the Carstairs Heritage Festival Delegation as information. CARRIED
BYLAWS & POLICIES:	
	1. Bylaw No. 2048 Borrowing Revolving Line R. Blair discussed the Bylaw that is in place in the event that the Line of Credit must be drawn on.

Motion 393/23

Motion by Councilor Ball to give first reading of Bylaw No. 2048 Borrowing Revolving Line as presented.

CARRIED

Motion 394/23

Motion by Councilor Wilcox to give second reading of Bylaw No. 2048 Borrowing Revolving Line as presented.

CARRIED

Motion 395/23

Motion by Councilor Fricke to move to third and final reading of Bylaw No. 2048 Borrowing Revolving Line as presented.

UNANIMOUSLY CARRIED

Motion 396/23

Motion by Councilor Allan to give third and final reading of Bylaw No. 2048 Borrowing Revolving Line as presented.

CARRIED

NEW BUSINESS:

1. 2024 Operating Budget

Motion 397/23

Motion by Councilor Ratz to approve the 2023 Operating Budget as the 2024 Interim Budget

CARRIED

2. Transfer of Surplus Funds

Motion 398/23

Motion by Councilor Ball to approve the transfer of any surplus funds from 2023 to the Operation Stabilization Fund 2024.

CARRIED

3. Building Permit Breakdown

R. Blair presented a breakdown of the building permits for 2023. It has been a busy year with 52 new homes so far.

Motion 399/23

Motion by Councilor Wilcox to accept the Building Permit Breakdown as information.

CARRIED

4. Housing Needs Assessment Estimate

R. Blair spoke to the need for a Housing Needs Assessment to evaluate the existing and potential housing in order to detect any gaps in the communities housing. Mountain View Seniors Housing needs this information to move on to the next step of building a new seniors facility. Unfortunately, this comes at a high cost of \$25,000. Asking Council if they would like to proceed in participating in the prerequisite study for a new senior’s facility in the 2024 budget for a 4-phase study worth \$25,000.

Councilor Fricke inquired whether this study may be used to complement other housing needs, such as the RCMP study. R. Blair is unsure whether it would be complimentary, but any knowledge is useful.

Councilor Wilcox is concerned that even if the investigation is completed, the following step may not be possible if the board is against it. Unfortunately, not participating in the study would also preclude the next steps. According to R. Blair, there is no case for a new facility if there is no data. The lodge is only 67% full, according to MVSH, although this is not due to a lack of need but rather to the senior population moving to an alternative location in another municipality.

Councilor Ball stated that knowledge is power and we need the information to make an informed decision. Spending the money isn't ideal, but it's the only option.

Mayor Colby indicated that by conducting this investigation, various options for future advances may be opened up.

Councilor Ratz stated that despite the price tag it is important that we do the study. For if we don't to the study we do not have a chance at a new facility. In addition the study may bring to light other demands that we are unaware of, which may draw new channels.

Councilor Roberts remarked that this data is critical and that the town can utilize it as it sees best. It would be useful to learn where the inhabitants went instead of staying at the town lodge.

Councilor Allan states that as long as they gather photos of comparable facilities, they will be able to see the need for a new facility. The cost is unfortunate, but it must be done. R. Blair replied that the scope of work will be defined further, which could include taking pictures and determine where residents have been locating to.

Motion 400/23

Motion by Councilor Ball to direct administration to enter into a contract with Urban Systems to perform a Housing Needs Assessment with the \$25,000 added to the 2024 budget deliberations.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

- Next meeting December 19, 2023

2. Mountain View Regional Waste Commission

- Councilor Wilcox gave verbal report of the meeting on December 4, 2023. Councilor Wilcox was appointed as the committee's Vice Chair. Will be applying for EPR as a possible site for producers. The committee also decided on a 5% COLA. ARMA charges \$4 per tire, but due to low demand, the tires are returned to the dump from the waste-processing plant. In response to Councilor Ball's previous concern about the opening of land fill cells, the land fill has restrictions that they must follow for the sake of the Alberta environment, and they would not open up a cell to try to further compact it. Next meeting December 11, 2023.

2. Mountain View Regional Water Commission

- Next meeting December 13, 2023.

3. Mountain View Seniors' Housing

- Next meeting is December 14th, 2023. A concerned citizen complained about the lack of Christmas lighting at the Lodge.

4. Municipal Area Partnership

- Nothing to report at this time.

5. Red Deer River Municipal Users Group

- Nothing to report at this time

Motion 401/23

Motion by Councilor Fricke to accept all Committee Reports as information.

CARRIED

COUNCILOR REPORTS:

Councilor Allan

- December 1, 2023 participated in Crazy Carstairs Christmas.
- December 5, 2023 attended the Library Christmas event.
- December 6, 2023 attended the Staff Christmas Breakfast.

Councilor Ball

- December 1, 2023 participated in Crazy Carstairs Christmas.
- December 6, 2023 attended the Staff Christmas Breakfast.

Councilor Fricke

- November 30, 2023 attended the AB Munis Online Town Hall.

Councilor Ratz

- November 30, 2023 attended Heritage Festival meeting.
- December 1, 2023 participated in Crazy Carstairs Christmas.
- December 6, 2023 attended the Staff Christmas Breakfast.

Councilor Roberts

- November 29, 2023 attended a Carstairs Nature Space meeting regarding health and wellness.
- December 5, 2023 attended Carstairs Nature Space meeting.
- December 1, 2023 participated in Crazy Carstairs Christmas.
- December 6, 2023 attended the Staff Christmas Breakfast.

Councilor Wilcox

- December 4, 2023 attended Mountain View Regional Waste Commission Meeting.
- December 1, 2023 participated in Crazy Carstairs Christmas.
- December 6, 2023 attended the Staff Christmas Breakfast.
- December 7, 2023 attended Art installation presentation at Hugh Sutherland School with the Mountain View Moccasin House.

Mayor Colby

- December 1, 2023 participated in Crazy Carstairs Christmas.
- December 6, 2023 attended the Staff Christmas Breakfast.

Motion 402/23

Motion by Councilor Ratz to accept all Councilor Reports as information.

CARRIED

CORRESPONDENCE:

1. Letter from Deputy Commanding Officer Alberta RCMP

Council reviewed a letter from C.M. Zablocki

Motion 403/23

Motion by Councilor Allan to accept the letter from Deputy Commanding Officer Alberta RCMP as information.

CARRIED

2. Canadian Fallen Soldiers-Letter of Request

Council reviewed a letter from the Canadian Fallen Heroes Foundation.

Councilor Ratz is unsure if this is the proper method to honor our fallen heroes, adding that if this is something Council wishes to consider, it should be coordinated with the Carstairs Legion. Supporting a local cause. The rest of the Council agreed.

Motion 404/23

Motion by Councilor Roberts to accept the Canadian Fallen Soldiers Letter of Request as information.

CARRIED

CAO’S REPORT:

- November 28, 2023 met with Urban Systems to discuss the Housing needs assessment.
- December 5, 2023 met with ISL Engineering regarding signalization for 2A, Centre St and Mandalay. Timeline for the spring.
- December 5, 2023 met with representative from Laine Quinn regarding employee benefits, there has been a substantial bump in benefit costs, will be exploring different avenues.
- December 5, 2023 met with Stantec regarding the water reservoir. Timeline for final design April 2024.
- December 11, 2023 met with Government Officials regarding Grant funding application. Once report is completed the Grant will move to the next step for approval.
- December 11, 2023 met with Mountain View County and the Fire Department regarding fleet, and capital replacement over the next 20 years. We are considering simplifying and sending smaller trucks for smaller calls.
- Receiving quotes for Council and Boardroom upgrades.
- Will be scheduling Staff evaluations.
- The Water main break at memorial park was repaired will need to replace valves in the spring.
- Water issues in Stonebridge are continuing, with a goal of preventing water from entering the lagoon system.
- Meeting with Mountain View Regional Water Commission to determine who will pay for the water line to the new reservoir.

Motion 405/23

Motion by Councilor Fricke to accept CAO’s Report as information.

CARRIED

COUNCILOR CONCERNS:

1. Councilor Allan

-had a concerned citizen in regards to pathway lights along the pathways in Stonebridge.

Motion 406/23

Motion by Councilor Allan to accept all Councilor Concerns as Information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING:

CONFIDENTIAL Section 237 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).

Regular Council Meeting – December 11, 2023

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Motion 407/23 Motion by Councilor Ball that Council close the meeting to the public to discuss third-party business interests as per Section 16 of FOIP at 8:05 p.m.

CARRIED

Motion 408/23 Motion by Councilor Wilcox to come out of the closed meeting session at 8:08 p.m.

CARRIED

NEXT MEETING: Monday, January 8, 2024 at 7:00 p.m.

ADJOURNMENT:

Motion 409/23 Motion by Councilor Ball to adjourn the meeting of December 11, 2023, at 8:09 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO

Bylaw No. 980-Revised

BEING a bylaw of the Town of Carstairs, in the Province of Alberta, to provide for the establishment and operation of a fire department and for the protection of people and property.

WHEREAS, Section 7(a) of the ~~Municipal Government Act~~, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, A Council may pass bylaws for municipal purposes respecting the following matters of the safety, health, and welfare of people and the protection of people and property; ~~the Municipal Government Act, R.S.A. 2000 c. M-26, provides that a Council of a Municipality may pass bylaws for the safety, health and welfare of people and the protection of people and property;~~

AND WHEREAS, the Council of the Town of Carstairs recognizes that the *Municipal Government Act*, requires the Council of a Town to provide a safe community;

AND WHEREAS, the purposes of a municipality include providing services that, in the opinion of Council, are necessary and desirable;

AND WHEREAS, it is desirable that the people for whom services are provided be responsible for offsetting the cost of providing those services;

AND WHEREAS, the *Safety Codes Act*, R.S.A. 2000, c. S-1, enables an accredited municipality to make Bylaws respecting fees for services provided pursuant to *the Act* and carrying out its powers and duties as an accredited municipality;

AND WHEREAS, the Town of Carstairs is an accredited municipality under the *Safety Codes Act*;

NOW THEREFORE, the **Municipal** Council of the Town of Carstairs, duly assembled, enacts as follows:

1. This Bylaw ~~shall be named~~ **may be referred** to as the **“Town of Carstairs Establishment of a Fire Department Bylaw.”**
2. In this Bylaw:
 - a. **“Administrator”** means the municipality’s Chief Administrative Officer or a person appointed by the Chief Administrative Officer to act as such Officer’s delegate for the purposes of this bylaw;
 - b. ~~“Apparatus” means any vehicle provided with machinery, devices, equipment or materials for fire fighting as well as vehicles used to transport firefighters or supplies;~~
 - c. **“Authority Having Jurisdiction”** means the Chief or authorized representative of the Fire Department;
 - d. **“Authorized Representative”** means any person designated by the Fire Chief to act in the capacity of Fire Chief;
 - e. ~~“Council” means the Municipal Council of the Town of Carstairs;~~
 - f. **“Dangerous Goods”** means any material or substance that may constitute an immediate or long-term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment, and shall include those products, substances and organisms described in the Dangerous Goods Transportation and Handling Act, R.S.A. 2000, c. D-4, as amended, and the regulations promulgated thereunder.
 - g. ~~“Designated Area” means that area of land within the Municipality and the designated area in which fire protection is to be provided by signed agreement.~~
 - h. **“District”** means service area as defined by the CAO and/or Council.
 - i. **“Enforcement Officer”** means any member of the Royal Canadian Mounted Police, a Peace officer, or a Bylaw Enforcement/Special Constable of the Municipality;
 - j. ~~“Equipment” means any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency;~~
 - k. **“Fee for Service Agreement”** means an executed agreement in writing describing the unilateral provision of services by the Fire Department at the request of a requesting

party, for any fire protection services.

- ~~l. “Fire” means any combustible material in a state of combustion;~~
- m. ~~“Fire Chief” means the manager or head of the Fire Department;~~
- n. **“Fire Department”** means the department established in the Municipality by this bylaw and includes any member;
- o. **“Fire Department Property”** means all property owned or controlled by the Municipality and designated for use by the Fire Department, regardless of the source of the property;
- p. **“Fire Protection”** means all aspects of fire safety including, but not limited to, fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising.
- q. **“Fire Protection Service Agreement”** means an executed agreement in writing between Town of Carstairs and:
 - i. Any one or more neighbouring municipalities or **First Nations** whose municipal boundaries are surrounded by or adjacent to the municipal boundaries of the Town of Carstairs; or
 - ii. Any one or more privately owned and operated emergency services; describing the provision of fire services to be delivered on behalf of Town of Carstairs in the event of an incident within the boundaries of Town of Carstairs prescribed in such agreement.
- r. **“Incident”** means:
 - i. A fire;
 - ii. A situation where an explosion is imminent; or
 - iii. Any situation where there is a danger or a possible danger to life or property; to which the Fire Department has responded;
- s. **“Incident Command”** means, in the absence of the Fire Chief, the Officer or Member of the Fire Department in command of the fire or incident;
- t. **“Member”** means any person who:
 - i. Is appointed to be a member of the Fire Department by the Administrator, Fire Chief, or authorized representative.
 - ii. Is a member of a fire service contracted to the Municipality under a Fire Protection Services Agreement.
- ~~u. “Municipality” means the municipal corporation of the Town of Carstairs, in the Province of Alberta, and where the context requires, means all lands situated within the corporate boundaries of the Town of Carstairs;~~
- v. **“Mutual Aid Agreement”** means an executed agreement in writing between the Town of Carstairs and any one or more municipalities or First Nations, describing the reciprocal provision of fire services in the event of an incident where the assistance of another fire service is required.
- w. **“Offence Notice Violation Ticket”** means an offence notice violation ticket pursuant to Part Three (3) of the Provincial Offences Procedure Act, R.S.A. c. P-34, as amended, and the regulations promulgated there under.
- ~~x. “Officer” means a Member appointed by the Fire Chief or authorized representative to a supervisory position within the Fire Department;~~
- ~~y. “Property” means any real or personal property including, but not limited to, land and structures;~~
- z. **“Safety Codes Officer”** means a member who is accredited in the fire discipline and designated as such pursuant to the Safety Codes Act, R.S.A. 2000, c. S-0.5 and any amendments thereto.

3. Council hereby establishes the Fire Department for the purpose of:
 - a. Preventing and extinguishing fires;
 - b. Investigating the cause and origin of fires in accordance with the Quality Management Plan approved by the Alberta Safety Codes Council;
 - c. Preserving life and property and protecting persons and property from injury or destruction by fire;
 - d. Providing rescue services;
 - e. Providing medical emergency response;
 - f. Preventing, combating and controlling incidents;
 - g. Conducting fire inspections in accordance with the Quality Management Plan approved by the Alberta Safety Codes Council.
 - h. Advising the Council on the purchase of operating apparatus and equipment for extinguishing fires or preserving life and property;
 - i. Enforcing the provisions of the *Alberta Safety Codes Act* and its regulations as it pertains to the fire discipline; and
 - j. Carrying out agreements made by the Town of Carstairs with other municipalities or persons for the joint use, control, and management of fire extinguishing apparatus and equipment.
4. The Fire Department is hereby authorized to control and mitigate incidents involving dangerous goods.
5. The Municipality may be divided into districts, with levels of service in each district as may be determined by the Fire Chief from time to time or as may be directed by Council.
6. Every member of the Fire Department shall, while in service, carry an identification card issued by the Fire Department. **Members on probationary status will not receive an identification card.**
7. The resources of the Fire Department may be used beyond the limits of the Municipality providing there is a Fee for Service Agreement, Fire Protection Service Agreement, or Mutual Aid Agreement in effect for such use, or provided that permission of the Fire Chief, authorized representative, or has otherwise been granted.
8. The Fire Chief shall be appointed by the Chief Administrative Officer of the Municipality.
9. ~~The Fire Chief or authorized representative may appoint as many officers as he or she deems required for the operation of the department~~ **with the approval of the CAO and Town of Carstairs Council.** These ~~other~~ officers shall be supervised by the Fire Chief or authorized representative.
10. ~~The Fire Chief may appoint additional members a fixed number of members to the Fire Department as per the CAO and Town of Carstairs Council. as he or she deems required for the proper and efficient operation of the Department. These members shall be supervised by the Fire Chief or authorized representative, and the other officers.~~
11. The Fire Chief or authorized representative has complete responsibility and authority over the Fire Department, subject to the direction and control of the Administrator, to whom he or she shall be responsible, and in particular, may carry out all fire protection activities and such other activities as directed in the approved annual budget including, but not limited to:
 - a. Rescue;
 - b. Emergency medical services, excluding ambulance services;
 - c. Pre-fire planning;
 - d. Disaster services;
 - e. Preventative patrols; and
 - f. The requirements stated in the Quality Management Plan.

12. ~~Upon approval of The Chief Administrative Officer the Fire Chief~~ may negotiate on behalf of the Town of Carstairs with the provincial Government of Alberta and other municipalities and persons for the purpose of establishing mutual aid agreements and fire control agreements including renewals and amendments thereof. Any such agreements, renewals, or amendments must be approved ~~the~~ **by Town of Carstairs** Council.
13. The Fire Chief will develop and maintain a successful Quality Management Plan as required under the *Safety Codes Act* for the fire discipline.
14. Upon approval of the Chief Administrative Officer, the Fire Chief may negotiate any fee for service agreement:
 - a. **The** Fire Chief or authorized representative, may collect fees owing to the Municipality under a fee for service agreement.
15. Upon approval of the Chief Administrative Officer, the Fire Chief may remit any fees payable by the Municipality to any contracted party for services under a fire protection service agreement or otherwise.
16. The Fire Chief shall develop **and maintain** standard operating guidelines **and standard operating procedures** for fire services in any region of the Municipality at levels of service consistent with the policies of Council **and in accordance with the Town of Carstairs Safety Policies**.
17. For the purpose of fire investigations and inspections, the Fire Chief may obtain assistance from other officials, or direct staff, as he/she deems necessary, in order to discharge his or her duties and responsibilities under this bylaw.
18. Subject to ratification by the Administrator, the Fire Chief or authorized representative may establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Department including, but not limited to:
 - a. **Use**, care and protection of Fire Department property;
 - b. **Conduct** and discipline of officers and members of the Fire Department;
 - c. **Efficient** operations of the Fire Department; and
 - d. **T**rainning of officers and members of the Fire Department.
19. The Fire Chief or authorized representative, or in his or her absence, the Incident Command, shall have control, direction and management of any Fire Department apparatus, equipment or human resources assigned to an incident, and where a member is in charge, he or she shall continue to act until relieved by an officer authorized to do so.
20. The Fire Chief, authorized representative, or the Incident Command, as the case may be, that is at an incident may, at his or her discretion:
 - a. **E**stablish boundaries or limits and prevent persons from entering the area within the prescribed boundaries or limits;
 - b. **R**esult peace officers to enforce restrictions on persons entering within the boundaries or limits described in subsection 5.15(a);
 - c. **C**ause a building, structure or thing to be pulled down, demolished or otherwise removed if deemed necessary to prevent the spread of fire to other buildings, structures or things;
 - d. **E**nter, pass through or over buildings or property adjacent to an incident and to cause members, apparatus, and equipment to enter or pass through or over the building or property, where the Fire Chief, authorized representative, or Incident Command deems it necessary to gain access to the incident or to protect any person or property: **and as per the Province of Alberta Forest and Prairie Protection Act, RSA 2000, c F-19.**
 - e. **O**btain assistance from other departments of the region as deemed necessary in order to discharge the duties and responsibilities at an incident, and those other officials shall provide that assistance forthwith.
21. Each person duly appointed by the Fire Chief is a member of the Fire Department by virtue of his or her appointment.

22. Each member shall have the authority and power to:
- Extinguish or control any fire,
 - Perform the operations necessary to preserve life and property;
 - Enter onto any property for the purpose described in **Subsections 5.2(a) or 5.2(b)**;
 - Regulate the conduct of the public in and around the vicinity of any place where a member is performing the activities described in **Subsections 5.2(a) or 5.2(b)**.
23. The Incident Command, or a member directed by the Incident Command, shall have the authority to;
- Authorize payment for the possession or use of any equipment for the purpose of fighting a fire;
 - Enter a closed area without a permit or written permission for purposes of controlling or mitigating a fire or incident;
 - Obtain from any person found leaving, entering, or situated on public land:
 - That person's name, address and an account of activities;
 - The activities the person proposes to carry out; and
 - The route the person intends to travel on public land.
 - Without a warrant, enter on to any land or premises, except a private dwelling house, for the purpose of discharging duties under this bylaw;
 - Without a warrant, enter any private dwelling house which is on fire and proceed to extinguish the fire or prevent the spread thereof;
 - Without a warrant, enter any private dwelling to rescue an individual whose life is in imminent danger;
 - Direct the operations necessary to extinguish or control the fire, or to preserve life and property; and
 - Regulate the conduct of the public in and around the vicinity of any place where a member is performing the activities necessary to extinguish or control fire, or to preserve life or property.
24. If, in the opinion of the Fire Chief or authorized representative, there exists a fire hazard on land within the Municipality, whether public or private, the Fire Chief or authorized representative may order the owner or the person in control of the said land to reduce or remove the hazard within the time and in the manner prescribed by the Fire Chief or authorized representative.
25. In the event of non-compliance with an order made pursuant to Section 6.1, the Fire Chief may enter onto the land with any equipment and human resources necessary to eliminate or reduce the fire hazard.
26. The owner or person in control of the land on which work was performed pursuant to section 6.2 shall, upon receipt of written demand by the Municipality, reimburse the Municipality for the cost of the work performed, **damage to equipment or vehicles and any consumables used**.
27. If payment is not received within thirty (30) days of the issuance of a demand pursuant to section 6.3, the Municipality shall add the cost of work performed, **damage to equipment or vehicles and any consumables used** to the tax roll of the said land, **or vehicle insurance** and cause a corresponding lien to be registered against the land at the Land Titles Office **or registries office**.
28. The owner of any property damaged by fire shall, either personally or by agent, immediately report the particulars of the fire to the Fire Department in a manner set out in Schedule "A" hereto and in accordance with the *Safety Codes Act* R.S.A. 2000, c.S-1, as amended.
29. Any incident in which dangerous goods have been spilled or released shall be reported by the Fire Department in a manner set out in accordance with the *Alberta Environmental Protection and Enhancement Act*.

30. All fire protection service agreements must contain provisions recognizing that:

- a. The jurisdiction of the Fire Chief extends throughout the boundaries of the Municipality, including the designated area;
- b. The Fire Chief is authorized to assign the rights and responsibilities of any person providing services to the Municipality under a fire protection service agreement;
- c. The level of service of any contracted party must be equal to or better than the level of service established by the Municipality for the designated area;
- d. The standard operating guidelines, **standard operating procedures, and Safety Program** of any contracted party must be equal to or better than the standard operating guidelines of the Municipality for the designated area;

31. Where the Fire Department has:

- a. Taken any action in response to a fire, incident, or false alarm within the Municipality; and
- b. Determined that such fire, incident, or false alarm is in contravention of this bylaw, the Fire Chief may, in respect of any costs incurred in taking such action, charge any costs so incurred to:
 - i. The person who caused the fire, incident or false alarm; or
 - ii. To the owner or occupant of the land in respect of which the action was taken; or
 - iii. To any person that requires action by the Fire Department whether it is at the request of the property owner or a concerned citizen.

32. Any person who ignites, fuels, supervises, maintains or permits an open fire within the Municipality contrary to the provisions of this bylaw is guilty of an offence.

33. No person shall:

- a. Interfere with the operation of any Fire Department property, apparatus or other equipment required to extinguish fires or preserve life or property;
- b. Damage or destroy Fire Department property;
- c. Wear, use or have in his or her possession or under his or her control any official badge, identification card, insignia, button, **T-shirt**~~cap~~, helmet or uniform of the Fire Department, unless such person is a member of the Fire Department and has direct and specific authority to do so.
- d. At an incident, impede obstruct or hinder a member of the Fire Department, or other person assisting or acting under the direction or at the request of the Fire Chief, authorized representative, or Incident Command;
- e. At an incident, drive a vehicle over any equipment without permission of the Fire Chief, authorized representative, or Incident Command.
- ~~f. At an incident, obstruct any member from carrying out duties imposed by this bylaw;~~
- g. At an incident, obstruct or otherwise interfere with designated access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for fire fighting purposes or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern, or other body of water designated for fire fighting purposes.
- h. Enter or refuse to leave the boundaries or limits of an area prescribed in accordance with **Section 20.a.** unless that person has been authorized to enter by the Fire Chief, authorized representative, or Incident Command.

34. Every person who:

- a. Commits an act or omission in violation of any of the provisions of this Bylaw; or
- b. Suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw, is guilty of an infraction of this bylaw, and upon summary

conviction, may be punished with imprisonment and/or, pursuant to the Town of Carstairs Rates Bylaw, a fine.

35. An enforcement officer who believes on reasonable and probable grounds that an offence of this bylaw has been committed may:
- a. Issue an offence notice violation ticket; or
 - b. Issue a summons violation ticket.
 - c. Remove the offender from the area as required.
36. Where an offence of this bylaw continues for more than one day, an enforcement officer may issue one offence notice violation ticket or summons violation ticket for each day that the offence continues.
37. An enforcement officer that issues an offence notice violation ticket or summons violation ticket must serve such ticket on the defendant by delivering it personally to the defendant or, if the defendant cannot conveniently be found, by leaving it for the defendant at the defendant's residence with a person on the premises who appears to be at least 18 years of age.
38. A defendant who wishes to plead guilty may make a voluntary payment in respect of a ticket by delivering, on or before the initial appearance date, the offence notice violation ticket or summons violation ticket together with a specified penalty as noted in the most recent Town of Carstairs Rates Bylaw.
39. The Fire Chief or member of the Fire Department charged with the enforcement of this bylaw, acting in good faith and without malice for the municipality in the discharge of his or her duties, shall not hereby render himself or herself liable for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of his or her duties.
40. Any suit brought against the Fire Chief or a member of the Department, because of an act or omission performed by him or her in the enforcement of any provision of this bylaw, shall be defended by the Town of Carstairs until final determination of the proceedings.
41. This bylaw shall come into effect upon the final passing thereof.
42. Nothing in this bylaw shall be construed to give the Fire Department or the Fire Chief control or authority respecting ambulance services.
43. Each provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.
44. Wherever the provisions of this bylaw are, or are deemed to be, at variance with each other, the more restrictive of the two provisions shall apply.
45. Where there is any conflict between the provisions of this bylaw and any other bylaw of Town of Carstairs, the provisions of this bylaw shall prevail.
46. Town of Carstairs Bylaw No. 222 and all amendments thereto are repealed.

READ A FIRST TIME THIS XXTH DAY OF XXXX A.D., 20XX.

READ A SECOND TIME THIS XXTH DAY OF XXXX A.D., 20XX.

READ A THIRD AND FINAL TIME THIS XXTH DAY OF XXXX A.D., 20XX.

Lance Colby, Mayor

Rick Blair, CAO

SCHEDULE "A"

Government of Alberta

FORWARD ONE COPY TO:
Alberta Emergency Management Agency
Office of the Fire Commissioner
2810, 10303 Jasper Avenue
Edmonton AB T5J 3N6 or Fax to 780-644-1044

Fire Report

FOR OFFICE USE ONLY

Fire Number

Municipal Code

COMPLETE THIS FORM USING THE FIRE REPORT MANUAL

Day

Month

Year

Day of Week

Time

Municipality Where Incident Occurred

Incident Code

Location of Fire Incident - Full Address (Apt., Street, City/Town) OR Sec. Twp. Rge. Mer.

Postal Code

Name of Occupant (Last, First, Initial)

Yes

No

Insured

Address

Telephone Number

Name of Owner (Last, First, Initial)

Yes

No

Insured

Address

Telephone Number

VEHICLES, APPLIANCES OR OTHER EQUIPMENT LIST (if applicable)

Description of Item

Make

Year

Model

Serial Number

Licence No.

Prov./State

ENTER AMOUNTS BELOW TO THE NEAREST DOLLAR

Building or Vehicle Value

\$

Contents Value

\$

Total Value

\$

0

Building or Vehicle Loss Estimate

\$

Contents Loss Estimate

\$

Total Loss Estimate

\$

0

Uninsured Loss to Building or Vehicle

\$

Uninsured Loss of Contents

\$

Total Uninsured Loss

\$

0

Building or Vehicle Claim Paid

\$

Contents Claim Paid

\$

Total Claim Paid

\$

0

IF INJURIES OR DEATHS OCCURRED COMPLETE A FIRE CASUALTY REPORT

INJURIES

F.F.

Men

Women

Youth

Children

TOTAL

0

DEATHS

F.F.

Men

Women

Youth

Children

TOTAL

0

PERSON(S) STARTING FIRE: (Select only one category)

One Person

Age Range

Gender

43

Two or More

to

Unknown or N/A

RED NUMBERS REFER TO PAGES IN THE FIRE REPORT MANUAL

Property Class

4

Extent of Fire/ Extent of Damage

42

Material First Ignited

53

Flame Spread Horizontal/ Smoke Spread Avenue

59

Number of Occupants

61

Fixed System Other Than Sprinklers

63

Fire Service

65

Method of Fire Control

67

Officer in Charge (Name, Position, Assignment)

Major Occupancy

36

Act or Omission

44

Form of Heat

56

General Construction

60

Manual Fire Protection

62

Performance of Automatic Extinguishing Equipment

63

Transmission of Alarm

66

Mutual Aid

68

Fire Department Incident Number

Area and Level of Origin

38/40

Source of Ignition

48

Outside Fire Protection

57

Method of Construction

60

Sprinkler Protection

62

Automatic Fire Detection System

64

Response Time

65

Temperature

69

Fire Department Location

Height and Ground Floor Area

41

Fuel or Energy Associated With Source of Ignition

52

Flame Spread Interior/ Flame Spread Vertical

58

Year of Construction

60

Initial Detection

63

Fire Detection Devices

64

Action Taken

66

Time of Alarm

Time Arrived at Fire

INSURANCE INFORMATION

Name of Claims Adjuster

Adjuster Code

Name of Claims Company

Claim Number:

Name of Insurance Company

Policy Number:

Give a Brief Description of the Fire (Attach a separate sheet if additional space is required)

Signature of Person Making Report

Print Name

Telephone Number (During Normal Business Hours)

SCO Number

Designation Number

Date of Report

AEEMA1244 (2010/10)

This personal information is being collected under the authority of the Safety Codes Act and will be managed in compliance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of this information can be directed to the Alberta Emergency Management Agency, 2810, 10303 Jasper Avenue, Edmonton, Alberta, T5J 3N6, 780-422-9000.

BYLAW No. 2049

A BYLAW OF THE TOWN OF CARSTAIRS to amend Land Use Bylaw 2007.

WHEREAS, Council of the Town of Carstairs wishes to amend Land Use By-law No 2007 by providing a Land Use Re-designation to rezone 0.54 hectares (1.34 acres) of land from R1 (Low Density Residential – Single Detached District) to R2 (Low Density Residential – Two Dwelling District), located in Lots 13 – 22, Block 7, Plan 141 3119, located as listed below on Schedule A;

AND WHEREAS, the requirements of the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26 regarding the advertising of this Bylaw have been complied with;

AND WHEREAS, copies of this Bylaw and related documents were made available for inspection by the public at the Town office as required by the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26;

NOW THEREFORE, Council of the Town of Carstairs duly assembled and pursuant to the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26 enacts as follows:

Schedule “A”

Map 1 of the Land Use District Map would be amended to include Lots 13 - 22 Block 7, Plan 141 3119, consisting of 0.54 hectares (1.34 acres) and shall be re-designated from R1 (Low Density Residential – Single Detached District) to R2 (Low Density Residential – Two Dwelling District).
As shown on the attached map identified as “Schedule A”.

READ A FIRST TIME THIS 8TH DAY OF JANUARY, A.D, 2024

READ A SECOND TIME THIS XXth DAY OF XXXXX, A.D., XXXX

READ A THIRD AND FINAL TIME THIS XX DAY OF XXXXX A.D., XXXX

Lance Colby, Mayor

Rick Blair, CAO

SCHEDULE "A"





Town of Carstairs

Policy: Uniform & Safety Equipment Standards for
Carstairs Fire Department
23-006-2X

Date: XXX, 202X

Adopted by: Council

Purpose:
To define the uniform standard for Town of Carstairs Fire and Emergency Services, and to define the process of issuing and replacing uniforms and safety equipment.

Definitions:
Fire Personnel means all Firefighters and Officers of the Carstairs Fire Department.

Fire Chief means the CouncilCAO appointed head of the fire department.

Probational Firefighter Level 1 is a new member of the Carstairs Fire Department, also known as a Rookie **Firefighter**, is any **firefighter** that has not been a member longer then 6 months and completed the required training. The title of **Probationary Firefighter** is the lowest rank in a fire department's rank structure.

Probational Firefighter Level 2 is an extension of the Probational Fire fighter level 1 but they have completed 10 trainings excluding business meetings and the completing of the orientation exam with the Chiefs approval.

Firefighter is a fully active member of the department.

Officer is a member of the department that has been hired to oversee members and take charge of calls as needed (includes Lieutenants, Captains, Deputy Chief and the Fire Chief)

Dress Uniform is a professional uniform to only be used on special occasions. If wearing it not for a fire Department occasion the Officer must get permission from the Fire Chief.

- Uniform shirt.
- Epaulettes with appropriate rank
- Duty shirt with shoulder flashes
- Uniform pants
- Uniform tie and tie pin
- Uniform Hat
- Hat Badge
- Dress Shoes

Policy statement:
In conjunction with the Town of Carstairs Personnel Policy, a well-defined uniform standard contributes to positive public perception and confidence in Fire and Emergency Services personnel.

Applicability:
This procedure applies to all Town of Carstairs personnel.

Policy elements:
1. Initial Allocation of Uniforms

a. All Uniformed Personnel:

- i. **Paid on Call Staff:**
 - Two (2) Station Shirts
 - Two (2) Station T-Shirts
 - One (1) Station Pant
 - One (1) Toque

- One (1) Station Boots
- One (1) Job Shirt (Sweater)
- One (1) Fire jacket
- One (1) Fire boots
- One (1) Fire pants
- One (1) Fire Helmet
- One (1) SCBA Mask
- One (1) Pair Fire gloves
- One (1) Pair V-X gloves
- One (1) Balaclava
- One (1) Pager
- One (1) Flashlight
- One (1) Radio (Officers only)
- One (1) Dress Uniform (Officers only)

Every Five (5) Years

- One (1) Fire jacket
- One (1) Fire boots
- One (1) Fire pants
- One (1) SCBA Mask
- One (1) Pair Fire gloves
- One (1) Pair V-X gloves
- One (1) Balaclava

Every Ten (10) Years

- One (1) Fire Helmet

ii. **Full Time Staff Uniform:**

New hire

- One (1) Station Boots
- Four (4) Station Shirts
- Four (4) Station T-Shirts
- Four (4) Station Pant
- One (1) Toque
- One (1) Job Shirt (Sweater)
- One (1) Station Jacket
- One (1) Winter Jacket
- One (1) Winter Gloves
- One (1) Uniform Belt
- One (1) Fire jacket
- One (1) Fire boots
- One (1) Fire pants
- One (1) Fire Helmet
- One (1) SCBA Mask
- One (1) Pair Fire gloves
- One (1) Pair V-X gloves
- One (1) Balaclava
- One (1) Pager
- One (1) Flashlight
- One (1) Radio (Officers Only)
- One (1) Dress Uniform (Officers Only)

Yearly:

- Two (2) Station Shirts
- Four (4) Station T-Shirts
- Two (2) Station Pant

Every Three (3) Years:

- One (1) Station Boots
- One (1) Uniform Belt
- One (1) Station Jacket
- One (1) Job Shirt (Sweater)

Every 5 Years:

- One (1) Winter Jacket
- One (1) Fire jacket
- One (1) Fire boots

- One (1) Fire pants
- One (1) SCBA Mask
- One (1) Pair Fire gloves
- One (1) Pair V-X gloves
- One (1) Balaclava

Every Ten (10) Years

- One (1) Fire Helmet

Guidelines:

- 1. Probational Firefighter Level 1:** Will not receive any uniforms.
- 2. Probational Firefighter Level 2:** Will receive a Station Uniform but will not have their name attached to their Shirts
- 3. Firefighter:** Will receive a Station Uniform and will have their first name attached to their Shirts
- 4. Officer:** Will Receive a Dress uniform after one (1) year in an officer role. When an Officer steps down or is asked to step down from the officer position to a Firefighter position or is no longer employed with Carstairs Fire Department they will return the Dress Uniform.

Procedures:

Members shall:

1. Maintain proper personal hygiene at any time when wearing the Fire Department uniform.
2. Keep uniforms, when worn, clean and neat.
3. When not in uniform, while representing the Fire Department, dress in a professional manner that is appropriate for the occasion.
4. Not wear jewelry, pins, ribbons, bracelets, buttons, or an article of clothing that constitutes an advertisement, a religious, political or social viewpoint, or a message that is offensive to anyone on the basis of age, color, disability, ethnicity, national origin, race, religion, political affiliation, gender or sexual orientation.
5. Keep hair clean and well groomed. Sideburns cannot exceed past the ear lobe and mustaches cannot go past the corner of the mouth.
6. Limit the use of jewelry to a wrist or pocket watch, a wedding ring and one other ring.
7. Keep all uniforms, both blues and whites, and coveralls clean and neat.
8. Wear epaulettes signifying rank on the shoulder boards, on issued shirts.

Responsibility:

1. All staff are required to wear assigned uniforms at Fire Department functions unless specifically stated otherwise.
2. Where uniforms or personal clothing may be subjected to dirt or damage, coveralls may be worn.
3. Upon termination of employment all Fire Department property must be returned.
4. No person will, on or off duty, use a uniform or insignia for benefit or personal gain.
5. When not on duty, no personnel will use a uniform to gain entrance to any event or restricted area.
6. Consumption of alcoholic beverages inside public licensed premises while wearing uniforms is not permitted unless approved by the Fire Chief.
7. Before disposing of unserviceable clothing, all insignia is to be removed.
8. Ties will be worn with Dress Uniform.
9. Rank pins should be worn on uniform collar points only.
10. Shoulder crests are worn on sleeves of jackets, Job Shirts, shirts, and coveralls.
11. Only individuals of the membership are permitted to wear or display Fire Department insignia.
12. No other pins, badges, buttons, crests, etc. are to be worn on uniforms without permission from the Fire Chief.

13. Canadian Association of Fire Chiefs standards denote rank as follows:
- Fire Chief - five gold bars
 - Deputy Chief - four gold bars
 - Captain - two gold bars
 - Lieutenant - one gold bar

Wearing of Non-Town of Carstairs issued items:
Uniformed personnel must have the approval of the Fire Chief to wear any item not issued by Town of Carstairs. All non-issued equipment must be documented in the employees personnel file.

Replacement of Uniforms and Safety Equipment:

- 1. Uniform Replacement Process:**
~~a. The Fire Chief shall review and ensure any personnel equipment qualifying for replacement is accounted for in the following year's budget.~~

All employees are required to return personnel equipment prior to being issued new equipment. It shall be the Fire Chief's responsibility to ensure all returned equipment is disposed of in an appropriate manner and that all new equipment is recorded accordingly.

- 2. Lost, Damaged or Stolen Issued Items:**
- a. It is the responsibility of Fire Department Personnel to report any lost, damaged or stolen items to the Fire Chief.
 - b. Fire and Emergency Services Personnel are responsible for replacement of lost items.
 - c. Damaged or stolen items will be replaced outside the Uniform Replacement Process as approved by the Fire Chief.
 - d. Requests for replacement of stolen issue items must be accompanied by a police report.
- 3. Personnel Exiting Town of Carstairs Fire:**
- a. Prior to exiting the employment of the Town of Carstairs Fire Department, whether by resignation, retirement or termination, personnel will be provided a list of items to be returned to the Fire Chief.
- 4. Mandatory Replacement:**
- a. The Fire Chief has the right to replace uniform items if necessary.

Effective Date:	Section: Rules and Regulations	Number: SOG RR012	Revision: 1
Title: Individual Firefighter Uniform			
Approved By:	Signature:		Last Reviewed:

End of Policy
/CarstairsXXXX

Signatures
M_____ Policy No. 23-006-2X was adopted y Council on XXX,XX, 202X

Mayor, Lance Colby

CAO, Rick Blair



Town of Carstairs

Policy: **Uniform & Safety Equipment Standards for
Protective Emergency Services
26-009-XX**

Date: **December 20XX**

Adopted by: **Council**

Purpose:

To define the Uniform Standard for the Town of Carstairs protective Emergency Services Department, and to define the process for issuing and replacing uniform and safety equipment.

Definitions:

~~Protective Services Department personnel – means all staff of town of Carstairs protective Services Department and includes casual and part-time employees.~~

Uniformed personnel means protective Emergency Services Department personnel required to wear uniforms at any time in the performance of their duties.

Policy statement:

Uniformed personnel are representative of the Town of Carstairs organization and the protective Emergency Services Department. In conjunction with the Town of Carstairs Personnel Policy, a well-defined uniform standard contributes to positive public perception and confidence in protective Emergency Services personnel.

Applicability:

This procedure applies to all uniformed Town of Carstairs protective Emergency Services Department personnel.

Policy elements:

1. Initial Allocation of Uniforms

a. ~~All~~ Uniformed Peace Officer and Bylaw personnel:

- i. Upon initial hire, shall receive the basic uniform allotment consisting of:
 - Two (2) T-Shirts
 - Two (2) Duty Shirts – a combination of Short or Long Sleeve at the Employee's Discretion*
 - Two (2) Pairs of Uniform Pants
 - One (1) Tie
 - One (1) Tie Bar/Pin
 - Two (2) Name Plates
 - One (1) Black Leather Belt
 - One (1) Pair of Epaulette Slip-on Insignia as appropriate for job classification
 - One (1) Town of Carstairs Identification (Badge)
 - One (1) High-Visibility Traffic Vest
 - One (1) High-Visibility Jacket
 - One (1) Toque
 - One (1) Forage Cap
 - One (1) Flashlight and Holder
 - One (1) Pair of Safety Glasses
 - One (1) Duty Bag
 - One (1) Duty Belt and (One)1 Baton With Holder – ~~Peace Officer Only~~, (One)1 Handcuffs, 1 OC Spray – ~~Peace Officer Only~~
 - One (1) Radio Holder and One (1) Notebook Pouch
 - One (1) Pair of Search Gloves
 - One (1) Pair of Duty Boots
 - ~~One (1) Dress Uniform after 12 Months Of Consecutive Service.~~
- ii. The employer shall supply an external ballistic vest.
 - The ballistic vests shall be worn at all times.

- Ballistic vests with manufacturer defects or those past their expiry date ~~three (3) years from started use~~ shall be replaced.

b. Uniformed Fire Safety Codes Officer

i. Upon initial hire, shall receive the basic uniform allotment consisting of:

- One (1) Station Boots
- Four (4) Station Shirts
- Four (4) Station T-Shirts
- Four (4) Station Pants
- One (1) Toque
- One (1) Job Shirt
- One (1) Station Jacket
- One (1) Winter Jacket
- One (1) Winter Gloves
- One (1) Uniform Belt

Wearing Of Non-Town Of Carstairs Issued Items:

Uniformed personnel must have the approval of the director to wear any item not issued by the Town of Carstairs.

Replacement of Uniforms and Safety Equipment protective Emergency Services Personnel

1. Uniform Allocation Process:

- The replacement of uniforms for uniformed personnel will occur through a yearly Uniform Replacement Program where ~~protective~~ **Emergency** Services Department personnel are responsible and accountable for their uniform needs. **The Director must approve all uniform and equipment replacements.**
- Yearly replacement uniforms may consist of the following allotment:**
 - Two (2) duty shirts – a combination of short or long sleeve at the employee's discretion*
 - Two (2) pairs of uniform pants
 - Two (2) t shirts
- Duty Boots – See 2.a.vi**
- Replacement Of The Following Uniform And Equipment Is On A As Needed Basis:**
 - High-Visibility Traffic Vest
 - High-Visibility Jacket
 - Toque
 - Forage Cap
 - Flashlight and Holder
 - Pair of Safety Glasses
 - Duty Bag
 - Duty Belt
 - Baton with Holder
 - Handcuffs
 - OC Spray
 - Radio Holder
 - Notebook Pouch
 - Pair of Search Gloves

~~Replacement uniform and equipment request forms will be submitted by april 1st of each year.~~

~~For new employees, the initial issue of uniforms and equipment, outlined in section 1.1, will be considered their uniform issue for the first year of their employment.~~

~~a. If a new employee is hired after january 1 of a given year, they will not be eligible for uniform or equipment replacement on april 1 of that year.~~

~~A uniform order process will be communicated annually; it is to be completed and submitted by the specified deadline.~~

~~A distribution process will be communicated by the protective service director.~~

~~A process for returning or exchanging items to the protective Services Department will be communicated by the protective Services director.~~

~~A uniform/clothing committee of all town Departments will provide recommendations to the town of Carstairs CAO pertaining to uniform standards, etiquette or items for the town Departments to be issued.~~

- In the event that uniformed personnel become pregnant and require additional uniforms, two additional uniform shirts and two pairs of pants may be issued.

2. Reimbursement of Funds:

- a. Funds expended for the purchase of footwear will be reimbursed, with the following conditions:
 - i. The footwear purchase must be pre-authorized by the Director.
 - ii. The footwear complies with current ~~protective~~ Emergency Services Department standards.
 - iii. Black leather
 - iv. Rubber soles
 - v. CSA or equivalent approval
 - vi. The purchase does not exceed to a maximum of \$300.00 every two years.
- b. Funds to cover the cost of uniform alterations will be reimbursed with the following conditions:
 - i. The alteration must be pre-authorized by the director.

3. Lost, Damaged or Stolen issued items:

- a. It is the responsibility of ~~protective~~ Emergency Services Department personnel to report any lost, damaged or stolen items to their Director.
- b. ~~Protective~~ Emergency Services Department personnel are responsible for replacement of lost items.
- c. Damaged or stolen items will be replaced as approved by the Director.
- d. Requests for replacement of stolen issue items must be accompanied by a police report.

4. Personnel exiting town of Carstairs protective Services Department :

- a. Prior to exiting the employment of the Town of Carstairs ~~protective~~ Emergency Services Department, whether by resignation, retirement or termination, personnel will be provided a list of items to be returned to their Director.

5. Mandatory replacement:

- a. The CAO and Director have the right to direct ~~protective~~ Emergency Services Department personnel to replace uniform items as necessary.

End of policy
/CarstairsXXXX

Signatures
M_____ Policy No. 26-009-XX adopted by council on XXX,XX, 202X

Mayor, Lance Colby

CAO, Rick Blair



Town of Carstairs

Policy: Carstairs Facility Requests for Special Rates Policy No. 62-006-2X- Not for Profit and Service Clubs

Date: XXXX XX, 202X

Repeals: 62-001-18 Carstairs Facility Requests for Special Rates Not For Profit

62-002-18 Carstairs Facility Requests for Special Rates for Service Clubs

Community Hall Special Request Guidelines (May 25, 2013 & Amended February 24, 2014)

Adopted by: Council

Policy Statement:

~~The Town of Carstairs facilities are available for use, at a fee, to members of the public and organizations. Having the facilities available for rent will provide a venue for local community groups to come together to learn, socialize, network and promote the Town of Carstairs, provide a service to the community.~~

The Town of Carstairs facilities are available for use to members of the public and organizations for a fee. By making the facilities available for rentals, local community organizations will have a place to meet, learn, socialise, network, and promote the Town of Carstairs while also serving the community.

Purpose:

~~The purpose of this policy is to provide guidelines, schedules, and fee structure for the use and rental of Town of Carstairs owned facilities. This policy applies to all potential not for profit and service club renters with respect to the use of the designated facilities, rooms and sports fields within the town.~~ This policy is applicable to all prospective non-profit and service club users of the town's designated buildings, spaces, and sporting areas.

Definitions:

~~Council: is the Mayor and Councilor's of the Town of Carstairs, duly elected and has not resigned and who continue to be eligible to hold office such under the terms of the Act.~~ means the Council of the Town of Carstairs, in the Province of Alberta.

~~CAO: is the~~ means the Chief Administrative Officer for the Town of Carstairs.

Authority: means the authority for the Town of Carstairs Facilities Policy shall be by the approval of the Town of Carstairs Council and CAO.

Minor Sports: means Carstairs based organizations affiliated with recognized provincial or national organizations, including but not limited to Carstairs Minor Hockey, Carstairs Minor Soccer, Carstairs Minor Baseball, Carstairs Figure Skating, Carstairs Minor Lacrosse, Carstairs Minor Football, R.M.A.A., Carstairs Home School, Hugh Sutherland School and Carstairs Elementary School.

Service Club: ~~A service club or service~~ or Service organization means is a voluntary non-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations. Including but not limited to the Carstairs Lions Club, Carstairs Elks, and Girl Guides.

Not-for-profit: means entities, normally without transferable ownership interests, organized and operated exclusively for social, educational, professional, religious, health, charitable or any other not-for-profit purpose. A not-for-profit organization’s members, contributors and other resource providers do not, in such capacity, receive any financial return directly from the organization.

Seniors Group: means a not-for-profit group or organization whose activities are consistent with the goals, objectives and standards of the Town, and whose members are aged 60 and over, at least 75% in Carstairs recreation area.

Rental Facilities: means a facility owned by the Town that is available for rent and includes the facilities listed in the attachment Schedule “A”.

Special Events and Rentals: mean Rates for special events and fundraisers such as Sporting Tournaments, the Neighborhood Party, Annual Trade Shows, 4-H Show and Sale and Hugh Sutherland School Graduation.

Special Events Exemptions:

- a. Remembrance Day Ceremonies
- b. Neighborhood Party and Trade Show
- c. 4-H Show and Sale
- d. Hugh Sutherland School Graduation

Criteria for Facility Special Rates:

- a. All businesses pay regular rental rates.
- b. Fundraising events may receive a discount on regular rates. Fundraisers must be beneficial to community as a whole.
- c. Discounts for non-profit organizations, service clubs and community programs may receive up to 50%. Groups must demonstrate the need for the reduction in rates.
- d. Reduced rates for eligible parties are one facility only, once every three years. To find out eligibility - refer to Schedule “B”.
- e. Only four organizations will be allotted a reduction in rates every year, unless in case of an emergency situation and then it will go to Council for approval.

Community Hall: Request for Special Rates for Fundraising Events

- a. Minimum charge for rental of Community Hall Auditorium \$100.00.
- b. Minimum charge for rental of Community Hall Small Meeting Room \$50.00.
- c. Minimum charge for rental of Community Hall Kitchen \$25.00.
- d. No additional charge for rental of Community Hall Bar included with rental of auditorium and small meeting room.
- e. Refer to Current Rates and Fees Bylaw – Schedule ‘J’

Arena:

- a. Arena Meeting Room use with Regular Rental Fees:
 - i. Minor Hockey, RMAA, Figure Skating monthly meetings
 - ii. Lockers and Storage Fees- No fees are required on first storage room for the school, minor hockey, figure skating, RMAA, lacrosse, football, soccer, or 4H
- b. Fees for weekend tournaments will include a waiver of one day’s rental fee or 50% fee for one day rental.
- c. Refer to Current Rates and Fees Bylaw – Schedule “F”

Sports Fields:

- a. Storage Fees- No fees **are** required on first storage room for Minor Ball, Minor Soccer ~~and~~
or Football.
- b. Fees for weekend tournament will include waiver of one day’s rental fee or 50% for one day.
- c. Refer to Current Rates and Fees Bylaw – Schedule “F”

This Policy Repeals the Community Hall Special Rates Guidelines, 62-001-18 Carstairs Facility Requests for Special Rates Not For Profit, 62-002-18 Carstairs Facility Requests for Special Rates for Service Clubs

Schedule “A”
Schedule “B”

End Policy:
/carstairs**XX/2X**

Signatures
M **2X** Policy No. 62-00**6-2X** was adopted by Council on **XXXX XX, 202X**

Mayor, Lance Colby

CAO, Rick Blair

SCHEDULE “A”

Community Hall - Request for Special Rental Rates for Fundraising Events

Minimum Charge for rental of auditorium \$100 and of small meeting room \$50.
Refer to Current Rates and Fees Bylaw – Schedule “J”

Organizations Eligible but not limited too:

AG Society	Hugh Sutherland School
Friends of the Library	Carstairs Elementary School
Minor Hockey	Carstairs Gymnastics
Carstairs Figure Skating	Dawn’s School of Dance
Mountainview Seniors Housing	Mountainview Home School
Carstairs Library	

Carstairs Memorial Arena - Request for Special Rates for Indoor Tournaments

Fees for weekend tournaments will include a waiver of one day’s rental fee or 50% fee for one day rental. Refer to Current Rates and Fees Bylaw – Schedule “F”

Organizations Eligible but not limited too:

Carstairs Figure Skating	Chargers Lacrosse
Carstairs Minor Hockey	RMAA
Other	

Carstairs Sports Fields - Request for Special Rates for Tournament

Fees for weekend tournament will include waiver of one day’s rental fee or 50% for one day. Refer to Current Rates and Fees Bylaw – Schedule “F”

Organizations Eligible but not limited too:

Carstairs Minor Soccer – Tiny LaFleur
HSS Football Association – Arena Field
Carstairs Minor Ball- Memorial Park/Tiny LaFleur
Other

Community Hall - Request for Special Rental Rates for Service Club Meetings & Fundraising Events

Minimum Charge for rental of auditorium \$100 and of small meeting room \$50.
Refer to Current Rates and Fees Bylaw – Schedule “J”

Organizations Eligible but not limited too:

Carstairs Elks
Carstairs Lions
Girl Guides
Other

SCHEDULE “B”

The Special Facility Rental Request Listing will be updated monthly and will be available when required.

BY-LAW NO 164

Village of Carstairs

A BY LAW RESPECTING NUISANCES AND UNTIDY AND UNSIGHTLY PREMISES.

WHEREAS by Section 321 of the Town and Village Act, being Chapter 97 of the 1952 Revised Statutes of Alberta and amendments thereto, The Council may pass By Laws for the prevention of nuisances generally, and compelling the abatement of nuisances generally, and

WHEREAS by Section 256 of the Town and Village Act the Council may pass valid and binding By Laws, notwithstanding any lack of compliance with the the provisions of the Town and Village Act either in substance or form, and

Whereas the Council deems it necessary to pass a By Law pursuant to the said Section 321 and also a By Law respecting untidy or unsightly premises and

WHEREAS a By Law respecting untidy or unsightly premises would not be inconsistent with any act or regulation made pursuant to an act in force in the Province of Alberta.

NOW THEREFORE THE COUNCIL OF THE VILLAGE OF CARSTAIRS ENACTS AS FOLLOWS.

1. This By Law may be cited as the Nuisance By Law.
- 2 (1) No person being the owner, agent, lessee, or occupier of any land or premises within the Village, shall permit the land or premises of which such person is the owner, agent, lessee, or occupier, to be or to remain a nuisance.
- (2) No person being the owner, agent, lessee, or occupier, of any land or premises of which lies within the Village, shall permit the land or premises of which such person is the owner, agent, lessee, or occupier, to be or to remain untidy or unsightly.
- (3) No person being the owner, agent, lessee, or occupier, of any land or premises within the Village shall permit any building (1) structure, or erection of any kind whatsoever, or any excavation, depression, drain, ditch, watercourse, pond, surface water refuse, or other matter or thing upon any private land, street, road, or in or about any building or structure, of which such person is the owner, agent, lessee, or occupier to be or to remain a nuisance, and dangerous to the public safety or health.
- (2) In any case where a Village Inspector, Village Official, or Police Officer declares any of the matters referred to in subsection (1) of this section as being a nuisance and dangerous to the public safety or health, the said Inspector Official or Police Officer may direct that it be removed, pulled down, filled up, abated or otherwise dealt with by the owner, agent, lessee or occupier concerned.
4. If the Village Inspector, Official or Police Officer considers it necessary for the prevention or abatement of a nuisance or the regulation of any untidy or unsightly premises, he may direct the owner, agent, lessee or occupier of any property whether public or private, to eradicate dandelions, noxious weeds or noxious plants, or to cut the grass on such property or to do other things as the Inspector, Official or Police Officer at his discretion deems necessary for the prevention or abatement of nuisances or the remedying of untidy or unsightly condition on any premises or street or lane
- 5 The owner, agent lessee or occupier of any land or premises within the Village
 - (A) who fails to remedy in such manner as the Village Inspector Official or Police Officer may direct, ~~any nuisance~~ any condition of his land that constitutes the nuisance or remains untidy and unsightly,

By Law # 164 Continued

(b) who contravenes or fails to comply with the provisions of this by law, shall on summary conviction thereof be liable to a fine not exceeding One Hundred Dollars (100.00) exclusive of cost or to imprisonment, with or without hard labor, in the nearest common goal, for a period not exceeding sixty days, in case of non payment of fine and costs, unless the fine and costs including the costs of committal are sooner paid.

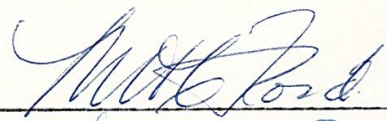
6. Wherever the Town Inspector or Police Officer directs that an owner, agent, lessee, occupier or other person shall do any manner of thing, then in default of its being done the owner, agent lessee, occupier or other person, or any or all of them shall be liable to prosecution, and it shall be no defense for any person agent, lessee, occupier or other person so prosecuted to allege that any other person is responsible for such default.

7. Notwithstanding conviction of an offense pursuant to section 5 hereof, in any case where an owner, agent, lessee, or occupier fails, neglects or refuses to remedy any condition directed to be remedied the Town Inspector or Police Officer may cause such work to be done as the Town Inspector or Police Officer deems necessary to remedy it, and may charge the cost of the work done to remedy the condition to an owner, agent, lessee, or occupier concerned, and in default of payment may,

- (i) recover the same as a debt due the Village or,
- (ii) charge the same against the land concerned as taxes due and owing in respect of that land and recover the same as such.

Given its First Reading this 14th day of April 1959

Given its Second and final reading this 9th day of June 1959



Mayor



Secretary Treasurer.

BY-LAW #334

A BY-LAW OF THE TOWN OF CARSTAIRS TO AMEND BY-LAW 222,
A BY-LAW RESPECTING THE PREVENTION AND EXTINGUISHMENT OF
FIRES.

WHEREAS Section 306 of the Town and Village Act, being Chapter
338 of the Revised Statutes of Alberta, 1955 and amendments
thereto, authorizes a Council to prohibit and regulate the firing
and setting off of fire balls, squibs, crackers or fire works;

NOW THEREFORE, the Council of the Town of Carstairs duly
assembled enacts as follows:

- 1) a) THAT no person shall sell matches, firecrackers
or other material or merchandise of highly flammable
or explosive nature to children under 12 years of
age; and

b) THAT no person shall make or light any Fire or
Bon Fire in any street, lane, park or public place
unless authorized by the Mayor or the Council of
the Town of Carstairs to do so, excepting the burning
of Business, Household and Garden Waste, including
lawn and tree clippings, which shall be done in a
proper burning container; and

c) THAT no person shall set fire to any fire
crackers or fireworks within the Town of Carstairs,
unless authorized by the Mayor or the Council of
the Town of Carstairs to do so.

2) A person guilty of an infraction of any provision of
this By-Law shall be liable on summary conviction
before a Magistrate or Justice of the Peace having
jurisdiction to a penalty not exceeding \$100.00,
exclusive of costs, or in case of non-payment of
fine and costs imposed, to imprisonment for any
period not exceeding 30 days, unless such fine and
costs including the costs of committal, are sooner paid.

3) THAT this bylaw shall become effective on the day of the final
reading and shall delete Section 10, (1) and (2) of By-Law 222.

Read a first time this 17th day of July 1967.
Read a second time this 17th day of July 1967.
Read a third time and finally passed this 17th day of July, 1967.


.....
Mayor


.....
Secretary-Treasurer.

BY-LAW 622
TOWN OF CARSTAIRS
PROVINCE OF ALBERTA

A BY-LAW of the Town of Carstairs, in the Province of Alberta, being a By-Law to provide for the regulations and control of public places and assemblies within the Town of Carstairs;

UNDER AND BY VIRTUE OF THE AUTHORITY conferred upon it by the Municipal Government Act, being Chapter 246, Section 228, of the Revised Statutes of Alberta 1970, and amendments thereto, the Council of the Town of Carstairs, enacts as follows:

In This By-Law:

1. (a) "day" means the period between six o'clock in the forenoon and nine o'clock in the afternoon of the same day;
- (b) "night" means the period between nine o'clock in the afternoon and six o'clock in the forenoon of the following day;
- (c) "public place" includes any place to which the public have access as of right or by invitation, express or implied, and without restricting the foregoing to constitute a public place it is not necessary that all segments of the public have a right of access thereto;
- (d) "residential sub-division" means and includes the boundaries of the Town of Carstairs;
- (e) "peace officer" means a member of the Royal Canadian Mounted Police or members of the Enforcement Division, Alberta Transportation, or a Wildlife Officer appointed under The Wildlife Act;
- (f) "person" includes a corporation and heirs, executors, administrators or other legal representatives of a person;
- (g) "summary conviction" means summary conviction under and by virtue of Part XXIV of the Criminal Code;
- (h) "Town Manager" means the Town Manager of the Town and whatever subsequent title may be conferred on him or her by Council or Statute;

PART I

PUBLIC PLACES, AMUSEMENTS AND ASSEMBLIES

2. (a) The Council, upon receiving written application, may authorize the holding from time to time of amusements, entertainment, parades, athletic or sports contests in public places as defined by Section 1 of this By-Law;

continued ... 2

per

2. continued
 - (b) Such applications must be submitted to Town Council not less than thirty (30) days before the intended holding of the amusements, entertainment, parade, athletic or sports contest;
 - (c) Any person who holds, conducts, manages or organizes amusements, entertainment, parades, athletic or sports contests without having obtained authorization of the Council under this part, is guilty of an offence punishable on summary conviction.
3.
 - (a) After considering the nature of the intended event, and having given its consent to hold the amusement, entertainment, parade, athletic or sports contests, the Council may, by resolution, fix:
 - (i) A license fee covering the event, and/or
 - (ii) Require the Applicant to post a cash bond to cover any damages or out-of-pocket expenses relative to the holding of the event whether or not the damages or out-of-pocket expenses relate to private or public property.
 - (b) Bonds held or collected under the provisions of this section may be disposed of by the Town Manager in amounts he or she deems proper, on the basis of legitimate claims against the bonds;
 - (c) Failure or neglect to pay a license fee or post a cash bond, as the case may be as required by subsection (a), within a period of time stipulated by Council, shall render authorization of the holding of the event null and void;
 - (d) Failure to submit proof that all statutory obligations have been satisfied by the applicant, or evidence of previous mismanagement of similar events shall be good and ample reason for the Council to refuse authorization of the holding of the event;
 - (e) A peace officer believing upon reasonable and probable grounds that an amusement, entertainment, parade, athletic or sports contest has become a disorderly assembly may stop the event by any reasonable means.
4.
 - (a) Pursuant to the authority conferred by the Alberta Lord's Day Act, and subject to this By-Law, it shall be lawful for any person after 1:30 o'clock in the afternoon on a Sunday to provide, engage in, or be present at:
 - (i) any game, contest or sport;
 - (ii) any exhibition or an educational, artistic or cultural nature;
 - (iii) any theatrical performance, concert, recital, lecture or other performance; and
 - (iv) any exhibition of moving pictures.

Per

continued 3

BY-LAW 622

Page -3-

5. (a) No person shall install or use a loudspeaker system or other device for the amplification of sound in any open public place, or in such a manner as to disturb the peaceful use and enjoyment of neighbouring properties and their occupants;
 - (b) Sub-section (a) does not apply to the use of sound amplification devices used by ambulance, police, firefighting or other emergency services, or for the auctioneering business;
 - (c) The Council, upon application, may waive the prohibition of sub-section (a);
 - (d) Use, intended number and volume of loudspeakers or other devices for the amplification of sound shall be factors considered by Council when dealing with an application, or granting concession under Section 3 of this part.
-
6. (a) Sections 2 to 5 do not apply to bona fide community or service clubs, agricultural societies, employees' clubs, religious organizations, 4-H Clubs, Scouts, Guides, Cubs, Brownies, Home and School, fraternal societies, moving picture theatres or sports associations established within the Town at the time of making this By-Law;
 - (b) Any dispute arising from sub-section (a), shall be determined by the Council whose ruling on the matter is final and binding.

PART II

PENALTIES

7. (a) Except where otherwise expressly provided, every person who has failed to comply with or contravened Section 2 (c) or Section 5 (a) of this By-Law is guilty of an offence and is liable on summary conviction to a fine of not less than \$500.00 and for the purpose of this sub-section, a separate offence shall be deemed to occur on each day in which the person fails to comply with or contravenes the said Section 2 (c) or 5 (a);
-
8. That the effective date of this By-Law be the
17 day of *August* A.D. 1981.

GIVEN FIRST READING THIS 4th DAY OF August A.D. 1981.

GIVEN SECOND READING THIS 4th DAY OF August A.D. 1981.

GIVEN THIRD AND FINAL READING THIS *17* DAY OF *August*.
A.D. 1981.

MAYOR



ACTING MUNICIPAL SECRETARY



BY-LAW NO. 765

A BY-LAW OF THE TOWN OF CARSTAIRS, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR MUNICIPAL PURPOSES OF REGULATION OF NUISANCES AND UNSIGHTLY OR UNTIDY PREMISES.

WHEREAS, Section 7 (c) of the Municipal Government Act provides that Council may pass By-Laws for preventing nuisances generally, and regulating untidy and unsightly premises.

AND WHEREAS, Section 7 of the Municipal Government Act further provides that in any By-Law passed under said section, Council may make provisions that it considers necessary to carry out the purpose of the By-Law;

AND WHEREAS, The Council of the Town of Carstairs, in the Province of Alberta deems it expedient and in the public interest to pass such a By-Law;

NOW THEREFORE, The Council of the Town of Carstairs, in the Province of Alberta duly assembled hereby enacts as follows:

- 1.0 No person being the owner, agent, lessee or occupier of any such land or premises of which such person is the owner, agent, or occupier to be or remain a nuisance or to be or remain untidy and unsightly.
- 2.0 The owner, agent, lessee or occupier of all public or private property within the Town shall be responsible for:
 - 2.1 The eradication of any excessive concentration of dandelions or noxious weeds and for cutting grass upon any property so owned, leased or occupied.
 - 2.2 The removal or pruning of trees or shrubs thereon, that in any way interferes with or endanger the lines, poles, conduits, pipes, sewers or other work of a municipal or other public utility.

...../2



BY-LAW NO. 765 PAGE -2-

- 3.0 The owner, agent, lessee or occupier of all public or private vehicles parked in areas zoned residential shall ensure that:
- i) No person shall park an unlicensed dismantled or derelict vehicle on a roadway of the Town.
 - ii) A vehicle requiring mechanical or restoration work may be parked on a residential lot providing the following conditions are complied with.
 - a) the work is done only as a hobby and Section 4 is complied with.
 - b) the vehicle or parts may be stored indefinitely if housed in a garage otherwise a time period of 60 days shall apply.
 - iii) No more than 2 operable (road worthy)) but unregistered vehicles shall be parked on a residential lot.
 - iv) No person shall allow a holiday trailer, motor home, camper, or large boat to be stored in any yard abutting a street except in a rear yard on a corner parcel where it is stored no closer to the street than the main building.
 - v) A holiday trailer, motor home or camper may be used for living and sleeping accommodation only by bona fide tourist for a maximum period of 30 days annually.
 - vi) No person shall allow a vehicle of more than 2,730 kg (6,018.5 lbs) GVW and or a length of 6M (19.8ft) to be parked or stored except those described in 3.iv).
 - vii) Dilapidated or derelict vehicles described under 3.iv shall be housed or removed to commercial storage upon complaint and verification of non usage.

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BY-LAW NO. 765

PAGE -3-

- 4.0 No person shall dump grass or cause to be dumped any rubbish, garbage, waste, either solid or liquid, petroleum products, industrial or commercial waste products or by-products or to dispose of any material whatsoever in, about, near or upon any area within the Town except at such place(s) specifically designated by Council and in such manner as may be prescribed from time to time. ie. alleys, etc.
- 5.0 All existing gas, electrical, water valve or other services to the site of an unoccupied building, structure or excavation shall be shut off. No unused open ends in waste or vent pipes or any plumbing system shall be permitted and shall be properly closed by plugs, caps, or cleanouts properly screwed, caulked or soldered into place.
- 6.0 Any By-Law Enforcement or other duly authorized officer of Council is hereby authorized to enter any lands, buildings or premises within the Town of Carstairs, to inspect for conditions that may constitute or contravene or fail to comply with the provisions of this By-Law after property owners have been notified.
- 7.0 When in the opinion of the officer set forth in Section 6 of this By-Law, any condition exists that constitutes the nuisance or that contravenes or fails to comply with the By-law, the officer may issue a warning notice, as prescribed in Schedule "A" via registered mail to the owner, agent, lessee or occupier of the land or premises in question advising of the condition, and:
- 7.1 Direct the owner, agent, lessee or occupier to remove any litter causing or contributing to untidy or unsightly premises.

...../4



BY-LAW NO. 765

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- 7.2 Require the owner, agent, lessee or occupier to construct a fenced wall, screen or similar structure to prevent the untidy or unsightly premises from being viewed from any roadway or other public place within fourteen (14) days of the date of the mailing of the notice or such other date that the officer so directs.
- 8.0 If the owner, agent, lessee, or occupier fails, neglects or refuses to remedy any condition of his/her land or premises that does not comply with the provision of this By-Law within the time period as set forth in the notice issued pursuant to Section 7 of the By-Law, the officer may issue an offence notice as prescribed in Schedule "B" via registered mail and direct that the condition be rectified within seven (7) days.
- 9.0 If the owner, agent, lessee or occupier fails, Neglects or refuses to remedy any condition of his/her land or premises that does not comply with the provision of this By-Law within the time period as set forth in the notice issued pursuant to Section 8 of the By-Law, the Council may, by resolution, cause such work to be done as it considers necessary to remedy the condition.
- 10.0 Any person who enters the property to remedy conditions as directed by Council shall be deemed to have the authorization of Council and shall not incur any liability therefore.
- 11.0 Where Council has caused the condition to be remedied, pursuant to Section 9 of this By-Law, Council may charge the costs of the work due to remedy the condition of the owner, lessee or occupier concerned and in default of payment may;
- 11.1 Recover the same as a debt due to the Town, or
- 11.2 Charge the same against the land concerned as taxes due and owing in respect of the land and recover the same as such.

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R. 10.

BY-LAW NO. 765

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- 12.0 The owner, agent, lessee or occupier of any premises who received an offense notice may, within ten (10) days from the date of the notice, pay voluntary penalty, in lieu of prosecution,
- 12.1 For a First offense in any calendar year a payment of Fifty Dollars (\$50.00)
- 12.2 For a Second Offense in any calendar year a payment of Two Hundred Dollars (\$200.00)
- 12.3 For a Third and each subsequent offense thereafter in any calendar year a payment of Five Hundred Dollars (\$500.00).
- 13.0 For the purpose of Section 12, the offense notice issued pursuant to Section 8 shall require a payment to the Town as specified in Section 12.
- 14.0 Any person who violates or fails to comply with any of the provision of the By-Law, shall be liable upon summary conviction, to a fine of not less than Fifty Dollars (\$50.00) and in default of payment thereof, to imprisonment for a term not exceeding three (3) months.)
- 15.0 The forwarded by registered mail of any warning notice or offense notice shall be deemed to be service of said notice or offence.
- 16.0 One of the Notices shall be served on the person to whom it is addressed, a copy shall be delivered to the Municipal Administrator, and a third shall be retained by the Officer giving the notice.
- 17.0 In the case of appeals from notices sent by the By-Law Enforcement Officer, the person appealing shall deposit \$10.00 with the Municipal Administrator.

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R-10

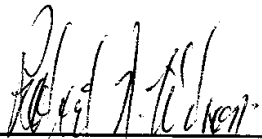
BY-LAW NO. 765 PAGE -6-

- 18.0 On the hearing of an Appeal, the Municipal Council may affirm, rescind, vary the terms of any notice and may in the event that the notice is rescinded, direct that the appeal deposit be returned to the appellant.

READ A FIRST TIME THIS 8TH DAY OF MAY, 1995.

READ A SECOND TIME THIS 8TH DAY OF MAY, 1995.

READ A THIRD AND FINAL TIME THIS 8TH DAY OF MAY, 1995.


MAYOR ROBERT WILSON


CHIEF ADMINISTRATIVE OFFICER
DAPHNE TURNER

BY-LAW NO. 765

SCHEDULE "A"

TOWN OF CARSTAIRS

FIRST NOTICE

Take notice that the property described as _____
_____ of which you are
the owner, agent, lessee, or occupier has been inspected
and has been found to be in contravention of the
Provisions of the Nuisance and Unsightly Premises
By-Law No. 765 of the Town of Carstairs, in the
Province of Alberta.

Please assist us by:

within seven (7) days of the date of this notice.

If you have already complied with the date of this
notice, please disregard same, and accept out thanks for
your part in keeping our community a more enjoyable place
to live.

INSPECTION DATE:

TOWN OF CARSTAIRS

R.W.

BY-LAW NO. 765

SCHEDULE "B"

TOWN OF CARSTAIRS

SECOND AND FINAL NOTICE

Take notice that the property described as _____
_____ of which you are the
owner, agent, lessee or occupier has been inspected
and has been found to be in contravention of the
Provisions of the Nuisance and Unsightly Premises
BY-LAW No. 765 of the Town of Carstairs, in the
Province of Alberta.

You are hereby directed to:

within seven (7) days of the date of this notice.
Failure to comply with the directive as herein set
forth may result in the Town of Carstairs completing
the work, and the cost of such work be charged against
you as owner, agent, lessee or occupier of said
property, and/or the issuance of a fine.

If you have already complied with the directive so
set forth in this notice, please disregard same and
accept our thanks for your part in keeping our
community a more enjoyable place to live.

INSPECTION DATE:

TOWN OF CARSTAIRS

R.W.

BY-LAW # 830

BEING a By-Law of the Town of Carstairs in the Province of Alberta, to amend Traffic Control Bylaw No. 766

The Council of the Town of Carstairs, duly assembled and pursuant to the Municipal Government Act, Chapter M-26-1 of the Revised Statutes of Alberta, amends Traffic Control Bylaw No. 766, as follows:

Section 4: Trucks and Truck Routes shall be
4.06 No person shall park a vehicle over 4,500 kg. (12,055 lbs) (GVW) and/or a length of 6.5 meters (21.3 feet) on any truck route adjacent to a residential area between the hours of 11:00 p.m. and 7:00 a.m.

This Bylaw shall come into force and effect on the date of the final passing thereof.

READ A FIRST TIME THIS 5 DAY OF MARCH A.D., 2001.

READ A SECOND TIME THIS 5 DAY OF MARCH A.D., 2001.

READ A THIRD AND FINAL TIME, THIS 5 DAY OF MARCH A.D., 2001.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Bylaw # 850

BEING a By-Law of the Town of Carstairs in the Province of Alberta, to amend Bylaw No. 830 by adding a penalty clause.

The Council of the Town of Carstairs, duly assembled and pursuant to the Municipal Government Act, Chapter M-26-1 of the Revised Statutes of Alberta, amends Bylaw No. 830, as follows:

Penalties

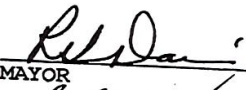
- A) Any person who breaches a provision of this Bylaw shall be guilty of an offence and shall be liable upon summary conviction to a fine of not less than two hundred dollars (\$200.00) and not more than one thousand dollars (\$1,000.00).
- B) Notwithstanding Subsection 10.A, a person charged with an offence pursuant to this Bylaw, may make a voluntary payment at the Town of Carstairs Municipal Office at any time up to fourteen (14) days after the date the offence ticket is issued and in such case prosecution for this offence will not proceed.
- C) The voluntary payment, pursuant to Subsection 10.B, shall be as follows:
 - i) For a first offence in a calendar year - \$50.00.
 - ii) For a second offence in a calendar year - \$100.00.
 - iii) For a third or subsequent offence in a calendar year - \$150.00.
- D) If an alleged offender does not voluntarily pay the penalty amount as set out in Subsection 10.C, then such person may, by summons, be required to appear in court and shall be liable on summary conviction to pay a fine, pursuant to Subsection 10.A, and court costs.
- E) In addition to the penalties as set out above, the Town of Carstairs Special Constable, any member of the Royal Canadian Mounted Police or any other authorized person, may order that the vehicle be towed away to the nearest vehicle compound and the owner shall be responsible for payment of any and all towing and compound fees.

This Bylaw shall come into force and effect on the date of the final passing thereof.

READ A FIRST TIME THIS 1 DAY OF MAY
A.D., 2002.

READ A SECOND TIME THIS 1 DAY OF MAY
A.D., 2002.

READ A THIRD AND FINAL TIME, THIS 1 DAY OF
MAY A.D., 2002.


MAYOR



Town of Carstairs

Policy: ~~Online Services Virtual Service~~ – **Electronic Access to Documents Policy No. 12-013-XX**

Date: **XXXX**

Adopted by: **Council**

Policy Statement:

The Town of Carstairs recognizes the need to provide online or “virtual” access to information to our ratepayers. The scope of these ~~virtual~~ **online** services and their use is provided within the remainder of this document.

Definitions:

~~**Online Services Virtual Services or e-Government**~~ means online or remote functionality and access to individual user accounts and services as assigned and configured by the Town of Carstairs. These services may include:

- **Account Inquiry and Balance Options;**
- **Tax Certificate access;**
- **Assessment and Property Inquiries;**
- **Animal Licensing;**
- **Business Licensing;**
- **Available Payment Options;**

Password means a string of characters that allows access to a computer system or service.

Registration Requirements:

Town of Carstairs ratepayers and vendors wishing to register for the Town of Carstairs ~~virtual~~ **online** services have two options:

1. **Manual Enrolment-** contact the Town of Carstairs and staff can enroll a user using a provided email address. Confirmation of account information will be required to confirm identity.
2. **Online Enrolment-** register using the online registration form available on the ~~eGov~~ **My Online** site. Information from their ~~town account tax and/or utility bill~~ is required to confirm their account.

Registration Process:

1. **Manual Enrolment**
 - a. Once the Town of Carstairs staff has enrolled a user, the user will be sent an e-mail with a temporary password. ~~The user must~~ **It is highly recommended that the user** change their password during the first successful login.
2. **Online Enrolment**
 - a. Users who have provided the Town of Carstairs with an email address can visit the **My Online** ~~eGov~~ website and complete the online Registration Form.
 - b. Once the form has been completed, a confirmation email will be sent to the email address provided.
 - c. Users will be directed to the **My Online** ~~eGov~~ site and they can log in with the email and password they provided on the registration form.

Password Privacy:

- 1. The Town of Carstairs does not store or track user password information, nor will it be held liable for the use of this information.
- 2. Should a registered user forget their password, they have two options:
 - a. Contact the Town of Carstairs and a staff member can have a new temporary password generated and emailed to them
 - b. On the **My Online eGov** website at the login page, the user can enter the email address and click "**Reset Forget Password**". This will generate a new temporary password to be emailed to them.
- 3. Users registered to the **online virtual** service for the Town of Carstairs should not share their login information with anyone else.

End of Policy:
Carstairs**XX/XX**

Signatures:

M_____ Policy No. 12-013-**XX** adopted at Council on **XXXX, XX, 202X**

Lance Colby, Mayor

Rick Blair, CAO



Town of Carstairs

Policy: **My Online eGov Refund and Exchange**
Policy No. **12-036-XX**

Date: **XXXX**

Adopted by: **Council**

Policy Statement:

The Town of Carstairs understands the necessity to provide information on the return or refund of monies from online payments for goods, services, or fees related to the business of the Town of Carstairs.

Guidelines:

- 1. **Terms and Conditions:**
 - a. All payments for services shall be in Canadian Currency.
 - b. Tax Certificates are available for request online and payment, and will be sent to you as requested once approved through internal municipality processes.
 - c. Business Licenses are mailed out within three business days once the payment has been processed.
 - d. When completing an order, a printable receipt is displayed on the screen to signify that the payment has been processed properly.
 - e. The Town of Carstairs currently accepts Visa and MasterCard for credit card processing transactions.
 - f. **A 2.5% convenience fee will be applied in addition to the transaction amount and will show as a separate transaction on your statement.**
- 2. **Return/Refund Policy**
 - a. If a customer experiences a problem during the processing of an online transaction or wishes to request a refund to be processed, the customer shall email the Town of Carstairs at finance@carstairs.ca or call 403-337-3341 to speak to a representative immediately. The Town of Carstairs will arrange for the appropriate replacement of funds.
Convenience fees will not be refunded.
- 3. **Privacy Policy**
 - a. Any personal information that the Town of Carstairs may garner via the **My Online eGov** website is collected under the authority section 32 (c) of the Freedom of Information and Protection Privacy Act (F.O.I.P). The information is used solely for what is necessary for systems administration, request fulfillment, ensuring customer satisfaction, and assessing our information services. Further, the information is kept only for the length of time necessary to fulfill the intended process.

End of Policy:
Carstairs **XX/XX**

Signatures:
M_____ Policy No. 12-036-**XX** adopted at Council on **XXXX, XX, 202X**

Lance Colby, Mayor

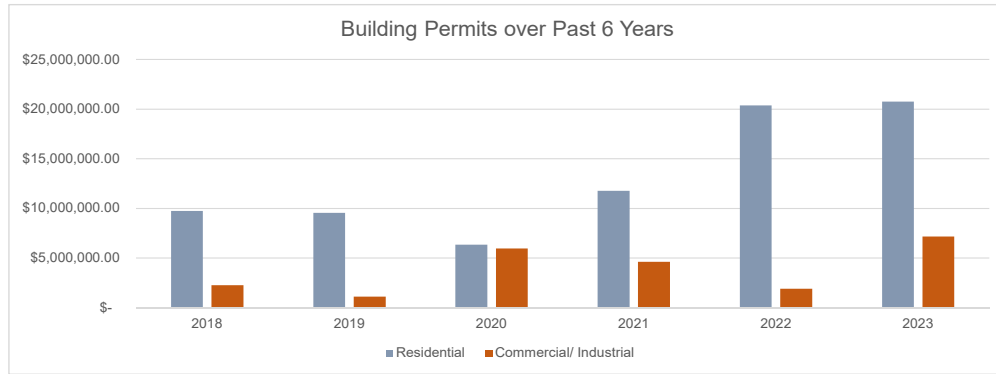
Rick Blair, CAO

Jan. 1 – Dec. 31 2023 Building Permits Breakdown

Type of Permit	# of Permits	Construction Value
Single Family Dwelling	42	\$15,852,000.00
Multi-Family Dwelling	10	\$3,550,000.00
Modular		
Additions and Renovations	31	\$741,500.00
Decks and Ramps	32	\$195,342.00
Industrial and Commercial	5	\$7,160,000.00
Residential Garages	5	\$192,000.00
Other (solar panels, driveway pads, change of occupancy, Demolition, & Wood Stoves)	14	\$237,317.00
Cancellations and Signs		
Totals	139	\$ 27,928,159.00

Residential & Commercial Permit Value 2018-2023

	2018	2019	2020	2021	2022	2023
Residential	\$ 9,750,900.00	\$ 9,540,460.00	\$ 6,354,960.00	\$ 11,774,500.00	20,377,195.00	\$ 20,768,159.00
Commercial/ Industrial	\$ 2,250,000.00	\$ 1,105,500.00	\$ 5,951,307.00	\$ 4,630,000.00	1,910,000.00	\$ 7,160,000.00



Carstairs Permits 2018-2023

2018 Housing Starts		2019 Housing Starts		2020 Housing Starts		2021 Housing Starts		2022 Housing Starts		2023 Housing Starts	
# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value
SFD		SFD		SFD		SFD		SFD		SFD	
30	\$ 8,211,900.00	31	\$ 7,941,460.00	25	\$ 6,354,960.00	38	\$ 11,774,500.00	37	\$ 12,925,000.00	42	\$15,852,000.00
MFD		MFD		MFD		MFD		MFD		MFD	
8	\$ 1,524,000.00	8	\$ 1,599,000.00	0		0		23	\$ 6,611,899.00	10	\$ 3,550,000.00
Modular								Modular		Modular	
1	\$ 15,000.00							2	\$ 28,000.00		
39	\$ 9,750,900.00	39	\$ 9,540,460.00	25	\$ 6,354,960.00	38	\$ 11,774,500.00	62	\$ 19,564,899.00	52	\$19,402,000.00
Commercial 2018		Commercial 2019		Commercial 2020		Commercial 2021		Commercial 2022		Commercial 2023	
# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value
3	\$ 2,250,000.00	12	\$ 1,105,500.00	8	\$ 5,951,307.00	6	\$ 4,630,000.00	10	\$ 1,910,000.00	5	\$7,160,000.00

SFD = Single Family Dwelling
MFD = Multi Family Dwelling

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
TUESDAY, DECEMBER 19, 2023, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Deputy Mayor Allan, Councilors Ball, Fricke, Ratz, Roberts, & Wilcox, Director of Emergency Services Rob McKay, Fire Chief Jordan Schaffer, Director of Community Services Paula Schmick-Roy, FCSS Coordinator Lori King, CAO Rick Blair, & Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby

CALL TO ORDER: Deputy Mayor Allan call to order the meeting of December 19, 2023 at 1:01 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Ball to adopt the Policies & Priorities Committee meeting agenda of December 19, 2023, as presented.

CARRIED

DELEGATIONS: **1. Carstairs Heritage Centre – Ruth Roedler, John Cole, Bob Peele**
R. Roedler President of the Carstairs Historical Society introduced herself along with J. Cole Museum Curator and Manager, and B. Peele treasurer; also stating that the board is looking for new members. J. Cole thanked Council for their previous years of support. The museum houses 3,680 artifacts, has had 2,679 visitors this year, an increase of 696 visitors, and has been open for a total of 281 days in 2023. J. Cole highlighted some of the events that occurred for the year including a very successful Night at the Museum Haunted house exhibit. The museum is grateful to Mountain View County Family Resource Network and Carstairs FCSS for their assistance and participation. J. Cole is pleased to inform that the museum no longer has a shortage of engaged volunteers. The gardens have been restored, and displays in the north and south galleries have been renovated. Despite the great achievements the Museum has made this year, they do not qualify for a \$25,000 Staffing Grant, and certain restrictions make the museum ineligible for some of the smaller grants unless Bylaw 2017 respecting the Knox Presbyterian Church is amended. Another concern is that the Knox Church appears to be sinking, necessitating an engineering examination to protect the historical structure's safety and integrity.

Councilor Fricke wonders if the materials used to rebuild the Church's foundation must be of the same construction material or if they can utilize modern methods. J. Cole responded that the foundation can be fixed utilizing modern materials and standards as long as the repairs are not to a character-defining element. Councilor Fricke inquired as to when applications for further grant approvals are due; J. Cole responded that they will know what the museum has qualified for by February.

Councilor Wilcox asked if the museum could rely on the \$25,000 Staffing Grant in the coming years. J. Cole believes the grant will continue to be effective, as it has been for the last ten years. Councilor Wilcox applauds the Carstairs Heritage Centre for their ability to think outside the box and engage with the community, changing how visitors perceive museums today.

B. Peele discussed the current year's budget as well as the predicted budget for 2024. Wondering if the town would support a 2% increase as well as partially or fully funding the \$5,900 engineering report required for the Knox Presbyterian Church.

Policies & Priorities Committee Meeting – December 19, 2023**Page 2 of 5**

Councilor Ball expressed alarm over the planned budget's deficit, stating that a municipality cannot fund a deficit. B. Peele indicated that the deficit would be met by existing assets; nevertheless, this is not a long-term plan. B. Peel will deliver year-end statements to Council or Committee by mid-February, whichever comes first, to make the final decision.

Motion by Councilor Fricke to accept the Carstairs Heritage Centre presentation as information.

CARRIED**2. 2024 FCSS Funding Applications - Lori King**

L. King summarized the FCSS grant applications for 2024. A total of 15 requests totaling \$76,525.00 were received. The committee will make a final decision on which programs will receive funding in January 2024.

- Boys & Girls Club Airdrie requested \$10,324.00. L. King suggesting to fund \$9324.00 as the facilities are mostly funded for.
- Carstairs and Community Half Century Association requested \$1,700.00. L. King suggested funding the full request.
- Carstairs Public Library for Books for Babies, this is a new request as it was funded through MVCALS which is no longer a society. The request is for 3 years at \$1,392.00; FCSS cannot fund 3 years at a time. L. King suggests \$464.00 and to reassess in the years following.
- Carstairs Public Library for their Comic Con program requested \$1,400.00. L. King suggested to fund \$1,000.00 of the request.
- Carstairs Public Library for their Grow literacy program requesting \$1,200. L. King suggested funding the full request.
- Carstairs Public Library for their Satisfy Curiosity program, requesting \$2,529.00 L. King suggested to fund full request.
- Carstairs Public Library for their Walk the Block program requesting \$1,400. L. King suggested to fund the full request.
- Chinook's Edge School Division and Family School Wellness requested \$20,000.00. L. King indicated that the programs are covered in other programs offered within the town, suggesting the funding request be denied.
- Chinook's Edge School Division and the YES program requested \$14,130.00. L. King stated the programs are well attended suggesting funding the full request.
- Hope 4 Mountain Views Kids Society requested \$2,000.00. L. King suggested to fund the full \$500.00.
- Mountain View Emergency Shelter Society requested \$12,200.00. L. King suggests to partially fund the projects for \$5,000.00.
- Mountain View Moccasin House Society requested \$1,000.00. L. King suggests funding the full request.

Policies & Priorities Committee Meeting – December 19, 2023**Page 3 of 5**

- Mountain View Quilters requested \$2,750.00 for quilting projects that promote staying connected and building relationships. L. King claims that the application does fall within FCSS guidelines and recommends funding the entire request.
- Olds & District Hospice Society requested \$500.00. L. King recommended fully funding the request.
- Rainbows Grief & Loss Program for children requested \$4,000.00. L. King suggests fully funding the project.

Councilor Ball inquired about the methods in place to assure the programs' effectiveness, L. King responded that each program is required to provide a final report on the program's outcomes. Councilor Ball asked about the source of FCSS funding, which L. Kind replied it is 80% provincial and 20% municipal, with Mountain View County also contributing funding per capita.

Motion by Councilor Wilcox to accept the 2024 FCSS Funding Applications as information.

CARRIED**BYLAWS & POLICIES:****1. Bylaw No. 980 Establishment of a Fire Department**

J. Shaffer addressed the revisions to Bylaw No. 980. The key difference is that the CAO now determines the number of appointed officers, in addition to wordsmithing changes.

Councilor Ball noted grammatical corrections that are required.

Motion by Councilor Wilcox to accept Bylaw No. 980 Establishment of a Fire Department as amended and forward to Council with the recommendation for adoption.

CARRIED**2. Policy No. 62-006-24 Facility Requests for Special Rates Policy**

P. Schmick-Roy presented on the new combined Policy, which combines Policies 62-001-18 Carstairs Facility Requests for Special Rates - Not for Profit and 62-002-18 Carstairs Facility Requests for Special Rates - Service Clubs. Making it easier to navigate.

Councilor Ball noted grammatical corrections that are required.

Motion by Councilor Ratz to accept Policy No. 62-006-24 Facility Requests for Special Rates Policy as amended and forward to Council with the recommendation for adoption.

CARRIED**3. Policy No. 26-009-18 Uniform & Safety Equipment Standards for Emergency Services**

R. McKay spoke to the changes to the Policy, reflecting the department's name change and adding Fire Safety Code Officer's equipment.

Motion by Councilor Roberts to accept Policy No. 26-009-18 Uniform & Safety Equipment Standards for Emergency Services as amended and forward to Council with the recommendation for adoption.

CARRIED**4. Policy No. 26-006-18 Uniform & Safety Equipment Standards for Carstairs Fire Department**

J. Schaffer spoke to the Policy revisions. The key modifications are wordsmithing and maintaining compliance with safety standards.

Policies & Priorities Committee Meeting – December 19, 2023**Page 4 of 5**

Motion by Councilor Ball to accept Policy No. 26-006-18 Uniform & Safety Equipment Standards for Carstairs Fire Department as amended and forward to Council with the recommendation for adoption.

CARRIED**REPORTS:****1. Development Reports**

CAO Blair gave an update on Development Reports up to December 8, 2023. With 52 new homes and 82 compliances. Development in town is robust and will continue into 2024. The Committee reviewed the following reports.

- a. Building Permit Listing
- b. Compliance Listing

Motion by Councilor Fricke to accept the Development Reports as information.

CARRIED**2. City Wide Protective Services Monthly Reports**

The Committee reviewed the following monthly reports for the months of September, October and November 2023. The data indicates total Work Orders rather than actual calls; administration will obtain the actual call numbers for review.

- a. Fire Reports.
- b. Bylaw Reports

Motion by Councilor Ball to accept the City-Wide Protective Services Monthly Reports as information.

CARRIED**3. Emergency Services**

The Committee reviewed the following reports. R. McKay outlined the reports and presented the Committee with a copy of the Emergency Social Services Plan which now includes an animal plan and the new Communications Plan.

- a. Carstairs Emergency Management Agency (CEMA) Report
- b. Emergency Services Report
- c. ESS
- d. Communications Plan

Councilor Fricke commends the Communications Plan adding that the family liaison is a critical piece of the puzzle, allowing volunteers to focus on the task at hand rather than worrying about their own family in a state of emergency. Councilor Fricke also inquired how those with mobility impairments would be safely evacuated in an emergency event. R. McKay and J. Schaffer both answered that the mode of transportation would be incident-dependent and dispatch would devise a plan based on available resources.

- e. Alley Speed Signage

R. McKay has received numerous complaints regarding alleyway speeding from a resident, the resident is requesting more speed signs to be posted. The Committee debated whether the cost of posting signage was worthwhile or whether more education would be more beneficial.

Policies & Priorities Committee Meeting – December 19, 2023

Page 5 of 5

Motion by Councilor Fricke to direct administration to investigate signage for alleyways.

CARRIED

Motion by Councilor Wilcox to accept the Emergency Services Reports as information.

CARRIED

4. Quarterly Reports

The Committee reviewed the following reports.

- a. Royal Canadian Mounted Police

Motion by Councilor Ratz to accept the Quarterly RCMP reports as information.

CARRIED

5. Quarterly Facility Utilization Reports

The Committee reviewed the following reports

- a. Carstairs Memorial Arena

Councilor Ball stated that it would be interesting to see the utilization of the ice as a percentage. Administration stated that they would look into how to report it.

- b. Carstairs Community Hall
- c. Carstairs Campground
- d. Parks & Sports Fields

Motion by Councilor Ball to accept the Quarterly Facility Utilization Reports as information.

CARRIED

GENERAL DISCUSSION: 1. Lights at the Dog Park

CAO Blair was informed of a complaint over the installation of lights at the Carstairs Dog Park. Unfortunately, there is no power at the site, and they would need to erect posts, among other costly work, to put up lights, which would cost taxpayers a lot of money. If the Committee and Council are interested, this alternative can be investigated. The Dog Park was supposed to be open from sunrise to sunset. The Committee unanimously agreed to leave the park as is.

2. Penalty Fee Waived

CAO Blair brings forward a request from a company to waive the penalties for unpaid water bills. The Committee declines to grant the request.

NEXT MEETING: January 18, 2024

ADJOURNMENT: Motion by Councilor Ball to adjourn the meeting of December 19, 2023 at 3:07 p.m.
CARRIED

Dean Allan, Deputy Mayor

Rick Blair, CAO



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113106

Dear Chief Elected Officials:

Since 2022, Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering Committee consisting of industry representatives and municipal partners, such as Alberta Municipalities and Rural Municipalities of Alberta. The committee was tasked with designing an engagement process that will assist in updating the regulated property assessment models in a fair and transparent manner. I am now carefully considering the committee's proposed engagement plan.

As you are aware, in 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, after the 2024 municipal tax year. The Well Drilling Equipment Tax was also eliminated, and there are no plans to reinstate it.

Two assessment-based measures to support the viability of mature oil and gas assets were also implemented at that time: the continuation of the 35 per cent assessment reduction for shallow gas wells and pipelines (first introduced in 2019), and additional depreciation adjustments for lower-producing wells. These two measures were intended as a bridge to the implementation of new assessment models and will therefore be extended until the Assessment Model Review is completed and the regulated assessment models for wells are updated.

Thank you for continuing to work in partnership with the province. I look forward to sharing more information in early 2024 regarding further engagement on the Assessment Model Review.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers
Tyler Gandam, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

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Classification: Protected A



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

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- 2 -

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website (www.alberta.ca/local-government-fiscal-framework-operating-funding). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

cc: Chief Administrative Officers

Classification: Public



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

1/3

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Classification: Protected A

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas