








**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, MAY 13, 2024, 7:00 P.M.**

Page





1. **CALL TO ORDER**
2. **ADDED ITEMS**
3. **ADOPTION OF AGENDA**
  - a) Adoption of agenda of May 13, 2024  
**Motion:** To adopt the agenda of May 13, 2024
- 3 - 6 4. **ADOPTION OF MINUTES**
  - a) Adoption of minutes of April 22, 2024 (addendum 4.a)  
**Motion:** To adopt the minutes of April 22, 2024  

5. **BUSINESS ARISING FROM PREVIOUS MEETING**
6. **DELEGATIONS**
7. **BYLAWS AND POLICIES**
  - 7 - 10 a) Bylaw 2052 Off-Site Levy 2024 (addendum 7.a)  

  - 11 - 39 b) Bylaw No. 2044 Rates & Fees 2024-Amended (addendum 7.b)  

- 40 8. **NEW BUSINESS**
  - a) RFD-Unit 130-FD (addendum 8.a)  

  - 41 - 42 b) Heritage Fest Parade Permit (addendum 8.b)  

9. **COMMITTEE REPORTS**
  - a) POLICIES & PRIORITIES COMMITTEE
  - b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
  - c) MOUNTAIN VIEW REGIONAL WATER COMMISSION

- d) MOUNTAIN VIEW SENIORS HOUSING
- e) RED DEER RIVER MUNICIPAL USERS GROUP

**10. COUNCILOR REPORTS**

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

**11. CORRESPONDENCE**

- 43 a) Letter from Regional Director General Canadian Heritage (addendum 11.a)  

- 44 - 45 b) Letter from Minister of Canadian Heritage (addendum 11.b)  

- 46 c) HSS request (addendum 11.c)  

- 47 - 48 d) Declaration-World Family Doctor Day (addendum 11.d)  


**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, APRIL 22, 2024, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

**ATTENDEES:** Mayor Colby, Councilors Allan, Ball, Fricke, Ratz & Wilcox, Director of Legislative & Corporate Services Shannon Allison, CAO Rick Blair, & Executive Assistant Kayleigh Van Es

**ABSENT:** Councilor Roberts

**CALL TO ORDER:** Mayor Colby called the meeting of Monday, April 22, 2024, to order at 7:00 p.m.

**ADDED ITEMS:**  
1. RFD replacement of Unit 41-2 to New Business 8.b  
2. Letter from Minister Schulz to Correspondence 11.b

**ADOPTION OF AGENDA:**  
Motion 157/24 Motion by Councilor Wilcox to adopt the Regular Council agenda of April 22, 2024, as amended. **CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**  
Motion 158/24 Motion by Councilor Allan to adopt the Regular Council minutes of April 8, 2024, as presented. **CARRIED**

**BUSINESS ARISING FROM PREVIOUS MEETING:** Nil

**DELEGATIONS:** Nil

**BYLAWS & POLICIES:**

**1. Bylaw No. 872 Transportation of Dangerous Goods Route Bylaw-Amended**

Motion 159/24 Motion by Councilor Ball to give first reading of Bylaw No. 872, Transportation of Dangerous Goods Route Bylaw, as amended. **CARRIED**

Motion 160/24 Motion by Councilor Wilcox to give second reading of Bylaw No. 872, Transportation of Dangerous Goods Route Bylaw, as amended. **CARRIED**

Motion 161/24 Motion by Councilor Fricke to move to third and final reading of Bylaw No. 872, Transportation of Dangerous Goods Route Bylaw, as amended. **UNANIMOUSLY CARRIED**

Motion 162/24 Motion by Councilor Allan to give third and final reading of Bylaw No. 872, Transportation of Dangerous Goods Route Bylaw, as amended. **CARRIED**

**2. Bylaw No. 2050 Mill Rate Bylaw 2024-Amended**

S. Allison discussed the changes made to Bylaw 2050 to align with Municipal Affairs' requirements.

Motion 163/24 Motion by Councilor Ratz to give first reading of Bylaw No. 2050 Mill Rate Bylaw 2024, as amended. **CARRIED**

Motion 164/24 Motion by Councilor Ball to give second reading of Bylaw No. 2050 Mill Rate Bylaw 2024, as amended. **CARRIED**

Motion 165/24 Motion by Councilor Wilcox to move to third and final reading of Bylaw No. 2050 Mill Rate Bylaw 2024, as amended. **UNANIMOUSLY CARRIED**

Motion 166/24 Motion by Councilor Fricke to give third and final reading of Bylaw No. 2050 Mill Rate Bylaw 2024, as amended. **CARRIED**

**3. Bylaw No. 2051 Equipment Loan 2024**

S. Allison spoke to the new Bylaw which was approved in the 2024 budget.

**Regular Council Meeting – April 22, 2024**

Motion 167/24 Motion by Councilor Allan to give first reading of Bylaw No. 2051, Equipment Loan 2024, as presented. **CARRIED**

Motion 168/24 Motion by Councilor Ratz to give second reading of Bylaw No. 2051, Equipment Loan 2024, as presented. **CARRIED**

Motion 169/24 Motion by Councilor Ball to move to third and final reading of Bylaw No. 2051, Equipment Loan 2024, as presented. **UNANIMOUSLY CARRIED**

Motion 170/24 Motion by Councilor Wilcox to give third and final reading of Bylaw No. 2051, Equipment Loan 2024, as presented. **CARRIED**

**NEW BUSINESS:**

**1. Offsite Levy Review**

Council reviewed the Offsite Levy Update. It should be noted that the maximum potential rates are presented; however, it is the decision of Town Council and Administration where to set rates. Off-site levy rates can be set anywhere up to the maximum supportable rate of \$92,688 per hectare. Administration will bring the Offsite Levy Bylaw to the next council for approval.

Councilor Wilcox asked how often an update should be completed. CAO Blair answered that a review should be done every year with an update every 3-5 years.

Councilor Fricke asked if the extra cost would then be added to the listing price, to which it was answered yes the homebuyers cost would include the increase.

Councilor Wilcox also inquired if the study accounts for how soon the town will need improvements to infrastructure. CAO Blair stated that they do take it into consideration, but nothing past a 20 year window.

Motion 171/24 Motion by Councilor Allan to accept the Town of Carstairs the Offsite Levy Update for information. **CARRIED**

**2. RFD Replacement-Stolen Unit 41-2(2015 Ford F250)**

Council reviewed the RFD for the replacement of the Unit 41-2. The insurance company has determined it to be a complete loss and will pay approximately \$22,000.00. Operational Services has found a new vehicle to replace the stolen one for approximately \$39,000.00. Council would have to authorize the balance to come out of the Operational Stabilization account.

Motion 172/24 Motion by Councilor Ball to authorize the purchase of the replacement vehicle and fund the difference between the insurance payout and cost through the Operations Stabilization account. **CARRIED**

**COMMITTEE REPORTS:**

**1. Policies & Priorities Committee**

-Councilor reviewed April 18, 2024. Next meeting May 16, 2024.

**2. Mountain View Regional Waste Commission**

-Councilor Wilcox gave a verbal report of the meeting on April 22, 2024. The commission received a clean audit. Next Meeting in July.

**3. Mountain View Regional Water Commission**

-Mayor Colby gave a verbal report of the meeting on April 15, 2024. The commission received a clean audit. The meeting also discussed the current drought situation, with likely no regulations being placed until the end of May. CAO Blair stated that administration is in the process of crafting a bylaw and policy for water restrictions. Councilor Fricke asked how the reduction is measured, to which CAO Blair answered that the reductions are implemented in phases. Councilor Ball asked if the farmers would have access to the bulk water station if there was a restriction in place. CAO Blair answered that if there was a restriction, the different levels could include shutting down lawn watering, the bulk water station and carwashes etc.

**4. Mountain View Seniors' Housing**

- April 25, 2024, will be the Strategic Planning Retreat. Next board meeting May 9, 2024.

**5. Red Deer River Municipal Users Group**

-Next meeting TBD

Motion 173/24

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

**CARRIED**

**COUNCILOR REPORTS:**

**Councillor Allan**

- April 16, 2024, attended Adrenalin Motors soft opening.
- April 17, 2024, attended the Town's Volunteer Appreciation event.
- April 18, 2024, attended the Policies & Priorities Committee meeting.
- April 20, 2024, attended Champion Ford's Customer Appreciation BBQ.
- April 20, 2024, attended Arrkann RV's RV Days and Customer BBQ.

**Councillor Ball**

- April 15-18, participated in SDAB training, and passed the test.
- April 18, 2024, attended the Policies & Priorities Committee meeting.

**Councillor Fricke**

- April 16, 2024, attended Adrenalin Motors soft opening. Grand opening later in spring.
- April 17, 2024, attended the Town's Volunteer Appreciation event. Kudos to Lori and team for planning the event. It was well attended and very interactive and engaging. Especially liking the Murder Mystery Dinner Theatre theme.
- April 18, 2024, attended the Policies & Priorities Committee meeting.
- April 20, 2024, attended Champion Ford's Customer Appreciation BBQ. They are wanting to get more involved with the community and local events.
- April 20, 2024, attended Arrkann RV's RV Days and Customer BBQ. They had their executive from their Edmonton office in attendance, and they are interested in attending the Neighbourhood party in May.

**Councillor Ratz**

- April 17, 2024, attended the Town's Volunteer Appreciation event.
- April 18, 2024, attended the Heritage Festival meeting.
- April 18, 2024, attended the Policies & Priorities Committee meeting.

**Councillor Roberts**

-Absent.

**Councillor Wilcox**

- April 19, 2024, attended the Carstairs Public Library Board meeting; they received approval for a grant and hired a summer student. It was noted that the library had 3743 items borrowed last month and over 1200 visitors.
- April 17, 2024, attended the Town's Volunteer Appreciation event.
- April 18, 2024, attended the Policies & Priorities Committee meeting.
- April 19, 2024, attended the Olds Volunteer Appreciation event.
- Attended the Parkland Executive meeting and discussed budget.
- April 22, 2024, attended the Mountain View Regional Waste Commission meeting.

**Mayor Colby**

- April 15, 2024, attended the Mountain View Regional Water Commission meeting.
- April 17, 2024, attended the Town's Volunteer Appreciation event. Lori and her team did a great job at the event.
- April 18, 2024, attended the Policies & Priorities Committee meeting.

Motion 174/24

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

**CARRIED**

**CORRESPONDENCE:**

**1. Seniors' Week Declaration**

Council reviewed the request to declare June 3-9, 2024, to be seniors' week in Carstairs. Mayor Colby read aloud:

In honor of the past, present, and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 3-9, 2024, to be seniors' week in Carstairs, Alberta.

Motion 175/24

Motion by Councillor Ratz to accept the declaration of Seniors' week in Carstairs for June 3-9, 2024.

**CARRIED**

**2. Letter from the Minister of Environment and Protected Areas**

Council reviewed Minister Schulz's letter regarding the current drought conditions.

**Regular Council Meeting – April 22, 2024**

Motion 176/24                      Motion by Councilor Wilcox to accept the letter from the Minister of Environment and Protected Areas as information.

**CARRIED**

**CAO’S REPORT:**

- April 9, 2024, met with Kitstone developers.
- April 16, 2024, met with Chris Ulmer of Urban Systems regarding the housing assessment study.
- April 18, 2024, attended the Policies & Priorities Committee meeting.
- April 18, 2024, TELUS fibre has been brought to the building, to be installed this week.
- Municipal Census is underway and is over 50% completed in just over a week. On May 6, 2024, census workers will begin going door to door.
- Will be determining CPO levels of service and bring back options to the Policies & Procedures Committee or next Council meeting.
- Ad is being posted for a Planning & Development administrator.
- Meetings with MNP consultants for the policing study went well.
- Miltford paving estimate came in on the lower end, so the whole project will be completed for the budgeted amount.
- ICC meeting is scheduled for May 2, 2024 to discuss the dedicated rescue unit.

Motion 177/24                      Motion by Councilor Ball to accept CAO’s Report as information.

**CARRIED**

**COUNCILOR CONCERNS: 1. Councilor Fricke**

Received a message from a resident asking when the tax notices, along with the accompanying pie chart detailing tax expenditures were going to be mailed. Advised budget had just passed in Council. The resident indicated that they really like the pie chart and the listing showing how the tax dollars are utilized within the community.

**2. Councilor Wilcox**

Received a question regarding recycling and requested more information on what is and is not recyclable.

Motion 178/24                      Motion by Councilor Wilcox to accept all Councilor Concerns as information.

**CARRIED**

**PUBLIC QUESTION PERIOD:**

Nil

**MEDIA QUESTION PERIOD:**

Nil

**NEXT MEETING:**

Monday, May 13, 2024 at 7:00 p.m.

**ADJOURNMENT:**

Motion 179/24                      Motion by Councilor Ball to adjourn the meeting of April 22, 2024, at 7:40 p.m.

**CARRIED**

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**Lance Colby, Mayor**

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**Rick Blair, CAO**

**Bylaw No. 2052**

**BEING** a Bylaw of the Town of Carstairs in the Province of Alberta for the purpose of establishing off-site levies.

**WHEREAS** in accordance with Section 648 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, a Council may by bylaw:

- a. Provide for the imposition and payment of a levy, to be known as an "off-site" levy, in respect of land that is to be developed or subdivided, and
- b. Authorize agreements to be entered into in respect of the levy.

**AND WHEREAS** the Town of Carstairs Council deems it desirable to establish off-site levies for the purposes described in Section 648 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26;

**AND WHEREAS** the Town of Carstairs Council engaged the engineering firm of ISL Engineering and Land Services Ltd. ("**ISL**") to prepare a report dated April 18, 2024 (the "**Report**") with respect to the fair and equitable calculation and allocation of off-site levies in accordance with the purposes of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26;

**AND WHEREAS** the Town of Carstairs Council has reviewed the Report prepared by ISL and wishes to enact a bylaw to impose and provide for the payment of off-site levies, to authorize agreements to be entered into in respect of payment of the off-site levies, to set out the object of each levy, and to indicate how the amount of each levy was determined;

**AND WHEREAS** the Town of Carstairs Council has advertised its intention to consider the provisions of this Bylaw pursuant to Section 606 of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26;

**AND WHEREAS** the Town of Carstairs has consulted in good faith with stakeholders in accordance with the requirements of the *Off-Site Levies Regulation* AR 187/2017;

**NOW THEREFORE** pursuant to the authority conferred upon it by the laws of the Province of Alberta, the Town of Carstairs Council, duly assembled, enacts as follows:

1. This Bylaw may be referred to as the "**Town of Carstairs Off-Site Levy Bylaw**".
2. The purpose and intent of this Bylaw is to:
  - a. Impose and provide for the payment of levies to be known as off-site levies in respect of land that is to be subdivided or developed,
  - b. Authorize agreements to be entered into in respect of payment of the off-site levies,
  - c. Set out the objects of each off-site levy, and
  - d. Indicate how the amount of each off-site levy was determined.
3. In this Bylaw:
  - a. "**Act**" means the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 and amendments thereto;
  - b. "**Applicant**" means the person who is applying for a Development permit or Subdivision approval;
  - c. "**CAO**" means the Chief Administrative Officer of the Town or his/her authorized designate;
  - d. "**Commercial**" means Lands which are designated for a commercial use pursuant to the Land Use Bylaw;
  - e. "**Council**" means the Town of Carstairs Council;
  - f. "**Development Agreement**" means an agreement contemplated within Sections 650 and 655 of the Act;
  - g. "**Industrial**" means Lands which are designated for an industrial use pursuant to the Land Use Bylaw;
  - h. "**Lands**" means private titled parcels of land in accordance with the *Land Titles Act*, R.S.A. 2000 Chapter L-4;
  - i. "**Land Use Bylaw**" means the Town's Land Use Bylaw, as amended or replaced from time to time in accordance with the Act;

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- j. **"Net Developable Acre"** means the total area of land that is the subject of a Development permit or Subdivision approval excluding land provided as environmental reserve or municipal reserve as well as any land provided to the Town or Province of Alberta for roads and public utilities;
- k. **"Off-Site Levy"** means a levy imposed and created by this Bylaw;
- l. **"Off-Site Levy Fund"** means a fund into which an Off-Site Levy together with any interest earned from the investment of the Off-Site Levy is deposited and kept separate from General Account or any other municipal account and administered in accordance with the Act;
- m. **"Residential"** means Lands which are designated for a residential use pursuant to the Land Use Bylaw;
- n. **"Town"** means the Town of Carstairs or the geographical area contained within its boundaries, as the context may require.
- o. Any references in this Bylaw to any statutes are to those statutes as amended or replaced from time to time and any amendments thereto.
- p. Whenever the singular or masculine form of a word is used in this Bylaw, it shall include the plural, feminine or neutral form of the word as the context so requires and vice versa.
- q. The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.
- r. The word "may" when used in this Bylaw shall be construed as permissive and empowering, and the word "shall" when used in this Bylaw shall be construed as imperative.

**4. ADMINISTRATION AND ENFORCEMENT**

- a. Council hereby delegates to the CAO the duty and authority to enforce and administer this Bylaw.

**5. ENACTMENT**

- a. An Off-Site Levy as provided for in the Act is hereby imposed with respect to the Net Developable Acres of all Lands within the Town that are to be Developed or Subdivided at the rates and on the terms as specified in this Bylaw with the exception of any Lands where Off-Site Levies, which were imposed for the same purpose as the Off-Site Levies which are imposed pursuant to this Bylaw, have been previously imposed and collected in full.
- b. Notwithstanding any other provision in this Bylaw, the Town may impose further or different Off-Site Levies, duly enacted by bylaw, on any portion of Lands which are the subject of Development permit or Subdivision approval and in respect of which the Town has not collected Off-Site Levies for the same purpose as the Off-Site Levies imposed under this Bylaw or any previous off-site levy bylaw authorized by the Act or a predecessor Act.
- c. Where the CAO is reasonably satisfied that adequate security is provided to secure the Applicant's or owner of the Lands' obligation to pay the Off-Site Levies, the CAO is hereby authorized to enter into agreements with owners of the Lands referred to in Paragraph 5.1 for payment of the Off-Site Levy imposed on the Lands whereby the Off-Site Levies are deferred or paid in stages.
- d. The Off-Site Levy is deemed to have been imposed on the Net Developable Acres of all Lands within the Town that are to be Developed or Subdivided in accordance with this Bylaw regardless if the imposition of the Off-Site Levy is made a specific condition of a Development permit or Subdivision approval.

**6. OBJECT OF THE OFF-SITE LEVIES**

- a. The object of the Off-Site Levy or Levies imposed and collected pursuant to this Bylaw are to pay for all or any part of the capital cost of any or all of the following:
  - i. new or expanded facilities for the storage, transmission, treatment or supplying of water,
  - ii. new or expanded facilities for the treatment, movement or disposal of sanitary sewage,
  - iii. new or expanded storm sewer drainage facilities,



- iv. new or expanded roads required for or impacted by a Subdivision or Development, and
- v. land required for or in connection with any facilities described within this Paragraph 6.a.

**7. OFF-SITE LEVY PAYMENT**

- a. The Off-Site Levy imposed pursuant to this Bylaw shall be paid upon the earlier of the following dates:
  - i. the issuance of the Development permit in respect of the Lands,
  - ii. execution of a Development Agreement entered into pursuant to the conditions of a Development permit or Subdivision approval granted in respect of the Lands, or
  - iii. prior to the endorsement of the plan of Subdivision for the Lands.
- b. Where the Applicant or owner of Lands that are subject to the imposition of an Off-Site Levy or Levies under this Bylaw fails, neglects or refuses to either pay the Off-Site Levy imposed or provide sufficient security for the payment of the Off-Site Levy, the Town may:
  - i. commence proceedings in Court for recovery of the Off-Site Levy as an amount due and payable to the Town, or
  - ii. refuse to endorse a plan of Subdivision or release a Development permit until the Applicant or land owner has paid the Off-Site Levy or has provided sufficient security for the payment of the Off-Site Levy in a form satisfactory to the CAO, or
  - iii. take any other steps available to the Town in law or equity for the failure, neglect or refusal to pay the Off-Site Levy.

**8. OFF-SITE LEVY FUND**

- a. The CAO shall establish and maintain a separate fund for each facility in respect of which an Off-Site Levy is being imposed pursuant to this Bylaw. Such Off-Site Levy fund shall be kept separate from the Town's General Account or any other Town account and shall be administered in accordance with the Act.

**9. DETERMINATION OF THE OFF-SITE LEVIES**

- a. The Off-Site Levies included in this Bylaw were determined in accordance with the calculations set out in the Report. The Report is hereby incorporated into this Bylaw by reference and shall be disclosed upon request in accordance with Section 10 of this Bylaw.
- b. The Off-Site Levies reflected in this Bylaw will apply to all new Subdivision and Development approved subsequent to the date of third reading of this Bylaw.

**10. INFORMATION ON REQUEST**

- a. Upon receiving a request from a ratepayer or landowner, the Town shall disclose full information regarding Off-Site Levy calculations, allocations, impositions, collections, costs and payments.

**11. REVIEW OF OFF-SITE LEVY RATES**

- a. Not more than once per calendar year, Council may adjust the Off-Site Levy rates from time to time through amendment or replacement of this Bylaw.

**12. ANNUAL REPORT TO COUNCIL**

- a. Not less than once per calendar year, the CAO shall provide a report to Council detailing all Off-Site Levies imposed under this Bylaw, collections and expenditures during the previous calendar year, unpaid Off-Site Levy amounts as at the end of the previous calendar year, funds on hand to meet anticipated expenditures during the current calendar year and updated estimates of the costs expected to be incurred in order to complete construction of the facilities in respect of which an Off-Site Levy has been imposed under this Bylaw.

**13. GENERAL**

- a. In the event that any provision of this Bylaw be declared invalid or void by any Court having competent jurisdiction, then such invalid or void provision shall be severed from the Bylaw and the remaining provisions of the Bylaw shall be maintained and deemed valid.

- b. Bylaw No. 1061 is repealed on the date of the third and final reading of this Bylaw.
- c. This Bylaw comes into full force and effect on the date of third and final reading of this Bylaw.

**14. OFFSITE LEVIES:**

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

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

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

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

**READ A FIRST TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X**

**READ A SECOND TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X**

**READ A THIRD AND FINAL TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X**

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**Lance Colby, Mayor**

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**Rick Blair, CAO**

**Bylaw No. 2044 - Amended**

**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 **“2024 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, 2024.

**READ A FIRST TIME THIS 13<sup>TH</sup> DAY OF MAY A.D., 2024**

**READ A SECOND TIME THIS 13<sup>TH</sup> DAY OF MAY A.D., 2024**

**READ A THIRD AND FINAL TIME THIS 13<sup>TH</sup> DAY OF MAY A.D., 2024**

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

\_\_\_\_\_  
**Rick Blair, 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 \$3.08 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 \$3.08 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 \$3.08 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 \$6.00 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"	\$500.00 + GST
1"	Contact the town
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  
Wastewater Infrastructure Fee per month \$6.24

**GARBAGE COLLECTION AND DISPOSAL RATES:**

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

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

Replacement Garbage Bin \$85.00 + GST

**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:  
(GST Additional)** \$32.00 per recreational vehicle  
\$27.00 per tent  
\$10.00 firewood per wheelbarrow load  
\$1.00 showers on timer  
\$5.00 sewage dump
- 16. Personal Vehicle Allowance:**  
  
\$0.61 < 5000 per kilometer  
\$0.55 > 5000 per kilometer
- 17. Tax/Utility Invoice Reprint  
Charge** \$5.00 per invoice (1<sup>st</sup> 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.

<b>Type</b>	<b>Building Permit Fee</b>	<b>Provincial Fee</b>	<b>Development Permit</b>
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	\$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
Manufactured/ Modular Home with attached garage	\$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
Residential Garage or Accessory Building over 144 sq. ft.	\$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.	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) Under 144 sq. ft.	No Charge	No Charge	No Charge



Industrial, Commercial, Assembly buildings (includes additions, renovations, accessory buildings, etc.)	\$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 \$250,000 – thereafter \$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	\$75.00
Demolition: Removal of building	No Charge	No Charge	\$75.00
<b>Type</b>	<b>Building Permit Fee</b>	<b>Provincial Fee</b>	<b>Development Permit</b>
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	\$50.00 \$50.00

**Policy Document Review Fee Schedule**

<b>TYPE OF DOCUMENT</b>	<b>FEE</b>
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**

<b>TYPE OF DOCUMENT</b>	<b>FEE</b>
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**

<b>TYPE OF DOCUMENT</b>	<b>FEE</b>
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**

<b>TYPE OF DOCUMENT</b>	<b>FEE</b>
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:**        \$1,266.90 ~~883.72~~ per lot;  
                      \$15,450.00 ~~40752.86~~ per residential hectare;  
                      \$10,815.00 ~~4927.32~~ per industrial and commercial hectare ~~acre~~.  
                      \$152.00 ~~121.12~~ per unit

**Sewer:**        \$3,082.22 ~~1599.35~~ per lot;  
                      \$35,664.00 ~~49460.57~~ per residential hectare;  
                      \$24,964.80 ~~2586.12~~ per industrial and commercial hectare ~~acre~~.  
                      \$369.86 ~~219.20~~ per unit

**Storm:**        \$849.68 ~~992.74~~ per lot;  
                      \$10,621.00 ~~40693.70~~ per residential hectare.  
                      \$7,434.70 per industrial and commercial hectare  
                      \$101.96 ~~120.45~~ per unit

**Transportation:**    \$741.20 ~~723.96~~ per lot;  
                              \$9,265.00 ~~8809.04~~ per residential hectare;  
                              \$6,485.50 per industrial and commercial hectare  
                              \$88.94 ~~99.22~~ per unit

\* Fees are subject to change based on Development Agreement conditions

**SCHEDULE 'D'  
CEMETERY RATES**

<b>Burial Plots:</b>		<b>Rate</b>
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
<b>Opening &amp; Closing Fees:</b> 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
<b>Overtime Opening &amp; Closing Fees</b> 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
<b>Short Notice Burial:</b> Extra Fee if 24 hours or less	May 1 – Oct. 31	\$175.00
	Nov 1 – Apr. 30	\$225.00
<b>Interment past 3:30 p.m.</b> Every half hour	May 1 – Oct. 31	\$95.00
	Nov. 1 – Apr.30	\$100.00
<b>Disinterment Fees:</b>		
Casket		\$1,000.00
Cremation Urn (placed above casket)		\$500.00
Cremation Urn (placed without casket)		\$500.00
<b>Perpetual Care:</b>		
Adult Plots – Residential & Non-Residential		\$500.00*
Children Plots – Residential & Non-Residential		\$400.00*
Columbarium Niche		\$500.00*
<b>Permit Fees:</b>		
Monument Installation		\$30.00
Columbarium Plaque Installation		\$30.00
<b>GST is applicable to all fees *Perpetual Care is GST Exempt</b>		

**SCHEDULE 'E'  
DOG BYLAW**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> *</b>	<b>3<sup>rd</sup> **</b>
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:  
2023  
Season May 1- April 30**

<b>League</b>	<b>Rate (Per Hour)</b>
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**

<b>UNIT #</b>	<b>RENTAL PRICE (per hour/per day)</b>	<b>VEHICLE</b>
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
49	\$60.00	Enforcement Vehicle
50	\$60.00	Enforcement Vehicle
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
181	\$60.00	Enforcement/Bylaw Vehicle



**SCHEDULE 'H'  
TRAFFIC BYLAW**

	<b>SPEED</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup>*</b>	<b>3<sup>rd</sup>**</b>
34	>40k where not posted	\$100	\$200	\$500
34	Speed in School/Playground Zone	\$100	\$200	\$500
34	Speed in Alley	\$100	\$200	\$500
34(d)	Speed in parking lot	\$100	\$200	\$500
<b>TSA and Parking</b>				
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
19	Park where prohib. by device/signal	\$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
29	Vehicle Unattended on Jack	\$100	\$200	\$500
30	Not acquire special permit	\$100	\$200	\$500
31	Drain vehicle fluids on street	\$100	\$200	\$500
32	Handicapped Parking	\$100	\$200	\$500
33	Throw debris on road	\$100	\$200	\$500
<b>Trucks and Truck Routes</b>				
36	Off Truck route (moving)	\$100	\$200	\$500
37	Metal cleats etc. unauthorized	\$100	\$200	\$500
38	Operate Engine retarder brake	\$100	\$200	\$500
<b>Bicycles, Motorcycles, OHV</b>				
39	On sidewalk Blvd unauthorized	\$100	\$200	\$500
41	Operate OHV unauthorized	\$100	\$200	\$500
42	Operate unlicensed vehicle unauthorized	\$100	\$200	\$500
<b>Fire Vehicles</b>				
45	Follow < 30 m of Emerg. vehicle	\$100	\$200	\$500
46	Park < 30 m of Emerg. vehicle	\$100	\$200	\$500
47	Vehicle Interfere with Emerg.	\$100	\$200	\$500
48	Tamper with fire equipment	\$250	\$500	\$1000
<b>Parades / processions</b>				
49	Parade/procession violation	\$100	\$200	\$500
<b>Pedestrians / Sidewalks</b>				
52	Interfere with flow of traffic	\$100	\$200	\$500
53	Part of group obstructing access	\$100	\$200	\$500
54	Climb fence etc. unauthorized	\$100	\$200	\$500
55	Street auction unauthorized	\$100	\$200	\$500
56	Merchandise obstruct street	\$100	\$200	\$500
57	Permit article to interfere traffic	\$100	\$200	\$500
58	Ski/tob. Inconsiderate manner	\$100	\$200	\$500
59	Stand/Sit/Lie on roadway	\$100	\$200	\$500
60	Hitchhike	\$100	\$200	\$500
61	Elec. Cord cross s/w or road	\$100	\$200	\$500
62(a)	Violate Order to vacate area	\$250	\$500	\$1,000
62(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 170	Aerial Unit
Unit 180	Support Unit
Unit 181	Investigation 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**

<b>Auditorium</b>	
Auditorium only	\$350.00
Auditorium with Kitchen	\$475.00
<b>Small Meeting Room</b>	
Full Day (up to eight hours use)	\$100.00
Half Day (up to four hours use)	\$50.00
Hourly Rate	\$20.00 per hour
<b>Bar</b>	\$100
<b>Kitchen</b>	\$175.00 per day
<b>Funerals</b>	
Includes Auditorium, Small Meeting Room and Kitchen	\$200.00
<b>Anniversaries, Birthdays, Celebrations, Bridal Showers, Craft Sales (Auditorium)</b>	
	\$250.00
• Includes:	
○ Up to five hours	
○ Kitchen Use	
<b>Wedding Package</b>	\$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**

	<b>Black</b>	<b>Color</b>
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 11 X 17	\$15.00 / ft	\$16.00 / ft
	\$0.75 / ft	\$1.00 / ft

**PUBLIC**

	<b>Black</b>	<b>Color</b>
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 11 x 17	\$18.00 / ft	\$20.00 / ft
	\$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 \$2351.04

**2. Deputy Mayor**

- Monthly Salary of \$2045.40

**3. Councilors**

- Monthly Salary of \$1810.30

**4. Mileage Rate**

- Mileage Rate of \$0.61 < 5000 per kilometer  
- Mileage Rate of \$0.55 > 5000 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**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> *</b>	<b>3<sup>rd</sup> **</b>
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**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> *</b>	<b>3<sup>rd</sup> **</b>
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**

<b>Section</b>	<b>Description of Offence</b>	<b>Minimum Penalty</b>	<b>Specified Penalty</b>
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**

<b>Section</b>	<b>Description of Offence</b>	<b>Minimum Penalty</b>	<b>Specified Penalty</b>
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**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> *</b>	<b>3<sup>rd</sup> **</b>
	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**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup> /Subsequent</b>
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**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup> /Subsequent</b>
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**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup> /Subsequent</b>
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**

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>Per Event</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup> /Subsequent</b>
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:**

7 Day unlimited	\$1,525.00
5-Day (Mon-Fri Excluding holidays)	\$1,150.00
Intermediate (Ages 19-35)	\$850.00
Over 80 (Age 80+)	\$850.00
Restricted After 4pm	\$600.00
Restricted After 4pm Family	\$850.00
Junior (18 years and younger)	\$225.00
Golf Canada Membership	\$45.00

\*\*GST applicable on all Membership categories\*\*

**Green Fee Rates:**

18-hole Green Fee (Mon-Thurs)	\$52.00
18-hole Green Fee (Fri-Sun+ Holiday)	\$62.00
9-hole Green Fee (Mon-Thurs)	\$30.00
9-hole Green Fee (Fri-Sun + Holiday)	\$35.00
Twilight (After 4pm Everyday)	\$40.00
Junior 18-hole	\$35.00
Junior 9-hole	\$20.00

**Special Rates:**

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

**Power Cart Rates (Per Person):**

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

**Power Cart Packages (Members ONLY):**

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

**Driving Range**

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

\*\*GST Included on all Green Fee, Special, Power Cart, and Driving Range Rates\*\*



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

**REQUEST FOR DECISION**

**Meeting Date:** May 13, 2024

**Title:** New Unit 130

**Agenda:** Regular Council Meeting

**Application & Issue History:**

Update the Motor Vehicle Collision Response of the Carstairs Fire Department

**Proposal, Options, Benefits, & Disadvantages:**

Purchase of a 2019 Pierce Rescue Truck

**Operational Impact:**

Extend the life of Unit 120 (2007 Pumper) up to 5 more years

**Budgetary Impact:**

		<b>Mountain View</b>	<b>Town of Carstairs</b>
Unit 130(new)	\$625,000 2024	\$312,500	\$312,500
Unit 130 Radios	\$17,000 2024	\$8,500	\$8,500
Unit 130 SCBA	\$12,750 2024	\$6,375	\$6,375
Unit 130 iPad	\$1,000 2024	\$500	\$500
Unit 130 Shelves, Etc.	\$10,000 2024	\$5,000	\$5,000
<b>Total</b>		<b>\$332,875</b>	<b>\$332,875</b>

Grand Total \$665,750

**Recommendations:**

Partner with Mountain View County sharing costs equally. Funding the town's portion through reserves and short-term borrowing.

**Motion:**

Partner with Mountain View County sharing costs equally. Funding the town's portion through reserves and short-term borrowing.

**Signature of Director:**





Town of Carstairs  
PARADE AND PROCESSION PERMIT

Applicant Name: CARSTAIRS HERITAGE FESTIVAL PARADE OF KILTS  
(if organization, include name of designated officer) BOB GREEN

Date: JUNE 02, 2024 Times: 11:00 AM - 11:45 AM - Parade  
at Carstairs

Purpose of Parade or Procession:  
TO PROMOTE THE HERITAGE FESTIVAL DAY.

Intended Route: (attach map)  
START AT CARSTAR CURLING RINK, NORTH ON 11<sup>th</sup> AVE, EAST ON  
OLLE ST, SOUTH ON 10<sup>th</sup> AVE, WEST ON GOUGH ROAD, ENDS  
AT EMERGENCY MANAGEMENT BUILDING ON GOUGH ROAD

Assembling Area – Start (address):  
CARSTAR CURLING RINK PARKING LOT 11<sup>th</sup> AVE

Assembling Area – Finish (address):  
EMERGENCY MANAGEMENT BUILDING GOUGH ROAD

Number of participants: 9 OR 10 PIPE BANDS

Number of Vehicles: 6 OR 8 VEHICLES

Number of Horses/Other Livestock: NONE

Are barricades required? (Y)  (N)   
Is traffic control required? (Y)  (N)

Is the street sweeper required? (Y)  (N)   
Will you be crossing railway line? (Y)  (N)

Special conditions, i.e. crowd control:  
CARSTAIRS ELKS CLUB WILL ASSIST WITH BARRICADE  
OPENINGS.

Signature of Applicant: [Signature] BOB GREEN

Application Date: MARCH 20/24 Approval Date: \_\_\_\_\_

Signature of Town official: \_\_\_\_\_

Carstairs - Google Maps

Google Maps

Carstairs

Heritage Festival - Parade Route Map



Imagery ©2024 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2024 Google

50 m

3/15/24, 7:44 AM

<https://www.google.com/maps/place/Carstairs,+AB+TOM+0ND/@51.5635105,-114.1024583,548m/data=!3m1!1e3!4m6!3m5!1s0x5373ff52d265c9f5:0x896eac75534b6a848m2!3d51.5620065!4d-114.09...>



Canadian Heritage Patrimoine canadien

March 12, 2024

Paula Schmick-Roy  
Director of community services  
TOWN OF CARSTAIRS  
Box 370  
Carstairs, AB  
T0M 0N0

Title: Celebrate Canada Funding Application

Dear Paula Schmick-Roy:

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of \$1,920 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2024-2025 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may contact you in the near future to review the terms and conditions and answer any questions you may have related to this funding.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Sylvie LeBlanc  
Acting Regional Director General  
Canadian Heritage

**Canada**<sup>ca</sup>

Minister  
of Canadian Heritage



Ministre  
du Patrimoine canadien

Ottawa, Canada K1A 0M5

**Subject: Activities involving the participation of Russian or Belarusian state organizations or their official representatives**

To recipients of grants and contributions funding:

On February 24, 2022, Russian armed forces launched an unprovoked and unjustifiable invasion of Ukraine. This was done with the support of the Belarusian regime.

In response to Russia's egregious actions, the Government of Canada has implemented sweeping sanctions in coordination with like-minded partners and is examining all of its activities and holdings. These actions reflect the broad international support for the people of Ukraine.

In this context, the Department of Canadian Heritage is undertaking a review to identify activities involving the governments of Russia and Belarus, their state organizations, and officials, as part of the Government's ongoing response to the Russian invasion of Ukraine.

We urge you to do the same, and to suspend all activity involving the participation of Russian or Belarusian state organizations or their official representatives. This includes program partnerships, direct and indirect financing of tours, co-productions, participation in festivals or other events involving the Russian or Belarusian governments.

As you are a current recipient of the Department's grants and contributions funding, we ask that you please review and assess your current programming and engagement with Russian and Belarusian state partners. If there are activities involving the governments of these two countries or their officials, please suspend them until further notice. You should contact your program officer to discuss if you have questions or concerns.

.../2

Canada

- 2 -

**Canadian organizations that are found to be working with the Russian or Belarusian state organizations, officials, or partners, will not receive funding from the Department. Funded recipients who want to work with Russian or Belarusian artists would have to ensure that the artists in question are not affiliated with the Russian or Belarusian state.**

Canadian citizens and permanent residents of Canada, including those of Russian and Belarusian heritage, continue to be eligible for Canadian Heritage's grants and contributions programs. This is not about unfairly targeting law-abiding and peace-loving citizens and permanent residents, nor is it about attacking Russian or Belarusian culture or artists, creators and performers.

The Government of Canada is committed to working with our international partners to support the brave and resilient people of Ukraine in every way possible.

We thank you for your attention to this most important matter.

Please accept my best wishes.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pascale St-Onge', with a long horizontal flourish extending to the right.

The Honourable Pascale St-Onge, P.C., M.P.

**Canada**



**Hugh  
Sutherland  
School**  
Carstairs, AB

**Principal: Dean Nielsen**  
**Vice-Principal: Kristina Rentz**  
**Vice-Principal: Teri Sadek**

**Dream It, Believe It,  
Achieve It**

February 1, 2024

Dear Town of Carstairs,

The Hugh Sutherland School Cap and Gown ceremony will be held on June 20, 2024. You have been a generous supporter of our Cap and Gown Ceremony in the past through bursaries, scholarships and awards. Your support of our community's students is greatly appreciated and vital in recognizing their achievements. Please consider providing support again this year.

If you are interested in continuing your sponsorship or if you have questions, feel free to call the school at 337-3326 or email me at [spike@cesd73.ca](mailto:spike@cesd73.ca).

Once again, thank you for supporting our students and the Cap and Gown Ceremony.

Sincerely,

*Sherry Pike*

Sherry Pike  
Hugh Sutherland School



The Alberta College of Family Physicians (ACFP) is proud to celebrate the global recognition of World Family Doctor Day and asks Alberta's municipalities to join us. First declared by WONCA ([World Organization of Family Doctors](#)) in 2010, this annual commemoration acknowledges the outstanding contributions of family doctors in health care systems around the world.

Family physicians have the unique privilege to nurture the most trusted relationships in medicine—between patients and their family doctors—through every life stage. Their essential role in the lives of Albertans is the foundation of an integrated health care system that is accessible, comprehensive, continuity-based, and patient-centred.

*"Seventy percent of health care provided in Alberta is done so by family doctors. World Family Doctor Day is a day to acknowledge the central role and contribution of family doctors in their patients' lives," says ACFP Executive Director Terri Potter. "Now more than ever, we need to celebrate and recognize family doctors who have been, for the majority of Albertans, their constant health care provider in an ever-changing and over-burdened system."*

We invite you to recognize the hard work and dedication of family physicians in your community.

**World Family Doctor Day presents an opportunity:**

- for municipalities to declare May 19 World Family Doctor Day in your city or town ([download the suggested Declaration template](#))
- for municipal service buildings, medical clinics, pharmacies, and/or hospitals to show their support by displaying a [World Family Doctor Day poster](#)
- for Albertans to celebrate family doctors for their dedication and compassion

**What You Can Do**

- Thank your family doctor, personally
- Share your story with us and we will share it with your family doctor and the rest of the world

**More about the ACFP**

The Alberta College of Family Physicians (ACFP) is a member-based, not-for-profit organization representing more than 5,600 family physicians, family medicine residents, and medical students across Alberta. Established more than 65 years ago, the ACFP strives for excellence in family practice through advocacy, continuing medical education, and primary care research. The ACFP is a Chapter of the College of Family Physicians of Canada (CFPC), a nationwide organization with more than 43,000 members. For more information on the ACFP, visit [www.acfp.ca](http://www.acfp.ca).

For all the ways you can celebrate World Family Doctor Day, visit our website: [www.familydocsrock.ca](http://www.familydocsrock.ca).

Alberta College of Family Physicians





# DECLARATION

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I, Lance Colby, mayor of the Town of Carstairs do solemnly declare:

- That my fellow citizens trust and rely on their family doctors to provide health care that is both timely and of the highest quality,
- And that we recognize and appreciate that 80% of health care in Alberta is delivered in communities by family doctors and primary health care providers,
- And that the foundation of an effective health care system for Alberta starts with strong primary health care,
- And that Family Doctor Day provides an opportunity to celebrate and acknowledge the central role family doctors have in the delivery of personal, comprehensive, and continuing health care for people throughout their lives.
- And that Family Doctor Day also presents the opportunity for governments, health care organizations, other professionals, and patients to recognize the vital role family doctors have,
- And therefore, it is my honour to name May 19, 2024, in the Town of Carstairs as Family Doctor Day.

---

Lance Colby, Mayor  
Town of Carstairs