









**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JUNE 22, 2020, 7:00 P.M.**

Page

1. **CALL TO ORDER**
2. **ADDED ITEMS**
3. **ADOPTION OF AGENDA**
 - a) Adoption of agenda of June 22, 2020
Motion: To adopt the agenda of June 22, 2020
4. **ADOPTION OF MINUTES**
 - 3 a) Adoption of Public Hearing minutes of June 8, 2020 (addendum 4.a)
Motion: To adopt the Public Hearing minutes of June 8, 2020

 - 4 - 7 b) Adoption of Regular Council Minutes of June 8, 2020 (addendum 4.b)
Motion: To adopt the Regular Council Minutes of June 8, 2020.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**
6. **DELEGATIONS**
 - 8 - 45 a) Urban Systems - Planner Becky Soby, Brar Land Use Redesignation Application Review (Filed LUR 2020-01) (addendum 6.a)

7. **BYLAWS AND POLICIES**
 - 46 - 48 a) Bylaw No. 2003 Brar Land Use Redesignation Parcel NE-4-30-1-5 from Urban Reserve District (UR) to Direct Control District (DC) (addendum 7.a)

 - 49 - 50 b) Bylaw No. 2001 Mill Rate Amended (addendum 7.b)

8. **NEW BUSINESS**
 - 51 - 93 a) 2020 Budget Document Amended (addendum 8.a)


- b) Town of Carstairs Fireworks Permit - Canada Day Event (addendum 8.b)



9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) EXTERNAL RELATIONS COMMITTEE
- d) POLICY & GOVERNANCE COMMITTEE
- e) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- f) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- g) MOUNTAIN VIEW SENIORS HOUSING
- h) MUNICIPAL AREA PARTNERSHIP
- i) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP
- j) CENTRAL ALBERTA ECONOMIC PARTNERSHIP

10. COUNCILOR REPORTS

- a) COUNCILOR BLAIR
- b) COUNCILOR WILCOX
- c) COUNCILOR GREEN
- d) COUNCILOR ALLAN
- e) COUNCILOR RATZ
- f) COUNCILOR GIL
- g) MAYOR COLBY

11. CORRESPONDENCE

12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

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

17. ADJOURNMENT

**MINUTES OF THE PUBLIC HEARING MEETING
BYLAW NO. 2002 SCARLETT RANCH 5
LUR & SUBDIVISION APPLICATION REVIEW
MONDAY, JUNE 8, 2020, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

CALL TO ORDER: Mayor Colby called the meeting of June 8, 2020 to order at 7:01 p.m.

ATTENDEES: Mayor Colby, Councilors Blair, Wilcox, Green, Allan, Ratz, and Gil, CAO Carl McDonnell, Director of Legislative and Corporate Services Shannon Allison, and Executive Assistant Brenda Coles

ABSENT: Nil

PURPOSE: The purpose of this hearing is to receive and consider Bylaw No. 2002 Scarlett Ranch 5 Land Use Redesignation R1, R4, C1 and MR and Subdivision Application Review.

DELEGATIONS: 1. Urban Systems: Presenter Becky Soby and Erin Eyers via Zoom. B. Soby gave an overview of the Land Use Redesignation, referring to changes identified in Figure 1 and Figure 2 maps.

Attending in Council Chambers: Lee Mayer Engineering Ltd., Bill Mayer and Bill Turnbull

REPORTS: There were no written or oral reports submitted from the public.

GENERAL DISCUSSION: **Scarlett Ranch Phase 5 Concerns:**
1. Councilor Gil addressed the concern in regards to traffic flow and if there was a Daycare Centre; how would the site function being close to the intersection and traffic backing onto the highway.
- Urban Systems Erin Eyers responded with regards to access being a short distance turning left into the commercial; access is for C1 and Multifamily as well. For the future development of the R4 and C1 site, it is recommended that Administration request detailed design plans at the development permit stage.
2. Charlie Van Arnam addressed the concern in regards to on street parking.
- CAO McDonnell responded it was a collector so the roadway will be wider and will not narrow up.
- Urban Systems Erin Eyers stated for parking along street front in residential, the area coming in off the highway onto the collector had two driving lanes and two parking lanes to accommodate parking and traffic flow.

CARRIED

ADJOURNMENT: Motion by Councilor Blair to adjourn the Public Hearing of June 8, 2020, at 7:14 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, JUNE 8, 2020, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

ATTENDEES: Mayor Colby, Councilors Blair, Wilcox, Green, Allan, Ratz, and Gil, CAO Carl McDonnell, Director of Legislative and Corporate Services Shannon Allison, and Executive Assistant Brenda Coles.

ABSENT: Nil

CALL TO ORDER: Mayor Colby called the meeting of June 8, 2020 to order at 7:14 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:

Motion 139/20 Motion by Councilor Blair to accept the Regular Council agenda of June 8, 2020, as presented. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:

Motion 140/20 Motion by Councilor Gil to adopt the Regular Council minutes of May 25, 2020, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING:

Nil

DELEGATIONS:

1. Urban Systems & Lee Maher Engineering
Urban Systems Ltd.: Becky Soby and Erin Eyers via Zoom
In attendance in Council Chambers Lee Maher Engineering Association Ltd.: Bill Maher and Bill Turnbull

BYLAWS & POLICIES:

1. Bylaw No. 2002 Scarlett Ranch Phase 5 Land Use Redesignation SE1/4-8-30-1-W5M, Lots 6 & 7, Block 6, Plan 1210982, and Lot 2, Block 6, Plan 1111005, for 2nd and 3rd Reading
First reading was on April 27, 2020.

Motion 141/20 Motion by Councilor Allan to give second reading of Bylaw No. 2002 Scarlett Ranch Phase 5 Land Use Redesignation. **CARRIED**

Motion 143/20 Motion by Councilor Blair to give third and final reading of Bylaw No. 2002 Scarlett Ranch Phase 5 Land Use Redesignation. **CARRIED**

2. Policy No. 26-011-20 Peace Officer Routine Exhibit Handling Policy

Councilor Gil requested the wordsmithing of Peace Officer be included in the Policy Title.

Motion 144/20 Motion by Councilor Gil to adopt Policy No. 26-011-20 Peace Officer Routine Exhibit Handling as amended. **CARRIED**

3. Policy No. 26-012-20 Peace Officer Cannabis Exhibit Handling and Disposal Policy

Council members request the title to include the words Peace Officer.

Motion 145/20 Motion by Councilor Green to adopt Policy No. 26-012-20 Peace Officer Cannabis Exhibit Handling and Disposal as amended. **CARRIED**

4. Policy No. 26-013-20 Peace Officer Radio Communication Policy

Process to ensure that Peace Officers are aware of the guidelines, communication and follow up.

Motion 146/20 Motion by Councilor Blair to adopt Policy No. 26-013-20 Peace Officer Radio Communication Policy. **CARRIED**

5. Policy No. 26-014-20 Peace Officer Reporting Policy

The purpose is to set forth reporting requirements pertaining to incidents occurring in relation to Peace Officers employed by the Town of Carstairs.

Motion 147/20

Motion by Councilor Ratz to adopt Policy No. 26-014-20 Peace Officer Reporting Policy.

CARRIED

6. Policy No. 26-015-20 Peace Officer Complex Client List and Know Risk Policy

Motion 148/20

Motion by Councilor Allan to adopt Policy No. 26-015-20 Peace Officer Complex Client List and Known Risk Policy.

CARRIED

NEW BUSINESS:

1. Scarlett Ranch Phase 5 Subdivision Application Review.

Urban Systems Becky Soby gave an oral presentation on the Subdivision Application via Zoom.

Motion 142/20

Motion by Councilor Wilcox to accept the Scarlett Ranch Phase 5 Subdivision Application Review as information.

CARRIED

2. Carstairs Public Library – 2019 Auditor

Motion 149/20

Motion by Councilor Wilcox to accept the Town of Carstairs Library Board's new auditor Elite Bookkeeping Services as information.

CARRIED

COMMITTEE REPORTS:

1. Legislative & Emergency Services Committee

- Next meeting at the call of the chair.

2. Strategic Planning & Corporate Affairs Committee

- Next meeting at the call of the chair.

3. Policy & Governance Committee

- Next meeting at the call of the chair.

4. External Relations Committee

- Next meeting at the call of the chair.

5. Mountain View Regional Waste Commission

- Councilor Green had nothing to report at this time.

- Next meeting is on July 25, 2020.

6. Mountain View Regional Water Commission

- Councilor Blair stated he is in weekly teleconferences with John Van Doesburg.

- Next meeting is on June 10, 2020 via Zoom.

7. Mountain View Seniors' Housing

- Mayor Colby stated MVSH CAO Sam Smalldon is keeping everyone apprised of the Government protocols. There are no reported cases of COVID-19.

- Next meeting June 25, 2020.

8. Municipal Area Partnership

- Mayor Colby stated the next meeting is at the call of the chair.

9. Carstairs Community Development & Economic Partnership (CCD&EP)

- Councilor Ratz had no report at this time.

- Next meeting is scheduled for the end of June.

10. Central Alberta Economic Partnership (CAEP)

- Councilor Ratz had no report at this time.

- Next meeting is the CAEP Annual General Meeting (AGM) on June 24, 2020 via Zoom.

Motion 150/20

Motion by Councilor Ratz to accept all Committee Reports as

information.

CARRIED

COUNCILOR REPORTS:

Councilor Ratz

- It has been a quiet two weeks.

Councilor Wilcox

- Attended the Carstairs Library Board meeting via Zoom.
- Attended the May 28, 2020 Parkland Regional Library Trustee meeting via Zoom on service & program changes. Next meeting is on June 13, 2020.
- Attended Finance Minister Morneau COVID-19 Impact on Urban Economy virtual roundtable on June 5, 2020.

Councilor Allan

- Attended the Cap and Gown Graduation Pictures June 8, 2020 and they have also been scheduled for June 9 and June 10, 2020.
- Planning of Graduation Ceremony set for August will be dependent on the Government restrictions in place; right now it is looking good in being able to proceed.

Councilor Green

- Attended the Carstairs Library Board meeting via Zoom.
- Attended the May 28, 2020 Parkland Regional Library Trustee meeting via Zoom. Next meeting is on June 13, 2020.
- Attended the MVRWC meeting via Zoom.

Councilor Gil

- Attended the Skate Park and kids appear to be happy it is open and doing their best to social distance.
- Community Chest is still collecting donations from the community.

Councilor Blair

- Will be attending the MVRWC meeting on Wednesday, June 9, 2020 via zoom.

Mayor Colby

- Nothing to report at this time.

Motion 151/20

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

CARRIED

CORRESPONDENCE:

1. Alberta Union of Provincial Employees (AUPE)

Motion 152/20

Motion by Councilor Gill to accept the Correspondence as information.

CARRIED

2. Parkland Regional Library – 2019 Return on Investments Councilor Wilcox spoke to the 2019 ROI for the Town of Carstairs.

Motion 153/20

Motion by Councilor Allan to accept the Correspondence as information.

CARRIED

CAO’S REPORT:

1. CAO McDonnell had nothing to report at this time.

COUNCILOR CONCERNS

1. Councilor Ratz had no concerns and appreciates the updates from Administration.
2. Councilor Wilcox had no concerns and stated she was happy to be back in Council Chambers with the other Council members.
3. Councilor Green asked the question how long would the side walk repairs take. CAO McDonnell stated sidewalks should be done by the end of the week depending on weather.
4. Councilor Blair no concerns at this time.
5. Councilor Gil had a resident concern regarding the Crossfield Medical Clinic closure.
6. Councilor Allan had no concerns at this time.

Motion 155/20

Motion by Councilor Wilcox to accept the Councilor Concerns as

information.

CARRIED

**PUBLIC QUESTION:
PERIOD:**

1 Pam Montgomery
Question regarding what the different types of permitted uses issued for Multi-unit land use.

CAO McDonnell responded the permitted uses would include apartments, row housing, duplexes, fourplexes, and day care facilities. They would not know until the developer sells off lots to the builder as to the type of permit being pulled for the use and the implications on garbage, fencing, lighting and parking.

2. Charlie Van Arnam
Question regarding adequate parking for Scarlett Phase 5.
Statement regarding narrow lots always appears to ensure parking problems.

Councilor Blair commented that it has shown to be a cycle due to the cost increase on larger lots, by making the lots narrower it allows them to be more affordable with the smaller size lots.

**MEDIA QUESTION
PERIOD:**

D. Singleton had no questions at this time.

CLOSED MEETING:

Motion 156/20

Motion by Councilor Blair that Council closes the meeting to the public at 7:44 p.m. to discuss the following closed session items:
1. Resident Utility Bill
2. Asphalt Repairs

CARRIED

Motion 157/20

Motion by Councilor Green to come out of the closed meeting session at 8:02 p.m.

CARRIED

NEXT MEETING:

Monday, June 22, 2020

ADJOURNMENT:

Motion 158/20

Motion by Councilor Allan to adjourn the meeting of June 8, 2020, at 8:02 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO



MEMORANDUM

Date: June 22, 2020
To: Town of Carstairs Council
From: Becky Soby, Urban Systems Ltd.
File: LUR 2020-01
Subject: Brar Land Use Redesignation Application Review

Urban Systems Ltd. (USL) has received and reviewed applications to redesignate the site legally known as 5;1;30;4;NE in Carstairs, Alberta:

- That portion of the north east quarter which lies to the south and west of the railway on Plan RY9 containing 5.55 hectares (13.74 acres) more or less

BACKGROUND

The site is located at the southern most boundary of Carstairs, adjacent to Highway 2A, with Mountain View County to the south. The subject site is not within an approved Area Structure Plan (ASP). The parcel to be redesignated has an area of approximately 5.55 hectares (13.74 acres). The parcel is currently zoned as Urban Reserve (UR).

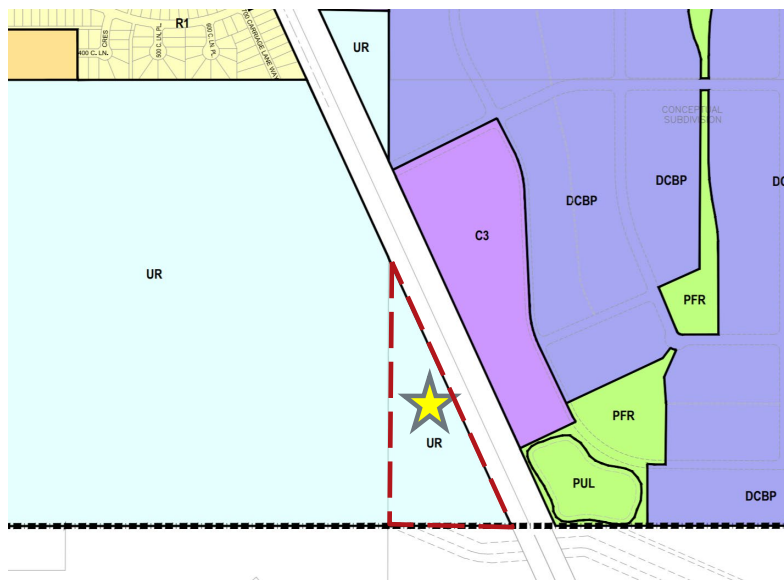


Figure 1. Existing Land Use Map

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PLANNING ANALYSIS

The land use redesignation application proposes to redesignate from Urban Reserve (UR) to a Direct Control District (DC-1). The subject site is neighboring a large Urban Reserve (UR) parcel to the west, and is directly adjacent to a major highway, with lands directly across the road designated as Highway Commercial District (C3) and Public Facility and Recreation District (PFR). The site is situated directly adjacent to Highway 2A and the Canadian Pacific Railway right of way.

A Direct Control District stands in place as a regular Land Use Bylaw district but includes specific regulations and uses that relate only to the vision of the specific parcel. The applicant has indicated that the intent of the application is to redesignate to a land use that can support the development of an Agri-Food plant and warehouse. Agri-food is a general term for food production and does not fall within a district within the current Land Use Bylaw. It is Urban Systems understanding that the type of Agri-food plant anticipated for the subject site is a flour mill. In order to regulate the Direct Control land use, a Direct Control Bylaw is proposed; Bylaw No. 2003.

Alignment with the Municipal Development Plan (MDP)

The redesignation proposes a Direct Control District that's purpose is to provide for a range of agricultural uses engaged in production and distribution of products, which may require an indoor storage component. Urban Systems would like to note that the proposed uses for this site do not directly align with the Land Use Plan within the MDP that identifies this site as Commercial. The applicant's intent is to develop a flour mill and a warehouse on this lot, uses which do not suitably align with the purpose of the commercial districts within the Land Use Bylaw or the Commercial goals/policies of the MDP. Therefore, in order to properly regulate these uses, a Direct Control District is being proposed.

The Direct Control Bylaw is modeled after the Light Industrial District due to the industrial like, food production operation proposed (i.e. a flour mill). Urban Systems would like to highlight that in section 8 Industrial Development, the MDP states that it is important to ensure the appropriate level of servicing is available for new industrial developments in suitable and viable areas. Future developments within this district shall address servicing capacity.

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Direct Control Bylaw No. 2003

The Direct Control Bylaw is modeled after the Light Industrial District (II) of the Land Use Bylaw with revisions being made to reflect the specific development concept of the subject site. The general purpose of this district is to provide for a range of agricultural uses engaged in production and distribution of products, which may require an indoor storage component. The indoor storage component is to support the development of a warehouse on the site. Agri-food services has been added under Section 2.0 Listed Uses as discretionary and is defined in Section 4.0 Definitions as "Agri-food service."

The permitted uses for this district are as follows:

- Building supply centres
- Greenhouses, commercial
- Light manufacturing
- Office support services
- Offices
- Public utility buildings
- Warehousing

The discretionary uses for this district are as follows:

- Agri-food services
- Accessory uses
- Detached dwellings
- Greenhouses (wholesale only)
- Lumber Yards
- Open storage yards
- Parking facilities for uses in this District
- Signs

Urban Systems would like to advise Council that although there is both permitted and discretionary use categories included, because this bylaw is a Direct Control District, all development permits, not just those that are discretionary, shall be decided upon and issued at the discretion of the Development Authority.

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For Section 3.0 General Development Regulations of the bylaw, Urban Systems would like to note the following additions as they relate specifically to the intended purpose of this Direct Control District:

- The inclusion of Detached dwellings as a use is to accommodate the existing residential dwelling on the site. Sub section 3.7 stipulates that only one (1) dwelling unit will be permitted within this district. Residential is not a compatible use within this site due to the proposed Agri-food service and the proximity of the parcel to the railway. The maximum allowed one dwelling unit is to accommodate the dwelling already existing on the site.
- Sub section 3.8 Performance Standards includes standards that are put in place to help mitigate off-site impacts of operations proposed within the district. No use or operation shall create conditions that impact the surrounding area through factors such as noise, odour, groundwater pollutants etc. Additionally, the Development Authority shall refer to the *Guidelines for New Development in Proximity to Railway Operations* when considering applications for development within the site. This is to help ensure that all applicable regulations for development are met with Canada Pacific Railway including, but not limited to, access points across the tracks, required setbacks from the tracks, and fence standards for buffering between the tracks and future development.
- Sub section 3.9 requires that where parking is located within the front yard, adjacent to Highway 2A, it must be adequately landscaped to the satisfaction of the Development Authority. This standard is added to help mitigate the visual impacts of parking in the front yard along the Highway 2A through the provision of landscaping as a means of screening.
- Sub section 3.11 requires all development within the district to be circulated to the right-of-way holder / pipeline operator for review and commenting. This is to ensure that development is in accordance with the right-of-way holders' regulations, including but not limited to, setback requirements for development within or in proximity to the right-of-way, pipeline crossings, etc.

CIRCULATION:

The application was circulated by Urban Systems to the appropriate agencies and adjacent landowners on May 11th, 2020. One landowner responded to the circulation and had no

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objections. Nine agencies responded, and none offered any objections, however, Urban Systems would like to highlight the following responses:

Canada Pacific Railway (CPR) has no objections to the application, however, is not in favor of residential uses being located adjacent to the right-of-way as this land is not compatible with railway operations. Furthermore, CPR has indicated that should any proposed residential subdivision application adjacent to railway right of way receive approval, CPR requests that all recommended guidelines are considered as it relates to residential development adjacent to the CPR. The Direct Control Bylaw No. 2003 captures these concerns by only allowing a maximum of one (1) residential dwelling within the district and stipulates that the Development Authority shall have regard to the most current Guidelines for New Development in Proximity to Railway Operations when considering applications for development within this district.

Alberta Transportation (AT) does not have objections to the redesignation, however, has noted that the applicant should be advised that the access onto Highway 2A is considered for limited, temporary use only. The existing access will not be considered for increased use or commercial purposes.

Trans Canada (TC) Energy was circulated due to their pipeline infrastructure located in the south western portion of the subject site. As per the requirements of the Canada Energy Regulator (CER), additional development in proximity to TC's pipelines with potential new residents, employees, structures, ground disturbance, and crossings could warrant pipeline remediation. Consultation between TC and the applicant prior to development assists both parties in determining the best course of action to proceed with potential remediation and development. TC Energy does not have objections to the land use redesignation, however, has requested that a clause be added to the Direct Control Bylaw that requires all applications within this district to be circulated to the right-of-way holder/pipeline operator for review and comment. This clause has been added to the bylaw.

All responses from these agencies are attached, and it is the responsibility of the applicant to review and meet all requirements or conditions from agencies.

ENGINEERING ANALYSIS

1. As per the Master Servicing Study, currently there are no existing water or sanitary mains adjacent to the site. A future sanitary main and watermain are proposed to be

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installed through this property. During development of the site, ensure property space is maintained for a future easement.

2. As per the Master Servicing Study, the south storm ditch drains through the south portion of the property. This ditch is to be maintained to convey overland drainage.
3. Ensure approvals for access are obtained from Alberta Transportation and Canada Pacific Railway.

RECOMMENDATION:

Urban Systems recommends that Council approve this redesignation application.

Please contact the undersigned with any questions.
Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in black ink that reads "Becky Soby".

Becky Soby
Planner

**TOWN OF CARSTAIRS
Bylaw No. 2003**

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, to amend Bylaw No. 1044, being the Land Use Bylaw

WHEREAS the Council deems it desirable to amend the said Bylaw;

WHEREAS the Council of the Town of Carstairs has received an application to amend Schedule A, Land Use District Map of Bylaw No. 1044 to redesignate parcel NE 4-30-1-5 from Urban Reserve District to Direct Control District as shown on the attached Schedule 'A'; and

WHEREAS Council held a Public Hearing and has given consideration to the representations made to it in accordance with Section 692 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and all amendments thereto.

NOW THEREFORE Council of the Town of Carstairs enacts the following:

1. That Schedule A, Land Use District Map of Bylaw No. 1044 be amended by redesignating parcel NE 4-30-1-5 from Urban Reserve District to Direct Control District as shown on the attached Schedule 'A' forming part of this Bylaw.
2. That the regulations of the Direct Control District comprise:
 - 1.0 General Regulations
 - 2.0 Listed Uses
 - 3.0 General Development Regulations
 - 4.0 Definitions
- 1.0 General Regulations
 - 1.1 The Subdivision Authority shall be responsible for decisions regarding subdivision applications affecting the land subject of this Bylaw.
 - 1.2 The Development Authority shall be responsible for the issuance of Development Permit(s) for the Lands subject to this Bylaw.
 - 1.3 Part One (General), and Part Two (Development Permits, Contravention and Appeal) of the Land Use Bylaw No. 1044 shall apply unless otherwise specified in this Bylaw.
 - 1.4 General Purpose of this district is to provide for a range of agricultural uses engaged in production and distribution of products, which may require an indoor storage component.

2.0 Listed Uses

Permitted Uses: Building supply centres
Greenhouses, commercial
Light manufacturing
Office support services
Offices
Public utility buildings
Warehousing

Discretionary Uses: Agri-food services
Accessory uses
Detached dwellings
Greenhouses (wholesale only)
Lumber Yards
Open storage yards
Parking facilities for uses in this District
Signs

3.0 General Development Regulations

3.1 Minimum Front Yard: 6 m (19.7 ft)

3.2 Minimum Side Yard: 6 m (19.7 ft)

3.3 Minimum Rear Yard: 6 m (19.7 ft)

3.4 Maximum Parcel Coverage: 80%

3.5 Maximum Number of Dwelling Units: 1 (one)

3.6 Landscape Requirements: Soft landscaping shall be provided within the boulevard and at a minimum depth of 6 m (19.7 ft) from the front property line along the frontage of the parcel.

3.7 Maximum Building Height: 12 m (39.4 ft)

3.8 Performance Standards:

3.8.1 No use or operation shall cause or create conditions that may be objectionable beyond the boundaries of this District, such as noise, odour, surface or groundwater pollutants, earthborne vibrations, heat, or high brightness light sources.

3.8.2 The Development Authority shall have regard to the most current *Guidelines for New Development in Proximity to Railway Operations* when considering applications for development.

3.9 Parking: Where parking is located in the front yard, the parking area shall be adequately landscaped to the satisfaction of the Development Authority and shall comply with the “Industry” parking provisions in Schedule B, of the Land Use Bylaw No. 1044.

3.10 Supplementary Regulations: All uses must also comply with the regulations in Schedule B.

3.11 All development permit applications on the subject parcel shall be circulated to the right-of-way holder / pipeline operator for review and comment.

4.0 Definitions

4.1 “**Agri-food service**” means a service that engages in the production and distribution of food products that includes suppliers, producers, and transporters. These operations are intended to primarily use agricultural products that are produced on site and shall have minimal off-site impacts. This may include, but is not limited to, services such as flour mills, aquaculture, packaged food production, etc.

READ A FIRST TIME THIS _____ DAY OF _____, 2020

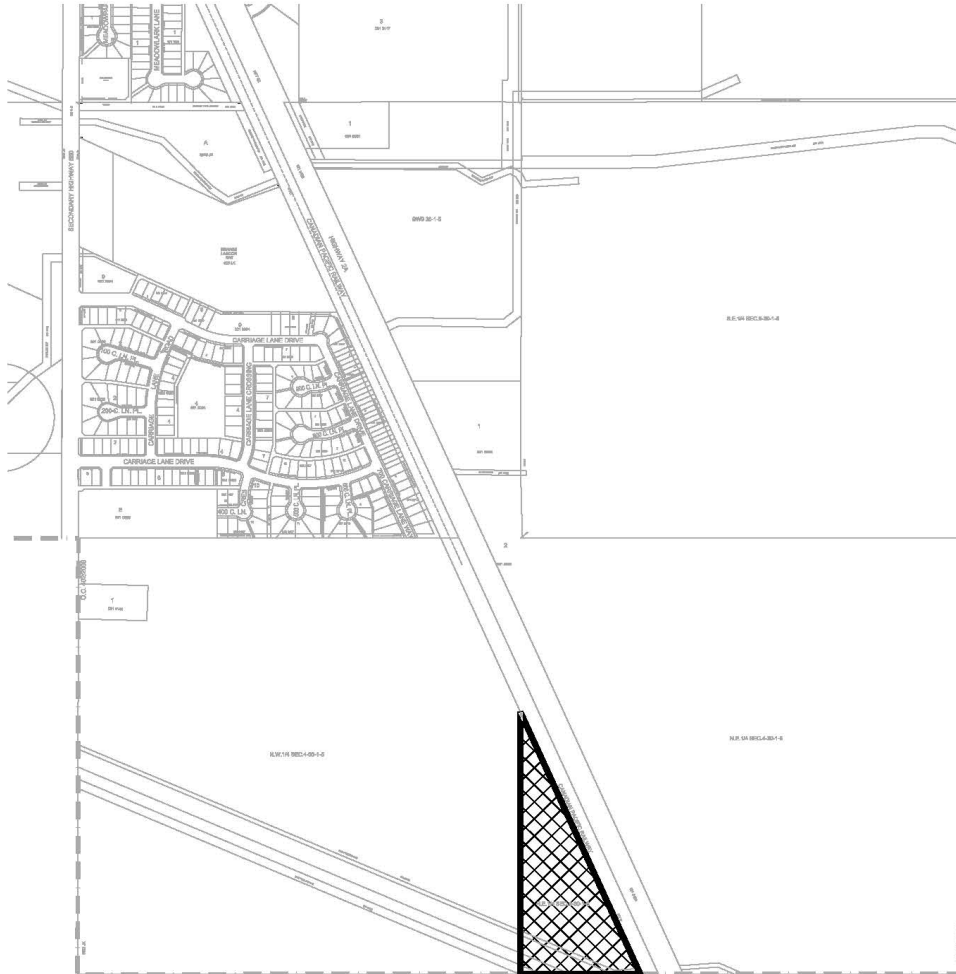
READ A SECOND TIME THIS _____ DAY OF _____, 2020

READ A THIRD AND FINAL TIME THIS _____ DAY OF _____, 2020

Lance Colby, Mayor

Carl McDonnell, CAO

**SCHEDULE 'A'
DC BYLAW NO. 2003**

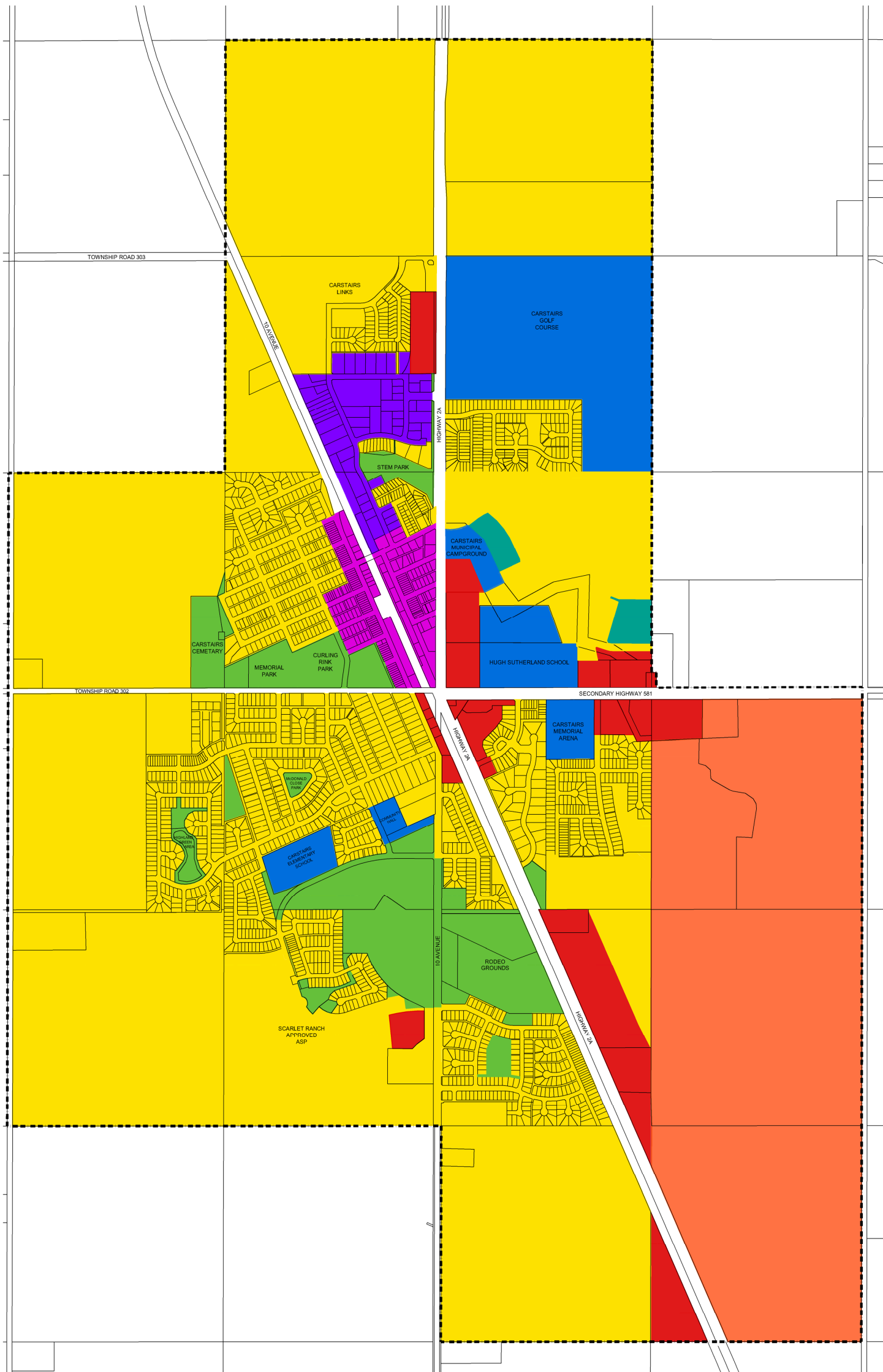


Mountain View County

AMENDMENT FROM:
UR TO Direct Control District
Legal Description - Portion of Section 4, Twp.30, R.1 W5M

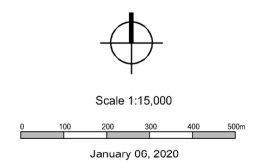


-  TOWN OF CARSTAIRS BOUNDARY
-  SUBJECT LANDS (5.55 ha/13.74ac)
-  DC-1 - DIRECT CONTROL DISTRICT



LEGEND

- RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL
- OPEN SPACE
- COMMUNITY AND RECREATIONAL FACILITIES
- SOCIAL AND EMERGENCY SERVICES
- DOWNTOWN
- AGRIFOOD



TOWN OF CARSTAIRS

Municipal Development Plan Map

Becky Soby

From: Abdul Majeed Qureshi <qureshiabdulmajeed47@gmail.com>
Sent: June 5, 2020 1:56 PM
To: Becky Soby
Subject: Reply to Brar Land Use Re- Designation Application, File # LUR 2020-02

CAUTION: External Email.

Attn. Becky Soby,
Urban Systems

Thank you for your letter dated May 11th, 2020, asking for comments, recommendations and / or requirements with respect to the above mentioned application. As land owners and neighbors to the said land mentioned in the application, we have NO OBJECTIONS to this Land Use Re-Designation application, however we have following concerns and comments,

(1)- No objection provided that the said lands are used in accordance with the Town of Carstairs, Noise, Pollution, Safety and Environmental By Laws.

(2)- No objection provided the use of the said lands are in accordance with the safe Environmental and non Pollution standards of province of Alberta.

(3)-No objection provided, after the Re-Designation approval of the said lands, these lands and it's subsequent private and/ or commercial use, will not have any adverse impact on the sale and/or development of our property, as prime Residential dwellings in the near future.

Thank you kindly,
Abdul Majeed Qureshi,
P.O. Box 490,
Carstairs, AB.
TOM ONO.
Cell # 403 701 9858
Res # 403 337 5898
Email, qureshiabdulmajeed47@gmail.com
Dated: June 5th, 2020.

Becky Soby

From: Becky Soby
Sent: June 17, 2020 3:55 PM
To: Carol Brittain
Subject: RE: LUR 2020-02; Brar Land Use Redesignation Application

Good afternoon,

Thank you for the response. A development permit has not been submitted for the proposed flour mill. I will include your comments in this land use report for Council's information.

Thank you,

BECKY SOBY
Planner | urbansystems.ca
t 403-29101193 x4361 | c 403-650-6605

From: Carol Brittain <Carol.Brittain@albertahealthservices.ca>
Sent: June 17, 2020 3:34 PM
To: Becky Soby <BSoby@urbansystems.ca>
Subject: RE: LUR 2020-02; Brar Land Use Redesignation Application

CAUTION: External Email.

Hi Becky,

Have you received a business plan/development permit application for the flour mill?

At this level (re-designation), I do not have any objections but I would be interested in learning more about the proposed development and will likely have more comments at that point in time.

Thank you,

Carol Brittain BSc, CPHI(C)
Public Health Inspector II Land Use Specialist
Environmental Public Health
Alberta Health Services, Calgary Zone

Airdrie Regional Health Centre
604 Main Street South, Airdrie, AB T4B 3K7
Direct Line: 403-912-8459 Fax: 403-912-8537 Secretary: 403-943-2296

<http://www.albertahealthservices.ca/eph/eph.aspx>

Visit AHS' [COVID-19](http://ahs.ca/covid) page for the latest updates and accurate information: ahs.ca/covid

Thank you,

BECKY SOBY

Planner | urbansystems.ca

t 403-29101193 x4361 | c 403-650-6605

From: Becky Soby
Sent: June 15, 2020 8:40 AM
To: Carol Brittain <Carol.Brittain@albertahealthservices.ca>
Subject: RE: LUR 2020-02; Brar Land Use Redesignation Application

Hello,

I apologize for the delayed response, for some reason your email ended up in my junk folder.

The Agri-food use will support a flour mill business on the subject site. Please let me know if you require additional information or clarification.

Thank you,

BECKY SOBY

Planner | urbansystems.ca

t 403-29101193 x4361 | c 403-650-6605

From: Carol Brittain <Carol.Brittain@albertahealthservices.ca>
Sent: June 4, 2020 4:04 PM
To: Becky Soby <BSoby@urbansystems.ca>
Subject: LUR 2020-02; Brar Land Use Redesignation Application

CAUTION: External Email.

Hello,

I am the Alberta Health Services representative who is reviewing this file. I wondered if you are able to tell me what type of agri-food business the applicant is planning for the subject property as that may influence some of the comments in my response.

Thank you,

Carol Brittain BSc, CPHI(C)
Public Health Inspector II Land Use Specialist
Environmental Public Health
Alberta Health Services, Calgary Zone

Airdrie Regional Health Centre
604 Main Street South, Airdrie, AB T4B 3K7
Direct Line: 403-912-8459 Fax: 403-912-8537 Secretary: 403-943-2296



Office of the Operations Manager
Central Region

#401, 4920 - 51 Street
Red Deer, Alberta

Telephone 403/340-5166
Fax 403/340-4876

May 14, 2020

Our File: Carstairs (Sub)
Your File: LUR 2020-02

Urban Systems
bsoby@urbansystems.ca
Suite 101, 2716 Sunridge Way NE
Calgary, Alberta T1Y 0A5

Attention: Becky Soby, Planner

**RE: PROPOSED REDESIGNATION
WEST PORTION OF THE NE 04-30-01-W5
TOWN OF CARSTAIRS, HIGHWAY 2A**

We would offer no objections in principal to the redesignation of the parcel from Urban Reserve to Direct Control District.

While we do not have objections to the rezoning, the applicant should be advised that the access on to Highway 2a is considered for limited, temporary use only. The existing access will not be considered for increased use or commercial purposes.

The department is looking forward to working with the applicant and the Town of Carstairs to develop alternate access and development opportunities for this parcel.

Please feel free to call me at the above number if you have any questions or concerns

Yours truly,

Carly Cowles
Development/Planning Technologist

/cc

M:\DS\CR\RD OPS\JOINT.DEV\Town-City\Carstairs\Sub\NE 4-30-1-5\14May2020.doc

Classification: Protected A

Becky Soby

From: CirculationsGrowthandImprovement <CirculationsGrowthandImprovement@atco.com>
Sent: May 15, 2020 9:45 AM
To: Becky Soby
Subject: Respond - Town of Carstairs: LUR 2020-02 due June 11, 2020

CAUTION: External Email.

Good Morning,

The Engineering Design Department of ATCO Gas Distribution has reviewed the above named plan and approves the work provided the following conditions are met:

Right-of-ways will be required for the gas mains within property, and should be 2.4 metres wide if provided for the sole use of ATCO, and 3.5 metres if shared with other shallow utilities. **CITY OF CALGARY ONLY:** [In some areas right of ways should be 2.4 metres if shared with other shallow utilities. In these areas if gas mains are required in the side yard, a right of way of 3.4m is required.] Please note, all costs associated with obtaining the right-of-way will be borne by the developer/owner.

The utility right-of-way requirements within the subdivision may change depending upon actual gas main layout, direction of development and boundary locations of the different construction phases. Final rights-of-way requirements must be satisfied at the time of gas main design.

All right-of-ways are to be registered as general utility rights-of-way granted to Town of Carstairs and are to be registered simultaneously with the legal plan of the subdivision.

ATCO requires that a suitable alignment be provided within the boulevards of all arterial and major roads for the ATCO Gas Distribution feeder mains.

A gas main extension will be required to service the proposed development. Natural gas service may be obtained by making formal application with our office in Calgary at 403-245-7888

Before ATCO can process a work order for gas main installation in the area, we must be in receipt of the following:

1. Legal plan.
2. Utility right-of-way plan.
3. Complete set of approved engineering drawings, including profiles, coordinate plan, building grades (if applicable) and the location of all other utilities
4. Construction schedule.
5. A digital file of the computer base plan in the "DWG" or "DGN" format (Autocad 2010) in modelspace).

We require at least nine (9) months to complete the distribution system design, and to process a work order for our Construction Department to schedule. Prior to the installation of gas mains, the area must be within 150 mm (6") of final grade, all obstructions must be removed from the gas main alignment, and the installation of all other underground utilities must be completed.

The developer must ensure that driveways are not constructed prior to the installation of gas mains in the subdivision. If driveways are pre-installed, a sleeve must be provided at the proper depth and alignment for our use. Otherwise, the cost of coring under the driveway or cutting out and replacing the driveway will be invoiced to the developer at the prevailing rates. The locations of sleeves will be confirmed during the design of the gas mains.

For further information and requirements for natural gas servicing, please refer to the "Guide to Natural Gas Servicing" found on the ATCO Gas website.

If gas service is required, to avoid delays, the owner / developer should follow the steps listed on the ATCO Gas website (<http://www.atcogas.com/Services/Service-Request/Install-a-Service-Line>) or contact **ATCO Customer Assistance Centre at 310-5678**, or their local ATCO Gas Distribution agency office at their earliest convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 6 months is recommended. Note, each lot / unit is to have a separate service line.

For further information and requirements for natural gas servicing, please refer to the "Guide to Natural Gas Servicing" found on the ATCO Gas website.

It will always remain the responsibility of the proponent to verify exact location and depths of nearby facilities by arranging for an in-field location with Alberta One-Call at 1-800-242-3447 or albertaonecall.com. Please contact Alberta One-Call Corporation prior to any surface construction.

- (1) Contact Alberta One Call (1-800-242-3447) for locates to verify alignment of the existing gas facilities.
- (2) Contact ATCO South Operations Dispatch at 403-245-7220 for an inspection of the exposed lines (including hydrovac holes) prior to backfill. Inspection services are available Monday to Friday, 8am – 4pm.
- (3) Hydrovac or hand expose facilities to verify horizontal and vertical alignment of all gas mains in conflict areas. This should be done as soon as possible to determine if the main will need to be relocated.
- (4) If existing gas mains require lowering or relocation due to the proponent's project, notification must be given to our ATCO Gas Distribution Engineering Department with a minimum of one (1) year notice. Forward plans and requirements to the ATCO Gas Distribution Engineering Department at 909 – 11th Ave. SW Calgary, AB, T2R 1L8.

Please refer to the "Working Around Natural Gas" Safety Handbook found on our website at:

http://www.atcogas.com/Safety/Safety-Education-and-Resources/Documents/Safety_Resources_Contractor_WorkingAroundNaturalGasPipelines.pdf

Thank You

Maria Franssen

Administrative Coordinator
Distribution Engineering - Growth
Natural Gas
5th Floor, 909 – 11 Ave SW | Calgary, Ab. | T2R 1L8
Tel. 403-245-7442 Cell 587-572-7847
email: maria.franssen@atco.com

[ATCO.com](http://www.atco.com) [Facebook](#) [Twitter](#) [LinkedIn](#)



From: Becky Soby <BSoby@urbansystems.ca>
Sent: Monday, May 11, 2020 12:04 PM
To: Becky Soby <BSoby@urbansystems.ca>
Cc: Mike Coldwell <mcoldwell@urbansystems.ca>; Rob McKay <robm@carstairs.ca>; Carl McDonnell <carlm@carstairs.ca>; Cathy Lensen <cathyl@carstairs.ca>; Erin Eyre <eeyre@urbansystems.ca>
Subject: Town of Carstairs: LUR 2020-02

****Caution – This email is from an external source. If you are concerned about this message, please forward it to spam@atco.com for analysis.****

Becky Soby

From: Circulations, HP <HP.Circulations@atco.com>
Sent: June 2, 2020 1:54 PM
To: Becky Soby
Subject: 20-1588 Response - Town of Carstairs: LUR 2020-02
Attachments: 2020-05-11 - Brar LUR Application Circulation Package_Redacted.pdf

CAUTION: External Email.

Good Morning,

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

Thank you,

Maira Wright

Sr. Land Administrative Coordinator | Operations Engineering | Gas Transmission
ATCO Pipelines & Liquids Global Business Unit

A: 7210 42 Street, Edmonton, AB T6B 3H1
E: Maira.wright@atco.com

ATCO.com [Facebook](#) [Twitter](#) [LinkedIn](#)



From: Becky Soby <BSoby@urbansystems.ca>
Sent: Thursday, May 14, 2020 2:13 PM
To: Circulations, HP <HP.Circulations@atco.com>
Subject: Town of Carstairs: LUR 2020-02

****Caution – This email is from an external source. If you are concerned about this message, please forward it to spam@atco.com for analysis.****

Due to a previous bounce back from the email Isabel.Solis@atco.com, this circulation is being forwarded to HP.Circulations@atco.com. *****Please indicate if the Isabel.Solis@atco.com email is no longer valid for circulations.**

	TOWN OF CARSTAIRS
DATE:	May 11, 2020
DUE DATE:	June 11, 2020
FILE NO:	LUR 2020-02
SUBJECT:	BRAR LAND USE REDESIGNATION APPLICATION
PROJECT LEAD:	Becky Soby, Urban Systems

PROPOSAL:

Becky Soby

From: Cyrus Njung <Cyrus_Njung@cpr.ca>
Sent: May 14, 2020 11:41 AM
To: Becky Soby
Subject: RE: Town of Carstairs: LUR 2020-02

CAUTION: External Email.

Hi,

Please be made aware that Canadian Pacific Railway is not in favor of residential uses adjacent to our right-of-way as this land use is not compatible with railway operations.
The health, safety and welfare of future residents could be adversely affected by railway activities.

Should any proposed residential subdivision application adjacent to railway right of way receive approval. Canadian Pacific Railway requests that all recommended guidelines are considered as it relates to residential development adjacent to the CPR, which can be found at the following link - <http://www.proximityissues.ca>

We would appreciate being circulated with all future correspondence related to Residential or Commercial developments.

Thank you



Cyrus Njung
Real Estate Technician
Phone: 403-319-6456
7550 Ogden Dale Road S.E.
Calgary, AB T2C 4X9

From: Becky Soby <BSoby@urbansystems.ca>
Sent: Monday, May 11, 2020 12:04 PM
To: Becky Soby <BSoby@urbansystems.ca>
Cc: Mike Coldwell <mcoldwell@urbansystems.ca>; Rob McKay <robm@carstairs.ca>; Carl McDonnell <carlm@carstairs.ca>; Cathy Lensen <cathyl@carstairs.ca>; Erin Eyre <eeyre@urbansystems.ca>
Subject: Town of Carstairs: LUR 2020-02

This email did not originate from Canadian Pacific. Please exercise caution with any links or attachments.

Becky Soby

From: Pounall, Diana <diana.pounall@fortisalberta.com> on behalf of Land Service <landserv@fortisalberta.com>
Sent: May 11, 2020 12:25 PM
To: Becky Soby
Subject: Town of Carstairs: LUR 2020-02 DUE JUNE 11
Attachments: 2020-05-11 - Brar LUR Application Circulation Package_Redacted.pdf

CAUTION: External Email.

Good day,

FortisAlberta has no concerns, please contact 310-WIRE for any electrical services.

Warm Regards,

Diana Pounall | Land Coordinator

FortisAlberta Inc. | 15 Kingsview Rd. SE Airdrie, AB T4A 0A8 | Tel: 587-775-6264

[Project Status Portal](#) | Check the status of your New Service Connection or Project.

[Get Connected](#) | Getting connected with us is a five-phase process. Learn more here.



From: Becky Soby <BSoby@urbansystems.ca>
Sent: Monday, May 11, 2020 12:04 PM
To: Becky Soby <BSoby@urbansystems.ca>
Cc: Mike Coldwell <mcoldwell@urbansystems.ca>; Rob McKay <robm@carstairs.ca>; Carl McDonnell <carlm@carstairs.ca>; Cathy Lensen <cathyl@carstairs.ca>; Erin Eyre <eeyre@urbansystems.ca>
Subject: [EXTERNAL] Town of Carstairs: LUR 2020-02 DUE JUNE 11

EXTERNAL EMAIL: Use caution with links and attachments.

	TOWN OF CARSTAIRS
DATE:	May 11, 2020
DUE DATE:	June 11, 2020
FILE NO:	LUR 2020-02
SUBJECT:	BRAR LAND USE REDESIGNATION APPLICATION
PROJECT LEAD:	Becky Soby, Urban Systems

PROPOSAL:

Becky Soby

From: Chris Rvachew <CHRIS.RVACHEW@telus.com> on behalf of circulations <circulations@telus.com>
Sent: May 11, 2020 2:03 PM
To: Becky Soby
Subject: RE: Town of Carstairs: LUR 2020-02

CAUTION: External Email.

TELUS Communications Inc. has no objections to the above mentioned land use redesignation.

Thanks,

Chris Rvachew | Real Estate Specialist
Customer Network Implementation | TELUS | Rights of Way
2930 Centre Avenue NE, Calgary, AB T2A 4Y2
Phone: (403) 384-3066 | circulations@telus.com

Please do NOT e-mail me directly. To avoid delays in processing, send all e-mails to circulations@telus.com.

TELUS Restricted – Privileged & Confidential
Not to be forwarded or copied without express consent of the originator.

From: Becky Soby [mailto:BSoby@urbansystems.ca]
Sent: May 11, 2020 12:04 PM
To: Becky Soby <BSoby@urbansystems.ca>
Cc: Mike Coldwell <mcoldwell@urbansystems.ca>; Rob McKay <robm@carstairs.ca>; Carl McDonnell <carlm@carstairs.ca>; Cathy Lensen <cathyl@carstairs.ca>; Erin Eyre <eeyre@urbansystems.ca>
Subject: Town of Carstairs: LUR 2020-02

	TOWN OF CARSTAIRS
DATE:	May 11, 2020
DUE DATE:	June 11, 2020
FILE NO:	LUR 2020-02
SUBJECT:	BRAR LAND USE REDESIGNATION APPLICATION
PROJECT LEAD:	Becky Soby, Urban Systems

PROPOSAL:

In accordance with Part 17 of the *Municipal Government Act*, please consider this letter as a formal request for comments, recommendations, and/or requirements with respect to the above noted application.

Urban Systems is acting on behalf of the **Town of Carstairs** for these applications. Accordingly, we have enclosed a copy of the plans. Please reply directly to bsoby@urbansystems.ca on or before **the 11th day of June, 2020** indicating File No **LUR 2020-02**. If you wish to respond by mail, please send your comments to:

Becky Soby
Urban Systems Ltd



June 4, 2020

Sent via email: bsoby@urbansystems.ca

Urban Systems Ltd.
Attn: Becky Soby
Ste. 101, 134 – 11 Avenue SE
Calgary, AB T2G 0X5

Dear Ms. Soby:

Re: Brar Land Use Redesignation File No. LUR 2020-02

Thank you for your email dated May 11, 2020 with respect to the above noted Application. The letter and material were circulated to the Planning and Development Services Department as well as the Operational Services Department.

Comments on this circulation were as follows:

Director of Planning and Development Services:

The parcel is located within the Town of Carstairs. The southern boundary of the subject quarter section is also the boundary between the Town and the County.

The County lands to the south of the subject quarter falls within the IDP Referral Area; and within the Wessex ASP that identifies future land use as Business Park. The DC will be compatible with the future land use.

The County lands to the east of the subject quarter falls within the IDP Referral Area; and within the Wessex ASP that identifies future land use as Low Density Residential. It is noted that the Town's wastewater treatment lagoons are located further east and will have limitations on future residential development. The separation by Hwy 2A and the rail will provide sufficient separation from the proposed use and potential residential to the east.

It is noted that the IDP is under review.

Thank you for your consideration to include us in your referral agencies.

Sincerely,

Lee-Ann Gaudette, Administrative Assistant
Planning and Development Services

/lg

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

Building Rural Better





June 9, 2020

Town of Carstairs CO. Urban Systems
Suite 101, 134 – 11 Avenue SE
Calgary, AB T2G 0X5

Sent via email to: bsoby@urbansystems.ca

ATTN: Becky Soby

RE: Brar Land Use Redesignation to Direct Control District

Your File #: LUR-2020-02

Our Reference #: R01592AB

Thank you for sending B&A Planning Group notice of this project on May 11, 2020. B&A is the land use planning consultant for TC Energy in Western Canada. On behalf of TC, we work with municipalities and stakeholders regarding land use and development surrounding their pipeline infrastructure to ensure that it occurs in a safe and successful manner.

As per the requirements of the Canada Energy Regulator (CER), additional development in proximity to TC's pipelines with potential new residents, employees, structures, ground disturbance, and crossings could warrant pipeline remediation. Consultation between TC and the applicant prior to development assists both parties in determining the best course of action to proceed with potential remediation and development. This is to help prevent pipeline damage, unwarranted crossings, and identify development within proximity to the pipeline that may trigger a pipeline Class upgrade.

Description of Proposed Development

We understand that this application is to re-designate a 13.9 acre parcel in Carstairs from Urban Reserve to Direct Control.

Please refer to **Attachment 01 Approximate Location of TC Infrastructure** for maps that show the proposal in relation to the approximate location of TC's infrastructure.

Assessment of Proposed Development

As demonstrated in **Attachment 01 Approximate Location of TC Infrastructure**, there are four TC Energy pipelines intersecting the southwest corner of the parcel. Schedule A, included within the proposed bylaw, demonstrate the site area as excluding the pipeline ROWs, however the parcel itself is not subdivided in that way.

Based on a review of the application information provided for the new Direct Control District **TC Energy has requested that several recommendations be considered or implemented within the Direct Control District and/or future development.**

 TCEnergy@bapg.ca





Recommendations

As noted above, the following recommendations should be dictated within the DC district and/or adhered to for future development:

1. In order to identify the precise alignment of the pipeline on the subject lands, a Locate Request must be made prior to any ground disturbance taking place. Locate requests can be made online at www.clickbeforeyoudig.com or by calling your local One-Call Centre. Locate requests generally take 72 hours to be completed.
2. No work may take place within TC's pipeline right-of-way without a TC representative on site.
3. All permanent or temporary crossings of pipelines require written consent from TC Energy. Written consent may be obtained online through TC's Canadian Third Party Crossing Application Portal at writtenconsent.tcenergy.com or by calling 1-877-872-5177.
 - o If the proponent plans to cross the pipeline in the future and applies through the online application portal noted above, please advise them to send the application # ("D#") associated with that application to tcenergy@bapg.ca for our records.
4. Ground disturbance is any work, operation or activity that results in an addition to or reduction of the earth cover on the ground, including but not limited to excavating, digging, ditching, plowing, stripping topsoil etc. Any ground disturbance within 30m of the pipeline, known as the "prescribed area" requires written consent from TC Energy. Written consent may be obtained online at writtenconsent.tcenergy.com or by calling 1-877-872-5177. It is preferable that all ground disturbance activities maintain a 30m setback from the pipeline.
5. Permanent structures shall not be installed anywhere on the ROW. TC Energy's preference is that permanent structures should be placed at least seven (7) metres from the edge of the ROW and twelve (12) metres from the edge of the pipeline.
6. Temporary structures shall not be installed anywhere on the ROW. TC Energy's preference is that temporary structures should be placed at least three (3) metres from the edge of the ROW and eight (8) metres from the edge of the pipeline.
7. As per the requirements of the Canada Energy Regulator (CER), TC Energy is required to monitor all new development in the vicinity of their pipelines that results in an increase in population or employment. Therefore, please keep us informed regarding any additional development within the Pipeline Assessment Area indicated in **Attachment 01 Approximate Location of TC Infrastructure**.
8. In order to ensure that the future site plans are in compliance with TC Energy recommendations and requirements, we request that the following policy be included within the Direct Control District:
 - *"All development permit applications on the subject parcel shall be referred to the right-of-way holder / pipeline operator for review and comment."*
9. TC Energy would be happy to review and provide comment on Development Permit application site plans prior to municipal submission to ensure safe development adjacent to their infrastructure, and hopefully prevent late stage revisions to the plan.

 TCEnergy@bapg.ca





Requirements and guidelines for development on or near TC Energy's pipelines and infrastructure are included within **Attachment 02 Development Within Proximity to TC Energy Infrastructure** and **Attachment 03 Work Safely Booklet**, and we recommend that they be reviewed in full.

Conclusion

Please continue to keep us informed about this project and any future policy, land use, subdivision, and development activities in proximity to TC's pipelines and facilities. Referrals and any questions regarding land use planning and development around pipelines should be sent to tcenergy@bapg.ca. Thanks again for providing us with the opportunity to provide comments on this project and we look forward to working with you in the future.

Sincerely,

Kayla McCarthy

Community Planner | MPlan

(403) 692 4531 | kmccarthy@bapg.ca

B&A Planning Group 600, 215 - 9 Avenue SW | Calgary, AB T2P 1K3 | www.bapg.ca

Attachments

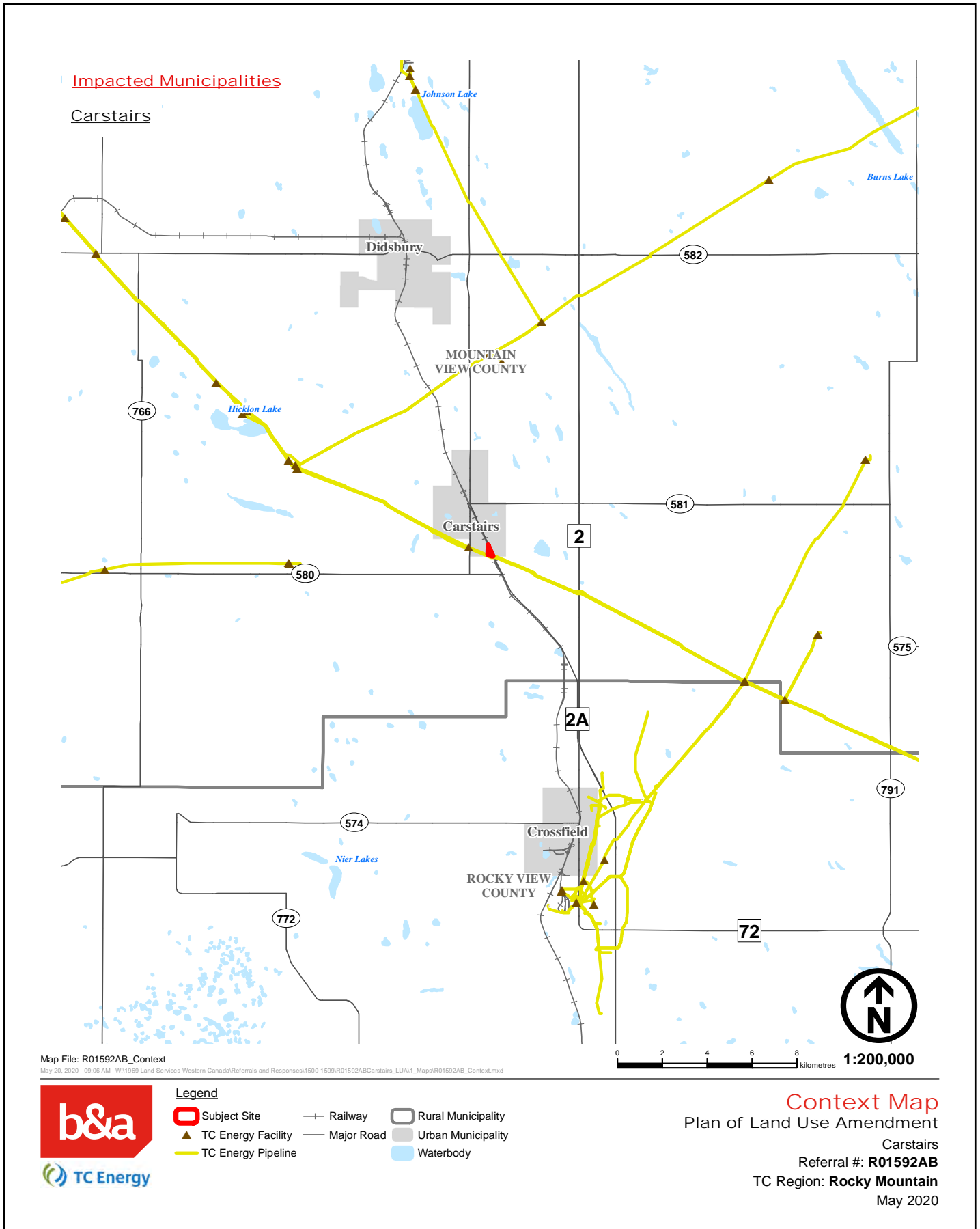
Attachment 01 Approximate Location of TC Infrastructure

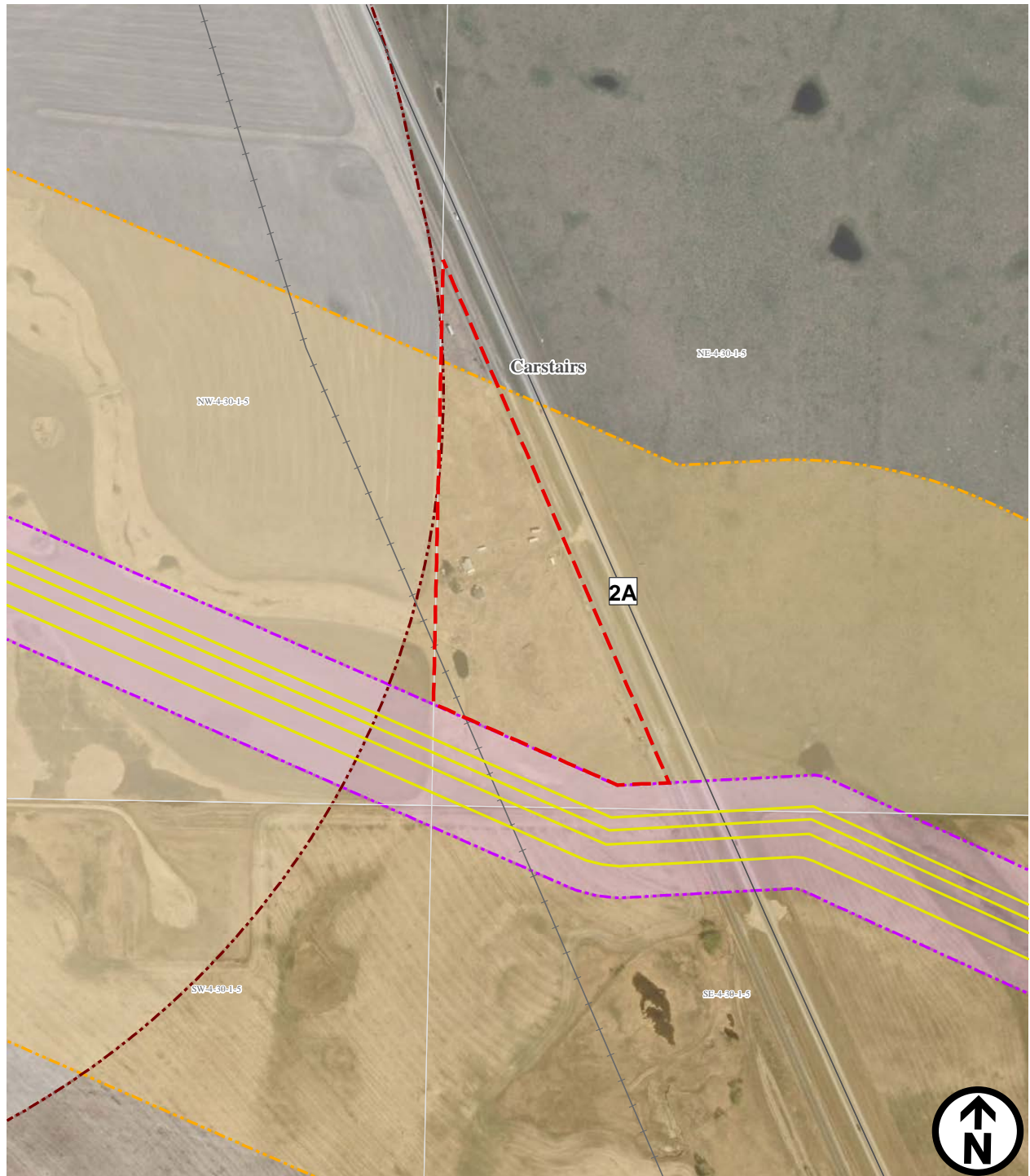
Attachment 02 Development Within Proximity to TC Infrastructure

Attachment 03 Work Safely Booklet

 TCEnergy@bapg.ca







Map File: R01592AB_Concept
 May 20, 2020 - 10:27 AM W:\1989 Land Services Western Canada\Referrals and Responses\1500-1599\R01592ABCarstairs_LUA1_Maps\R01592AB_Concept.mxd

0 50 100 150 200 metres **1:5,000**



- Legend**
- Subject Site
 - TC Energy Pipeline
 - Prescribed Area (30m)
 - Pipeline Assessment Area (379m)
 - Facility Assessment Area (800m)
 - Railway
 - Quarter Section
 - Urban Municipality

TC Energy Infrastructure
Plan of Land Use Amendment

Carstairs

Referral #: **R01592AB**

Map and data for informational and planning purposes only
Conceptual alignment only. Aerial Source: ESRI

May 2020



Attachment 02_ Development within proximity to TC Pipelines

TC infrastructure rights-of-way and setbacks:

A **right-of-way** is a surveyed area of a certain width and an agreement which grants legal rights of access to operate and maintain a facility.

- TC’s buried infrastructure is commonly situated within a **right-of-way** which grants legal rights of access to operate and maintain the facility in an effective and expeditious manner. Structures and appurtenances constructed within or adjacent to the right-of-way may impede company access and timely response for maintenance obligations and operational inspections. In this regard **development within the right-of-way is discouraged**.
- In some circumstances TC may be required to mobilize equipment and conduct excavations which encompass the entire right-of-way width. Resultantly, **structures abutting the right-of-way** may be directly impacted by such activities. The integrity of these structures may be affected due to proximity to open excavations and alternately may cause safety concerns for employees working within the excavation.

A **setback** is the minimum distance required between a property line and a structure as dictated by a regulator and/or municipality.

- Many **municipalities have by-laws** prescribing distances at which permanent and temporary structures may be situated in relation to the edge of utility corridors. Where municipal setbacks are in place, TC will request adherence to these set-backs under most circumstances.
- Right-of-way widths may be inconsistent, as is the positioning of the pipeline within the right-of-way, however *applicants should be aware of municipal setback requirements and incorporate them in their planning*.
- Generally, permanent structures (structures with permanent footings, pilings or poured concrete foundations or basements) placed at a distance of 7 metres outside of the right-of-way and 12 metres from the edge of the pipeline will not typically be adversely impacted by routine operation maintenance and construction. Any ground disturbance **within 30 metres** of the centerline of the pipe, construction of a facility across, on, along or under a pipeline (including the right-of-way), or vehicle or mobile equipment crossing the pipeline right-of-way may not occur without TC’s **written consent**. For detailed guidelines about applying for written consent from TC, visit writtenconsent.transcanada.com or call 1.877.872.5177. A copy of the guidelines can also be provided upon request.

 TCEnergy@bapg.ca





In general, please be aware that *no work may take place within TC's pipeline right-of-way, or within a TC designated exclusion area, without a TC representative on site.* If you are planning to undertake construction within proximity to TC infrastructure, please remember the following:

- Any paralleling workspaces have a preferred separation distance of 7 metres minimum from TC infrastructure;
- The instructions and directions of the TC's representative must be strictly adhered to;
- Hand excavation of the pipeline prior to mechanical excavation within 5 metres is necessary in all circumstances; and
- Check with the local municipality to determine if there are any additional set-backs required from pipeline right-of-way.

If any **excavation or digging** within 30 metres from the centreline of the pipeline or any **temporary or permanent crossings** are required, the landowner must apply for written consent through the online application process.

A **crossing** includes any of the following activities:

- Constructing or installing a facility across, on, along or under a TC pipeline Right-Of-Way;
- Conducting ground disturbance (excavation or digging) on or within the prescribed area (30 meters from the centreline the pipeline); and
- Driving a vehicle, mobile equipment or machinery across a TC pipeline right of-way outside the travelled portion of a highway or public road.

Any proposed crossings will require crossing agreements that must be applied for through TC's online third party crossing tool: *Canadian Third Party Crossings Application Portal*. Click here to access the tool online: <https://pi-iaqforms.tcenergy.com/Runtime/Form/Welcome.Form/>.

Please note that:

- Crossings must occur as close as possible to 90 degrees.
- Crossings must not occur at a bend in the pipeline.
- Paralleling roads must be located outside of TC's ROW.
- TC highly recommends that **roads** be a minimum of **7m from the edge of the pipeline**, and if abutting the ROW only be limited to one side of the ROW (any exceptions to this may require additional pipeline modifications or protective measures to be completed and reimbursed to TC; this is determined at the detailed design and assessment stage).
- A **road** must be constructed so that the travelled surface is no less than 1.5 metres above the top of the pipeline.
- The bottom of the ditches adjacent to **roads** should not be less than 1.4 metres above the top of the pipeline.

 TCEnergy@bapg.ca





- Minimum cover for **railway crossings** (below base of rail) is 3.05 metres for uncased pipe.

If you are installing or constructing **utilities in proximity to TC pipelines or infrastructure**, please remember that:

- TC will retain the upper position in the crossing area;
- The Minimum separation between buried facilities must be:
 - For open cut excavations – 300mm (600mm during installation)
 - For horizontal directional drills (HDD) – 1000mm
- The utility depth must be maintained for the entire width of the pipeline right-of-way;
- The utility must have no bends within the pipeline right-of-way;
- The utility must have no joints, splices or other connections within the pipeline right-of-way;
- Utility crossings must not be placed within seven (7) metres of a pipeline bend.

For more detailed requirements on development in proximity to TC pipelines and facilities please click on the following Link: <https://www.tcenergy.com/sustainability/safety/safe-digging/canada/landowners-and-neighbours/>.

Recommended Resources:

- 1) TC's **Work Safely** booklet containing guidelines for development near their pipelines and facilities (enclosed).
 - This booklet outlines what TC does, its pipelines, regulatory requirements, and safety requirements for working around its facilities, crossing requirements, and requirements for development on or near TC's pipeline ROWs. Important contact information is also provided.
- 2) Canadian Standards Association's (CSA) **Z663-18** Standard: "*Land use planning in the vicinity of pipeline systems.*" Available for purchase (\$200) at <https://store.csagroup.org/>.
 - This Standard aims to address the challenges facing land use planning near pipelines in Canada; outlining key elements that, when consistently applied, will enhance safe and informed development.
- 3) CSA's **Z662-19** Standard: "*Oil and gas pipeline systems.*" Available for purchase (\$798) at <https://store.csagroup.org/>.
 - This technical Standard details the safe design, construction, and maintenance of pipeline systems across the Canada. Z662 is referenced in provincial, territorial, and federal legislation.

 TCEnergy@bapg.ca



Work safely.

Development near our pipelines and facilities

These guidelines are intended to provide useful and timely safety information. TC Energy endeavors to ensure the information is as current and accurate as possible.

[TCEnergy.com](https://www.tchenergy.com)



About us

For over 65 years, TC Energy has proudly delivered the energy millions of North Americans rely on to power their lives and fuel industry.

Guided by our values of safety, responsibility, collaboration and integrity, our more than 7,000+ employees are deeply rooted in their communities and ensure that we develop and operate our facilities safely, reliably and with minimal impact on the environment. We are committed to listening to our neighbours and working with all our stakeholders to develop better project plans and create long-term opportunities and economic benefits in the communities where we operate across Canada, the U.S. and Mexico.

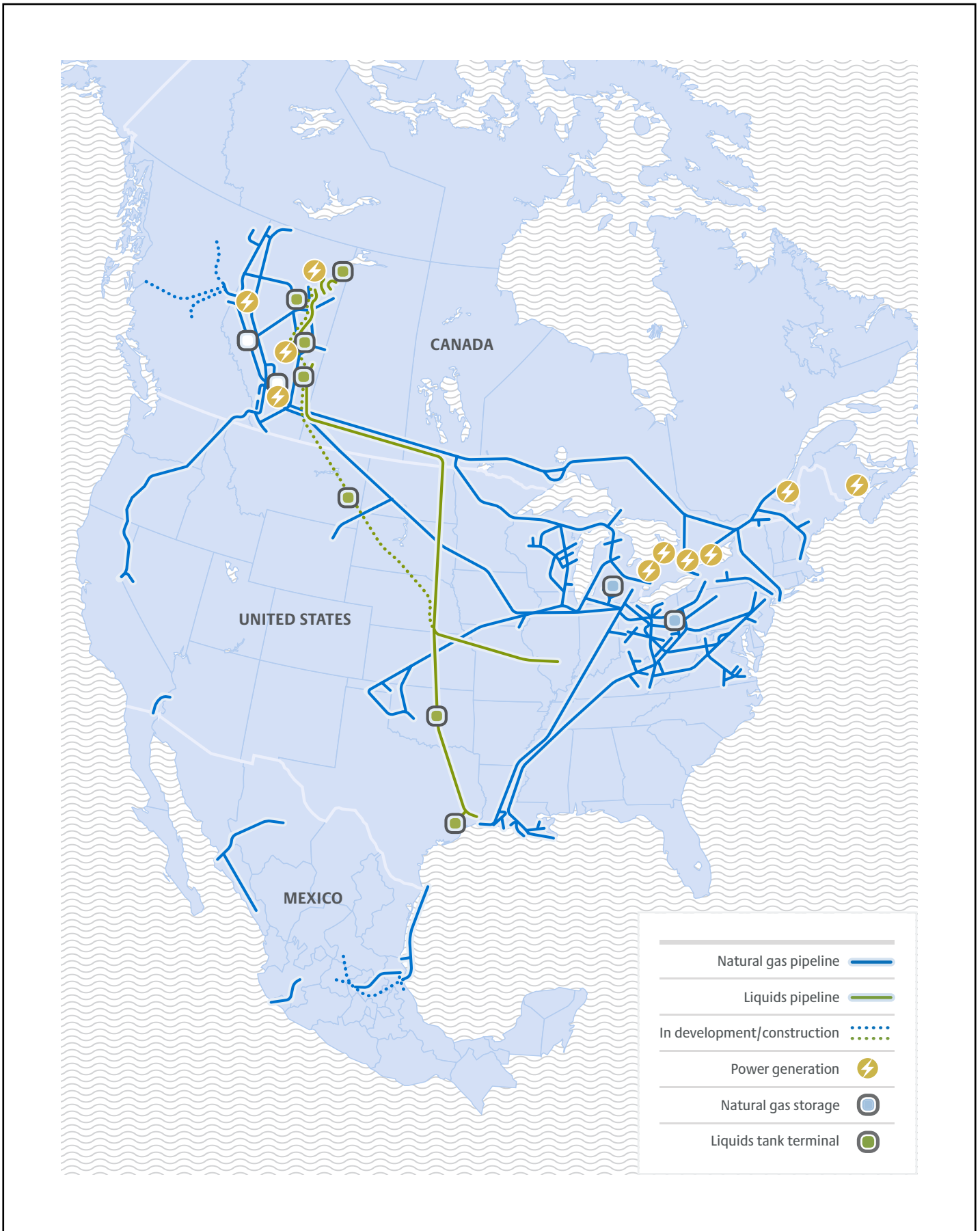
In May 2019, we changed our name from TransCanada to TC Energy to better reflect the scope of our operations and to reinforce our position as a leading North American energy infrastructure company. Whether our stakeholders know us as TC Energy in English, TC Énergie in French, or TC Energía in Spanish, our neighbours, partners and investors can continue to count on us to follow through on our commitments and live up to our values in everything we do.

Our pipelines

Pipelines are the safest and most efficient method to transport natural gas and oil to market. Natural gas is odourless, colourless and will dissipate quickly when released because it is lighter than air. However, the gas is flammable and can be explosive if ignited. Crude oil is a liquid mixture of naturally occurring petroleum hydrocarbons and can possess a rotten egg, gasoline, tar or "skunk-like" odour. Crude oil vapours are volatile, and can be flammable and explosive.

Typically, TC Energy does not own the land where our pipelines are located, but instead acquires the right prior to construction to install and operate the pipeline and related facilities within a pipeline right-of-way through an easement or right-of-way agreement with the landowner. The terms of the right-of-way agreements vary but generally provide TC Energy with the right to access, construct, operate, maintain and abandon the pipeline within the right-of-way.

The width of the right-of-way is based on the size and type of the pipeline and related facilities. By contrast, TC Energy does typically own the land where both compressor stations, which re-pressurize gas along the pipeline to ensure the gas flows continuously at a desired flow rate, and pump stations, which pump oil through the pipeline from one point to the next, are located. The lands required for meter stations, which measure product volume, are either leased directly from landowners or owned by TC Energy.



Regulatory requirements

TC Energy's pipeline design, construction and maintenance programs meet or exceed industry and government standards. In Canada, our operations are regulated by provincial and federal authorities including the Canada Energy Regulator (CER). Legislation and regulations set out the requirements governing activities in proximity and on pipeline rights-of-way, including vehicle and equipment crossings, construction of facilities on or near a right-of-way, and other activities that could cause ground disturbances, which might impact the pipeline. Such legislation and regulations aim to ensure the safety and protection of the public, our employees, the environment as well as our pipeline facilities and other property.

Safety

At TC Energy, we seek to anticipate and minimize hazards of every description. From design and construction to operation and maintenance, safety is an integral part of everything we do. TC Energy regularly communicates pipeline safety information to stakeholders through our public awareness program.

Our safety practices include monitoring changes in land use near our pipeline facilities. This can involve meetings with landowners, municipal decision makers, administrative staff and land use planners.

TC Energy also has an extensive pipeline maintenance program that ensures our pipeline facilities are regularly monitored, inspected and repaired in order to meet or exceed best industry practices and regulatory requirements. Our entire pipeline transmission system is monitored from our control centres 24 hours a day, 7 days a week. In addition, TC Energy carries out the following activities as part of our pipeline maintenance program:

Aerial patrols – TC Energy carries out aerial patrols of the pipeline route to identify hazards from outside sources, including unauthorized construction and ground disturbances near the pipeline. Sensitive detection equipment may be used during these patrols to identify gas leaks.

In-line pipeline inspections – TC Energy conducts in-line pipeline inspections using tools that travel through the pipeline collecting data and looking for locations where corrosion, metal loss or dents may have occurred.

Hydrostatic testing – TC Energy uses hydrostatic testing, typically at the completion of pipeline construction, but to verify the safety of existing pipelines. Sections of the pipeline are filled with water and the pressure is increased beyond normal operating pressure to test pipeline strength and identify any pipeline leaks.

Cathodic protection – TC Energy uses cathodic protection, which involves applying a low-voltage electrical current to the metal pipe to protect the pipeline against corrosion. The cathodic protection system is monitored regularly to ensure proper protection against pipeline corrosion.

Pipeline signage – TC Energy installs pipeline signs at all road, rail, and waterbody crossings and at other strategic points along the pipeline route to identify the approximate location of our pipelines. Pipeline signs contain important information such as:

- The owner of the pipeline
- The product shipped in the pipeline
- Emergency contact numbers

BE AWARE: Pipeline signs will not designate the exact location, depth or number of pipelines in the area. Contact your local one-call centre and TC Energy will send a representative to the proposed excavation site to mark the pipeline.



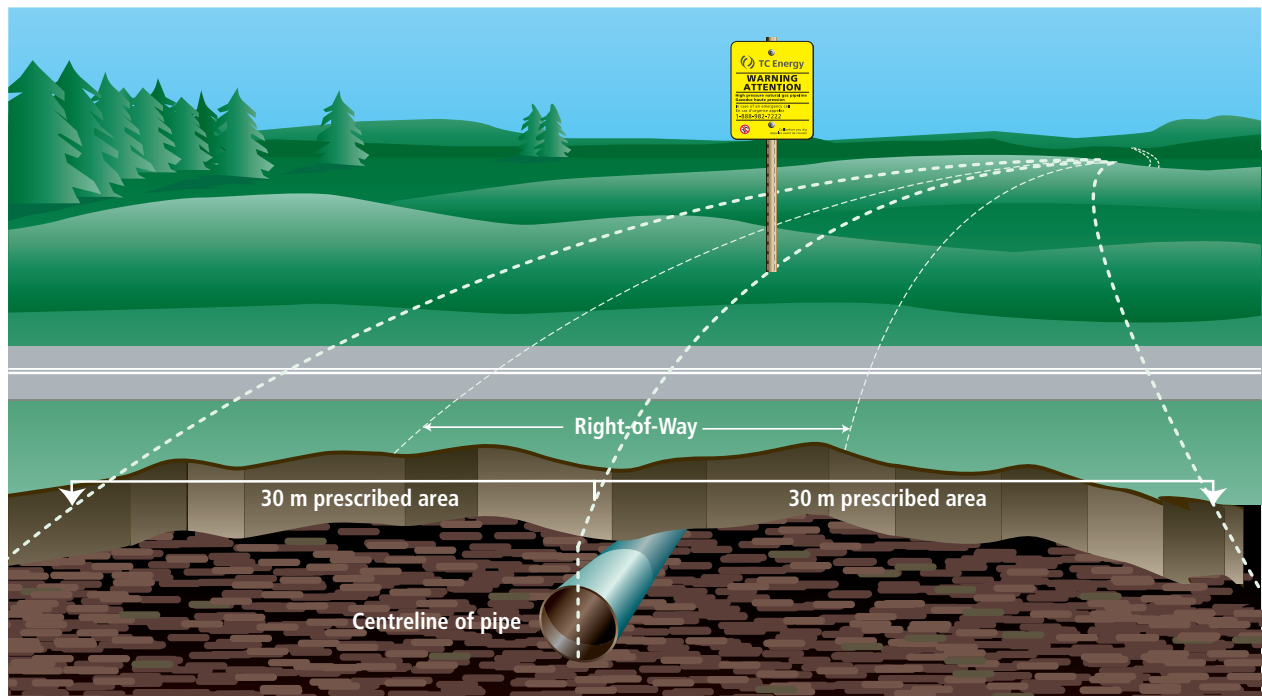
Approvals for working around TC Energy’s facilities

To ensure our pipelines and facilities operate safely, written consent from TC Energy must be obtained in Canada before any of the following:

- Constructing or installing a facility across, on, along or under a TC Energy pipeline right-of-way
- Conducting ground disturbance (excavation or digging) on or within the prescribed area (30 metres or 100 feet from the centreline of the pipeline)
- Driving a vehicle, mobile equipment or machinery across a TC Energy pipeline right-of-way outside the travelled portion of a highway or public road
- Using any explosives within 300 metres or 1,000 feet of TC Energy’s pipeline right-of-way
- Use of the prescribed area for storage purposes

The following are examples of ground disturbances:

- Digging
- Excavation
- Trenching
- Tunneling
- Boring/drilling/pushing
- Augering
- Topsoil stripping
- Land leveling/grading
- Plowing to install underground infrastructure
- Tree or shrub planting
- Cleaning and stump removal
- Subsoiling
- Blasting/using explosives
- Quarrying
- Grinding and milling of asphalt/concrete
- Seismic exploration
- Driving fence posts, bar, rods, pins, anchors or pilings
- In-ground swimming pools



Locate request

Any person planning to construct a facility across, on, along or under a pipeline (including the right-of-way), conduct a ground disturbance activity within 30 metres of the centreline of a pipe, or operate a vehicle or mobile equipment across a right-of-way, must request a locate service.

Locate requests can be made online (www.clickbeforeyoudig.com), via mobile apps (Saskatchewan and Quebec) or via phone (see the back of this booklet for more details). The locate request must be made at least three working days in advance of the ground disturbance, construction activity, or vehicle or mobile equipment crossing.

The One-Call Centre will notify TC Energy to send a representative to mark the facilities with flags, paint or other markings in order to help you avoid damaging them. The TC Energy representative will explain the significance of the markings and provide you with a copy of the locate report. The service is free and could prevent accidents, injuries or deaths.

Written consent

After you apply for written consent, TC Energy will assess the planned work to ensure it does not pose a risk of damage to the pipeline and to ensure that access to the pipeline for maintenance or emergency purposes is not impeded.

Obstacles on a right-of-way, such as sheds, trailers, boats, garbage and vegetation can interfere with TC Energy's pipeline maintenance program (detailed in safety section above). In some cases, TC Energy may require additional time to assess the situation prior to providing consent.

In review, prior to commencing any activities in proximity to the pipeline, you must:

- Make a locate request
- Obtain TC Energy's written consent (apply online at writtenconsent.transcanada.com or call 1-877-872-5177). Often written consent for minor activities can be obtained directly from regional TC Energy representative through a locate request.
- Obtain TC Energy's safety practices to be followed while working in the vicinity of its pipes or prescribed area and information that clearly explains the significance of the locate markings.

Mobile equipment and vehicle crossings

The operation of a vehicle or mobile equipment across a TC Energy right-of-way requires TC Energy's written consent, except in the following circumstances:

- Vehicle or mobile equipment is operating within the travelled portion of a highway or public road across the right-of-way
- Vehicle and mobile equipment is being used to perform an agricultural activity and the following conditions are being met:
 1. The loaded axle weight and tire pressures of the vehicle is being operated within the manufacturer's approved limits and operating guidelines; and
 2. The point of crossing has not been identified by TC Energy as a location where a crossing could impair the pipeline's safety or security

Agricultural activities

Agricultural activity involves the work of producing crops and raising livestock and includes tillage, plowing, disking, harrowing, and pasturing but does not include the construction of new buildings or the placement of footings, foundations, pilings or posts.

The following agricultural activities do not require written consent from TC Energy:

- Cultivation activities (e.g. tillage, plowing, disking and harrowing) to a depth of less than 45 centimetres, as these activities are exempt from the applicable statutory definitions of a ground disturbance (See the Approvals for Working Around TC Energy's Facilities section).
- Agricultural vehicle and mobile equipment crossings as described in the mobile equipment and vehicle crossings section above.



Warning sign



Warning sign



Vent marker



Aerial marker

Development on or near the pipeline right-of-way

It is important for municipal authorities, developers and landowners to consult with TC Energy early in the planning stage of a development project on or near a right-of-way to ensure that TC Energy’s pipelines and facilities are appropriately incorporated into the plan and that any new development near our facilities meets regulatory and TC Energy requirements.

Contact TC Energy before developing within 750 metres of TC Energy compressor stations and pump stations so that we can analyze potential impacts and recommend measures to protect adjacent lands from industrial impacts.

TC Energy requires significant advance notice for any development which increases the population density within approximately 200 metres of a pipeline. Population growth means potential changes to the operating requirements of the pipeline, and could result in a revision to operating pressure, a pipeline replacement, and/or other mitigation actions as necessary. Failure to consult with TC Energy in advance may result in significant delays and costs to the development.

during these patrols to identify gas leaks. Municipalities often prescribe minimum setback distances to restrict the building of a structure within a prescribed distance from a curb, property line, right-of-way or structure. These setbacks can help to minimize the risk of damage to buried infrastructure. As municipal setback requirements vary, contact the local authority and TC Energy to determine the requirements in your area.

Any ground disturbance within 30 metres of the centerline of the pipe, construction of a facility across, on, along or under a pipeline (including the right-of-way), or vehicle or mobile equipment crossing the pipeline right-of-way may not occur without TC Energy’s written consent.

For detailed guidelines about applying for written consent from TC Energy, visit writtenconsent.transcanada.com or call **1-877-872-5177**. A copy of the guidelines can also be provided upon request.

The following must be taken into consideration when planning a development project.

Subdivisions – Contact TC Energy early in the design process so that we can comment on the proposed subdivision plans. TC Energy’s practice is that our right-of-way be used as a passive green space or as part of a linear park system. Permanent structures on the right-of-way are not permissible.

Roads and Utilities – Contact TC Energy when designing roads and utilities. Roads may be permitted to cross and/or run parallel to the right-of-way, but no portion of a road allowance can be located on the right-of-way (apart from approved road crossings). TC Energy will also review the location of utilities, which are often proposed to be installed within road allowances.

Blasting – Contact TC Energy before conducting any blasting activities within 300 metres of the pipeline right-of-way so TC Energy can review your plans for potential impacts to its facilities. Blasting activities related to prospecting for mines and minerals within 40 metres of a federally regulated pipeline right-of-way require permission from the CER.

Landscaping – Contact TC Energy for written consent before landscaping. Projects such as pedestrian pathways and the planting of trees and shrubs may be permitted as long as they do not impede TC Energy’s access along its right-of-way for operational or maintenance activities. Our written consent will specify the permitted landscaping requirements.

Important contact information

Canadian One-Call centres

British Columbia 1-800-474-6886
Alberta 1-800-242-3447
Saskatchewan. 1-866-828-4888
Manitoba 1-800-940-3447
Ontario 1-800-400-2255
Quebec 1-800-663-9228
www.clickbeforeyoudig.com

Mobile phone apps

Saskatchewan. Sask1st Call
Quebec Info-Excavation
Emergency 1-888-982-7222

General inquiries

Phone 1-855-458-6715
Email public_awareness@tcenergy.com

Landowner inquiries

Phone 1-866-372-1601
Email cdn_landowner_help@tcenergy.com

Applying for written consent

Online. writtenconsent.transcanada.com
Phone. 1-877-872-5177

Crossings inquiries

Email crossings@tcenergy.com
Quebec email. quebec_crossings@tcenergy.com

The majority of TC Energy's pipelines are regulated by the Canada Energy Regulator in Canada, with some pipelines regulated provincially. For more information on CER-regulated pipelines, visit www.cer-rec.gc.ca.



**TOWN OF CARSTAIRS
Bylaw No. 2003**

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, to amend Bylaw No. 1044, being the Land Use Bylaw.

WHEREAS the Council deems it desirable to amend the said Bylaw;

WHEREAS the Council of the Town of Carstairs has received an application to amend Schedule A, Land Use District Map of Bylaw No. 1044 to redesignate parcel NE 4-30-1-5 from Urban Reserve District to Direct Control District as shown on the attached Schedule 'A'; and

WHEREAS Council held a Public Hearing and has given consideration to the representations made to it in accordance with Section 692 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and all amendments thereto.

NOW THEREFORE Council of the Town of Carstairs enacts the following:

1. That Schedule A, Land Use District Map of Bylaw No. 1044 be amended by redesignating parcel NE 4-30-1-5 from Urban Reserve District to Direct Control District as shown on the attached Schedule 'A' forming part of this Bylaw.
 2. That the regulations of the Direct Control District comprise:
 - 1.0 General Regulations
 - 2.0 Listed Uses
 - 3.0 General Development Regulations
 - 4.0 Definitions
- 1.0 General Regulations
 - 1.1 The Subdivision Authority shall be responsible for decisions regarding subdivision applications affecting the land subject of this Bylaw.
 - 1.2 The Development Authority shall be responsible for the issuance of Development Permit(s) for the Lands subject to this Bylaw.
 - 1.3 Part One (General), and Part Two (Development Permits, Contravention and Appeal) of the Land Use Bylaw No. 1044 shall apply unless otherwise specified in this Bylaw.
 - 1.4 General Purpose of this district is to provide for a range of agricultural uses engaged in production and distribution of products, which may require an indoor storage component.
 - 2.0 Listed Uses
 - Permitted Uses: Building supply centres
Greenhouses, commercial
Light manufacturing
Office support services
Offices
Public utility buildings
Warehousing
 - Discretionary Uses: Agri-food services
Accessory uses
Detached dwellings
Greenhouses (wholesale only)
Open storage yards
Parking facilities for uses in this District
Signs

- 3.0 General Development Regulations
 - 3.1 Minimum Front Yard: 6 m (19.7 ft.)
 - 3.2 Minimum Side Yard: 6 m (19.7 ft.)
 - 3.3 Minimum Rear Yard: 6 m (19.7 ft.)
 - 3.4 Minimum Parcel Coverage: 80%
 - 3.5 Maximum Number of Dwelling Units: 1 (one)
 - 3.6 Landscape Requirements: Soft landscaping shall be provided within the boulevard and at a minimum depth of 6 m (19.7 ft.) from the front property line along the frontage of the parcel.
 - 3.7 Maximum Building Height: 12 m (39.4 ft.)
 - 3.8 Performance Standards:
 - 3.8.1 No use or operation shall cause or create conditions that may be objectionable beyond the boundaries of this District, such as noise, odour, surface or groundwater pollutants, earthborne vibrations, heat, or high brightness light sources.
 - 3.8.2 The Development Authority shall have regard to the most current *Guidelines for New Development in Proximity to Railway Operations* when considering applications for development.
 - 3.9 Parking: Where parking is located in the front yard, the parking area shall be adequately landscaped to the satisfaction of the Development Authority and shall comply with the “Industry” parking provisions in Schedule B, of the Land Use Bylaw No. 1044.
 - 3.10 Supplementary Regulations: All uses must also comply with the regulations in Schedule B.
 - 3.11 **All development permit applications on the subject parcel shall be circulated to the right-of-way holder / pipeline operator for review and comment.**

4.0 Definitions

- 4.1 **“Agri-food service”** means a service that engages in the production and distribution of food products that includes suppliers, producers, and transporters. These operations are intended to primarily use agricultural products that are produced on site and shall have minimal off-site impacts. This may include, but is not limited to, services such as flour mills, aquaculture, packaged food production, etc.

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

READ A FIRST TIME THIS 11TH DAY OF MAY A.D., 2020.

READ A SECOND TIME THIS 22ND DAY OF JUNE A.D., 2020.

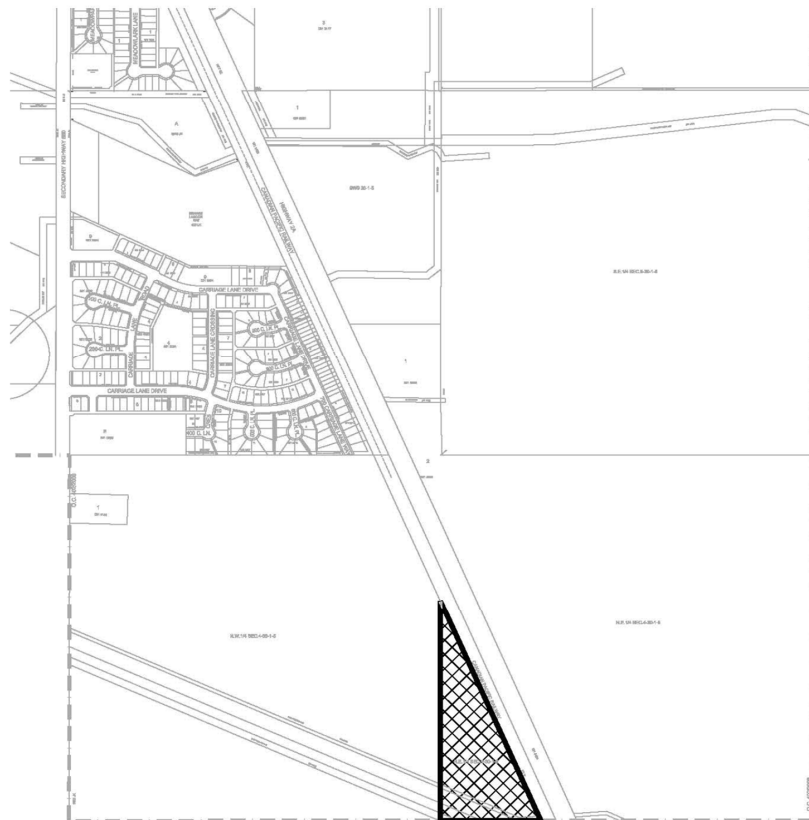
READ A THIRD AND FINAL TIME THIS 22ND DAY OF JUNE A.D., 2020.

Lance Colby, Mayor

Town of Carstairs
Bylaw #2003
Page 2 of 3

Carl McDonnell, CAO


**SCHEDULE 'A'
DC BYLAW NO. 2003**



Mountain View County

AMENDMENT FROM:
UR TO Direct Control District
Legal Description - Portion of Section 4, Twp.30, R.1 W5M



-  TOWN OF CARSTAIRS BOUNDARY
-  SUBJECT LANDS (5.55 ha/13.74ac)
-  DC-1 - DIRECT CONTROL DISTRICT

Town of Carstairs
Bylaw #2003
Page 3 of 3

Bylaw No. 2001 Amended

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, for the purpose of which is to authorize several rates of taxation for all purposes of the year 2020.

WHEREAS, the Town of Carstairs has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the regular council meeting held April 27, 2020; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Carstairs for 2020 total ~~\$13,470,796.55~~ **13,464,156.02**; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$7,150,726.15 and the balance of ~~\$6,320,070.40~~ **6,313,429.87** is to be raised by general municipal taxation; and

WHEREAS, the Town of Carstairs pursuant to Section 347 (1) (c), Municipal Government Act, Chapter M-26 2000, council may defer the collection of a tax; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential	1,454,785.26
Non-residential (March 31 st)	61,039.83
Non-residential (December 31 st)	183,119.47
Mountain View Seniors Housing Authority	241,379.00
Mountain View Regional Waste Commission	110,568.24
Policing	88,000.00
Designated Industrial Properties	801.67

WHEREAS, the Council of the Town of Carstairs is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Carstairs as shown on the assessment roll is:

	<u>Assessment</u>
Residential	561,469,870
Non-residential	62,996,810
Special Residential	2,022,140
Machinery & Equipment	56,640
Senior Citizens Housing	3,007,530
Exempt Property	41,527,480
	\$671,080,470

NOW THEREFORE, pursuant to Section 326, Municipal Government Act, Chapter M-26 2000 and amendments thereto, Council of the Town of Carstairs duly assembled and pursuant to the Municipal Government Act, Chapter M-26-1 of the Revised Statutes of Alberta enacts as follows:

That the Chief Administrative Officer be authorized and required to levy the following rates of taxation on assessed value of all lands, buildings and improvements shown on this assessment and tax roll for 2020:

	Tax Levy Required	Assessment	Mill Rate	Tax Rate
General Municipal				
Residential	\$ 3,649,554.16	561,469,870.00	6.50000	0.006500
Non-Residential	\$ 523,711.38	62,996,810.00	8.31330	0.008313
Machinery & Equipment	\$ 470.87	56,640.00	8.31330	0.008313
Special Vacant Res	\$ 0.00	2,022,140.00	0.00000	0.000000
Alberta School Foundation Fund				
Residential	\$ 1,454,785.26	563,492,010.00	2.58173	0.002582
Non-Residential - March 31st	\$ 61,039.83	15,749,202.50	3.87574	0.003876
Non-Residential – December 31st	\$ 183,119.47	47,247,607.50	3.87574	0.003876
Mountain View Seniors Housing Authority				
	\$ 241,379.00	626,545,460.00	0.38525	0.000385
Mountain View Regional Waste Commission				
	\$ 110,568.24	626,545,460.00	0.17647	0.000176
Policing				
	\$ 88,000.00	626,545,460.00	0.14045	0.000140
Designated Industrial				
	\$ 801.67	10,548,300.00	0.07600	0.000076

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

READ A FIRST TIME THIS 22th DAY OF JUNE A.D., 2020.

READ A SECOND TIME THIS 22th DAY OF JUNE A.D., 2020.

READ A THIRD AND FINAL TIME THIS 22th DAY OF JUNE A.D., 2020.

Lance Colby, Mayor

Carl McDonnell, CAO



Budget Document 2020

Approved April 27, 2020

Amended June 22, 2020

TOWN OF CARSTAIRS BUDGET

2020

Assessment & Taxation

What is Property Assessment?

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the *ad valorem* principle. *Ad valorem* means “according to value.” This means that the amount of tax paid is based on the value of the property.”

Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is Property Tax?

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Infrastructure construction and maintenance
- Libraries, parks and recreation facilities
- Police and fire protection
- Community programs and grants
- Seniors’ lodges
- Education

Each municipality is responsible for ensuring that each property owner pays their share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is School Tax?

“In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system. Municipalities collect the education property tax and then forward it to the province for deposit into the ASFF.” Source: <http://education.alberta.ca/admin/funding/tax/facts.aspx>

TOWN OF CARSTAIRS BUDGET

2020

Town of Carstairs Mill Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes. The amount to be raised is divided by the total assessed value of all the property in the municipality and multiplied by 1,000 to decide the tax rate, also known as the “mill rate.”

Town Council continues to remain fiscally responsible and has made a concerted effort to curb spending when reasonable to do so.

The table below outlines the mill rate trends since 2016.

	2016	2017	2018	2019	2020
General Municipal					
Residential	0.007100	0.006900	0.006900	0.006500	0.006500
Non-Residential	0.009100	0.008500	0.008500	0.008313	0.008313
Machinery & Equipment	0.009100	0.008500	0.008500	0.008313	0.008313
Special Vacant Res	0.000000	0.000000	0.000000	0.000000	0.000000
Alberta School Foundation Fund					
Residential	0.002377	0.002444	0.002545	0.002537	0.002582
Non-Residential	0.003601	0.003580	0.003673	0.003732	0.003876
Mountain View Seniors Housing Authority					
Residential / Non-Residential	0.000140	0.000145	0.000168	0.000253	0.000385
Mountain View Regional Waste Management Commission					
Residential / Non-Residential	-	-	-	0.000228	0.000176
Policing					
Residential / Non-Residential	-	-	-	-	0.000140
Designated Industrial					
Non-Residential	-	-	0.000034	0.000079	0.000076

TOWN OF CARSTAIRS BUDGET

2020

3 Year Operating Budget

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Revenue				
Taxes and Requisitions	6,313,429.87	6,439,698.46	6,568,492.42	6,699,862.26
Other Revenue	581,922.75	593,561.21	605,432.43	620,568.24
General Administration	53,753.00	54,828.06	55,924.62	57,322.74
Communications	500.00	510.00	520.20	533.21
Fire Department	169,157.65	172,540.80	175,991.62	180,391.41
Emergency Management	-	-	-	-
Policing	77,600.00	79,152.00	80,735.04	82,753.42
Roadways	1,000.00	1,020.00	1,040.40	1,066.41
Stormwater	-	-	-	-
Water	1,096,000.00	1,117,920.00	1,140,278.40	1,168,785.36
Sanitary	437,005.00	445,745.10	454,660.00	466,026.50
Garbage	453,334.00	462,400.68	471,648.69	483,439.91
Planning	15,000.00	15,300.00	15,606.00	15,996.15
Asset Management	-	-	-	-
Community Services	155,079.50	156,322.25	157,589.86	159,206.05
Development	114,965.00	117,264.30	119,609.59	122,599.83
Lands and Buildings	116,619.61	118,789.65	121,003.09	123,825.23
Golf Course	1,307,600.00	1,333,752.00	1,360,427.04	1,394,437.72
Arena	325,294.41	331,800.30	338,436.30	346,897.21
Parks	88,215.23	89,979.53	91,779.13	94,073.60
Campground	87,500.00	89,250.00	91,035.00	93,310.88
Community Hall	52,550.00	53,601.00	54,673.02	56,039.85
Library	28,300.00	28,866.00	29,443.32	30,179.40
Total Revenue	11,474,826.02	11,702,301.34	11,934,326.17	12,197,315.38
Expenses				
Legislative	347,318.06	354,264.43	361,349.71	370,383.46
Taxes and Requisitions	2,139,693.47	2,182,487.34	2,226,137.09	2,281,790.51
General Administration	626,972.88	639,512.34	652,302.59	668,610.16
Communications	58,800.00	59,976.00	61,175.52	62,704.91
Fire Department	352,178.90	359,222.47	366,406.92	375,567.10
Emergency Management	127,674.98	130,228.49	132,833.06	136,153.88
Policing	437,304.82	446,050.91	454,971.93	466,346.23
Roadways	688,315.74	702,082.05	716,123.69	734,026.79
Storm Water	74,595.37	76,087.28	77,609.02	79,549.25
Water	841,757.40	858,592.56	875,764.41	897,658.52
Sanitary	215,435.82	219,744.54	224,139.43	229,742.91
Garbage	365,997.65	373,317.61	380,783.96	390,303.56
Planning	171,505.32	174,935.43	178,434.13	182,894.99
Asset Management	195,027.78	198,928.34	202,906.91	207,979.58

TOWN OF CARSTAIRS BUDGET

2020

Community Services	404,953.83	413,052.91	421,313.97	431,846.82
Development	200,728.85	204,743.42	208,838.29	214,059.25
Lands and Buildings	242,957.33	247,816.48	252,772.81	259,092.13
Golf Course	1,270,209.59	1,295,613.78	1,321,526.06	1,354,564.21
Arena	564,482.16	575,771.80	587,287.24	601,969.42
Parks	537,613.61	548,365.88	559,333.20	573,316.53
Campground	107,807.08	109,606.22	111,798.34	114,593.30
Community Hall	114,507.11	116,797.26	119,133.20	122,111.53
Library	255,601.46	260,713.49	265,927.76	272,575.95
Total Expenses	10,341,439.21	10,547,911.03	10,758,869.25	11,027,840.98
Surplus of revenue over expenses	(1,133,386.81)	(1,154,390.31)	(1,175,456.92)	(1,169,474.40)

Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)

Capital revenues	(1,416,893.00)
Capital expenditures	547,000.00
New Debt Proceeds	-
Debt principal repayment	1,655,942.67
Debt interest (Capital + Operating)	202,731.55
Transfers to reserves from operations	638,556.00
Transfers to operations from reserves	-
Transfer from reserves for capital	(572,437.00)
Budget balance	(85,127.15)

Schedule 1	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Taxation				
Residential	4,045,226.57	4,126,131.10	4,208,653.72	4,313,870.07
Non-Residential	568,457.07	579,826.21	591,422.74	606,208.31
ASFF – Residential	1,454,785.26	1,483,880.97	1,513,558.58	1,551,397.55
ASFF – Non-Residential	244,159.30	249,042.49	254,023.34	260,373.92
Designated Industrial Property	801.67	817.70	834.06	854.91
	6,313,429.87	6,439,698.47	6,568,492.44	6,732,704.76
Less: Requisitions				
Policing	88,000.00	89,760.00	91,555.20	93,844.08
Mountain View Waste Commission	110,568.24	112,779.60	115,035.20	117,911.08
Mountain View Seniors Housing	241,379.00	246,206.58	251,130.71	257,408.98
Alberta School Foundation Fund (ASFF)	1,698,944.56	1,732,923.45	1,767,581.92	1,811,771.47
Designated Industrial Property	801.67	817.70	834.06	854.91
	4,173,736.40	4,257,211.34	4,342,355.35	4,450,914.24

TOWN OF CARSTAIRS BUDGET

2020

**DEPARTMENT
OPERATING
BUDGETS**

TOWN OF CARSTAIRS BUDGET

2020

3 Year Operating Budgetary Deficit (Surplus)

Excludes Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Legislative	347,318.06	354,264.43	361,349.71	370,383.46
Other Revenue	(581,922.75)	(593,561.21)	(605,432.43)	(620,568.24)
Taxes and Requisitions	(4,180,376.93)	(4,263,984.47)	(4,349,264.16)	(4,457,995.76)
General Administration	573,219.88	584,684.28	596,377.97	611,287.42
Communications	58,300.00	59,466.00	60,655.32	62,171.70
Fire Department	183,021.25	186,681.67	190,415.30	195,175.69
Emergency Management	127,674.98	130,228.49	132,833.06	136,153.88
Policing	359,704.82	366,898.91	374,236.89	383,592.81
Roadways	687,315.74	701,062.05	715,083.29	732,960.38
Storm Water	74,595.37	76,087.28	77,609.02	79,549.25
Water	(254,242.60)	(259,327.44)	(264,513.99)	(271,126.84)
Sanitary	(221,569.18)	(226,000.56)	(230,520.57)	(236,283.59)
Garbage	(87,336.35)	(89,083.07)	(90,864.73)	(93,136.35)
Planning	156,505.32	159,635.43	162,828.13	166,898.84
Asset Management	195,027.78	198,928.34	202,906.91	207,979.58
Community Services	249,874.33	256,730.66	263,724.11	272,640.77
Development	85,763.85	87,479.12	89,228.71	91,459.42
Lands and Buildings	126,337.72	129,026.83	131,769.72	135,266.91
Golf Course	(37,390.41)	(38,138.22)	(38,900.98)	(39,873.51)
Arena	239,187.75	243,971.50	248,850.93	255,072.21
Parks	449,398.38	458,386.34	467,554.07	479,242.92
Campground	20,307.08	20,356.22	20,763.34	21,282.43
Community Hall	61,957.11	63,196.26	64,460.18	66,071.69
Library	227,301.46	231,847.49	236,484.44	242,396.55
OPERATIONAL NET DEFICIT (SURPLUS)	(1,140,027.37)	(1,161,163.66)	(1,182,365.74)	(1,209,398.39)

TOWN OF CARSTAIRS BUDGET

2020

LEGISLATIVE

The Legislative budget deals with all costs associated and incurred by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development.

Legislative

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Wages	93,557.10	95,428.24	97,336.81	99,770.23
Benefits - Remuneration	7,367.38	7,514.73	7,665.02	7,856.65
Benefits	19,646.99	20,039.93	20,440.73	20,951.75
Committee Per Diem	26,137.50	26,660.25	27,193.46	27,873.29
Remuneration	147,347.64	150,294.59	153,300.48	157,133.00
Travel & Subsistence	12,546.00	12,796.92	13,052.86	13,379.18
Training	7,318.50	7,464.87	7,614.17	7,804.52
Telecommunications	1,986.45	2,026.18	2,066.70	2,118.37
Public Relations	14,637.00	14,929.74	15,228.33	15,609.04
Staff Relations	7,687.50	7,841.25	7,998.08	8,198.03
Memberships	8,500.00	8,670.00	8,843.40	9,064.49
Insurance	586.00	597.72	609.67	624.92
Legislative Expenses	347,318.06	354,264.43	361,349.71	370,383.46
NET DEFICIT (SURPLUS)	347,318.06	354,264.43	361,349.71	370,383.46

Members of Council sit on various internal and external boards and committees and are compensated according to Rates & Fees Bylaw #1091. The following table outlines the Council remuneration fees for 2020.

Mayor	\$25,760.04 / year
Deputy Mayor	\$22,411.20 / year
Councilors	\$19,835.28 / year
Per Diem – Less Than 2 Hours	\$90
Per Diem – Half Day	\$180
Per Diem – Full Day	\$360
Mileage	\$0.50/km
Meals and accommodation at cost	Upon submission of valid receipts

TOWN OF CARSTAIRS BUDGET

2020

**MUNICIPAL GENERAL
REVENUE & REQUISITIONS**

General Revenue is generated from Municipal Property Taxes. The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Carstairs pays requisitions to the Alberta School Foundation Fund, Mountain View Seniors Housing Authority, and Mountain View Regional Waste Commission. This budget also includes the ATCO Gas Franchise Agreement and the Fortis Franchise Agreement.

MUNICIPAL GENERAL REVENUE & REQUISITIONS

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Taxes – Residential	4,045,226.57	4,126,131.10	4,208,653.72	4,313,870.07
Taxes – Non-Residential	568,457.07	579,826.21	591,422.74	606,208.31
ASFF – Residential	1,454,785.26	1,483,880.97	1,513,558.58	1,551,397.55
ASFF – Non-Residential	244,159.30	249,042.49	254,023.34	260,373.92
Designated Industrial	801.67	817.70	834.06	854.91
Taxes Revenue	6,313,429.87	6,439,698.47	6,568,492.44	6,732,704.76
Penalties & Costs	96,900.00	98,838.00	100,814.76	103,335.13
Franchise Revenue	464,100.00	473,382.00	482,849.64	494,920.88
Investment Income	20,400.00	20,808.00	21,224.16	21,754.76
Fines & Costs	522.75	533.21	543.87	557.47
General Municipal Revenue	581,922.75	593,561.21	605,432.43	620,568.24
Policing	88,000.00	89,760.00	91,555.20	93,844.08
Mountain View Waste Commission	110,568.24	112,779.60	115,035.20	117,911.08
Mountain View Seniors Housing	241,379.00	246,206.58	251,130.71	257,408.98
ASFF	1,698,944.56	1,732,923.45	1,767,581.92	1,811,771.47
Designated Industrial	801.67	817.70	834.06	854.91
Requisitions Expense	2,139,693.47	2,182,487.34	2,226,137.09	2,281,790.51
NET DEFICIT (SURPLUS)	(4,755,659.15)	(4,850,772.34)	(4,947,787.78)	(5,071,482.49)

TOWN OF CARSTAIRS BUDGET

2020

ADMINISTRATION

The Administration budget includes administrative support for the Municipality as well as managing all Federal and Provincially legislative Acts and Regulations.

GENERAL ADMINISTRATION

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Sales of Goods & Services	512.50	522.75	533.21	546.54
Tax Certificates & Title Searches	11,000.00	11,220.00	11,444.40	11,730.51
Rental of Administrative Building	102.50	104.55	106.64	109.31
Other Revenue	1,000.00	1,020.00	1,040.40	1,066.41
Conditional Provincial Grants	41,138.00	41,960.76	42,799.98	43,869.97
General Administration Revenue	53,753.00	54,828.06	55,924.62	57,322.74
Wages	216,518.87	220,849.25	225,266.24	230,897.89
Benefits	45,468.96	46,378.34	47,305.91	48,488.56
Worker's Compensation Board	37,555.50	38,306.61	39,072.74	40,049.56
Freight & Postage	7,500.00	7,650.00	7,803.00	7,998.08
Travel & Subsistence	3,500.00	3,570.00	3,641.40	3,732.44
Training	8,000.00	8,160.00	8,323.20	8,531.28
Telecommunications	28,500.00	29,070.00	29,651.40	30,392.69
Public Relations	500.00	510.00	520.20	533.21
Staff Relations	500.00	510.00	520.20	533.21
Memberships	2,500.00	2,550.00	2,601.00	2,666.03
Prof Services - Audit	36,000.00	36,720.00	37,454.40	38,390.76
Prof Services - Assessment	55,000.00	56,100.00	57,222.00	58,652.55
Prof Services - Computer Support	104,000.00	106,080.00	108,201.60	110,906.64
Prof Services - Other	2,500.00	2,550.00	2,601.00	2,666.03
Service Charges	104.55	106.64	108.77	111.49
Equipment Rental/Lease	12,400.00	12,648.00	12,900.96	13,223.48
Other General Services (Election)	-	-	-	-
General Goods & Supplies	15,675.00	15,988.50	16,308.27	16,715.98
Fuel	200.00	204.00	208.08	213.28
Charges for Other Financial Services	3,100.00	3,162.00	3,225.24	3,305.87
Uncollectable Account	1,000.00	1,020.00	1,040.40	1,066.41
Prof Services - Legal	1,500.00	1,530.00	1,560.60	1,599.62
Computer Replacement	44,950.00	45,849.00	46,765.98	47,935.13
General Administration Expenses	626,972.88	639,512.34	652,302.59	668,610.16
NET DEFICIT (SURPLUS)	573,219.88	584,684.28	596,377.97	611,287.42

TOWN OF CARSTAIRS BUDGET

2020

COMMUNICATIONS

COMMUNICATIONS

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Other Revenue	500.00	510.00	520.20	533.21
Communications Revenue	500.00	510.00	520.20	533.21
Freight & Postage	-	-	-	-
Travel and Subsistence	200.00	204.00	208.08	213.28
Conference and Course Fees	1,000.00	1,020.00	1,040.40	1,066.41
Advertising	40,000.00	40,800.00	41,616.00	42,656.40
Programs	500.00	510.00	520.20	533.21
Website Support	12,500.00	12,750.00	13,005.00	13,330.13
General Goods & Supplies	1,000.00	1,020.00	1,040.40	1,066.41
Plotter Printer	3,600.00	3,672.00	3,745.44	3,839.08
Communications Expenses	58,800.00	59,976.00	61,175.52	62,704.91
NET DEFICIT (SURPLUS)	58,300.00	59,466.00	60,655.32	62,171.70

TOWN OF CARSTAIRS BUDGET

2020

FIRE DEPARTMENT

The Fire Department is operated by the Town under the terms and conditions of the Fire Service Agreement with Mountain View County. The Department provides fire, medical and rescue service to the Town and to the County within the Carstairs Fire District. The Fire budget deals with expenses related to operating the Fire Department.

FIRE DEPARTMENT

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Fire Call Revenue	25,000.00	25,500.00	26,010.00	26,660.25
Mountain View County	144,157.65	147,040.80	149,981.62	153,731.16
Fire Department Revenue	169,157.65	172,540.80	175,991.62	180,391.41
Wages	99,542.65	101,533.50	103,564.17	106,153.27
Benefits	20,903.96	21,322.03	21,748.48	22,292.19
Fire Chief Remuneration	2,500.00	2,550.00	2,601.00	2,666.03
Firefighter Appreciation	3,659.25	3,732.44	3,807.08	3,902.26
Firemen's Remuneration	75,000.00	76,500.00	78,030.00	79,980.75
Prof Services – Accounting, Legal, Comp	522.75	533.21	543.87	557.47
Freight & Postage	867.00	884.34	902.03	924.58
Travel & Subsistence (meals)	1,500.00	1,530.00	1,560.60	1,599.62
Training	7,841.25	7,998.08	8,158.04	8,361.99
Telecommunications	6,120.00	6,242.40	6,367.25	6,526.43
Dispatch Services*	10,590.64	10,802.46	11,018.51	11,293.97
Advertising and Subscriptions	209.10	213.28	217.55	222.99
Fire Prevention	1,568.25	1,599.62	1,631.61	1,672.40
Memberships & Registrations	6,795.75	6,931.67	7,070.30	7,247.06
Safety Code Inspections	2,091.00	2,132.82	2,175.48	2,229.86
Investigation Costs	1,045.50	1,066.41	1,087.74	1,114.93
R&M - Buildings	6,795.75	6,931.67	7,070.30	7,247.06
Janitorial	3,972.90	4,052.36	4,133.41	4,236.74
R&M - Equipment	13,000.00	13,260.00	13,525.20	13,863.33
R&M - Vehicles	12,546.00	12,796.92	13,052.86	13,379.18
Insurance	13,003.90	13,263.98	13,529.26	13,867.49
General Goods & Supplies	5,750.25	5,865.26	5,982.56	6,132.12
Officer Uniforms	2,500.00	2,550.00	2,601.00	2,666.03
Small Equipment Replacement	27,750.00	28,305.00	28,871.10	29,592.88
Fuel	4,182.00	4,265.64	4,350.95	4,459.73
Gas	6,273.00	6,398.46	6,526.43	6,689.59
Power	6,273.00	6,398.46	6,526.43	6,689.59
Transfer to County	9,375.00	9,562.50	9,753.75	9,997.59
Fire Department Expenses	352,178.90	359,222.47	366,406.92	375,567.10
NET DEFICIT (SURPLUS)	183,021.25	186,681.67	190,415.30	195,175.69

TOWN OF CARSTAIRS BUDGET

2020

EMERGENCY MANAGEMENT

The Emergency Management budget ensures that the Committee has the necessary funding to develop and implement approved Emergency Response Plans that address local and regional situations.

EMERGENCY MANAGEMENT

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Wages	36,342.96	37,069.82	37,811.22	38,756.50
Benefits	7,632.02	7,784.66	7,940.36	8,138.86
Travel	1,000.00	1,020.00	1,040.40	1,066.41
Training	3,000.00	3,060.00	3,121.20	3,199.23
Telecommunications	1,800.00	1,836.00	1,872.72	1,919.54
Advertising	2,400.00	2,448.00	2,496.96	2,559.38
Memberships	500.00	510.00	520.20	533.21
General Goods and Supplies	75,000.00	76,500.00	78,030.00	79,980.75
Emergency Management Expenses	127,674.98	130,228.49	132,833.06	136,153.88
NET DEFICIT (SURPLUS) GENERAL	127,674.98	130,228.49	132,833.06	136,153.88

TOWN OF CARSTAIRS BUDGET

2020

POLICING

The Policing budget includes the RCMP, Community Peace Officers, and animal control activities. The policing priorities continue to focus on the safety and security of residents through education, preventative programs and enforcement.

POLICING

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Dog Licenses	1,000.00	1,020.00	1,040.40	1,066.41
Dog Boarding Fees	200.00	204.00	208.08	213.28
Traffic Fines	75,000.00	76,500.00	78,030.00	79,980.75
Bylaw Fines	1,400.00	1,428.00	1,456.56	1,492.97
Policing Revenue	77,600.00	79,152.00	80,735.04	82,753.42
Wages	270,076.66	275,478.19	280,987.75	288,012.45
Benefits	56,716.10	57,850.42	59,007.43	60,482.61
Freight & Postage	-	-	-	-
Travel & Subsistence	4,000.00	4,080.00	4,161.60	4,265.64
Training	8,000.00	8,160.00	8,323.20	8,531.28
Telecommunications	22,000.00	22,440.00	22,888.80	23,461.02
Memberships	500.00	510.00	520.20	533.21
Computer Support	2,613.00	2,665.26	2,718.57	2,786.53
Contracted Services	2,500.00	2,550.00	2,601.00	2,666.03
RCMP	-	-	-	-
Insurance	3,199.06	3,263.04	3,328.30	3,411.51
General Goods & Supplies	4,100.00	4,182.00	4,265.64	4,372.28
PPE Clothing/Boots/Gloves	2,600.00	2,652.00	2,705.04	2,772.67
Fuel	6,000.00	6,120.00	6,242.40	6,398.46
Citizens on Patrol	3,000.00	3,060.00	3,121.20	3,199.23
Animal Control Expenses	1,200.00	1,224.00	1,248.48	1,279.69
Animal Control Veterinary Services	500.00	510.00	520.20	533.21
R&M - Vehicles	5,000.00	5,100.00	5,202.00	5,332.05
General Goods & Supplies - Inventory	16,300.00	16,626.00	16,958.52	17,382.48
PPE Clothing/Boots/Gloves	4,000.00	4,080.00	4,161.60	4,265.64
Programs	25,000.00	25,500.00	26,010.00	26,660.25
Policing Expenses	437,304.82	446,050.91	454,971.93	466,346.23
NET DEFICIT (SURPLUS)	359,704.82	366,898.91	374,236.89	383,592.81

TOWN OF CARSTAIRS BUDGET

2020

ROADWAYS

The roadway budget is dedicated for the repair and maintenance of the roadways, laneways, sidewalks and pathways. The budgetary funds ensure the safety of traffic and pedestrians through lighting, signage, and signalization throughout the community.

ROADWAYS

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Sale of Goods & Services	500.00	510.00	520.20	533.21
Other Revenue	500.00	510.00	520.20	533.21
Provincial Conditional Grant - STEP	-	-	-	-
Roadways Revenue	1,000.00	1,020.00	1,040.40	1,066.41
Wages	242,468.94	247,318.32	252,264.69	258,571.30
Benefits	50,918.48	51,936.85	52,975.58	54,299.97
Freight & Postage	300.00	306.00	312.12	319.92
Travel & Subsistence	1,500.00	1,530.00	1,560.60	1,599.62
Training	4,000.00	4,080.00	4,161.60	4,265.64
R&M - CPR Xing	6,000.00	6,120.00	6,242.40	6,398.46
Equipment Rental/Lease	5,000.00	5,100.00	5,202.00	5,332.05
CPR Land/Ditch Lease	6,500.00	6,630.00	6,762.60	6,931.67
Insurance	5,940.82	6,059.64	6,180.83	6,335.35
General Goods & Supplies	7,100.00	7,242.00	7,386.84	7,571.51
Equipment/Vehicle Parts & Supplies	7,100.00	7,242.00	7,386.84	7,571.51
Fuel	22,000.00	22,440.00	22,888.80	23,461.02
Construction & Maintenance Materials	15,000.00	15,300.00	15,606.00	15,996.15
Sand & Gravel	15,200.00	15,504.00	15,814.08	16,209.43
Street Signs	2,000.00	2,040.00	2,080.80	2,132.82
Pedestrian Signals	15,000.00	15,300.00	15,606.00	15,996.15
Power - Street Lights	200,000.00	204,000.00	208,080.00	213,282.00
PPE Clothing/Boots/Gloves	1,200.00	1,224.00	1,248.48	1,279.69
R&M - Roads	20,000.00	20,400.00	20,808.00	21,328.20
R&M - Sidewalks	10,000.00	10,200.00	10,404.00	10,664.10
R&M - Equipment	18,000.00	18,360.00	18,727.20	19,195.38
R&M - Vehicle	10,000.00	10,200.00	10,404.00	10,664.10
Equipment/Vehicle Parts & Supplies	1,500.00	1,530.00	1,560.60	1,599.62
Paving/Curb/Sidewalk Materials	3,587.50	3,659.25	3,732.44	3,825.75
Dust Control/Snow Removal	15,000.00	15,300.00	15,606.00	15,996.15
Safety	3,000.00	3,060.00	3,121.20	3,199.23
Roadways Expenses	688,315.74	702,082.05	716,123.69	734,026.79
NET DEFICIT (SURPLUS)	687,315.74	701,062.05	715,083.29	732,960.38

TOWN OF CARSTAIRS BUDGET

2020

STORM WATER

The Storm water utility budget ensures that minor storm systems are constructed and maintained to facilitate frequent storm events and the major systems can accommodate surface runoff resulting from rainstorms which exceeds the capacity of the minor system.

STORMWATER

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Wages	49,252.37	50,237.42	51,242.17	52,523.22
Benefits	10,343.00	10,549.86	10,760.85	11,029.88
Equipment Rental/Lease	1,000.00	1,020.00	1,040.40	1,066.41
General Goods & Supplies	1,000.00	1,020.00	1,040.40	1,066.41
Equipment/Repair & Maintenance	5,000.00	5,100.00	5,202.00	5,332.05
Fuel	2,000.00	2,040.00	2,080.80	2,132.82
Consulting Services	500.00	510.00	520.20	533.21
Purchased Repairs & Maintenance	5,000.00	5,100.00	5,202.00	5,332.05
Ground Materials	500.00	510.00	520.20	533.21
Stormwater Expenses	74,595.37	76,087.28	77,609.02	79,549.25
NET DEFICIT (SURPLUS)	74,595.37	76,087.28	77,609.02	79,549.25

TOWN OF CARSTAIRS BUDGET

2020

WATER

The Water budget is intended to be cost recovery and must ensure a safe, reliable, and sustainable water service to the residents. Maintaining a water storage and distribution system capable of providing suitable water is vital to the community. Water is supplied to the Town from the Mountain View Regional Water Services Commission.

WATER

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Water Sales	728,000.00	742,560.00	757,411.20	776,346.48
Flat Rate Fees - Water	298,000.00	303,960.00	310,039.20	317,790.18
Bulk Water Sales	50,000.00	51,000.00	52,020.00	53,320.50
Water Meter Sales	20,000.00	20,400.00	20,808.00	21,328.20
Other Revenue	-	-	-	-
Water Revenue	1,096,000.00	1,117,920.00	1,140,278.40	1,168,785.36
Wages	132,796.35	135,452.28	138,161.32	141,615.36
Benefits	27,887.23	28,444.98	29,013.88	29,739.23
Freight & Postage	7,500.00	7,650.00	7,803.00	7,998.08
Travel & Subsistence	2,500.00	2,550.00	2,601.00	2,666.03
Training	5,000.00	5,100.00	5,202.00	5,332.05
Telecommunications	2,200.00	2,244.00	2,288.88	2,346.10
Memberships	500.00	510.00	520.20	533.21
Professional Services Purchased	4,000.00	4,080.00	4,161.60	4,265.64
Security System	300.00	306.00	312.12	319.92
R&M - Hydrants	10,000.00	10,200.00	10,404.00	10,664.10
Insurance	8,210.07	8,374.27	8,541.76	8,755.30
Meter Reading Service/1st Call Locate	3,600.00	3,672.00	3,745.44	3,839.08
Purchase Water-MV Water Commission	520,000.00	530,400.00	541,008.00	554,533.20
General Goods & Supplies	3,000.00	3,060.00	3,121.20	3,199.23
Pumphouse Fuel	400.00	408.00	416.16	426.56
Fuel	5,000.00	5,100.00	5,202.00	5,332.05
Chemicals/Testing Supplies	1,500.00	1,530.00	1,560.60	1,599.62
Meters	18,000.00	18,360.00	18,727.20	19,195.38
Motors/Pumps/Inspections	5,000.00	5,100.00	5,202.00	5,332.05
Gas	2,613.75	2,666.03	2,719.35	2,787.33
Power	50,000.00	51,000.00	52,020.00	53,320.50
Uncollectible Accounts	500.00	510.00	520.20	533.21
R&M - Water System Infrastructure	25,500.00	26,010.00	26,530.20	27,193.46
R&M - Buildings/Reservoir	5,000.00	5,100.00	5,202.00	5,332.05
Equipment/Vehicle Parts & Supplies	750.00	765.00	780.30	799.81
Water Expenses	841,757.40	858,592.56	875,764.41	897,658.52
NET DEFICIT (SURPLUS)	(254,242.60)	(259,327.44)	(264,513.99)	(271,126.84)

TOWN OF CARSTAIRS BUDGET

2020

SANITARY

The Wastewater budget is intended to be cost recovery and deals with all functions related to the collection, treatment and disposal of sanitary sewer water. The system must ensure the safe, reliable, and sustainable separation of solids, organics and chemical waste from wastewater so that it can be safely re-introduced into the environment. Maintaining a wastewater collection and storage system is vital to the residents of the community.

SANITARY

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Sewer Fees	436,800.00	445,536.00	454,446.72	465,807.89
Sales of Goods & Services	205.00	209.10	213.28	218.61
Sanitary Revenue	437,005.00	445,745.10	454,660.00	466,026.50
Wages	129,378.58	131,966.15	134,605.47	137,970.61
Benefits	27,169.50	27,712.89	28,267.15	28,973.83
Freight & Postage	7,500.00	7,650.00	7,803.00	7,998.08
General Services Purchased	1,500.00	1,530.00	1,560.60	1,599.62
R&M - Pumps	2,000.00	2,040.00	2,080.80	2,132.82
Insurance	887.74	905.49	923.60	946.69
General Goods & Supplies	1,600.00	1,632.00	1,664.64	1,706.26
Equipment/Vehicle Parts & Supplies	500.00	510.00	520.20	533.21
Fuel	2,400.00	2,448.00	2,496.96	2,559.38
Sewer Pipe & Fittings	500.00	510.00	520.20	533.21
Chemicals & Testing	13,000.00	13,260.00	13,525.20	13,863.33
Sand/Gravel/Loam	1,000.00	1,020.00	1,040.40	1,066.41
Power	3,000.00	3,060.00	3,121.20	3,199.23
Uncollectible	500.00	510.00	520.20	533.21
Consulting Services	500.00	510.00	520.20	533.21
R&M - Infrastructure	20,000.00	20,400.00	20,808.00	21,328.20
R&M - Vehicle	2,000.00	2,040.00	2,080.80	2,132.82
Other Purchased Services	2,000.00	2,040.00	2,080.80	2,132.82
Sanitary Expenses	215,435.82	219,744.54	224,139.43	229,742.91
NET DEFICIT (SURPLUS)	(221,569.18)	(226,000.56)	(230,520.57)	(236,283.59)

TOWN OF CARSTAIRS BUDGET

2020

GARBAGE

The Garbage budget is intended to provide the community with an integrated waste management system that will protect public health and the environment Solid Waste Management function provides bi-weekly curbside waste and recycles collection services, community compost bins, tree branch collection and community recycling bins.

GARBAGE

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Garbage Fees	438,984.00	447,763.68	456,718.95	468,136.93
Other Revenue	14,350.00	14,637.00	14,929.74	15,302.98
Provincial Conditional Grant	-	-	-	-
Garbage Revenue	453,334.00	462,400.68	471,648.69	483,439.91
Wages	72,477.40	73,926.95	75,405.49	77,290.63
Benefits	15,220.25	15,524.66	15,835.15	16,231.03
Freight & Postage	7,500.00	7,650.00	7,803.00	7,998.08
Other Professional Services	2,500.00	2,550.00	2,601.00	2,666.03
Consulting Services - Landfill	1,500.00	1,530.00	1,560.60	1,599.62
Annual Clean Up	15,000.00	15,300.00	15,606.00	15,996.15
Solid Waste Contract	205,000.00	209,100.00	213,282.00	218,614.05
General Goods & Supplies	500.00	510.00	520.20	533.21
Roll Out Bins	15,600.00	15,912.00	16,230.24	16,636.00
Compost Fees	30,000.00	30,600.00	31,212.00	31,992.30
Equipment/Vehicle Parts & Supplies	500.00	507.50	515.11	525.41
Construction & Maintenance Materials	200.00	203.00	206.05	210.17
Garbage Expenses	365,997.65	373,317.61	380,783.96	390,303.56
NET DEFICIT (SURPLUS)	(87,336.35)	(89,083.07)	(90,864.73)	(93,136.35)

TOWN OF CARSTAIRS BUDGET

2020

COMMUNITY SERVICES

The Community Services department provides support and resources to community groups, families and individuals within the community. The Department organizes events and delivers programs to all age groups in the community.

COMMUNITY SERVICES

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Program Fees	5,000.00	5,100.00	5,202.00	5,332.05
Event Fees	2,562.50	2,613.75	2,666.03	2,732.68
Promotions	1,025.00	1,045.50	1,066.41	1,093.07
Other Revenue- Business Licenses	22,550.00	23,001.00	23,461.02	24,047.55
Conditional Grants	2,000.00	2,040.00	2,080.80	2,132.82
FCSS Provincial Conditional Grants	92,942.00	94,800.84	96,696.86	99,114.28
Mountain View County	29,000.00	29,580.00	30,171.60	30,925.89
Community Services Revenue	155,079.50	158,181.09	161,344.71	165,378.33
Wages	133,709.16	136,383.34	139,111.01	142,588.78
Benefits	28,078.92	28,640.50	29,213.31	29,943.64
Freight & Postage	-	-	-	-
Travel & Subsistence	1,000.00	1,020.00	1,040.40	1,066.41
Training	2,000.00	2,040.00	2,080.80	2,132.82
Telecommunications	2,800.00	2,856.00	2,913.12	2,985.95
Prof Services - Computer Support	2,500.00	2,550.00	2,601.00	2,666.03
Programs	19,000.00	19,380.00	19,767.60	20,261.79
Events	21,500.00	21,930.00	22,368.60	22,927.82
General Goods & Supplies	3,000.00	3,060.00	3,121.20	3,199.23
Donation to Community Transportation	2,500.00	2,550.00	2,601.00	2,666.03
Community Economic Partnership	11,000.00	11,220.00	11,444.40	11,730.51
Chamber of Commerce	20,000.00	20,400.00	20,808.00	21,328.20
Museum Operating Grant	47,949.50	48,908.49	49,886.66	51,133.83
Donation to Kiwanis	500.00	510.00	520.20	533.21
Half Century Operating Grant	4,356.25	4,443.38	4,532.24	4,645.55
FCSS Programs	81,600.00	83,232.00	84,896.64	87,019.06
FCSS Services	23,460.00	23,929.20	24,407.78	25,017.98
Community Services Expenses	404,953.83	413,052.91	421,313.97	431,846.82
NET DEFICIT (SURPLUS)	249,874.33	256,730.66	263,724.11	272,640.77

TOWN OF CARSTAIRS BUDGET

2020

ASSET MANAGEMENT

The Asset Management Department records and manages asset portfolios of the Town's roads, sidewalks, trails and pathways, water distribution, wastewater collection and treatment, storm water attenuation, conveyance, treatment networks, buildings, parks, and vehicles; including supporting fleet, machinery, and equipment.

ASSET MANAGEMENT

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Wages	135,518.83	138,229.21	140,993.79	144,518.64
Benefits	28,458.95	29,028.13	29,608.70	30,348.91
Travel and Subsistence	250.00	255.00	260.10	266.60
Training	2,000.00	2,040.00	2,080.80	2,132.82
Telecommunications	1,000.00	1,020.00	1,040.40	1,066.41
Computer Support	11,800.00	12,036.00	12,276.72	12,583.64
Lease	15,000.00	15,300.00	15,606.00	15,996.15
General Goods & Supplies	1,000.00	1,020.00	1,040.40	1,066.41
Asset Management Expenses	195,027.78	198,928.34	202,906.91	207,979.58
NET DEFICIT (SURPLUS)	195,027.78	198,928.34	202,906.91	207,979.58

TOWN OF CARSTAIRS BUDGET

2020

PLANNING

The Planning department deals with the management of growth in a responsible, effective and economic manner. The Town appoints and contracts much of the professional services required for the planning department.

PLANNING

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Zoning Application - Developer	5,000.00	5,100.00	5,202.00	5,332.05
Consulting Services - Developer	5,000.00	5,100.00	5,202.00	5,332.05
Provincial Permit Fees	3,000.00	3,060.00	3,121.20	3,199.23
MPC Revenue	1,000.00	1,020.00	1,040.40	1,066.41
Other Revenue	1,000.00	1,020.00	1,040.40	1,066.41
Planning Revenue	15,000.00	15,300.00	15,606.00	15,996.15
Wages	112,328.82	114,575.39	116,866.90	119,788.57
Benefits	23,589.05	24,060.83	24,542.05	25,155.60
Freight & Postage	100.00	102.00	104.04	106.64
Travel & Subsistence	250.00	255.00	260.10	266.60
Training	1,500.00	1,530.00	1,560.60	1,599.62
Telecommunications	500.00	510.00	520.20	533.21
Advertising	300.00	306.00	312.12	319.92
Licenses and Permits	2,500.00	2,550.00	2,601.00	2,666.03
Insurance	699.95	713.95	728.23	746.43
General Goods & Supplies	1,000.00	1,020.00	1,040.40	1,066.41
Fuel	1,000.00	1,020.00	1,040.40	1,066.41
Planning Services	500.00	510.00	520.20	533.21
Consulting Services Developer	10,455.00	10,664.10	10,877.38	11,149.32
Consulting Services - Municipal	10,455.00	10,664.10	10,877.38	11,149.32
Zoning Application - Developer	5,227.50	5,332.05	5,438.69	5,574.66
R&M - Vehicle	1,100.00	1,122.00	1,144.44	1,173.05
Planning Expenses	171,505.32	174,935.43	178,434.13	182,894.99
NET DEFICIT (SURPLUS)	156,505.32	159,635.43	162,828.13	166,898.84

TOWN OF CARSTAIRS BUDGET

2020

DEVELOPMENT

The Development budget is part of the Planning department and ensures that growth is maintained in a responsible, effective, and orderly manner. Where necessary, the Town contracts the professional services required for development.

DEVELOPMENT

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Building & Development Permits	95,000.00	96,900.00	98,838.00	101,308.95
Consulting Services Subdivision	5,000.00	5,100.00	5,202.00	5,332.05
Subdivision Fees	11,275.00	11,500.50	11,730.51	12,023.77
Compliance Fees	3,690.00	3,763.80	3,839.08	3,935.05
Development Revenue	114,965.00	117,264.30	119,609.59	122,599.83
Wages	104,073.43	106,154.90	108,277.99	110,984.94
Benefits	21,855.42	22,292.53	22,738.38	23,306.84
Freight & Postage	-	-	-	-
Travel & Subsistence	300.00	306.00	312.12	319.92
Training	1,000.00	1,020.00	1,040.40	1,066.41
Building Inspector	42,000.00	42,840.00	43,696.80	44,789.22
General Goods & Supplies	-	-	-	-
General Services Purchased	500.00	510.00	520.20	533.21
Subdivision Fees	1,000.00	1,020.00	1,040.40	1,066.41
Consulting Services - Developer	15,000.00	15,300.00	15,606.00	15,996.15
Consulting Services - Municipal	5,000.00	5,100.00	5,202.00	5,332.05
Subdivision Application - Developer	10,000.00	10,200.00	10,404.00	10,664.10
Development Expenses	200,728.85	204,743.42	208,838.29	214,059.25
NET DEFICIT (SURPLUS)	85,763.85	87,479.12	89,228.71	91,459.42

TOWN OF CARSTAIRS BUDGET

2020

LANDS & BUILDINGS

The Town owns and operates various properties required to deliver services to the residents.

LANDS & BUILDINGS

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Building Rental - Medical Centre	79,000.00	80,580.00	82,191.60	84,246.39
Building Rental - IODE	3,500.00	3,570.00	3,641.40	3,732.44
Building Rental – Osler Street	6,000.00	6,120.00	6,242.40	6,398.46
Land Rental - Buschert	1,350.00	1,377.00	1,404.54	1,439.65
Land Rental - Quantz/Colby	2.00	2.04	2.08	2.13
Land Rental - Marcam Farms	5,650.00	5,763.00	5,878.26	6,025.22
Land Rental - Advantage	10,000.00	10,200.00	10,404.00	10,664.10
Land Rental - Trans Canada	8,117.61	8,117.61	8,117.61	8,117.61
Building Rental – Scout Hall	3,000.00	3,060.00	3,121.20	3,199.23
Lands & Buildings Revenue	116,619.61	118,789.65	121,003.09	123,825.23
Wages	65,530.06	66,840.67	68,177.48	69,881.92
Benefits	13,761.31	14,036.54	14,317.27	14,675.20
Land Taxes to County	500.00	510.00	520.20	533.21
Medical Building - Insurance	5,891.82	6,009.66	6,129.85	6,283.10
IODE Building - Insurance	5,175.82	5,279.34	5,384.92	5,519.55
Youth Centre - Insurance	444.93	453.83	462.91	474.48
Youth Centre - Utilities	-	-	-	-
Community Services - Janitorial	2,400.00	2,448.00	2,496.96	2,559.38
Community Services - Lease	15,000.00	15,300.00	15,606.00	15,996.15
Community Services - Insurance	2,719.58	2,773.97	2,829.45	2,900.19
Community Services - Utilities	3,000.00	3,060.00	3,121.20	3,199.23
Admin - Security System	550.00	561.00	572.22	586.53
Admin - Janitorial	9,600.00	9,792.00	9,987.84	10,237.54
Admin - Insurance	13,994.49	14,274.38	14,559.87	14,923.86
Admin - Gas	3,000.00	3,060.00	3,121.20	3,199.23
Admin - Power	14,000.00	14,280.00	14,565.60	14,929.74
Scout Hall	2,000.00	2,040.00	2,080.80	2,132.82
Op Services - Telecommunications	3,500.00	3,570.00	3,641.40	3,732.44
Op Services - Security System	1,600.00	1,632.00	1,664.64	1,706.26
Op Services - Insurance	4,651.41	4,744.44	4,839.33	4,960.31
Op Services - General Goods & Supplies	3,000.00	3,060.00	3,121.20	3,199.23
Op Services - Gas	7,000.00	7,140.00	7,282.80	7,464.87
Op Services - Power	10,000.00	10,200.00	10,404.00	10,664.10
Parks - Security System	450.00	459.00	468.18	479.88
Parks - Insurance	4,687.91	4,781.67	4,877.30	4,999.23
Parks - Gas	2,500.00	2,550.00	2,601.00	2,666.03
Parks - Power	1,800.00	1,836.00	1,872.72	1,919.54

TOWN OF CARSTAIRS BUDGET

2020

Concession - Power	1,200.00	1,224.00	1,248.48	1,279.69
Splash Park - Power	1,000.00	1,020.00	1,040.40	1,066.41
R&M - Building Medical Centre	16,500.00	16,830.00	17,166.60	17,595.77
R&M - Building IODE	2,000.00	2,040.00	2,080.80	2,132.82
R&M - Building Youth Centre	500.00	510.00	520.20	533.21
R&M - Community Services	500.00	510.00	520.20	533.21
R&M - Admin Buildings	5,000.00	5,100.00	5,202.00	5,332.05
R&M - Admin Heating/Air	500.00	510.00	520.20	533.21
R&M - Admin Equipment/Furnishings	500.00	510.00	520.20	533.21
R&M - Operational Services	16,500.00	16,830.00	17,166.60	17,595.77
R&M - Parks Building	1,000.00	1,020.00	1,040.40	1,066.41
R&M - Building/Plumbing/Gas Concession	500.00	510.00	520.20	533.21
R&M - Electrical Concession	500.00	510.00	520.20	533.21
Lands & Buildings Expenses	242,957.33	247,816.48	252,772.81	259,092.13
NET DEFICIT (SURPLUS)	126,337.72	129,026.83	131,769.72	135,266.91

TOWN OF CARSTAIRS BUDGET

2020

GOLF COURSE

The Carstairs Community Golf Course is a 122-acre recreation site located on the northeast boundary of Carstairs. The facility is intended to provide recreation, as well as to attract tourism to the community.

GOLF COURSE

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Annual Member Dues	300,000.00	306,000.00	312,120.00	319,923.00
Merchandise Sales	105,000.00	107,100.00	109,242.00	111,973.05
Driving Range	8,000.00	8,160.00	8,323.20	8,531.28
Green Fees	315,000.00	321,300.00	327,726.00	335,919.15
Bar Sales	160,000.00	163,200.00	166,464.00	170,625.60
Pop Sales	21,000.00	21,420.00	21,848.40	22,394.61
Food Sales	160,000.00	163,200.00	166,464.00	170,625.60
Storage Rentals	2,100.00	2,142.00	2,184.84	2,239.46
Tournaments	100,000.00	102,000.00	104,040.00	106,641.00
Cart Rentals	130,000.00	132,600.00	135,252.00	138,633.30
Club Rentals	1,500.00	1,530.00	1,560.60	1,599.62
Other Revenue	5,000.00	5,100.00	5,202.00	5,332.05
Grants	-	-	-	-
Golf Course Revenue	1,307,600.00	1,333,752.00	1,360,427.04	1,394,437.72
Wages	727,394.49	741,942.38	756,781.23	775,700.76
Benefits	70,465.10	71,874.40	73,311.89	75,144.69
Freight & Postage	3,000.00	3,060.00	3,121.20	3,199.23
Travel & Subsistence	2,000.00	2,040.00	2,080.80	2,132.82
Training	2,000.00	2,040.00	2,080.80	2,132.82
Telecommunications	4,000.00	4,080.00	4,161.60	4,265.64
Advertising	13,500.00	13,770.00	14,045.40	14,396.54
Memberships	9,000.00	9,180.00	9,363.60	9,597.69
Prof Services - Computer Support	8,000.00	8,160.00	8,323.20	8,531.28
Alarm System Monitoring	1,000.00	1,020.00	1,040.40	1,066.41
Licenses	1,000.00	1,020.00	1,040.40	1,066.41
Insurance	29,500.00	30,090.00	30,691.80	31,459.10
Waste Control	3,000.00	3,060.00	3,121.20	3,199.23
General Goods & Supplies	92,000.00	93,840.00	95,716.80	98,109.72
Bar Purchases	58,000.00	59,160.00	60,343.20	61,851.78
Pop Purchases	9,000.00	9,180.00	9,363.60	9,597.69
Food Purchases	90,000.00	91,800.00	93,636.00	95,976.90
PPE Clothing/Boots/Gloves	1,000.00	1,020.00	1,040.40	1,066.41
Equipment/Vehicles Parts & Supplies	1,000.00	1,020.00	1,040.40	1,066.41
Fuel	25,000.00	25,500.00	26,010.00	26,660.25
Chemicals/Fertilizer	20,000.00	20,400.00	20,808.00	21,328.20
Plants & Shrubs	700.00	714.00	728.28	746.49

TOWN OF CARSTAIRS BUDGET

2020

Tree Replacement	1,000.00	1,020.00	1,040.40	1,066.41
Grounds Material	8,100.00	8,262.00	8,427.24	8,637.92
Gas	10,000.00	10,200.00	10,404.00	10,664.10
Power	30,000.00	30,600.00	31,212.00	31,992.30
Charges for Other Financial Services	13,000.00	13,260.00	13,525.20	13,863.33
R&M- Building	5,500.00	5,610.00	5,722.20	5,865.26
R&M- Equipment	10,000.00	10,200.00	10,404.00	10,664.10
R&M- Machinery	5,000.00	5,100.00	5,202.00	5,332.05
R&M- Irrigation	7,600.00	7,752.00	7,907.04	8,104.72
R&M- Golf Carts	1,000.00	1,020.00	1,040.40	1,066.41
R&M- Vehicle	500.00	510.00	520.20	533.21
Equipment Rental/Lease	4,950.00	5,049.00	5,149.98	5,278.73
Contracted Services	1,500.00	1,530.00	1,560.60	1,599.62
General Goods & Supplies - Inventory	-	-	-	-
Small Tools & Equipment	500.00	510.00	520.20	533.21
Construction & Maintenance Materials	1,000.00	1,020.00	1,040.40	1,066.41
Golf Course Expenses	1,270,209.59	1,295,613.78	1,321,526.06	1,354,564.21
NET DEFICIT (SURPLUS)	(37,390.41)	(38,138.22)	(38,900.98)	(39,873.51)

TOWN OF CARSTAIRS BUDGET

2020

ARENA

The Arena is a multi-use facility with the primary activities utilizing the ice surface during the winter months. There are a variety of rentals during the summer, as well as housing several community events throughout the year.

ARENA

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Program & Event Fees	500.00	510.00	520.20	533.21
Arena Concession	50,000.00	51,000.00	52,020.00	53,320.50
Advertising Signs	6,000.00	6,120.00	6,242.40	6,398.46
Dance Studio Lease	13,325.00	13,591.50	13,863.33	14,209.91
Crossfit Lease	24,000.00	24,480.00	24,969.60	25,593.84
Facility Rentals	2,500.00	2,550.00	2,601.00	2,666.03
Rental - One Time	2,050.00	2,091.00	2,132.82	2,186.14
Rental - One Time Minor	4,100.00	4,182.00	4,265.64	4,372.28
Rental - Minor Hockey	75,000.00	76,500.00	78,030.00	79,980.75
Rental - Figure Skating	35,000.00	35,700.00	36,414.00	37,324.35
Rental - Rec Hockey/Tournaments	21,115.00	21,537.30	21,968.05	22,517.25
Hugh Sutherland School	5,000.00	5,100.00	5,202.00	5,332.05
Mountain View County	86,704.41	88,438.50	90,207.27	92,462.45
Arena Revenue	325,294.41	331,800.30	338,436.30	346,897.21
Wages	265,758.79	271,073.97	276,495.45	283,407.83
Wages - Concession	22,500.00	22,950.00	23,409.00	23,994.23
Benefits	60,534.35	61,745.03	62,979.93	64,554.43
Training	3,000.00	3,060.00	3,121.20	3,199.23
Freight & Postage	-	-	-	-
Travel & Subsistence	1,500.00	1,530.00	1,560.60	1,599.62
Telecommunications	2,650.00	2,703.00	2,757.06	2,825.99
Advertising	2,000.00	2,040.00	2,080.80	2,132.82
Fire Alarm System Monitoring	500.00	510.00	520.20	533.21
R&M - Ice Plant	5,000.00	5,100.00	5,202.00	5,332.05
R&M - Building	18,000.00	18,360.00	18,727.20	19,195.38
R&M - Zamboni	500.00	510.00	520.20	533.21
Insurance	11,489.02	11,718.80	11,953.18	12,252.01
Waste Control	2,000.00	2,040.00	2,080.80	2,132.82
Programs and Events	5,500.00	5,610.00	5,722.20	5,865.26
General Goods & Supplies	11,500.00	11,730.00	11,964.60	12,263.72
Arena Concession	21,000.00	21,420.00	21,848.40	22,394.61
Fuel	1,500.00	1,530.00	1,560.60	1,599.62
Gas	15,000.00	15,300.00	15,606.00	15,996.15
Power	74,000.00	75,480.00	76,989.60	78,914.34
Charges for Other Financial Services	350.00	357.00	364.14	373.24

TOWN OF CARSTAIRS BUDGET

2020

R&M - Equipment	2,000.00	2,040.00	2,080.80	2,132.82
R&M - Ice Plant	20,000.00	20,400.00	20,808.00	21,328.20
R&M - Heating & Air	2,500.00	2,550.00	2,601.00	2,666.03
R&M - Building	14,200.00	14,484.00	14,773.68	15,143.02
General Goods & Supplies Inventory	1,500.00	1,530.00	1,560.60	1,599.62
Arena Expenses	564,482.16	575,771.80	587,287.24	601,969.42
NET DEFICIT (SURPLUS)	239,187.75	243,971.50	248,850.93	255,072.21

TOWN OF CARSTAIRS BUDGET

2020

PARKS

The Parks budget includes the repair and maintenance of the Town's sports fields, parks, playgrounds, cemetery, and naturalized areas.

PARKS

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Ball Diamond Rental	4,000.00	4,080.00	4,161.60	4,265.64
Soccer Field Revenue	1,537.50	1,568.25	1,599.62	1,639.61
Other Revenue	500.00	510.00	520.20	533.21
Mountain View County	64,927.73	66,226.28	67,550.81	69,239.58
Provincial Conditional Grant- STEP	-	-	-	-
Sales of Goods & Services – Cemetery	8,250.00	8,415.00	8,583.30	8,797.88
Perpetual Care Fund – Cemetery	4,500.00	4,590.00	4,681.80	4,798.85
Sales of Goods & Services – Columbarium	2,000.00	2,040.00	2,080.80	2,132.82
Perpetual Care Fund – Columbarium	1,500.00	1,530.00	1,560.60	1,599.62
Mountain View County	1,000.00	1,020.00	1,040.40	1,066.41
Parks Revenue	88,215.23	89,979.53	91,779.13	94,073.60
Wages	345,712.00	352,626.24	359,678.76	368,670.73
Benefits	72,599.52	74,051.51	75,532.54	77,420.85
Freight & Postage	-	-	-	-
Travel & Subsistence	3,000.00	3,060.00	3,121.20	3,199.23
Training	6,000.00	6,120.00	6,242.40	6,398.46
Telecommunications	3,000.00	3,060.00	3,121.20	3,199.23
Advertising	100.00	102.00	104.04	106.64
Memberships	1,200.00	1,224.00	1,248.48	1,279.69
Insurance	4,983.34	5,083.01	5,184.67	5,314.28
Purchased Services	20,000.00	20,400.00	20,808.00	21,328.20
Waste Control	1,500.00	1,530.00	1,560.60	1,599.62
General Goods & Supplies	7,400.00	7,548.00	7,698.96	7,891.43
PPE Clothing/Boots/Gloves	2,000.00	2,040.00	2,080.80	2,132.82
Equipment/Vehicles Parts & Supplies	2,500.00	2,550.00	2,601.00	2,666.03
Fuel	15,000.00	15,300.00	15,606.00	15,996.15
Chemicals/Spray	13,000.00	13,260.00	13,525.20	13,863.33
Plants & Shrubs	7,100.00	7,242.00	7,386.84	7,571.51
Tree Replacement	1,000.00	1,020.00	1,040.40	1,066.41
Grounds Material	5,000.00	5,100.00	5,202.00	5,332.05
Concession - General Goods & Supplies	768.75	784.13	799.81	819.80
R&M - Equipment	12,000.00	12,240.00	12,484.80	12,796.92
R&M - Vehicle	5,000.00	5,100.00	5,202.00	5,332.05
Equipment Rental/Lease	3,000.00	3,060.00	3,121.20	3,199.23
Safety	1,500.00	1,530.00	1,560.60	1,599.62
General Goods & Supplies - Inventory	-	-	-	-

TOWN OF CARSTAIRS BUDGET

2020

Small Tools & Equipment	750.00	765.00	780.30	799.81
Construction & Maintenance Materials	3,500.00	3,570.00	3,641.40	3,732.44
Parks Expenses	537,613.61	548,365.88	559,333.20	573,316.53
NET DEFICIT (SURPLUS)	449,398.38	458,386.34	467,554.07	479,242.92

TOWN OF CARSTAIRS BUDGET

2020

CAMPGROUND

The Carstairs Municipal Campground is located on the east edge of Carstairs, at the corner of Centre Street and Highway 2A. The facility is intended to attract tourism to the community as well as to provide a facility for visitors that are attending local events.

CAMPGROUND

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Campground Fees	82,000.00	83,640.00	85,312.80	87,445.62
Shower/Sewer User Fees/Firewood	5,500.00	5,610.00	5,722.20	5,865.26
Campground Revenue	87,500.00	89,250.00	91,035.00	93,310.88
Wages	62,736.30	63,991.03	65,270.85	66,902.62
Benefits	13,174.62	13,438.12	13,706.88	14,049.55
Freight & Postage	-	-	-	-
Telecommunications	1,650.00	1,683.00	1,716.66	1,759.58
Advertising	500.00	510.00	520.20	533.21
Insurance	3,196.16	3,260.08	3,325.28	3,408.42
Waste Control	1,500.00	1,530.00	1,560.60	1,599.62
General Goods & Supplies	3,000.00	3,060.00	3,121.20	3,199.23
Firewood	4,000.00	4,080.00	4,161.60	4,265.64
Equipment/Vehicle Parts & Supplies	300.00	306.00	312.12	319.92
Fuel	300.00	306.00	312.12	319.92
Gas	1,100.00	1,122.00	1,144.44	1,173.05
Power	8,000.00	8,160.00	8,323.20	8,531.28
Charges for Other Financial Services	350.00	357.00	364.14	373.24
R&M - Buildings/Plumbing/Gas	2,000.00	2,040.00	2,080.80	2,132.82
General Goods & Supplies - Inventory	4,000.00	4,080.00	4,161.60	4,265.64
Construction & Maintenance Materials	2,000.00	2,040.00	2,080.80	2,132.82
Campground Expenses	107,807.08	109,606.22	111,798.34	114,593.30
NET DEFICIT (SURPLUS)	20,307.08	20,356.22	20,763.34	21,282.43

TOWN OF CARSTAIRS BUDGET

2020

COMMUNITY HALL

The Community Hall is the Town's primary facility for community use and large gatherings. The facility is utilized by several community groups and organizations.

COMMUNITY HALL

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Community Hall Revenue	30,000.00	30,600.00	31,212.00	31,992.30
Mountain View County	22,550.00	23,001.00	23,461.02	24,047.55
Community Hall Revenue	52,550.00	53,601.00	54,673.02	56,039.85
Wages	24,753.99	25,249.07	25,754.05	26,397.90
Benefits	5,198.34	5,302.30	5,408.35	5,543.56
Telecommunications	1,650.00	1,683.00	1,716.66	1,759.58
Purchased Repairs & Maintenance	6,000.00	6,120.00	6,242.40	6,398.46
Janitorial	18,000.00	18,360.00	18,727.20	19,195.38
Insurance	6,704.78	6,838.88	6,975.65	7,150.04
Waste Control	2,200.00	2,244.00	2,288.88	2,346.10
General Goods & Supplies	5,000.00	5,100.00	5,202.00	5,332.05
Gas	3,000.00	3,060.00	3,121.20	3,199.23
Power	11,000.00	11,220.00	11,444.40	11,730.51
Purchased Repairs & Maintenance	28,000.00	28,560.00	29,131.20	29,859.48
General Goods & Supplies Inventory	3,000.00	3,060.00	3,121.20	3,199.23
Community Hall Expenses	114,507.11	116,797.26	119,133.20	122,111.53
NET DEFICIT (SURPLUS)	61,957.11	63,196.26	64,460.18	66,071.69

TOWN OF CARSTAIRS BUDGET

2020

LIBRARY

Under the Libraries Act, and established by Bylaw, the Municipal Library Board operates the Library on behalf of the Town. The Town provides funding to Parkland Regional Library System and an operating grant to the Carstairs Library Board.

LIBRARY

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Mountain View County Grant	28,300.00	28,866.00	29,443.32	30,179.40
Library Revenue	28,300.00	28,866.00	29,443.32	30,179.40
Wages	12,943.07	13,201.93	13,465.97	13,802.62
Benefits	2,718.04	2,772.40	2,827.85	2,898.55
Purchased Repairs & Maintenance	3,500.00	3,570.00	3,641.40	3,732.44
Bob Clark Library Grant	201,582.00	205,613.64	209,725.91	214,969.06
Parkland Regional Library System	34,858.35	35,555.52	36,266.63	37,173.29
Library Expenses	255,601.46	260,713.49	265,927.76	272,575.95
NET DEFICIT (SURPLUS)	227,301.46	231,847.49	236,484.44	242,396.55

TOWN OF CARSTAIRS BUDGET

2020

**DEPARTMENT
CAPITAL
BUDGETS**

TOWN OF CARSTAIRS BUDGET**2020**

Funding Sources for Capital Projects

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

Federal Gas Tax Fund (FGT)

Each year, the federal FGT assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the **MSI** program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

Reserves/Restricted Surplus

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement, but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

Sundry Trust

Sundry trust is an account where funds that have been donated or provided to the Town to be held in trust for a specific purpose are retained.

TOWN OF CARSTAIRS BUDGET

2020

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

FUNDING SOURCES FOR THE YEAR	
Municipal Sustainability Initiative (MSI)	(927,376.00)
Federal Gas Tax (FGTF)	(233,211.00)
Total Government Transfers for Capital	(1,160,587.00)
Transfers from reserves	(572,437.00)
Proceeds from new debt	-
Local government contributions	-
Proceeds on insurance, sale or trade-in of vehicles and equipment	-
Tax funded	(46,580.00)
TOTAL FUNDING	(1,779,604.00)

TOWN OF CARSTAIRS BUDGET

2020

Capital Summary Budget

ENGINEERED STRUCTURES PROJECTS		
	Funding	Expenditure
9 th Avenue S – Replace Pole & Additional Lighting		20,000
<i>Funding: Reserves</i>	20,000	
Milt Ford Lane Paving		20,000
<i>Funding: Reserves</i>	20,000	
Golf Course Water & Sewer Lines		390,000
<i>Funding: Reserves Recreation</i>	217,839.97	
<i>Funding: Reserves Water</i>	86,080.02	
<i>Funding: Reserves Sanitary</i>	86,080.01	
ENGINEERING STRUCTURES TOTAL		430,000
VEHICLES		
	Funding	Expenditure
Unit 22 Overhaul		7,000
<i>Funding: Tax Funded</i>	7,000	
VEHICLE TOTAL		7,000
BUILDING		
	Funding	Expenditure
Golf Course Other		30,000
<i>Funding: Reserves Recreation</i>	30,000	
BUILDINGS TOTAL		30,000
LAND IMPROVEMENT		
	Funding	Expenditure
Columbarium		60,000
<i>Funding: Reserves</i>	40,420	
<i>Funding: Tax Funded</i>	19,580	
LAND IMPROVEMENT TOTAL		60,000
MACHINERY & EQUIPMENT PURCHASES		
	Funding	Expenditure
Replace Pump 4		20,000
<i>Funding: Tax Funded</i>	20,000	
MACHINERY & EQUIPMENT TOTAL		20,000

TOWN OF CARSTAIRS BUDGET

2020

ENGINEERED STRUCTURES

2020 Capital Projects	
Project Name	9th Avenue South Street lighting
Anticipated Start	2020-05-01
Project Description	Installing additional lights
Project Cost	\$20,000.00
Funding Sources	Reserves
Rationale for need	Lack of current lighting for new business's
Asset Number	
Project Name	Milt Ford Lane Paving
Anticipated Start	2020-05-01
Project Description	Completion of 2019 Project #2019.610006
Project Cost	\$20,000.00
Funding Sources	Reserves
Rationale for need	Paving roadway over sanitary replacement
Asset Number	
Project Name	Golf Course Water & Sewer Lines
Anticipated Start	2020-05-01
Project Description	Installation of water and wastewater system for north east portion of the community.
Project Cost	\$390,000.00
Funding Sources	Reserves
Rationale for need	Require for existing and future development
Asset Number	

TOWN OF CARSTAIRS BUDGET

2020

VEHICLES

2020 Capital Purchases

Project Name	Unit 22 Overhaul
Anticipated Start	2020-02-01
Project Description	Overhaul and repair Unit 22 (Street Sweeper)
Project Cost	\$20,000
Funding Sources	Non Capital - Roadways
Rationale for need	Extend the life of the unit, rather than purchasing a new one (\$150,000 +)
Asset Number	2933

TOWN OF CARSTAIRS BUDGET

2020

BUILDINGS

2020 Capital Projects

Project Name	Golf Course Other
Anticipated Start	2020-01-01
Project Description	Facility servicing, parking lot development and tarp building installation
Project Cost	\$30,000
Funding Sources	Reserves
Rationale for need	Facility upgrades and development
Asset Number	

TOWN OF CARSTAIRS BUDGET

2020

LAND IMPROVEMENTS

2020 Capital Projects

Project Name	Columbarium
Anticipated Start	2020-05-04
Project Description	2 Columbarium with 36 niche in each tower for a total of 72 niches. All granite construction that will not break down in the elements.
Project Cost	\$60,000
Funding Sources	Reserves & Municipal Taxes
Rationale for need	Existing Columbarium will soon be at capacity
Asset Number	2986, 2985

TOWN OF CARSTAIRS BUDGET

2020

MACHINERY & EQUIPMENT

2020 Capital Projects	
Project Name	Pump 4 Replacement
Anticipated Start	2020-02-01
Project Description	Remove current pump and motor to replace with a more efficient one.
Project Cost	\$20,000
Funding Sources	Reserves
Rationale for need	The current pump has a vibration and will need various repairs in the future. Replacing the pump before it becomes inoperable will eliminate any unexpected downtime.
Asset Number	



Town of Carstairs
Fireworks Event Permit

Town of Carstairs Fire Department
Box 170 Carstairs AB, T0M 0N0
Fax form back to: 403-337-3343
Phone: 403-337-3341

Office Use Only

- Town owned property
- Permit application reviewed
- Payment received

Under provisions of the current Town of Carstairs Fireworks Permission Bylaw, Carstairs Fire Department hereby authorizes the permit holder to use, set off, or discharge fireworks in accordance with this permit.

Date of Application: June 17, 2020

Contact Information

Applicant's Name: Sharon Koop Email: sharonk@carstairs.ca
 Address: 844 Centre St City: Carstairs Postal Code: _____
 Phone: 403-940-3327 Cell: _____ Fax: _____

Event Supervisor's Name: Jordan Schaffer Email: jordan@carstairs.ca
 Address: 844 Centre St City: Carstairs Postal Code: _____
 Phone: _____ Cell: _____ Fax: _____

Date: July 1, 2020 Times (within one hour): 10:45pm to 11:30pm
 Location of Event: Golf Course Estimated Number of Spectators:
100

- Nature of Event:
- Low Hazard Fireworks
 - High Hazard Fireworks
 - Ceremonial Firecrackers
 - Business Related Purposes

It shall be the sole responsibility of the permit holder to ensure compliance with the provisions of the Fire Permissions Bylaw No. 1025, effective as of July 13, 2015 and amendments thereto, and any other federal, provincial or municipal statutes, regulations or bylaws. A copy of this permit shall be kept with the event supervisor for the duration of the event.

Sharon Koop
Applicant's Signature

*Applicant certifies full understanding of requirements by signature here.

[Signature]
Fire Chief or Designate

Date of issuance: Jun 18/20