



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JANUARY 22, 2024, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of January 22, 2024
Motion: To adopt the agenda of January 22, 2024

4. ADOPTION OF MINUTES

- a) Adoption of minutes of (date) January 8, 2024
Motion: To adopt the minutes of January 8, 2024



5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) Carstairs Heritage Centre-Additional funding request
b) Carstairs Minor Ball-Batting Cage request

6. DELEGATIONS

7. BYLAWS AND POLICIES

- a) Bylaw No. 1092 Special Events Bylaw & Guidelines (addendum 7.a)



- b) Policy No. 64-004-24 Special Events Policy (addendum 7.b)



- c) Policy No. Asset Management Policy (addendum 7.c)



8. NEW BUSINESS

- a) Payment Schedule-Mountain View County (addendum 8.b)



- b) Integrated Systems - Council Chambers AV Update

3 - 7

8 - 23

24 - 26

27 - 42

43



9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE
 - i) Minutes of the meeting on January 18, 2024
- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- d) MOUNTAIN VIEW SENIORS HOUSING
- e) MUNICIPAL AREA PARTNERSHIP
- f) RED DEER RIVER MUNICIPAL USERS GROUP

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

- 44 - 46 a) Carstairs Heritage Centre - Request for letters of support (addendum 11.a)

- 47 b) Town of Olds - ACP Grant request for support (addendum 11.b)


12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

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

17. ADJOURNMENT

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

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

ABSENT: Nil

CALL TO ORDER: Mayor Colby called the meeting of Monday, January 8, 2024, to order at 7:00 p.m.

ADDED ITEMS: **Added to Bylaws & Policies:**
1. Policy No. 12-013-24 Electronic Access to Documents
2. Policy No. 12-036-24 My Online Refund and Exchange

ADOPTION OF AGENDA:
Motion 001/24 Motion by Councilor Roberts to adopt the Regular Council agenda of January 8, 2024, as amended. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:
Motion 002/24 Motion by Councilor Allan to adopt the Regular Council minutes of December 11, 2023, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING: Nil

DELEGATIONS: Nil

BYLAWS & POLICIES:
1. Bylaw No. 980 Establishment of the Fire Department-Amended
The Bylaw was presented at the Policies & Priorities Committee meeting with the recommendation to send to Council for ratification.

Motion 003/24 Motion by Councilor Ball to give first reading of Bylaw No. 980 Establishment of the Fire Department as amended. **CARRIED**

Motion 004/24 Motion by Councilor Wilcox to give second reading of Bylaw No. 980 Establishment of the Fire Department as amended. **CARRIED**

Motion 005/24 Motion by Councilor Fricke to move to third and final reading of Bylaw No. 980 Establishment of the Fire Department as amended. **UNANIMOUSLY CARRIED**

Motion 006/24 Motion by Councilor Ratz to give third and final reading of Bylaw No. 980 Establishment of the Fire Department as amended. **CARRIED**

2. Bylaw No. 2049 Land Use Redesignation-Carstairs Links
K. Williscroft presented Bylaw No. 2049 Land Use redesignation for Carstairs Links. The Land Use would be re-designated from R1 (Low Density Residential – Single Detached District) to R2 (Low Density Residential – Two Dwelling District).

Councilor Ball clarified the location of the proposed R2 District.

Councilor Wilcox and Fricke inquired about street parking.

K. Williscroft stated that once circulation is complete, a full plan will be presented, which will include garages with pads, ensuring adequate parking will be available.

No further questions were presented.

Motion 007/24 Motion by Councilor Wilcox to give first reading of Bylaw No. 2049 Land Use Redesignation-Carstairs Links. **CARRIED**

3. Policy No. 23-006-24 Uniform Safety Equipment Standards for Carstairs Fire Department-Amended

The Policy was presented at the Policies & Priorities Committee meeting with the recommendation to send to Council for ratification.

Motion 008/24

Motion by Councilor Allan to adopt Policy No. 23-006-24 Uniform Safety Equipment Standards for Carstairs Fire Department as amended.

CARRIED

4. Policy No. 26-009-24 Uniform Safety Equipment Standards for Emergency Services-Amended

The Policy was presented at the Policies & Priorities Committee meeting with the recommendation to send to Council for ratification.

Motion 009/24

Motion by Councilor Fricke to adopt Policy No. 23-006-24 Uniform Safety Equipment Standards for Emergency Services as amended.

CARRIED

5. Policy No. 62-006-24 Carstairs Facility Requests for Special Rates

The Policy was presented at the Policies & Priorities Committee meeting with the recommendation to send to Council for ratification.

Motion 010/24

Motion by Councilor Ratz to adopt Policy No. 62-006-24 Carstairs Facility Requests for Special Rates as presented.

CARRIED

6. Bylaw No. 164 Respecting Nuisances and Untidy Premises - For Repeal

Motion 011/24

Motion by Councilor Roberts to repeal Bylaw No. 164 Respecting Nuisances and Untidy Premises.

CARRIED

7. Bylaw No. 334 Control of Fireworks - For Repeal

Motion 012/24

Motion by Councilor Allan to repeal Bylaw No. 334 Control of Fireworks.

CARRIED

8. Bylaw No. 622 Provide regulations for control of public places - For Repeal

Motion 013/24

Motion by Councilor Ratz to repeal Bylaw No. 622 Provide regulations for control of public places.

CARRIED

9. Bylaw No. 765 Provide for Municipal Purposes of regulations of Nuisances - For Repeal

Motion 014/24

Motion by Councilor Ball to repeal Bylaw No. 765 Provide for Municipal Purposes of regulations of Nuisances.

CARRIED

10. Bylaw No. 830 Traffic Bylaw - For Repeal

Motion 015/24

Motion by Councilor Wilcox to repeal Bylaw No. 830 Traffic Bylaw.

CARRIED

11. Bylaw No. 850 Amends Bylaw 830 - For Repeal

Motion 016/24

Motion by Councilor Fricke to repeal Bylaw No. 850 Amends Bylaw 830.

CARRIED

12. Policy No. 12-013-24 Electronic Access to Documents-Amended

S. Allison spoke to the amendments to the Policy changing the name and wordsmithing the Policy for the new Online Portal.

Motion 017/24

Motion by Councilor Allan to adopt Policy No. 12-013-24 Electronic Access to Documents as amended.

CARRIED

13. Policy No. 12-036-24 My Online Refund and Exchange

S. Allison spoke to the amendments to the Policy changing the name and wordsmithing the Policy for the new Online Portal.

Motion 018/24

Motion by Councilor Wilcox to adopt Policy No. 12-036-24 My Online Refund and Exchange as amended.

CARRIED

NEW BUSINESS:

1. Building Permit Breakdown-2023

R. Blair discussed the official breakdown of the year 2023. Planning & Development has been a very busy department.

Motion 019/24

Motion by Councilor Ball to accept the Building Permit Breakdown for 2023 as information.

CARRIED

2. FCM Conference

R. Blair informed Council of the date and location of the FCM Conference. All are able to attend per policy, Council will report back if they are able to attend.

Motion 020/24

Motion by Councilor Ratz to accept the FCM Conference 2024 as information.

CARRIED

3. AB Municipalities Conference

R. Blair informed Council of the date and location of the AB Municipalities Conference. All are able to attend per policy, Council will report back if they are able to attend.

Motion 021/24

Motion by Councilor Fricke to accept the AB Municipalities Conference 2024 as information.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

- Council reviewed the minutes from the December 19, 2023 meeting.

Motion 022/24

Motion by Councilor Ball to accept the Policies & Priorities Committee meeting minutes from December 19, 2023 as amended.

CARRIED

2. Mountain View Regional Waste Commission

- Nothing to report at this time. Meeting to be determined

3. Mountain View Regional Water Commission

- Mayor Colby gave a verbal report of the meetings on December 13, 2023 and December 22, 2023.

4. Mountain View Seniors' Housing

- Next meeting February 15, 2024. Discussions regarding meeting frequencies being changed from monthly to six times a year. Councilor Fricke will inquire about the motion for changing meeting frequencies.

5. Municipal Area Partnership

- Nothing to report at this time.

6. Red Deer River Municipal Users Group

- Next meeting January 18, 2024, for the AGM.

Motion 023/24

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

CARRIED

COUNCILOR REPORTS:

Councilor Allan

- December 19, 2023 attended the Policies & Priorities Committee meeting.
- December 21, 2023 attended Candy Cane Check stop alongside Emergency Services.
- Busy with Christmas and New Year festivities.

Councilor Ball

- December 19, 2023 attended the Policies & Priorities Committee meeting.
- Quiet over the holidays

Councilor Fricke

- December 19, 2023 attended the Policies & Priorities Committee meeting.
- December 21, 2023 attended Candy Cane Check stop.

Councilor Ratz

- December 19, 2023 attended the Policies & Priorities Committee meeting.

Councilor Roberts

- December 13, 2023 attended Mountain View Regional Water Commission meeting.
- December 14, 2023 attended Nature Space meeting.
- December 19, 2023 attended the Policies & Priorities Committee meeting.
- December 24, 2023 attended The Rock Church Christmas Dinner and Service.
- December 31, 2023 attended the Legion for New Year’s Eve.

Councilor Wilcox

- December 19, 2023 attended the Policies & Priorities Committee meeting.
- December 31, 2023 attended and helped out during the Family skate put on by FCSS and Community Services. Had a great turnout of over 200 people.

Mayor Colby

- December 13, 2023 attended Mountain View Regional Water Commission meeting.
- December 22, 2023 attended Mountain View Regional Water Commission meeting.
- Busy over Christmas holidays

Motion 024/24

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

CARRIED

CORRESPONDENCE:

1. Letter from Ric Mclver RE: Assessment Model Review

Council reviewed a letter from Ric Mclver.

Motion 025/24

Motion by Councilor Ball to accept the letter from Ric Mclver regarding Assessment Model Review as information.

CARRIED

2. Letter from Ric Mclver RE: LGFF Program Launch

Council reviewed a letter from Ric Mclver.

Motion 026/24

Motion by Councilor Fricke to accept the letter from Ric Mclver regarding the LGFF Program Launch as information.

CARRIED

3. Letter from Rebecca Schulz RE: Water Management Plan

Council reviewed a letter from Rebecca Schulz.

Motion 027/24

Motion by Councilor Roberts to accept the letter from Rebecca Schulz RE: Water Management Plan as information.

CARRIED

CAO’S REPORT:

- December 14, 2023 met with ATCO team to discuss encroachments on high-pressure gas line.
- Met with Patton Financial to discuss staff benefit options.
- December 19, 2023 attended the Policies & Priorities Committee meeting.
- December 20, 2023 Interim audit began.
- December 21, 2023 met with Mountain View Regional Water Commission, the Town of Crossfield, and the Town of Didsbury regarding the sale of bulk water to oil field companies. Sales have been put to a halt for the foreseeable future.
- Completed staff evaluations.
- January 4, 2024 met to discuss new payroll system policies and discussed proposals for IT System Upgrades. Integrated Systems was awarded the bid.
- Finished and signed the ISL Engineering contract for 2024.
- Waiting for response to set up a meeting regarding a portable batting cage for Minor Ball.
- Working on reducing the amount of equipment that is being GPS’d.
- Lining problematic Man holes to mitigate infiltration.
- January 8, 2024 met with Stantec to discuss reservoir design. Meeting tomorrow with Kitstone to discuss reservoir agreement. IFT drawings are to be completed April 2024.
- Staff has been working through transitions in municipal software and payroll systems.

Regular Council Meeting – January 8, 2024

- Inquired to Minister Ellis regarding progress on the National Policing Grant application; the application is being processed and will be presented to the minister this week.

Motion 028/24 Motion by Councilor Wilcox to accept CAO’s Report as information. **CARRIED**

COUNCILOR CONCERNS: **1. Councilor Wilcox**
- Commented on the infographic posted on the website and social media regarding storm ponds and ice safety. The graphic has great information on why you should not be on the ice.

Motion 029/24 Motion by Councilor Ratz to accept all Councilor Concerns as Information. **CARRIED**

PUBLIC QUESTION PERIOD: Nil

MEDIA QUESTION PERIOD: Nil

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

Motion 030/24 Motion by Councilor Allan that Council close the meeting to the public to discuss third-party personal privacy as per Section 17 of FOIP at 7:48 p.m. **CARRIED**

Motion 031/24 Motion by Councilor Allan to come out of the closed meeting session at 8:02 p.m. **CARRIED**

NEXT MEETING: Monday, January 22, 2024 at 7:00 p.m.

ADJOURNMENT: Motion 032/24 Motion by Councilor Ratz to adjourn the meeting of January 8, 2024, at 8:03 p.m. **CARRIED**

Lance Colby, Mayor

Rick Blair, CAO

BYLAW No. 1092-Amended

BEING a Bylaw of the Town of Carstairs, in the Province of Alberta, the purpose of this Bylaw is to establish licensing and regulation of Special Events.

WHEREAS, the Municipal Government Act, Chapter M-26RSA 2000 as amended; provides that a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; activities and things in, on or near a public place or place that is open to the public; and provide for a system of licenses, permits or approvals;

AND WHEREAS, the Council of the Town of Carstairs deems it advisable and in the public interest to regulate special events within the boundaries of the Town of Carstairs;

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

1. This bylaw ~~shall be named~~ **may be referred to as the “Special Events Bylaw.”**

Definitions ~~For the purpose of this Bylaw~~ **2. In this Bylaw:**

- a. **“Applicant”** means a person who applies for a Special Event Permit pursuant to this Bylaw;
- b. **“Application”** means an application for a Special Event Permit under this Bylaw;
- c. **“AGLC”** the Alberta Gaming and ~~Liquor Commission~~ , **Liquor and Cannabis** (AGLC) is an agent of the Government of Alberta and consists of a Board and a Corporation.
- d. **“CAO”** means the Chief Administrative Officer of the Town;
- e. **“Council”** means the Council of the Town of Carstairs;
- f. **“Expected Attendance”** means the number of people reasonably expected to attend the Special Event including all organizers, staff, personnel and entertainers.
- g. **“Licensee”** means the person who has applied for and obtained a Special Event Permit pursuant to this Bylaw;
- h. **“Licensing Officer”** means the CAO or his /her designate;
- i. **“Municipal Tag”** means
 - i. **A bylaw Enforcement Officer may issue and serve a municipal tag on any person the officer has reasonable and probable grounds to believe has contravened a provision of this bylaw by:**
 - Personally serving the municipal tag on the person; or
 - Mailing a copy of the municipal tag by pre-paid post to the address provided by a person on a permit application, or a person’s last known postal address
 - ii. **A municipal tag shall be in a form approved by the Chief Administrative Officer and shall state:**
 - The name of the person to whom the municipal tag is issued;
 - The particulars of the contravention of the bylaw;
 - The specified penalty for the offence as set out in the Rates and Fees Bylaw;
 - That the specified penalty shall be paid in (30) days of the issuance of the municipal tag order to avoid prosecution; and
 - Any other information as may be required by the CAO.

h) **“Non-Profit Organization”** means an organization:

~~— Incorporated under the Societies Act,~~

~~— Registered under Part 9 of the Companies Act,~~

~~— Formed under the Agricultural Societies Act,~~

~~— Formed under the Cemetery Companies Act,~~

~~Registered under Part 21 of the Business Corporations Act if the extra provincial corporation does not carry on business for the purpose of gain, or~~

~~Incorporated by a private act of the Parliament of Canada or of the Legislative Assembly of Alberta if the corporation,~~

~~Does not pay dividends to its shareholders or any part of its income to any member for that members' personal benefit, and~~

~~Does not distribute property to its shareholders or members of its winding up or dissolution.~~

- ~~j) A school, school district, school division or regional division as contemplated by the School Act.~~
- ~~k) A university, technical institute, college or other post-secondary education institution as contemplated by the Post-Secondary Learning Act.~~
- ~~l) A hospital~~
- ~~m) A church or religious body~~
- ~~n) A Municipal, Provincial or Federal government body or organization, or~~
- ~~o) Any other entity established under a law of Canada or Alberta for a purpose other than to make a profit.~~
- j. ~~o)~~ **“Peace Officer”** means any Bylaw Officer, Community Peace Officer or any member of the Royal Canadian Mounted Police.
- k. ~~q)~~ **“Premises”** means any land or building situated within the Town, whether owned privately or by the Town
- l. ~~r)~~ **“Permit”** means the Special Event Permit issued pursuant to this Bylaw;
- m. ~~s)~~ **“Special Event”** means any public or private **indoor or outdoor** event, concert, gathering, celebration, festival, contest, exposition or similar type of activity, including but not limited to the following types of Special Events:
 - i. Music festivals or concerts, including live and/or pre-recorded
 - ii. Dances and dance parties
 - iii. Community Celebration
 - iv. Parades
 - v. Tradeshows
 - vi. Expositions
 - vii. Exhibitions
 - viii. Block/Private Parties
 - ix. Run/Walk
 - x. Filming
 - xi. Athletic or sport events, meets or contests and shows, trials and other competitive events;
- n. ~~t)~~ **“Town”** means the Town of Carstairs and its jurisdictional boundaries;
- o. ~~u)~~ **“Town Facilities”** means any building, structure, or recreational facility owned or operated by the town. It also includes any land owned or occupied by the Town, including but not limited to:
 - i. Town parks, sports fields, baseball diamonds, recreational areas, parking lots, facilities and reserves;
 - ii. Land leased to the Town and land for which an interest in land has been granted to the Town;
 - iii. Streets with the Town of Carstairs corporate limit;
- p. ~~v)~~ **“Town Services”** means any service offered through the Town of Carstairs departments including, but not limited to Fire ~~Services~~ **Department**, ~~Protective Services~~ **Emergency Services**, Operations and Community Services.
- q. ~~w)~~ **“Town Staff”** means any staff member of the Town of Carstairs.
- r. ~~x)~~ **“Venue”** means the premises where the Special Event is held;
- s. ~~y)~~ **“Venue Owner”** means the person who is shown on the Town's tax roll as being the registered owner of the premises where the Special Event is to be held;

~~t. z) s) “Violation Tag” means a tag or similar documents issued by the Town pursuant to the Municipal Government Act.~~

t. ~~u)~~ **“Violation Ticket”** means a ticket issued pursuant to Part II of the Provincial Offences Procedures Act.

3. SPECIAL EVENT PERMIT APPLICATION

a. Applications shall be submitted to the Licensing Officer in writing at least ~~forty two (42) days~~ **ninety (90) days** prior to the proposed dates of the Special Event by completing the Special Event Application form.

b. All applications shall be accompanied by a non-refundable application fee of \$100.00, except where the application fee has been waived by the Licensing Officer.

c. The Applicant shall agree to enter into an indemnity and hold harmless agreement with the Town to protect the Town from any liability for damage to persons or property cause by way of the issuance of the Special Event Permit, or from the Special Event.

d. Upon receipt of a completed application, the Licensing Officer may provide the completed application to any or all of the following individuals and agencies for their review and comments:

- i. Alberta Health Services
- ii. The Town of Carstairs **Protective Emergency** Services Department;
- iii. The Town of Carstairs Fire Chief;
- iv. The Local RCMP; or applicable Policing Service
- v. The Town of Carstairs Operations Department;
- ~~vi. The Town of Carstairs Parks Department;~~
- vii. The Town of Carstairs Community Services Department; and

f. Any other agency or person which, in the opinion of the Licensing Officer, may assist him/her in determining whether or not issuing the Special Event License is appropriate in the circumstances.

e. Upon the request by any of the individuals or agencies set out in section ~~3.3~~ **3.d**, the applicant shall provide access to the proposed Venue for the purpose of the individual or agency making the request conducting an inspection of the Venue. Upon request by any such individual or agency, the Applicant or Licensee shall accompany the individual or agency representative on the inspection of the proposed Venue.

f. The Applicant shall be required to provide public liability insurance for the Special Event in the minimum amount of two million dollars (\$2,000,000) or additional amount as specified by the Licensing Officer, naming the Town of Carstairs as an additional insured.

g. ~~3~~The Licensing Officer may grant relief of any of the requirements listed in this Bylaw where it appears that such an action will not harm the health, safety, welfare and property of the Special Event attendees, Town residents and members of the public. This ability to grant relief shall be limited to those items within the control of the Licensing Officer under this Bylaw and does not relieve the Applicant from any condition or requirement imposed by law, contract or otherwise.

h. Having consideration to the application and to the comments received pursuant to Section ~~3.3~~ **4** of this Bylaw, the Licensing Officer may impose ~~such~~ conditions on the Special Event Permit that he/she in his/her sole discretion, reasonably determines as being necessary to protect the health, safety, welfare and property of the Special Event attendees, Town residents and members of the public including all minimum conditions and requirements set out in Schedule “A” of this Bylaw.

~~a) The number and qualification of emergency medical personnel and equipment which must be available at the Venue during the Special event;~~

~~b) The number and qualifications of the security personnel which must be available at the Venue during the Special Event;~~

~~c) Safety and security procedures to be in place during the Special Event;~~

~~d) Expected attendance;~~

~~e) Parking at the Venue, including providing designated parking areas for the Special Event attendees, restrictions on off-site parking facilities and possible use of on-street parking;~~

- ~~— f) Transportation and transportation route to and from the Venue;~~
- ~~— g) Noise abatement and/or monitoring measures;~~
- ~~— h) Hours of operation of the Special Event;~~
- ~~— i) Site map of Venue; and~~
- j) ~~Such other conditions which are, in the opinion of the licensing Officer, reasonably necessary to protect the health, safety, welfare and property of the Special Event attendees, Town residents and/or members of the public.~~
- i. The authority of the Licensing Officer to grant relief from the requirements of this Bylaw shall be limited to those items within the authority of the Licensing Officer under this Bylaw and does not relieve the Licensee from any conditions or requirements imposed by other Federal, Provincial or Municipal regulations, bylaws or contract or otherwise.
- j. A Licensee shall comply with all relevant Federal, Provincial or Municipal laws in existence at the time of the Special Event.
- k. All costs and expenses incurred in meeting the requirements of this Bylaw and any conditions of the Special Event Permit shall be borne solely by the Licensee.
- l. The Licensing Officer shall within **twenty (20) days** after receipt of a completed Application for a Special Event Permit, approve, approve with conditions or refuse the Application.

4. REFUSAL OF APPLICATIONS

- a. The ~~Licensing Office~~ **Community Services Department** shall not issue a Special Event Permit if in the opinion of the Licensing Officer:
 - i. The Application is not completed;
 - ii. The Application fee has not been paid, and where the Licensing Officer has not waived the Application fee;
 - iii. Any individuals or agencies in Section ~~3.3~~ **3.d** of this Bylaw were unable to inspect the Venue because the Applicant was unable or unwilling to provide them with access to the entire Venue in a timely fashion;
 - iv. The proposed safety or security procedures were inadequate;
 - v. The proposed Venue is inadequate for the proposed Special Event; or
 - vi. The proposed Venue lacks the appropriate zoning under the Town's Land Use Bylaw to host the Special Event.
- b. The Licensing Officer may refuse to issue a Special Event License if:
 - i. The Applicant has previously operated a Special Event in breach of a condition of a Special Event Permit or a Town Bylaw;
 - ii. Any of the individuals or agencies in Section ~~3.3~~ **3.d** of this Bylaw recommends against issuing the Special Event Permit;
 - iii. The anticipated noise created by the Special Event would cause an unreasonable disturbance to Town residents or the general public; or
 - iv. Issuing the Special Event Permit may harm the health, safety, welfare or property of the attendees, Town residents, or members of the public.
- c. Where the application is denied, the Licensing Officer shall mail and/or email a written notice to the Applicant within five (5) business days after the application is denied. The notice shall include a statement of the reasons the application was denied.

5. RIGHT OF APPEAL

- a. The Applicant may file a written request with the CAO to conduct a review concerning the refusal of the Permit within ten (10) business days after the date of the written notice. The written request by the Applicant shall contain reasons why the CAO should carry out a review and provide any information that is deemed necessary to help the CAO fulfill such review. After the CAO has received the written request from the Applicant, he/she shall review the written request and provide a response to the Applicant no more than ten (10) business days after receipt of the written request.

- b. Once the CAO has reviewed the refusal of the Permit pursuant to 5.1, he/she may:
 - i. Grant a Permit without conditions
 - ii. Grant a permit with conditions, or
 - iii. Refuse to grant a Permit
- c. The CAO's decision pursuant to Section 5.1 shall be considered final and binding.

6. LIQUOR/ALCOHOL SERVICE REQUIREMENTS

- a. Without limitations to Section 3.11, any Special Events serving and/or selling liquor/alcohol must meet all requirements of the ALGC (~~Alberta Gaming and Liquor Commission~~): (**Alberta Gaming, Liquor and Cannabis**)
- b. The Town may require security to be present when liquor/alcohol is served, or in any other case determined to be appropriate by the Licensing Officer.

7. VALIDITY OF SPECIAL EVENT PERMIT

- a. A Special Event Permit is only valid for one Special Event held on the date(s) as specified on the Special Event Permit.

8. GENERAL PENALTY PROVISIONS

- a. No Person shall hold, conduct, manage or organize a Special Event unless that Person has obtained and holds a valid Permit pursuant to the terms of this Bylaw.
- b. Any person who provides false or misleading information in an application is guilty of an offence and is liable on conviction to imposition of a penalty as prescribed by this Bylaw.
- c. Venue Owner must ensure that a Permit has been obtained before permitting the Special Event to take place at the Venue.
- d. The Licensee and Venue Owner are jointly and severally responsible for ensuring that all conditions of the Special Event Permit and this Bylaw are fully complied with.
- e. The Licensing Officer or a Peace Officer may immediately revoke a Special Event Permit where the Licensee or Venue Owner:
 - i. Fail, neglect or otherwise refuses to pay to the Town, the fee prescribed by a provision of this Bylaw;
 - ii. Fail, neglect or otherwise refuse to fulfill any or all of the Special Event Permit conditions imposed pursuant to the provisions of this Bylaw;
 - iii. Allows the Special Event to be conducted in a manner contrary to the terms of this Bylaw or contrary to the terms and conditions of the Special Event Permit.

9. ENFORCEMENT AND PENALTY

- a. Where a Peace Officer has reasonable grounds to believe that a provision of this Bylaw has been contravened, that Peace Officer is authorized to issue a **Municipal tag or a Violation ticket Tag** to any Person who the Peace Officer has reasonable grounds to believe is responsible for the contravention. Violation fees will be based on the current Rates and Fees Bylaw ~~Schedule U~~.
- b. **A Municipal tag or a violation ticket A Violation Tag** issued pursuant to this Bylaw shall be in a form approved by the CAO and may be delivered to the person reasonably believed to have contravened this Bylaw by means of actual service upon the person or by mailing a copy to the Person at his/her address as it appears on the Permit.
- c. Where a **Municipal tag or a Violation ticket Tag** is issued pursuant to this Bylaw, the Person to whom the **Municipal tag or a Violation ticket Tag** is issued, in lieu of being prosecuted for the offense, shall pay to the Town, the penalty specified on the **Municipal tag or a Violation ticket Tag** within seven (7) days if delivered by actual service to the Person and within fourteen (14) business days if served by mail.
- d. Where a **Municipal tag or a Violation ticket Tag** has been issued and the specified penalty not paid within the prescribed time, the right of the Person named on the **Municipal tag or a Violation ticket Tag** to pay the penalty in lieu of prosecution shall expire and the Peace Officer is authorized to issue a **Municipal tag or a Violation Ticket** pursuant to Part 2 of the Provincial Offences Procedures Act R.S.A. 200, c P-34, as amended or repealed and replaced from time to time, to an Person that the Peace Officer has reasonable grounds to believe contravened a provision of this Bylaw.

- e. Notwithstanding Section 8.3, a Peace Officer is hereby authorized and empowered to immediately issue a **Municipal tag or a Violation ticket** ~~Tag~~ to any person whom the Peace Officer has reasonable grounds to believe has contravened or is responsible for a contravention of any provision of this Bylaw regardless of whether a **Municipal tag or a Violation ticket** ~~Tag~~ has first been issued. Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a **Municipal tag or a Violation Ticket**.
- f. Any person who has contravenes this Bylaw or provisions of a Special Event Permit is guilty of an offence and is liable on conviction to the imposition of a fine of not more than Ten Thousand (\$10,000) Dollars or in default of payment, to imprisonment for a term not exceeding one (1) year.
- g. This Bylaw repeals Bylaw ~~No. 826~~ Events Bylaw.
- h. This Bylaw comes into force and effect on the date of the final passing thereof.

READ A FIRST TIME THIS 22ND DAY OF JANUARY A.D., 2024.

READ A SECOND TIME THIS 22ND DAY OF JANUARY A.D., 2024.

READ A THIRD AND FINAL TIME THIS 22ND DAY OF JANUARY A.D., 2024.

Lance Colby, Mayor

Rick Blair, CAO

“SCHEDULE A”

CONDITIONS AND REQUIREMENTS:

Every Licensee to conduct a Special Event shall be subject to the following conditions and requirements:

~~1. Security Protection:~~

- ~~a. Every Licensee shall provide at his/her own expense, on premises security protection as required by the Licensing Officer. The Licensee shall provide proof of such arrangements to the satisfaction of the Licensing Officer at least fifteen (15) business days prior to the date of the Special Event.~~

~~2. Police Protection:~~

- ~~a. Under the advisory of the local RCMP, the Licensing Officer may impose specific numbers of Peace Officers for the preservation of order and the protection of property in and around the place of the Special Event.~~
- ~~b. Where the local RCMP specifies the employment of extra Peace Officers to meet the requirements of this Bylaw, such Peace Officers shall be under the direct control of the local RCMP detachment.~~
- ~~c. The Licensee shall cover all expenses associated with police protection at rates approved by the Licensing Officer. The approved rates should be deposited to the Town at least fifteen (15) business days prior to the specified date the Special Event is to occur.~~

~~3. Water and Sanitation Facilities;~~

- ~~a. Every Licensee shall provide at his/her own expense, an ample supply of potable water for drinking and adequate sanitation facilities at the Venue of the Event. Water and sanitation facilities shall comply with the requirements of the Public Health Act pertaining to potable water and sanitation facilities for events of this nature.~~

~~4. Food Concessions:~~

- ~~a. The Licensee shall comply with the requirement of the Public Health Act pertaining to food regulations for event organizers and shall ensure any business or community group operating food service establishments by invitation and/or contract of the Licensee comply with the requirements of the Public Health Act pertaining to food regulations for temporary food establishment operators, at his/her own expense.~~

~~5. Fire Protection:~~

- ~~a. Every Licensee should provide, at his/her own expense, adequate fire protections as determined by the Fire Chief. If the Event is located in a hazardous fire area, a suitable number of fire officials shall be employed by the Licensee, who shall be approved by the Fire Chief. Flammable vegetation and other fire hazards shall be removed in a manner and in such quantity as determined by the Fire Chief.~~

~~6. First Aid Facilities;~~

- ~~a. Every Licensee shall provide, as his/her own expense, first aid facilities at the site of the Special Event, as may be required by the Licensing Officer. If deemed necessary by the Licensing Officer, the Licensee shall provide ambulance services to transport persons attending the event from the site of the event to the nearest hospital where need arises at his/her own expense.~~

~~7. Parking:~~

- ~~a. Every Licensee shall provide adequate parking spaces for persons attending the event by motor vehicle. Such parking areas shall be clearly marked. The Licensing Officer shall approve a Licensee's parking plan before a permit shall be issued.~~
- ~~b. The Licensee shall provide adequate access and egress to the Event Venue and parking areas, therefore necessary roads, driveways and entranceways shall exist to ensure the orderly flow of traffic into the Venue from a highway or road, which is a part of the town system of highways or which is a highway maintained by the Province of Alberta.~~

~~c. A designated special access way for fire equipment, ambulances, and other emergency vehicles shall be required. The Licensee shall submit a traffic and pedestrian management plan for Town approval before a permit is issued. Additionally, the Licensee shall verify the traffic control personnel are under his/her employ to ensure orderly traffic movement and relieved traffic congestion in the vicinity of the Event Venue.~~

~~8. Illumination:~~

~~a. Every Licensee planning to conduct a Special Event after dark, or planning to allow persons who attend the Special Event to remain at the Venue after dark, shall provide electrical illumination to ensure that those areas which are occupied are lit at all times.~~

~~9. Noise Control:~~

~~a. The Town of Carstairs Noise Bylaw 1058 must be reviewed and agreed to by the Licensee.~~

~~b. If sound equipment and/or amplification are to be used, a detailed plan is required to outline any steps to be taken to ensure noise disturbance outside the Venue is minimized and any steps that will be taken to ensure noise is controlled within the Event.~~

Town of Carstairs - Special Events Guidelines for Event Organizers



Section 1: Purpose, Definition & Objectives

1.1 Background

The Town of Carstairs believes events are essential to making Carstairs a vibrant, active and inspired town. The Special Events Guidelines has been developed to assist organizers in planning safe community events on Town owned lands.

1.2 Objective

The Special Event Guidelines outlines the Town of Carstairs's commitment to supporting special event organizers in hosting a safe and successful event. The guidelines are designed to support event organizers to navigate through the permit and safety requirements when planning an event. Licensing Officer will be your primary contact and are here to answer questions and to provide an overview on potential requirements to hold a safe, special event. Please feel free to email the Licensing Officer communityservices@carstairs.ca or call 403.940.3327.

1.3 Definition

A special event is an organized one-time or annual event that temporarily restricts typical public access to Town of Carstairs property.

A special event must also have one or more of the following elements:

- a. The event occurs on multiple public properties or facilities
- b. The requested use for the land or facility is different than the original intended purpose
- c. Public use is limited by the duration of the event
- d. Has impact on public safety
- e. Requires a road closure
- f. Estimated attendance of +200 people at any given time
- g. Involves the support, approval and/or services of **two** or more Town of Carstairs departments.

Section 2: Neighborhood Events

Block parties and/or neighborhood events are not required to go through the full special events process. A special events application (refer to Definition 1.m) only needs to be completed if permits and/or partial road closures are required for the event. Insurance is required for block parties / neighborhood events (refer to page 8). Town Administration requires a minimum of three weeks to process neighborhood event applications.

For information on if a special events application is required, please contact Community Services Department at 403.940.3227 or communityservices@carstairs.ca

Section 3: Special Event Process

Sample Process Time Line

Submit Application (at least ninety (90) days before event) → Community Services review → Contact other departments if required → Send out any other permits/applications → Twenty days to return other permits/applications back to appropriate departments → Review returned extra permits/applications → One month prior to event conditions met/application approved → event day

Step 1: Application Form

The Town of Carstairs Special Event Application Form provides the Town of Carstairs with all the basic details of your proposed event. The application form is online and needs to be filled out and submitted to start the review process. [Special Event Application Form](#). Please contact Community Services at 403.940.3327 or communityservices@carstairs.ca with any questions.

Step 2: Site Plan, Insurance and Road Closure Permit

Once your completed application is received, a Licensing Officer will contact you to confirm the requested facility or open space is available. A Licensing Officer will also take this opportunity to ask some questions and get additional information if needed.

At this point, you will be required to submit a detailed site plan. To assist you in developing your site plan, use google maps. If you are requesting road closures the Emergency Services Department will review your request. **It will take a minimum of 30 days to receive approval for a road closure.**

Step 3: Review Process

Every special event application submitted is reviewed by Town of Carstairs employees from all departments who conduct a technical and operational review. Through this review, the Town identifies conditions, permits and support that may be required. If the Town is unable to provide the required levels of support, outside agencies will need to be secured at the event's expense.

Step 4: Consent

Once the review is complete, the event organizer will be notified and advised of all requirements and conditions that need to be met in order to hold a safe event. The review of your application generally takes approximately one month after the submission of your special event application and site plan.

Step 5: Conditions and Requirements

Once your application is reviewed, the appropriate Town department(s) will contact you to apply for the required permits, inspections and conditions. The Licensing Officer will also provide you with contact information should permits from other levels of government, be required. It is the responsibility of the event organizer to comply with all relevant laws and regulations and have available, upon request, all permits during set-up, tear down and during the event. With most events, the Town requires that conditions are met one month prior to the scheduled event.

Please be advised that fees may be applied to Town services based on the organizer's requests. See Rates & Fees Bylaw.

Town of Carstairs

Guidelines for Event Organizers

Section 4: Use of Facilities, Parks and other Greenspaces

Restricted activities, are activities normally not permitted in facilities, parks and other greenspaces. These include but not limited to the following: events which may cause damage to the park or the environment, are distinctly incompatible with natural open space, involve undue risk and are in violation of any current Town of Carstairs Bylaws. All activities proposed for facilities, parks, and other greenspaces are subject to prior approval. Examples of used facilities, parks and other greenspaces:

Indoor Facilities:

- Memorial Arena
- Carstairs Community Hall

Outdoor Spaces:

- Memorial Park
- Tiny LaFleur
- Carstairs Nature Space
- Carstairs Regional Skate Park
- Other Playgrounds, and/or Greenspaces

Section 5: Resources

Municipal Services		
Emergency Planning	All events with estimated attendance of +200 require an emergency response plan (ERP). Organizers use the template provided <ul style="list-style-type: none"> • Emergency Response Plan If your event involves fireworks, you will be required to submit a fire safety plan.	Emergency Response Plan Template
Fireworks	The lighting of fireworks requires an approved permit from the Town of Carstairs Fire Department at least two (2) months prior to the event.	Carstairs Fire Department
Lost Children Plan	A Lost Children Plan must be submitted for specialty events, night time events, and largescale events (attendance +200), or at the Town's discretion. To include: volunteer training, holding area and signage)	
Inspections	Inspections may be required prior to an event to ensure cooking apparatus and safety equipment is appropriately set-up. No cooking is allowed under canopies or tents and all cooking appliances must be a minimum of one meter away from the edge of the canopy and protected from the public.	Emergency Services Department 403.337.2632

Town of Carstairs

Guidelines for Event Organizers

Municipal Services		
Licensing and Notification	All vendors, including food trucks operating in the Town of Carstairs require a business license. Temporary Vendor Market Licenses are available per day. Event Organizers must obtain a Temporary Vendor Market License, only if vendors are part of the special event. One (1) Temporary Vendor Market License required for a special event. Event Organizer is required to submit a list of all vendors attending the special event no later than one (1) week prior to the Special Event. Vendors not on the list require a Resident or Non-Residential Business License.	Business License
Maps for Parks	To assist with site plan development, use google maps.	Google Maps
Noise Control	In order to best manage and mitigate concerns of neighboring properties, events must align to the requirements of the Town's Noise Bylaw	Noise Bylaw
Park Spaces	Once you have submitted the site map, the Licensing Officer will advise you if a preliminary site visit is required. One to two days prior to the event a final site visit will be arranged to discuss placement of structures. This final site visit is to eliminate damage to surface structures such as irrigation, ball diamonds and sports fields when placing stakes or other objects into the ground.	Community Services 403-940-3327
Vehicles	Placing Heavy Vehicles in Public Parks <ul style="list-style-type: none"> • Placement of units must be included in site plan • Advance approval required • Under wet conditions town will approve placing • Units must be in place two hours before event starts and not to be removed until space is clear 	
Signage	Not for Profit groups are permitted to place temporary signs advertising their events. Some restrictions do apply, so contact Planning & Development for additional information.	Land Use Bylaw Planning & Development 403.337.3341
Waste Diversion (Garbage & Recycling)	Waste (garbage & recycling) must be cleaned up and removed by the event organizer. If site is not cleaned up, charges will apply as per current Rates & Fees Bylaw. Event organizers: <ul style="list-style-type: none"> • Responsible for pickup / returning collection receptacles to the Operations shop in clean and good condition (garbage bags provided) • Responsible for ensuring waste & recycling are hauled away at organizer cost 	
Portable Washrooms	Event organizer is responsible to contact a local service provider for any additional portable washrooms required on site. Check AHS requirements. Town placed washrooms are available for event use. Town will not move washrooms around on site for event.	

Town of Carstairs

Guidelines for Event Organizers

Other Services		
Alberta Health Services		
Environmental Health	Health inspectors generally inspect the set-up of food tents as required by Alberta Health Services Regulations to obtain a food handling permit. Contact Alberta Health Services to set-up an appointment time.	Alberta Health Services Special Events Food Vendor Package
Personal Services	Services such as tattooing, hair-styling, face- painting are considered personal services and require operating permits.	Alberta Health Services Event Organizer Information Alberta Health Services Personal Services
Alberta One Call (Call before You Dig) <i>CLICK</i>	It is the duty of the special event organizer to contact "Alberta One Call" before any digging occurs or ground disturbance occurs.	Alberta One Call 1.800.242.3447
Alcohol	All events involving alcohol require an approved permit from Alberta Gaming, Liquor & Cannabis.	Alberta Gaming, Liquor & Cannabis - Liquor License
Fundraising	For charitable fundraising, organizers are responsible to follow the rules that are defined in Alberta's Charitable Fund-Raising Act and regulations	Province of Alberta Charitable Fund-Raising Act
Medical Services	Should the event organizer wish to provide this service, please contact the service provider directly.	St. John Ambulance Aaron Paramedical
Notification(s)	Event organizers may be required to notify adjacent businesses or residents of any temporary road closures in the community if at the time of application review an issue arises. Notification can be through: <ul style="list-style-type: none"> • Flyers on doors • Door Knocking 	Once the Special Event application and Temporary Road Closure permit are approved the Town will notify the community. Notification can be done through: <ul style="list-style-type: none"> • Social Media • Town Website • Voyent Alert
Waste Diversion (Organics & Recycling) Local Service Providers	For additional support with your garbage & recycling objectives, please contact your local service provider.	Carstairs Waste Control 403-337-2870

Town of Carstairs

Guidelines for Event Organizers

<p>Insurance</p> <p>Commercial General Liability or Special Event Liability</p> <p>Inflatable devices such as inflatable arches, bubble soccer, etc.</p> <p>Inflatable amusement devices and/or device operators, dunk tanks and fireworks</p>	<p>For most events, Insurance coverage of \$2 million per occurrence will be accepted. Limits may need to increase depending on the type of event</p> <p>we would not require additional insurance and would require the basic insurance limits depending on other activities at the events</p> <p>For amusement devices insurance coverage of \$5 million per occurrence and not less than \$10 million in aggregate for liability will be accepted.</p> <p>The Event organizer(s) are responsible for the safe set-up, operation, supervision and take-down of any/all inflatable amusement devices. - Organizer responsible to have tank monitored for entire period of time water is in tank</p> <p>Event organizers must ensure inflatable amusement devices used at their event meet or exceed applicable legislation, including but not limited to, Alberta Elevating Devices & Amusement Rides Requirements http://www.aedarsa.com/</p> <p>Fireworks regulations, at a minimum, must be followed.</p>	<p><u>Applies to all types of insurance:</u></p> <p>Speak with your insurance advisor as insurance costs are the responsibility of the organizer.</p> <p>AB Munis insurance quote.</p> <p>Insurance must be obtained prior to any Town of Carstairs permits being approved.</p> <p>Include a waiver of subrogation in favor of the Town of Carstairs</p> <p>Name the Town of Carstairs as an additional insured.</p> <p>Include provision to provide the Town of Carstairs with 30 days written notice in the event the event organizer's insurance is cancelled or changed.</p> <p>The policy should be on an occurrence basis and be subject to deductibles no more than \$5,000 per occurrence.</p>
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Town of Carstairs

Guidelines for Event Organizers

Here is a quick reference checklist as you plan your event. Depending on the size of event, not all items will apply.

Items	Completed	Other
SPECIAL EVENT APPLICATION COMPLETED AND SUBMITTED		
Alberta Health Services		
Alcohol permit		
Building Inspection		
Businesses / Residents Notified*		
Emergency Plan		
Fire Inspection		
Fireworks Permits		
Garbage & Recycling		
Insurance *		
Location Confirmed		
Noise Bylaw Reviewed		
Parks Site Inspection		
Medical Services		
Permits		
Temporary Road Closure Permit		
Temporary Vendor Market License		
Site Map *		
Other Items:		

***Copies must be submitted to the Licensing Officer.**



Town of Carstairs

Policy: **Special Events Policy No. 62-004-24**

Date: **January 22, 2024**

Adopted by: **Council**

Policy Statement:

The Town of Carstairs has provided this policy to establish guidelines for persons/groups hosting Special Events to ensure adequate health, sanitation, vehicle control, and crowd control and dog control for public safety and the protection of public property

Definitions:

Applicant means a person who applies for a Special Event Permit.

Licensee means the person who has applied for and obtained a Special Event Permit.

Peace Officer means any Bylaw Officer, Community Peace Officer or any member of the Royal Canadian Mounted Police.

Special Event means an organized indoor or outdoor event, program or service in which the number of people or type of activity affects public use of the Town of Carstairs parks, facilities, property or roads, and/or may affect the general public.

Responsibilities:

The Town of Carstairs shall consider applications for Special Event Permits according to the following guidelines and requirements which follow and every licensee shall be subject to the following conditions and requirements:

~~Conditions and Requirements:~~

~~Every Licensee to conduct a Special Event shall be subject to the following conditions and requirements:~~

1. All events with estimated attendance of +200 require an event Emergency Response Plan (ERP) which includes but not limited to:

- a. Security Protection
- b. Police Protection
- c. Fire Protection
- d. First Aid Facilities

~~1. Security Protection:~~

~~a. Every Licensee shall provide at his/her own expense, on premises security protection as required by the Licensing Officer. The Licensee shall prove proof of such arrangements to the satisfaction of the Licensing Officer at least fifteen (15) business days prior to the date of the Special Event.~~

~~2. Police Protection:~~

~~a. Under the advisory of the local RCMP, the Licensing Officer may impose specific numbers of Peace Officers for the preservation of order and the protection of property in and around the place of the Special Event.~~

~~b. Where the local RCMP specifies the employment of extra Peace Officers to meet the requirements of this Bylaw, such Peace Officers shall be under the direct control of the local RSMP detachment.~~

~~c. The Licensee shall cover all expenses associated with police protection at rates approved by the Licensing Officer. The approved rates should be deposited to the Town at least fifteen (15) business days prior to the specified date the Special Event is to occur.~~

2. Water and Sanitation Facilities:

- a. Every Licensee shall provide at his/her own expense, an ample supply of potable water for drinking and adequate sanitation facilities at the Venue of the Event. Water and sanitation facilities shall comply with the requirements of the Public Health Act pertaining to potable water and sanitation facilities for events of this nature.

3. Food Concessions:

- a. The Licensee shall comply with the requirement of the Public Health Act pertaining to food regulations for event organizers and shall ensure any business or community group operating food service establishments by invitation and/or contract of the Licensee comply with the requirements of the Public Health Act pertaining to food regulations for temporary food establishment operators, at his/her own expense.

~~4. Fire Protection:~~

- ~~a. Every Licensee should provide, at his/her own expense, adequate fire protections as determined by the Fire Chief. If the Event is located in a hazardous fire area, a suitable number of fire officials shall be employed by the Licensee, who shall be approved by the Fire Chief. Flammable vegetation and other fire hazards shall be removed in a manner and in such quantity as determined by the Fire Chief.~~

~~5. First Aid Facilities:~~

- ~~a. Every Licensee shall provide, as his/her own expense, first aid facilities at the site of the Special Event, as may be required by the Licensing Officer. If deemed necessary by the Licensing Officer, the Licensee shall provide ambulance services to transport persons attending the event from the site of the event to the nearest hospital where need arises at his/her own expense.~~

4. Parking:

- a. Every Licensee shall provide adequate parking spaces for persons attending the event by motor vehicle. Such parking areas shall be clearly marked. The Licensing Officer shall approve a Licensee's parking plan before a permit shall be issued.
- b. The Licensee shall provide adequate access and egress to the Event Venue and parking areas, therefore necessary roads, driveways and entranceways shall exist to ensure the orderly flow of traffic into the Venue from a highway or road, which is a part of the town system of highways or which is a highway maintained by the Province of Alberta.
- c. A designated special access way for fire equipment, ambulances, and other emergency vehicles shall be required. The Licensee shall submit a traffic and pedestrian management plan for Town approval before a permit is issued. Additionally, the Licensee shall verify the traffic control personnel are under his/her employ to ensure orderly traffic movement and relived traffic congestion in the vicinity of the Event Venue.

5. Illumination:

- a. Every Licensee planning to conduct a Special Event after dark, or planning to allow persons who attend the Special Event to remain at the Venue after dark, shall provide electrical illumination to ensure that those areas which are occupied are lit at all times.

6. Noise Control:

- a. ~~The Town of current Carstairs Community Standards Bylaw~~ **The current Noise Bylaw must be reviewed and agreed to by the Licensee.**
- b. If sound equipment and/or amplification are to be used, a detailed plan is required to outline any steps to be taken to ensure noise disturbance outside the Venue is minimized and any steps that will be taken to ensure noise is controlled within the Event.

7. Any permit applications requesting alcoholic beverages being served must be approved first by The Town of Carstairs before being sent to other authorities.

8. Persons hosting Special Events on private property are encouraged to contact the Town of Carstairs prior to the event to discuss potential issues of mutual interest and applicable Town Bylaws.

Special Event Application Process:

1. ~~A Special Event is an organized event, program or service in which the number of people or type of activity affects public use of the Town of Carstairs parks, facilities, property or roads, and/or may affect the general public.~~ Complete all sections of the application. All proposed activities and events are subject to the approval of the Town.
2. Submit your application ~~by mail/deliver in person to the Town of Carstairs Special Events Licensing Officer, Box 370 Carstairs, AB T0M 0N0, fax to 403.337.3343.~~ **online at www.carstairs.ca.** **If you require a paper application contact the Community Services Liaison.** Submission of an application does not grant you permission; all applications are subject to review.
3. The Town grants permission to use appropriate public spaces on a first-come, first-served basis. The Town will **not** consider your application without a completed application and the appropriate application fee, when required.
4. Upon receiving your application, the Town will contact you to inform you of the status of your application. The Town reserves the right **to** request additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities, or the event itself. The Town may postpone approval of the event permit until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may result in denial of a special event application.
5. ~~The Applicant~~ **applicant** is responsible for payment of any necessary advertising of road closures, signing, and barricading costs as identified by the ~~Operations Department~~ **Town of Carstairs**, and to ensure affected businesses and residences are made aware of such closures. The applicant ~~will~~ **may** also pay for the permit and any other costs incurred by ~~Town departments~~ **the Town of Carstairs** in providing equipment, supplies or manpower for the event.
6. Once all of the Town's requirements have been fulfilled, including receipt of all documents and full payment, a Special Event Permit may be issued. Applicable facility fees will be applied based on the current Rates and Fees Bylaw.
7. The Community Services Department processes all applications. A copy of the approved permit must be kept at the Special Event location and produced on demand.
8. Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Town and changes/modifications relative to the event from the Town is at the sole expense and risk of the event applicant.
9. Failure to comply with the conditions of an approved permit could result in the approval being withdrawn, future applications being denied and/or prosecution for breach of Town Bylaws.
10. **A Peace Officer and any other authorized representative of the Town of Carstairs under its direction are hereby authorized to enter at all reasonable times upon any premise to ascertain whether the regulations and provisions of this policy are being complied with.**
11. **Every person who violates a provision of this policy commits an offence and is liable on summary conviction to a penalty as specified in the current Rates and Fees Bylaw.**

End of Policy:
/Carstairs01/24

Signatures:
M_____ Policy No. 62-004-24 adopted by Council on January 22, 2024.

Mayor, Lance Colby

CAO, Rick Blair

Town of Carstairs
Policy No. 62-004-24
Page 3 of 3



Town of Carstairs

Policy: **Asset Management Policy-Amended
Policy No. 12-033-24**

Date: **January 22, 2024**

Adopted by: **Council**

Policy Statement: Purpose:

~~The purpose of this policy is to provide guidance and leadership in the development and implementation of the Town's Asset Management Program. It is intended to demonstrate an organization wide commitment to best practices in **Asset Management (AM)**, including the consistent use of AM to facilitate logical and informed decision-making to manage all **assets**. This will support the delivery of sustainable community services in the short and long term.~~

The Town of Carstairs owns a variety of assets which support the delivery of services to the community. These assets require responsible acquisition, operation, maintenance, rehabilitation and eventually replacement and/or disposal.

The intent of Asset Management (AM) is to maximize benefits, manage risk and provide satisfactory Levels of Service to the community in a sustainable manner.

This Policy outlines the fundamental AM principles to be implemented across the Town of Carstairs.

Definitions:

~~The definitions provided in this document align with those outlined in best practice guidance documents including the ISO 55000 International Standard for Asset Management, *Building Community Resilience through Asset Management: A Handbook and Toolkit for Alberta Municipalities*, and *Asset Management for Municipalities in Alberta*.~~

Asset— a physical component of a system that has value, enables services to be provided, and has an economic life of greater than 12 months (*Building Community Resilience through Asset Management*).

Asset management (AM)— the coordinated activity of an organization to realize value from assets. It considers all asset types, and includes all activities involved in the asset's life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset (ISO 5000).

Asset management plan (AMP)— A plan to identify asset management needs, establish longer term financing means, and regularly schedule maintenance, rehabilitation and replacement works for the long term sustainability of the asset (*Building Community Resilience Through Asset Management*).

Asset management policy— Principles and mandated requirements derived from, and consistent with, the organizational strategic plan, providing a framework for the development and implementation of the asset management strategy and the setting of the asset management objectives (*Building Community Resilience through Asset Management*). A document that specifies the guidelines and goals relating to asset management set by senior leadership or, in the case of a municipality, council (*Asset Management for Municipalities in Alberta*).

Asset management practices— Decision-making and investment planning guidelines to facilitate the realization of adequate funding over the life cycle of the infrastructure.

Asset management program— the set of related measures or activities that will promote lifecycle and risk management of all assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of service.

Asset means an item, thing or entity that has potential or actual value to an organization. The value can be tangible or intangible and financial or non-financial.

Asset Management (AM) means an integrated process, bringing together skills, expertise and activities of people; with information about a community's physical assets; and finances; so that decisions can be made, supporting sustainable delivery.

Asset Management Policy means a document that outlines the process for managing an organization's assets. It can be applied to physical, financial, and human resources. Organizational goals are often aligned with the content of this document.

Asset Management Program means a dedicated application which is used to record and track an asset throughout its life cycle, from procurement to disposal.

Asset Management Practices means the decision-making and investment planning guidelines to facilitate the realization of adequate funding over the life cycle of the asset.

Council means the Council of the Town of Carstairs.

Senior Management means all director and management level positions within the Town of Carstairs administration.

Level of Service means the social and economic goals of the community and may include the following parameters: safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost and availability. The defined Levels of Service are any combination of the above parameters deemed important by the municipality.

Key Performance Indicators (KPI) means a quantifiable measure used to evaluate the success of an organization, employee, etc. in meeting objectives of performance.

Scope and Asset Classes:

The Town is responsible for providing a range of essential services to the community, including reliable and accessible transportation networks, storm water management, safe and sufficient drinking water, reliable collection of wastewater, and facilitating recreation and leisure opportunities through community groups. To deliver these services, it owns and manages a diverse asset portfolio of roads, sidewalks, trails and pathways; water treatment and distribution, wastewater collection and treatment, and storm water attenuation, conveyance, and treatment networks; Town buildings; parks; and supporting fleet, machinery, and equipment. Since the social, economic, and environmental wellbeing of the community depends on the reliable performance of these assets it is critical to implement a systematic, sustainable approach to their management.

Asset Management is such an approach. It refers to the set of policies, practices and procedures that allow an organization to minimize the costs and risks of owning assets while continuing to provide the community with expected **levels of service**. An Asset Management approach allows organizations to make informed decisions related to planning, building, operating, maintaining, renewing, replacing and disposing of assets through a wide range of **lifecycle activities**. An organization wide process, it requires the coordination of activities across multiple Departments and service areas such as Finance, Transportation and Utilities, Planning and Development, Parks, Emergency Services and Community Services.

Adopting a comprehensive and holistic Asset Management approach will support efficient and effective delivery of expected levels of service. The Town of Carstairs will develop an Asset Management Plan that identifies all infrastructure types and municipal infrastructure assets that meet the capitalization thresholds as outlined in the Town's Asset Management Plan.

The Asset Management Plan may also consider assets against which work is completed through approved capital projects, regardless of whether these assets meet existing **capitalization thresholds**. Inclusion of other assets that fall below existing capitalization thresholds and are not completed through capital projects will be considered, as appropriate, based on what is needed to manage these assets in a sustainable way that benefits the community. Approaches to determining which assets will receive consideration in the asset management plan will evolve with best management practices.

Objectives:

By using sound Asset Management Practices, the Town will work to ensure that all assets meet expected performance levels and continue to provide desired levels of service in the most efficient and effective manner. Linking service outcomes to infrastructure investment decisions will assist the Town in focusing on service, rather than budget, driven asset management approaches.

As such, it is useful to adopt a structured and coordinated approach to outlining the key principles that should guide all asset management decision-making.

Alignment with the Town's Strategic Direction:

The approval of this policy is an important step towards integrating the Town's strategic mission, vision and goals with its Asset Management Program. Accordingly, this policy aligns with the Town of Carstairs' strategic direction as identified in the Community Sustainability Plan (CSP, 2009).

This plan presents a vision developed by Council, Staff, and the Community, in which a diverse array of stakeholder voices was heard. The CSP is a long term, 20-year plan to be achieved by undertaking a series of short term goals, actions and milestones. Development of an asset management program will support its successful implementation. Specifically, the CSP advances responsible management of existing and future development by identifying six dimensions of sustainability:

- a. Social
- b. Cultural
- c. Natural Environment
- d. Built Environment
- e. Economic
- f. Governance

Together, these six dimensions provide a framework upon which to build a robust Asset Management Program. Through descriptions of success statements, the Town has identified key actions and initiatives that will assist in achieving and measuring the success of the CSP. These include a focus on:

- a. Low Impact Development
- b. Infrastructure
- c. Architecture
- d. Conservation

Scope:

This policy applies to all employees and elected officials directly or indirectly involved with the management of existing and new physical assets such as roads, sidewalks, bridges, transit, water mains, sewers, storm water ponds, pump stations, reservoirs, treatment plants, fleet, technology systems, buildings, parks, art and trees.

Key Principles:

The organization-wide Asset Management Program will be guided by the following principles that underpin best practices:

- a. *Systematic*
Adopting a consistent, repeatable approach to the management of assets, will enable services to be provided in the most cost-effective manner.
- b. *Innovative*
Continuous improvement will be a key part of our AM approach and will drive innovation in the development of tools, techniques and solutions.
- c. *Forward Looking*
Making the appropriate decisions to better enable our assets to meet the challenges of future customer expectations and legislative requirements.
- d. *Risk-based*
Managing the risk associated with infrastructure performance through cost/benefit analysis.
- e. *Customer focused*
Provide assurance to our customers through clearly defined levels of service.

Policy Statement for Asset Management Program:

To guide the Town of Carstairs; the following policy statements have been developed:

- a. The Town of Carstairs will implement an enterprise-wide Asset Management Program through all departments. The program will promote lifecycle and risk management of all assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of service.

- b. ~~The Town will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
 - i. ~~Complete and Accurate Asset Data~~
 - ii. ~~Condition Assessment Protocols~~
 - iii. ~~Risk and Criticality Models~~
 - iv. ~~Lifecycle Management~~
 - v. ~~Financial Strategy Development~~
 - vi. ~~Level of Service Framework~~~~
- e. ~~The Town will develop and maintain an asset inventory of all assets which includes unique ID, description, location information, value (both historical and replacement), performance characteristics and/or condition, estimated remaining life and estimated repair, rehabilitation or replacement date, and estimated cost for repair, rehabilitation or replacement.~~
- d. ~~The Town will develop risk and prioritization frameworks that enable meaningful comparison of the investment needs for all asset categories and assets that meet the capitalization threshold. Staff will apply these frameworks to identify the most critical needs across the organization, from engineered structures and machinery and equipment to facilities and parks, with a focus on balancing hard and soft service needs for the community.~~
- e. ~~The Town will develop an Asset Management Plan that incorporates all infrastructure categories and assets outlined in the organization's Capital Asset Plan (Schedule A). It will be updated to promote, document and communicate continuous improvement of the asset management program. The asset management plan will be updated as the capital needs and priorities of the Town change.~~
- f. ~~The Town will integrate Asset Management Plans and Practices with its long term financial planning and budgeting strategies in compliance with amendments to the Municipal Government Act. This includes the development of three year financial plans that determine the level of funding required to achieve short term operating and maintenance needs, in addition to five year capital plans identifying the funding needed to replace and/or renew assets based on full lifecycle costing.~~
- g. ~~The Town will explore innovative funding and service delivery opportunities, including but not limited to grant programs, public private partnerships, alternative financing and procurement (AFP) approaches, and shared provision of services, as appropriate.~~
- h. ~~The Town will develop meaningful performance metrics and reporting tools to transparently communicate and display the current state of Asset Management Practice to Council and the community.~~
- i. ~~The Town will consider the risks and vulnerabilities of assets to climate change and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency funding. Impacts may include matters relating to operations, levels of service and lifecycle management.~~
- j. ~~The Town will coordinate planning for interrelated assets with separate ownership structures by pursuing collaborative opportunities with neighbouring municipalities and jointly owned municipal bodies wherever viable and beneficial.~~
- k. ~~The Town will develop processes and provide opportunities for municipal residents and other interested parties to offer input into asset management planning wherever and whenever possible.~~

Principals:

The following outlines fundamental Asset Management (AM) principles that will be developed over time and implemented across all Town departments for application when making decisions pertaining to the infrastructure assets the Town owns.

1. Service Delivery to Customers

- a. The Town will clearly define Level of Service objectives, through Level of Service framework and in specific Asset Management plans, that balance community expectations and regulatory requirements with risk, affordability and available resources, and will do the following:
 - i. Manage assets appropriately in order to efficiently and effectively deliver the defined Levels of Service
 - ii. Monitor and periodically review Level of Service objectives to ensure that they meet or support community and Council expectations and other strategic objectives.
 - iii. The Town will implement an AM system that incorporates risk-based and information-driven decision-making frameworks that appropriately considers the potential impacts of asset failure continuing service delivery.
 - iv. The Town will ensure that decisions regarding the need for new assets are made with appropriate due diligence; and that these needs are evaluated with focus on service delivery to the community and supported with a valid business case that articulates cost and benefits.
 - v. The Town will ensure transparency and accountability to the community on service delivery. This will include regular communications to council to share information on service performance as well as technical information such as asset condition.
 - vi. The Town will comply with all relevant legislative, regulatory and statutory requirements.

2. Long-Term Sustainability and Resilience

- a. The Town's AM decision-making will consider the needs of both current and future generations and the potential challenges associated with changing community demographics and expectations related to service delivery, as well as potential modifications to legislative requirements. The Town will consider the triple bottom line, including social, environmental, and economic impacts when making a strategic AM decision.
- b. The Town will consider succession planning/contingency planning for key roles within Senior Management and administration to ensure stability and resilience of the AM program.

3. Holistic "Big Picture" Approach

- a. To support AM decision-making, the Town will take steps to connect the appropriate departments, functions and support activities in order to build effective working relationships and encourage information sharing. These department services and other strategic planning function as sustainability.
- b. AM decision-making will drive optimum value for the community by focusing on the "big picture". The Town will therefore ensure that decisions are made collaboratively and consider all life cycle stages and the interrelationships between asset performance, operational performance and overall service performance. Decision-making will also recognize the interconnected nature of asset systems and how decisions about one set of assets may potentially interact with or effect assets controlled by other departments of functions.

4. Fiscal Responsibility and Asset Management Decision-Making

- a. The Town will develop and maintain appropriate plans for infrastructure renewal for the purchase or construction of new infrastructure and for the decommissioning of redundant infrastructure. This includes:
 - i. Developing long-term projections of investment needs;
 - ii. applying rigorous analysis, including consideration of risk, to identify short-term investment needs;
 - iii. Implementing processes to ensure that proposed investment plans addresses needs efficiently and effectively;
 - iv. Implementing processes to address the operational budget implications of capital investment.
 - v. Exploring efficiency opportunities where appropriate, including new technologies;
 - vi. Analysing investment plans and associated funding requirements and putting in place mechanisms to ensure long-term financial sustainability.
- b. The Town will evaluate relevant asset investment decisions based on consideration of the whole-life costs associated with managing those assets through their life cycle.

- c. The town will develop prioritized capital investment plans that reflect community and stakeholder expectations with regards to Level of Service and other strategic objectives.

5. Innovation and Continual Improvement

- a. The Town views continual improvement as a key part of our AM approach and will focus on driving innovation in the development of tools, techniques and solutions.
- b. The Town will assess the AM competencies required to implement the AM system and provide the necessary support, education and training to AM staff.
- c. The Town will review the AM Policy in conjunction with its review of the AM strategy, every four to five years.

Roles and Responsibilities:

The development and continuous support of the Town's Asset Management Program requires a wide range of duties and responsibilities. The following passages outline the persons responsible for these tasks:

a. Council

- i. Review and approve of general policy and policy updates
- ii. Review and approve of the AM Policy and direction of the AM Program
- iii. Maintain adequate organizational capacity to support the core practices of the AM Program
- iv. Prioritize effective stewardship of assets in adoption and ongoing review of policy and budgets
- v. Consider sustainability of the levels of service delivered to the community

b. Executive Lead (Asset Management Planner)

- i. Identify matters requiring policy development, apprise the CAO of relevant issues, and assist the CAO in identifying the Town's priorities
- ii. Develop policy and policy updates
- iii. Provide organization-wide leadership in AM Practices and concepts
- iv. Ensure immediate and long-term AM Program objectives can be attained by attracting, maintaining, training, and motivating staff
- v. Provide departmental staff coordination by implementing effective consultation and collaboration mechanisms
- vi. Establish and monitor levels of service
- vii. Coordinate and track AM program implementation and progress through appropriate monitoring, assessing, and adaptive responses
- viii. Report to the CAO and Council on AM program progress and results

c. Departmental Staff

- i. Use the new business processes and technology tools developed as part of the AM program
- ii. Participate in implementation task teams to carry out AM activities
- iii. Collect and analyze levels of service data, based on key performance indicators
- iv. Provide support and direction for AM practices within their department
- v. Track, analyze and report on AM program progress and results

d. Asset Management Group

The Town of Carstairs will also create a formal Asset Management Group to assist the Executive Lead in guiding and advancing the Asset Management Program. This group will be a cross-functional team with members from departments and service areas holding some responsibility for municipal assets. The Asset Management Group will be tasked to:

- i. Develop policy and policy updates
- ii. Provide corporate oversight to goals and directions and ensure the AM program aligns with the Town's strategic plan
- iii. Ensure that adequate resources are available to implement and maintain core AM practices
- iv. Provide departmental staff coordination
- v. Establish and monitor levels of service

Responsibilities:

Town Council is responsible for:

- a. Approving the Asset Management (AM) Policy;

- b. Articulating community values and defining priorities;
- c. Approving funding and resources to implement the AM Policy and associated requirements;
- d. Approve Asset funding through multi-year and long-range financial plans.

Chief Administrative Officer is responsible for:

- a. Leading the implementation of the AM Policy across the Town.
- b. Asset Management Planner is responsible for;
- c. Identify matters requiring policy development, apprise the CAO of relevant issues, and assist the CAO in identifying the Town's priorities.
- d. Develop policy and policy updates
- e. Provide organization-wide leadership in AM Practices and concepts.
- f. Ensure immediate and long-term AM Program objectives can be attained by attracting, maintaining, training, and motivating staff.
- g. Provide departmental staff coordination by implementing effective consultation and collaboration mechanisms.
- h. Establish, monitor and report asset conditions
- i. Coordinate and track AM programming implementation and progress through appropriate monitoring, assessing adaptive responses,
- j. Report to the CAO and Council on Am Program progress.
- k. Departmental Staff is responsible for;
- l. Use the new business process and technology tools developed as part of the AM Program.
- m. Participate in implementation tasks teams to carry out AM activities.
- n. Collect and analyze levels of service data, based on key performance indicators (KPI).
- o. Provide support and direction for AM practices within their department.
- p. Track, analyze and report on AM program progress and results.
- q. Asset Management Group is responsible for;
- r. Develop policy and procedure updates.
- s. Provide corporate oversight to goals and directions and ensure the AM program aligns with the town's strategic plan.
- t. Provide departmental staff coordination.
- u. Establish and monitor levels of service.

Reporting and Accountability:

Successful implementation of a comprehensive Asset Management Program requires ongoing assessment and monitoring of progress. It also requires transparency and accountability in reporting on progress to Council and the public. The Asset Management Group will identify relevant key performance indicators (KPI) for all asset categories considered in the Asset Management Program and will measure the success of the Asset Management Program against these metrics. This will include information on core assets and services (roads, water treatment and distribution, sanitary collection and treatment, and storm water management) as well as soft assets and services provided through facilities and parks that enhances the quality of community life. Reporting will occur on an annual basis.

Asset Classification

Assets will be classified in Class, Category and Segment as outlined in this section.

- a. ~~Class~~ A group of assets that is significantly different in design and use.
- b. ~~Category~~ A classification within a major class that has unique characteristics.
- c. ~~Segments~~ A further classification that may be required due to unique asset criteria, applications, methodologies and useful life.

Assets recorded in the ~~Class~~ will include:

Schedule B

- a. ~~Infrastructure~~
Permanent structural works such as roads, bridges, canals, dams, water and sewer and utility distribution and transmission systems including plants and substations.
- b. ~~General Capital~~
All assets that are not used for infrastructure use, such as land, land improvements, facilities, inventory and fleet vehicles.

Assets recorded in the ~~Category~~ will include:

- a. ~~Land~~
Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use, but not land held for resale.

b. Land Improvements

All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences.

c. Facilities

Permanent, temporary or portable building structures such as offices, garages, warehouses and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.

d. Inventory

Assets used in aiding the operation of infrastructure, buildings, fleet, offices, recreation and leisure. These assets may include office equipment, communication systems, control systems, equipment, tools, and shop and garage equipment. Inventory will be tracked if they meet one or more of the following criteria's.

- i. Inventory that is above the Capitalization Threshold.
- ii. Inventory that has an Estimated Useful Life (E.U.L.) of three years or higher.
- iii. Inventory that is has a cost of \$200.00.
- iv. Inventory that is non consumable, but may be a necessary part of facility operation.

e. Fleet

Motor vehicles that are owned by the municipality for the purpose of transportation, maintenance and emergency protection.

f. Roadway System

Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.

g. Water System

Systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-potable water. Includes mains, services, pump, and lift stations, plants and equipment, reservoirs and fire hydrants.

h. Sanitary System

Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Includes mains, services, pump and lift stations, plants, and equipment and lagoons.

i. Storm System

Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump, and lift stations, outfalls and retention ponds.

Appendix "A"

End of policy

Carstairs/01/24

Signatures

M /24 Policy No. 12-039-24 adopted at Council on January 22, 2024

Mayor, Lance Colby

CAO, Rick Blair

Appendix “A”

Recommended Estimated Useful Life

Land

- Right of Way Variable
- Underdeveloped Right of Ways Variable
- Parks Variable
- General Variable

Land Improvements

- Asphalt Parking Lots 20 Years
- Gravel Parking Lots (15 Years) Variable
- Playgrounds (Structures 25 Years) Variable
- Landscaping (25 Years) Variable
- Fencing 25 Years
- Tennis Courts 20 Years
- Bocce Ball Variable
- Pickle Ball Courts 20 Years
- Water Fountains Moved to Outdoor Inventory
- Retaining Walls 20 Years
- Outdoor Lighting 20 Years
- Outdoor Soccer Pitch (20 Years) Variable
- Baseball Diamonds (20 Years) Variable
- Outdoor Skate Park (20 Years) 30 Years
- Splash Park 30 Years
- Columbarium 50 Years
- Trees Variable

Facilities

- Permanent Structure 50 Years
- Frame/Metal/Concrete 50 Years
- Portable Structure 20 Years
- Metal Frame 25 Years
- Leasehold Improvements 25 Years

Fleet

- Light Duties (20 Years) 10 Years
- Medium Duties 20 Years
- Heavy Duties 25 Years
- Machinery 20 Years
- Emergency Duties 20 Years
- Fire Department 20 Years
- Year-Round Duties 20 Years
- Seasonal Duties 20 Years
- Golf Carts 10 Years

ALL FLEET WILL BE SUBJECTED TO VEHICLE REPLACEMENT PLAN.

Work in Progress (WIP)

- All WIP will follow the E.U.L. guide within this policy.

Water System

- Water Mains 75 Years
- Water Services 75 Years
- Water Valves 75 Years
- Fire Hydrants 75 Years
- Fire Hydrant Leads 75 Years
- Fire Hydrant Valves 75 Years
- Park Service Lines 75 Years
- Park Service Valves 75 Years

Sanitary System

- Lagoon 45 Years
- Lagoon Ponds 75 Years
- Pressure Mains 75 Years
- Sanitary Mains 75 Years
- Sanitary Manholes 75 Years

Storm System

- Grit & Oil Separator 75 Years
- Storm Catch Basins 75 Years
- Storm Flares 75 Years
- Storm Leads 75 Years
- Storm Manholes 75 Years
- Storm Mains 75 Years
- Storm Ponds 75 Years
- Storm Swales 75 Years

Roadways

- Boulevards 30 Years
- Curb & Gutter 30 Years
- Para Ramps 30 Years
- Sidewalks 30 Years
- Laneways (Gravel) (20 years) Variable
- Signage (20 Years) Variable
- Pathway Systems 20 Years
- Pedestrian Bridge 20 Years
- Surface 20 Years
- Turning Lanes 20 Years

Audio & Visual

- Audio/Visual Systems 10 Years
- Digital Cameras 10 Years
- Microphones 10 Years
- Portable Sound Systems 10 Years
- Projector Screens 10 Years
- Projectors 10 Years
- Score Clocks 10 Years
- Smart Boards 10 Years
- Sound Systems 10 Years
- Television Receivers 10 Years
- Televisions 10 Years
- Security Systems 10 Years

Bathroom Partitions

- Metal/Wood 25 Years

Building Inventory

- Counters 20 Years
- Cupboards 20 Years
- Plaques 50 Years
- Safes 50 Years
- Sanitizing Stations 10 Years
- Trophy Cases 50 Years

Ceiling Finishes

- Drywall 20 Years
- T-Bar 20 Years

Communications

- Base Station Radio's 10 Years
- Batteries 10 Years
- Cell Phones 4 Years
- Chargers 10 Years
- Cordless Phones Disposable
- Desk Phones 10 Years
- Pagers 10 Years
- Portable Radio's 10 Years

Computer Equipment

- Backup Battery Packs 5 Years
- Back Servers 5 Years
- Computer Servers 5 Years
- Computers 4 Years
- External USB Drives 5 Years
- Gaming Units 5 Years

Computer Equipment cont.

- GPS Units (10 Years) 5 Years
- iPads 4 Years
- Laptops 4 Years
- Modems 5 Years
- Networking Equipment 5 Years
- Printers/Scanners 4 Years
- Radio Readers (10 Years) 5 Years
- Software 10 Years
- Square POS Terminal 5 Years
- Tablets 5 Years
- Water Read Equipment 5 Years
- Webcams Disposable

Dehumidifier Units

- Dehumidifier 15 Years

Doors

- Electric roll Up 20 Years
- Exterior 15 Years
- Interior 20 Years
- Roll Up 20 Years

Eavestrough System

- Gutters & Down Spouts 20 Years

Electrical

- Panels 50 Years
- Power Boxes 50 Years
- Transformers 50 Years

Elevators

- Elevator Lift 50 Years

Equipment

- Area Slicer 15 Years
- Aerators 15 Years
- Ball Picker 15 Years
- Deck Trailer 15 Years
- Dump Trailer 15 Years
- Front Broom 10 Years
- Front Forks 15 Years
- Front Grapple 15 Years
- Front Loader Buckets 15 Years
- Man Lifts 15 Years
- Portable Water Trailer 15 Years
- Rototiller 15 Years
- Sanders 15 Years
- Sewer Flusher 15 Years
- Snow Blower 15 Years
- Snow Groomer 15 Years
- Soil Conditioners 15 Years
- Spin Spreader 15 Years
- Sprayers 15 Years
- Sweepers 15 Years
- Mowers (PTO) 10 Years
- Outdoor Zamboni 10 Years
- Snow Blades 10 Years
- Utility Trailers 20 Years

Exterior Walls	
• Concrete	50 Years
• Stone	50 Years
Fire Extinguishers	
• Fire Extinguishers	6 Years
Fire Suppression Systems	
• Overhead Grill Fire Suppression	20 Years
Fire Systems	
• Fire Panels	30 Years
• Pull Stations	50 Years
• Sprinkler Systems	50 Years
Fitness & Wellness	
• Basketball Nets	25 Years
• Bubble Soccer Sets	20 Years
• Free Weights	30 Years
• Hockey Nets	10 Years
• Outdoor Fitness Equipment	25 Years
• Racing Carts	5 Years
• Stair Climbers	20 Years
• Treadmills	20 Years
• Weight Bars & Racks	30 Years
• Weight Benches	30 Years
• Workout Mats	30 Years
Flooring	
• Concrete	30 Years
• Johnsonite Rubber Base	20 Years
• Vinyl	20 Years
Food Services	
• Bus Pans	10 Years
• Cook Ware	10 Years
• Crock Pots	10 Years
• Dish Ware	10 Years
• Dishwasher Racks	10 Years
• Electric Roaster	10 Years
• Serving Carts	10 Years
• Steam Table Inserts	10 Years
• Toasters	10 Years
• Cutlery	Disposable
• Kitchen Utensils	Disposable
• Splash Pans	Disposable
• Storage Bins	Disposable
Hand Tools	
• Backpack Sprayers	15 Years
• Chain Saws	15 Years
• Dollies	15 Years
• Lawn Edger's	15 Years
• Line Painters	10 Years
• Plate Tamper	10 Years
• Push Mower	10 Years
• Roto Rooter	10 Years
• Sod Cutter	10 Years
• String Trimmers	10 Years
• Walkers	10 Years
• Hoses	5 Years
Heating & Air Units	
• Air Conditioning Units	20 Years
• Furnaces	20 Years
• Radiant Heaters	20 Years
• Small Heaters	20 Years
• Wall Heaters	20 Years

Ice Plant Systems

- Ammonia Detectors 15 Years
- Chillers 20 Years
- Compressors 20 Years
- Condensers 15 Years
- Header Trench & Lines 30 Years
- Pumps 10 Years
- Water Tanks 30 Years

Ice Resurfacing Equipment

- Curtains 20 Years
- Indoor Turf 10 Years
- Spectator Netting 20 Years

Inclined Steps & Floors

- Steps 50 Years
- Floors 50 Years

Interior Walls

- Gypsum Board 20 Years
- Wall Partitions 20 Years

Inventory

- Barricades 50 Years
- Culverts 50 Years
- Flags Disposable
- Garbage Bins 15 Years
- Generators 15 Years
- Janitorial Equipment 15 Years
- Ladders & Step Stools 15 Years
- Laundry Equipment 15 Years
- Parking Curbs 50 Years
- Portable Water Tanks 15 Years
- Power Tools 10 Years
- Pressure Washers 15 Years
- Pull Carts 15 Years
- Golf Clubs 15 Years
- Pylons 15 Years
- Shop Equipment 15 Years
- Smoke Fans 15 Years
- Tee's & Greens Equipment 5 Years
- Tool Boxes 15 Years
- Trash Pumps 15 Years
- Water Pumps 15 Years

Irrigation Systems

- Irrigation Lines 20 Years
- Irrigation Parts Disposable

Kitchen Equipment

- BBQ's 10 Years
- Deep Fryer 15 Years
- Dishwashers 15 Years
- Draft Beer Systems 15 Years
- Fans 15 Years
- Freezers 20 Years
- Grills 15 Years
- Hobart Mixers 15 Years
- Hotdog Machines 15 Years
- Ice Machines 15 Years
- Kitchen Appliances 15 Years
- Microwaves 15 Years
- Ovens 15 Years
- Popcorn Machines 15 Years
- Refrigerators 15 Years
- Sandwich Prep Tables 15 Years
- Stoves 15 Years
- Walk in Coolers 15 Years
- Water Coolers 15 Years

Land	
• Land	N/A
• Land Held for Resale	N/A
• Land Under Alleys	N/A
• Land Under Buildings	N/A
• Land Under Roads	N/A
• Public Facilities & Recreation	N/A
Land Improvements	
• Crosswalk Lights	30 Years
• Fencing	20 Years
• Parking Lots	25 Years
• Parking Lots & Pathways Lights	20 Years
• Recreation Improvements	N/A
Lighting Systems	
• Indoor Lighting	45 Years
• Outdoor Lighting	45 Years
Medical & First Aid	
• AED	10 Years
• Entonox System	10 Years
• Eye Wash Stations	10 Years
• First Aid	20 Years
Office Equipment	
• Acrylic Displays	10 Years
• Binding Machines	10 Years
• Black Boards	20 Years
• Blinds	20 Years
• Cash Registers	10 Years
• Christmas Decorations	10 Years
• Labelers	Disposable
• Laminators	10 Years
• Paper Cutters	Disposable
• Paper Shredders	Disposable
• Photo Copiers	4 Years
• Plotter Printer	10 Years
• Toys	Variable
• Trees	Variable
• White Boards	20 Years
Office Furniture	
• Beds	Disposable
• Book Carts	10 Years
• Book Cases	20 Years
• Closets	20 Years
• Coat Racks	Disposable
• Computer Chairs	20 Years
• Couches	20 Years
• Credenza	20 Years
• Desks	20 Years
• Drafting Equipment	20 Years
• Filing Cabinet	20 Years
• Hutch	20 Years
• Musical Equipment	20 Years
• Office Chairs	20 Years
• Platform Stage	20 Years
• Shelving Units	20 Years
• Storage Units	20 Years
• Tables	20 Years
Outdoor Inventory	
• Benches	20 Years
• Bleachers	20 Years
• Fire Pits	20 Years
• Flags, Poles & Cups	10 Years
• Garbage & Recycle Bins	15 Years
• Patio Furniture	10 Years

- Picnic Tables 10 Years
- Weather Stations 20 Years

P.P.E.

- Hard Hats Disposable
- Hearing Protection Disposable
- Safety Glasses Disposable
- Safety Vest Disposable

Playground Equipment

- Climbing Structure 25 Years
- Crazy Daisy 25 Years
- Creative Space 25 Years
- Monkey Bars 25 Years
- See-Saw 25 Years
- Spica, Twirl Seats & Xrya 25 Years
- Spring Toys 25 Years
- Swings 25 Years

Plumbing

- Alarm Systems 20 Years
- Bathroom Sinks 20 Years
- Boiler Systems 20 Years
- Coin Boxes 20 Years
- Cold Water Systems 20 Years
- Faucets 20 Years
- Garburators 20 Years
- Hot Water Tanks 20 Years
- Kitchen Sinks 20 Years
- Pressure Tanks 20 Years
- Shower Control Boxes 20 Years
- Showers 20 Years
- Urinals 20 Years
- Water Fountains 20 Years

Policing Equipment

- Animal Traps 15 Years
- Body Camera's 10 Years
- Fitness & Wellness 20 Years
- Fleet Equipment 10 Years
- Laser Guns 10 Years
- P.P.E. 10 Years
- Speed Boards 10 Years
- Voice Re-Coder 10 Years

Pump Systems

- Clamps 10 Years
- Dial Out Systems 10 Years
- Diesel Back Up Generator 10 Years
- Meters 10 Years
- Pumps 10 Years
- Valves 25 Years

Roof Systems

- Fall Protection Systems 20 Years
- Metal 50 Years

Specialized Fire Equipment

- B.A. Cylinders 15 Years
- B.A. Harness 15 Years
- B.A. Masks 15 Years
- Bunker Gear 10 Years
- C.P.R. Dolls 10 Years
- Fans 15 Years
- Fire Hoses 15 Years
- Fire Nozzle's 15 Years
- Gas & Thermal Equipment 10 Years
- Lighting 15 Years
- Water Rescue Equipment 15 Years

Windows

- Exterior
- Interior

20 Years
20 Years



January 17, 2024

Via e-mail: rickb@carstairs.ca

Rick Blair, Chief Administrative Officer
 Town of Carstairs
 Box 370
 Carstairs, AB T0M 0N0

Re: Intermunicipal Collaboration Funding

In accordance with the various Intermunicipal Collaboration Framework Sub-Agreements held between Mountain View County and the Town of Carstairs, please find below the schedule of payments planned for the 2024 fiscal year and the calculations used to arrive at those figures.

Service	2024 Total Payment	Calculations	Payment Due Date
Shared Facility	\$228,074.86	\$128.06 x 1,781	May 15 th 2024
Library	\$33,482.80	\$18.80 x 1,781	May 15 th 2024
Fire	\$246,798.28	50% of operating budget as per Fire Services Sub-Agreement	July 1 st 2024 July 1 st 2024
FCSS	\$30,744.00	\$18.00 per capita x 1708 (Based on 2017 Population Figures)	May 15 th 2024

If you have any questions on the above information or if any figures are incorrect, please do not hesitate to reach out to me.

Thank you,

Christofer Atchison, Director
 Legislative, Community & Agricultural Services

cc: Jeff Holmes, Chief Administrative Officer
 Josie McGillicky, Community Outreach Coordinator

T 403.335.3311 1.877.264.9754 F 403.335.9207
 1408 - Twp Rd 320 Postal Bag 100 Didsbury, AB, Canada T0M 0W0
www.mountainviewcounty.com



Kayleigh Van Es

From: Rick Blair
Sent: January 17, 2024 4:09 PM
To: Kayleigh Van Es
Subject: FW: Letters of support for upcoming grant
Attachments: Mayor Letter of support.docx; CAO Letter of support.docx

Maybe for Council Monday night..

From: Carstairs Heritage Centre <info@carstairsmuseum.ca>
Sent: Wednesday, January 17, 2024 3:38 PM
To: Lance Colby <lancec@carstairs.ca>; Rick Blair <rickb@carstairs.ca>
Subject: Letters of support for upcoming grant

Hello Rick and Mayor Colby,

The museum is currently writing an Institutional grant whose funds will support the development of a new exhibit, in addition to off setting salary costs.

The proposed exhibit will analyse the development of public utilities in Carstairs and surrounding area.

It would be helpful in this grant competition for the down to support of this project.

With that in mind, I have drafted two letters of support which I am asking you to sign.

The museum is not asking for additional support, with exception to giving me access to historic council minutes.

Please correct or change any of the contents of the letters.

Thank you,

John Cole
Curator/Manager
Carstairs Heritage Centre

TOWN OF CARSTAIRS

AN AUTHENTIC SMALL TOWN

Dear Alberta Museum Association Institutional Grant Jury,

The Carstairs Town council is excited to partner with the Carstairs and District Historical Society with respect to the development of their new exhibit “The Development of Public Utilities in Carstairs and District”. The town welcomes the CDHS to conduct archival research using the council minutes held at the town office which date back to 1905 (and the incorporation of the town). This research will be a helpful resource for town council with respect to utilities maintenance and future development.

We look forward to the opening of this new exhibit and its representation of the rich history of Carstairs and surrounding area.

Regards,

Lance Colby,

Mayor

The town of Carstairs.

Administrative Office Box 370 844 Centre St Carstairs, AB TOM ONO P: 403.337.3341 F: 403.337.3343	Operations Building Box 370 229 – 9 Ave Carstairs, AB TOM ONO P: 403.337.3446 F: 403.337.3343	Parks Building Box 370 139 – 9 Ave Carstairs, AB TOM ONO P: 403.337.3341 F: 403.337.3343	FCSS Office Box 370 201 – 9 Ave S Carstairs, AB TOM ONO P: 403.940.3327 F: 403.337.3343	Bylaw Office Box 370 1450 Gough Rd Carstairs, AB TOM ONO P: 403.337.2633 F: 403.337.3343	Memorial Complex Box 370 2100 Hwy 581 Carstairs, AB TOM ONO P: 403.337.3391 F: 403.337.3343	Fire Department Box 1150 Mandalay Blvd Carstairs, AB TOM ONO P: 403.337.3633 F: 403.337.3343
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www.carstairs.ca

TOWN OF CARSTAIRS

AN AUTHENTIC SMALL TOWN

To the Alberta Museum Association Institutional Grant Jury,

In the year 2024 the Carstairs and District Historical Society will develop a new exhibit presenting the history of the development of public utilities in Carstairs and district. I understand that the Museum intends on conducting archival research using town council minutes. The benefit of this is two-fold. First, it will educate the public on the work that we do and system we use to provide citizens of Carstairs with sustainable water, power and sewage services. Second, the research provides a knowledge base for operations to understand why our current utilities system is set up the way it is, and what historic decisions were required, to put the system as it exists today in place.

Best wishes,

Rick Blair

CAO

Town of Carstairs.

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Office Of the Mayor

November 29, 2023

His Worship
Lance Colby
Town of Carstairs

Request for Letter of Support for the Town of Olds Alberta Community Partnership Application

Dear Mayor Colby

I hope this letter finds you well. On behalf of the Town of Olds Council, we are respectfully asking for Carstairs's support to an Alberta Community Partnership (ACP) grant application for Phase 2 of a Regional Multiplex Study. This support would require a resolution from Carstairs Town Council.

At present, the Town is undertaking a condition assessment and feasibility study of the Olds Sportsplex (Phase 1). This effort, which should be concluded by March 2024, will provide an engineering report on the current state of the building and its machinery; an opinion on its suitability for the current and future recreation needs of Olds and area; a high-level cost to achieve ~30 more years of life from the building; and an opinion on whether the Town should invest in this building or seek to build a new facility. The consultants are relying and expanding on the Mountain View Regional Parks, Recreation and Culture Master Plan from 2021 to inform the needs assessment portion.

Regardless of the outcome of Phase 1, we are certain that a significant capital project will be required, probably within 7 – 10 years; starting to plan now is imperative for the Town of Olds. To date, we have received letters of support from Olds College of Agriculture and Technology, Chinook's Edge School Division, and Mountain View County, and have requested similar letters from our other municipal neighbours.

The Town will be the managing partner. No financial cost is being asked of Carstairs for this study and this project will not proceed in 2024 should the grant application be unsuccessful.

Sincerely,

A handwritten signature in blue ink that reads "Judy Dahl".

Her Worship
Mayor Judy Dahl