



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JUNE 27, 2022, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of June 27, 2022
Motion: To adopt the agenda of June 27, 2022

4. ADOPTION OF MINUTES

- a) Adoption of minutes of June 13, 2022 (addendum 4.a)
Motion: To adopt the minutes of June 13, 2022



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

- a) Town of Carstairs 2021-2022 Provincial Sports Award Presentation

7. BYLAWS AND POLICIES

- a) Policy No. 12-033-22 Asset Management (addendum 7.a)



- b) Policy No. 37-002-22 Storm Water System inspection(addendum 7.b)



8. NEW BUSINESS

- a) Subdivision and Development Appeal Board requirements (addendum 8.a)





- b) SDAB Member Appointment-Sandi Roberts

- c) SDAB Member Appointment-Sheldon Ball

- d) SDAB Clerk Appointment-Sherry Humphrey






9. COMMITTEE REPORTS

- 32 - 33
- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
 - i) Minutes from the June 21, 2022 meeting (addendum 9.a.i)

 - b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
 - c) POLICY & GOVERNANCE COMMITTEE
- 34 - 36
- i) Minutes from the June 23, 2022 meeting (addendum 9.c.i)

 - d) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
 - e) MOUNTAIN VIEW REGIONAL WATER COMMISSION
 - f) MOUNTAIN VIEW SENIORS HOUSING
 - g) MUNICIPAL AREA PARTNERSHIP
 - h) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP
 - i) CENTRAL ALBERTA ECONOMIC 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

- 37 - 38
- a) E-Service Request: Question(addendum 11.a)


- 39 - 57
- b) Parkland Regional Library(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
MONDAY, JUNE 13, 2022, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, and Wilcox, CAO Rick Blair, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Willisicroft, and Executive Assistant Kayleigh Van Es
ABSENT:	Councilor Roberts
CALL TO ORDER:	Mayor Colby called the meeting of June 13, 2022, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 290/22	Motion by Councilor Ball to adopt the Regular Council agenda of June 13, 2022, as presented. <div>CARRIED</div>
ADOPTION OF PREVIOUS MINUTES:	
Motion 291/22	Motion by Councilor Allan to adopt the Regular Council minutes of May 24, 2022, as presented. <div>CARRIED</div>
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	<div>1. Presentation of Service Awards-Chris Mueller and Steve Smart</div> <p>Mayor Colby presented Steve Smart with a plaque in thanks for his valued service with the community.</p> <p>Mayor Colby presented Constable Chris Mueller with service award.</p> <p>Staff Sergeant Steven Brown introduced the new Constable Bryan Walkey who will be servicing the Town of Carstairs and area.</p>
BYLAWS & POLICIES:	<div>1. Subdivision Report-Welland</div> <p>Kirk Willisicroft summarized the Subdivision report for Part of SW ¼ Section 9 Township 30 Range 1 W5, 30121 Highway 2A.</p> <p>Councilor Ratz inquired about the speed limit at the access point on Highway 2A; as well as what development is located east of the property.</p> <p>Councilor Wilcox asked for clarification on the easement for Stormwater system.</p> <p>Councilor Fricke wondered if there was any Stormwater management issues predicted.</p> <div>Motion 292/22</div> <p>Motion by Councilor Allan to approve the Subdivision subject to laid out conditions in the subdivision report. <div>CARRIED</div></p> <div>2. Bylaw No. 2029-Rates and fees 2022</div> <p>CAO Blair spoke to the new Bylaw allowing the accommodation for water meters not being available.</p> <p>Councilor Ball verified that once water meters are available the Town of Carstairs can install them.</p> <p>Councilor Ratz wonders if there are any homes in the mature areas of town that do not have meters.</p> <div>Motion 293/22</div> <p>Motion by Councilor Ball to give first reading of Bylaw No. 2029 Rates & Fees 2022. <div>CARRIED</div></p>

Motion 294/22	Motion by Councilor Wilcox to give second reading of Bylaw No. 2029 Rates & Fees 2022. CARRIED
Motion 295/22	Motion by Councilor Allan to move to third reading of Bylaw No. 2029 Rates & Fees 2022. CARRIED UNANIMOUSLY
Motion 296/22	Motion by Councilor Ratz to give third and final reading of Bylaw No. 2029 Rates & Fees 2022. CARRIED
NEW BUSINESS:	1. Request to Council-Didsbury RCMP Council reviewed the request from Didsbury RCMP to waive all the fees associated with rental of the Carstairs Community Hall for a fundraising event on September 24, 2022.
Motion 297/22	Motion by Councilor Allan to approve the request to waive all the fees for the rental on September 24, 2022. CARRIED
	2. Beef and Barley Days Parade Permit Council reviewed the permits for the Beef & Barley Days parade.
Motion 298/22	Motion by Councilor Wilcox to accept the Beef & Barley parade permits as information. CARRIED
COMMITTEE REPORTS:	1. Legislative & Emergency Services Committee - Nothing to report at this time. Next meeting on June 21, 2022 2. Strategic Planning & Corporate Affairs Committee - Nothing to report at this time. Next meeting is on June 27, 2022 3. Policy & Governance Committee - Nothing to report at this time. Next meeting is on June 23, 2022 4. Mountain View Regional Waste Commission - Nothing to report at this time. Next meeting is on July 25, 2022. 5. Mountain View Regional Water Commission - Mayor Colby gave an oral report of the meeting on May 28, 2022. Next meeting July 15, 2022 6. Mountain View Seniors' Housing - Councilor Ratz gave an oral report of the meeting on June 9, 2022. Next meeting July 14, 2022 7. Municipal Area Partnership - Nothing to report at this time. Next meeting is June 16, 2022. 8. Carstairs Community Development & Economic Partnership (CCD&EP) - Nothing to report at this time. Next meeting June 15, 2022 9. Central Alberta Economic Partnership (CAEP) - AGM meeting on June 17 2022. Councilor Fricke to attend in place of Councilor Ratz
Motion 299/22	Motion by Councilor Ratz to accept all Committee Reports as information. CARRIED
COUNCILOR REPORTS:	Councilor Allan - June 4, 2022 attended the Carstairs Heritage fest - June 10, 2022 attended retirement party for former CAO Carl McDonnell - June 13, 2022 attended meeting with Staff Sergeant Brown of the RCMP - Has been busy in planning for HSS Graduation coming up June 24, 25, 2022 Councilor Ball - June 4, 2022 attended the Carstairs Heritage festival - June 10, 2022 attended retirement party for former CAO Carl McDonnell

Councilor Fricke

- June 9, 2022 attended the Carstairs Library board meeting on behalf of Councilor Wilcox
- June 10, 2022 attended retirement party for former CAO Carl McDonnell

Councilor Ratz

- June 1, 2022 attended MVSH foundation fundraising event
- June 3, 2022 prepared for Carstairs Heritage festival
- June 3, 2022 attended a scotch pairing at the Legion
- June 4, 2022 attended and volunteered at the Carstairs Heritage festival, commemorated Dan Singleton for the article written in the paper the past week in regards to the Heritage festival
- June 9, 2022 attended MVSH board meeting
- June 10, 2022 attended retirement party for former CAO Carl McDonnell
- June 12, 2022 participated in Carstairs Legion Golf Tournament in Didsbury

Councilor Wilcox

- June 1, 2022 attended a planning meeting for the Carstairs Heritage festival
- June 4, 2022 attended and volunteered at the Carstairs Heritage festival
- June 8, 2022 attended HSS Grade 6 band concert
- June 9, 2022 attended an advocacy meeting
- June 10, 2022 attended retirement party for former CAO Carl McDonnell

Mayor Colby

- June 4, 2022 attended the Carstairs Heritage festival
- June 8, 2022 attended Mountain View Water commission meeting
- June 8, 2022 attended HSS Grade 6 band concert
- June 10, 2022 attended retirement party for former CAO Carl McDonnell
- June 13, 2022 attended meeting with Staff Sergeant Brown of the RCMP

Motion 300/22	Motion by Councilor Ball to accept all Councilor Reports as information.	CARRIED
CORRESPONDENCE:	1. Letter from Rural Economic Development	
Motion 301/22	Motion by Councilor Wilcox to accept the letter from Rural Economic Development as information.	CARRIED
CAO’S REPORT:	1. SDAB table top appeal exercise - New Members and staff needed to the trained.	
	2. New Fire Hall completion - Fire Department has moved in to the new Fire Hall, old Fire Hall to be renovated in the next week.	
	3. Golf Course - Recent rain has helped with the drought issues. Installed new water line extension. A WIFI booster has been installed and overflow parking lot has been made with millings on hand.	
	4. Development Met with Kitstone developers, should be seeing conceptual designs soon. Scarlett Ranch Phase 6 through 10 conceptual designs soon, no issues foreseen. Mandalay shallows being dug.	
	5. Google Earth - Update on Street Views for Google Earth to be completed within the following months.	
	6. Purchases - Bus barn and shell land sale is now completed.	
	7. Emergency services meeting - discussed radios systems and Beef & Barley days operations, as well as what is needed at the old Fire Hall.	

10. RFP Auditor

- Auditor services RFP will be sent out this week.

11. RFP Banking

- Banking RFPs have been reviewed.

Motion 302/22

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

CARRIED

COUNCILOR CONCERNS: 1. Councilor Wilcox

- The TV show “Under the banner of heaven” that was filmed in Carstairs has been featured on radio stations, newspapers and social media platforms.

2. Councilor Fricke

- received positive feedback on speed reduction on Highway 580.

Motion 303/22

Motion by Councilor Ball to accept Councilor Concerns as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

MEDIA QUESTION PERIOD:

Nil

**CLOSED MEETING
SESSION:**

Section 107 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).

Motion 304/22

Motion by Councilor Allan that Council closes the meeting to the public at 7:40 p.m. to discuss closed meeting session items.

CARRIED

Motion 305/22

Motion by Councilor Ratz to come out of the closed meeting session at 7:59 p.m.

CARRIED

NEXT MEETING:

Monday, June 27, 2022 at 7:00 p.m.

ADJOURNMENT:

Motion 306/22

Motion by Councilor Ball to adjourn the meeting of June 13, 2022, at 8:00 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO



Town of Carstairs

Policy: **Asset Management Policy**
 Policy No. 12-033-XX (Amends 12-033-19)

Date: **June 27, 2022**

Adopted by: **Council**

Policy Statement for Asset Management Planning:

The purpose of this policy is to provide guidance and leadership in the development and implementation of the Town’s Asset Management Program. It is intended to demonstrate an organization-wide commitment to best practices in **Asset Management (AM)**, including the consistent use of AM to facilitate logical and informed decision-making to manage all **assets**. This will support the delivery of sustainable community services in the short - and long-term.

Definitions:

The definitions provided in this document align with those outlined in best practice guidance documents including the ISO 55000 International Standard for Asset Management, *Building Community Resilience through Asset Management: A Handbook and Toolkit for Alberta Municipalities*, and *Asset Management for Municipalities in Alberta*.

Asset – a physical component of a system that has value, enables services to be provided, and has an economic life of greater than 12 months (*Building Community Resilience through Asset Management*).

Asset management (AM) – the coordinated activity of an organization to realize value from assets. It considers all asset types, and includes all activities involved in the asset’s life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset (ISO 5000).

Asset management plan (AMP) – A plan to identify asset management needs, establish longer term financing means, and regularly schedule maintenance, rehabilitation and replacement works for the long-term sustainability of the asset (*Building Community Resilience Through Asset Management*).

Asset management policy – Principles and mandated requirements derived from, and consistent with, the organizational strategic plan, providing a framework for the development and implementation of the asset management strategy and the setting of the asset management objectives (*Building Community Resilience through Asset Management*). A document that specifies the guidelines and goals relating to asset management set by senior leadership or, in the case of a municipality, council (*Asset Management for Municipalities in Alberta*).

Asset management practices - Decision-making and investment planning guidelines to facilitate the realization of adequate funding over the life cycle of the infrastructure.

Asset management program – the set of related measures or activities that will promote lifecycle and risk management of all assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of service.

Scope and Asset Classes:

The Town is responsible for providing a range of essential services to the community, including reliable and accessible transportation networks, storm water management, safe and sufficient drinking water, reliable collection of wastewater, and facilitating recreation and leisure opportunities through community groups. To deliver these services, it owns and manages a diverse asset portfolio of roads, sidewalks, trails and pathways; water treatment and distribution, wastewater collection and treatment, and storm water attenuation, conveyance, and treatment networks; Town buildings; parks; and supporting fleet, machinery, and equipment. Since the social, economic, and environmental wellbeing of the community depends on the reliable

performance of these assets it is critical to implement a systematic, sustainable approach to their management.

Asset Management is such an approach. It refers to the set of policies, practices and procedures that allow an organization to minimize the costs and risks of owning assets while continuing to provide the community with expected **levels of service**. An Asset Management approach allows organizations to make informed decisions related to planning, building, operating, maintaining, renewing, replacing and disposing of assets through a wide range of **lifecycle activities**. An organization-wide process, it requires the coordination of activities across multiple Departments and service areas such as Finance, Transportation and Utilities, Planning and Development, Parks, Emergency Services and Community Services.

Adopting a comprehensive and holistic Asset Management approach will support efficient and effective delivery of expected levels of service. The Town of Carstairs will develop an Asset Management Plan that identifies all infrastructure types and municipal infrastructure assets that meet the capitalization thresholds as outlined in the Town’s Asset Management Plan.

The Asset Management Plan may also consider assets against which work is completed through approved capital projects, regardless of whether these assets meet existing **capitalization thresholds**. Inclusion of other assets that fall below existing capitalization thresholds and are not completed through capital projects will be considered, as appropriate, based on what is needed to manage these assets in a sustainable way that benefits the community. Approaches to determining which assets will receive consideration in the asset management plan will evolve with best management practices.

Objectives:

By using sound Asset Management Practices, the Town will work to ensure that all assets meet expected performance levels and continue to provide desired levels of service in the most efficient and effective manner. Linking service outcomes to infrastructure investment decisions will assist the Town in focusing on service, rather than budget, driven asset management approaches.

As such, it is useful to adopt a structured and coordinated approach to outlining the key principles that should guide all asset management decision-making.

Alignment with the Town’s Strategic Direction:

The approval of this policy is an important step towards integrating the Town’s strategic mission, vision and goals with its Asset Management Program. Accordingly, this policy aligns with the Town of Carstairs’ strategic direction as identified in the Community Sustainability Plan (CSP, 2009).

This plan presents a vision developed by Council, Staff, and the Community, in which a diverse array of stakeholder voices was heard. The CSP is a long-term, 20-year plan to be achieved by undertaking a series of short-term goals, actions and milestones. Development of an asset management program will support its successful implementation. Specifically, the CSP advances responsible management of existing and future development by identifying six dimensions of sustainability:

- a. Social
- b. Cultural
- c. Natural Environment
- d. Built Environment
- e. Economic
- f. Governance

Together, these six dimensions provide a framework upon which to build a robust Asset Management Program. Through descriptions of success statements, the Town has identified key actions and initiatives that will assist in achieving and measuring the success of the CSP. These include a focus on:

- a. Low Impact Development
- b. Infrastructure
- c. Architecture
- d. Conservation

Key Principles:

The organization-wide Asset Management Program will be guided by the following principles that underpin best practices:

- a. *Systematic*
Adopting a consistent, repeatable approach to the management of assets, will enable services to be provided in the most cost-effective manner.
- b. *Innovative*
Continuous improvement will be a key part of our AM approach and will drive innovation in the development of tools, techniques and solutions.
- c. *Forward Looking*
Making the appropriate decisions to better enable our assets to meet the challenges of future customer expectations and legislative requirements.
- d. *Risk-based*
Managing the risk associated with infrastructure performance through cost/benefit analysis.
- e. *Customer-focused*
Provide assurance to our customers through clearly defined levels of service.

Policy Statement for Asset Management Program:

To guide the Town of Carstairs; the following policy statements have been developed:

- a. The Town of Carstairs will implement an enterprise-wide Asset Management Program through all departments. The program will promote lifecycle and risk management of all assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of service.
- b. The Town will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
 - i. Complete and Accurate Asset Data
 - ii. Condition Assessment Protocols
 - iii. Risk and Criticality Models
 - iv. Lifecycle Management
 - v. Financial Strategy Development
 - vi. Level of Service Framework
- c. The Town will develop and maintain an asset inventory of all assets which includes unique ID, description, location information, value (both historical and replacement), performance characteristics and/or condition, estimated remaining life and estimated repair, rehabilitation or replacement date; and estimated cost for repair, rehabilitation or replacement.
- d. The Town will develop risk and prioritization frameworks that enable meaningful comparison of the investment needs for all asset categories and assets that meet the capitalization threshold. Staff will apply these frameworks to identify the most critical needs across the organization, from engineered structures and machinery and equipment to facilities and parks, with a focus on balancing hard and soft service needs for the community.
- e. The Town will develop an Asset Management Plan that incorporates all infrastructure categories and assets outlined in the organization's Capital Asset Plan (Schedule A). It will be updated to promote, document and communicate continuous improvement of the asset management program. The asset management plan will be updated as the capital needs and priorities of the Town change.
- f. The Town will integrate Asset Management Plans and Practices with its long-term financial planning and budgeting strategies in compliance with amendments to the Municipal Government Act. This includes the development of three-year financial plans that determine the level of funding required to achieve short-term operating and maintenance

needs, in addition to five-year capital plans identifying the funding needed to replace and/or renew assets based on full lifecycle costing.

- g. The Town will explore innovative funding and service delivery opportunities, including but not limited to grant programs, public-private partnerships, alternative financing and procurement (AFP) approaches, and shared provision of services, as appropriate.
- h. The Town will develop meaningful performance metrics and reporting tools to transparently communicate and display the current state of Asset Management Practice to Council and the community.
- i. The Town will consider the risks and vulnerabilities of assets to climate change and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency funding. Impacts may include matters relating to operations, levels of service and lifecycle management.
- j. The Town will coordinate planning for interrelated assets with separate ownership structures by pursuing collaborative opportunities with neighbouring municipalities and jointly-owned municipal bodies wherever viable and beneficial.
- k. The Town will develop processes and provide opportunities for municipal residents and other interested parties to offer input into asset management planning wherever and whenever possible.

Roles and Responsibilities:

The development and continuous support of the Town’s Asset Management Program requires a wide range of duties and responsibilities. The following passages outline the persons responsible for these tasks:

- a. **Council**
 - i. Review and approve of general policy and policy updates
 - ii. Review and approve of the AM Policy and direction of the AM Program
 - iii. Maintain adequate organizational capacity to support the core practices of the AM Program
 - iv. Prioritize effective stewardship of assets in adoption and ongoing review of policy and budgets
 - v. Consider sustainability of the levels of service delivered to the community
- b. **Executive Lead (Asset Management Planner)**
 - i. Identify matters requiring policy development, apprise the CAO of relevant issues, and assist the CAO in identifying the Town’s priorities
 - ii. Develop policy and policy updates
 - iii. Provide organization-wide leadership in AM Practices and concepts
 - iv. Ensure immediate and long-term AM Program objectives can be attained by attracting, maintaining, training, and motivating staff
 - v. Provide departmental staff coordination by implementing effective consultation and collaboration mechanisms
 - vi. Establish and monitor levels of service
 - vii. Coordinate and track AM program implementation and progress through appropriate monitoring, assessing, and adaptive responses
 - viii. Report to the CAO and Council on AM program progress and results

c. **Departmental Staff**

- i. Use the new business processes and technology tools developed as part of the AM program
- ii. Participate in implementation task teams to carry out AM activities
- iii. Collect and analyze levels of service data, based on key performance indicators
- iv. Provide support and direction for AM practices within their department
- v. Track, analyze and report on AM program progress and results

d. **Asset Management Group**

The Town of Carstairs will also create a formal Asset Management Group to assist the Executive Lead in guiding and advancing the Asset Management Program. This group will be a cross-functional team with members from departments and service areas holding some responsibility for municipal assets. The Asset Management Group will be tasked to:

- i. Develop policy and policy updates
- ii. Provide corporate oversight to goals and directions and ensure the AM program aligns with the Town’s strategic plan
- iii. Ensure that adequate resources are available to implement and maintain core AM practices
- iv. Provide departmental staff coordination
- v. Establish and monitor levels of service

Reporting and Accountability:

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

Asset Classification

Assets will be classified in Class, Category and Segment as outlined in this section.

- a. *Class*- A group of assets that is significantly different in design and use.
- b. *Category*– A classification within a major class that has unique characteristics.
- c. *Segments* – A further classification that may be required due to unique asset criteria, applications, methodologies and useful life.

Assets recorded in the **Class** will include:

Schedule B

- a. **Infrastructure**
Permanent structural works such as roads, bridges, canals, dams, water and sewer and utility distribution and transmission systems including plants and substations.
- b. **General Capital**
All assets that are not used for infrastructure use, such as land, land improvements, facilities, inventory and fleet vehicles.

Assets recorded in the **Category** will include:

- a. **Land**
Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use, but

not land held for resale.

- b. **Land Improvements**
All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences.
- c. **Facilities**
Permanent, temporary or portable building structures such as offices, garages, warehouses and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
- d. **Inventory**
Assets used in aiding the operation of infrastructure, buildings, fleet, offices, recreation and leisure. These assets may include office equipment, communication systems, control systems, equipment, tools, and shop and garage equipment. Inventory will be tracked if they meet one or more of the following criteria's.
 - i. Inventory that is above the Capitalization Threshold.
 - ii. Inventory that has an Estimated Useful Life (E.U.L.) of three years or higher.
 - iii. Inventory that is has a cost of \$200.00.
 - iv. Inventory that is non-consumable, but may be a necessary part of facility operation.
- e. **Fleet**
Motor vehicles that are owned by the municipality for the purpose of transportation, maintenance and emergency protection.
- f. **Roadway System**
Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.
- g. **Water System**
Systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-potable water. Includes mains, services, pump, and lift stations, plants and equipment, reservoirs and fire hydrants.
- h. **Sanitary System**
Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Includes mains, services, pump and lift stations, plants, and equipment and lagoons.
- i. **Storm System**
Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump, and lift stations, outfalls and retention ponds.

End of policy
Carstairs/06/22

Signatures

M /22 Policy No. 12-033-22 adopted at Council on June 27, 2022.

Lance Colby, Mayor

Rick Blair, CAO

Town of Carstairs Asset Management Policy
Schedule A

Capital Asset Plan

Purpose:

The purpose of the Capital Assets Plan is to promote sound corporate management of capital assets and compliance with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150.

Starting January 1, 2009 PSAB 3150 requires a change in accounting and reporting of tangible capital assets.

Scope:

All tangible property owned by The Town of Carstairs (The Town), either through construction, purchase or donation and which qualify as capital assets are addressed in this policy. In accordance with PSAB 3150, tangible capital assets (TCA) are non-financial assets having physical substance that:

- a. are held for use in the production or supply of goods or services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- b. have useful economic lives extending beyond an accounting period;
- c. are to be used on a continuing basis; and
- d. are not for sale in the ordinary course of operations

Subsequent expenditures on a recorded TCA that:

- a. increase output or service capacity
- b. increase the service life
- c. lower associated operating costs
- d. improve the quality of the output

Should be classified as betterments and capitalized accordingly. Any other expenditure should be considered a repair or maintenance and should be expensed in the period. This policy applies to all town departments, boards and commission, agencies and other organizations falling within the reporting entity of the town.

Responsibilities:

- a. **The Chief Administrative Officer is responsible for:**
 - i. The overall enforcement of this policy.
- b. **All employees are responsible for:**
 - i. Keeping accurate records when purchasing, acquiring, selling and maintaining capital assets owned by The Town.
 - ii. Providing valuation detail such as purchase price, fair market value, replacement value, useful life and scheduled maintenance of existing and future TCAs for which they are responsible.
- c. **The Director of Corporate Services & Municipal Asset Coordinator is responsible for:**
 - i. The development and maintenance of an asset registry to track all tangible capital assets.
 - ii. Supporting all employees who are involved in the purchasing, acquisition, sale and maintenance of capital assets to ensure the upkeep of accurate records.

Procedures:

Asset Classification

Assets will be classified in Class, Category and Segment as outlined in this section.

Class – A Group of assets that is significantly different in design and use.

Assets recorded in Class will include:

- a. Infrastructure
- b. General Capital

Category - A Classification within a major class that has unique characteristics.

Assets recorded in Category will include:

- a. **Land**
Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use, but not land held for resale.
- b. **Land Improvements**
All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences.
- c. **Facilities**
Permanent, temporary or portable building structures such as offices, garages, warehouses and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
- d. **Roadway system**
Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks, and signage.
- e. **Water system**
Systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs, and fire hydrants.
- f. **Sanitary system**
Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Includes mains, services, pump and lift stations, plants and equipment and lagoons.
- g. **Storm system**
Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump and lift stations, outfalls and retention ponds.
- h. **Inventory**
Assets used in aiding the operation of infrastructure, building, fleet, offices, recreation and leisure. These assets may include office equipment, communication systems, control systems, equipment, tools, and shop and garage equipment.
- i. **Fleet**
Motor vehicles that are owned by the municipality for the purpose of transportation, maintenance and emergency protection.

Segments – A further classification that may be required due to unique asset criteria, applications, methodologies and useful life.

TCA Inventory – Acquisition

TCAs are recorded at historical cost and are recognized as assets on the Town’s Statement of Financial Position on date of receipt for capital goods or when the asset is put into use for capital projects. Cost, as defined by PSAB 3150, is the gross amount of consideration given up to acquire, construct, develop or better a TCA and includes all costs directly attributable to acquisition, construction, development or betterment of the TCA, including installing the asset at the location and in the condition necessary for its intended use.

The cost of a contributed TCA, including a TCA in lieu of a developer charge is considered to be equal to its fair value at the date of contribution. Capital grants will not be netted against the cost of the related TCA. The cost of a leased TCA is determined in accordance with *Public Sector Guidelines PSG-2, Leased Tangible Capital Assets*.

Thresholds

Thresholds are determined for each major asset categorization and determine whether expenditures are to be capitalized as assets and depreciated or treated as a current year expense.

Expenditures that meet both the criteria of a TCA and exceed the following suggested capitalization thresholds are to be recorded as a TCA on the Statement of Financial Position and amortized:

Major Asset Category	Capitalization Threshold
Land	-
Land Improvements	\$5,000
Facilities	\$25,000
Infrastructure	\$25,000
Inventory	\$5,000
Fleet	\$5,000
Work in Progress	Capitalize upon substantial completion or work, and/or when asset is placed into service

Useful Life & Amortization Methods

Appendix A shows the maximum expected life for all major TCAs. The actual length of the useful life for an asset will depend on the asset quality and its intended use. In some situations, the useful life may be expected to be longer than the recommended life. In such instances, The Town will need to provide adequate documentation supporting the decision to extend the life beyond the recommended maximum.

For all TCAs we will use the straight-line method of amortization. The straight-line method assumes that the asset’s economic usefulness is the same each year and the repair and maintenance expense is essentially the same each period. The amortization amount is determined by dividing the asset’s original cost by its estimated life in years. Amortization will commence the 1st day of the month after the purchase/completion date.

Residual value may be factored into the amortization calculation based on asset type and if it is considered to be significant.

Land is not a depreciable asset as the expected useful life is infinite. Land will be inventoried and recorded on the Statement of Financial Position at historical cost until such time it is disposed of. There will be no annual amortization expense recognized.

The useful life of an asset may require revision during its life due to significant events such as physical damage, technological developments, a significant change in use, etc. The effect of this change will be recorded in the year of revision and future years. An asset with a specified useful life may be amortized over its useful life less the current age of the asset.

Valuation of Assets

When available, the actual historical cost will be used to determine the current value of an asset. However, when the actual cost is not available, current value will be determined by discounting the replacement cost using an appropriate Price Index for the asset. For example, constructed assets such as buildings and roadway systems will be discounted using the Calgary or Canadian Non-Residential Building Construction Price Index.

Purchased assets such as vehicles and equipment will be discounted using the Canadian or Alberta Consumer Price Index. The calculated historical cost will then be reduced by the accumulated amortization in order to calculate the net book value of the asset.

This valuation will only apply to the implementation of the asset recording system. All future assets will be recorded at actual cost. Contributed or donated assets will be valued at fair market value.

Division of Assets

For purposes of capitalization and amortization, the two methods of defining a capital asset are whole asset approach and component approach. The whole asset approach considers an asset to be an assembly of connected parts. Costs of all parts would be capitalized and amortized as a single asset by year of acquisition. For example a computer network, signage or a building may be considered as single assets.

Under the component approach different components are individually capitalized and amortized. For computers, the servers, routers, lines, software may be listed as individual assets. For buildings, the roof, foundation, HVAC and framing may be components. Either approach is equally acceptable.

Operating department personnel shall review with the Municipal Asset Coordinator and Director of Corporate Services, the preferred method that best serves the departmental needs. In certain circumstances, it is appropriate to allocate the total disbursement of an asset to its component parts and account for each component separately. This is the case when the component assets have different useful lives or provide economic benefits or service potential to the entity in a different pattern, thus necessitating use of different amortization rates. Additional factors that may influence the choice of method include:

- a. Significance of amounts;
- b. Quantity of individual asset components (volume);
- c. Availability of information with respect to specific components;
- d. Specific information needs of management for decision-making and asset control purposes.

Group/Pooled Assets

Similar assets that have a unit value below the capitalization threshold (on their own) but have a material value as a group. Such assets shall be pooled as a single asset with one combined value. Although recorded in the asset module as a single asset, each unit of the pool may be recorded in an asset sub-ledger for monitoring and control of their use and maintenance. Examples would include the following:

- a. Computer hardware & software
- b. Streetlights
- c. Furniture and fixtures
- d. Small machinery
- e. Signage

As similar items are purchased, they will be added to the pool. An inventory will be taken on a periodic basis.

Review and Write-Downs

Reviews will be conducted on an annual basis; these reviews will be carried out by the Director of Corporate Services.

A write-down is an adjustment to the cost of an asset. A corresponding adjustment is made to the accumulated depreciation and the net adjustment is reported as an expense in the statement of operations. This new cost should be amortized over the remaining useful life of the asset.

When conditions indicated that a tangible capital asset no longer contributes to a government's ability to provide goods and services, or the value of future economic benefits associated with the tangible capital asset is less than its net book value, the cost of the tangible capital asset should be reduced to reflect the decline in the asset's value.

The net write-downs of tangible assets should be accounted for as an expense in the statement of operations. A write-down should not be reversed.

Asset Disposal

Disposals of tangible capital assets in the account period may occur by sale, trade-in, destruction, loss or abandonment. Such disposals represent a reduction in the town's tangible capital assets.

When a tangible capital asset is disposed of, the cost and accumulated amortization are removed from the accounts. Any difference between the net proceeds and the carrying amount of the asset is accounted for as a revenue or expense in the statement of operations. The value given for a trade-in is the net proceeds on disposal.

When a component of a complex network is replaced, the removal from service of the old asset is treated as a disposal.

Disposal of tangible capital assets are the responsibility of the Director in charge. All disposals must be accompanied by a Record of Destruction and authorized by the Chief Administrative Officer; copies to be maintained by the Director of Corporate Services. The Corporate Services Department is responsible for adjusting the asset registers and accounting records recording a loss/gain on disposal.

Attachments

- Appendix A: Recommended Maximum Useful Life
- Appendix B: Definitions

APPENDIX A:
RECOMMENDED MAXIMUM USEFUL LIFE

<u>Asset Classes</u>	<u>Maximum Useful Life</u>
Class	
Category	
Segment	
<u>Land</u>	
Right of Way	Variable
Undeveloped Right of Way	Variable
Parks	Variable
General	Variable
<u>Land Improvements</u>	
Asphalt Parking Lots	20 Years
Gravel Parking Lots	15 Years
Playground Structures	25 Years
Landscaping	25 Years
Fencing	25 Years
Tennis Courts	20 Years
Water Fountains	20 Years
Retaining Walls	20 Years
Running Tracks	20 Years
Outdoor Lighting	20 Years
Outdoor Soccer Pitch	20 Years
Outdoor Skate Park	20 Years
Bike/Jogging Path Asphalt	20 Years
Bike/Jogging Path Gravel	20 Years
Columbarium	50 Years
<u>Facilities</u>	
Permanent Structure	50 Years
Frame/Metal/Concrete	50 Years
Portable Structure	20 Years
Metal Frame	25 Years
Leasehold Improvement	25 Years
<u>Fleet</u>	
Light Duty	20 Years
Medium Duty	20 Years
Heavy Duty	25 Years
Machinery	20 Years
Emergency Vehicles as Per Fire Services Agreement	Review Agreement
Arial Pumper Truck	20 Years
Year Round Duties	20 Years
Seasonal Duties	20 Years
<u>Work In Progress</u>	
W.I.P.	Variable
<u>Water Distribution System</u>	
Water Mains	75 Years
Water Services	75 Years
Water Valves	75 Years
Fire Hydrants	75 Years
<u>Sanitary System</u>	
Collection Mains	75 Years
Collection Services	75 Years
Sanitary Manholes	75 Years
Lagoon	45 Years

Asset Management Maximum Useful Life

<u>Asset Classes</u> Class Category Segment	<u>Maximum Useful Life</u>
<u>Storm System</u>	
Collection Mains	75 Years
Collection Services	75 Years
Storm Manholes	75 Years
Storm Leads	75 Years
Catch Basin	75 Years
Outfalls	75 Years
Retention Ponds	75 Years
Storm Flares	75 Years
<u>Roadway System</u>	
Vehicle Bridge	30 Years
Pedestrian Bridge	30 Years
Overpass/Interchange	60 Years
Parkades	30 Years
Asphalt Surface	20 Years
Milling Surface	15 Years
Gravel Surface	20 Years
Concrete Surface	30 Years
Chip Seal	10 Years
Oil Surface	5 Years
Curb & Gutter	30 Years
Sidewalk & Curb	30 Years
Asphalt Pathways	20 Years
Decorative Lighting	20 Years
Street Lights	20 Years
Traffic Lights	20 Years
Directional Signage	20 Years
Information Signage	20 Years

APPENDIX B:
DEFINITIONS

Amortization is the accounting process of allocating the cost less the residual value of a tangible capital asset to operating periods as an expense over its useful life in a rational and systematic manner appropriate to its nature and use. Amortization expense is an important part of the cost associated with providing local government services, regardless of how the acquisition of tangible capital assets is funded. Depreciation account is another commonly used term to describe the amortization of tangible capital assets

Asset Classifications:

- a. **Class** A group of assets that is significantly different in design and use.
 - i. **Infrastructure**
 - ii. **General Capital**
- b. **Category** Assets recorded in the Category will include:
 - i. **Land**
Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use, but not land held for resale.
 - ii. **Land Improvements**
All Improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways, and fences.
 - iii. **Facilities**
Permanent, temporary or portable building structures, such as offices, garages, warehouses, and recreation facilities intended to shelter person and/or goods, machinery, equipment and working spaces.
 - iv. **Roadway System**
Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.
 - v. **Water System**
Systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs and fire hydrants.
 - vi. **Sanitary System**
Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other origination water sources or used for other environmentally approved purposes. Includes mains, services, pump and lift stations, plants, and equipment and lagoons.
 - vii. **Storm System**
Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump, and lift stations, outfalls and retention ponds.
 - viii. **Inventory**
Assets used in aiding the operation of infrastructure, buildings, fleet, offices, recreation and leisure. These assets may include office equipment, communication systems, control systems, equipment, tools, and shop and garage equipment.
 - iii. **Fleet**
Motor vehicles that are owned by the municipality for the purpose of transportation, maintenance and emergency protection.
- c. **Segments** A further classification that may be required due to unique asset criteria, applications, methodologies and useful life.

Betterment is a cost incurred to enhance the service potential of an asset. Betterments increase service position; such expenditures would be included in the asset's cost.

Capitalization Threshold is the value of a municipal infrastructure asset at or above which a municipality will capitalize the value of it and below which it will expense the value of it.

Carrying amount is the amount at which a tangible capital asset is recognized after deducting any accumulated amortization and accumulated impairment losses.

Carrying Costs are cost directly attributable to an asset's acquisition, construction or development activity where, due to the nature of the asset, it takes a long period of time to get it ready for its intended use. Typical carrying cost could include:

- a. Technical and administrative work prior to commencement of and during construction:
- b. Overhead charges directly attributable to construction or development; and
- c. Interest

Component is a part of an asset with a cost that is significant if relation to the total cost of the asset. Component accounting recognizes that each part might have a different useful life and requires a separate account for each component that has a different useful life than the whole asset does.

Cost is the gross amount of consideration given up to acquire, construct, develop or better a tangible capital asset, and includes all costs directly attributable to the asset's location and in the condition necessary for its intended use. The cost of a contributed tangible capital asset, including a tangible capital asset in lieu of a developer charge, is considered to be equal to its fair value at the date of contribution. Capital grant would not be netted against the cost of the related tangible capital asset. The cost of leased tangible capital asset is determined in accordance with Public Sector Guideline PSG-2 Leased Tangible Capital Assets.

Depreciation is the expense in an accounting period arising from the application of depreciation account.

Direct costs are incremental costs incurred by a local government for the acquisition, construction or development of a tangible capital asset. Direct costs would not have been incurred other than to acquire, construct or develop the tangible capital asset. For example, directly related employee salary and benefits, materials and supplies, equipment, temporary site buildings, legal and other professional fees, etc., could be considered direct costs.

Fair Value is defined in accounting standards as the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction who are under no compulsion to act.

Group assets are homogenous in terms of their physical characteristics, use and expected useful life. Group assets are amortized using a composite amortization rate based on the average useful life of the different assets in a group.

Market Value is defined as the estimated amount for which a property would be exchanged on the date of valuation between willing buyer and a willing seller in an arm's length transaction wherein the parties had each acted knowledgeable, prudently and without compulsion.

Residual value is the estimated net realizable value of a tangible capital asset at the end of its useful life to a local government.

Straight-line amortization allocates the cost less estimated residual value of a capital asset equally over each year of its estimated useful life.

Tangible Capital Assets

Assets having physical substance that:

- a. Are used on a continuing basis in the town's operations.
- b. Have useful lives extending beyond one year.
- c. Are not held for re-sale in the ordinary course of operations.

Useful life is the estimated of either the period over which a local government expects to use a tangible capital asset or the number of production or similar units that it can obtain from the tangible capital asset. The life of a tangible capital asset may extend beyond its useful life. The life of a tangible capital asset, other than land, is finite, and is normally the shortest of the physical, technological, commercial and legal life.

Write-down is a reduction in the cost of a tangible capital asset to reflect the decline in the asset's value due to a permanent impairment.

Town of Carstairs Asset Management Policy
Schedule B

Facility Components & Inventory

Purpose:
The purpose of this document is to provide guidance and leadership in the development and implementation of the town's asset management program for facility components and inventory that will provide an estimated useful life cycle. Repair, maintenance and replacement of inventory will be reported to the asset management planner for record keeping in city wide asset manager.

Scope and objective:
The town is responsible for proving a lifecycle for all facilities inventory. Repair and maintenance programs may impact the lifecycle of inventory as authorized by the CAO and council.

Asset classification:
Facility inventory will consist of three categories; level 1, level 2 and level 3.

- a. **Component - Level 1:** Any portion of the facility that is directly related to the facility structure.

Estimated Useful Life: will coincide with the life of the facilities useful life, unless otherwise stated by the C.A.O. and Council.

List of Components – Level 1
Roof, roof joist systems, foundations, construction exterior walls, balcony constructions, pre constructed ramps, inclined steps and floors, precast walls & seating areas, precast walking tracks, , gutters & down spouts, interior and exterior windows & doors, sky lights, metal, Stucco & wood clad exterior walls.

- b. **Component – Level 2:** Any portion that pertains to a part of the building which is manufactured as an independent unit, subsystem or subassembly that can be joined or blended with other elements for form a more complexed item.

Estimated Useful Life: these components will have a minimum life of 20 years unless otherwise stated by the C.A.O. and council.

List of Components – Level 2
Heating & air units, elevators, plumbing, electrical, plants, fire systems, security systems, interior and exterior lighting systems, make up air units, ventilation systems, toilet partitions, flooring, ceiling finishes, dehumidifiers, ice plant systems, water & sanitary plant systems, pump systems, fencing, gates, bollards, retaining walls, benches, bleachers, picnic tables, fire pits, barricade, flag poles, bicycle racks, playground equipment, splash park, wading pools.

- c. **Component – Level 3:** Any portion of the facility that pertains to goods and supplies, or the contents of a building that can be disposed of without interruption to the facility.

Estimated Useful Life: these components will have a specific useful life, unless otherwise stated by the C.A.O. and council.

List of Components – Level 3

Inventory-Fitness & Wellness

Basketball Nets	25 Years
Turf	40 Years
Pitching Machine	10 Years
Hockey Nets	10 Years
Free Weights	30 Years
Exercise Bike	20 Years
Weight Bench	30 Years
Treadmill	20 Years
Weight Bar & Rack	30 Years
Workout Mats	30 Years
Mirrors	30 Years
Bubble Soccer Set	20 Years
Volleyball Nets	20 Years
Arena Spectator Netting	20 Years

Inventory-Specialized Fire

Fire Hose	12 Years
Fire Nozzles	15 Years
Inflatable Boats	15 Years
Life Jacket	10 Years
Ice Rescue Suits	10 Years
C.P.R. Dolls	10 Years
Gas Alert Quattro	10 Years
Search Lights	10 Years
Mutual Aid Bags	10 Years
Medical Bags	10 Years
Accountability Bags	10 Years
Air Bottles	15 Years
Scene Light Systems	10 Years
Ladders	15 Years
AkronBlitz Fire-Monitor	20 Years
Ram Fan Power Stream	15 Years
Burn Kit	5 Years
Life Pak Defibrillator	12 Years
Fire Extinguisher	15 Years
First Aid Kits	12 Years
Portable Pond	20 Years
B.A. Face Mask	15 Years
Bunker Gear	5 Years
Jaws of Life & Tools	15 Years
ARA Safety Pro	10 Years

Inventory-Audio & Visual

Audio System	10 Years
Security System	10 Years
Single Camera	10 Years
Microphones	10 Years
Sound System	10 Years
Projector Screen	10 Years
Projector	10 Years
Portable Sound Systems	10 Years
Star Choice Receiver	10 Years
Televisions	10 Years
Smart Boards	10 Years

Inventory-Office Furniture

File Cabinets	20 Years
Shelving Units	20 Years
Book Cases	20 Years
Tables	20 Years
Desk	20 Years
Hutch	20 Years
Credenza	20 Years
Drafting Tables	20 Years
Closets	20 Years
Beds	20 Years
Couch	20 Years
Coffee Tables	20 Years
Computer Chairs	20 Years
Office Chairs	20 Years
Council Desks	20 Years
Bench	20 Years
Podium	20 Years
Serving Cart	20 Years
Broacher Rack	20 Years

Inventory-Office Equipment

Printer	5 Years
Labeler	10 Years
Cash Register	10 Years
Plotter Printer	10 Years
Paper Shredder	5 Years
Laminator	10 Years

List of Components – Level 3

Inventory-Computer Equipment

Monitor	3 Years
Computer	3 Years
Laptop Computer	3 Years
I-Pads	3 Years
Repeater Equipment	3 Years
Computer Server	3 Years
Tablets	3 Years
Computer Back Up Server	3 Years
Cell Phones	3 Years

Inventory-Ice Surface Equipment

Ice Surface Boards	25 Years
Ice Surface Glass	50 Years
Ice Surface Gates/Wheels	25 Years

Inventory-Food Services

Splash Pans	10 Years
Crock Pots	10 Years
Electric Roasters	10 Years
Toaster	10 Years
Pancake Dispenser	10 Years
Bus Pans	10 Years
Rolling Carts	10 Years
Serving Trays	10 Years
Inserts	10 Years
Storage Bins	10 Years
Kitchen Utensil's	10 Years
Dishwasher Racks	10 Years
Dish Wagon/Cart	10 Years
Stream Trays	10 Years

Inventory-Kitchen Equipment

Hot Dog Machine	10 Years
Walk-In Cooler	20 Years
Air Make-Up Unit	20 Years
Microwave	20 Years
Fridge	15 Years
Stove	15 Years
Steam Table	10 Years
Sandwich Prep-Table	15 Years
Deep Fryer	15 Years

Inventory-Kitchen Equipment

Grills	15 Years
Freezer	15 Years
Ice Machine	15 Years

Inventory-Police Equipment

Bike, Lighting, & Access	20 Years
Ballistic Vests	5 Years
Batons	10 Years
Laser Gun	10 Years
Duty Belts	10 Years
External Carrier	10 Years
Handcuffs	10 Years
Hi-Vis Traffic Coat	10 Years
Kicking Bags	10 Years
Lidar Laser & Stand	10 Years
Voice Recorders	10 Years
Speed Board	10 Years
Body Camera	10 Years

List of Components – Level 3

Inventory- Equipment

Snow Blades	10 Years
Conterra	15 Years
Spin Spreader	15 Years
Ball Drag	15 Years
Aerator	15 Years
Grapple	15 Years
Trailers	15 Years
Forks	15 Years
Snow Blower	15 Years
Buckets	15 Years
Pull Behind Mowers	15 Years
Sewer Flusher	15 Years
Sanders for Winter	15 Years
Slip Tanks	15 Years
Water Tanks	15 Years
Water Pumps	15 Years

Inventory-Tools, Shop & Garage

Generators	15 Years
Pressure Washer	15 Years
Roto Rooter	15 Years
Smoke Fans	15 Years
Weed Eaters	5 Years
Rototiller	15 Years
Lawn Edger	15 Years
Line Painter	15 Years
Hand Tools	10 Years
Power Tools	10 Years
Shop Tools	10 Years
Garage Equipment	25 Years
Water Equipment	15 Years
Roadway Equipment	15 Years
Sanitary Equipment	15 Years
Storm Equipment	15 Years
Chain Saws	10 Years
Sump Pump	5 Years
Portable Water Tanks	15 Years
Water Pumps	10 Years
Trash Pumps	10 Years

P.P.E. Equipment

Earmuffs	10 Years
Eye/Ear Wash Station	10 Years
Hard Hats	10 Years
Safety Vest	10 Years
Traffic Coats	5 Years

Communications

Base Station & Accessories	5 Years
Portable Radio's	10 Years
Radio Chargers	10 Years
Conference Calling Equipment	10 Years
Cordless Phones	10 Years
Office Radio Headset	20 Years
Office Phones	20 Years
Pagers	10 Years
Portable Radios	10 Years
Repeaters	5 Years

Fire Extinguishers

Fire Extinguishers	6 Years
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List of Components – Level 3

Irrigation Systems

Decoders	10 Years
Irrigation Lines	20 Years
Quick Couplers	10 Years
Sprinkler Heads	10 Years
Valves	10 Years

Medical & First Aid

A.E.D.	15 Years
Eye Wash Stations	12 Years
First Aid Kits	12 Years

Outdoor Inventory

Benches	20 Years
Bleachers	20 Years
Fire Pits	20 Years
Garbage & Recycle Bins	15 Years
Patio Furniture	12 Years
Picnic Tables	10 Years

Tree Inventory

Tree Lifecycle will be determined by the recommended lifecycle per species which will be provided with the plant.

Policy Revisions:

Asset Management Policy (AMP)	12-033-19	09-29-19	Motion: 316/19
	12-033-22(A*)	06-27-22	Motion: /22
Tangible Capital Asset (Schedule A)	09-1542	03-09-09	Motion: 64/09
	09-1542 (A*)	04-11-11	Motion: 80/11
	12-001-16	02-08-16	Motion: 45/16
	12-001-16(R*)	09-23-16	Motion: 317/19
	12-033-22(A*)	06-27-22	Motion: /22

Facility Component & Inventory (Schedule B)

- *A – Amended
- *R - Rescind



Town of Carstairs

Policy: Storm Water System Inspection Policy No. 37-002-2X Amended (Amends Policy No. 37-002-20, 37-002-11)

Date: XXX XX, XXXX

Adopted by: Council

Policy Statement:

The Town of Carstairs will inspect the Storm Water System annually.

Responsibilities:

- a. The Town of Carstairs:
 - i. Will establish the regular practice of inspecting the storm water system annually.
 - ii. Can at any time alter the storm drainage area for reasons of drainage/maintenance.

Guidelines:

- a. Inspections will be carried out annually.
- b. Inspection will be linked to the asset in City Wide.
- c. The Operational Services Manager will review this policy and inspection procedures annually.
- d. No Person, unless authorized by the Director, Water Services Director, Community Planning or CAO, shall obstruct restrict or prevent:
 - i. Access to the Stormwater System; or
 - ii. Flow of Stormwater into or within the Stormwater system
- e. No building or other structures may be constructed, placed or allowed to remain on/near or over the Stormwater System; unless otherwise approved by the CAO.
- f. The feeding and caring for wildlife including migratory birds is prohibited. Persons authorized to access the Stormwater System will respect wildlife but ultimately have the right to maintain the Stormwater System if needed.

End of Policy /Carstairs01/2X

Signatures

M_____ Policy No. 37-002-2X Amended was adopted by Council on _____.

Mayor, Lance Colby

CAO, Rick Blair

Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17



Subdivision and Development Appeal Board (SDAB) Training Requirements

Legislation	Municipal Government Act (MGA)
Regulation	Subdivision and Development Appeal Board Regulation
Category	Planning and Development
Section Numbers	s. 627.1, s. 627.2 and s.627.3

Previous MGA requirement:

Prior to the recent amendments to the MGA, SDAB members were able to voluntarily access training when available, however, were not required to do so.

What's changed?

SDAB members and clerks will be required to undergo mandatory training based on a standard training program to be approved by the Minister of Municipal Affairs. Training may be delivered locally, regionally or by the province.

SDAB training will ensure that hearing practices are consistent across the province, and board members have a complete understanding of their role and the appeal process.

What do municipalities need to know?

SDAB Clerk

- A council that establishes an SDAB must appoint one or more clerks. Clerks of an SDAB or an intermunicipal SDAB must be appointed as a designated officer, and they are not eligible for appointment if the training requirements are not successfully met. **s.627.1(1), s.627.1(4)**
- A clerk can serve as both the clerk of an SDAB and the clerk of an Assessment Review Board. **s.627.1(3)**
- The SDAB clerk role is different from that of an SDAB member. The SDAB clerk administers and oversees the scheduling and recording of SDAB hearings. The training requirements and qualifications for SDAB clerks differ from the training requirements for SDAB members based on their different roles. SDAB clerks must take a refresher on the SDAB training every three (3) years to stay current with the roles and responsibilities of the position.
- The training for SDAB clerks may address topics such as the clerk's roles and administrative responsibilities.

SDAB Member

- A member of any SDAB must not participate in a hearing unless the member has successfully completed a training program. **s.627.2**
- SDAB members must take a refresher course every three (3) years to stay current on appeal matters (such as changes in law, planning and/or administration).
- The training for SDAB members may address matters such as the board member's roles and responsibilities, and hearing processes.

Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17






Reporting

- Each municipality must submit an annual report containing information on the number of SDAB clerks and members they have appointed, and those who have completed and enrolled in the required SDAB training.

When does this change take place?

- These sections come into force April 1, 2018
- All SDAB members and clerks must successfully complete the SDAB training as approved by the Minister by April 1, 2019 (one (1) year from the sections coming into force).

What resources are/will there be available to assist?

- Curriculum development and certification tracking.
- [Municipal Planning Hub](#) (AUMA) 
- [Municipal Affairs Regional Training Session](#). 
- [Municipal Government Amendment Act, 2015](#) 



For more information:

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Document information:

Title: Implementation Fact Sheet: Subdivision and Development Appeal Board (SDAB) Training Requirements
Date of publication: October 2017
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Availability: This document is available online at <https://open.alberta.ca/publications/mga-implementation-fact-sheets>

**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
TUESDAY, JUNE 21, 2022, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilor Allan, Councilor Ball, Councilor Ratz, Director of Emergency Services Rob McKay, CAO Rick Blair, and Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby

CALL TO ORDER: Councilor Ball called the meeting of June 21, 2022 to order at 7:27 a.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Allan to adopt the agenda of June 21, 2022 as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Ratz to adopt the minutes of May 17, 2022 as presented.

CARRIED

UNFINISHED BUSINESS: **1. Veterans Way Stop Sign Program**
R. McKay spoke to the program.

Motion by Councilor Allan to accept the Veterans Way Stop Sign Project as information and to keep signage as placed.

CARRIED

REPORTS: **1. Financial Reports**
CAO Blair gave an overview of the Financial Reports up to May 31, 2022.

- a. Summary Report
- b. Financial Report
- c. Revenue and Expense Report
- d. Capital Report

Motion by Councilor Ratz to accept all financial reports as information and circulate to Council.

CARRIED

2. Development Reports
CAO Blair gave an update on the Development Reports.

- a. Building Permit Listing
- b. Compliance Listing

Motion by Councilor Allan to accept the Development reports as information.

CARRIED

3. City Wide Protective Services Monthly Reports
Committee reviewed the monthly reports.

- a. Fire Reports
- b. Bylaw Reports

c. Combined Reports

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

CARRIED

4. Emergency Services

R. McKay spoke to the following reports:

a. CEMA report

b. Emergency Services Report

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

CARRIED

GENERAL DISCUSSION: Nil

NEXT MEETING: Next meeting will be September 20, 2022 at 7:30 a.m.

ADJOURNMENT: Motion by Councilor Allan to adjourn the meeting of June 21, 2022, at 8:00 a.m.

CARRIED

Councilor Ball, Chairperson

Rick Blair, CAO

**MINUTES OF THE POLICY & GOVERNANCE COMMITTEE
THURSDAY, JUNE 23, 2022, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

- IN ATTENDANCE:** Councilors Fricke, Roberts, and Wilcox, Director of Emergency Services Rob McKay, CAO Rick Blair, and Executive Assistant Kayleigh Van Es
- ABSENT:** Mayor Colby
- CALL TO ORDER:** Councilor Fricke called the meeting of June 23, 2022, to order at 7:33 a.m. **CARRIED**
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:** Motion by Councilor Wilcox to adopt the agenda of June 23, 2022, as presented. **CARRIED**
- ADOPTION OF MINUTES:** Motion by Councilor Wilcox to adopt the minutes of May 10, 2022, as presented. **CARRIED**
- UNFINISHED BUSINESS:** **1. Bylaw 1079 Dog Control Bylaw**
- R. McKay spoke to the current Bylaw 1079 Dog Control, and the changes proposed. The changes to the Bylaw would also be amended in Bylaw 1058 Noise Bylaw.

Councilor Roberts questions if the Bylaw should have the term animal rather than dog.

Councilor Fricke asks for an average of calls per year.

The Committee reviewed Bylaw 1079 and agreed with the changes proposed

Motion by Councilor Roberts to accept the changes in both Bylaw 1079, and Bylaw 1058 and present to Council for approval. **CARRIED**
- BYLAWS & POLICIES:** **1. Bylaw 1058 Noise Bylaw**
-R. McKay spoke to the current Bylaw 1058 Noise Bylaw, and the changes proposed.

Councilor Roberts brings up wording concerns of the Noise Bylaw.

Motion by Councilor Wilcox to advise administration to review the wording of the Bylaw and bring it back to the committee for review. **CARRIED**
- 2. Bylaw 1032 Cemetery Bylaw**
- CAO Blair spoke to the Bylaw outlining the planting of trees and shrubs. No changes were suggested.
- 3. Policy No. 12-033-19 Asset Management Policy**
- CAO Blair spoke to the changes made to Policy No. 12-033-19.

Motion by Councilor Roberts to accept the changes and present it to Council for approval. **CARRIED**

4. Policy No. 37-002-20 Storm Water System Inspection

- CAO Blair spoke to the changes made to Policy 37-002-20.

Motion by Councilor Roberts to accept the changes and present it to Council for approval.

CARRIED**NEW BUSINESS:****1. Immigration Program**

CAO Blair spoke to the Immigration program.

Councilor Wilcox expressed concerns regarding program eligibility.

Motion by Councilor Wilcox to accept the Immigrations Project as information.

CARRIED**MONTHLY REPORTS:****1. Committee Work Plan**

- The Committee reviewed the Work Plan, with no comments or changes.

2. Worksheet

- The Committee reviewed the Worksheet, with no comments or changes.

3. Internal Report

- The Committee reviewed the Internal Report, with no comments or changes.

Motion by Councilor Wilcox accept all Monthly reports as information.

CARRIED**QUARTERLY REPORTS:****1. Agreement Listing**

- The Committee reviewed the Agreement Listing, with no comments or changes.

2. Policy Listing

- The Committee reviewed the Policy Listing, with no comments or changes.

3. Bylaw Listing

- The Committee reviewed the Bylaw Listing, with no comments or changes.

Motion by Councilor Roberts accept all Quarterly reports as information.

CARRIED**QUARTERLY FACILITY
REPORTS – CITY WIDE:****1. Carstairs Memorial Arena**

- The Committee reviewed the report presented for the Months of January to March.

Councilor Fricke enquired regarding an expense increase.

2. Carstairs Community Hall

- The Committee reviewed the report presented for the Months of January to March.

Councilor Fricke enquired regarding user fees.

3. Carstairs Campground

- The Committee reviewed the report presented for the Months of January to March.

Councilor Roberts inquired what expenses were incurred in January through to March.

Motion by Councilor Wilcox accept all Quarterly Facility reports as information.

CARRIED

GENERAL DISCUSSION: Nil

NEXT MEETING: Sept 15, 2022, at 7:30 a.m.

ADJOURNMENT: Motion by Councilor Wilcox to adjourn the Policy & Governance Committee meeting of June 23, 2022, at 8:36 a.m.

CARRIED

Angie Fricke, Committee Chair

Rick Blair, CAO

Town of Carstairs

E-Service Request

Message Type : Question

Name : Helene V

Email :

Street Address :

Mailing Address :

City/Town : Carstairs

Province : Alberta

Postal Code : T0M 0N0

Phone Number :

Request / Question : Hello,

I was wondering if there is plan for Carstairs to allow chicken coops in town, as it is allowed in Didsbury, Olds and Calgary already.

What would be the process to get approval?

Thank you

Town of Carstairs

E-Service Request

Message Type : Question

Name : Helene V

Email :

Street Address :

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City/Town : Carstairs

Province : Alberta

Postal Code : T0M 0N0

Phone Number :

Request / Question : Hello,

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What would be the process to get approval?

Thank you

From: Ronald S
Sent: Friday, June 17, 2022 1:44 PM
To: Rick B
Subject: FW: Parkland Regional Library System & Population Numbers

Hello Rick,

I have been instructed by Parkland Regional Library System's board chair to contact all the municipal CAOs in the Mountain View County area to provide some clarification on the decision by the Parkland board to use population figures as found in the Alberta Treasury Board and Finance population estimates for invoicing municipalities

At the last Parkland board meeting held on May 19th, there was a lengthy discussion regarding which population figures Parkland should use for invoicing municipalities. The board was asked to revisit a decision that was made by the board in 2021.

According to clause 8.3 of Parkland's master agreement when invoicing members for the requisition:

"The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."

However, according to the Government of Alberta's website

"The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future."

See <https://www.alberta.ca/municipal-population-lists.aspx> for details.

The potential problem for Parkland was that the last updated official population list from Municipal Affairs uses 2019 population figures and, as stated, will no longer be updated. Instead, the only official population figures appear to be those from the Treasury Board.

At the March 2021 Executive Committee meeting, the committee decided to use the population numbers from Treasury Board and Finance to invoice municipalities because, as the GOA's own website stated;

*"The municipal Affairs Population list has been discontinued and **will be replaced** by population estimates from Treasury Board and Finance in the Future."*

The interpretation at the time was that the population estimates from Treasury Board are **replacing** the Municipal Affairs population lists.

Member municipalities were informed of this change as was the Parkland board at their meeting in May 2021. The board and Municipalities were again informed when Parkland's budget was distributed last autumn for approval by the municipalities.

The issues that have been identified subsequently include the following:

- The Public Library Services Branch (PLSB) continues to issue per capita grants based on 2016 population figures because they have not seen a significant increase in their budget.
- Presumably for similar reasons, Municipal Affairs will continue to issue grants based on 2019 population figures.

The following is taken from their website:

"The Government of Alberta is moving from the use of municipal census counts to provincially developed population estimates, which will result in more consistent and timely information on Alberta's population. Results will be available in early 2022.

Per capita grant funding delivered by Municipal Affairs will continue to be based on the 2019 Municipal Affairs Population List until 2021 federal census results are available. The updated federal census will provide a new baseline for estimating annual populations in the future.

Municipal population estimates will be completed by the Office of Statistics and Information at Alberta Treasury Board and Finance."

See: <https://www.alberta.ca/municipal-census-and-population-estimates.aspx>

After much discussion on this subject by the Executive Committee, staff were instructed to seek a legal opinion on a number of issues. These included:

- Our membership agreement references using the population figures from Municipal Affairs "deemed to be the most recent" when invoicing municipalities
 - Can Parkland use the Treasury Board estimates without changing our agreement?
 - Should we invoice municipalities using either of the 2019 or 2016 municipal affairs population lists because that is what the province is using when issuing their grants?
- Should Parkland switch to using the 2021 Federal census numbers for invoicing municipalities since according to the GOA's website, the federal census will be used as a "baseline for estimating annual population in the future" and should be accurate?
- If Parkland were to switch to using the 2021 federal census data for invoicing municipalities, would the wording of the membership agreement need to be changed?

- If Parkland were to use the federal census, does that mean population levels would remain unchanged for four years? This would have a negative impact on Parkland and on those municipalities which experience population decline?

There are some points to note about the agreement:

- The board cannot change the Parkland agreement. The agreement is between the member municipalities. The PRLS board does not even sign its own agreement.
- Since proposed changes to the agreement must be approved by the member municipalities, a change with less than 13 months' notice requires 100% approval. For changes with 13 months' notice, 2/3 of the member municipalities representing 2/3 of the system's population must approve of the change (see clause 17 of the Parkland Regional Library Agreement).

As instructed, Parkland staff sought a legal opinion. A full copy of the memorandum from Parkland's lawyer, as well as a copy of Parkland's membership agreement, has been included with this email. Also, from what I understand, the federal census data will be incorporated into the Treasury Board population estimates which should mean the population estimates should accurately reflect current population levels.

I realize this issue has been confusing and frustrating for many. Please contact me if you wish to discuss this matter further. If you wish to share either of the documents that are attached to this email, feel free to do so. They were presented at the last board meeting as part of the regular meeting agenda (not in-camera) and are therefore public documents.

Ron

Ron Sheppard
Director

Parkland Regional Library System | 4565 46th Street Lacombe AB T4L 0K2
403.782.3850 ext 230 | 1.800.567.9024 ext 230 | prl.ab.ca

Strong Libraries, Strong Communities

PRIVILEGED & CONFIDENTIAL

MEMORANDUM

To: R. Sheppard

Date: May 12, 2022

Fr: S. Alexander-Smith, QC

File:

RE: Use of Population data for funding per Master Agreement

BACKGROUND:

A portion of your funding is levied against your members in accordance with the PRL Membership Agreement ("the Agreement"), as follows:

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

Per the Agreement, the populations of each member is determined as follows:

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."

Historically, Alberta Municipal Affairs published population lists. Circa 2019, it has published that is now adopting the data prepared by the Office of Statistics and Information at Alberta Treasury Board and Finance in lieu of the population lists.

To set rates in 2021 & 2022, you relied on the population figures from the Treasury Board and Finance Resources, which was not objected to by your membership.

You are now preparing your Budget for 2023, and the question has been raised by a member, whether you should instead be:

- (a) using the last published population list by Municipals Affairs (2019), or
- (b) the Federal Census.

ISSUE:

Based on the terms of your membership agreement, what is the appropriate population figures to use to determine rates per clause 8.2 of your Agreement?

DISCUSSION:

Presently the Agreement that is executed by your membership directs your rules of play.

To interpret the terms of a binding agreement, the court reads the contract as a whole, giving the words their ordinary and grammatical meaning consistent with the surrounding circumstances known to the parties at the time of contract formation.

If the operative consideration for funding under the Agreement is to adjust yearly based on the 'recent' population figures, then the indication by Municipal Affairs that they have discontinued their list in favour of adopting the Office of Statistics and Information at Alberta Treasury Board, supports that the Treasury Board figures are "the most recent population figure for the municipality as published by Alberta Municipal Affairs."

While Alberta Municipal Affairs has informed on its website that it will continue to fund per capita grants based on the 2019 Municipal Affairs Population List until 2021 federal census results are available, that is not funding model set out in your Agreement. You are required to use the most recently published figures.

See: <https://www.alberta.ca/municipal-census-and-population-estimates.aspx>

As such, to the extent your Agreement calls for 'recent', and the funding from members is reviewed annually, they 'plain and ordinary meaning of 'recent' (and context - were further exploration of the circumstance be required) would support that appropriate interpretation of your Agreement is that the annual data for population estimates are derived from Office of Statistics and Information at Alberta Treasury Board.

In light of the above, if the membership wishes to amend the formula for calculating the membership levies, that would need to be done using the amending process set out in the agreement, being, clause 17, as modified by clause 8.6 (if applicable). This would include a transition to using Federal Census data rather than the Treasury Branch information. Having said that, if of its own volition, Municipal Affairs revised its publishing of population figures to be reliant on the Federal Census vs. the Treasury Board data, then arguably that would be the 'the most recent population figure for the municipality as published by Alberta Municipal Affairs.'" But a review of the website lands with the Treasury Board, at this point in time.

I trust this answers your question, Please advise if you'd like further information or clarification.

S. Alexander-Smith, QC.

PARKLAND REGIONAL LIBRARY AGREEMENT

(Updated to Reflect New Act and Regulations)

September 21, 2000

WHEREAS the Libraries Act of Alberta, Chapter L-12.1 (1983) and the Libraries Amendment Act, Chapter 19 (1998) hereinafter collectively referred to as the “Act” provide that:

- A. a municipality, improvement district, special area, Metis settlement or school authority, upon entering into and becoming a party to an agreement as provided for by the Libraries Regulation, being Alberta Regulation 141/98 (hereinafter referred to as the “Regulation”) with one (1) or more municipalities, improvement districts, special areas, Metis settlements, or school authorities, and upon complying with the regulations, may request the Minister to establish a library system, and
- B. the Minister may establish a library system board and may prescribe the boundaries of the library system, and
- C. a library system board so established by the Minister is a corporation, and the Community Development Grants Regulation (Alta. Reg. 57/98) in Division 2 allows
- D. the Minister to make a grant upon the establishment of the library system and to make annual grants where the Minister decides the library system is providing satisfactory service

AND WHEREAS the municipalities listed in Schedule “A”: attached hereto (hereinafter referred to collectively as the “Parties” and individually as the “Party”):

- A. desire to enter into an agreement for the ongoing operation of a library system pursuant to the Act, and [Reg. s.25(1)(a)]
- B. are prepared to jointly finance and operate a library system and, [Reg.s.25(1)(f)(g) and (h)]
- C. agree that all library materials which are available through their municipal libraries should be accessible to all residents served by the library system; [Reg.s.25(1)(i)]

AND WHEREAS pursuant to the Act the Parties intend to request that a library system board be continued and known as “**The Parkland Regional Library Board**”, [Libraries Amendment Act, Section 20] hereinafter referred to as the “PRL Board”;

AND WHEREAS section 25 of the Regulation sets out various terms and conditions that must be provided for in this Agreement;

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and agreements contained herein, the Parties hereto covenant and agree with each other as follows:

CLAUSE 1. - DEFINITIONS

1.1 In this Agreement, including the recitals:

- (a) [Clause (a) is repealed].
(a.1) “basic information service” means basic information service as defined in the regulations for the purposes of this Act;
- (b) “board” means a municipal board, library system board, community board or federation board;
- (c) “community board” means a community library board established or continued under Part 4;
- (d) “community library” means a library established or continued under Part 4;
- (e) “council” means
 - (i) in the case of a city, town, municipal district, village, summer village or specialized municipality, the council;
 - (ii) repealed 1995 c24s99(13)
 - (iii) in the case of a school authority, the board of trustees;
(iii.1) in the case of a metis settlement, the settlement council, or
 - (iv) in the case of an improvement district or special area, the Minister of Municipal Affairs;
 - (v) repealed 1994 cM-26-1 s642(37);
- (e.1) “federation board” means a federation board established under Part 4.1;
- (f) “library system” means a library system established, or a regional library continued, as a library system under Part 3;
- (g) “library system board” means a library system board under Part 3.
- (h) “Minister” means the Minister of Community Development;
- (i) “municipal board” means a municipal library board.
- (j) “municipal library” means a library established or continued under Part 2.
- (k) “municipality” means a city, town, village, summer village, municipal district or the Jasper Improvement District;
- (l) “public library” means a municipal library, library system or community library;
- (m) “Public Library Rate” means the rate assessed and levied pursuant to section 17;
- (n) “school authority” means a school district, school division or regional division.

(Section 1 of the Libraries Amendment Act, Statutes of Alberta, 1998, chapter 19, as appended to this agreement.)

1.2 In this Agreement, including the recitals:

- (a) “Act”
- (b) “Deputy Minister”
- (c) “library resources”
- (d) “library service point”

- (e) “resource sharing”

have the same meaning as defined in Section 1 of the Libraries Regulation, being Alberta Regulation 141/98, as appended to this agreement. “Basic Information Service” has the same meaning as defined in Section 2 of the same regulation.

1.3 In this Agreement, including the recitals:

- (a) “agreement”,
- (b) “jurisdiction”,
- (c) “resource centre”

have the same meaning as defined in Section 22, of the Libraries Regulation, being Alberta Regulation 141/98.

1.4 In this Agreement, including the recitals:

- (a) “the Act” refers to The Alberta Libraries Act, Chapter L.12.1, 1983 and the Libraries Amendment Act, Chapter 19, 1998
- (b) “the Regulations” refers to The Libraries Regulation, 1998
- (c) “non-member” refers to a resident of a non-participating jurisdiction
- (d) “population” refers to the most recent population figure for the jurisdiction published by Alberta Municipal Affairs
- (e) “system services” refers to the services which are supplied to municipal library boards as a result of their membership in Parkland Regional Library.

CLAUSE 2. - OPERATION

2.1 The Parties to this Agreement shall enable the PRL Board to maintain and operate the library system in accordance with the Act and Regulations as may be amended from time to time.

2.2 The Parties to this Agreement shall enable the PRL Board to provide a library service to all their residents through the PRL Board established by this Agreement in the manner and upon the terms set out in this Agreement.

2.3 The Parties to this Agreement, in co-operation with their municipal library boards, shall make all library materials belonging to the PRL Board and municipal boards accessible to the residents of the Parties.

CLAUSE 3. - EFFECTIVE DATE

3.1 The date for renewal of the original agreement shall be the First day of January, 2002.
[Reg.s.25(1)(b)]

CLAUSE 4. - APPOINTMENTS TO THE PRL BOARD

- 4.1 Where a municipality is a Party to this Agreement, it shall appoint one member to the PRL Board. [Act s.22(a)]
- 4.2 Any additional members shall be appointed in accordance with the Regulation. [Reg.s.33(1)]

CLAUSE 5. - TERM OF APPOINTMENT

- 5.1 The term of any appointment to the PRL Board shall be in accordance with section 32 of the Regulation.

CLAUSE 6. - POWERS AND DUTIES OF THE PRL BOARD

- 6.1 Subject to the provisions of the Act and the Regulation and subject to the provisions of this Agreement, the PRL Board shall manage and control the library system by organizing, promoting and maintaining comprehensive and efficient library services. [Reg. s.25(1)(d)]
- 6.2 The PRL Board shall engage a person as Chief Operating Officer whose responsibility shall be the administration of the library system. The PRL Board shall fix the compensation and all other terms of employment of this person. [Reg. s.19(1)]
- 6.3 The PRL Board may engage such additional employees as are required for the operation of the library system in accordance with section 19 of the Regulation.
- 6.4 The PRL Board shall cooperate with other libraries, library systems, resource libraries and with the Government of Alberta in the development, maintenance and operation of a province-wide network for sharing of library resources.
- 6.5 The PRL Board shall inform member municipalities and municipal library boards about issues relating to system service delivery and request input from those municipal library boards and municipal councils.
- 6.6 The PRL Board shall meet a minimum of four (4) times per year.
- 6.7 The PRL Board shall provide adequate insurance coverage for its operations.

CLAUSE 7. - EXECUTIVE COMMITTEE

- 7.1 When the number of members on the PRL Board is more than 20, the PRL Board shall establish an Executive Committee of not more than 10 persons. [Reg.s.25(1)(e)]
- 7.2 The PRL Board shall define the powers and duties of the Executive Committee. [Reg.s.25(1)(e)]

7.3 Appointment to the Executive Committee shall be made in accordance with section 25(3) and section 25(4) of the Regulation.

7.4 Members of the Executive Committee shall be selected on a geographic basis. Such selection shall be made by PRL Board members representing that geographic area.

CLAUSE 8. - LIBRARY SYSTEM BUDGET

8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.

8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.

8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.

8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.

CLAUSE 9. - LIBRARY SYSTEM SERVICES TO PUBLIC LIBRARIES [Reg. 25 1 (i)]

9.1 The PRL Board shall equip, establish and maintain a library system for the residents of the Parties to this Agreement and the services provided may include, but not be limited to those listed in Schedule C.

CLAUSE 10. - LIBRARY SYSTEM SERVICES TO SCHOOL LIBRARIES, GROUPS, INDIVIDUALS, OR AGENCIES

- 10.1 The PRL Board may enter into one or more separate contracts with any other person or group including but not limited to a school authority, college, or Indian band to provide library services as specified in the contract.

CLAUSE 11. - ROLES AND RESPONSIBILITIES OF MUNICIPAL LIBRARY BOARDS WITHIN THE SYSTEM [Reg. .25(1)(j)]

- 11.1 The powers and duties of municipal boards within the library system shall be defined in accordance with Part 2 of the Act and as specified in the terms and conditions of the Agreement, including:

(a) municipal boards may not offer system services to residents of non-participating municipalities unless these boards collect the prescribed non-member fee as defined in Schedule B.

- 11.2 Each municipal board within the library system shall:

(a) comply with the Regulation in the provision of library service to the residents of the municipality;

(b) act as a liaison between the residents of the municipality and the PRL Board, to advise the residents of the municipality of the policies of the PRL Board and bring their needs to the attention of the PRL Board;

(c) cooperate with the PRL Board in implementing system-wide policies;

(d) in accordance with Clause 9.1 (c) and (d) of this Agreement, make available to all residents of the Parties all library materials normally lent under municipal board policy;

(e) submit copies of all library policies, bylaws, goals and objectives, and plan of service documents to the PRL Board if requested by the PRL Board;

(f) forward copies of its budget, annual report and audited statement for the preceding year, to the PRL Board if requested by the PRL Board;

(g) collect the non-member fee in accordance with Schedule B, and submit it to the PRL Board in accordance with policy set by the PRL Board, and

(h) pay the Goods And Services Tax amount owing on allotment purchases to the PRL Board.

- 11.3 If a municipal library has been established in a municipality and is receiving library services from the PRL Board, the authority of the municipal board is subject to any limitation of its authority under this Agreement. [Act s.25 and Reg. s.25 (1)(j)]

CLAUSE 12. - OWNERSHIP OF PROPERTY

12.1 All real and personal property (including intellectual property rights) acquired by the PRL Board shall be the property of the PRL Board except library materials acquired by the PRL Board (e.g. purchased with the municipal board allotment) on behalf of a municipal board which operates a library and the catalogue records relating to those materials, which shall be the property of the municipal board.

12.2 In the event that PRL dissolves, assets will be divided among current members with the approval of the Minister. Such division shall take into account the relative populations of the jurisdictions and the length of their memberships.

CLAUSE 13. - WITHDRAWAL

13.1 Any Party to this Agreement may withdraw from this Agreement in accordance with the Act, section 28. This termination will be effective at the end of the PRL budget year.

CLAUSE 14. - DIVISION OF ASSETS

14.1 If a Party to this Agreement withdraws from the Agreement pursuant to Section 28 of the Act, that Party shall be deemed to have forfeited any right of ownership or share in the assets of the PRL Board.

CLAUSE 15. - COMPLETION OF THE LIBRARY SYSTEM [Reg. s.25(1)(c)]

15.1 The Parties to this agreement agree that any municipality listed in Schedule "A - 1" may become a party to this Agreement and a member of the PRL Board by:

- a) signing an agreement accepting this Agreement,
- b) complying with the terms of this Agreement, and
- c) receiving the approval of the Minister.

15.2 The PRL Board may set policy concerning criteria for acceptance of new members.

CLAUSE 16. - LIBRARY SYSTEM REPORTS

16.1 The PRL Board shall make an annual report on the operation of the library system to each of the Parties to this Agreement and to each municipal board or advisory committee and to the Minister on or before March 31 in the year following the year for which the annual report was prepared. [Reg. s.25(1)(1)]

CLAUSE 17. - AMENDMENT [Reg. s.25(1)(m)]

17.1 This Agreement may be amended according to a motion for amendment passed by the PRL Board.

- (a) During the first three years of this agreement such amendment shall be effective upon receipt by the PRL Board of written notification from all of the parties to this agreement that they have so authorized such amendment.
- (b) From January 1, 2001 and in subsequent years of this agreement amendment shall be effective upon receipt by the PRL Board of written notification from two-thirds of the Parties to this Agreement representing two-thirds of the member population that they have so authorized such amendment.
- (c) There shall be 13 months written notice of any change in this Agreement unless there is unanimous consent.
- (d) The Parties to this Agreement shall conform with such amendment upon notification from the PRL Board that this clause has been fulfilled.

CLAUSE 18. - EXTENSION

18.1 The provisions of this Agreement shall be binding upon the Parties to this Agreement and their successors and all the eligible participants who may join in this Agreement with the original Parties. [Reg. s.25(1)(m)]

18.2 This Agreement shall remain in force until amended in accordance with Clause 17.

CLAUSE 19. - RURAL SERVICE GRANT

19.1 In the event that the PRL Board receives a Library Services Grant on behalf of the residents of a rural municipality, these grant monies shall be distributed to member public libraries in accordance with direction from that rural municipality.

If a library designated as a recipient of the grant is in default of provincial legislation and regulation, the designated monies will be held until the library achieves compliance or until the end of Parkland's current fiscal year occurs, whichever occurs first. Should the library still be non-compliant by December 31st, the rural municipality controlling the assignment of the grant shall be asked for instructions on reassignment to other libraries found within its area.

CLAUSE 20. - ENTIRE AGREEMENT

20.1 This document, including all schedules appended, constitutes the entire agreement between the Parties with respect to the subject matter; all prior agreements, representatives, statements, negotiations and undertakings are superseded hereby.

Schedule A

The following municipalities are Parties to this Agreement:

City of Camrose	Village of Czar
Town of Bashaw	Village of Delburne
Town of Bentley	Village of Donalda
Town of Blackfalds	Village of Edberg
Town of Bowden	Village of Elnora
Town of Carstairs	Village of Forestburg
Town of Castor	Village of Hay Lakes
Town of Coronation	Village of Heisler
Town of Daysland	Village of Hughenden
Town of Didsbury	Village of Lougheed
Town of Eckville	Village of Rosalind
Town of Hardisty	Camrose County
Town of Innisfail	Clearwater County
Town of Killam	Flagstaff County
Town of Lacombe	Mountain View County
Town of Olds	County of Paintearth No. 18
Town of Penhold	Stettler County
Town of Ponoka	Ponoka County
Town of Provost	Red Deer County
Town of Rimbey	Lacombe County
Town of Rocky Mountain House	M.D. of Provost No. 52
Town of Sedgewick	Summer Village of Birchcliff
Town of Stettler	Summer Village of Gull Lake
Town of Sundre	Summer Village of Half Moon Bay
Town of Sylvan Lake	Summer Village of Jarvis Bay
Village of Alix	Summer Village of Norglenwold
Village of Alliance	Summer Village of Parkland Beach
Village of Amisk	Summer Village of Rochon Sands
Village of Bawlf	Summer Village of Sunbreaker Cove
Village of Big Valley	Summer Village of White Sands
Village of Bittern Lake	
Village of Caroline	
Village of Clive	
Village of Cremona	

Schedule A-1

The following municipalities are eligible to become members of Parkland Regional Library under the currently defined boundaries. [Source: Geographic Areas for Library Systems in Alberta, Alberta Municipal Affairs, June 2000] Populations shown are 2021 figures from the Alberta Treasury Board Population List.

Counties:		Elnora	392
Camrose County	8,821	Ferintosh	207
Clearwater County	11,975	Forestburg	870
Flagstaff County	3,736	Gadsby	56
Lacombe County	10,190	Halkirk	119
Mountain View County	13,345	Hardisty	547
County of Paintearth No. 18	2,006	Hay Lakes	557
Ponoka County	10,132	Heisler	158
M.D. of Provost No. 52	2,184	Hughenden	242
Red Deer County	18,863	Innisfail	7,957
Stettler County	5,545	Killam	981
Cities, Towns and Villages:		Lacombe	14,109
Alix	779	Lougheed	254
Alliance	155	Olds	9,753
Amisk	202	Penhold	4,037
Bashaw	838	Ponoka	7,525
Bawlf	413	Provost	1,984
Bentley	1,112	Red Deer	104,392
Big Valley	368	Rimbey	2,720
Bittern Lake	223	Rocky Mountain House	6,699
Blackfalds	11,974	Rosalind	191
Bowden	1,214	Sedgewick	780
Camrose	19,333	Stettler	5,851
Caroline	513	Sundre	2,998
Carstairs	4,735	Sylvan Lake	16,351
Castor	915	Summer Villages:	
Clive	779	Birchcliff	123
Coronation	1,007	Burntstick Lake	17
Cremona	489	Gull Lake	187
Czar	201	Half Moon Bay	42
Daysland	833	Jarvis Bay	225
Delburne	833	Norglenwold	303
Didsbury	5,337	Parkland Beach	160
Donalda	215	Rochon Sands	84
Eckville	1,197	Sunbreaker Cove	86
Edberg	154	White Sands	117

Schedule B

Membership fee:

The Parkland Regional Library membership fee shall be as follows:

2022 - \$8.55

Any changes to this schedule shall be made on the basis of approved budgets and estimates in accordance with Clause 8.2 of this agreement.

Non-member fee:

The annual non-member fee shall be as follows:

\$60 per household

The non-member fee shall be shared equally between the municipal board and the PRL Board.

Any changes to this schedule shall be made on the basis of approved budgets and estimates in accordance with Clause 17 of this agreement.

General:

For 1998 and each subsequent year each party to this Agreement shall pay to the PRL Board the amount required pursuant to Clause 8 of this Agreement.

Parties shall make 4 equal installments January 1, April 1, July 1 and October 1 of each year.

Schedule C

- (a) technical services, including central ordering, central cataloguing, physical processing and assistance with conversion of catalogues to machine-readable form;
- (b) library automation programme with sub-licensing option, connected to the Alberta Public Library Electronic Network.
- (c) materials and collections, including materials allotment, large print rotating blocks, multilingual books, regional audio collection, and electronic databases;
- (d) resource sharing, including interlibrary loans, subject requests, reference service and a union catalogue;
- (e) miscellaneous programs and services, including summer reading programs, and discount ordering of supplies;
- (f) workshops, automation training and library consultation, on-site library help consultation, and
- (g) delivery and communications, including scheduled delivery service, librarians' advisory group meetings, toll-free phone and fax lines to headquarters, electronic mail, website, and newsletters;
- (h) special grants for collection development or programming
- (i) other programs or services as approved by the PRL Board from time to time.

Signatures

In Witness thereof, the undersigned being one of the Parties set out in “Schedule A” to this Agreement, has duly executed this Agreement.

Name of the Party to this Agreement

(City, Town, Village, County, Municipal District)

Authorized signature

Please print name

Authorized signature

Please print name

Signed, sealed and delivered, the _____ day of _____, 20____.

Chairperson of municipal library board

Please print name