



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, FEBRUARY 26, 2024, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of February 26, 2024
Motion: To adopt the agenda of February 26, 2024

4. ADOPTION OF MINUTES

- 4 - 8 a) Adoption of minutes of February 12, 2024(addendum 4.a)
Motion: To adopt the minutes of February 26, 2024



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

7. BYLAWS AND POLICIES

- 9 - 21 a) Bylaw No. 2017-Municipal Historic Resource Designation-Amended
(addendum 7.a)



- 22 b) Policy No. 11-015-24 Richard Dais Scholarship-Amended (addendum 7.b)



- 23 c) Policy No. 11-026-24 Citizenship Award (addendum 7.c)



- 24 d) Policy No. 12-007-24 Provincial Sports and Leadership Awards-Amended
(addendum 7.d)



- 25 - 36 e) Policy No. 12-033-24 Asset Management Policy-Amended (addendum 7.e)



8. NEW BUSINESS

- 37 - 90 a) Mandalay 5B Subdivision Report (addendum 8.a)

91 - 93


- b)  Deer Ridge Endorsement Extension (addendum 8.b)

- c)  Consulting Services for Regional R.C.M.P. Policing Model Study

9. COMMITTEE REPORTS

94 - 97

- a) POLICIES & PRIORITIES COMMITTEE
 - i) Minutes of the Policies & Priorities Committee meeting of February 15, 2024 (addendum 9.a.i)

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

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

98 - 101

- a)  Parkland Airshed Management Zone (addendum 11.a)

12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

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

17. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 12, 2024, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts, & Wilcox Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, CAO Rick Blair, & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Colby called the meeting of Monday, February 12, 2024, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA: Motion 053/24	Motion by Councilor Wilcox to adopt the Regular Council agenda of February 12, 2024, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES: Motion 054/24	Motion by Councilor Fricke to adopt the Regular Council minutes of January 22, 2024, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	Nil
BYLAWS & POLICIES:	
	1. Bylaw No. 21 to compel the inhabitants to assist and extinguish fires for Repeal
Motion 055/24	Motion by Councilor Allan to repeal Bylaw No. 21, to compel the inhabitants to assist and extinguish fires Bylaw. CARRIED
	2. Bylaw No. 194 Trailer Park Traffic for Repeal, replaced by Traffic Bylaw 1062
Motion 056/24	Motion by Councilor Roberts to repeal Bylaw No. 194, Trailer Park Traffic Bylaw. CARRIED
	3. Bylaw No. 237 Signal Lights for Repeal
Motion 057/24	Motion by Councilor Ratz to repeal Bylaw No. 237, Signal Lights Bylaw. CARRIED
	4. Bylaw No. 246 Civic Holiday for Repeal
Motion 058/24	Motion by Councilor Ball to repeal Bylaw No. 246, Civic Holiday Bylaw. CARRIED
	5. Bylaw No. 280 Waterworks, Sewers & Plumbing for Repeal, replaced by Water & Wastewater Bylaw No. 863
Motion 059/24	Motion by Councilor Wilcox to repeal Bylaw No. 280, Waterworks, Sewers & Plumbing Bylaw. CARRIED
	6. Bylaw No. 340 Truck Route for Repeal, replaced by Traffic Bylaw 1062
Motion 060/24	Motion by Councilor Fricke to repeal Bylaw No. 340, Truck Route Bylaw. CARRIED
	7. Bylaw No. 552 Fire Prevention Bylaw for Repeal
Motion 061/24	Motion by Councilor Allan to repeal Bylaw No. 552, Fire Prevention Bylaw. CARRIED

8. Bylaw No. 635 Building Permit Bylaw for Repeal

Motion 062/24

Motion by Councilor Roberts to repeal Bylaw No. 635, Building Permit Bylaw.

CARRIED

9. Bylaw No. 664 Amends Bylaw 552 for Repeal

Motion 063/24

Motion by Councilor Ratz to repeal Bylaw No. 664, Amends Bylaw 552.

CARRIED

10. Bylaw No. 839 Volunteer Firefighter Green Lights for Repeal

Motion 064/24

Motion by Councilor Ball to repeal Bylaw No. 839, Volunteer Firefighter Green Lights Bylaw.

CARRIED

11. Bylaw No. 847 Fire and Emergency Services Fees for Repeal

Motion 065/24

Motion by Councilor Wilcox to repeal Bylaw No. 847, Fire and Emergency Services Fees Bylaw.

CARRIED

12. Bylaw No. 853 amends Bylaw 766 for Repeal, replaced by Traffic Bylaw 1062

Motion 066/24

Motion by Councilor Fricke to repeal Bylaw No. 853 amends Bylaw 766.

CARRIED

13. Bylaw No. 887 for Repeal Amends Bylaw 625, replaced by Traffic Bylaw 1062

Motion 067/24

Motion by Councilor Allan to repeal Bylaw No. 887 Amends Bylaw 625.

CARRIED

14. Bylaw No. 893 Dog Control Bylaw for Repeal, replaced by Dog Control Bylaw No. 1079

Motion 068/24

Motion by Councilor Roberts to repeal Bylaw No. 893, Dog Control Bylaw.

CARRIED

15. Bylaw No. 1016 for Repeal, replaced by Procedural Bylaw No. 1055

Motion 069/24

Motion by Councilor Ratz to repeal Bylaw No. 1016 Procedural Bylaw.

CARRIED

NEW BUSINESS:

Nil

COMMITTEE REPORTS:

1. Policies & Priorities Committee
- Next Meeting February 15, 2024
2. Mountain View Regional Waste Commission
- Next meeting March 25, 2024; no further information has been released regarding the heavy truck bylaw in Didsbury.
3. Mountain View Regional Water Commission
- Mayor Colby gave verbal report of the meeting on February 5, 2023. The body of discussions focused on drought planning for the spring. Next Meeting February 14, 2024.
4. Mountain View Seniors' Housing
- Next meeting February 15, 2024.
5. Municipal Area Partnership
- Nothing to report at this time.
6. Red Deer River Municipal Users Group
- Next meeting in March.

Regular Council Meeting – February 12, 2024		Page 3 of 5
Motion 070/24	Motion by Councilor Ball to accept all Committee Reports as information.	CARRIED
COUNCILOR REPORTS:	<p>Councilor Allan -February 9, 2024, attended HSS Grad Fundraiser. -February 12, 2024, attended the ICC Meeting with Mountain View County.</p> <p>Councilor Ball -February 12, 2024, attended the ICC Meeting with Mountain View County. -Received a number of positive feedback regarding snow removal.</p> <p>Councilor Fricke -February 1, 2024, had a meeting to discuss MVSH Board history. -February 7, 2024, attended a MVSH special meeting.</p> <p>Councilor Ratz -January 30, 2024, attended Carstairs Heritage Fest meeting. -February 8, 2024, attended MVSH Meeting.</p> <p>Councilor Roberts -January 24, 2024, attended Mountain View Regional Water Commission Meeting. -February 5, 2024, attended Mountain View Regional Water Commission drought meeting. -February 5, 2024, attended Carstairs Nature Spaces Tree Committee meeting. -February 6, 2024, attended Carstairs Nature Space meeting.</p> <p>Councilor Wilcox -January 25, 2024, attended Parkland executive meeting. -January 29, 2024, attended moccasin house meeting. -February 2, 2024, attended Parkland meeting regarding conduct. -February 5, 2024, presented at HSS with FCSS for the leadership class.</p> <p>Mayor Colby -February 5, 2024 attended Mountain View Regional Water Commission Drought meeting. -February 12, 2024 attended the ICC Meeting with Mountain View County.</p>	
Motion 071/24	Motion by Councilor Wilcox to accept all Councilor Reports as information.	CARRIED
CORRESPONDENCE:	<p>1. Environment & Protected Areas – Letter Council reviewed the letter from Rebecca Schulz Minister of Environment and Protected Areas in regards to Alberta water shortage management plan.</p>	
Motion 072/24	Motion by Councilor Ratz to accept the letter from Minister Schulz regarding Alberta water shortage management plan as information.	CARRIED
	<p>2. Seniors Housing Concerns - Letter from Kitch & Debbie Milford Council reviewed a letter from concerned residents regarding senior housing facilities.</p>	
Motion 073/24	Motion by Councilor Allan to accept the letter from Kitch & Debbie Milford as information.	CARRIED
	<p>3. Science Fair Judge Request Council reviewed a letter from the Mountain View Science and Technology Society requesting judges for the 2024 Science Fair at Olds High School on March 2, 2024.</p>	
Motion 074/24	Motion by Councilor Wilcox to accept the letters from the Mountain View Science and Technology Society as information.	CARRIED
	<p>4. Kiwanis Funding Request Council reviewed a letter from the Olds and District Kiwanis Music Festival Society requesting donations. Historically, the town has donated \$500.</p>	
Motion 075/24	Motion by Councilor Ball to direct administration to accept the same funding model as in the past and donate \$500 to the Olds and District Kiwanis Music Festival Society.	CARRIED

CAO’S REPORT:

- January 24, 2024, met with Mountain View Regional Water Commission regarding drought.
- January 25, 2024, met with Staff Sergeant Stephan Browne to discuss policing in the area.
- January 25, 2024, performed a walk through and assessment of major facilities for capital budget planning purposes.
- February 1, 2024, met with Penhold CAO to discuss similar issues.
- February 5, 2024, attended Mountain View Regional Water Commission drought meeting.
- February 5, 2024, met with an architect in regards to Administration building expansions.
- February 6, 2024, met with MLT Aikens regarding the water reservoir.
- February 7, 2024, attended monthly Planning & Engineering meeting with ISL engineering to discuss offsite levies.
- February 8, 2024, attended a municipal census training course on Zoom.
- February 8, 2024, met with a local restaurant to discuss possible lease opportunity at the golf course.
- February 12, 2024, attended the ICC Meeting with Mountain View County to discuss a fire command/medical unit.
- Informed Council on insurance rate increase having gone up by 30%.
- Received signed R.C.M.P grant agreement, will set up meetings to proceed with terms of reference and scope of work, will be in contact with neighboring municipalities to begin process as soon as possible, looking at a 6-8 month timeline.
- For a Municipal Census to be performed this year, a decision will need to be made and sent to Municipal affairs by February 28, 2024 the Census would run for 3 months April-June.
- Concerns about builders and contractors in town, will bring the issue to the next Policies & Procedures Committee meeting.

Motion 076/24

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

COUNCILOR CONCERNS:

- 1. Councilor Wilcox**
Has had many enquiries as to why an Emergency alert or Voyent alert was not sent out on February 8, 2024, after R.C.M.P. released a Shelter in Place order for a section of rural properties. CAO Blair answered that the R.C.M.P. had requested not to put out an alert, as they were in control of the situation. R. Blair was in constant contact with the R.C.M.P. throughout the event.

Motion 077/24

Motion by Councilor Allan to accept all Councilor Concerns as information.
CARRIED

PUBLIC QUESTION PERIOD:

- 1. Garry Dyck of 835 Beckner Cres**
Presented to Council about the land use redesignation for Links subdivision. Garry indicated that he learned of the redesignation through neighborhood gossip and was dissatisfied with the notice process. Garry believes the redesignation is adjacent to his home. CAO Blair noted that, while Garry's home is close to the site, he is not technically an adjacent landowner, and under the Municipal Government Act, he is not entitled to be advised of the redesignation before the Public Hearing notice. Garry claims that he was notified when the development was first proposed. CAO Blair added that there are multiple notification procedures for each stage of the process. Garry also mentions the misunderstanding between lot numbers and civic numbers on the letters and the Bylaws. K. Williscroft stated that the notification includes the legal land descriptions lot numbers rather than the civic address numbers. He also noticed a spelling error in one of the letters addressed to one of the neighboring property owners. Garry believes that perception is essential and the existing perception is that the developer is restricting resident input. Gary notes that he and the community want to be kept up to date on all changes in the Links subdivision.
- 2. Joan Mills of 806 Beckner Cres**
Presents to Council to protest the land redesignation for the Links subdivision. She prefers that it remain a single-family subdivision due to traffic and parking difficulties.

3. Trevor Marshall of 803 Beckner Cres

Stated to Council that he is very concerned about the redesignation; all residents would be affected, so all households, not only adjacent, should have been notified. He raised concerns about parking, traffic, and safety in the subdivision. In addition to stating that a stop sign needs to be erected at the intersection of Beckner Cres and Spicer Way, he has had his tree on the corner of his property hit multiple times, as well as the yield sign that is stationed there.

4. Ken Gardner of 804 Beckner Cres

Ken inquires about the number of stories in the duplexes and whether there will be parking pads or garages on the lots. K. Williscroft responded that this stage of the procedure has not been revealed. The redesignation is in its early phases, and no plans have been disclosed as of yet.

K. Williscroft informed the Gallery that the public hearing would take place on March 11, and that notice would be published in the paper the following week.

Mayor Colby thanked everyone in the gallery for coming and assured them that the Council will do all possible to protect the community's safety. He notes that, while he appreciates their feedback, the time and place for their concerns will be at the Public Hearing on March 11, 2024.

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING:

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

Motion 078/24

Motion by Councilor Allan that Council close the meeting to the public to discuss third-party personal privacy as per Section 17 of FOIP at 8:11 p.m.

CARRIED

Motion 079/24

Motion by Councilor Ball to come out of the closed meeting session at 8:49 p.m.

CARRIED

Motion 080/24

Motion by Councilor Allan to direct administration to waive sanitary fees for account number 88.001.

CARRIED

NEXT MEETING:

Monday, February 26, 2024 at 7:00 p.m.

ADJOURNMENT:

Motion 081/24

Motion by Councilor Ball to adjourn the meeting of February 12, 2024, at 8:50 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO

BYLAW NO. 2017-AMENDED

BEING a Bylaw of the Town of Carstairs in the Province of Alberta to designate the Knox Presbyterian Church at Carstairs Heritage Centre as a Municipal Historic Resource.

WHEREAS *the Historical Resources Act, R.S.A. 2000c. H-9 as amended, (the 'Act')* permits the Council of the Town of Carstairs to designate as a municipal Historic Resource real property, including land and buildings, features and structures upon the land, whose preservation the Council considers to be in the public interest because of their heritage and value; and

WHEREAS *the owner of this proposed municipal historic resource has been given sixty (60) days written notice of Council's intention to consider passing this Bylaw in accordance with the Act;*

WHEREAS NOW THEREFORE the Council of the Town of Carstairs, in the Province of Alberta, having complied with the Act, and duly assembled, hereby enacts as follows;

TITLE:

1. This Bylaw ~~shall be called~~ **may be referred to as** the **"Municipal Historic Resource Designation of the Knox Presbyterian Church"**.

2. In this **Bylaw**:

- a. Any reference to be named act is a reference to an Act of the Legislature of Alberta, as amended from time to time;
- b. Any reference to a Town of Carstairs employee position, department or committee is deemed to be to the current name that the employee position, department or committee is known by.

3. BUILDINGS DESIGNATED AS A MUNICIPAL HISTORIC RESOURCE

- a. The property known as the Knox Presbyterian Church ~~residence~~ in the Town of Carstairs in the Province of Alberta is located on lands legally described as:
 - i. Lot, 25,
 - ii. Block 2,
 - iii. Plan 0915149
- b. The location of the Knox Presbyterian Church ~~residence~~ is visually represented in the attached Schedule "A" ~~entitled, "Historic Resource Evaluation" being~~ located at 1138 Nanton Street. Schedule "A" is a location map and may be one of the following:
 - i. Civic Address Map,
 - ii. Legal/or Land Use Map
 - iii. Satellite Map (Google Earth).
- c. The heritage value of the Knox Presbyterian Church ~~residence~~ is hereby described in the attached Schedule "B", entitled and hereby known as the ~~"Municipal Historic Resource Designation Application"~~ **"Statement of Significance"**
- d. ~~The specific elements of the Knox Presbyterian Church residence considered to possess heritage value are specifically described and identified in the attached Schedule "C", entitled and hereby known as the "Heritage Inventory Amendment Application".~~
- e. The Knox Presbyterian Church ~~residence~~ is hereby designated a Municipal Historic Resource as defined in the Act. Council may, in its sole discretion, revoke this designation at any time by repealing this Bylaw in accordance with the Act.
- f. The Chief Administrative Officer or his appointed designate will have the authority to approve all requests for minor work to alter, restore or repair an historic resource in the Town of Carstairs as per Section 26(6) of the Alberta Historical Resources Act, with Council retaining the final approval on requests to destroy or demolish an historic resource and on requests for major conservation or restoration work that require a building or development permit or other cases as deemed necessary.

4. REPAIRS AND REHABILITATION

- a. No person shall destroy, disturb, alter, restore, repair or otherwise permanently affect the Regulated Portions unless that person has obtained the prior written approval of Council or the Chief Administrative Officer or his appointed designate, pursuant to **Section 83.f** of this Bylaw.
- b. When considering any application under **Section 83.f** of this Bylaw, Council, or the Chief Administrative Officer or his appointed designate, pursuant to **Section 83.f** of this Bylaw, shall take into consideration the terms of the Parks Canada 2010 publication "Standards

and Guidelines for the Conservation of Historic Places in Canada” (as replaced or amended from time to time).

- c. All portions of the Knox Presbyterian Church ~~residence~~ which are not specifically described or identified as character defining elements in Schedule “B” ~~Statement of Significance~~ **Statement of Significance** ~~or as Regulated Portions in Schedule ‘C’, i.e. the “Non-Regulated Portions”~~, may be altered, restored, repaired or otherwise permanently affected, provided that such action does not impact the Regulated Portions and that all permits or approvals required to do such work have been obtained from the authority having jurisdiction.
- d. All portions ~~of the Knox Presbyterian Church residence~~ that encroaches onto any adjacent land, other than the land owned by the Town of Carstairs, shall be considered Non-Regulated Portions. Any portion of any building that encroaches onto the Knox Presbyterian Church ~~residence~~ shall not be affected by this Bylaw.

5. COMPENSATION

- a. No compensation is owing from the Town of Carstairs to the owner of the Knox Presbyterian Church ~~residence~~ as a result of this Municipal Historic Resource Designation.
- b. Compensation in the form of ~~the Alberta Historical Resources Foundation grant money~~ **Conservation Grants (via Heritage Preservation Partnership Program)** is available to the owner of the Knox Presbyterian Church ~~residence~~, if listed on the Alberta Register of Historic Places, provided that an application is submitted directly to the Province by the owner.

SCHEDULES

~~e. Schedules ‘A’, ‘B’, ‘C’, as attached, from part of this Bylaw.~~

6. GENERAL

- a. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- b. This bylaw comes into force when it receives third and final reading and is signed by the Mayor and the Chief Administrative Officer or designates.

Schedule “A” & “B”

READ A FIRST TIME THIS XXTH DAY OF XXXX A.D., 202X.

READ A SECOND TIME THIS XXTH DAY OF XXXX A.D., 202X.

READ A THIRD AND FINAL TIME THIS XXTH DAY OF XXXX A.D., 202X.

Lance Colby, Mayor

Rick Blair, CAO

MUNICIPAL HISTORIC RESOURCE DESIGNATION APPLICATION

	APPLICANT:	REGISTERED OWNER:
Name	Carstairs & District Historical Society	Carstairs & District Historical Society
Mailing Address	Box 1067 Carstairs, AB T0M 0N0	
Phone Number	403-337-3710	
Email Address	info@carstairsmuseum.ca	carstairsmuseum@gmail.com
INFORMATION OF HISTORIC RESOURCES		
Name of Resource	Knox Presbyterian Church	
Address of Resource	1138 Nanton Street, Carstairs, AB, T0M 0N0	
Legal Description	Plan 0915149	Block 2
		Lot 25
Title Number	091 355 166	

Schedule “A”

Attached Location Map (Civic Address, Legal/or Land Use Map, or Satellite Map (Google Earth)



Schedule “B”



FOR OFFICE ONLY
Date Received
Date Reviewed

MUNICIPAL HISTORIC RESOURCE DESIGNATION APPLICATION

APPLICANT:		REGISTERED OWNER:	
Name	Carstairs & District Historical Society	Carstairs & District Historical Society	
Mailing Address	Box 1067 Carstairs, AB T0M 0N0		
Phone Number	403-337-3710		
Email Address	info@carstairsmuseum.ca	carstairsmuseum@gmail.com	
INFORMATION OF HISTORIC RESOURCES			
Name of Resource	Knox Presbyterian Church		
Address of Resource	1138 Stanton Street, Carstairs, AB, T0M 0N0		
Legal Description	Plan 0915149	Block 2	Lot 25
Has this resource been designated by the Government of Alberta as a:			
<ul style="list-style-type: none">Provincial Historic Resource? <input type="checkbox"/> Yes, on (date) _____ X NoRegistered Historic Resource? <input type="checkbox"/> Yes, on (date) _____ X No			
APPLICATION ATTACHMENTS			
<div><input type="checkbox"/> Written authorization from the registered owner consenting to the designation of the historic resource.</div> <div><input type="checkbox"/> Current photos of the historic resource, and any specific features that contribute to its historical significance. A minimum of four exterior photos, including one of each façade. May include interior.<ul style="list-style-type: none">Included in SoS & Evaluation Report</div> <div><input type="checkbox"/> Archival photos of the historic resource, if any.<ul style="list-style-type: none">Included in SoS & Evaluation Report</div> <div><input type="checkbox"/> Detailed information of the following:<ul style="list-style-type: none">Present condition of the historic resource (roof, exterior, doors and windows, foundation, interior, etc.) See Attachment SoS & Evaluation Report & Roof Repair.Description of substantial additions or renovations made to the historic resource, and dates, if any. Included in SoS & Evaluation ReportDescription of proposed or future renovations, additions, or alterations, to the historic resource, if any. See Attachment –Renovations.</div> <div><input type="checkbox"/> Land Use Bylaw Amendment Application (Redistricting Application)</div> <div><input type="checkbox"/> Current Certificate of Title, no more than one month old from the date this application is submitted.</div> <div><input type="checkbox"/> A Real Property Report (RPR), no more than five years old from the date this application is submitted, and where the property has had no changes made to it within the five years. Found in Town Office – Carl McDonell contacted.</div>			



I hereby submit this application with the supporting documents as required, and to the best of my knowledge and belief, the information herein is true and accurate.


Signature of Applicant

Date

Personal information on this form is collected under the authority of Section 33© of the Freedom of Information and Protection of Privacy (FOIP) Act. The information will be used to process this application for the purpose of having a property considered a historic resource.

Schedule “B”
Historical Resource Evaluation-Statement of Significance

CURRENT IMAGE	
DESCRIPTION	Front (south) and west façades of Knox Presbyterian Church.
DATE	October 2019
COPYRIGHT	Carstairs Heritage Centre
HISTORIC IMAGE	
DESCRIPTION	The three earliest Carstairs churches on 'Church Corner' (L to R) - Knox Presbyterian Church foreground (showing Carpenter's Gothic Style and 1903 vestibule/bell tower addition), the 1906 Methodist (later United, non-extant) Church, and 1903-04 St. Agnes Roman Catholic Church (non-extant).
DATE	1909
COPYRIGHT	Peel Prairie Post Card collection.
DESCRIPTION	Knox Presbyterian Church is a wood-frame church building comprised of a 1901 church bay, a tall ca1903 vestibule bay centred on the front façade which is also the lower tier of a square bell tower, a 1958 rear hall extension as well as 2000 and 1964 extensions to the north and east. The Carpenter's Gothic-style church features symmetrical façades with Gothic-arched wooden windows, gently pitched gable roof, round blind over the tall, double front entry and wooden trim. The building is clad in salt-and-pepper quartz-dash stucco (over original wooden cladding on church and vestibule bays). The former church is located on a large corner lot on Nanton Street and 11th Avenue, quiet residential streets with several other institutional buildings. Now part of the Carstairs Heritage Centre complex, the church has landscaped setbacks to the south and west sides, and recently placed museum buildings to the east. It is situated opposite Memorial Park and one block west of 10th Avenue, the town's commercial main street.

HERITAGE VALUES	<p>As the oldest extant building in Carstairs, which embodies the labours and sacrifice of early community pioneers, Knox Presbyterian Church is symbolic of the early settlement of the town. Carstairs is situated along an ancient north-south transportation corridor used for millennia by indigenous peoples. When the transcontinental railway arrived in Calgary in 1883, the route became a cart trail and stage coach route, and Sam Scarlett established his stopping house in the area. During the construction of the C & E Railway, a siding with small station and section house was erected in 1890, and in 1900 the townsite was surveyed. The next year TJS Ferguson, a Presbyterian student minister from Queen's University assigned to the district between Olds and Calgary, immediately set to the task of supervising a central church building. At that time there were only the railway buildings, blacksmith shop, and dwelling of carpenter William Whittet who Ferguson engaged as contractor. A corner lot was donated, labour volunteered, and materials funded by Scarlett. The church was completed by summer, and by 1903 a prominent vestibule/bell tower was added. Interior elements such as pews and oak wainscoting were fabricated by long- time congregation members like local painter J Harnack.</p> <p>Knox Presbyterian Church is valued as an example of the Carpenter's Gothic Style, a variation of the Gothic Revival style that became popular in the latter half of the 19th century. Also known as Rural Gothic, the style adapted Gothic motifs to wood-frame buildings crafted by local carpenters. Features of this style displayed by the church are the Gothic (pointed) arches in its windows, symmetrical façades, gently pitched gable roof and tall lower tier of the square bell tower. When the tower was new, each face of the original upper tier displayed double assemblies of lancet openings within a Gothic-arched detail, surmounted by label-shaped gables and a wooden spire.</p> <p>Knox Presbyterian Church, Carstairs' earliest formal place of worship, possesses value as a significant institutional building that has served the Carstairs community for almost twelve decades. Early spiritual gatherings in the area were held at Scarlett's stopping house and later the railway station. The first service in the new church was held July 14, 1901 by Rev Ferguson; he later completed his final theology session in 1902, returning to serve until 1908. The church has witnessed the major life events of the congregation - baptisms, funerals, marriages. In its early years it was especially important as a place for community gatherings and for the Methodist, Union, Mennonite and Anglican churches to hold services.</p> <p>The most notable congregation member was the first Sunday School Superintendent, Henry Wise Wood (1860-1941). Wood had moved to his Carstairs wheat farm in 1905; he became the leader of the United Farmers of Alberta from 1916-31, overseeing its transition to political party in 1919, and majority win in 1921.</p> <p>In 1925, Knox opted out of Union and a minority of the congregation joined the newly formed United Church. The next two decades were challenging with a reduced membership, the depression and the war after. But a period of revitalization followed and a hall was erected under the leadership of Rev Thomas Roulston (served 1955-59). In 1957 the sale of the manse funded about 75% of the \$4200 cost and an architect prepared a survey. Albert Klitzke, a local Carstairs carpenter, contractor and rancher, was engaged in 1958. The hall has served the choir, Young People's Group, Women's Missionary Society and Women's Auxiliary - the latter using it for their fundraising teas, bake sales and dinners - and as the town's kindergarten. Although the church closed in 1985, the building continues to play a pivotal role in the community as the Carstairs Heritage Centre.</p> <p>With its prominent corner location, and new use as a popular local museum, Knox Presbyterian Church has also become a town landmark.</p>
CHARACTER -DEFINING ELEMENTS	<p>Character-defining elements of the Knox Presbyterian Church include, but are not limited to its:</p> <ul style="list-style-type: none">- Form, scale and massing as expressed by its one-storey, 2-bay (church and hall) rectangular plan with narrow façade and front vestibule which originally supported the upper tier of the bell tower;- Medium-pitched, front-gable roof on church/hall; shallow overhanging eaves with closed soffits and plain frieze; plain wooden verge-boards and plain frieze in the rear gable; wooden shingle roofing material; 

- Wood-frame construction with salt-and-pepper quartz-dash stucco (with original wooden cladding underneath on church and vestibule bays) and wood trim;



Left: close-up of stucco (hall bay left, church bay right of seam);
Right: exposed wooden siding of former exterior north wall of church, now interior south wall of hall.

- Original fenestration pattern on all façades; windows such as single assemblies of fixed, 1-over-1 hung wooden-sash, vertical, gothic-arched windows with wooden lug sills, and round blind; wooden trim;
- centred front entry door opening with wooden trim;



- Carpenter's gothic revival details such as its medium-pitched gable roof; gothic-arched windows with wooden trim and sashes; wooden cladding below stucco; remaining lower tier of original two-tiered square bell tower;
- Other exterior features such as raised, centred front entry with stairs and landing;

- interior features such as its original: wooden pews in three rows (centre and aisle);



- oak wainscoting around sanctuary and nave; moulded oak window trim; two-leaf, 6-panel, wooden interior vestibule entry doors;



- centred pulpit with pulpit fall, baptismal font (built ca1946 by Oliver Goodfellow); decorative wooden railings used to separate choir and pulpit areas;





- cast-iron bell, Celtic Cross, hymn board; offering plates, alter table, other original furniture;



- original placement and orientation on property; front (south) and west setbacks with green landscaping; location on a corner lot facing quiet streets with setbacks mainly landscaped with grass and mature trees;

- relation to former church manse nearby on the northwest corner of (Mountain) 11th Avenue & Grey Street; views to the church and church yard from the southwest.

Schedule “C



FOR OFFICE ONLY	
Date Received	
Date Reviewed	

SEE ATTACHED SOS & EVALUATION REPORT
HERITAGE INVENTORY AMENDMENT APPLICATION

	APPLICANT:	REGISTERED OWNER:	
Name			
Mailing Address			
Phone Number			
Email Address			
INFORMATION OF HISTORIC RESOURCES			
Name of Resource			
Address of Resource			
Legal Description			
Architect/Builder			
Date of Construction			
Original Use			
Current Use			
Has this resource been designated by the Government of Alberta as a:			
<ul style="list-style-type: none">Provincial Historic Resource? <input type="checkbox"/> Yes, on (date) _____ <input type="checkbox"/> NoRegistered Historic Resource? <input type="checkbox"/> Yes, on (date) _____ <input type="checkbox"/> No			
APPLICATION ATTACHMENTS			
<input type="checkbox"/> Current photos of the historic resource, and any specific features that contribute to its historical significance.			
<input type="checkbox"/> Archival photos of the historic resource, if any.			
<input type="checkbox"/> Any additional documents that may support the elevation of the proposed historic resource.			
HISTORICAL THEMES (PLEASE SELECT ALL THAT APPLY)			
<input type="checkbox"/> Agricultural Development	<input type="checkbox"/> Intellectual Life	<input type="checkbox"/> Transportation	
<input type="checkbox"/> Business and Industry	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Urban Development	
<input type="checkbox"/> Education	<input type="checkbox"/> Resource Development	<input type="checkbox"/> Work and Leisure	
<input type="checkbox"/> Health	<input type="checkbox"/> Spiritual Life	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Indigenous	<input type="checkbox"/> Sports		
How does the historic resources express the above noted historical theme(s)?			
EVALUATION CRITERIA	YES	NO	COMMENTS
Architecture			
<ul style="list-style-type: none">Is the site architecturally significant?Is the site a significant expression of a particular style (arts & crafts, modern,			

<ul style="list-style-type: none">etc.)?Does the site feature unique design details or features?Is the site a rare, unique, or representative example of a particular style/type?Does the resource have architectural integrity (historic elements, materials, form, massing, scale, original context, etc.)?			
Historical Context <ul style="list-style-type: none">Is the site historically significant in the development of the particular neighbourhood?Does the site reflect a significant theme of development from the St. Albert Historic Context Statement?Is the site a landmark in the Town or neighbourhood?Does the landscape or natural environment of the site hold significant for the neighbourhood or Town?			
Person/Event <ul style="list-style-type: none">Is the site significant for its association with a particular person or group of people?Is the architect or builder significant?Is the site associated with a significant event?			
Contemporary Compatibility/Usability <ul style="list-style-type: none">Does the site maintain its original context?Is the site compatible with its current context?Is the space relevant within the contemporary context and surrounding environment?Is there potential for the current use of the site to continue for a compatible future use?			
Alterations/Additions/Evolution <ul style="list-style-type: none">If the site has been evolved over time, are the alterations considered significant?Dates of significant alterations?			
Architectural Integrity <ul style="list-style-type: none">Does the resource have architectural integrity (historic elements, materials, form, scale, massing, and original context)?			
Evaluation Criteria	Yes	No	Comments
Location <ul style="list-style-type: none">Location is the place where an historic resource was constructed or the site where an historic activity or event occurred.			

Design <ul style="list-style-type: none">• Design is the combination of elements that create the form, plan, space, structure, and style of resource.			
Environment <ul style="list-style-type: none">• Environment is the physical setting of an historic resource. Whereas location refers to a specific place, in which a resource played its historic role.			
Materials <ul style="list-style-type: none">• Materials are the physical elements that were combined or deposited during a particular period(s) or time frame and in a particular pattern or configuration to form a historic resource.			
Workmanship <ul style="list-style-type: none">• Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history. It is important because it can provide information about technological practices and aesthetic principles.			
Merit <ul style="list-style-type: none">• Does the site merit additions to the St. Albert Heritage Inventory, based on the above criteria?			

I hereby submit this application with the supporting documents as required, and to the best of my knowledge and belief, the information herein is true and accurate.

Signature of Applicant

Date

Personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information will be used to process this application for the purpose of having a property considered a historic resource.



Town of Carstairs

Policy: Richard Dais Scholarship
11-015-2417 (Repeals 1420-2004)

Date: February 26, 2024

Adopted by: Council

Policy Statement Purpose:

The Town of Carstairs has established a scholarship in honor of the late Richard Dais, who had the distinction of serving on the Town of Carstairs Council as Councilor from 1995 to 1998 and as Mayor from 1998 to 2002. In keeping with Richard Dais' keen interest and work in the health care of our population, this scholarship valued at \$600.00 will be awarded annually to one student citizen of the community of Carstairs who can best define the idea of how their chosen field will improve the health of the community they will be living in.

Guidelines:

1. To recognize and reward academic achievement at a grade 12 level and to encourage students to pursue a post-secondary studies in any field of study.
2. The value of the scholarship is \$600.00.
3. The criteria for the scholarship shall be:
 - a. A written essay to the Council of the Town of Carstairs Council and/or their appointees including:
 - i. How furthering their studies in their field would benefit their community.
 - ii. What steps have been taken to date to prepare for their chosen field of study.
4. Eligible students shall have their submissions presented to the judges will submit essays anonymously.
5. Hugh Sutherland School will forward all submissions to The Town of Carstairs Council by May first of each calendar year.
6. The Town of Carstairs administration will provide notification of to the recipient of the Richard Dais Scholarship and provide the scholarship money to Hugh Sutherland School administration.
7. The successful recipient candidate will be the one that most clearly shows plans of improving or encouraging the betterment of the Community of Carstairs.

End of Policy

CarstairsXX/XX

Signatures

M_____Policy No. 11-014-24 was adopted by Council on February 26, 2024

Deputy Mayor, Dean Allan

CAO, Rick Blair



Town of Carstairs

Policy: Citizenship of the Year Award
 11-026-24

Date: February 26, 2024

Adopted by: Council

Purpose:

The Town of Carstairs has established an award to be awarded annually to 3 students at Hugh Sutherland School residents of the community who have been a valued citizen in our community town.

Guidelines:

- 1. To recognize and reward citizenship at a grade 12 level and to encourage students to pursue a post-secondary studies in any field of study.
- 2. The value of the scholarship is \$100.00.
- 3. The criteria for the scholarship shall be:
 - a. A written essay to the Town of Carstairs Council including:
 - i. How you or the nominated person has made a positive impact to the residents and the community of Carstairs.
- 4. Eligible students will submit essays anonymously.
- 5. Hugh Sutherland School will forward all submissions to The Town of Carstairs Council by May first of each calendar year.
- 6. The Town of Carstairs administration will provide notification to the recipient of the Citizenship of the Year award and provide the scholarship money to Hugh Sutherland School administration.
- 7. The successful candidate will be the one that most clearly shows what it means to be the Citizen of the year.

End of Policy
Carstairs02/24

Signatures
M_____Policy No. 11-026-24 was adopted by Council on February 26, 2024.

Deputy Mayor, Dean Allan

CAO, Rick Blair



Town of Carstairs

Policy: Provincial Sports & Youth Leadership Awards
12-007-24

Date: February 26, 2024

Adopted by: Council

Policy Statement Purpose:

The Town of Carstairs will recognize individuals/teams & coaches within the Town of Carstairs that qualify to participate at a Provincial level in their sport. As well as recognition of those who exhibit a strong sense of leadership in the Town of Carstairs Community.

Guidelines:

- 1. Participation for the current year will be recognized in the spring of the following year. Submission deadline for the awards is March 31st and must be submitted on the Town of Carstairs Provincial Sports Awards form or Town of Carstairs Youth Leadership Award Form.
- 2. The Town of Carstairs reserves the right to approve all submissions.

End of Policy:
Carstairs02/24

Signatures:

M____/24 Policy No. 12-007-24 adopted by Council on February 26, 2024.

Deputy Mayor, Dean Allan

CAO, Rick Blair



Town of Carstairs

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

Date: January 22, 2024

Adopted by: Council

Purpose:

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

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

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

Definitions:

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

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

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

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

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

Council means the Council of the Town of Carstairs.

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

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

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

Scope:

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

Principals:

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

1. Service Delivery to Customers

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

2. Long-Term Sustainability and Resilience

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

3. Holistic "Big Picture" Approach

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

4. Fiscal Responsibility and Asset Management Decision-Making

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

5. Innovation and Continual Improvement

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

Responsibilities:

Town Council is responsible for:

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

Chief Administrative Officer is responsible for:

- a. Leading the implementation of the AM Policy across the Town.
- b. Asset Management Planner is responsible for;
- c. Identify matters requiring policy development, apprise the CAO of relevant issues, and assist the CAO in identifying the Town's priorities.
- d. Develop policy and policy updates.
- e. Provide organization-wide leadership in AM Practices and concepts.
- f. Ensure immediate and long-term AM Program objectives can be attained by attracting, maintaining, training, and motivating staff.
- g. Provide departmental staff coordination by implementing effective consultation and collaboration mechanisms.
- h. Establish, monitor and report asset conditions.
- i. Coordinate and track AM programming implementation and progress through appropriate monitoring, assessing adaptive responses.
- j. Report to the CAO and Council on Am Program progress.

Departmental Staff is responsible for:

- a. Use the new business process and technology tools developed as part of the AM Program.
- b. Participate in implementation tasks teams to carry out AM activities.
- c. Collect and analyze levels of service data, based on key performance indicators (KPI).
- d. Provide support and direction for AM practices within their department.
- e. Track, analyze and report on AM program progress and results.

Asset Management Group is responsible for:

- a. Develop policy and procedure updates.
- b. Provide corporate oversight to goals and directions and ensure the AM program aligns with the town's strategic plan.
- c. Provide departmental staff coordination.
- d. Establish and monitor levels of service.

Reporting and Accountability:

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

Appendix “A”

End of policy

Carstairs/01/24

Signatures

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

Mayor, Lance Colby

CAO, Rick Blair

Appendix “A”
Recommended Estimated Useful Life

Land	
• Right of Way	Variable
• Underdeveloped Right of Ways	Variable
• Parks	Variable
• General	Variable
Land Improvements	
• Asphalt Parking Lots	20 Years
• Gravel Parking Lots (15 Years)	Variable
• Playgrounds (Structures 25 Years)	Variable
• Landscaping (25 Years)	Variable
• Fencing	25 Years
• Tennis Courts	20 Years
• Bocce Ball	Variable
• Pickle Ball Courts	20 Years
• Water Fountains	Moved to Outdoor Inventory
• Retaining Walls	20 Years
• Outdoor Lighting	20 Years
• Outdoor Soccer Pitch (20 Years)	Variable
• Baseball Diamonds (20 Years)	Variable
• Outdoor Skate Park (20 Years)	30 Years
• Splash Park	30 Years
• Columbarium	50 Years
• Trees	Variable
Facilities	
• Permanent Structure	50 Years
• Frame/Metal/Concrete	50 Years
• Portable Structure	20 Years
• Metal Frame	25 Years
• Leasehold Improvements	25 Years
Fleet	
• Light Duties (20 Years)	10 Years
• Medium Duties	20 Years
• Heavy Duties	25 Years
• Machinery	20 Years
• Emergency Duties	20 Years
• Fire Department	20 Years
• Year-Round Duties	20 Years
• Seasonal Duties	20 Years
• Golf Carts	10 Years
• Rough Mowers	6000 Hours (400 hrs/year) or 15 years
• Reel Mowers	4500 Hours (450 hrs/year) or 10 Year
• Utility Vehicles	2000 Hours (200 hrs/year) or 10 Years
• Specialty Vehicles	4000 Hours (200 hrs/year) or 20 Years
• Construction Vehicles	6000 Hours (300hrs/year) or 20 Years
<i>Fleet that has expired useful life, may remain for an addition five (5) years. Fleet after this date will not be maintained by the Town of Carstairs.</i>	
Work in Progress (WIP)	
• All WIP will follow the E.U.L. guide within this policy.	
Water System	
• Water Mains	75 Years
• Water Services	75 Years
• Water Valves	75 Years
• Fire Hydrants	75 Years
• Fire Hydrant Leads	75 Years
• Fire Hydrant Valves	75 Years
• Park Service Lines	75 Years
• Park Service Valves	75 Years
Sanitary System	

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

Storm System

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

Roadways

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

Audio & Visual

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

Bathroom Partitions

- Metal/Wood 25 Years

Building Inventory

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

Ceiling Finishes

- Drywall 20 Years
- T-Bar 20 Years

Communications

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

Computer Equipment

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

Computer Equipment cont.

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

Dehumidifier Units

- Dehumidifier 15 Years

Doors

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

Eavestrough System

- Gutters & Down Spouts 20 Years

Electrical

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

Elevators

- Elevator Lift 50 Years

Equipment

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

Exterior Walls

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

• Ammonia Detectors	15 Years
• Chillers	20 Years
• Compressors	20 Years
• Condensers	15 Years
• Header Trench & Lines	30 Years
• Pumps	10 Years
• Water Tanks	30 Years
Ice Resurfacing Equipment	
• Curtains	20 Years
• Indoor Turf	10 Years
• Spectator Netting	20 Years
Inclined Steps & Floors	
• Steps	50 Years
• Floors	50 Years
Interior Walls	
• Gypsum Board	20 Years
• Wall Partitions	20 Years
Inventory	
• Barricades	50 Years
• Culverts	50 Years
• Flags	Disposable
• Garbage Bins	15 Years
• Generators	15 Years
• Janitorial Equipment	15 Years
• Ladders & Step Stools	15 Years
• Laundry Equipment	15 Years
• Parking Curbs	50 Years
• Portable Water Tanks	15 Years
• Power Tools	10 Years
• Pressure Washers	15 Years
• Pull Carts	15 Years
• Golf Clubs	15 Years
• Pylons	15 Years
• Shop Equipment	15 Years
• Smoke Fans	15 Years
• Tee's & Greens Equipment	5 Years
• Tool Boxes	15 Years
• Trash Pumps	15 Years
• Water Pumps	15 Years
Irrigation Systems	
• Irrigation Lines	20 Years
• Irrigation Parts	Disposable
Kitchen Equipment	
• BBQ's	10 Years
• Deep Fryer	15 Years
• Dishwashers	15 Years
• Draft Beer Systems	15 Years
• Fans	15 Years
• Freezers	20 Years
• Grills	15 Years
• Hobart Mixers	15 Years
• Hotdog Machines	15 Years
• Ice Machines	15 Years
• Kitchen Appliances	15 Years
• Microwaves	15 Years
• Ovens	15 Years
• Popcorn Machines	15 Years
• Refrigerators	15 Years
• Sandwich Prep Tables	15 Years
• Stoves	15 Years
• Walk in Coolers	15 Years
• Water Coolers	15 Years
Land	

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

• Weather Stations	20 Years
P.P.E.	
• Hard Hats	Disposable
• Hearing Protection	Disposable
• Safety Glasses	Disposable
• Safety Vest	Disposable
Playground Equipment	
• Climbing Structure	25 Years
• Crazy Daisy	25 Years
• Creative Space	25 Years
• Monkey Bars	25 Years
• See-Saw	25 Years
• Spica, Twirl Seats & Xrya	25 Years
• Spring Toys	25 Years
• Swings	25 Years
Plumbing	
• Alarm Systems	20 Years
• Bathroom Sinks	20 Years
• Boiler Systems	20 Years
• Coin Boxes	20 Years
• Cold Water Systems	20 Years
• Faucets	20 Years
• Garburators	20 Years
• Hot Water Tanks	20 Years
• Kitchen Sinks	20 Years
• Pressure Tanks	20 Years
• Shower Control Boxes	20 Years
• Showers	20 Years
• Urinals	20 Years
• Water Fountains	20 Years
Policing Equipment	
• Animal Traps	15 Years
• Body Camera's	10 Years
• Fitness & Wellness	20 Years
• Fleet Equipment	10 Years
• Laser Guns	10 Years
• P.P.E.	10 Years
• Speed Boards	10 Years
• Voice Re-Coder	10 Years
Pump Systems	
• Clamps	10 Years
• Dial Out Systems	10 Years
• Diesel Back Up Generator	10 Years
• Meters	10 Years
• Pumps	10 Years
• Valves	25 Years
Roof Systems	
• Fall Protection Systems	20 Years
• Metal	50 Years
Specialized Fire Equipment	
• B.A. Cylinders	15 Years
• B.A. Harness	15 Years
• B.A. Masks	15 Years
• Bunker Gear	10 Years
• C.P.R. Dolls	10 Years
• Fans	15 Years
• Fire Hoses	15 Years
• Fire Nozzle's	15 Years
• Gas & Thermal Equipment	10 Years
• Lighting	15 Years
• Water Rescue Equipment	15 Years

Windows

- | | |
|------------|----------|
| • Exterior | 20 Years |
| • Interior | 20 Years |



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February 21, 2024

Our Reference: 27752
Client: Town of Carstairs
Attention: Rick Blair, Chief Administrative Officer
Reference: SD-23-04 – Subdivision Report

1.0 Subdivision Application Details

Proposal: 72 Lot Residential Subdivision
Legal Description: SW ¼ Sec. 16 Twn. 30 Range 1 W5M
Location: Carstairs, AB
Applicant(s): Maidment Land Surveys Ltd.
Landowner(s): 1880763 Alberta Ltd.
Land Use Designation: Low Density Residential – Single Detached District (R1)
Gross Area: 4.77 ha (11.78 ac)

2.0 Planning Analysis

Subdivision Proposal

Subdivision Application 23-04 proposes to subdivide SW ¼ Sec. 16 Twn. 30 Range 1, W5M into 72 residential lots. The purpose of this subdivision is to accommodate low density residential development within the Mandalay Estates neighbourhood. The 72 lots being proposed range between 469.1m² and 911.1 m².

Subject Site Conditions

The subject site is 4.77 ha (11.78 ac) in size and is located in east Carstairs (see **Appendix A – Location Plan**). The subject site bounded in the north by the Carstairs Community Golf Club, in the east by the Town border, in the south by undeveloped land, and in the west by the Mandalay Estates neighbourhood, which is currently in development (see **Appendix B – Site Photos**).

The subject site is located within the Mandalay Estates Area Structure Plan.

The subject lands are relatively flat.

There are multiple utility rights-of-way, caveats, and easements registered on the existing title. All rights-of-ways caveats, and easements will be required to be brought forward for registration on any newly created titles (as applicable).

Surrounding Land Use

Lands surrounding the subject site are designated Low Density Residential District – Single Detached District (R1) and Public Facility and Recreation District (PFR).

Subject Site Access

The subject site has existing access points via Mandalay Link and Mandalay Boulevard public roads.



3.0 Policy Alignment

Municipal Development Plan

The Municipal Development Plan (MDP) concept designates the subject site as Residential. The proposed subdivision is in alignment with the MDP concept.

The MDP states that the overall design density for residential areas should average between 12 and 25 dwelling units per gross developable hectare. The subdivision proposal results in a density of 15 units per gross developable hectare. It should be noted that the ASP predates the current MDP.

Mandalay Estates Area Structure Plan (2018)

The Mandalay Estates ASP concept designates the subject site as Residential R-1. The proposed subdivision is in alignment with the ASP concept.

ASP Policy 7.2.6 requires the preparation of Residential Design Guidelines as part of any subdivision application. Low Density Residential Design Guidelines have been provided for Phase 1 of the Carlington Estates neighbourhood, now known as Mandalay Estates (see **Appendix C – Residential Design Guidelines**). The design guidelines provided do not encompass the subject site, therefore the applicant will need to confirm whether these guidelines are intended to apply to the proposed Phase 5B subdivision area.

ASP Policy 9.2.1 requires access points and collector road to be constructed in general compliance with the road network illustrated in the ASP. The proposed road network is in alignment with the ASP.

The proposed road right of way widths meet the requirements outlined in the ASP.

The following ASP policies should be considered prior to development:

- ASP Policy 7.2.4. requires all residential development that backs onto parks, trails or open space to only construct a four (4)-foot high black vinyl chain link fence to create the sense of openness and to enhance the public safety for the use of the trails and open space.
- ASP Policy 7.2.5. requires residential development on the north side of Mandalay Estates, which backs onto existing residential development in Stonebridge, to have eight (8)-foot wood fences to provide separation and screening.

Land Use Bylaw

The LUB designates the subject site as Low Density Residential District – Single Detached District (R1).

In Block 11, Lots 25-60 meet the minimum parcel width and area outlined in the LUB.

In Block 15, Lots 1-8 meet the minimum parcel width and area outlined in the LUB.

In Block 8, Lots 31-49 and Lots 54-58 meet the minimum parcel width and area outlined in the LUB. Lots 50-53 meet the minimum area, but do not meet the minimum parcel frontage of 11.0 m for parcels fronting onto the bulb of a cul-de-sac, as outlined in the LUB.

The Town has discussed these deficiencies with the Applicant and will accept the proposed plan as submitted.

The widths and areas of each proposed lot are outlined in **Appendix D – Lot Sizes**.



4.0 Reserve Calculations

The Town will require the 10% municipal reserve dedication obligation to be deferred to the remainder of SW ¼ Sec. 16 Twn. 30 Range 1 W5M.

5.0 Circulation

This application was circulated to adjacent landowners and referral agencies. Responses are provided in full in **Appendix E – Referral Responses**.

Referral Responses

- **ATCO Transmission High Pressure Pipelines** has no objections.
- **FortisAlberta** does not require an easement. FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.
- **Shaw Communications** has no objections to the proposed subdivision.
- **Mountain View County** has no comments or concerns.
- **Alberta Health Services – Safe Healthy Environments** has no concerns with the subdivision application from a public health perspective and had the following comments:
 - We would like to highlight that AHS-SHE also endorses the use of an evidence-based public health approach to designing healthy communities. Prioritizing neighborhood design, transportation networks, natural environments, food systems and housing in your planning process will help make your communities and residents healthier. We encourage you to consider these five principles in your strategic conversations and in the continued growth and development of Mandalay Estates. Additionally, more information can be found on the AHS Healthier Together, Building Healthy Communities website. This can be considered a virtual gathering place to access AHS-based resources and tools.
 - AHS-SHE would be happy to have further discussions regarding the concepts outlined above, especially as Mandalay Estates continues to develop. You can reach out to me directly at 587-943-2278 or at cortney.hladky@ahs.ca.
- **TELUS Communications Inc.** will require a utility right of way in order to provide service to this new development. Please have TELUS' requirement added as a condition of approval and have the applicant contact rightofwayAB@telus.com to initiate a TELUS Utility Right of Way Agreement.
- **ATCO Gas Distribution** approves of the proposed subdivision, provided that their conditions are met.
- **Alberta Transportation and Economic Corridors** has the following comments:
 1. The requirements of Section 18 are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act.
 2. The requirements of Section 19 are met, therefore no variance is required.
 3. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act.
 4. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for



example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.

5. Alberta Transportation and Economic Corridors offers no objections to this proposed subdivision provided the Town of Carstairs and Alberta Transportation and Economic Corridors jointly monitor the intersection functionality. The Town of Carstairs is responsible for arranging for the installation of the traffic signals when deemed warranted by Alberta Transportation and Economic Corridors.
6. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Alberta Transportation.

6.0 Comments

- This Subdivision Report has been prepared by ISL and reviewed by the Town's Subdivision Authority;
- The proposed application satisfies the requirements of Section 654 of the Municipal Government Act, and the relevant matters listed in Section 9 of the Matters Related to Subdivision and Development Regulation; and
- Submissions from landowners and referral agencies were considered as noted herein.

7.0 Decision and Conditions of Subdivision

With respect to this application, and based on Council's guidance, the Subdivision Authority has the following the following options:

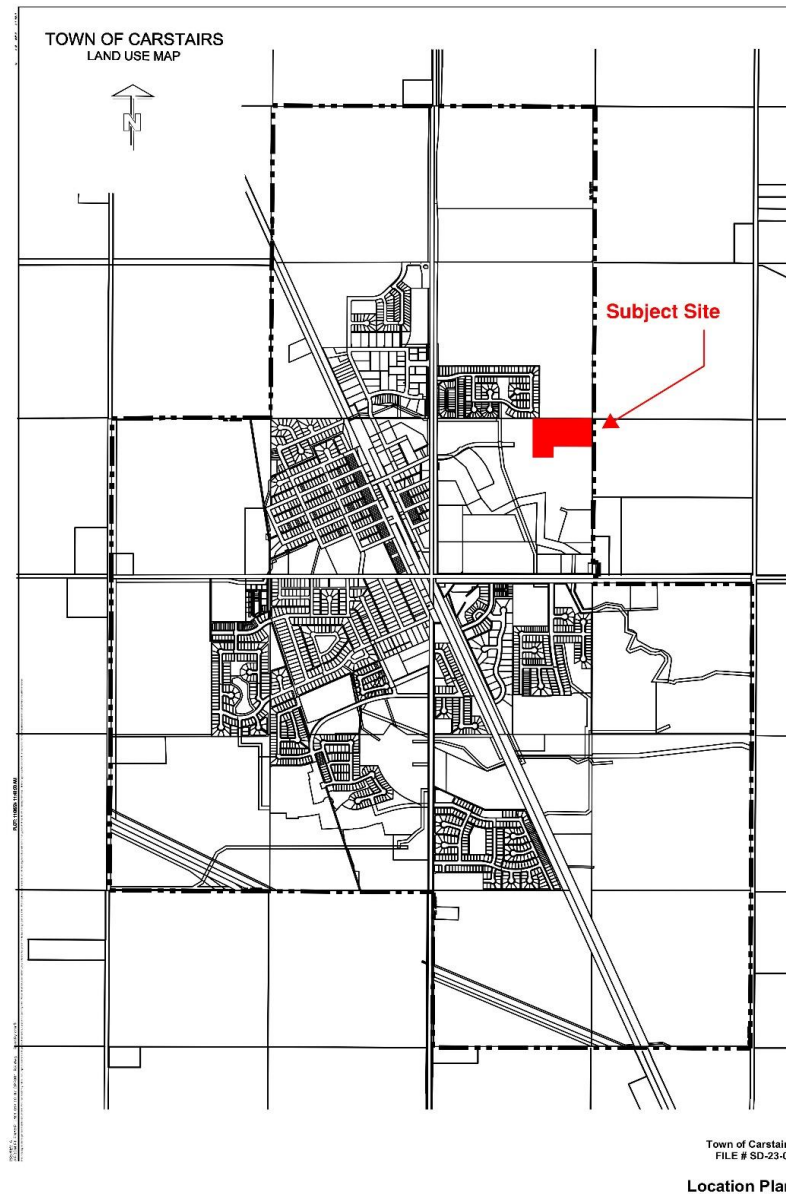
- A) Refuse to approve the subdivision;
- B) Send the application back to Administration to obtain additional information;
- C) Approve the subdivision application as submitted; or
- D) Approve the subdivision subject to the following conditions:
 1. That subdivision is carried out by means suitable to the Registrar of the Land Titles Office per Section 81 and 89 of the Land Titles Act;
 2. That prior to endorsement, it is the responsibility of the Applicant to ensure that the submission of a Plan of Survey, including CAD file, the Owner's Consent to Register, and the Surveyor's Affidavit are received by the Town of Carstairs;
 3. That prior to plan endorsement, all existing or newly required access rights-of-way, easements, overland drainage rights-of-way and agreements are to be registered shall be provided to the satisfaction of the Town of Carstairs;
 4. That prior to endorsement all outstanding property taxes be paid, or satisfactory arrangement for payment thereof, to the Town of Carstairs (per Section 654 (1)(d) of the Municipal Government Act); and
 5. That the applicant/owner enter into a development agreement with the Town of Carstairs to include, but not be limited to, the construction of roads and sidewalks, the installation of municipal services, and boulevard landscaping.



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Appendix A

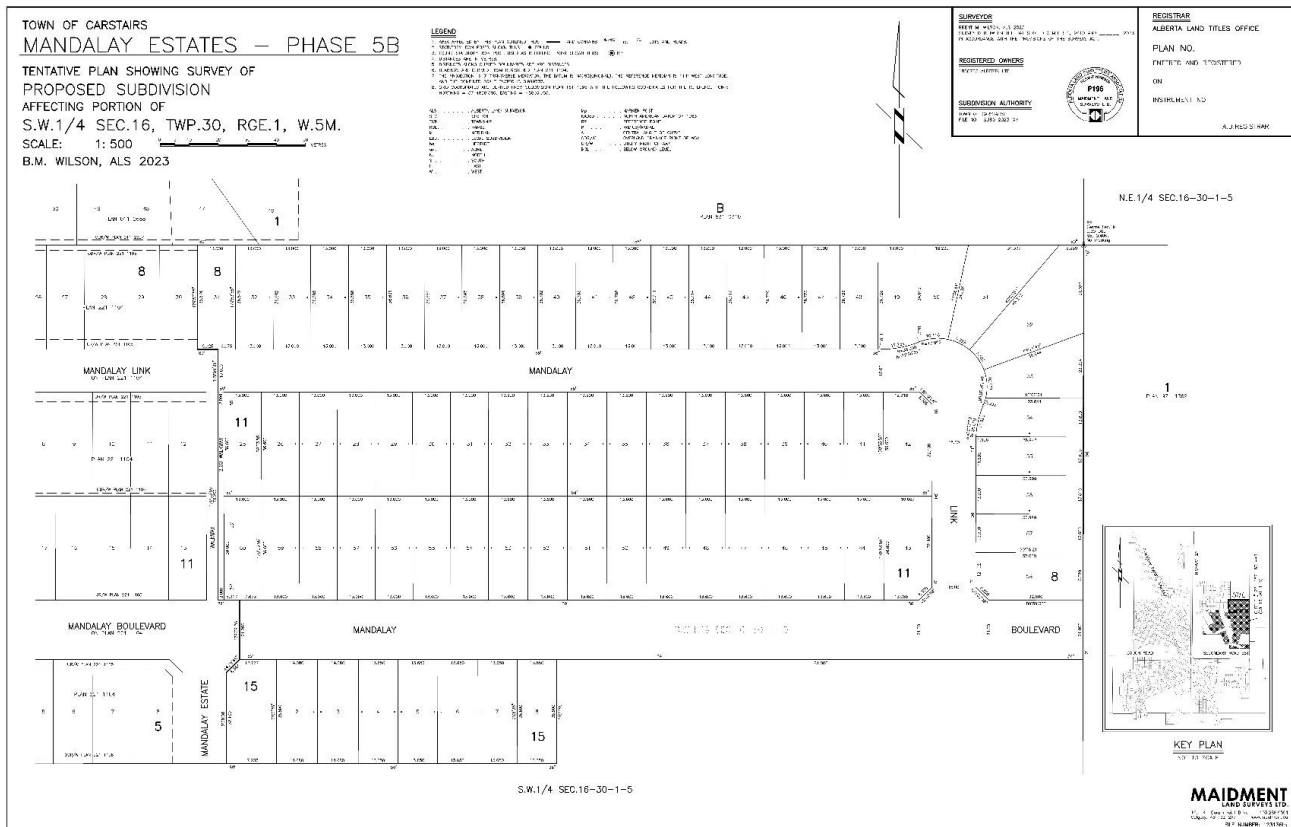
Figure 1 – Location Plan





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Figure 2 – Tentative Site Plan





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Appendix B

Site Images





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Appendix C

Residential Design Guidelines



CARLINTON

ESTATES

Low Density Residential
Phase 1 - Design Guidelines

Revised December 21, 2009

EO-20658.600



CARLINTON ESTATES
LOW DENSITY RESIDENTIAL
PHASE 1 – DESIGN GUIDELINES

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CARLINTON ESTATES
LOW DENSITY RESIDENTIAL
PHASE 1 – DESIGN GUIDELINES

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CARLINTON ESTATES LOW DENSITY RESIDENTIAL PHASE 1 – DESIGN GUIDELINES

The Community of Carlinton Estates

Carlinton Estates is a master planned community by IWG Carstairs Land Corp. located in the Town of Carstairs. A strong sense of community will be an important part of living in Carlinton Estates. Sustainability and liveability are key objectives of the Carlinton Estates Community.

These design guidelines are developed to guide and detail a “Contemporary Heritage Village” vision for this community, with a unifying architectural style. This will allow for the development of homes with an architectural style that draws on traditional architectural elements while addressing the needs of contemporary living and modern building materials.

These design guidelines apply to the following low density residential lots that are identified as Phase 1 of this development:

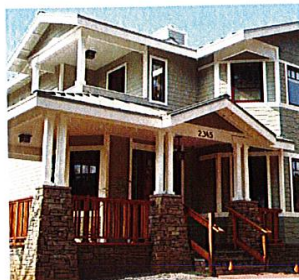
- Lots 3 – 5, Blk 3;
- Lots 1 – 12, Blk 4;
- Lots 13 – 28, Blk 4;
- Lots 1 – 32, Blk 5;
- Lots 1 – 11, Blk 6.

The community plan is presented in Appendix ‘A’.

1.0 DESIGN THEME STATEMENT

The architectural theme of Carlinton Estates is intended to be a contemporary interpretation of Heritage style architecture.

Homes should draw on the flavour of Traditional, Craftsman, Prairie, Georgian and Colonial styles fused with clean, simple, bold detailing and colour contrast. Victorian style detailing will not be permitted.



Windows with strong trim details will be very important on the homes in Carlinton Estates. Bold and simple wide trims, corner battens, window bands, shadow boards, porch columns and fascias are important design features. Fascia on the gables should be constructed using Smartboard or composite trim. The houses should look visually grounded and when masonry is used, it should look like a structural element.

In summary, homes will be strong simple lined versions of the heritage styles with detailing. The architectural design style palette for Carlinton Estates is highlighted in Appendix ‘B’.

2.0 MUNICIPAL STANDARDS

Formal standards for development will be those as established in the Town of Carstairs Land Use Bylaw’s Low Density Residential District (R1) and Low Density Residential Two Dwelling District (R2). Conformity with these Design Guidelines does not supersede the required approval process of the Town.

3.0 BUILDING MASSING & SITING

3.1 Setbacks/Separation Space

Minimum setbacks for all front, side and rear yards are to conform to those established by the Town of Carstairs Land Use Bylaw.

3.2 Siting & Site Coverage

The maximum site coverage is to conform to the R1 and R2 Districts of the Town of Carstairs Land Use Bylaw.

Homes are to be sited to complement the overall streetscape and ensure compatibility with adjacent lots. The siting of the homes are to reflect the attributes of topography, views, exposure to sunlight and privacy considerations.

CARLINTON ESTATES
LOW DENSITY RESIDENTIAL
PHASE 1 – DESIGN GUIDELINES

3.3 Massing & Building Heights

The maximum building height is to be in conformance with the Town of Carstairs Land Use Bylaw. The minimum roof pitch is 6:12 for any roof on the front elevation facing the street. All front street facing gable ends are to have a minimum 8:12 roof pitch. Flat roofs will not be permitted.

9'-0" height ceilings on the main floor of all homes is mandatory.

The massing of homes should be consistent with the area and neighbouring homes. Houses within the same street or cul-de-sac are to have a consistency of apparent volume, i.e., smaller homes cannot go directly beside larger homes and drastic variation in rooflines between adjacent homes is to be avoided.

Corner lots that side onto a street or open space will require substantial additional treatment. The side elevation should be well articulated with various architectural elements appropriate for the overall design of the house. Such elements may include side sloping roof details, box outs, chimneys and fully detailed windows, shadow bands, belly boards, porch or verandas that wrap around from the front of the house.

Houses are to be centred on the lot and are to utilize the full width of the building envelope, where possible.

3.4 House Sizes

Designs are required to have depth and a variety of rooflines. In order to achieve this, designers are asked to vary the square footage on upper storeys, if possible. Front elevation massing and detail are critical elements of the design of the homes.

Minimal variances in the noted square footages are available but have to be reviewed and approved by the Developer. In all cases, the square footage is determined as the total square footage of all floors, excluding the basement level.



The minimum floor area that will be permitted is as follows:

Lots 1 – 12, Blk 4 & Lots 3 – 5, Blk 3

- Bungalow/Bi-level (main floor) – 1,000 sq. ft.;
- 1½ - 2 Storey – 1,350 sq. ft.

Lots 12 – 32, Blk 5

- Bungalow/Bi-level (main floor) – 1,300 sq. ft.;
- 1½ - 2 Storey – 1,450 sq. ft.

Lots 1 – 11, Blk 5

- Bungalow/Bi-level (main floor) – 1,400 sq. ft.;
- 1½ - 2 Storey – 1,600 sq. ft.

Lots 1 – 11, Blk 6

- Bungalow/Bi-level (main floor) – 1,500 sq. ft.;
- 1½ - 2 Storey – 1,700 sq. ft.

Lots 13 – 28, Blk 4 (Semi-detached)

- Bungalow/Bi-level (main floor) – 1,000 sq. ft.;
- 1½ - 2 storey – 1,250 sq. ft.

3.5 House Elevation

No home is to have more than 4 risers at the front elevation. For bi-level or bungalow homes, 5 risers will be considered subject to appropriate design details. Any variance will be at the sole discretion of the Developer.

3.6 Repetition

The same elevation shall be separated by 3 lots on the same side of the street and will not be permitted directly across the street. This may be altered at the Developer's discretion if it can be shown that the two elevations in question are located so as not to be visible together from any angle.

While similar house plans and elevations are inevitable, it is possible to vary the design by changing exterior elements. If it is felt that the adjacent houses are too similar the Developer will request the applicant to make design changes.

For semi-detached lots, similar house plans and elevations are acceptable for adjoining homes.

CARLINTON ESTATES LOW DENSITY RESIDENTIAL PHASE 1 – DESIGN GUIDELINES

4.0 BUILDING MATERIALS

4.1 Roof Materials/Overhangs

The roof material is to be at least architectural grade 25 or better year asphalt shingles. The colour of all roof materials is to be charcoal grey or black.

Alternative materials will be considered if it can be shown by the applicant that this is in keeping with the overall objectives of these guidelines.

All roof hardware (vents, stacks, flashings, etc.) must be painted to match roof colour.

Overhangs are to be a minimum of 18" on the lower floor and 12" on the upper floor. Deeper overhangs are encouraged.

4.2 Chimneys

All chimneys flues must be boxed in with the same finish as the main body of the home. Stone chimneys are highly encouraged.

4.3 Exterior Finishes

The primary wall material is to be wider (double 5") vinyl siding or composite siding (concrete composite, hardboard or smart board) or approved equivalent. Dutch lap profile vinyl siding is not permitted.



Stucco will be permitted to be used as a primary wall material subject to the approval of trim and other detailing. Trowel or raised finishes and patterns will not be permitted. Smooth finish and sand float finish is acceptable. Acrylic stucco is encouraged.

Secondary wall materials may consist of cedar shakes, composite or high quality vinyl shakes, smart panel, or board and batten detailing. Composite siding with a smaller lap profile may also be used as a secondary wall material.

Broad expanses of siding and stucco on the front elevation is to be minimized through the use of trim details, stone, columns, etc.

Masonry is mandatory on all homes. Acceptable masonry materials includes cultured stone or authentic stone.

Masonry must be detailed in areas that reflect structural elements. There will be no minimum amount of stone required but the placement of the material must "ground" the home and act as a structural element. Full height stone columns are not acceptable. All stone must wrap at least 2'-0" around all corners with trim/column detailing.

4.4 Exposed Concrete Walls/Meters

No higher than 2'-0" of concrete walls are to be exposed above grade. Higher concrete walls are to be clad with the predominant siding material.

Electrical and gas meters are to be on rear or side elevations.

5.0 ARCHITECTURAL DETAILS

5.1 Elevations/Detailing

Contemporary Heritage homes should incorporate a front porch on the front face of the home. Any such porch is to be substantial in depth, a minimum 6 feet from the main face of the home. If a design is submitted that does not have a front porch but has adequate detail and massing it may be accepted at the Developer's discretion.



Architectural elements that emulate the Contemporary Heritage style in Carlinton Estates are as follows:

- simple and substantial columns extended to grade level (minimum 8" x 8");
- exposed rafter tails;
- stone skirting;
- stone bases only on the columns, not full stone; and
- bold and simple triangular knee braces supporting the porch roof.



CARLINTON ESTATES LOW DENSITY RESIDENTIAL PHASE 1 – DESIGN GUIDELINES

The underside of front porches is to be screened in with an appropriate and complementary material so that the space under the deck is not visible.

Rear elevations that are visible to open space will require an extra level of detail. All windows on the rear elevation should be the same style as the front. All elevated decks for homes on walk-out lots that back onto amenity spaces must be built at the initial time of construction and must be on the building plans. No enclosed storage areas will be permitted under elevated decks. All posts and columns for these elevated decks are to be a minimum dimension of 1'-0". The posts or columns are to be wood, metal clad or stone, subject to design details.



Gabled roofs on the rear elevations of homes located adjacent to public open space areas should have the same detail as the gables on the front elevations.

Full three storey rear elevations on walkout lots will not be permitted. Articulation and variation should be incorporated in the wall heights and building footprint. This can be accomplished by staggering the upper floor or by adding different roof elements between the main and upper floor.



5.2 Trim, Soffits & Fascia

Modern trim materials used in a traditional manner will assist the homes in Carlinton Estates to appear traditional and timeless. Designers are asked to place a great deal of effort into the trim detailing on each elevation.



All trim is to be white, while the main body of the house is to be dark in colour. Trim is to be implemented as follows:

- Trim will be required on all elevations of all homes in Carlinton Estates;
- Trim material is to be wood, composite material (i.e., Smartboard), metal clad or an approved equivalent. The use of Smartboard material is strongly encouraged in order to avoid large expanses of vinyl on trim details and gable ends;
- Window trim on side elevations do not have to match the profile of the front and rear elevation but as a minimum should be 4" wide on all four sides of the window;
- Shadow boards or cornices, if incorporated in the design, must be used in all open gable ends where the wall meets the soffit on every elevation;
- Corner trim boards are to be a minimum width of 4";
- Trim profiles must project beyond the wall material they are designed within. When a composite material trim is used on a stone wall, the trim must be built out at least 1/2" above the stone;
- Open gables on the front and other highly visible elevations should be constructed with a composite material;
- Fascia are to be prefinished aluminium. All fascias must be a minimum of 8" in height;
- Rainware should be limited on exposed elevations - downspouts should be installed on side and rear elevations of homes only. On lots backing onto open space, all downspouts are to be directed to the front of the lot and not to the rear. All rainware is to be prefinished and match trim colour.



CARLINTON ESTATES LOW DENSITY RESIDENTIAL PHASE 1 - DESIGN GUIDELINES

5.3 Front Entrances

Front entrances are to create an impression of quality through the incorporation of high quality doors and other details such as canopies, porticos or porches. All entry doors are to incorporate glazing, sidelights or transom windows.



All front entrance doors are to be painted a deep/vibrant colour or white. If doors are wood, they should be stained to match or contrast with the trim colour.

5.4 Windows

Windows must be vertically proportioned and window treatment is required on all elevations.



Casement, double-hung, and single-hung are appropriate window types and may be incorporated with non functional windows to create more elaborate window designs. Sliding windows in bedrooms will be acceptable, but still require decorative treatment such as muntins.

If muntin bars are used, they should be of solid materials, not tape.

5.5 Accessories

Deck railings will be required as per the Alberta Building Code. Front porches and rear decks should have railings in a style to match the architectural theme. Acceptable railing materials include (depending on architectural style) metal; wood; metal and glass (rear elevation only); and composite materials. Deck corner posts are to be a minimum of 4" square.



Light fixtures shall complement the architectural style of the home. Recessed pot lights or light fixtures with a contemporary look in keeping with the theme are encouraged for the garage and front entry.

House numbers are to be a minimum of 6" high and are to be located on the front garage elevation or at the front entry door.

5.6 Colours

Dark and bold contrasting colours are the central theme to emulate the Contemporary Heritage style in Carlinton Estates. Dark colours are highly recommended. White, off white or other light colours are not acceptable as the primary wall colour.



Contrasting colours between siding and trim is mandatory. Matching fascia and siding will not be permitted. For all homes, the trim colour is to be white.

Secondary colours: one secondary colour that is complementary to the main body colour of the home is permitted. This colour may be used on accent materials such as shakes or gable treatment. All secondary colours will be approved at the discretion of the Developer.

All the exterior colour schemes must be approved. Colours cannot be repeated within 3 lots on the same side of the street and will not be permitted directly across the street. Submitted for approval to the Developer.

No adjacent homes shall be of the same colour with the same material (i.e., dark beige stucco is acceptable next to dark beige siding). Notwithstanding this, the Developer will not permit the predominance of one colour within any portion of the area.

5.7 Sidewalks, Driveways & Stairs

Driveways are to be concrete with broomed finish at minimum. Stamped coloured concrete in earth tone colours or exposed aggregate finish will also be approved and is highly encouraged. Borders of stamped coloured concrete or exposed aggregate will also be approved. Brick unit pavers or asphalt are not acceptable materials.

CARLINTON ESTATES LOW DENSITY RESIDENTIAL PHASE 1 – DESIGN GUIDELINES

Front walks are to consist of the same materials as the main part of the driveway and are to be poured at the same time as the driveway. Sidewalk concrete stones or blocks are not permitted.

Poured in place and pre-cast concrete steps are permitted as long as they match the driveway and sidewalk leading to the home. If the driveway is exposed aggregate, the step and walkway are to match. The use of exposed aggregate or coloured concrete is encouraged. Variances to sidewalk material are subject to review and approval by Developer.

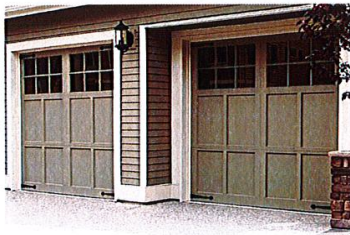
5.8 Garages

All single family houses with front drive garages are to have a 2-car front drive attached garage at minimum. Three (3) car garages will be permitted, subject to siting and design details such as architectural detailing, front sloping roofs and offset front wall planes.



For front attached garages, garage doors are to be a minimum of 16' width and not exceed 20' in width. If 2 garage doors are used, each door is to be a minimum of 9' in width.

All garage doors to have raised panel detailing in a contemporary version of "carriage house" or "renaissance" door with simple lines that are compatible with the house designs. The door may be metal, wood or wood composite and should match the main body colour or the trim colour of the home. Glazing is encouraged on garage doors.



It is encouraged that the wall between the garage door and the front entry porch of a front drive garage not exceed 14'. This will make the garage look more like part of the design and not an addition to the home. When this distance is exceeded, the

design must incorporate detailing along the garage wall such as a window or batten detailing.

For single family lots with a rear lane (Lots 1 – 11, Blk 4), the garages are to be rear detached and finished in the same colour and materials as the house. No front attached garages will be permitted on these lots.

All semi-detached lots are to have a 2 car detached garage.

All rear detached garages are to be set back from the lane a maximum of 1.0 m. All garage doors are to have raised panel detailing at minimum.

Garages are to be sited on the lot in conformity with the approved Carlinton Estates Subdivision Driveway Plan.

5.9 Ancillary Buildings &/or Garden Sheds

All buildings or sheds are to have wall finishes and colours that complement or match the home, while roof materials are to match. Cedar garden sheds are acceptable. Metal or plastic/vinyl garden sheds are not acceptable. Sheds with OSB cladding are not acceptable.

6.0 LOT GRADING

Lot grading is to be consistent with the approved Subdivision Grading Plan. The costs of obtaining proper grading and drainage are the responsibility of the Builder and/or Purchaser.

All plot plans are to be prepared by the Designated Surveyor. The staking of the home is to be jointly carried out by the Builder and the Designated Surveyor.

7.0 LANDSCAPING/FENCING

7.1 Trees/Sod

The Developer has committed to providing one (1) tree and sod in the front yard. Homeowners are encouraged to provide additional high quality landscaping in front yards, such as perennial plantings, shrubs/annual beds, rockery, trees, feature gardens, etc.

CARLINTON ESTATES
LOW DENSITY RESIDENTIAL
PHASE 1 – DESIGN GUIDELINES

Corner lots must have the landscaping adjacent to both street elevations completed within one year of completion of the house or when weather permits.

7.2 Retaining Walls

Retaining walls should be limited to a maximum exposed height of 0.9 m (3'-0"). Retaining walls higher than this should be designed in a stepped fashion to reduce the visual impact of the wall. All retaining walls are to be constructed to compliment the exterior building finishes and blend with the landscape. Timber retaining walls will not be acceptable. Any retaining walls are the responsibility of the Builder and/or purchaser and are to be constructed completely within private property lines.

7.3 Fencing

All fencing is to match the approved subdivision fence detail in colour and style as per the attached detail in Appendix 'C'.

The maintenance of all fences is the responsibility of the home owner.

8.0 SUSTAINABILITY INITIATIVES

A variety of sustainability initiatives and practices relating to home design and construction will be implemented in Carlinton Estates.



The following are sustainability initiatives that are mandatory on all homes:

- Energy Star rated appliances;
- Energy Star rated high efficiency heating and cooling systems;
- Low flow and dual flush toilets;
- Recycling of cardboard/paper waste materials during construction; and
- Programmable thermostats.

Other initiatives that are encouraged include:

- Tankless on-demand hot water heaters;

- Connection of downspouts to water barrels;
- Drought tolerant landscaping;
- Low toxic paints and finishes;
- Low flow shower heads and faucets;
- Solar hot water systems;
- Waste water heat recovery systems;
- Hot water re-circulating systems;
- Use of sustainable harvested wood; and
- Triple pane or low E windows.

9.0 OTHER IMPORTANT GUIDELINES

9.1 Signage

All "For Sale", builders and construction signs are to be in the approved standard format. Both temporary and permanent signage will be co-ordinated and approved by the Developer.

9.2 Recreation Equipment & Commercial Vehicles

Recreation vehicles shall not be parked or stored on any property.

Commercial vehicles in excess of ¾ ton shall not be parked or stored on any property.

9.3 Inspection of Improvements

Each Purchaser and/or Builder must inspect the condition of the Municipal Improvements including but not limited to the curbs, gutters, curb cocks, sidewalks, street lamps, fencing, paved roadways or other utility services for the purpose of providing services to the lots prior to commencement of construction in order to determine if these Municipal Improvements are damaged.

Written notice of any damages must be submitted to the Vendor prior to commencement of construction. Otherwise, the cost of repairing the damages to Municipal Improvements shall become the sole responsibility of the Purchaser.

9.4 Appearance During Construction

The Purchaser and/or Builder is required to keep their lot clean and orderly during construction. There will be no burning of garbage. Purchasers and/or Builders found negligent will be back-charged for clean-up carried out by the Developer.

CARLINTON ESTATES
LOW DENSITY RESIDENTIAL
PHASE 1 – DESIGN GUIDELINES

10.0 APPROVAL PROCESS

10.1 Initial Submission

The Builder and/or Purchaser shall submit three (3) copies of the following information to the Developer:

- drawings of the house including floor plans, elevations, cross sections, etc. (drawings at 1:50 or 1/4" = 1'-0");
- a plot plan identifying lot grades, floor elevations, setbacks and house location prepared by the Designated Land Surveyor; and
- a completed Application Form for House Plan Approval.

A security deposit of \$5,000 will be required at the time of application.

The Developer or its Designated Design Consultant shall review the plan and recommend approval or rejection of the application based on the adherence of the plans to the guidelines, within 5 business days of application. The Developer will make the final decision as regards to the approval or rejection of the application.

A copy of the application form and a marked up set of plans shall then be made available to the Builder or Purchaser.

Any changes by the Builder and/or Purchaser from approved plans must be submitted to the Developer or its Designated Design Consultant for approval in writing prior to being undertaken.

10.2 Final Approval/Refund of Security Deposit

Upon being advised by the Builder of the completion of the house, landscaping and driveway, the Developer shall carry out an inspection and site review to confirm conformance with these guidelines and to ensure that no Municipal Improvements located within the lot or adjacent to the lot have been damaged. If damages have occurred to Municipal Improvements, the Developer shall repair the damage and be entitled to offset all costs incurred in repairing the damage to Municipal Improvements from any Security Deposit paid.

Following the Final Approval, receipt of the confirmation of lot grading and the completion of landscaping (excepting the front yard landscape to be completed by the Developer) and driveway, the completion of any deficiencies and confirmation that no Municipal Improvements have been damaged or that all damaged Municipal Improvements have been repaired, the Security Deposit or the remainder of the Security Deposit, after deducting amounts required to reimburse the Developer for the repair to Municipal Improvements, will be refunded by the Developer to the party paying the Security Deposit unless the Developer has received a written assignment in writing executed by the party who paid the Security Deposit in favour of another party in which case the Assignee shall be entitled to receive payment of the Security Deposit.

Nothing herein shall be construed so as to restrict the liability of the Builder and/or Purchaser to the amount of the Security and the Builder and Purchaser covenant to indemnify the Developer against any damage, cost, claim or liability incurred by the Developer arising out of damage to Municipal Improvements for which the Builder and/or Purchaser is responsible in accordance with the provisions of the Restrictive Covenant or these Guidelines or the completion of any work required to be completed by the Builder or Purchaser in accordance with these Guidelines or the Restrictive Covenant to which these Guidelines are attached.

The information contained in this Design Guidelines Document is provided as a guide to be used by the Lot Purchaser and/or Builder. The Developer may revise these Guidelines at their discretion at anytime, without notice. The Developer and its designated consultants make no warranties or representations as to the accuracy or completeness of any information provided on individual house plans. The Purchaser shall be fully and solely responsible for all designs which follow these guidelines and for the conformance of such designs to the appropriate building codes.

J:\20658_CarstairsUD\10.0 Reports\Design Guidelines\Low Density Residential\Phase 1\LDG_20658.600_Carlinton-r16_2009-12-21.docx\2009-12-21\JLB

December 21, 2009

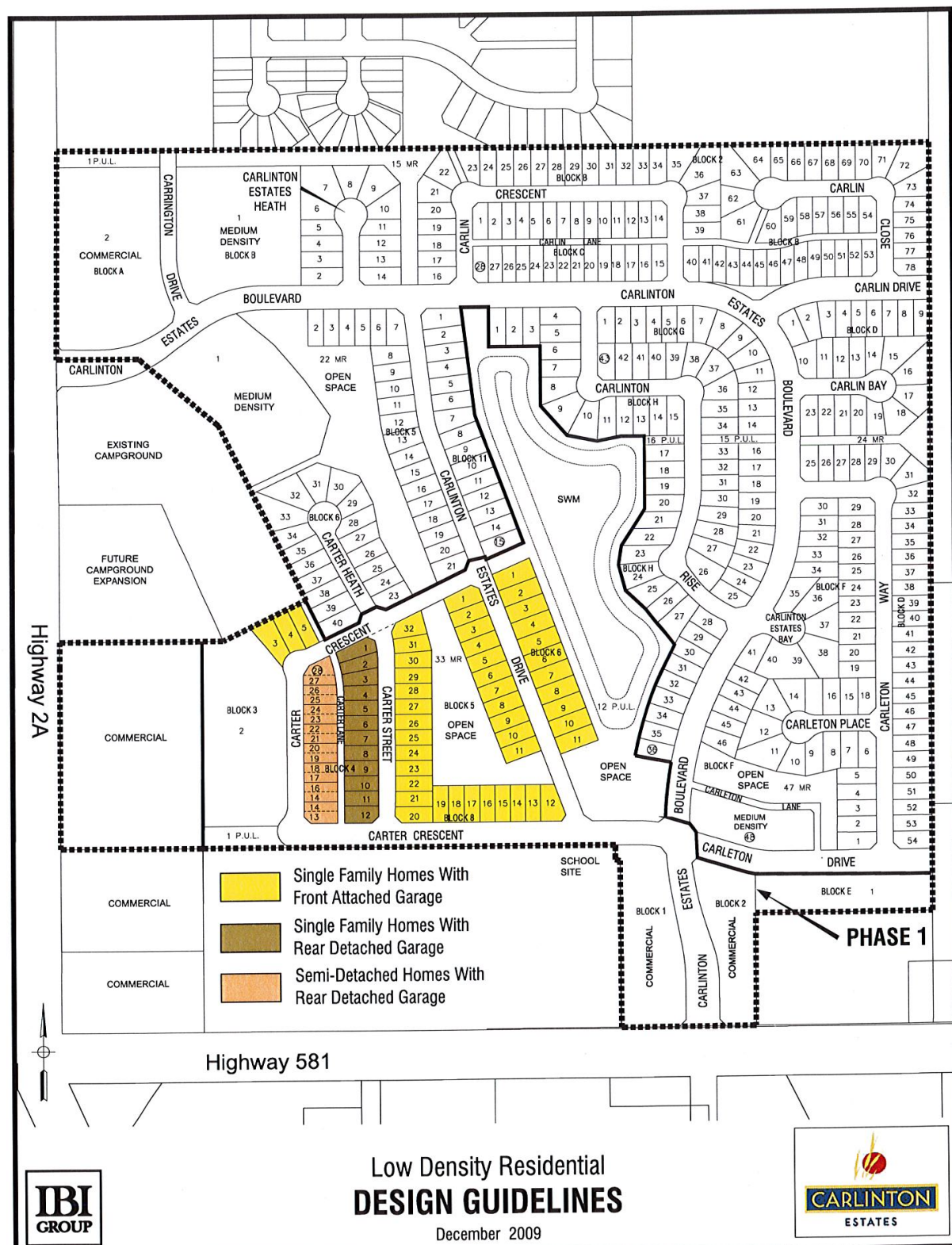
Page 8

CARLINTON ESTATES
LOW DENSITY RESIDENTIAL
PHASE 1 - DESIGN GUIDELINES

APPENDIX 'A'

COMMUNITY PLAN

December 21, 2009

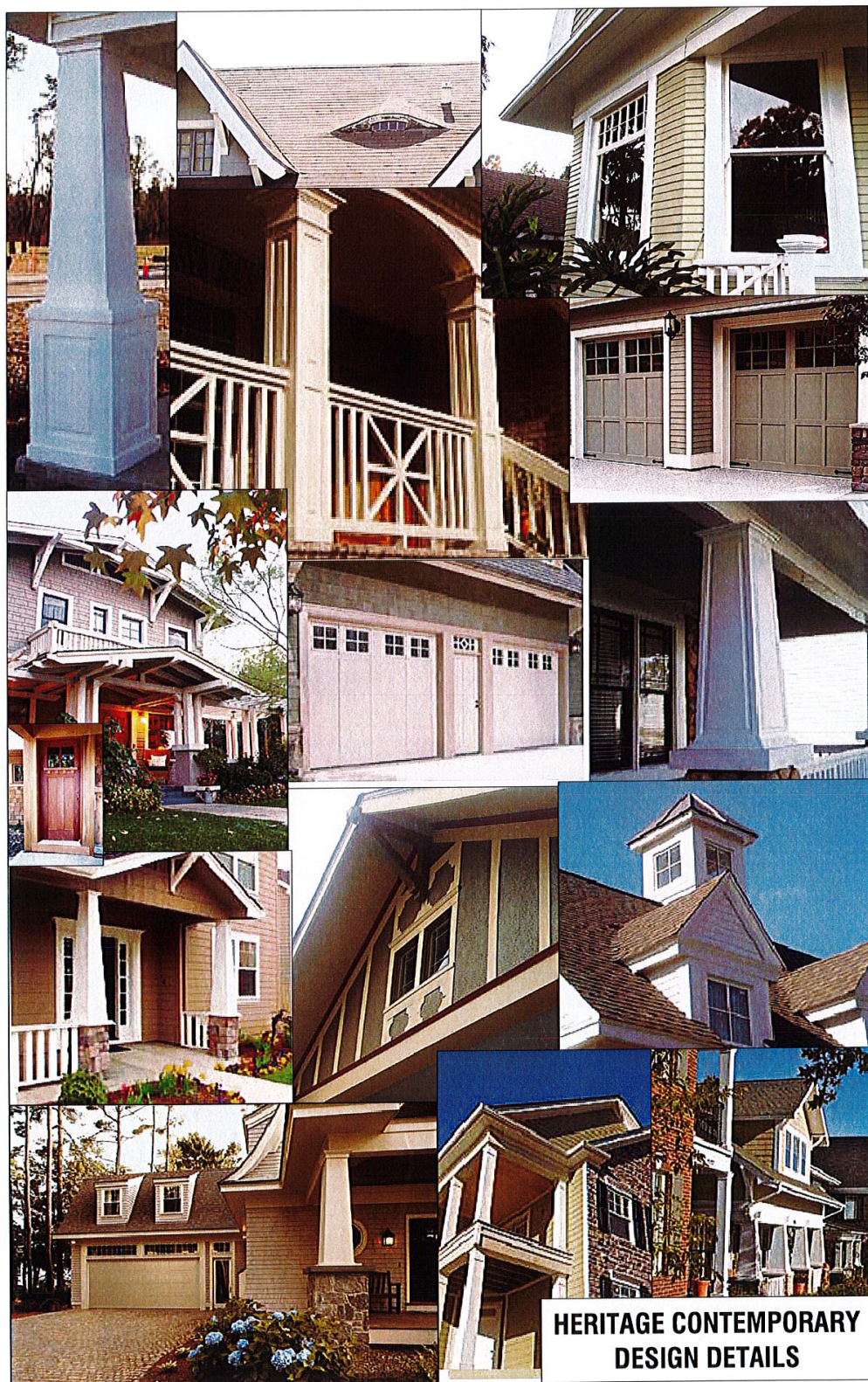


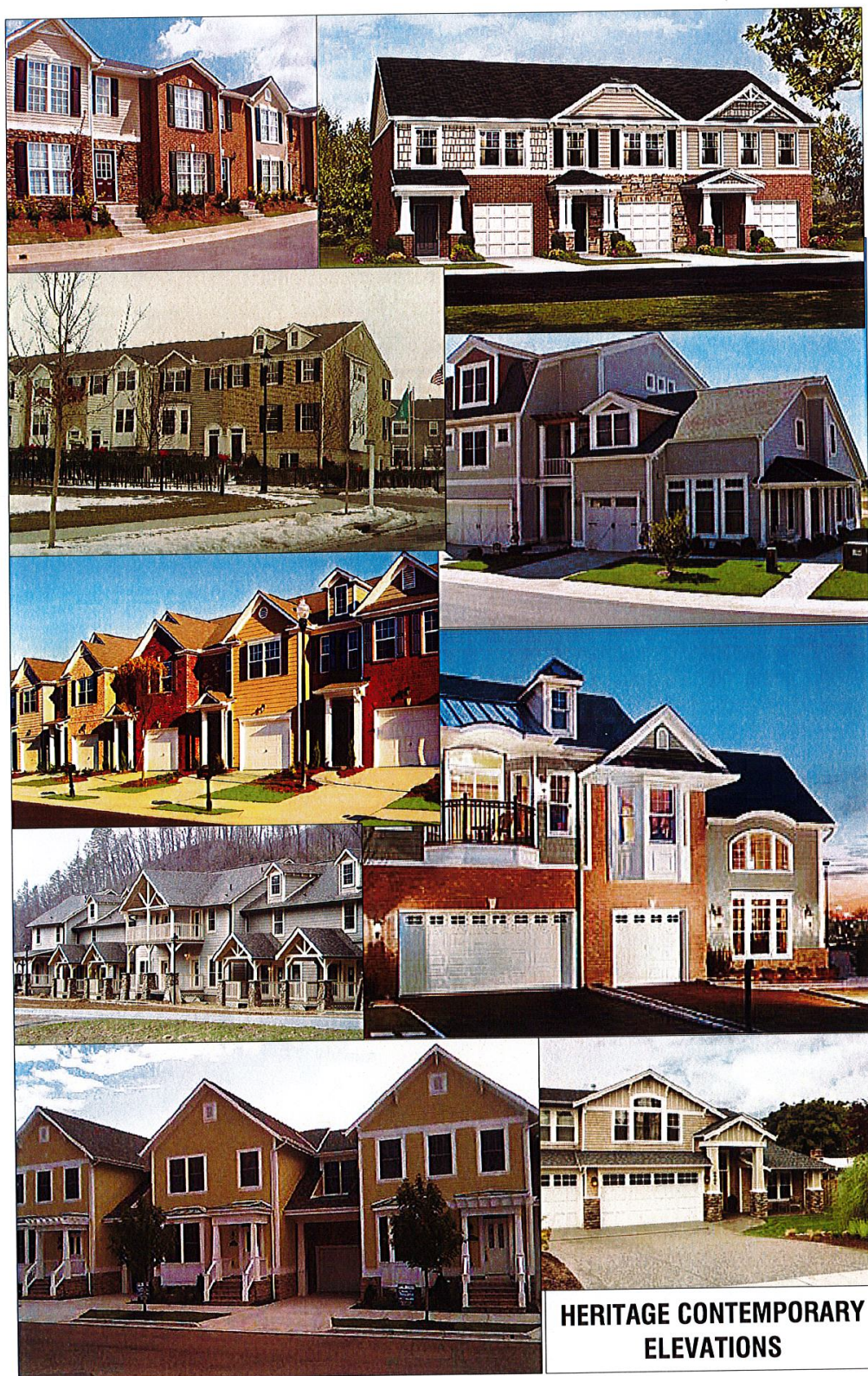
CARLINTON ESTATES
LOW DENSITY RESIDENTIAL
PHASE 1 - DESIGN GUIDELINES

APPENDIX 'B'

ARCHITECTURAL DESIGN STYLE

December 21, 2009





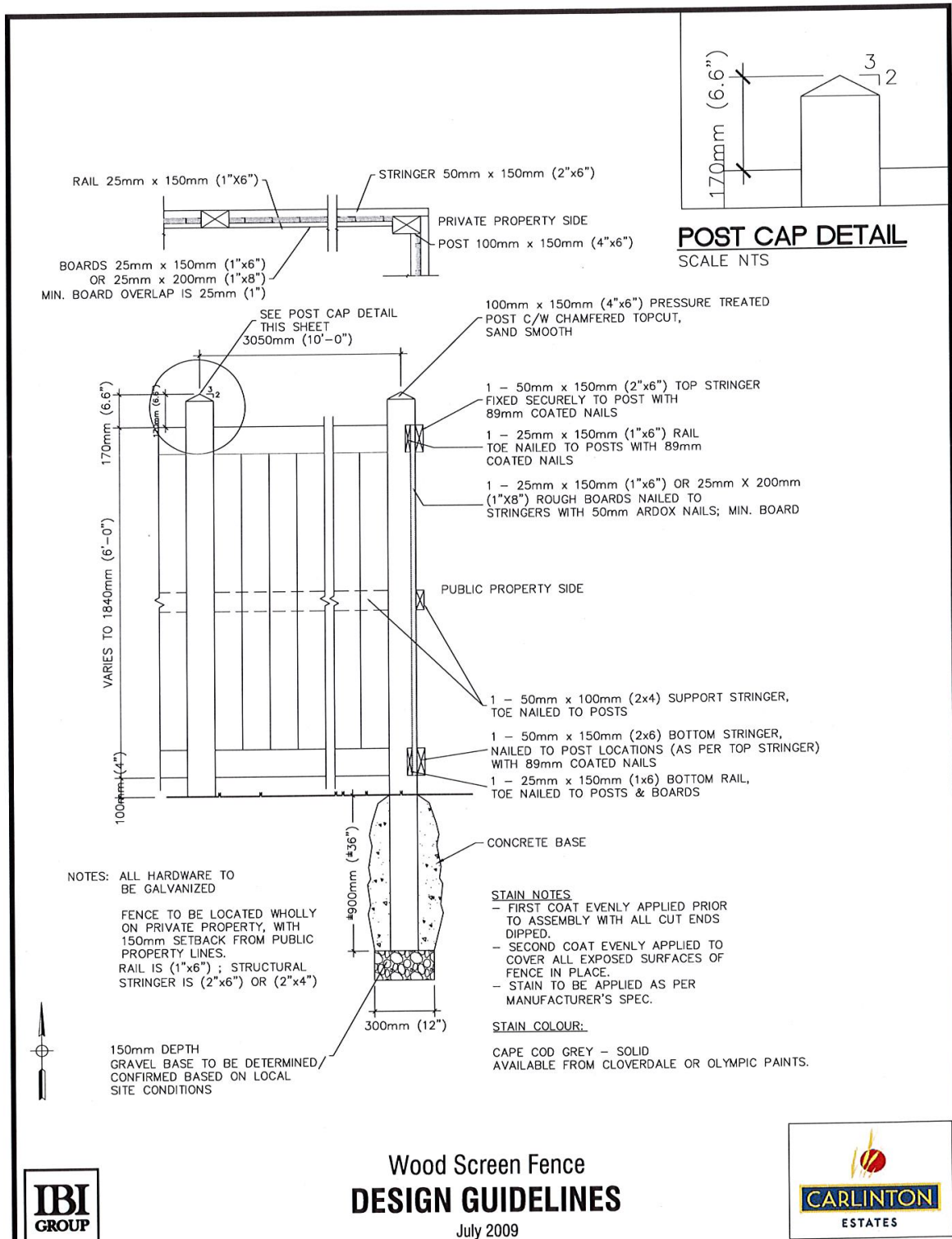


CARLINTON ESTATES
LOW DENSITY RESIDENTIAL
PHASE 1 – DESIGN GUIDELINES

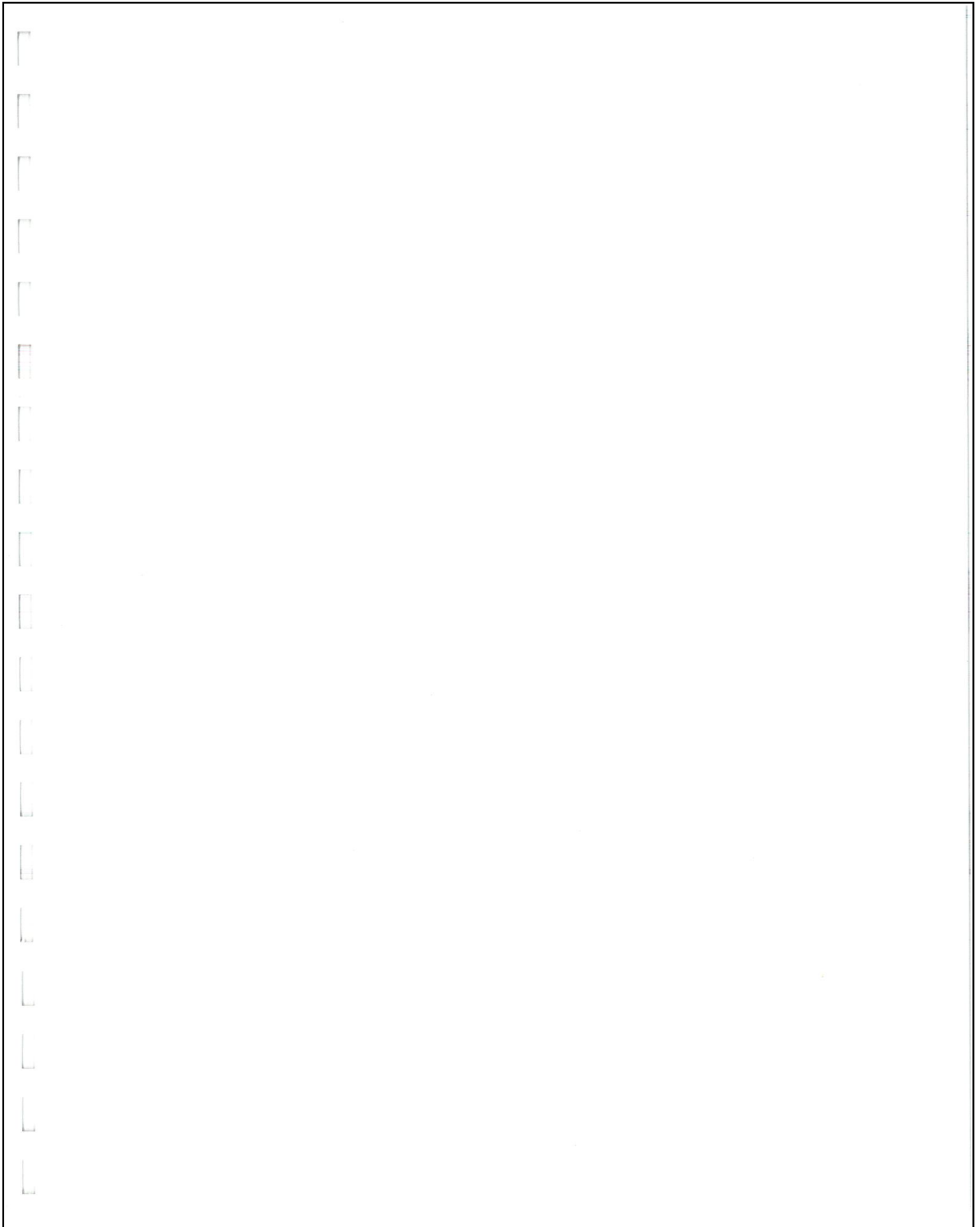
APPENDIX 'C'

FENCE DETAIL

December 21, 2009



J:\20658_Corstairs\UD\5.9 Drawings\59isc\current\Design Guidelines\Design Guidelines July 27 2009 colour april 1.dwg Jul 28, 2009 - 10:37am dbyers





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Appendix D

Lot Sizes

MANDALAY ESTATES - PHASE 5B

File# 123136

Date: October 5, 2023

Block	Lot	Square Meters	Width	Land Use
8	31	476.81	13.000	R1
8	32	476.848	13.000	R1
8	33	476.886	13.000	R1
8	34	476.923	13.000	R1
8	35	476.961	13.000	R1
8	36	476.999	13.000	R1
8	37	477.036	13.000	R1
8	38	477.074	13.000	R1
8	39	477.112	13.000	R1
8	40	477.15	13.000	R1
8	41	477.187	13.000	R1
8	42	477.225	13.000	R1
8	43	477.263	13.000	R1
8	44	477.301	13.000	R1
8	45	477.338	13.000	R1
8	46	477.376	13.000	R1
8	47	477.414	13.000	R1
8	48	477.451	13.000	R1
8	49	469.135	13.000	R1
8	50	489.176	12.581	R1
8	51	712.226	11.499	R1
8	52	911.056	12.030	R1
8	53	557.385	12.498	R1
8	54	484.831	13.600	R1
8	55	503.148	13.600	R1
8	56	503.19	13.600	R1
8	57	503.194	13.600	R1
8	58	602.788	16.590	R1
11	25	475.801	13.000	R1
11	26	475.801	13.000	R1
11	27	475.801	13.000	R1
11	28	475.801	13.000	R1
11	29	475.801	13.000	R1
11	30	475.801	13.000	R1
11	31	475.801	13.000	R1
11	32	497.761	13.600	R1
11	33	497.761	13.600	R1
11	34	497.761	13.600	R1
11	35	497.761	13.600	R1
11	36	497.761	13.600	R1
11	37	497.761	13.600	R1
11	38	497.761	13.600	R1

11	39	497.761	13.600	R1
11	40	497.761	13.600	R1
11	41	497.761	13.600	R1
11	42	603.009	16.797	R1
11	43	598.193	16.576	R1
11	44	497.761	13.600	R1
11	45	497.761	13.600	R1
11	46	497.761	13.600	R1
11	47	497.761	13.600	R1
11	48	497.761	13.600	R1
11	49	497.761	13.600	R1
11	50	497.761	13.600	R1
11	51	497.761	13.600	R1
11	52	497.761	13.600	R1
11	53	497.761	13.600	R1
11	54	475.801	13.000	R1
11	55	475.801	13.000	R1
11	56	475.801	13.000	R1
11	57	475.801	13.000	R1
11	58	475.801	13.000	R1
11	59	475.801	13.000	R1
11	60	475.801	13.000	R1
15	1	620.937	17.251	R1
15	2	515.329	14.080	R1
15	3	515.329	14.080	R1
15	4	499.591	13.650	R1
15	5	499.591	13.650	R1
15	6	499.591	13.650	R1
15	7	499.591	13.650	R1
15	8	499.591	13.650	R1
Roads		11401.117		
Total		47692.786	4.769	ha.



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Appendix E

Referral Responses

Bridget Piller

From: Circulations, HP <HP.Circulations@atco.com>
Sent: January 3, 2024 10:14 AM
To: Bridget Piller
Subject: RESPONSE 24-0017 RE: Carstairs Subdivision Application SD-23-04 - Referral for Comment

You don't often get email from hp.circulations@atco.com. [Learn why this is important](#)

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,

Vicki Porter

Sr. Admin Coordinator, Engineering Ops
Gas Distribution
ATCO Pipelines and Liquids GBU

Email: vicki.porter@atco.com

From: Bridget Piller <BPiller@islengineering.com>
Sent: Wednesday, January 3, 2024 9:36 AM
Cc: Kirk Willisroft <kirkw@carstairs.ca>
Subject: Carstairs Subdivision Application SD-23-04 - Referral for Comment

****Caution – This email is from an external source. If you are concerned about this message, please report using Phish Alert Button in your Outlook for analysis.****

Good Day,

On behalf of the Town of Carstairs, please see the attached application for Subdivision for your review.

Your comments and recommendations to this proposal will be accepted until noon on **January 31st, 2024**.

Planning Information

The Town of Carstairs has received an application which proposes to subdivide SW ¼ Sec. 16 Twn. 30 Range 1, W5M into 72 lots.

The subject site is currently designated Low Density Residential District (R1).

The purpose of this subdivision is to accommodate low density residential development within the Mandalay Estates neighbourhood.

If we have not received your comments within this period, we will process the application as if you have no objections to the proposed application. If you have any questions or would like to request more information, feel free to contact me by e-mail or phone.

In your reply, please quote the project number "SD-23-04."

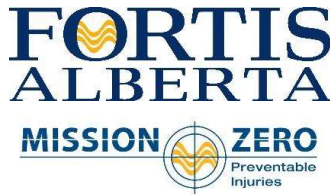
Thank you,

Bridget Piller (she/her) | *Community Planner*
ISL Engineering and Land Services Ltd.
4015 - 7 Street SE
Calgary, AB T2G 2Y9
T: 403.254.0544 F: 403.254.9186 C: 403-402-4828
BPiller@islengineering.com islengineering.com

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Erin Aldcroft
Land Department

FortisAlberta Inc.
320 - 17 Ave SW
Calgary, AB
T2S 2V1
Phone# 587-775-6331
Cell#
www.fortisalberta.com
Email: erin.aldcroft@fortisalberta.com

January 4, 2024

Town of Carstairs
844 Centre Street
PO Box 370
Carstairs, Alberta
T0M 0N0

Attention: Bridget Piller

RE: FortisAlberta Condition for Subdivision Approval

FortisAlberta Reference No.: 320138488

MD File No.: SD-23-04

Location/Legal Description: SW 16-30-01-W5

Customer Name: 1880763 Alberta Ltd.

Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Erin Aldcroft'.

Erin Aldcroft

RE: 320138488

Bridget Piller

From: Erin Aldcroft <erin.aldcroft@fortisalberta.com> on behalf of Land Service <landserv@fortisalberta.com>
Sent: January 4, 2024 7:36 AM
To: Bridget Piller
Subject: 320138488] Carstairs Subdivision Application SD-23-04 - Referral for Comment
Attachments: Subdivision Application_SD-23-04.pdf; Easements - 320138488 - Subdivision SW 16-30-01-W5 Town of Carstairs.pdf

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Hello,

Please see our attached letter.

Thank you
Erin Aldcroft

Erin Aldcroft | Land Coordinator

FortisAlberta Inc. | 15 Kingsview Rd. SE Airdrie, AB T4A 0A8 | Tel: 587-775-6331

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For more information please visit fortisalberta.com

From: Bridget Piller <BPiller@islengineering.com>
Sent: Wednesday, January 3, 2024 9:36 AM
Cc: Kirk Williscroft <kirkw@carstairs.ca>
Subject: [CAUTION] Carstairs Subdivision Application SD-23-04 - Referral for Comment

WARNING:

This email originated from outside of FortisAlberta. Pause and look for any **RED FLAGS** or signs of phishing. If this is a suspicious email, **before you delete it**, use the 'Phish Alert Report' button in Outlook or contact the Service Desk.

Good Day,

On behalf of the Town of Carstairs, please see the attached application for Subdivision for your review.

Your comments and recommendations to this proposal will be accepted until noon on **January 31st, 2024**.

Planning Information

The Town of Carstairs has received an application which proposes to subdivide SW ¼ Sec. 16 Twn. 30 Range 1, W5M into 72 lots.

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The purpose of this subdivision is to accommodate low density residential development within the Mandalay Estates neighbourhood.

If we have not received your comments within this period, we will process the application as if you have no objections to the proposed application. If you have any questions or would like to request more information, feel free to contact me by e-mail or phone.

In your reply, please quote the project number "SD-23-04."

Thank you,

Bridget Piller (she/her) | *Community Planner*

ISL Engineering and Land Services Ltd.

4015 - 7 Street SE

Calgary, AB T2G 2Y9

T: 403.254.0544 **F:** 403.254.9186 **C:** 403-402-4828

BPiller@islengineering.com islengineering.com

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Bridget Piller

From: Tommy Yuen <Tommy.Yuen@sjrb.ca>
Sent: January 5, 2024 2:54 PM
To: Elham Parsa; Bridget Piller
Subject: RE: Carstairs Subdivision Application SD-23-04 - Referral for Comment

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from tommy.yuen@sjrb.ca. [Learn why this is important](#)

Hi Bridget,

Shaw has no objection to the proposed subdivision application.

Thanks,

Tommy Yuen
Senior Planner, Planning - Alberta
10450 178 St. NW
Edmonton, AB
e Tommy.Yuen@sjrb.ca
o 780 490 3563



From: Elham Parsa <Elham.Parsa@sjrb.ca>
Sent: Thursday, January 4, 2024 10:01 AM
To: Tommy Yuen <Tommy.Yuen@sjrb.ca>
Subject: FW: Carstairs Subdivision Application SD-23-04 - Referral for Comment

Hi Tommy , please help to review.

Thank you,

Elham Parsa
Project Manager
m 604-365-6775



From: Project Manager - Northern Alberta <ProjectManagerNorthernAlberta@sjrb.ca>
Sent: Thursday, January 4, 2024 8:03 AM
To: Elham Parsa <Elham.Parsa@sjrb.ca>
Subject: FW: Carstairs Subdivision Application SD-23-04 - Referral for Comment



Thank you,

Karuna Arora, C.E.T.

Project Coordinator, Planning
10450 178 St NW, Edmonton, AB
e Karuna.Arora@sjrb.ca
o 780-665-5407



From: Project Manager - Southern Alberta <ProjectManagerSouthernAlberta@sjrb.ca>
Sent: Wednesday, January 3, 2024 10:17 AM
To: Project Manager - Northern Alberta <ProjectManagerNorthernAlberta@sjrb.ca>
Cc: Elham Parsa <Elham.Parsa@sjrb.ca>
Subject: FW: Carstairs Subdivision Application SD-23-04 - Referral for Comment

From: Bridget Pillar <BPillar@islengineering.com>
Sent: Wednesday, January 3, 2024 9:36 AM
Cc: Kirk Willisroft <kirkw@carstairs.ca>
Subject: Carstairs Subdivision Application SD-23-04 - Referral for Comment

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In your reply, please quote the project number "SD-23-04."

Thank you,

Bridget Pillar (she/her) | *Community Planner*
ISL Engineering and Land Services Ltd.
4015 - 7 Street SE
Calgary, AB T2G 2Y9
T: 403.254.0544 **F:** 403.254.9186 **C:** 403-402-4828

BPiller@islengineering.com islengineering.com

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Bridget Pillar

From: PlanDev <plandev@mvcounty.com>
Sent: January 15, 2024 11:08 AM
To: Bridget Pillar
Subject: RE: Carstairs Subdivision Application SD-23-04 - Referral for Comment

No comments or concerns from Mountain View County

Kind regards,

Lynn Craven | Administrative Assistant
403-335-3311 ext. 209 | lcraven@mvcounty.com



Mountain View County

Office: 403-335-3311 | Fax: 403-335-9207
Postal Bag 100
1408 Twp Rd. 320 | Didsbury, AB | T0M 0W0
www.mountainviewcounty.com

From: Bridget Pillar <BPillar@islengineering.com>
Sent: January 3, 2024 9:36 AM
Cc: Kirk Williscroft <kirkw@carstairs.ca>
Subject: Carstairs Subdivision Application SD-23-04 - Referral for Comment

Good Day,

On behalf of the Town of Carstairs, please see the attached application for Subdivision for your review.

Your comments and recommendations to this proposal will be accepted until noon on **January 31st, 2024**.

Planning Information

The Town of Carstairs has received an application which proposes to subdivide SW ¼ Sec. 16 Twn. 30 Range 1, W5M into 72 lots.

The subject site is currently designated Low Density Residential District (R1).

The purpose of this subdivision is to accommodate low density residential development within the Mandalay Estates neighbourhood.

If we have not received your comments within this period, we will process the application as if you have no objections to the proposed application. If you have any questions or would like to request more information, feel free to contact me by e-mail or phone.

In your reply, please quote the project number "SD-23-04."

Thank you,

Bridget Pillar (she/her) | *Community Planner*
ISL Engineering and Land Services Ltd.
4015 - 7 Street SE
Calgary, AB T2G 2Y9
T: 403.254.0544 **F:** 403.254.9186 **C:** 403-402-4828
BPillar@islengineering.com islengineering.com

The Right Team for Your Project
Integrated Expertise. Locally Delivered.

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January 16, 2024

Town of Carstairs
C/O – Bridget Pillar
4015 – 7 Street SE
Calgary, AB, T2G 2Y9

Sent via email to: BPillar@islengineering.com

RE: SD-23-04 Subdivision Application

Good afternoon Ms, Pillar,

Alberta Health Services, Safe Healthy Environments appreciates the opportunity to provide comment on the above referenced land use application from a public health perspective. It is understood that this application proposes to subdivide SW-16-30-1-W5M into 72 residential lots (R1).

Local community planning and design directly affect health and well-being. Communities can support the prevention and management of chronic health conditions by creating healthier places for people to live, work and play. Healthy community design creates stronger social connections; prevents injuries, chronic diseases and cancer; and makes your community safer and more resilient by promoting healthy lifestyle choices. Healthy community design can also have social and economic benefits.

Alberta Health Services- Safe Healthy Environments (AHS-SHE) reviewed the subdivision application from a public health perspective. Healthy communities by design (HCBD) concepts and conventional areas of public health concern were considered.

At this time, AHS-SHE has **no concerns** with the subdivision application from a public health perspective, based on the information provided.

We would like to highlight that AHS-SHE also endorses the use of an evidence-based public health approach to designing healthy communities. Prioritizing **neighborhood design, transportation networks, natural environments, food systems and housing** in your planning process will help make your communities and residents healthier. We encourage you to consider these five principles in your strategic conversations and in the continued growth and development of Mandalay Estates. Additionally, more information can be found on the [AHS Healthier Together, Building Healthy Communities website](#). This can be considered a virtual gathering place to access AHS-based resources and tools.

AHS-SHE would be happy to have further discussions regarding the concepts outlined above, especially as Mandalay Estates continues to develop. You can reach out to me directly at 587-943-2278 or at cortney.hlady@ahs.ca.

Thank you again for the opportunity to review and provide comment on this application.

Southport Atrium-Environmental Public Health
10101 Southport Road, Calgary AB T2E 3N2
p: 587-943-2278
Cortney.hlady@ahs.ca

Sincerely,

Cortney Hlady

Cortney Hlady, BSc., BASc., MPH, CPHI(C)
Land Use Specialist-Public Health Inspector
Safe Healthy Environments
Alberta Health Services



Bridget Piller

From: circulations <circulations@telus.com>
Sent: January 24, 2024 12:47 PM
To: Bridget Piller
Cc: Kirk Williscroft
Subject: RE: Carstairs Subdivision Application SD-23-04 - Referral for Comment
Attachments: Subdivision Application_SD-23-04.pdf

You don't often get email from circulations@telus.com. [Learn why this is important](#)

Good Morning,

Thank you for including TELUS in your circulation

Further to the above-noted circulation, TELUS Communications Inc. will require a utility right of way in order to provide service to this new development.

Please have TELUS' requirement added as a condition of approval and have the applicant contact rightofwayAB@telus.com to initiate a TELUS Utility Right of Way Agreement.

Regards,

Jane Willox
Real Estate Specialist | TELUS Land Solutions Team
Customer Network Planning (CNP)
2930 Centre Avenue NE, Calgary, AB T2A 4Y2
rightofwayAB@telus.com

From: Bridget Piller <BPiller@islengineering.com>
Sent: Wednesday, January 3, 2024 9:36 AM
Cc: Kirk Williscroft <kirkw@carstairs.ca>
Subject: Carstairs Subdivision Application SD-23-04 - Referral for Comment

ATTENTION: This email originated from outside of TELUS. Use caution when clicking links or opening attachments. | Ce courriel provient de l'extérieur de TELUS. Soyez prudent lorsque vous cliquez sur des liens ou ouvrez des pièces jointes.

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Your comments and recommendations to this proposal will be accepted until noon on **January 31st, 2024**.

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If we have not received your comments within this period, we will process the application as if you have no objections to the proposed application. If you have any questions or would like to request more information, feel free to contact me by e-mail or phone.

In your reply, please quote the project number "SD-23-04."

Thank you,

Bridget Piller (she/her) | *Community Planner*

ISL Engineering and Land Services Ltd.

4015 - 7 Street SE

Calgary, AB T2G 2Y9

T: 403.254.0544 **F:** 403.254.9186 **C:** 403-402-4828

BPiller@islengineering.com islengineering.com

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Integrated Expertise. Locally Delivered.

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Date: January 30, 2024

Circulation Package: SD-23-04 Subdivision

The Distribution Engineering Growth 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 the Town of Carstairs and are to be registered simultaneously with the legal plan of the subdivision.

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 website.

There are existing ATCO facilities in the area. If it should be necessary to lower, relocate or make any alterations to the existing facilities and/or appurtenances due to this project, please contact ATCO Gas Distribution at 403-245-7888 with a minimum of one (1) year notice to enable an adequate and timely response. Note all alteration costs will be borne by the developer / owner. "If working around existing gas main, please contact our Edmonton Land Group at email address Crossings@atcogas.com to obtain a crossing/proximity agreement.

There are high pressure gas transmission facilities in the work area. Please contact Isabel Solis-Jarek at 780-420-3896 for more information.

If gas service is required, to avoid delays, the owner / developer should follow the steps listed on the ATCO website (<https://www.atco.com/en-ca/for-business/natural-gas/products-services/service-requests.html>) 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 website. Applications for new services residential or commercial please go on our website of GasApplicationsCalgary@atco.com.

This development may benefit from ATCO's Construction Energy Services. Contact naturalgassales@atco.com or visit our [Construction Energy Webpage](#) for more Information.

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

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 Utility Safety Partners at 1-800-242-3447 or utilitysafety.ca. Please contact Utility Safety Partners prior to any surface construction.

- (1) Utility Safety Partners (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:
<https://www.atco.com/en-ca/for-business/natural-gas/safety-business/safety-resources.html>.

If you have any questions or concerns regarding this reply, please contact our Engineer, Magai.Magia@atco.com

Sincerely,

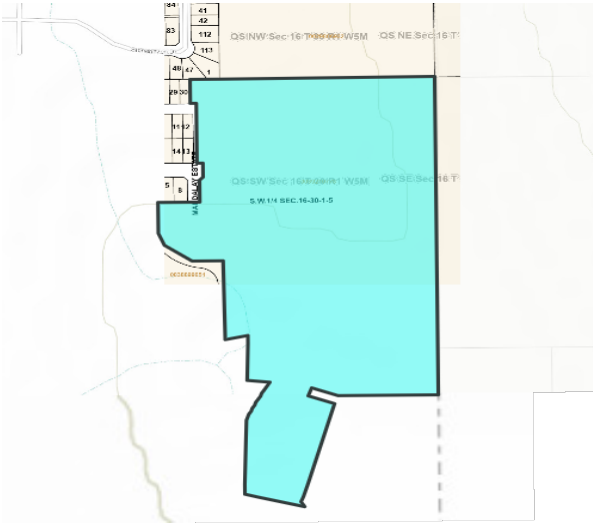
Maria Franssen
Administrative Coordinator
ATCO Gas and Pipelines
Distribution Engineering – Improvements
5th Floor, 909 – 11 Ave SW | Calgary, Ab. | T2R 1L8
email: maria.franssen@atco.com

ATCO Energy Systems
[ATCO.com](https://www.atco.com) [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

Transportation and Economic Corridors Notification of Referral Decision

Subdivision in Proximity of a Provincial Highway

Municipality File Number:	SD-23-04	Highway(s):	2A, 581, 580
Legal Land Location:	QS-SW SEC-16 TWP-030 RGE-01 MER-5	Municipality:	Mountain View County, Carstairs
Decision By:	Charlene Johnson	Issuing Office:	Central Region / Red Deer
Issued Date:	2024-01-30 16:22:51	Appeal Authority:	Land and Property Rights Tribunal
RPATH Number:	RPATH0039899		
Description of Development:	The Town of Carstairs has received an application which proposes to subdivide SW ¼ Sec. 16 Twn. 30 Range 1, W5M into 72 lots. The subject site is currently designated Low Density Residential District (R1). The purpose of this subdivision is to accommodate low density residential development within the Mandalay Estates neighbourhood.		



This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to

Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 2A, 581, 580

Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act.

The requirements of Section 19 are met, therefore no variance is required.

Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act
2. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality
3. Alberta Transportation and Economic Corridors offers no objections to this proposed subdivision provided the Town of Carstairs and Alberta Transportation and Economic Corridors jointly monitor the intersection functionality. The Town of Carstairs is responsible for arranging for the installation of the traffic signals when deemed warranted by Alberta Transportation and Economic Corridors
4. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Alberta Transportation.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information.



Issued by **Charlene Johnson, Dev and Planning Technologist**, on **2024-01-30 16:22:51** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*



FOR OFFICE USE ONLY	
Date of Receipt	Accepted by
Fee Submitted	File No.
Decision	

Time Extension Request Form

- ☐ Subdivision Application Review Period Extension
☐ Development Permit Application Review Period Extension
☒ Subdivision Endorsement Extension

Municipal Government Act Section 657 (6)

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all material submitted must be clear, accurate and legible. Only complete applications will be accepted. Thank you for your cooperation.

APPLICANT / OWNER INFORMATION

Name of Applicant 2339043 Albers Limited Email Andi@development.ca
 Mailing Address (include postal code) 30704 Centre Road RR#6
Schankung ON N7G 3H7
 Telephone (B) 519 521 4248 (H) _____ Fax _____
 Registered Owner (if not applicant) _____
 Mailing Address (include postal code) _____
 Telephone (B) _____ (H) _____ Fax _____

* By providing your email address on this application form, you are consenting to receive electronic notifications and communications.

LEGAL DESCRIPTION

Lot _____ Block A Plan 92/2174 NW in the 1/4 section 8 Township 30 Range 01 West of the 45th meridian
 Municipal Address (if applicable) 1511 Gough Road Carstairs AB

Town of Carstairs **37**
Planning Process Policies

Choose One – TIME EXTENSION – Subdivision Application Review Period Extension

Date Subdivision Application Deemed Complete: ____/____/____ (M/D/Y)

Date Subdivision Application Review Anticipated to be Complete ____/____/____ (M/D/Y)

Extension Requested for ____ days

Revised Date for Subdivision Application Review Completion ____/____/____ (M/D/Y)

Choose One – TIME EXTENSION – Development Permit Application Review Period Extension

Date Development Permit Application Deemed Complete: ____/____/____ (M/D/Y)

Date Development Permit Application Review Anticipated to be Complete ____/____/____ (M/D/Y)

Extension Requested for ____ days

Revised Date for Development Application Review Completion ____/____/____ (M/D/Y)

Choose One – TIME EXTENSION – Subdivision Endorsement

Expiry Date of Subdivision Approval: 02/25/2024 (M/D/Y)

Extension Requested for 365 days

Revised Date Expiry Date 02/25/2025 (M/D/Y)

Please describe your progress made towards meeting the outstanding conditions of approval and your reasons for the time extension request (Please use the reverse of this form if necessary)

1) Economic tightening along with supply & demand in Carstairs we continue to remain steadfast and need more time

REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF

Lionel Beckelmann hereby certify that
(Print full name)

☒ I am the registered owner
☐ I am authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision time extension.

[Signature]
Signed

02/14/2024
Dated

FOR OFFICE USE ONLY


Extension Request Number: _____

PLANNERS COMMENTS:

DECISION:

☒ GRANTED – Amount of Time Granted: 365 days
Revised Date: 02/25/2025

☐ NOT GRANTED

Decision By: 

Date of Decision: 02/26/24 (M/D/Y)

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
THURSDAY, FEBRUARY 15, 2024, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Deputy Mayor Allan, Councilor Ball, Ratz, Roberts & Wilcox, Director of Planning & Development Kirk Williscroft, Museum Curator John Cole, CAO Rick Blair, & Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby, Councilor Fricke

CALL TO ORDER: Deputy Mayor Allan called the meeting of Thursday, February 15, 2024, to order at 1:00 p.m.

ADDED ITEMS: Contractor Discussions added to New Business

ADOPTION OF AGENDA: Motion by Councilor Wilcox to adopt the Policies & Priorities Committee meeting agenda of February 15, 2024, as amended.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Ratz to adopt the Policies & Priorities minutes of January 18, 2024, as presented.

CARRIED

UNFINISHED BUSINESS: **1. Bylaw No. 2017 Municipal Historic Resource Designation - Carstairs Heritage Centre**
The Committee reviewed the Bylaw, with J. Cole in present to explain the revisions. Once the bylaw is passed, the museum can register it under the title of Knox Church.

Motion by Councilor Wilcox to accept Bylaw No. 2017 Municipal Historic Resource Designation as amended and forward to Council with the recommendation for adoption.

CARRIED

BYLAWS & POLICIES: **1. Policy No. 11-022-18 Council & CAO Attending at Conferences & Development Sessions**
The Committee considered the Policy. CAO Blair explained that the regulation does not prohibit attendance at conferences not included in the policy. Councilors who want to attend conferences that are not specified in the policy will need to obtain a Council motion.

Councilor Ball noticed an administrative change: AUMA is now AB Municipalities

Councilor Wilcox adds that after researching neighboring municipalities' policies, this policy is the most adaptable, which is a significant benefit.

Motion by Councilor Wilcox to accept the discussion on Policy No. 11-022-18 Council & CAO Attending at Conferences & Development Sessions as information.

CARRIED

2. Policy No. 11-015-2X Richard Dais Scholarship - Amended
The Committee considered the policy revisions.

Councilor Ball would like to see more specific qualifications and change HSS student to be a resident of the Town of Carstairs.

Councilor Ratz questioned the fairness of offering a \$600 scholarship. The Committee agreed it was sufficient.

Policies & Priorities Committee Meeting – February 15, 2024**Page 2 of 4**

Motion by Councilor Wilcox to accept Policy No. 11-015-2X Richard Dais Scholarship as amended and forward to Council with the recommendation for adoption.

CARRIED**3. Policy No. 11-026-2X Citizenship of the Year Award**

The Committee considered the new policy. There was some debate about whether the award should be given to all student citizens in the community rather than simply HSS students.

Councilors Ball, Roberts, and Wilcox agreed that the policy should encompass all student citizens of the community of Carstairs.

Councilor Allan and Ratz disagreed.

Motion by Councilor Wilcox to accept Policy No. 11-026-2X Citizenship of the Year Award as amended by replacing HSS student to student citizen of the community of Carstairs and forward to Council with the recommendation for adoption.

CARRIED**4. Policy No. 12-007-2X Provincial Sports & Youth Leadership Awards-Amended**

The Committee reviewed the changes made to the policy. No questions arose.

Motion by Councilor Roberts to accept Policy No. 12-007-2X Provincial Sports & Youth Leadership Awards as amended and forward to Council with the recommendation for adoption.

CARRIED**5. Policy No. 12-033-24 Asset Management Policy-Amended**

The Committee considered the policy revisions. CAO Blair was concerned about the useful life of the equipment and the hours that needed to be reflected.

Councilor Ball noted a spelling error.

Motion by Councilor Wilcox to accept Policy No. 12-033-24 Asset Management Policy as amended and forward to Council with the recommendation for adoption.

CARRIED**NEW BUSINESS:****1. Contractor Discussions**

CAO Blair inquires as to what the Committee believes is the town's role to monitor contractor concerns, and whether the town should intervene by cancelling a business license or allow small claims court or the Better Business Bureau to handle the situation.

Councilor Ball questioned why it was the town's responsibility. CAO Blair stated that the town grants the business license; nonetheless, it is difficult to assign blame because the town is not involved at the start of the renovation process, unlike with new home developments. Councilor Ball questions where the resources would come from to investigate the legitimacy of these concerns. CAO Blair argues that, while we don't want to see anyone taken advantage of, there is no way to police the situation. According to Councilor Ratz, if a patron believes they have been taken advantage of, they can file a complaint with small claims court or the Better Business Bureau, but there is no use in wasting our resources on it.

Motion by Councilor Wilcox to accept Contractor Discussions as information.

CARRIED

Policies & Priorities Committee Meeting – February 15, 2024
REPORTS:**Page 3 of 4****1. Development Reports**

CAO Blair gave an update on Development Reports for 2024. So far, there have been 4 new home starts and 15 compliances.

- a. Building Permit Listing
- b. Compliance Listing
- c. Building permits for Internal Audit

The following permits have been selected for internal review at the next committee meeting:

- File No. 4 / Roll No. 20222.000
- File No. 19 / Roll No. 20277.000
- File No. 78 / Roll No. 110410.000
- File No. 83 / Roll No. 20281.000
- File No. 101 / Roll No. 425.000

Motion by Councilor Wilcox to accept the Development Reports as information.

CARRIED**2. City Wide Protective Services Monthly Reports**

The Committee evaluated the following monthly reports for the year 2024.

- a. Fire Reports.
- b. Bylaw Reports.

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

CARRIED**3. Emergency Services**

The Committee reviewed the following reports.

- a. Carstairs Emergency Management Agency (CEMA) Report

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

CARRIED**CORRESPONDENCE:**

Nil

GENERAL DISCUSSION:**1. Bylaw animal control**

Councilor Allan inquires as to where stray animals are placed while they wait to be claimed by their owners. CAO Blair said that there are kennels accessible at present facilities, and they have not had any overnight issues or actual stray animals.

2. Waterline updates

CAO Blair spoke to the Mountain View Regional Water Commission regarding the installation of a waterline to the new reservoir.

3. Policing Study Grant Discussions

CAO Blair indicated that the study's contractor has been notified, and by the end of February, we will have scheduled meetings with neighboring communities to discuss the scope of work and terms of reference.

Policies & Priorities Committee Meeting – February 15, 2024

Page 4 of 4

Motion by Councilor Wilcox to accept general discussions as information.

CARRIED

NEXT MEETING: March 21, 2024

ADJOURNMENT: Motion by Councilor Wilcox to adjourn the meeting of February 15, 2024, at 2:57 p.m.

CARRIED

Dean Allan, Deputy Mayor

Rick Blair, CAO



February 5, 2024

Town of Carstairs
P.O. Box 370
Carstairs, AB
T0M 0N0

Attn: Mayor Colby & Council
Re: Parkland Airshed Management Zone 2024 Membership

The Parkland Airshed Management Zone (PAMZ) is a multi-stakeholder non-profit organization consisting of industry, provincial & local governments, and environmental non-government organizations and the public. It was formed in 1997 to monitor and address air quality issues within the west central region of Alberta.

In 2023, PAMZ's achievements included:

- completion of the twenty-six years of operation and twenty-four years operating the PAMZ Regional Air Quality Monitoring Program;
- community health-based air quality monitoring in Lacombe, Nordegg, the City of Red Deer, and Clearwater County;
- working with Alberta Environment and Protected Areas and other stakeholders on the review of the implementation of a regional plan to ensure levels of Fine Particulate and other pollutants do not exceed the Canadian Ambient Air Quality Standards in the future;
- a realignment of its boundaries to include all of Clearwater, Kneehill, Lacombe, Red Deer and Ponoka Counties to ensure all our municipal members are fully accounted for in our air quality issues management and monitoring strategies.

At this time we are extending an invitation to the Town of Carstairs to join other local municipalities such as the City of Red Deer, Clearwater, Lacombe, Mountain View & Red Deer Counties, and the Town of Bentley and join PAMZ. These municipalities have recognized the benefits of participating in a multi-stakeholder consensus-based process aimed at ensuring air quality in our region is maintained or improved into the future.

We have taken the liberty of enclosing an invoice for the Town of Carstairs's membership fee for 2024, should it decide to become a member of PAMZ. The fee is based on a per capita calculation that is detailed in the attached calculation sheet. If you have any questions about membership in PAMZ please contact the undersigned at your convenience.

Regards,


Kevin Warren
Executive Director, PAMZ

403.862.7046 Phone
403.238.6604 Fax

P.O. Box 1020
Sundre, Alberta T0M 1X0

BLUE SKIES BRIGHT FUTURE
www.pamz.org

2024 PAMZ Operating Budget

	2024
REVENUE	
EPEA Companies Fee For Service	\$ 337,935
Non-EPEA Companies Fee For Service	\$ 30,000
Municipalities Fee For Service	\$ 42,000
AEP Riverside O&M Contract	\$ 109,932
AEP Lancaster O&M Contract	\$ 101,112
AEP Community Engagement Branch 2022-23	\$ 14,500
AEP Community Engagement Branch 2023-24	\$ 45,000
	\$ 680,479
EXPENSES	
ADMINISTRATION	
Insurance	\$ 7,370
Meetings/Workshops	\$ 1,800
Office Supplies	\$ 7,000
Auditor	\$ 7,500
Secretarial	\$ 3,200
Bookkeeping	\$ 2,400
NGO & Public Expenses	\$ 1,000
Miscellaneous/Other	\$ 2,500
	\$ 32,770
Communications	
Advertising	\$ -
Annual Report	\$ 1,200
Martha Kostuch Env. Education Fund	\$ 2,500
Communications Committee	\$ 12,000
Communications Consultant	\$ 9,000
PAMZ Website Operating	\$ 2,200
	\$ 26,900
MANAGEMENT	
Management Fees	\$ 110,940
Management Expenses	\$ 4,000
	\$ 114,940
BANK	
Interest & Bank Charges	\$ 300
	\$ 300
CORE AQM PROGRAM	
Caroline Station Operation	\$ 101,720
Martha Portable Station Operation	\$ 60,598
Lancaster Station Operation	\$ 82,881
Martha Site Prep & Power	\$ 2,000
Riverside Station Operation	\$ 90,563
Passives Changeout	\$ 39,900
Passives Analysis	\$ 42,998
Parts	\$ 16,000
Station Communications	\$ 1,900
Contingency	\$ 24,623
Call-out Surveillance	\$ 46,753
	\$ 509,936
TOTAL Expenses	\$ 684,846
Capital Reserve (Start of Year)	\$ 367
Capital Expenditures	\$ 40,000
Capital Contributions	\$ 39,633
Capital Reserve (Year-End)	\$ -
TOTAL Expenses + Cap Contributions	\$ 724,479
TOTAL Revenue	\$ 680,479
2023 Surplus	\$ 44,000
Balance	\$ 0
Operating Reserve (Start of Year)	\$ 40,000
Adjustments	\$ -
Operating Reserve (Year-End)	\$ 40,000

November 30, 2023

Invoice 2024-025			
Town of Carstairs			
2024 PAMZ Fee Allocation			
PAMZ 2024 Budget			\$680,479
PAMZ Non-Industrial Emissions			<u>X 14%</u>
			= \$95,267
Area	Municipal		
In PAMZ	Population	2024 Fee	
100%	X <u>4,898</u>	X \$95,267 =	\$1,593.34
	292,856		
	Zone Population		



INVOICE

Invoice #: 2024-025
Invoice Date: January 31, 2024

Town of Carstairs
P.O. Box 370
Carstairs, AB
T0M 0N0

Attn: Accounts Payable

<u>Amount</u>	<u>Description</u>	<u>Price</u>
1	2024 PAMZ AQM Program Fee Assessment Town of Carstairs	\$1,593.34

Sub –Total \$1,593.34

GST Number: 872803697

GST (5%) \$ 79.67

TOTAL \$1,673.01

Please Remit Payment to:

Parkland Airshed Management Zone
Box 1020
Sundre, AB
T0M 1X0

Ph: 403.862.7046
Email: pamz@pamz.org