











**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, SEPTEMBER 23, 2024, 7:00 P.M.**

Page


1. **CALL TO ORDER**
2. **ADDED ITEMS**
3. **ADOPTION OF AGENDA**
 - a) Adoption of agenda of September 23, 2024
Motion: To adopt the agenda of September 23, 2024
- 4 - 5 4. **ADOPTION OF MINUTES**
 - a) Adoption of minutes of September 9, 2024 (addendum 4.a)
Motion: To adopt the minutes of September 9, 2024

5. **BUSINESS ARISING FROM PREVIOUS MEETING**
- 6 - 17 6. **DELEGATIONS**
 - a) STARS-Jackie Seeley, Municipal Relations Liaison, Southern Alberta (addendum 6.a)

- 18 - 20 7. **BYLAWS AND POLICIES**
 - a) Bylaw No. 838 Fire Pit Bylaw (addendum 7.a)

 - 21 - 23 b) Bylaw No. 919 Intoxicating Substance Bylaw (addendum 7.b)

 - 24 - 29 c) Bylaw No. 2045 Cemetery Bylaw (addendum 7.c)

 - 30 - 32 d) Policy No. 11-027-24 Threat Policy (Professional/Courteous Conduct) (addendum 7.d)

- 33 - 35 8. **NEW BUSINESS**
 - a) Franchise fees (addendum 8.a)

36 - 55 
b) Financials (addendum 8.b)







56 - 79 c) Parkland Budget (addendum 8.c)


80 - 82 d) Stonebridge Glen Condo Association Letter (addendum 8.d)


9. COMMITTEE REPORTS

a) POLICIES & PRIORITIES COMMITTEE
83 - 87 i) Minutes of the September 19, 2024 meeting (addendum 9.a.i)


- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- d) MOUNTAIN VIEW SENIORS HOUSING
- e) RED DEER RIVER MUNICIPAL USERS GROUP

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

88 a) CMHA-Request (addendum 11.a)


12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

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

17. ADJOURNMENT

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 9, 2024, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

- ATTENDEES:** Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, CAO Rick Blair & Executive Assistant Kayleigh Van Es
- ABSENT:** Councilor Wilcox
- CALL TO ORDER:** Mayor Colby called the meeting of Monday, September 9, 2024, to order at 7:00 p.m.
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:**
Motion 304/24 Motion by Councilor Ball to adopt the Regular Council agenda of September 9, 2024, as presented. **CARRIED**
- ADOPTION OF PREVIOUS MINUTES:**
Motion 305/24 Motion by Councilor Allan to adopt the Public Hearing minutes of August 26, 2024, as presented. **CARRIED**
- Motion 306/24 Motion by Councilor Ratz to adopt the Regular Council Meeting minutes of August 26, 2024, as presented. **CARRIED**
- BUSINESS ARISING FROM PREVIOUS MEETING:**
- 1. Census Final Budget**
CAO Blair stated that the 2024 Census came in under budget. Municipal Affairs will approve the final numbers by the end of September, with numbers taking effect January 31, 2025.
- Motion 307/24 Motion by Councilor Roberts to accept the Census Final Budget as information. **CARRIED**
- DELEGATIONS:** Nil
- BYLAWS & POLICIES:** Nil
- NEW BUSINESS:**
- 1. MPC Resignation-Dan Pochapsky**
Motion 308/24 Motion by Councilor Roberts to accept the MPC resignation from Dan Pochapsky as information. **CARRIED**
- 2. MPC Appointment-Bob Green**
Motion 309/24 Motion by Councilor Ratz to appoint Bob Green to the Municipal Planning Commission for the Town of Carstairs. **CARRIED**
- COMMITTEE REPORTS:**
- 1. Policies & Priorities Committee**
-Next Meeting September 19, 2024.
- 2. Mountain View Regional Waste Commission**
-Nothing to report at this time.
- 3. Mountain View Regional Water Commission**
-Next Meeting September 11, 2024.
- 4. Mountain View Seniors' Housing**
-Next meeting September 19, 2024.
- 5. Red Deer River Municipal Users Group**
-Next meeting September 19, 2024.
- Motion 310/24 Motion by Councilor Ball to accept all Committee Reports as information. **CARRIED**
- COUNCILOR REPORTS:**
- Councilor Allan**
-Nothing to report at this time.
- Councilor Ball**
-Nothing to report at this time.
- Councilor Fricke**
-Nothing to report at this time.
- Councilor Ratz**
-Nothing to report at this time.
- Councilor Roberts**
-Carstairs Nature space planning. Moving trees out of the nursery.
-Nothing else to report.

Councilor Wilcox
-Absent
Mayor Colby
-Nothing to report at this time.

Motion 311/24 Motion by Councilor Allan to accept all Councilor Reports as information.

CARRIED

CORRESPONDENCE: **1.Half Century Association**
The Half Century Association is requesting a letter of support from Town Council for their application to the Federal New Horizons Grant.

Motion 312/24 Motion by Councilor Allan to direct administration to prepare a letter in support of the Half Century Association's application for the Federal New Horizons Grant.

CARRIED

CAO'S REPORT:

- August 28, 2024, met with Chris Manuel of MNP to discuss the municipal policing study, hoping for completion Mid-October.
- August 28, 2024, met with MLT Aikens to discuss legal matters.
- August 29, 2024, met with Mandalay Estates regarding streetlights.
- August 30, 2024, met with ISL about Mandalay signalization.
- September 3, 2024, met with staff to discuss cemetery upgrades and future plans. A presentation to be added to the next P&P agenda.
- September 4, 2024, monthly Planning & Engineering meeting.
- September 4, 2024, met with Metercor to discuss new water meters.
- September 9, 2024, met with Tim Ainscough and John Van Doesberg to discuss the water line to the new reservoir.
- Meetings with Shannon Allison to discuss phone system upgrades, and energy providers.
- Multiple meetings regarding Stonegarden and Meadowpark easement agreements.
- Mountain View County has requested a 5-year capital plan.
- The Golf Course has purchased an equipment storage tent.
- Extended the lease at the Community Services building for 1 year.

Motion 313/24 Motion by Councilor Roberts to accept CAO's Report as information.

CARRIED

COUNCILOR CONCERNS: Nil

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 314/24 Motion by Councilor Allan that Council close the meeting to the public to discuss Third-Party Business Interests as per Section 16 of FOIP at 7:16 p.m.

CARRIED

Motion 315/24 Motion by Councilor Fricke to come out of the closed meeting session at 7:51 p.m.

CARRIED

NEXT MEETING: Monday, September 23, 2024, at 7:00 p.m.

ADJOURNMENT:
Motion 316/24 Motion by Councilor Ratz to adjourn the meeting of September 9, 2024, at 7:52 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO

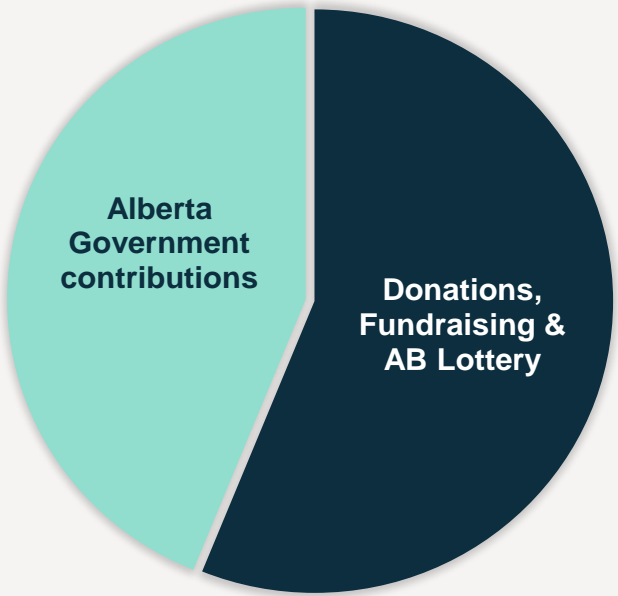


CRITICAL CARE, ANYWHERE

The best hope, in a worst-case scenario.



STARS ALBERTA, FY24-25



Direct Operating Costs
\$34.2 million

Government Contribution
\$15 million



Donations, Fundraising & lotteries are needed to cover **56%** of direct operational costs in Alberta

ESSENTIAL SERVICES FOR ALL, RURAL

New! 9 rural municipalities

New! 14 urban municipalities

- 94% Rural Alberta in partnership
- 75% Regional Leaders
- Requests pending

Partnership ensures robust health & safety network

(9) MUNICIPAL LEADERS

- Achieve \$500,000 (+) cumulative support
- Fixed Rate / Standing Motion
- Included in protective services budget

2023 Welcome Sturgeon County

2024 Welcome Birch Hills County






REGIONAL LEADERS

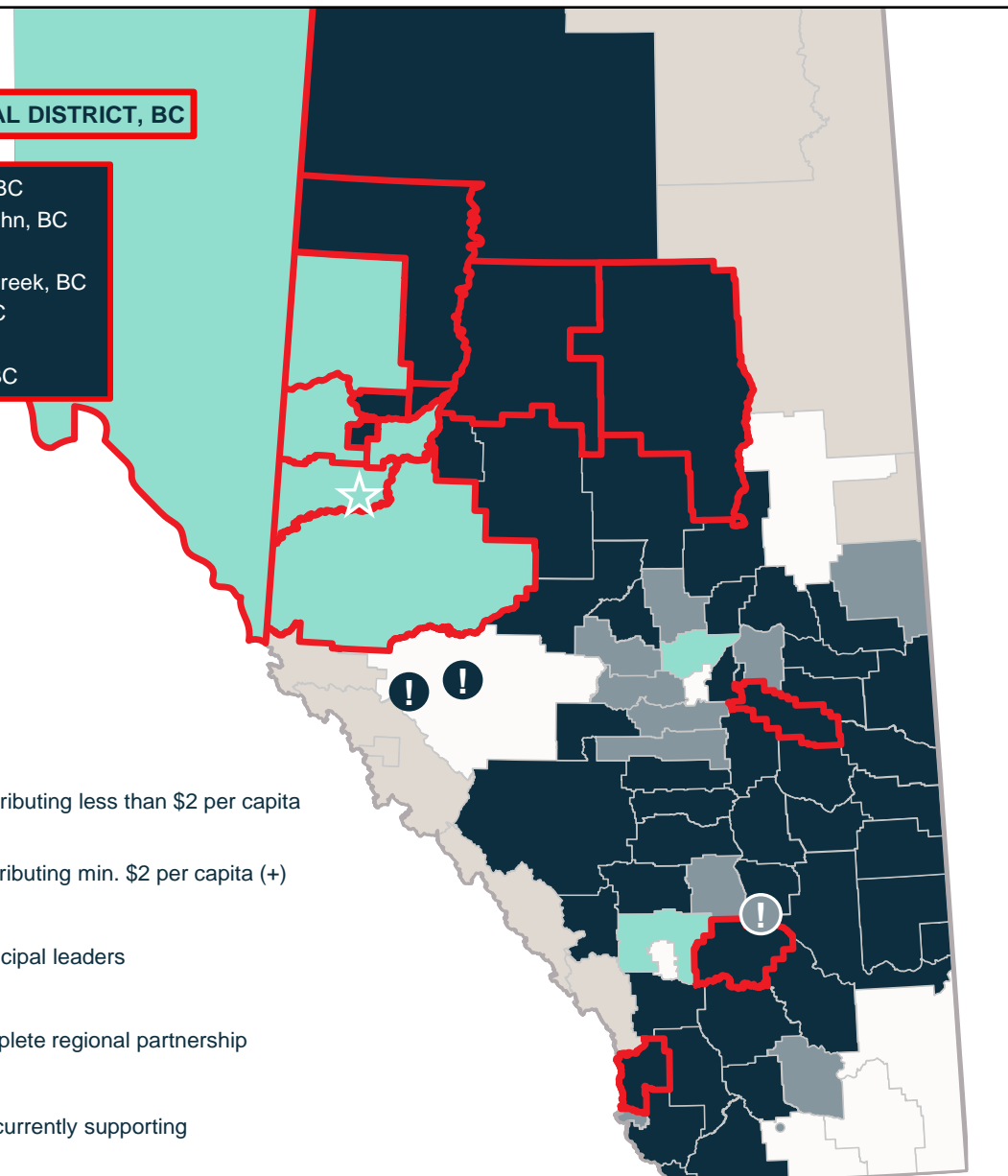
Building partnerships within.

- Fixed rate - alleviate fluctuation
- Based on minimum \$2 per capita

PEACE RIVER REGIONAL DISTRICT, BC

- Hudson's Hope, BC
- City of Fort St. John, BC
- Taylor, BC
- City of Dawson Creek, BC
- Pouce Coupe, BC
- Chetwynd, BC
- Tumbler Ridge, BC

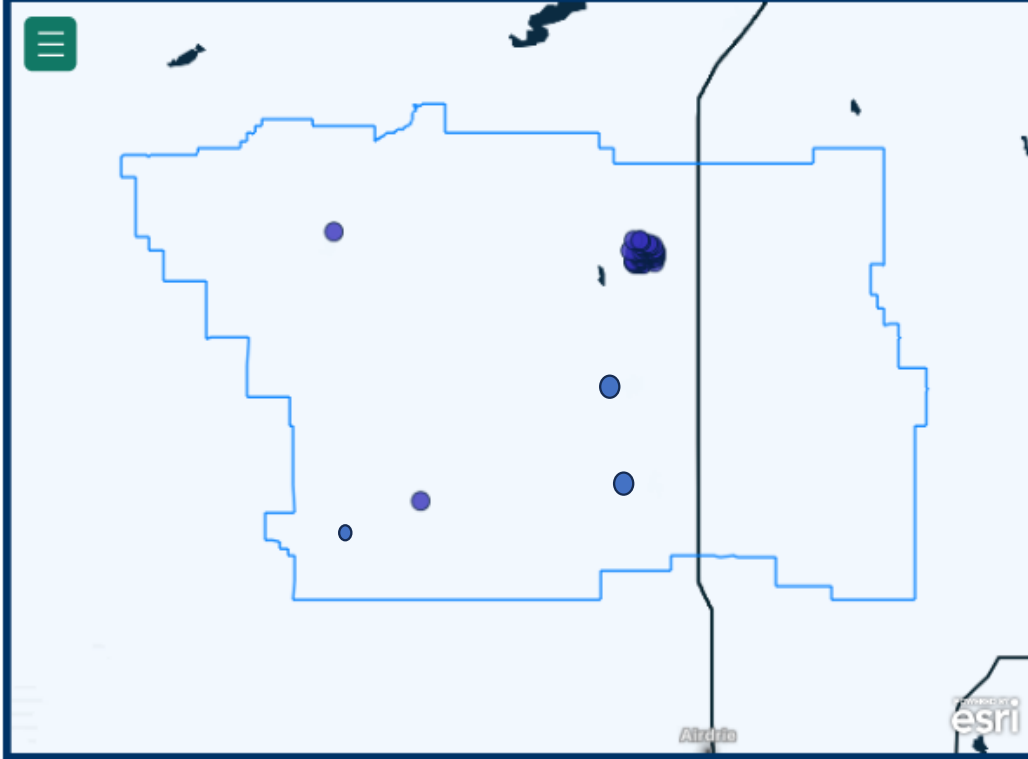
-  Contributing less than \$2 per capita
-  Contributing min. \$2 per capita (+)
-  Municipal leaders
-  Complete regional partnership
-  Not currently supporting



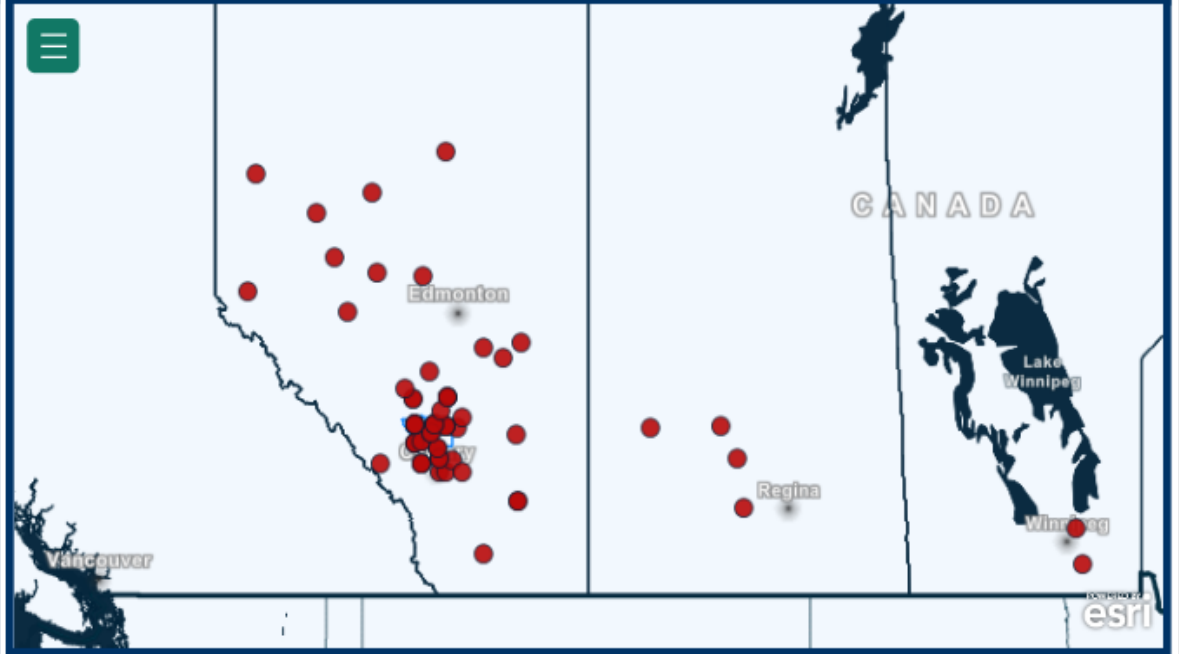
| WITHIN MOUNTAIN VIEW COUNTY @ August 31, 2024 | 2020 | 2021 | 2022 | 2023 | 2024 | TOTAL |
|-----------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Near Carstairs | 1 | 2 | 7 | | 3 | 13 |
| Near Cremona | 2 | 2 | 4 | 1 | 1 | 10 |
| Near Crossfield (within Mountain View County) | | | 1 | | | 1 |
| Didsbury Hospital critical inter-facility transfers | 6 | 13 | 10 | 15 | 3 | 47 |
| Near Didsbury | 3 | 5 | 5 | 3 | 1 | 17 |
| Near Linden (within Mountain View County) | | | 1 | | | 1 |
| Near Madden (within Mountain View County) | | 1 | | 1 | | 2 |
| Olds Hospital critical inter-facility transfers | 8 | 18 | 16 | 18 | 10 | 70 |
| Near Olds | 4 | 5 | 4 | 2 | | 15 |
| Sundre Hospital critical inter-facility transfers | 4 | 16 | 19 | 8 | 6 | 53 |
| Near Sundre (scene and search & rescue) | 5 | 6 | 5 | 10 | 5 | 31 |
| Near Torrington (within Mountain View County) | | | | 1 | | 1 |
| Near Water Valley | 1 | 2 | 2 | 2 | | 7 |
| TOTAL *Averages 59 missions per year / Served by 2 bases | 34 | 70 | 74 | 61 | 29 | 268 |

Within Mountain View County Boundaries - Patients Flown by STARS (2010-Present)

Mountain View Residents Flown by STARS

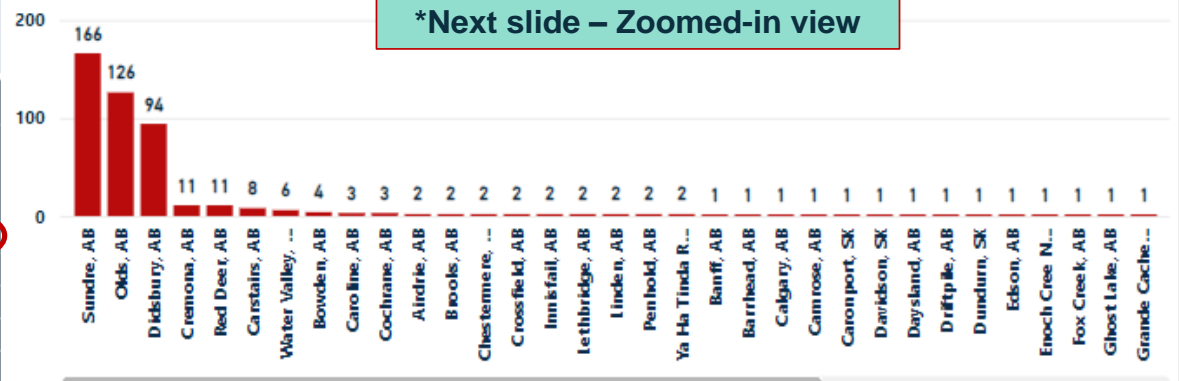


Locations where Mountain View Residents Travelled and Needed STARS

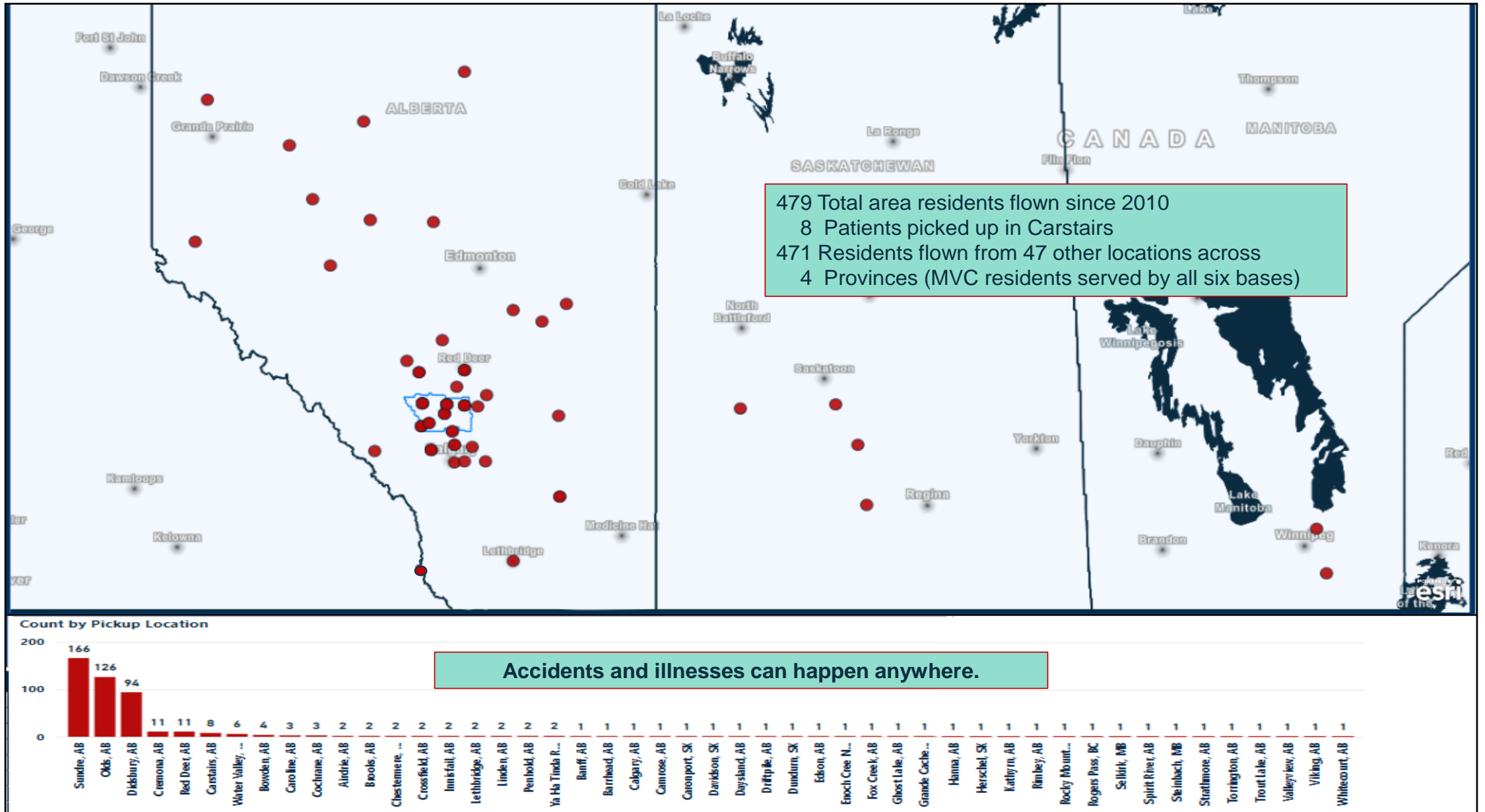


| Resident Community | 5 Yrs Ago | 4 Yrs Ago | 3 Yrs Ago | 2 Yrs Ago | Last Year | 5 Year Total | Total Since 2010 |
|--------------------|-----------|-----------|-----------|-----------|-----------|--------------|------------------|
| Olds | 9 | 9 | 14 | 14 | 9 | 55 | 138 |
| Sundre | 8 | 4 | 13 | 17 | 6 | 48 | 160 |
| Didsbury | 11 | 4 | 12 | 7 | 11 | 45 | 100 |
| Carstairs | 6 | 1 | 4 | 6 | 3 | 20 | 47 |
| Cremona | 0 | 1 | 2 | 2 | 2 | 7 | 22 |
| Herschel | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Water Valley | 0 | 0 | 0 | 1 | 3 | 4 | 11 |
| Total | 34 | 19 | 45 | 47 | 34 | 179 | 479 |

Count by Pickup Location



*Next slide – Zoomed-in view



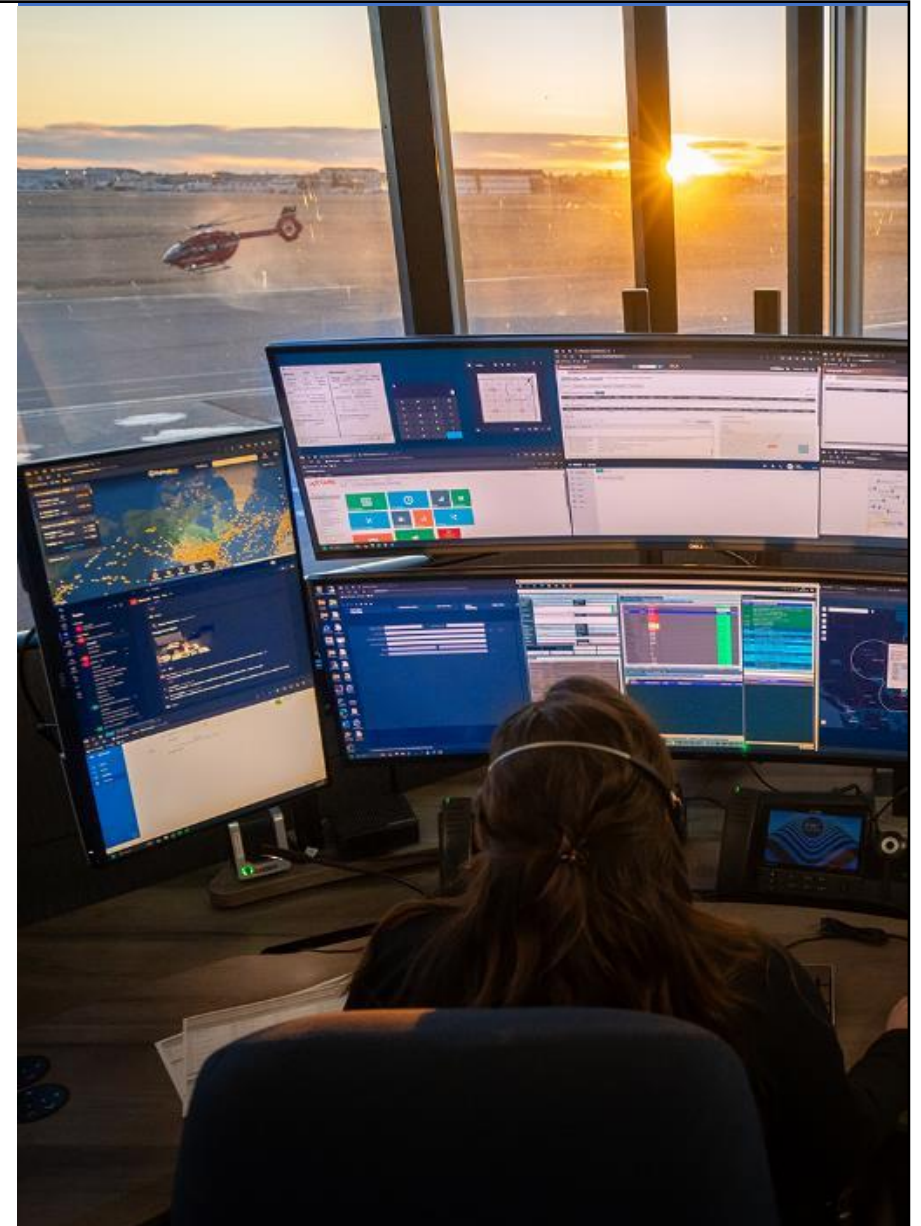
MORE THAN RAPID TRANSPORT

STARS EMERGENCY LINK CENTRE (ELC)

- Integrated with all dispatch centres and resources
- Precise mapping coordinates
- Dispatches HALO and HERO response
- 37,000 emergency requests per year

STARS TRANSPORT PHYSICIANS

- Medical and procedural guidance
- Every critical call / All modes of transport
- Ground Ambulance, rotary wing, fixed wing
- Scheduling logistical arrangements with receiving Doctors and Hospitals
- Virtual care supports rural healthcare professionals





GENERATIONAL INVESTMENT H145 FLEET (10)

- Campaign completed
- All bases H145 operational
- Night Vision Goggles (NVG)

First Civilian Organization in Canada (2002)



Handheld i-stat Lab

Vital test results in
under two minutes

- ✓ Hemoglobin
- ✓ Blood Gases
- ✓ Electrolytes

H145 INTENSIVE CARE UNIT

TIME – TOOLS - TALENT



Hamilton T-1 Ventilator

Fully featured (ICU)

Adult / Pediatric / Neonatal

Optimal ventilation therapy in transit

Universal Blood

1st HEMS in North America!

Increased to 4 Units

A Canadian First! New Blood Plan

Octaplex – Reverse anticoagulation

Fibrinogen – Promotes blood clotting



Video Laryngoscope

Advancement in intubation

Video screen view of trachea

Difficult airway management

Trauma / Burns / Crushed on impact



TIME – TOOLS - TALENT



EZIO Drill

Time-sensitive
Life-threatening cases
Immediate IV access
Stabilization / Pain Management

Handheld Ultrasound

(test results for rapid diagnosis)

Collapsed lungs
Trauma-related internal bleeding
Heart abnormalities
Fetal compromise
*Expedite treatment plans



Pain Management Drugs Thrombolytics

(stroke patients / requires CAT scan)

*Physicians kit includes:
Central venous catheterization
Temporary pacemaker



TOWN OF CARSTAIRS

OUR REQUEST

\$5,000 Fixed Rate
(based on \$1 per capita)

2025

Alberta Municipalities In Partnership

BENEFITS

- Area average 59 missions per year
- STARS provides physical and virtual response
- Enhancing rural healthcare
- 24/7 access to STARS across Western Canada
- No cost to the patient.

A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.



Bylaw No. 838- Amended

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, ~~to amend Bylaw No. 838~~, the purpose of this Bylaw is ~~reducing-is to reduce~~ the risk of fire due to various recreational and open burning practices.

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, to Amend Bylaw No. 838.

WHEREAS Section 7. (a) of the Municipal Government Act, Chapter M-26 RSA 2001 as amended: A Council may pass bylaws for municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property;

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

1. This Bylaw ~~shall be known~~ may be referred to as the **“Fire Pit Bylaw.”**
2. In this Bylaw: ~~unless the content otherwise requires, the following words, terms or expressions shall have the following meaning:~~
 - a. **“Authority having jurisdiction or Authority”** means:
 - i. The Fire Chief of the Carstairs Fire ~~Department and District Fire & Emergency Services~~, the Bylaw Officer, ~~Community~~ Peace Officer, or Policing Authority;
 - ii. Such other members of the Carstairs ~~and District Fire Department & Emergency Services~~ as the Fire Chief may appoint to enforce this bylaw.
 - b. **“Building waste”** means any scrap wood or other waste building materials produced in the process of constructing, altering or repairing a building;
 - c. **“Fire Chief”** shall mean the Chief Officer of the Fire Department who is appointed by the CAO to manage and administer the Fire Department or his/her designate.
 - d. **“Garden waste”** means shrubbery and tree prunings, weeds, grass trimmings, roots, tree stumps, turf and similar vegetation;
 - e. **“Hazard”** means a risk of fire or damage to property and/or person(s) which may be caused by the burning of any waste and includes any nuisance;
 - f. **“Municipal Tag”** A Peace Officer may issue and serve a municipal tag on any person the Peace Officer has reasonable and probable grounds to believe has contravened a provision of this bylaw by:
 - i. Personally, serving the municipal tag on the person; or
 - ii. 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

A municipal tag shall be in a form approved by the Chief Administration 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.
- g. **“Nuisance”** means the causing of opaque or dense smoke by or from any fire permitted or allowed under this bylaw and permitting such smoke to be emitted into the atmosphere for a period in excess of six minutes in any one hour.
 - h. **“Peace Officer”** shall mean a Bylaw Officer who is appointed by the Town of Carstairs, a Peace Officer appointed by the Province of Alberta, a member of the Royal Canadian Mounted Police, a Safety Codes Officer in the Fire Discipline with authority within the Town of Carstairs. Or any other local policing authority.
 - i. **“Violation Ticket”** If a municipal tag has been issued and the specified penalty on the municipal tag has not been paid within the prescribed time, a Peace Officer may issue a violation ticket to the person to whom the municipal tag was issued.
 - i. A Peace Officer may, in the sole discretion, elect to issue and serve a violation ticket without first issuing a municipal tag.

- ii. A Peace Officer is authorized to issue a violation ticket, to any person the peace officer believes, on reasonable and probable grounds, has committed an offence under this bylaw, under Part 2 or Part 3 of the Provincial Offences and Procedure Act.
- iii. If a violation ticket is issued it must be in the prescribed form and must:
 - State the specified penalty for the offence as set out in the Rates and Fees Bylaw; or;
 - Require the person to appear in Provincial Court with or without the alternative of making a voluntary payment.

j. **“Waste”** includes:

- i. Any rubbish, refuse, garbage, paper, packaging, containers, bottles, cans, rags, clothing, petroleum products, manure, human or animal excrement, sewage or the whole part of an animal carcass; or
- ii. The whole or a part of any article, raw or processed material, vehicle or other machinery that is disposed of;
- iii. Animal or vegetable matter, including materials resulting from the handling, preparation, cooking, consumption and storage of food;
- iv. Building waste;
- v. Garden waste;
- vi. Anything that is designated as waste in the regulations under the *Environmental Protection & Enhancement Act* (1992) S.A., Chapter E13.3.

3. Except when permitted under section 5.a, no person shall:

- a. Burn, or suffer, allow or permit the burning of waste on any lands owned or occupied by such person; or
- b. Burn any waste on any other land in the town.

4. A person who starts a fire, or who is in charge of a fire shall, upon demand, pay to the Town any and all costs incurred by the Town to extinguish such fire when, in the opinion of the Authority, the fire is a hazard to persons or to other properties.

5. Fire pits, Outdoor Fireplaces and Barbeques:

- a. Any person may burn clean, dry, untreated wood or charcoal in a fire pit, outdoor fireplace and barbeque complying with section 6 for the purpose of cooking or obtaining warmth;
 - i. on property owned or occupied by such person; or
 - ii. at a location approved by the Authority upon lands to which members of the public have access.
- b. Any person who burns any material in a fire pit, outdoor fire place, or barbeques shall:
 - i. remain in charge of or keep a competent person in charge of the fire;
 - ii. ensure that the fire does not:
 - create a risk of fire or damage to persons or property;
 - create a nuisance, which is offensive to any other person;
 - ensure that the fire is extinguished before supervision of the fire ends.
- c. Fire pits and barbeque pits must meet the following requirements:
 - i. A minimum of three (3) meters (10 feet) clearance shall be maintained from buildings, property lines or any combustible material;
 - ii. Installations must have enclosed sides made from bricks, concrete blocks, heavy gauge metal or other suitable non-combustible components;
 - iii. A spark arrester mesh screen of ½ inch expanded metal (or equivalent) to contain sparks shall be provided over the fire.

- iv. The fire pit or barbeque pit height does not exceed 0.6 metres when measured from the surrounding grade to the top of the pit opening;
 - v. The fire pit or barbeque pit opening does not exceed one (1) metre in width or in diameter when measured between the widest points or interior edges.
- d. Outdoor fireplaces must meet the following requirements:
- i. A minimum of one (1) metre clearance measured from the nearest fireplace edge is maintained from buildings, property lines, or other combustible material;
 - ii. The fireplace is constructed of materials, such as bricks or rocks, that are heat and flame resistant;
 - iii. The fireplace is equipped with a chimney that is not less than 2.5 metres in height when measured from the base of the fire burning area;
 - iv. The fireplace chimney is equipped with a regulation screen designed to contain and reduce the hazards of airborne sparks;
 - v. The base of the fire burning area is not less than .3 metres above the surrounding grade; and
 - vi. The fire chamber does not exceed 1.25 metres in width and is at least .4 metres but not more than .6 metres in depth.

6. Fines and Penalties

A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:

- a. not less than the specified penalty established in the Rates and Fees Bylaw;
- b. and not exceeding \$10,000.00.
- c. any Person who commits a second or subsequent offence under this Bylaw, within one (1) year of conviction of a first offence under this Bylaw, is liable on summary conviction to a fine not less than the increased amount set out in the Rates and Fees Bylaw.

~~**6. Offence and Penalty**~~

~~1. The Authority, any bylaw enforcement officer or peace officer having reasonable grounds to believe that person has breached any requirement of this bylaw, may serve upon such person an offence ticket or at the attending Authority's discretion a Provincial summons offence notice.~~

~~2. Any person who contravenes any provisions of this bylaw is guilty of an offence and is liable to a specified penalty of \$200.00.~~

~~3. Any person who, being guilty of a first breach of this bylaw breaches this bylaw a second time with the same breach, is guilty of an offence and is liable to a specified penalty of \$500.00.~~

This Bylaw shall come into effect on the date of the final passing thereof.

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

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

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

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

Lance Colby, Mayor

Rick Blair, CAO

Town of Carstairs
Bylaw No. 838
Page 3 of 3

Bylaw No. 919 - Amended

BEING a By-Law of the Town of Carstairs in the Province of Alberta, to provide legislation for the prevention of public use of intoxicating substances.

WHEREAS pursuant to the provisions of section 187 of the Municipal Government Act, R.S.A. 2000, Ch. M-26 and the amendments thereto, a Council may pass a bylaw for the provisions of services to their ratepayers.

WHEREAS Council of the Town of Carstairs deems it expedient to provide legislated ability for Peace Officers to ~~interfere with~~ lawfully restrict the public use of intoxicating substances.

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

1. This Bylaw may be ~~called~~ referred to as the **“Intoxicating Substance Bylaw.”**
2. ~~Definitions for~~In this Bylaw:
 - a. **“CAO”** means the appointed Chief Administrative Officer for the Town of Carstairs, or a person designated to act on behalf of the Chief Administrative Officer for the Town of Carstairs;
 - b. **“Intoxicating Substance”** means any substance that ~~is produced naturally in plants and animals as well as those produced in laboratories that~~ can change sensation, mood, consciousness, or other psychological or behavior functions, that are regulated ~~prohibited~~ under the ~~provisions of~~ the Controlled Drugs and Substances Act, ~~and or~~ the Criminal Code of Canada, ~~and includes liquor within the meaning of the definition in section 1 (1) (q) of the Gaming and Liquor and Cannabis Act.~~
 - c. **“Open Possession”** means ~~any person who is found to have a container which allows for consumption of an intoxicating substance found in section 1 (1) (q) of the Gaming and Liquor and Cannabis Act~~
 - d. **“Peace Officer”** means ~~any person employed by the Town of Carstairs to enforce the town’s bylaws; any one appointed as a Special Constable employed by the Town of Carstairs or who has permission to enforce legislation within the town limits; any member of a Policing Agency.~~ a Bylaw Officer who is appointed by the Town of Carstairs, a Peace Officer appointed by the Province of Alberta, a member of the Royal Canadian Mounted Police, or any other local policing authority.
 - e. **“Public Place”** includes
 - i. a place or building that is open to the public, and
 - ii. a vehicle in a public place;
 - f. ~~“Possession” means any person found to be in possession of an intoxicating substance other than those listed in section 1 (1) (q) of the Gaming and Liquor and Cannabis Act, whereby they are not allowed to be in possession of the substance.~~
3. ~~Except as provided in this bylaw,~~ No person may have, keep, use, consume, or possess an intoxicating substance in a public place ~~or any place other than a residence, temporary residence with the exclusion of campgrounds, licensed premises or a place or class of place prescribed in existing legislation in the Province of Alberta where intoxicating substances may be used, consumed or possessed.~~
4. No person may use or consume an intoxicating substance in a public place.
5. ~~Any person found to be in open possession of an intoxicating substance, in a location not prescribed by the laws of Alberta to allow for the possession is in violation of this bylaw and an offence summons may be applied.~~
6. ~~Any person found in possession of an intoxicating substance where by the substance is listed in the controlled Drugs and Substances Act, and the Criminal Code of Canada, a Peace Officer may issue them an offence summons under the provisions of this bylaw. If the attending Peace Officer is not a member of the local Policing Authority, but a Bylaw Officer or appointed Special Constable, the local Policing Authority must be notified and the decision of how to proceed left to the local Policing Authority.~~ Any person penalized under this bylaw, where the intoxicating substance is believed by the Peace Officer to be prohibited under the controlled Drugs and Substances Act or the Criminal Code of Canada, the Peace Officer will notify the local policing

authority on how the local policing authority wishes to proceed and turn over any intoxicating substance obtained in the course of the Peace Officer's investigation.

- a. This section will not apply if the Peace Officer is also a member of the local policing authority.

7. Fines and Penalties

A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:

- a. not less than the specified penalty established in the Rates and Fees Bylaw;
- b. and not exceeding \$10,000.00.
- c. any Person who commits a second or subsequent offence under this Bylaw, within one (1) year of conviction of a first offence under this Bylaw, is liable on summary conviction to a fine not less than the increased amount set out in the Rates and Fees Bylaw.

8. Municipal Tag

A Peace Officer may issue and serve a municipal tag on any person the Peace Officer has reasonable and probable grounds to believe has contravened a provision of this bylaw by:

- a. Personally, serving the municipal tag on the person; or
- b. 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

A municipal tag shall be in a form approved by the Chief Administration 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.

9. Violation Ticket

- a. If a municipal tag has been issued and the specified penalty on the municipal tag has not been paid within the prescribed time, a Peace Officer may issue a violation ticket to the person to whom the municipal tag was issued.
- b. A Peace Officer may, in the sole discretion, elect to issue and serve a violation ticket without first issuing a municipal tag.
- c. A Peace Officer is authorized to issue a violation ticket, to any person the peace officer believes, on reasonable and probable grounds, has committed an offence under this bylaw, under Part 2 or Part 3 of the Provincial Offences and Procedure Act.
- d. If a violation ticket is issued it must be in the prescribed form and must:
 - i. state the specified penalty for the offence as set out in the Rates and Fees Bylaw; or
 - ii. require the person to appear in Provincial Court with or without the alternative of making a voluntary payment.

10. General Provisions

- a. The Town is not required to enforce every breach or contravention of this Bylaw. In deciding whether or not to enforce the Bylaw, the Town may take into account any practical concerns or considerations, including but not limited to the nature and extent of the breach or contravention, any financial or budgetary considerations and the availability of personnel or human resources.
- b. Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful.

11. Severability

- a. It is the intention of the Council of the Town of Carstairs that each provision of this Bylaw should be considered as being separate and severable from all other provisions. Should any section or provision of this Bylaw be found to have been improperly enacted, then such

section or provision shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall remain effective and enforceable.

Specified Penalties Table

| Bylaw Section | Offence | 1st Offence | 2nd Offence | 3rd Offence |
|----------------------|-----------------|-------------------------------|-------------------------------|-------------------------------|
| 4 | Open Possession | \$50.00 | \$75.00 | \$100.00 |
| 5 | Possession | \$200.00 | \$400.00 | \$600.00 |

This Bylaw Amends Bylaw No. 919.

This Bylaw shall take effect on the date of the final passing thereof.

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

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

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

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

Lance Colby, Mayor

Rick Blair, CAO

Bylaw No. 2045

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, the purpose of this bylaw is to provide for the care, control, and regulation of Carstairs Cemetery.

WHEREAS Section 7(a) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, A Council may pass bylaws for municipal purposes respecting the following matter of enforcement of bylaws made under this or any other enactment, and:

WHEREAS the Cemeteries Act Revised Statutes of Alberta 2000 Chapter C-3 and the Cemeteries Act General Regulation 249/1998 as amended, outline the requirements for Cemeteries located within the Province of Alberta,

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

1. This Bylaw may be referred to as the **“Town of Carstairs Cemetery Bylaw”**.
2. In this Bylaw:
 - a. **“Age”** includes
 - i. **“Newborn infant”** means an infant under 20 weeks of age;
 - ii. **“Child”** means any person from newborn infant to 18 years of age;
 - iii. **“Adult”** means any person over 18 years of age.
 - b. **“Base”** means the bottom part of the lower portion of a monument.
 - c. **“Block”** means an area that includes multiple plots.
 - d. **“Burial Permit”** means a permit issued under the Vital Statistics Act.
 - e. **“CAO”** means the Chief Administration Officer of the Town of Carstairs or designate.
 - f. **“Cemetery”** means the following land hereby declared to be the Cemetery of the Town of Carstairs and shall hereafter be known as the Carstairs Cemetery, namely;
 - i. Lot 1 Block 2 Plan 1010626
 - g. **“Columbarium”** means a structure designed for storing human remains that have been cremated.
 - h. **“Columbarium Replacement Fund”** means all niche purchase fees and perpetual care fees received will be designated for future replacement of columbarium.
 - i. **“Grave”** means a cemetery plot designated for the burial of human remains or cremated remains.
 - j. **“Interment”** means the ceremonial service of burial of human bodies or cremated remains, the lowering of the human body or cremation remains into the grave or placement of cremated remains in the columbarium, and the time required for the bereaved to leave the grave site or columbarium until the closing of the grave or the columbarium can be closed.
 - k. **“Vault Box”** means an unsealed grave liner made of polypropylene or concrete. The container is designed and manufactured to withstand the weight of the earth and standard Cemetery maintenance equipment and to prevent the grave from collapsing.
 - l. **“Maintenance Period”** means the period between the Victoria Day statutory holiday weekend in May and the Labour Day statutory holiday weekend in September.
 - m. **“Monument”** means a memorial serving to help people remember a person buried in the Cemetery that when permanently or erected:
 - i. Can extend above the surface of the ground.
 - ii. Can be flush with the ground.
 - iii. Can be erected on a Niche cover.
 - n. **“Niche”** means a single compartment for placing a receptacle containing cremated remains.

- o. **"Non-Residential"** means a person who has not resided in the Town of Carstairs or *Mountain View County Shared Facility Funding Sub Agreement* for the majority of the previous ten consecutive years.
- p. **"Permit"** means a prescribed form by the Town of Carstairs for application to carry out any work at the Cemetery.
- q. **"Plot"** means an area large enough for two (2) or more plots.
- r. **"Rates and Fees Bylaw"** means a bylaw of the Town of Carstairs in the Province of Alberta respecting rates to be charged for municipal services provided by the Town of Carstairs.
- s. **"Reservation"** means an arrangement in which a specific burial plot or columbarium niche is reserved in advance or for later usage.
- t. **"Resident"** means a person whose primary residence is in the Town of Carstairs or *Mountain View County Shared Facility Funding Sub Agreement* for the majority of the previous ten consecutive years.
- u. **"Town"** means the Town of Carstairs.
- v. **"Veteran"** means as defined in the *War Veterans Allowance Act (Canada)* and the regulations under that Act.
- w. **"Woody Ornamental"** means any trees, shrubs, creepers, and climbers.

3. REGULATIONS:

- a. No person shall, while in the Cemetery:
 - i. Wilfully destroy, mutilate, deface, hurt, write on, or remove any monument, marker, structure, or object placed in the cemetery, including any fence, railing, or wood installed for protection or ornamentation.
 - ii. Wilfully destroy, cut, break, pick, or injure any tree, shrub, or plant.
 - iii. Play at any game or sport or discharge any firearm except at a military funeral.
 - iv. Wilfully or unlawfully disturb the peace or order of the Cemetery or persons assembled for the purpose of burying a body by improper noise or conduct.
 - v. Become a nuisance, or at any time behave in inappropriate manner.
 - vi. Interfere with the Cemetery or any Lot, Monument, marker, or other structure.
 - vii. Drive a vehicle at a speed greater than 15 km per hour.
 - viii. Camp, sleep, stay, pitch a tent or structure, or otherwise stay overnight.
- b. The Town will provide adequate roadways to access all sections of the Cemetery.
- c. Vehicles in the Cemetery shall follow the designated roadways, with the exception of Cemetery staff doing their duties.
- d. Animals are allowed in the Cemetery; however owners must always have control of their animal(s) and are required to clean up after them.
- e. All work in the immediate vicinity of a Lot shall be discontinued during a burial service.

4. BLOCK, PLOT, AND LOT:

- a. The Town will sell lots in the Cemetery, including Columbarium Niches, and receive all proceeds.
- b. The Town reserves the right to limit the number of Lots created and/or made available for sale annually and to direct the area and sequencing of development and Lot sales.
- c. The Town must maintain a record of all Cemetery-related transactions, including monetary receipts and expenditures, Lot location, licensee name, interment and disinterment details, and other relevant information.
- d. The fees for the purchase, opening, or closing of Lots in the Cemetery shall be in accordance with the rates set out in the current Rates & Fees Bylaw.
- e. Cemetery Lots may be resold back to the Town with a refund of 85% of the prevailing rate, and a full refund of the Perpetual Care Fee.

- f. Plots cannot be resold to any other party. Plots can be transferred from one family member to another, but they must be registered with the town.
- g. Plot purchasers and transferees are responsible for any associated charges.
- h. No Lots shall be further subdivided or altered in any manner at variance with the Cemetery plans, unless authorized by the Town.
- i. The Town will take reasonable precautions to protect Licensees and their property rights within the Cemetery. However, the Town cannot be held responsible for loss or damage caused by external factors such as acts of God, common enemies, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or an order of a military or civil authority.

5. PERPETUAL CARE:

- a. A Perpetual Care fee will be added to the interment price for all burial plots, cremations plots, and columbarium niches as per the current year of the Rates & Fees Bylaw.
- b. A Perpetual Care fee will be charged for each person that is interred in the Cemetery. If two (2) or more persons are entered into the Cemetery on the same day and time, only one (1) Perpetual Care fee will be charged.
- c. The Cemetery Perpetual Care Trust Fund shall be established for the future care of the Cemetery once the Town establishes that the Cemetery is full, as determined by the CAO.
- d. Interest from the Perpetual Care fund shall be used for the maintenance of the cemetery as determined by the Town.
- e. Tax deductible donations will be accepted and held in the Carstairs Perpetual Care Trust Fund.

6. INTERMENTS & DISINTERMENT

- a. No Lot shall be used for any other purpose than for the burial of human remains.
- b. No interments in an adult Lot shall contain more than:
 - i. six (6) cremains or
 - ii. one (1) full burial as the initial interment and three (6) cremations, or
 - iii. one (1) adult and one (1) infant in one casket; or
 - iv. two (2) infants buried in one (1) casket.
- c. A grave lot shall be no less than 1.2 metres in width and 2.8 metres in length, except in those sections intended exclusively for the burial of bodies of children and of urns containing cremated remains.
- d. Two (2) urns are permitted in a Columbarium Niche.
- e. Double depth of plot burials are not permitted.
- f. No interments shall be permitted in the Cemetery until an approved Burial permit and death certificate has been filed with the Town.
- g. The Town shall make available Lots in the Cemetery for unclaimed bodies of deceased persons and for the bodies of indigent persons, in accordance with the *Cemeteries Act and Regulations*.
- h. Notwithstanding any other provision of this bylaw, orders of burials must reach the Town within 48 hours (two clear working days) before the burial is to take place, unless the CAO otherwise permits due to an emergency.
- i. Burial services and disinterment shall be conducted between the hours of (8:00 a.m. to 4:00 p.m.)
- j. Only on shift employees are permitted to open and close plots
- k. All full burials must have a concrete liner.
- l. The Funeral Home shall be responsible for lowering and ensuring the casket is ready for Town staff to bury, and will be present for the covering of dirt on top of the plot.

- m. If the Lot owner is deceased and a conflict arises regarding the lot, in the absence of a Court Order the people in the following order of priority will make the decision.
- i. The personal representative designated in the will of the deceased.
 - ii. The spouse or adult interdependent partner of the deceased if the spouse or adult interdependent partner was living with the deceased at the time of death.
 - iii. An adult of the deceased.
 - iv. A parent of the deceased.
 - v. A guardian of the deceased under the *Adult Guardianship and Trusteeship Act* or, if the deceased is a minor, under the *Child, Youth and Family Enhancement* or the *Family Law Act*.
 - vi. An adult brother or sister of the deceased.
 - vii. An adult niece or nephew of the deceased.
 - viii. An adult grandchild of the deceased.
 - ix. The Public Trustee.
 - x. An adult person having some relationship with the deceased not based on blood ties or affinity.
 - xi. An adult next of kin of the deceased determined on the basis provided by section 67 and 68 of the *Wills and Succession Act*.
 - xii. The Minister of Human Services.

7. CARE OF CEMETERIES, REMOVAL OF MONUMENTS, AND MAINTENANCE.

See section 26-29 of the Cemeteries General Regulations. *The owner of a cemetery shall maintain the grounds of the cemetery, including all interments space, structures, and markers, so as to ensure the safety of the public and preserve the dignity of the cemetery. The owner of a cemetery shall ensure that (a) the cemetery and any required fences, walks, and entrances to the cemetery are kept in a good state of repair, (b) no offence is committed in the operation of the cemetery, and (c) no public health nuisance arises from the operation of the cemetery.*

- a. The Town is the sole provider of general care services for the entire Cemetery. The Licensee of a Lot shall observe all rules and regulations passed by the Town for keeping lots in order.
- b. Grave decorations placed at the Cemetery shall conform to the following guidelines:
 - i. Flowers and similar decorations shall be placed in approved containers and affixed to a monument
 - ii. Grave decorations must not include lawn ornaments or any items made of glass or china placed on any part of the grave or adjacent to the monument.
 - iii. No person shall place, erect, or plant any object in any part of the Cemetery, except for temporary memorial funeral designs or floral pieces, within seven (7) days of the burial.
- c. The Town shall have authority to remove all floral designs, flowers, weeds, trees, shrubs, plants, and herbage of any kind from the Cemetery as soon as they become unsightly, dangerous, detrimental, or diseased.
- d. The Town reserves the right to remove dead flowers, fading artificial flowers, and other such materials from monuments, markers, and structures. (*Miscellaneous things may include, but are not limited to, toys, solar lights, etc.)
- e. After seven (7) calendar days following a burial, the Town reserves the right to perform any required maintenance.
- f. The Town reserves the right to prevent the planting of any flowers, floral designs, trees, shrubs, plants, or herbage of any kind.
- g. The Town reserves the right to prevent the removal of any flowers, floral designs, trees, shrubs, plants, or herbage of any kind.
- h. The Town shall undertake and maintain, the planting of trees and shrubs and landscape features.

8. MONUMENTS AND LOT SITE INSTALLATION

- a. All work at the Cemetery requires the authorization of the Town through a permit two (2) full working days prior to construction, and a valid business license for all persons or companies hired to complete the installations.
- b. All monuments must be constructed of stone' resistant to weather and cannot be constructed of concrete.

- c. All monuments shall be placed at the head of the Plot or Lot on solid ground and shall be in a line designated by the Town. Foot markers are not permitted.
- d. All persons erecting monuments shall ensure that the surrounding areas are left in the same condition as found.
- e. All persons employed in the construction and erection of monuments or doing other work in the Cemetery, whether employed by the Town or not, shall be subject to the direction and control of the CAO or his or her designate.
- f. Upright Monuments will be no larger than 40" high, 36" wide, and 18" deep.
- g. Flat markers will be no larger than 2" high, 36" wide, and 18" deep.
- h. No Lot shall be covered by any slab of concrete, stone, or other similar material. The Lot will be sown to grass by the Parks Department and kept level with the surroundings.
- i. No monument shall be erected in the Cemetery until the design, description, and material composition have been approved by the Town, and a permit on the prescribed form has been issued by the Town.
- j. All Monuments must be checked and verified by the CAO or designate for compliance with this Bylaw prior to installation.
- k. Employees of the Cemetery are not permitted to do any work for Lot owners except upon the order of the CAO or designate.
- l. No Monument shall be erected from November 1st to April 30th.
- m. No Monument shall be erected during a funeral or interment, and all trucks, equipment, and workers shall withdraw from the Cemetery until the service is vacated.

9. ENFORCEMENT OF RULES

- a. The Town is hereby empowered to enforce all rules and regulations and to exclude from the Cemetery, and any person violating them. The Town shall be in charge of the grounds and buildings, including the conduct of funerals, traffic employees, licensees, and visitors, and at all times shall have supervision and control over all persons in the Cemetery.
- b. The Town may remove all installations at the Cemetery without authorization by the Town.
- c. All installations in the Cemetery not conforming to the rules, regulations, and provisions of the bylaw, may be made to conform by the Town, except where such conformity may destroy the installation.
- d. A Peace Officer, Bylaw Officer or Town employee of the Cemetery may evict therefrom, using such force as is reasonably necessary, or denies entrance to any person who contravenes any of the provisions of this Bylaw.

10. FIELD OF HONOUR

- a. The Town shall set aside an area, which shall be known as the "Field of Honour," which shall be reserved for the burial of Veterans.
- b. No interments in the Field of Honour shall contain more than:
 - i. One (1) full burial as the initial interment.
 - ii. Six (6) cremations.
- c. No interments shall take place in the Field of Honour Section, unless a Town of Carstairs Application for Burial-Field of Honour Section form has been fully completed and signed by the applicant and approved by the Town.
- d. If both spouses qualify as Veterans, a reservation may be made after one spouse is interred.
- e. For a spouse not qualifying as a Veteran, but interred in the same Lot, the name and date of the spouse may be engraved on the headstone.
- f. Cemetery Lots may be resold back to the Town with a refund of 85% of the prevailing rate and a full refund of Perpetual Care Fee.

11. PENALTY

- a. Any person who destroys, damages, defaces, or writes upon any monument or marker or other structure or object in the cemetery in contravention of this Bylaw shall be guilty of an offence and liable upon summary conviction to a fine outlined in the current Rates & Fees Bylaw.
- b. Any person who commits a breach of any of the other provisions of this Bylaw shall on conviction for such breach, be liable to penalty outlined in the current Rates & Fees Bylaw.
- c. A person who contravenes a provision of the Cemetery Act General Regulations is subject to the penalties under the Cemeteries Act.

12. PROVISIONS FOR RULES AND REGULATIONS

- a. The CAO may create rules and regulations that align with this Bylaw to effectively administer, control, and regulate the cemetery.
- b. The Carstairs Cemetery is governed under the Cemeteries Act and the Cemeteries Act General Regulation. If any definitions or regulations enacted for the purpose of this Bylaw conflict with the Act or Regulation, then the Act and Regulation shall prevail.

13. SEVERABILITY

- a. Should any section or part of this Bylaw be found to have been improperly enacted or ultra vires, for any reason, then such section or part shall be regarded as being severable from the Bylaw remaining after such severance and shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this bylaw.
- b. This Bylaw comes into full force and effect on the date of its final passing.
- c. This Bylaw is to repeal Bylaw No. 806, Bylaw No. 984 and Bylaw No. 1032.

READ A FIRST TIME THIS 23RD DAY OF SEPTEMBER A.D., 2024

READ A SECOND TIME THIS 23RD DAY OF SEPTEMBER A.D., 2024

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS 23RD DAY OF SEPTEMBER A.D., 2024

READ A THIRD AND FINAL TIME THIS 23RD DAY OF SEPTEMBER A.D., 2024

Lance Colby, Mayor

Rick Blair, CAO



Town of Carstairs

**Policy: Threat Policy (Professional/Courteous Conduct)
Policy No. 11-027-24**

Date: September 23, 2024

Adopted by: Council

Purpose:

The Town of Carstairs will establish guidelines to govern the conduct, activities, and behaviors of persons who use or visit Municipal facilities and properties. The Town is committed to creating a respected, supporting, healthy, secure, accessible, and inclusive workplace for all employees, who have the right to work free of violence, intimidation, and other disruptive behaviors. The Town is also committed to creating a secure and respectful environment for everyone who uses its facilities and services. The goal of this policy is to prevent violence and, if required, respond to violent situations in a fast, fair, and judicious manner. Education is the most effective preventative approach for workplace violence.

It is recognized that there is a fine line between freedom of expression and activities and comments which might constitute harassment and/or defamation.

This policy provides employees and council with directions and procedures to be implemented should these situations arise.

Definitions:

"Prohibited behavior or harassing behavior" may include, but is not limited to, the following directed at or by a co-worker, supervisor, member of the public, or council.

- Disruptive behavior that is repetitive and prevents expression.
- Unwanted sexual advances, including threats or implicit promises.
- Making rude, degrading, or offensive remarks.
- Discrediting the person by spreading malicious gossip or rumors.
- Harassing a person based on a prohibited ground of discrimination.
- Direct threats or physical intimidation.
- Implications or suggestions of violence.
- Unwelcome and disrespectful comments or gestures.
- Stalking.
- Possession of weapons on Town property.
- Assault of any form.
- Loud, disruptive or angry behavior or language.
- Blatant or intentional disregard for the safety or well-being of others.
- Exhibiting improper conduct that obstructs the deliberations or proper action of Employees.
- Entering into staff work areas not open to the public.
- Wearing, carrying or displaying derogatory or obscene, abusive or threatening statements.

All staff are entitled to a safe and respectful workplace as defined under the Occupational Health and Safety Act.

Scope:

This policy applies to all Town employees, including firefighters, support, professional, and administrative staff, summer students, and council members.

Guidelines:

The Town of Carstairs acknowledges that employees may come into contact with persons who engage in harassing or violent behavior while on the job. The municipality will investigate and

respond to all complaints or incidences of workplace harassment in a fair and timely way. Information concerning a complaint or incident will not be disclosed unless it is absolutely necessary to protect workers, to investigate the complaint or incident, to take corrective action, or as otherwise required by law.

1. Cautions and Corrective Actions

- a. Under s. 228 of the Municipal Act, the Mayor, Chair or CAO has the authority to expel Employees or members of the public for inappropriate behaviour at council, committee, or board meetings.
- b. The Mayor, Chair or CAO may restrict the individual's ability to ask questions and make presentations during future Council meetings.
- c. Council or the CAO may limit an individual's communication with staff or council to email or written letters, and refuse to respond to other forms of contact.
- d. Council or the CAO may limit an individual's attendance at future council meetings.
- e. The CAO may provide notice that the individual's right to attend future meetings is in jeopardy and may be revoked as a result of inappropriate conduct that would warrant expulsion from the meeting by the Mayor in accordance with the Municipal Act.
- f. Council or the CAO may prohibit the individual's attendance at Council meetings for a set term. The Council will conduct reviews to evaluate whether disruptive behaviour continues to be an issue.
- g. To safeguard staff, Council or the CAO may limit attendance in municipal offices for non-personal reasons, such as paying taxes or utilities.

2. Warnings and Notices

- a. **First Notice:** Violations of the foregoing regulations will result in a verbal warning from municipal personnel or the Chair during a meeting. This verbal notification will be deemed the "first notice" served.
- b. **Second Notice:** If a prohibited activity or behaviour is repeated a separate time, municipal employees or the meeting chair will issue a verbal warning to the violators to stop immediately. A written warning will also be sent to the individual. This vocal (and, if applicable, written) warning will be considered the "second notice" served.
- c. **After the second notice,** if the person continues to engage in prohibited behaviour or a different disruptive behaviour, or if a third violation is observed, they will be verbally admonished and asked to leave municipal property for the rest of the meeting or visit during non-meeting hours.
 - i. If a person refuses to leave after warnings, the RCMP will be called to enforce the trespass.
- d. Depending on the severity of the violation, a person or persons may be removed from municipal property without a first or second warning.
- e. **Extended restriction:** After removal from municipal property, the CAO during office hours or the Mayor during Council or Committee sessions may impose a restriction on re-entry for a specified period. Unless the conduct continues, the restriction is limited to one week for a property visitation or until the next meeting if the infraction occurs at a meeting.
- f. **Documentation:** All reprimands and notices shall be documented for future reference.
- g. In accordance with Provincial Offences Act (as revised from time to time), the Municipality reserves the right to charge and take corrective action against any offenders, in addition to the sanctions listed above.

3. Procedures for investigating incidents include:

- a. Visiting the scene of an incident as soon as possible.
- b. Interviewing injured and threatened employees and witnesses.
- c. Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
- d. Determining the cause of the incident.
- e. Taking mitigating action to prevent the incident from recurring.
- f. Recording the findings and mitigating actions taken.
- g. In suitable cases, the Town will notify the reporting individual of the investigation results. To the greatest extent practicable, the Town will keep the reporting employee or member of municipal council's identity and the investigation discreet, although results may be disclosed in appropriate situations, such as to protect individual safety. The town will not accept retaliation against any employee or member of the municipal council who discloses workplace violence.

4. Responsibilities

- a. **The Municipality will:**
 - i. Investigate all known workplace violence incidents.
 - ii. Consult with legal counsel, health & safety consultants, Local Police Services.
 - iii. Take measures to minimize or address identified risks.
 - iv. Document the incident, its investigation, and corrective action.
 - v. Protect workers who report workplace violence or act as witnesses from reprisal or further violence.

- vi. Submit a report of the incident to the Ministry of Labour if an employee incurs a lost time injury.
 - vii. Review policy and hazard assessments annually or as job responsibilities or environments change.
 - viii. Review the effectiveness of actions taken to minimize or eliminate workplace violence and make necessary improvements.
- b. **Employee's will:**
- i. Be responsible for preventing and reporting acts of violence that threaten or perceive to threaten a safe work environment.
- c. **Management will:**
- i. Be responsible for creating and maintaining a safe and health workplace free from violence.
 - ii. Be sensitive to the climate in the workplace and address potential problems before those problems become serious.
 - iii. If a manager ignores workplace violence and is named as a co-respondent in a complaint, they and the town may face legal action from the complainant or government agents.

5. Confidentially

The Town will do everything possible to protect the privacy of all parties involved, as well as to guarantee that complainants and respondents are treated fairly and with respect. The Town will preserve this privacy as long as it is compatible with the execution of this policy and the law. The name of the individual reporting the facts, as well as the circumstances surrounding them, will not be made public to anybody unless required for an inquiry or disciplinary action. The Town shall determine any disciplinary action, which will be proportionate to the seriousness of the behavior in question. The Town shall also offer appropriate help to any employee who is a victim of discrimination or harassment.

End of Policy

/Carstairs____/24

Signatures:

M____/24 Policy No. 11-027-24 adopted at Council on September 23, 2024

Mayor, Lance Colby

CAO, Rick Blair



Rates, Options, and Riders Schedules
 Approved in AUC Disposition 28877-D01-2024
 Approved in AUC Disposition 28758-D01-2024
 Approved in AUC Disposition 28626-D01-2023
 Approved in AUC Disposition 28624-D01-2023
 Effective Date April 1, 2024

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

| Muni Code | Municipality | Rider | Effective | Muni Code | Municipality | Rider | Effective |
|-----------|----------------|--------|------------|-----------|--------------|--------|------------|
| 03-0002 | Acme | 3% | 2013/07/01 | 02-0040 | Bowden | 15% | 2017/01/01 |
| 01-0003 | Airdrie | 20% | 2021/04/01 | 03-0041 | Boyle | 20% | 2021/01/01 |
| 03-0005 | Alix | 8.50% | 2019/01/01 | 03-0042 | Breton | 20% | 2015/01/01 |
| 03-0004 | Alberta Beach | 8% | 2021/01/01 | 01-0043 | Brooks | 14% | 2021/01/01 |
| 03-0007 | Amisk | 0% | 2014/01/01 | 02-0044 | Bruderheim | 4% | 2024/04/01 |
| 02-0011 | Athabasca | 20% | 2024/01/01 | 02-0047 | Calmar | 20% | 2013/07/01 |
| 04-0009 | Argentia Beach | 0% | 2017/01/01 | 01-0048 | Camrose | 17% | 2024/01/01 |
| 03-0010 | Arrowwood | 12% | 2015/07/01 | 02-0050 | Canmore | 16% | 2024/01/01 |
| 02-0387 | Banff | 7% | 2024/02/01 | 03-0054 | Carmangay | 15% | 2021/01/01 |
| 07-0164 | Banff Park | 4% | 2019/10/01 | 03-0055 | Caroline | 12% | 2021/01/01 |
| 03-0363 | Barnwell | 7.5% | 2024/01/01 | 02-0056 | Carstairs | 10% | 2015/01/01 |
| 03-0013 | Barons | 5% | 2015/04/01 | 03-0061 | Champion | 15% | 2015/04/01 |
| 02-0014 | Barrhead | 14% | 2023/04/01 | 03-0062 | Chauvin | 11% | 2016/01/01 |
| 02-0016 | Bashaw | 2% | 2021/01/01 | 01-0356 | Chestermere | 11.50% | 2014/01/01 |
| 02-0017 | Bassano | 14.40% | 2019/01/01 | 03-0064 | Chipman | 0% | 2016/01/01 |
| 03-0018 | Bawlf | 8% | 2024/01/01 | 02-0065 | Claresholm | 6% | 2024/01/01 |
| 01-0019 | Beaumont | 17.25% | 2020/01/01 | 03-0066 | Clive | 11% | 2023/01/01 |
| 03-0022 | Beiseker | 3.50% | 2019/01/01 | 03-0068 | Clyde | 18% | 2024/01/01 |
| 02-0024 | Bentley | 10% | 2019/01/01 | 02-0069 | Coaldale | 18% | 2024/04/01 |
| 04-0026 | Betula Beach | 0% | 2017/01/01 | 02-0360 | Coalhurst | 7.5% | 2023/01/01 |
| 03-0029 | Bittern Lake | 7% | 2016/01/01 | 02-0070 | Cochrane | 17% | 2020/01/01 |
| 02-0031 | Blackfalds | 20% | 2013/10/01 | 03-0076 | Coutts | 3% | 2017/01/01 |
| 02-0034 | Bon Accord | 19% | 2022/01/01 | 03-0077 | Cowley | 5% | 2016/01/01 |
| 02-0039 | Bow Island | 17% | 2024/01/01 | 03-0078 | Cremona | 10% | 2016/01/01 |
| | | | | 02-0079 | Crossfield | 17% | 2023/01/01 |



Rates, Options, and Riders Schedules
 Approved in AUC Disposition 28877-D01-2024
 Approved in AUC Disposition 28758-D01-2024
 Approved in AUC Disposition 28626-D01-2023
 Approved in AUC Disposition 28624-D01-2023
 Effective Date April 1, 2024

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| Muni Code | Municipality | Rider | Effective | Muni Code | Municipality | Rider | Effective |
|------------------|---------------------|--------------|------------------|------------------|---------------------|--------------|------------------|
| 09-0361 | Crowsnest Pass | 16% | 2016/01/01 | 02-0188 | Killam | 10% | 2024/01/01 |
| 04-0080 | Crystal Springs | 0% | 2016/01/01 | 01-0194 | Lacombe | 17.63% | 2024/01/01 |
| 03-0081 | Czar | 5% | 2013/10/01 | 04-0196 | Lakeview | 2% | 2016/01/01 |
| 02-0082 | Daysland | 10% | 2024/01/01 | 02-0197 | Lamont | 7.50% | 2020/01/01 |
| 02-0086 | Devon | 17% | 2024/01/01 | 04-0378 | Larkspur | 3% | 2020/04/01 |
| 02-7662 | Diamond Valley | 10% | 2023/01/01 | 01-0200 | Leduc | 16% | 2014/01/01 |
| 02-0088 | Didsbury | 17% | 2016/01/01 | 02-0202 | Legal | 20% | 2024/01/01 |
| 02-0091 | Drayton Valley | 10% | 2016/01/01 | 03-0207 | Lomond | 15% | 2017/01/01 |
| 03-0093 | Duchess | 15% | 2018/01/01 | 03-0208 | Longview | 17% | 2017/01/01 |
| 02-0095 | Eckville | 10% | 2015/01/01 | 03-0209 | Lougheed | 5% | 2016/01/01 |
| 03-0096 | Edberg | 13% | 2021/01/01 | 02-0211 | Magrath | 15% | 2023/01/01 |
| 03-0097 | Edgerton | 15% | 2022/01/01 | 04-0210 | Ma-Me-O Beach | 0% | 2016/01/01 |
| 02-0100 | Edson | 4.70% | 2024/01/01 | 02-0215 | Mayerthorpe | 14% | 2024/01/01 |
| 03-0109 | Ferintosh | 11% | 2016/01/01 | 04-0359 | Mewatha Beach | 2% | 2016/10/01 |
| 03-0112 | Foremost | 7% | 2016/01/01 | 02-0218 | Milk River | 12% | 2017/01/01 |
| 02-0115 | Fort Macleod | 15% | 2018/10/01 | 02-0219 | Millet | 18% | 2024/01/01 |
| 01-0117 | Fort Saskatchewan | 0% | 2013/10/01 | 03-0220 | Milo | 20% | 2017/01/01 |
| 02-0124 | Gibbons | 10% | 2013/01/01 | 02-0224 | Morinville | 20% | 2013/07/01 |
| 03-0128 | Glenwood | 5% | 2022/04/01 | 04-0230 | Nakamun Park | 0% | 2013/10/01 |
| 04-0129 | Golden Days | 0% | 2017/01/01 | 02-0232 | Nanton | 9% | 2019/01/01 |
| 02-0135 | Granum | 0% | 2024/02/01 | 02-0236 | Nobleford | 5% | 2023/01/01 |
| 04-0134 | Grandview | 0% | 2016/01/01 | 03-0233 | New Norway | 6% | 2009/01/01 |
| 04-0138 | Gull Lake | 0% | 2016/01/01 | 04-0237 | Norglenwold | 5% | 2015/01/01 |
| 04-0358 | Half Moon Bay | 0% | 2021/01/01 | 04-0385 | Norris Beach | 0% | 2016/01/01 |
| 02-0143 | Hardisty | 9.50% | 2021/01/01 | 02-0238 | Okotoks | 20% | 2021/01/01 |
| 03-0144 | Hay Lakes | 9% | 2021/01/01 | 02-0239 | Olds | 17% | 2024/01/01 |
| 02-0148 | High River | 20% | 2015/07/01 | 02-0240 | Onoway | 10.5% | 2024/01/01 |
| 03-0149 | Hill Spring | 5% | 2014/01/01 | 04-0374 | Parkland Beach | 0% | 2015/01/01 |
| 02-0151 | Hinton | 11.73% | 2022/01/01 | 02-0248 | Penhold | 19% | 2014/01/01 |
| 03-0152 | Holden | 4% | 2016/01/01 | 02-0249 | Picture Butte | 11% | 2022/01/01 |
| 03-0153 | Hughenden | 5% | 2016/01/01 | 02-0250 | Pincher Creek | 20% | 2024/01/01 |
| 03-0154 | Hussar | 12.50% | 2017/01/01 | 04-0253 | Point Alison | 0% | 2017/01/23 |
| 02-0180 | Innisfail | 17% | 2023/03/01 | 04-0256 | Poplar Bay | 0% | 2016/01/01 |
| 03-0182 | Irma | 20% | 2015/01/01 | 02-0257 | Provost | 20% | 2015/01/01 |
| 02-0183 | Irricana | 8% | 2023/05/01 | 02-0261 | Raymond | 16% | 2022/01/01 |
| 04-0185 | Island Lake | 0% | 2016/01/01 | 02-0265 | Redwater | 10% | 2023/04/01 |
| 04-0186 | Itaska Beach | 0% | 2017/10/01 | 02-0266 | Rimbey | 20% | 2022/01/01 |
| 04-0379 | Jarvis Bay | 0% | 2015/10/08 | 02-0268 | Rocky Mtn House | 15.3% | 2023/01/01 |
| 04-0187 | Kapasiwin | 0% | 2018/04/01 | 03-0270 | Rockyford | 7% | 2024/01/01 |



Rates, Options, and Riders Schedules
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| Muni Code | Municipality | Rider | Effective | Muni Code | Municipality | Rider | Effective |
|------------------|---------------------|--------------|------------------|------------------|---------------------|--------------|------------------|
| 03-0272 | Rosemary | 15.50% | 2023/01/01 | 02-0311 | Taber | 18% | 2020/07/01 |
| 04-0273 | Ross Haven | 0% | 2016/01/01 | 02-0315 | Thorsby | 20% | 2014/01/01 |
| 03-0276 | Ryley | 3% | 2016/01/01 | 02-0318 | Tofield | 5% | 2015/01/01 |
| 04-0279 | Seba Beach | 4% | 2014/01/01 | 04-0324 | Val Quentin | 0% | 2016/01/01 |
| 02-0280 | Sedgewick | 11% | 2024/01/01 | 02-0326 | Vauxhall | 8% | 2022/01/01 |
| 04-0283 | Silver Sands | 3% | 2018/01/01 | 02-0331 | Viking | 8% | 2013/01/01 |
| 04-0369 | South Baptiste | 0% | 2005/05/01 | 02-0333 | Vulcan | 20% | 2013/10/01 |
| 04-0288 | South View | 3% | 2019/01/01 | 03-0364 | Wabamun | 10% | 2017/01/01 |
| 01-0291 | Spruce Grove | 20% | 2016/01/01 | 02-0335 | Wainwright | 12% | 2024/01/01 |
| 01-0292 | St. Albert | 15% | 2023/01/01 | 07-0159 | Waterton Park | 8% | 2018/10/01 |
| 03-0295 | Standard | 4% | 2024/04/01 | 03-0338 | Warburg | 10% | 2015/01/01 |
| 02-0297 | Stavely | 6% | 2021/01/01 | 03-0339 | Warner | 7% | 2024/01/01 |
| 03-0300 | Stirling | 12% | 2019/01/01 | 04-0344 | West Cove | 0% | 2018/01/01 |
| 02-0301 | Stony Plain | 20% | 2013/01/01 | 02-0345 | Westlock | 16.25% | 2024/01/01 |
| 09-0302 | Strathcona County | 0% | TBD | 01-0347 | Wetaskiwin | 18% | 2024/01/01 |
| 02-0303 | Strathmore | 20% | 2020/07/01 | 04-0371 | Whispering Hills | 5% | 2016/10/01 |
| 03-0304 | Strome | 9% | 2022/01/01 | 02-0350 | Whitecourt | 4.47% | 2024/01/01 |
| 02-0307 | Sundre | 12% | 2024/01/01 | 04-0354 | Yellowstone | 8% | 2024/01/01 |
| 04-0386 | Sunrise Beach | 0% | 2018/01/01 | | | | |
| 04-0308 | Sunset Point | 10% | 2017/01/01 | | | | |
| 02-0310 | Sylvan Lake | 18% | 2023/01/01 | | | | |

| TOWN OF CARSTAIRS 2024 BUDGET | | | |
|----------------------------------------------|----------------------------------------------------------------|-------------------------|------------------------|
| FOR THE MONTH ENDING: August 31, 2024 | | | |
| | 2024 BUDGET | 2024 YTD ACTUALS | |
| OPERATING CASH REQUIREMENTS | | | |
| 1 | Operating cost excluding non-cash items and interest expense | 10,958,979.35 | 6,761,094.08 |
| 1b | Requisition Expense | 2,836,603.23 | 1,194,231.59 |
| 2 | Less: Other Operating Revenue (excluding tax levy) | (7,101,857.45) | (6,056,267.30) |
| 3 | Operating debt interest | 2,000.00 | - |
| | | 6,695,725.13 | 1,899,058.37 |
| 4a | Anticipated draw from prior year accum surplus - restricted | - | - |
| 4b | Anticipated draw from prior year accum surplus - unrestricted | - | - |
| | TAX LEVY FOR OPERATIONS | 6,695,725.13 | 1,899,058.37 |
| CAPITAL CASH REQUIREMENTS | | | |
| 5a | Capital expenditures | 1,283,240.44 | 1,334,439.54 |
| 5b | Capital A/P | - | - |
| 5c | Grant money moved to deferred | - | - |
| 6 | Capital debt interest | 138,892.44 | 86,718.33 |
| 7 | Capital debt principal payments | 858,309.21 | 808,771.80 |
| 7a | Transfer to Offsite Levy Reserve | 220,000.00 | 163,435.18 |
| | | 2,500,442.09 | 2,393,364.85 |
| 8 | Less: Capital Revenue | (1,285,463.73) | (1,321,505.77) |
| 9 | Less: Capital Revenue Other Sources | - | - |
| | | 1,214,978.36 | 1,071,859.08 |
| 10 | Proceeds from new debt | (500,912.63) | (500,912.33) |
| 11a | Anticipated draw from prior year accum surplus - restricted | - | - |
| 11b | Anticipated draw from prior year accum surplus - unrestricted | (250,500.00) | (200,500.00) |
| 11c | Direct Restricted Fund (i.e. Donations to Deferred) | - | - |
| | TAX LEVY FOR CAPITAL | 463,565.73 | 370,446.75 |
| | MINIMUM TAX LEVY | 7,159,290.86 | 2,269,505.12 |
| FUTURE FINANCIAL PLANS | | | |
| 12a | Operation stabilization/specific operating future requirements | 100,000.00 | - |
| 12b | Water Capital Replacement | 20,000.00 | - |
| 12c | Sanitary Capital Replacement | 153,504.00 | 75,135.97 |
| 12d | Equipment Capital Replacement | 100,000.00 | - |
| 13a | Annual amortization expense | - | - |
| 13b | Write-downs/loss on disposals | - | - |
| 14 | Less Annual non-cash expense not funded | - | - |
| | | 373,504.00 | 75,135.97 |
| 15 | Capital Reserves Contributions | 179,002.19 | 144,418.15 |
| 15a | Direct Restricted Fund (i.e. Donations to Deferred) | - | - |
| | LEVY (DRAW) FOR FUTURE FINANCIAL PLANS | 552,506.19 | 219,554.12 |
| 16 | TOTAL TAX LEVY | (7,711,797.05) | (2,489,059.24) |
| 17 | NET BUDGETTED CASH DRAW ON ACCUM SURPLUS | - | - |
| | TAX LEVY | (7,711,797.05) | (2,489,059.24) |
| 18 | TAXES BUDGETED | (7,796,860.82) | (7,795,011.19) |
| | TOTAL REVENUE | (16,935,594.63) | (15,874,196.59) |
| | TOTAL EXPENSE | 16,850,530.86 | 10,568,244.64 |
| | SHORTFALL / (SURPLUS) | (85,063.77) | (5,305,951.95) |

**TOWN OF CARSTAIRS
FINANCIAL REPORT**

For the Month Ending: **August 31, 2024**

| REVENUES | | |
|------------------------------------------------|----------------------|------------------------|
| Account Balance | | |
| ****-739 | BMO Account | 5,870,802.33 |
| ****-815 | BMO Account | (5.53) |
| *****024 | ATB Account | 6,702.86 |
| TOTAL | | 5,877,499.66 |
| Investments | | |
| 00049601827 - 6 Month GIC | | 1,736,577.81 |
| 00064084566 - 1 Year GIC | | 1,254,428.14 |
| TOTAL | | 2,991,005.95 |
| Outstanding Receivables | | |
| Account Receivables | | 105,941.55 |
| Tax Trial Balance | | 1,901,593.71 |
| Utility Trial Balance | | 275,681.00 |
| TOTAL | | 2,283,216.26 |
| TOTAL REVENUES | | 11,151,721.87 |
| DEBTS | | |
| Loans | | |
| Loan # and Description | 2024 Payments | 2024 YE Balance |
| 25191997739 - LOC Operating/ASFF | 0.00 | 0.00 |
| 25196997412 - Operations Building | 20,789.06 | 0.00 |
| 25196997420 - Mandalay Bay Trans Oversizing | 93,601.96 | 0.00 |
| 25196997439 - Mandalay Bay Water Oversizing | 75,000.00 | 0.00 |
| 25196997447 - Mandalay Bay Sanitary Oversizing | 75,000.00 | 0.00 |
| 25196998001 - Fire Emergency Vehicle | 50,000.00 | 275,642.19 |
| 25196997770 - Fire Hall Construction | 114,645.85 | 160,785.09 |
| 25196998335 - Golf Course | 82,000.00 | 0.00 |
| 25196997789 - Golf Course Upgrades | 73,400.00 | 146,800.00 |
| Street Sweeper | 56,441.40 | 169,324.20 |
| JD Area Mower | 18,686.11 | 74,744.41 |
| 2024 Equipment Loan | 100,182.45 | 400,730.34 |
| TOTAL | 759,746.83 | 1,228,026.23 |
| Debentures | | |
| Description | 2024 Payments | 2024 YE Balance |
| Fire Hall | 49,024.97 | 1,357,383.99 |
| TOTAL | 49,024.97 | 1,357,383.99 |
| TOTAL DEBTS | | 2,585,410.22 |
| Debt Interest | | |
| Operating | | |
| Description | 8/31/2024 | 2024 YTD Actual |
| Line of Credit / ASFF | 0.00 | 0.00 |
| TOTAL | | 0.00 |
| Capital | | |
| Fire Emergency Vehicle | 1,564.23 | 15,069.01 |
| Fire Hall Debenture | 0.00 | 15,214.64 |
| Fire Hall Construction/Site Servicing | 912.43 | 12,334.91 |

| | | |
|------------------------------------------|-----------------------------|------------------------|
| Operations Building | 0.00 | 245.38 |
| Mandalay Bay Transportation Oversizing | 0.00 | 1,104.81 |
| Street Sweeper | 960.89 | 10,323.68 |
| Equipment Replacement 2024 | 2,274.09 | 9,153.42 |
| Mandalay Bay Water Oversizing | 0.00 | 885.25 |
| Lagoon Debenture | 0.00 | 0.00 |
| Mandalay Bay Sanitary Oversizing | 0.00 | 885.25 |
| Golf Course | 0.00 | 967.87 |
| Golf Course Upgrades | 833.07 | 9,965.05 |
| TOTAL | | 86,718.33 |
| TOTAL DEBT INTEREST | | 86,718.33 |
| Debt Limit | | |
| 2022 Audit Value | | 16,910,603.00 |
| Percent Used | | 15% |
| RESERVES | | |
| Description | 2024 Opening Balance | 2024 YTD Actual |
| Operations Stabilization | (900,047.33) | (687,544.20) |
| Capital Reserve Equipment | (200.00) | (200.00) |
| Fire(Town) Reserve- Truck/Equip.(s.b. OP | (156,905.86) | (148,666.59) |
| Fire Reserve - Building | (36,609.30) | (50,324.04) |
| AEMA Grant- Emergency Management | 0.00 | 0.00 |
| Safe Zone Program | (30.11) | (30.11) |
| Policing - Reserve | (150,009.00) | (159,689.58) |
| Bike Safety Program | (1,264.00) | (1,264.00) |
| Cap. Reserve - Equipment | 0.00 | 0.00 |
| Canada Community Building Fund (FGT) | 0.00 | 0.00 |
| MSI Capital - Deferred Revenue | 0.00 | 0.00 |
| MSI Operating - Deferred Revenue | 0.00 | 0.00 |
| Cap. Reserve - Roads | (53,672.35) | (53,672.35) |
| Off Site Levy - Transportation | (670,876.19) | (724,473.89) |
| Off-Site Levy - Storm | (433,542.95) | (479,134.38) |
| Water & Sewer Deposits | (21,800.00) | (23,100.00) |
| Alberta Water Wastewater Partnership | (244,510.10) | (164,108.40) |
| Cap. Reserve - Water | (450,009.79) | (450,009.79) |
| Off-Site Levy - Water | (517,522.00) | (577,538.17) |
| Cap. Reserve - Sewer | (24.49) | (24.49) |
| Reserves - Wastewater Infrastructure | (147,402.62) | (222,538.59) |
| Off-Site Levy - Sewer | (621,643.40) | (735,593.34) |
| Landfill - Post Closure Care Costs | (69,716.70) | (69,716.70) |
| Reserves - Solid Waste | (15,017.71) | (15,017.71) |
| Garbage Reserves | 0.00 | 0.00 |
| Deferred Revenue - Boys & Girls | (169.00) | 0.00 |
| Op Reserve - Cemetery Perpetual Care Fun | (101,761.60) | (104,666.72) |
| Op. Reserve - Columbarium Perpetual Care | (54,171.73) | (57,923.47) |
| Cap. Reserve - Cemetery Columbarium | (26,813.58) | (29,698.76) |
| Deferred Revenue - Carstairs Pet Relief | (1,622.19) | (1,622.19) |
| Municipal Reserve | 0.00 | 0.00 |
| Fortis Lights | (28,000.00) | (28,000.00) |
| Stone Garden - Maintenance | (10,000.00) | (10,000.00) |
| Op. Reserves - Recreation | 0.00 | 0.00 |
| Cap.Reserve - Recreation | (1,633.49) | (1,633.49) |
| Prepaid - Golf Course | 0.00 | 0.00 |
| Raincheck Liability - Golf Course | (1,694.56) | (1,749.16) |

AGENDA ITEM #b)

| | | |
|---------------------------------------|-----------------------|-----------------------|
| Gift Certificate Liability - GC | (15,681.85) | (25,864.50) |
| Gratuities - Tournaments | 0.00 | (1,241.10) |
| Gratuities - Servers | 0.00 | (1,135.88) |
| Reserves - Golf Carts | (2,243.46) | (2,243.46) |
| Junior Golf | 0.00 | (25,000.00) |
| Unearned Revenue - Arena | 0.00 | 0.00 |
| Arena Rental Deposits | (1,000.00) | (1,000.00) |
| Deferred Revenue - Parks | 0.00 | 0.00 |
| Deferred Revenue - Skateboard Park | (9,428.34) | (8,378.34) |
| Parks - Memorial Donations | (2,859.55) | (2,859.55) |
| Deferred Rev - Carstairs Nature Space | (122,058.99) | (34,627.63) |
| Deferred Rev - Pickleball Courts | (9,650.62) | 0.00 |
| Reserve - Community Hall | 0.00 | 0.00 |
| Community Hall - Damage Deposits | (800.00) | (2,000.00) |
| TOTAL | (4,880,392.86) | (4,902,290.58) |

TOWN OF CARSTAIRS CAPITAL REPORT

CAPITAL LISTING

| GL Number | Project Number | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|---------------|----------------|-----------------------------------------------------------|------------------------|---------------------|---------------------|
| 3-72-06-630-1 | 2024-0001 | Fire Panel Replacement - Arena | 0.00 | 13,701.04 | 15,500.00 |
| 3-72-06-630-1 | 2024-0002 | Floor Machine | 0.00 | 14,752.23 | 15,000.00 |
| 3-72-06-630-1 | 2024-0003 | Hot Dog Machine | 0.00 | 6,287.53 | 7,077.68 |
| 3-61-02-630-1 | 2024-0004 | Metacon GPS & Antenna | 0.00 | 20,959.00 | 20,090.76 |
| 3-12-00-620-1 | 2024-0005 | Administration Expansion (Planning & Engineering) | 2,293.20 | 12,268.10 | 25,000.00 |
| 3-12-00-630-1 | 2024-0006 | Council & Board Room Upgrades | 0.00 | 61,441.67 | 62,000.00 |
| 3-23-00-650-1 | 2024-0007 | Unit 111 | 0.00 | 20,000.00 | 20,000.00 |
| 3-23-00-630-1 | 2024-0008 | Unit 111 - Equipment (Radios \$23,000 & Setup \$2,000.00) | 0.00 | 24,026.20 | 25,000.00 |
| 3-72-04-630-1 | 2024-0009 | Fire Panel Replacement - Golf Course | 0.00 | 0.00 | 11,000.00 |
| 3-72-04-630-1 | 2024-0010 | Power Carts | 0.00 | 111,792.00 | 111,792.00 |
| 3-72-04-630-1 | 2024-0011 | Gator | 0.00 | 24,461.87 | 21,000.00 |
| 3-72-04-630-1 | 2024-0012 | Buffalo Turbine | 0.00 | 15,083.00 | 16,200.00 |
| 3-72-04-630-1 | 2024-0013 | Tarp Devil | 0.00 | 7,997.97 | 10,000.00 |
| 3-72-04-630-1 | 2024-0014 | Steam Table | 0.00 | 5,000.00 | 5,000.00 |
| 3-72-04-630-1 | 2024-0015 | Driving Range Mats, Ball Trays | 0.00 | 14,478.00 | 15,000.00 |
| 3-41-00-630-1 | 2024-0016 | VFD for Pump 2 - Pumphouse | 0.00 | 0.00 | 15,000.00 |
| 3-32-00-630-1 | 2024-0017 | Sander for Unit 57 | 0.00 | 0.00 | 12,300.00 |
| 3-32-00-610-1 | 2024-0018 | Miltford Street Improvement | 6,747.30 | 14,238.25 | 579,780.00 |
| 3-72-08-630-1 | 2024-0019 | Lift | 0.00 | 46,500.00 | 50,000.00 |
| 3-72-08-630-1 | 2024-0020 | Tractor | 0.00 | 64,437.28 | 70,000.00 |
| 3-32-00-610-1 | 2024-0021 | Meadowpark Sidewalk & Ditch | 5,435.12 | 5,435.12 | 100,000.00 |
| 3-41-00-630-1 | 2024-0022 | Leak Detection Unit | 0.00 | 6,450.00 | 6,500.00 |
| 3-32-00-610-1 | 2024-0023 | Stonebridge Pathway | 0.00 | 0.00 | 25,000.00 |
| 3-12-00-645-1 | 2024-0024 | Sidewalk/Entry Admin Building | 0.00 | 0.00 | 20,000.00 |
| 3-74-02-630-1 | 2024-0025 | Security Cameras - Community Hall | 0.00 | 7,084.70 | 7,500.00 |
| 3-12-00-630-1 | 2024-0026 | Security Cameras - Wellness Centre | 0.00 | 6,013.42 | 6,500.00 |
| 3-72-04-630-1 | 2024-0027 | Security Cameras - Golf Course | 0.00 | 14,075.22 | 11,000.00 |
| 3-41-00-610-1 | | Water Reservoir | 51,078.30 | 88,023.62 | |
| 3-23-00-630-1 | | Lucas Machine | 0.00 | 20,121.17 | |
| 3-32-00-650-1 | | Replacement Unit 41-2 (Stolen) | 0.00 | 38,084.00 | |
| 3-23-00-630-1 | | Bunker Gear - Move from Operating Capital | 0.00 | 25,809.53 | |
| 3-23-00-650-1 | | New Fire Truck - Unit 131 | 8,196.05 | 645,918.62 | |
| TOTAL | | | 73,749.97 | 1,334,439.54 | 1,283,240.44 |

TOWN OF CARSTAIRS CAPITAL REPORT

NON-TAX REVENUE

| NON-TAX REVENUE | | | | | | | | | | |
|-----------------|------------------------------------------------------------|---------------------------|---------------------|---------------------|-------------------|-------------------------------------------|-------------------|--------------------------------------|------------------------------|------------------------|
| GL Number | Description | August 31, 2024 Actual | 2024 YTD Actuals | Capital Revenue | Loan Proceeds | Capital Reserves Draws Unrestricted | Off-Site Levies | Capital Reserves Contributions | Operational Stabilization | Capital Replacement |
| 5-32-00-840-0 | Local Government Fiscal Framework | - | 633,155.00 | 633,155.00 | | | | | | |
| 5-32-00-840-3 | Canadian Community Building Fund | - | - | 255,227.00 | | | | | | |
| 4-32-00-490-3 | Fire Hall Access Road (Federal Gas Deferred) | - | - | | | | | | | |
| 5-37-00-565-0 | Off site levies (Storm) | - | 30,557.93 | 45,500.00 | | | 45,500.00 | | | |
| 5-41-00-565-0 | Off site levies (Water) | - | 42,395.49 | 42,000.00 | | | | 42,000.00 | | |
| 5-42-00-565-0 | Off site levies (Sanitary) | - | 100,219.42 | 52,500.00 | | | | 52,500.00 | | |
| 5-32-00-565-0 | Off site levies (Transportation) | - | 25,902.34 | 80,000.00 | | | 80,000.00 | | | |
| 1-23-00-410-0 | Fire Call Revenue | 6,600.00 | 156,182.55 | | | | | 26,250.00 | | |
| 5-23-00-590-0 | EMS Bay Rental | 2,285.79 | 18,286.32 | 27,429.48 | | | | 27,429.48 | | |
| 1-72-56-411-0 | Cemetery Perpetual Care Fund | 500.00 | 2,000.00 | 2,425.31 | | | | 2,425.31 | | |
| 1-72-56-412-0 | Columbarium Replacement Fund | - | 3,280.00 | 459.00 | | | | 459.00 | | |
| 1-72-56-413-0 | Columbarium Perpetual Care Fund | - | 3,000.00 | 1,262.25 | | | | 1,262.25 | | |
| 5-72-08-551-0 | Investment Income - Parks/Cemetery | - | 4,112.04 | | | | | | | |
| 5-72-04-551-0 | Investment Income - Golf Course | - | - | - | | | | | | |
| 5-23-00-551-0 | Investment Income - Fire | - | 1,760.73 | 1,775.52 | | | | 1,775.52 | | |
| 5-32-00-551-0 | Investment Income - Off-Site Transportation | - | 32,142.56 | 32,142.56 | | | | 32,142.56 | | |
| 5-37-00-551-0 | Investment Income - Off-Site Storm | - | 20,131.58 | 20,131.58 | | | | 20,131.58 | | |
| 5-41-00-551-0 | Investment Income - Off-Site Water | - | 25,222.08 | 25,222.08 | | | | 25,222.08 | | |
| 5-42-00-551-0 | Investment Income - Off-Site Sanitary | - | 32,223.84 | 32,223.83 | | | | 32,223.83 | | |
| 5-26-00-551-0 | Investment Income - Policing | - | 9,680.58 | 9,680.58 | | | | 9,680.58 | | |
| 4-41-00-760-0 | Water Capital Replacement | - | - | | | | | | | 20,000.00 |
| 4-42-00-760-0 | Sanitary Capital Replacement | - | 75,135.97 | | | | | | | 153,504.00 |
| 4-32-00-760-0 | Equipment Capital Replacement | - | - | | | | | | | 100,000.00 |
| 4-00-00-710-0 | Operational Stabilization - Fund Retirement Obligation | - | 149,500.00 | | | 149,500.00 | | | 100,000.00 | |
| | Operational Stabilization - Fund Operations | - | - | | | 50,000.00 | | | | |
| 4-00-00-710-0 | Operational Stabilization 2023 Project Carry Forward Fibre | - | 48,000.00 | | | 48,000.00 | | | | |
| 4-23-00-711-0 | Transfer to County | - | - | | | | | | | |
| | County Contribution for Capital 2024 | - | 337,435.86 | 24,329.54 | | | | | | |
| 4-62-00-710-0 | IODE Funding | - | 3,000.00 | | | 3,000.00 | | | | |
| 4-23-00-710-0 | Town of Carstairs - Fire Capital Contributions | - | - | | | | | | | |
| | 2024 Equipment Loan | - | 500,912.33 | | 500,912.63 | | | | | |
| TOTAL | | 9,385.79 | 2,254,236.62 | 1,285,463.73 | 500,912.63 | 250,500.00 | 220,000.00 | 179,002.19 | 100,000.00 | 273,504.00 |
| | | | | (8) | (10) | (11b) | (7a) | (15) | (12a) | (12b,12c,12d) |

**TOWN OF CARSTAIRS
REVENUE & EXPENSE REPORT**

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|---------------------------------------|-----------------------------------|---------------------------|---------------------|---------------------|
| REVENUES | | | | |
| Other Revenue | | | | |
| 1-00-00-510-0 | Penalties and Costs | (985.77) | (81,871.80) | (75,000.00) |
| 1-00-00-540-0 | Franchise Revenue | (42,822.21) | (370,332.26) | (571,320.00) |
| 1-00-00-550-0 | Investment Income | (20,791.84) | (174,262.46) | (50,000.00) |
| 1-03-00-740-0 | Fines & Costs | (32.10) | (396.12) | (500.00) |
| | TOTAL | (64,631.92) | (626,862.64) | (696,820.00) |
| General Administration Revenue | | | | |
| 1-12-00-410-0 | Sales of Goods & Services | 0.00 | (15.95) | (300.00) |
| 1-12-00-411-0 | Tax Certificates & Title Searches | (2,640.00) | (18,480.00) | (16,000.00) |
| 1-12-00-562-0 | Rental - Admin Board Room | 0.00 | 0.00 | (100.00) |
| 1-12-00-590-0 | Other Revenue | 0.00 | (3,295.00) | (1,000.00) |
| 1-12-00-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| 1-12-00-840-0 | Provincial Conditional Grant | (81,536.00) | (231,536.00) | (231,536.00) |
| | TOTAL | (84,176.00) | (253,326.95) | (248,936.00) |
| Communications Revenue | | | | |
| 1-12-01-590-0 | Other Revenue | 0.00 | (76.60) | (500.00) |
| | TOTAL | 0.00 | (76.60) | (500.00) |
| Fire Department Revenue | | | | |
| 1-23-00-410-0 | Fire Call Revenue | (6,600.00) | (156,182.55) | (85,000.00) |
| 1-23-00-590-0 | Other Revenue | 0.00 | (40,594.00) | (12,500.00) |
| 1-23-00-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| 1-23-00-850-0 | Mountainview County | (234,968.74) | (234,968.74) | (246,798.28) |
| | TOTAL | (241,568.74) | (431,745.29) | (344,298.28) |
| Emergency Management Revenue | | | | |
| 1-24-00-281-0 | Shock Carstairs | 0.00 | 0.00 | 0.00 |
| 1-24-00-282-0 | AEMA | 0.00 | 0.00 | 0.00 |
| 1-24-00-283-0 | Safe Zone Program | 0.00 | 0.00 | 0.00 |
| 1-24-00-590-0 | Other Revenue | 0.00 | 0.00 | 0.00 |
| | TOTAL | 0.00 | 0.00 | 0.00 |
| Emergency Services Revenue | | | | |
| 1-26-00-492-0 | Bike Safety Program | 0.00 | 0.00 | 0.00 |
| 1-26-00-521-0 | Dog Licenses | (10.00) | (700.00) | (850.00) |
| 1-26-00-522-0 | Dog Boarding Fees | 0.00 | 0.00 | (200.00) |
| 1-26-00-531-0 | Traffic Fines | (1,633.00) | (19,331.00) | (50,000.00) |
| 1-26-00-532-0 | Bylaw Fines | 0.00 | (100.00) | (500.00) |
| 1-26-00-590-0 | Other Revenue | 0.00 | 275.00 | (2,000.00) |
| 1-26-00-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| | TOTAL | (1,643.00) | (19,856.00) | (53,550.00) |
| Roadways Revenue | | | | |
| 1-32-00-410-0 | Sale of Goods & Services | 0.00 | 0.00 | (500.00) |
| 1-32-00-590-0 | Other Revenue | (69.30) | (69.30) | (500.00) |
| 1-32-00-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| 1-32-00-830-0 | Federal Conditional Grants | 0.00 | 0.00 | 0.00 |
| 1-32-00-840-0 | Provincial Conditional Grant | 0.00 | 0.00 | 0.00 |
| | TOTAL | (69.30) | (69.30) | (1,000.00) |
| Stormwater Revenue | | | | |

AGENDA ITEM #b)

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|--------------------------------------|------------------------------------------|---------------------------|-----------------------|-----------------------|
| 1-37-00-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| TOTAL | | 0.00 | 0.00 | 0.00 |
| Water Revenue | | | | |
| 1-41-00-410-0 | Water Sales | (99,242.22) | (732,627.57) | (1,052,880.00) |
| 1-41-00-410-1 | Flat Rate Fees - Water | (30,969.20) | (244,369.31) | (369,000.00) |
| 1-41-00-411-0 | Bulk Water Sales | (4,184.93) | (48,363.83) | (65,000.00) |
| 1-41-00-440-0 | Water Meter Sales | (2,875.00) | (35,206.86) | (23,000.00) |
| 1-41-00-590-0 | Other Revenue | 1,250.00 | (3,250.00) | (500.00) |
| 1-41-00-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| TOTAL | | (136,021.35) | (1,063,817.57) | (1,510,380.00) |
| Sanitary Revenue | | | | |
| 1-42-00-410-0 | Sewer Fees | (58,740.16) | (434,860.91) | (631,728.00) |
| 1-42-00-410-1 | Flat Rate Fee- Wastewater Infrastructure | (12,745.07) | (100,534.79) | (153,504.00) |
| 1-42-00-419-0 | Sales of Goods & Services | 0.00 | 0.00 | 0.00 |
| 1-42-00-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| 1-42-00-840-0 | Provincial Conditional Grant | 0.00 | 0.00 | 0.00 |
| TOTAL | | (71,485.23) | (535,395.70) | (785,232.00) |
| Garbage Revenue | | | | |
| 1-43-00-410-0 | Garbage Fees | (49,411.33) | (391,063.33) | (569,088.00) |
| 1-43-00-590-0 | Other Revenue | (59.14) | (59.14) | (500.00) |
| 1-43-00-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| 1-43-00-840-0 | Provincial Conditional Grant | 0.00 | 0.00 | 0.00 |
| TOTAL | | (49,470.47) | (391,122.47) | (569,588.00) |
| Planning Revenue | | | | |
| 1-61-00-410-0 | Zoning Application - Developer | 0.00 | (1,700.00) | (5,100.00) |
| 1-61-00-410-1 | Consulting Services Planning - Developer | 0.00 | 5,750.00 | (12,000.00) |
| 1-61-00-411-0 | Provincial Permit Fees | (616.30) | (5,853.62) | (3,000.00) |
| 1-61-00-490-0 | MPC / Relaxation Revenue | 0.00 | (250.00) | (1,000.00) |
| 1-61-00-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| 1-61-00-840-0 | Provincial Conditional Grant | 0.00 | 0.00 | 0.00 |
| TOTAL | | (616.30) | (2,053.62) | (21,100.00) |
| Community Services Revenue | | | | |
| 1-62-00-419-0 | Program Fees | (1,209.00) | (5,132.00) | (5,100.00) |
| 1-62-00-420-0 | Event Fees | 0.00 | (585.00) | (2,500.00) |
| 1-62-00-590-0 | Business License Revenue | 5,225.00 | (35,100.00) | (28,000.00) |
| 1-62-00-595-0 | IODE Donations | 0.00 | (5,000.00) | (3,000.00) |
| 1-62-00-596-0 | Boys & Girls Club | 0.00 | 0.00 | 0.00 |
| 1-62-00-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| 1-62-00-840-0 | Conditional Grants | 0.00 | (1,920.00) | (2,000.00) |
| 1-62-51-840-0 | FCSS Provincial Conditional Grants | 0.00 | (73,985.70) | (92,942.00) |
| 1-62-51-850-0 | Mountain View County FCSS Grant | 0.00 | (32,744.00) | (30,744.00) |
| TOTAL | | 4,016.00 | (154,466.70) | (164,286.00) |
| Development Revenue | | | | |
| 1-66-00-410-0 | Buidling & Development Permits | (22,951.98) | (209,706.30) | (130,000.00) |
| 1-66-00-410-1 | Consulting Services Subdivision - Devel | 0.00 | (7,228.51) | (10,000.00) |
| 1-66-00-415-0 | Subdivision Fees | 0.00 | (4,650.00) | (15,000.00) |
| 1-66-00-420-0 | Compliance Fees | (1,350.00) | (7,076.25) | (5,500.00) |
| 1-66-00-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| 1-66-00-840-0 | Cond. Prov. Grants | 0.00 | 0.00 | 0.00 |
| TOTAL | | (24,301.98) | (228,661.06) | (160,500.00) |
| Lands & Buildings Revenue | | | | |
| 1-69-01-560-0 | Building Rental - Medical Centre | (6,850.29) | (54,522.87) | (84,000.00) |

AGENDA ITEM #b)

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|----------------------------|----------------------------------|------------------------|-----------------------|-----------------------|
| 1-69-03-560-0 | Building Rental - IODE | (285.71) | (2,285.68) | (3,500.00) |
| 1-69-04-560-0 | Building Rental - 1126 Osler | 0.00 | (3,600.00) | (6,000.00) |
| 1-69-05-560-0 | Land Rental - Buschert | 0.00 | (1,650.00) | (1,650.00) |
| 1-69-06-560-0 | Land Rental - Quantz/Colby | 0.00 | 0.00 | 0.00 |
| 1-69-07-560-0 | Land Rental - Marcam | 0.00 | 0.00 | (5,650.00) |
| 1-69-08-560-0 | Land Rental - Advantage | 0.00 | (10,000.00) | (10,000.00) |
| 1-69-09-560-0 | Land Rental - Trans Canada | 0.00 | 0.00 | (8,117.51) |
| 1-69-10-560-0 | Land Rental - 890 Centre Street | (1,000.00) | (8,000.00) | (12,000.00) |
| 1-69-13-560-0 | Building Rental - Scout Hall | (400.00) | (3,200.00) | (4,800.00) |
| TOTAL | | (8,536.00) | (83,258.55) | (135,717.51) |
| Golf Course Revenue | | | | |
| 1-72-04-410-0 | Annual Member Dues | (225.00) | (423,100.00) | (405,000.00) |
| 1-72-04-411-0 | Merchandise Sales | (26,013.61) | (119,386.14) | (135,000.00) |
| 1-72-04-412-0 | Driving Range | (5,311.56) | (16,110.39) | (12,500.00) |
| 1-72-04-413-0 | Green Fees | (91,863.84) | (343,539.02) | (390,000.00) |
| 1-72-04-414-0 | Bar Sales | (55,288.36) | (193,053.56) | (225,000.00) |
| 1-72-04-414-1 | Pop Sales | (10,994.63) | (40,439.69) | (43,000.00) |
| 1-72-04-414-2 | Food Sales | (72,082.52) | (257,434.17) | (280,000.00) |
| 1-72-04-415-0 | Storage Rentals | 0.00 | (2,230.00) | (2,500.00) |
| 1-72-04-416-0 | Goupon | 200.00 | 552.62 | (15,000.00) |
| 1-72-04-490-0 | Tournaments & Leagues | 10,343.98 | (4,643.97) | (10,000.00) |
| 1-72-04-565-0 | Cart Rentals | (36,324.76) | (178,218.70) | (175,000.00) |
| 1-72-04-565-1 | Club Rentals | (709.04) | (1,348.52) | (2,000.00) |
| 1-72-04-590-0 | Other Revenue | (120.00) | (1,120.00) | (5,000.00) |
| 1-72-04-590-1 | Other Revenue - PGA | (290.00) | (820.00) | (3,000.00) |
| 1-72-04-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| 1-72-04-830-0 | Federal Conditional Grants | 0.00 | 0.00 | 0.00 |
| 1-72-04-840-0 | Provincial Conditional Grant | 0.00 | 0.00 | 0.00 |
| TOTAL | | (288,679.34) | (1,580,891.54) | (1,703,000.00) |
| Arena Revenue | | | | |
| 1-72-06-419-0 | Program & Event Fees | (205.00) | (65,189.75) | (65,000.00) |
| 1-72-06-490-0 | Arena Concession | (45.06) | (33,611.04) | (40,000.00) |
| 1-72-06-491-0 | Advertising Signs | (125.00) | (6,125.00) | (6,000.00) |
| 1-72-06-540-1 | Dance Studio Lease | 0.00 | (3,296.00) | (6,592.00) |
| 1-72-06-540-2 | Crossfit Lease | (1,500.00) | (12,000.00) | (18,000.00) |
| 1-72-06-560-0 | Facility Rentals | (45.00) | (1,512.69) | (2,500.00) |
| 1-72-06-560-1 | Ice Rentals | (4,027.00) | (82,612.51) | (140,000.00) |
| 1-72-06-562-9 | Hugh Sutherland School | 0.00 | (5,000.00) | (5,000.00) |
| 1-72-06-590-0 | Other Revenue/Donations | 0.00 | 0.00 | (1,000.00) |
| 1-72-06-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| 1-72-06-830-0 | Federal Conditional Grants | 0.00 | 0.00 | 0.00 |
| 1-72-06-850-0 | Mountainview County | 0.00 | (101,856.46) | (101,856.46) |
| 1-72-06-851-0 | Provincial Conditional Grant | 0.00 | 0.00 | 0.00 |
| TOTAL | | (5,947.06) | (311,203.45) | (385,948.46) |
| Parks Revenue | | | | |
| 1-72-08-560-0 | Ball Diamond Rental - Slow Pitch | (2,200.00) | (4,410.00) | (4,300.00) |
| 1-72-08-562-0 | Soccer Field Revenue | 0.00 | (1,245.00) | (1,000.00) |
| 1-72-08-590-0 | Other Revenue | 0.00 | (300.00) | (500.00) |
| 1-72-08-591-0 | Memorial Benches | 0.00 | 0.00 | (1,500.00) |
| 1-72-08-593-0 | Carstairs Nature Space | (3,600.00) | (93,724.03) | 0.00 |
| 1-72-08-594-0 | Pickleball Courts | 0.00 | 0.00 | 0.00 |
| 1-72-08-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|-----------------------------------------|---------------------------------------|------------------------|------------------------|------------------------|
| 1-72-08-750-0 | Mountainview County | 0.00 | (112,932.77) | (112,932.77) |
| 1-72-08-830-0 | Federal Conditional Grants | 0.00 | 0.00 | 0.00 |
| 1-72-08-840-0 | Provincial Conditional Grant | 0.00 | 0.00 | 0.00 |
| 1-72-56-410-0 | Sale of Goods & Services - Cemetery | (1,200.00) | (5,035.00) | (14,000.00) |
| 1-72-56-411-0 | Perpetual Care Fund - Cemetery | (500.00) | (2,000.00) | (8,000.00) |
| 1-72-56-412-0 | Sale of Good & Services - Columbarium | 0.00 | (3,280.00) | (4,500.00) |
| 1-72-56-413-0 | Perpetual Care Fund - Columbarium | 0.00 | (3,000.00) | (4,500.00) |
| TOTAL | | (7,500.00) | (225,926.80) | (151,232.77) |
| Campground Revenue | | | | |
| 1-72-99-410-0 | Campground Fees | (24,055.30) | (75,980.63) | (90,000.00) |
| 1-72-99-411-0 | Shower/Sewer User Fees | 0.00 | (4,124.00) | (8,000.00) |
| 1-72-99-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| TOTAL | | (24,055.30) | (80,104.63) | (98,000.00) |
| Community Hall Revenue | | | | |
| 1-74-02-490-0 | Community Hall Revenue | (3,460.00) | (20,660.00) | (25,000.00) |
| 1-74-02-620-0 | Proceeds from Sales | 0.00 | 0.00 | 0.00 |
| 1-74-02-850-0 | Mountain View County Grant | 0.00 | (13,285.63) | (13,285.63) |
| TOTAL | | (3,460.00) | (33,945.63) | (38,285.63) |
| Library Revenue | | | | |
| 1-74-04-750-0 | Mountainview County | 0.00 | (33,482.80) | (33,482.80) |
| 1-74-04-840-0 | Provincial Conditional Grant | 0.00 | 0.00 | 0.00 |
| TOTAL | | 0.00 | (33,482.80) | (33,482.80) |
| Taxes & Requisitions Revenue | | | | |
| 1-00-00-110-0 | Taxes - Residential | 0.00 | (4,991,445.95) | (4,981,076.85) |
| 1-00-00-120-0 | Taxes - Non Residential | 0.00 | (646,813.71) | (648,542.74) |
| 1-00-00-200-0 | ASFF - Residential | 0.00 | (1,900,959.54) | (1,910,779.85) |
| 1-00-00-210-0 | ASFF - Non Residential | 0.00 | (254,856.36) | (255,531.81) |
| 1-00-00-211-0 | Designated Industrial Properties | 0.00 | (935.63) | (929.57) |
| TOTAL | | 0.00 | (7,795,011.19) | (7,796,860.82) |
| TOTAL REVENUES | | (1,008,145.99) | (13,851,278.49) | (14,898,718.27) |
| EXPENSES | | | | |
| Legislative Expense | | | | |
| 2-11-00-110-0 | Wages | 4,936.00 | 41,956.02 | 64,168.00 |
| 2-11-00-130-0 | Benefits - Remuneration | 465.79 | 3,726.32 | 8,068.76 |
| 2-11-00-130-1 | Benefits | 1,021.82 | 8,844.57 | 13,475.27 |
| 2-11-00-150-0 | Committee Per Diem | 360.00 | 17,197.00 | 21,500.00 |
| 2-11-00-151-0 | Remuneration | 13,447.94 | 107,583.52 | 161,375.28 |
| 2-11-00-211-0 | Travel & Subsistence | 115.96 | 22,024.30 | 20,000.00 |
| 2-11-00-214-0 | Training | 0.00 | 15,585.00 | 15,000.00 |
| 2-11-00-215-0 | Telecommunications | 0.00 | 932.93 | 1,600.00 |
| 2-11-00-221-0 | Public Relations | (1,500.00) | 6,916.61 | 15,400.00 |
| 2-11-00-221-1 | Staff Relations | 98.01 | 3,017.55 | 8,000.00 |
| 2-11-00-224-0 | Memberships | 0.00 | 7,226.83 | 7,730.00 |
| 2-11-00-274-0 | Insurance | 0.00 | 586.00 | 590.00 |
| TOTAL | | 18,945.52 | 235,596.65 | 336,907.31 |
| Taxes & Requisitions Expense | | | | |
| 2-26-00-238-0 | RCMP | 0.00 | 5,699.00 | 292,394.00 |
| 2-43-00-765-0 | Mountain View Waste Commission | 0.00 | 42,098.34 | 56,110.00 |
| 2-80-00-742-0 | Mountain View Seniors' Housing | 0.00 | 240,643.50 | 320,858.00 |
| 2-80-00-744-0 | ASFF | 0.00 | 906,654.14 | 2,166,311.66 |

AGENDA ITEM #b)

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|---------------------------------------|-------------------------------------------|---------------------------|---------------------|---------------------|
| 2-80-00-745-0 | Designated Industrial Properties | 0.00 | (863.39) | 929.57 |
| TOTAL | | 0.00 | 1,194,231.59 | 2,836,603.23 |
| General Administration Expense | | | | |
| 2-12-00-110-0 | Wages | 46,199.06 | 394,565.36 | 780,953.40 |
| 2-12-00-130-0 | Benefits | 5,218.95 | 56,816.65 | 100,444.18 |
| 2-12-00-131-0 | Benefits - Wellness Program | 357.60 | 19,567.53 | 30,000.00 |
| 2-12-00-136-0 | Worker's Compensation Board | 3,641.99 | 27,202.79 | 45,000.00 |
| 2-12-00-210-0 | Freight & Postage | 502.75 | 4,244.62 | 6,175.00 |
| 2-12-00-211-0 | Travel, Meals & Accommodations | 0.00 | 2,416.58 | 3,000.00 |
| 2-12-00-214-0 | Training & Conferences | 0.00 | 2,949.00 | 10,250.00 |
| 2-12-00-215-0 | Telecommunications | 700.00 | 5,588.18 | 11,500.00 |
| 2-12-00-221-1 | Staff Relations | 0.00 | 6.99 | 500.00 |
| 2-12-00-224-0 | Memberships | 0.00 | 2,131.81 | 1,890.00 |
| 2-12-00-230-0 | Prof Services - Audit | 0.00 | 1,575.00 | 28,100.00 |
| 2-12-00-232-2 | Prof Services - Legal | 2,045.00 | 8,189.99 | 13,000.00 |
| 2-12-00-233-0 | Prof Services - Assessment | 4,659.69 | 39,097.31 | 59,520.00 |
| 2-12-00-234-0 | Prof Services - Computer Support | 7,755.15 | 67,913.09 | 114,204.15 |
| 2-12-00-234-2 | Computer Replacement | 2,648.66 | 20,993.87 | 45,951.89 |
| 2-12-00-239-0 | Prof Services - Other | 1,138.85 | 7,374.52 | 12,500.00 |
| 2-12-00-240-0 | Service Charges | 0.00 | 21.88 | 100.00 |
| 2-12-00-260-0 | Equipment Rental/Lease | 348.00 | 8,354.94 | 11,800.00 |
| 2-12-00-290-0 | Other General Services (Census/Election) | 0.00 | 4,038.82 | 15,000.00 |
| 2-12-00-290-2 | Contracted Services | 0.00 | 25,878.88 | 150,000.00 |
| 2-12-00-510-0 | General Goods & Supplies | 774.75 | 61,545.62 | 86,500.00 |
| 2-12-00-521-0 | Fuel | 0.00 | 0.00 | 200.00 |
| 2-12-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-12-00-810-0 | Charges for Other Financial Services | 441.91 | 4,110.30 | 8,000.00 |
| 2-12-00-920-0 | Uncollectible Accounts | 354.27 | 826.51 | 1,000.00 |
| TOTAL | | 76,786.63 | 765,410.24 | 1,535,588.62 |
| Communications Expense | | | | |
| 2-12-01-211-0 | Travel, Meals & Accommodations | 47.60 | 47.60 | 200.00 |
| 2-12-01-214-0 | Conference & Course Fees | 0.00 | 0.00 | 1,000.00 |
| 2-12-01-220-0 | Advertising | 2,451.20 | 25,226.64 | 40,800.00 |
| 2-12-01-224-0 | Memberships | 0.00 | 507.43 | 600.00 |
| 2-12-01-234-0 | Website Support | 0.00 | 1,421.88 | 9,100.00 |
| 2-12-01-510-0 | General Goods & Supplies | 35.20 | 35.20 | 1,000.00 |
| 2-12-01-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| TOTAL | | 2,534.00 | 27,238.75 | 52,700.00 |
| Fire Department Expense | | | | |
| 2-23-00-110-0 | Wages | 11,328.30 | 95,695.07 | 147,665.29 |
| 2-23-00-130-0 | Benefits | 2,016.21 | 21,054.39 | 31,009.71 |
| 2-23-00-155-0 | Firefighter Appreciation | 0.00 | 0.00 | 3,659.25 |
| 2-23-00-159-0 | Firefighter Remuneration | 1,373.34 | 59,441.61 | 115,360.00 |
| 2-23-00-200-0 | Prof Services Accounting, Legal, Computer | 0.00 | 0.00 | 500.00 |
| 2-23-00-210-0 | Freight & Postage | 340.26 | 394.30 | 500.00 |
| 2-23-00-211-0 | Travel, Meals & Accommodations | 536.13 | 1,913.39 | 2,000.00 |
| 2-23-00-214-0 | Training & Conferences | 295.00 | 7,220.73 | 7,841.25 |
| 2-23-00-215-0 | Telecommunications | 0.00 | 6,270.33 | 7,300.00 |
| 2-23-00-219-0 | Dispatch Services | 0.00 | 14,165.92 | 13,910.32 |
| 2-23-00-220-0 | Advertising & Subscriptions | 0.00 | 0.00 | 200.00 |
| 2-23-00-221-0 | Fire Prevention | 0.00 | 285.45 | 1,568.25 |
| 2-23-00-224-0 | Memberships & Registrations | 1,091.27 | 5,304.36 | 7,050.00 |

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|-------------------------------------|--------------------------------------|------------------------|-------------------|-------------------|
| 2-23-00-245-0 | Investigation Costs | 0.00 | 0.00 | 1,000.00 |
| 2-23-00-250-0 | R&M - Buildings | 242.29 | 2,886.67 | 3,500.00 |
| 2-23-00-252-0 | Janitorial | 0.00 | 4,200.00 | 8,400.00 |
| 2-23-00-253-0 | R&M - Equipment | 776.10 | 25,571.03 | 17,986.60 |
| 2-23-00-255-0 | R&M - Vehicles | 1,316.21 | 29,727.43 | 25,000.00 |
| 2-23-00-274-0 | Insurance | 0.00 | 24,646.70 | 23,575.70 |
| 2-23-00-511-0 | General Goods & Services | 273.31 | 3,001.92 | 30,659.08 |
| 2-23-00-511-1 | General Goods & Services - Inventory | 0.00 | 0.00 | 0.00 |
| 2-23-00-512-0 | Officer Uniforms | 103.49 | 4,264.63 | 6,800.00 |
| 2-23-00-520-1 | Small Equipment Replacement | 0.00 | 9,358.38 | 29,121.16 |
| 2-23-00-521-0 | Fuel | 1,574.83 | 8,096.86 | 13,000.00 |
| 2-23-00-543-0 | Gas | 114.96 | 7,473.96 | 15,000.00 |
| 2-23-00-544-0 | Power | 1,518.30 | 11,435.84 | 20,000.00 |
| 2-23-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-23-00-770-0 | Transfer to County | 0.00 | 0.00 | 63,750.00 |
| TOTAL | | 22,900.00 | 342,408.97 | 596,356.61 |
| Emergency Management Expense | | | | |
| 2-24-00-110-0 | Wages | 1,887.50 | 16,043.56 | 24,536.97 |
| 2-24-00-130-0 | Benefits | 327.73 | 3,245.52 | 5,152.76 |
| 2-24-00-211-0 | Travel, Meals & Accommodations | 0.00 | 502.75 | 500.00 |
| 2-24-00-214-0 | Training & Conferences | 0.00 | 0.00 | 2,000.00 |
| 2-24-00-215-0 | Telecommunications | 0.00 | 568.74 | 1,000.00 |
| 2-24-00-220-0 | Advertising | 0.00 | 0.00 | 750.00 |
| 2-24-00-224-0 | Memberships | 0.00 | 0.00 | 500.00 |
| 2-24-00-282-0 | AEMA | 0.00 | 0.00 | 0.00 |
| 2-24-00-283-0 | Safe Zone Program | 0.00 | 0.00 | 0.00 |
| 2-24-00-290-0 | Emergency Events | 0.00 | 0.00 | 1,000.00 |
| 2-24-00-510-0 | General Goods & Supplies | 949.93 | 1,758.06 | 6,400.00 |
| 2-24-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| TOTAL | | 3,165.16 | 22,118.63 | 41,839.73 |
| Emergency Services Expense | | | | |
| 2-26-00-110-0 | Wages | 17,972.48 | 170,554.56 | 293,730.04 |
| 2-26-00-130-0 | Benefits | 3,473.35 | 35,023.38 | 61,683.31 |
| 2-26-00-210-0 | Freight & Postage | 0.00 | 0.00 | 150.00 |
| 2-26-00-211-0 | Travel, Meals & Accommodations | 812.50 | 1,102.27 | 3,000.00 |
| 2-26-00-214-0 | Training & Conferences | 0.00 | 1,089.29 | 6,500.00 |
| 2-26-00-215-0 | Telecommunications | 1,455.00 | 15,325.05 | 25,000.00 |
| 2-26-00-224-0 | Memberships | 0.00 | 309.95 | 1,500.00 |
| 2-26-00-234-0 | Computer Support | 0.00 | 368.11 | 500.00 |
| 2-26-00-235-0 | Contracted Services | 300.00 | 355.20 | 2,550.00 |
| 2-26-00-237-2 | Animal Control Expenses | 0.00 | 0.00 | 1,500.00 |
| 2-26-00-239-2 | Animal Control Veterinary Services | 0.00 | 0.00 | 500.00 |
| 2-26-00-244-0 | Safety Code Inspections | 0.00 | 843.35 | 2,715.00 |
| 2-26-00-255-2 | R&M - Vehicles | 38.00 | 2,788.96 | 7,500.00 |
| 2-26-00-492-0 | Bike Safety Program | 0.00 | 0.00 | 0.00 |
| 2-26-00-510-0 | General Goods & Supplies | 225.05 | 4,919.63 | 11,650.00 |
| 2-26-00-512-0 | PPE Clothing/Boots/Gloves | 0.00 | 1,030.16 | 2,500.00 |
| 2-26-00-513-0 | Safety | 0.00 | 1,948.22 | 4,000.00 |
| 2-26-00-521-0 | Fuel | 398.07 | 4,167.97 | 7,500.00 |
| 2-26-00-590-2 | Programs | 0.00 | 12,466.76 | 25,500.00 |
| 2-26-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-26-00-770-0 | Citizens on Patrol | 0.00 | 0.00 | 2,000.00 |

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|----------------------------|--------------------------------------|------------------------|-------------------|-------------------|
| TOTAL | | 24,674.45 | 252,292.86 | 459,978.35 |
| Roadways Expense | | | | |
| 2-32-00-110-0 | Wages | 27,619.00 | 229,344.16 | 338,265.20 |
| 2-32-00-130-0 | Benefits | 5,512.86 | 46,590.77 | 71,035.69 |
| 2-32-00-210-0 | Freight & Postage | 0.00 | 20.00 | 500.00 |
| 2-32-00-211-0 | Travel, Meals & Accommodations | 146.13 | 260.85 | 1,500.00 |
| 2-32-00-214-0 | Training & Conferences | 0.00 | 311.00 | 4,000.00 |
| 2-32-00-250-1 | R&M - CPR Xing | 403.50 | 2,824.50 | 7,836.00 |
| 2-32-00-250-2 | R&M - Roads | 0.00 | 0.00 | 27,000.00 |
| 2-32-00-251-2 | R&M - Sidewalks | 0.00 | 0.00 | 50,000.00 |
| 2-32-00-252-0 | R&M - Pathways | 0.00 | 0.00 | 10,000.00 |
| 2-32-00-253-2 | R&M - Equipment | 1,493.51 | 27,904.96 | 18,360.00 |
| 2-32-00-255-2 | R&M - Vehicles | 2,127.81 | 36,345.55 | 46,000.00 |
| 2-32-00-260-0 | Equipment Rental/Lease | 0.00 | 12,087.10 | 5,000.00 |
| 2-32-00-264-0 | CPR Land/Ditch Lease | 0.00 | 4,389.49 | 6,630.00 |
| 2-32-00-510-0 | General Goods & Supplies | 370.76 | 7,772.97 | 12,700.00 |
| 2-32-00-520-0 | Equipment/Vehicle Parts & Supplies | 106.77 | 4,582.62 | 8,772.00 |
| 2-32-00-521-0 | Fuel | 2,015.55 | 19,498.01 | 30,000.00 |
| 2-32-00-530-0 | Construction & Maintenance Materials | 0.00 | 19,500.36 | 15,300.00 |
| 2-32-00-534-0 | Sand & Gravel | 0.00 | 3,263.18 | 15,500.00 |
| 2-32-00-535-2 | Paving/Curb/Sidewalk Materials | 0.00 | 1,704.57 | 3,600.00 |
| 2-32-00-536-2 | Dust Control/Snow Removal | 0.00 | 0.00 | 15,000.00 |
| 2-32-00-539-1 | Street Signs | 0.00 | 2,117.83 | 2,500.00 |
| 2-32-00-539-2 | Pedestrian Signals | 0.00 | 960.18 | 15,000.00 |
| 2-32-00-544-0 | Power - Street Lights | 23,306.46 | 161,656.25 | 275,000.00 |
| 2-32-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-32-31-512-0 | PPE Clothing/Boots/Gloves | 174.92 | 1,307.59 | 2,600.00 |
| TOTAL | | 63,277.27 | 582,441.94 | 982,098.89 |
| Storm Water Expense | | | | |
| 2-37-00-110-0 | Wages | 1,932.31 | 16,436.83 | 24,986.54 |
| 2-37-00-130-0 | Benefits | 371.10 | 3,489.01 | 5,247.17 |
| 2-37-00-239-2 | Consulting Services | 0.00 | 0.00 | 500.00 |
| 2-37-00-250-2 | Purchased Repairs & Maintenance | 0.00 | 214.64 | 4,000.00 |
| 2-37-00-260-0 | Equipment Rental/Lease | 0.00 | 0.00 | 1,000.00 |
| 2-37-00-510-0 | General Goods & Supplies | 0.00 | 300.00 | 1,000.00 |
| 2-37-00-520-0 | R&M - Equipment | 15.12 | 311.80 | 2,000.00 |
| 2-37-00-521-0 | Fuel | 0.00 | 0.00 | 1,000.00 |
| 2-37-00-532-2 | Ground Materials | 0.00 | 0.00 | 500.00 |
| 2-37-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| TOTAL | | 2,318.53 | 20,752.28 | 40,233.71 |
| Water Expense | | | | |
| 2-41-00-110-0 | Wages | 8,243.57 | 70,050.42 | 106,936.96 |
| 2-41-00-130-0 | Benefits | 1,588.25 | 14,012.69 | 22,456.76 |
| 2-41-00-210-0 | Freight & Postage | 502.75 | 4,206.16 | 7,650.00 |
| 2-41-00-211-0 | Travel, Meals & Accommodations | 0.00 | 1,855.97 | 3,000.00 |
| 2-41-00-214-0 | Training & Conferences | 0.00 | 720.00 | 4,000.00 |
| 2-41-00-215-0 | Telecommunications | 0.00 | 390.46 | 1,050.00 |
| 2-41-00-224-0 | Memberships | 0.00 | 244.28 | 500.00 |
| 2-41-00-239-0 | Professional Services Purchased | 0.00 | 3,691.67 | 21,000.00 |
| 2-41-00-250-2 | R&M - Water System Infrastructure | 989.00 | 31,761.44 | 59,800.00 |
| 2-41-00-251-2 | R&M - Buildings/Reservoir | 0.00 | 48.14 | 5,000.00 |
| 2-41-00-253-0 | R&M - Hydrants | 0.00 | 0.00 | 20,000.00 |

AGENDA ITEM #b)

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|-------------------------|-----------------------------------------|------------------------|-------------------|---------------------|
| 2-41-00-290-0 | Meter Reading Service/1st Call Locate | 0.00 | 2,754.72 | 3,600.00 |
| 2-41-00-350-0 | Purchase Water-Mtnview Water Commission | 98,933.00 | 505,349.81 | 871,625.15 |
| 2-41-00-510-0 | General Goods & Supplies | 500.77 | 5,503.12 | 15,960.00 |
| 2-41-00-520-2 | Equipment/Vehicle Parts & Supplies | 534.53 | 781.76 | 1,000.00 |
| 2-41-00-521-0 | Pumphouse Fuel | 0.00 | 335.00 | 500.00 |
| 2-41-00-521-1 | Fuel | 764.25 | 3,697.17 | 8,000.00 |
| 2-41-00-531-0 | Chemicals/Testing Supplies | 0.00 | 986.00 | 2,500.00 |
| 2-41-00-538-0 | Meters | 922.00 | 25,518.25 | 210,000.00 |
| 2-41-00-539-0 | Motors/Pumps/Inspections | 0.00 | 4,282.29 | 5,500.00 |
| 2-41-00-543-0 | Gas | 71.75 | 1,628.63 | 2,300.00 |
| 2-41-00-544-0 | Power | 2,827.62 | 16,316.12 | 33,600.00 |
| 2-41-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-41-00-920-0 | Uncollectible Accounts | 0.00 | 0.00 | 500.00 |
| TOTAL | | 115,877.49 | 694,134.10 | 1,406,478.87 |
| Sanitary Expense | | | | |
| 2-42-00-110-0 | Wages | 8,123.83 | 69,034.82 | 105,358.24 |
| 2-42-00-130-0 | Benefits | 1,568.53 | 13,887.08 | 22,125.23 |
| 2-42-00-210-0 | Freight & Postage | 502.75 | 4,136.22 | 7,650.00 |
| 2-42-00-230-0 | General Services Purchased | 0.00 | 2,185.50 | 5,000.00 |
| 2-42-00-239-2 | Consulting Services | 0.00 | 0.00 | 500.00 |
| 2-42-00-250-2 | R&M - Infrastructure | 27,316.77 | 41,039.26 | 30,000.00 |
| 2-42-00-253-0 | R&M - Pumps | 0.00 | 0.00 | 2,000.00 |
| 2-42-00-255-2 | R&M - Vehicle | 1.62 | 2,271.61 | 2,000.00 |
| 2-42-00-290-2 | Other Purchased Services | 0.00 | 0.00 | 3,000.00 |
| 2-42-00-510-0 | General Goods & Supplies | 0.00 | 1,577.13 | 5,890.56 |
| 2-42-00-520-0 | Equipment/Vehicle Parts & Supplies | 0.00 | 534.34 | 700.00 |
| 2-42-00-521-0 | Fuel | 329.37 | 1,938.34 | 3,500.00 |
| 2-42-00-530-0 | Sewer Pipe & Fittings | 0.00 | 12.36 | 500.00 |
| 2-42-00-531-0 | Chemicals & Testing | 1,131.54 | 4,332.31 | 16,000.00 |
| 2-42-00-534-0 | Sand/Gravel/Loam | 0.00 | 0.00 | 1,000.00 |
| 2-42-00-544-0 | Power | 241.94 | 2,069.13 | 2,900.00 |
| 2-42-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-42-00-920-0 | Uncollectibles | 0.00 | 0.00 | 500.00 |
| TOTAL | | 39,216.35 | 143,018.10 | 208,624.03 |
| Garbage Expense | | | | |
| 2-43-00-110-0 | Wages | 3,640.67 | 30,940.07 | 47,174.36 |
| 2-43-00-130-0 | Benefits | 726.48 | 6,626.46 | 9,906.62 |
| 2-43-00-210-0 | Freight & Postage | 502.75 | 4,136.18 | 7,650.00 |
| 2-43-00-238-0 | Other Professional Services | 0.00 | 210.00 | 2,550.00 |
| 2-43-00-239-0 | Consulting Services - Landfill | 0.00 | 0.00 | 0.00 |
| 2-43-00-270-0 | Annual Clean Up | 0.00 | 2,573.73 | 3,500.00 |
| 2-43-00-290-0 | Solid Waste Contract | 25,724.01 | 182,107.98 | 290,000.00 |
| 2-43-00-510-0 | General Goods & Supplies | 0.00 | 0.00 | 500.00 |
| 2-43-00-511-0 | Roll Out Bins | 0.00 | 16,628.48 | 18,000.00 |
| 2-43-00-512-0 | Compost Bins | 1,767.00 | 5,585.00 | 15,000.00 |
| 2-43-00-520-2 | Equipment/Vehicle Parts & Supplies | 0.00 | 4,147.72 | 8,000.00 |
| 2-43-00-521-0 | Fuel | 661.05 | 2,477.34 | 3,000.00 |
| 2-43-00-530-2 | Construction & Maintenance Materials | 0.00 | 0.00 | 200.00 |
| 2-43-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| TOTAL | | 33,021.96 | 255,432.96 | 405,480.98 |
| Planning Expense | | | | |
| 2-61-00-110-0 | Wages | 7,321.36 | 59,967.31 | 96,799.58 |

AGENDA ITEM #b)

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|-----------------------------------|--------------------------------------|------------------------|-------------------|-------------------|
| 2-61-00-130-0 | Benefits | 931.50 | 10,592.22 | 20,327.91 |
| 2-61-00-210-0 | Freight & Postage | 0.00 | 0.00 | 100.00 |
| 2-61-00-211-0 | Travel, Meals & Accommodations | 0.00 | 102.33 | 250.00 |
| 2-61-00-214-0 | Training & Conferences | 0.00 | 3,038.18 | 2,500.00 |
| 2-61-00-215-0 | Telecommunications | 0.00 | 397.48 | 850.00 |
| 2-61-00-237-0 | Planning Services | 0.00 | 0.00 | 500.00 |
| 2-61-00-239-0 | Consulting Services - Developer | 0.00 | 11,372.87 | 12,000.00 |
| 2-61-00-239-1 | Consulting Services - Municipal | 10,962.86 | 58,760.81 | 100,000.00 |
| 2-61-00-255-2 | R&M - Vehicle | 0.00 | 19.00 | 1,000.00 |
| 2-61-00-271-0 | Licenses and Permits | 1,160.60 | 4,994.37 | 4,000.00 |
| 2-61-00-510-0 | General Goods & Supplies | 19.99 | 1,729.70 | 6,500.00 |
| 2-61-00-521-0 | Fuel | 172.89 | 609.12 | 1,000.00 |
| 2-61-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| TOTAL | | 20,569.20 | 151,583.39 | 245,827.49 |
| Asset Management Expense | | | | |
| 2-61-02-110-0 | Wages | 10,640.00 | 90,440.02 | 138,320.00 |
| 2-61-02-130-0 | Benefits | 2,099.92 | 18,144.61 | 29,047.20 |
| 2-61-02-211-0 | Travel, Meals & Accommodations | 0.00 | 193.51 | 500.00 |
| 2-61-02-214-0 | Training & Conferences | 0.00 | 1,804.65 | 4,000.00 |
| 2-61-02-234-0 | Computer Support | 0.00 | 13,986.26 | 17,684.00 |
| 2-61-02-239-0 | Consulting Services | 1,760.00 | 18,842.70 | 10,000.00 |
| 2-61-02-510-0 | General Goods & Supplies | 515.88 | 1,872.04 | 2,000.00 |
| 2-61-02-511-0 | Plotter Printer | 0.00 | 577.74 | 2,000.00 |
| TOTAL | | 15,015.80 | 145,861.53 | 203,551.20 |
| Community Services Expense | | | | |
| 2-62-00-110-0 | Wages | 10,709.66 | 90,914.35 | 138,202.55 |
| 2-62-00-130-0 | Benefits | 2,212.92 | 17,612.47 | 29,022.54 |
| 2-62-00-210-0 | Freight & Postage | 0.00 | 0.00 | 100.00 |
| 2-62-00-211-0 | Travel, Meals & Accommodations | 0.00 | 0.00 | 1,000.00 |
| 2-62-00-214-0 | Training & Conferences | 0.00 | 219.00 | 2,000.00 |
| 2-62-00-215-0 | Telecommunications | 0.00 | 1,957.10 | 3,600.00 |
| 2-62-00-224-0 | Memberships | 0.00 | 445.00 | 1,000.00 |
| 2-62-00-234-0 | Prof Services - Computer Support | 8,093.64 | 8,093.64 | 7,900.00 |
| 2-62-00-290-0 | Programs | 73.13 | 8,619.64 | 11,080.00 |
| 2-62-00-291-0 | Events | 2,788.31 | 17,731.88 | 23,000.00 |
| 2-62-00-510-0 | General Goods & Supplies | 649.36 | 2,092.00 | 3,000.00 |
| 2-62-00-595-0 | IODE Expenses | 0.00 | 1,600.00 | 3,000.00 |
| 2-62-00-596-0 | Boys & Girls Club | 0.00 | 0.00 | 0.00 |
| 2-62-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-62-00-770-1 | Donation to Community Transportation | 746.71 | 2,279.28 | 2,600.00 |
| 2-62-00-770-5 | Museum Operating Grant | 0.00 | 28,050.00 | 56,100.00 |
| 2-62-00-770-6 | Donation to Kiwanis | 0.00 | 500.00 | 500.00 |
| 2-62-00-770-7 | Half Century Operating Grant | 0.00 | 4,000.00 | 4,000.00 |
| 2-62-00-770-8 | Church Link | 0.00 | 10,000.00 | 10,000.00 |
| 2-62-00-770-9 | Carstairs Heritage Festival | 0.00 | 4,500.00 | 5,000.00 |
| 2-62-51-290-0 | FCSS Programs | 16,014.42 | 68,339.42 | 83,232.00 |
| 2-62-51-291-0 | FCSS Services | 268.69 | 10,913.51 | 23,929.20 |
| TOTAL | | 41,556.84 | 277,867.29 | 408,266.29 |
| Development Expense | | | | |
| 2-66-00-110-0 | Wages | 7,321.34 | 59,967.22 | 96,799.58 |
| 2-66-00-130-0 | Benefits | 931.46 | 10,592.07 | 20,327.91 |
| 2-66-00-200-0 | General Services Purchased | 0.00 | 200.00 | 500.00 |

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|--------------------------------------|----------------------------------------|------------------------|-------------------|-------------------|
| 2-66-00-210-0 | Freight & Postage | 0.00 | 0.00 | 100.00 |
| 2-66-00-211-0 | Travel, Meals & Accommodations | 0.00 | 92.60 | 250.00 |
| 2-66-00-214-0 | Training & Conferences | 0.00 | 1,605.32 | 2,500.00 |
| 2-66-00-236-0 | Building Inspector | 9,620.49 | 65,684.51 | 90,000.00 |
| 2-66-00-239-0 | Consulting Services - Developer | 1,043.44 | 15,762.69 | 30,000.00 |
| 2-66-00-239-1 | Consulting Services - Municipal | 0.00 | 21,827.70 | 30,000.00 |
| 2-66-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| TOTAL | | 18,916.73 | 175,732.11 | 270,477.49 |
| Lands & Buildings Expense | | | | |
| 2-69-00-110-0 | Wages | 6,824.35 | 57,973.90 | 87,490.21 |
| 2-69-00-130-0 | Benefits | 1,351.11 | 11,730.49 | 18,372.94 |
| 2-69-00-273-0 | Land Taxes to County | 0.00 | 302.41 | 400.00 |
| 2-69-00-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-69-01-250-0 | Wellness Centre - R&M Building | 11.95 | 854.35 | 2,000.00 |
| 2-69-01-543-0 | Wellness Centre - Gas | 84.87 | 84.87 | 0.00 |
| 2-69-01-544-0 | Wellness Centre - Power | 1,506.70 | 1,506.70 | 0.00 |
| 2-69-03-250-0 | IODE - R&M Building | 190.00 | 665.00 | 1,500.00 |
| 2-69-03-543-0 | IODE - Utilities | 120.88 | 934.26 | 1,250.00 |
| 2-69-04-250-0 | 1126 Osler Street - R&M Building | 0.00 | 3,487.64 | 3,620.00 |
| 2-69-04-543-1 | 1126 Osler Street - Power | 66.25 | 1,238.83 | 1,250.00 |
| 2-69-04-544-0 | 1126 Osler Street - Gas | 110.14 | 886.92 | 1,850.00 |
| 2-69-06-250-2 | Community Services - R & M | 0.00 | 48.14 | 500.00 |
| 2-69-06-252-0 | Community Services - Janitorial | 250.00 | 1,750.00 | 3,000.00 |
| 2-69-06-260-0 | Community Services - Lease | 5,042.98 | 21,715.25 | 29,000.00 |
| 2-69-06-543-0 | Community Services - Gas | 186.86 | 844.16 | 2,300.00 |
| 2-69-06-544-0 | Community Services - Power | 0.00 | 1,199.96 | 650.00 |
| 2-69-12-250-2 | Admin - R & M Building | 54.47 | 1,689.20 | 2,500.00 |
| 2-69-12-251-2 | Admin - Heating/Air | 0.00 | 0.00 | 0.00 |
| 2-69-12-252-0 | Admin - Janitorial | 1,000.00 | 8,000.00 | 12,000.00 |
| 2-69-12-253-2 | Admin - R & M Equip/Furnishings | 0.00 | 0.00 | 0.00 |
| 2-69-12-274-0 | Admin - Insurance | 0.00 | 76,799.69 | 80,138.36 |
| 2-69-12-543-0 | Admin - Gas | 79.84 | 4,726.13 | 8,500.00 |
| 2-69-12-544-0 | Admin - Power | 752.77 | 4,652.37 | 7,450.00 |
| 2-69-13-250-0 | Scout Hall - R & M Building | 0.00 | 624.31 | 500.00 |
| 2-69-13-543-0 | Scout Hall - Utilities | 165.68 | 165.68 | 0.00 |
| 2-69-26-244-0 | Security System | 0.00 | 5,070.60 | 6,760.80 |
| 2-69-26-250-2 | Emerg Services - R&M Building | 78.84 | 3,452.85 | 6,800.00 |
| 2-69-26-543-0 | Emerg Services - Gas | 89.55 | 4,823.28 | 6,550.00 |
| 2-69-26-544-0 | Emerg Services - Power | 483.53 | 3,556.35 | 7,000.00 |
| 2-69-32-215-0 | Op Services - Telecommunications | 0.00 | 1,994.42 | 4,500.00 |
| 2-69-32-250-1 | R & M - Bus Barn | 0.00 | 1,310.00 | 2,310.00 |
| 2-69-32-250-2 | Op Services - R & M | 530.88 | 6,929.86 | 13,480.00 |
| 2-69-32-510-0 | Op Services - General Goods & Supplies | 0.00 | 3,636.77 | 3,060.00 |
| 2-69-32-543-0 | Op Services - Gas | 5.97 | 7,906.08 | 13,100.00 |
| 2-69-32-543-1 | Bus Barn - Gas | 18.37 | 1,051.37 | 1,750.00 |
| 2-69-32-544-0 | Op Services - Power | 933.30 | 5,222.16 | 9,650.00 |
| 2-69-32-544-1 | Bus Barn - Power | 120.60 | 956.77 | 1,300.00 |
| 2-69-72-252-2 | Parks - R&M Buildings | 266.00 | 1,219.34 | 1,850.00 |
| 2-69-72-252-5 | Concession - R&M Building/Plumbing/Gas | 186.18 | 427.58 | 2,000.00 |
| 2-69-72-254-6 | Concession - R&M Electrical | 0.00 | 0.00 | 0.00 |
| 2-69-72-543-0 | Parks - Gas | 57.92 | 1,964.21 | 3,300.00 |
| 2-69-72-544-0 | Parks - Power | 212.70 | 2,087.91 | 2,800.00 |

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|----------------------------|---------------------------------------|------------------------|-------------------|-------------------|
| 2-69-72-544-5 | Concession - Power | 173.11 | 850.89 | 1,350.00 |
| 2-69-72-544-6 | Splash Park - Power | 105.71 | 699.24 | 900.00 |
| TOTAL | | 21,061.51 | 255,039.94 | 352,732.31 |
| Golf Course Expense | | | | |
| 2-72-04-110-0 | Wages | 6,846.92 | 58,198.82 | 89,010.00 |
| 2-72-04-110-6 | Wages - Pro Shop | 24,545.54 | 127,195.37 | 192,452.16 |
| 2-72-04-110-7 | Wages - Kitchen | 22,195.82 | 93,059.40 | 131,184.80 |
| 2-72-04-110-8 | Wages - Restaurant | 16,556.78 | 70,791.23 | 117,696.00 |
| 2-72-04-110-9 | Wages - Grounds | 36,485.19 | 195,541.72 | 308,592.66 |
| 2-72-04-130-0 | Benefits | 1,384.80 | 11,983.70 | 8,901.00 |
| 2-72-04-130-6 | Benefits - Pro Shop | 2,485.86 | 16,053.73 | 19,245.22 |
| 2-72-04-130-7 | Benefits - Kitchen | 1,540.75 | 6,658.05 | 13,118.48 |
| 2-72-04-130-8 | Benefits - Restaurant | 1,209.74 | 5,137.54 | 11,769.60 |
| 2-72-04-130-9 | Benefits - Grounds | 3,999.99 | 26,474.99 | 30,859.27 |
| 2-72-04-210-0 | Freight & Postage | 504.15 | 4,359.73 | 5,000.00 |
| 2-72-04-211-0 | Travel, Meals & Accommodations | 102.62 | 893.27 | 1,500.00 |
| 2-72-04-214-0 | Training & Conferences | 1,175.00 | 1,175.00 | 1,500.00 |
| 2-72-04-215-0 | Telecommunications | 232.93 | 3,594.74 | 7,000.00 |
| 2-72-04-220-0 | Advertising | 2,019.60 | 4,825.51 | 6,000.00 |
| 2-72-04-221-0 | Tournaments & Events | 1,657.29 | 2,979.44 | 5,500.00 |
| 2-72-04-222-0 | Promotions | 0.00 | 848.20 | 1,000.00 |
| 2-72-04-224-0 | Memberships | 10.99 | 11,277.67 | 11,000.00 |
| 2-72-04-234-0 | Prof Services - Computer Support | 798.94 | 9,993.90 | 13,000.00 |
| 2-72-04-250-2 | R&M - Building | 121.25 | 12,573.53 | 22,410.00 |
| 2-72-04-251-0 | Janitorial | 2,250.00 | 10,515.13 | 13,000.00 |
| 2-72-04-251-2 | R&M- Equipment (Kitchen) | 370.33 | 370.33 | 4,000.00 |
| 2-72-04-252-0 | Contracted Services | 13,484.81 | 15,416.00 | 2,500.00 |
| 2-72-04-252-2 | R&M- Machinery (Grounds) | 1,442.12 | 4,328.06 | 10,000.00 |
| 2-72-04-253-2 | R&M - Irrigation | 0.00 | 9,854.62 | 10,000.00 |
| 2-72-04-254-2 | R&M - Golf Carts | 142.90 | 4,126.24 | 5,000.00 |
| 2-72-04-255-2 | R&M - Vehicle | 0.00 | 0.00 | 510.00 |
| 2-72-04-263-2 | Equipment Rental/Lease | 388.97 | 2,547.88 | 2,500.00 |
| 2-72-04-263-3 | Land Lease - Driving Range | 0.00 | 3,600.00 | 3,600.00 |
| 2-72-04-271-0 | Licenses | 0.00 | 626.31 | 1,000.00 |
| 2-72-04-274-0 | Insurance | 0.00 | 18,710.43 | 18,710.43 |
| 2-72-04-290-0 | Waste Control | 1,237.90 | 4,496.64 | 7,000.00 |
| 2-72-04-290-2 | Contracted Services | 0.00 | 7,813.91 | 11,000.00 |
| 2-72-04-290-3 | Contracted Services - PGA | 0.00 | 0.00 | 3,000.00 |
| 2-72-04-510-0 | General Goods & Supplies | 2,570.62 | 27,563.20 | 24,500.00 |
| 2-72-04-510-7 | General Goods & Supplies - Kitchen | 2,251.08 | 14,687.50 | 15,500.00 |
| 2-72-04-510-8 | General Goods & Supplies - Janitorial | 1,577.41 | 3,075.92 | 6,000.00 |
| 2-72-04-511-0 | Bar Purchases | 14,969.10 | 63,772.94 | 75,000.00 |
| 2-72-04-511-1 | Pop Purchases | 3,602.55 | 15,850.23 | 16,000.00 |
| 2-72-04-511-2 | Food Purchases | 35,348.98 | 113,698.80 | 130,000.00 |
| 2-72-04-511-4 | Bar Goods Purchases | 4,949.96 | 10,825.76 | 10,000.00 |
| 2-72-04-512-0 | PPE Clothing/Boots/Gloves | 111.58 | 591.57 | 1,000.00 |
| 2-72-04-513-0 | Golf Course Short/Over | (41.34) | 99.92 | 0.00 |
| 2-72-04-514-0 | Pro Shop Merchandise | 409.93 | 96,827.71 | 92,500.00 |
| 2-72-04-520-0 | Equipment/Vehicles Parts & Supplies | 57.39 | 688.02 | 3,000.00 |
| 2-72-04-521-0 | Fuel | 6,099.26 | 21,308.66 | 34,000.00 |
| 2-72-04-524-2 | Small Tools & Equipment | 18.00 | 333.68 | 800.00 |
| 2-72-04-530-2 | Construction & Maintenance Materials | 0.00 | 1,530.77 | 12,500.00 |

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|----------------------|--------------------------------------|------------------------|---------------------|---------------------|
| 2-72-04-531-0 | Chemicals/Fertilizer | 0.00 | 38,563.56 | 50,000.00 |
| 2-72-04-532-0 | Plants & Shrubs | 1,887.00 | 1,973.96 | 2,500.00 |
| 2-72-04-533-0 | Tree Replacement | 0.00 | 0.00 | 1,070.00 |
| 2-72-04-534-0 | Grounds Material | 0.00 | 3,766.16 | 9,000.00 |
| 2-72-04-543-0 | Gas | 1,078.12 | 12,430.71 | 18,800.00 |
| 2-72-04-544-0 | Power | 4,900.78 | 20,436.63 | 25,400.00 |
| 2-72-04-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-72-04-810-0 | Charges for Other Financial Services | 4,332.50 | 28,349.95 | 25,500.00 |
| TOTAL | | 227,314.11 | 1,222,396.74 | 1,641,629.60 |
| Arena Expense | | | | |
| 2-72-06-110-0 | Wages | 17,187.43 | 163,745.78 | 279,131.96 |
| 2-72-06-111-0 | Wages - Concession | 0.00 | 14,540.16 | 24,500.00 |
| 2-72-06-130-0 | Benefits | 2,516.28 | 32,056.55 | 60,822.71 |
| 2-72-06-148-0 | Training & Conferences | 0.00 | 2,976.00 | 3,000.00 |
| 2-72-06-210-0 | Freight & Postage | 0.00 | 95.99 | 200.00 |
| 2-72-06-211-0 | Travel, Meals & Accommodations | 0.00 | 440.35 | 1,500.00 |
| 2-72-06-215-0 | Telecommunications | 140.00 | 1,433.69 | 2,600.00 |
| 2-72-06-220-0 | Advertising | 0.00 | 0.00 | 500.00 |
| 2-72-06-250-1 | R&M - Ice Plant | 147.40 | 11,394.47 | 12,600.00 |
| 2-72-06-251-0 | R&M - Heating/Air | 0.00 | 0.00 | 2,550.00 |
| 2-72-06-252-0 | R&M - Building | 7,341.35 | 56,537.61 | 70,000.00 |
| 2-72-06-253-0 | R&M - Equipment | 0.00 | 6,890.58 | 7,500.00 |
| 2-72-06-274-0 | Insurance | 0.00 | 28,423.90 | 28,423.90 |
| 2-72-06-290-0 | Waste Control | 200.00 | 1,550.00 | 2,400.00 |
| 2-72-06-291-0 | Programs & Events | 6,344.03 | 21,763.63 | 40,000.00 |
| 2-72-06-510-0 | General Goods & Supplies | 467.35 | 4,797.57 | 14,000.00 |
| 2-72-06-511-0 | Arena Concession Short/Over | 0.00 | 0.00 | 0.00 |
| 2-72-06-512-0 | PPE Clothing/Boots/Gloves | 0.00 | 167.62 | 1,000.00 |
| 2-72-06-515-0 | Arena Concession | 0.00 | 16,635.45 | 25,000.00 |
| 2-72-06-521-0 | Fuel | 0.00 | 1,529.97 | 2,000.00 |
| 2-72-06-543-0 | Gas | 504.60 | 20,168.61 | 29,000.00 |
| 2-72-06-544-0 | Power | 3,330.64 | 38,863.64 | 86,000.00 |
| 2-72-06-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-72-06-810-0 | Charges for Other Financial Services | 613.50 | 3,328.17 | 4,200.00 |
| TOTAL | | 38,792.58 | 427,339.74 | 696,928.57 |
| Parks Expense | | | | |
| 2-72-08-110-0 | Wages | 45,512.83 | 269,719.29 | 375,982.96 |
| 2-72-08-130-0 | Benefits | 6,794.03 | 49,171.42 | 78,956.42 |
| 2-72-08-210-0 | Freight & Postage | 0.00 | 0.00 | 200.00 |
| 2-72-08-211-0 | Travel, Meals & Accommodations | 0.00 | 0.00 | 2,000.00 |
| 2-72-08-214-0 | Training & Conferences | 0.00 | 395.00 | 4,000.00 |
| 2-72-08-215-0 | Telecommunications | 0.00 | 1,607.22 | 2,500.00 |
| 2-72-08-224-0 | Memberships | 0.00 | 15.00 | 1,200.00 |
| 2-72-08-250-2 | R&M - Equipment | 4,196.48 | 9,971.07 | 13,000.00 |
| 2-72-08-250-3 | R&M - Playground | 0.00 | 15,552.90 | 15,500.00 |
| 2-72-08-251-2 | R&M - Vehicle | 0.00 | 800.30 | 5,000.00 |
| 2-72-08-263-2 | Equipment Rental/Lease | 0.00 | 2,585.70 | 3,500.00 |
| 2-72-08-274-0 | Insurance | 0.00 | 9,601.00 | 9,601.00 |
| 2-72-08-290-0 | Purchased Services | 1,490.00 | 4,683.25 | 18,000.00 |
| 2-72-08-291-0 | Waste Control | 0.00 | 0.00 | 2,000.00 |
| 2-72-08-510-0 | General Goods & Supplies | 1,678.67 | 10,610.72 | 14,050.00 |
| 2-72-08-520-0 | Equipment/Vehicles Parts & Supplies | 105.75 | 277.45 | 2,550.00 |

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|-------------------------------|---------------------------------------|------------------------|-------------------|-------------------|
| 2-72-08-521-0 | Fuel | 3,355.29 | 13,905.67 | 20,000.00 |
| 2-72-08-524-2 | Small Tools & Equipment | 150.00 | 609.94 | 750.00 |
| 2-72-08-530-2 | Construction & Maintenance Materials | 763.49 | 1,460.29 | 3,570.00 |
| 2-72-08-531-0 | Chemicals/Spray | 805.05 | 10,951.76 | 13,260.00 |
| 2-72-08-532-0 | Plants & Shrubs | 0.00 | 7,351.61 | 7,500.00 |
| 2-72-08-533-0 | Tree Replacement | 0.00 | 0.00 | 16,500.00 |
| 2-72-08-534-0 | Grounds Materials | 168.00 | 1,985.14 | 5,000.00 |
| 2-72-08-593-0 | Carstairs Nature Space | 3,600.00 | 93,724.03 | 0.00 |
| 2-72-08-594-0 | Pickleball Courts | 0.00 | 0.00 | 0.00 |
| 2-72-08-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-72-10-510-0 | Concession - General Goods & Supplies | 0.00 | 538.89 | 500.00 |
| 2-72-56-250-0 | R&M - Cemetery | 0.00 | 5,133.00 | 7,500.00 |
| TOTAL | | 68,619.59 | 510,650.65 | 622,620.38 |
| Campground Expense | | | | |
| 2-72-99-110-0 | Wages | 5,954.12 | 25,433.15 | 42,038.80 |
| 2-72-99-130-0 | Benefits | 330.13 | 1,860.50 | 8,828.15 |
| 2-72-99-215-0 | Telecommunications | 0.00 | 719.60 | 1,300.00 |
| 2-72-99-220-0 | Advertising | 0.00 | 399.00 | 500.00 |
| 2-72-99-252-2 | R&M - Buildings/Plumbing/Gas | 0.00 | 2,434.10 | 1,500.00 |
| 2-72-99-290-0 | Waste Control | 310.00 | 730.00 | 1,000.00 |
| 2-72-99-510-0 | General Goods & Supplies | 611.14 | 1,635.53 | 3,600.00 |
| 2-72-99-510-1 | Firewood | 800.00 | 800.00 | 2,500.00 |
| 2-72-99-520-0 | Equipment/Vehicle Parts & Supplies | 0.00 | 0.00 | 300.00 |
| 2-72-99-521-0 | Fuel | 77.97 | 77.97 | 300.00 |
| 2-72-99-530-2 | Construction & Maintenance Materials | 359.39 | 421.69 | 1,000.00 |
| 2-72-99-543-0 | Gas | 119.78 | 1,203.32 | 2,000.00 |
| 2-72-99-544-0 | Power | 1,891.27 | 5,560.10 | 8,400.00 |
| 2-72-99-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-72-99-810-0 | Charges for Other Financial Services | 0.00 | 45.35 | 350.00 |
| TOTAL | | 10,453.80 | 41,320.31 | 73,616.93 |
| Community Hall Expense | | | | |
| 2-74-02-110-0 | Wages | 719.20 | 6,112.99 | 9,349.61 |
| 2-74-02-130-0 | Benefits | 145.24 | 1,897.33 | 1,963.42 |
| 2-74-02-210-0 | Freight & Postage | 0.00 | 48.90 | 200.00 |
| 2-74-02-215-0 | Telecommunications | 0.00 | 705.84 | 1,400.00 |
| 2-74-02-250-0 | Purchased Repairs & Maintenance | 101.32 | 22,370.80 | 31,755.00 |
| 2-74-02-252-0 | Janitorial | 1,085.00 | 4,905.00 | 12,000.00 |
| 2-74-02-274-0 | Insurance | 0.00 | 9,050.14 | 9,050.14 |
| 2-74-02-290-0 | Waste Control | 210.00 | 1,260.00 | 2,520.00 |
| 2-74-02-510-0 | General Goods & Supplies | 198.97 | 1,668.17 | 3,150.00 |
| 2-74-02-543-0 | Gas | 96.07 | 3,699.66 | 5,900.00 |
| 2-74-02-544-0 | Power | 461.69 | 3,746.28 | 7,000.00 |
| 2-74-02-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| TOTAL | | 3,017.49 | 55,465.11 | 84,288.17 |
| Library Expense | | | | |
| 2-74-04-110-0 | Wages | 324.58 | 2,755.69 | 4,145.44 |
| 2-74-04-130-0 | Benefits | 83.01 | 542.57 | 870.54 |
| 2-74-04-250-0 | Purchased Repairs & Maintenance | 20.89 | 377.15 | 4,000.00 |
| 2-74-04-544-0 | Power | (416.66) | 0.00 | 0.00 |
| 2-74-04-620-0 | Loss on Disposal | 0.00 | 0.00 | 0.00 |
| 2-74-04-765-0 | Bob Clark Library Grant | 0.00 | 118,974.00 | 237,948.00 |
| 2-74-04-765-1 | Parkland Regional Library System | 0.00 | 34,342.38 | 45,789.84 |

| General Ledger | Description | August 31, 2024 Actual | 2024 YTD Actual | 2024 Budget |
|---------------------------------|-------------|------------------------|-----------------------|-----------------------|
| TOTAL | | 11.82 | 156,991.79 | 292,753.82 |
| Museum Expense | | | | |
| 2-74-06-110-0 | Wages | 0.00 | 0.00 | 0.00 |
| 2-74-06-130-0 | Benefits | 0.00 | 0.00 | 0.00 |
| TOTAL | | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENSES | | 868,046.83 | 7,955,325.67 | 13,795,582.58 |
| (SURPLUS) / DEFICIT | | | (5,895,952.82) | (1,103,135.69) |
| Revenue Taxes (18) | | | (7,795,011.19) | (7,796,860.82) |
| Revenue Other (2) | | | (6,056,267.30) | (7,101,857.45) |
| Proceeds from Sales (9) | | | 0.00 | 0.00 |
| Expenses (1) | | | 6,761,094.08 | 10,958,979.35 |
| Requisition Expense (1b) | | | 1,194,231.59 | 2,836,603.23 |
| Loss on Disposal (13b) | | | 0.00 | 0.00 |



Proposed BUDGET 2025

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

Salaries with staff added to new grid

| | Present Budget | Proposed Budget |
|-------------------------------------------------------------------|-------------------|--------------------|
| | 2024 | 2025 |
| Income | | |
| 1.1 Provincial Operating Grant | 1,045,242 | 1,045,242 |
| 1.2 On Reserve, On Settlement Grant | 156,647 | 156,647 |
| 1.3 Membership Fees | 2,123,362 | 2,178,075 |
| 1.4 Alberta Rural Library Services Grant | 452,928 | 452,928 |
| 1.5 Interest Income | 50,000 | 67,500 |
| TOTAL Income | 3,828,179 | 3,900,392 |
| Support Materials & Services Direct to Libraries | | |
| 2.1 Alberta Rural Library Services Grant | 452,928 | 452,928 |
| 2.2 Allotment Funds Issued to Libraries | 262,277 | 251,794 |
| 2.3 Computer Maint. Agree. Software licenses | 231,308 | 236,627 |
| 2.4 Cooperative Collection Fund | 30,000 | 30,000 |
| 2.5 eContent Platform fees, Subscriptions | 66,050 | 66,850 |
| 2.6 On Reserve, On Settlement Grant expenses | 84,756 | 84,756 |
| 2.7 Freight | 1,200 | 1,200 |
| 2.8 Internet Connection Fees | 8,820 | 11,025 |
| 2.9 Library Services Tools | 6,530 | 6,700 |
| 2.10 Marketing/Advocacy | 20,000 | 20,000 |
| 2.11 Member Library Computers Allotment | 69,391 | 66,608 |
| 2.12 Outlets - Contribution to Operating | 800 | 800 |
| 2.13 Periodicals | 1,000 | 1,000 |
| 2.14 ILL Postage for libraries | 2,300 | 2,300 |
| 2.15 Supplies purchased Cataloguing/Mylar | 19,000 | 19,000 |
| 2.16 Vehicle expense | 56,000 | 58,000 |
| 2.17 Workshop/Training expense | 14,000 | 14,000 |
| PRL Circulating Collections | | |
| 2.18 Audio Book | 5,000 | 5,000 |
| 2.19 eContent | 67,500 | 75,000 |
| 2.20 Large Print | 12,000 | 12,000 |
| 2.21 Programming Kits | 5,000 | 5,000 |
| 2.22 Reference | 2,600 | 2,600 |
| TOTAL Support Materials & Services Direct to Libraries | 1,418,460 | 1,423,188 |
| Cost of Services | | |
| 3.1 Audit | 21,000 | 25,000 |
| 3.2 Bank expenses | 1,700 | 1,500 |
| 3.3 Bank Investment Fees | 4,700 | 4,700 |
| 3.4 Building-Repairs/Maintenance | 23,500 | 27,250 |
| 3.5 Dues/Fees/Memberships | 13,000 | 13,000 |
| 3.6 Insurance | 25,000 | 26,500 |
| 3.7 Janitorial/Snow removal/Outdoor maintenance expense | 36,500 | 37,600 |
| 3.8 Photocopy | 4,000 | 4,000 |
| 3.9 Salaries | 1,777,903 | 1,828,510 |
| 3.10 Salaries - Employee Benefits | 376,916 | 387,644 |
| 3.11 Staff Development | 20,000 | 20,000 |
| 3.12 Supplies/Stationery/Building | 29,000 | 29,000 |
| 3.13 Telephone | 8,500 | 9,000 |
| 3.14 Travel | 8,000 | 3,500 |
| 3.15 Trustee expense | 26,000 | 26,000 |
| 3.16 Utilities | 34,000 | 34,000 |
| TOTAL Cost of Services | 2,409,719 | 2,477,204 |
| TOTAL Expenses (library materials & cost of service) | 3,828,179 | 3,900,392 |
| Surplus/Deficit | 0 | 0 |
| AMOUNT PER CAPITA REQUISITION | 9.18 | 9.81 |

Notes for the Parkland Regional Library System Budget 2025

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

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

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2025, there is a sixty-three-cent increase to the municipal per capita requisition to \$9.81. Despite the increase in the per capita requisition, the actual increase to municipalities above what they paid in 2024 will be negligible. Eighteen municipalities will actually see decreases. For calculating the municipal levy for 2025, Parkland will be using the newly revived Alberta Municipal Affairs most recent Official Population list. This means that while municipalities will be paying more per capita, many will see a drop in the population they are being invoiced on.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population

statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on. Other systems are also facing a drop in the populations they are invoicing on for the same reason.
- Reduced population figures mean the *Allotment Funds Issued to Libraries* and *Member Library Computer Allotment* lines (lines 2.2 and 2.11 respectively) have also been reduced.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents. Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been between forty and forty-one cents per capita lower.
- A new board approved salary grid will be implemented by putting staff on the grid at the nearest point to where they are currently located. No COLA was added, nor were step increases. The increase to the salary line equals approximately 2.8%.
- Internet connection fees have been increased slightly due to demands from member libraries (line 2.8)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- Audit fees have increased because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider. For 2025, audit fees are estimated (line 3.1).
- Building Maintenance fees are up primarily due to the cost of maintaining the elevator in Parkland's headquarters (line 3.4).
- The travel line (line 3.14) has continued to drop over the years. Since Parkland started running two staff vehicles, mileage reimbursement has dropped considerably. Also, a number of food items which had been charged against the budget line are now being expended against the Workshop/Training expense line (line 2.17) when food is purchased for events for member libraries or member library staff.

Provincial grants amount to approximately 42.4% of PRLS' total income (line 1.1, 1.2, 1.4).

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$250,400. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections.

By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a "Return on Municipal Levy" document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 92% of the 2025 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Also included is a document comparing the change in requisition paid by each municipality in 2024 and 2025.

Parkland Regional Library System



Return on Municipal Levy

Based on 2025 Budgeted Amounts **2025**

| | | |
|----------------------------------------------------|------------------------------------------------------------|--------------------------------|
| Materials Allotment for Libraries | (Books, DVD's, Audiobooks, etc.) | \$251,794 |
| Rural Library Services Grant | | \$452,928 |
| Cooperative Collection Fund | | \$30,000 |
| Technology | (Hardware– budget plus reserves) | \$272,608 |
| Postage | (Reimbursement for Interlibrary Loan) | \$2,300 |
| Software | (For computers, ILS, etc.) | \$236,627 |
| Rotating Collections | (Large Print, Audiobooks, Programming Kits, etc.) | \$22,000 |
| Internet | (Connectivity provided to member libraries) | \$11,025 |
| eContent | (Platforms & Purchases of eBooks, eAudiobooks, etc.) | \$141,850 |
| Vehicle Expense | (Ongoing budgeted expenses only—no new vans) | \$58,000 |
| Marketing/Advocacy | | \$20,000 |
| Workshop/Training | | \$14,000 |
| Cataloguing Supplies | | \$25,700 |
| Contribution to Outlet Libraries* | | \$800 |
| Materials Discount | (41% in 2023) | \$115,536 |
| SuperNet | (Fiber Optic connection provided by GOA to system members) | \$370,022 |
| Sub-Total | | \$2,025,190 |
| Requisition | | \$2,178,075 |
| Difference Between Levy & Direct Return | | 92% \$152,885 |

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

**Parkland Regional Library System
Requisition Comparison for 2024 to 2025**

| Municipality | 2024 | | 2025 | | Requisition increase or decrease 2024 to 2025 |
|-----------------------------|---------------------------------------------|---------------------------|--------------------------------------------|---------------------------|--------------------------------------------------------|
| | Treasury Board Population Estimates 2022 | | Municipal Affairs Population Lists 2023 | | |
| | Billing population | per Capita rate \$9.18 | Billing population | per Capita rate \$9.81 | |
| 1 Village of Alix | 835 | 7,665.30 | 774 | 7,592.94 | (72.36) |
| 2 Village of Alliance | 150 | 1,377.00 | 166 | 1,628.46 | 251.46 |
| 3 Village of Amisk | 198 | 1,817.64 | 219 | 2,148.39 | 330.75 |
| 4 Town of Bashaw | 778 | 7,142.04 | 848 | 8,318.88 | 1,176.84 |
| 5 Village of Bawlf | 425 | 3,901.50 | 412 | 4,041.72 | 140.22 |
| 6 Town of Bentley | 1,037 | 9,519.66 | 1,042 | 10,222.02 | 702.36 |
| 7 Village of Big Valley | 341 | 3,130.38 | 331 | 3,247.11 | 116.73 |
| 8 SV of Birchcliff | 145 | 1,331.10 | 211 | 2,069.91 | 738.81 |
| 9 Village of Bittern Lake | 234 | 2,148.12 | 216 | 2,118.96 | (29.16) |
| 10 Town of Blackfalds | 11,962 | 109,811.16 | 10,470 | 102,710.70 | (7,100.46) |
| 11 Town of Bowden | 1,271 | 11,667.78 | 1,280 | 12,556.80 | 889.02 |
| 12 City of Camrose | 19,847 | 182,195.46 | 18,772 | 184,153.32 | 1,957.86 |
| 13 Camrose County | 9,208 | 84,529.44 | 8,504 | 83,424.24 | (1,105.20) |
| 14 Village of Caroline | 464 | 4,259.52 | 470 | 4,610.70 | 351.18 |
| 15 Town of Carstairs | 4,988 | 45,789.84 | 4,898 | 48,049.38 | 2,259.54 |
| 16 Town of Castor | 881 | 8,087.58 | 803 | 7,877.43 | (210.15) |
| 17 Clearwater County | 12,099 | 111,068.82 | 11,865 | 116,395.65 | 5,326.83 |
| 18 Village of Clive | 823 | 7,555.14 | 775 | 7,602.75 | 47.61 |
| 19 Town of Coronation | 905 | 8,307.90 | 868 | 8,515.08 | 207.18 |
| 20 Village of Cremona | 452 | 4,149.36 | 437 | 4,286.97 | 137.61 |
| 21 Village of Czar | 230 | 2,111.40 | 248 | 2,432.88 | 321.48 |
| 22 Town of Daysland | 810 | 7,435.80 | 789 | 7,740.09 | 304.29 |
| 23 Village of Delburne | 889 | 8,161.02 | 919 | 9,015.39 | 854.37 |
| 24 Town of Didsbury | 5,092 | 46,744.56 | 5,070 | 49,736.70 | 2,992.14 |
| 25 Village of Donaldia | 207 | 1,900.26 | 226 | 2,217.06 | 316.80 |
| 26 Town of Eckville | 1,158 | 10,630.44 | 1,014 | 9,947.34 | (683.10) |
| 27 Village of Edberg | 152 | 1,395.36 | 126 | 1,236.06 | (159.30) |
| 28 Village of Elnora | 291 | 2,671.38 | 288 | 2,825.28 | 153.90 |
| 29 Flagstaff County | 3,614 | 33,176.52 | 3,694 | 36,238.14 | 3,061.62 |
| 30 Village of Forestburg | 928 | 8,519.04 | 807 | 7,916.67 | (602.37) |
| 31 SV of Gull Lake | 202 | 1,854.36 | 226 | 2,217.06 | 362.70 |
| 32 SV of Half Moon Bay | 35 | 321.30 | 65 | 637.65 | 316.35 |
| 33 Town of Hardisty | 465 | 4,268.70 | 548 | 5,375.88 | 1,107.18 |
| 34 Village of Hay Lakes | 525 | 4,819.50 | 456 | 4,473.36 | (346.14) |
| 35 Village of Heisler | 157 | 1,441.26 | 135 | 1,324.35 | (116.91) |
| 36 Village of Hughenden | 230 | 2,111.40 | 213 | 2,089.53 | (21.87) |
| 37 Town of Innisfail | 7,672 | 70,428.96 | 7,985 | 78,332.85 | 7,903.89 |
| 38 SV of Jarvis Bay | 219 | 2,010.42 | 213 | 2,089.53 | 79.11 |
| 39 Town of Killam | 844 | 7,747.92 | 918 | 9,005.58 | 1,257.66 |
| 40 City of Lacombe | 14,229 | 130,622.22 | 14,258 | 139,870.98 | 9,248.76 |
| 41 Lacombe County | 10,807 | 99,208.26 | 10,283 | 100,876.23 | 1,667.97 |
| 42 Village of Lougheed | 281 | 2,579.58 | 225 | 2,207.25 | (372.33) |
| 43 Mountain View County | 13,877 | 127,390.86 | 12,981 | 127,343.61 | (47.25) |
| 44 SV of Norglenwold | 275 | 2,524.50 | 306 | 3,001.86 | 477.36 |
| 45 Town of Olds | 9,567 | 87,825.06 | 9,209 | 90,340.29 | 2,515.23 |
| 46 Paintearth County | 2,138 | 19,626.84 | 1,990 | 19,521.90 | (104.94) |
| 47 SV of Parkland Beach | 154 | 1,413.72 | 168 | 1,648.08 | 234.36 |
| 48 Town of Penhold | 3,928 | 36,059.04 | 3,484 | 34,178.04 | (1,881.00) |
| 49 Town of Ponoka | 7,518 | 69,015.24 | 7,331 | 71,917.11 | 2,901.87 |
| 50 Ponoka County | 10,372 | 95,214.96 | 9,998 | 98,080.38 | 2,865.42 |
| 51 Town of Provost | 1,870 | 17,166.60 | 1,900 | 18,639.00 | 1,472.40 |
| 52 MD Provost | 2,183 | 20,039.94 | 2,071 | 20,316.51 | 276.57 |
| 53 Red Deer County | 21,930 | 201,317.40 | 19,933 | 195,542.73 | (5,774.67) |
| 54 Town of Rimbey | 2,625 | 24,097.50 | 2,470 | 24,230.70 | 133.20 |
| 55 SV of Rochon Sands | 79 | 725.22 | 97 | 951.57 | 226.35 |
| 56 Town of Rocky Mtn. House | 6,603 | 60,615.54 | 6,765 | 66,364.65 | 5,749.11 |
| 57 Village of Rosalind | 184 | 1,689.12 | 162 | 1,589.22 | (99.90) |
| 58 Village of Sedgewick | 816 | 7,490.88 | 761 | 7,465.41 | (25.47) |
| 59 Town of Stetter | 5,752 | 52,803.36 | 5,695 | 55,867.95 | 3,064.59 |
| 60 Stettler County | 5,777 | 53,032.86 | 5,666 | 55,583.46 | 2,550.60 |
| 61 SV of Sunbreaker Cove | 94 | 862.92 | 131 | 1,285.11 | 422.19 |
| 62 Town of Sundre | 2,544 | 23,353.92 | 2,672 | 26,212.32 | 2,858.40 |
| 63 Town of Sylvan Lake | 16,802 | 154,242.36 | 15,995 | 156,910.95 | 2,668.59 |
| 64 SV of White Sands | 135 | 1,239.30 | 174 | 1,706.94 | 467.64 |
| | 231,303 | 2,123,361.54 | 222,026 | 2,178,075.06 | 54,713.52 TOTAL |

Brief Notes – September 2025

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget increase to \$9.81
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita and reduced population
- 2.3 Line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased slightly due to license agreement renewals
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2024 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Increased to account for demands from member libraries
- 2.9 Increased slightly to \$6,700 – Tools to assist with cataloguing library materials
- 2.10 Held at 2024 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Reduced as this is based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 - based on actual expenditures
- 2.14 Held at 2024 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Held at 2024 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

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

PRLS Circulating Collections

- 2.18 Held at 2024 level \$5,000
- 2.19 Increased due to demands by libraries and renewal of license agreements includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2024 level \$12,000
- 2.21 Held at 2024 level \$5,000
- 2.22 Held at 2024 level \$2,600

COST OF SERVICES

- 3.1 Increased - the 2025 audit fees are estimated because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider
- 3.2 Reduced slightly to \$1,500 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2024 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$27,250 - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator
- 3.5 Held at 2024 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly to \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Held at 2024 level – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2024 amount
- 3.12 Held at 2024 level \$29,000 - based on a five-year review
- 3.13 Increase slightly to \$9,000 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Reduced to \$3,500 – since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses

- 3.15 Held at 2024 level of \$26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
- 3.16 Held at 2024 of \$34,000 - based on review of actual costs in the new building and then estimated

Complete Notes to the 2025 Budget

**PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2025 Budget**

| | Present Budget | Proposed Budget |
|------------------------------------------|-------------------|--------------------|
| | 2024 | 2025 |
| Income | | |
| 1.1 Provincial Operating Grant | 1,045,242 | 1,045,242 |
| 1.2 On Reserve, On Settlement Grant | 156,647 | 156,647 |
| 1.3 Membership Fees | 2,123,362 | 2,178,075 |
| 1.4 Alberta Rural Library Services Grant | 452,928 | 452,928 |
| 1.5 Interest Income | 50,000 | 67,500 |
| TOTAL Income | 3,828,179 | 3,900,392 |

Income – line details

1.1 Provincial Operating Grant:

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

1.2 On Reserve, On Settlement Grant:

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

1.3 Membership Fees:

\$9.81 per capita – requisition to municipalities to balance the budget, a sixty-three cent increase per capita.

*1.4 Alberta Rural Library
Services Grant:*

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

1.5 Interest Income:

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

| Support Materials & Services Direct to Libraries | | 2024 | 2025 |
|-------------------------------------------------------------------|------------------------------------------|------------------|------------------|
| 2.1 | Alberta Rural Library Services Grant | 452,928 | 452,928 |
| 2.2 | Allotment Funds Issued to Libraries | 262,277 | 251,794 |
| 2.3 | Computer Maint.Agree. Software licenses | 231,308 | 236,627 |
| 2.4 | Cooperative Collection Fund | 30,000 | 30,000 |
| 2.5 | eContent Platform fees, Subscriptions | 66,050 | 66,850 |
| 2.6 | On Reserve, On Settlement Grant expenses | 84,756 | 84,756 |
| 2.7 | Freight | 1,200 | 1,200 |
| 2.8 | Internet Connection Fees | 8,820 | 11,025 |
| 2.9 | Library Services Tools | 6,530 | 6,700 |
| 2.10 | Marketing/Advocacy | 20,000 | 20,000 |
| 2.11 | Member Library Computers Allotment | 69,391 | 66,608 |
| 2.12 | Outlets - Contribution to Operating | 800 | 800 |
| 2.13 | Periodicals | 1,000 | 1,000 |
| 2.14 | ILL Postage for libraries | 2,300 | 2,300 |
| 2.15 | Supplies purchased Cataloguing/Mylar | 19,000 | 19,000 |
| 2.16 | Vehicle expense | 56,000 | 58,000 |
| 2.17 | Workshop/Training expense | 14,000 | 14,000 |
| PRL Circulating Collections | | | |
| 2.18 | Audio Book | 5,000 | 5,000 |
| 2.19 | eContent | 67,500 | 75,000 |
| 2.20 | Large Print | 12,000 | 12,000 |
| 2.21 | Programming Kits | 5,000 | 5,000 |
| 2.22 | Reference | 2,600 | 2,600 |
| TOTAL Support Materials & Services Direct to Libraries | | 1,418,460 | 1,423,188 |

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

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

2.2 Allotment Funds Issued

to Libraries:

reflects materials allotment rate of \$1.13 per capita – total amount reduced due to the switch back to the Municipal Affairs Population Lists with the subsequent loss of 9,277 population.

2.3 Computer Maint. Agree.

Software Licences:

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

2.4 Cooperative Collection:

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

*2.5 eContent Platform fees
and Subscription fees:*

increased slightly – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

*2.6 On Reserve, On
Settlement Grant Exp:*

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

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2024 level.

2.8 Internet Connection

Fees:

estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated— includes tools for Parkland’s cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

2.10 Marketing/Advocacy:

amount held at the same level as 2024 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library

Computers:

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

2.12 Outlet - Contribution to Operating:

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

2.13 Periodicals:

held at 2024 level – based on actual, includes professional development publications and library journals.

2.14 ILL Postage

Reimbursement for Libraries:

held at 2024 level - based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from Parkland.

2.15 Supplies purchased

Cataloguing/Mylar:

held at 2024 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

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

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – also includes the reallocation of food expenditures from the line 3.14 - held at 2024 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2024 level – used to support the physical audiobook collection.

2.19 eContent: increased due to demands by libraries and renewal of licence agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: held at 2024 level to help refresh the collection.

2.21 Programming Kits: held at 2024 level - to build new programming kits and replace consumables in current kits for programming in member libraries.

2.22 Reference Materials: held at 2024 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

| Cost of Services | | 2024 | 2025 |
|-------------------------------|-----------------------------------------------------|------------------|------------------|
| 3.1 | Audit | 21,000 | 25,000 |
| 3.2 | Bank expenses | 1,700 | 1,500 |
| 3.3 | Bank Investment Fees | 4,700 | 4,700 |
| 3.4 | Building-Repairs/Maintenance | 23,500 | 27,250 |
| 3.5 | Dues/Fees/Memberships | 13,000 | 13,000 |
| 3.6 | Insurance | 25,000 | 26,500 |
| 3.7 | Janitorial/Snow removal/Outdoor maintenance expense | 36,500 | 37,600 |
| 3.8 | Photocopy | 4,000 | 4,000 |
| 3.9 | Salaries | 1,777,903 | 1,828,510 |
| 3.10 | Salaries - Employee Benefits | 376,916 | 387,644 |
| 3.11 | Staff Development | 20,000 | 20,000 |
| 3.12 | Supplies/Stationery/Building | 29,000 | 29,000 |
| 3.13 | Telephone | 8,500 | 9,000 |
| 3.14 | Travel | 8,000 | 3,500 |
| 3.15 | Trustee expense | 26,000 | 26,000 |
| 3.16 | Utilities | 34,000 | 34,000 |
| TOTAL Cost of Services | | 2,409,719 | 2,477,204 |

Cost of Services – line details

3.1 Audit: increased - the 2025 audit fees are estimated because Parkland’s current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland’s audit service provider - includes costs for an annual letter from PRLS’ lawyers required for the audit process.

3.2 Bank Expenses: based on actual - to cover the cost of enhanced electronic banking services and cheques – reduced slightly from 2024 level.

3.3 Bank Investment Fees: fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2024 level.

3.4 Building-Repair/Maintenance: increased - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator.

- 3.5 Dues/Fees/
Memberships:* held at 2024 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)
- 3.6 Insurance:* this line has a slight increase - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.
- 3.7 Janitorial/Outdoor
Maint. Expense:* increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal.
- 3.8 Photocopy:* reflects fees for photocopiers and estimated usage, based on 3-year average costs.
- 3.9 Salaries:* to reflect the current staffing levels – includes new salary grid and compensation policy implementation.
- 3.10 Salaries-Employee
Benefits:* to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.
- 3.11 Staff Development:* funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items, activities, and food– held at \$20,000.
- 3.12 Supplies/Stationery/
Building:* based on five-year review and held at 2024 level - includes, but not limited to, book processing-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, and building and stationery supplies.

- 3.13 Telephone:* based on actual and increased slightly - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* reduced - since Parkland started running two staff vehicles, mileage reimbursement has dropped – also a reallocation of food expenditures when doing offsite training or workshops to line 2.17 - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.550 per km to staff when they are unable to use the PRLS staff vehicles)
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2024 level.
- 3.16 Utilities:* held at 2024 level - based on multi-year review of actual expenses in the new building.

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

| | Present Budget 2024 | Proposed Budget 2025 |
|-------------------------------------------------------------------|----------------------------------|-----------------------------------|
| TOTAL Income | 3,828,179 | 3,900,392 |
| TOTAL Support Materials & Services Direct to Libraries | 1,418,460 | 1,423,188 |
| TOTAL Cost of Services | 2,409,719 | 2,477,204 |
| TOTAL Expenses (library materials & cost of service) | 3,828,179 | 3,900,392 |
| Surplus/Deficit | 0 | 0 |
| AMOUNT PER CAPITA REQUISITION | 9.18 | 9.81 |

Budget Supplement

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.

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

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

Parkland will be purchasing no vehicles in 2025. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

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

Parkland Regional Library System
Budget Supplement - Movement of Funds - 2025

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.
 Capital assets will be purchased from reserves.

| 1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME | 2025 | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| Amortization Reserve | | |
| Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i> | \$64,913 | A |
| Vehicle Reserve | | |
| Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i> | \$0 | B |
| Technology Reserve | | |
| Anticipated funds required for Technology purchases <i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i> <i>(Estimated capital PRLS assets - 2025, \$44,400 -B)</i> | \$250,400 | |
| | <hr/> | |
| | \$315,313 | |
| <hr/> | | |
| 2 INCOME FROM THE SALE OF CAPITAL ASSETS | | |
| Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i> | \$0 | C |
| | <hr/> | |
| | \$0 | |
| <hr/> | | |
| 3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES | | |
| Amortization Reserve | | |
| Residual Amortization anticipated - PRLS assets | \$19,980 | B |
| Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i> | \$24,420 | B |

Vehicle Reserve

Proceeds from the sale of vehicles \$0 C

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

Technology Reserve

Budgeted for member library computers \$66,608

\$111,008

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building \$64,913 A

(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building \$78,939

(actual amount will be affected by asset disposals during the year)

\$143,852

Condominium Corporation 041-3954

Villas at Stonebridge Glen

P.O. Box 1004,

Carstairs, Alberta T0M 0N0

23 September, 2024

Hand Delivered

The Mayor and Council

Town of Carstairs,

P.O. Box 370,

Carstairs, Alberta T0M 0N0

Re: Town Construction of Public Walkway in Stonehaven Subdivision

This year, the Town constructed a walkway between Stonehaven Drive and the Mandalay subdivision.

This walkway construction included the destruction and removal of a number of mature trees from the Town property immediately to the east of Condominium property. It was interesting to note that the destruction of these trees was just a few days after Arbour Day, when the planting of trees was promoted.

Most of the tree stumps were removed and a coarse gravel path was laid out. The walkway was positioned within half of a meter of the Condominium property line. The existing chain link fence was opened at the south end of the walkway and the developer provided gazebo was modified to facilitate the walkway. The walkway was being used by pedestrians, dog walkers and cyclists to access the Mandalay subdivision.

During discussions with Town CAO and staff prior to construction of the walkway and prior to the removal of the trees, it was promised by the CAO to the adjoining condominium owners as well as Board members and other owners that a fence would be constructed by the Town. This was also documented in meetings with the CAO and Town staff held in Town offices on 2 October, 2023. This promise was not kept and the owners noted intrusions onto their private

property by the users of the walkway. This included the use of private property by pedestrians and by dogs with the resultant mess of trash and the health hazard of dog excrement being left on private property.

The Condominium Corporation, in consultation with the adjoining condominium owners, constructed a chain link fence to protect private property.

The Condominium Corporation respectfully requests that the Town honour the promise made by the CAO to the condominium owners that a fence will be provided by the Town as part of the walkway project. To honour this promise, please reimburse the Condominium Corporation for the construction of this fence.

The Condominium Corporation contracted the construction of the fence with the same contractor used to construct the chain link fence along the walkway on the north side of the Mandalay subdivision. Attached is a copy of the invoice for this construction, in the amount of \$7,170.00. Please reimburse this amount to the Condominium Corporation.

Sincerely,

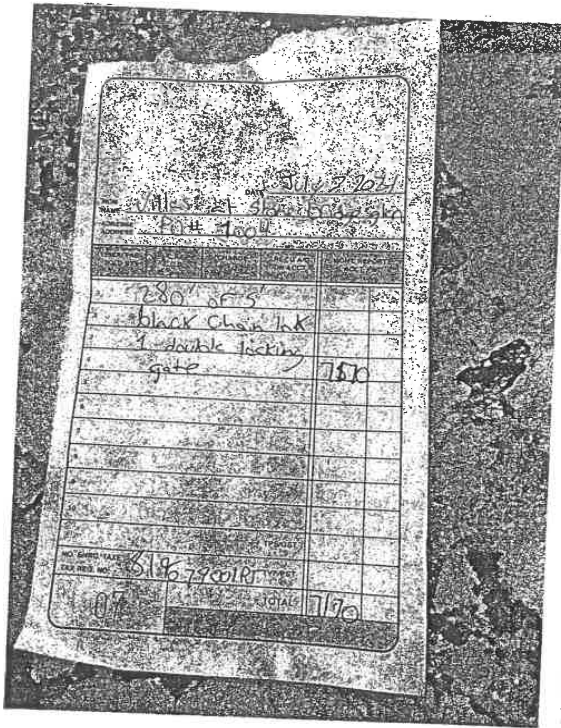


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Board of Directors,

Condominium Corporation 041 3954

On behalf of all Unit Owners



PAID TO:
MATTHEW NEEDHAM
\$ 7,170.00

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
THURSDAY, SEPTEMBER 19, 2024, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Mayor Colby, Councilors Allan, Ratz, & Wilcox, Asset Management Coordinator C. Allan, Director of Corporate & Legislative Services S. Allison, Director of Operational Services C. Fox, Asset Management Planner L. Fox, Director of Emergency Services R. McKay, Fire Chief J. Schaffer, Director of Community Services P. Schmick-Roy, Director of Planning & Development K. Williscroft, CAO Rick Blair & Executive Assistant Kayleigh Van Es

ABSENT: Councilor Ball, Fricke & Roberts

CALL TO ORDER: Mayor Colby called the meeting of Thursday, September 19, 2024, to order at 1:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Wilcox to adopt the Policies & Priorities Committee meeting agenda of September 19, 2024, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Allan to adopt the Policies & Priorities minutes of May 16, 2024, as presented.

CARRIED

UNFINISHED BUSINESS: Nil

DELEGATIONS: **1. Emergency Services Levels of Service-Rob McKay**
R. McKay spoke to the department of the levels of service provided. The Committee reviewed the current schedule and is open to suggestions.

Mayor Colby asked if the town should be looking into hiring another officer. Asking R. McKay if call levels have increased. R. McKay answered that the call volume has not increased since the decrease in officers.

CAO Blair and R. McKay will meet to discuss scheduling with existing staffing levels. Looking at options as budget negotiations approach.

Councilor Wilcox questioned about the present officers' responsibilities to ensure they were not overworked. R. McKay stated that officers are busy, but not at an unreasonable pace. Councilor Wilcox inquired as to what appeared to be the top three calls. R. McKay responded to the top three calls: dogs, traffic, and nuisances. The department has lost one officer since mid-May; there has been no rise in calls nor are RCMP statistic on the rise.

Councilor Ratz expressed concerns about sick leave and vacation coverage. R. McKay claims that there is insufficient coverage for sickness and holidays.

Motion by Councilor Ratz to accept Emergency Services Levels of Service as information.

CARRIED

2. Project Review-Corriena Fox
C. Fox outlined the following projects.

a. Miltford Lane Street Improvement Project

Policies & Priorities Committee Meeting – September 19, 2024

Page 2 of 5

- Large repair project, engineers were out multiple times to reassure residents of proper grading. Concrete and paving are finished, and landscaping, including a safety fence and swale grates, will begin next week. All drainage was inspected during routine hydrant cleansing, and the water drains properly.
- b. Stonebridge Pathway
Paving is finished, and the fence has been installed. Will finish low-maintenance landscaping between the fence and pathway. Residents have had positive feedback.
 - c. Memorial Park improvements
The pathway is completed. 26 spruces have been planted, and over 40 deciduous trees will be planted in the next weeks. More tree removal when they reach the end of their life cycle, with new trees planted in their place before removal.
 - d. Manor Water Leak
A leak was discovered near Carey Manor, following extensive investigation, the leak was rectified.
 - e. Pumphouse upgrade
Upgrades are awaiting endorsement from electrical engineers.
 - f. Meadowpark Pathway
Paving is complete; the fence will be constructed after all encroachment agreements have been finalized.
 - g. Idaho Sewer line repair
A pipe collapse was discovered and repaired, preventing infiltration and detecting the problem before a backup occurred.
 - h. Community Hall outdoor improvement
The stucco was restored and painted, and a new sign was added. Looks nice.
 - i. Water reservoir
Inspection completed in April, in good condition for its age. Will compile budget statistics for cleaning and updating the exterior.
 - j. Main Street Building complex water lines
A waterline problem was identified in the Main Street building complex. New meters have been installed and each tenant now has an agreement in place.

Motion by Councilor Allan to accept the Project Review as information.

CARRIED

3. Water Reservoir Update-Kirk Williscroft

K. Williscroft provided an update to the committee on the new Water Reservoir project and its design status. Go to tender in mid-late November, with the project awarded before the New Year, construction beginning in Spring 2025, and completion by Fall 2025. Site preparation has already begun by developers. Bylaw No. 2055 was passed and sent to land titles to finalize the land transfer. The location has the ability to host a future lift station, the main cell, and an expansion. Negotiating with the Mountain View Regional Water Commission to install a pipe to the reservoir.

Motion by Councilor Wilcox to accept the Water Reservoir Update as information.

CARRIED

Policies & Priorities Committee Meeting – September 19, 2024

Page 3 of 5

BYLAWS & POLICIES:

1. Bylaw No. 838 Fire Pit Bylaw

The Committee reviewed the changes to the Fire Pit Bylaw.

Motion by Councilor Ratz to accept Bylaw No. 838 Fire Pit Bylaw as amended and forward to Council with the recommendation for adoption.

CARRIED

2. Bylaw No. 919 Intoxicating Substance Bylaw

The Committee reviewed the changes to the Intoxicating Substance Bylaw. R. McKay and his team at Emergency Services made changes comply with the Alcohol and Cannabis Act.

Motion by Councilor Allan to accept Bylaw No. 919 Intoxicating Substance Bylaw as amended and forward to Council with the recommendation for adoption.

CARRIED

3. Bylaw No. 2045 Cemetery Bylaw

The Committee reviewed the new Cemetery Bylaw. The Bylaw will reflect that of the Cemeteries Act.

Motion by Councilor Ratz to accept Bylaw No. 2045 Cemetery Bylaw as amended and forward to Council with the recommendation for adoption.

CARRIED

4. Policy No. 11-027-XX Threat Policy

The Committee reviewed the new Threat Policy.

Motion by Councilor Ratz to accept Policy No. 11-027-XX Threat Policy as presented and forward to Council with the recommendation for adoption.

CARRIED

NEW BUSINESS:

1. Accomplishments

The Committee reviewed the following accomplishments.

- a. Council October 2021 to present
- b. Council January 2024 to present
- c. Policies & Priorities Committee 2023 to present

Motion by Councilor Allan to accept the Accomplishments as information.

CARRIED

2. Cemetery Review

C. Allan spoke to the cemetery cost comparison and the plans for expansion.

Councilor Allan questioned about the cemetery's capacity and columbarium niches. C. Allan said that there are 27 open plots and 26 niches remaining in the columbarium. We will be considering adding a new columbarium to the capital budget for 2025.

Councilor Ratz asks if within the residential boundary there is a time restriction. C. Allan answered residents are just required to live in the boundary to qualify for the residential rate.

C. Allan states the sale of a niche or a plot occurs at least once per week.

Motion by Councilor Wilcox to accept Cemetery Review as information.

CARRIED

3. Speed Stats

R. McKay spoke to the speed stats.

Councilor Wilcox asked if it is possible to add photo radar and ticket the offenders

Policies & Priorities Committee Meeting – September 19, 2024

Page 4 of 5

that way. R. McKay states that it is possible but very expensive to obtain and would still require an officer to write tickets.

Motion by Councilor Ratz to accept Speed stats as information.

CARRIED

REPORTS:

1. Development Reports

The Committee evaluated the Development Reports up to September 11, 2024. There have been 58 new home permits issued so far.

- a. Building Permit Listing
- b. Compliance Listing

Motion by Councilor Allan to accept Development Reports as information.

CARRIED

2. City Wide Protective Services Monthly Reports

The Committee reviewed the following monthly reports for the months of May, June July and August 2024.

a. Fire Reports

J. Schaffer noted that the department is on track for 360 calls this year. The department, which currently has 28 staff, plans to hire 5 more in October.

Discussions of a new paging system with dual tones. Waiting for the trial period.

The new rescue unit works well and has already responded to more than a dozen calls.

Billing for the Jasper wildfires has been submitted.

Councillor Wilcox inquired as to when we may anticipate to add another paid firefighter to the department. J. Schaffer defined the benchmark as population size. Perhaps by 7500 persons, we would look at another paid member.

Motion by Councilor Ratz to accept Fire Reports as information.

CARRIED

b. Bylaw Reports

R. McKay notes the increase in citations versus warnings from previous years.

Motion by Councilor Allan to accept Bylaw Reports as information.

CARRIED

3. Emergency Services

The Committee reviewed the following reports.

a. Emergency Services Report

R. McKay outlined the department's tasks over the summer months.

Motion by Councilor Allan to accept Emergency Services Report as information.

CARRIED

b. Carstairs Emergency Management Agency (CEMA) Report

R. McKay updated the Committee on CEMA.

Councilor Wilcox asked to ensure that Mountain View Regional Waste Commission is added to the emergency contact list.

Policies & Priorities Committee Meeting – September 19, 2024

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

CARRIED

4. Quarterly Facility Utilization Reports

The committee reviewed the following utilization reports.

a. Carstairs Memorial Arena

b. Programs/Academy

Councillor Wilcox would like to praise Nicole and the staff for their efforts with the programs; there has been a lot of positive feedback, and working with her has been of huge value.

c. School Usage

d. Carstairs Community Hall

e. Carstairs Campground

C. Fox spoke to the great year at the campground; the campground will be closing on Thanksgiving.

f. Parks & Sports Fields

Motion by Councilor Wilcox to accept Quarterly Facility Utilization Reports as information.

CARRIED

CORRESPONDENCE: Nil

GENERAL DISCUSSION: Councillor Wilcox stated the wonderful feedback she has received for a well-run town where all departments and personnel, as well as council, work together to make our town great.

Mayor Colby says the municipality has fantastic staff who work well together and has received positive feedback. Stating that it takes excellent individuals working together to make the town what it is, which gives us an advantage over other municipalities. Expressing his heartfelt gratitude to everyone.

NEXT MEETING: October 17, 2024

ADJOURNMENT: Motion by Councilor Allan to adjourn the meeting of September 19, 2024, at 2:40 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO

Carstairs Minor Hockey Association

**Box 773 Carstairs Alberta
TOM ONO**



September 6th 2024

Paula Schmick-Roy
Director of Community Services
Town of Carstairs

Sent via email: paulas@carstairs.ca

Re: Policy No. 62-001-18 – Not for Profit and Service Clubs – Carstairs Facility Requests for Special Rates

On behalf of the Carstairs Minor Hockey Association I would like to respectfully request that Town of Carstairs Council consider, under the above noted policy, to grant our Association a waiver of one days rental fees for our tournament planned on **Saturday January 25th 2025**.

Tournaments, although a large volunteer undertaking, contribute substantially to balance our annual operating budget and every dollar that is raised is reinvested into the delivery of our programs. We greatly value this policy and the demonstration of support from the Town for our continued efforts to keep minor hockey programming affordable for Carstairs youth in our community.

If Council is agreeable to this request, we will be sure to acknowledge your contribution to our Association during the event.

If I can be of any further assistance on this matter, or if additional information is required, please do not hesitate to contact me.

Thank you,

A handwritten signature in black ink, appearing to read "C. Atchison".

Christofer Atchison
President
Carstairs Minor Hockey Association