



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, DECEMBER 8, 2025, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of December 8, 2025
Motion: To adopt the agenda of December 8, 2025

4. ADOPTION OF MINUTES

- a) Adoption of minutes of November 24, 2025 (addendum 4.a)
Motion: To adopt the minutes of November 24, 2025



5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) 2026 Budget Update

6. DELEGATIONS

- a) Carstairs Heritage Centre-John Cole
b) Carstairs Citizens on Patrol-Ernie Bradley
c) Church Link-Kelly Sikstrom
d) Carstairs Heritage Festival-Bob Green

7. BYLAWS AND POLICIES

- a) Bylaw No. 2063 Reservoir Service Line Borrowing Bylaw (addendum 7.a)



- b) Bylaw No. 2064 Rates & Fees Bylaw (addendum 7.b)



- c) Bylaw No. 2065 Revolving Line of Credit (addendum 7.c)



8. NEW BUSINESS

- a) Library Board Appointment Renewal-Wendy Knudson (addendum 8.a)

4 - 10

11 - 12

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- b) Transfer of Surplus Funds

9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE
- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c) MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
 - i) MVRWSC Rate Update (addendum 7.c.i)



- d) MOUNTAIN VIEW SENIORS HOUSING

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

- a) Kiwanis Music Festival (addendum 11.a)



- b) Altalink Congratulatory Letter (addendum 11.b)



- c) Parkland Regional Library (addendum 11.c)



12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

Section 197 of the Municipal Government Act requires that Council and Council Committees conduct their meetings in public unless the matter to be discussed falls under one of the exceptions to disclosure outlined in Division 2 of Part 1 of the Access to Information Act (AITA), including but not limited to matters related to business interests, personal privacy, individual or public safety, confidential evaluations or law enforcement. (Sections 19 to 34).

- a) Section 19-Disclosure harmful to Business Interests of a Third Party

17. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, NOVEMBER 24, 2025, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Allan; Councilors Ball, Fricke, Roberts, Selanders, Tolley & Wilcox; Director of Legislative & Corporate Services Shannon Allison; Director of Planning & Development Kirk Williscroft; CAO Rick Blair & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Allan called the meeting of Monday, November 24, 2025, to order at 7:00 p.m.
ADDED ITEMS:	1. Disclosure harmful to personal privacy-Section 20 of AITA to Closed meeting 15.a. 2. Disclosure harmful to intergovernmental relations-Section 26 to Closed meeting 15.b.
ADOPTION OF AGENDA: Motion 332/25	Motion by Councilor Wilcox to adopt the Regular Council agenda of November 24, 2025, as amended. CARRIED
ADOPTION OF PREVIOUS MINUTES: Motion 333/25	Motion by Councilor Ball to adopt the Regular Council Meeting minutes of November 10, 2025, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	1. 2026 Budget Discussions S. Allison introduced the draft capital and operating budget, aiming for approval by the end of December. Mill Rate will be finalized after requisitions in the New Year. Councilors Selanders and Tolley asked for clarification on the Cargo Trailer and Generator requested by the Emergency Services Department. Operational Services currently stores road-closure supplies; the generator would ensure backup power for the Emergency Services Building during emergencies. Councilor Selanders requested copies of the budget documents for personal review and plans to meet with S. Allison and CAO Blair to better understand reserves. CAO Blair supported sharing the documents internally but stressed they are not circulated, as the numbers are not final until the budget is passed. Councilor Ball inquired whether the Council had any power over library personnel decisions. CAO Blair stated that Council only approves financing, while the Library Board and Manager oversee staffing. He also inquired about the financial software upgrade. S. Allison and CAO Blair noted it is a transition year, with more work than expected to build the system from scratch. The old and new systems will run in tandem during 2025, with full implementation planned for 2026. Councilor Fricke requested Administration to calculate a 3% COLA option and return the figures to Council. Motion 334/25 Motion by Councilor Tolley to accept 2026 Budget Discussions as information. CARRIED 2. Administration Building Expansion Council reviewed the proposed expansion intended to consolidate staff and eliminate the currently leased building, which currently costs \$25,000 annually plus utilities. The expansion would add three new offices, refurbish the existing footprint to create seven functional office spaces, add a meeting room, and convert one bathroom into two. Councilor Fricke asked about milestones. CAO Blair advised the building would go up quickly, with funding and occupancy both planned for 2026. Councilor Wilcox inquired whether the proposed Community Services office space could be reused if they were to be relocated. CAO Blair confirmed that the area is flexible and could be reused, stating that the addition will be adequate for the next 15-20 years.

Councilor Tolley requested clarification on the location of the expansion.

Councilor Selanders asked for a cost estimate. CAO Blair roughly projected \$750,000–\$1,000,000 for approximately 3,000 sq. ft. but will need to have electrical and mechanical drawings done.

Mayor Allan invited further comments. Councilors Ball, Tolley, and Fricke supported moving forward, noting costs will only increase over time. Councilor Selanders raised concerns regarding the separate entrance and parking configuration.

With no further questions, Council was in favor of proceeding to the next steps.

Motion 335/25

Motion by Councilor Fricke to accept the Administration Building Expansion as information and direct Administration to proceed with Electrical and Mechanical work for preparation of an IFT Package.

CARRIED

DELEGATIONS:

1. STARS-Jackie Seeley

J. Seeley joined the meeting via Teams to present on behalf of STARS, highlighting their 40-year mission of providing critical care across Western Canada. STARS operates a fleet of 10 H145 helicopters and partners with fire departments, first responders, EMS, hospitals, and municipal governments to maintain a comprehensive emergency response network. Direct operating costs in Alberta are approximately \$36.6 million annually, with the province contributing \$15 million and the remaining 59% funded through donations, fundraising, and lottery revenues. A 15-year mission summary for Mountain View County was provided, noting 840 missions from 2010 to 2024 and 24 missions to date in 2025, including 2 near Carstairs. The Town of Carstairs currently contributes \$5,000 annually, and STARS is requesting a four-year pledge (2026–2029) at this fixed rate.

Councilor Wilcox asked how many critical care staff are on each team. J. Seeley advised that while she did not have exact staffing totals, there are typically 4–5 critical crew members per helicopter. Councilor Wilcox also asked whether the province has increased funding; J. Seeley confirmed the last increase occurred in 2021, from \$7 million to \$15 million, under a block-funding agreement with eight years remaining.

Councilor Fricke inquired whether STARS plans to increase the number of helicopters in response to provincial population growth. J. Seeley stated that STARS is not planning to expand the fleet, but they do coordinate additional transport options and provide virtual medical support for rural communities. Councilor Fricke also asked whether the four-year pledge would be binding or offered in good faith. J. Seeley clarified that, for sustainability, STARS requires a binding commitment.

Mayor Allan noted that Council is currently in budget deliberations and will consider the request, advising J. Seeley that Administration will follow up once a decision has been made.

Motion 336/25

Motion by Councilor Wilcox to accept the STARS Delegation as information.

CARRIED

2. Carstairs Public Library-Megan Ginther

M. Ginther, Library Manager, presented the 2025 update and 2026 budget for the Carstairs Public Library. The library employs 2 full-time and 3 part-time staff, supported by a summer student through Young Canada Works and a 6-week TD Bank-funded assistant. Achievements in 2024 included a new logo and website, updated policies and bylaws, and an upcoming update to the Backpacking to Literacy collection. The library's five-year Plan of Service will be available in early 2026 following broad community engagement. Key focus areas include community engagement, literacy and learning support, improved access to technology, and planning for future population growth. For 2026, the library presented a balanced budget of \$382,436, including a Town appropriation of \$237,489, an increase of \$12,846. An anticipated staff retirement in 2026 will be addressed by restructuring the position into two lower-grid roles. The library will partner with Didsbury to hire a summer intern. Budget increases

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reflect inflation and service demand. Update on the Town's membership with the Parkland Regional Library System (PRLS); while core services remain valuable, concerns include digital services, outdated agreements, budgeting, and uneven participation. Administration and the Board will continue advocacy on these matters. The Library Board has approved the 2026 budget, which was provided to Council for information.

Councilor Tolley asked how visitor counts are tracked; M. Ginther confirmed they are recorded manually using a tick sheet. He also asked about collection size; the library currently offers 19,000 items, which meets best practice for now, but growth will require additional materials that cannot be accommodated without a new facility.

Councilor Ball asked about participation in the Plan of Service survey; approximately 150 residents participated across online, in-person and agency engagement. He asked whether PRLS costs were increasing despite decreasing service; M. Ginther confirmed services are stagnant, not decreasing. He also inquired about website workload; the site took two months to build and requires 5–10 hours per month for updates, with an annual cost of \$250. Councilor Ball also asked for a timeline of retirement. M. Ginther answered that retirement is anticipated for June 2026, with the Assistant Manager position needed in July and a desk position in September.

Councilor Selanders thanked M. Ginther for the presentation and asked about meeting room usage. M. Ginther noted tracking has just begun, but there is significant demand, including from homeschoolers and sports groups, with most evenings occupied by library programming.

Councilor Fricke thanked M. Ginther for her detailed presentation and asked about planning for a future facility. M. Ginther reported she has a five-year plan for the existing space and is beginning background research for long-term needs, recognizing a new facility will take time. She also asked about sensory programs; staff are not yet trained, but the library offers quiet time from 9–10 a.m. for patrons with sensory sensitivities.

Councilor Wilcox expressed appreciation for the Library Manager's advocacy and emphasized that the current facility is at capacity, noting that Council will need to consider planning for a new library facility or a reduction in service levels.

CAO Blair advised that the Town no longer has an active agreement with Mountain View County regarding municipal libraries under the updated provincial framework but will be meeting with the County to establish a new agreement.

Mayor Allan thanked M. Ginther for her ongoing work and commitment to the community.

Motion 337/25

Motion by Councilor Roberts to accept Carstairs Public Library Delegation as information.

CARRIED

BYLAWS & POLICIES:

1. Policy No. 61-003-25 Provision of Municipal & Environmental Reserves

The Policy was reviewed at the last Policies & Priorities Committee meeting, with recommendation for adoption.

Motion 338/25

Motion by Councilor Ball to adopt Policy No. 61-003-25, Provision of Municipal & Environmental Reserves, as presented.

CARRIED

2. Bylaw No. 966 Residential Community Standards

2. Bylaw No. 000 Residential Community Standards
The Bylaw was reviewed at the last Policies & Priorities Committee meeting, with recommendation for adoption.

Motion 339/25

Motion by Councilor Tolley to give first reading of Bylaw No. 966, Residential Community Standards Bylaw, as amended.

CARRIED

Motion 340/25

Motion by Councilor Wilcox to give second reading of Bylaw No. 966, Residential Community Standards Bylaw, as amended.

CARRIED

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Motion 341/25 Motion by Councilor Selanders to move to third and final reading of Bylaw No. 966, Residential Community Standards Bylaw, as amended.

UNANIMOUSLY CARRIED

Motion 342/25 Motion by Councilor Fricke to give third and final reading of Bylaw No. 966, Residential Community Standards Bylaw, as amended.

CARRIED

3. Bylaw No. 999 Industrial District Standards

The Bylaw was reviewed at the last Policies & Priorities Committee meeting, with recommendation for adoption.

Motion 343/25 Motion by Councilor Ball to give first reading of Bylaw No. 999, Industrial District Standards Bylaw, as amended.

CARRIED

Motion 344/25 Motion by Councilor Roberts to give second reading of Bylaw No. 999, Industrial District Standards Bylaw, as amended.

CARRIED

Motion 345/25 Motion by Councilor Wilcox to move to third and final reading of Bylaw No. 999, Industrial District Standards Bylaw, as amended.

UNANIMOUSLY CARRIED

Motion 346/25 Motion by Councilor Fricke to give third and final reading of Bylaw No. 999, Industrial District Standards Bylaw, as amended.

CARRIED

4. Bylaw No. 1000 Commercial District Standards

The Bylaw was reviewed at the last Policies & Priorities Committee meeting, with recommendation for adoption.

Motion 347/25 Motion by Councilor Wilcox to give first reading of Bylaw No. 1000, Commercial District Standards Bylaw, as amended.

CARRIED

Motion 348/25 Motion by Councilor Selanders to give second reading of Bylaw No. 1000, Commercial District Standards Bylaw, as amended.

CARRIED

Motion 349/25 Motion by Councilor Tolley to move to third and final reading of Bylaw No. 1000, Commercial District Standards Bylaw, as amended.

UNANIMOUSLY CARRIED

Motion 350/25 Motion by Councilor Roberts to give third and final reading of Bylaw No. 1000, Commercial District Standards Bylaw, as amended.

CARRIED

NEW BUSINESS:

1. Declaration of Interest

CAO Blair introduced the proposed Declaration of Interest process and asked Council whether they wished to proceed with implementing it.

Councilor Fricke supported the process, noting that signing a blackout waiver helps protect Council members and that it is difficult to anticipate every situation where protections may be needed.

Councilor Wilcox expressed support for moving forward and asked whether declarations would be posted on the website. CAO Blair advised that they would not, as declarations may contain personal or sensitive information. He will review procedures further to determine what information, if any, must be disclosed publicly.

Councilor Selanders asked how this fits with existing pecuniary interest and conflict-of-interest requirements and whether this creates an additional component. CAO Blair explained that the Declaration of Interest process is intended to occur before discussions take place, recognizing that it can be difficult for a third party to determine whether a member may have a pecuniary interest. Council cannot force a member to recuse themselves, but concerns can be raised, and if necessary, matters can be referred to Municipal Affairs. The process provides assurance and transparency where personal interests may not be known to others.

Councilor Tolley asked whether declarations would go through a peer review or be housed with a designate. CAO Blair stated that further

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research is required but noted that the CAO is the natural point of contact, as Council members would already bring such matters forward to the CAO.

Motion 351/25

Motion by Councilor Fricke to accept Declaration of Interest discussion as information and direct administration to create a Bylaw to bring forward at a future Policies & Priorities Committee meeting.

CARRIED

COMMITTEE REPORTS:

- 1. Policies & Priorities Committee
 - Minutes of the meeting of November 18, 2025, were attached.
- 2. Mountain View Regional Waste Commission
 - Next meeting December 8, 2025.
- 3. Mountain View Regional Water Services Commission
 - Councilor Roberts provided a verbal report of the meetings on November 18 & 21, 2025. The Commission has decided to increase water rates by 15%, or 33 cents a cube.
 - Next meeting TBD
- 4. Mountain View Seniors' Housing
 - Next meeting December 11, 2025.

Motion 352/25

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

CARRIED

COUNCILOR REPORTS:

- 1. Councilor Ball
 - Councilor Ball provided a verbal report.
 - November 12-14, 2025, attended AB Munis Convention.
 - November 18, 2025, attended Policies & Priorities Committee meeting.
- 2. Councilor Fricke
 - Councilor Fricke provided a verbal report.
 - November 12-14, 2025, attended AB Munis Convention.
 - November 18, 2025, attended Policies & Priorities Committee meeting.
- 3. Councilor Roberts
 - Councilor Roberts provided a verbal report.
 - November 12-14, 2025, attended AB Munis Convention.
 - November 19-20, 2025, attended RMA Convention.
 - November 18-21, 2025, attended Mountain View Regional Water Service Commission meetings.
- 4. Councilor Selanders
 - Councilor Selanders gave a verbal report.
 - November 12-14, 2025, attended AB Munis Convention.
 - November 18, 2025, attended Policies & Priorities Committee meeting.
- 5. Councilor Tolley
 - Councilor Tolley provided a verbal report.
 - November 12-14, 2025, attended AB Munis Convention.
 - November 18, 2025, attended Policies & Priorities Committee meeting.
- 5. Councilor Wilcox
 - Councilor Wilcox provided a verbal report.
 - November 12-14, 2025, attended AB Munis Convention.
 - November 18, 2025, attended Policies & Priorities Committee meeting.
- 6. Mayor Allan
 - Mayor Allan provided a verbal report.
 - November 12-14, 2025, attended AB Munis Convention.
 - November 18, 2025, attended Policies & Priorities Committee meeting.

Motion 353/25

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

CARRIED

CORRESPONDENCE:

- 1. Alberta Museums Association Letter

Council reviewed the letter congratulating Council on the recent election and reminding them to continue to strengthen the support for museums in the municipality.
- Motion 354/25
- Motion by Councilor Ball to accept Alberta Museums Association Letter as information.

CARRIED

- 2. Olds College of AG & Technology Letter

Council reviewed the letter congratulating Council on the recent election.

Councilor Fricke asked if the Town has ever partnered with Olds College before; CAO Blair answered not of which he is aware.

Motion 355/25

Motion by Councilor Selanders to accept Olds College of AG & Technology letter as information.

CARRIED

3. RDRWA Request for Municipal Support
Council reviewed the package from Red Deer River Watershed Alliance requesting the Town of Carstairs become a funding partner.

CAO Blair stated that the town currently supports RDRMUG through Mountain View Regional Water Services Commission.

Motion 356/25

Motion by Councilor Ball to accept RDRWA request for Municipal Support as information.

CARRIED

4. Carstairs Minor Hockey Association Request
Council reviewed the request to sponsor CMHA Tournaments. The request does not fall under the provision of Policy No. 62-006-24 Facility Requests for Special Rates-Not for Profit and Service Clubs.

Motion 357/25

Motion by Councilor Fricke to accept CMHA Request as information.

CARRIED

CAO’S REPORT:

- November 12-14, 2025, attended AB Munis Convention.
- November 12, 2025, lateral line meeting.
- November 13, 2025, met with RCMP K division.
- November 13, 2025, met with Minister Nixon.
- November 18, 2025, Policies & Priorities Committee meeting.
- November 19, 2025, Carstairs Feeder Main meeting, construction scheduled for the New Year.
- November 19, 2025, met with potential developers.
- November 20, 2025, attended an open house in another municipality.
- November 20, 2025, Carstairs Reservoir Site meeting.
- Daily Budget planning.

Motion 358/25

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

CARRIED

COUNCILOR COMMENTS:

1. Councilor Selanders
- Concern from a resident regarding Scarlett Ranch playground surfacing.

2. Councilor Fricke
- Email received about Town safety.

3. Councilor Tolley
- Positive feedback regarding arena referee room and facility booking support.

4. Mayor Allan
- Positive email received about the Town

Motion 359/25

Motion by Councilor Wilcox to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

CLOSED MEETING:

1. Disclosure harmful to personal privacy-Section 20

2. Disclosure harmful to intergovernmental relations-Section 26

Section 197 of the Municipal Government Act requires that Council and Council Committees conduct their meetings in public unless the matter to be discussed falls under one of the exceptions to disclosure outlined in Division 2 of Part 1 of the Access to Information Act (ATIA), including, but not limited to, matters related to business interests, personal privacy, individual or public safety, confidential evaluations, or law enforcement. (Sections 19 to 34).

Motion 360/25

Motion by Councilor Wilcox that Council close the meeting to the public to discuss Disclosure harmful to personal privacy and Disclosure harmful to intergovernmental relations, as per Section 20, and 26 of the ATIA, at 9:36 p.m.

CARRIED

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Motion 361/25 Motion by Councilor Wilcox to come out of the closed meeting session at 9:48 p.m.

CARRIED

NEXT MEETING: Monday, December 8, 2025, at 7:00 p.m.

ADJOURNMENT:
Motion 362/25 Motion by Councilor Ball to adjourn the meeting of November 24, 2025, at 9:49 p.m.

CARRIED

Dean Allan Mayor

Rick Blair, CAO

Bylaw No. 2063
OF THE TOWN OF CARSTAIRS
(hereinafter referred to as “the Municipality”)
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$1,500,000.00 for the purpose of the Municipality's contribution towards the Reservoir Service Line.

WHEREAS, the Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Reservoir Service Line.

Plans and specifications have been prepared, and the total cost of the project is estimated to be \$1,500,000.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Loan/Debenture	\$1,500,000.00
Total Cost	\$1,500,000.00

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$1,500,000.00 for a period not to exceed twenty (20) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this Bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of, seventy-five (75) years.

The principal amount of the outstanding debt of the Municipality on December 31, 2024, is \$2,585,410.00, and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained, and the project is in compliance with all *Acts and Regulations* of the Province of Alberta.

NOW THEREFORE, the council of the municipality duly assembled, enacts as follows:

1. That for the purpose of constructing the **Reservoir Service Line**, the sum of One Million, Five Hundred Thousand dollars (\$1,500,000.00) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$1,500,000.00 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely, Reservoir Service Line.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed twenty (20) years, calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or authorized financial institution, on the date of the borrowing, and not to exceed nine (9) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This Bylaw comes into force on the date it is passed.

READ A FIRST TIME THIS 27TH DAY OF OCTOBER A.D., 2025

READ A SECOND TIME THIS XX DAY OF XXX A.D., 2025

READ A THIRD AND FINAL TIME THIS XX DAY OF XXX A.D., 2025

Dean Allan, Mayor

Rick Blair, CAO

Bylaw No. 2064

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, respecting rates to be charged for various goods and services provided by the Town of Carstairs.

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, to amend Bylaw No. 2005.

WHEREAS, sections 7 and 8 of the Municipal Government Act, Chapter M-26-1, Revised Statutes of Alberta 2000, and amendments thereto authorize the Council to repeal or amend any bylaws.

WHEREAS, section 8 of the Municipal Government Act, Revised Statutes of Alberta 2000, and amendments thereto, authorize a Municipality, by Bylaw, to establish fees for licenses, permits, and approvals, and

WHEREAS, section 61(2) of the Municipal Government Act, Revised Statutes of Alberta 2000 and amendments thereto authorize a Municipality to charge fees, tolls, and charges for the use of its property, and

WHEREAS, section 481 (1) of the Municipal Government Act, Revised Statutes of Alberta 2000 and amendments thereto authorize a Municipality to establish fees payable by any person wishing to make a complaint to the Assessment Review Board, and

WHEREAS, section 630.1 of the Municipal Government Act, Revised Statutes of Alberta 2000 and amendments thereto authorize a Municipality to establish fees for planning functions, and

WHEREAS, section 6 of the Municipal Government Act, Revised Statutes of Alberta 2000, and amendments thereto give a Municipality natural person powers, which imply the power to charge for goods and services provided,

NOW THEREFORE, Council of the Town of Carstairs, duly assembled and pursuant to the Municipal Government Act, Chapter M-26-1, Revised Statutes of Alberta 2000, enacts as follows:

- 1. This Bylaw may be referred to as the “**2026 Rates and Fees Bylaw**”.
- 2. That the rates specified in the Schedules attached be charged for the goods and services specified.

Schedule A	Water, Wastewater and Garbage Collection
Schedule B	Administration
Schedule C	Building Development Permit Application
Schedule D	Cemetery
Schedule E	Dog Bylaw
Schedule F	Sports and Recreation
Schedule G	Traffic Bylaw
Schedule H	Fire Services
Schedule I	Community Hall
Schedule J	Plotter Printer
Schedule K	Council Remuneration
Schedule L	Cat Bylaw
Schedule M	Noise Bylaw
Schedule N	Cannabis Consumption Bylaw
Schedule O	Smoking and Vaping Bylaw
Schedule P	Livestock Bylaw
Schedule Q	Residential Community Standards Bylaw
Schedule R	Industrial Community Standards Bylaw
Schedule S	Commercial Community Standards Bylaw
Schedule T	Special Events Bylaw
Schedule U	Golf Course Fees
Schedule V	Hobby Kennel License Bylaw
Schedule W	Discharge of Projectiles Bylaw
Schedule X	The Fireworks Permission Bylaw
Schedule Y	Animal Trapping Bylaw
Schedule Z	Business License Bylaw
Schedule AA	Illegal Discharge of Sump Pumps
Schedule AB	Fire Pit Bylaw
Schedule AC	Injurious Occupation Bylaw
Schedule AD	Water Bylaw

- 3. That the rates specified attached to this Bylaw may be modified and amended from time to time, as Council desires, by resolution of Council;
- 4. That this Bylaw shall come into full force and effect on **January 1, 2026**.

READ A FIRST TIME THIS XXTH DAY OF XXX A.D., 202X

READ A SECOND TIME THIS XXTH DAY OF XXX A.D., 202X

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS XXTH DAY OF XXX A.D., 202X

READ A THIRD AND FINAL TIME THIS XXTH DAY OF XXX A.D., 202X

Dean Allan, Mayor

Rick Blair, CAO

SCHEDULE 'A'
WATER AND WASTEWATER AND GARBAGE COLLECTION RATES

WATER RATES:

1. Metered Single Occupancy

Metered consumption charge of ~~\$3.36~~ 3.69 per cubic meter.
Water Infrastructure/Maintenance Fee \$15.00 per month

2. Metered Multiple Occupancy

Where a separate meter has been installed for each unit within the building, a Water Infrastructure/Maintenance Fee of \$15.00 per month shall apply to each unit plus a metered consumption charge of ~~\$3.36~~ 3.69 per cubic meter.

Where only one meter is installed to serve the entire building, a Water Infrastructure/Maintenance Fee of \$15.00 per month shall apply for each unit plus a metered consumption charge of ~~\$3.36~~ 3.69 per cubic meter.

3. Flat Rates

For buildings without a water meter, or with an inoperable meter, the monthly charge shall be \$75.00 per unit plus all base fees.

4. Bulk Water Sales

The charge for water sold in bulk quantities shall be ~~\$6.65~~ 6.98 per cubic meter. ~~Users without an account will be charged a flat fee of \$30.00, plus consumption charges.~~

5. Sales of Water Meters & Read-outs

Size:	Up to 1"	\$575.00+ GST
	1"	Contact the town
	2" or greater	Contact the town

6. Additional Charges

- a. Any person who will not require water and sewer service for an extended period of time may request the Town to disconnect the service. The account holder will be required to pay a one-hundred-dollar (\$100.00) disconnection/reconnection fee to resume service, payable in advance.
- b. No person, other than those authorized by Utility Services, may operate a curb stop. Any attempt to turn the curb stop will result in a Two thousand Five Hundred-dollar (\$2,500.00) fine to the person(s) who have signed the Town of Carstairs Development permit.

WASTEWATER RATES:

60% of Water Consumption Fees
Wastewater Infrastructure/Maintenance Fee per month \$6.24

GARBAGE COLLECTION AND DISPOSAL RATES:

Single Family Residence	\$24.00 per month per bin
Multiple Dwelling – per unit	\$24.00 per month per bin
Apartment – per unit	\$24.00 per month per bin
Family Dwelling in Commercial Buildings – per unit	\$24.00 per month per bin
Retail outlets – per unit	\$24.00 per month per bin
Offices – per unit	\$24.00 per month per bin
Hotels/Motels	\$24.00 per month per bin
Restaurants/Coffee Shops	\$24.00 per month per bin
Other businesses – per unit	\$24.00 per month per bin

An additional garbage bin removal service charge may apply (\$100.00).

Replacement Garbage Bin \$105.00+ GST

SCHEDULE 'B'
ADMINISTRATION FEES

1. The fee for NSF or returned cheques is:

\$40.00 20.00
2. The fee for photocopying is:

\$0.30 per page.

A fee of \$0.20 per sheet is charged to any volunteer of an organization requesting photocopying.
Should the organization provide its own paper, the photocopying cost is \$0.15 per sheet.
3. The fee for FAX service is:

To send local Faxes: \$1.00 per page
Sending long-distance Faxes: \$2.00 per page
To receive Faxes: \$1.00 per page
4. The fee for an assessment appeal is:

Residential \$50.00
Non-Residential \$650.00
5. The fee for a Tax Certificate is:

\$40.00
6. The fee for Tax Recovery Registration is:

\$50.00 plus registration costs.

- The administration fee for the auction is the cost plus 10% of the total sale price.
7. The fee for dog licenses is:

No charge permanent tag
\$200.00 restricted dog
\$100.00 hobby license
\$ 30.00 per day boarding fees
\$ 10.00 replacement tag
8. The fee for cat licenses is:

No charge permanent tag
\$ 30.00 per day boarding fees
\$ 10.00 replacement tag
9. Tax Penalty

Current Taxes: July 1st – 14%
Arrears (All Outstanding Balances): January 1st – 14%
10. Utility Account Penalty:

1.5% per month, 18% per annum
- current amounts

1.5% per month, 18% per annum
- outstanding amounts
11. Accounts Receivable:

1.5% per month, 18% per annum
12. Business Licenses:

\$100.00 Resident License
\$125.00 Non-Residential License
\$300.00 Peddler & Hawkers License
13. Special Event License:

\$25.00 Temporary Vendor License (per day)

14. Campground Fees: (GST included)

\$35.00 per recreational vehicle

\$28.00 per tent

\$10.00 firewood per wheelbarrow load

\$1.00 showers on timer

\$5.00 sewage dump

power site

non-power site
15. Personal Vehicle Allowance:

As per Canada Revenue Agency – Reasonable per kilometer allowance
16. Tax/Utility Invoice Reprint Charge:

\$5.00 per invoice (1st Free)
17. Paper Billing Charge:

\$2.00 per bill
18. ATIA/POPA Fees:

General Information Application Fee

\$25.00

General Information Continuing Request

\$50.00

Time for locating & Retrieving records

\$6.75 per quarter hour

Additional fees may apply under the ATIA/POPA regulations.
19. Emergency Services Continual Non-Compliance Order fee

\$50.00 per occurrence

(Charged after the 2nd order issued in a year)

SCHEDULE 'C'
BUILDING AND DEVELOPMENT PERMIT APPLICATION RATES
All rates are subject to GST

These rates apply to both new buildings and structures and to alterations and repairs to existing buildings and structures. Development permit Fees are based on the prevailing fair market value of construction/project costs (excluding land) and are non-refundable.

Type	Building Permit Fee	Provincial Fee	Development Permit
Single-family, duplex, multi-family	\$5.50 per \$1,000 of construction value, up to \$1,000,000. Thereafter \$4.20 per \$1,000 Minimum construction cost: +2000 sq. ft, \$350,000 -2000 sq. ft, \$300,000 each	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1,000 construction value up to \$150,000 – Thereafter, \$1.00 per \$1,000 of construction value. Minimum charge: \$100.00
Additions and Renovations – all types	\$5.50 per \$1,000 of construction value, up to \$1,000,000. Thereafter \$4.20 per \$1,000 Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1,000 construction value up to \$150,000 – Thereafter, \$1.00 per \$1,000 of construction value. Minimum charge: \$100.00
Manufacture/Modular Home without attached garage	\$5.50 per \$1,000 of construction value, up to \$1,000,000. Thereafter \$4.20 per \$1,000. Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1,000 construction value up to \$150,000 – Thereafter, \$1.00 per \$1,000 of construction value. Minimum charge: \$100.00
Manufactured/ Modular Home with attached garage	\$5.50 per \$1,000 of construction value, up to \$1,000,000. Thereafter \$4.20 per \$1,000. Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1,000 construction value up to \$150,000 – Thereafter, \$1.00 per \$1,000 of construction value. Minimum charge: \$100.00
Residential Garage or Accessory Building over 144 sq. ft.	\$5.50 per \$1,000 of construction value, up to \$1,000,000. Thereafter \$4.20 per \$1,000. Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	Minimum charge: \$100.00
Decks	\$75.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1,000 construction value up to \$150,000 – Thereafter, \$1.00 per \$1,000 of construction value. Minimum charge: \$50.00
Solid Fuel Burning Appliance	\$75.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	Minimum Charge: \$50.00
Shed (on skids) Under 144 sq. ft.	No Charge	No Charge	No Charge
Industrial, Commercial, Assembly buildings (includes additions,	\$5.50 per \$1,000 of construction value, up to \$1,000,000.	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31.	\$1.50 per \$1,000 construction value up to \$250,000 –

renovations, accessory buildings, etc.)	Thereafter \$4.20 per \$1,000 Minimum charge: \$110.00	To a maximum of \$560 as per the Safety Codes Fee Schedule.	Thereafter, \$1.00 per \$ 1,000 of construction value. Minimum charge: \$250.00
Application for small (single lot) Land Use Re-designation (per lot)	No charge	No charge	\$500.00 plus the cost of advertising – to be paid after the first reading of the bylaw
Certificate of Compliance (Real Property Report)	No Charge	No Charge	\$75.00 \$100.00
Demolition: Removal of the building	No Charge	No Charge	\$75.00
Application to the MPC for discretionary uses, relaxation of the Land Use Bylaw regulations or any other matter requiring the determination of the MPC			\$250.00
Subdivision of Development Appeals			\$200.00
Parking Pad Sign	No Charge	No Charge	\$50.00 \$50.00
Permit Transfer			\$100.00 Subject of Development Officer approval
Extra Inspection			\$275.00 Subject to the Building Inspector's discretion
New Home Excavation before permit application			\$500 – 1 st Offence

Policy Document Review Fee Schedule

TYPE OF DOCUMENT	FEE
Conceptual Scheme Review minimum fee per application (up to a ¼ Section, and pro-rated on a per-hectare basis above that)	\$6,000.00 \$8,000.00
Conceptual Scheme Review: additional fee per hectare over 65 ha	\$50.00 \$100.00
Conceptual Scheme amendment fee	\$2,000.00 \$3,000.00
Area Structure Plan Reviews minimum fee per application (up to ½ section of land, and pro-rated on a per-hectare basis above that)	\$10,000.00
Area Structure Plan Review additional fee per hectare over 130 ha	\$50.00 \$100.00
Area Structure Plan amendment fee	\$2,500.00 \$4,000.00
Advertising Fee	\$200.00

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.

** Pre-application fees will be based on an hourly rate as per the current Planning Agreement

Land Use Re-designation Fee Schedule

TYPE OF DOCUMENT	FEE
Flat fee for the first 5 lots, if <u>outside</u> an Area Structure Plan Area	\$4,000.00 \$5,000.00
Flat fee for the first 5 lots, if <u>inside</u> an Area Structure Plan Area	\$2,500.00 \$3,000.00
Plus, a per-lot fee for each additional lot up to 50 lots	\$250.00 \$300.00
Plus, a per-lot fee for each additional lot after 50 lots up to 100 lots	\$125.00 \$150.00
Plus, a per lot fee for each additional lot thereafter	\$100.00

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.

** Pre-application fees will be based on an hourly rate as per the current Planning Agreement.

Site Servicing Permit Fee Schedule

TYPE OF DOCUMENT	FEE
Flat fee for the first 5 units,	\$2,750.00 \$4,000.00
Plus, a per lot fee for each additional unit up to 50 units	\$225.00
Plus, a per lot fee for each additional unit after 50 lots, up to 100 units	\$110.00
Plus, a unit fee for each additional unit thereafter	\$75.00

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.

** Pre-application fees will be based on an hourly rate as per the current Planning Agreement

Subdivision Application Fee Schedule

TYPE OF DOCUMENT	FEE
Small Lot Subdivision (1 to 5 lots):	
Flat fee, 1 – 2 lots	\$2,000.00 \$2,500.00
Flat fee, 3 – 5	\$3,500.00 \$4,000.00
Large Lot Subdivision (6 or more lots):	
Flat fee for the first 5 lots	\$2,000.00 \$2,500.00
Each additional lot thereafter	\$200.00
Phased approvals – fee per phase	\$250.00
Endorsement Fees – <i>excluding reserve and utility parcels</i>	
Per lot fee, first 10 lots	\$300.00 \$500.00
Per lot fee for each additional lot	\$100.00
Per unit fee for Building Condominium Plan	\$150.00
Subdivision Approval Time Extension or Re-activation Requests – each request	\$250.00
Subdivision Appeal Fee	\$1,000.00

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.

** Pre-application fees will be based on an hourly rate as per the current Planning Agreement

OFFSITE LEVIES:

Transportation:

Water: \$1,266.90 per lot.
\$15,450.00 per residential hectare.
\$10,815.00 per industrial and commercial hectare.
\$152.00 per unit

Sewer: \$3,082.22 per lot.
\$35,664.00 per residential hectare.
\$24,964.80 per industrial and commercial hectare.
\$369.86 per unit

Storm: \$849.68 per lot.
\$10,621.00 per residential hectare.
\$7,434.70 per industrial and commercial hectare
\$101.96 per unit

Transportation: \$741.20 per lot.
\$9,265.00 per residential hectare.
\$6,485.50 per industrial and commercial hectare
\$88.94 per unit

* Fees are subject to change based on Development Agreement conditions

SCHEDULE 'D'
CEMETERY RATES
All rates are subject to GST unless otherwise noted

Burial Plots:		Rate
Adult Plots:	Resident-Summer	\$1,575.00
	Non-Resident-Summer	\$2,207.50
	Resident-Winter	\$1,775.00
	Non-Resident-Winter	\$2,407.50
Children Plots:	Resident-Summer	\$1,560.00
	Non-Resident-Summer	\$1,600.00
	Resident-Winter	\$1,760.00
	Non-Resident-Winter	\$1,800.00
Cremations:		Rate
	Resident-Summer	\$1,575.00
	Non-Resident-Summer	\$2,207.50
	Resident-Winter	\$1,775.00
	Non-Resident-Winter	\$2,407.50
Columbarium:		Rate
	Resident	\$1,575.00
	Non-Resident	\$2,207.50

SCHEDULE 'E'
DOG BYLAW

SECTION	OFFENCE	1 st Offense	2 nd *	3 rd **
3(a)	Running at large	\$200.00	\$400.00	\$600.00
3(b)	Failure to immediately remove defecation from property, not the owners	\$100.00	\$200.00	\$300.00
3(c)	Allow premises to become littered with dog feces	\$100.00	\$200.00	\$500.00
3(d) 3(a)	Bite a person	\$500.00	\$750.00	\$1,000.00
3(e) 3(b)	Injure a person	\$500.00	\$750.00	\$1,000.00
3(f) 3(c)	Chasing a person	\$150.00	\$300.00	\$500.00
3(g) 3(d)	Biting at, barking at, and chasing livestock, bicycles, automobiles, or other vehicles	\$150.00	\$300.00	\$500.00
3(h) 3(e)	Barking, howling, or disturbing the peace	\$150.00	\$300.00	\$500.00
3(i) 3(f)	Damage to property or other animals	\$500.00	\$750.00	1,000.00
3(j) 3(g)	Upsetting waste receptacles	\$100.00	\$200.00	\$300.00
3(k) 3(h)	Be in an area of a park cultivated for floral plant display	\$100.00	\$200.00	\$300.00
3(l) 3(i)	Be in any swimming, bathing or wading pool that is provided for the use of the public	\$100.00	\$200.00	\$300.00
4(a)	Failure to obtain license for a restricted dog	\$200.00	\$400.00	\$600.00
4(b)	Failure to confine restricted dog	\$250.00	\$500.00	\$1,000.00
4(c)	Failure to harness or leash restricted dog	\$250.00	\$500.00	\$1,000.00
5(g.i)	Fail to have a vicious dog tattooed or microchipped within 10 days	\$300.00	\$600.00	\$1,000.00
5(g.ii)	Fail to have dog vicious dog spayed or neutered within 10 days	\$300.00	\$600.00	\$1,000.00
5(g.iii)	Fail to license vicious dog within 10 days	\$500.00	\$1,000.00	\$1,500.00
5(h.i)	Fail to inform new owner dog is declared "Vicious Dog"	\$500.00	\$750.00	\$1,000.00
5(h.ii)	Fail to notify Town of change of owner/death of dog	\$200.00		
5(h.iii)	New Owner Fail to obtain Vicious Dog License within 3 days	\$500.00	\$750.00	\$1,000.00
5(h.iv)	Fail to obtain Annual "Vicious Dog" License	\$500.00	\$750.00	\$1,000.00
5(h.v)	Fail to ensure Vicious Dog wearing tag when off property	\$200.00	\$400.00	\$600.00
5(j.i)	Fail to confine Vicious Dog indoors	\$500.00	\$1,000.00	\$1,500.00
5(j.ii)	Fail to confine Vicious Dog in pen	\$500.00	\$1,000.00	\$1,500.00
5(k)	Pen not meeting minimum requirements	\$200.00	\$500.00	\$1,000.00
5(l.i)	Fail to muzzle Vicious Dog when off property	\$500.00	\$1,000.00	\$1,500.00
5(l.ii)	Fail to secure Vicious Dog to secure leash, no longer the 1 meter, off property	\$500.00	\$1,000.00	\$1,500.00
5(l.iii)	Fail to ensure Vicious Dog under control of competent person	\$500.00	\$1,000.00	\$1,500.00
5(m.i)	Vicious Dog attack or bite person or animal			Court
5(m.ii)	Vicious Dog chase person or animal			Court
5(m.iii)	Vicious Dog Injure or cause injury to person or animal			Court
5(m.iv)	Vicious Dog Damage/Destroy property	\$500.00	\$750.00	\$1,000.00
5(m.v)	Vicious Dog Run at Large	\$500.00	\$750.00	\$1,000.00
5(m.v) (m.vi)	Notify the Town Vicious Dog running at large	\$150.00	\$300.00	\$500.00
5(n)	Fail to post Vicious Dog sign within 5 days of order declaring	\$250.00	\$500.00	\$1,000.00
5(q)	Fail to post Vicious Dog sign while dog on premises	\$250.00	\$500.00	\$1,000.00

6(a) 7(a)	Failure to report dog with rabies	\$250.00	\$500.00	\$1,000.00
6(b) 7(b)	Failure to confine dog with rabies	\$500.00	\$500.00	\$1,000.00
6(c) 7(c)	Failure to keep confined dog with rabies for 10 days	\$250.00	\$500.00	\$1,000.00
8	Unsecure animal in vehicle	\$250.00	\$500.00	\$1,000.00
8(a-h) 9(a-h)	Failure to obtain license for dog	\$250.00	\$500.00	\$1,000.00
8(i) 9(i)	Failure to obtain hobby license for dog	\$250.00	\$500.00	\$1,000.00
10(a) 12	Interference with or obstruction of animal control officer	\$500.00	\$500.00	\$1,000.00
11(a) 13(a)	Untying an animal	\$250.00	\$500.00	\$750.00
11(b) 13(b)	Negligently or willfully open a gate, door, or other opening in a fence or enclosure in which an animal has been confined	\$250.00	\$500.00	\$750.00
11(c) 13(c)	Tease, torment or annoy an animal	\$250.00	\$500.00	\$750.00

SCHEDULE 'F'
SPORTS AND RECREATION
All rates are subject to GST

BALL DIAMONDS:

- \$100.00 per day per diamond for tournament
- \$5.00 per player for minor baseball
- \$220.00 per season per adult team
- \$29.00 per game per local adult
- \$35.00 per game per non-local adult

SOCCER FIELDS:

- \$5.00 per player for minor soccer
- \$100.00 per day per soccer pitch for Tournaments

GAZEBO:

- \$100.00 per day

CONCESSION:

- \$100.00 per day

ARENA ICE RENTAL RATES:

2026 Season May 1- April 30

League	Rate (Per Hour)
Local Youth	\$110.00
Local Adult	\$141.75
Local Youth Tournament/Competition	\$139.65
Local Youth Camp/Development	\$119.00
Local Adult Tournament/Competition	\$146.00
Non-Local Youth	\$145.00
Non-Local Adult	\$175.00
Non-Local Camp/Development	\$142.85
Non-Local Tournament/Competition	\$185.00
Non-Prime Ice*	\$91.90

- *Non-Prime Ice consists of the following:
- o Bookings which start after 10:00 p.m. Sunday – Thursday
 - o Bookings which end before 3:30 p.m. all weekdays except holidays or days without school

All ice bookings include up to two dressing rooms and will be billed 15 minutes for ice maintenance at the end of the scheduled on-ice activities.

Small Meeting Room

Full Day	\$50.00
Hourly	\$10.00

Fitness Room

Hourly	\$15.00
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Off-Season Floor Rentals (April-August)

With Staff (per hour) Hourly	\$50.00
Without Staff (per hour)	\$20.00
Party Fee (includes 2 hours of floor rental and choice of equipment and 2 hours of meeting room time)	\$100.00 125.00

ANNUAL ARENA ADVERTISING RATES:

Rink Board	\$250.00
Zamboni Board Top	\$550.00
Zamboni Board Small top/front	\$400.00
Floor Graphics	\$550.00
Banner or Board	\$300.00
In Ice Graphics	\$1,000.00

SCHEDULE 'G' TRAFFIC BYLAW				
SPEED		1 st Offense	2 nd *	3 rd **
42(a) 43(a)	>40k where not posted	\$100.00	\$200.00	\$500.00
42(b) 43(b)	Speed in School/Playground Zone	\$100.00	\$200.00	\$500.00
42(e) 43(c)	Speed in Alley	\$100.00	\$200.00	\$500.00
42(d) 43(d)	Speed in parking lot	\$100.00	\$200.00	\$500.00
TSA and Parking				
5(a)	Violate TSA / regs	\$100.00	\$200.00	\$500.00
6	Park other than parallel	\$100.00	\$200.00	\$500.00
12	Double Park	\$100.00	\$200.00	\$500.00
13	Obstruct Driveway	\$100.00	\$200.00	\$500.00
14(a)	Park on a crosswalk	\$100.00	\$200.00	\$500.00
14(b)	Park within 5 m of a crosswalk	\$100.00	\$200.00	\$500.00
15	Park < 5m from Intersection	\$100.00	\$200.00	\$500.00
16	Park < 5m from hydrant	\$100.00	\$200.00	\$500.00
17	Park where prohibited by sign	\$100.00	\$200.00	\$500.00
20	Park on road >72hrs	\$100.00	\$200.00	\$500.00
21	Park on Sidewalk or boulevard	\$100.00	\$200.00	\$500.00
22	Vehicle for sale on town land	\$100.00	\$200.00	\$500.00
23	Unattached Trailer	\$100.00	\$200.00	\$500.00
24	Park/Drive on Playground/Greenspace	\$100.00	\$200.00	\$500.00
27	Obstruct Alley	\$100.00	\$200.00	\$500.00
47	Park where prohibited by sign	\$100.00	\$200.00	\$500.00
28	Park where prohibited by device/signal	\$100.00	\$200.00	\$500.00
29	Park non-designated Town land	\$100.00	\$200.00	\$500.00
30	Truck/Bus park residential	\$100.00	\$200.00	\$500.00
31	Engine running after allotted time	\$100.00	\$200.00	\$500.00
32 33	Park obstructing worksite traffic on hwy., a doorway, emergency vehicle access and worksite	\$100.00	\$200.00	\$500.00
34(a) 35(a)	Vehicle Unattended on Jack	\$100.00	\$200.00	\$500.00
34(b) 35(b)	Park disabled vehicle on street	\$100.00	\$200.00	\$500.00
36 37	Fail to park within confines of driveway	\$100.00	\$200.00	\$500.00
37 38	Drain vehicle fluids on street	\$100.00	\$200.00	\$500.00
39 (a)	Not acquire special permit	\$100.00	\$200.00	\$500.00
38 39(b)	Handicapped Parking	\$100.00	\$200.00	\$500.00
Trucks and Truck Routes				
36	Off Truck route (moving)	\$100.00	\$200.00	\$500.00
40 41	Metal cleats, etc. unauthorized	\$100.00	\$200.00	\$500.00
41 42	Operate Engine retarder brake	\$100.00	\$200.00	\$500.00
Bicycles, Motorcycles, OHV				
43 44	On sidewalk Blvd unauthorized	\$100.00	\$200.00	\$500.00
45	Obstruct sidewalk use with bicycle	\$100.00	\$200.00	\$500.00
46	Motorcycle on sidewalk	\$100.00	\$200.00	\$500.00
47	Obstruct sidewalk use with motorcycle or OHV	\$100.00	\$200.00	\$500.00
48 49	Operate OHV unauthorized	\$100.00	\$200.00	\$500.00
49 50	Operate unlicensed vehicle unauthorized	\$100.00	\$200.00	\$500.00
Fire Vehicles				
51 52	Follow < 30 m of Emerg. vehicle	\$100.00	\$200.00	\$500.00
52 53	Park < 30 m of Emerg. vehicle	\$100.00	\$200.00	\$500.00
53 54 & 55	Vehicle Interfere with Emerg.	\$100.00	\$200.00	\$500.00
55 56	Tamper with fire equipment	\$250.00	\$500.00	\$1,000.00
Parades/processions				
56 57	Parade/procession violation	\$100.00	\$200.00	\$500.00
Pedestrians / Sidewalks				
58 59	Interfere with flow of traffic	\$100.00	\$200.00	\$500.00
59 60	Part of group obstructing access	\$100.00	\$200.00	\$500.00
60 61	Climb fence, etc. unauthorized	\$100.00	\$200.00	\$500.00
61 62	Street auction unauthorized	\$100.00	\$200.00	\$500.00

62 63	Merchandise obstruct street	\$100.00	\$200.00	\$500.00
63 64	Permit article to interfere traffic	\$100.00	\$200.00	\$500.00
64 65	Ski/tob. Inconsiderate manner	\$100.00	\$200.00	\$500.00
65 66	Stand/Sit/Lie on roadway	\$100.00	\$200.00	\$500.00
66 67	Hitchhike	\$100.00	\$200.00	\$500.00
67 68	Elec. Cord cross s/w or road, unless 6'2 ft off the ground on a secure post	\$100.00	\$200.00	\$500.00
68(a) 69(a)	Violate Order to vacate the area	\$250.00	\$500.00	\$1,000.00
68(b) 69(b)	Interfere with Emerg. Person	\$250.00	\$500.00	\$1,000.00

SCHEDULE 'H'
FIRE SERVICES

Rates may change in accordance with the Alberta Infrastructure Fee Schedule.

****Rates apply to all Fire Services rendered by the Town of Carstairs Fire Department.**

Unit 110	Command Truck
Unit 111	Medical Unit
Unit 120	Freightliner Pumper/Rescue
Unit 130	Rosenbauer Pumper/Rescue
Unit 131	Rescue
Unit 140	Rapid Attack Vehicle
Unit 141	Rapid Attack Vehicle
Unit 160	Tender Truck
Unit 170	Aerial Unit
Unit 180	Support Unit
Unit 181	Investigation Unit

Fire Investigations

Structure Fires:	\$795.00 flat rate Over 8 hours \$100.00/hour
Vehicle Fires:	\$496.00 flat rate Over 5 hours \$100.00/hour
Any other Fire:	\$295.00 Over 3 hours' \$100/hour
Outside Resources Cost + 10%	

SCHEDULE 'I'
COMMUNITY HALL
All rates are subject to GST

Auditorium	
Auditorium only	\$350.00
Auditorium with Kitchen	\$475.00
Auditorium with kitchen (up to 5 hours)	\$250.00
Small Meeting Room	
Full Day (up to eight hours use)	\$100.00
Half Day (up to four hours use)	\$50.00
Hourly Rate	\$20.00 per hour
Bar	\$100
Kitchen	\$175.00 per day
Funerals	
Includes Auditorium, Small Meeting Room and Kitchen	\$200.00
Anniversaries, Birthdays, Celebrations, Bridal Showers, Craft Sales (Auditorium)	
	\$250.00
• Includes:	
○ Up to five hours	
○ Kitchen Use	
Wedding Package	\$800.00
• Includes:	
○ Friday noon set up	
○ Saturday (all day)	
○ Sunday until 2 pm (to allow for gift opening and clean up)	
○ Use of:	
▪ Auditorium	
▪ Stage (includes sound system)	
▪ Small meeting room	
▪ Bar Room	
▪ Kitchen (includes use of available dishes & equipment)	
▪ Tables (no linens)	
▪ Chairs	

SCHEDULE 'J'
PLOTTER PRINTER RATES
All rates are subject to GST

NOT FOR PROFIT

	Black	Color
Plain Paper 24 x 150	\$0.80 / ft	\$1.20 / ft
Plain Paper 36 X 150	\$0.85 / ft	\$1.25 / ft
Plain Paper 42 X 150	\$0.90 / ft	\$1.30 / ft
Photo Paper 42 X 150	\$3.50 / ft	\$4.00 / ft
Scrim Vinyl 36 X 40	\$15.00 / ft	\$16.00 / ft
11 X 17	\$0.75 / ft	\$1.00 / ft

PUBLIC

	Black	Color
Plain Paper 24 x 150	\$1.25 / ft	\$1.65 / ft
Plain Paper 36 X 150	\$1.30 / ft	\$1.70 / ft
Plain Paper 42 X 150	\$1.35 / ft	\$1.75 / ft
Photo Paper 42 X 150	\$5.00 / ft	\$6.00 / ft
Scrim Vinyl 36 X 40	\$18.00 / ft	\$20.00 / ft
11 x 17	\$1.00 / ft	\$1.25 / ft

** \$20.00/hour setup fee applies to every print, minimum 1 hour

SCHEDULE 'K'
COUNCIL REMUNERATION

- 1. Mayor
 - Monthly Salary of \$2,351.04
- 2. Deputy Mayor
 - Monthly Salary of \$2,045.40
- 3. Councilors
 - Monthly Salary of \$1,810.30
- 4. Mileage Rate
 - As per the Canada Revenue Agency, reasonable per-kilometre allowance
- 5. Meeting Per Diem – Two Hours or Less
 - \$90.00 for two hours or less per diem plus additional \$30.00 per hour for travel time
- 6. Meeting Per Diem – Half Day
 - \$180.00 for half-day per diem plus an additional \$30.00 per hour for travel time
- 7. Meeting Per Diem – Full Day
 - \$360.00 for full-day per diem plus an additional \$30.00 per hour for travel time

SCHEDULE 'L' CAT BYLAW				
SECTION	OFFENCE	1 st Offense	2 nd *	3 rd **
1(a)	Run at large	\$200.00	\$400.00	\$600.00
1(b)	Failure to immediately remove defecation from property not the owners	\$100.00	\$200.00	\$300.00
1(c)	Allow premise to become littered with cat feces	\$100.00	\$200.00	\$500.00
1(d)	Damage Property/Animal or Person	\$200.00	\$400.00	\$600.00
2(a)	Failure to report cat with rabies	\$250.00	\$500.00	\$1,000.00
2(b)	Failure to confine cat with rabies	\$500.00	\$500.00	\$1,000.00
2(c)	Failure to keep confined cat with rabies for 10 days	\$250.00	\$500.00	\$1,000.00
3	Failure to license cat	\$250.00	\$400.00	\$600.00
5(a) 6(a)	Interfere with enforcement officer	\$200.00	\$400.00	\$1,000.00
5(b) 6(b)	Open vehicle to attempt or allow animal to escape	\$200.00	\$400.00	\$1,000.00
5(c) 6(c)	Remove or attempt to remove cat from possession of enforcement officer	\$400.00	\$800.00	\$1,200.00
1(a)	Run at large	\$200.00	\$400.00	\$600.00
1(d)	Damage Property/Animal or Person	\$200.00	\$400.00	\$600.00
10 11(a)(i)	Entice cat to run at large	\$200.00	\$400.00	\$600.00
10 11(a)(ii)	Tease cat in trap	\$250.00	\$500.00	\$1,000.00
10 11(a)(iii)	Throw/poke object in trap with cat inside trap	\$500.00	\$1000.00	\$2,000.00
10 11(a)(iv)	Fail to check trap hourly	\$250.00	\$500.00	\$1,000.00
10 11(a)(v)	Leave trap unattended	\$250.00	\$500.00	\$1,000.00
10 11(a)(vi)	Leave trap set between 16:00 - 08:00 hrs. Fri to Mon or Tues on a long weekend.	\$250.00	\$500.00	\$1,000.00
10 11(a)(vii)	Fail to deliver in 24 hrs.	\$250.00	\$500.00	\$1,000.00

SCHEDULE 'M'
NOISE BYLAW

SECTION	OFFENCE	1 st Offense	2 nd *	3 rd **
3	General Prohibition	\$100.00	\$200.00	\$400.00
4	Domestic Noise	\$100.00	\$200.00	\$400.00
6(a)	Residential Noise between 9 pm and 7 am weekdays	\$100.00	\$200.00	\$400.00
6(b)	Residential Noise between 9 pm and 8 am weekends	\$100.00	\$200.00	\$400.00
7	Vehicle Noise	\$100.00	\$200.00	\$400.00
8	Commercial and Industrial Noise	\$100.00	\$200.00	\$400.00
9(a)	Construction Noise between 9 pm and 7 am weekdays	\$200.00	\$300.00	\$500.00
9(b)	Construction Noise between 9 pm and 8 am weekends	\$200.00	\$300.00	\$500.00

SCHEDULE 'N'
CANNABIS CONSUMPTION BYLAW

Section	Description of Offence	Minimum Penalty	Specified Penalty
3 8	Smoke, vape, or consume cannabis in public place	\$50.00	\$100.00

SCHEDULE 'O'
SMOKING & VAPING BYLAW

Section	Description of Offence	Minimum Penalty	Specified Penalty
3	Smoke or vape where prohibited	\$50.00	\$100.00
4	Permit person to smoke or vape where prohibited	\$50.00	\$200.00

SCHEDULE ‘P’
LIVESTOCK BYLAW

SECTION	OFFENCE	1 st Offense	2 nd *	3 rd **
	Veterinary Fee – Amount Expended			
3(a)(b)(c)	Keep Livestock in prohibited area	\$100.00	\$250.00	\$400.00
5(a)	Allow animal to run at large	\$250.00	\$400.00	\$400.00
6(a)	Leave animal unattended while tethered in a public place	\$300.00	\$450.00	\$450.00
6(b)	Animal unsupervised while tethered on private property	\$250.00	\$500.00	\$500.00
6(c)	Animal left unattended in vehicle or trailer improperly	\$250.00	\$500.00	\$500.00
6(c)(iii)	Animal left unattended in vehicle when weather conditions not suitable	\$250.00	\$500.00	\$500.00
8(a)	Having beehive without approval	\$100.00	\$250.00	\$500.00
8(b)	Failure to adhere to Beekeeping guidelines	\$100.00	\$250.00	\$500.00
44 10(a)(i)	Obstruct or interfere with officer	\$500.00	\$800.00	\$1,000.00
44 10(a)(ii)	Open Van, Vehicle or Trailer	\$250.00	\$500.00	\$1,000.00
44 10(a)(iii)	Remove or attempt to remove impounded animal	\$250.00	\$500.00	\$800.00
10(b)(i)	Untie, loosen or free restrained animal	\$250.00	\$500.00	\$800.00
10(b)(ii)	Open gate, door or opening allowing animal to run at large	\$250.00	\$500.00	\$800.00
10(b)(iii)	Entice an animal to run at large	\$250.00	\$500.00	\$800.00
10(b)(iv)	Tease an animal in an enclosure	\$250.00	\$500.00	\$800.00
10(b)(v)	Tease or poke an animal in an enclosure	\$250.00	\$500.00	\$1,000.00
	Animal Kennel Services – Amount Expended			

SCHEDULE 'Q'
RESIDENTIAL COMMUNITY STANDARDS BYLAW

SECTION	OFFENCE	1 st Offense	2 nd	3 rd /Subsequent
8(a)(i)(I)	Accumulation of Materials that create unpleasant odors	\$100.00	\$250.00	\$500.00
8(a)(ii)	Accumulation of materials likely too has attract pests	\$100.00	\$250.00	\$500.00
9	Open or exposed storage of industrial fluids	\$100.00	\$250.00	\$500.00
10	Proliferation of insect or other pest	\$100.00	\$250.00	\$400.00
9(a) 11	Accumulate Building Materials whether old or New	\$100.00	\$250.00	\$500.00
40 13	Water, Eavestroughs and Downspouts	\$100.00	\$250.00	\$500.00
44	Weed Inspectors	\$100.00	\$200.00	\$400.00
42 15	Noxious Weeds	\$100.00	\$200.00	\$400.00
43 16	Allow grass or weeds to exceed 15 centimetres	\$100.00	\$200.00	\$400.00
44 17(a)	Shall prune, remove or otherwise maintain trees and shrubs that interfere with or endanger traffic control devices, utility lines,	\$100.00	\$200.00	\$400.00
44 17(b)	plant trees or shrubbery on Town Lands, or shrubbery to be planned on Town Lands	\$100.00	\$200.00	\$400.00
44 17(c)	Trees shall not overhang into adjacent property.	\$100.00	\$200.00	\$400.00
45(a) 18	Owner of premises shall remove and clear away all snow, ice, dirt or other obstructions within 72 hours	\$100.00	\$200.00	\$400.00
45(b) 19	place or allow to be placed obstruction on any sidewalk, street or roadway	\$100.00	\$200.00	\$400.00
46 20(a-c)	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
47 21(a)(b)	Obligation to maintain	\$100.00	\$200.00	\$400.00
48 22	owner of a Premise on which a structure is erected or under construction shall display the number assigned to the property	\$100.00	\$200.00	\$400.00
49 23	owner or occupier of a premise shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling	\$100.00	\$200.00	\$400.00
20 24	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
24 25(a-i)	No person shall place deposit, or throw any litter	\$100.00	\$200.00	\$400.00
22 26	All private or general contractors are responsible for keeping property in reasonable condition and not allow debris from blowing around onto private or public property	\$100.00	\$250.00	\$500.00
23(a) 27	Loiter in a public place and thereby obstructing another person	\$100.00	\$200.00	\$400.00
23(b) 28	Shall not stand or put feet on the top or surface of any table, bench, planter or sculpture placed on any public place	\$100.00	\$200.00	\$400.00
24 29	No person shall place, pile or store any material or equipment on town-owned property	\$100.00	\$200.00	\$400.00

SCHEDULE 'R'
INDUSTRIAL COMMUNITY STANDARDS BYLAW

SECTION	OFFENCE	1 st Offense	2 nd	3 rd /Subsequent
8(a)(i) to (l)	Accumulation of Materials that creates unpleasant odors	\$100.00	\$250.00	\$500.00
8(a)(ii)	Accumulation of materials likely too or to has attract pests	\$100.00	\$250.00	\$500.00
9	Open or exposed storage of industrial fluids	\$100.00	\$250.00	\$500.00
10	Proliferation of insect or other pest	\$100.00	\$250.00	\$500.00
9(a) 11	Accumulation of building materials (old or new)	\$100.00	\$250.00	\$500.00
12	Parts not confined behind fencing	\$100.00	\$250.00	\$500.00
10 14	Water, Eavestroughs and Downspouts	\$100.00	\$250.00	\$500.00
11	Weed Inspectors	\$100.00	\$200.00	\$400.00
12 16	Noxious Weeds	\$100.00	\$200.00	\$400.00
13 17	Allow grass or weeds to exceed 15 centimetres	\$100.00	\$200.00	\$400.00
14(a) 18(a)	Shall prune, remove or otherwise maintain trees and shrubs that interfere with or endanger traffic control devices, utility lines	\$100.00	\$200.00	\$400.00
14(b) 18(b)	Plant trees or shrubbery on Town lands, or shrubbery to be planted on Town lands	\$100.00	\$200.00	\$400.00
14(c) 18(c)	Trees shall not overhang into adjacent property	\$100.00	\$200.00	\$400.00
15(a) 19	Owner of premise shall remove and clear away all snow, ice, dirt or other obstruction within 72 hours	\$100.00	\$200.00	\$400.00
15(b) 20	Place or allow to be placed obstruction on any sidewalk, street or roadway	\$100.00	\$200.00	\$400.00
16(a-c)	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
17(a,b) 21(a&b)	Obligation to maintain			
18 23	Owner of a premise on which a structure is erected or under construction shall display the number assigned to the property	\$100.00	\$200.00	\$400.00
19 24	Owner or occupant of premises shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling	\$100.00	\$200.00	\$400.00
20 25	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
21 26(a-i)	No person shall place, deposit, or throw any litter	\$100.00	\$200.00	\$400.00
24 27	No person shall place, pile or store any material or equipment on Town-owned property	\$100.00	\$200.00	\$400.00

SCHEDULE 'S'
COMMERCIAL COMMUNITY STANDARDS BYLAW

SECTION	OFFENCE	1 st Offense	2 nd	3 rd /Subsequent
8 (a-i) (a-l)	Accumulation of materials that creates unpleasant odors	\$100.00	\$250.00	\$500.00
8(a)(i)	Accumulation of materials likely too or to has attract pests	\$100.00	\$250.00	\$500.00
8(a)(ii)	Accumulation parts of animals remains or feces	\$100.00	\$250.00	\$500.00
9	Outdoor storage of building materials Open or exposed storage of industrial fluids	\$100.00	\$250.00	\$500.00
10	Nuisances Escaping Property Proliferation of insect or other pest	\$100.00	\$250.00	\$500.00
11	Weed inspectors Parts not confined behind fencing	\$100.00	\$200.00	\$400.00
12	Noxious Weeds Accumulation of building materials (old or new)	\$100.00	\$200.00	\$400.00
14	Water directed towards and adjacent property	\$100.00	\$200.00	\$400.00
16	Noxious Weeds	\$100.00	\$200.00	\$400.00
13 17(a)	Allow grass or weeds to exceed 15 centimetres	\$100.00	\$200.00	\$400.00
14 18(a)	Shall prune, remove or otherwise maintain trees and shrubs that interfere with or endanger traffic control devices, utility lines	\$100.00	\$200.00	\$400.00
14 18(b)	Plant trees or shrubbery on Town lands, or shrubbery to be planted on Town lands	\$100.00	\$200.00	\$400.00
14 18(c)	Trees shall not overhang into adjacent property	\$100.00	\$200.00	\$400.00
15(a) 19	Owner of premise shall remove and clear away all snow, ice, dirt or other obstruction within 72 hours	\$100.00	\$200.00	\$400.00
15(b) 20	Place or allow to be placed obstruction on any sidewalk, street or roadway	\$100.00	\$200.00	\$400.00
16(a-e) 22(a-b)	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
17(a-b)(i-v)	Shall not allow a structure or fence to become a safety hazard	\$100.00	\$250.00	\$400.00
18 23	Owner of a Premise on which a structure is erected or under construction shall display the number assigned to the property	\$100.00	\$200.00	\$400.00
19 24	Owner or occupier of a premise shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling	\$100.00	\$200.00	\$400.00
20 25	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
21(a) 26(b)	Donation Sites	\$100.00	\$200.00	\$400.00
22 27	Compost Sites	\$100.00	\$200.00	\$400.00
24 28(a-i)	No person shall place, deposit, or throw any litter	\$100.00	\$200.00	\$400.00
24 29	During the construction, renovations or demolition of building, keep the land in a reasonable condition so as not to constitute a nuisance	\$100.00	\$200.00	\$400.00
25(a) 30	Loiter in a public place or obstruct another person		\$200.00	\$400.00
25(b) 31	Stand or put his/her feet on the top or surface of any table, bench, planter or sculpture placed in any public place	\$100.00	\$200.00	\$400.00
26 32	Storage on Town Property			

SCHEDULE 'T'
SPECIAL EVENT BYLAW

SECTION	DESCRIPTION	Per Event	1 st Offense	2 nd	3 rd /Subsequent
3(b)	Special Event Application Fee	\$100.00			
3(c)	Special Event Damage Deposit	\$250per venue/park			
9(a)	Failure to obtain a Special Event Permit		\$250.00	\$500.00	\$750.00
9(a)	Failure to comply with Special Event Permit		\$500.00	\$2,000.00	\$5,000.00

SCHEDULE 'U'
GOLF COURSE FEES
All rates are subject to GST

Membership Category:	
7 Day unlimited	\$1,600.00 \$1,650.00
5-Day (Mon-Fri excluding holidays)	\$1,200.00 \$1,250.00
Youth Membership (Ages 18- 24 - 25)	\$600.00 \$650.00
Intermediate (Ages 25-36 - 26-35)	\$900.00 \$950.00
Over 80 (Age 80+)	\$850.00 \$900.00
Individual Restricted After 3 pm	\$700.00
Family Restricted After 3 pm	
(same household, max of two adults up to four people)	\$1,000.00 \$1,200.00
Junior (17 years and younger)	\$250.00
Golf Canada Membership	\$55.00

Green Fee Rates:

Monday – Thursday

18 Hole Green Fee Rates

Regular Green Fee	\$55.00
Senior Green Fee (60+)	\$48.00
Junior Green Fee (Age 17 & under)	\$35.00

9 Hole / Twilight Green Fee Rates

Regular Green Fee	\$30.00
Twilight (after 3 pm)	\$40.00
Junior Green Fee (Age 17 & under)	\$20.00

Weekday Special Rates

Guest with member Green Fee	\$45.00
2 for 1 Green Fee Each (Golf Canada Card, Golf Pass)	\$27.50
Parent with Junior member (After 6 pm)	\$15.00

Friday – Saturday – Sunday & Holidays

18 Hole Green Fee Rates

Regular Green Fee	\$65.00
Junior Green Fee (Age 17 & under)	\$35.00

9 Hole / Twilight Green Fee Rates

Regular Green Fee	\$35.00
Twilight (After 3 pm)	\$45.00

Weekend & Holiday Special Rates

Guest with member Green Fee	\$55.00
2 for 1 Green Fee (Golf Canada Card, Golf Pass)	N/A
Parent with Junior member (After 6 pm)	\$20.00

10 Game Pass (valid anytime)	\$500.00
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Public / Non-pass Holder Rates:

18-hole Regular ½ Cart	\$19.00
18-hole Regular Full Cart	\$38.00
9-hole / Twilight Power Cart ½ Cart	\$12.00
9-hole / Twilight Power Cart Full Cart	\$24.00

Member Power Cart Packages:

18-hole 10 Power Cart Seats	\$180.00
18-hole 20 Power Cart Seats	\$340.00
18-hole 30 Power Cart Seats	\$480.00

9-hole 10 Power Cart Seats	\$100.00
9-hole 20 Power Cart Seats	\$190.00
9-hole 30 Power Cart Seats	\$270.00

Yearly Unlimited Power Cart Passes

Yearly Single Cart	\$650.00
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Driving Range

Large Basket	\$10.00
Medium Basket	\$8.00
Small Basket	\$6.00
Yearly Range Pass	\$200.00

SCHEDULE 'V'
HOBBY KENNEL AND COMMERCIAL BREEDING KENNEL

SECTION	OFFENCE	FINE
3 (f)	Failure to renew kennel license	\$250.00
3 (k)	Maintaining kennel after license suspended or revoked (per day)	\$100.00

SCHEDULE 'W'
DISCHARGE OF PROJECTILES BYLAW

SECTION	OFFENCE	1 st Offence	2 ^{nd**}	3 ^{rd**}
3. (a)	Discharge Device	\$50.00	\$100.00	\$200.00
3. (b)	Discharge at Property	\$100.00	\$200.00	\$400.00
3. (c)	Discharge at Animal	\$400.00	\$800.00	\$1600.00
3. (d)	Discharge at person	\$500.00	\$1000.00	\$2000.00

SCHEDULE 'X'
THE FIREWORKS PERMISSIONS BYLAW

SECTION	OFFENCE	1 st Offence	2 nd **	3 rd **
3(a)	Wholesale, display for sale, offer for sales, sell, possess or store any fireworks	\$100.00	\$300.00	\$500.00
3(b)	Set off, discharge or otherwise handle fireworks	\$100.00	\$300.00	\$500.00
3(c)	Set off fireworks in a place or manner that creates a danger or constitutes a nuisance to any person or property.	\$100.00	\$300.00	\$500.00
3(d)	Discharge or set off fireworks on a highway, road allowance or park	\$200.00	\$500.00	\$1000.00
3(e)	Discharge or set off fireworks within 200 meters of any place where explosives or flammable liquids or combustible liquids or substances are manufactured or stored.	\$200.00	\$500.00	\$1000.00
3(f)	Discharge or set off fireworks during a fire ban.	\$500.00	\$1000.00	\$1,500.00
3(g)	Sell fireworks to any person without seeing that person's Driver's License or other photo identification issued by the Governments of Canada or Alberta.	\$100.00	\$200.00	\$300.00
3(h)	Sell fireworks to anyone under the age of 18 years.	\$100.00	\$250.00	\$500.00
3(i)	Person under the age of 18 years purchase or be in possession of fireworks	\$100.00	\$250.00	\$500.00
3(j)	Set up, set off, fire, discharge or energize a pyrotechnics display	\$250.00	\$500.00	\$1,000.00

SCHEDULE 'Y'
ANIMAL TRAPPING BYLAW

SECTION	OFFENCE	1 st Offence	2 ^{nd**}
2	Use any form of animal trap for the purpose to trap animals	\$250.00	Court

SCHEDULE 'Z'
BUSINESS LICENSE BYLAW

SECTION	OFFENCE	1st	2nd	3rd
4(b)	Penalties for not obtaining a business License (within 12 months)	\$500.00	\$1,000.00	\$1,500.00
4(h)	Failure to provide/display business license	\$100.00	\$250.00	\$500.00
4(i)	Operating an event without an event license	\$100.00	\$250.00	\$500.00
5(a)	Failure to obtain event license	\$100.00	\$250.00	\$500.00
5(b)	Operating on town property without a business license	\$500.00	\$1,000.00	\$1,500.00
5(c)(i)	Operating business within 3 metres of a building or car park entrance or exit	\$100.00	\$250.00	\$500.00
5(c)(ii)	Operating business within 10 metres of an intersection	\$100.00	\$250.00	\$500.00
5(c)(iii)	Operating business within 3 metres of a back alley or lane	\$100.00	\$250.00	\$500.00
5(c)(iv)	Failure to leave 2.5-metre pedestrian passageway	\$100.00	\$250.00	\$500.00
5(c)(v)	Operating business where the sidewalk is less than 3.5 metres wide	\$100.00	\$250.00	\$500.00
5(c)(vi)	Operating business within 25 metres of a residential property line	\$100.00	\$250.00	\$500.00
5(d)	Operating business on public road	\$100.00	\$250.00	\$500.00
5(e)	Operating business without a letter of authorization from land owner	\$100.00	\$250.00	\$500.00
6(c)	Obstructing or hindering vehicle or pedestrian traffic	\$100.00	\$250.00	\$500.00
6(d)	Operating in an unsafe location for patrons	\$100.00	\$250.00	\$500.00
6(e)	On street furniture and equipment	\$100.00	\$250.00	\$500.00
6(f)	Hindering access to properties or emergency vehicles	\$100.00	\$250.00	\$500.00
6(g)	Causing disturbance, nuisance or distraction for motorists and pedestrians	\$100.00	\$250.00	\$500.00
6(h)	Failure to adhere to setbacks	\$100.00	\$250.00	\$500.00
6(i)	Failure to adhere to street restrictions	\$100.00	\$250.00	\$500.00
6(j)	Operating business in residential district	\$100.00	\$250.00	\$500.00
7(a)	Operating business without a non-resident business license	\$100.00	\$250.00	\$500.00
7(b)	Operating business without written permission from event organizer	\$100.00	\$250.00	\$500.00
8(a)	Operating without a business license	\$100.00	\$250.00	\$500.00
8(b)	Operating business not on town public area	\$100.00	\$250.00	\$500.00
8(c)	Performance over 1 hour per location	\$100.00	\$250.00	\$500.00
8(d)	Using sound amplification	\$100.00	\$250.00	\$500.00
8(e)	High-risk or dangerous act	\$100.00	\$250.00	\$500.00
8(f)	Performance not suitable for a general family audience	\$100.00	\$250.00	\$500.00
8(g)	Not obtaining written permission from event organizer	\$100.00	\$250.00	\$500.00
8(h)	Blocking pedestrian or vehicle traffic	\$100.00	\$250.00	\$500.00

SCHEDULE 'AA'
ILLEGAL DISCHARGE OF SUMP PUMPS BYLAW

SECTION	OFFENCE	1st	2nd	3rd
2	Discharging a sump pump or yard drain into the Town Sanitary sewer.	\$500.00	\$1,000.00	\$1,500.00
3	Connecting downspouts, eaves troughing, piping or other means of rooftop drainage to a foundation drain or weeping tile.	\$500.00	\$1,000.00	\$1,500.00
4	Discharge storm water from a drainage system servicing or affecting an affected property into a public sanitary sewer or other wastewater disposal system.	\$500.00	\$1,000.00	\$1,500.00
5	Permit sump pump discharge hose to drain directly onto neighboring properties, lanes or streets, onto sidewalks, onto boulevards, ditches, or into the floor drain of the property owner.	\$500.00	\$1,000.00	\$1,500.00

SCHEDULE 'AB'
FIRE PIT BYLAW

SECTION	OFFENCE	1st	2nd	3rd
3(a&b)	Burning waste	\$250.00	\$500.00	\$1,000.00
5(a)	Burning of wet or treated wood	\$250.00	\$500.00	\$1,000.00
5(b)(i)	No person/non competent person in charge of fire	\$250.00	\$500.00	\$1,000.00
5(b)(ii)	Create a fire risk or damage to persons or property Create a nuisance Non-extinguished fire without supervision	\$250.00	\$500.00	\$1,000.00
5(c)(i)	Less than 3-metre clearance	\$250.00	\$500.00	\$1,000.00
5(c)(ii)	Combustible enclosed sides	\$250.00	\$500.00	\$1,000.00
5(c)(iii)	No spark arrester	\$250.00	\$500.00	\$1,000.00
5(c)(iv)	Height over 0.6 metres	\$250.00	\$500.00	\$1,000.00
5(c)(v)	Over 1 metre in width	\$250.00	\$500.00	\$1,000.00
5(d)(i)	Less than 1 metre of clearance from buildings, property lines or combustible materials.	\$250.00	\$500.00	\$1,000.00
5(d)(ii)	Constructed of non-heat- and flame-resistant material	\$250.00	\$500.00	\$1,000.00
5(d)(iii)	Fireplace chimney height less than 2.5 metres	\$250.00	\$500.00	\$1,000.00
5(d)(iv)	Fireplace with no regulation screen	\$250.00	\$500.00	\$1,000.00
5(d)(v)	Base of fire burning area less than 0.3 metres above grade	\$250.00	\$500.00	\$1,000.00
5(d)(vi)	Fire chamber exceed 1.25 metres in width Fire chamber less than 0.4 metres in depth Fire chamber more than 0.6 metres in depth	\$250.00	\$500.00	\$1,000.00

SCHEDULE 'AC'
INJURIOUS OCCUPATION BYLAW

SECTION	OFFENCE	1st	2nd	3rd
3(a)	Person engaged in Injurious Occupation	\$250.00	\$500.00	\$1,000.00
3(b)	Allowing Injurious Occupation on property	\$250.00	\$500.00	\$1,000.00

Bylaw No. 2065

BEING a Bylaw of the Town of Carstairs in the Province of Alberta to authorize the temporary borrowing by bank loan in 2026.

WHEREAS, the Council of the Town of Carstairs, in the Province of Alberta, considers it necessary to borrow a sum of money to meet the current operating expenditures and obligations of the Corporation.

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrows not more than one million (\$1,000,000.00) dollars from an authorized financial institution to meet the current operating expenditures and obligations.
2. The Mayor and Chief Administrative Officer are hereby authorized for and on behalf of the Town of Carstairs,
 - a. To apply to an authorized financial institution for the aforesaid loan to the Town of Carstairs and,
 - b. Execute on behalf of the Town of Carstairs such bills, debentures, and promissory notes for similar forms or obligations that the authorized financial institution may require as evidence of and security for all sums borrowed hereunder,

AND each such bill, debenture, promissory note, or obligation shall be valid and binding upon the Town of Carstairs according to its tenor. The authorized financial institution shall never be bound to inquire whether such officers observe limitations of their authority as outlined in this Bylaw.

3. **NOTWITHSTANDING THE PRECEDING**, the Mayor and Chief Administrative Officer shall apply such part of the preceding sum authorized to be borrowed in repayment of previous borrowings of the Town of Carstairs such that all amounts borrowed and outstanding by the Town of Carstairs at any time to the authorized financial institution and all other persons, firms and corporations shall not exceed the amount of taxes levied or estimated to be levied by the Town of Carstairs for the current year.
4. **ALL** sums borrowed pursuant to paragraph 2 hereof shall bear interest at a rate per annum equal to the prime rate of interest charged by the authorized financial institution and advances in effect from time to time; any change in the prime rate charged by the authorized financial institution for advances and such interest shall be calculated and due and payable monthly.
5. **ALL** sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than December 31 of the current year unless hereafter extended by the authority of the Council of the Town of Carstairs.
6. **AS** security for payment of money borrowed pursuant to paragraph one, hereof, the Council hereby pledges to the authorized financial institution the whole of the unpaid taxes and penalties on taxes assessed or levied in any prior years, together with penalties thereon, that are owed to the Town of Carstairs and the whole of the taxes from the current year that are now or may become due to the Town of Carstairs. Still, such security shall be collateral to the obligation of the Town of Carstairs to repay with interest all sums borrowed from the authorized financial institution, and the authorized financial institution shall not be bound to recover any such taxes or penalties before being entitled to payment from the Town of Carstairs.
7. In the event the Council of the Town of Carstairs decides to extend the said loan, and the authorized financial institution is prepared to extend the said loan, any renewal or extension bill, debenture, promissory note, or other obligations executed by the officers designated in paragraph two hereof and delivered to the authorized financial institution, shall be valid and conclusive proof as against the Town of Carstairs of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension bill, debenture, promissory note or other obligations and the authorized financial institution shall not be bound to inquire into the authority of such officers to execute and deliver any such renewal or tension document.
8. This Bylaw shall repeal Bylaw No. 2057.
9. This Bylaw shall come into full force and effect on January 1, 2026.

READ FOR THE FIRST TIME THIS 8TH DAY OF DECEMBER 2025.

READ A SECOND TIME THIS 8TH DAY OF DECEMBER 2025.

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS 8TH DAY OF DECEMBER A.D., 2025

READ A THIRD AND FINAL TIME THIS 8TH DAY OF DECEMBER 2025.

Dean Allan, Mayor

Rick Blair, CAO



Box 370
Carstairs, AB T0M 0N0
Phone: 403-337-3341
Fax: 403-337-3343
www.carstairs.ca

COMMITTEES & BOARDS APPLICATION

Last Name: Knudson First Name: Wendy
Address: PO Box 491 Carstairs AB T0M 0N0
City Province Postal Code
Home Phone: 403-507-9654 Day-Time Phone: _____
Email: Wendy.Knudson@gmail.com

1. Appointment To:

- a) Town of Carstairs Library Board
b) _____

2. Background Information

Provide a brief outline of your experience/education in this area of volunteerism.

I've been a member of the Board for the past 4 years and have been able to make a positive contribution using my experience and skills as a retired Chartered Professional Accountant.

3. Why do you wish to serve on this/these committee(s)?

I believe in the importance of libraries. I've enjoyed my time serving on the Board and have been able to use my expertise to make a positive impact and help improve financial processes, policies budgeting, and financial reporting for the Library. I'd like to be able to continue this work.

4. Length of Residence:

In the town of Carstairs: 4 1/2 years and/or In the town of Carstairs area: _____ years

[Signature]
Signature

Nov. 19/25
Date

Completed applications must be returned to the Town Office.

To be eligible for appointment as a public-at-large member of a Town Board, Commission, Committee, or Task Force, you must be a resident of Carstairs.

Length of appointment is a two year term except as required by statute, or if the appointment is to fill a vacancy.

The personal information requested on this application is being collected in order to assist Council in making appointments to its committees, and is governed by the Freedom of Information & Protection of Privacy Act (FOIPPA).

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION**Directors Information Bulletin – November 2025**

The Mountain View Regional Water Services Commission (the Commission) has been providing potable water to its member municipalities of Innisfail, Bowden, Olds, Didsbury, Carstairs, and Crossfield for over 48 years. Throughout this time, the Commission has remained focused on supplying high-quality, reliable water at affordable rates to support municipal growth and the health and well-being of the region.

System Renewal and Expansion

As our infrastructure ages, timely upgrades are essential to ensure system reliability and to meet future demand. Water is a critical service, and the Commission is committed to strengthening and modernizing its infrastructure to support long-term community resilience.

Recent projects, completed in partnership with the Province of Alberta, include twinning of the transmission line from the Anthony Henday Water Treatment Plant (the Plant) to Olds, and from Didsbury to Crossfield. These improvements have enhanced reliability and increased delivery capacity.

Future twinning projects are scheduled between:

- the Plant and Innisfail, and
 - Olds and Didsbury.
-

Water Treatment Plant Upgrades

The Plant serves as the central production and pumping facility for all Commission members. Several major upgrades have been completed over the past five years, including:

- installation of a microfiltration system, and
- addition of ultraviolet (UV) disinfection technology to ensure consistently safe water quality.

Upcoming improvements include:

- installation of enhanced microfilter cassettes to increase production capacity and improve operational safety

- upgrading of the electrical system to support increased power demands and future modernization
-

Raw Water Supply and Resilience

The Commission continues to address raw water challenges associated with the Red Deer River, including flooding, turbidity that impacts intake operations, and drought conditions that limit available draw.

To strengthen water security, the Commission has applied to the Government of Alberta for approval of a four-phase program to construct raw water storage ponds. These ponds will allow the Plant to store and draw water during periods of high turbidity, flooding, or drought, ensuring uninterrupted, reliable system operation.

Rationale for the Rate Increase

The Commission Board has approved a water rate increase to **\$2.53 per cubic metre** (a 15% adjustment) effective **April 1, 2026**. This decision was made after careful analysis and is based on several key factors:

1. Record Number of Line Leaks

This year saw an unprecedented number of leaks in the transmission system. Emergency repairs, excavation, and mitigation efforts significantly increased operating and maintenance expenses.

2. Rising Costs Across All Sectors

Costs for materials, equipment, chemicals, power, and specialized services have risen sharply. These increases directly affect the Commission's ability to operate and maintain the system responsibly.

3. Preparation for Critical Infrastructure Upgrades

Given the Commission's limited borrowing capacity, a portion of funding for major upcoming projects—including line twinning, plant enhancements, and raw water storage—must be sourced from the capital account supported by water rates.

4. Provincial Guidance on Rate Competitiveness

With our proposal for provincial grants, it's imperative the commission maintain a rate that aligns with industry standards, strengthening our ability for future funding assistance.

5. Ensuring Long-Term, Sustainable Service

This rate adjustment ensures the Commission can continue providing safe, reliable, and cost-effective water service while planning responsibly for future infrastructure needs. To strengthen long-term financial resilience, the Commission will be looking to implementing **a minimum 10% rate increase annually for the following three years (2027–2029).**

These increases will:

- Rebuild and stabilize the Commission’s capital reserves, which are essential for emergency repairs and major capital projects
- Reduce reliance on borrowed funds and help lower the Commission’s overall debt limit
- Improve financial standing for future provincial grant applications by demonstrating strong fiscal responsibility

Transmission System Map

(A map or schematic of the Commission’s transmission system, including existing and planned twinning sections, may be inserted here.)

Message from the Chair

On behalf of the Mountain View Regional Water Services Commission Board, I affirm our continuing commitment to delivering high-quality water and dependable service to all member municipalities. As our communities grow and our infrastructure ages, it is essential that we invest proactively and responsibly in our system.

The decisions made this year—including the rate adjustment—reflect our responsibility to plan for the future, maintain system reliability, and protect the long-term sustainability of the region’s water supply. We remain dedicated to transparency, collaboration, and prudent stewardship of this critical resource.

We thank our member communities for their continued trust and partnership.

— Mike Knight, Chair

Mountain View Regional Water Services Commission

Water Rates in Comparable Regional Water Commissions

- Aqua 7(Knee Hill Rockyview): **\$4.62** per cubic metre
 - Wild Commission(West Inter Lake District): **\$5.58** per cubic metre
 - Highway 21(Lacombe County): **\$5.28** per cubic metre
 - Highway 14(Beaver County): **\$5.68** per cubic metre
-

Municipal Water Rate Context

Major cities produce significantly larger volumes of treated water, which lowers their unit cost:

City of Calgary

- Rate: **\$1.45/m³**
- Fixed surcharge: **\$12.50**
- Annual production: ~200 million m³
- Typical residential bill for 20 m³: **~\$42/month**

City of Red Deer

- Rate: **\$1.95/m³**
 - Fixed surcharge: **\$18.70**
 - Annual production: ~18 million m³
 - Typical residential bill for 20 m³: **~\$60/month**
-

Commission Comparison

The Commission's rate of **\$2.53/m³** results in a cost of **\$50.60** for 20 m³—still highly economical given our smaller scale, rural transmission distances, and the need to fund our own infrastructure.

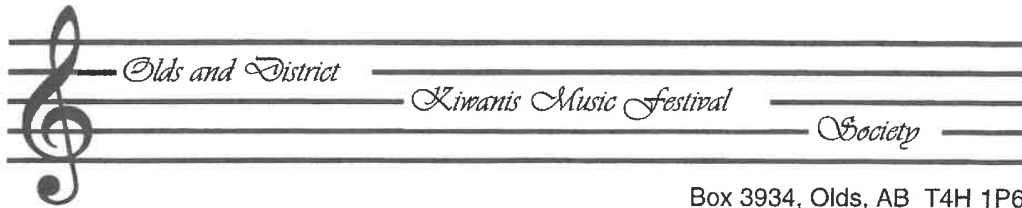
If a member municipality sold water to residents at **\$3.00/m³**, the cost for 20 m³ would be **\$60**, comparable to Red Deer.

In contrast, purchasing water from the lowest-priced comparable commission (Aqua 7 at \$4.62/m³) would cost an additional **\$32** per 20 m³.

For perspective, bulk bottled water is approximately **\$1.50 per litre**, equivalent to **\$1,500 per cubic metre**—illustrating the exceptional value of treated municipal water.

For Further Information

Please contact the Commission office at **403-227-5828**.



Town of Carstairs
Box 270
Carstairs, AB T0M 0N0

November 24,

Dear Sir/Madam,

On behalf of the Olds and District Music Festival Committee I would like to extend our sincere appreciation for your past financial support. Our festival has provided meaningful experiences for young performers for 43 years. Your generosity enables us to continue to provide this experience.

In 2025, we received 265 entries with approximately 1,000 performers. Disciplines included bands, choirs, musical theatre, instrumentals, strings, classical and contemporary vocals, piano, composition, and speech. We received entries from 13 towns and cities including Bowden, Carstairs, Innisfail, Cremona, Crossfield, Didsbury, Olds, Sundre, and Water Valley. We acknowledged 20 participants at our Grand Concert, and awarded \$1,700 in scholarship money.

As we prepare for this year's festival, scheduled for March 16-26, 2026, we are once again seeking financial contributions to help cover essential costs such as adjudicator fees, scholarships, and festival operations. Your continued support is an essential part of ensuring the ongoing success of our Festival. All events will be at the Olds Fine Arts and Multimedia Centre, part of the Olds High School, and we hope you can join us for some sessions.

Donations can be made by mail to Box 3934 Olds AB, T4H 1P6, or via e-transfer to odkmftreasurer@gmail.com. If you choose to do e-transfer, please remember to enter your name and mailing address in the "message" portion so we can provide you with a tax receipt. If you would prefer to receive future communications via email, please provide us with the preferred email address.

We have enclosed a brochure reviewing the achievements of participants in the 2025 Festival for your review. Thank you for being a valued part of our musical community.

Warm regards,

Anjoli Rice (Festival Fundraiser)

Olds & District Kiwanis Music Festival Society

anjoli19@hotmail.com

403-586-0706 (Text only)

Previous Donation: \$500



2611 3rd AVE SE, CALGARY, ALBERTA, T2A 7W7
WWW.ALTALINK.CA

December 1, 2025

Dear Mayor,

On behalf of AltaLink's management team and board of directors, congratulations to you and your fellow council members on your election to serve your municipality. Your constituents have entrusted the future of the municipality to you, and we look forward to the positive impact your voice will bring to your municipality.

AltaLink is Alberta's largest regulated electricity transmission company, and is the essential link that connects homes, farms, businesses and industries to the electricity generated across the province. With more than 650 employees, we are committed to maintaining reliable, affordable, safe and secure electrical transmission services for Albertans and providing innovative technical and financial solutions to enable Alberta's growing electricity market.

The electricity sector is fundamental to Alberta's continued economic growth and prosperity, and it is essential electricity policies be thoughtfully planned and look to balance affordability, reliability, and competitiveness across all regions of our province.

Alberta's electrical infrastructure faces increasing threats from natural disasters, including wildfires, severe storms, and flooding, all of which can significantly impact service reliability and infrastructure integrity. The cost and social disruption caused by the catastrophic wildfires in Jasper and Fort MacMurray, and the 2013 Calgary flood underscore the significance of this growing issue in this province.

Since 2019, AltaLink has had a Wildfire Mitigation Program in place with the goal of minimizing potential fire ignition risk from our infrastructure to keep the communities we serve safe. AltaLink is committed to working with our municipalities to align emergency response plans to ensure when disaster happens, there is existing relationships and coordination between AltaLink and officials from the local municipalities.

As your point of contact with AltaLink, I will ensure that you and council have timely updates on AltaLink projects and activities that may occur within your municipality. Should you or a member of council have questions about Alberta's electricity industry or AltaLink, please do not hesitate to contact me.

Once again, congratulations on your successful election campaign. We wish you and council all the best as you begin your important work for your municipality. We would also welcome the opportunity to meet with council and present information about AltaLink and our Wildfire Mitigation Plan.

All the best,

A handwritten signature in black ink, appearing to read 'Colin Harvey', written in a cursive style.

Colin Harvey
Municipal and Community Relations Manager, AltaLink





Town of Carstairs

2024 Return on Investment

Benefits to your Library

Total Financial Benefits

\$1,322,215.06

Return on Investment

\$1.00 = \$28.88

Based on a population of **4,988**, the cost of membership to the Parkland Regional Library System for the Town of Carstairs was **\$45,789.84** in 2024.

Cost benefits of PRLS services

The **direct financial return** as a result of membership to Parkland Regional Library System to Carstairs Public Library:

2024 materials allotment	\$	5,636.44
Rural Library Services Grant	\$	10,248.00
Allotment from Mountain View County ¹	\$	2,151.52
Computers for library use	\$	4,422.25
Software & Licensing	\$	7,364.20
SuperNet Connection	\$	10,242.00
Items borrowed from other libraries ²	\$	984,601.75
Digital items borrowed from PRLS ³	\$	297,548.90
Combined Savings		\$1,322,215.06

¹ Mountain View County assigned a rural population of 1,904 to the Town of Carstairs

² Average price of an item \$46.75

³ Average price of an eBook \$40.06, average price of an eAudiobook \$84.26



2024 Quick Facts



664,784 items
in the collection



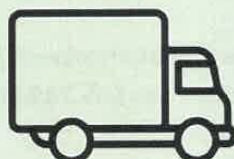
1,310,828 physical items
circulated



44,398 items added
to the catalog



26,029
cardholders



925,450 items
sent on van runs



1,514 consulting
sessions



Over **170**
attendees at the
2024 PRLS
Conference



1,269,757 Wifi
usages



156,839 digital items
circulated



58,104 eLibrary
sessions

Other Parkland Facts:

- Provides access to virtual materials across the province through TRAC.
- Provides training for libraries, boards, friends' groups and more.
- Provides centralized IT support on hardware, software, internet, SuperNet.
- Provides access to shared regional collections of books, tech, program kits, and much more.



4565 – 46 Street
Lacombe, AB T4L 0K2
Ph. 403-782-3850

Congratulations on the election of your new council!

In Alberta, public library service is determined at the municipal level and regulated under the *Libraries Act* (Chapter L-11) and *Libraries Regulation* (AR 141/1998). Councils choose to provide service at the local level by forming a library board and/or by joining a regional library system.

What is a regional library system?

Parkland Regional Library System (PRLS) is a cooperative of 63 member municipalities in central Alberta. The system was formed to enable small and rural communities to provide sustainable and affordable public library service to their residents. Each member municipality is a signatory to the *Parkland Regional Library Agreement* and appoints a representative to our Board, the system's governing body. The Board meets four times each year.

You, the member municipalities, **are** the system.

Thank You for Your Support on the Resolution to Increase Library Funding at AB Municipalities Convention

The resolution presented at the AB Munis Conference to increase provincial funding for Alberta libraries passed by a landslide with a vote of 549 to 52. Thank you for your support!

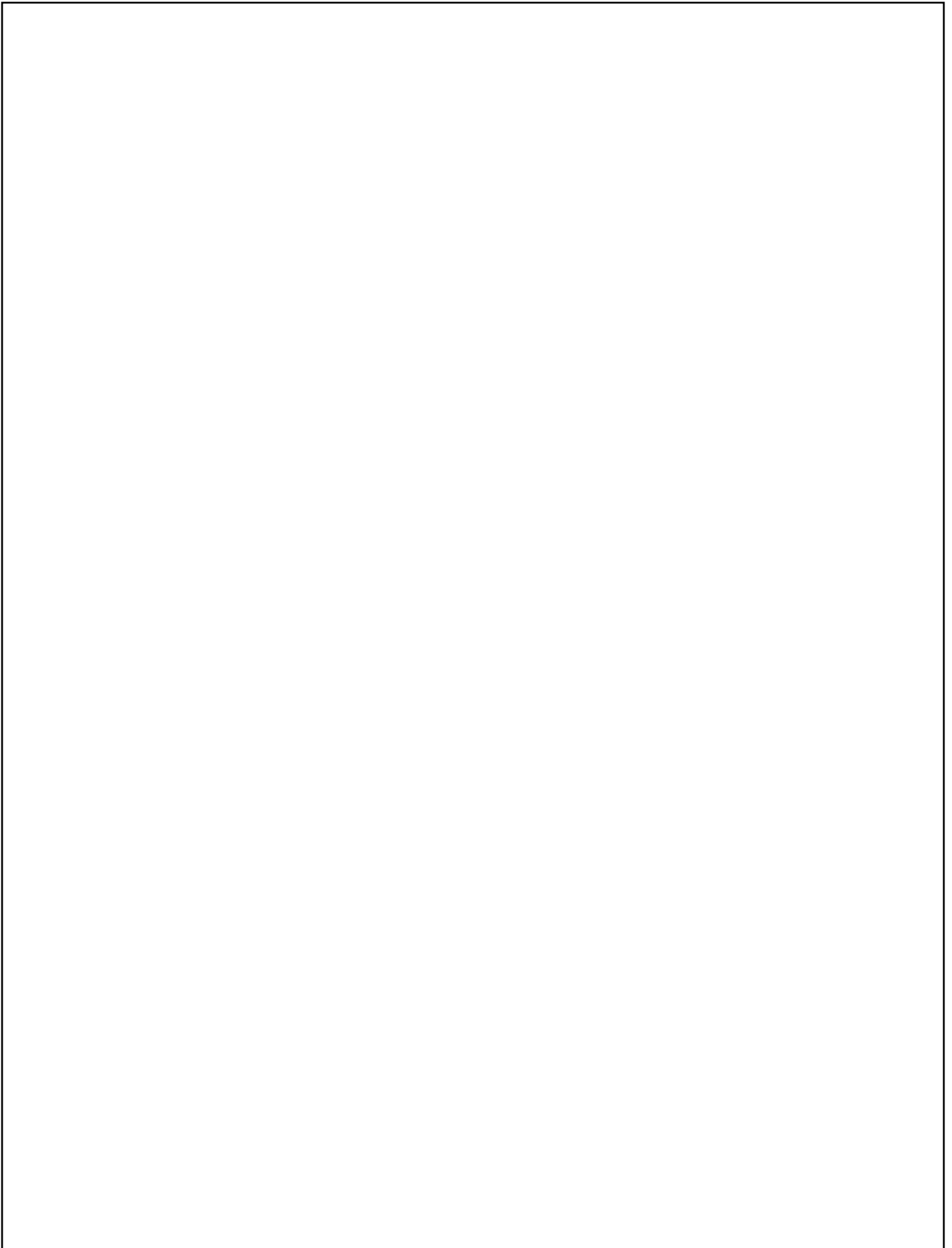
Want to learn more?

- Read the enclosed brochure to find out more about how PRLS supports your municipality and residents.
- Review the 2024 return on investment for your municipality to see how we put your levy to work.
- Visit our website at prl.ab.ca and learn more under **About Us**. The **Board** page includes the list of Board and Executive Committee members, strategic plan, and more.
- Invite us for a visit - we'd love to meet you. We can give your council a brief orientation to the PRLS and get you up to speed on this essential municipal service.
- Visit your local library to see how the system supports your local public library service.

We look forward to working with you to bring exceptional library service to your residents! If you have any questions, please contact Ron Sheppard, Director at admin@prl.ab.ca.

Barb Gilliat, Board Chair
chair@prl.ab.ca

Strong Libraries, Strong Communities





Recruiting and Selecting Library Board Members

A Guide for Municipal Councils

One of the many important things a municipal council can do is make appointments to its local library board. In Alberta, council appoints and unappoints library board members to municipal and intermunicipal library boards under the terms set out in the *Libraries Act* (sections 4, 5, 12.3, and 31), and the *Libraries Regulation* (section 17.1).

A municipal library board must have a minimum of 5 and a maximum of 10 board members. Intermunicipal library boards must have a minimum of 7 and a maximum of 10 board members.

Upon appointment, a board member becomes part of a legal entity (the library board) responsible for governing the delivery of public library service in the community and receiving local and provincial tax dollars to provide quality library service. Board members have a fiduciary responsibility to employ the duty of care – acting with competence and diligence – as well as the duty of loyalty – acting in the best interest of library service in the community.

Only the council of the municipality that established the board or signed the intermunicipal agreement can appoint to a library board. The council of a neighboring municipality cannot appoint board members to a board that they did not have a role in establishing.

However, the council of the establishing municipality(ies) can appoint individuals from neighboring municipalities to the library board, as there are no residency requirements imposed by the legislation. Having individuals from neighboring municipalities can help to strengthen relationships and bring a broader perspective to the table.

For municipal library boards, council may appoint up to two board members who are also councillors on their council (i.e., councillors of the municipality that established the library board). For intermunicipal boards, each municipality that is party to the agreement may appoint one board member who is also a councillor on their council.

- If a councillor is appointed to the library board, they have the same role and responsibilities as the other board members and should not be referred to as a “Council Rep” or something similar. There is no designated role for a municipal councillor on a municipal or intermunicipal library board.



- Councillors from neighboring municipalities may be appointed to the library board and do not count against the limit of councilors as they are not from the establishing municipality(ies).
- Council may also choose to not appoint any councillors to the library board.

An employee of the library board cannot be appointed to the library board.

There is no provision for alternates to be appointed to a municipal or intermunicipal library board.

All appointments to the municipal or intermunicipal library board shall be for a term of up to three years.

A library board member is eligible to be reappointed for up to two additional consecutive terms. If council wishes to appoint a board member for more than three terms, at least 2/3 of the whole council must pass a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. This must be done each time the member is reappointed beyond three consecutive terms.

Libraries are corporations established under the *Alberta libraries Act*. Like all corporations, boards are responsible for operating within not only the *Libraries Act* and *Regulation*, but other legislation including *Employment Standards*, *Occupational Health and Safety*, *FOIP*, and the *Copyright Act*. In addition to knowing and conforming to legislation, effective boards;

- develop a Plan of Service to establish goals and objectives for the library
- support ongoing professional development opportunities for its staff and its board members
- ensure delivery of significant programs and services that reflect the diversity of the community
- provide leadership through supporting the identification and development of emerging local programs
- measure the impact of existing community programs and provide library resources and services that will enhance community results
- present a budget to the municipal council that reflects the library's Plan of Service and identified community needs
- evaluate the performance of the library within the community and adjust its goals and objectives where needs are not being met
- ensure excellent management of the library on behalf of the community within the budget approved by the municipality



- hire the library's Chief Executive Officer and evaluate their performance within the management goals set by the Board
- ensure adherence to the *Libraries Act*, its *Regulation*, and any other legislation affecting the operation of the library within the community
- support the core value of intellectual freedom
- be able to set aside personal biases in the interests of what best serves the community in the areas of library collections, programs, and services.

Given the significant responsibilities and demands placed on library board members, potential trustees should exhibit the following characteristics. They should be:

- interested in making a difference in the future success of their community
- available to attend board and committee meetings and to come prepared to contribute to discussions and decisions
- willing to become more aware of the bigger picture by learning about public library issues and concerns at both the provincial and the national levels
- prepared to represent the interests, concerns, and attitudes of your community
- open to learning about library programs and services that give their community the level of access to information and enrichment that it needs.
- enthusiastic about working with other board members and the Chief Executive Officer in a team process designed to provide programs and services that meet the greatest number of needs in their community
- committed to being an active participant in board leadership activities in their community

When soliciting for board members, some simple steps will assist with finding suitable candidates. These include:

- Advertising vacancies
- Requiring all candidates to attend a mandatory information session
- Developing criteria for selection of candidates

Your council may also choose to establish a selection committee and develop a structured interview process.

You may also choose to consult with the exiting library Board Chair and the library manager to determine the current needs of your community and gaps which may exist in the current board composition.



The appointments to the library board shall be made on the date fixed by council. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

When appointing board members, make sure the motion lists the name(s) of the individual(s) and includes the length of term (one, two, or three years).

Council should also send the library board a list of appointments, including the length of terms, and send a letter to each appointee with their term length and expiry date.

Effective boards provide effective library service. Good recruitment and selection now will prevent a host of troubles later.

References:

"Choosing an Effective Public Library Board" Ontario Library Association, © Copyright 2014, Revised 2018 [2018-Choosing-an-Effective-PL-Board-Resource.pdf \(accessola.com\)](#) Accessed 1 March 2024.

"Municipal Councils and Library Boards – Roles and Responsibilities" Government of Alberta January 11, 2022, Municipal Affairs [Municipal Councils and Library Boards: Roles and Responsibilities \(alberta.ca\)](#) Accessed 1 March 2024.