



**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, SEPTEMBER 25, 2023, 7:00 P.M.**

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

- a) Adoption of agenda of September 25, 2023  
**Motion:** To adopt the agenda of September 25, 2023

**4. ADOPTION OF MINUTES**

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



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**6. DELEGATIONS**

**7. BYLAWS AND POLICIES**

- a) Policy No. 61-001-23 Carstairs Construction & Infrastructure Design Standards-Amended (addendum 7.a.)



- b) Bylaw No. 2046 Tax Penalties Bylaw (addendum 7.b)



**8. NEW BUSINESS**

- a) Library Board Appointment-Donna Maxwell (addendum 8.a)



- b) Letter of Request-HSS Grads (addendum 8.b)




- c) Parkland Regional Library System 2024 Proposed Budget (addendum 8.c)



**9. COMMITTEE REPORTS**

40 - 41

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
  - i) Minutes of the September 19, 2023 meeting (addendum 9.a.i)  


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- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) POLICY & GOVERNANCE COMMITTEE
  - i) Minutes of the September 21, 2023 meeting (addendum 9.c.i)  

- d) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- e) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- f) MOUNTAIN VIEW SENIORS HOUSING
- g) MUNICIPAL AREA 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**

**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, SEPTEMBER 11, 2023, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Fricke, Roberts, Ratz, & Wilcox, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, CAO Rick Blair & Executive Assistant Kayleigh Van Es
ABSENT:	Councilor Ball
CALL TO ORDER:	Mayor Colby called the meeting of Monday, September 11, 2023, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 293/23	Motion by Councilor Allan to adopt the Regular Council agenda of September 11, 2023, as presented. <b>CARRIED</b>
ADOPTION OF PREVIOUS MINUTES:	
Motion 294/23	Motion by Councilor Wilcox to adopt the Regular Council minutes of August 28, 2023, as presented. <b>CARRIED</b>
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	<p><b>Stone Garden Subdivision Concerns-John Alden</b></p> <p>Stone Garden resident John Alden stated that he is a strong supporter of Council and is here in no way to complain or whine; however, he was asked by two homeowners to bring their specific concerns along with his own to Councils attention. In doing so, he does not speak for or in any way represent the community. J. Alden read aloud the letter presented to Council.</p> <p>Mayor Colby addressed the concerns, stating that Council and Administration will investigate solutions to alleviate them. Stone Garden Drive was always planned to be a through road, but Council hears the concerns of the residents and will look into ways for pedestrians to remain safe.</p> <p>J. Alden also asked if sidewalks were going to be built, if they would make the road narrow, or if they would recover land from the landowners. Suggesting neither option was favorable but maybe with discussions with AB Highways, there could be a pathway put alongside the highway.</p> <p>Mayor Coby said that Council will sit down and discuss with development and administration what can and cannot be done, unable to give a concrete answer but looking at ways to meet all needs.</p> <p>J. Alden asked for a timeline for a decision or plan, to which CAO R. Blair stated the Final Acceptance Certification is underway, so this decision will need to be made quickly. However, it is up to Council to make the decision whether or not to move forward with any options at all.</p> <p>Mayor Colby thanked J. Alden for presenting concerns for his community.</p>
Motion 295/23	Motion by Councilor Roberts to accept Stone Garden Subdivision Concerns as information. <b>CARRIED</b>
BYLAWS & POLICIES:	Nil
NEW BUSINESS:	Nil
COMMITTEE REPORTS:	<p><b>1. Legislative &amp; Emergency Services Committee</b> - Next meeting September 19, 2023.</p> <p><b>2. Strategic Planning &amp; Corporate Affairs Committee</b> - Next meeting to be determined.</p>

**3. Policy & Governance Committee**

- Next meeting September 21, 2023.

**4. Mountain View Regional Waste Commission**

- Next meeting September 25, 2023.

**5. Mountain View Regional Water Commission**

- Next meeting September 13, 2023.

**6. Mountain View Seniors’ Housing**

- Next meeting September 21, 2023.

**7. Municipal Area Partnership**

- Next meeting to be determined in October.

Motion 296/23

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

**CARRIED**

**COUNCILOR REPORTS:**

**Councilor Allan**

- Informed Council that the Tornado Relief Fund raised more than \$110,000, which would be distributed equally to 14 residents affected by the storm on July 1, 2023.

**Councilor Ball**

- Absent

**Councilor Fricke**

- August 29, 2023 attended the Carstairs Health & Wellness Fair along with the Movie in the Park. It was well attended by both vendors and visitors. Kudos to Lori and the team for organizing the event.  
- September 9 attended “Carstairs...We Got This” one year anniversary.

**Councilor Ratz**

- September 11, 2023 attended ASCHA Initiative Prioritization Committee Meeting.

**Councilor Roberts**

- September 11, 2023 attended meeting with Community Garden organizers.  
- Reminder to Council of the Carstairs Nature Space Scarecrow Trail on September 30, 2023. More details to come.

**Councilor Wilcox**

- August 29, 2023 attended the Carstairs Health & Wellness Fair.  
- Reminder to Council of the Moccasin House-Blanket Exercise on Sunday, September 24, 2023, at 1 pm.

**Mayor Colby**

- Met with Town of Olds Council.  
- Meeting with Mountain View Regional Water Commission on Wednesday to discuss the budget.

Motion 297/23

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

**CARRIED**

**CORRESPONDENCE:**

**1. Larry Sheldon-Mandalay Supermarket letter**

Motion 298/23

Motion by Councilor Roberts to accept the letter of correspondence from Larry Sheldon as information.

**CARRIED**

**CAO’S REPORT:**

- August 30, 2023 met with the Mountain View Regional Water Commission.  
- August 31, 2023 met with Chinooks Edge School Division regarding maintenance of the track.  
- August 31, 2023 met with Staff Sergeant Browne regarding future policing.  
- September 5, 2023 met with Dr. From regarding recruiting another full-time GP.  
- September 5, 2023 met with Chief Superintendent Nichols to discuss regional policing.

## Regular Council Meeting – September 11, 2023

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- Will be meeting with other communities to discuss Regional Policing initiative on September 19, 2023.
- Meeting confirmed with RCMP at the AB municipalities conference.
- Ongoing discussions with operational services in regards to moving the location of the community gardens near the Carstairs Nature Space.
- Meeting with an AV company on Wednesday regarding Council Chambers set-up.
- Idaho paving project to be finished this week.
- Lagoon cleanout going well, much more sludge than anticipated, however it is moving along according to schedule.
- E360 contract has been negotiated and agreed to. We discussed ERP program, E360 will likely be participating in implementing the program, and will be able to terminate when ERP is implemented.
- Speed sign is back up and running,
- Vandalism at the medical clinic; cameras are to be installed on all public buildings.
- Provincial assessments reviewed. Carstairs had a 22.4% jump in assessments.

Motion 299/23

Motion by Councilor Ratz to accept CAO's Report as information.

**CARRIED**

**COUNCILOR CONCERNS:** Nil

**CARRIED**

## PUBLIC QUESTION

**Nil**

**PERIOD:**

## MEDIA QUESTION

Nil

**CLOSED MEETING:**

**CONFIDENTIAL** Section 107 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).

Motion 300/23

Motion by Councilor Wilcox that Council close the meeting to the public to discuss disclosures harmful to business or 3<sup>rd</sup> party as per Section 16.1, FOIP, at 7:26 p.m.

**CARRIED**

Motion 301/23

Motion by Councilor Fricke to come out of the closed meeting session at 8:12 p.m.

**CARRIED**

**NEXT MEETING:**

Monday, September 11, 2023 at 7:00 p.m.

**ADJOURNMENT:**

Motion 302/23

Motion by Councilor Wilcox to adjourn the meeting of September 11, 2023, at 8:13 p.m.

**CARRIED**

**Lance Colby, Mayor**

**Rick Blair, CAO**



Town of Carstairs

**Policy:**                   **Construction and Infrastructure Standards**  
**Policy No. 61-001-23-~~Amended~~**  
**(Repeals Policy No. 4060-2004, Policy No. 61-001-18)**

**Date:**                   **XXX,XX,2023**

**Adopted by:**       **Council**

The Developer and or contractor shall be governed by the latest versions of the City of Calgary's Design Guidelines for Subdivision Servicing Standard Specifications: Sewer Construction, Standard Specifications: Waterworks Construction, Standard Specifications: Roads Construction, Development Guidelines and Standard Specifications: Landscape Construction and the Storm water Management and Design manual, but not so as to restrict the generality of the foregoing, the following special clauses noted shall have precedence.

**1. GENERAL:**

- a. The Developer shall notify the Town of award of construction contracts for the various municipal improvements and shall state the name of the Contractor, address, phone number and contact. The Developer shall ensure that the Contractor(s) are properly bonded for the performance of the work and that the Contractor carries Liability, Course of Construction and Equipment Insurance as required by the Town and names the Town and the Town Engineers as insured parties.
- b. All local improvements constructed under this Agreement shall be extended to area boundaries, and through or along adjacent boundary roads, lanes or rights-of-way as necessary to accommodate a continuity of infrastructure with adjacent lands.

**2. SPECIAL CONSIDERATIONS:**

**a. Sanitary Sewer**

- i. Sewer mains shall be polyvinyl chloride (PVC) and shall meet CSA designations.
- ii. Alberta Environment and Parks – Wastewater Systems Standards for Performance and Design shall apply to minimum pipe grades.
- iii. Separation of water and sewer lines shall conform to Alberta Environment and Parks – Standards for Municipal Waterworks.
- iv. Design flows for residential developments shall be calculated using a per capita flow of 320 litres per person per day with a peaking factor utilizing the Harmon's formula plus an infiltration and inflow rate of 0.2 litres per second per ha of development.
- v. Manhole covers shall not have the name of the City of Calgary on them.
- vi. Connection of foundation weeping tile to the sanitary sewers is not permitted.

**b. Storm Sewer**

- i. Sewer mains shall be polyvinyl chloride (PVC) meeting CSA designations or concrete meeting A.S.T.M. designations.
- ii. Alberta Environment and Parks – Storm water Management Guidelines shall apply to minimum pipe grades.
- iii. Separation of water and sewer lines shall conform to Alberta Environment and Parks – Standards for Municipal Waterworks.
- iv. Surface water should not be permitted to run a distance greater than 150m in streets and 200m in lanes or swales without interception by a catch basin.
- v. Manhole covers shall not have the name of the City of Calgary on them.

- vi. Foundation weeping tile drains should be directly connected to the storm sewer system by gravity provided that the hydraulic grade line (HGL) at the storm sewer main will not cause surcharging at the property line. If a gravity connection is not feasible (e.g. shallow storm sewer mains, high HGL), the foundation weeping tile shall drain into a sump with pumped discharge to the storm service at the foundation wall. Backflow prevention devices are required on all weeping tile drainage systems to minimize backup of storm water and should be installed in accordance with the National Plumbing Code of Canada.
- vii. Catch basin leads shall be 300mm-concrete or PVC pipe installed at minimum grades of 1.0%.
- viii. Surface drainage from any public area shall not flow over any sidewalk.
- ix. Catch basins for rolled curb and gutter shall be Type “K” storm back. Catch basins for standard curb shall be Type “C” Two Piece
- x. Extend drainage pipe from catch basins at all lows for the full width of the roadway. The pipe shall be 150 mm minimum complete with screened rock and filter cloth.
- xi. Culverts shall be 450mm minimum diameter where open ditches are used.
- xii. Drainage swales across roadways shall be 2m in width and conform to specifications set out in Appendix B.

**c. Water Mains**

- i. Water valves shall open counter clockwise and come with rods and dust covers installed in all valve boxes. **Valve rods should be no less than 300mm below road surface or final grade and no deeper than 600mm.**
- ii. Hydrants shall be compression type as manufactured by Clow with triangular operating units. Hydrants shall be yellow with black caps and top in color and shall have the pumper connection size of ~~4.925~~ **5”**.
- iii. Hydrant spacing shall be a maximum of 150m measured along the centerline of the right of way.
- iv. Water mains shall be PVC in accordance with the latest AWWA and CSA Standards.
- v. All valves, fittings and hydrants shall be coated in accordance with the latest version of the City of Calgary Standard Specifications: Waterworks Construction and catholically protected with zinc anodes and cad welded to each fitting.
- vi. Design flows for residential developments shall be based on a per capita consumption of 320 litres per person per day.
- vii. Alberta Environment and Parks – Guidelines for Municipal Waterworks shall apply for operating pressures of the water distribution system.
- viii. In areas where sidewalks are only required on one side of the roadway, the fire hydrant shall be installed on the opposite side.
- ix. Concrete curbs and gutters or sidewalk should be stamped with a ‘CC’ stamp at valve location for residential and commercial.

**d. Service Connections**

- i. Water service lines shall be series Pex Pipe (Cross-linked Polyethylene Pipe), minimum 25mm in size.
- ii. Sewer service lines shall be PVC.
- iii. Lots for semi-detached and multiple units shall have one separate service for each unit.
- iv. Curb stands shall be marked with a wooden 2X4 extended 1m above finished grade.
- v. Services shall generally be installed in the center of the lot avoiding installation under any driveways. The service shall be terminated a minimum of 3m into the lot, beyond any shallow utility installation and shall be protected by utility right-of-way providing access to the Town.

- vi. For industrial lots, minimum service size shall be 150mm sanitary and 50mm water unless the size of the lot or proposed land use requires a larger size. Water valves shall be located a minimum of 3m into the lot, beyond any shallow utilities installation and shall remain closed and uncharged until the property is developed.
- vii. Curb stand rods should be no higher than 300mm below final grade and no deeper than 600mm.

e. Roadway

- i. Roadway and right-of-way widths shall follow the guidelines set out in Appendix A:
- ii. Roadway widths shall be measured from face of curb.
- iii. Structural sections of roadway shall meet or exceed the following:

Residential roadways:  
80mm of asphalt concrete  
100mm of crushed gravel  
200mm of pit run gravel  
Geo textile under all roadway gravels

Collector roadways:  
140mm of asphalt concrete  
100mm of crush gravel  
200mm of pit run gravel  
Geo textile under all roadway gravels

Major Collector and Industrial roadways:  
160mm of asphalt concrete  
100mm of crush gravel  
300mm of pit run gravel  
Geo textile under all roadway gravels

The proposed structural design section may be reduced if supported by an investigative report and recommendations from a qualified Geotechnical Engineer and approved by the Town.

f. Sidewalks, Curb and Gutter

- i. In residential areas curb and gutter shall be low profile rolled section except adjacent to reserves where standard faced curbs shall be constructed. For commercial, industrial or major collector roadways with no driveway accesses, standard faced curb shall be constructed.
- ii. In residential areas sidewalks shall be low profile rolled monolithic curb and gutter with a sidewalk width of 1.1m. Where standard faced curbs are required, the width shall increase to 1.31m. Adjacent to school sites or commercial areas, the sidewalk width shall be increased by 0.4m to 1.5m and 1.71m accordingly. Collector roads shall have a sidewalk width of 1.5m.
- iii. Sidewalks are required on both sides of the street for Arterial and Collector roads, local roadways shall have sidewalks on one side of the road, crescents shall have a sidewalk on one side if there are more than 40 dwelling units and cul-de-sacs shall have a sidewalk on one side if there are more than 20 dwelling units.
- iv. Surface drainage from any public area shall not flow over any sidewalk.
- v. Industrial developments do not require sidewalks unless the type of development or the need to connect a pathway to other areas, dictates the need for sidewalks.
- vi. Wheelchair ramps are required at all intersections and designated crosswalks.
- vii. Class A concrete is required for all sidewalks, curbs and gutters.
- viii. Gutter widths shall be 0.25m except for major collector roadways which shall be 0.5m.
- ix. The structural gravel pit run section shall be placed beneath all concrete sidewalks, curb and gutter with a top layer of 20mm crushed road gravel to a minimum distance of 150mm behind the concrete structure.



- x. In areas in which a sidewalk will be constructed on only one side of the roadway, the water main and fire hydrant will be installed on the opposite side of the roadway.
- xi. In areas in which a sidewalk will be constructed on only one side of the roadway, street lighting should be on the same side as sidewalk, and power for street lights should not be run under the sidewalk.
- xii. Radii for curb returns shall be 9m for residential local roadways, 10m for collector roadways and 15m for major collectors and industrial roadways.

**g. Landscaping**

- i. All municipal reserves (MR), walkways, boulevards and public utility lots (PUL), shall be loamed with a minimum of 150mm of suitable topsoil, graded to the design grades and hydro-seeded or sodded accordingly to the latest version of the City of Calgary Parks—Development Guidelines and Standard Specifications – Landscape Construction.
- ii. Each residential lot shall receive a minimum of one 35mm caliper tree in the front yard not located within utility right of way.
- iii. For all MR, walkways, major collector boulevards and PUL's, the developer shall prepare a detailed landscaping plan for approval by the Town.
- iv. Major collector roadways shall require one 35 mm caliper deciduous tree for every lot not located within utility right of way.
- v. For MR's and walkways as a minimum, the Developer shall install one 35mm caliper tree and 10 shrubs for every 100 square meters of area and as a minimum, no less than 10 per parcel. Tree and shrubs shall be planted in bed clusters with mulch and edging for ease of grass cutting. For PUL's shrubs will be required but large caliper trees will not be permitted.
- vi. Ratio of deciduous to coniferous trees shall be 3 to 1. Poplar trees will not be permitted. The type of trees and shrubs selected shall be town approved trees. The full listing is attached – Appendix C. Any trees or shrubs not on the listing shall require approval through the town, and listed in the developer's agreement.
- vii. In areas where a bench is proposed, the bench material must be wood in nature with a natural stain, metal frame and be on a concrete slab of 2" thickness.
- viii. Addition of Town approved dog stations, garbage receptacles, and benches – to be added into MR specs.

**h. Pedestrian Walkways**

- i. Pedestrian walkways where required shall be asphalt, 2.5m or 3m in width, in accordance with the latest version of the City of Calgary's Design Guidelines for Subdivision Servicing.

**i. Traffic Control and Signage**

- i. The Developer's Consulting Engineer shall prepare a design drawing outlining traffic signs, street signs and pavement markings conforming to the Manual of Uniform Traffic Control Devices for the Town to approve.
- ii. Upon approval by the Town and following construction of the roadways, the developer will install all signage and pavement markings. Signage is not permitted on any pedestrian walk way or sidewalk.

**j. Shallow Utility Servicing**

- i. The Developer shall contact each shallow utility company to determine servicing requirements for the development including alignments, right-of-ways requirements and location of poles, pedestals, transformers, and lot services drops.
- ii. Final alignments for shallow utilities require approval by the Town. As part of the detailed design submission for municipal improvements, the Consulting Engineer shall supply a design drawing noting the above plus supply the Town with a letter from each shallow utility company agreeing to these requirements.
- iii. Upon approval of the design drawings, the Developer shall arrange for design and installation of shallow utility servicing either with the shallow utility provider or if

acceptable, with private sector contractors according to current provincial or federal codes for the utility.

- iv. Testing, inspections and installation monitoring shall either be provided by the shallow utility company or the consulting engineer and upon completion, shall verify the installation was completed to the proper code or standard.
- v. Charging or energizing the lines shall be done by or in cooperation with the shallow utility companies.
- vi. As built drawings will be required for each shallow utility service.

**k. Park & Recreation Facilities and Development**

- i. Park and Recreation facilities shall be developed in accordance with the approved overall landscaping plan prepared during the concept plan stage.
- ii. All park areas shall be loamed, graded, grassed and landscaped according to the standards outlined herein and approved design drawings.
- iii. For park areas, walkways or PUL's Town approved fencing shall be installed according to current standards along all roadways and lanes preventing vehicle access to the area other than maintenance equipment and pedestrians.
- iv. For lots backing onto park areas, the Developer should consider specifying and installing uniform fencing.
- v. In park areas, the Town may request recreational facilities including construction of playground equipment, playing fields or other facilities deemed necessary to service the development area. The Developer shall prepare a detailed drawing outlining the recreational facilities for approval by the Town. The recreational facilities shall be in accordance with the latest version of the City of Calgary's Development Guidelines and Standard Specifications: Landscape Construction.

Once approved, the Developer shall install the recreational park, playground, playing field or any other facilities according to the approved plan and specifications when Building Permits have been issued on 50% of the lots within the development area and they shall maintain the facilities for a period of two (2) years or upon FAC sign-off.

**l. Fencing**

- i. Uniform fencing may be required for noise attenuation along railway tracks, screening, perimeter fencing or along backs of lots adjacent to park areas. When required, the fencing shall consider its intended use and shall be designed accordingly considering heights, construction material, spacing, appearance and maintenance. The Developer shall consider all the factors and shall prepare a detailed design drawing according to the latest version of the City of Calgary's Development Guidelines and Standard Specifications: Landscape Construction for approval by the Town.
- ii. Once approved, the Developer shall construct the fencing according to the approved design drawings and specifications and maintain the fencing for a period of two (2) years or upon FAC sign-off.
- iii. The selection of fencing material will be one of the critical factors in the Town's approval and shall consider yearly maintenance, life cycle replacement and graffiti. The Town encourages such fencing to be located on private property where practical and if installed on private property, shall be covered by a caveat on the property limiting the modifications, removal or changing of color by the property owner.

**End of Policy**

**Signatures**

M /23 Policy No. 61-001-23 Amended adopted at Council on XXXXXX 2023

\_\_\_\_\_  
Mayor, Lance Colby

\_\_\_\_\_  
CAO, Rick Blair



**APPENDIX “A”**

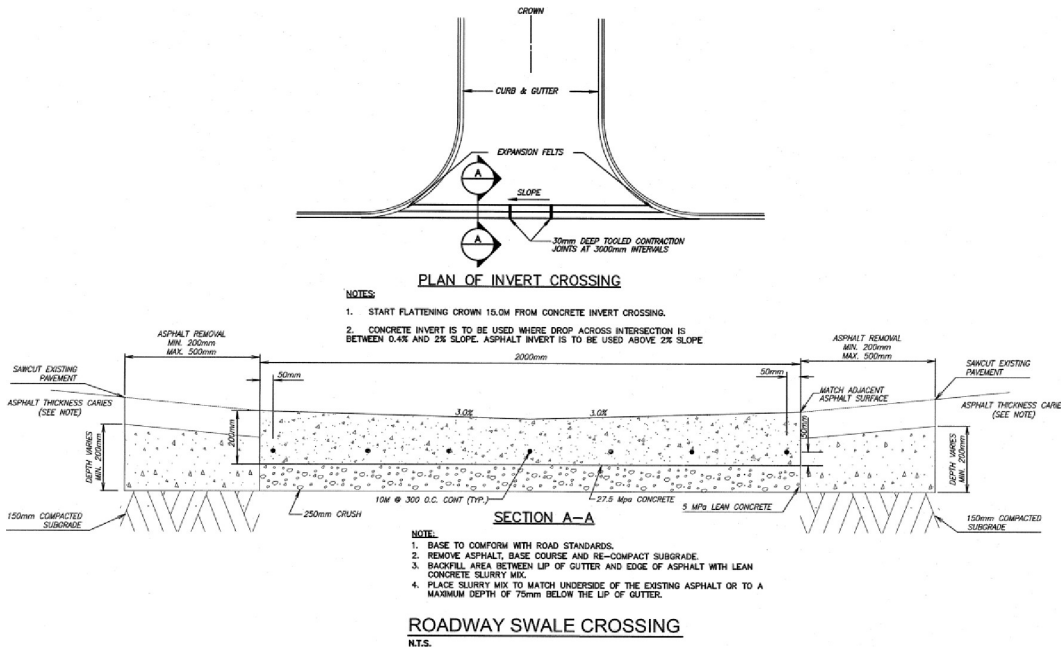
**Construction and Infrastructure Design Standards**

Classification	Width	Right of Way
Pathway	2.5m to 3m	6.0m (unless required to accommodate utilities)
Lane	6.0m	6.0m (10.0m where lane is serviced)
Residential Local	11.0m	15.0m
Residential Collector Undivided	12.5m	21.0m
Major Collector Divided	With Parking – 19.0m W/O Parking – 15.0 m Median – 3.5 m	With Parking – 32.0m W/O Parking – 27.0m
Cul-de-sac Bulbs	25.0m	30.0m



APPENDIX “B”

Construction and Infrastructure Design Standards





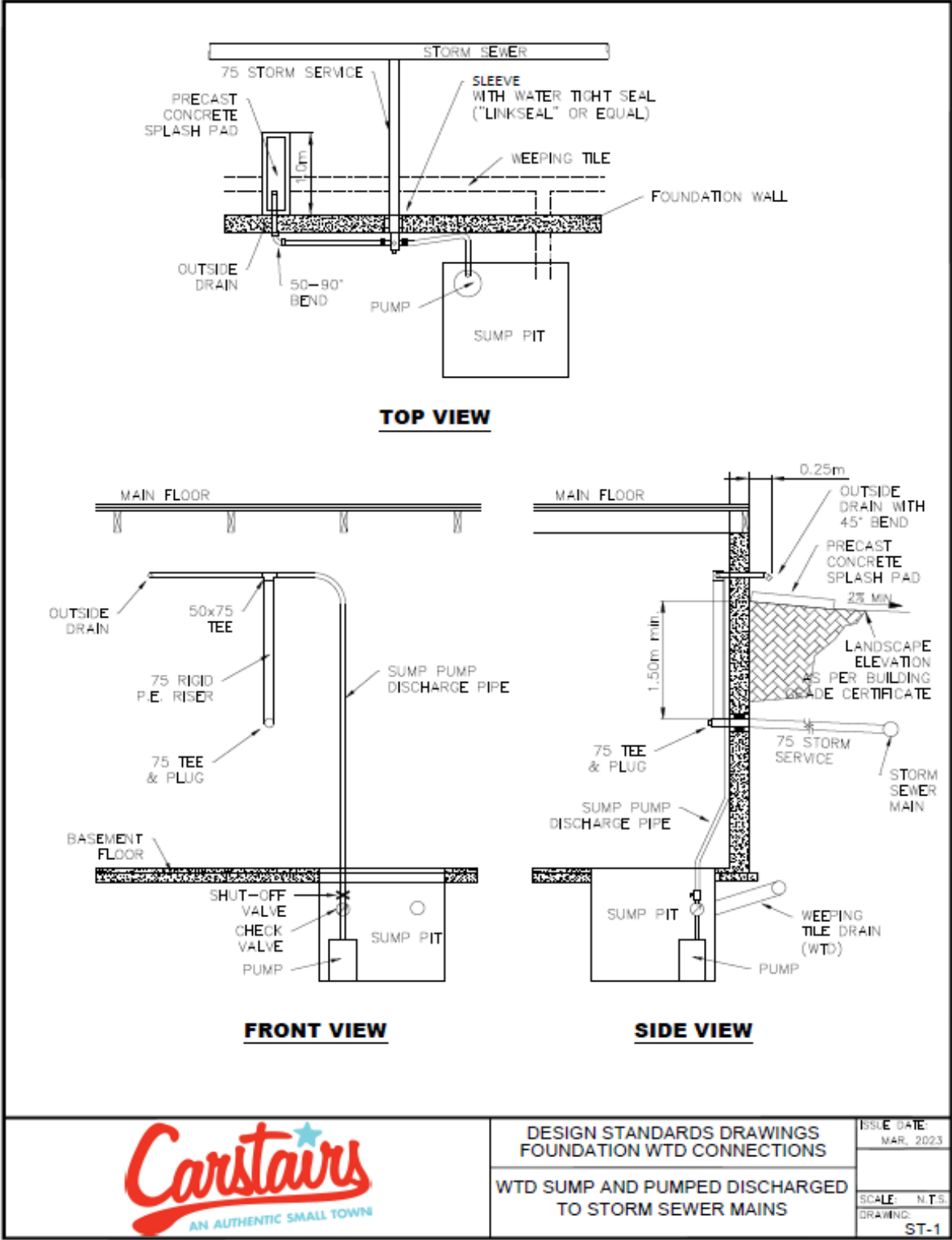
**APPENDIX “C”**

**Construction and Infrastructure Design Standards**

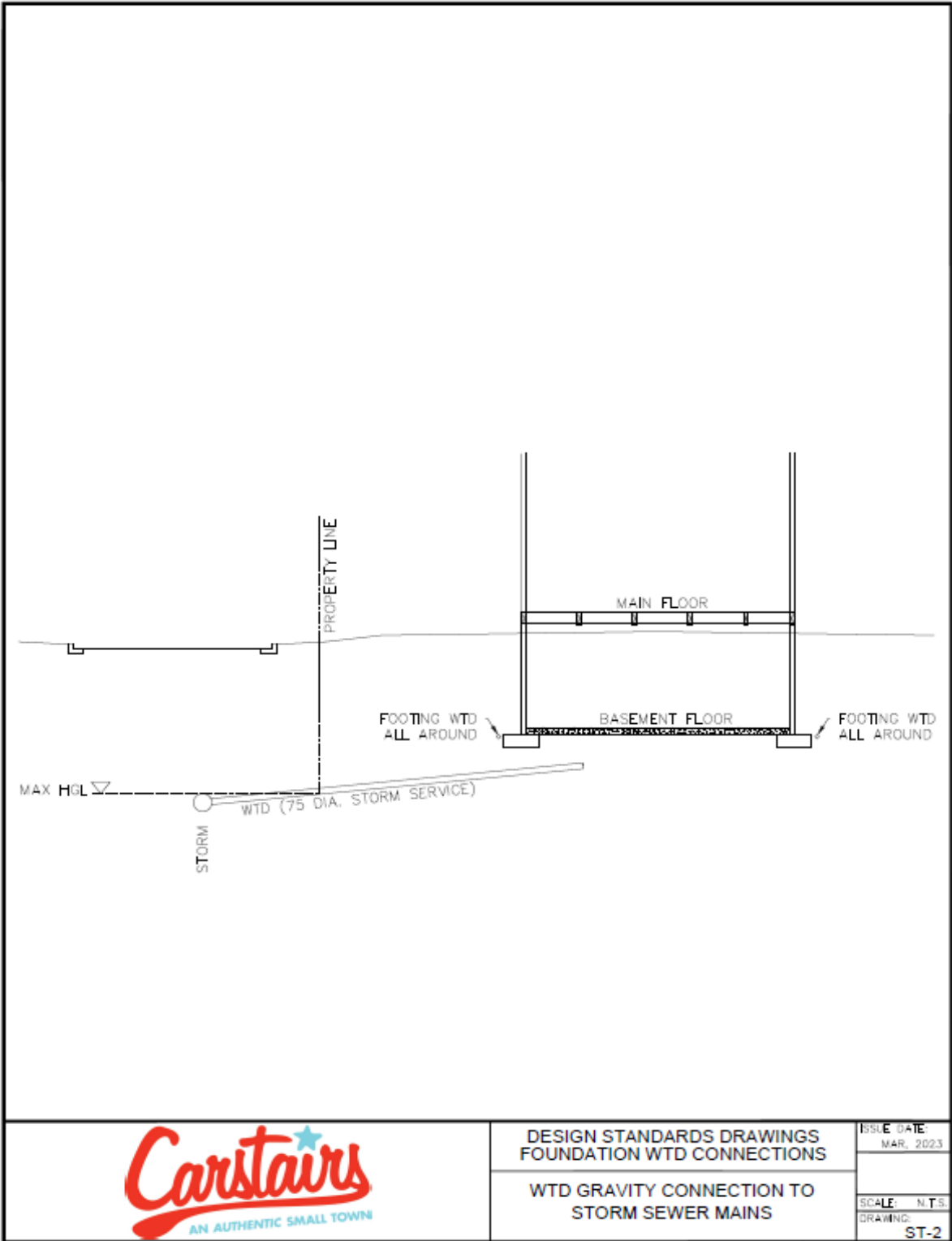
**Approved Tree List**

- Bur Oak
- Brandon Elm
- Siberian Larch – in groups
- Linden
- Douglas Fir
- Cut Leaf Weeping Birch – moist areas
- Clump Paper Birch – moist naturalized areas
- Toba Hawthorn
- Paper Birch – large sites and moist areas
- Dakota Pinnacle Birch – moist areas
- Ohio Buckeye
- Lodgepole Pine
- Ponderosa Pine
- Ivory Silk Tree Lilac
- Amur Cherry
- Tremling Aspen
- Swedish Columnar Aspen
- Makamik Flowering Crab
- Prairie Spire Green Ash
- Mountain Ash
- Snowbird Harthorn
- Sutherland Caragana – in groups
- Colorado Blue Spruce
- White Spruce
- Scotch Pine

APPENDIX “D”



APPENDIX “E”



Bylaw No. 1073-2046

**BEING** a Bylaw of the Town of Carstairs, in the Province of Alberta, to ~~impose penalties on unpaid taxes-~~**impose penalties with respect to non-payment or late payment of taxes**

**WHEREAS**, ~~Section 344 (1) of the Municipal Government Act, Chapter M-26 RSA 2000 as amended; a Council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice;~~ **The Municipal Government Act, RSA 2000, c. M-26 and amendments thereto provide that a Municipal Council may pass a by-law to impose penalties for non-payment of taxes**

**AND WHEREAS**, ~~Section 345 (1) of the Municipal Government Act authorizes a municipality to impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed.~~ **The Municipal Council for the Town of Carstairs deems to impose penalties for non-payment and late payment of taxes within the Municipality;**

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

- 1. This Bylaw shall be cited as the “Tax Penalty Bylaw”.
- 2. In this Bylaw:

“**Current Taxes**” means **property** taxes levied within the current calendar year.

“**Tax**” and “**Taxes**” include all property taxes, ~~business revitalization zone taxes, local improvement taxes, and all other taxes, charges, fees, or amounts lawfully imposed against a property by the Town of Carstairs~~ **penalties, and unpaid costs, charges and expenses as provided under section 553 of the** ~~pursuant to the Municipal Government Act or any other statute of the Province of Alberta; , RSA 2000, c M-26 or any other statute of the Province of Alberta.~~

“**Tax Arrears**” means taxes that remain unpaid after December 31 of the year in which they are imposed.

“**Taxpayer**” is the person liable to pay taxes as defined in sections 1 and 373 of the Municipal Government Act (Alberta).

- 3. ~~Annual property tax levies are due June 30. Current taxes that remain outstanding after June 30 shall have penalties imposed on taxes outstanding at the rates set out in the current Rates & Fees Bylaw.~~  
~~Any taxes levied for the current year (current taxes) remaining unpaid after June 30 are subject to penalties at the rates set out in the Rates & Fees Bylaw.~~
- 4. ~~After December 31 any unpaid taxes shall be deemed to be in Tax Arrears. A penalty at the rate set out in the current Rates & Fees Bylaw will be imposed on January 1.-Any tax arrears are subject to penalties at the rates set out in the Rates & Fees Bylaw.~~
- 5. ~~If any penalty date falls on other than a normal day of business for the Town of Carstairs, then the penalty date shall be deemed to be the next business day. Any penalty added to current taxes or tax arrears shall be added to and form part of the unpaid taxes.~~
- 6. ~~Taxpayer accounts on the Tax Installment Payment Plan – “TIPP” are not subject to penalties provided their account is paid in full by December 31.~~
- 7. This Bylaw is to repeal Bylaw ~~832.~~**1073**
- 8. This Bylaw shall come into force and effect on the final date of passing thereof.

**READ A FIRST TIME THIS X<sup>TH</sup> DAY OF XXX, A.D., 2023**  
**READ A SECOND TIME THIS X<sup>TH</sup> DAY OF XXX, A.D., 2023**  
**READ A THIRD AND FINAL TIME THIS X DAY OF XXX, A.D., 2023**

\_\_\_\_\_  
Lance Colby, Mayor

\_\_\_\_\_  
Rick Blair, CAO





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

## COMMITTEES & BOARDS APPLICATION

Last Name: MAXWELL First Name: DONNA  
Address: P.O. Box 142 CARSTAIRS AB T0M 0N0  
City Province Postal Code  
Home Phone: 403-337-3405 Cell Day-Time Phone: 403-612-0922  
Email: dmaxwell127@gmail.com

### 1. Appointment To:

- a) CARSTAIRS LIBRARY BOARD  
b) \_\_\_\_\_

### 2. Background Information

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

see attached.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I am a frequent user of the library and many years ago  
was a volunteer operating the library. I want to assist  
the library to prosper.

### 4. Length of Residence:

In the town of Carstairs: 54 years and/or In the town of Carstairs area: \_\_\_\_\_ years

D. Maxwell Sept. 12, 2023  
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 (FOIPPA).

Hugh Sutherland School Grad Committee 2024

September 7, 2023

Town of Carstairs Council

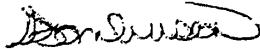
RE: 2023/2024 Fundraising Events

We are writing to you today to request your support of our 2024 Graduating class and the fundraising initiatives we have planned.

Currently we have booked the Community Hall for our Halloween Cabaret on October 28, 2023 and our Spring Cabaret on March 16, 2024. We are asking if the town is willing to either donate the rental fee or provide a discount to help the Grads maximize their fundraising efforts.

Our committee looks forward to hearing from you and looks forward to working with the town on our continued planning for the graduating class of 2024.

Kind regards,



Stacey Tomlinson

Secretary, HSS Parent Grad Committee 2024



## Proposed BUDGET 2024

**PARKLAND REGIONAL LIBRARY SYSTEM  
Proposed 2024 Budget**

		Present Budget	Proposed Budget
		2023	2024
<b>Income</b>			
1.1	Provincial Operating Grant	992,621	1,045,242
1.2	On Reserve, On Settlement Grant	145,602	156,647
1.3	Membership Fees	2,001,335	2,123,362
1.4	Alberta Rural Library Services Grant	429,742	452,928
1.5	Interest Income	28,500	50,000
<b>TOTAL Income</b>		<b>3,597,800</b>	<b>3,828,179</b>
<b>Support Materials &amp; Services Direct to Libraries</b>			
2.1	Alberta Rural Library Services Grant	429,742	452,928
2.2	Allotment Funds issued to Libraries	259,362	262,277
2.3	Computer Maint.Agree. Software licenses	207,512	231,308
2.4	Cooperative Collection Fund	0	30,000
2.5	eContent Platform fees, Subscriptions	45,000	66,050
2.6	On Reserve, On Settlement Grant expenses	78,839	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	6,500	6,530
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,617	69,391
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,000	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	59,000	56,000
2.17	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
2.18	Audio Book	5,000	5,000
2.19	eContent	87,500	67,500
2.20	Large Print	11,000	12,000
2.21	Programming Kits	2,000	5,000
2.22	Reference	2,600	2,600
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,329,492</b>	<b>1,418,460</b>
<b>Cost of Services</b>			
3.1	Audit	20,000	21,000
3.2	Bank expenses	1,700	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	21,500	23,500
3.5	Dues/Fees/Memberships	12,750	13,000
3.6	Insurance	20,500	25,000
3.7	Janitorial/Outdoor maintenance expense	35,000	36,500
3.8	Photocopy	4,300	4,000
3.9	Salaries	1,666,962	1,777,903
3.10	Salaries - Employee Benefits	353,396	376,916
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	26,000	26,000
3.16	Utilities	36,000	34,000
<b>TOTAL Cost of Services</b>		<b>2,268,308</b>	<b>2,409,719</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>		<b>3,597,800</b>	<b>3,828,179</b>
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>
<b>AMOUNT PER CAPITA REQUISITION</b>		<b>8.75</b>	<b>9.18</b>

**Notes for the Parkland Regional Library System Budget 2024**

**Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:**

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2024, there is a forty-three-cent increase to the municipal per capita requisition to \$9.18. Parkland held the requisition at \$8.55 for three consecutive years and in 2023 saw a twenty-cent increase to \$8.75. For calculating the municipal levy for 2024, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

**Points within the budget to note include:**

At the March 16<sup>th</sup> Executive Committee meeting, *"it was agreed that a 5% increase to the budget is the maximum that could be borne by the municipalities. This equals .44 to .55 cents per capita. Staff were to build a budget around this increase."* The proposed budget meets the criteria established by the Executive Committee in March.

While most expense lines of the budget remain stable, below is an overview.

**Under Income**

- 1.1 has been adjusted to reflect the .5 cent operating grant per capita increase provided by the Government of Alberta (GOA) and the switch to using 2019 population figures for issuing grants. The per capita grant rate is now \$4.75.
- 1.2 has been adjusted to reflect the new population figures and .5 cent per capita increase in the On Reserve, On Settlement grant. See the accompanying sheet for details. Also see the corresponding expenditure line 2.6.
- 1.3 has been adjusted to account for the current population and new requisition per capita amount of forty-three cents
- 1.4 has been increased to reflect the 5 cent GOA per capita grant increase and updated 2019 population statistics. See also line 2.1.
- 1.5 is an estimated increase based on improved returns on Parkland's bond investments.

**Under Support Materials**

- 2.2 has been adjusted to reflect current populations
- 2.3 has been adjusted up to reflect the known increased software costs anticipated for 2024
- 2.4 Originally created in 2022 as a budget line item worth \$35,835, the Cooperative Collection Fund is provided to give Parkland staff funds for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of \$35,000. However, to be sustainable this collection has been added back into the budget at the reduced amount of \$30,000.
- 2.5 and 2.19 need to be examined together. Between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of changed priorities and licensing agreements.
- 2.11 has been adjusted to reflect current population numbers.

**Under Cost of Service**

- 3.6 has increased due to a general increase in Cyber Insurance premiums.
- 3.9 and 3.10 have been adjusted for 2024 reflecting current staffing levels which include staff hired recently to fill long vacant positions and includes salary and benefits

increases using the current compensation policy where the grid received a cost-of-living adjustment and all eligible staff were awarded a step up on the grid. COLA for Alberta was at COLA at 4.3% at the end of May.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.

Provincial grants amount to approximately 43.3% of PRLS' total income (line 1.1).

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$282,100. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections for our libraries. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 95% of the 2024 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

## Parkland Regional Library System



### Return on Municipal Levy

Based on 2024 Budgeted Amounts **2024**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$262,277
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$282,100
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$231,308
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$8,820
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$133,550
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$56,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,530
Contribution to Outlet Libraries*		\$800
Materials Discount	(40% in 2022)	\$116,911
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
<b>Sub-Total</b>		<b>\$2,028,546</b>
<b>Requisition</b>		<b>\$2,123,362</b>
<b>Difference Between Levy &amp; Direct Return</b>		<b>95%</b> <b>\$94,816</b>

\*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries



**Brief Notes – September 2024****INCOME**

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget slight increase to \$9.18
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

**SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES**

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.6 Funding increased and is provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2023 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Held at 2023 level
- 2.9 Increased slightly to \$6,530
- 2.10 Held at 2023 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 based on actual expenditures
- 2.14 Increased slightly based on actual - includes both ILL postage reimbursement to libraries and ILLs sent from HQ for libraries
- 2.15 Held at 2023 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Decreased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

#### PRLS Circulating Collections

- 2.18 Held at 2023 amount
- 2.19 Decreased due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.20 Increased slightly to \$12,000 to meet demand
- 2.21 Increased to include more tech-based programming kits for member library use
- 2.22 Held at 2023 level \$2,600

#### COST OF SERVICES

- 3.1 Increased slightly to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS’ lawyer required for the audit process
- 3.2 Held at \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2023 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$23,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$13,000 - to cover PRLS’ cost to belong to membership organizations (e.g., The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased significantly to \$25,000 based on Cyber Insurance increase - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Reduced slightly – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes COLA and a step increase for eligible staff
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2023 amount
- 3.12 Held at 2023 level \$29,000 - based on a five-year review
- 3.13 Held at 2023 level \$8,500 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2023 level – based on 3-year review of actual expenses and estimates
- 3.15 Held at 2023 level of \$26,000 – includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities using virtual and in person meetings as established
- 3.16 Reduced slightly - based on review of actual costs in the new building and then estimated

## Complete Notes to the 2024 Budget

### PARKLAND REGIONAL LIBRARY SYSTEM Proposed 2024 Budget

#### Income

- 1.1 Provincial Operating Grant
- 1.2 On Reserve, On Settlement Grant
- 1.3 Membership Fees
- 1.4 Alberta Rural Library Services Grant
- 1.5 Interest Income

#### TOTAL Income

Present  
Budget

2023	2024
992,621	1,045,242
145,602	156,647
2,001,335	2,123,362
429,742	452,928
28,500	50,000
<b>3,597,800</b>	<b>3,828,179</b>

#### Income – line details

##### 1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

##### 1.2 On Reserve, On Settlement Grant:

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

##### 1.3 Membership Fees:

\$9.18 per capita – requisition to municipalities to balance the budget, a forty-three cent increase per capita.

*1.4 Alberta Rural Library  
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

*1.5 Interest Income:*

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments with an increase.

<b>Support Materials &amp; Services Direct to Libraries</b>		<b>2023</b>	<b>2024</b>
<b>2.1</b>	Alberta Rural Library Services Grant	429,742	452,928
<b>2.2</b>	Allotment Funds issued to Libraries	259,362	262,277
<b>2.3</b>	Computer Maint.Agree. Software licences	207,512	231,308
<b>2.4</b>	Cooperative Collection Fund	0	30,000
<b>2.5</b>	eContent Platform fees, Subscriptions	45,000	66,050
<b>2.6</b>	On Reserve, On Settlement Grant expenses	78,839	84,756
<b>2.7</b>	Freight	1,200	1,200
<b>2.8</b>	Internet Connection Fees	8,820	8,820
<b>2.9</b>	Library Services Tools	6,500	6,530
<b>2.10</b>	Marketing/Advocacy	20,000	20,000
<b>2.11</b>	Member Library Computers Allotment	68,617	69,391
<b>2.12</b>	Outlets - Contribution to Operating	800	800
<b>2.13</b>	Periodicals	1,000	1,000
<b>2.14</b>	ILL Postage for libraries	2,000	2,300
<b>2.15</b>	Supplies purchased Cataloguing/Mylar	19,000	19,000
<b>2.16</b>	Vehicle expense	59,000	56,000
<b>2.17</b>	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
<b>2.18</b>	Audio Book	5,000	5,000
<b>2.19</b>	eContent	87,500	67,500
<b>2.20</b>	Large Print	11,000	12,000
<b>2.21</b>	Programming Kits	2,000	5,000
<b>2.22</b>	Reference	2,600	2,600
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,329,492</b>	<b>1,418,460</b>

**Support Materials & Services Direct to Libraries - line details**

*2.1 Alberta Rural Library Services Grant:*

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

*2.2 Allotment Funds Issued to Libraries:*

reflects materials allotment rate of \$1.13 per capita – held at the 2023 level.

**2.3 Computer Maint. Agree.****Software Licences:**

line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licences, and licenced services for the Polaris integrated library system, also small non-capital IT items as needed such as monitors and bar code scanners.

**2.4 Cooperative Collection:**

this line has been included back in the budget for 2023 and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

**2.5 eContent Platform fees****and Subscription fees:**

this line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are a reflection of changes in priorities, licence agreements and how we track expenditures - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

**2.6 On Reserve, On****Settlement Grant Exp:**

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

**2.7 Freight:**

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2023 level.

***2.8 Internet Connection******Fees:***

for internet service provision to member libraries and HQ – based on a five-year contract, held at 2023 level.

***2.9 Library Services Tools:***

slight increase, based on actual costs then estimated– includes (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

***2.10 Marketing/Advocacy:***

amount held at the same level as 2023 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

***2.11 Member Library******Computers:***

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

***2.12 Outlet - Contribution  
to Operating:***

operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

***2.13 Periodicals:***

held at 2023 level – based on actual, includes professional development publications and library journals.

***2.14 ILL Postage******Reimbursement  
for Libraries:***

increased slightly based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.

***2.15 Supplies purchased******Cataloguing/Mylar:***

held at 2023 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

***2.16 Vehicle Expense:***

reduced slightly – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

*2.17 Workshop/Training:* includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2023 amount.

**PRLS Circulating Collections**

*2.18. Audiobook Materials:* held at 2023 level – used to support the physical audiobook collection.

*2.19 eContent:* decreased significantly due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

*2.20 Large Print Books:* slight increase from 2023 level to help refresh the collection.

*2.21 Programming Boxes:* increased to build new programming tech-based kits and consumables for programming in member libraries.

*2.22 Reference Materials:* held at 2023 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.



<b>Cost of Services</b>		<b>2023</b>	<b>2024</b>
<b>3.1</b>	Audit	20,000	21,000
<b>3.2</b>	Bank expenses	1,700	1,700
<b>3.3</b>	Bank Investment Fees	4,700	4,700
<b>3.4</b>	Building-Repairs/Maintenance	21,500	23,500
<b>3.5</b>	Dues/Fees/Memberships	12,750	13,000
<b>3.6</b>	Insurance	20,500	25,000
<b>3.7</b>	Janitorial/Outdoor maintenance expense	35,000	36,500
<b>3.8</b>	Photocopy	4,300	4,000
<b>3.9</b>	Salaries	1,666,962	1,777,903
<b>3.10</b>	Salaries - Employee Benefits	353,396	376,916
<b>3.11</b>	Staff Development	20,000	20,000
<b>3.12</b>	Supplies/Stationery/Building	29,000	29,000
<b>3.13</b>	Telephone	8,500	8,500
<b>3.14</b>	Travel	8,000	8,000
<b>3.15</b>	Trustee expense	26,000	26,000
<b>3.16</b>	Utilities	36,000	34,000
<b>TOTAL Cost of Services</b>		<b>2,268,308</b>	<b>2,409,719</b>

**Cost of Services – line details**

- 3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – held at 2023 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2023 level.
- 3.4 Building-Repair/Maintenance:* increased slightly – costs are based on actual expenses in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

<i>3.5 Dues/Fees/ Memberships:</i>	for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual expenses.
<i>3.6 Insurance:</i>	this line has increased mainly due to cyber insurance - also includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.
<i>3.7 Janitorial/Outdoor Maint. Expense:</i>	increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and a major item in the snow removal.
<i>3.8 Photocopy:</i>	reflects fees for photocopiers and estimated usage with a slight decrease, based on actual costs.
<i>3.9 Salaries:</i>	to reflect the current staffing level and includes both COLA and step increases for all eligible staff – staff have not had a step increase in two years.
<i>3.10 Salaries-Employee Benefits:</i>	to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.
<i>3.11 Staff Development:</i>	funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, first aid, conferences and other continuing education activities – held at \$20,000.
<i>3.12 Supplies/Stationery/ Building:</i>	based on five-year review and held at 2023 level - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies.

- 3.13 Telephone:* based on actual and held at 2023 level - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, held at \$8,000.
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2023 level.
- 3.16 Utilities:* reduced slightly, based on actual expenses since moving into the new building in October 2020 and then estimated for a full year.

**PARKLAND REGIONAL LIBRARY SYSTEM**

**Proposed 2024 Budget**

	Present Budget 2023	Proposed Budget 2024
TOTAL Income	3,597,800	3,828,179
TOTAL Support Materials & Services Direct to Libraries	1,329,492	1,418,460
TOTAL Cost of Services	2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)	3,597,800	3,828,179
Surplus/Deficit	0	0
<b>AMOUNT PER CAPITA REQUISITION</b>	<b>8.75</b>	<b>9.18</b>

**Budget Supplement**

**Explanation points to the 2024 Budget dealing with Capital Assets, Amortization and Reserves.**

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing no vehicle in 2024. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

**In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.**

## Parkland Regional Library System

### Budget Supplement - Movement of Funds - 2024

Explanation points to the 2024 Budget dealing with Capital Assets, Amortization and Reserves

In passing the budget you agree to the movement of funds between reserves and operating

as defined below and based on policy.

Capital assets will be purchased from reserves.

<b>1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME</b>	<b>2024</b>	
<b>Amortization Reserve</b>		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$68,992	<b>A</b>
<i>(actual amount will be affected by asset disposals during the year)</i>		
<b>Vehicle Reserve</b>		
Anticipated funds required to purchase new vehicles	\$0	<b>B</b>
<i>(actual amount will be based on exact purchase price in the year)</i>		
<b>Technology Reserve</b>		
Anticipated funds required for Technology purchases	\$282,100	
<i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i>		
<i>(Estimated capital PRLS assets - 2024, <b>\$78,100 -B</b>)</i>		
	<b>\$351,092</b>	
<b>2 INCOME FROM THE SALE OF CAPITAL ASSETS</b>		
Vehicle selling price	\$0	<b>C</b>
<i>(actual amounts will be based on exact selling price in the year)</i>		
	<b>\$0</b>	
<b>3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES</b>		
<b>Amortization Reserve</b>		
Residual Amortization anticipated - PRLS assets	\$35,145	<b>B</b>
Current Year Amortization estimated - PRLS Assets	\$42,955	<b>B</b>
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
<b>Vehicle Reserve</b>		
Proceeds from the sale of vehicles	\$0	<b>C</b>

*(actual amounts will be based on exact selling price in the year)*

**Technology Reserve**

Budgeted for member library computers	\$69,391
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	<b>\$138,383</b>

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**4 CAPITAL ASSET EXPENSE ALLOCATION**

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Amortization expense anticipated w/o building	\$68,992	<b>A</b>
<i>(actual amount will be affected by asset disposals during the year)</i>		
Amortization expense anticipated for building	\$78,939	
<i>(actual amount will be affected by asset disposals during the year)</i>		
	<hr/>	
	<b>\$147,931</b>	

**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE  
TUESDAY, SEPTEMBER 19, 2023, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Councilors Allan, Ball, & Ratz, CAO Rick Blair, & Executive Assistant Kayleigh Van Es

**ABSENT:** Nil

**CALL TO ORDER:** Councilor Ball called the meeting of September 19, 2023 to order at 7:29 a.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Allan to adopt the agenda of September 19, 2023 as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Ratz to adopt the minutes of June 20, 2023 as presented.

**CARRIED**

**UNFINISHED BUSINESS: 1. Regional Policing Discussions**

The Committee addressed the potential of implementing a regional policing model. Discussed potential locations for the future facility near the current Fire Hall. R. Blair and Mayor Colby will meet with representatives from Cremona, Didsbury, Crossfield, and Mountain View County, as well as the Chief Superintendent and Staff Sergeant Browne, to discuss the development of such a model. Carstairs is in a central location and has received numerous letters of support from neighboring communities.

Motion by Councilor Allan to accept Regional Policing discussions as information.

**CARRIED**

**NEW BUSINESS:** Nil

**REPORTS:**

**1. Financial Reports**

R. Blair updated the committee of the financial reports up to August 31, 2023. The Committee had no questions or concerns.

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

Motion by Councilor Ratz to accept the Financial reports as information and circulate to the rest of council for review.

**CARRIED**

**2. Development Reports**

R. Blair updated the Committee on the developments within the town. The Committee reviewed the Development Reports up to September 14, 2023.

Councilor Ratz inquired about affordable housing availability, although there is no designated area, the town has plenty of land for developers to develop such housing if the need arises, as of right now affordable is very subjective.

- a. Building Permit Listing



**Legislative & Emergency Services Committee Meeting – September 19, 2023**

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b. Compliance Listing

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

**CARRIED**

**3. City Wide Protective Services Monthly Reports**

The Committee reviewed the City Wide Protective Services Monthly Reports for June, July & August 2023.

a. Fire Reports

b. Bylaw Reports

Councilor Ball wondered Bylaw statistics were for previous years. Administration will provide comparisons from previous years at the next meeting.

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

**CARRIED**

**4. Quarterly Reports**

The Committee reviewed the Stats from Didsbury R.C.M.P.

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

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

**CARRIED**

**5. Emergency Services**

The Committee reviewed the reports provided.

a. Carstairs Emergency Management Agency (CEMA) Report

Tornado response discussions. All disasters bring forward ways to improve.

b. Emergency Services Report

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

**CARRIED**

**GENERAL DISCUSSION: Nil**

**NEXT MEETING:** November, 2023

**ADJOURNMENT:** Motion by Councilor Allan to adjourn the meeting of September 19, 2023, at 8:35 a.m.

**CARRIED**

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**Councilor Ball, Chairperson**

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**Rick Blair, CAO**

**MINUTES OF THE POLICY & GOVERNANCE COMMITTEE  
THURSDAY, SEPTEMBER 21, 2023, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Councilors Fricke, Roberts & Wilcox, Director of Planning & Development Kirk Williscroft, CAO Rick Blair, & Executive Assistant Kayleigh Van Es

**ABSENT:** Nil

**CALL TO ORDER:** Councilor Fricke called the meeting of September 21, 2023, to order at 7:31 a.m.

**CARRIED**

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Roberts to adopt the agenda of September 21, 2023, as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Wilcox to adopt the minutes of June 15, 2023, as presented.

**CARRIED**

**UNFINISHED BUSINESS:** Nil

**BYLAWS & POLICIES:**

**1. Policy No. 61-001-23 Carstairs Construction & Infrastructure Standards-Amended**

K. Williscroft spoke to the changes made to Policy No. 61-001-23 Carstairs Construction & Infrastructure Standards.

Councilor Roberts asked if the changes mirror regulations in other municipalities, to which K. Williscroft answered no, it is operator-driven.

Motion by Councilor Wilcox to accept Policy No. 61-001-23 Carstairs Construction & Infrastructure Standards as amended and forward to Council with the recommendation for adoption.

**CARRIED**

**2. Bylaw No. 2046 Tax Penalties Bylaw**

CAO Blair spoke to the Bylaw; the main body of the Bylaw has not changed from Bylaw No. 1073; however, many grammatical changes were made and should not be revised or amended.

Councilor Wilcox asked if there should be a clause for appeal, to which R. Blair answered no; the expectation is that taxes shall be paid.

Councilor Fricke had a suggestion on the wording of point 5.

Motion by Councilor Roberts to accept Bylaw No. 2046 Tax Penalties Bylaw as amended and forward to Council with the recommendation for adoption.

**CARRIED**

**NEW BUSINESS:** Nil

**QUARTERLY LISTINGS:** **1. Agreement Listing**

R. Blair gave an overview of the agreements coming due in the first quarter of 2024.

**2. Policy Listing**

**3. Bylaw Listing**

The Committee reviewed the listings. No comments or concerns.

**Policy & Governance Committee Meeting – September 21, 2023**

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Motion by Councilor Wilcox to accept the Quarterly Listings as information.

**CARRIED**

**QUARTERLY FACILITY  
REPORTS\_CITY WIDE:**

**1. Carstairs Memorial Arena**

**2. Carstairs Community Hall**

**3. Outdoor Recreation**

**4. Carstairs Campground**

Discussions of the location of the campground.

The Committee reviewed the Quarterly Facility Reports, no comments or concerns.

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

**CARRIED**

**CORRESPONDENCE:**

Nil

**GENERAL DISCUSSION:**

Nil

**NEXT MEETING:**

November 2023

**ADJOURNMENT:**

Motion by Councilor Wilcox to adjourn the Policy & Governance Committee meeting of September 21, 2023, at 8:14 a.m.

**CARRIED**

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**Angie Fricke, Committee Chair**

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**Rick Blair, CAO**