



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, MAY 8, 2023, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of May 8, 2023
Motion: To adopt the agenda of May 8, 2023

4. ADOPTION OF MINUTES

4 - 7

- a) Adoption of minutes of April 24, 2023 (addendum 4.a)
Motion: To adopt the minutes of April 24, 2023



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

- a) Carstairs Heritage Fest-Sharon Lampitt and Pam Montgomery

7. BYLAWS AND POLICIES

8 - 9

- a) Bylaw 2039 Kitstone Land Use Redesignation (addendum 7.a)



8. NEW BUSINESS

10 - 60

- a) Subdivision Report - Mandalay (addendum 8.a)



61

- b) Heritage Fest-Temporary Road Closure Permit (addendum 8.b)




62

- c) Heritage Fest Parade Permit (addendum 8.c)





- d) Citizenship Award 2023

- e) Richard Dais Scholarship 2023

- 63
- f) Carstairs Nature Space-Pathway (addendum 8.f)

 - g) SFE Global - Sanitary Flow Modeling





9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
 - b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
 - c) POLICY & GOVERNANCE COMMITTEE
 - d) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
 - e) MOUNTAIN VIEW REGIONAL WATER COMMISSION
 - f) MOUNTAIN VIEW SENIORS HOUSING
 - g) MUNICIPAL AREA PARTNERSHIP
- 64 - 70
- i) Municipal Area Partnership Committee-Key Messages (addendum 9.g)



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

- 71 - 77
- a) Correspondence-Minister Ellis (addendum 11.a)

- 78
- b) Letter of Appreciation-Mary Ellen Speers

- 79
- c) Thank-you - Olds Hospice Society (addendum 11.c)

- 80
- d) Letter of Request-West Carstairs 4H (addendum 11.d)


12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

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

17. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, APRIL 24, 2023, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts & Wilcox, Director of Legislative & Corporate Services Shannon Allison, CAO Rick Blair, & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Colby called the meeting of Monday, April 24, 2023, to order at 7:01 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 150/23	Motion by Councilor Allan to adopt the Regular Council agenda of April 24, 2023, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES:	
Motion 151/23	Motion by Councilor Wilcox to adopt the Regular Council minutes of April 11, 2023, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	1. Waste Service Agreement-Mountain View Regional Waste Management Commission CAO Blair spoke to the revised agreement. The proposed changes include discontinuing the unmanned recycling centres. This in no way affects the blue-bin program in place.
Motion 152/23	Motion by Councilor Fricke to ratify the Waste Service Agreement with Mountain View Regional Waste Management Commission and the Town of Carstairs as presented. CARRIED
DELEGATIONS:	Nil
BYLAWS & POLICIES:	1. Bylaw No. 2041 Tax Rate Bylaw 2023 S. Allison spoke to the Tax Rate Bylaw.
Motion 153/23	Motion by Councilor Ball to give first reading of Bylaw No. 2041 Tax Rate Bylaw 2023 as presented. CARRIED
Motion 154/23	Motion by Councilor Wilcox to give second reading of Bylaw No. 2041 Tax Rate Bylaw 2023 as presented. CARRIED
Motion 155/23	Motion by Councilor Fricke to move to third and final reading of Bylaw No. 2041 Tax Rate Bylaw 2023 as presented. UNANIMOUSLY CARRIED
Motion 156/23	Motion by Councilor Allan to give third and final reading of Bylaw No. 2041 Tax Rate Bylaw 2023 as presented. CARRIED
NEW BUSINESS:	1. Operating Budget 2023 R. Blair and S. Allison spoke to the 2023 Operating Budget. No questions or concerns were brought forward.
Motion 157/23	Motion by Councilor Ball to approve the Operating Budget for 2023 as presented. CARRIED
	2. MVC Fire Sub-Agreement R. Blair spoke to the revised agreement. Negotiations went well with Mountain View County.
Motion 158/23	Motion by Councilor Roberts to ratify the Fire Sub-Agreement agreement between Mountain View County and the Town of Carstairs as presented. CARRIED
	3. Government Grant L. Colby spoke to the Government grant that was applied for in

2019. The Government grant of \$2.6 million, is to be put towards a new water reservoir and pump station.

Motion 159/23

Motion by Councilor Wilcox to accept the Government Grant for a new water reservoir and pump station as information.

CARRIED

- COMMITTEE REPORTS:
1. Legislative & Emergency Services Committee

- Councilor Ball gave a verbal report of the meeting that occurred on April 18, 2023. Highlighting the Bylaws vs Revisions agenda item. Next meeting May 16, 2023.
2. Strategic Planning & Corporate Affairs Committee

- Next meeting May 23, 2023.
3. Policy & Governance Committee

- Councilor Fricke gave a verbal report of the meeting that occurred on April 20, 2023. Next meeting May 18, 2023.
4. Mountain View Regional Waste Commission

- Councilor Wilcox gave a verbal report of the meeting that occurred today April 24, 2023. Audit came up with no findings. Next meeting July 24, 2023.
5. Mountain View Regional Water Commission

- Mayor Colby gave a verbal report of the meeting that occurred on April 12, 2023.
6. Mountain View Seniors' Housing

- Next Meeting May 4, 2023.
7. Municipal Area Partnership

- CAO Blair gave a verbal report of the meeting that occurred on April 13, 2023.

Motion 160/23

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

CARRIED

- COUNCILOR REPORTS:
- Councilor Allan

- April 18, 2023 attended Legislative & Emergency Services Committee meeting.

- Nothing else to report at this time.
- Councilor Ball

- April 18, 2023 attended Legislative & Emergency Services Committee meeting.

- April 24, 2023 attended Budget meeting prior to Council.

- Nothing else to report at this time.
- Councilor Fricke

- April 18, 2023 attended the Volunteer appreciation evening, very well attended.

- April 20, 2023 attended Policy & Governance Committee meeting.

- April 22, 2023 attended the Carstairs Pickleball fundraising tournament, very well attended with 60% of participants being local.

- April 22, 2023 attended the Moms and Tots sale at the community hall, lots of vendors and a great turn out.

- April 24, 2023 attended Budget meeting prior to Council.
- Councilor Ratz

- April 18, 2023 attended Legislative & Emergency Services Committee meeting.

- April 24, 2023 attended Budget meeting prior to Council.
- Councilor Roberts

- April 12, 2023 attended Mountain View Regional Water Commission Meeting.

- April 18, 2023 attended the Volunteer appreciation evening.

- April 19, 2023 attended the Carstairs Nature Space Committee meeting.

- April 20, 2023 attended Policy & Governance Committee meeting.
- Councilor Wilcox

- Wanted to note that from April 13-16, 2023 local dance schools competed and won multiple medals and scholarships. Well done.

- April 18, 2023 attended the Volunteer appreciation evening.

- April 20, 2023 attended Policy & Governance Committee meeting.
- April 19, 2023 attended Mountain View Moccasin house meeting, the group expressed their gratitude for funding they received.
- April 20, 2023 attended the Parkland Regional Library meeting.
- April 22, 2023 attended the Carstairs Pickleball fundraising tournament.
- April 22, 2023 attended the Moms and Tots sale at the community hall.
- April 24, 2023 attended Mountain View Regional Waste commission meeting.
- April 24, 2023 attended Budget meeting prior to Council.

Mayor Colby

- April 12, 2023 attended Mountain View Regional Water Commission Meeting.
- April 21, 2023 received government grant from MLA Nathan Cooper.
- April 24, 2023 attended Budget meeting prior to Council.

Motion 161/23

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

CARRIED

CORRESPONDENCE:

1. Letter of Request-Carstairs Elks

Council reviewed the letter provided requesting the use of the ball diamonds for the weekend of May 26, 27, 28. The Carstairs Elks would like to organize a ball tournament to raise funds for local Minor sports.

Motion 162/23

Motion by Councilor Wilcox to grant the request to use the ball diamonds for the weekend of May 26, 27, and 28 to the Carstairs Elks for a tournament benefitting local Minor sports.

CARRIED

CAO’S REPORT:

- April 12, 2023 met with Mandalay commercial site developers.
- April 12, 2023 met with TCE and the Water commission.
- April 13, 2023 attended MAP meeting.
- April 17, 2023 met with S. Allison and A. Phillips to discuss staffing and updates to Golf Course policies.
- Accounting system negotiations.
- April 18, 2023 met with Mountain View County to discuss current growth, land use and maintenance of roadways.
- April 18, 2023 negotiations with benefit programs.
- April 19, 2023 met with Carstairs Elks regarding contract termination.
- April 20, 2023 met with CIMA regarding water model in Kitstone.
- April 21, 2023 met with MLA Nathan Cooper presenting the Government grant for a new water reservoir and pump station.
- Meeting tomorrow with company that will be cleaning out the lagoon.
- Meeting with CP Rail on Thursday.
- Meeting with Kitstone on Thursday regarding water infrastructure needs.
- Thank you to Shannon and her staff for the hard work put into the development of the operating budget.

Motion 163/23

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

CARRIED

COUNCILOR CONCERNS: Nil

PUBLIC QUESTION PERIOD:

1. Graham Thurber

A resident of Carstairs wrote a letter requesting the use of the Northwest corner of the arena parking lot to park vehicles while the owners were at a proposed farm college located 3 km outside of town.

Councilor Fricke wondered why attendants of the college would not be able to park on location. G. Thurber answered that they want to preserve the land for farming as much as possible.

Councilor Wilcox asked how many classes would be happening for the projected 4 month course. G. Thurber said that the course would run for 4 months each summer with classes 5 per day. The proposed College is set to open in June 2024 with the towns permission it would be named Carstairs College. “Better hay for better horses for better people. Polite people”.

Councilor Ball confirmed that the letter is asking to allow the parking to happen for 10 years.

Regular Council Meeting – April 24, 2023		Page 4 of 4
	Councilor Ratz didn't have any questions currently but is curious to see the impacts on insurance.	
	CAO R. Blair stated that administration would have to consult both the Operational Services Department and the Community Services Department to determine if the option is viable.	
Motion 164/23	Motion by Councilor Fricke to accept Public Question period as information.	CARRIED
MEDIA QUESTION PERIOD:	Nil	
CLOSED MEETING:	Section 107 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).	
	Nil	
NEXT MEETING:	Monday, May 8, 2023 at 7:00 p.m.	
ADJOURNMENT:		
Motion 165/23	Motion by Councilor Ball to adjourn the meeting of April 24, 2023, at 7: 52 p.m.	CARRIED

Lance Colby, Mayor

Rick Blair, CAO

BYLAW No. 2039

A BYLAW OF THE TOWN OF CARSTAIRS to amend Land Use Bylaw 2007.

WHEREAS, Council of the Town of Carstairs wishes to amend Land Use By-law No 2007 by providing a Land Use Re-designation to rezone 3.09 hectares (7.63 acres) of land from R1S (Special Low Density Residential), to R1 (Low Density Residential), located in Lot 20, Block 3, Plan 021 2608 within the NE 1/4 9-30-01-W5M, located as listed below on Schedule A;

AND WHEREAS, the requirements of the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26 regarding the advertising of this Bylaw have been complied with;

AND WHEREAS, copies of this Bylaw and related documents were made available for inspection by the public at the Town office as required by the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26;

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

Schedule “A”

Map 1 of the Land Use District Map would be amended to include Lot 20, Block 3, Plan 021 2608 within the NE 1/4 9-30-01-W5M, consisting of 3.09 hectares (7.63 acres) and shall be re-designated from R1S (Special Low Density Residential) to R1 (Low Density Residential), as shown on the attached map identified as “Schedule A”.

READ A FIRST TIME THIS 27TH DAY OF MARCH, A.D, 2023

READ A SECOND TIME THIS 8TH DAY OF MAY, A.D., 2023

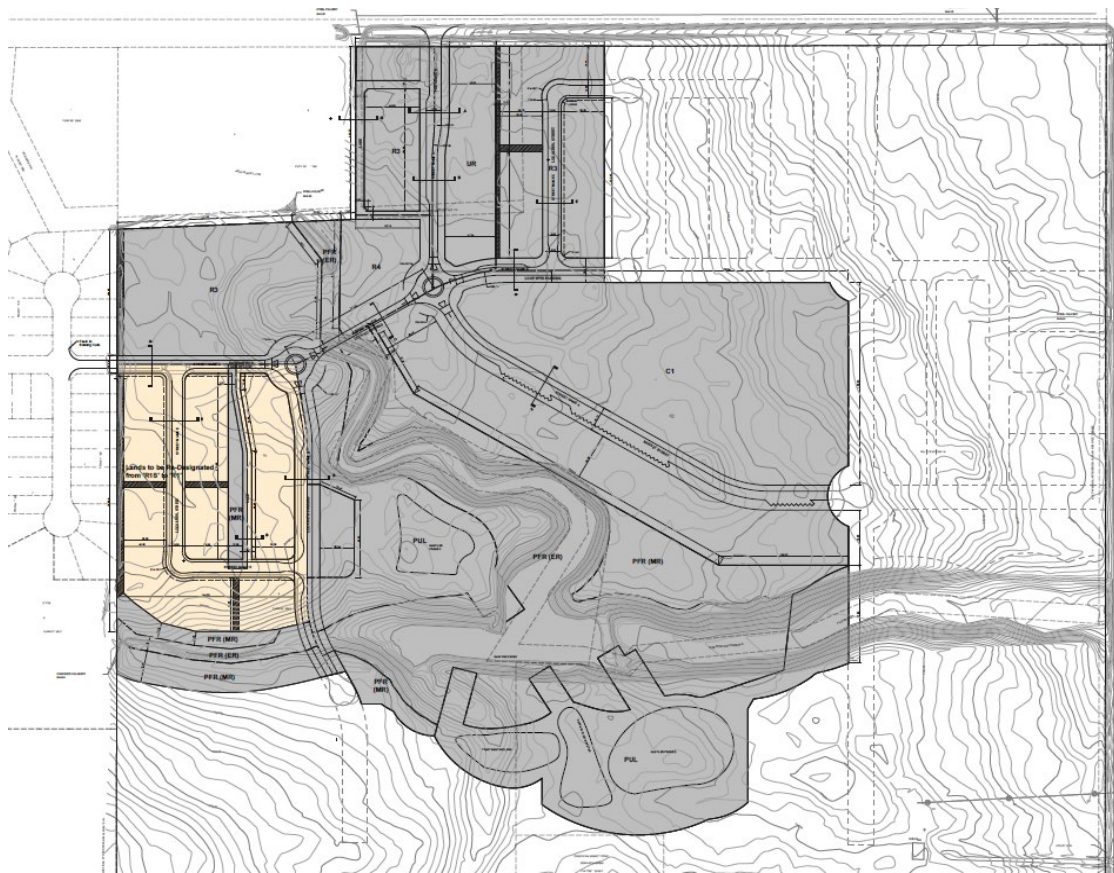
GIVEN UNANIMOUS CONSENT TO GO TO THIRD READING ON THIS 8TH DAY OF MAY A.D., 2023.

READ A THIRD AND FINAL TIME THIS 8TH DAY OF MAY A.D., 2023

Lance Colby, Mayor

Rick Blair, CAO

SCHEDULE “A”





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4015 7 Street SE, Calgary AB T2G 2Y9, T: 403.254.0544 F: 403.254.9186

May 2, 2023

Our Reference: 27752
Client: Town of Carstairs
Attention: Rick Blair, Chief Administrative Officer
Reference: SD-23-01 – Subdivision Report

1.0 Subdivision Application Details

Proposal: 33 Lot Subdivision
Legal Description: SW ¼ Sec. 16 Twp. 30 Range 1, W5M
Location: Carstairs, AB
Applicant(s): Maidment Land Surveys Ltd.
Owner(s): 1880763 Alberta Ltd.
Land Use Designation: Low Density Residential District – Single Detached District (R1)
Public Facility & Recreation District (PFR)
Gross Area: 2.841 ha± (7.02 ac±)

2.0 Planning Analysis

Subdivision Proposal

Subdivision Application 23-01 proposes subdividing a portion of SW ¼ Sec. 16 Twp. 30 Range 1, W5M into 33 lots, including 32 low density residential (R1) lots and one municipal reserve (PFR) lot. The purpose of this subdivision is to accommodate residential development within the Mandalay Estates neighbourhood, in alignment with the Mandalay Estates Area Structure Plan (ASP) (2018). The proposed residential lots are an average size of approximately 0.05 ha (0.12 ac) and the municipal reserve lot is 0.783 ha (1.93 ac).

Subject Site Context

The subject site is 2.841 ha (7.02 ac) in size and is located in east Carstairs (see **Appendix A – Location Plan**). The subject site is located within the Mandalay Estates neighbourhood. The site is adjacent to the Carstairs Fire Hall and Campground to the west, and undeveloped land to the north, east, and south (see **Appendix B – Site Photos**).

The subject site is currently designated as:

- Low Density Residential District – Single Detached District (R1)
- Public Facility & Recreation District (PFR)

Adjacent lands to the subject site are designated as:

- North of the subject site: Low Density Residential – Single Detached District (R1) and Medium Density Residential – Attached Dwelling District (R3)



- East of the subject site: Public Facility and Recreation District (PFR)
- South of the subject site: Low Density Residential – Single Detached District (R1) and Public Facility and Recreation District (PFR)
- West of the subject site: Low Density Residential – Single Detached District (R1) and Public Facility and Recreation District (PFR)

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). There are two Development Agreements between the landowner and the Town of Carstairs registered on title.

Subject Site Access

The subject site has access via Mandalay Boulevard, which abuts the north boundary of the subdivision. The proposed lots will have access to a proposed roadway, Mandalay Avenue, which will connect to Mandalay Boulevard.

3.0 Policy Alignment

Municipal Development Plan

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

Mandalay Estates Area Structure Plan (2018)

The Mandalay Estates ASP designates the subject site as Residential R-1 and Open Space. The proposed subdivision is in line with the ASP.

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 1A subdivision area.

ASP Policy 10.2.1 requires the preparation of a landscape plan that demonstrates the CPTED principles, drought tolerant vegetation, and opportunities to irrigate landscape from stormwater facilities. A landscape plan (see **Appendix D – Landscape Plan**) has been prepared for Mandalay Estates Phase 1A.

Land Use Bylaw

The LUB designates the subject site as Low Density Residential District – Single Detached District (R1) and Public Facility & Recreation District (PFR).

All proposed lots meet the minimum parcel width and area outlined in the LUB.

4.0 Reserve Calculations

The Town will require 10% of the subject lands to be dedicated as municipal reserve. This requirement has been satisfied within the proposed subdivision, with a 0.783 ha parcel being dedicated as municipal reserve.



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

- **Shaw Communications** stated that they have no objections, and that the contractor must contact Digshaw prior to breaking ground to confirm no new placements have been made.
- **TELUS** stated that they will require a utility right of way for future facilities that will be placed to service this development. TELUS will need to be named within the General Right of Way agreement that is registered or if a General Right of Way will not be registered, please have the developer contact circulations@telus.com to initiate a TELUS Right of Way Agreement.
- **ATCO Gas Distribution** stated that they approve of the proposed LUR, provided that their provided conditions are met.
- **Alberta Health Services** stated that they have no objections.
- **FortisAlberta** stated that no easement is required. The developer can arrange installation of electrical services for the subdivision through FortisAlberta.
- **Mountain View County** stated they have no objections.
- **Alberta Transportation** offered 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.
 - 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.
 - 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.
 - 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.
- **ATCO Transmission High Pressure Pipelines** stated that they have no objections.



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 7 of the Subdivision and Development Regulations; and
- Submissions from landowners and referral agencies were considered as noted herein.

7.0 Decision and Conditions of Subdivision

The Subdivision Authority APPROVES the subdivision application, as it complies with the Town's statutory plans and no concerns were raised by adjacent landowners. The approval of the subdivision application is subject to the following conditions:

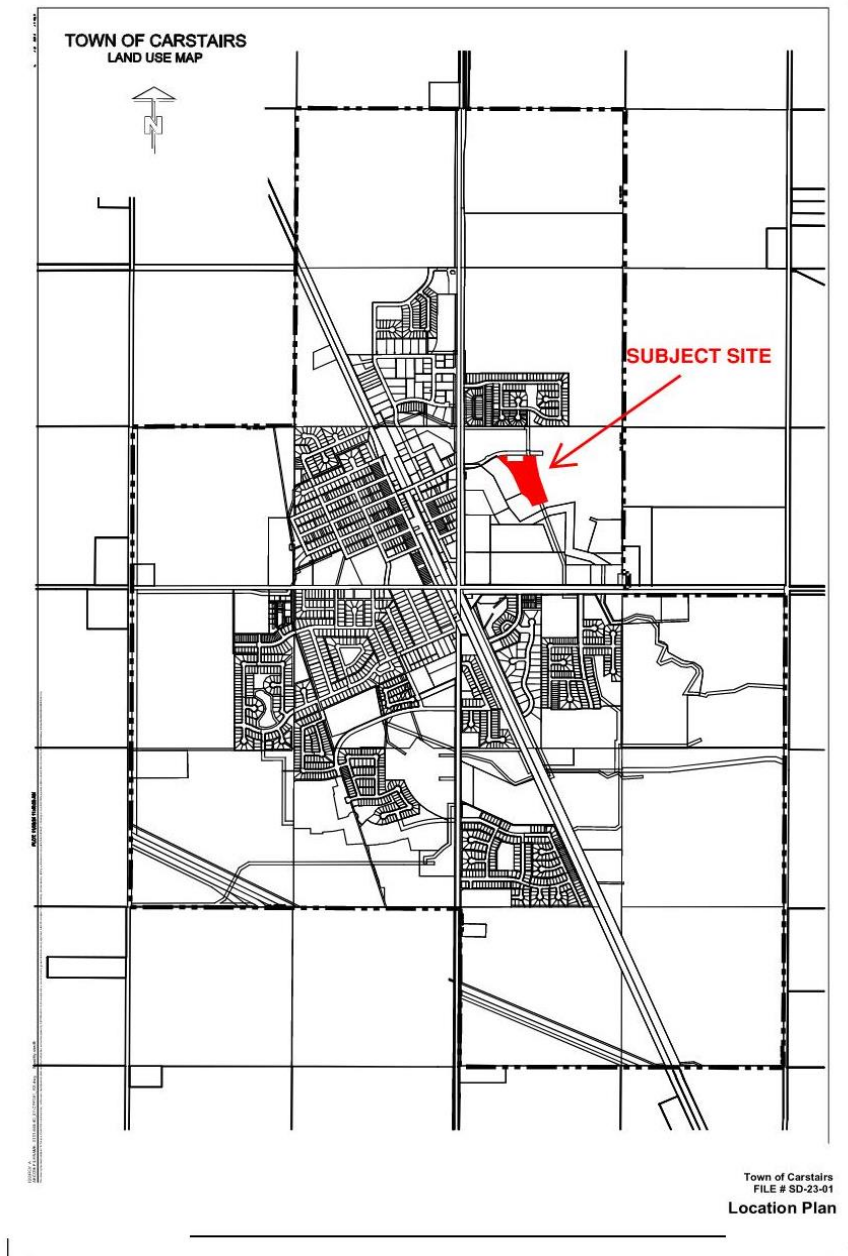
1. That subdivision is carried out by means suitable to the Registrar of the Land Titles Office per Section 81 and 89 of the Land Titles Act;
2. That prior to endorsement, it is the responsibility of the Applicant to ensure that the submission of a Plan of Survey, including CAD file, the Owner's Consent 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

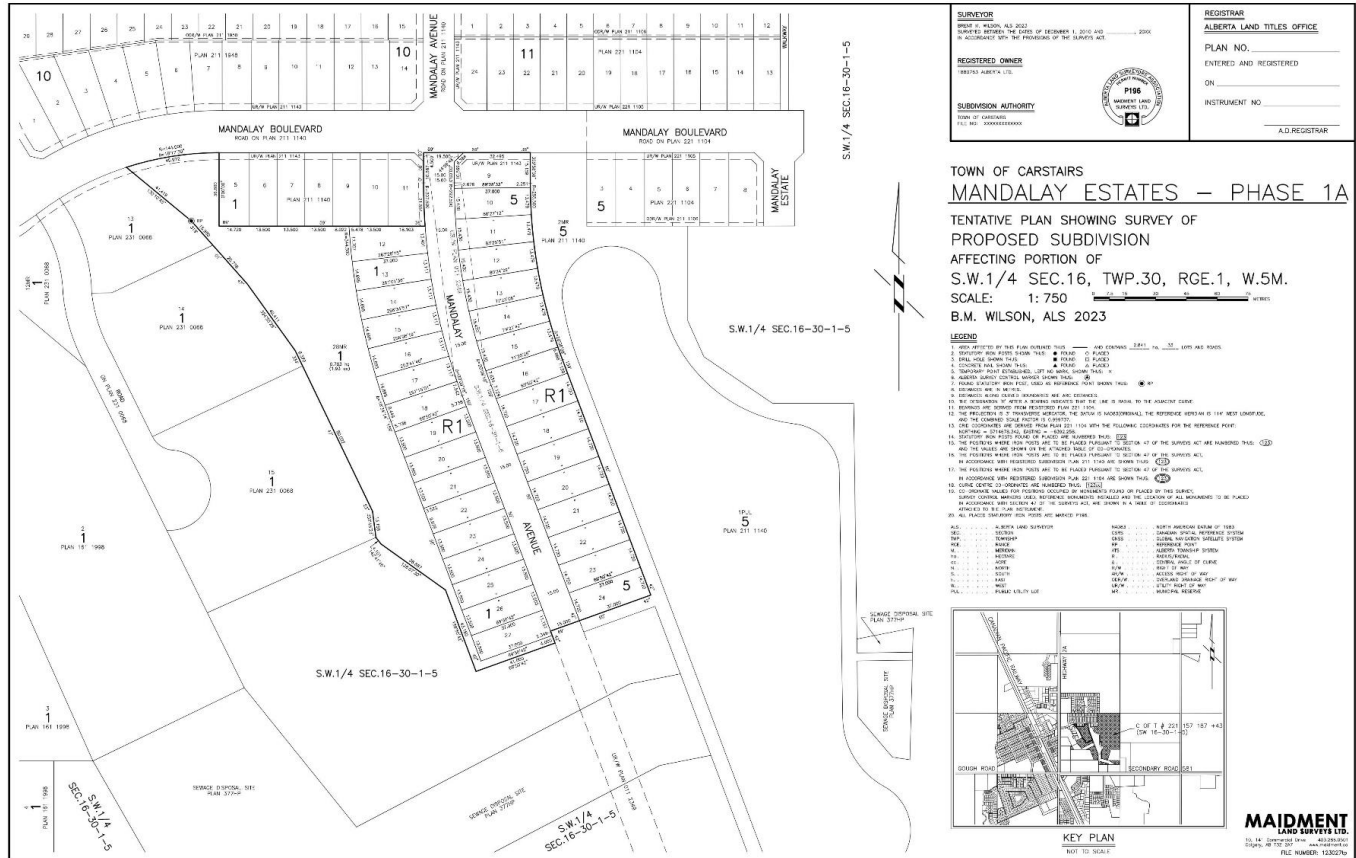
Figure 1 – Location Plan





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Figure 2 – Tentative Site Plan





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Appendix B

Site Images





Integrated Expertise. Locally Delivered. 





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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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Appendix 'A' – Community Plan
Appendix 'B' – Architectural Design Style
Appendix 'C' – Fence Detail

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:

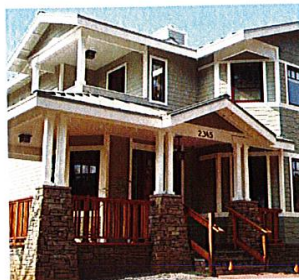
- Lots 3 – 5, Blk 3;
- Lots 1 – 12, Blk 4;
- Lots 13 – 28, Blk 4;
- Lots 1 – 32, Blk 5;
- Lots 1 – 11, Blk 6.

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.

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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.



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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
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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.

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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.

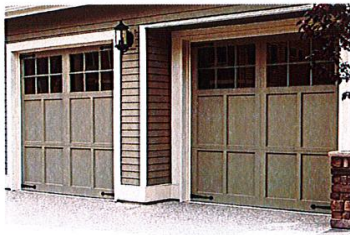
5.8 Garages

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
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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.

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December 21, 2009

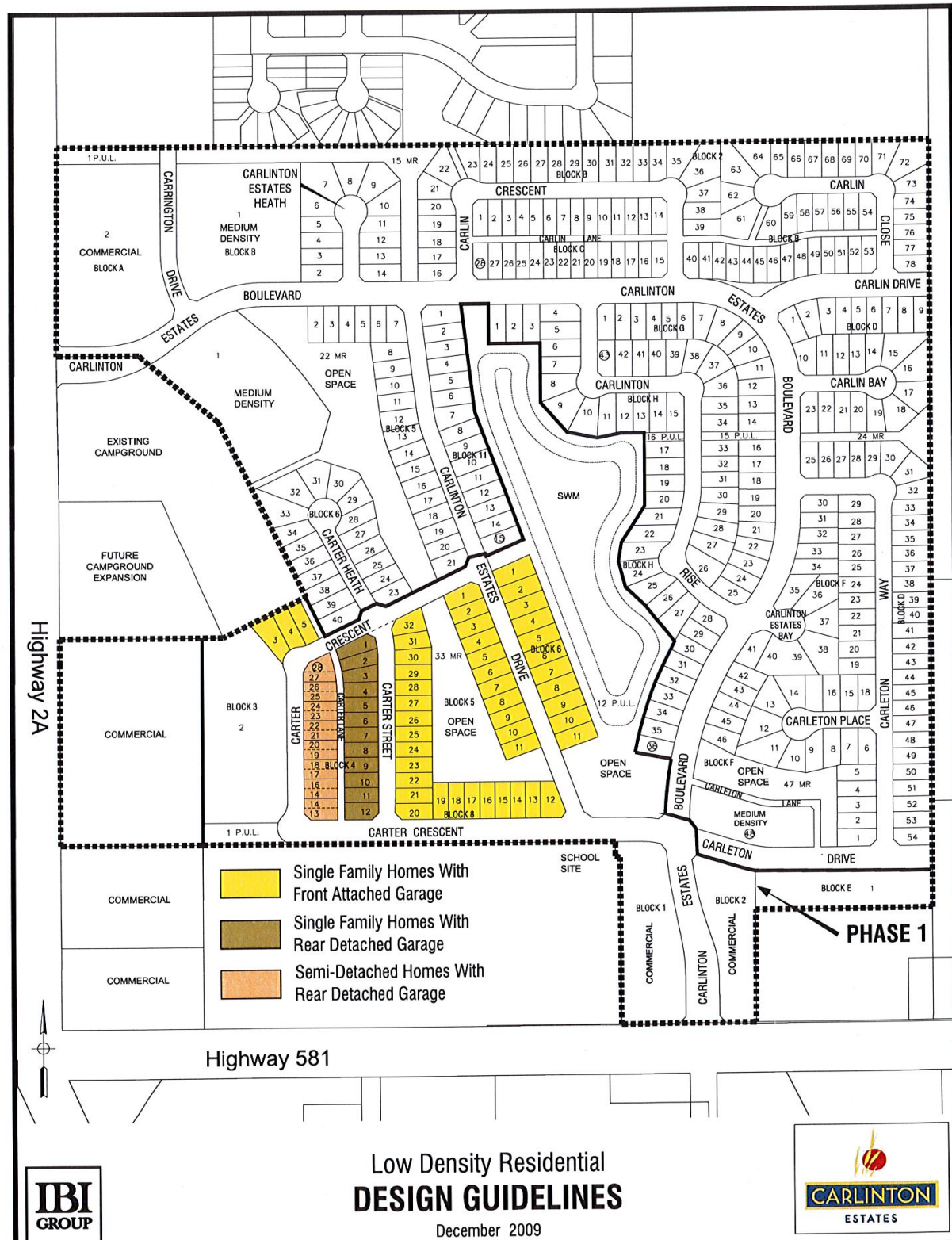
Page 8

CARLINTON ESTATES
LOW DENSITY RESIDENTIAL
PHASE 1 - DESIGN GUIDELINES

APPENDIX 'A'

COMMUNITY PLAN

December 21, 2009



**Low Density Residential
DESIGN GUIDELINES**

December 2009



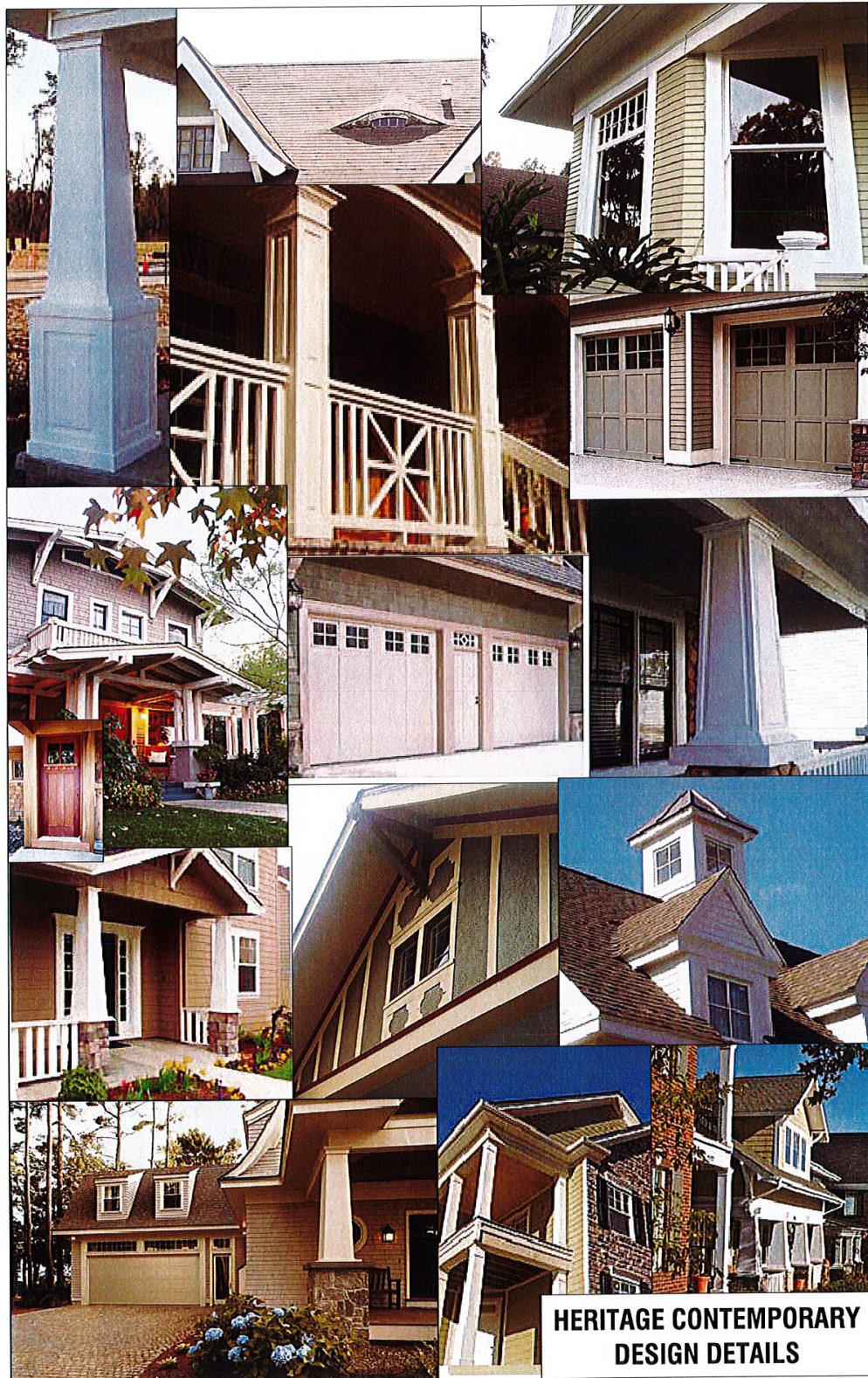
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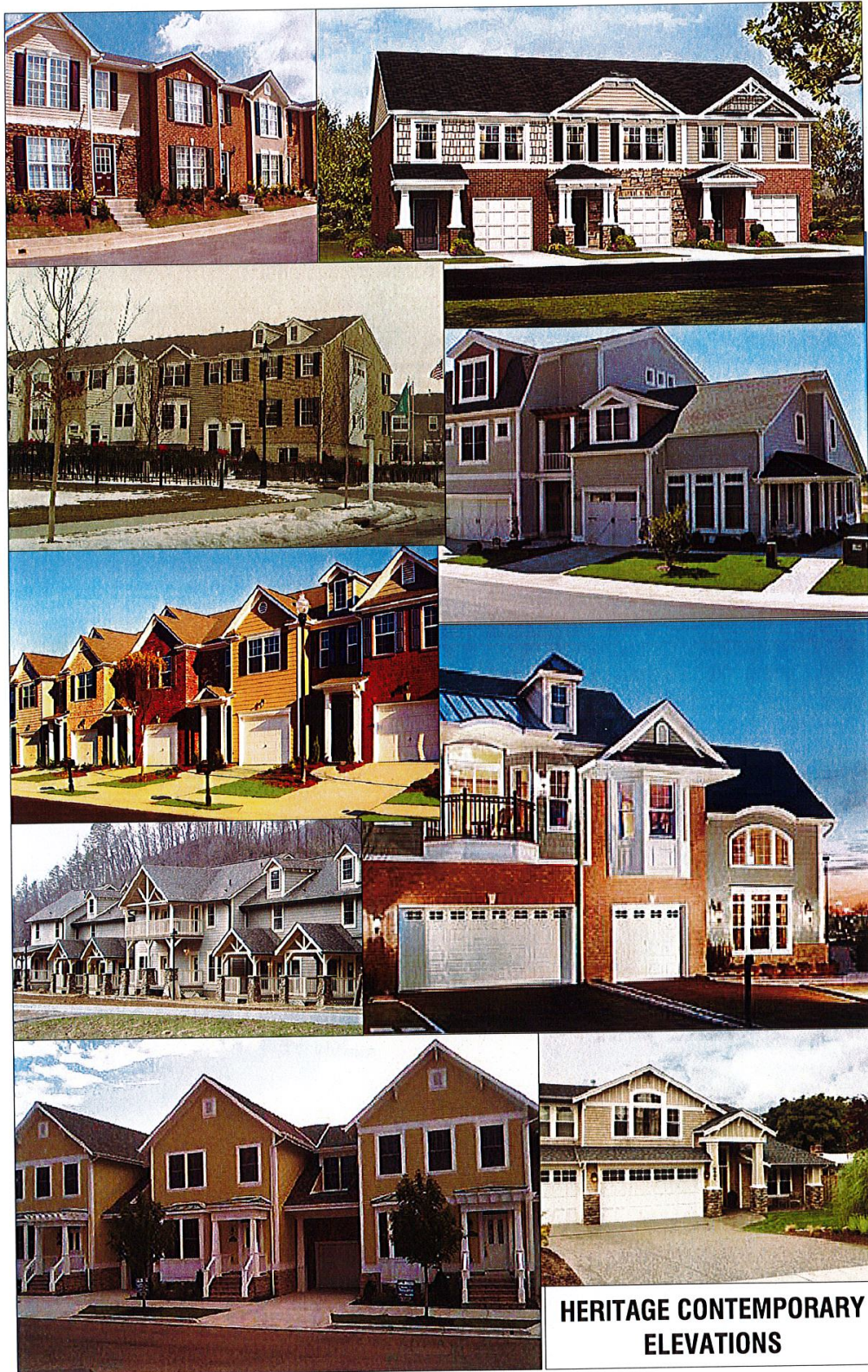
CARLINTON ESTATES
LOW DENSITY RESIDENTIAL
PHASE 1 - DESIGN GUIDELINES

APPENDIX 'B'

ARCHITECTURAL DESIGN STYLE

December 21, 2009





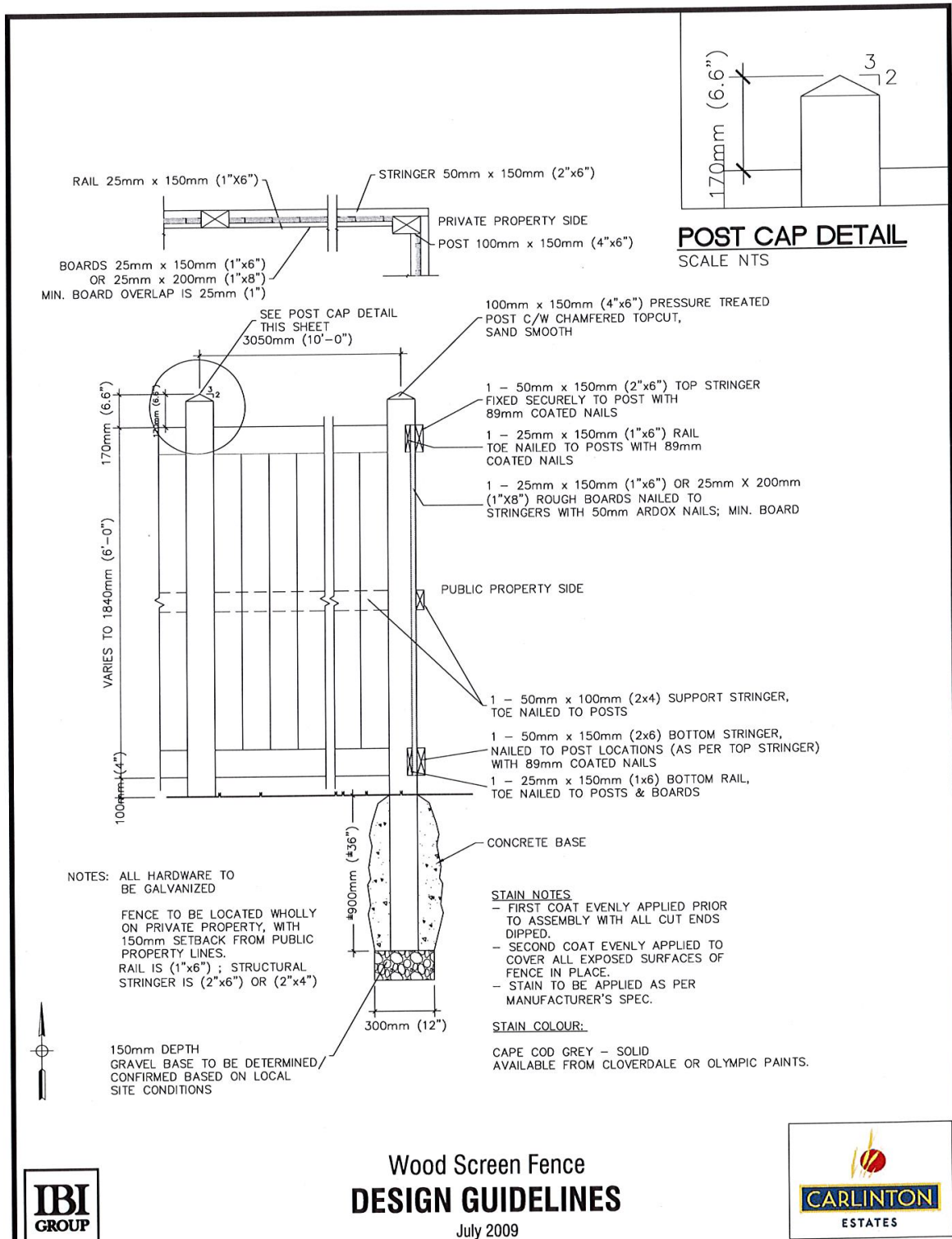


CARLINTON ESTATES
LOW DENSITY RESIDENTIAL
PHASE 1 – DESIGN GUIDELINES

APPENDIX 'C'

FENCE DETAIL

December 21, 2009



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Appendix D

Landscape Plan

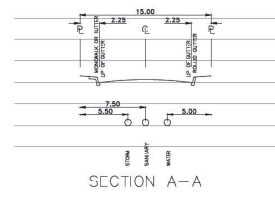


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The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to NET Engineering without delay.

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- ALL PLANS ARE SUBJECT TO TERMS OF THE DEVELOPMENT AGREEMENT.
2. CLASS "A" CONCRETE SHALL BE APPLIED IN AREAS WHERE THE STREET CURE IS MORE THAN 10 CM. ALL DRIVEWAYS SHALL HAVE A MINIMUM 10 CM. THICKNESS OF CLASS "A" CONCRETE. CLASS "A" CONCRETE SHALL EXCEED A MINIMUM 450 PSI BEHIND FENCE LINE ON EACH SIDE OF THE DRIVEWAY.
3. CLASS "B" CONCRETE MAY BE USED IN AREAS WHERE THE STREET CURE IS 10 CM. OR MORE OR LESS OR AS DESIGNATED BY THE ENGINEER.
4. CONSTRUCT FENCING ON PRIVATE PROPERTY ADJACENT TO THE MAIN PARKWAY.
5. WHEEL PAVERS SHALL BE CONSTRUCTED TO CITY STANDARD SPECIFICATIONS (MUNICIPAL SPEC. 454-103.10 (MUNDO) AND 454-103.10.2 (SEPARATE)).
6. ALL CURB LEADS TO BE 300MM PVC SDR 35 BEHIND TO BE 10 CM. THICKNESS OF CLASS "A" CONCRETE.
7. ALL CURB RADIUS TO BE OF UTTER UNLESS SHOWN OTHERWISE.
8. REINFORCING LEAD NUT CONTROL DEPTH TO CITY OF CALGARY STANDARD SPECIFICATIONS DRAWING NO. 452-102.00.3.
9. CONSTRUCT REINFORCED CURB FOR 1.50M LENGTH IN FRONT OF EACH CURB. CURB SHALL BE 10 CM. THICK AND SHALL NOT BE BENDING DOWNWARDS.
10. ALL CURB SHALL BE INSTALLED WITH A MINIMUM CLEARANCE OF 3 CM. BETWEEN THE GUTTER/EDGE OF THE CURB AND BARREL, AND ANY ADJACENT LOT WATER SERVICE LINE.



DEVELOPMENT AGREEMENT - TBD


[illegible]

CLIENT
1880763 ALBERTA LIMITED

PROJECT
MANDALAY ESTATES PHASE 1A

SW $\frac{1}{4}$ SEC 16 TWP 30 RGE 1 W5M | CARSTAIRS, AB

SURFACE IMPROVEMENTS COVERSHEET

DESIGN BY: JM	SCALE: 1:1000	JOB NUMBER:
DRAWN BY: JM		NET 014
CHECKED BY: KC	REV NO.:	DRAWING NUMBER:
DATE: JUN 2022	0	A1



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Appendix E

Referral Responses

Bridget Piller

From: Arlene Macapagal (Contractor) <Arlene.Macapagal@sjrb.ca>
Sent: April 3, 2023 10:32 AM
To: Bridget Piller
Cc: Brandi Penney; Lauren Stewart; Tommy Yuen
Subject: RE: Carstairs Subdivision Application SD-23-01 - Referral for Comment

Follow Up Flag: Follow up
Flag Status: Flagged

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

Hi Bridget,

Shaw Cable has no objections to this proposed subdivision application however the contractor must contact Digshaw prior to breaking ground to confirm no new placements have been made @1800DIGSHAW or digshaw.ca/.

Thanks,

Arlene Macapagal, FibrePlus Deployment

Shaw Communications Inc. 2400 32 Ave NE, Calgary, AB

C: 1-403-470-9968

E: arlene.macapagal@sjrb.ca

Shaw)



This message is confidential and may contain privileged information. We ask that you not use or disclose this message other than with our consent. If you are not an intended recipient, please immediately notify us and delete this message. Thank-you.

From: Project Manager - Southern Alberta <ProjectManagerSouthernAlberta@sjrb.ca>
Sent: Friday, March 31, 2023 11:06 AM
To: Brandi Penney <Brandi.Penney@sjrb.ca>; Lauren Stewart <Lauren.Stewart@sjrb.ca>; Tommy Yuen <Tommy.Yuen@sjrb.ca>; Arlene Macapagal (Contractor) <Arlene.Macapagal@sjrb.ca>
Subject: Fw: Carstairs Subdivision Application SD-23-01 - Referral for Comment

Thank you,

Shaw Calgary Planning, FibrePlus Deployment, TOPS

Shaw Communications Inc.

2400 32 Ave NE, Calgary A.B.

E: ProjectManagerSouthernAlberta@sirb.ca

Shaw



This message is confidential and may contain privileged information. We ask that you not use or disclose this message other than with our consent.

If you are not an intended recipient, please immediately notify us and delete this message. Thank-you.

From: Bridget Pillar <BPillar@islengineering.com>

Sent: March 31, 2023 10:28 AM

Cc: Kirk Willisroft <kirkw@carstairs.ca>; Brian Conger <BConger@islengineering.com>

Subject: Carstairs Subdivision Application SD-23-01 - Referral for Comment

ATTENTION: This email originated outside of Shaw. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious emails using the **Phish Alert Report button**.

Good Day,

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

Your comments and recommendations to this proposal will be accepted until noon on **April 28, 2023**.

[Planning Background](#)

The Town of Carstairs has received an application which proposes to subdivide a portion of SW ¼ Sec. 16 Twn. 30 Range 1, W5M into 33 lots. The subdivision will include 32 residential lots and one Municipal Reserve parcel. The purpose of this subdivision is to accommodate 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-23-01**”.

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

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Bridget Piller

From: circulations <circulations@telus.com>
Sent: April 4, 2023 10:55 AM
To: Bridget Piller
Subject: TELUS ABS2023-061 | RE: Carstairs Subdivision Application SD-23-01 - Referral for Comment
Attachments: Subivision Application - 20230321.pdf; 123027tp-20230321.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

Good morning,

Kindly be advised that TELUS will require a utility right of way for future facilities that will be placed to service this development. TELUS will need to be named within the General Right of Way agreement that is registered or if a General Right of Way will not be registered, please have the developer contact circulations@telus.com to initiate a TELUS Right of Way Agreement.

Thanks,

Samantha McKinnon

Real Estate Specialist

Network Engineering and Operations | TELUS | Rights of Way

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

From: Bridget Piller <BPiller@islengineering.com>
Sent: Friday, March 31, 2023 10:29 AM
Cc: Kirk Williscroft <kirkw@carstairs.ca>; Brian Conger <BConger@islengineering.com>
Subject: Carstairs Subdivision Application SD-23-01 - Referral for Comment

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Good Day,

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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-23-01**".

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

The Right Team for Your Project

Integrated Expertise. Locally Delivered.

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Date: April 4, 2023

Circulation Package: SD-23-01 10, 141 Commercial Drive

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 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.



ATCO has planned work in the area. Contact Mitchell.Steele@atco.com convenience for more information. Ref: Project 1075834

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.

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.

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

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

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

Sincerely,

ATCO

Maria Franssen

Administrative Coordinator

Distribution Engineering

Natural Gas

5th Floor, 909 – 11 Ave SW | Calgary, Ab.| T2R 1L8

Cell: 587-572-7847

email: maria.franssen@atco.com

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

Bridget Piller

From: CirculationsGrowthandImprovement <CirculationsGrowthandImprovement@atco.com>
Sent: April 4, 2023 12:13 PM
To: Bridget Piller
Subject: Response: Carstairs Subdivision Application SD-23-01 - Referral for Comment
Attachments: Circulation Response Letter - SD-23-01 due April 28.pdf

Good afternoon please find attached our comments to the above requested circulation.

Thank You

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

[ATCO.com](https://www.atco.com) [Facebook](https://www.facebook.com/atco) [Twitter](https://twitter.com/atco) [LinkedIn](https://www.linkedin.com/company/atco)



In the spirit of reconciliation, we acknowledge the traditional territories and homelands on which many of our ATCO operations and facilities are located. We honour and respect the diverse history, languages, ceremonies, and culture of the Indigenous Peoples who call these areas home

From: Bridget Piller <BPiller@islengineering.com>
Sent: Friday, March 31, 2023 10:29 AM
Cc: Kirk Williscroft <kirkw@carstairs.ca>; Brian Conger <BConger@islengineering.com>
Subject: Carstairs Subdivision Application SD-23-01 - 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,

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Your comments and recommendations to this proposal will be accepted until noon on **April 28, 2023**.

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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

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Bridget Piller

From: Michelle Kobewka <Michelle.Kobewka@albertahealthservices.ca>
Sent: April 17, 2023 3:53 PM
To: Bridget Piller
Subject: RE: Carstairs Subdivision Application SD-23-01 - Referral for Comment

You don't often get email from michelle.kobewka@albertahealthservices.ca. [Learn why this is important](#)

Good afternoon,

I would like to confirm that Alberta Health Services, Environmental Public Health has received the above-noted application. At this time, we have no concerns with the proposal, based on the information provided. Feel free to contact me if the application is changed in any way, or you have any questions or concerns.

Sincerely,

Michelle Kobewka, BSc, BTech, CPHI(C)
Public Health Inspector/Executive Officer
Environmental Public Health
Phone: 403-917-0120
Toll Free: 1-833-476-4743

Safe Healthy Environments

Supporting safe and healthy communities through promotion, prevention, and protection.



ahs.ca/eph | ahs.ca/injuryprevention | ahs.ca/suicideprevention

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From: Bridget Piller <BPiller@islengineering.com>
Sent: Friday, March 31, 2023 10:29 AM
Cc: Kirk Williscroft <kirkw@carstairs.ca>; Brian Conger <BConger@islengineering.com>
Subject: Carstairs Subdivision Application SD-23-01 - Referral for Comment

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message

Good Day,

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Your comments and recommendations to this proposal will be accepted until noon on **April 28, 2023**.

Planning Background

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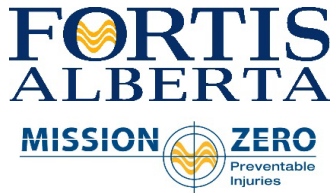
If you have any questions or would like to request more information, feel free to contact me by e-mail or phone. In your reply, please quote the project number "**SD-23-01**".

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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Diana Pounall
Land Department

FortisAlberta Inc.
320 - 17 Ave SW
Calgary, AB
T2S 2V1
Phone# 587-775-6264
Cell#
www.fortisalberta.com
Email:
Diana.Pounall@fortisalberta.com

April 18, 2023

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

Attention: Rick Blair

RE: FortisAlberta Condition for Subdivision Approval

FortisAlberta Reference No.: 320126937

MD File No.: SD-23-01

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 blue ink, appearing to read 'D. Pounall', is written over a light blue circular stamp.

Diana Pounall

RE: 320126937

Bridget Piller

From: Susan Smyth <ssmyth@mvcounty.com>
Sent: April 18, 2023 3:43 PM
To: Bridget Piller
Subject: RE: Carstairs Subdivision Application SD-23-01 - Referral for Comment

Follow Up Flag: Follow up
Flag Status: Completed

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

Good afternoon,

On behalf of Mountain View County, Margaretha Bloem, Director of Planning and Development Services, has no comment or concern as this subdivision is within the Town.
Enjoy the afternoon.

Kind regards,

Susan Smyth | Administrative Assistant
Planning & Development Services
403-335-3311 ext. 173 | ssmyth@mvcounty.com

Mountain View County Office: 403-335-3311 | Fax: 403-335-9207
1408 Twp Rd. 320 | Mountain View County, AB | T0M 0W0
www.mountainviewcounty.com

From: Bridget Piller <BPiller@islengineering.com>
Sent: March 31, 2023 10:29 AM
Cc: Kirk Williscroft <kirkw@carstairs.ca>; Brian Conger <BConger@islengineering.com>
Subject: Carstairs Subdivision Application SD-23-01 - Referral for Comment

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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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Transportation and Economic Corridors Notification of Referral Decision

Subdivision in Proximity of a Provincial Highway

Municipality File Number:	SD-23-01	Highway(s):	580, 581, 2A
Legal Land Location:	QS-SW SEC-16 TWP-030 RGE-01 MER-5	Municipality:	Carstairs
Decision By:	Charlene Johnson	Issuing Office:	Central Region / Red Deer
Issued Date:	2023-04-25 11:07:21	Appeal Authority:	Subdivision and Development Appeal Board
RPATH Number:	RPATH0034176		
Description of Development:	Mandalay Estates, Phase 1 Subdivision - The Town of Carstairs has received an application which proposes to subdivide a portion of SW ¼ Sec. 16 Twn. 30 Range 1, W5M into 33 lots. The subdivision will include 32 residential lots and one MR parcel. The purpose of this subdivision is to accommodate residential development within the Mandalay Estates neighbourhood. File SD-23-01		



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) 580, 581, 2A

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. 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.
3. 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.

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



Issued by **Charlene Johnson**, , on **2023-04-25 11:07:21** 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

Bridget Piller

From: Circulations, HP <HP.Circulations@atco.com>
Sent: April 28, 2023 6:05 PM
To: Bridget Piller
Subject: 23-1328 Response - Carstairs Subdivision Application SD-23-01 - Referral for Comment
Attachments: Subivision Application - 20230321.pdf; 123027tp-20230321.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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,

Isabel Solis-Jarek

Sr. Administrative Coordinator | Operations Engineering
Natural Gas Transmission

P: 780 420 3896

A: 7210 42 Street, Edmonton, AB T6B 3H1

[ATCO.com](https://www.atco.com) [Facebook](https://www.facebook.com/atco) [Twitter](https://twitter.com/atco) [LinkedIn](https://www.linkedin.com/company/atco) [Instagram](https://www.instagram.com/atco)

From: Bridget Piller <BPiller@islengineering.com>
Sent: Friday, March 31, 2023 10:29 AM
Cc: Kirk Willisroft <kirkw@carstairs.ca>; Brian Conger <BConger@islengineering.com>
Subject: Carstairs Subdivision Application SD-23-01 - Referral for Comment

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Thank you,

Bridget Piller (she/her) | *Community Planner*
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TOWN OF CARSTAIRS
 Box 370, 844 Center Street, Carstairs, AB. T0M 0N0
 (403) 337-2633 Fax (403) 337-3343
 Email: daven@carstairs.ca

TEMPORARY ROAD CLOSURE PERMIT

Applicant Name: Pam Montgomery
 (If organization, include name of designated officer)

Start Date: _____ Time: _____ End Date: _____ Time: _____

Purpose of Road Closure:
- Parade start: 10:30am end: 12:00pm
- festival grounds safety between Curling Rink + Museum
start 10:00am end: 4:00 pm

Suggested route: (attach map with signage laid out)
attached

Detour Route suggestion:
n/a

Authorities Notified: Yes ☐ No ☐
 RCMP ☐ Fire Dept ☐ EMS ☐ Peace Officer / Bylaw Officer ☐

Are barricades required? Yes ☒ No ☐
 Is the street sweeper required? Yes ☐ No ☒
 Is traffic control required? Yes ☒ No ☐
 Will you be crossing a railway line? Yes ☐ No ☒

Special Conditions (i.e. crowd control):

X Signature of Applicant: [Signature]

Application Date: March 24/23 Approval Date: _____

Signature of Town Official: _____



Town of Carstairs Appendix D
PARADE AND PROCESSION PERMIT

Applicant Name: Pam Montgomery
(if organization, include name of designated officer)

Date: June 4, 2023 Times: 11:00 am - 12:00

Purpose of Parade or Procession:
- promote community spirit
- Showcase pipe bands, dancers + athletes

Intended Route: (attach map)
- 11th Ave → Nanton St → 10 Ave → Gough Road.
- parade starts + ends at curling rink

Assembling Area – Start (address):
curling rink

Assembling Area – Finish (address):
curling rink

Number of participants: 100

Number of Vehicles: 5

Number of Horses/Other Livestock: 1

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

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

Special conditions, i.e. crowd control:

Signature of Applicant: [Signature]

Application Date: March 24/23 Approval Date: _____

Signature of Town official: _____





KEY MESSAGES

Municipal Area Partnership (MAP) Committee

Thursday, April 13, 2023, at 9:30 a.m.

KEY MESSAGES:

Urban Systems:

- What is driving the needs for a housing assessment / study?
- Is Funding acting as a driver (grant specific to seniors/affordable) housings etc.)?
- What are you going to do with it? Now What, who sees it, action taken?
- Data to be objective, demographics, income statistics, labour force, what does housing mean to the community / industry;
- Recommendations based on current, future needs;
- each individual community should have its own unique assessment, and unique set of recommendations.

Policing Grant:

Committee members to share information on availability for regional policing grant:

- Town of Olds is only municipality doing this at this time.

Mountain View Film Office:

- The Mountain View Regional Film Office is a collaboration between the Towns of Didsbury, Sundre and Mountain View County, to promote the advancement of film, TV media and tech development in the Mountain View region of Alberta. Eventually the MVRFO aspires to increase capacity and grow its membership;
- The MVRFO has been developed as a multi-purpose presence to diversify the economy through film and tech development in support of business investment, attraction, retention and expansion, and tourism growth;
- The MVRFO's website is its prime tool. It features location photo galleries and search functionality, a crew database, and other useful information on resources and grants. The MVRFO also acts as a FDI Mechanism to attract tech firms that serve film, TV and media (i.e., for CGI, video games etc.);
- More information may be obtained from the website: mountainviewfilm.ca

Next Meeting:

June 8, 2023, Mountain View County Chambers, 9:30 a.m.



Minutes of the Municipal Area Partnership (MAP) Committee Meeting
held on Thursday, April 13, 2023, at 9:30 a.m.
Mountain View County Council Chambers, 1408 – Twp. Rd. 320, Didsbury, AB

PRESENT:

Elected Officials:

Richard Warnock, Mayor, Town of Sundre (Chair)
Judy Dahl, Mayor, Town of Olds
Rhonda Hunter, Mayor, Town of Didsbury
Angela Aalbers, Reeve, Mountain View County
Joseph Canaday, Deputy Mayor, Village of Cremona
Jennifer Lutz, Councillor Mountain View County

Chief Administrative Officers:

Ethan Gorner, Town of Didsbury
Jeff Holmes, Mountain View County
Justin Andrew, Fire Chief, Director Protective Services, Town of Olds
Linda Nelson, Town of Sundre
Karen O'Connor, Village of Cremona
Rick Blair, Town of Carstairs

Regrets:

Brent Williams, CAO, Town of Olds
Lance Colby, Mayor, Town of Carstairs
Tim Hagen, Mayor, Village of Cremona

Administrative Support: Betty Ann Fountain, Town of Sundre

Delegation: Chris Ulmers - Urban Systems

1.0 CALL TO ORDER

Mayor Richard Warnock, Town of Sundre, called the meeting to order at 9:34a.m.

Introductions

2.0 ADOPTION OF AGENDA

Mayor Warnock advised the Committee of an amendment to the agenda for the April 13, 2023, Municipal Area Partnership Meeting. The agenda was amended as follows:

1. Item 5.5 – move to 4. Delegation, 4.1 Chris Ulmer, Urban Systems – Housing Studies

CONSENSUS

3.0 ADOPTION OF PREVIOUS MINUTES

Moved by that the Municipal Area Partnership Committee adopt the minutes of the January 26, 2023 MAP meeting as presented or amended as follows:

1. Mayor Dahl Update Pg 3 – 5.4 Social Media – Town of Olds has prepared a communication and will pass on as information to committee members.

CONSENSUS

4.0 DELEGATION: Chris Ulmer – Urban Systems

Presentation regarding housing need studies and discussion with the committee members of potential options for regional approaches and to differentiate between a study of interest to municipalities versus a seniors housing organization.

Didsbury CAO introduced delegates of Urban Systems and topic to be addressed:

Urban Systems Presentation:

Overview of different housing study options of individual and regional municipal needs:

What is driving the needs for a housing assessment / study?

1. Is Funding acting as a driver (grant specific to seniors/affordable) housings etc.)?
2. What are you going to do with it? Now What, who sees it, action taken?

Types of Studies:**Comprehensive**

- core of reality and drivers of need, profile of community, stakeholder consultation, experiences, direct need tied to various groups;
- Data to be objective, demographics, income statistics, labour force, what does housing mean to the community / industry;
- What housing is available today, taking inventory;
- Recommendations based on current, future needs

Interconnective

- how does housing stock align with trends, demographics, immediate needs, does housing contribute to strong economic base of community or specific to certain groups;
- Is homelessness part of the spectrum of need, is a certain type of housing saturating the market (SFD vs Rentals, affordable vs high end);
- **each individual community should have its own unique assessment, and unique set of recommendations;**

Efficiencies – collaborative partnership, is study required regionally or need for individual municipality only, what is the driver;

Discussion:

Olds – how do we deal with housing needs with pattern of changing trends?

- Ongoing challenge, build in large scale, based on the moment, suggest taking an incremental approach, building partnerships with developers to meet needs, non-traditional collaboration, what can we do, how do we pivot to something different

MVC – what defines affordable housing?

- Blanket term, norm is 30% of income spent on mortgage or rental cost,

Didsbury – who are we asking if we need a housing study? Developers, citizens, seniors, younger generation?

- Complex challenge, no definite answer, without a needs assessment and if you

feel you need a study

- municipalities are at the whim of developer's market research which may not meet individual municipality needs;
- Municipalities are being asked to look into the future as trends change, adopting to an aging population, requesting developers to create an entire package of housing types just not SFD, and creating stock of various affordable housing types.

Didsbury, should municipalities decide what housing types are most required to ensure no saturation of one type of housing i.e.: 50+;

- Study should inform high level statutory plans, which act as guiding principles that are the bases of decision making, hold open discussion with developers of the municipality's needs;

Sundre – if each individual municipality should do a housing study, what is reason for regional study;

- Regional - Shared costs of study and scope of work, finding efficiencies

MVC – if urban centres require a mixture of housing types (high end and affordable), what are other municipalities in other regions doing to create the “mix”;

- Affordable housing has created certain social elements or stigmas,
- Developers and municipalities are met with long term infrastructure challenges
- Some have been successful in increasing density levels within neighbourhoods rather than defining one specific area within a subdivision, intersperse housing types,

MVC – can assessments be combined (wellness, health, housing);

- yes, as long as information is relevant.

Chair on behalf of the committee thanked Chris for his presentation.

Chair: Where do we go from here? Proceed as group or wait until after provincial election?

Individual municipalities need to take inventory of their needs and bring them forward to MAP for discussion (see Key Messages and Action Item).

5.0 **OLD BUSINESS: Terms of Reference**

Chair confirmed acceptance of revisions to the MAP Terms of Reference. The following municipalities have provided resolutions numbers for the acceptance of the changes to the MAP Terms of Reference:

Town of Olds, Motion 23-93;

Town of Carstairs, Motion 089/23

Town of Sundre, Motion 031-06-02-23

Town of Didsbury, Motion 163-23

Village of Cremona, Motion 23/084

Mountain View County, Motion RC23-160

Chair called 10 minute break at 10:27 a.m.

Chair resumed the meeting at 10:40 a.m.

6.0 **NEW BUSINESS** **6.1 Cremona, Vice-Chair Role and Charing Meetings**

Discussion:

- Committee moved to remove Cremona from obligations per Terms of Reference

- Next Chair is Mountain View County per Terms of Reference – Reeve Aalbers accepted.

CONSENSUS

6.0 **NEW BUSINESS** **6.2 Olds, Community Policing Grant**

Discussion

- Olds - attended information meeting regarding opportunity for regional force, funding availability for policing study;
- MVC - is grant application opportunity still open? yes, only 12 municipalities have applied to date
- MVC - is this a tabletop exercise?
- Olds - scope of project hasn't been fully developed, why despite opposition why is province pushing provincial police force through – triggered by federal gov't signally that they do not want to be in the policing business
- Olds - not reasonable or fiscally responsible to have an individual police force, regional force may be best option if RCMP withdrawn, and province does not proceed with provincial force.
- Didsbury - this not unique to Alberta, other provinces affected by federal decision, why is regional grant being offered now, need for further discussion with province;
- Olds - province wants municipalities to do the study;
- MVC - message from other sources was that funding will be removed, but RMCP to be retained, provinces cover costs of policing.

6.3 Olds, Inclusion to Mountain View Film Office

Discussion

- Olds –thank you for sharing the information on the Film Office;
- Didsbury – experience with film industry, 2021 EDO obtained grant, formation of film office, website, Didsbury and Sundre EDOs will explore expansion opportunity in future to include other municipalities in region;
- Didsbury – no intention not to include all regional municipalities, first year of exploration;
- Olds – request for film office to include interest of local talent.

6.4 Victim Services – Learnings from AB Muni's Leaders Caucus

Discussion

- Chair – Good information provided at Alberta Municipalities Leaders Spring Caucus
- Summary from Caucus - reorganization imminent, changing to regional services with staff, staff in RCMP detachments, victims of crime and serious incidents;
- Municipalities questioning if centralized system be successful?
- Didsbury – access and timeliness of response by centralized (4 regions) system;
- Caucus information will be shared on AB Municipalities website;
- Chair – individual municipalities should keep track of centralized system.

6.5 Affordable Housing**Discussion:**

- Olds – no need for further discussion after Urban Systems presentation
- MVC – should municipalities prepare for adjustment to Mountain View Seniors' Housing 2024 budget?
- Chair – yes, we have been advised to expect changes, next priority for Seniors housing provision is Town of Carstairs, MV Housing undertaking study and funding model.

7.0 KEY MESSAGES:

1. Urban Systems:
 - What is driving the needs for a housing assessment / study?
 - Is Funding acting as a driver (grant specific to seniors/affordable) housings etc.)?
 - What are you going to do with it? Now What, who sees it, action taken?
 - Data to be objective, demographics, income statistics, labour force, what does housing mean to the community / industry;
 - Recommendations based on current, future needs;
 - each individual community should have its own unique assessment, and unique set of recommendations.
2. Committee members to share information on availability for regional policing grant:
 - Town of Olds is only municipality doing this at this time.
3. Mountain View Film Office initiative add info from their website:
 - The Mountain View Regional Film Office is a collaboration between the Towns of Didsbury, Sundre and Mountain View County, to promote the advancement of film, TV media and tech development in the Mountain View region of Alberta. Eventually the MVRFO aspires to increase capacity and grow its membership;
 - The MVRFO has been developed as a multi-purpose presence to diversify the economy through film and tech development in support of business investment, attraction, retention and expansion, and tourism growth;
 - The MVRFO's website is its prime tool. It features location photo galleries and search functionality, a crew database, and other useful information on resources and grants. The MVRFO also acts as a FDI Mechanism to attract tech firms that serve film, TV and media (i.e., for CGI, video games etc.);
 - More information may be obtained from the website: mountainviewfilm.ca
4. Next meeting June 8, 2023

- 8.0 **FINANCIAL/BUDGET REPORT:** Verbal information from MVC CAO regarding accumulated funds from past membership fees, and how they were utilized.

9.0 NEXT MEETING

The Municipal Area Partnership Committee schedule the next meeting for June 8, 2023 at **9:30 a.m.** at the County of Mountain View Municipal Office.

CONSENSUS

10. Closing Comments:
Members shared the importance of elected officials keeping current through education sessions, and that each municipality shares learnings, offer invitations to delegations to present on current trends;
MVC – individual councils to decide attendance (workshops, team building exercises).

11.0 ADJOURNMENT

Chairs called the meeting adjourned at 11:30 a.m.

CONSENSUS

ACTION ITEMS: (to be shared with CAO's)

1. Administrative Support to draft key messages, send to Mayors/CAO's for consensus;
2. MAP Committee members to share key messages with individual Councils;
3. Reference changes to Terms of Reference – Cremona withdrawal for hosting & Charing MAP meetings, send updated Terms of Reference to CAO's
4. MAP Committee members to brainstorm how to proceed, find solutions, determine who is responsible (CAO's, elected officials, developers) regarding housing needs;
5. Policing Grant – individual Councils to make decision to apply for grant, stating regional collaboration in grant application may ensure grant funding allocated;
6. Administrative Support to set up "Save the Date – Next Meeting June 8 at 9:30 a.m." for CAO's and request Agenda Items for next meeting to be sent to the Chair, Mayor Warnock by May 31st;
7. CAO's to research education sessions that would be valuable to MAP members / councils;
8. Include on June 8th agenda MVC Research on Cyber attacks and how to protect ourselves.

Chair, Municipal Area Partnership Committee

Secretary, Municipal Area Partnership Committee



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
MLA, Calgary-West*

AR 53738

His Worship Lance Colby
Mayor
Town of Carstairs
lancec@carstairs.ca

Dear Mayor Colby:

Your correspondence to the Honourable Danielle Smith, Premier of Alberta, and to the Honourable Tyler Shandro, Minister of Justice, regarding an Alberta Police Service, has been forwarded to the Ministry of Public Safety and Emergency Services for a response. As the Minister of Public Safety and Emergency Services, I appreciate the opportunity to respond on behalf of the government and provide the following information.

As the mandate letters provided to all cabinet members highlight, this government is committed to undertake efforts to proactively protect Albertans from continued federal government overreach, including hostile economic policies that landlock our provincial resources, that chase billions in investment and thousands of jobs from our province, and that are detrimental to the short-term and long-term prosperity of Albertans. Along with my cabinet colleagues, I am looking forward to delivering on a clear and bold mandate to address the challenges Albertans are facing with our full attention and action. These key priorities include addressing the affordability crisis, standing up for Alberta's interests, continuing to grow and diversify the economy, and ensuring health care is there for Albertans when and where they need it.

In relation to the modernization of provincial policing and the consideration of an Alberta Police Service, let me state unequivocally that any discussion regarding an Alberta Police Service is in no way reflective of the dedicated women and men who serve in the Royal Canadian Mounted Police (RCMP). Albertans and their provincial government are justifiably proud and grateful for the RCMP and their proud history of serving our province. Alberta's existing contract for providing province-wide policing lies with the federal government not with the RCMP. This is

404 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550
Unit 234, 333 Aspen Glen Landing SW Calgary, AB T3H 0N6 Canada Telephone 403-216-5439 Fax 403-216-5441

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an important distinction, as our concerns are with the federal contract, which, over the years, has prevented successive governments from significantly improving policing at a local level.

Alberta's existing provincial policing contract is with the federal government, and not with the RCMP. This is an important distinction, as Albertans' frustrations with the one-size-fits-all contract policing model concern the limitations of the federal contract, which, over the years, has prevented successive governments from significantly improving provincial policing at a local level. These concerns include the following:

- Limited civilian oversight and governance structure. Since the RCMP is governed by federal legislation, regulations, and policy, Alberta can only go so far to improve governance in Alberta without the federal government's willingness to listen and act accordingly.
- Recruitment and detachment staffing is a problem in Alberta, especially in rural areas. Decisions about recruiting, staffing, and transfers are all done at a national level. Alberta's needs take a back seat, when weighed against the needs of other provinces.
- Training is done out-of-province and is not Alberta-focused. Alberta is different from other parts of Canada, and the training our provincial police officers receive should reflect this difference.
- The federal government uses a national forensic laboratory system. This system prioritizes processing only the most serious criminal forensic evidence and rarely processes evidence for offences like property crime. Alberta needs its own forensic system so all forensic evidence is processed.
- The federal government unilaterally signed a multi-year collective agreement that resulted in dramatic increases to RCMP costs for municipalities and the provincial government. While Alberta's government supports efforts to compensate RCMP officers fairly, the federal government did not allow the Government of Alberta, and municipalities who contract with the RCMP, to participate at the negotiating table. Albertans deserve a model that gives our communities greater control of critical decisions about policing in our province.

Turning towards the federal government's review of contract policing, it is well known that the federal government is reconsidering its commitment to contract policing. In June 2021, the Canadian Parliament released a report, which found that the RCMP's contract policing role makes it difficult for the RCMP to focus on front-line community policing while at the same time providing national police services. Public Safety Canada and the RCMP have confirmed on the federal government's website that there are systemic sustainability challenges impacting the whole of the RCMP:

- The demand for contract officers outstrips the RCMP's capacity to recruit and train.
- Under resourcing is resulting in officer health and wellness concerns.
- Federal policing responsibilities have been, and are being, eroded to meet contract demands.

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- Since 2010, contract officers increased 17 per cent and federal officers decreased 30 per cent.
- Budget reductions/shortfalls have disproportionately impacted federal policing.
- There is growing dissatisfaction from contract jurisdictions relating to costs, officer vacancies, and the resultant impact on community safety.
- The unionization of RCMP officers will magnify fiscal and human resource pressures.

More recent briefing materials prepared for Minister Mendicino in 2021, reinforces that there is growing concern from provinces, territories, and municipalities with the following:

- The rising cost of policing, including RCMP services, particularly in relation to unionization.
- The shift in federal policing responsibilities due to diminishing resources.
- Reduced value-for-money/return on investment for RCMP contract policing services;
- A one-size-fits-all national policing model that does not meet the particular needs of rural, remote and Indigenous communities.
- Low levels of control and accountability over local policing.

The Prime Minister's November 2021 mandate letter to the current Minister of Public Safety, the Honourable Marco Mendicino, includes direction to conduct an assessment of RCMP contract policing in consultation with provinces, territories, municipalities, and Indigenous communities. Alberta is looking forward to participating in the federal government's upcoming review and sharing the perspectives of Albertans on contract policing.

Please see the following links for more information on the federal government's perspective regarding RCMP contract policing:

- Public Safety Canada briefing note: <https://www.publicsafety.gc.ca/cnt/trnsprnc/brfng-mtrls/trnstn-bndrs/20191120/013/index-en.aspx>
- Public Safety Canada briefing note: <https://www.publicsafety.gc.ca/cnt/trnsprnc/brfng-mtrls/trnstn-bndrs/20220223-2/003/index-en.aspx>
- Prime Minister's mandate letter: <https://pm.gc.ca/en/mandate-letters/2021/12/16/minister-public-safety-mandate-letter>
- House of Commons' Committee report: <https://www.ourcommons.ca/Content/Committee/432/SECU/Reports/RP11434998/securp06/securp06-e.pdf>
- Question Period Note: Contract policing agreements: <https://search.open.canada.ca/qpnotes/record/ps-sp.PS-2021-2-QP-MPS-0029>
- RCMP Unionization and Implementation of the Collective Agreement: <https://www.securitepublique.gc.ca/cnt/trnsprnc/brfng-mtrls/prlmntry-bndrs/20211207/11-en.aspx>

This is why there continues to be a national conversation taking place about the future of RCMP contract policing. The provinces of New Brunswick and Nova Scotia have announced plans to

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examine provincial policing models, and Saskatchewan has recently announced that it is taking the first steps towards developing its own provincial policing capacity. In May of 2022, a British Columbia (B.C.) committee of politicians from all parties, unanimously recommended that B.C. replace the RCMP with a new provincial police service. At the municipal level, the City of Grande Prairie, and several municipalities in the Maritimes are also considering establishing their own municipal police service in order to provide greater local control over policing costs, as well as improve policing services for their residents.

Jurisdictions all over Canada are seeking to modernize and improve policing for their residents. The provincial policing model developed for an Alberta Police Service leverages this once in a generation opportunity to address the long-standing challenges associated with contract policing and provides Alberta with options that would:

- increase the number of front-line police officers and civilian specialists serving our communities and enhance detachment staffing levels;
- incorporate dedicated mental health specialists and social workers into the police service to divert individuals, who are experiencing mental illness and addiction issues, away from the justice system;
- rebalance provincial police officer deployment towards rural communities and reduce the number of provincial police officers deployed in headquarters or administrative roles. An Alberta Police Service would provide a new ‘minimum viable’ detachment size of ten police officers. This would increase overall staffing levels by 65 per cent in 42 detachments located in smaller rural communities;
- reduce transfers of officers in and out of communities, and increase police knowledge of local public safety issues;
- reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- utilize existing provincial government resources to make the provincial police more cost-effective;
- maintain and support our independent municipal police services by exploring new opportunities to work together to keep Albertans safe; and
- support the critical work undertaken by First Nations police services and continue to lobby the federal government to expand these services to other First Nations who desire their own policing services.

For more information about the opportunities that a new Alberta Police Service would provide Albertans, as well as links that highlight the ongoing national conversation regarding contract policing, please go to the website exploring an Alberta Police Service at <https://www.futureofabpolicing.ca>.

It is clear that Albertans greatly value the work of front-line RCMP members and civilian employees and the role that they have in Alberta’s communities. Should Alberta decide to adopt a provincial policing model, Alberta’s government would welcome as many RCMP members

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and civilian staff to transfer into a provincial police as is practicable. We would ensure that RCMP members who choose to transfer to an Alberta police service would not face adverse financial consequences from their desire to continue serving Albertans. This means that we would actively lobby the federal government to support RCMP pay, benefits, and pension portability between the RCMP and any potential Alberta Police Service.

However as you have identified in your letter, hiring police officers is a challenge for all police services across Canada. The federal government has admitted that recruitment and retention continues to be an issue facing the RCMP despite recent significant salary increases for RCMP officers. Even the National Police Federation, who represent all non-commissioned RCMP members, has [pointed out](#) a 17 per cent decline in applications to join the RCMP, which coupled with the COVID-19 related slowdown of RCMP Depot's training schedule, has contributed to high [RCMP vacancy rates](#) in [rural detachments](#) across contract jurisdictions.

In contrast to the one-size-fits-all national recruiting strategy used by the RCMP, recent examples from the Ontario Provincial Police (OPP) shows that when jurisdictions have the ability to tailor recruitment and retention approaches for their local needs, these strategies do have a positive impact on recruitment, employee wellness, and retention. Mental health wellness is an extremely important aspect of maintaining adequate staffing levels in all police services. In response to officer absences related to [post-traumatic stress disorder](#) and other [mental health injuries](#), the Ontario government announced in April 2022, that it is investing [\\$12.5 million over three years](#) to strengthen the mental health services available to OPP members and their families. This move was [welcomed](#) by the OPP Association to support organizations and programs that provide public safety personnel with access to specialized mental health services. Having the ability to implement tailored mental health strategies for their members as well as recruitment programs such as the "[North-for-the-North](#)" in addition to other [measures](#), enables jurisdictions such as Ontario to layer recruitment and retention strategies to nimbly adapt to local circumstances.

Alberta's government believes that due to the ongoing national conversation regarding the future of RCMP contract policing, the likelihood that the federal government will seek to drastically increase the amount Alberta pays for RCMP contract policing, and the benefits that would come from adopting a provincial policing model, that there is merit in considering what an Alberta Police Service would provide to Albertans.

The ultimate goal of a potential provincial police is to improve service levels and address crime. In this regard, the exploration of a potential Alberta Police Service would align with work already undertaken by this government to strengthen Alberta's justice system. Since 2019, the Government of Alberta has undertaken the following initiatives:

- Invested up to \$20 million over four years to expand drug treatment courts. Drug treatment courts aim to reduce the number of crimes motivated by drug addiction.

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- Invested \$207 million over five years for a new Red Deer Justice Centre, with thirteen other court facilities across Alberta having been upgraded over the last few years.
- Hired 50 new Crown prosecutors and additional support staff to ensure excellence in prosecutions.
- Created the Rural Alberta Provincial Integrated Defence (RAPID) Response to allow provincial peace officers to respond to a wider range of calls.
- Allocated additional funding to the Alberta Law Enforcement Response Teams (ALERT) to combat organized crime, illegal guns, and gangs.
- Committed to expand Indigenous policing by funding 15 new police officers for the Blood Tribe, Tsuut'ina Nation, and Lakeshore Regional police services.
- Committed to provide a new Community Policing Grant to assist Indigenous and municipal communities in preparing a business case for their own stand-alone police service or a regional equivalent.
- Signed a memorandum of understanding to work towards establishing a new self-administered First Nations police service for Siksika Nation that would take over policing duties from the RCMP.
- Committed to upholding firearms policies and governance measures that protect Albertans, and deter illegal gun crime rather than persecuting law-abiding citizens.
- Created an Alberta Parole Board to make parole decisions and effectively address repeat offenders and parolees responsible for crime in rural areas of our province.
- Introduced the Police Amendment Act that would:
 - establish an Alberta-based independent agency to handle complaints against police officer to improve public confidence in policing, reduce barriers for Albertans and see complaints resolved more quickly;
 - create more public oversight by establishing formal civilian governance bodies in all Alberta jurisdictions policed by the RCMP to enable these communities to have a stronger role in setting policing priorities;
 - require police in Alberta to develop community safety plans in collaboration with partner organizations that focus on crime prevention and alternatives to enforcement, like addiction treatment, housing and employment supports;
 - require police to develop diversity and inclusion plans to reflect the diverse and distinct communities they serve and to better understand local community needs; and
 - expand the Alberta Serious Incident Response Team's mandate to include cases involving peace officers employed by the province and municipalities.
- Established two Public Safety and Community Response Task Forces, with one for Edmonton and the other for Calgary, to address social issues through a coordinated response between the province, city, and local partners.

Although no decisions have been made on whether Alberta will transition to an Alberta Police Service, the following link provides more information about the opportunities that a new Alberta Police Service could bring. <https://www.futureofabpolicing.ca>.

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Alberta's government is continuing to listen to a wide variety of viewpoints on this topic, thank you again, for taking the time to write. Perspectives such as yours are an important way for the provincial government to understand how we can ensure that all Albertans feel safe, secure, and protected in their communities, no matter where they live.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Ellis', with a stylized, flowing script.

Honourable Mike Ellis, ECA
Minister of Public Safety and Emergency Services

cc: Honourable Danielle Smith, Premier of Alberta
Honourable Tyler Shandro, KC, Minister of Justice

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April 27, 2023

Dear Jordan,

After the fire a few weeks ago across the alley from our home, I am prompted to say thank you to the Carstairs Fire Department. We often do not appreciate the ongoing training, practice and learning that takes place on a weekly basis with people who serve the community. You quietly prepare to be available and effective during emergencies. (Both medical and fire related)

I hope your new hall and equipment enhance your jobs. Best wishes and gratitude to you and all our Fire Department members

Regards

Mary Ellen Speers



April 20, 2023

Town of Carstairs
Box 370
Carstairs, AB
T0M 0N0

Dear Sir/Madam,

On behalf of the Olds and District Hospice Society (Society) Board of Directors, I would like to express my sincere gratitude for your recent contribution of \$750.00 dollars.

Since our inception our Society has worked with over 554 families in our community. Our community hospice suites have seen an increase in demand and there has been a 100% occupancy rate with individuals waiting to access the hospice suites. We are extremely grateful for your support. The Society is only able to serve families because of community minded donors such as yourself. Your vote of confidence and your financial contributions are vital to what we do.

The Olds & District Hospice Society continues to work toward improving the quality of Hospice Palliative Care for those facing end-of-life journeys in our community. Our services and programs include an information base, trained volunteers, bereavement support, nav-care, day hospice, as well as two community hospice suites located in Seasons Encore.

All of the Society programs and services are free of charge to the individual and the family members that are facing a hospice palliative journey and into bereavement. Again, it is donors like yourself that make all of this possibility. We are extremely grateful for your support so we are able to continue to support individuals and families in need.

Sincerely,

*Thank you so much
for your support*

Mary Smith
Executive Director, Olds & District Hospice Society

4810 - 50 Street, PO Box 4231, Olds, AB T4H 1P8

Email: ed@hospiceolds.ca

Phone: 403-586-9992



WEST CARSTAIRS 4-H CLUB

May 01, 2023

Good Day,

We will be holding our annual Banquet Awards Night on June 17th, 2023. The purpose of this banquet is to recognize our local youth's accomplishments and achievements with their individual projects, as well as their public speaking, judging and showmanship skills. This year we have 27 members participating in Beef and Sheep Projects.

We would like to ask if our club could receive a reduced rental rate for the Community Hall on Saturday June 17th.

Thank you for your time and your consideration.

Travis Ostermeier

Travis Ostermeier (403) 888-5344 or Crystal Ostermeier (778) 240-1860

westcarstairs4H@gmail.com

General Club Leaders – West Carstairs 4-H Club