



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, NOVEMBER 22, 2021, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of November 22, 2021
Motion: To adopt the agenda of November 22, 2021

4. ADOPTION OF MINUTES

- 4 - 6 a) Adoption of minutes of November 8, 2021 (addendum 4.a)
Motion: To adopt the minutes of November 8, 2021



5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) Mandalay/Stonebridge Update

6. DELEGATIONS

7. BYLAWS AND POLICIES

- 7 - 16 a) Bylaw No.2024 Fireworks Bylaw (addendum 7.a)



- 17 - 45 b) Bylaw No. 2023 Rates & Fees 2022 (addendum 7.b)



- 46 - 64 c) Policy 78-08-001-21 Playground Inspection (addendum 7.c)



8. NEW BUSINESS

- 65 - 66 a) RFD - Ranch Road No Stopping Signage (addendum 8.a)

| | | |
|---------|----|--|
| 67 - 68 | b) | RFD - Veterans Way Test Project (addendum 8.b) |
| 69 | c) | Carstairs Nature Space Committee Appointment - Jamie Casebeer (addendum 8.c) |
| 70 | d) | Carstairs Nature Space Committee Appointment - Kelly Casebeer (addendum 8.d) |
| 71 | e) | Carstairs Nature Space Committee Appointment - Ernie Bradley (addendum 8.e) |
| 72 | f) | Municipal Planning Commission Appointment - Daniel Pochapsky (addendum 8.f) |
| 73 - 84 | g) | Lease Agreement (addendum 8.e) |

9. COMMITTEE REPORTS

| | | |
|---------|----|--|
| 85 - 87 | a) | LEGISLATIVE & EMERGENCY SERVICES COMMITTEE |
| | i) | Legislative & Emergency Services Minutes of November 15, 2021 (addendum 9.a.i) |
| | b) | STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE |
| 88 - 89 | c) | EXTERNAL RELATIONS COMMITTEE |
| | i) | External Relations Committee Minutes of November 10, 2021 (addendum 9.c.i) |
| 90 - 92 | d) | POLICY & GOVERNANCE COMMITTEE |
| | i) | Policy & Governance Committee Minutes of November 9, 2021 (addendum 9.d.i) |
| | e) | MOUNTAIN VIEW REGIONAL WASTE COMMISSION |
| | f) | MOUNTAIN VIEW REGIONAL WATER COMMISSION |
| | g) | MOUNTAIN VIEW SENIORS HOUSING |
| | h) | MUNICIPAL AREA PARTNERSHIP |

- i) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP
- j) CENTRAL ALBERTA ECONOMIC PARTNERSHIP

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

93

- a) Don Holmes - Carstairs Library Board (addendum 11.a)



94

- b) Harry & Dolores Ramsbottom - Letter of Thanks (addendum 11.b)



12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

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

17. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, NOVEMBER 8, 2021, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

| | |
|---|--|
| ATTENDEES: | Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts and Wilcox, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison, Charles Van Arnam, James and Laurie Thain, and Executive Assistant Kayleigh Van Es |
| ABSENT: | Nil |
| CALL TO ORDER: | Mayor Colby called the meeting of November 8, 2021, to order at 7:01 p.m. |
| ADDED ITEMS: | Nil |
| ADOPTION OF AGENDA: | |
| Motion 350/21 | Motion by Councilor Wilcox to accept the Regular Council agenda of November 8, 2021, as presented. CARRIED |
| ADOPTION OF PREVIOUS MINUTES: | |
| Motion 351/21 | Motion by Councilor Allan to adopt the Organizational minutes of October 25, 2021 as amended. CARRIED |
| Motion 352/21 | Motion by Councilor Ratz to adopt the Public Hearing minutes of October 25, 2021, as presented. CARRIED |
| Motion 353/21 | Motion by Councilor Ball to adopt the Regular Council minutes of October 25, 2021, as presented. CARRIED |
| BUSINESS ARISING FROM PREVIOUS MEETING: | 1.Whistle Cessation Assessment - CAO McDonnell summarized the assessment. |
| Motion 354/21 | Motion by Councilor Wilcox to approve the Whistle Cessation Assessment as information and to be reviewed by the Legislative & Emergency Services Committee for recommendations. CARRIED |
| DELEGATIONS: | Charles Van Arnam – Stone Garden Drive Barricade No access to walking paths from Stonehaven. A fence has been reconstructed at the end of Stone Garden Drive due to construction in Mandalay, leaving the residents to walk through the 2A ditch. Other options of walking down Stone Garden Drive bring up the issue of no sidewalks. Councilor Allan commented that it is a work-in-progress. |
| Motion 355/21 | Motion by Councilor Roberts to accept the presentation as information and Council will have further discussion. CARRIED |
| BYLAWS & POLICIES: | Bylaw No. 2022 Deer Ridge Land Use Re-designation |
| Motion 356/21 | Motion by Councilor Ball to give first reading of Bylaw No. 2022 Deer Ridge Land Use Re-Designation. CARRIED |
| NEW BUSINESS: | 1.Proclamation - Family Violence Reconciliation month |
| Motion 357/21 | Motion by Councilor Fricke to proclaim the month of November as Family Violence Reconciliation Month. CARRIED |

- COMMITTEE REPORTS:**
- 1. Legislative & Emergency Services Committee**
- Next meeting is on November 15, 2021
 - 2. Strategic Planning & Corporate Affairs Committee**
- Next meeting is on November 22, 2021
 - 3. External Relations Committee**
- Next meeting is on November 10, 2021
 - 4. Policy & Governance Committee**
- Next meeting is on November 9, 2021
 - 5. Mountain View Regional Waste Commission**
- Next meeting to be determined
 - 6. Mountain View Regional Water Commission**
- Next meeting is on November 10, 2021
 - 7. Mountain View Seniors’ Housing**
- Next meeting is on November 10, 2021
 - 8. Municipal Area Partnership**
- Nothing to report at this time
 - 9. Carstairs Community Development & Economic Partnership (CCD&EP)**
- Next Meeting is on December 1, 2021
 - 10. Central Alberta Economic Partnership (CAEP)**
- Nothing to report at this time

- COUNCILOR REPORTS:**
- Councilor Allan**
- Represented the Town in a Remembrance Day ceremony video, which is to be shown at Hugh Sutherland School on November 10, 2021.
 - Councilor Ball**
- Nil
 - Councilor Fricke**
- Attended a CAEP- networking meeting.
 - Councilor Ratz**
- Preparing for November 11, 2021, Remembrance Day Ceremony.
 - Councilor Roberts**
- Catching up on Council processes.
- Visited Carstairs Nature Space; the trees on the north and east side of the dog park are looking great.
 - Councilor Wilcox**
- Attended Parkland Regional Library Organizational meeting on November 4, 2021.
 - Mayor Colby**
- Nil

Motion 358/21 Motion by Councilor Ratz to accept all Councilor Reports as information.

CARRIED

- CORRESPONDENCE:** Nil
- CAO’S REPORT:** Nil
- COUNCILOR CONCERNS:** Nil
- PUBLIC QUESTION PERIOD:** Nil
- MEDIA QUESTION PERIOD:** Nil

CLOSED MEETING
SESSION:

- Motion 359/21

Motion by Councilor Allan that Council closes the meeting to the Public at 7:35 p.m. to discuss closed meeting items.

CARRIED
- Motion 360/21

Motion by Councilor Ball to come out of the closed meeting session at 8:50 p.m.

CARRIED
- Motion 361/21

Motion by Councilor Ball to authorize administration to begin the process of opening Stone Garden Drive for pedestrian traffic.

CARRIED

NEXT MEETING: Monday, November 22, 2021

ADJOURNMENT:

- Motion 362/21

Motion by Councilor Ratz to adjourn the meeting of November 8, 2021, at 8:52 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO



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

REQUEST FOR DECISION

| | |
|----------------------|------------------------------------|
| Meeting Date: | November 9, 2021 |
| Title: | Fire Works Bylaw # 1025 |
| Agenda: | Legislative and Emergency Services |

Application & Issue History:

Updated Fire Works Bylaw to reflect name changes and updated legislation including new permits.

Proposal, Options, Benefits, & Disadvantages:

Changes made to bylaw to reflect legislation. Permits reflect the different types of firework displays and legislation requirements. A vendor permit has been created for businesses to sell fireworks.

Operational Impact:

None

Budgetary Impact:

None

Recommendations:

Approve changes to the Fire Works Bylaw #1025.

Motion:

Signature of Director: _____

BYLAW No. 1025

BEING a Bylaw of the Town of Carstairs, in the Province of Alberta, wishes to enact a Bylaw for the purpose of providing for the safe possession, sale, storage, purchase and discharge of fireworks in compliance with municipal policy, ~~the National Fire Code – Alberta Edition Alberta Fire Code~~ as amended, the Safety Codes Act (R.S.A. 2000, c. S-1) ~~and~~, the Explosives Act (R.S.C. 1985, c. E-17) and ~~Explosives Regulations, 2013~~.

AND WHEREAS, Section 7(a) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for municipalities to enact Bylaws for the safety, health and welfare of people and the protection of people and property.

AND WHEREAS, Section 8(a) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for municipalities to enact Bylaws to regulate or prohibit.

AND WHEREAS, Section 8(c) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for municipalities to enact Bylaws to provide for a system of licenses, permits or approvals.

AND WHEREAS, the Town Council of the Town of Carstairs recognizes that fireworks are explosive devices which are classified as Dangerous Good under the ~~National Fire Code – Alberta Edition Alberta fire Code~~ and which, when used improperly by untrained person, can cause injury, damage, fire and death.

AND WHEREAS, the Town Council of the Town of Carstairs has determined that the sale, storage, purchase and discharge of fireworks by persons not in possession of a fireworks display supervisors’ card as noted above creates an unacceptable level of risk to life, health, safety and property.

NOW THEREFORE, Council of the Town of Carstairs duly assembled and pursuant to the Municipal Government Act, Chapter M-26-1 of the Revised Statues of Alberta repeals Bylaw ~~929 1025~~ and any supplemental amendments to Bylaw ~~929-1025~~:

1. This Bylaw may be referred to as “The Fireworks Permissions Bylaw”.

2. **DEFINITIONS**

The definitions in the following enactments, as amended, in order of precedence, shall be used for the purposes of interpreting this Bylaws and its application:

- a. Municipal Government Act (R.S.A. 2000, c.M-26)
- b. Safety Codes Act (R.S.A. 2000, C. S-1)
- ~~c. ——— Alberta Fire Code– National Fire Code – Alberta Edition~~
- d. Explosives Act (R.S.C. 1985, c. E-17)
- e. ~~Explosives Regulations, 2013~~
- f. ~~NRCAN – Natural Resources Canada~~

~~Fire Chief shall mean the Chief Officer of the Fire Department who is appointed by Council to manage and administer the Fire Department or his/her designate.~~

~~Enforcement Officer shall mean a Member of the Royal Canadian Mounted Police, Peace Officer or Bylaw Officer who is appointed by the Province of Alberta or Town of Carstairs as a Peace Officer or Bylaw Officer or a Safety Codes Officer in the Fire Discipline with authority within the Town of Carstairs.~~

~~Fireworks shall mean consumer fireworks, display fireworks, model rockets, practical use articles or pyrotechnic special effects.~~

~~Consumer fireworks shall mean outdoor low hazard recreational fireworks as classified by NRCAN A4.1.~~

~~Display fireworks shall mean outdoor high hazard recreational fireworks as classified by NRCAN A4.2.~~

Model rockets shall mean propellant rocket devices as classified by NRCAN A4.3.

Practical use articles shall mean low hazard practical fireworks as classified by NRCAN A4.4.

Pyrotechnic special effects shall mean fireworks that are used at a pyrotechnic event as classified by NRCAN A4.5.

Consumer Discharge Permit shall mean a document issued by the Fire Chief or delegate pursuant to this Bylaw, in the form adopted by the Town of Carstairs authorizing the possession, handling, discharging, firing or setting off of Consumer Fireworks.

Display Discharge Permit shall mean a document issued by the Fire Chief or delegate pursuant to this Bylaw, in the form adopted by the Town of Carstairs authorizing the possession, handling, discharging, firing or setting off of Display Fireworks.

Pyrotechnic Special Effects Permit shall mean a document issued by the Fire Chief or delegate pursuant to this Bylaw, in the form adopted by the Town of Carstairs authorizing the possession, handling, discharging, firing or setting off of fireworks used in a pyrotechnic event.

For words not defined in the above noted enactments reference should be made to the Canadian Oxford Dictionary (Second Editions), published by Oxford University Press.

Written Permissions noted in this bylaw shall take the form(s) or permits outlined in Schedule A of this Bylaw.

~~Fire Chief shall mean the Chief Officer of the Fire Department who is appointed by Council to manage and administer the Fire Department.~~

3. **PROHIBITIONS**

- 3.1 No person shall wholesale, display for sale, offer for sales, sell, possess or store any fireworks within the Town of Carstairs without the written permission of the Fire Department.
- 3.2 No person, may set off, discharge or otherwise handle fireworks within the Town of Carstairs without the written permission of the Fire Department.
- 3.3 No person shall discharge or set off fireworks in a place or manner that creates a danger or constitutes a nuisance to any person or property.
- 3.4 No person shall discharge or set off fireworks on a highway, road allowance or park without the proper permit(s) in place.
- 3.5 No person shall discharge or set off fireworks within 200 metres of any place where explosives ~~explosives~~ or flammable liquids or combustible liquids or substances are manufactured or stored.
- 3.6 No person shall discharge or set off fireworks during a fire ban.
- 3.7 No person shall 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.
- 3.8 No person shall sell fireworks to anyone under the age of 18 years.
- 3.9 No person under the age of 18 years shall purchase or be in possession of fireworks.
- ~~3.10 No person shall bring fireworks into the Town of Carstairs without the written permission of the Fire Department.~~
- 3.11 No person shall set up, set off, fire, discharge or energize a pyrotechnics display in the Town of Carstairs without the written permission of the Fire Department.

4. PERMISSIONS

- 4.1. All persons purchasing, possessing, handling, distributing, offering for sale, storing, selling, discharging, firing or setting off fireworks or pyrotechnics displays shall conform to all requirements of that ~~Alberta Fire Code~~ National Fire Code – Alberta Edition, Explosives Act and Regulations.
- 4.2. A Display Supervisor or a Pyro-Technician, holding a valid authorization under the Explosives Act ~~and Regulations~~ of Canada, may conduct a show after receiving permission to do so in writing from the Fire Chief or, in the absence of the Fire Chief, his or her designate.
- 4.3. A Display ~~Supervisor~~ of Pyro-Technician will apply in writing, a minimum of 28 Calendar days prior to an event, to the Fire Department for a written letter of permission to conduct a display or show. The application in writing will cover all the information required by the ~~Explosives Act and Regulations and the Alberta Fire Code~~ National Fire Code – Alberta Edition. It will include, but not be limited to:
 - 4.3.1. Date, time and location of the proposed event,
 - 4.3.2. ~~Consent of the owner or occupant of the property or properties that the show will be conducted on and where debris might reasonably be expected to fall.~~
 - 4.3.3. Names, addresses and certification numbers of all display supervisors or pyro-technicians and assistants participating in the show,
 - 4.3.4. The name of the sponsor or purchaser of the event,
 - 4.3.5. A full description of the planned event and a list of all materials to be fired, detonated, burnt or energized during the event,
 - 4.3.6. The emergency ~~response~~ plan for the event,
 - 4.3.7. ~~Storage location of all fireworks prior to discharge,~~
 - 4.3.8. Verification of liability insurance, in the amount acceptable to the Town of Carstairs,
 - 4.3.9. Payment of the designated fee,
 - 4.3.10. Any other information deemed necessary by the Town of Carstairs, ~~or the Fire Chief or his/her designate.~~
- ~~4.4. The Fire Chief or his or her designate may choose to issue to a Display Supervisor or Pyro-Technician, written permission of a show or display to take place. same as 4.2~~
- 4.5. The Fire Chief or his or her designate may choose not to issue written permission to anyone for a display or show if, in their opinion, such a display or show may create a risk to life, safety or property.
- ~~4.6. Fireworks may only be sold, purchase and discharged within the following annual timeframes:
 - 4.6.1. Ten calendar days prior to and inclusive of the Victoria Day holiday,
 - 4.6.2. Ten calendar days prior to and inclusive of the Sunday following the Canada Day holiday,
 - 4.6.3. Ten days prior to and inclusive of New Year's Day,
 - 4.6.4. Other timeframes of ten calendar days or less which may be allowed for a one time basis by resolution of council. ????~~
- ~~4.7. Fireworks may only be sold and purchased between the hours of 8:00 AM and 8:00 PM Mountain Time. ????~~
- 4.8. A wholesaler or distributor of fireworks wishing to provide fireworks to a retail vendor in the Town of Carstairs must first apply and obtain the written permission of the Fire Chief or his/her designate.
- 4.9. A retail vendor wishing to sell fireworks to persons in the Town of Carstairs must first apply and obtain the written permission of the Fire Chief or his/her

designate. This permission must include approval and acceptance of the storage area and the required Fire Safety Plan as outlined in the ~~Alberta Fire Code National Fire Code – Alberta Edition~~. This information will include:

- 4.9.1. The date of the sale,
- 4.9.2. The name, address and phone number of the purchaser,
- 4.9.3. A description of the fireworks sold ~~with quantities,~~
- 4.9.4. The date and time the fireworks will be discharged,
- ~~4.9.5. The location and description of the site where the fireworks will be discharged,~~
- ~~4.9.6. A copy of the written permission to discharge, issued by the Fire Department of the municipality where the fireworks will be discharged, or from a Forest Officer where the discharge is to take place within a forest protection area, and~~
- ~~4.9.7. A copy of the written permission to purchase fireworks issued by the Carstairs Fire Department of the Town of Carstairs.~~

- ~~4.10. A person wishing to purchase fireworks in the Town of Carstairs must first obtain written permission to discharge, issued by the Fire Department of the municipality where the fireworks will be discharged, or from a Forest Officer where the discharge is to take place within a forest protection area.~~

- ~~4.11. A person in possession of written permission to discharge fireworks as noted in 4.4 above may apply to the Carstairs Fire Department of the Town of Carstairs for written permission to purchase fireworks from a vendor within the Town of Carstairs.~~

- 4.12. The Fire Chief or his or her designate may attach any terms and conditions in a written permission that he or she deems appropriate for the specific event and location.

- 4.13. The Fire Chief or his or her designate may choose to revoke any previously issued written letter of permission for reasons of non-compliance with:
 - 4.13.1. The ~~Alberta Fire Code,~~ National Fire Code – Alberta Edition
 - 4.13.2. The Explosives Act ~~and Regulations,~~
 - 4.13.3. The letter of permission, including any terms and conditions,
 - 4.13.4. Changes in environmental conditions, and/or
 - 4.13.5. For any reasons of safety to life, limb or property.

5. **PENALTIES**

- 5.1. Breach of this bylaw is an offence and upon conviction shall be subject to a penalty and fine of not less than \$100 and not more than \$5,000.00.

- 5.2. Where an Enforcement Officer ~~(Community Peace Officer, Bylaw Enforcement Officer or Police Officer with authority to enforce the bylaws of the Town of Carstairs)~~ has reasonable grounds to believe that a person has violated any provision of this bylaw, the Enforcement Officer may commence Court proceedings against such person by issuing the person a violation ticket pursuant to the provision of the Provincial Offences Procedure Act.

- 5.3. The issuance of a violation ticket as noted in 5.2 shall require a Court appearance by the person pursuant to Part 2 of the Provincial Offences Procedure Act.

- 5.4. Where a Safety Codes Officer in the Fire Discipline, holding a Designation of Powers to the Town of Carstairs, or an Enforcement Officer noted in 5.2 above, has reasonable grounds to believe that a person has violated any provision of the ~~Alberta Fire Code National Fire Code – Alberta Edition~~, they may commence Court proceedings under the Safety Codes Act against such person by filing an Information pursuant to the provisions of the Provincial Offences Procedure Act.

6. **EFFECTIVE DATE**

This Bylaw will come into force and effect on the date of successful third reading and signing in accordance with Section 213 of the Municipal Government Act (R.S.A. 2000, c. M-26) as amended and will repeal Bylaw No. ~~929, 1025~~ to prohibit the discharge or use of fireworks, fire crackers or similar devices in town limits.

READ A FIRST TIME THIS 13TH-DAY OF JULY A.D. 2015.
READ A SECOND TIME THIS 13TH DAY OF JULY A.D., 2015.
READ A THIRD AND FINAL TIME THIS 13TH DAY OF JULY A.D., 2015.

Lance Colby, MAYOR

Carl McDonnell, CAO



Town of Carstairs
Carstairs Fire Department
844 Centre Street, Box 370
Carstairs, AB T0M 0N0
Phone: 403.337.3341

Fireworks Event Permit

Date of Application:

Contact Information – Applicant

Name:

Email:

Phone:

Address:

Type of Event

- ☐ Consumer Fireworks – Fill out Section A Only
- ☐ Display Fireworks – Fill out Section B Only
- ☐ Pyrotechnic Special Effects – Fill out Section C Only

Section A – Consumer Fireworks

Event Details

Date:

Times – Start:

End:

Location:

Owner Information

Name:

Email:

Phone:

Address:

Owners Consent – If not applicant – attach letter

Insurance Information

Insurance Company:

Insurance Agent:

Policy #:

Phone:

Amount (\$):

Email:

Event Supervisors Information

Name:

Email:

Phone:

Address:

Age:

Section B – Display Fireworks

Event Details

Date:

Times – Start:

End:

Location:

Owners Information:

Name:

Email:

Phone:

Address:

Owners Consent – If not application – attach letter

Insurance Information

Insurance Company: Insurance Agent: Policy #:
Phone: Amount (\$):
Email:

Event Supervisors Information

Name: Certification #: Class: Expiry:
Email: Phone:
Address:

Address – Fireworks are stored:

Attachment List

Provide the Following:

- Fireworks operator certificates – all technicians on site
- Site Plan
- Emergency Response Plan – site specific
 - Details & Procedures for dealing with emergency
 - Materials & Equipment on-site for fire extinguishment
 - Hot zone security details & site plan
 - Fall out zone security details & site plan
 - Details for cool down time, dismantling, clean up, and disposal of debris
 - Details for following day re-inspection and clean up
- Product List – to include manufacture, type, size, and quantity (weights) of product

Section C – Pyrotechnic Special Effects

Event Details

Date: Times – Start: End: Location:

Owners Information:

Name: Email: Phone:
Address:

Owners Consent – If not application – attach letter

Insurance Information

Insurance Company: Insurance Agent: Policy #:
Phone: Amount (\$):
Email:

Event Supervisors Information

Name: Certification #: Class: Expiry:
Email: Phone:
Address:

Address – Fireworks are stored:

Attachment List

Provide the Following:

- Fireworks operator certificates – all technicians on site
- Site Plan
- Emergency Response Plan – site specific
 - Details & Procedures for dealing with emergency
 - Materials & Equipment on-site for fire extinguishment
 - Hot zone security details & site plan
 - Fall out zone security details & site plan
 - Details for cool down time, dismantling, clean up, and disposal of debris
 - Details for following day re-inspection and clean up
 - Props or product being used with location of props & products
 - Supervision of props – who & how
 - Distances from combustibles, staff, and public
- Product List – to include manufacture, type, size, and quantity (weights) of product
- Indoor Event – Provide written Fire Safety Plan & protocol. Include how the venue will mitigate a false alarm

Permit Conditions

- It shall be the sole responsibility of the permit holder to ensure compliance with the provisions of the Fire Permissions Bylaw No. 1025, effective as of **July 13, 2015**, federal, provincial or municipal statutes, regulations or bylaws
- A site inspection maybe required prior to the display
- Permit holder must confirm no fire ban or advisory is in place on the day of the display
- A copy of this permit shall be kept with the event supervisor for the duration of the event
- No smoking or matches permitted in storage and display sites
- Personal Protective Equipment (PPE) is required
 - Eye Protection
 - Nonflammable clothing (long sleeved shirts and long pants)
 - Close toed shoes
- Fire Extinguisher(s) required on site
- First Aid kit required on site

Applicants Name:

Applicants Signature:

Date:

Permit Approval (Office Use Only)

Permit #:

Effective Date:

Expiry Date:

Safety Codes Officer:

Safety Codes Officer Signature:

Safety Codes Officer #:

Designation of Power #:



Town of Carstairs
Carstairs Fire Department
844 Centre Street, Box 370
Carstairs AB, T0M 0N0
Phone: 403.337.3341

Fireworks Vendor Permit

Business Name: _____

Address: _____

Phone Number: _____

Email: _____

Temporary sales establishment: Yes ☐

No ☐

Business contain a dwelling: Yes ☐

No ☐

Proposed amount of fireworks being stored _____ kg

Will Fireworks be displayed for sale: Yes ☐

No ☐

Storage tanks for flammable substances on location: Yes ☐

No ☐

Office Use Only

Conditions of Permit:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Permit Approval (Office Use Only)

Permit #: _____ Effective Date: _____

Expiry Date: _____

Safety Codes Officer Name: _____

Safety Codes Officer Signature: _____

Safety Codes Officer #: _____

Designation of Power #: _____

Bylaw No. 2023

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, section 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 authorizes 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 authorizes 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 authorizes 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 authorizes 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 gives 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 Municipality Government Act, Chapter M-26-1 Revised Statutes of Alberta 2000 enacts as follows:

- 1. This Bylaw may be referred to as the “**2022 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 | Common Services |
| Schedule H | Traffic Bylaw |
| Schedule I | Fire Services |
| Schedule J | Community Hall |
| Schedule K | Plotter Printer |
| Schedule L | Council Remuneration |
| Schedule M | Cat Bylaw |
| Schedule N | Noise Bylaw |
| Schedule O | Cannabis Consumption Bylaw |
| Schedule P | Smoking and Vaping Bylaw |
| Schedule Q | Fines for Livestock |
| Schedule R | Fines Residential Community Standards |
| Schedule S | Fines Industrial Community Standards |
| Schedule T | Fines Commercial Community Standards |
| Schedule U | Special Events |
| Schedule V | Golf Course Fees |

- 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, 2022.

READ A FIRST TIME THIS th DAY OF A.D., 2021
READ A SECOND TIME THIS th DAY OF A.D., 2021
READ A THIRD AND FINAL TIME THIS th DAY OF A.D., 2021

Lance Colby, Mayor

Carl McDonnell, CAO

SCHEDULE ‘A’
WATER AND WASTEWATER AND GARBAGE COLLECTION RATES

WATER RATES:

1. Metered Single Occupancy

A fixed charge of \$14.00 per month plus a metered consumption charge of ~~\$2.75~~ \$2.80 per cubic meter.

2. Metered Multiple Occupancy

a) Where a separate meter has been installed for each unit within the building, a fixed charge of \$14.00 per month shall apply to each unit plus a metered consumption charge of ~~\$2.75~~ \$2.80 per cubic meter.

b) Where only one meter is installed to serve the entire building, a fixed charge of \$14.00 per month shall apply for each unit plus a metered consumption charge of ~~\$2.75~~ \$2.80 per cubic meter.

3. Flat Rates

For buildings in which a water meter is not installed, the monthly charge shall be \$50.00 per month for each unit within the building.

4. Bulk Water Sales

The charge for water sold in bulk quantities shall be ~~\$5.00~~ \$5.05 per cubic meter. Users without an account will be charged a flat fee of \$30.00 plus consumption.

5. Sales of Water Meters & Read-outs

| | | |
|-------|---------------|------------------|
| Size: | Up to 1" | \$425.00 + GST |
| | 1" | \$515.00 + GST |
| | 2' or greater | Contact the town |

6. Additional Charges

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 in order to resume service, payable in advance.

WASTEWATER RATES:

60% of Water Consumption Fees.

GARBAGE COLLECTION AND DISPOSAL RATES:

| | |
|--|--|
| Single Family Residence | \$23.00 24.00 per month per bin |
| Multiple Dwelling – per unit | \$23.00 24.00 per month per bin |
| Apartment – per unit | \$23.00 24.00 per month per bin |
| Family Dwelling in Commercial Buildings – per unit | \$23.00 24.00 per month per bin |
| Retail outlets – per unit | \$23.00 24.00 per month per bin |
| Offices – per unit | \$23.00 24.00 per month per bin |
| Hotels/Motels | \$23.00 24.00 per month per bin |
| Restaurants/Coffee Shops | \$23.00 24.00 per month per bin |
| Other businesses – per unit | \$23.00 24.00 per month per bin |

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

SCHEDULE 'B'
ADMINISTRATION FEES

1. The fee for NSF or returned cheques is:

\$40.00
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 cost of photocopying is \$0.15 per sheet.
3. The fee for FAX service is:

To send local Faxes: \$1.00 per page
To send 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 Tax Certificate is:

\$40.00
6. The fee for Insurance Application is:

\$25.00
7. The fee for Tax Recovery Registration is:

\$50.00 plus registration costs.

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

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

No charge for permanent tag
\$ 30.00 per day boarding fees
\$ 10.00 for replacement tag
10. The fee for renting the Town Office Board Room is:

- No charge for municipal committees, chamber of commerce, or service clubs day or night use, as long as one Council or staff member is on the committee to ensure access.

- Other parties – business day use: \$20.00 per 3 hour intervals (without equipment)
\$30.00 per 3 hour interval (with equipment)

- Evening use fee is: \$10.00 per hour (without equipment)
\$20.00 per hour (with equipment)
11. Tax Penalty
Current Taxes: July 1st – 14%
Arrears (All Outstanding Balances): January 1st – 14%

12. Utility Account Penalty:

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

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

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

As per Business License Bylaw #906
\$100.00 Resident License
\$125.00 Non Residential License
\$300.00 Peddler & Hawkers License
\$25.00 Associate Membership
\$25.00 Two Day Event License
15. Campground Fees:

\$28.00 per recreational vehicle
\$23.00 per tent
\$5.00 firewood per wheelbarrow load
\$1.00 showers on timer
\$2.00 sewage dump
16. Personal Vehicle Allowance:

\$0.50 per kilometer
17. Tax/Utility Invoice Reprint Charge

\$5.00 per invoice (1st Free)

SCHEDULE ‘C’
BUILDING AND DEVELOPMENT PERMIT APPLICATION RATES

These rates apply to both new buildings and structures and 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 |
|---|---|---|--|
| Family, duplex, multi-family | \$5.00 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000 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 \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00 |
| Additions and Renovations – all types | \$5.00 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000 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 \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00 |
| Manufacture/Modular Home without attached garage | \$225.00 | \$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 \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00 |
| Manufactured/ Modular Home with attached garage | \$300.00 | \$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 \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00 |
| Residential Garage | \$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 \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 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) | No Charge | No Charge | Minimum Charge: \$50.00 |
| Industrial, Commercial, Assembly buildings (includes additions, | \$5.00 per \$1000 construction value up to \$1,000,000. | \$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a | \$1.50 per \$1000 construction value up to \$250,000 – thereafter |

| | | | |
|--|--|--|---|
| renovations, accessory buildings, etc.) | Thereafter \$4.20 per \$1000 Minimum charge: \$110.00 | maximum of \$560 as per the Safety Codes Fee Schedule. | \$1.00 per \$1000 construction value. Minimum charge: \$250.00 |
| Application for Land Use Re-designation | No charge | No charge | \$500.00 plus the cost of advertising – to be paid after first reading of bylaw |
| Certificate of Compliance (Real Property Report) | No Charge | No Charge | \$50.00 |
| Demolition: Removal of building | No Charge | No Charge | \$75.00 |
| Type | Building Permit Fee | Provincial Fee | Development Permit |
| Application to the MPC for discretionary uses, relaxation of the Land Use Bylaw regulations or any other matter requiring the determination of the MPC | | | \$200.00 |
| Subdivision of Development Appeals | | | \$200.00 |
| Parking Pad Sign | No Charge | No Charge | \$25.00 \$25.00 |

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 |
| Conceptual Scheme Review additional fee per hectare over 65 ha | \$50.00 |
| Conceptual Scheme amendment fee | \$2,000.00 |
| 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 |
| Area Structure Plan amendment fee | \$2,500.00 |
| 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 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 |
| Flat fee for the first 5 lots, if <u>inside</u> of an Area Structure Plan Area | \$2,500.00 |
| Plus per lot fee for each additional lot up to 50 lots | \$250.00 |
| Plus per lot fee for each additional lot after 50 lots up to 100 lots | \$125.00 |
| Plus 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 current Planning Agreement

Site Development Permit Fee Schedule

| TYPE OF DOCUMENT | FEE |
|---|------------|
| Flat fee for the first 5 units, | \$2,750.00 |
| Plus per lot fee for each additional unit up to 50 units | \$225.00 |
| Plus per lot fee for each additional unit after 50 lots up to 100 units | \$110.00 |
| Plus per 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 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 |
| Flat fee, 3 – 5 | \$3,500.00 |
| Large Lot Subdivision (6 or more lots): | |
| Flat fee for the first 5 lots | \$2,000.00 |
| 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 |
| 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 current Planning Agreement

OFFSITE LEVIES:

- Water:

\$883.72 per lot;
\$10752.86 per residential hectare;
\$1927.32 per industrial and commercial acre.
\$121.12 per unit
- Sewer:

\$1599.35 per lot;
\$19460.57 per residential hectare;
\$2586.12 per industrial and commercial acre.
\$219.20 per unit
- Storm:

\$992.74 per lot;
\$10693.70 per residential hectare.
\$120.45 per unit
- Transportation:

\$723.96 per lot;
\$8809.01 per residential hectare;
\$99.22 per unit

* Fees are subject to change based on Development Agreement conditions

SCHEDULE ‘D’
CEMETERY RATES

| Burial Plots: | | Rate |
|--|------------------|------------|
| Adult | Resident | \$450.00 |
| | Non-resident | \$650.00 |
| Children (up to 5 years) | Resident | \$250.00 |
| | Non-resident | \$450.00 |
| Columbarium | Resident | \$450.00 |
| | Non-Resident | \$650.00 |
| Opening & Closing Fees: Monday to Friday | | |
| Adult or Children plots | May 1 – Oct. 31 | \$500.00 |
| | Nov.1 – Apr. 30 | \$650.00 |
| Cremation | May 1 – Oct. 31 | \$300.00 |
| | Nov.1 – Apr. 30 | \$450.00 |
| Columbarium | May 1 – Oct. 31 | \$200.00 |
| | Nov.1 – Apr. 30 | \$300.00 |
| Overtime Opening & Closing Fees Weekends & Holidays | | |
| Adult or Children plots | May 1 – Oct.31 | \$600.00 |
| | Nov 1 – April 30 | \$750.00 |
| Cremation | May 1 – Oct. 31 | \$400.00 |
| | Nov 1 – Apr .30 | \$550.00 |
| Columbarium | May 1 – Oct. 31 | \$300.00 |
| | Nov.1 – Apr. 30 | \$400.00 |
| Short Notice Burial: Extra Fee if 24 hours or less | May 1 – Oct. 31 | \$175.00 |
| | Nov 1 – Apr. 30 | \$225.00 |
| Interment past 3:30 p.m. Every half hour | May 1 – Oct. 31 | \$95.00 |
| | Nov. 1 – Apr.30 | \$100.00 |
| Disinterment Fees: | | |
| Casket | | \$1,000.00 |
| Cremation Urn (placed above casket) | | \$500.00 |
| Cremation Urn (placed without casket) | | \$500.00 |
| Perpetual Care: | | |
| Adult Plots – Residential & Non-Residential (per Interment) | | \$500.00* |
| Children Plots – Residential & Non-Residential (per Interment) | | \$400.00* |
| Columbarium Niche (per Interment) | | \$500.00* |
| Permit Fees: | | |
| Monument Installation | | \$30.00 |
| Columbarium Plaque Installation | | \$30.00 |
| GST is applicable to all fees *Perpetual Care is GST Exempt | | |

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 (d) | Bite a person | \$500.00 | \$750.00 | \$1000.00 |
| 3 (e) | Injure a person | \$500.00 | \$750.00 | \$1000.00 |
| 3 (f) | Chasing a person | \$150.00 | \$300.00 | \$500.00 |
| 3 (g) | Biting at, barking at, chasing livestock, bicycles, automobiles or other vehicles | \$150.00 | \$300.00 | \$500.00 |
| 3 (h) | Barking, howling or disturbing the peace | \$150.00 | \$300.00 | \$500.00 |
| 3 (i) | Damage to property or other animals | \$500.00 | \$750.00 | 1,000.00 |
| 3 (j) | Upsetting waste receptacles | \$100.00 | \$200.00 | \$300.00 |
| 3 (k) | Be in an area of a park cultivated for floral plant display | \$100.00 | \$200.00 | \$300.00 |
| 3 (l) | Be in any swimming, bathing or wading pool that is provided for the use of the public | \$100.00 | \$200.00 | \$300.00 |
| 5 (a) | Failure to obtain license for a restricted dog | \$200.00 | \$400.00 | \$600.00 |
| 5 (b) | Failure to confine restricted dog | \$250.00 | \$500.00 | \$1,000.00 |
| 5 (c) | Failure to harness or leash restricted dog | \$250.00 | \$500.00 | \$1,000.00 |
| 6 (a) | Failure to report dog with rabies | \$250.00 | | |
| 6 (b) | Failure to confine dog with rabies | \$500.00 | | |
| 6 (c) | Failure to keep confined dog with rabies | \$250.00 | \$500.00 | \$1,000.00 |
| 8 | Failure to obtain license for dog | \$250.00 | | |
| 8 (i) | Failure to obtain hobby license for dog | \$250.00 | | |
| 10 | Interference with or obstruction of animal control officer | \$500.00 | | |
| 11 (a) | Untying an animal | \$250.00 | \$500.00 | \$750.00 |
| 11 (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) | Tease, torment or annoy an animal | \$250.00 | \$500.00 | \$750.00 |

SCHEDULE ‘F’
SPORTS AND RECREATION

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:
2022
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 | \$126.00 |
| Non-Local Adult | \$153.30 |
| 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 |
| Off-Season Floor Rentals | |
| With Staff (per hour) | \$40.00 |
| 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 |

SCHEDULE 'F' cont....
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 |

GST is applicable to all Rates

SCHEDULE ‘G’
COMMON SERVICES RATES

OPERATIONAL SERVICES VEHICLES

| UNIT # | RENTAL PRICE (per hour/per day) | VEHICLE |
|--------|------------------------------------|---------------------|
| 1 | \$78.80 | GMC Sierra 2500 HD |
| 2 | \$78.80 | Ford F250 |
| 5 | \$157.59 | J.D. Grader |
| 6 | \$87.55 | Ford 1 Ton |
| 8 | \$105.00 | Flat Deck Trailer |
| 9 | \$110.00 | Freightliner |
| 10 | \$415.00 per day | Generator |
| 11 | \$61.80 | Kubota Z-21 Mower |
| 12 | \$61.80 | John Deere 915 |
| 13 | \$82.40 | Kubota 5030 Tractor |
| 14 | \$61.80 | Progressive Mower |
| 15 | \$61.80 | 2560 Mower Kubota |
| 16 | \$110.00 | Freightliner |
| 22 | \$125.00 | Elgin Sweeper |
| 23 | \$61.80 | John Deere Z Track |
| 24 | \$61.80 | John Deere Gator |
| 27 | \$61.80 | Kubota RTV |
| 32 | \$82.40 | JD Tractor |
| 33 | \$61.80 | Finishing Mower |
| 35 | \$310.00 | Manlift |
| 36 | \$208.00 | Tilt Deck Trailer |
| 43 | \$95.00 | Dump Trailer |
| 47 | \$155.00 | Case Loader |
| 48 | \$78.60 | Ford F150 |
| 52 | \$120.00 | Mini Loader |
| 53 | \$120.00 | Mini Excavator |
| 57 | \$95.00 | 1 Ton Dump Truck |
| 58 | 160.00 | Snow Blower |
| 61 | \$80.00 | Sewer Flusher |
| 66 | \$90.00 | Ford 1Ton |

| | | |
|-----|-------------------------------|---------------------------------|
| 142 | \$45.00 | Yamaha Generator |
| 143 | \$60.00 | 3" Centrifical pump |
| 144 | \$25.75 per day | 1" Submersible pump |
| 145 | \$51.50 per day | Stihl chainsaw |
| 147 | \$51.50 per day | Weed trimmer |
| 148 | \$66.95 per day | J D Hand mower |
| 150 | \$61.80 per day | Hand Rototiller |
| 152 | \$12.00 per day per barricade | Barricades |
| 153 | \$10.50 per day per pylon | Pylons |
| 154 | \$18.00 per day per sign | Signs |
| 155 | \$60.00 per day | Hydrant Flushing/Testing Kit |
| 156 | \$55.00 per day | Unihoist |
| 157 | \$55.00 per day | Gas Monitor |
| 158 | \$160.00 per day | Freeze kit |

SCHEDULE ‘H’
TRAFFIC BYLAW

| | SPEED | 1 st Offense | 2 nd * | 3 rd ** |
|----------------------------|--|-------------------------|-------------------|--------------------|
| 33(a) | >40k where not posted | \$100 | \$200 | \$500 |
| 33(b) | Speed in School/Playground Zone | \$100 | \$200 | \$500 |
| 33(c) | Speed in Alley | \$100 | \$200 | \$500 |
| TSA and Parking | | | | |
| 5(a) | Violate TSA / regs | \$100 | \$200 | \$500 |
| 6 | Park other than parallel | \$100 | \$200 | \$500 |
| 8 | Double Park | \$100 | \$200 | \$500 |
| 9 | Obstruct Driveway | \$100 | \$200 | \$500 |
| 10 | Park < 5m from Intersection | \$100 | \$200 | \$500 |
| 11 | Park < 5m from hydrant | \$100 | \$200 | \$500 |
| 12 | Park on road >72hrs | \$100 | \$200 | \$500 |
| 13 | Park on Sidewalk or boulevard | \$100 | \$200 | \$500 |
| 14 | Vehicle for sale on town land | \$100 | \$200 | \$500 |
| 15 | Unattached Trailer | \$100 | \$200 | \$500 |
| 16 | Park/Drive on Playground | \$100 | \$200 | \$500 |
| 17 | Obstruct Alley | \$100 | \$200 | \$500 |
| 18 | Park where prohib. by sign | \$100 | \$200 | \$500 |
| 20 | Park non-desig. Town land | \$100 | \$200 | \$500 |
| 21 | Truck/Bus park residential | \$100 | \$200 | \$500 |
| 22 | Park obstructing worksite | \$100 | \$200 | \$500 |
| 23 | Park restricted Area | \$100 | \$200 | \$500 |
| 24 | Service vehicle on street | \$100 | \$200 | \$500 |
| 25 | Park disabled vehicle on street | \$100 | \$200 | \$500 |
| 26 | Abandon vehicle on town land | \$100 | \$200 | \$500 |
| 27 | Fail to park within confines of driveway | \$100 | \$200 | \$500 |
| 28 | Vehicle Unattended on Jack | \$100 | \$200 | \$500 |
| 30 | Drain vehicle fluids on street | \$100 | \$200 | \$500 |
| 31 | Handicapped Parking | \$100 | \$200 | \$500 |
| 32 | Throw debris on road | \$100 | \$200 | \$500 |
| Trucks and Truck Routes | | | | |
| 35 | Off Truck route (moving) | \$100 | \$200 | \$500 |
| 36 | Metal cleats etc. unauthorized | \$100 | \$200 | \$500 |
| 37 | Operate Engine retarder brake | \$100 | \$200 | \$500 |
| Bicycles, Motorcycles, OHV | | | | |
| 38 | On sidewalk Blvd unauthorized | \$100 | \$200 | \$500 |
| 40 | Operate OHV unauthorized | \$100 | \$200 | \$500 |
| 41 | Operate unlicensed vehicle unauthorized | \$100 | \$200 | \$500 |
| Fire Vehicles | | | | |
| 44 | Follow < 30 m of Emerg. vehicle | \$100 | \$200 | \$500 |
| 45 | Park < 30 m of Emerg. vehicle | \$100 | \$200 | \$500 |
| 46 | Vehicle Interfere with Emerg. | \$100 | \$200 | \$500 |
| 47 | Tamper with fire equipment | \$250 | \$500 | \$1000 |
| Parades / processions | | | | |
| 48 | Parade/procession violation | \$100 | \$200 | \$500 |
| Pedestrians / Sidewalks | | | | |
| 51 | Interfere with flow of traffic | \$100 | \$200 | \$500 |
| 52 | Part of group obstructing access | \$100 | \$200 | \$500 |
| 53 | Climb fence etc. unauthorized | \$100 | \$200 | \$500 |
| 54 | Street auction unauthorized | \$100 | \$200 | \$500 |
| 55 | Merchandise obstruct street | \$100 | \$200 | \$500 |
| 56 | Permit article to interfere traffic | \$100 | \$200 | \$500 |
| 57 | Ski/tob. Inconsiderate manner | \$100 | \$200 | \$500 |
| 58 | Stand/Sit/Lie on roadway | \$100 | \$200 | \$500 |
| 59 | Hitchhike | \$100 | \$200 | \$500 |
| 60 | Elec. Cord cross s/w or road | \$100 | \$200 | \$500 |
| 61(a) | Violate Order to vacate area | \$250 | \$500 | \$1,000 |
| 61(c) | Interfere with Emerg. Person | \$250 | \$500 | \$1,000 |

SCHEDULE 'I'
FIRE SERVICES

Rates may change as per Alberta Infrastructure Fee Schedule

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

| | |
|----------|----------------------------|
| Unit 120 | Freightliner Pumper/Rescue |
| Unit 130 | Rosenbauer Pumper |
| Unit 110 | Command Unit |
| Unit 140 | Rapid Attack Vehicle |
| Unit 160 | Tender Truck |
| Unit 180 | Support Unit |

Fire Investigations

Structure Fires: \$795.00 flat rate
Over 8 hour's \$100.00 hour

Vehicle Fires: \$496.00 flat rate
Over 5 Hours \$100.00 hour

Any other Fire: \$295.00
Over 3 hour's \$100 hour

Outside Resources Cost + 10%

SCHEDULE “J”
COMMUNITY HALL

| | |
|---|------------------|
| Auditorium | |
| Auditorium only | \$350.00 |
| Auditorium with Kitchen | \$475.00 |
| 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 “K”
PLOTTER PRINTER RATES

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 ‘L’
COUNCIL REMUNERATION**

- 1. Mayor**
 - Monthly Salary of \$2146.67
- 2. Deputy Mayor**
 - Monthly Salary of \$1867.60
- 3. Councilors**
 - Monthly Salary of \$1652.94
- 4. Mileage Rate**
 - Mileage Rate of \$0.50 per kilometer
- 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 additional \$30.00 per hour for travel time
- 7. Meeting Per Diem – Full Day**
 - \$360.00 for full-day per diem plus additional \$30.00 per hour for travel time

SCHEDULE ‘M’
CAT BYLAW

| SECTION | OFFENCE | 1 st Offense | 2 nd * | 3 rd ** |
|-------------|---|-------------------------|-------------------|--------------------|
| 7 (a) | Interfere with enforcement officer | \$200.00 | \$400.00 | \$1000.00 |
| 7 (b) | Open vehicle to attempt or allow animal to escape | \$200.00 | \$400.00 | \$1000.00 |
| 7 (c) | Remove or attempt to remove cat from possession of enforcement officer | \$400.00 | \$800.00 | \$1200.00 |
| 11 (a)(i) | Run at large | \$200.00 | \$400.00 | \$600.00 |
| 11 (a)(ii) | Damage Property/Animal or Person | \$200.00 | \$400.00 | \$600.00 |
| 11 (a)(iii) | Contravene Section 5 | \$250.00 | \$500.00 | \$1000.00 |
| 12 (a)(i) | Entice cat to run at large | \$200.00 | \$400.00 | \$600.00 |
| 12 (a)(ii) | Tease cat in trap | \$250.00 | \$500.00 | \$1000.00 |
| 12 (a)(iii) | Throw/poke object in trap with cat inside | \$500.00 | \$1000.00 | \$2000.00 |
| 12 (a)(iv) | Fail to check trap hourly | \$250.00 | \$500.00 | \$1000.00 |
| 12 (a)(v) | Leave trap unattended | \$250.00 | \$500.00 | \$1000.00 |
| 12 (a)(vi) | Leave trap set between 16:00 - 08:00 hrs. Fri to Mon or Tues on a long weekend. | \$250.00 | \$500.00 | \$1000.00 |
| 12-(a)(vii) | Fail to deliver in 24 hrs. | \$250.00 | \$500.00 | \$1000.00 |

SCHEDULE ‘N’
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 | \$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 |
| 10 (a) | Construction Noise | \$100.00 | \$200.00 | \$400.00 |

If any discrepancies between Schedule “A” Noise Bylaw and the current Rates and Fees Bylaw – the Rates and Fees Bylaw will be deemed correct.

SCHEDULE ‘O’
CANNABIS CONSUMPTION BYLAW

| Section | Description of Offence | Minimum Penalty | Specified Penalty |
|---------|--|-----------------|-------------------|
| 3 | <i>Smoke, vape or consume cannabis in public place</i> | \$50 | \$100 |

If any discrepancies between Schedule “A” Cannabis Consumption Bylaw and the current Rates and Fees Bylaw – the Rates and Fees Bylaw will be deemed correct.

SCHEDULE ‘P’
SMOKING & VAPING BYLAW

| Section | Description of Offence | Minimum Penalty | Specified Penalty |
|---------|---|--------------------|----------------------|
| 3 | <i>Smoke</i> or <i>vape</i> where prohibited | \$50 | \$100 |
| 4 | Permit person to <i>smoke</i> or <i>vape</i> where prohibited | \$50 | \$200 |

If any discrepancies between Schedule “A” Smoking & Vaping Bylaw and the current Rates and Fees Bylaw – the Rates and Fees Bylaw will be deemed correct.

SCHEDULE ‘Q’
Fines for Livestock

| SECTION | OFFENCE | 1 st Offense | 2 nd * | 3 rd ** |
|--------------|--|-------------------------|-------------------|--------------------|
| | Veterinary Fee – Amount Expended | | | |
| 3 | Keep Livestock in prohibited area | \$100.00 | \$200.00 | \$400.00 |
| 4 | Allow animal to run at large | \$100.00 | \$200.00 | \$400.00 |
| 6 (a) | Leave animal unattended while tethered in a public place | \$100.00 | \$200.00 | \$400.00 |
| 6 (b) | Animal unsupervised while tethered on private property | \$100.00 | \$200.00 | \$400.00 |
| 7 (a) or (b) | Animal left unattended in vehicle or trailer improperly | \$100.00 | \$200.00 | \$400.00 |
| 7 (c) | Animal left unattended in vehicle when weather conditions not suitable | \$100.00 | \$200.00 | \$400.00 |
| 10 (b) (v) | Throw or poke an animal in an enclosure | \$100.00 | \$500.00 | \$500.00 |
| 14 (a) (i) | Obstruct or interfere with officer | \$250.00 | \$500.00 | \$500.00 |
| 14 (a) (ii) | Open Van, Vehicle or Trailer | \$100.00 | \$500.00 | \$500.00 |
| 14 (a) (iii) | Remove or attempt to remove impounded animal | \$100.00 | \$500.00 | \$500.00 |
| 14 (b) (i) | Untie, loosen or free restrained animal | \$100.00 | \$500.00 | \$500.00 |
| 14 (b) (ii) | Open gate, door or opening allowing animal to run at large | \$100.00 | \$500.00 | \$500.00 |
| 14 (b) (iii) | Entice an animal to run at large | \$100.00 | \$500.00 | \$500.00 |
| 14 (b) (iv) | Tease an animal in an enclosure | \$100.00 | \$500.00 | \$500.00 |
| | Animal Kennel Services – Amount Expended | | | |

SCHEDULE ‘R’
Fines Residential Community Standards

| SECTION | OFFENCE | 1 st Offense | 2 nd | 3 rd /Subsequent |
|------------------|---|----------------------------|-----------------|--------------------------------|
| 8 (a-k) & 9 | Untidy Properties | \$100.00 | \$250.00 | \$500.00 |
| 10 | Nuisances Escaping Property | \$100.00 | \$250.00 | \$500.00 |
| 12 | Weeds | \$100.00 | \$200.00 | \$400.00 |
| 13 | Grass | \$100.00 | \$200.00 | \$400.00 |
| 14 & 15 | Trees | \$100.00 | \$200.00 | \$400.00 |
| 16 & 17 | Sidewalks | \$100.00 | \$200.00 | \$400.00 |
| 19 & 20 (a-e) | Maintenance of building structures and fences | \$100.00 | \$250.00 | \$500.00 |
| 21 | Addressing | \$100.00 | \$200.00 | \$400.00 |
| 22 | Light | \$100.00 | \$200.00 | \$400.00 |
| 23 | Graffiti Prevention & Abatement | \$100.00 | \$250.00 | \$500.00 |
| 24 (a-i) & 25 | Littering | \$100.00 | \$200.00 | \$400.00 |
| 26 | Storage on Town Property | \$100.00 | \$200.00 | \$400.00 |

SCHEDULE ‘S’
Fines Industrial Community Standards

| SECTION | OFFENCE | 1 st Offense | 2 nd | 3 rd /Subsequent |
|------------------|---|----------------------------|-----------------|--------------------------------|
| 8 (a-l) & 9 | Untidy Properties | \$100.00 | \$250.00 | \$500.00 |
| 10 | Nuisances Escaping Property | \$100.00 | \$250.00 | \$500.00 |
| 12 | Weeds | \$100.00 | \$200.00 | \$400.00 |
| 13 | Grass | \$100.00 | \$200.00 | \$400.00 |
| 14 & 15 | Trees | \$100.00 | \$200.00 | \$400.00 |
| 16 & 17 | Sidewalks | \$100.00 | \$200.00 | \$400.00 |
| 19 & 20 (a-e) | Maintenance of building structures and fences | \$100.00 | \$250.00 | \$500.00 |
| 21 | Addressing | \$100.00 | \$200.00 | \$400.00 |
| 22 | Light | \$100.00 | \$200.00 | \$400.00 |
| 23 | Graffiti Prevention & Abatement | \$100.00 | \$250.00 | \$500.00 |
| 24(a-i) & 25 | Littering | \$100.00 | \$200.00 | \$400.00 |
| 26 | Storage on Town Property | \$100.00 | \$200.00 | \$400.00 |

SCHEDULE ‘T’
Fines Commercial Community Standards

| SECTION | OFFENCE | 1 st Offense | 2 nd | 3 rd /Subsequent |
|------------------|---|----------------------------|-----------------|--------------------------------|
| 8 (a-l) & 9 | Untidy Properties | \$100.00 | \$250.00 | \$500.00 |
| 10 | Nuisances Escaping Property | \$100.00 | \$250.00 | \$500.00 |
| 12 | Weeds | \$100.00 | \$200.00 | \$400.00 |
| 13 | Grass | \$100.00 | \$200.00 | \$400.00 |
| 14 & 15 | Trees | \$100.00 | \$200.00 | \$400.00 |
| 16 & 17 | Sidewalks | \$100.00 | \$200.00 | \$400.00 |
| 19 & 20 (a-e) | Maintenance of building structures and fences | \$100.00 | \$250.00 | \$500.00 |
| 21 | Addressing | \$100.00 | \$200.00 | \$400.00 |
| 22 | Light | \$100.00 | \$200.00 | \$400.00 |
| 23 | Graffiti Prevention & Abatement | \$100.00 | \$250.00 | \$500.00 |
| 24 & 25 | Donation Sites | \$100.00 | \$200.00 | \$400.00 |
| 26 | Recycling Sites | \$100.00 | \$200.00 | \$400.00 |
| 27(a-i) & 28 | Littering | \$100.00 | \$200.00 | \$400.00 |
| 29 | Storage on Town Property | \$100.00 | \$200.00 | \$400.00 |

SCHEDULE ‘U’
Special Event Fees

| SECTION | DESCRIPTION | Per Event | 1 st Offense | 2 nd | 3 rd /Subsequent |
|---------|---|----------------------|----------------------------|-----------------|--------------------------------|
| 3.2 | Special Event Application Fee | \$100.00 | | | |
| 3.11 | Special Event Damage Deposit | \$250 per venue/park | | | |
| 9.2 | Failure to obtain a Special Event Permit | | \$250.00 | \$500.00 | \$750.00 |
| 9.2 | Failure to comply with Special Event Permit | | \$500.00 | \$2,000.00 | \$5,000.00 |

SCHEDULE ‘V’
Golf Course Fees

| Membership Category: | 2021 Rates: | 2022 Rates: |
|------------------------------------|-------------|-------------|
| 7 Day unlimited | \$1450.00 | \$1525.00 |
| 5-Day (Mon-Fri Excluding holidays) | \$1100.00 | \$1150.00 |
| Intermediate (Ages 19-35) | \$800.00 | \$850.00 |
| Over 80 (Age 80+) | \$800.00 | \$850.00 |
| Restricted After 4pm | \$500.00 | \$600.00 |
| Restricted After 4pm Family | \$750.00 | \$850.00 |
| Junior (18 years and younger) | \$200.00 | \$225.00 |
| Golf Canada Membership | \$30.00 | \$45.00 |

Plus, GST on all Membership categories

Green Fee Rates

| | | |
|---------------------------------------|---------|---------|
| 18-hole Green Fee (Weekday) | \$50.00 | \$52.00 |
| 18-hole Green Fee (Weekend + Holiday) | \$60.00 | \$62.00 |
| 9-hole Green Fee (Weekday) | \$30.00 | \$30.00 |
| 9-hole Green Fee (Weekend + Holiday) | \$30.00 | \$35.00 |
| Twilight (After 4pm Everyday) | \$40.00 | \$40.00 |
| Junior 18-hole | \$35.00 | \$35.00 |
| Junior 9-hole | \$20.00 | \$20.00 |

Special Rate

| | | |
|---------------------------------------|---------|---------|
| Guest with Member (Weekday) | \$40.00 | \$42.00 |
| Guest with Member (Weekend + Holiday) | \$50.00 | \$52.00 |
| Parent with Junior Member (after 6pm) | \$10.00 | \$10.00 |

GST Included on Green Fee Rates

Power Cart Rates (Per Person)

| | | |
|------------------------------|---------|---------|
| 18-hole Power Cart | \$18.00 | \$18.00 |
| 9-hole / Twilight Power Cart | \$10.00 | \$10.00 |

Power Cart Packages (Members ONLY)

| | | |
|-----------------------------------|----------|----------|
| Yearly Power Cart (Single Person) | \$550.00 | \$650.00 |
| Yearly Power Cart (Two People) | \$875.00 | \$975.00 |
| 10 Ride Pass (Single Person) | \$170.00 | \$170.00 |
| 20 Ride Pass (Single Person) | \$320.00 | \$320.00 |
| 30 Ride Pass (Single Person) | \$450.00 | \$450.00 |
| 40 Ride Pass (Single Person) | \$560.00 | \$560.00 |

GST Included on Power Cart Rates

Driving Range

| | | |
|-------------------|----------|----------|
| Large Basket | \$10.00 | \$10.00 |
| Small Basket | \$6.00 | \$6.00 |
| Yearly Range Pass | \$175.00 | \$200.00 |

GST Included on Driving Range Rates



Town of Carstairs

Policy: **Playground Inspection
72-08-001-21**

Date: **November 22, 2021**

Adopted by: **Council**

Policy Statement:

The Town of Carstairs will inspect playgrounds on a monthly and annual basis.

Responsibilities:

The Town of Carstairs:

- a. Will annually assess and record the general condition of playgrounds – Schedule A.
- b. Make reasonable effort to repair playground equipment based upon its inspection process.

Guidelines:

The playground will be assessed on a monthly and annual basis.

- a. Monthly inspections will consist of a walk through of the playground. Removal of debris and a documented visual and physical inspection will be completed - Schedule B.
- b. Annual inspections will consist of a walkthrough of the playground. Removal of debris and a documented visual and physical inspection will be completed - Schedule A.
- c. Inspection records will be linked to City Wide

End of Policy

Signatures

M106/11 Policy No. 72-08-001-11 was adopted by Council on November 22, 2021

Mayor, Lance Colby

CAO, Carl McDonnell



Playground Equipment Compliance Inspection Report Annual Comprehensive Report

Note: This annual comprehensive report is a “work in progress”. Please forward any comments or suggestions to cpsi@cpsionline.ca

****This report is best used as a “Prior To Use” inspection or as a full annual audit. If using this report as a monthly inspection to compile the annual comprehensive report this format may need to be shortened or customized based on what equipment is present****

GENERAL SITE INFORMATION

| | | | |
|-------------------------------|--|---------------------------------------|--|
| Agency Requesting Inspection: | | Inspection Date: | |
| Phone: | | Time: | |
| Location Name: | | Weather: | |
| Inspector: | | Temperature: | |
| Purpose: | | Position/Qualifications of Inspector: | |
| | | Standard Used For Evaluation: | |

GENERAL EQUIPMENT INFORMATION

| | | | |
|--------------------|--|--------------------|--|
| Area #/ Part #: | | Equipment Present: | |
| Site Location: | | | |

OWNER/OPERATOR RECORD KEEPING INFORMATION

(risk management information not necessarily required for compliance with CSA Z614)

| | | | |
|--|--|--|--|
| Documentation for Selection, Installation, Acceptance and Payment Information in File: | | Scaled Site Plan, Photos, or Plan Layout Included with Report: | |
| Installation Date and Date of Upgrades/Retrofit in File: | | Letter of Compliance to Z614 in File: | |
| Equipment Structural Integrity Testing Data in File (as per Clause 9): | | Previous Inspection and Maintenance Records in File: | |

SITE FURNISHINGS

(exempt from CSA under Clause 1.8, 1.9, check for general condition, stability and obvious hazards)

1. **Access to play area, pathways, lighting, benches, tables, fencing, buildings fixtures, garbage cans, shade shelters, etc. (exempt from CSA Z614 under Clause 1.8, 1.9)**

Satisfactory / Unsatisfactory / Not applicable

Approximate budget cost for repair (\$):

Comments:

INSERT SITE PHOTOGRAPHS OR LAYOUT PLAN

SURFACING INFORMATION (Clause 10)

2. Protective surfacing type and manufacturer/supplier name (if known):

Sand / Gravel / Wood Chips / Engineered Wood Fibres / Synthetic (PIP or tiles) / Other

Comments:

3. Protective surfacing dimensions:

4. Retaining wall or excavated pit (mandatory if loose fill material)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

5. Compaction and/or contamination of protective surfacing

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

6. Maximum CSA fall height of surface system (list equipment type and height):

Location:

Height:

7. Maximum height of equipment on surface system (list equipment type and height):

Location:

Height:

8. Check depth of protective surfacing to ensure adequate compared to CSA fall height (check minimum 3 locations) . Use depth chart below to confirm adequacy.

Depth location #1:

Depth location #2:

Depth location #3:

Average depth of protective surfacing:

Result: Okay / Add material / Till / Re-distribute (circle any that apply)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

**APPROXIMATE RESULTS AND RECOMMENDATIONS FOR SURFACING DEPTH LISTED BELOW
WITH MATERIAL DEPTH OF 300mm (APPROX. 12 in) OR GREATER**

| Protective Surfacing Type | Approximate Critical Height Achieved |
|---|--------------------------------------|
| Wood Chip/Bark Mulch: | Up to 3.0m (Up to 10 feet) |
| Engineered Wood Fibres: | More than 3.0m (More than 10 feet) |
| “Washed” Round Pea Gravel: *Needs to be appropriately cleaned and washed to avoid compaction | Up to 2.5m (Up to 8.25 feet) |
| Specified Sand: *Needs to have specific sieve analysis completed to ensure adequate impact attenuation | More than 2.5m (More than 8.25 feet) |
| Shredded Tire Crumb: *Depth of only 200mm (approx. 8 in) | More than 3.0m (More than 10 feet) |

GENERAL EQUIPMENT INFORMATION, SIGNAGE AND RETROFIT INFORMATION (Clause 16)**9. Check for owner/operators name and contact information in a “readily identifiable” and “clearly visible” location from the play area**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments (list information provided on signage):

10. Check for manufacturers name, contact information and date of manufacture present on play equipment

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments (list information provided on signage):

11. Check for age group indicated (1.5 to 5, 5 to 12, 1.5 to 12)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments (list age group indicated):

EQUIPMENT INSPECTION INFORMATION AND HAZARD IDENTIFICATION**GENERAL INFORMATION REGARDING EQUIPMENT AND PLAY AREA (various clauses and appendix)****12. Check to ensure all components are tight and secure**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

13. Check to ensure no trip hazards exist

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

14. Check to ensure play components are free of extra holes and gaps that may harbor insects or inappropriate material

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

MATERIALS AND INSTALLATION (Clause 7 and Clause 8)**15. Check moving suspended elements are connected to a fixed support with bearings or bearing surfaces that serve to reduce friction or wear**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

16. Check to ensure steel cables are inaccessible or capped to prevent injury from frayed wires

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

17. Check for drainage/ponding on equipment and/or protective surfacing

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

18. Check to ensure components are not capable of being removed without the use of tools

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

19. Check for rusting, rotting or significant decay

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

PROTECTIVE SURFACING ZONES AND NO-ENCROACHMENT ZONES (Clause 14)

- 20. Check for 1.8-m (70.87 in) around all stationary equipment. Note: Overlap is permitted**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:
- 21. Check all rocking/springing equipment for 1.8m (70.87 in) if intended for sitting and 2.1m (82.68 in) in direction of use if intended for standing. Note: Overlap is permitted**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:
- 22. Check protective surfacing zones around all rotating equipment. Note: 1.8-m (70.87 in) that cannot overlap in direction of motion for equipment within 45-degrees of horizontal. 2.7-m (106.30 in) with a 1.8-m (70.87 in) clearance zone required at equipment that rotates within 45-degrees of vertical when diameter greater than 1.0-m (39.37 in) or 1.8-m (70.87 in) that can overlap if diameter less than or equal to 1.0-m (39.37 in). Overlap into No-E.Z. can be permitted.**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:
- 23. Check slide protective surfacing zones. Note: Platform height equals P.S.Z. required with a minimum 1.8m (70.87 in) and a maximum 2.4-m (94.49 in) plus a no-encroachment zone required when starting platform is greater than 1.2-m (47.24 in) in elevation above protective surfacing**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:
- 24. Check all swing protective surfacing zones. Note: 2 x Y in each direction plus no-encroachment zone. Also check protective surfacing zone width. Note: 1.8-m (70.87 in) from end of top beam or 1.8m (70.87 in) from centre of outermost swing seat (whichever is greater)**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:

PERFORMANCE REQUIREMENTS (Clause 12)

- 25. Check for fully bounded opening head and neck entrapment. Note: Check rigid and non-rigid openings**
 Satisfactory / Unsatisfactory / Not applicable
 CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
 Comments:
- 26. Check for partially bounded opening head and neck entrapment. Note: use fish probe with “A” and “B” portions of test gauge**
 Satisfactory / Unsatisfactory / Not applicable
 CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
 Comments:
- 27. Check for sharp edges/sharp points capable of abrading human skin**
 Satisfactory / Unsatisfactory / Not applicable
 CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
 Comments:
- 28. Check for uncapped tubing**
 Satisfactory / Unsatisfactory / Not applicable
 CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
 Comments:
- 29. Check for accessible bolt ends beyond two threads. Note: This can be considered an entanglement hazard or a protrusion/sharp edge hazard.**
 Satisfactory / Unsatisfactory / Not applicable
 CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
 Comments:
- 30. Check for minimum radius of curvature of 6.35mm (0.24 in) at all suspended members. Note: Belts, straps, ropes and similar flexible components are exempt. This is most often completed by the manufacturer prior to installation.**
 Satisfactory / Unsatisfactory / Not applicable
 CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
 Comments:
- 31. Check for impalement protrusions using the 3 protrusion gauges**
 Satisfactory / Unsatisfactory / Not applicable
 CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
 Comments:
- 32. Check for entanglement protrusions using the 4th gauge (i.e. the thin entanglement protrusion gauge). Note: Check for projections upwards of horizontal and projections in any orientation within the slide clearance zone**
 Satisfactory / Unsatisfactory / Not applicable
 CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
 Comments:

33. Check for protrusions increasing in size

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

34. Check for gaps greater than 1-mm (0.04 in) in fastening devices

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

35. Check any S-hooks for non-compliant configuration. Hint: lower loop cannot extend beyond upper loop, lower loop must be aligned with connector body

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

36. Check for drawstring entanglement at slides and sliding poles in accordance with Clause 12.4.6.2, 12.4.6.3 and 12.4.7. Note: 12.4.6.2 is a test of the slide starting point and slide bedway, 12.4.6.3 is a test of the slide enclosure device (i.e. hood, canopy, etc.) and 12.4.7 is a test for sliding poles (AKA fireman's pole)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

37. Check for crush and shear points. Note: must have movement to be non-compliant and exemptions present for: light-weight moving components, chains and their method of attachment, attachment of heavy duty coil springs, area between swinging element and toprail, track ride assemblies

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

38. Check for suspended hazards. Note: Rope, cable, etc. must be above 2.1m (82.68 in) or if lower must be > 25mm (0.98 in) and bright colour recommended)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

39. Check for looping hazards > 125mm (4.92 in)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

40. Check for non-compliant DPS elevated surfaces. NOTE: In most cases a Designated Play Surfaces (or DPS) is only going to indicate a fall height is present. DPS surfaces are not permitted on the following items: guardrails, protective barriers, swing support structures, roofs < 2.1-meters (82.68 in) above an underlying play surfaces, and equipment support posts.

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

ACCESS/EGRESS (Clause 13)

- 41. Check all steps, rungs, platforms, landings, walkways, ramps, stairways, etc. for even spacing within a horizontal tolerance of +/- 6mm (0.24 in) and horizontal tolerance of +/- 2 degrees and to ensure they do not trap water or accumulate debris**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:
- 42. Check all stairways, stepladders and rung ladders for slope, tread width and tread depth as per table #2**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:
- 43. Ensure stairways have 2 handrails at appropriate reach ranges or protective barriers up to 1.2-m (47.24 in) in step elevation and protective barriers are required above 1.2-m (47.24 in)**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:
- 44. Check to ensure stepladders have minimum 1 handrail per side at a height less than 725mm (28.54 in) for users < 5 and less than 950mm (37.40 in) for user > 5**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:
- 45. Check to ensure alternate hand support is available on steps with only one tread**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:
- 46. Check all handrails and rungs for diameter or maximum cross-section between 24-40mm (0.94 – 1.57 in) and that climbers have a means of hand support while climbing**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:
- 47. Check to ensure arch climbers and flexible components are not used as the sole means of access for users < 5, that flexible components are securely attached at both ends and that anchoring devices are below the full depth of the protective surfacing**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:
- 48. Check to ensure all rung ladders, flexible components and arch climbers do not have a stepping surface above the platform surface**
Satisfactory / Unsatisfactory / Not applicable
CSA Clause #: Hazard Class: Approximate budget cost for repair (\$):
Comments:

GUARDRAILS AND PROTECTIVE BARRIERS ON ELEVATED SURFACES (Clause 13.4)

- 49. Check to ensure that guardrails and protective barriers do not contain a designated play surface (D.P.S. – flat surface greater than 50mm x 50mm (1.97 in) with a slope less than 30-degrees). NOTE: Only if not already captured under item #40 earlier in this form.**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

- 50. Check to ensure guardrails or protective barriers (to an appropriate height) are compliant on platforms above 500mm (19.69in) for users < 5, and on platforms above 750mm (29.53in for users > 5 and all openings are 375-mm (14.76 in) or less (or have a top horizontal rail)**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

- 51. Check to ensure protective barriers (to an appropriate height) are compliant on platforms above 750mm (29.53 in) for users < 5, and on platforms above 1.2m (47.24 in) for users > 5 and all openings are 375-mm (14.76 in) or less (or have a top horizontal rail)**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

- 52. Check to ensure access components are present between adjacent platforms greater than 300mm (11.81 in) for users < 5, and 450mm (17.72 in) for users > 5**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

- 53. Ensure adjacent platforms that would otherwise be subject to guardrails or protective barriers have some type of protective infill between platforms (i.e. precludes passage of torso probe)**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

| |
|--|
| REQUIREMENTS FOR SPECIFIC COMPONENTS OF EQUIPMENT (Clause 15) |
|--|

- 54. HIRA:** Check to ensure a HIRA (in accordance with Clause 15.1 and Annex J are present for any components not specifically identified in Clause 15.2 through 15.19. NOTE: It is not the field inspectors role to agree/disagree with the HIRA, only to verify that the manufacturer has provided it to the owner/operator.

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #: **15.1 and Annex J** Hazard Class:

Approximate budget cost for repair (\$):

Comments:

55. BALANCE BEAMS:

- Height no greater than 300mm (11.81 in) for users < 5, and no greater than 400mm (15.75 in) for users > 5

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

56. UPPER BODY EQUIPMENT:

- Centre-to-centre distance between fixed rungs shall be no greater than 375mm (14.76 in)
- Hand-gripping devices shall be between 24-40mm (0.94 to 1.57 in) in diameter
- Rigid hand-grips shall not twist or rotate
- Distance to the first handhold of no greater than 250mm (9.84 in)
- Where access is provided by rungs the distance to the first handhold shall be at least 200mm (7.87 in), but no greater than 250mm (9.84 in)
- Maximum height of the take-off/landing structure shall be no greater than 450mm (17.72 in) for users < 5, and no greater than 900mm (35.43 in) for users > 5
- Maximum height of upper body devices shall be no greater than 1.5m (59.06 in) for users < 5, and no greater than 2.1m (82.68 in) for users > 5

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

57. SLIDING POLES:

- Clearance distance of 450-500mm (17.72 – 19.68 in) from platform surface to pole
- Accessed from one height only
- Distance from platform surface to top of pole a minimum of 1.5m (59.06 in)
- Sliding pole diameter no greater than 50mm (1.97 in)
- Pole continuous with no abrupt changes in direction
- Opening in guardrail or protective barrier no greater than 375mm (14.76 in) – no toprail option

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

58. SLIDE STARTING PLATFORM:

- Depth to be a min. dimension of 350mm (13.78 in) on composite structures and min. of 550mm (21.65 in) on independent slides
- Starting platform width shall be greater than or equal to the sliding section entrance
- 1.5m (59.06 in) vertical clearance on slide entry platform
- Platform surface subject to guardrail/protective barrier requirements where applicable

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

59. SLIDE SITTING SECTION:

- Slope shall not exceed 18-degrees from horizontal
- Handrails or hand support present to facilitate standing to sitting
- Enclosure or hand support present to channel a user into a sitting position
- Enclosure must extend within 125mm (4.92 in) of the sliding section to prevent lateral discharge (i.e. hood, canopy, etc.)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

60. SLIDING SECTION:

- Slide and slide sidewalls smooth, continuous and allow unhampered flow of hand movement
- Height/length ratio not to exceed 0.577
- No span of sliding surface exceeding 50-degrees
- No regions of zero gravity (note: use slide radius of curvature test device)
- Slide width a minimum of 300mm (11.81 in) for users < 5, and minimum of 400mm (15.75 in) for users > 5
- Minimum sidewall height of 100mm (3.94 in)
- Slide is in shade or faces away from sun during peak hours
- Slide not constructed of wood or fiberglass

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

61. SLIDE EXIT SECTION:

- Rounded to a minimum radius of curvature of 10mm (0.4 in)
- Length of exit section a minimum of 275mm (10.83 in)
- If maximum slide elevation is 1.2m or lower (47.24 in) then slide exit height shall be between 0 and 275mm (0 and 10.83 in)
- If maximum slide elevation is > 1.2m (47.24 in) then slide exit height shall be between 175 – 380mm (6.9 – 14.96 in)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

62. SLIDE CLEARANCE ZONE:

- 525mm (20.67 in) clearance measured from inside of slide bedwall

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

63. TUBE SLIDES:

- Internal diameter of 575mm (22.64 in) or greater

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

64. SWINGS (TO-FRO AND ROTATING):

- Not attached to a composite playstructure and located in a low circulation area
- Support structure discourages climbing and contains no D.P.S.
- Swings are made of impact absorbing material and have rounded edges
- Bearing hangers have a means of reducing friction and wear
- Ensure swings are not hung with rope
- Swing seats are not cracked or damaged, especially where connectors are present
- Vertical distance between swing seat and protective surfacing shall not be less than 300mm (11.81 in)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

65. TO-FRO SINGLE USER SWINGS:

- No more than 2 swings within each bay
- Swings to accommodate no more than 1 user
- Seat weight of less than 1.4 kg (approx. 3 lbs.)
- Seating surface has minimum length of 300mm (11.81 in) and minimum width of 100mm (3.94 in)
- Ensure all baby seats have support on all sides and between the legs and no movable or adjustable elements are present (accessible swing seats are exempted from this requirement)
- Horizontal clearance of 600mm (23.62 in) to adjacent swing and 750mm (29.53 in) to swing supports (measured at 1.5m above the protective surfacing)
- Horizontal distance between bearing hangers of 500mm (19.69 in) and that chains create “V” shape

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

66. TO-FRO MULTI-USER SWINGS:

- No more than 1 swing within each swing bay
- Seat weight no greater than 20 kg (44 lbs.)
- Seating surface has a minimum diameter of 600mm (23.62 in)
- Minimum 2 suspension members per side (4 total)
- Manufacturer shall design to reduce tipping during use

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

67. ROTATING SWINGS:

- No more than 1 swing within each swing bay
- Seat weight no greater than 20 kg (44 lbs.)
- Distance from top of swing seat to support structure of 750mm (29.53 in) or greater

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

68. ROTATING EQUIPMENT:

- Platform is generally circular with speed limiting device and no oscillation
- Equipment located in a low traffic area
- No components protrude beyond perimeter of platform
- Underside clearance for head probe
- Secure hand-grips are provided

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

69. SEESAWS:

- Fulcrum seesaws to have shock absorbing mechanism present under seats
- Distance between seesaws of at least 1.2m (47.24 in) when attached to one support structure
- Hand-grips at least 75mm (approx. 3 in) in length (or 150mm/ 6-in if intended for 2 hands)
- Hand-grips do not turn, twist or rotate or protrude beyond the sides of the seat
- Footrests are present on seesaws with spring centering mechanism
- Maximum slope of seesaw to be no greater than 25-degrees
- Maximum seat height no greater than 1.5m (59.06 in)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

70. SPRINGING/ROCKING EQUIPMENT:

- Seats designed to minimize the likelihood of use by more than the intended # of users
- Hand-grips at least 75mm (approx. 3 in) in length (or 150mm/ 6-in if intended for 2 hands)
- Footrests present with a minimum width of 90mm (3.54 in)
- Seat height is between 350 – 700 mm (13.78 – 27.56 in)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

71. LOG ROLLS:

- Rigid hand-grips must be provided (and within 24-40mm requirement)
- Highest point of roller must be no greater than 450mm (17.78 in)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

72. TRACK RIDES:

- Landing platforms to have minimum depth of 900mm (35.43 in)
- Riding zone clearance a minimum of 900mm (35.43 in)
- Structural elements not to pose a hazard during use
- Distance between adjacent track rides is at least 1.2m (47.24 in) when attached to one support structure
- Hand-gripping component height between 1.6 – 1.95m (63 and 76.77 in)

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

73. CLIMBING NET STRUCTURES:

- **Hand-gripping components between 16 – 40 mm (0.625 – 1.57 in)**
- **Connections are secure**
- **Foundation connections do not pose a hazard and located below the full depth of the protective surfacing**
- **No fall permitted within the net structure, OR, from within net structure to ground in excess of 1.8-meters (70.87 in) as per figure 48 and 54**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

74. EQUIPMENT SUPPORT POSTS:

- **Check equipment support posts where a user is no longer in contact with the ground during play to ensure no DPS surfaces are present (unless already noted in item #40 or #49 above)**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

AGE APPROPRIATE DESIGN AND OTHER DESIGN REQUIREMENTS (various clauses and figures)

75. Equipment not recommended for users under age 5:

- **Sliding poles**
- **Track rides**
- **Log rolls**
- **Fulcrum seesaws**
- **Pulley/cable rides**
- **Freestanding arched climbers**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

76. Swinging exercise rings, animal swings, trapeze bars and swinging gates and doors are not recommended.

Note: This does not apply to these components on upper body devices

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

77. CRAWL TUNNELS:

- **Clear and safe entry/exit points**
- **Adequate supervision and visibility**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

78. SAND PLAY AREAS:

- **Located in a low circulation route**
- **Adequate shade present**
- **Depth of 200mm (approx. 8 in) present with a recommended depth of 450mm (approx. 18 in)**
- **Free of litter, debris and/or other hazardous material**
- **No standing water**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

79. SMALL CHILDREN'S FENCED PLAYSPACES:

To qualify the play area must be:

- Supervised use
- For users 18 months to 5 years
- Surrounded by fencing with a minimum height of 1.2m (47.24 in)
- At least one lockable entrance gate

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

80. EQUIPMENT WITH NO INFORMATION PROVIDED DUE TO INFREQUENCY OF INSTALLATION:

- **Pulley/cable ride (see figure #35)**
- **Embankment slides**
- **Enclosed structures (i.e. tower structures)**

Satisfactory / Unsatisfactory / Not applicable

CSA Clause #:

Hazard Class:

Approximate budget cost for repair (\$):

Comments:

| SUMMARY | | |
|--------------|--|---|
| Items/Issues | Number of issues of non-compliance from inspection | Approximate budget cost for retrofit/repair |
| A hazards | | |
| B hazards | | |
| C hazards | | |

OVERALL COMPLIANCE RATING: _____ out of 80 or _____ %

***Compliance rating calculated by taking the total number of satisfactory answers and dividing by the total # of questions in the inspection report (in this case 82 possible questions). Multiply that result by 100 to get the compliance %.

RECOMMENDATIONS & CONCLUSION

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Playground Equipment Monthly Inspection Report

Note: This inspection report is a “work in progress”. Please forward any comments or suggestions to cpsi@cpsionline.ca

This report is not to be substituted for an annual comprehensive inspection report

| GENERAL SITE INFORMATION | | | |
|-------------------------------|--|------------------|--|
| Agency Requesting Inspection: | | Inspection Date: | |
| | | Time: | |
| Location Name: | | Inspector: | |

| GENERAL EQUIPMENT INFORMATION | | | |
|-------------------------------|--|--------------------|--|
| Area #/ Part #: | | Equipment Present: | |
| Site Location: | | | |

| INSPECTION INFORMATION |
|------------------------|
|------------------------|

1. **Equipment stability and broken/loose components**
Satisfactory / Unsatisfactory / Not applicable
2. **Re-distribute loose-fill surfacing material to areas of “dishing” (i.e. slide exits, overhead components, etc.)**
Satisfactory / Unsatisfactory / Not applicable
3. **Check depth of protective surfacing to ensure adequate (check minimum 3 locations)**
Satisfactory / Unsatisfactory / Not applicable
4. **Broken glass and/or foreign debris on play equipment or concealed in protective surfacing**
Satisfactory / Unsatisfactory / Not applicable
5. **Unwrap any swings wrapped around swing toprail**
Satisfactory / Unsatisfactory / Not applicable
6. **Check all moving components for maintenance concerns (i.e. wear and tear issues, etc.)**
Satisfactory / Unsatisfactory / Not applicable
7. **Check condition of site furnishings and site amenities for vandalism**
Satisfactory / Unsatisfactory / Not applicable
8. **Check any wood components for cracking, splitting, splintering and gaps greater than 19mm (3/4 inch)**
Satisfactory / Unsatisfactory / Not applicable
9. **Check condition of retaining wall/barrier (if present)**
Satisfactory / Unsatisfactory / Not applicable
10. **Check condition of access into play area (i.e. pathway, fencing, etc.)**
Satisfactory / Unsatisfactory / Not applicable
11. **Check all fittings, bearing hangers, guardrails and components**
Satisfactory / Unsatisfactory / Not applicable
12. **Check swing seats for damage and decay**
Satisfactory / Unsatisfactory / Not applicable
13. **Check swing chains for kinked, twisted or broken chain**
Satisfactory / Unsatisfactory / Not applicable
14. **Check slides for cracks and sharp points**
Satisfactory / Unsatisfactory / Not applicable
15. **Check tires for drainage and/or protruding steel components**
Satisfactory / Unsatisfactory / Not applicable

16. **Check for graffiti and/or vandalism**
Satisfactory / Unsatisfactory / Not applicable
17. **Check for components requiring monitoing and/or repair from previous monthly or annual inspection report (i.e. has situation deteriorated? Was repair made? And if so is it now compliant or has a new problem been created?)**
Satisfactory / Unsatisfactory / Not applicable
18. **Check for seasonal or environmental issues (i.e. gaps at slides created by expanding or shrinking components such as poly slides, sectional slides becoming disjointed, lexan panels warping, frost heave, etc.)**
Satisfactory / Unsatisfactory / Not applicable
19. **Check for exposed foundations (i.e. concrete footings and other connecting devices, etc.)**
Satisfactory / Unsatisfactory / Not applicable
20. **Remove any obvious hazards**
Satisfactory / Unsatisfactory / Not applicable
21. **Check for drainage problems/issues**
Satisfactory / Unsatisfactory / Not applicable

| SURFACING MAINTENANCE INFORMATION | | | | | | | |
|---|--|-----------------|--|--------------------|--|----------------|--|
| Approximate time frame for top-up of protective surfacing | | | | | | | |
| ASAP | | Within 3 months | | Within 6-12 months | | Not applicable | |
| Approximate time frame for roto-tilling/loosening of protective surfacing | | | | | | | |
| ASAP | | Within 3 months | | Within 6-12 months | | Not applicable | |

Issues requiring immediate attention:

Person contacted regarding above noted issue:

Additional comments (if any):

Inspectors signature:

NOTE: If monthly inspection checklists are used to compile the annual inspection information as per Z614 it is required that the necessary information (i.e. performance requirements, protective surfacing zones, etc.) be extracted from the annual inspection checklist and considered during all monthly inspections.



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

REQUEST FOR DECISION

| | |
|----------------------|------------------------------------|
| Meeting Date: | November 15, 2021 |
| Title: | Ranch Road No Stopping Signage |
| Agenda: | Legislative and Emergency Services |

Application & Issue History:

There is a increase off parents parking along Ranch Road to pick up and drop off their children at the Carstairs Elementary School. Children are crossing Ranch Road without looking for cars leading to near misses of being hit by vehicles.

Proposal, Options, Benefits, & Disadvantages:

Change the west side of Ranch Road to a no stopping zone. Remove the no parking signs from the west side of Ranch Road and allow parking along the east side of the road.

Operational Impact:

Operational Services to change the signs and remove the current no parking signage.

Budgetary Impact:

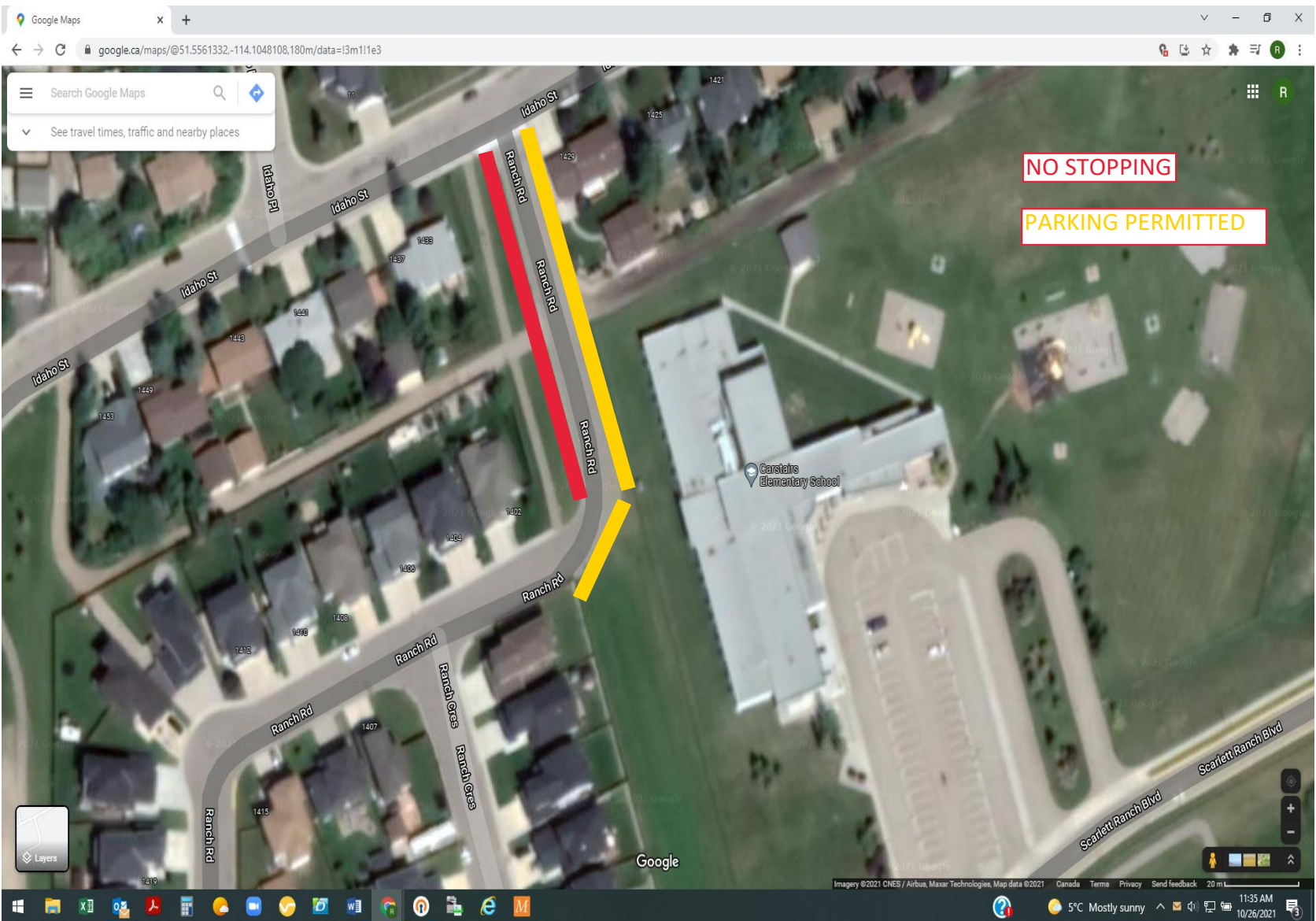
\$220.00

Recommendations:

Approve the sigange change.

Motion:

Signature of Director: _____





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Phone: 403-337-3341
Fax: 403-337-3343
www.carstairs.ca

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting Date: | November 15, 2021 |
| Title: | Veterans Way Traffic Control Signage Change - Test project |
| Agenda: | Legislative and Emergency Services |

Application & Issue History:

Near misses of traffic collisions reported along Veterans Way and 12th Ave North from Downie St. to Gough Road.

Proposal, Options, Benefits, & Disadvantages:

Test project of changing the yield signs to stop signs at the intersections of Centre St/Veterans Way, Osler St./Veterans Way and Hammond St/Veterans Way. Project to last 6 months to gain feed back from the residents who live in the area and general public who travel through the downtown area.

Operational Impact:

Operational Services to change the signs. Protective Services to monitor traffic and gather feedback.

Budgetary Impact:

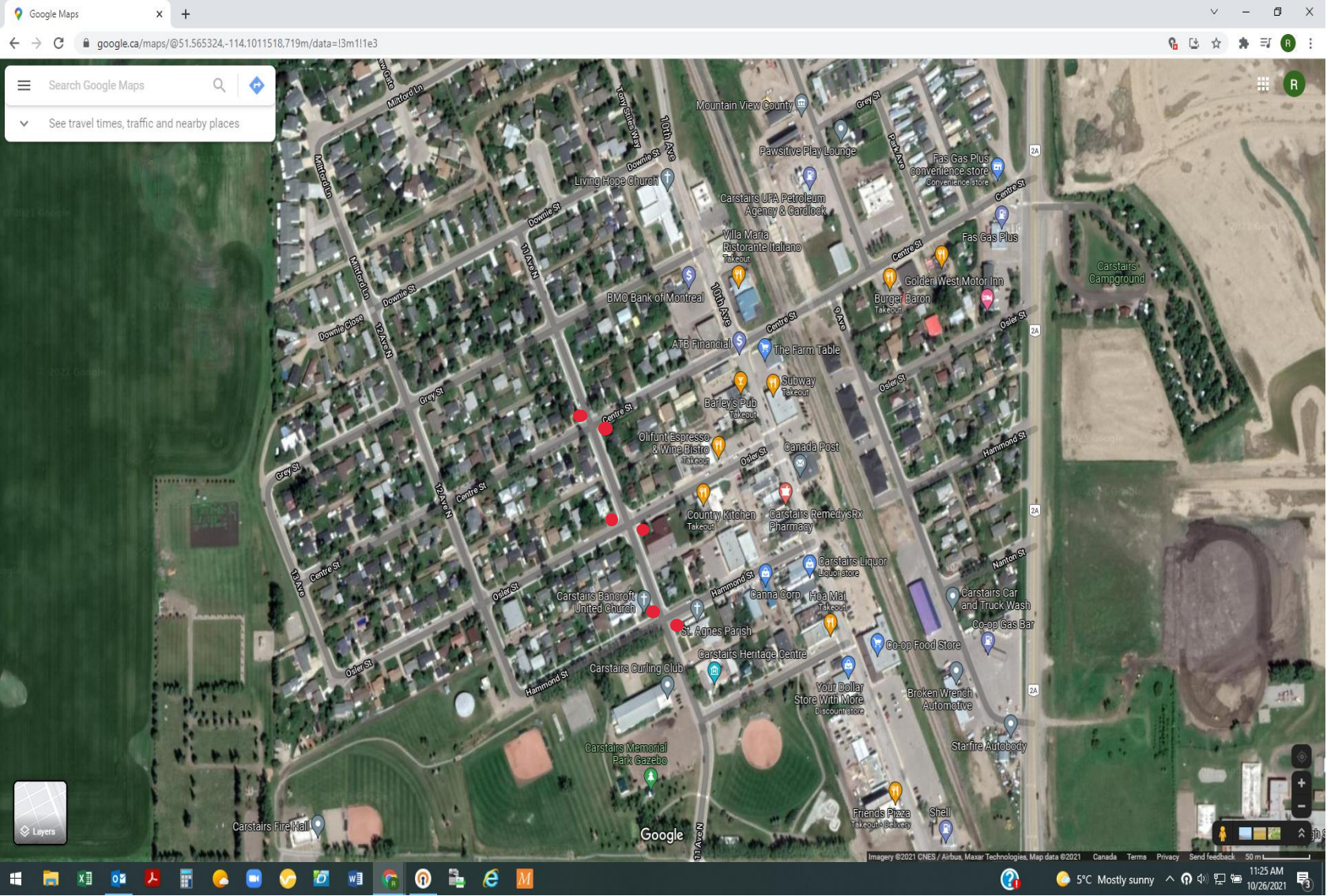
\$400.00

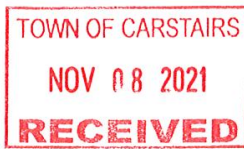
Recommendations:

Approve the test project with a review after 6 months.

Motion:

Signature of Director: _____





Box 370
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COMMITTEES & BOARDS APPLICATION

Last Name: Caseneer First Name: Jamie
Address: PO Box 3824 Carstairs AB T0M0N0
City Province Postal Code
Home Phone: 403 880 0892 Day-Time Phone: 403 880 0892
Email: Jamie-Caseneer_21@outlook.com

1. Appointment To:

- a) Carstairs Nature Space Committee
b) _____

2. Background Information

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

Background In Agronomy & Agriculture for 10⁺
Years. Carstairs Ag Society member / volunteered
for Carstairs Ag society 5⁺ years
Also for Stavelly AG Society & Town of Stavelly

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

To get active within the community as
I am pretty new to the area - & to help
get more members of the community interested
as well.

4. Length of Residence:

In the town of Carstairs: 1.5 years and/or In the town of Carstairs area: _____ years

Jamie Caseneer
Signature

November 6 2021
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).



Box 370
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COMMITTEES & BOARDS APPLICATION

Last Name: CASEBEER First Name: KELLY
Address: RR#1 CARSTAIRS AB T0M0N0
City Province Postal Code
Home Phone: 403 335 6041 Day-Time Phone: 403 335 6041
Email: dkcasebeer@gmail.com

1. Appointment To:

- a) CARSTAIRS NATURE SPACE COMMITTEE
b) _____

2. Background Information

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

Volunteer Experience: Carstairs Skating Club
Carstairs Rec Board Carstairs Minor Hockey
Carstairs Minor Ball Various Hugh Sutherland Committees
Carstairs Ag Society

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

The Carstairs Nature Space will be a living project with the opportunity to provide enjoyment for all ages + interests. For me the interest lies in the opportunity for input/collaboration

4. Length of Residence: with many different groups
In the town of Carstairs: _____ years and/or In the town of Carstairs area: 37 years

Casebeer
Signature

Nov 5/21
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).



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

COMMITTEES & BOARDS APPLICATION

Last Name: BRADLEY First Name: ERNIE
Address: Box 3476 CARSTAIRS AB T0M 0N0
City Province Postal Code
Home Phone: — Day-Time Phone: 403-466-4422
Email: eb.3869@hotmail.com

1. Appointment To:

- a) NATURE SPACE - COMMITTEE
b) —

2. Background Information

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

VOLUNTEER, HELPED PLANT AND WATER TREES
FOR PAST 2 YEARS.
—
—

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

VOLUNTEERING BECAUSE I HAVE TIME (RETIRED)
AND ENJOY THE NATURE SPACE AREA YEAR ROUND.
(A GREAT DRAW FOR THE TOWN.)

4. Length of Residence:

In the town of Carstairs: 16 years and/or In the town of Carstairs area: 35 years

Ernie Bradley Nov 8/21
Signature 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 (FOIPP).



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

COMMITTEES & BOARDS APPLICATION

Last Name: Pochapsky First Name: Daniel
Address: 1410 Aldrich Lane (PO Box 3743) Carstairs, AB T0M 0N0
City _____ Province _____ Postal Code _____
Home Phone: (403) 994-9464 Day-Time Phone: _____
Email: dpochapsky@gmail.com

1. Appointment To:

- a) Municipal Planning Commission
b) _____

2. Background Information

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

I am a registered Professional Engineer (civil/electrical focus) with a breadth of
experience in land development, utility consulting/construction, heavy equipment
construction, and farming. External to Carstairs, I volunteer/sit on committees of similar
nature,

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

I wish to share my professional experiences and skillset via volunteering on this
committee to benefit the community I live in.

4. Length of Residence:

In the town of Carstairs: <1 years and/or In the town of Carstairs area: 17 years

Grew up rurally in Mountain View
County. Recently moved back to
Carstairs after living in Calgary for 10
years for education and work.

Digitally signed by Daniel Pochapsky
Location: Carstairs, AB
Reason: I have reviewed this document
Date: 2021.05.07 10:36:45-06'00'

May 7th, 2021

Signature _____

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 (FOIPP).

INDENTURE OF Lease made effective August 1, 2019

BETWEEN:

THE TOWN OF CARSTAIRS
Of Box 370, Carstairs, AB T0M 0N0
(hereinafter called the "Landlord")

OF THE FIRST PART

-and-

YARUKI JUDO & FITNESS ACADEMY
Box 1323, Carstairs, AB

OF THE SECOND PART

WITNESSETH that in consideration of the rents, covenants and agreements hereinafter reserved and contained on the part of the Lessee to be paid, observed and performed, the Landlord has demised and leased and by these presents does demise and lease unto the Lessee One thousand Nine hundred and thirty two (1932) square feet, located on the piece of land described as:

Weber Scout Hall 1224 Gough Road

(hereinafter referred to as "the leased premises")

1. TERM

To have and to hold the said leased premises unto the Lessee for a term of three years (3) commencing on the 1st day of August, 2019 and terminating on the 31st day of July, 2022, yielding and paying therefore unto the Landlord at Carstairs, Alberta (or such other place as the Landlord may from time to time in writing designate)

RENT

The sum of Two Hundred & Fifty---00/100 Dollars (\$250.00) per month plus GST commencing on the 1st day of August, 2019 and payable thereafter on the first day of each and every month up to and including July 1st, 2020. Each subsequent renewal year; the rental will be as follows: \$300.00 August 1, 2020 to July 1, 2021, \$400.00 August 1, 2021 to July 1st 2022.

PAYMENT OF RENT

The Rent and Additional Rent as herein provided shall be paid by the Tenant to the Landlord without any deduction, abatement or set-off of whatsoever kind or nature and any Rent payable hereunder shall bear interest at the Prime Rate of the Bank of Montreal, as that term is used to apply to commercial loans to its most credit-worthy customers, plus three percent (3%) per annum from the date upon which it becomes payable herein by the Tenant.

2. ASSIGNMENT AND SUB-LETTING

The Tenant shall not, without leave in writing first had and obtained from the Landlord (which shall not unreasonably be withheld), assign or sub-let or part with the possession of the leased premises or any part thereof, provided however, any consent by the Landlord to any transfer, assignment, sub-letting or parting with possession shall in no way discharge the Tenant from the full performance and observation of all the covenants, agreements terms provisos and conditions herein contained on the part of the Tenant to be performed and/or observed; Provided further however, any such consent shall not be deemed or implied as a consent to any further or subsequent assignment or sub-letting or otherwise. In the event the Landlord shall consent to any assignment or sub-letting, the assignee or sub-Tenant shall be deemed to have assumed this Lease and shall be jointly and severally liable with the Tenant for the remainder of the term hereof for payment of all rent and other monies payable hereunder by the Tenant to the Landlord and for the due performance of all the terms, covenant, conditions and agreements herein contained on the Tenant's part to be performed, provided however the discharge by the Landlord of the Tenants obligations pursuant to this paragraph shall not be unreasonably withheld.

3. MANNER OF USE

The leased premises shall be used and occupied by the Tenant exclusively for the lawful business purpose of the practice of instruction and conduct of the sport of Judo by the Tenant and the Tenant shall not at any time use, exercise or carry on or permit or suffer to be used, exercised or carried on in or upon the leased premises or any part thereof any noxious or offensive art, trade business, occupation or calling nor to suffer or permit any act, matter or thing whatsoever at any time during the term hereof to be done in or upon the leased premises or any part thereof which shall or may be or grow to be an annoyance, nuisance, grievance or cause damage or disturbance to the owners of the adjoining premises.

The Tenant shall not do, suffer, omit or permit anything to be done or omitted upon the leased premises which shall cause the rate of insurance upon the leased premises to be increased. If the rate of insurance on the leased premises shall be increased by reason of the use made of the leased premises or by reason of anything done or omitted, suffered or permitted to be done or omitted by the Tenant or by anyone permitted by the Tenant to be upon the leased premises, the Tenant will pay to the Landlord the amount of such increase in insurance rate forthwith upon demand therefore or shall cease such activity, use or occupation as the Landlord may require.

4. TENANT'S DIRECT COSTS

The Tenant shall pay and discharge as and when the same become due and payable:

- (a) all business taxes payable upon the leased premises plus charges, duties, rates, license fees and assessments levied in respect of the of the Tenant's occupancy of the leased premises or in respect of the personal property or the business of the Tenant located thereon;

- (b) all costs, charges and expenses for electric power and telephone and all other utilities or services supplied exclusively or used exclusively to in or about the leased premises;
- (c) all costs, charges and expenses for heating, water & sewer and waste removal provided by the Landlord which shall be charged for at rates not in excess of those charged in the locality for the supply of similar services, and the amounts payable for them by the Tenant shall be assessed in the ratio which the net rentable area of the demised premises bears to the total net rentable area of the building and shall be Additional Rent;
- (d) except as hereinafter provided, all accounts for labour, material or service done or supplied for improvements, installations, partitions, fixtures, maintenance, repairs or other work done by the Tenant in or on the leased premises, and;
- (e) the cost of all insurance to be maintained by the Tenant pursuant to the provisions hereof.

The costs, charges and expenses hereinbefore required to be paid by the Tenant shall be payable by the Tenant when due and if the Tenant shall fail to pay the same as and when they become due, the Landlord may at its option pay the same and recover from the Tenant the amount of the payment made, together with interest as provided in clause 2, with all remedies available to the Landlord for the recovery of rent in arrears.

5. INDEMNITY

Unless occasioned or caused by the negligence of the Landlord, the Landlord shall not be responsible in any way for any injury to any person or for any loss of or damage to any property belonging to the tenant or to employees, invitees or licensees of the Tenant while such person or property is in, on or about the leased premises, including without limiting the foregoing any loss of or damaged to any property caused by the theft or breakage or by steam, water, rain or snow which may leak into, issue or flow from any part of the said building or any adjacent or neighboring lands or from the water, steam or drainage pipes or plumbing works thereof or from any other place or quarter or from any loss or damage caused by or attributable to the condition or arrangement of any mechanical, plumbing, heating, electrical or other wiring or for any other loss whatsoever of the Tenant shall indemnify and save the Landlord harmless of, from and against any and all loss, costs, claims or demands in respect of any injuries, loss or damage referred to in this clause.

6. INSURANCE

The tenant shall take out and keep in force during the term hereof general public liability insurance on an occurrence basis with respect to the business carried on, in or from the leased premises and the use and occupancy thereof by the Tenant in the sum of not less than Two Million Dollars (\$2,000,000.00) inclusive and to include Tenant's legal liability for damage to the leased premises or such other coverage or insurance as the Landlord may direct.

The public liability insurance policy obtained by the Tenant shall provide the Insured shall not have any right of subrogation against the Landlord on account of any loss or damage covered by such insurance; the cost or premium for each and every such policy shall be paid by the policy holder. The Tenant shall furnish to the Landlord, if and whenever requested by the Landlord certificates or other satisfactory evidence as to the

public liability insurance. The Tenant shall obtain from the Insurers under such policy undertakings to notify the Landlord in writing at least ten (10) days prior to any cancellation thereof or any material changed therein.

The Landlord shall ensure the Tenants in occupation of other portions of the building situated on the Lands shall maintain similar public liability insurance as required herein to be maintained by the Tenant.

7. GLASS AND BURGLARY DAMAGE

Unless occasioned or caused by the Landlord, its servants, agents or employees, and upon written notice from the Landlord, the Tenant shall pay the costs of repairing damage to the leased premises resulting from burglary or attempt thereat notwithstanding any other provisions hereof; Provided however, the Tenant shall, if requested by the Landlord, keep the leased premises insured against damage arising from the burglary or other forcible entry for the benefit of the Landlord and in the event of loss or partial loss, the proceeds of all policies shall be used for the purpose of repairing the damaged sustained. The insurance shall be by an insurance company approved by the Landlord and copy of the policy shall be delivered to the Landlord.

8. MAINTENANCE AND REPAIR

The Tenant shall keep the leased premises and, on the termination of this Lease or any renewal or extension hereof, leave the leased premises and the areas adjacent thereto and everything appurtenant thereto in a clean and tidy condition and in good and tenantable repair, reasonable wear and tear, latent or structural defects or faults and repairs made necessary by damage from hazards and perils against which the Landlord is required to insure excepted. The Tenant shall permit the Landlord and its agents to enter upon the leased premises at all reasonable times for the purpose of viewing the condition thereof and the Tenant shall execute forthwith all reasonable repairs and works required to be done by written notice given by or on behalf of the Landlord. If the Tenant shall not within thirty (30) days after service of mentioned in such notice, it shall be lawful for the Landlord to enter upon the leased premises and execute such repairs and works and the cost thereof shall be forthwith payable by the Tenant and recoverable by the Landlord as rent in arrears, with interest accruing on the account of the Tenant at the rate set out in clause 2 herein.

The Tenant shall permit the Landlord or its agent to enter upon the leased premises upon giving to the Tenant forty-eight (48) hours notice from time to time for the purpose of inspecting and of making repairs, alterations or improvements to the leased premises and the Tenant shall not be entitled to compensation for any reasonable inconvenience, nuisance, or discomfort occasioned thereby.

The Tenant shall not permit, suffer or allow any waste or damage, disfiguration or injury to the leased premises or the fixtures and equipment thereof or permit or suffer any overloading of the floors thereof and will at all times keep the leased premises properly and sufficiently heated to prevent damage thereto or to anything thereon or therein.

Nothing in this Lease shall bar the Tenant from removing any or all trade fixtures in the leased premises, including office furnishings and equipment, provided the Tenant shall repair any damage resulting from the installation or removal of said fixtures.

The Tenant shall at all times exercise and take reasonable precautions to protect the leased premises against fire. If the Tenant shall keep or store therein or thereupon any inflammable oils, substances or materials or carry on any operation or work whereby any insurance on the leased premises may become void or voidable or which would increase the rate of insuring the leased premises against fire or be contrary to any municipal bylaw, then in the event the insurance rate shall be increased as aforesaid, the Tenant shall pay to the Landlord the amount by which the insurance policy or if any insurance premiums shall be so increased. If notice of cancellation shall be given respecting any insurance policy or if any insurance policy upon the said building or any part thereof shall be cancelled or refused to be renewed by an insurer by reason of the use or occupation of the leased premises or any part thereof by the Tenant or by any assignee or subtenant of the Tenant or by anyone permitted by the Tenant to be upon the leased premises, the Tenant shall forthwith remedy or rectify such use or occupation upon being requested to do so in writing by the Landlord and if the Tenant shall immediately deliver up possession of the leased premises to the Landlord.

9. CLEANING

The Tenant shall not leave or permit or suffer to be placed or left in or upon the roads, parking lots, sidewalks and delivery areas forming part of the said Lands any debris or refuse and will at all times during the said term, at its sole cost and expense, keep the leased premises in a clean, wholesome and sanitary condition, free and clear of all waste paper and other substances which would be a nuisance or liable to occasion fire and will cause all dirt, rubbish, garbage and other refuse or other matter on or about the leased premises to be carefully collected and disposed of in a manner satisfactory to the Landlord.

10. LIENS

The Tenant shall not suffer or permit during the term of this Lease any Builders' or other liens for work, labour, services or material ordered by the Tenant or for the cost of which the Tenant may in any way be obligated to attach to the leased premises or any portion thereof or to any improvements erected upon same and whenever and so often, if ever, as any such lien or liens shall be filed or shall attach, the Tenant will within ninety (90) days thereafter either pay the same or procure the discharge thereof by giving security or in such other manner as is or may be required or permitted by law.

11. EXTERIOR SIGNS

Without the Landlords' prior written consent, which shall not be unreasonably withheld, the Tenant shall not affix, inscribe or paint or cause to be affixed, inscribed or painted on any of the windows of the leased premises or on any part of the exterior of the building any sign, advertisement or notice those in existence at the commencement of this Lease, unless such sign, advertisement or notice shall be of such colour, size and style and in such places as shall be first designated by the Landlord; and provided the Tenant, on ceasing to be the Tenant of the leased premises, will before leaving them cause any sign, advertisement or notice as aforesaid to be removed or obliterated at its expense and in good and workmanlike manner and shall repair any damage to the leased premises or to the building caused by any such removal or obliteration or pay the cost of such repair to the Landlord. In the event any sign, advertisement or notice shall be affixed or exposed without consent of the Landlord, then the Landlord at the expense of the Tenant shall be

at liberty to remove or obliterate such sign, advertisement or notice and for such purpose, if necessary, the Landlord by its servants or agents may enter upon the leased premises. The Tenant will indemnify and save harmless the Landlord from any and all claims for damages which may result to any person or property as a result of the existence of the said signs or any of them. Notwithstanding any of the above, the Landlord consents to the Tenant installing a business sign on the building which shall be in good taste.

12. ALTERATIONS

Should the Tenant desire any alterations from or additions or improvements to the leased premises or to the original installation of partitions, fixtures, conduits, pipes, electrical apparatus, telephone, wiring, fittings or other services, the Tenant shall make them at its sole and entire expense and risk; Provided however, for other than interior design or similar aesthetic alterations, the Tenant shall previously obtain the specific written consent of the Landlord for such purpose, the granting of such consent not to be unreasonably withheld. Any alterations, additions, improvements or installations when so made shall not be removed without the written consent of the Landlord.

At or after the termination of this Lease, at the option of the Landlord and at the expense of the Tenant, the Landlord may require the Tenant to remove any alterations, additions, improvements or installations placed upon the leased premises by the Tenant, unless the Landlord should prefer the alterations, additions, improvements or installations should remain, in which case no compensation shall be allowed to the Tenant for the same. Should it be necessary for the Landlord to restore the leased premises to their original condition, any amount so spent by the Landlord shall be recoverable from the Tenant by all remedies available to a Landlord for the recovery of rent in arrears.

13. INSPECTION

The Tenant shall at the request of the Landlord on not less than 24 hours notice allow such person or persons as it may wish to inspect the leased premises to visit and inspect the same at all reasonable hours shall also permit notice of letting, sale or other notices to be put in a conspicuous place on the leased premises and will not deface or remove or allow the said notices to be defaced or removed.

14. ACCEPTANCE

The Tenant acknowledges the Landlord does not in any way warrant the condition or sufficiency of the leased premises; it's suitability for its intended or any use or any of its facilities.

The Tenant by taking possession of the leased premises shall be conclusively deemed to have examined the leased premises and to have found them in order and such taking of possession shall be conclusive evidence against the Tenant when possession was taken the leased premises were in good, tenantable and satisfactory condition.

15. DAMAGE TO PREMISES

If the leased premises are damaged by fire or other casualty insured against by the Landlord so as to render the leased premises partially or wholly unfit for occupancy:

- (a) and if in the reasonable opinion of the Landlords' architect or engineer the damage cannot be reasonably be repaired within One Hundred and Twenty (120) days after the date thereof, the Landlord may terminate this Lease as of the said date by notice to the other given within forty five (45) days after such damage and in that case, the Tenant shall immediately surrender the leased premises to the Landlord and shall pay all Rent occurred to the date the damage occurred, but shall not be entitled to any damages or compensation, or;
- (b) if in the reasonable opinion of the Landlords' architect or engineer, the damage can be reasonably be repaired within One hundred and Twenty (120) days after the date thereof or if the Landlord shall not have given notice of termination pursuant to the provisions of sub-paragraph (a) preceding, the Landlord shall forthwith commence and carry out with due diligence the repair thereof and this Lease shall continue in full force and effect, save that the rent hereby reserved shall abate proportionately having regard to such part of the leased premises as has been rendered unfit for occupancy until the repairs have been completed.

16. SUBORDINATION OF LEASE

This lease is subject and subordinate to any mortgage or deed of trust which may now or at any time hereafter affect the building and the lands or upon any other building hereafter placed upon the Lands and this Lease shall also be subject and subordinate to all renewals, modifications, consolidations, replacements and extensions of any such mortgage or deed of trust; Provided however, if the Tenant is requested by the Landlord to execute any such instruments to carry out the intent of this clause and fails to do so within five (5) days of notice so to do, then the Landlord is hereby authorized and appointed the attorney of the Tenant to execute any such postponement agreement on its behalf. Any instrument so executed by the Landlord shall be sufficient and the Mortgagee or the holder of the deed of trust need not inquire whether a request or demand had been made of the Tenant for its execution.

17. DEFAULT

- (a) In the event default is made in payment of Rent or any part thereof and such default continues for Fifteen (15) days after the due date for payment of same or in the case of non-observance or non-performance on the part of the Tenant of any covenant, condition, restriction or stipulation herein contained or implied which ought to be observed and performed by the Tenant and to which the Landlord has given notice and which has not been expressly waived in writing and which continues for Thirty (30) days after notice of such non-observance or non-performance is given, the Landlord may, at its option, cancel this Lease by written notice to the Tenant and, in such case, all rights and interests hereby created or then existing in favour of the Tenant or derived under this Lease shall thereupon cease and determine and the Landlord may re-enter into and upon the leased premises and to have gain, repossess and enjoy the same as of their former estate, anything herein to the contrary notwithstanding; Provided however, in case of such cancellation and re-entry, the Tenant shall continue to be liable to pay and the Landlord shall have the same remedy for the recovery of any rent then due or accruing due as if this Lease had not been cancelled but remained in full force and effect and further, any right of action of the Landlord against the Tenant in respect of any antecedent breach of any of the provisions hereof shall not thereby be prejudiced.

- (b) Upon any occurrence of default on the part of the Tenant, the obligations of the Tenant hereunder shall be limited to the payment of a maximum of further nine months rental payments.

18. BANKRUPTCY OR SEIZURE

If without the written consent of the Landlord, the leased premises shall remain vacant or not used for the period of thirty (30) days or be used by any other person than the Tenant or for any other purpose than that for which the same were let or in case the term hereof or any of the goods and chattels for the Tenant shall be at any time seized in execution or attachment by any creditor of the Tenant or the Tenant shall make an assignment for the benefit of creditors or any bulk sale or become bankrupt or insolvent or take the benefit of any act now or hereafter in force for bankrupt or insolvent debtors or if any order shall be made for the winding-up of the Tenant, then in any such case, this Lease shall at the option of the Landlord cease and determine and the term shall immediately become due and payable and the Landlord may re-enter and take possession of the leased premises as though the Tenant or other occupant or occupants of the leased premises was or were holding over after the expiration of the term without any right whatever.

19. RIGHT OF RE-ENTRY

Upon the Landlord becoming entitled to re-enter upon the leased premises under any of the provisions of this Lease, the Landlord, in addition to all other rights, shall have the right to enter the leased premises as the agent of the Tenant, either by force or otherwise, without being liable for any prosecution therefore and to re-let the leased premises as the agent of the Tenant and to receive the rent therefore and, any rent derived from re-letting the leased premises upon account of the Base Rent and Additional Rent payable under this lease and the Tenant shall be liable to the Landlord for the deficiency, if any.

20. OVER-HOLDING

If the Tenant shall continue to occupy the leased premises after the expiration of this Lease, with or without the consent of the Landlord, the Tenant shall be deemed to hold its tenancy as a monthly Tenant at a monthly rental calculated on the basis of the monthly rental as hereinbefore provided.

21. LANDLORD'S COVENANTS

The Landlord hereby covenants with the Tenant:

- (a) Upon the Tenant paying the rents and performing and observing the terms, covenants and conditions herein and subject to the provisions of this Lease, the Tenant shall and may peaceably and quietly enjoy the leased premises for the term hereby granted without any interruptions, hindrance or disturbance by the Landlord or any other person or persons claiming under it;
- (b) To insure and keep insured the building situate upon the Lands against loss or damage by fire, lightning, tempest and other casualties for an amount as, in the opinion of the landlord, is necessary to protect the Landlord against loss or damage;
- (c) To promptly pay when due the municipal taxes, rates or levies as may be assessed on the building and property by the Town of Carstairs.

22. STRUCTURE REPAIRS

The Landlord shall repair and maintain the structural integrity of the leased premises, including the load-bearing members and roof and the replacement of the heating or plumbing installations which require such replacement in the ordinary course of their design life. In the event any such repairs or maintenance are required by reason of the negligence of the Tenant, its agents, employees, invitees or licensees, the Landlord shall be entitled to recover the cost thereof plus a Fifteen percent (15%) administrative charge calculated on the total cost of such repairs from the Tenant on demand and to recover the amount so due by all remedies available to it for the recovery of rent in arrears. In addition, the Tenant shall be solely responsible for the periodic maintenance of such plumbing, heating and mechanical installations in the same manner and to the same degree as a reasonably prudent owner would maintain in like circumstances.

23. NOTICE TO LANDLORD

The Tenant shall cause the Landlord to be notified immediately upon the Tenant becoming aware of any defect in the leased premises or any other condition which may cause injury to the leased premises and the Tenant may serve upon the Landlord a notice in writing advising of any defect which the Landlord is obligated to repair requiring the Landlord within a reasonable period of time to repair the same.

24. IMPOSSIBILITY OF PERFORMANCE

Whenever and to the extent the Landlord shall be unable to fulfill or shall be delayed or restricted in the fulfillment of any obligation hereunder in respect of the supply or provision of any service or utility or the doing of any work or the making of any repairs by reason of being unable to obtain the materials, goods, equipment, service, utility or labour required to enable it to fulfill such obligation or by reason of any statute, law or order in council or any regulation or order passed or made pursuant thereto or by reason of any other cause beyond its control, whether of the foregoing character or not, entitled to compensate for any loss, damage, inconvenience, nuisance or discomfort thereby occasioned.

25. EMINENT DOMAIN

If the whole of the leased premises shall be taken by any public authority under the power of eminent domain, this Lease shall terminate from the day possession shall be taken for such public purpose and the Tenant shall be liable for rental only up to the date of such taking. The parties further agree each is entitled to separately advance their claims for compensation for the loss of their respective interests in the leased premises.

If a part only of the leased premises shall be taken by public authority under powers of eminent domain, the term shall cease from the day possession shall be taken for such public purposes in so far as the premises so taken compromise part of the leased premises and the Tenant shall be liable only for rent in respect of the part of the leased premises so taken up to the date of the taking and if the remainder of the leased premises and the rent payable hereunder shall be reduced in the proportion that the area of the leased premises so taken bears to the entire area of the leased premises. If the remainder of the leased premises shall be unsuitable for the purpose of the Tenant, the Tenant shall be entitled to terminate this Lease as at the date of such taking and this Lease shall cease and terminate.

All compensation or damages awarded in respect of such taking of the leased premises and any diminution in value of the remainder thereof shall be the property of the Landlord, but the Tenant shall be entitled to receive such compensation or damages as it may be able to establish against such public authority in respect of loss occupancy of the leased premises or any of its trade fixtures.

26. ARBITRATION

- (a) In the case of any dispute between the Landlord and the Tenant during the term, and renewal or following termination, as to any matter rising under this Lease, either party shall be entitled to give to the other party notice of the dispute and demand arbitration thereof and, after giving notice and demand, each party shall at once appoint an arbitrator and the appointees shall jointly appoint a third arbitrator. The decision of any two of the three arbitrators so appointed shall be final and binding upon the parties who covenant with each other that their disputes shall be decided by arbitration alone and not by recourse at law.
- (b) If within a reasonable time the two arbitrators appointed by the parties do not agree on a third arbitrator or if the party who has been notified of a dispute fails to appoint an arbitrator, then a third arbitrator or an arbitrator to represent the party in default may, upon petition of the party not in default, be appointed by a justice of the Court of Queens Bench of Alberta. The cost of the arbitration shall be apportioned between the parties as the arbitrators or a majority of them may decide.

27. RENEWAL AND TERMINATION

At the end of the term hereof, provided the Tenant is not in default of any of the terms hereof, this Lease shall be renewed for such further term as the parties shall agree on terms commensurate with the then current market rates as to rental and costs provided the Tenant shall have given notice in writing of their intention to renew not less than sixty (60) days prior to the end of the term hereof and a new Lease shall be completed not more than thirty (30) days after the end of the said term. The determination for the current market rental rates or current market value based on like premises of a character similar to the building shall be made by a qualified appraiser chosen by the Landlord and the Tenant the cost of which shall be shared equally by the Landlord and the Tenant. The Town of Carstairs will provide sixty (60) days' notice prior to any advertised sale of the building.

28. NOTICES

Any notice, request, demand or communication herein provided for or contemplated shall be sufficiently given if mailed by registered mail, postage prepaid, personal service or delivery, telegraph or telex to the following:

To the Landlord:
The Town of Carstairs
Box 370
Carstairs, AB T0M 0N0

To the Tenant:
Chris Kennedy
Yaruki Judo & Fitness Academy
Box 1323
Carstairs, AB T0M0N0

Any notices mailed as aforesaid shall be conclusively deemed to have been received by the party to whom such notice was mailed on the third (3rd) business day following the date upon which the notice was mailed.

Either party hereto may at any time give notice in writing to the other of any change of address or thereafter all notices shall be mailed to the new address so notified.

29. ANNUAL REVIEW

Not later than the first day of July in each year of the term herein the parties shall meet to review the lease and the occupancy of the premises for the purpose of amending the within Lease to add the name of any doctor conducting his or her practice from the premises as an additional Tenant.

30. NON-WAIVER

Any condoning, excusing or overlooking by the Landlord of any default, breach or non-observance by the Tenant of any covenant, proviso or condition herein contained does not operate as a waiver of the Landlord's rights hereunder in respect of subsequent defaults, breaches or non-observances and does not defeat or affect in any way the rights of the Landlord herein in respect of any subsequent defaults or breaches.

31. BINDING

This Lease and everything herein contained shall extend to, bind and ensure to the benefit of the Landlord and the Tenant and their respective administrators, successors and authorized assigns.

32. ENTIRE AGREEMENT

The Tenant acknowledges there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise, forming part of or in any way affecting or relating to this Lease, save as expressly set out in the Offer to Lease and this Lease attached hereto constitute the entire agreement in writing and of equal formality hereto executed by the Landlord and the Tenant.

33. INTERPRETATION

Each and all of the covenants, agreements, understandings and stipulations in this Lease contained or implied shall be binding upon each of the Corporations named in the Lease as Landlord or Tenant, each of their administrators, successors and assigns.

34. HEADINGS

The headings to the clauses in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Lease or of any provision hereof.

IN WITNESS WHEREOF the parties hereto have signed their name and caused their seal to be affixed hereto attested by their proper officer authorized in that behalf as of the day and year first above written.

THE TOWN OF CARSTAIRS

Per: _____

Witness

Witness

Witness

**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
TUESDAY, NOVEMBER 15, 2021, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilors Allan, Ball, and Ratz, CAO Carl McDonnell, Director of Emergency Services Rob McKay, and Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby

ELECTION OF CHAIR: Motion by Councilor Allan to appoint Councilor Ball as Chairperson for the Legislative & Emergency Services Committee.
CARRIED

CALL TO ORDER: Councilor Ball called the meeting of November 15, 2021 to order at 7:28a.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Ratz to adopt the agenda of November 15, 2021 as presented.
CARRIED

ADOPTION OF MINUTES: Motion by Councilor Allan to adopt the minutes of June 22, 2021 as presented.
CARRIED

UNFINISHED BUSINESS: Nil

DELEGATIONS: Nil

NEW BUSINESS: Nil

REPORTS:

1. Financial Reports
CAO McDonnell gave an update on the Financial Reports for the months ending in June 30, 2021 and October 31, 2021.

- a. Summary Report
- b. Financial Report
- c. Revenue and Expense Report
- d. Capital Report

Motion by Councilor Ratz to accept all Financial Reports as information and to circulate to Council
CARRIED

2. Development Reports
CAO McDonnell gave an update on the Development Reports.

- a. Building Permit Listing
- b. Compliance Listing

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

CARRIED

3. City Wide Protective Services Monthly Reports

a. Fire Reports

- CAO McDonnell gave an update on Fire Reports

b. Bylaw Reports

c. Combined Reports

- Director McKay gave an update on Bylaw and Combined Reports.

Motion by Councilor Ratz to accept the CityWide Protective Services Monthly Reports as information.

CARRIED

4. Quarterly Reports

a. Royal Canadian Mounted Police (R.C.M.P.)

- CAO McDonnell gave an update on RCMP reports

b. Citizens on Patrol (COP)

- No report at this time.

Motion by Councilor Allan to accept the Quarterly Reports as information.

CARRIED

5. Emergency Services

a. Carstairs Emergency Management Agency (CEMA) Report

- Director McKay provided an update on CEMA

- Next meeting is on January 13, 2022

b. Alberta Emergency Management Agency (AEMA) Report

- Nothing to report at this time

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

CARRIED

6. Personnel Evaluations

- No evaluations at this time.

CORRESPONDENCE: Nil

GENERAL DISCUSSION: Nil

NEXT MEETING: Next meeting will be December 21, 2021 at 7:30 a.m.

ADJOURNMENT:

Motion by Councilor Allan to adjourn the meeting of November 15, 2021, at 7:56 a.m.

CARRIED

Councilor Ball, Chairperson

Carl McDonnell, CAO

**MINUTES OF THE EXTERNAL RELATIONS COMMITTEE
THURSDAY, NOVEMBER 10, 2021, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilors Allan, Ratz, and Wilcox, CAO Carl McDonnell, and Executive Assistant Kayleigh Van Es.

ABSENT: Mayor Colby

ELECTION OF CHAIR: Motion by Councilor Ratz to appoint Councilor Allan as Chairperson of the External Relations Committee.

CARRIED

CALL TO ORDER: Councilor Allan called the meeting of November 8, 2021, to order at 7:29 a.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Wilcox to adopt the agenda of November 10, 2021 as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Ratz to adopt the minutes of May 20, 2021 as presented.

CARRIED

UNFINISHED BUSINESS: Nil

DELEGATIONS: Nil

NEW BUSINESS: Nil

REPORTS:

1. Work Plan

- Priorities include meeting with the MLA and Parliament, The Town of Didsbury, Town of Crossfield, and Village of Cremona
- Less priorities to meet with the Town of Olds and Town of Sundre
- Continue to meet with RCMP

2. Internal Annual Report

-Nil

3. Stakeholders Calendar

-Nil

4. Community Organizations

- Keep in contact with Chinook's Edge School Board, although slow progress now the addition is complete
- Support the Chamber of Commerce
- Engagement from Youth for programs
- Contact Race Track Committee to build a community relationship

5. Regional Organizations

- Continue to communicate and push Mountain View Senior's Housing Authority for a new facility in Carstairs.

6. Communications

- Continue with radio station ads as it brings in people

External Relations Committee Meeting – November 10, 2021

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Motion by Councilor Ratz to accept all Reports as information.

CARRIED

**CONFERENCES &
RESOLUTIONS:**

1. AUMA Convention and AMSC Trade Show

- Convention taking place in Edmonton on November 16-19, 2021

CORRESPONDENCE: Nil

GENERAL DISCUSSION: Nil

NEXT MEETING: December 16, 2021, at 7:30 a.m.

ADJOURNMENT: Motion by Councilor Wilcox to adjourn the External Relations meeting of November 9, 2021, at 8:14 a.m.

CARRIED

Councilor Allan, Chairperson

Carl McDonnell, CAO

**MINUTES OF THE POLICY & GOVERNANCE COMMITTEE
TUESDAY, NOVEMBER 9, 2021, 7:30A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilors Fricke, Roberts, and Wilcox, CAO Carl McDonnell, Director of Emergency Services Rob McKay, and Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby

ELECTION OF CHAIR: Motion by Councilor Wilcox to appoint Councilor Fricke as Chairperson of the Policy & Governance Committee.

CALL TO ORDER: Councilor Fricke called the meeting of November 9, 2021 to order at 7:32 a.m.

CARRIED

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Wilcox to adopt the agenda of November 9, 2021 as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Roberts to adopt the minutes of June 14, 2021 as presented.

CARRIED

UNFINISHED BUSINESS: Nil

DELEGATIONS: Nil

BYLAWS & POLICIES: **1. Playground Inspection Policy No. 78-08-001-21**
Motion by Councilor Wilcox to forward Policy No. 78-08-001 to Council for approval.

CARRIED

2. Bylaw No. 1025 Fireworks Permissions

Director Rob McKay discussed the amendments to the bylaw.

Motion by Councilor Roberts to forward Bylaw No.1025 Fireworks Permissions to Council for approval and to repeal Bylaw No. 929.

CARRIED

3. Bylaw No. 2023 Rates and Fees 2022

Motion by Councilor Wilcox to forward Bylaw No. 2023 Rates and Fees 2022 to Council for approval.

CARRIED

NEW BUSINESS: **1. RFD - Veterans Way signage Test Project**
Motion by Councilor Roberts to forward the Veterans Way Test Project to Council for approval.

CARRIED

2. RFD - Ranch Road No Stopping Signage

Motion by Councilor Roberts to forward Ranch Road No Stopping Signage to Council for approval.

CARRIED

3. Lease Agreement - Yaruki Judo & Fitness Academy

Motion by Councilor Wilcox to accept the Yaruki Judo & Fitness Academy agreement as amended.

CARRIED**MONTHLY REPORTS:****1. 2021 Committee Work Plan**

-Committee to come up with a new Work Plan by the next meeting.

2. 2021 Internal Annual Report

- Nil

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

CARRIED**QUARTERLY REPORTS:****1. Agreements Listing**

- Nil

**QUARTERLY FACILITY
REPORTS – CITY WIDE:****1. Carstairs Memorial Arena**

- Nil

2. Carstairs Community Hall

- Nil

3. Parks and Naturalized Areas

- Nil

4. Carstairs Campground

- Nil

ANNUAL REPORTS:**1. Town of Carstairs Governance Policy**

- Nil

2. Town of Carstairs Corporate Governance Strategies

- Nil

3. FCSS Funding Internal Summary

- Nil

4. FCSS report

- Nil

CORRESPONDENCE:

Nil

GENERAL DISCUSSION:

1. Councilor Wilcox inquired about the Lease agreement for Snowy Owl Medical Clinic. CAO McDonnell commented that it has been resolved and will likely renew.

NEXT MEETING:

December 14, 2021, at 7:30 a.m.

Policy & Governance Committee Meeting – November 9, 2021

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ADJOURNMENT:

Motion by Councilor Roberts to adjourn the Policy & Governance Committee meeting of November 9, 2021, at 8:54 a.m.

CARRIED

Councilor Fricke, Chairperson

Carl McDonnell, CAO

Carl McDonnell, CAO
Town of Carstairs
Box 370
Carstairs, Ab.
T0M0N0

November 1, 2021

Greeting Mr. McDonnell,

For personal reasons, I no longer wish to remain as a director of the Carstairs Public Library Board.
Effective November 1, 2021, I ask that you remove my name from the Board.

Thank you for your assistance in this matter.



Don Holmes
Box 3744
Carstairs, Ab T0M0N0



October 29, 2021

Town of Carstairs
844 Centre Street
Box 370
Carstairs, AB T0M 0N0
403-337-3341

Attn: Members of Town Council

We're writing to express our gratitude to Town Council for our experience in Carstairs.

We have lived here for just over two (2) years. We had left the province for 12 years and when making the decision to move back to Alberta, we made a conscious choice to move to Carstairs. Close proximity to family and Calgary were the main criteria for our decision.

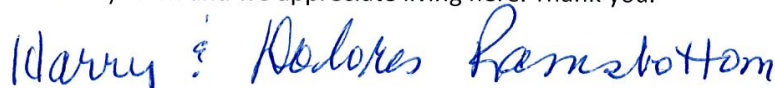
Since we've been here, we have been really impressed with how clean, well organized and pleasant the town is. Specifically, the hanging plants on main street are very attractive. And we have a dog, so we are at the dog park, first thing in the morning, most days. A lot of care, attention and effort is apparent in the set-up of that park. It's user friendly and well maintained. Right down to the doggy bags. Which, by the way, are well stocked, not only there, but throughout the town on regular dog walking routes.

The new initiative of planting trees and shrubs around the dog park is particularly welcome. We appreciate the thoughtful planning that has gone into that. We look forward to seeing the trees and shrubs grow and mature.

The parks being developed, particularly in the new areas of town, have sprung from vision and initiative. We understand that John Ing is the Director of Parks. We want to thank him. But he can't do it alone. He has to have a great team. Teamwork makes the dream work. We can never underestimate the value of a great team.

In closing, please find enclosed a small token of our appreciation. We wish to have this \$100 cheque applied to a developing park initiative.

It's a lovely town and we appreciate living here. Thank you.



Harry and Dolores Ramsbottom
26 Stone Garden Crescent
306-620-7365