



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, NOVEMBER 27, 2023, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of November 27, 2023
Motion: To adopt the agenda of November 27, 2023

4. ADOPTION OF MINUTES

- a) Adoption of Regular Council minutes of November 14, 2023 (addendum 4.a)
Motion: To adopt the Regular Council minutes of November 14, 2023



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

- a) Citizens on Patrol-Danny Morrison
b) Carstairs Public Library

7. BYLAWS AND POLICIES

- a) Town of Carstairs Governance Policy (addendum 7.a)



- b) Bylaw No. 2044 Rates & Fees Bylaw 2024



8. NEW BUSINESS

- a) Carstairs Public Library Appointment Renewal-Wendy Knudson (addendum 8.a)



9. COMMITTEE REPORTS

- a) MOUNTAIN VIEW REGIONAL WASTE COMMISSION

3 - 6

7 - 37

38 - 68

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- b) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- c) MOUNTAIN VIEW SENIORS HOUSING
- d) MUNICIPAL AREA PARTNERSHIP

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

70

- a) Carstairs Memorial Arena Rental Request-Carstairs Skating Club (addendum 11.a)



71 - 80

- b) Red Deer Water Shed (addendum 11.b)



12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

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

17. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
TUESDAY, NOVEMBER 14, 2023, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Roberts, & Wilcox, Director of Legislative & Corporate Services Shannon Allison, CAO Rick Blair, & Executive Assistant Kayleigh Van Es
ABSENT:	Councilor Ratz
CALL TO ORDER:	Mayor Colby called the meeting of Tuesday, November 14, 2023, to order at 7:00 p.m.
ADDED ITEMS:	<div>1. Sanitary Extension to New Business 8.a</div> <div>2. Mountain View Regional Water Commission Alternate Member to New Business 8.b</div> <div>3. Mountain View Regional Waste Commission Alternate Member to New Business 8.c</div>
ADOPTION OF AGENDA:	
Motion 349/23	Motion by Councilor Allan to adopt the Regular Council agenda of November 14, 2023, as amended. <div>CARRIED</div>
ADOPTION OF PREVIOUS MINUTES:	
Motion 350/23	Motion by Councilor Fricke to adopt the Council Organizational minutes of October 23, 2023, as presented. <div>CARRIED</div>
Motion 351/23	Motion by Councilor Ball to adopt the Regular Council minutes of October 23, 2023, as presented. <div>CARRIED</div>
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	Nil
BYLAWS & POLICIES:	<div>Bylaw No. 725 for Repeal</div> <div>CAO Blair addressed the out-of-date Bylaw No. 725, stating that Bylaw No. 828 renders it obsolete.</div>
Motion 352/23	Motion by Councilor Ball to repeal Bylaw No. 725 Regional Solid Waste Management Authority. <div>CARRIED</div>
	<div>Bylaw No. 2047 Borrowing Bylaw Capital Equipment (JD Area Mower)</div> <div>CAO Blair spoke to the Bylaw; this purchase is on the capital plan for 2023, the operations department has been waiting for its arrival.</div>
Motion 353/23	Motion by Councilor Wilcox to give first reading of Bylaw No. 2047 Borrowing Bylaw Capital Equipment (JD Area Mower) as presented. <div>CARRIED</div>
Motion 354/23	Motion by Councilor Fricke to give second reading of Bylaw No. 2047 Borrowing Bylaw Capital Equipment (JD Area Mower) as presented. <div>CARRIED</div>
Motion 355/23	Motion by Councilor Allan to move to third and final reading of Bylaw No. 2047 Borrowing Bylaw Capital Equipment (JD Area Mower) as presented. <div>UNANIMOUSLY CARRIED</div>
Motion 356/23	Motion by Councilor Roberts to give third and final reading of Bylaw No. 2047 Borrowing Bylaw Capital Equipment (JD Area Mower) as presented. <div>CARRIED</div>

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NEW BUSINESS:	1. Sanitary Extension CAO Blair spoke to a dedicated reserve fund for lagoon infrastructure; the extension will help to replace the lift station at Stern Park, taking effluent out to the lagoon, Council needs to authorize \$32,000 to be taken from reserves.	
Motion 357/23	Motion by Councilor Roberts to authorize the amount of \$32,000 to be taken from reserves to fund the Sanitary Extension Line located in Stern Park. CARRIED	
	2. Mountain View Regional Water Commission Alternate Member - Councilor Roberts	
Motion 358/23	Motion by Councilor Ball to appoint Councilor Roberts as an alternate contact for the Mountain View Regional Water Commission. CARRIED	
	Mountain View Regional Waste Commission Alternate Member - Councilor Ball	
Motion 359/23	Motion by Councilor Allan to appoint Councilor Ball as an alternate contact for the Mountain View Regional Waste Commission. CARRIED	
COMMITTEE REPORTS:	1. Legislative & Emergency Services Committee - Next meeting to be determined. CAO Blair stated that administration is in the process of changing the committee structure, to create just one committee.	
	2. Strategic Planning & Corporate Affairs Committee - Next meeting to be determined	
	3. Policy & Governance Committee - Next meeting to be determined	
	4. Mountain View Regional Waste Commission - Next meeting November 27, 2023.	
	5. Mountain View Regional Water Commission - Next meeting to be schedule November 20, 2023.	
	6. Mountain View Seniors' Housing - Next meeting November 16, 2023	
	7. Municipal Area Partnership - Nothing to report at this time.	
Motion 360/23	Motion by Councilor Wilcox to accept all Committee Reports as information. CARRIED	
COUNCILOR REPORTS:	Councilor Allan - October 27 - 29, 2023 attended Council Strategy Sessions. - November 4 served food at the Harvest Fest Dinner put on by the AG society. - November 8, 2023 attended Remembrance Day ceremony at HSS. - November 11, 2023 attended Remembrance Day ceremony. Councilor Ball - October 27 - 29, 2023 attended Council Strategy Sessions. - November 11, 2023 attended Remembrance Day ceremony. Councilor Fricke - October 25, 2023 met with Jennifer Smith, the owner of the Bee Thrifty store. - October 26, 2023 participated in a podcast with Chris Brown from Cross Border Podcasts. - October 27 - 29, 2023 attended Council Strategy Sessions. - November 8, 2023 attended the Hugh Sutherland School Remembrance Day Ceremony. - November 11, 2023 attended the Remembrance Day Ceremony. - November 12, 2023 met with Chris Brown from Cross Border Podcast. Councilor Ratz - Absent Councilor Roberts - October 27 - 29, 2023 attended Council Strategy Sessions. - November 4, 2023 served food at the Harvest Fest Dinner put on by the AG society. - Attended a Nature Space Committee Meeting.	

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Councilor Wilcox

- October 27 - 29, 2023 attended Council Strategy Sessions.
- October 30, 223 participated in a haunted house at Carstairs Heritage Centre. It was well attended.
- November 8, 2023 attended the Hugh Sutherland School Remembrance Day Ceremony.
- November 14, 2023 attended town hall podcast meeting with Adrianna LaGrange, addressing AHS changes.

Mayor Colby

- October 27 - 29, 2023 attended Council Strategy Sessions.
- November 4 attended Harvest Fest Dinner put on by the AG society.
- November 8, 2023 attended Remembrance Day ceremony at HSS.
- November 14, 2023 met with the RCMP and CAO from Cremona in regard to the policing study that is in progress.

Motion 361/23

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

CARRIED

CORRESPONDENCE:

1. Mountain View Seniors Housing -Thank-you

Council reviewed a thank-you note from Mountain View Seniors Housing.

Motion 362/23

Motion by Councilor Wilcox to accept all Correspondence as information.

CARRIED

CAO'S REPORT:

- October 24, 2023 met with AB municipalities' representative.
- October 24, 2023 met with Stantec regarding the water reservoir.
- October 25, 2023 met with Kitstone developers regarding the water reservoir and using Future MR for reservoir location.
- October 26, 2023 met with Mountain View County regarding the 2024 fire budget.
- October 27 - 29, 2023 attended Council Strategy Sessions.
- October 31, 2023 attended presentation from Metacon Geospatial regarding GIS, GPS, and 3D mapping.
- November 1, 2023 attended monthly Planning & Engineering meeting at CIMA offices, finishing up with CIMA and switching to ISL Engineering.
- November 14, 2023 met with the RCMP and CAO from Cremona to discuss current policing and the study that is in progress.
- ISL Engineering inspected the structure of the Carstairs Memorial Arena; there were no concerns.
- Review of the joint use agreement and the use of facilities for HSS.
- Awaiting pricing for the Stonegarden pathway from Ruby Rock.
- Taking steps for infiltration mitigation. Found a leak in Stonebridge that will need to be repaired.
- Meeting with engineers to look at a way to get the Splash Park and Memorial Park drainage away from draining into the sanitary system.
- Working hard on budget deliberations.
- Municipal software and payroll transition coming up in the New Year.
- TELUS Fibre installation is in progress. Will make a world of difference to the office.
- The Red Deer River Municipal Users Group works with the Red Deer River System; no one has been appointed to the group; a member of Council should be appointed to represent the Town of Carstairs.

Motion 363/23

Motion by Councilor Fricke to appoint Councilor Roberts to the Red Deer River Municipal Users Group.

CARRIED

Motion 364/23

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

CARRIED

COUNCILOR CONCERNS:

1. Positive feedback received from Councilor Fricke on the construction in town as well when Chris Brown visited he made the remark that he didn't see a single run down home, litter or anything in disarray. Commented that Carstairs has exceptional curb appeal.
2. Positive feedback received from Councilor Allan stating a resident had a paving concern; the concern was quickly addressed by operations; kudos to Corriena and Operational Services.

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Motion 365/23 Motion by Councilor Ball to accept Councilor Concerns as information.

CARRIED

PUBLIC QUESTION
PERIOD: Nil

MEDIA QUESTION
PERIOD: Nil

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

Motion 366/23 Motion by Councilor Wilcox that Council close the meeting to the public to discuss third-party personal privacy as per Section 17 of FOIP at 7:38 p.m.

CARRIED

Motion 367/23 Motion by Councilor Allan to come out of the closed meeting session at 7:47 p.m.

CARRIED

NEXT MEETING: Monday, November 27, 2023 at 7:00 p.m.

ADJOURNMENT:

Motion 368/23 Motion by Councilor Wilcox to adjourn the meeting of November 14, 2023, at 7:48 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

Council Approved November 2023



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

A COUNCILORS ROLE AS PER THE MGA

- (a) To consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
 - (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) To participate generally in developing and evaluating the policies and programs of the municipality;
- (c) To participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) To obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) To keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
 - (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) To perform any other duty or function imposed on councillors by this or any other enactment or by the council



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

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**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY****SUMMARY**

Policy Governance streamlines council leadership by prioritizing values, vision, and strategic leadership. It involves Ends, Council Effectiveness, Council-Staff Relationship, CAO Limitations, and Governance Process. Municipal Councils must develop a collaborative understanding of governance, recognizing their effectiveness in community growth and development. Shared leadership enables the development of an organization's vision, determining its preferred future state, and ensuring resources are available.

Ends

Council's primary responsibility is to develop the Town's Ends statements, outlining desired results and community needs. These statements define the organization's vision and goals, with staff responsible for achieving them. Council evaluates CAO performance based on alignment with the desired Ends.

Council Effectiveness

Shared leadership and Council effectiveness are linked to rural community performance. Carstairs needs a new approach to municipal governance, requiring dedication, discipline, and focus. Stewardship is central to governance, and Council members must be prepared, enthusiastic, and committed to protecting and defending the community.

Stewardship

Governance as stewardship involves a Council's mission-critical duties being consolidated and developed consistently.

Council-Staff Relationship

Council must set policies regarding staff relations, delegation, and performance assessment. The CAO is responsible for ensuring accountability and ensuring the organization's goals are met. They must be prepared for generative thinking and shared leadership, as lacking these skills can lead to regressive actions and behavior in stressful situations.

Executive Limitations

Council sets limits on the CAO's practices, activities, circumstances, and methods, focusing on prudence and ethics. Executive Limitations Policies outline what is not allowed, allowing the CAO to use their creative powers while safeguarding against potential abuses. This enables Council to focus on Ends issues.

Governance Process

Council must establish policies for internal workings, including meetings, topics, committee roles, and discipline. Council's primary responsibilities are to direct, control, provide leadership, approve budgets, and inspire the organization through the initiation of policies reflecting Council's values, vision, mission, and outcomes. Council must ensure, through the monitoring of executive performance, that the organization adds stakeholder value and improves its levels of success. Identifying advocacy issues and participating in building specific external relationships.

These are areas in which Council, and only Council, must assume full responsibility. By setting clear Council Governance policies, Council develops a consistent plan for how it will operate, compelling it to remain focused on the critical challenges of providing vision and leadership.



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

POLICY TYPE: ENDS

At The Town Of Carstairs We Value:

- Promoting a safe and healthy community.
- Developing proactive community plans.
- Maintaining and enhancing infrastructure.
- Enabling economic development.
- Supporting and encouraging recreation, arts, and culture.
- Fostering partnerships with organizations to enhance and advance our community's vision.
- Work collaboratively with other communities.

Our Vision:

To build a progressive, vibrant, and safe community offering an unsurpassed quality of life.

Our Mission:

To provide an innovative and positive governing body that promotes sound fiscal management and diligent stewardship.

Outcomes

Town of Carstairs will:

- Review proactive community plans annually.
- Be active in maintaining Medical Professionals.
- Develop and maintain balanced budgets.
- Develop proactive policing and emergency services strategies.
- Ensure that long-range planning is maintained.
- Ensure that funding strategies will be developed to cover ongoing infrastructure costs.
- Review and update current partnerships and funding requirements.
- Review and update the Parks, Recreation, and Cultural Master Plan.
- Work collaboratively with other Municipalities.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY****COUNCIL EFFECTIVENESS****Guiding Principles**

The Town of Carstairs Council recognises that 'stewardship is important to understanding and practising governance' in a way that adds value to the Town of Carstairs.

Council shall maintain and apply Council Effectiveness Policies, which direct:

- Definition of the governance model.
- Assessment of needs of individual Council members and Council as a whole.
- Identification of required diversity of skills and knowledge.
- Continuous improvement strategies, including mechanisms for evaluation of related activities.
- Processes for recruitment, orientation, and performance improvement.

Governance Commitment

On behalf of the residents, Council will govern the Town of Carstairs from a strategic perspective through clearly expressed values, vision, mission, and continuous monitoring of outcomes.

Council Principles

The Municipal Government Act establishes the legal and administrative foundation for Council's responsibilities. This understanding of Council responsibilities is based on the idea that Elected Officials are stewards of the organization. As such, they are responsible for overseeing the conduct of business, monitoring management through the CAO, and attempting to ensure that all key concerns affecting the organization's business and affairs are properly considered.

Council of the Town of Carstairs has a commitment to:

- Operate within the Municipal Government Act and governing legislation.
- Ensure that the Carstairs operates within the budget approved by Council.
- Treat people respectfully; in a fair and equitable fashion.
- Fulfill its mandate to evaluate and continually improve by measuring progress, outcomes, and impact to ensure accountability and transparency.

Governing Style

Council is dedicated to governing with excellence. Under normal circumstances, Council does not interfere with management's prerogatives and obligations. However, where exceptional circumstances demand it, Council will temporarily assume a more active role in directing the organization. Examples of exceptional circumstances are:

- The departure of the CAO with no clearly acceptable successor available.
- Extraordinary circumstances, including serious financial difficulties that simultaneously create an urgent need for decisions and lessen the credibility of senior management to make them.

In the event that the CAO is incapacitated for a period of time, Council shall:

- Maintain constant awareness of its responsibilities under the Municipal Government Act and controlling legislation. It will not allow any officer, individual, or Council committee to obstruct or constitute an excuse for failing to fulfil these responsibilities.
- Strive for continuous improvement. This will include, but is not limited to, a proactive strategy for recommending candidates for committee appointments and orienting new Councillors in the Council's Governance Process.
- Enforce on itself whatever discipline is required to govern. Discipline will apply to, but is not limited to, matters such as attendance, policy-making principles, role respect, speaking with one voice, and maintaining continuity of governance capability.



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

Council Member Orientation

When a new Council member(s) is elected:

- The CAO will make the first-contact call to the new Council member(s).
- The CAO will contact new Council member(s) to schedule a visit at the earliest opportunity.
- The CAO assumes responsibility for orientation and will engage all Council members in the process. Orientation will include the following:
 - The Duties and Responsibilities of a Council member.
 - The Town of Carstairs Council Governance Policy approved by Council.
 - Carstairs administrative structure and Committee responsibilities.

Critical Elements of Orientation are:

To ensure that a new Council member(s) receives an understanding of:

- **Duties and Responsibilities**
 - Policy Development
 - Monitoring Performance
 - External Relationships
- **The Town of Carstairs Council Governance Policy**
 - Ends
 - Council Effectiveness
 - Governance Process
 - Executive Limitations
 - Council Staff Relationships
- **Bylaws**
- **Council Members' Code of Conduct**

To ensure that a new Council member becomes familiar with the structure of Council as it pertains to:

- Committees
- Administration
- Commissions
- Authorities
- Boards

To ensure that a new Council member becomes familiar with the geographical layout and physical structures of Town of Carstairs.

GOVERNANCE PROCESS

Role of Council

In accordance with the Municipal Government Act, the role of Council is to represent the citizens of Carstairs in determining and requiring appropriate organizational performance. Council deals primarily with facilitating the development of values, vision, mission, and outcomes and then setting the appropriate measuring and monitoring mechanisms to ensure their achievement.

The responsibilities of Council are to:

- Direct, oversee, lead, and inspire the organization by implementing policies that reflect Council's values, vision, mission, and outcomes of Carstairs.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY**

- Ensure, through the monitoring of the CAO's performance, that the organization adds stakeholder value and improves its levels of success.
- Recognizing that the recruitment of Council members entails the consideration of human capital through effective partnerships and political influence, Council members agree to share their professional network on an ongoing basis. In addition, Council members are expected to use their equity to engage specified stakeholders as needed.
- Identify advocacy issues and participate in building specific External Relationships.
- Approve the Annual Budget, the Corporate Governance Strategies and the Town of Carstairs Council Governance Policy.
- Council shall set the priorities for the annual budget and direct Administration in its development. The Policies & Priorities Committee will be in charge of budget monitoring and administration for the Town of Carstairs. In this capacity, the Policies & Priorities Committee will offer an overview of the current condition of the Town's budget to Council on a monthly and quarterly basis.

The Role of the Mayor

In accordance with the Municipal Government Act, the role of the Mayor is to ensure that Council fulfills its most important responsibility, the establishment and monitoring of the organization's values, vision, mission, and outcomes, with significant influence on the organization's viability and success. The Mayor is designated to work with the CAO. The Mayor and the CAO will ensure that regular, ongoing communication occurs between the two parties. The Mayor is responsible, primarily, for the integrity of Council's process and, secondarily, for representation of Council to outside parties. The Mayor is the sole Council member who has the authority to speak on Council's behalf.

The Mayor will ensure that Council behaves in a manner consistent with its own rules and those legitimately imposed upon it from outside the organization:

- Meeting discussion content will only be those issues that according to Council policy, clearly belong to Council.
- All Council members will be encouraged to debate, operating under Robert's Rules of Order.

The Mayor is authorized to use any reasonable interpretation of the provisions in these policies:

- The Mayor is empowered to chair Council meetings with all the commonly accepted power of that position (e.g. Ruling, recognizing).
- The Mayor has no authority to make decisions about policies created by Council within the Ends and CAO Limitations Policy areas.
- The Mayor shall represent Council to outside parties.

The Mayor is to ensure that the Deputy Mayor is informed.

The Mayor will use each member's abilities and particular talents as appropriate through some specialization of individual responsibilities, once they have a thorough grasp and appreciation for Carstairs' current operations and future development objectives. The Mayor may invite a Council member to attend a meeting(s) of a Council committee as an observer or to offer specific information on occasion.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY**

The Mayor will meet with each Council member individually at least twice a year to collect individual opinions, including but not limited to:

- For committee assignments.
- For Council performance improvement.
- For maximizing utilization of each member's strengths and distinctive talents.

Council Committee Structure

Council committees will be formed to assist the Council in carrying out its responsibilities. They will be assigned as not to interfere with the full scope of Council's work. Council committees are not to interfere with the delegation of authority from Council to CAO.

Council committees will assist Council by preparing policy and presenting implications for Council deliberation.

Council committees may not speak or act for Council except when formally given such authority for specific and time-limited purposes.

Council committees cannot exercise authority over staff.

Upon the request of the CAO, Council may also make appointments to administrative committees, which report through the CAO. In the case where a committee, formed under the authority of the CAO, has Council representation, the individual Council member shall act in a non-voting advisory capacity.

Procedures for establishing committee membership:

- a) Committees are defined for Council members.
- b) The Mayor conducts one-on-one meetings with individual Council members; learning something about each individual's areas of expertise and interest, as well as Council member's preferences for committee membership.
- c) The Mayor and CAO review Council members' responses to (b) and draft a recommendation for Council committee structure.
- d) At the annual October Organizational Meeting, Council members will review and approve the proposed Council committee structure.
- e) Council committee membership will be in effect from the Organizational Meeting to the Organizational Meeting the following year.

Annual Council Planning Cycle

Council will follow an annual agenda that focuses on continuously improving Council's effectiveness through Council education and expanded input and deliberation. The cycle will end each year on December 31st, so that administrative budgeting can be based on completing a one-year segment of the most recent Corporate Governance Strategies.



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

BYLAW NO. 1059

BEING A BYLAW OF THE TOWN OF CARSTAIRS IN THE PROVINCE OF ALBERTA TO REGULATE THE CONDUCT OF COUNCIL.

WHEREAS Section 146.1 of the *Municipal Government Act* provides that a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

WHEREAS the *Code of Conduct for Officials Regulation, AR 2000/2017* provides that a Code of Conduct must contain certain provisions;

WHEREAS the Town of Carstairs Council recognizes that the constituents of the Town of Carstairs elected Members of Council for the purpose of providing effective leadership for the Town of Carstairs and its residents;

WHEREAS each individual Councillor of the Town of Carstairs Council hereby commits to upholding this Code of Conduct for the purpose of ensuring that Councillors of the Town of Carstairs maintain appropriate conduct when carrying out their roles as Councillors;

WHEREAS this Code of Conduct must be reviewed every four years from date of passing; and

WHEREAS the Chief Administrative Officer Bylaw is incorporated by reference into the Code of Conduct.

SHORT TITLE: This Bylaw shall be called the 'Council Code of Conduct'.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1.0 GUIDING PRINCIPLES

1.1 Council will review this Code of Conduct annually at the Organizational Meeting, to ensure that the Bylaw is current and remains relevant to the day to day conduct of Council and individual Councillors.

1.2 Councillors are expected to formally and informally review this Code of Conduct, and their adherence thereto on a regular and ongoing basis.

2.0 MUNICIPAL PURPOSES

2.1 The purposes of the Municipality of Carstairs are to:

- a) to provide good government;
- b) to foster the well-being of the environment;
- c) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
- d) to develop and maintain safe and viable communities and
- e) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

3.0 DEFINITIONS

3.1 'Chief Administrative Officer' has the meaning prescribed under the Municipal Government Act, and may be referred to as the **CAO**.

3.2 'Conflict of Interest' means an occurrence where a Councillor's personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudgment, close mindedness or undue influence. A Conflict of Interest occurrence also includes using the Councillor's position, confidential information or Town of Carstairs employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY**

private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor's family, friends or business associates.

- 3.3 'Complained of Councillor'** means the councillor against whom a complaint has been made under this code of conduct. This person may be referred to as the **CC**.
- 3.4 'Councillor(s)'** has the meaning described under the *Municipal Government Act*, including an individual elected member of the Town of Carstairs Council and the chief elected official (Mayor).
- 3.5 'Council'** means the Town of Carstairs Council.
- 3.6 'Closed Meeting'** means 'in private' meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present.
- 3.7 'MGA'** means the *Municipal Government Act*.
- 3.8 'Pecuniary Interest'** means those occurrences as prescribed in the *Municipal Government Act*, R.S.A. 2000 Chapter M-26.
- 3.9 The 'Town'** means the municipality of Carstairs.

4.0 CODE OF CONDUCT FOR COUNCILLORS

The Council has adopted the following principles to ensure that all Councillors act honestly, in good faith and in the best interests of the Town. The purpose of this Bylaw is to establish effective governance through proper conduct.

The Town of Carstairs Councillors each agree and commit to the following rules of conduct:

- 4.1** To act honestly and in good faith at all times,
- 4.2** To engage in respectful, fulsome and healthy debate on matters in Council meetings, and subsequently, to support the decision of Council,
- 4.3** To respect all opinions of other Councillors,
- 4.4** To publicly express personal opinions in such a manner that maintains respect for Council, other Councillors and any decisions made by Council or a Council committee,
- 4.5** To ensure that any public statements are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council as a whole, unless given express written authorization by Council to represent Council's position on an issue,
- 4.6** To strictly follow the Pecuniary Interest requirements provisions of the *MGA* R.S.A. 2000 Chapter M-26,
- 4.7** To avoid occurrences which may result in a Conflict of Interest,
- 4.8** To avoid occurrences where it may be perceived that the Councillor is using their position on Council to gain a personal or pecuniary benefit,
- 4.9** To refrain from seeking the award of written service or supply contracts; to refrain applying for positions of employment with the Town, while holding the position of Councillor in order to avoid any public perception that the Councillor is using their position on Council to gain a personal or pecuniary benefit. It is acknowledged and agreed that the Town will not award any written service or supply contracts nor make offers of employment to any person who holds the position of Councillor,
- 4.10** To incur expenses in a responsible and reasonable manner,
- 4.11** To act with professionalism, and respect when interacting with other members of Council, administration, members of the public and other government officials,
- 4.12** To consider the welfare and interests of the Town as a whole, and to bring to Council's attention anything that would promote the welfare or interests of the Town,

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY**

- 4.13** To actively participate in all Council and Council committee meetings and meetings of other bodies to which they are appointed by the council in good faith,
- 4.14** To obtain information about the operation or administration of the Town from the CAO,
- 4.15** To participate generally in developing and evaluating the policies and programs of the Town,
- 4.16** To keep in confidence all matters discussed in private at a Council committee meeting until that matter is discussed at a public meeting,
- 4.17** To demonstrate fairness, accountability and open mindedness on all matters,
- 4.18** To refrain from improper use of their position as a Councillor to:
 - 4.18.1** Gain, or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person,
 - 4.18.2** cause, or attempt to cause, detriment to the Town, the Town Council or any individual Councillor, cause, or attempt to cause, detriment to any member of the Town administration or staff, or
 - 4.18.3** Seek personal benefit or gain from any information obtained through their position as a Councillor.
- 4.19** A council or a councillor must not exercise a power or function or perform a duty that is by this, or other enactment or bylaw, specifically assigned to the CAO or a designated officer. (*MGA Section 201 (2)*),
- 4.20** To perform any other duty or function imposed on councillors by this or any other enactment or by the council,
- 4.21** To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities,
- 4.22** To participate in orientation training and other training opportunities with regard to the roles and responsibilities of Council.
- 4.23** Adhere to the code of conduct.

5.0 CODE OF CONDUCT IN PRACTICE**5.1 Council Decisions**

- 5.1.1** Council meetings are the appropriate forum for healthy and fulsome debate and discussion of matters before Council,
- 5.1.2** All Councillors must be given a full opportunity to address issues before Council in a full, open and professional manner, to encourage and promote healthy debate of issues,
- 5.1.3** Council decisions are made by majority vote by the Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision,
- 5.1.4** While an individual Councillor may publicly state that they did not vote with the majority of Council on an issue, this must be made in a manner that respects Council, Council's decision and other members of Council,

5.2 Councillor Expenditures

- 5.2.1** When incurring expenditures, Councillors shall act responsibly and respect that public money must be used for the public good,
- 5.2.2** Councillors shall avoid waste, abuse and inappropriate expenditure in the use of public monies and resources,
- 5.2.3** Councillors shall be open and accountable with respect to all expenditures,

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY**

5.2.4 Councillors shall strictly adhere to all Town guidelines addressing expenditures and reimbursement.

5.3 Dealings with Town administration, staff and members of the public

5.3.1 Councillors shall respect the professional opinion of Town administration and staff,

5.3.2 Councillors shall not abuse relationships or dealings with Town administration or staff by attempting to take advantage of their position as Councillors. Councillors will, at all times, refrain from behaviour which may be perceived to be bullying of staff,

5.3.3 All requests for information shall be directed through the CAO,

5.3.4 Councillors may meet with the CAO at any time. However, Councillors must not meet with any staff member(s), nor discuss municipal business at any time, without the CAO present, unless authorized by the CAO.

5.3.5 Councillors will treat all people with professionalism, courtesy and respect.

5.3.6 Councillors will treat all people in good faith and without bias and shall not discriminate against any person on the basis of:

5.3.6.1 differences in personal opinions, or

5.3.6.2 race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.

5.3.7 It is the sole responsibility of the CAO to hire, discipline, and terminate staff, and that all information pertaining to staff employment matters is confidential. No member of Council, either as an individual or as a group, shall interfere with the CAO role in the hiring, disciplinary action, or termination of any staff member, by way of coercion, persuasion, threats, intimidation, bullying, or any other form of influence. The CAO shall immediately report any incident of this nature to Council as a whole.

5.4 Pecuniary Interest

5.4.1 It is the individual responsibility of each Councillor to be aware of the Pecuniary Interest provisions and the disclosure and procedure requirements as established in *MGA*,

5.4.2 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any occurrence which may result in Pecuniary Interest, at their own expense,

5.4.3 If a Councillor believes that they may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council or a Council Committee, they shall follow the Pecuniary Interest disclosure and procedure requirements as established in the *MGA* including:

5.4.3.1 Stating the general nature of their Pecuniary Interest at the meeting prior to any discussion of the matter. This will be done on every occasion that the matter arises before Council or Council committee,

5.4.3.2 Refraining from discussing the matter with Council,

5.4.3.3 Subject to 5.4.3, leaving the room in which the meeting is held prior to the matter being discussed until discussion and voting on the matter has concluded,

5.4.3.4 The decision with respect to whether or not the Councillor may have a Pecuniary Interest is the individual Councillor's decision to make, in accordance with the *MGA*.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY**

5.4.4 Where a Councillor believes that they may have a Pecuniary Interest in a matter before Council or a Council committee, they should:

5.4.4.1 Notify the Mayor or Chair of the meeting before the matter is considered that the Councillor has a Pecuniary Interest in the matter,

5.4.4.2 Complete the 'Disclosure of Pecuniary Interest' form attached as Schedule 'A' prior to the consideration of the matter at the meeting. The 'Disclosure of Interest' form shall be received by the Mayor or Chair of the meeting, be read into the meeting minutes and delivered by the Mayor or the Chair to the CAO or his designate. The CAO shall file and maintain the 'Disclosure of Interest' forms.

5.5 Conflict of Interest

5.5.1 Receipt and giving of gifts can result in a perceived Conflict of Interest. With the exception of token and minor gifts (having an estimated value under \$50.00), Councillors shall provide a written declaration to the CAO detailing the acceptance of any gifts including estimated value and the donor of the gift, form attached as Schedule 'B',

5.5.2 While token and minor gifts can be accepted by Councillors, substantial or material gifts, (over \$50.00), should either be rejected by Councillors or accepted on the condition that the gift is accepted on behalf of Council and donated to a local charity,

5.5.3 This policy does not apply to gifts donated to the Town, nor to gifts or hospitality that are normally received as a matter of protocol or social obligations that normally accompany the position of Councillor and which are not related to any particular transaction or activity of the Town of Carstairs or decision by Council,

5.5.4 Councillors shall not engage in any activity, which is incompatible or inconsistent with the discharge of a Councillor's duties and obligations as an elected official in the Town,

5.5.5 The decision with respect to whether or not the Councillor may have a Conflict of Interest is the individual Councillor's decision to make,

5.5.6 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any situation that may result in a Conflict of Interest.

5.6 Use and Disclosure of Information

5.6.1 Councillors must not use information gained through their position on Council for any private or personal benefit or gain,

5.6.2 Councillors shall inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25* with respect to the access to, gathering, use and disclosure of information,

5.6.3 Councillors must not release, disclose, publish or comment on confidential information including any information received during a 'Closed Meeting' until such information is disclosed at a public meeting. This obligation continues in perpetuity,

5.6.4 Councillors must not release information that is subject to solicitor-client privilege unless expressly authorized by Council or required by law to do so,

5.6.5 Councillors must not misuse confidential information gained by virtue of their position as Councillor that is not in the public domain, including e-mails and correspondence from other Councillors or third parties, such that it may cause harm, detriment or embarrassment to the Town, Council, other Councillors,

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY**

Town of Carstairs administration or staff, members of the public or third parties, or such that it may create a benefit to themselves, the Town, Council, other Councillors, Town administration or staff, members of the public or third parties.

6.0 SANCTIONS FOR BREACHING THE CODE OF CONDUCT

- 6.1.1** If a Councillor fails to adhere to the Code of Conduct, any or all of the following sanctions may be imposed:
- 6.2.1** Letter of reprimand addressed to the councillor,
- 6.2.2** A request to the councillor to issue a letter of apology,
- 6.2.3** Publication of the letter of reprimand or request for apology and the councillor's response,
- 6.2.4** Require the councillor to attend training,
- 6.2.5** Suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the *MGA*,
- 6.2.6** Suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the *MGA*,
- 6.2.7** Suspension or removal of the chief elected official's presiding duties under section 154 of the *MGA*,
- 6.2.8** Suspension or removal from some or all of council committees and bodies to which council has the right to appoint members,
- 6.2.9** Reduction or suspension of remuneration as defined in section 275.1 of the *MGA* corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

This code of conduct, or sanctions imposed under this code of conduct shall not prevent any councillor from fulfilling the legislated duties of a councillor.

7.0 COMPLAINT PROCESS FOR BREACHING CODE OF CONDUCT

- 7.0.1** Any elector of the Town of Carstairs may make a complaint alleging a breach of the code of conduct. Complaints regarding a councillor's conduct be submitted in writing to Council through the CAO, using the form attached as Schedule 'C',
- 7.0.2** Where a contravention of any provision in this Code of Conduct is alleged, Council shall, upon request of any member of Council, hold a special meeting of Committee of the Whole within 30 days of the complaint, to determine if the Council member has breached this policy. All discussions surrounding both alleged and substantiated violations of this code shall be conducted in a council meeting in a public or In-Camera meeting of Council, with the intent that the discussion shall remain confidential under the appropriate sections of the *Freedom of Information and Protection of Privacy (FOIP) Act*,
- 7.0.3** The CC shall be given opportunity to address Council at the meeting referred to in section 5.2, and will be provided with sufficient time to address the alleged breach of confidentiality. The CC shall be permitted to introduce evidence, including witnesses to support their position, and may be represented by legal counsel. Should the CC have legal counsel, then the Town shall have the right to legal representation. Should Council determine that a member has potentially breached the Code of Conduct, Council shall rise and report that such a determination has been made, and shall, at a special open Council session called for that purpose, pass a Resolution that shall require the member to appear before a 'Closed Meeting' of the Committee of the Whole to be sanctioned,
- 7.0.4** The Sanction shall be ratified by Resolution at a Regular Meeting of Council,



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

7.0.5 All Sanctions under this By-Law shall be fair and in keeping with the severity of the infraction, giving due regard to the Councillor's previous conduct,

7.0.6 Nothing in this Section restricts or attempts to countermand a Councillor's legal right to challenge a decision by Council through established legal channels.

8.0 SEVERABILITY

8.0.1 Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole or any part thereof, other than the part so declared to be invalid.

READ A FIRST TIME THIS 22nd DAY OF JANUARY A.D., 2018.

READ A SECOND TIME THIS 22ND DAY OF JANUARY A.D., 2018.

READ A THIRD AND FINAL TIME THIS 22ND DAY OF JANUARY A.D., 2018.

SIGNATURE

The undersigned member of Council hereby acknowledges receipt of a copy of Bylaw No. 1059 being the Mayor and Councillor's 'Code of Conduct Bylaw'.

Printed Name

Signature of Member of Council

Date of Signature Acknowledgement of Receipt of Code of Conduct Bylaw

NOTE: The member of Council acknowledges that two copies of the Bylaw were provided to the member. One signed copy of the Bylaw was returned to the clerk and the duplicate copy was retained by the member of Council.



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

Schedule 'A'
DISCLOSURE OF PECUNIARY INTEREST FORM

Name of Councillor: _____

Date of Council/Committee Meeting: _____

Agenda Item No.: _____

Agenda Item Description: _____

Describe general nature of Pecuniary Interest:

Dated this ____ day of _____, 20__.

Signature of Councillor: _____



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

Schedule 'B'
GIFTS & GRATUITIES POLICY REGISTER

Date: _____ Gift given to: _____

Gift from: _____

Gift: _____

Value: _____

Disposition:

Comments:

Signature

Mayor/Chief Administrative Officer



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

TOWN OF CARSTAIRS

Council and Committee Member Code of Conduct Complaint Protocol Formal Complaint Form/ Affidavit

I, _____ (please print) of the Town of Carstairs, in the Province of Alberta, do solemnly swear/affirm, and declare that the following contents of this affidavit as subscribed are true and correct:

Civic Address: _____

Mailing Address: _____

Of the City/Town of _____, in the Province of _____,

Postal Code _____.

I have personal knowledge of the facts as set out in this Affidavit because:

(Insert reason e.g. I work for..., I attended a meeting at which..., etc.)

I have reasonable and probable grounds to believe that _____
(name of member)

has contravened section(s) _____ of the Council Code of Conduct for the Town of Carstairs. The particulars of which are as follows:

(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached Schedule 'A' form and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit 'A', 'B', etc., and attach them to this Affidavit.) ☐ please see the attached Schedule 'C'

This Affidavit is made for the purpose of requesting that this matter be reviewed by the Council and/or the Chief Administrative Officer of the Town of Carstairs and for no other purpose.

SWORN BEFORE ME at the Town of _____, in the Province of Alberta,
this _____ day of _____, 20_____

Signature

Print Name

A Commissioner for Oath in and
for the Province of Alberta

Note: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. The Criminal Code of Canada provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to be made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years. (Section 131, 132), or by summary conviction (Section 134). Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

Schedule 'C'

(if more than one page is required, please photocopy this blank page and mark each additional page as '2 of 2', '2 of 3', etc. in the top right corner.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

this _____ day of _____, 20_____

Print Name

Note: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. The Criminal Code of Canada provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years. (Section 131, 132), or by summary conviction (Section 134). Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY****Organizational Evaluation**

Organizational evaluation is achieved through the assurance of Executive performance in accordance with Council-Staff Relationship and CAO Limitations

Organizational evaluation is based on the measurement of the Town of Carstairs' values, vision, mission, and results statements, which are held in the Town of Carstairs Policy Governance Model.

Each outcome is assigned a key performance indicator by the council. Following the completion of the Ends review, Council will evaluate Outcomes Monitoring Reporting, with a focus on key performance indicators.

Annually, the Policies & Priorities Committee of Council will review the key performance indicators associated with the outcomes. The key performance indicators for at least half of outcomes will be reviewed in detail. Concurrently, while considering any recommended changes resulting from the key performance indicator review, administration will examine the measures associated with each. All recommendations will be reported to the February Policy Review.

Carstairs administration is responsible for identifying and providing adequate measurements for key performance indicators for Council consideration.

To enable Council to monitor performance evaluation monthly, the Outcomes Monitoring Report is provided to Council. Administration is responsible for preparing reports and information to assess the Town's success in achieving key performance indicators. Council members review, question, comment and provide direction to administration as a function of the monitoring process.

Town Of Carstairs Council Governance Policy Review

The Town of Carstairs Council Governance Policy review process begins each year in October at the Council Planning Session, with completion and distribution scheduled for the November Council meeting.

The process unfolds as follows:

- A major Ends policies review with the whole Council will be held in October at the annual Council Planning Session.
- Following approval of all new and amended policies, Administration will compile the revised Town of Carstairs Council Governance Policy for distribution to Council members at Council's November meeting.

Council Honoraria and Expense

The Town of Carstairs recognizes the personal contributions of its elected officials. The Town of Carstairs will pay an honorarium to Council members attending prescribed meetings as well as policy-sanctioned events and other Council-approved Policies & Priorities activities.

Council members who serve Carstairs in other capacities are paid an honorarium according to the schedule.

Events not identified as Council-approved will be referred to the Policies & Priorities Committee for prior approval. The implementation and administration of this policy is the responsibility of the Policies & Priorities Committee.

Council members who serve on committees not directly associated with Carstairs but benefiting Carstairs, shall be eligible to be paid an honorarium, upon approval of Council.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY****Procedures**

To claim travel expenses, Council members will be required to complete a Travel Expense Claim Form as outlined in the Town of Carstairs current Rates and Fees Bylaw, Schedule 'L' Council Remuneration and Council Appointed Committees and Commissions Policy. The Travel Claim Expense Forms and Council Remuneration Forms will be required to be signed by the CAO for approval.

COUNCIL-STAFF RELATIONSHIP**CAO's Role and Job Description**

The CAO's role is to manage all aspects of the Town of Carstairs, in accordance with the expressed policies and directions of the Town of Carstairs Council. The CAO's performance will be considered to be synonymous with the performance of the Organization as a total.

The CAO's job can be stated as performance in two areas:

- Organizational accomplishment of Council on the Ends policies and the Corporate Governance Strategies.
- Organizational operation within the boundaries of prudence and ethics established in Council policies on CAO Limitations.

Specific Accountabilities Include:

- Mandate & Mission
- Ensure that the mission of Carstairs is defined in accordance with its mandate, character, and resources; and is attained through the development of draft policies and strategic plans and in the implementation of approved policies, plans, programs, and services.
- Reputation and Position Role
- Enhance and safeguard the reputation and positioning of Carstairs in the business and industry sectors, government, and the general public.
- Overall Performance
- Ensure the effective performance of the Town by regularly monitoring, assessing, and responding appropriately.
- Staffing
- Ensure that the immediate and long-term objectives of the Town can be attained consistently through the attraction, acquisition, retention, development, motivation, and effective utilization of the highest caliber of human resources. Encourage a strong sense of 'team' through both participating and leading.
- Culture
- Foster the development of an appropriate working and living culture in the community. The culture will be maintained on the basis of trust created through an open administration.
- Decision Making
- Ensure the overall growth and development of the community by implementing effective consultation and collaborative mechanisms.
- Communication
- Communicate the activities of the Town to Council, to the stakeholders, and the general public in an accurate, timely, and comprehensive fashion.
- Council Relations
- In cooperation with the Mayor, identify matters requiring policy, ensure that Council is apprised of relevant issues, assist the Mayor and Council in arriving at town priorities, and assess the overall effectiveness of Council.
- Financial Accountability
- Ensure the financial health of Carstairs through judicious acquisition and employment of human, physical, and financial resources and the exercise of financial control within Council-approved budgets and Council's long-term financial strategy for Carstairs.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY****Delegation to the Chief Administrative Officer (CAO)**

All Council authority to staff is delegated through the Chief Administrative Officer (CAO); hence, all authority and accountability of staff, as far as Council is concerned, is deemed to be the Chief Administrative Officer's (CAO's) authority and accountability.

Through the implementation of Ends policies, Council will order the CAO to accomplish specified objectives for specific recipients at a specific cost. Through the development of CAO policies, Council will confine the CAO's latitude in practices, methods, conduct, and other 'means' to the Ends.

As long as the CAO uses any reasonable interpretation of Council's Ends and CAO policies, the CAO is authorized to establish all further procedures, make all decisions, take all actions, establish all practices, and develop all activities.

Council may change its Ends and CAO policies, thereby shifting the boundary between Council and CAO domains. By so doing, Council changes the latitude or choice given to the CAO and so long as this particular delegation is in place, Council and its members will respect and support the CAO's choices. This does not prevent Council from obtaining information in the delegated areas except where confidentiality prohibits.

Only decisions of Council acting as a body are binding upon the CAO:

- Decisions or instructions of individual Council members, officers, or committees are not binding on the CAO, except in rare instances when Council has specifically authorized such an exercise of authority.
- In the case of Council members or committees requesting information or assistance without Council authorizations, the CAO can refuse such requests that require, in the CAO's judgment, a material amount of staff time or funds or that are disruptive.
- The CAO may request that Council invite Council members to become non-voting members of administrative committees of the Town to provide their input as individuals based on their experience and their individual expertise.

Monitoring CAO Performance

Monitoring the performance of the CAO is synonymous with monitoring organizational performance against Council policies on Ends and CAO Limitations.

The purpose of monitoring is to determine the degree to which Council policies are being implemented. Information that is not pertinent to policy will not be considered to be monitored. Monitoring will be schedule-based and as efficient as possible.

A given policy may be monitored in one or more of three ways:

- Internal report – disclosure of compliance information to Council from the CAO.
- External report – discovery of compliance information by a disinterested, external auditor, inspector, or judge who is selected by, and reports directly to, Council. Such reports must assess CAO performance only against policies of Council, not those of the external party, unless Council has previously indicated that party's opinion to be the standard.
- Direct Council inspection – discovery of compliance information by a Council member, a committee, or Council as a whole. This is a Council inspection of documents, activities, or circumstances directed by Council, which allows a 'prudent person' test of policy compliance.



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

Council may choose to monitor any policy by any method at any time. For regular monitoring, however, each Ends and Executive Limitations policy will be classified by Council, according to frequency and method.

The CAO shall ensure that annual Corporate Governance Strategies and organizational priorities are presented for approval.

On a quarterly schedule, the Policies & Priorities Committee will meet with the CAO to review the progress made on the organizational priorities and CAO goals.

In September of each year, the Policies & Priorities Committee will initiate the annual CAO Performance Review Process. The Committee will provide recommendations to Council, with respect to the CAO's performance, no later than the October Council meeting.

Annually, Council will meet with the CAO in closed session to receive and discuss the recommendations of the Policies & Priorities Committee with respect to the CAO's performance. The CAO will provide a report on his or her assessment of attainment of the previous year's CAO goals, as well as those for the next year. The CAO will also present any plans for professional development as detailed in the contract.

Executive Compensation

The Town of Carstairs Council shall maintain and apply an Executive Compensation Policy which:

- Is an integral element of CAO recruitment and retention.
- Clearly reflects the Carstairs values, vision, mission, and outcomes, as defined in the Town of Carstairs Council Governance Policy. Council shall employ the individual who demonstrates the required knowledge, skill, and ability to lead the Town in accordance with the approved Ends policies of Council.
- Is reviewed annually by the Policies & Priorities Committee, prior to commencement of the CAO review, for the purpose of assessing potential opportunities for compensation adjustments as may from time to time be required.
- Takes into consideration the current and future strengths of the Town, as well as the social benefits, living standards, and culture of the progressive community of Carstairs.
- Supports the CAO in Policies & Priorities activities that maintain and advance the Ends policies of the institution.

Policy Framework

The terms of the Executive Compensation package will be kept confidential between Council and the CAO, except for those components required by law to be revealed. The Executive Compensation shall represent both parties' mutual agreement on a combination of monetary and non-monetary components.

Council will ensure CAO objectives and compensation are aligned. Transparency and accountability, along with alignment and engagement, are seen as the critical walls of a policy governance foundation that not only support sound compensation decisions but also add structural integrity to the process of discussing compensation with stakeholders.

Council recognizes that the municipality is under increased pressure to seize the opportunities of technology and globalization in the face of flat-lined or decreasing governmental support.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY**

Council will:

- Link long-term performance to compensation as a risk management strategy.
- Demonstrate the connection between pay for performance and municipal results, i.e., threshold, targets, and maximum levels.

Major Capital Projects: The Role of Council

Council holds an oversight role, governed by policy, in managing organizational risk and rewards so as to maximize opportunities while minimizing exposure to risk. It recognizes that a major capital project, defined as an initiative that results in significant upgrades, replacement, or construction of new assets, may impact human resources, financial resources, or real property assets.

Stage 1 – Exploration

Council shall be availed of the opportunity to discuss the initiative at its conceptual stage. As part of this exploratory stage, Council shall:

- Assess the strategic objectives of the initiative as it aligns with Carstairs' current values, vision, mission, and outcomes.
- Contribute to ideas, alternatives, and/or enhancements.
- Be apprised of information relevant to the initiative and any potential risk as it relates to the Carstairs policies, mandate, and Corporate Governance Strategies.

Stage 2 - Identification, Assessment, And Evaluation

Based upon the aforementioned provision of information and as a part of risk and reward identification, Council will require administration to carry out its due diligence with respect to the initiative including:

- A business plan including the business structure, detailed costs, benefits, and risks as they relate to capital and operational models.
- A budget outlining the details of the initiative and the anticipated outcomes.
- Where the initiative involves a binding long-term agreement with an external party, provide a report from a competent third party assessing both the suitability of the external party, and the strength of the proposed agreement.

Stage 3 - Monitoring

Council shall continue to monitor the project's development and the associated risks until the initiative is completely implemented. Monitoring is carried out through a formal report to Council on a quarterly basis, or more frequently if a problem arises. This report should clearly describe any substantial changes, unanticipated challenges, or associated risks that have developed as a result of the effort. If such modifications are warranted, the Administration will be asked to describe any corrective measures implemented.

CAO Limitations

While fulfilling the CAO's role, as detailed in Section 4.A, he or she shall:

- Ensure that all practices, activities, decisions, and organizational circumstances are legal, prudent, and in concert with commonly accepted business and professional ethics and Carstairs values.
- Ensure that the day-to-day operations do not impede the vision or prohibit the achievement of the Ends of the Town.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY**

Execute his or her responsibilities within the following limitations with respect to:

- People Treatment
- Budgeting/Forecasting
- Financial Condition
- Emergency Executive Succession
- Asset Protection
- Compensation and Benefits
- Communication and Counsel to Council
- Advocacy
- Financial Borrowing
- Organizational Sustainability

People Treatment

With respect to the treatment of council, staff, volunteers, and the community, dealings shall be humane, fair, and dignified.

Accordingly, the CAO shall not:

- Discriminate against anyone for expressing an ethical dissent.
- Operate without personnel procedures that clarify personnel rules, provide for effective handling of grievances, and protect against wrongful conditions.

Prevent staff from addressing Council when:

- The staff member alleges either:
 - That Council policy has been violated to his or her detriment.
 - That Council policy does not adequately protect his or her human rights.
 - Internal grievance procedures have been exhausted.
 - Fail to acquaint staff with their rights and responsibilities.
 - Fail to operate within the rules of natural justice.

Budgeting/Forecasting

Budgeting for any fiscal year, or the remainder of any fiscal year, shall guarantee the Town of Carstairs' budgetary integrity and prevent fiscal jeopardy while materially supporting the multi-year plan and Council Ends goals.

Accordingly, the CAO may not cause or allow budgeting, which:

- Contains insufficient information to allow for accurate estimates of revenues, spending (by object of expenditure), and cash flow, as well as disclosure of the underlying planning assumptions supporting these projections.
- Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period, including funds to cover debt servicing.
- Does not include annual operational funding for Council prerogatives such as fiscal and internal auditing expenditures, Council development, Council and committee meetings, and Council professional fees.
- Does not have a broad base of input.
- Does not have sufficient financial flexibility to ensure the continuation of operations if Carstairs experiences modest negative variances; except during exceptional periods of extraordinary circumstances, operational budgets will have a minimal operating surplus.

Financial Condition

Concerning the organization's financial health, the CAO shall safeguard Carstairs' economic integrity and protect against real spending deviating from Council priorities specified in Ends policies.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY**

Accordingly, the CAO shall not:

- Fail to ensure that the Carstairs operates within the parameters established by Council-approved annual budget, applying such internal control and monitoring practices, and directing such operational corrections as may be required to observe that budget.
- Use any long-term reserves except as directed by Council.
- Fail to ensure appropriate segregation of operating and capital funds and ensure that all are applied to their intended purposes.
- Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

Emergency Executive Succession Plan

To shield Council from the unexpected loss of Chief Administrative Officer services, the CAO must have at least two senior administrators conversant with Council and CAO concerns and processes.

In the absence of the CAO, the Policies & Priorities Committee of Council shall name an Acting CAO within seven (7) days.

The CAO's profile statement will be kept current on a regular and systematized basis and will be reviewed annually with recommendations tabled to the November Policy Review.

Asset Protection

The CAO shall protect and adequately maintain assets from unnecessary risk.

Accordingly, the CAO shall not:

- Fail to insure Council members, staff, or Carstairs itself, against theft, casualty, and liability losses; in amounts consistent with the comparable organizations.
- Fail to protect facilities and equipment from misuse and inadequate maintenance.
- Fail to maintain appropriate policies and take all reasonable actions to protect the organization, its Council, or staff from claims of liability.
- Failure to design, execute, and monitor purchasing rules that are consistent with professional purchasing standards and public sector accounting standards.
- Fail to establish internal controls to ensure that the receipt, processing, and disbursement of funds are sufficient to meet our accounting standards and fiduciary requirements.
- Failure to propose for yearly Council approval an investment strategy and policy that will protect capital, target growth rates above inflation, and offer a secure, continuous source of income for the Carstairs.
- Failure to get Council consent for any acquisition, disposition, or encumbering of real property.
- Failure to dedicate 10% of the annual budget to capital and infrastructure renewal.

Compensation and Benefits

The CAO must defend the integrity and/or public image of Carstairs when it comes to employment, salary, and benefits for employees, consultants, contract workers, and volunteers.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY**

The Town of Carstairs Council shall maintain and apply an Employee Compensation Policy, which may be applied by the CAO.

Accordingly, the CAO shall not:

- Fail to develop transparent and public recruitment practices that demonstrate a commitment to the merit principle in staff recruitment and selection.
- Fail to establish current compensation and benefits, which:
 - Are cognizant of the geographic or professional market for the skills employed.
 - Seek to match long-term obligations to revenues that can be safely projected for up to four years.

Establish or change benefits that:

- Provide less than basic benefits to all full-time employees, though differential benefits to encourage longevity in key employees are not prohibited.
- Result in any employee losing any benefits already accrued, except through mutual agreement.

Communication and Counsel to Council

The CAO shall provide sufficient information and counsel to keep Council informed.

Accordingly, he or she shall not:

- Neglect to submit monitoring data required by Council in a timely, accurate, and understandable fashion, directly addressing provisions of Council policies being monitored.
- Let Council be unaware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, and material external and internal changes, particularly changes in the assumptions upon which any Council policy has previously been established.
- Fail to notify Council if, in the CAO's opinion, Council lacks a policy or is not following its own policies on Governance Process and Council-Staff Relationship, particularly when Council behaviour is detrimental to the work relationship between Council and the CAO.
- Present information in unnecessarily complex or lengthy form.
- Fail to provide a mechanism for official communication among Council, officers, or committees.
- Fail to deal with Council as a whole, except when:
 - Fulfilling individual requests for information
 - Responding to officers or committees duly charged by Council
- Fail to report, in a timely manner, an actual or anticipated noncompliance with any policy of Council.

Advocacy

Carstairs vision shall be presented positively and strategically to the key publics, which may influence the Town's future.

Accordingly, the CAO shall not fail to:

- Provide mechanisms, internal and external, to continuously build positive relationships.
- Ensure an efficient framework of communication tools.

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY****Financial Borrowing**

The CAO shall protect against borrowing that fails to comply with Government of Alberta legislative requirements and Ministry guidelines. The CAO will also protect Carstairs from borrowing that will jeopardize its fiscal integrity.

Accordingly, the CAO shall not:

- Permit Carstairs to borrow funds without an approved motion of Council.
- Arrange for borrowing that fails to comply with all legislative requirements.
- Allow Carstairs to manage its cash requirements in a manner that necessitates the need to borrow for short-term operational needs (note: overdraft protection is not considered borrowing).
- Request borrowing without a business case that demonstrates an ability and commitment to cover the costs of the proposed project without utilizing the government's annual operating grant funding, and without any negative impact on the Town's core programs.
- Fail to disclose the need to borrow to enact the goals of the Town's Corporate Governance Strategies.
- Fail to budget the financial impact of borrowing in the Town's annual operating budget.
- Fail to disclose the impact of borrowing and debt repayment on the Town's Financial Statements.

Organizational Sustainability

With respect to the organization's sustainability, the CAO shall enact business approaches that create long-term value by embracing opportunities and managing risks derived from the multiple bottom-line perspectives of economic, environmental, social, and governance responsibilities.

Accordingly, the CAO may not cause or allow organizational practices that:

- Do not align with the Town's values, vision, mission, and outcomes.
- Do not achieve holistic economic, environmental, social, and governance sustainability outcomes.
- Fail to meet the needs of the present without compromising the ability of future generations to meet their needs.
- Fail to achieve ethical and moral obligations beyond those required by law.
- Fail to engage a broad base of the Town community.

APPENDICES:

Appendix 'A' Policies & Procedures Committee

**TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY****Appendix 'A'****POLICIES & PRIORITIES COMMITTEE****1. Title**

The name of the Committee shall be the Policies & Priorities Committee.

2. Purpose

A standing committee of Council that is advisory in nature, making recommendations to Council by way of resolution. No decisions will be made by Council at the Policy & Priorities Committee meeting. These meetings are to serve as an opportunity for Council to be provided with information on governance and policy matters. These meetings serve as an opportunity for Council to seek clarification on matters relating to Council business. By strategically reviewing governance, providing recommendations or advice to Council in regards to external advocacy, communications, and relationship building, along with Financial Planning, Audits, Investments, Capital Expenditures, Land Development, Facility Development, Infrastructure Management, and Fleet Management; development and compliance of Bylaws, review of and compliance of current Policies and Agreements, and monitor and review of Family and Community Support Services (FCSS).

3. Membership

The Committee is comprised of all Council Members, and the CAO. Annually, the Committee will appoint one of the members as Chair. A majority of the members of the Committee shall constitute a quorum at any meeting. On behalf of the Committee, the CAO may invite internal or external persons to attend meetings, in a non-voting capacity, to provide advice and assistance where necessary.

4. Functions

The functions of the Policies & Priorities Committee are:

- To conduct quarterly reviews with the CAO to discuss institutional priorities and CAO goals; and to carry out an annual review of the CAO's performance.
- To initiate or review any service levels for Emergency Services.
- To take responsibility for the preparation, monitoring, and management of the Town of Carstairs Operating Budget.
- To be attentive to the activities of the external environment and prepared to react appropriately.
- To ensure compliance with government legislation.
- To attend to all responsibilities of the Policies & Priorities Committee as set out in Council policy.
- Review Bylaw, Fire Reports, and Combined Reports on a monthly basis.
- Review R.C.M.P and COP Reports on a quarterly basis.
 - To enable policy development regarding Policies & Priorities and public affairs.
 - To prepare resolutions as required and attend AUMA and FCM Conferences.
 - To facilitate and schedule a minimum of one annual advocacy meeting with:
 - Local MLA
 - Local Member of Parliament
 - Chinook's Edge School Division
 - Mountain View County
 - Carstairs Community Development Economic Partnership (CCDEP)
 - Central Alberta Economic Partnership (CAEP)
 - Inter-Municipal Collaboration Committee
 - Didsbury Hospital
 - Seniors Housing
- School Expansion
- Review Bylaws and Policies on a regular basis.



TOWN OF CARSTAIRS COUNCIL GOVERNANCE POLICY

- Review annual agreements.
- Monitor & review Family and Community Support Services (FCSS).
- Review Facility Utilization Reports on a quarterly basis.
- Focus on Governance Policies and Strategies.
- Development and Review of an Asset Plan
- Financial Planning
- Audits
- Development of Facilities and Infrastructure
- Review of Planning Documents and Plans
- Capital Policies
- Review and Development of the Recreation Master Plan

5. Meetings

The Policies & Priorities Committee shall meet monthly as required in the Council Chambers. Meetings are open to the public.

6. Executive Assistant

The Committee's Executive Assistant will prepare agendas and issue notices for Committee meetings, ensuring all necessary documents requiring discussion or comment are included with the agenda. Meeting minutes will be recorded and distributed in draft form to all Committee members within one week of the meeting. Minutes will be accepted by Committee members as a true and accurate record at the commencement of the next meeting.

7. Amendments

The Terms of Reference shall be reviewed annually from the date of approval. It may be recommended that they be altered to meet the current needs of the Committee by agreement of the majority.

Bylaw No. 2044

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, respecting rates to be charged for various goods and services provided by the Town of Carstairs.

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, to amend Bylaw No. 2005.

WHEREAS, sections 7 and 8 of the Municipal Government Act, Chapter M-26-1, Revised Statutes of Alberta 2000, and amendments thereto authorize the Council to repeal or amend any bylaws.

WHEREAS, section 8 of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality, by Bylaw, to establish fees for licenses, permits, and approvals, and

WHEREAS, section 61(2) of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality to charge fees, tolls, and charges for the use of its property, and

WHEREAS, section 481 (1) of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality to establish fees payable by any person wishing to make a complaint to the Assessment Review Board, and

WHEREAS, section 630.1 of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality to establish fees for planning functions, and

WHEREAS, section 6 of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto gives a Municipality natural person powers, which imply the power to charge for goods and services provided,

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

- 1. This Bylaw may be referred to as the **“2024 Rates and Fees Bylaw”**.
- 2. That the rates specified in the Schedules attached be charged for the goods and services specified.

Schedule A	Water, Wastewater and Garbage Collection
Schedule B	Administration
Schedule C	Building Development Permit Application
Schedule D	Cemetery
Schedule E	Dog & Hobby License Bylaw
Schedule F	Sports and Recreation
Schedule G	Common Services
Schedule H G	Traffic Bylaw
Schedule I H	Fire Services
Schedule J I	Community Hall
Schedule K J	Plotter Printer
Schedule L K	Council Remuneration
Schedule M L	Cat Bylaw
Schedule N M	Noise Bylaw
Schedule O N	Cannabis Consumption Bylaw
Schedule P O	Smoking and Vaping Bylaw
Schedule Q P	Fines for Livestock
Schedule R Q	Fines Residential Community Standards
Schedule S R	Fines Industrial Community Standards
Schedule T S	Fines Commercial Community Standards
Schedule U T	Special Events
Schedule V U	Golf Course Fees

- 3. That the rates specified attached to this Bylaw may be modified and amended from time to time, as Council desires, by resolution of Council;
- 4. That this Bylaw shall come into full force and effect on January 1, 2024.

READ A FIRST TIME THIS XXTH DAY OF XXXX A.D., 2024

READ A SECOND TIME THIS XXTH DAY OF XXXX A.D., 2024

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS XXTH DAY OF XXXX A.D., 2024

READ A THIRD AND FINAL TIME THIS XXTH DAY OF XXXX A.D., 2024

Lance Colby, Mayor

Rick Blair, CAO

SCHEDULE ‘A’
WATER AND WASTEWATER AND GARBAGE COLLECTION RATES

WATER RATES:

1. Metered Single Occupancy

~~Water Infrastructure/Maintenance Fee~~ A fixed charge of ~~\$14.00~~ \$15.00 per month plus a metered consumption charge of ~~\$3.08~~ \$3.21 per cubic meter.

2. Metered Multiple Occupancy

Where a separate meter has been installed for each unit within the building, a ~~Water Infrastructure/Maintenance Fee~~ a fixed charge of ~~\$14.00~~ of \$15.00 per month shall apply to each unit plus a metered consumption charge of ~~\$3.08~~ \$3.21 per cubic meter.

Where only one meter is installed to serve the entire building, a ~~Water Infrastructure/Maintenance Fee of~~ a fixed charge of ~~\$14.00~~ \$15.00 per month shall apply for each unit plus a metered consumption charge of ~~\$3.08~~ \$3.21 per cubic meter.

3. Flat Rates

For buildings in which a water meter is not installed, the monthly charge shall be \$50.00 per month for each unit within the building.

4. Bulk Water Sales

The charge for water sold in bulk quantities shall be ~~\$6.00~~ \$6.50 per cubic meter. Users without an account will be charged a flat fee of \$30.00 plus consumption.

5. Sales of Water Meters & Read-outs

Size:	Up to 1"	\$500.00 \$575.00+ GST
	1"	Contact the town
	2' or greater	Contact the town

6. Additional Charges

- a) Any person who will not require water and sewer service for an extended period of time may request the Town to disconnect the service. The account holder will be required to pay a one-hundred-dollar (\$100.00) disconnection/reconnection fee in order to resume service, payable in advance.
- b) No person, other than those authorized by Utility Services, may operate a curb stop. Any attempt to turn the curb stop will result in a Two thousand Five Hundred-dollar (\$2,500.00) fine to the person(s) who have signed the Town of Carstairs Development permit.

WASTEWATER RATES:

60% of Water Consumption Fees
Wastewater Infrastructure/~~Maintenance~~ Fee per month \$6.24

GARBAGE COLLECTION AND DISPOSAL RATES:

Single Family Residence	\$24.00 per month per bin
Multiple Dwelling – per unit	\$24.00 per month per bin
Apartment – per unit	\$24.00 per month per bin
Family Dwelling in Commercial Buildings – per unit	\$24.00 per month per bin
Retail outlets – per unit	\$24.00 per month per bin
Offices – per unit	\$24.00 per month per bin
Hotels/Motels	\$24.00 per month per bin
Restaurants/Coffee Shops	\$24.00 per month per bin
Other businesses – per unit	\$24.00 per month per bin

Additional garbage bin removal service charge may apply (\$100.00).

Replacement Garbage Bin ~~\$85.00~~ \$90.00 + GST

SCHEDULE 'B'
ADMINISTRATION FEES

1. The fee for NSF or returned cheques is:

\$40.00
2. The fee for photocopying is:

\$0.30 per page.

A fee of \$0.20 per sheet is charged to any volunteer of an organization requesting photocopying.
Should the organization provide its own paper, the cost of photocopying is \$0.15 per sheet.
3. The fee for FAX service is:

To send local Faxes: \$1.00 per page
To send long distance Faxes: \$2.00 per page
To receive Faxes: \$1.00 per page
4. The fee for an assessment appeal is:

Residential \$50.00
Non-Residential \$650.00
5. The fee for Tax Certificate is:

\$40.00
6. The fee for Insurance Application is:

\$25.00
7. The fee for Tax Recovery Registration is:

\$50.00 plus registration costs.

- The administration fee for auction is cost plus 10% of total sale price.
8. The fee for dog licenses is:

No charge permanent tag
\$200.00 restricted dog
\$100.00 hobby license
\$ 30.00 per day boarding fees
\$ 10.00 replacement tag
9. The fee for cat licenses is:

No charge permanent tag
\$ 30.00 per day boarding fees
\$ 10.00 replacement tag
10. The fee for renting the Town Office Board Room is: (all rentals subject to GST)

- No charge for municipal committees, chamber of commerce, or service club's day or night use,
as long as one Council or staff member is on the committee to ensure access.

- Other parties – business day use: \$20.00 per 3-hour intervals (without equipment)
\$30.00 per 3-hour interval (with equipment)

- Evening use fee is: \$10.00 per hour (without equipment)
\$20.00 per hour (with equipment)
11. Tax Penalty

Current Taxes: July 1st – 14%
Arrears (All Outstanding Balances): January 1st – 14%

12. Utility Account Penalty:

1.5% per month, 18% per annum
- current amounts

1.5% per month, 18% per annum
- outstanding amounts
13. Accounts Receivable:

1.5% per month, 18% per annum
14. Business Licenses:

\$100.00 Resident License

\$125.00 Non-Residential License

\$300.00 Peddler & Hawkers License

~~\$25.00 Associate Membership~~

~~\$25.00 Two-Day Event License~~

\$25.00 Temporary Vendor Market License (per day)
15. Campground Fees: (GST additional)

\$32.00 per recreational vehicle

\$27.00 per tent

\$10.00 firewood per wheelbarrow load

\$1.00 showers on timer

\$5.00 sewage dump
16. Personal Vehicle Allowance:

~~\$0.61 < 5000 per kilometer~~

~~\$0.55 > 5000 per kilometer~~

As per Canada Revenue Agency – Reasonable per kilometer allowance
17. Tax/Utility Invoice Reprint Charge

\$5.00 per invoice (1st Free)

SCHEDULE ‘C’
BUILDING AND DEVELOPMENT PERMIT APPLICATION RATES
All rates are subject to GST

These rates apply to both new buildings and structures and alterations and repairs to existing buildings and structures. Development permit Fees are based on the prevailing fair market value of construction/project costs (excluding land) and are non-refundable.

Type	Building Permit Fee	Provincial Fee	Development Permit
Single-family, duplex, multi-family	\$5.00 \$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000 Minimum charge: \$110.00 +2000 sq. ft, \$350,000 -2000 sq. ft, \$300,000 each	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Additions and Renovations – all types	\$5.00 \$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000 Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Manufacture/Modular Home without attached garage	\$5.00 \$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000. Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Manufactured/ Modular Home with attached garage	\$5.00 \$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000. Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Residential Garage or Accessory Building over 144 sq. ft.	\$5.00 \$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000. Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	Minimum charge: \$100.00
Decks	\$75.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$50.00
Solid Fuel Burning Appliance	\$75.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	Minimum Charge: \$50.00
Shed (on skids) Under 144 sq. ft.	No Charge	No Charge	No Charge

Industrial, Commercial, Assembly buildings (includes additions, renovations, accessory buildings, etc.)	\$5.00 \$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000 Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$250,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$250.00
Application for small (single lot) Land Use Re-designation (per lot)	No charge	No charge	\$500.00 plus the cost of advertising – to be paid after first reading of bylaw
Certificate of Compliance (Real Property Report)	No Charge	No Charge	\$75.00
Demolition: Removal of building	No Charge	No Charge	\$75.00
Application to the MPC for discretionary uses, relaxation of the Land Use Bylaw regulations or any other matter requiring the determination of the MPC			\$200.00 \$250.00
Subdivision of Development Appeals			\$200.00
Parking Pad Sign	No Charge	No Charge	\$50.00 \$50.00
Permit Transfer			\$100.00 Subject to Development Officer approval
Extra Inspection			\$275.00 Subject to Building Inspector discretion
New Home Excavation prior to permit application			\$500 – 1st Offence

Policy Document Review Fee Schedule

TYPE OF DOCUMENT	FEE
Conceptual Scheme Review minimum fee per application (up to a ¼ Section, and pro-rated on a per hectare basis above that)	\$6,000.00
Conceptual Scheme Review additional fee per hectare over 65 ha	\$50.00
Conceptual Scheme amendment fee	\$2,000.00
Area Structure Plan Reviews minimum fee per application (up to ½ section of land, and pro-rated on a per hectare basis above that)	\$10,000.00
Area Structure Plan Review additional fee per hectare over 130 ha	\$50.00
Area Structure Plan amendment fee	\$2,500.00
Advertising Fee	\$200.00

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.
** Pre-application fees will be based on an hourly rate as per current Planning Agreement

Land Use Re-designation Fee Schedule

TYPE OF DOCUMENT	FEE
Flat fee for the first 5 lots, if <u>outside</u> an Area Structure Plan Area	\$4,000.00
Flat fee for the first 5 lots, if <u>inside</u> of an Area Structure Plan Area	\$2,500.00
Plus, per lot fee for each additional lot up to 50 lots	\$250.00
Plus, per lot fee for each additional lot after 50 lots up to 100 lots	\$125.00
Plus, per lot fee for each additional lot thereafter	\$100.00

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.
** Pre-application fees will be based on an hourly rate as per current Planning Agreement.

Site Development Servicing Permit Fee Schedule

TYPE OF DOCUMENT	FEE
Flat fee for the first 5 units,	\$2,750.00
Plus, per lot fee for each additional unit up to 50 units	\$225.00
Plus, per lot fee for each additional unit after 50 lots up to 100 units	\$110.00
Plus, per unit fee for each additional unit thereafter	\$75.00

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.
** Pre-application fees will be based on an hourly rate as per current Planning Agreement

Subdivision Application Fee Schedule

TYPE OF DOCUMENT	FEE
Small Lot Subdivision (1 to 5 lots):	
Flat fee, 1 – 2 lots	\$2,000.00
Flat fee, 3 – 5	\$3,500.00
Large Lot Subdivision (6 or more lots):	
Flat fee for the first 5 lots	\$2,000.00
Each additional lot thereafter	\$200.00
Phased approvals - fee per phase	\$250.00
Endorsement Fees - <i>excluding reserve and utility parcels</i>	
Per lot fee, first 10 lots	\$300.00
Per lot fee for each additional lot	\$100.00
Per unit fee for Building Condominium Plan	\$150.00
Subdivision Approval Time Extension or Re-activation Requests – each request	\$250.00
Subdivision Appeal Fee	\$1,000.00

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.
** Pre-application fees will be based on an hourly rate as per current Planning Agreement

OFFSITE LEVIES:

Water:	\$883.72 per lot; \$10752.86 per residential hectare; \$1927.32 per industrial and commercial acre. \$121.12 per unit
Sewer:	\$1599.35 per lot; \$19460.57 per residential hectare; \$2586.12 per industrial and commercial acre. \$219.20 per unit
Storm:	\$992.74 per lot; \$10693.70 per residential hectare. \$120.45 per unit
Transportation:	\$723.96 per lot; \$8809.01 per residential hectare; \$99.22 per unit

* Fees are subject to change based on Development Agreement conditions

SCHEDULE ‘D’

CEMETERY RATES
All rates are subject to GST unless otherwise noted

Burial Plots:		Rate
Adult	Resident	\$450.00
	Non-resident	\$650.00
Children (up to 5 years)	Resident	\$250.00
	Non-resident	\$450.00
Columbarium	Resident	\$450.00
	Non-Resident	\$650.00
Opening & Closing Fees:		
Monday to Friday		
Adult or Children plots	May 1 – Oct. 31	\$500.00
	Nov.1 – Apr. 30	\$650.00
Cremation	May 1 – Oct. 31	\$300.00
	Nov.1 – Apr. 30	\$450.00
Columbarium	May 1 – Oct. 31	\$200.00
	Nov.1 – Apr. 30	\$300.00
Overtime Opening & Closing Fees		
Weekends & Holidays		
Adult or Children plots	May 1 – Oct.31	\$600.00
	Nov 1 – April 30	\$750.00
Cremation	May 1 – Oct. 31	\$400.00
	Nov 1 – Apr .30	\$550.00
Columbarium	May 1 – Oct. 31	\$300.00
	Nov.1 – Apr. 30	\$400.00
Short Notice Burial: Extra Fee if 24 hours or less	May 1 – Oct. 31	\$175.00
	Nov 1 – Apr. 30	\$225.00
Interment past 3:30 p.m. Every half hour	May 1 – Oct. 31	\$95.00
	Nov. 1 – Apr.30	\$100.00
Disinterment Fees:		
Casket		\$1,000.00
Cremation Urn (placed above casket)		\$500.00
Cremation Urn (placed without a casket)		\$500.00
Perpetual Care: GST Exempt		
Adult Plots – Residential & Non-Residential		\$500.00*
Children's Plots – Residential & Non-Residential		\$400.00*
Columbarium Niche		\$500.00*
Permit Fees:		
Monument Installation		\$30.00
Columbarium Plaque Installation		\$30.00

SCHEDULE ‘E’
DOG BYLAW

SECTION	OFFENCE	1 st Offense	2 nd *	3 rd **
3 (a)	Running at large	\$200.00	\$400.00	\$600.00
3 (b)	Failure to immediately remove defecation from property not the owners	\$100.00	\$200.00	\$300.00
3 (d) 4 (a)	Bite a person	\$500.00	\$750.00	\$1000.00
3 (e) 4 (b)	Injure a person	\$500.00	\$750.00	\$1000.00
3 (f) 4 (c)	Chasing a person	\$150.00	\$300.00	\$500.00
3 (g) 4 (d)	Biting at, barking at, and chasing livestock, bicycles, automobiles, or other vehicles	\$150.00	\$300.00	\$500.00
3 (h) 4 (e)	Barking, howling, or disturbing the peace	\$150.00	\$300.00	\$500.00
3 (i)	Damage to property or other animals	\$500.00	\$750.00	1,000.00
3 (j) 4 (g)	Upsetting waste receptacles	\$100.00	\$200.00	\$300.00
3 (k) 4 (h)	Be in an area of a park cultivated for floral plant display	\$100.00	\$200.00	\$300.00
3 (l) 4 (i)	Be in any swimming, bathing or wading pool that is provided for the use of the public	\$100.00	\$200.00	\$300.00
5 6 (a)	Failure to obtain license for a restricted dog	\$200.00	\$400.00	\$600.00
5 6 (b)	Failure to confine restricted dog	\$250.00	\$500.00	\$1,000.00
5 6 (c)	Failure to harness or leash restricted dog	\$250.00	\$500.00	\$1,000.00
6 7 (a)	Failure to report dog with rabies	\$250.00		
6 7 (c)	Failure to confine dog with rabies	\$500.00		
6 (e) 8 (h)	Failure to keep confined dog with rabies	\$250.00	\$500.00	\$1,000.00
8 9	Failure to obtain license for dog	\$250.00		
8 3 (i)	Failure to obtain hobby license for dog	\$250.00		
10 11 (a)	Interference with or obstruction of animal control officer	\$500.00		
11 12 (a)	Untying an animal	\$250.00	\$500.00	\$750.00
11 12 (b)	Negligently or willfully open a gate, door, or other opening in a fence or enclosure in which an animal has been confined	\$250.00	\$500.00	\$750.00
11 (c)	Tease, torment or annoy an animal	\$250.00	\$500.00	\$750.00

SCHEDULE ‘F’
SPORTS AND RECREATION
All rates are subject to GST

BALL DIAMONDS:

- \$100.00 per day per diamond for tournament
- \$5.00 per player for minor baseball
- \$220.00 per season per adult team
- \$29.00 per game per local adult
- \$35.00 per game per non-local adult

SOCCER FIELDS:

- \$5.00 per player for minor soccer
- \$100.00 per day per soccer pitch for Tournaments

GAZEBO:

- \$100.00 per day

CONCESSION:

- \$100.00 per day

ARENA ICE RENTAL RATES:
2024
Season May 1- April 30

League	Rate (Per Hour)
Local Youth	\$110.00
Local Adult	\$141.75
Local Youth Tournament/Competition	\$139.65
Local Youth Camp/Development	\$119.00
Local Adult Tournament/Competition	\$146.00
Non-Local Youth	\$126.00
Non-Local Adult	\$153.30
Non-Local Camp/Development	\$142.85
Non-Local Tournament/Competition	\$185.00
Non-Prime Ice*	\$91.90

- *Non-Prime Ice consists of the following:
- o Bookings which start after 10:00 p.m. Sunday – Thursday
 - o Bookings which end before 3:30 p.m. all weekdays except holidays or days without school

All ice bookings include up to two dressing rooms and will be billed 15 minutes for ice maintenance at the end of the scheduled on-ice activities.

Small Meeting Room	
Full Day	\$50.00
Hourly	\$10.00

Fitness Room	
Hourly	\$15.00

Off-Season Floor Rentals	
With Staff (per hour)	\$40.00
Without Staff (per hour)	\$20.00
Party Fee (includes 2 hours of floor rental and choice of equipment and 2 hours of meeting room time)	\$100.00

SCHEDULE 'F' cont.....
ANNUAL ARENA ADVERTISING RATES:

Rink Board	\$250.00
Zamboni Board Top	\$550.00
Zamboni Board Small top/front	\$400.00
Floor Graphics	\$550.00
Banner or Board	\$300.00
In Ice Graphics	\$1,000.00

SCHEDULE ‘G’
COMMON SERVICES RATES

OPERATIONAL SERVICES VEHICLES

UNIT #	RENTAL PRICE (per hour/per day)	VEHICLE
1	\$78.80	GMC Sierra 2500 HD
2	\$78.80	Ford F250
5	\$157.50	J.D. Grader
6	\$87.55	Ford 1 Ton
8	\$105.00	Flat Deck Trailer
9	\$110.00	Freightliner
10	\$415.00 per day	Generator
11	\$61.80	Kubota Z-21 Mower
12	\$61.80	John Deere 915
13	\$82.40	Kubota 5030 Tractor
14	\$61.80	Progressive Mower
15	\$61.80	2560 Mower Kubota
16	\$110.00	Freightliner
22	\$125.00	Elgin Sweeper
23	\$61.80	John Deere Z-Track
24	\$61.80	John Deere Gator
27	\$61.80	Kubota RTV
32	\$82.40	JD Tractor
33	\$61.80	Finishing Mower
35	\$310.00	Manlift
36	\$208.00	Tilt Deck Trailer
43	\$95.00	Dump Trailer
47	\$155.00	Case Loader
48	\$78.60	Ford F150
49	\$60.00	Enforcement Vehicle
50	\$60.00	Enforcement Vehicle
52	\$120.00	Mini Loader
53	\$120.00	Mini Excavator
57	\$95.00	1-Ton Dump Truck
58	160.00	Snow-Blower
61	\$80.00	Sewer Flusher

66	\$90.00	Ford 1Ton
142	\$45.00	Yamaha Generator
143	\$60.00	3" Centrifical pump
144	\$25.75 per day	1" Submersible pump
145	\$51.50 per day	Stihl chainsaw
147	\$51.50 per day	Weed trimmer
148	\$66.95 per day	J-D Hand mower
150	\$61.80 per day	Hand Rototiller
152	\$12.00 per day per barricade	Barricades
153	\$10.50 per day per pylon	Pylons
154	\$18.00 per day per sign	Signs
155	\$60.00 per day	Hydrant Flushing/Testing Kit
156	\$55.00 per day	Unihoist
157	\$55.00 per day	Gas Monitor
158	\$160.00 per day	Freeze kit
181	\$60.00	Enforcement/Bylaw Vehicle

SCHEDULE ‘H G’
TRAFFIC BYLAW

	SPEED	1 st Offense	2 nd *	3 rd **
34	>40k where not posted	\$100	\$200	\$500
34	Speed in School/Playground Zone	\$100	\$200	\$500
34	Speed in Alley	\$100	\$200	\$500
34(d)	Speed in parking lot	\$100	\$200	\$500
TSA and Parking				
5(a)	Violate TSA / regs	\$100	\$200	\$500
6	Park other than parallel	\$100	\$200	\$500
8	Double Park	\$100	\$200	\$500
9	Obstruct Driveway	\$100	\$200	\$500
10	Park < 5m from Intersection	\$100	\$200	\$500
11	Park < 5m from hydrant	\$100	\$200	\$500
12	Park on road >72hrs	\$100	\$200	\$500
13	Park on Sidewalk or boulevard	\$100	\$200	\$500
14	Vehicle for sale on town land	\$100	\$200	\$500
15	Unattached Trailer	\$100	\$200	\$500
16	Park/Drive on Playground	\$100	\$200	\$500
17	Obstruct Alley	\$100	\$200	\$500
18	Park where prohib. by sign	\$100	\$200	\$500
19	Park where prohib. by device/signal	\$100	\$200	\$500
20	Park non-desig. Town land	\$100	\$200	\$500
21	Truck/Bus park residential	\$100	\$200	\$500
22	Park obstructing worksite	\$100	\$200	\$500
23	Park restricted Area	\$100	\$200	\$500
24	Service vehicle on street	\$100	\$200	\$500
25	Park disabled vehicle on street	\$100	\$200	\$500
26	Abandon vehicle on town land	\$100	\$200	\$500
27	Fail to park within confines of driveway	\$100	\$200	\$500
29	Vehicle Unattended on Jack	\$100	\$200	\$500
30	Not acquire special permit	\$100	\$200	\$500
31	Drain vehicle fluids on street	\$100	\$200	\$500
32	Handicapped Parking	\$100	\$200	\$500
33	Throw debris on road	\$100	\$200	\$500
Trucks and Truck Routes				
36	Off Truck route (moving)	\$100	\$200	\$500
37	Metal cleats etc. unauthorized	\$100	\$200	\$500
38	Operate Engine retarder brake	\$100	\$200	\$500
Bicycles, Motorcycles, OHV				
39	On sidewalk Blvd unauthorized	\$100	\$200	\$500
41	Operate OHV unauthorized	\$100	\$200	\$500
42	Operate unlicensed vehicle unauthorized	\$100	\$200	\$500
Fire Vehicles				
45	Follow < 30 m of Emerg. vehicle	\$100	\$200	\$500
46	Park < 30 m of Emerg. vehicle	\$100	\$200	\$500
47	Vehicle Interfere with Emerg.	\$100	\$200	\$500
48	Tamper with fire equipment	\$250	\$500	\$1000
Parades / processions				
49	Parade/procession violation	\$100	\$200	\$500
Pedestrians / Sidewalks				
52	Interfere with flow of traffic	\$100	\$200	\$500
53	Part of group obstructing access	\$100	\$200	\$500
54	Climb fence etc. unauthorized	\$100	\$200	\$500
55	Street auction unauthorized	\$100	\$200	\$500
56	Merchandise obstruct street	\$100	\$200	\$500
57	Permit article to interfere traffic	\$100	\$200	\$500
58	Ski/tob. Inconsiderate manner	\$100	\$200	\$500
59	Stand/Sit/Lie on roadway	\$100	\$200	\$500
60	Hitchhike	\$100	\$200	\$500
61	Elec. Cord cross s/w or road	\$100	\$200	\$500
62(a)	Violate Order to vacate area	\$250	\$500	\$1,000
62(c)	Interfere with Emerg. Person	\$250	\$500	\$1,000

SCHEDULE 'H'
FIRE SERVICES

Rates may change as per the Alberta Infrastructure Fee Schedule

****Rates apply to all Fire Services rendered by the Town of Carstairs Fire Department.**

Unit 120	Freightliner Pumper/Rescue
Unit 130	Rosenbauer Pumper
Unit 110	Command Unit
Unit 140	Rapid Attack Vehicle
Unit 160	Tender Truck
Unit 170	Aerial Unit
Unit 180	Support Unit
Unit 181	Investigation Unit

Fire Investigations

Structure Fires: \$795.00 flat rate
Over 8 hour's \$100.00/hour

Vehicle Fires: \$496.00 flat rate
Over 5 Hours \$100.00/hour

Any other Fire: \$295.00
Over 3 hour's \$100/hour

Outside Resources Cost + 10%

SCHEDULE 'J'
COMMUNITY HALL
All rates are subject to GST

Auditorium	
Auditorium only	\$350.00
Auditorium with Kitchen	\$475.00
Auditorium with kitchen (up to 5 hours)	\$250.00
Small Meeting Room	
Full Day (up to eight hours use)	\$100.00
Half Day (up to four hours use)	\$50.00
Hourly Rate	\$20.00 per hour
Bar	\$100
Kitchen	\$175.00 per day
Funerals	
Includes Auditorium, Small Meeting Room and Kitchen	\$200.00
Anniversaries, Birthdays, Celebrations, Bridal Showers, Craft Sales (Auditorium)	
	\$250.00
• Includes:	
○ Up to five hours	
○ Kitchen Use	
Wedding Package	
	\$800.00
• Includes:	
○ Friday noon set up	
○ Saturday (all day)	
○ Sunday until 2 pm (to allow for gift opening and clean up)	
○ Use of:	
▪ Auditorium	
▪ Stage (includes sound system)	
▪ Small meeting room	
▪ Bar Room	
▪ Kitchen (includes use of available dishes & equipment)	
▪ Tables (no linens)	
▪ Chairs	

SCHEDULE 'K J'
PLOTTER PRINTER RATES
All rates are subject to GST

NOT FOR PROFIT

	Black	Color
Plain Paper 24 x 150	\$0.80 / ft	\$1.20 / ft
Plain Paper 36 X 150	\$0.85 / ft	\$1.25 / ft
Plain Paper 42 X 150	\$0.90 / ft	\$1.30 / ft
Photo Paper 42 X 150	\$3.50 / ft	\$4.00 / ft
Scrim Vinyl 36 X 40	\$15.00 / ft	\$16.00 / ft
11 X 17	\$0.75 / ft	\$1.00 / ft

PUBLIC

	Black	Color
Plain Paper 24 x 150	\$1.25 / ft	\$1.65 / ft
Plain Paper 36 X 150	\$1.30 / ft	\$1.70 / ft
Plain Paper 42 X 150	\$1.35 / ft	\$1.75 / ft
Photo Paper 42 X 150	\$5.00 / ft	\$6.00 / ft
Scrim Vinyl 36 X 40	\$18.00 / ft	\$20.00 / ft
11 x 17	\$1.00 / ft	\$1.25 / ft

** \$20.00/hour setup fee applies to every print, minimum 1 hour

SCHEDULE ‘~~L~~**K**’
COUNCIL REMUNERATION

- 1. Mayor
 - Monthly Salary of \$2351.04
- 2. Deputy Mayor
 - Monthly Salary of \$2045.40
- 3. Councilors
 - Monthly Salary of \$1810.30
- 4. Mileage Rate
 - ~~- Mileage Rate of \$0.61 < 5000 per kilometer~~
 - ~~- Mileage Rate of \$0.55 > 5000 per kilometer~~
 - As per the Canada Revenue Agency – reasonable per-kilometer allowance
- 5. Meeting Per Diem – Two Hours or Less
 - \$90.00 for two hours or less per diem plus additional \$30.00 per hour for travel time
- 6. Meeting Per Diem – Half Day
 - \$180.00 for half-day per diem plus an additional \$30.00 per hour for travel time
- 7. Meeting Per Diem – Full Day
 - \$360.00 for full-day per diem plus an additional \$30.00 per hour for travel time

SCHEDULE 'M L'
CAT BYLAW

SECTION	OFFENCE	1 st Offense	2 nd *	3 rd **
6 (a)	Failure to license cat	\$250.00		
7 (a)	Interfere with enforcement officer	\$200.00	\$400.00	\$1000.00
7 (b)	Open vehicle to attempt or allow animal to escape	\$200.00	\$400.00	\$1000.00
7 (c)	Remove or attempt to remove cat from possession of enforcement officer	\$400.00	\$800.00	\$1200.00
11 (a)(i)	Run at large	\$200.00	\$400.00	\$600.00
11 (a)(ii)	Damage Property/Animal or Person	\$200.00	\$400.00	\$600.00
11 (a)(iii)	Contravene Section 5	\$250.00	\$500.00	\$1000.00
12 (a)(i)	Entice cat to run at large	\$200.00	\$400.00	\$600.00
12 (a)(ii)	Tease cat in trap	\$250.00	\$500.00	\$1000.00
12 (a)(iii)	Throw/poke object in trap with cat inside	\$500.00	\$1000.00	\$2000.00
12 (a)(iv)	Fail to check trap hourly	\$250.00	\$500.00	\$1000.00
12 (a)(v)	Leave trap unattended	\$250.00	\$500.00	\$1000.00
12 (a)(vi)	Leave trap set between 16:00 - 08:00 hrs. Fri to Mon or Tues on a long weekend.	\$250.00	\$500.00	\$1000.00
12-(a)(vii)	Fail to deliver in 24 hrs.	\$250.00	\$500.00	\$1000.00

SCHEDULE 'N M'
NOISE BYLAW

SECTION	OFFENCE	1 st Offense	2 nd *	3 rd **
3	General Prohibition	\$100.00	\$200.00	\$400.00
4	Domestic Noise	\$100.00	\$200.00	\$400.00
6 (a) & (b)	Residential Noise	\$100.00	\$200.00	\$400.00
7	Vehicle Noise	\$100.00	\$200.00	\$400.00
8	Commercial and Industrial Noise	\$100.00	\$200.00	\$400.00
409(a) & (b)	Construction Noise	\$100.00	\$200.00	\$400.00

If any discrepancies between Schedule “A” Noise Bylaw and the current Rates and Fees Bylaw – the Rates and Fees Bylaw will be deemed correct.

SCHEDULE ‘~~Q~~ N’
CANNABIS CONSUMPTION BYLAW

Section	Description of Offence	Minimum Penalty	Specified Penalty
3	<i>Smoke, vape or consume cannabis in public place</i>	\$50	\$100

If any discrepancies between Schedule “A” Cannabis Consumption Bylaw and the current Rates and Fees Bylaw – the Rates and Fees Bylaw will be deemed correct.

SCHEDULE ‘P O’
SMOKING & VAPING BYLAW

Section	Description of Offence	Minimum Penalty	Specified Penalty
3	<i>Smoke</i> or <i>vape</i> where prohibited	\$50	\$100
4	Permit person to <i>smoke</i> or <i>vape</i> where prohibited	\$50	\$200

If any discrepancies between Schedule “A” Smoking & Vaping Bylaw and the current Rates and Fees Bylaw – the Rates and Fees Bylaw will be deemed correct.

SCHEDULE ‘Q P’
Fines for Livestock

SECTION	OFFENCE	1 st Offense	2 nd *	3 rd **
	Veterinary Fee – Amount Expended			
3 (a)(b)(c)	Keep Livestock in prohibited area	\$100.00	\$200.00 \$250.00	\$400.00
4 5(a)	Allow animal to run at large	\$100.00 \$250.00	\$200.00 \$400.00	\$400.00
6 (a)	Leave animal unattended while tethered in a public place	\$100.00 \$300.00	\$200.00 \$450.00	\$400.00 \$450.00
6 (b)	Animal unsupervised while tethered on private property	\$100.00 \$250.00	\$200.00 \$500.00	\$400.00 \$500.00
7 (a) or (b)	Animal left unattended in vehicle or trailer improperly	\$100.00 \$250.00	\$200.00 \$500.00	\$400.00 \$500.00
7 (c)	Animal left unattended in vehicle when weather conditions not suitable	\$100.00 \$250.00	\$200.00 \$500.00	\$400.00 \$500.00
10 (b) (v)	Throw or poke an animal in an enclosure	\$100.00 \$250.00	\$500.00	\$500.00 \$1000.00
14 10 (a) (i)	Obstruct or interfere with officer	\$250.00 \$500.00	\$500.00 \$800.00	\$500.00 \$1000.00
14 (a) (ii) 10 (b)(i)	Open Van, Vehicle or Trailer	\$100.00 \$250.00	\$500.00	\$500.00 \$1000.00
14 10(a) (iii)	Remove or attempt to remove impounded animal	\$100.00 \$250.00	\$500.00	\$500.00 \$800.00
14 10(b) (i)	Untie, loosen or free restrained animal	\$100.00 \$250.00	\$500.00	\$500.00 \$800.00
14 10(b) (ii)	Open gate, door or opening allowing animal to run at large	\$100.00 \$250.00	\$500.00	\$500.00 \$800.00
14 10 (b) (iii)	Entice an animal to run at large	\$100.00 \$250.00	\$500.00	\$500.00 \$800.00
14 (b) 10(iv)	Tease an animal in an enclosure	\$100.00 \$250.00	\$500.00	\$500.00 \$800.00
	Animal Kennel Services – Amount Expended			

SCHEDULE ‘R Q’
Fines Residential Community Standards

SECTION	OFFENCE	1 st Offense	2 nd	3 rd /Subsequent
8 (a-k) & 9	Untidy Properties	\$100.00	\$250.00	\$500.00
10	Nuisances Escaping Property	\$100.00	\$250.00	\$500.00
12 11	Weeds	\$100.00	\$200.00	\$400.00
13	Grass	\$100.00	\$200.00	\$400.00
14 & 15	Trees	\$100.00	\$200.00	\$400.00
16 & 17 15	Sidewalks	\$100.00	\$200.00	\$400.00
19 & 20 (a-e) 16 (a-c) & 17 (a-b)	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
21 18	Addressing	\$100.00	\$200.00	\$400.00
22 19	Light	\$100.00	\$200.00	\$400.00
23 20	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
24 21 (a-i) & 25	Littering	\$100.00	\$200.00	\$400.00
26 23	Storage on Town Property	\$100.00	\$200.00	\$400.00

SCHEDULE ‘S R’
Fines Industrial Community Standards

SECTION	OFFENCE	1 st Offense	2 nd	3 rd /Subsequent
8 (a-l) & 9 7(a)(i)(ii)	Untidy Properties	\$100.00	\$250.00	\$500.00
10 (a)	Nuisances Escaping Property	\$100.00	\$250.00	\$500.00
12-11	Weeds	\$100.00	\$200.00	\$400.00
13	Grass	\$100.00	\$200.00	\$400.00
14 & 15	Trees	\$100.00	\$200.00	\$400.00
16 & 17 15(a)(b)	Sidewalks	\$100.00	\$200.00	\$400.00
19 & 20 (a-e) 16(a-c) & 17 (a-b)	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
21 18	Addressing	\$100.00	\$200.00	\$400.00
22-19	Light	\$100.00	\$200.00	\$400.00
23 20	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
24(a-i) & 25-21	Littering	\$100.00	\$200.00	\$400.00
26-23	Storage on Town Property	\$100.00	\$200.00	\$400.00

SCHEDULE ‘~~T~~ S’
Fines Commercial Community Standards

SECTION	OFFENCE	1 st Offense	2 nd	3 rd /Subsequent
7 (a) (i)(ii) 8 (a-l) & 9	Untidy Properties	\$100.00	\$250.00	\$500.00
10	Nuisances Escaping Property	\$100.00	\$250.00	\$500.00
12 11	Weeds	\$100.00	\$200.00	\$400.00
13	Grass	\$100.00	\$200.00	\$400.00
14 & 15 (a)(b)	Trees	\$100.00	\$200.00	\$400.00
16 & 17 15 (a)(b)	Sidewalks	\$100.00	\$200.00	\$400.00
19 & 20 16 (a-e)	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
21 18	Addressing	\$100.00	\$200.00	\$400.00
22 19	Light	\$100.00	\$200.00	\$400.00
23 20	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
24 & 25 21 (a)	Donation Sites	\$100.00	\$200.00	\$400.00
26 23	Recycling Sites	\$100.00	\$200.00	\$400.00
27 24 (a- i l) & 28	Littering	\$100.00	\$200.00	\$400.00
29 26	Storage on Town Property	\$100.00	\$200.00	\$400.00

SCHEDULE ‘**U T**’
Special Event Fees

SECTION	DESCRIPTION	Per Event	1 st Offense	2 nd	3 rd /Subsequent
3.2	Special Event Application Fee	\$100.00			
3.11	Special Event Damage Deposit	\$250 per venue/park			
9.2	Failure to obtain a Special Event Permit		\$250.00	\$500.00	\$750.00
9.2	Failure to comply with Special Event Permit		\$500.00	\$2,000.00	\$5,000.00

SCHEDULE ‘V U’
Golf Course Fees
All rates are subject to GST

Membership Category:	
7 Day unlimited	\$1,525.00
5-Day (Mon-Fri Excluding holidays)	\$1,150.00
Intermediate (Ages 19- 18 - 35)	\$850.00 \$900.00
Over 80 (Age 80+)	\$850.00
Individual Restricted After 4 pm 3 pm	\$600.00 \$700.00
Family Restricted After 4 pm 3 pm	\$850.00 \$1,000.00
Junior (18 17 years and younger)	\$225.00
Golf Canada Membership	\$45.00 \$50.00

Green Fee Rates:

Monday – Thursday

18 Hole Green Fee Rates	
Regular Green Fee	\$52.00
Senior Green Fee (60+)	\$45.00
Junior Green Fee (Age 17 & under)	\$35.00

9 Hole / Twilight Green Fee Rates	
Regular Green Fee	\$30.00
Twilight (after 3 pm)	\$40.00
Junior Green Fee (Age 17 & under)	\$20.00

Weekday Special Rates	
Guest with member Green Fee	\$42.00
2 for 1 Green Fee Each (Golf Canada Card, Golf Pass)	\$26.00
Parent with Junior member (After 6 pm)	\$10.00

Friday – Saturday – Sunday & Holidays	
18 Hole Green Fee Rates	
Regular Green Fee	\$62.00
Junior Green Fee (Age 17 & under)	\$35.00

9 Hole / Twilight Green Fee Rates	
Regular Green Fee	\$35.00
Twilight (After 3 pm)	\$40.00

Weekend & Holiday Special Rates	
Guest with member Green Fee	\$52.00
2 for 1 Green Fee (Golf Canada Card, Golf Pass)	N/A
Parent with Junior member (After 6 pm)	\$10.00

10 Game Pass (valid anytime)	\$500.00
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18-hole Green Fee (Mon-Thurs)	\$52.00
18-hole Green Fee (Fri-Sun+ Holiday)	\$62.00
9-hole Green Fee (Mon-Thurs)	\$30.00
9-hole Green Fee (Fri-Sun + Holiday)	\$35.00
Twilight (After 4pm Everyday)	\$40.00
Junior 18-hole	\$35.00
Junior 9-hole	\$20.00

Special Rates:	
Guest with Member (Weekday)	\$42.00
Guest with Member (Weekend + Holiday)	\$52.00
Parent with Junior Member (after 6pm)	\$10.00

Public / Non-pass Holder Rates Power Cart Rates (Per Person):	
18-hole Regular ½ Cart	\$18.00
18-hole Regular Full Cart	\$36.00
9-hole / Twilight Power Cart ½ Cart	\$10.00
9-hole / Twilight Power Cart Full Cart	\$20.00

Member Power Cart Packages (Members ONLY):	
18-hole 10 Power Cart Seats	\$170.00
18-hole 20 Power Cart Seats	\$320.00
18-hole 30 Power Cart Seats	\$450.00
9-hole 10 Power Cart Seats	\$90.00
9-hole 20 Power Cart Seats	\$170.00
9-hole 30 Power Cart Seats	\$240.00
Yearly Unlimited Power Cart Passes	
Yearly Single Cart	\$650.00
Yearly Power Cart (Single Person)	\$650.00
Yearly Power Cart (Two People)	\$975.00
10 Ride Pass (Single Person)	\$170.00
20 Ride Pass (Single Person)	\$320.00
30 Ride Pass (Single Person)	\$450.00
40 Ride Pass (Single Person)	\$560.00
Driving Range	
Large Basket	\$10.00
Small Basket	\$6.00
Yearly Range Pass	\$200.00

3 year term



Box 370
Carstairs, AB T0M 0N0
Phone: 403-337-3341
Fax: 403-337-3343
www.carstairs.ca

COMMITTEES & BOARDS APPLICATION

Last Name: KNUDSON First Name: WENDY
Address: 603 600 CARRIAGE LANE PLACE CARSTAIRS AB T0M 0N0
City Province Postal Code
Home Phone: 403-507-9654 Day-Time Phone: 403-507-9654
Email: WENDY.KNUDSON@GMAIL.COM

1. Appointment To:

a) CARSTAIRS LIBRARY BOARD
b) _____

2. Background Information

Provide a brief outline of your experience/education in this area of volunteerism.

I AM A CHARTERED PROFESSIONAL ACCOUNTANT, NOW RETIRED, WITH
SKILLS IN FINANCIAL MANAGEMENT, STRATEGIC PLANNING AND
LEADERSHIP. IVE AS A MEMBER OF THE LIBRARY BOARD FOR THE
PAST 2 YEARS IVE ENJOYED BEING ABLE TO MAKE A POSITIVE CONTRIBUTION
BY APPLYING THESE SKILLS.

3. Why do you wish to serve on this/these committee(s)?

I FEEL IT'S IMPORTANT TO GIVE BACK TO THE COMMUNITY. I CONSIDER
LIBRARIES TO BE AN ESSENTIAL RESOURCE AND WOULD LIKE TO CONTINUE
THE VALUABLE WORK THE LIBRARY BOARD DOES.

4. Length of Residence:

In the town of Carstairs: 2 1/2 years and/or In the town of Carstairs area: _____ years

[Signature]
Signature

Nov. 15/23.
Date

Completed applications must be returned to the Town Office.

To be eligible for appointment as a public-at-large member of a Town Board, Commission, Committee, or Task Force, you must be a resident of Carstairs.

Length of appointment is a two year term except as required by statute, or if the appointment is to fill a vacancy.

The personal information requested on this application is being collected in order to assist Council in making appointments to its committees, and is governed by the Freedom of Information & Protection of Privacy Act (FOIPPA).



**Carstairs
Skating Club**

The Carstairs Skating Club is thrilled to once again be organizing Winterfest, which will take place on December 3rd. Because of the recent changes from Skate Canada, this gave CSC the opportunity to organize an interclub competition. Skate Canada no longer allows skaters in CanSkate level five and size or StarSkate one to three compete at large Skate Alberta hosted events. This means in order for those skaters to compete, clubs need to organize interclub competitions. CSC has risen to this challenge and is putting every effort in to make it a fun, energetic, and motivating competition for young skaters in the Central and Calgary region.

So far we have 100 skaters registered. We have vendors coming, flowers, teddy bears, onsite sweaters with vinyl screening, arena concession and onsite photographer. Carstairs Skating Club is also providing swag bags to each skater and every skater will receive a ribbon (CanSkate levels) or metal (StarSkate levels). Our goal is to create a great experience equal to the larger events many of them have participated in before.

Because we wanted to entice skaters to choose our competition over others, we kept the cost down to \$60 and \$65, depending on ability and are trying to keep within a slim budget. The Carstairs Skating Club is appealing to the Town of Carstairs for a discount on the facility rental fee. We currently have around eight hours of ice reserved and will return any ice we cannot fill within the two week guideline. With the current amount of registrations we have about seven hours of ice scheduled for competition. Even if we only fill seven hours of ice, this is a substantial cost for our club.

As chair, I thank you for your consideration. Please contact me at any time if you have questions or concerns.

Kindest Regards
Gail Schwartz
Chairperson of CSC
403 999 8275



November 15, 2023

Town of Carstairs
Box 370
Carstairs, Alberta
T0M 0N0

Re: Municipal Support for the Red Deer River Watershed Alliance

Dear Town of Carstairs Council,

Hello, I am Francine Forrest, and I am reaching out on behalf of the Red Deer Watershed Alliance (RDRWA). As a municipality operating in the Red Deer River watershed, the Town of Carstairs is recognized as a vital partner in land and watershed management in the basin. Below is a brief update on the RDRWA's activities and information on ways you can help us achieve our shared watershed planning goals and participate in our 2024- 2025 funding process.

Who We Are

The RDRWA was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. We are a multi-sector, not-for-profit organization that facilitates regional watershed management. Our renewed WPAC mandate and roles agreement with Environment and Protected Areas (2022) specifies RDRWA will lead an ongoing collaborative process to:

- report on the state of the watershed,
- further develop and implement the Integrated Watershed Management Plan (IWMP),
- inform, educate and engage on water literacy and watershed stewardship, and
- serve as a convenor and collaborator on watershed issues.

Benefits to Your Municipality

We are sending this letter, and the attached '*Our Common Water*' Case for Support, to invite the Town of Carstairs to join other municipalities from across the watershed with a financial contribution in support of the RDRWA. Water is the foundation for the health and prosperity of local communities and the RDRWA recognizes the role of municipalities as major land and water use decision-makers and community leaders. The RDRWA can directly help to support your municipality through programming at the watershed-scale that influences the health of local watersheds and the water security for communities and industries. Over the past 18 years, the



RDRWA has developed many resources and initiatives to maintain and protect watershed health. The RDRWA's works on regional watershed assessment, programming and planning initiatives which provides information to assist with local decision making with community benefits including: source protection, flood and drought resiliency, increased water literacy and recreational enjoyment.

Municipalities contribute approximately 20% of the RDRWA's annual funding, based on a recommended funding model of **50 cents per capita**. Consistent municipal funding strengthens the RDRWA's ability to provide support to partner municipalities, advance integrated watershed management, engage different sectors, align monitoring initiatives and lead water literacy and environmental education efforts.

Update on Activities

Highlights from our [2022-2023 Annual Report](#) and upcoming activities include:

- **Watershed Assessment and Planning Resources:** We produce technical reports and tools addressing watershed topics to assist municipalities with land and water resource management. Some initiatives are listed below.
 - **Managing water and runoff:** The RDRWA in partnership with the Nature Conservancy of Canada developed an [online map portal](#) that also maps "[hydrologically significant areas](#)" across the watershed. This information can be used to inform decisions and help control runoff by prioritizing areas for development and restoration.
 - **Flood and drought resilience:** The RDRWA partnered with Fiera Biological Consulting (2020 – present) to map riparian condition along over 10,000 km of shoreline in the Medicine-Blindman Rivers, Buffalo, Kneehills, Threehills, and Little Red Deer Rivers and Raven, Michichi and Rosebud rivers. The [technical reports](#) and municipal summaries support decision making and targeted restoration and conservation programming. Stay tuned for upcoming workshops on drought management.
 - **State of the Watershed:** The RDRWA is collaborating with partners to assess and update its [State of the Watershed Report](#) (2009). Information will inform shared initiatives for Integrated Watershed Management Planning ([IWMP](#)).
- **Education and Outreach:** Our work reaches thousands of central Albertans every year. This year the RDRWA hosted and participated in summer outreach events to connect with over 5000 individuals. Events were for school groups and the general public. RDRWA also partnered with the Waskasoo Environmental Education society to deliver watershed educational programs to Grade 5 and Grade 8 students. The RDRWA has also connected with >3000 individuals on social media (Facebook, X) and through our monthly newsletter and website materials. We additionally developed a number of films on important topics including: [source water](#), [native trout](#), and [riparian areas](#) to increase water literacy.



- **Convenor and Collaborator:** We also provide forums for stakeholders to meet, share information, discuss water and watershed issues and priorities in the basin. This year our Fall forum and WPAC Summit brought partners from across Alberta and beyond to the basin for important discussions.



Stronger Together

Thank-you for considering this invitation to become a funding partner of the RDRWA. For interest and follow up invoicing, please contact Kelly Dodds at info@rdrwa.ca or by phone at 403-340-7379. Your support matters and we hope you will join the community of municipalities to collaborate on watershed management initiatives and help address our current and future shared water challenges.

Sincerely,

A handwritten signature in black ink that reads "Francine Forrest".

Francine Forrest, MSc.
Executive Director, RDRWA

Stay Connected

Did you know that the RDRWA offers many ways to connect?

- Sign up for our [monthly e-newsletter](#)
- Check out water-related events on our [community calendar](#)
- Participate in our regular forums and events
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees

OUR COMMON WATER

**PARTNERS IN WATERSHED
MANAGEMENT**

**MUNICIPAL CASE FOR
SUPPORT 2024-2025**



Who We Are

The Red Deer River Watershed Alliance (RDRWA) was established in 2005 as the official Watershed Planning and Advisory Council (WPAC) for the Red Deer River Watershed, as designated under the Government of Alberta's Water for Life Strategy. The Alliance leads on watershed planning, promoting beneficial management practices, fostering stewardship activities, reporting on the state of the watershed and educating users on the importance of water resources.

As the official provincial Watershed Planning and Advisory Council (WPAC) for the Red Deer River watershed, the RDRWA has a responsibility to ensure that we engage with many groups of people with diverse perspectives, values, interests, and concerns; which includes sectors such as agriculture, industry and municipalities, as well as the general public.

As a multi-sector organization, the RDRWA acts as a collaborative forum for stakeholders from across sectors to work together in support of a healthy, dynamic, and sustainable watershed. We all have a role to play in watershed management, and the RDRWA's primary role is one of connection - helping our community members and key stakeholders find meaningful opportunities to make a difference.

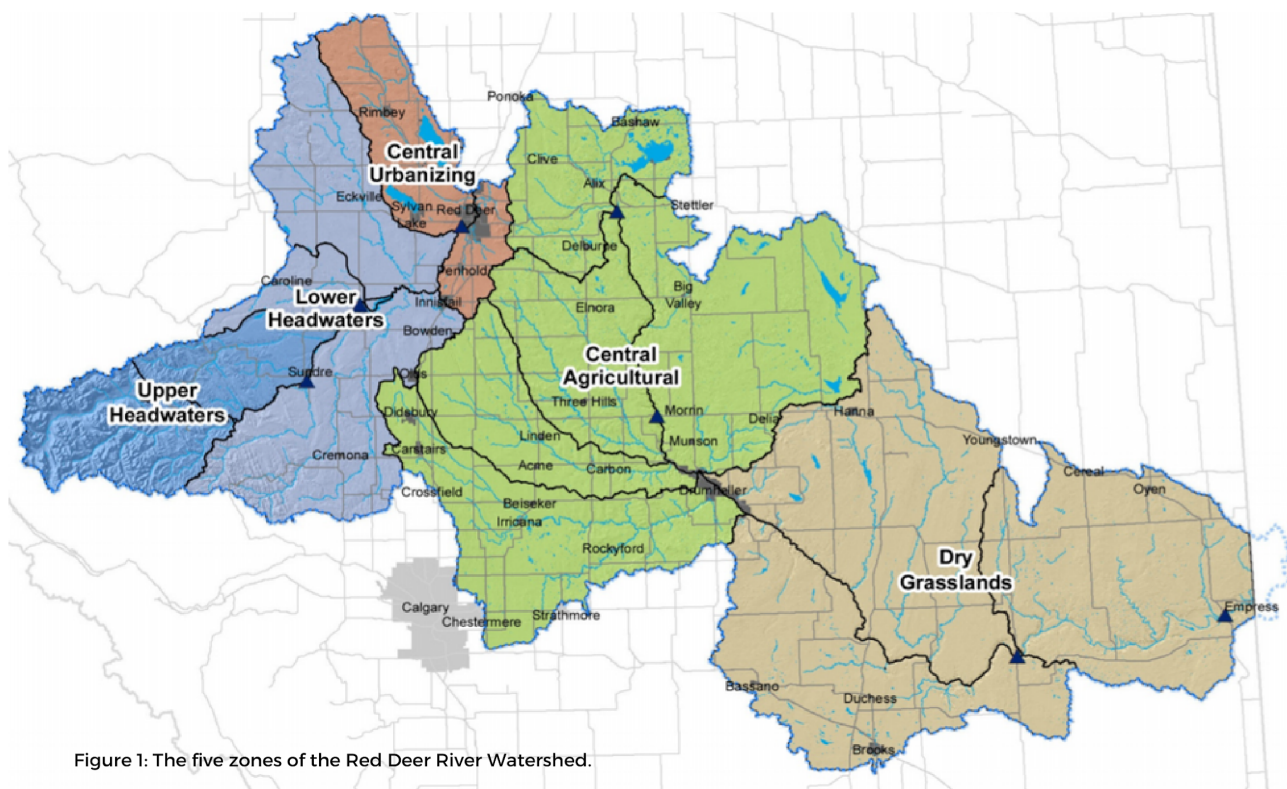


Figure 1: The five zones of the Red Deer River Watershed.

Help The RDRWA Support Municipal Leadership



WATER IS THE FOUNDATION FOR THE HEALTH AND PROSPERITY OF LOCAL COMMUNITIES

The health of the Red Deer River watershed is vital to:



**Sourcewater
Protection**



**Fisheries and
Wildlife**



Municipal Services



**Flood and Drought
Resilience**



**Wetlands and
Riparian Areas**



Recreation

Municipal Support For Watershed Management

Municipalities are leaders and important land-use decision-makers in the Red Deer River watershed. The Red Deer River watershed is home to two cities (Red Deer and Brooks), 22 towns, 20 counties and specialized municipalities, 80 villages and hamlets, and 10 summer villages.

Many of these local governments support watershed initiatives by donating \$0.50 for every resident within their part of the watershed to the RDRWA, proving there is power in numbers.

This funding enables the RDRWA to continue our work on watershed planning, developing resources and tools, delivering environmental education programming, engaging with community members, hosting regular forums and events, and helping to meet your needs as a municipality.



The Red Deer River Watershed Alliance works collaboratively with a wide range of sectors, communities and perspectives.

PARTNERS IN WATERSHED MANAGEMENT

Municipalities contribute approximately 20% of the RDRWA's annual funding, based on a funding model of just 50 cents per capita. Municipal funding helps secure grants and strengthens the RDRWA's ability to provide support to partner municipalities, advance integrated watershed management, engage different sectors, and lead water literacy and environmental education efforts.

Advancing Watershed Management: RDRWA and Your Municipality

The RDRWA's work benefits your municipality through programming that influences the health of local watersheds and the water security of communities and industries.

The RDRWA is working to update its State of the Watershed Report and further develop of the Integrated Watershed Management Plan. We welcome the involvement and engagement of municipal partners throughout this process.

We encourage municipalities to consult our educational and technical resources via www.rdrwa.ca or to contact the RDRWA for support.

WE WORK WITH A WIDE RANGE OF PARTNERS TO
EXPLORE INNOVATIVE SOLUTIONS TO WATER
MANAGEMENT CHALLENGES.



In 2023, we focused on improving programming for our municipalities, recognizing the role of municipalities as major land-use decision-makers and community leaders.

Watershed Video Resources



The RDRWA created a short film, *Riparian Ecosystems* to raise awareness about the importance of natural infrastructure in flood and drought resilience in the Red Deer River watershed.

RDRWA has also created additional videos on the following topics: source waters, municipal planning, gravel-bed rivers, climate change and native trout.

Working For You

We strive to be a resource for municipalities to learn about the watershed and specific actions that can be taken to support watershed health.

To assist municipalities with land and water resource management, we facilitate communication on watershed planning and produce technical reports and tools addressing watershed topics (e.g., source protection, riparian health, water security, hydraulic fracturing). All of these resources are available to you at no charge and can help inform planning decisions.



Blueprint: An Integrated Watershed Management Plan for the Red Deer River Watershed on Water Quality (2016). The plan addresses two key areas: surface water quality and groundwater quality, recognizing that the two are fundamentally interconnected.



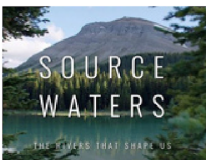
Hydraulic Fracturing Management Recommendations and Fact Sheet (2020).

The Red Deer River Watershed Alliance developed a fact sheet on hydraulic fracturing trends in the basin and nine high-level management recommendations in response to stakeholder and community concerns related to hydraulic fracturing activity and potential implications for the Red Deer River watershed.



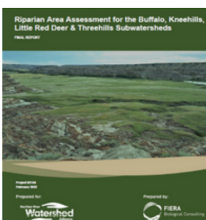
Mapping Hydrologically Significant Areas (2021).

The Red Deer River Watershed Alliance partnered with the Nature Conservancy of Canada to map “hydrologically significant areas” across the watershed and to develop an online map portal. This practical tool can be used to inform planning and management decisions.



Source Water Video

The RDRWA created a short film ‘Source Waters’ to raise awareness about the Red Deer River watershed and the importance of water in central Alberta. The film follows the journey of the river from tip to toe, and features a range of experts and municipal leaders.



Mapping Riparian Condition Reports (2020- present).

The Red Deer River Watershed Alliance partnered with Fiera Biological Consulting on three projects to assess over 10,000 km of riparian intactness (condition) along shorelines in the Medicine-Blindman subwatersheds (1), Buffalo, Kneehills, Threeshills and Little Red Deer River subwatersheds (2) and Raven, Rosebud and Michichi subwatersheds (3) using a GIS-based approach. These studies provide important information to on prioritization of conservation and restoration efforts which contribute to longterm water quality and flood resilience benefits.

Your Support Matters

Stronger Together. The RDRWA works collaboratively with all levels of government to build partnerships and advance watershed management. Through support, you will be joining a community of other respected leaders, municipalities and sectors in shared watershed management.

Please consider supporting shared watershed management through a \$0.50 contribution per capita to the RDRWA annually. This funding is leveraged through support from a range of funders, including fellow municipalities, the provincial government, industry, and other granting streams.

The RDRWA would be pleased to work with your municipality to identify strategic ways forward on key and emerging land and water issues.



For more information, contact the RDRWA
E: info@rdrwa.ca Tel: 403-340-7379

