



**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, NOVEMBER 25, 2024, 7:00 P.M.**

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

- a) Adoption of agenda of November 25, 2024  
**Motion:** To adopt the agenda of November 25, 2024

**4. ADOPTION OF MINUTES**

- 4 - 6 a) Adoption of minutes of November 12, 2024 (addendum 4.a)  
**Motion:** To adopt the minutes of November 12, 2024



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**6. DELEGATIONS**

- a) Citizens on Patrol-Ernie Bradley

**7. BYLAWS AND POLICIES**

- 7 - 9 a) Bylaw No. 927 Injurious Occupation-Amended (addendum 7.a)



- 10 - 18 b) Bylaw No. 980 Fire Department Bylaw-Amended (addendum 7.b)



- 19 - 22 c) Bylaw No. 1066 Cannabis Consumption Bylaw-Amended (addendum 7.c)



- 23 - 31 d) Bylaw No. 2054 Business License Bylaw (addendum 7.d)






- 32 - 65 e) Bylaw No. 2056 Rates & Fees 2025 Bylaw (addendum 7.e)




- 66 - 67 f) Policy No. 11-022-18 Council & CAO attendance at Conferences-Amended (addendum 7.f)



- 68 - 72            g)     Policy No. 23-002-24 Fire-Call Attendance Compensation (addendum 7.g)  

- 73 - 76            h)     Policy No. 41-004-19 Utility Charges for New Builds for Repeal (addendum 7.h)  
  


**8. NEW BUSINESS**



**9. COMMITTEE REPORTS**

- a)     POLICIES & PRIORITIES COMMITTEE
- 77 - 82            i)     Minutes of the November 21, 2024 meeting (addendum 9.a)  

- b)     MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c)     MOUNTAIN VIEW REGIONAL WATER COMMISSION
- d)     MOUNTAIN VIEW SENIORS HOUSING

**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**

- 83                a)     Letter of Request-Kiwanis (addendum 11.a)  

- 84                b)     Carstairs Library Board Appointment-Marjorie Jantzen 3 Year Term (addendum 11.b)  


**12. CAO'S REPORT**

**13. COUNCILOR COMMENTS**

**14. PUBLIC QUESTION PERIOD**

**15. MEDIA QUESTION PERIOD**

**16. CLOSED MEETING**

- a)     Section 197 of the MGA states that Council and Council Committees must

conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Privacy (FOIP) (s. 16 to 29).

**17. ADJOURNMENT**

**MINUTES OF THE REGULAR COUNCIL MEETING  
TUESDAY, NOVEMBER 12, 2024, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

- ATTENDEES:** Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts, & Wilcox, Director of Legislative & Corporate Services Shannon Allison, CAO Rick Blair, & Executive Assistant Kayleigh Van Es
- ABSENT:** Nil
- CALL TO ORDER:** Mayor Colby called the meeting of Tuesday, November 12, 2024, to order at 7:00 p.m.
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:**  
Motion 416/24 Motion by Councilor Wilcox to adopt the Regular Council agenda of November 12, 2024, as presented. **CARRIED**
- ADOPTION OF PREVIOUS MINUTES:**  
Motion 417/24 Motion by Councilor Allan to adopt the Organizational Meeting minutes of October 28, 2024, as presented. **CARRIED**
- Motion 418/24 Motion by Councilor Ball to adopt the Regular Council Meeting minutes of October 28, 2024, as presented. **CARRIED**
- BUSINESS ARISING FROM PREVIOUS MEETING:**  
**1. Capital Budget 2025 Discussions**  
CAO Blair spoke to the Capital listing for 2025.
- Motion 419/24 Motion by Councilor Fricke to accept Capital Budget 2025 Discussions as information. **CARRIED**
- DELEGATIONS:**  
**1. Church Link-Kelly Sikstrom**  
K. Sikstrom discussed the Church Link financial report and update for 2024. Thanking the Town for their continuous support. Church Link consists of delegates from The Rock Community Church, Carstairs Bancroft United Church, Carstairs Catholic Church (St. Agnes Parish), Bethel Evangelical Missionary Church, West Zion Mennonite Church, and Carstairs Church of God. The group meets monthly and contributes to the community in a number of ways. CAO Blair is happy with the arrangement, saying that collaborating with Church Link allows them to help those in need in ways that FCSS and the Town cannot.
- Councilors Allan, Ball, Roberts, Ratz, and Wilcox had no questions but commended the group for their hard work and their creative problem-solving with the limited resources.
- Councilor Fricke inquired whether the churches had observed a need for housing in the region and if they would be willing to serve as a warming centre for those who had nowhere to stay. K. Sikstrom replied that he has not heard of any churches dealing with the issue, but they would be willing to assist anybody in need.
- K. Sikstrom invites all Council to Carstairs Carolfest on December 1, 2024, at the Carstairs Community Hall.
- Mayor Colby thanked the group, saying it is of great benefit to the town.
- Motion 420/24 Motion by Councilor Fricke to accept the Delegation from Church Link as information. **CARRIED**
- BYLAWS & POLICIES:** Nil
- NEW BUSINESS:**  
**1. October 2024 Financials**  
CAO Blair summarizes the Financials for October 2024.
- Motion 421/24 Motion by Councilor Ball to accept October 2024 Financials as information. **CARRIED**



Councilor Allan is concerned that one day is insufficient for setup and recommends adding more days.

Motion 424/24

Motion by Councilor Wilcox to approve the Grad Committees request to use the arena for June 27, 2025.

**CARRIED**

**2. Carstairs Community Garden Update**

Council reviewed the update; in total, the community garden had 194 plots used by 75 gardeners. Thanking the operations department for their assistance.

Motion 425/24

Motion by Councilor Ratz to accept the Carstairs Community Garden Update as information.

**CARRIED**

**CAO'S REPORT:**

- October 30, 2024, met with Mountain View Regional Water Commission and the Town of Didsbury.
- October 31, 2024, met with Mountain View County and the Fire Department to discuss the 2025 Fire Budget.
- November 4, 2024, met with Mountain View County, Town of Olds and Town of Didsbury regarding a crime reduction officer.
- November 5, 2024, met with Councilor Fricke, Ratz, and MVSH CAO Stacey Stilling to review the Carstairs Housing Needs Assessment Report.
- November 5, 2024, met with Hugh Sutherland School Principal Dean Nielsen.
- November 12, 2024, met with Minister Dreeshen regarding the water reservoir.
- Work is ongoing on the 2025 budget, water reservoir grants and policing study.
- Fireworks permit has been approved for December 6, 2024 for Crazy Carstairs Christmas

Motion 426/24

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

**CARRIED**

**COUNCILOR CONCERNS: 1. Councilor Fricke**

A Councilor from the City of Airdrie inquired about the key fob interference that occurred in 2019, as another location in Airdrie is experiencing a similar disturbance. I phoned the Co-op, and they shared their experience, which I passed on to the Councilor as they deal with the disturbance. I also inquired about Scarlett Ranch's senior villas.

**2. Councilor Wilcox**

Inquired why there is no cadet program in Carstairs. CAO Blair will investigate.

**3. Councilor Allan**

Concern regarding officers in uniform.

Motion 427/24

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

**CARRIED**

**PUBLIC QUESTION PERIOD:**

**Nil**

**MEDIA QUESTION PERIOD:**

**Nil**

**CLOSED MEETING:**

**Nil**

**NEXT MEETING:**

Monday, November 25, 2024, at 7:00 p.m.

**ADJOURNMENT:**

Motion 428/24

Motion by Councilor Fricke to adjourn the meeting of November 12, 2024, at 8:28 p.m.

**CARRIED**

\_\_\_\_\_  
**Lance Colby, Mayor**

\_\_\_\_\_  
**Rick Blair, CAO**

**Bylaw No. 927-Amended**

**BEING** a Bylaw of the Town of Carstairs in the Province of Alberta, to prohibit the injurious occupation of property.

**WHEREAS**, pursuant to the provisions of section 187 of the Municipal Government Act, **RSA 2000, Ch. M-26** and the amendments thereto, a Council may pass a bylaw for the provisions of services to their ratepayers.

**NOW THEREFORE**, the Municipal Council of the Town of Carstairs, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw may be referred to as the **“Injurious Occupation Bylaw”**.
2. In this Bylaw:
  - a. **“CAO”** means the appointed Chief Administrative Officer for the Town of Carstairs, or a person designated to act on behalf of the Chief Administrative Officer for the Town of Carstairs.
  - ~~1.1~~ b. **“Injurious Occupation”** means any activity which in the opinion of a Peace Officer, having regard for all the circumstances including the time of the day and nature of the activity, is likely to unreasonably cause disturbance, injury or annoyance to persons or property and includes, but is not limited to:
    - ~~1.1.1~~ i. occupying an area in an unruly, boisterous or disruptive manner;
    - ~~1.1.2~~ ii. any other dilatory, annoying or harmful occupation of property.
  - c. **“Municipal Tag”**  
A Peace Officer may issue and serve a municipal tag on any person the Peace Officer has reasonable and probable grounds to believe has contravened a provision of this bylaw by:
    - i. Personally, serving the municipal tag on the person; or
    - ii. Mailing a copy of the municipal tag by pre-paid post to the address provided by a person on a permit application, or a person’s last known postal address

A municipal tag shall be in a form approved by the Chief Administrative Officer and shall state:

    - i. The name of the person to whom the municipal tag is issued;
    - ii. The particulars of the contravention of the bylaw;
    - iii. The specified penalty for the offence as set out in the Rates and Fees Bylaw;
    - iv. That the specified penalty shall be paid in (30) days of the issuance of the municipal tag order to avoid prosecution; and
    - v. Any other information as may be required by the CAO.
  - d. ~~1.2~~ **“Occupant”** means any person other than the registered owner who is in possession of the property, including but not restricted to, a lessee, licensee, tenant or agent of the owner.
  - e. ~~1.3~~ **“Owner”** means any person registered as the Owner of property under the Land Titles Act, R.S.A. 2000, c.L-4 as amended or repealed and replaced from time to time any person registered as the Owner of property under the Land Titles Act, R.S.A. 2000, c.L-4 as amended or repealed and replaced from time to time;
    - i. ~~2-5~~ a person who is recorded as the Owner of the property on the assessment roll of the Town;
    - ii. ~~3-6~~ a person who has purchased or otherwise acquired the property, whether he has purchased or otherwise acquired directly from the Owner or from another purchaser, and has not become the registered Owner thereof;
    - iii. ~~4-~~ a person having the powers and authority of ownership for the time being, exercises the powers and authority of ownership;
    - iv. ~~5~~ a person controlling the property under construction; or
    - v. ~~6-~~ a person who is the Occupant of the property under a lease, license or permit.

- f. **“Peace Officer”** means a Bylaw Officer who is appointed by the Town of Carstairs, a Peace Officer appointed by the Province of Alberta, a member of the Royal Canadian Mounted Police or any other local policing authority.
- g. ~~4.5~~ **“Person”** includes an individual, partnership, corporation, trustee, executor or administrator.
- h. ~~4.6~~ **Property** means any lands, buildings, structures or premises, or any personal Property located thereupon, within the Municipal boundaries of the Town.
- i. ~~1.7~~ **Town** means the Town of Carstairs.

~~Section 2 –~~

**3. VIOLATIONS**

- a. Except to the extent permitted by this Bylaw, no Person shall engage in Injurious Occupation activities within the Town.
- b. No Owner shall allow Property he or she owns to be used in such a way that there is Injurious Occupation activities occurring on the Property.
- c. Peace Officer may direct any person who has engaged in Injurious Occupation activities, or any Person who owns Property upon which Injurious Occupation activities have taken place, to abate or eliminate said activities. Such direction may be either verbal or written. If the warning is written the letter should detail the date of the offence, nature of the offence and corrective action required to avoid re-offending.

**4. VIOLATION TICKET**

- a. If a municipal tag has been issued and the specified penalty on the municipal tag has not been paid within the prescribed time, a Peace Officer may issue a violation ticket to the person to whom the municipal was issued.
- b. A peace officer may, in the sole discretion, elect to issue and serve a violation ticket without first issuing a municipal tag.
- c. A peace officer is authorized to issue a violation ticket, to any person the peace officer believes, on reasonable and probable grounds, has committed and offence under this bylaw, under Part 2 or Part 3 of the Provincial Offences and Procedure Act.
- d. If a violation ticket is issued it must be in the prescribed form and must:
  - i. state the specified penalty for the offence as set out in the Rates and Fees Bylaw; or require the person to appear in Provincial Court with or without the alternative of making a voluntary payment

**5. Section 3 – RIGHT TO ENFORCE**

- a. A Peace Officer may enter any land, building or premises to inspect for activity that may constitute a contravention of this Bylaw or to enforce the provisions of this Bylaw.

**6. FINES AND PENALTIES**

- a. A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:
  - i. not less than the specified penalty established in the Rates and Fees Bylaw;
  - ii. and not exceeding \$10,000.00.
  - iii. any Person who commits a second or subsequent offence under this Bylaw, within one (1) year of conviction of a first offence under this Bylaw, is liable on summary conviction to a fine not less than the increased amount set out in the Rates and Fees Bylaw.

**7. GENERAL PROVISIONS**

- a. The Town is not required to enforce every breach or contravention of this Bylaw. In deciding whether or not to enforce the Bylaw, the Town may take into account any practical concerns or considerations, including but not limited to the nature and extent of the breach or contravention, any financial or budgetary considerations and the availability of personnel or human resources. Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful.

~~Section 4 – Penalties~~



~~4.1 Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable to a penalty.~~

~~4.2 A penalty can be assigned to any person via means of a Violation Ticket or alternatively a Violation Tag.~~

~~4.3 A violation tag may be issued via mail or personally at the discretion of the Peace Officer, and is based solely at the discretion of the Peace Officer.~~

~~4.3.1 if by mailing the Violation Tag shall be mailed to the Person's last known mailing address~~

~~4.4 Any person who commits, or is found to have committed three or more offences under this Bylaw within one calendar year may be sent to mandatory court.~~

<del>Offence</del>	<del>1st Offence</del>	<del>2nd Offence</del>	<del>3rd Offence</del>
<del>2.1 Person Engage In</del>	<del>\$250.00</del>	<del>\$500.00</del>	<del>\$1000.00</del>
<del>2.2 Owner allows</del>	<del>\$250.00</del>	<del>\$500.00</del>	<del>\$1000.00</del>

**READ A FIRST TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X**

**READ A SECOND TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X**

**UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X**

**READ A THIRD AND FINAL TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X**

\_\_\_\_\_  
**Lance Colby, Mayor**

\_\_\_\_\_  
**Rick Blair, CAO**

**Bylaw No. 980-Amended**

**BEING** a bylaw of the Town of Carstairs, in the Province of Alberta, to provide for the establishment and operation of a fire department and for the protection of people and property.

**WHEREAS**, Section 7(a) of the Municipal Government Act, RSA 2000, Ch. M-26, as amended, A Council may pass bylaws for municipal purposes respecting the following matters of the safety, health, and welfare of people and the protection of people and property;

**AND WHEREAS**, the Council of the Town of Carstairs recognizes that the *Municipal Government Act*, requires the Council of a Town to provide a safe community;

**AND WHEREAS**, the purposes of a municipality include providing services that, in the opinion of Council, are necessary and desirable;

**AND WHEREAS**, it is desirable that the people for whom services are provided be responsible for offsetting the cost of providing those services;

**AND WHEREAS**, the *Safety Codes Act*, R.S.A. 2000, c. S-1, enables an accredited municipality to make Bylaws respecting fees for services provided pursuant to *the Act* and carrying out its powers and duties as an accredited municipality;

**AND WHEREAS**, the Town of Carstairs is an accredited municipality under the *Safety Codes Act*

**NOW THEREFORE**, the Municipal Council of the Town of Carstairs, duly assembled, enacts as follows:

1. This Bylaw may be referred to as the **“Town of Carstairs Establishment of a Fire Department Bylaw.”**
2. In this Bylaw:
  - a. **“Administrator”** means the municipality’s Chief Administrative Officer or a person appointed by the Chief Administrative Officer to act as such Officer’s delegate for the purposes of this bylaw;
  - b. **“Authority Having Jurisdiction”** means the Chief or authorized representative of the Fire Department;
  - c. **“Authorized Representative”** means any person designated by the Fire Chief to act in the capacity of Fire Chief;
  - d. **“Dangerous Goods”** means any material or substance that may constitute an immediate or long-term adverse effect to life, health, property, or the environment when burned, spilled, leaked, or otherwise released from its normal use, handling, storage, or transportation environment, and shall include those products, substances, and organisms described in the Dangerous Goods Transportation and Handling Act, R.S.A. 2000, c. D-4, as amended, and the regulations promulgated thereunder.
  - e. **“District”** means service area as defined by the CAO and/or Council.
  - f. ~~**“Enforcement Officer”** means any member of the Royal Canadian Mounted Police, a Peace officer, or a Bylaw Enforcement/Special Constable of the Municipality;~~
  - g. **“Fee for Service Agreement”** means an executed agreement in writing describing the unilateral provision of services by the Fire Department at the request of a requesting party for any fire protection services.
  - h. **“Fire Department”** means the department established in the Municipality by this bylaw and includes any member;
  - i. **“Fire Department Property”** means all property owned or controlled by the Municipality and designated for use by the Fire Department, regardless of the source of the property;
  - j. **“Fire Protection”** means all aspects of fire safety, including, but not limited to, fire prevention, firefighting or suppression, pre-fire planning, fire investigation, public education and information, training, or other staff development and advising.
  - k. **“Fire Protection Service Agreement”** means an executed agreement in writing between Town of Carstairs and:

- i. Any one or more neighboring municipalities or Indigenous whose municipal boundaries are surrounded by or adjacent to the municipal boundaries of the Town of Carstairs; or
  - ii. Any one or more privately owned and operated emergency services; describing the provision of fire services to be delivered on behalf of the Town of Carstairs in the event of an incident within the boundaries of the Town of Carstairs prescribed in such agreement.
- l. **“Incident”** means:
- i. A fire;
  - ii. A situation where an explosion is imminent; or
  - iii. Any situation where there is a danger or a possible danger to life or property, to which the Fire Department has responded;
- m. **“Incident Command”** means, in the absence of the Fire Chief, the Officer or Member of the Fire Department in command of the fire or incident;
- n. **“Member”** means any person who:
- i. Is appointed to be a member of the Fire Department by the Administrator, Fire Chief, or authorized representative.
  - ii. Is a member of a fire service contracted to the Municipality under a Fire Protection Services Agreement.
- o. **“Mutual Aid Agreement”** means an executed agreement in writing between the Town of Carstairs and any one or more municipalities or First Nations, describing the reciprocal provision of fire services in the event of an incident where the assistance of another fire service is required.
- p. **“Offence Notice Violation Ticket”** means an offence notice violation ticket pursuant to Part Three (3) of the Provincial Offences Procedure Act, R.S.A. c. P-34, as amended, and the regulations promulgated thereunder.
- q. **“Officer”** means a member appointed by the Fire Chief or authorized representative to a supervisory position within the Fire Department;
- r. **“Peace Officer”** means a Bylaw Officer who is appointed by the Town of Carstairs, a Peace Officer appointed by the Province of Alberta, a member of the Royal Canadian Mounted Police, or any other local policing authority.
- s. **“Safety Codes Officer”** means a member who is accredited in the fire discipline and designated as such pursuant to the Safety Codes Act, R.S.A. 2000, c. S-0.5 and any amendments thereto.
3. Council hereby establishes the Fire Department for the purpose of:
- a. Preventing and extinguishing fires;
  - b. Investigating the cause and origin of fires in accordance with the Quality Management Plan approved by the Alberta Safety Codes Council;
  - c. Preserving life and property and protecting persons and property from injury or destruction by fire;
  - d. Providing rescue services;
  - e. Providing medical emergency response;
  - f. Preventing, combating, and controlling incidents;
  - g. Conducting fire inspections in accordance with the Quality Management Plan approved by the Alberta Safety Codes Council.
  - h. Advising the Council on the purchase of operating apparatus and equipment for extinguishing fires or preserving life and property;
  - i. Enforcing the provisions of the *Alberta Safety Codes Act* and its regulations as it pertains to the fire discipline; and

- j. Carrying out agreements made by the Town of Carstairs with other municipalities or persons for the joint use, control, and management of fire extinguishing apparatus and equipment.
4. The Fire Department is hereby authorized to control and mitigate incidents involving dangerous goods.
5. The Municipality may be divided into districts, with levels of service in each district as may be determined by the Fire Chief from time to time or as may be directed by Council.
6. Every member of the Fire Department shall, while in service, carry an identification card issued by the Fire Department. Members on probationary status will not receive an identification card.
7. The resources of the Fire Department may be used beyond the limits of the Municipality providing there is a Fee for Service Agreement, Fire Protection Service Agreement, or Mutual Aid Agreement in effect for such use, or provided that permission of the Fire Chief, authorized representative, or has otherwise been granted.
8. The Fire Chief shall be appointed by the Chief Administrative Officer of the Municipality.
9. The Fire Chief Officers with the approval of the CAO and Town of Carstairs Council. These officers shall be supervised by the Fire Chief or authorized representative.
10. The Fire Chief may appoint a fixed number of members to the Fire Department as per the CAO and Town of Carstairs Council. These members shall be supervised by the Fire Chief or authorized representative and the other officers.
11. The Fire Chief or authorized representative has complete responsibility and authority over the Fire Department, subject to the direction and control of the Administrator, to whom he or she shall be responsible, and in particular, may carry out all fire protection activities and such other activities as directed in the approved annual budget, including, but not limited to:
  - a. Rescue;
  - b. Emergency medical services, excluding ambulance services;
  - c. Pre-fire planning;
  - d. Disaster services;
  - e. Preventative patrols; and
  - f. The requirements stated in the Quality Management Plan.
12. The Chief Administrative Officer may negotiate on behalf of the Town of Carstairs with the provincial Government of Alberta and other municipalities and persons for the purpose of establishing mutual aid agreements and fire control agreements, including renewals and amendments thereof. Any such agreements, renewals, or amendments must be approved by Town of Carstairs Council.
13. The Fire Chief will develop and maintain a successful Quality Management Plan as required under the *Safety Codes Act* for the fire discipline.
14. Upon approval of the Chief Administrative Officer, the Fire Chief may negotiate any fee for service agreement:
  - a. The Fire Chief or authorized representative may collect fees owing to the Municipality under a fee for service agreement.
15. Upon approval of the Chief Administrative Officer, the Fire Chief may remit any fees payable by the Municipality to any contracted party for services under a fire protection service agreement or otherwise.
16. The Fire Chief shall develop and maintain standard operating guidelines and standard operating procedures for fire services in any region of the Municipality at levels of service consistent with the policies of Council and in accordance with the Town of Carstairs Safety Policies.
17. For the purpose of fire investigations and inspections, the Fire Chief may obtain assistance from other officials or direct staff, as he/she deems necessary, in order to discharge his or her duties and responsibilities under this bylaw.
18. Subject to ratification by the Administrator, the Fire Chief or authorized representative may establish rules, regulations, policies, and committees necessary for the proper organization and administration of the Fire Department, including, but not limited to:

- a. Use, care, and protection of Fire Department property;
  - b. Conduct and discipline of officers and members of the Fire Department;
  - c. Efficient operations of the Fire Department; and
  - d. Training of officers and members of the Fire Department.
19. The Fire Chief or authorized representative, or in his or her absence, the Incident Command, shall have control, direction, and management of any Fire Department apparatus, equipment, or human resources assigned to an incident, and where a member is in charge, he or she shall continue to act until relieved by an officer authorized to do so.
20. The Fire Chief, authorized representative, or the Incident Command, as the case may be, that is at an incident may, at his or her discretion:
- a. Establish boundaries or limits and prevent persons from entering the area within the prescribed boundaries or limits;
  - b. Request peace officers to enforce restrictions on persons entering within the boundaries or limits described in subsection 5.15(a);
  - c. Cause a building, structure, or thing to be pulled down, demolished, or otherwise removed if deemed necessary to prevent the spread of fire to other buildings, structures, or things;
  - d. Enter, pass through, or over buildings or property adjacent to an incident and to cause members, apparatus, and equipment to enter or pass through or over the building or property, where the Fire Chief, authorized representative, or Incident Command deems it necessary to gain access to the incident or to protect any person or property, and as per the Province of Alberta Forest and Prairie Protection Act, RSA 2000, Ch. F-19.
  - e. Obtain assistance from other departments of the region as deemed necessary in order to discharge the duties and responsibilities at an incident, and those other officials shall provide that assistance forthwith.
21. Each person duly appointed by the Fire Chief is a member of the Fire Department by virtue of his or her appointment.
22. Each member shall have the authority and power to:
- a. Extinguish or control any fire,
  - b. Perform the operations necessary to preserve life and property;
  - c. Enter onto any property for the purpose described in Subsections 5.2(a) or 5.2(b);
  - d. Regulate the conduct of the public in and around the vicinity of any place where a member is performing the activities described in Subsections 20(a) or 20(b).
23. The Incident Command, or a member directed by the Incident Command, shall have the authority to:
- a. Authorize payment for the possession or use of any equipment for the purpose of fighting a fire;
  - b. Enter a closed area without a permit or written permission for purposes of controlling or mitigating a fire or incident;
  - c. Obtain from any person found leaving, entering, or situated on public land:
    - i. That person's name, address, and an account of activities;
    - ii. The activities the person proposes to carry out; and
    - iii. The route the person intends to travel on public land.
  - d. Without a warrant, enter on to any land or premises, except a private dwelling house, for the purpose of discharging duties under this bylaw;
  - e. Without a warrant, enter any private dwelling house ~~which~~ that is on fire and proceed to extinguish the fire or prevent the spread thereof;
  - f. Without a warrant, enter any private dwelling to rescue an individual whose life is in imminent danger;

- g. Direct the operations necessary to extinguish or control the fire, or to preserve life and property; and
  - h. Regulate the conduct of the public in and around the vicinity of any place where a member is performing the activities necessary to extinguish or control fire or to preserve life or property.
24. If, in the opinion of the Fire Chief or authorized representative, there exists a fire hazard on land within the Municipality, whether public or private, the Fire Chief or authorized representative may order the owner or the person in control of the said land to reduce or remove the hazard within the time and in the manner prescribed by the Fire Chief or authorized representative.
25. In the event of non-compliance with an order made pursuant to Section 6.1, the Fire Chief may enter onto the land with any equipment and human resources necessary to eliminate or reduce the fire hazard.
26. The owner or person in control of the land on which work was performed pursuant to Section 6.2 shall, upon receipt of written demand by the Municipality, reimburse the Municipality for the cost of the work performed, damage to equipment or vehicles, and any consumables used.
27. If payment is not received within thirty (30) days of the issuance of a demand pursuant to Section 6.3, the Municipality shall add the cost of work performed, damage to equipment or vehicles, and any consumables used to the tax roll of the said land or vehicle insurance and cause a corresponding lien to be registered against the land at the Land Titles Office or registries office.
28. The owner of any property damaged by fire shall, either personally or by agent, immediately report the particulars of the fire to the Fire Department in a manner set out in Schedule "A" hereto and in accordance with the *Safety Codes Act* R.S.A. 2000, c.S-1, as amended.
29. Any incident in which dangerous goods have been spilled or released shall be reported by the Fire Department in a manner set out in accordance with the *Alberta Environmental Protection and Enhancement Act*.
30. All fire protection service agreements must contain provisions recognizing that:
- a. The jurisdiction of the Fire Chief extends throughout the boundaries of the Municipality, including the designated area;
  - b. The Fire Chief is authorized to assign the rights and responsibilities of any person providing services to the Municipality under a fire protection service agreement;
  - c. The level of service of any contracted party must be equal to or better than the level of service established by the Municipality for the designated area;
  - d. The standard operating guidelines, standard operating procedures, and Safety Program of any contracted party must be equal to or better than the standard operating guidelines of the Municipality for the designated area;
31. Where the Fire Department has:
- a. Taken any action in response to a fire, incident, or false alarm within the Municipality; and
  - b. Determined that such fire, incident, or false alarm is in contravention of this bylaw, the Fire Chief may, in respect of any costs incurred in taking such action, charge any costs so incurred to:
    - i. The person who caused the fire, incident, or false alarm; or
    - ii. To the owner or occupant of the land in respect of which the action was taken; or
    - iii. To any person that requires action by the Fire Department, whether it is at the request of the property owner or a concerned citizen.
32. Any person who ignites, fuels, supervises, maintains, or permits an open fire within the Municipality contrary to the provisions of this bylaw is guilty of an offence.
33. No person shall:
- a. Interfere with the operation of any Fire Department property, apparatus, or other equipment required to extinguish fires or preserve life or property;
  - b. Damage or destroy Fire Department property;

- c. Wear, use, or have in his or her possession or under his or her control any official badge, identification card, insignia, button, T-shirt, helmet, or uniform of the Fire Department, unless such person is a member of the Fire Department and has direct and specific authority to do so.
  - d. At an incident, impede, obstruct, or hinder a member of the Fire Department or other person assisting or acting under the direction or at the request of the Fire Chief, authorized representative, or Incident Command;
  - e. At an incident, drive a vehicle over any equipment without permission of the Fire Chief, authorized representative, or Incident Command.
  - f. At an incident, obstruct or otherwise interfere with designated access roads or streets or other approaches to any fire alarm, fire hydrant, cistern, or body of water designated for firefighting purposes or any connections provided to a fire main, pipe, standpipe, sprinkler system, cistern, or other body of water designated for firefighting purposes.
  - g. Enter or refuse to leave the boundaries or limits of an area prescribed in accordance with Section 20.a. unless that person has been authorized to enter by the Fire Chief, authorized representative, or Incident Command.
34. Every person who:
- a. Commits an act or omission in violation of any of the provisions of this Bylaw; or
  - b. Suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw, is guilty of an infraction of this bylaw, and upon summary conviction, may be punished with imprisonment and/or, pursuant to the Town of Carstairs Rates Bylaw, a fine.
35. An enforcement officer who believes on reasonable and probable grounds that an offence of this bylaw has been committed may:
- a. Issue an offence notice violation ticket; or
  - b. Issue a summons violation ticket.
  - c. Remove the offender from the area as required.
36. Where an offence of this bylaw continues for more than one day, an enforcement officer may issue one offence notice violation ticket or summons violation ticket for each day that the offence continues.
37. An enforcement officer that issues an offence notice violation ticket or summons violation ticket must serve such ticket on the defendant by delivering it personally to the defendant or, if the defendant cannot conveniently be found, by leaving it for the defendant at the defendant's residence with a person on the premises who appears to be at least 18 years of age.
38. A defendant who wishes to plead guilty may make a voluntary payment in respect of a ticket by delivering, on or before the initial appearance date, the offence notice violation ticket or summons violation ticket together with a specified penalty as noted in the most recent Town of Carstairs Rates Bylaw.
39. The Fire Chief or member of the Fire Department charged with the enforcement of this bylaw, acting in good faith and without malice for the municipality in the discharge of his or her duties, shall not hereby render himself or herself liable for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of his or her duties.
40. Any suit brought against the Fire Chief or a member of the Department because of an act or omission performed by him or her in the enforcement of any provision of this bylaw shall be defended by the Town of Carstairs until final determination of the proceedings.

~~41. This bylaw shall come into effect upon the final passing thereof.~~

~~42. Nothing in this bylaw shall be construed to give the Fire Department or the Fire Chief control or authority respecting ambulance services.~~

~~43. Each provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.~~

~~44. Wherever the provisions of this bylaw are, or are deemed to be, at variance with each other, the~~

~~more restrictive of the two provisions shall apply.~~

- ~~45. Where there is any conflict between the provisions of this bylaw and any other bylaw of Town of Carstairs, the provisions of this bylaw shall prevail.~~
- ~~46. Town of Carstairs Bylaw No. 222 and all amendments thereto are repealed.~~
47. The owner of any Property damaged by fire shall immediately report the particulars of such fire to the Fire Department.
48. The owner of any Property upon which Dangerous Goods have been spilled or released shall immediately report particulars of such spill or release to the Fire Department.
49. Any person who has spilled or released any Dangerous Good shall immediately report particulars of such spill or release to the Fire Department.
50. The Fire Chief and/or The Town of Carstairs CAO may impose a Fire Ban or prohibit all Fires or Fireworks within the Town of Carstairs when the Fire Chief determines that the prevailing environmental conditions may give rise to an increased risk of Fire or an increased risk of a Fire running out of control.
51. A Fire Ban shall remain in force until either the date provided in the notice of the Fire Ban or until such time as the Fire Chief provides notice that the Fire Ban is no longer in effect.
52. When a Fire Ban is in place, no person shall;
- a. ignite a fire, and every person shall immediately extinguish fire lit once the person knows or ought reasonably to know of the Fire Ban; or
  - b. discharge, fire, or set off Fireworks within cooperate limits.
53. During a Fire Ban a person may, subject to the requirements of this Bylaw, and unless the notice of Fire Ban provides otherwise, use a barbecue that burns propane, natural gas, compressed briquettes, wood pellets, or charcoal, provided that the barbecue is used for the purpose of cooking or obtaining warmth and is used on private property or in a public area that has been approved by the Town or the Fire Chief for the use of such barbecues.
54. A fire department-approved lock box shall be installed and provided with keys, key fobs, key cards, codes, and devices in a building equipped with:
- a. a fire alarm system whose control features, including those for emergency voice communications systems, are located behind a lock panel,
  - b. a fire alarm system in which manually operated devices require a key or device to be reset,
  - c. a fire alarm system in which the electrical circuit breaker is located within a locked panel or room,
  - d. an automatic sprinkler system in which the main control valve is locked in an open position,
  - e. an automatic sprinkler system in which the main control valve is located within a locked room or enclosure,
  - f. firefighting standpipe and water supply connections in a locked room or area,
  - g. a key-operated elevator control feature that will permit exclusive use of elevators by firefighting personnel only,
  - h. a key-operated elevator control feature that will switch selected elevators to operate on emergency power,
  - i. stairway doors that have been locked on the stairway side in conformance with the NBC (AE), or
  - j. Locked access doors to a roof provided for firefighting purposes.
55. The Fire Department or the Town shall not be held liable for lost or stolen lock boxes or keys contained within.
56. The building owner is responsible to contact the Fire Department when entry systems have been changed, upgraded, or modified to ensure keys, key fobs, codes, key cards, or any other methods to access the building are compatible with current access options and readily available for use.



57. The Fire Department or the Town shall not be held liable for any delay in response or damage to structure, equipment, or contents due to building access difficulty because of incompatible keys, key fobs, codes, key cards, or any methods to access the building.
58. The building owner shall be responsible for initial costs of lock box, lock box maintenance, repair costs, or lock box system upgrade costs as new technologies become available.
59. All persons who own property on which a fire hydrant is located or own property that is adjacent to Town owned property on which a fire hydrant is located;
  - a. shall maintain a two (2) meter clearance on each side of a fire hydrant and a one (1) meter clearance on the side of the farthest from the nearest adjacent street;
  - b. shall maintain a two (2) meter clearance above the fire hydrant;
  - c. shall not permit anything to obstruct, construct, erect, or place any object within the (2) meter clearance on each side of a fire hydrant;
  - d. shall not permit anything except grass to be planted within the clearance area set out in subsections a. and b.
60. Any person who fails to comply with the requirements of this Section commits an Offence.
61. If in the opinion of the Fire Chief or their designate, an accumulation of combustible material on public or private property poses an undue hazard and threatens adjacent properties or infrastructure, the property owner is guilty of an offence.
62. If in the opinion of the Fire Chief or their designate, the grass or any other vegetation on a premises poses a fire hazard, a Peace Officer may issue a remedial order to modify the vegetation on the premises to abate the hazard, and the remedial order shall include the manner in which the fire hazard may be abated.
63. Nothing in this bylaw shall be construed to give the Fire Department or the Fire Chief control or authority respecting ambulance services.
64. Each provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.
65. Wherever the provisions of this bylaw are or are deemed to be at variance with each other, the more restrictive of the two provisions shall apply.
66. Where there is any conflict between the provisions of this bylaw and any other bylaw of Town of Carstairs, the provisions of this bylaw shall prevail.
67. Town of Carstairs Bylaw No. 222 and all amendments thereto are repealed.
68. This Bylaw comes into full force and effect on the date of its final passing.

**READ A FIRST TIME THIS XX<sup>TH</sup> DAY OF XXXX A.D., 20XX.**

**READ A SECOND TIME THIS XX<sup>TH</sup> DAY OF XXXX A.D., 20XX.**

**UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS XX<sup>TH</sup> DAY OF XXXX A.D., 202X**

**READ A THIRD AND FINAL TIME THIS XX<sup>TH</sup> DAY OF XXXX A.D., 20XX.**

---

**Lance Colby, Mayor**

---

**Rick Blair, CAO**

**SCHEDULE "A"**

**Government of Alberta**

FORWARD ONE COPY TO:  
 Alberta Emergency Management Agency  
 Office of the Fire Commissioner  
 2810, 10303 Jasper Avenue  
 Edmonton AB T5J 3N6 or Fax to 780-644-1044

**Fire Report**

**FOR OFFICE USE ONLY**

Fire Number	Municipal Code
-------------	----------------

**COMPLETE THIS FORM USING THE FIRE REPORT MANUAL**

Day	Month	Year	Day of Week	Time	Municipality Where Incident Occurred	Incident Code
-----	-------	------	-------------	------	--------------------------------------	---------------

Location of Fire Incident - Full Address (Apt., Street, City/Town) OR Sec. Twp. Rge. Mer. Postal Code

Name of Occupant (Last, First, Initial)	Insured <input type="checkbox"/> Yes <input type="checkbox"/> No	Address	Telephone Number
Name of Owner (Last, First, Initial)	Insured <input type="checkbox"/> Yes <input type="checkbox"/> No	Address	Telephone Number

**REPORT (Check one)**  
 First  Final  
 Change

**VEHICLES, APPLIANCES OR OTHER EQUIPMENT LIST (if applicable)**

Description of Item	Make	Year	Model	Serial Number	Licence No.	Prov./State
---------------------	------	------	-------	---------------	-------------	-------------

**ENTER AMOUNTS BELOW TO THE NEAREST DOLLAR**

Building or Vehicle Value \$	Building or Vehicle Loss Estimate \$	Uninsured Loss to Building or Vehicle \$	Building or Vehicle Claim Paid \$
Contents Value \$	Contents Loss Estimate \$	Uninsured Loss of Contents \$	Contents Claim Paid \$
Total Value \$ 0	Total Loss Estimate \$ 0	Total Uninsured Loss \$ 0	Total Claim Paid \$ 0

**IF INJURIES OR DEATHS OCCURRED COMPLETE A FIRE CASUALTY REPORT**

INJURIES							DEATHS							PERSON(S) STARTING FIRE: (Select only one category)		
F. F.	Men	Women	Youth	Children	TOTAL	F. F.	Men	Women	Youth	Children	TOTAL	One Person	Age Range	Gender		
					0						0	Two or More	to	43		
<input type="checkbox"/> Unknown or N/A																

**RED NUMBERS REFER TO PAGES IN THE FIRE REPORT MANUAL**

Property Class 4	Major Occupancy 36	Area and Level of Origin 38/40	Height and Ground Floor Area 41
Extent of Fire/ Extent of Damage 42	Act or Omission 44	Source of Ignition 48	Fuel or Energy Associated With Source of Ignition 52
Material First Ignited 53	Form of Heat 56	Outside Fire Protection 57	Flame Spread Interior/ Flame Spread Vertical 58
Flame Spread Horizontal/ Smoke Spread Avenue 59	General Construction 60	Method of Construction 60	Year of Construction 60
Number of Occupants 61	Manual Fire Protection 62	Sprinkler Protection 62	Initial Detection 63
Fixed System Other Than Sprinklers 63	Performance of Automatic Extinguishing Equipment 63	Automatic Fire Detection System 64	Fire Detection Devices 64
Fire Service 65	Transmission of Alarm 66	Response Time 66	Action Taken 66
Method of Fire Control 67	Mutual Aid 68	Temperature 69	Time of Alarm 66
Officer in Charge (Name, Position, Assignment)	Fire Department Incident Number	Fire Department Location	

**INSURANCE INFORMATION**

Name of Claims Adjuster	Name of Claims Company	Name of Insurance Company
Adjuster Code	Claim Number:	Policy Number:

Give a Brief Description of the Fire (Attach a separate sheet if additional space is required)

Signature of Person Making Report	Print Name	Telephone Number <small>(During Normal Business Hours)</small>
SCO Number	Designation Number	Date of Report

AEMA1244 (2010/10) This personal information is being collected under the authority of the Safety Codes Act and will be managed in compliance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of this information can be directed to the Alberta Emergency Management Agency, 2810, 10303 Jasper Avenue, Edmonton, Alberta, T5J 3N6, 780-422-9000.

**Bylaw No. 1066-Amended**

**BEING** a Bylaw of the Town of Carstairs in the Province of Alberta, the purpose of this Bylaw is to restrict the consumption of cannabis in public places within the boundaries of the municipality.

**WHEREAS** the House of Commons has given three readings to the Cannabis Act (Bill C-45, *An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts*, 1<sup>st</sup> Sess, 42<sup>nd</sup> Parl, 2017) which will permit persons to possess cannabis if purchased from an authorized person;

**WHEREAS** it is anticipated that the Cannabis Act will come into force in July, 2018 or shortly thereafter;

**WHEREAS** the Province of Alberta has enacted An Act to Control and Regulate Cannabis, S.A. 2017, c. 21 which will place restrictions on the smoking or vaping of cannabis in public places;

**WHEREAS** pursuant to section 7 of the Municipal Government Act, RSA. 2000, Ch. M-26, Council may pass bylaws respecting:

- a. the safety, health and welfare of people and the protection of people and property;
- b. people activities and things in, on or near a public place or place that is open to the public; and
- c. the enforcement of bylaws made under the Municipal Government Act or any other enactment;

**WHEREAS** Council deems it necessary to impose additional restrictions on the smoking, vaping and other forms of consumption of cannabis in public places to prevent behaviors and conduct that may have a negative impact on the enjoyment of public places;

**NOW THEREFORE**, the Municipal Council of the Town of Carstairs in the province of Alberta, duly assembled in Council, enacts as follows:

**SHORT TITLE**

1. This Bylaw may be referred to as the “**Cannabis Consumption Bylaw**”.

**DEFINITIONS AND INTERPRETATION**

2. In this Bylaw:

- a. “**Cannabis**” has the meaning given to it in the Cannabis Act;
- b. “**Cannabis Act**” means Bill C-45, An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts, 1<sup>st</sup> Sess, 42<sup>nd</sup> Parl, 2017;
- ~~(b) “Bylaw Enforcement Officer” means the person appointed to the position of Bylaw Enforcement Officer pursuant to Bylaw No.1009;~~
- c. “**Electronic smoking device**” means an electronic device that can be used to deliver a vapour, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe;
- d. “**Officer**” means a Bylaw Enforcement Officer appointed pursuant to Bylaw No.1009, a peace officer appointed pursuant to the Peace Officer Act, S.A. 2006, c. P-3.5, or a member of the R.C.M.P.;
- e. “**Municipal Tag**” A Peace Officer may issue and serve a municipal tag on any person the Peace Officer has reasonable and probable grounds to believe has contravened a provision of this bylaw by:
  - i. Personally, serving the municipal tag on the person; or
  - ii. Mailing a copy of the municipal tag by pre-paid post to the address provided by a person on a permit application, or a person's last known postal address

A municipal tag shall be in a form approved by the Chief Administration Officer and shall state:

- i. The name of the person to whom the municipal tag is issued
- ii. The particulars of the contravention of the bylaw;
- iii. The specified penalty for the offence as set out in the Rates and Fees Bylaw;

- iv. That the specified penalty shall be paid in (30) days of the issuance of the municipal tag order to avoid prosecution; and
- v. (e) Any other information as may be required by the CAO
- f. **“Peace Officer”** shall mean a Bylaw Officer who is appointed by the Town of Carstairs, a Peace Officer appointed by the Province of Alberta, a member of the Royal Canadian Mounted Police or any other local policing authority.
- g. **“Public Place”** includes any place to which the public has access as of right or by invitation, express or implied;
- h. **“Smoke”** or **“Smoking”** means:
  - i. inhaling or exhaling the smoke produced by burning cannabis; or
  - ii. holding or otherwise having control of any device or thing containing lit cannabis;
- i. **“Vape”** or **“Vaping”** means:
  - i. inhaling or exhaling the vapour, emissions or aerosol produced by an electronic smoking device or similar device containing cannabis, or
  - ii. holding or otherwise having control of an electronic smoking device that is producing vapour, emissions or aerosol from cannabis.
- j. **“Violation Ticket”** If a municipal tag has been issued and the specified penalty on the municipal tag has not been paid within the prescribed time, a Peace Officer may issue a violation ticket to the person to whom the municipal tag was issued.
  - i. A Peace Officer may, in the sole discretion, elect to issue and serve a violation ticket without first issuing a municipal tag.
  - ii. A Peace Officer is authorized to issue a violation ticket, to any person the peace officer believes, on reasonable and probable grounds, has committed an offence under this bylaw, under Part 2 or Part 3 of the Provincial Offences and Procedure Act.
  - iii. If a violation ticket is issued it must be in the prescribed form and must state the specified penalty for the offence as set out in the Rates and Fees Bylaw; or require the person to appear in Provincial Court with or without the alternative of making a voluntary payment.

- 3. All schedules attached to this Bylaw form part of this Bylaw.
- 4. Headings or sub-headings are inserted for ease of reference and guidance purposes only and do not form part of this Bylaw.
- 5. Where this Bylaw cites or refers to any act, regulation, code or other bylaw, the citation or reference is to the act, regulation, code or other bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any act, regulation, code or other bylaw that may be substituted in its place.
- 6. Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- 7. Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or license.

**PROHIBITION**

- 8. A person must not *smoke, vape* or consume *cannabis* in any *public place*.

**EVENTS**

- 9. Despite section 8, a person may *smoke, vape* or consume *cannabis* at an event for which a permit has been granted by the *Bylaw Enforcement Officer*.
- 10. The ~~*Bylaw Enforcement Officer*~~ *Peace Officer* may impose conditions on a permit granted pursuant to subsection (1).

11. The ~~Bylaw Enforcement Officer Peace Officer~~ may suspend or revoke a permit issued pursuant to subsection (1) if the ~~Bylaw Enforcement Officer Peace Officer~~ determines that a permit holder or any person at an event for which a permit has been issued has contravened any federal or provincial legislation or a Town bylaw.
12. The holder of a permit issued pursuant to subsection (1) must ensure that:
  - a. the *smoking, vaping* or consumption of *cannabis* is only permitted in a designated area, separate and fenced off from the remainder of the event;
  - b. alcohol and tobacco is not consumed in the area designated for the *smoking, vaping* or consumption of *cannabis*;
  - c. the sale of *cannabis* is not permitted in the area designated for the *smoking, vaping* or consumption of *cannabis*; and
  - d. that the advertising or other materials relating to promotion of *cannabis* cannot be seen by persons under the age of 18.

**MEDICAL CANNABIS**

13. Despite section 8, a person who is entitled to possess *cannabis* pursuant to a medical document issued pursuant to the Access to Cannabis for Medical Purposes Regulations, SOR/2016-230 is not subject to this Bylaw.
14. A person referred to in subsection (1) must, on demand of an *officer*, produce a copy of the person's medical document.
15. A person referred to in subsection (1) is subject to the Smoking and Vaping Bylaw No. 1067.

**OFFENCES**

16. Any person who contravenes any provision of this Bylaw by doing any act or thing which the person is prohibited from doing, or by failing to do any act or thing the person is required to do, is guilty of an offence pursuant to this Bylaw.

**ENFORCEMENT**

17. Where an *officer* believes that a person has contravened any provision of this Bylaw, the *officer* may commence proceedings against the person by issuing a violation ticket in accordance with the Provincial Offences Procedure Act, RSA. 2000, Ch. P-34.
18. This section shall not prevent an *officer* from issuing a violation ticket requiring a court appearance of the defendant pursuant to the Provincial Offences Procedures Act or from laying information instead of issuing a violation ticket.

**PENALTY**

13. Where there is a specified penalty listed for an offence in Schedule A to this Bylaw, the amount is the specified penalty for the offence. All fines for contravention of this Bylaw are outlined in the ~~current Rates & Fees Bylaw (Schedule O) as well as outlined in Schedule A of this Bylaw.~~
- ~~14. Where there is a minimum penalty listed for an offence in Schedule A to this Bylaw, that amount is the minimum penalty for the offence.~~
15. In this section, "specified penalty" means an amount that can be paid by a person who is issued a violation ticket and is authorized to make a voluntary payment without a Court appearance.

**COMING INTO FORCE**

- ~~1. This bylaw comes into force on the day the Cannabis Act comes into force.~~

**SEVERABILITY OF BYLAW PROVISIONS**

16. It is the intention of Council that:
  - a. Each separate provision of this Bylaw shall be deemed independent of all other provisions; and
  - b. if any provisions of this Bylaw be declared invalid, all other provisions shall remain valid and enforceable.

This Bylaw shall come into force and effect upon third and final reading thereof.

READ A FIRST TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X

READ A SECOND TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X

READ A THIRD AND FINAL TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X

\_\_\_\_\_  
Lance Colby, Mayor

\_\_\_\_\_  
Rick Blair, CAO

**SCHED  
ULE A-  
PENALT  
IES**

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

**Bylaw No. 2054**

**BEING** a Bylaw of the Town of Carstairs in the Province of Alberta, Canada for the purpose of establishing regulations for the licensing of Businesses.

**WHEREAS**, pursuant to the provisions of the *Municipal Government Act*, RSA 2000, Ch. M-26, and amendments thereto, Council may pass a Bylaw for the purpose of controlling and regulating Businesses, Business activities, and persons engaged in Business.

**WHEREAS** Council deems it necessary to license Businesses within the Town of Carstairs;

**WHEREAS** Council deems it necessary to repeal and replace the existing Business License Bylaw No. 906;

**NOW THEREFORE:** Council of the Town of Carstairs in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw may be referred to as the **“Business License Bylaw”**.
2. In this Bylaw:
  - a. Any reference to **“Act”** refers to an Act of the Legislature of Alberta, as amended from time to time.
  - b. **“Applicant”** means a person who applies for a business license, renews a business license, or transfers a business license.
  - c. **“Application”** means a written application for a business license, a business license renewal, or a business license transfer.
  - d. **“Business”** means a commercial, merchandising, or industrial activity or undertaking a profession, trade, occupation, calling, or employment or activity providing goods or services, however organized or formed, including a co-operative or association of persons.
  - e. **“Business license”** and/or **“License”** means a license issued under this Bylaw.
  - f. **“Business Premises”** means any store, office, warehouse, yard, or other place used to carry on a Business as may be permitted as use within the Town of Carstairs Land Use Bylaw as may be amended and/or replaced from time to time.
  - g. **“Business Registry”** and/or **“Registry”** means the list of all licensed Businesses Carrying on Business within the Town.
  - h. **“Buskers”** and/or **“Street Entertainers”** means the act of performing in public places for gratuities.
  - i. **“Carry On”** means operate, perform, keep, hold, occupy, deal in, use, or continue.
  - j. **“Charitable or Non-Profit Organization”** is as defined under the *Income Tax Act*.
  - k. **“Dwelling Unit”** means development as defined in the Town of Carstairs Land Use Bylaw as may be amended and/or replaced from time to time.
  - l. **“Event”** means an activity occurring in the Town that is open to and intended to attract the general public, including but not limited to a festival, public show, exhibition, trade show, or commercial performance.
  - m. **“Hawker”** and/or **“Peddler”** means any person who, whether as principal or agent:
    - i. Anybody who visits homes door-to-door to sell or offer for sale any good or service, or both, to anyone who isn't a wholesale or retail dealer in those goods or services.
    - ii. Offers or exposes for sale samples, patterns, cuts, blueprints, products, or services for delivery or shipping into the Town.
  - n. **“Licensee”** means the holder of a valid and subsisting Business license issued under the provisions of this Bylaw.
  - o. **“Minor”** means any person under the age of 18.
  - p. **“Mobile Vendor”** means any person who, from a motor vehicle, trailer, cart, cycle, or mobile vending apparatus, sells or offers for sale goods, merchandise, or services.

- q. **“Municipal Tag”** A Peace Officer may issue and serve a municipal tag on any person the Peace Officer has reasonable and probable grounds to believe has contravened a provision of this bylaw by:
  - i. Personally, serving the municipal tag on the person; or
  - ii. Mailing a copy of the municipal tag by pre-paid post to the address provided by a person on a permit application, or a person’s last known postal address

A municipal tag shall be in a form approved by the Chief Administrative Officer and shall state:

- i. The name of the person to whom the municipal tag is issued;
  - ii. The particulars of the contravention of the bylaw;
  - iii. The specified penalty for the offence as set out in the Rates and Fees Bylaw;
  - iv. That the specified penalty shall be paid in (30) days of the issuance of the municipal tag in order to avoid prosecution; and
  - v. Any other information as may be required by the CAO.
- r. **“Non-Resident Business”** means a Business that is not based within the Town, but chooses to conduct business within the Town.
  - s. **“Non-Resident Mobile Vendor”** means a Mobile Vendor that does not have a Business, home-based or otherwise, to operate the Mobile Vendor Business within the Town.
  - t. **“Peace Officer”** means a Bylaw Officer who is appointed by the Town of Carstairs, a Peace Officer appointed by the Province of Alberta, a member of the Royal Canadian Mounted Police or any other local policing authority.
  - u. **“Resident Business”** means a Business that is based within the Town.
  - v. **“Resident Mobile Vendor”** means a Mobile Vendor that has a home-based or otherwise, Business for operating the Mobile Vendor Business, located within the Town.
  - w. **“Store Premise”** means a development contained within a building for the sale and offering of goods and services to the public.
  - x. **“Vendor”** means a person or company offering something for gain or profit within an event.
  - y. **“Violation Ticket”** If a municipal tag has been issued and the specified penalty on the municipal tag has not been paid within the prescribed time, a Peace Officer may issue a violation ticket to the person to whom the municipal tag was issued.
    - i. A Peace Officer may, in the sole discretion, elect to issue and serve a violation ticket without first issuing a municipal tag.
    - ii. A Peace Officer is authorized to issue a violation ticket, to any person the peace officer believes, on reasonable and probable grounds, has committed an offence under this bylaw, under Part 2 or Part 3 of the Provincial Offences and Procedure Act.
    - iii. If a violation ticket is issued it must be in the prescribed form and must state the specified penalty for the offence as set out in the Rates and Fees Bylaw; or require the person to appear in Provincial Court with or without the alternative of making a voluntary payment.

**3. Business Classification**

For the purposes of this Bylaw, the following further definitions shall apply for classifying Business type:

a. **Home-Based Business**

A Business as defined and provided for by the Town of Carstairs Land Use Bylaw may be amended and/or replaced from time to time and generally carried on as a secondary use of a dwelling unit and/or its accessory buildings by one of the permanent residents of the dwelling unit.

b. **Retail Business**

A Business where goods, wares, merchandise, substances, articles, or things are stored, offered, or kept for sale at retail prices and includes storage on or about the store premise



of limited quantities of such goods, wares, merchandise, substances, articles, or things.

**c. Commercial Business**

- i. A Business that acquires goods and services to be used in the production of further products or services for sale or rental to other Businesses.
- ii. A Business primarily engaged in providing goods and services more to the Business community than to the public.
- iii. Businesses that are governed under Provincial, or Federal Statutes/Trade Acts.

**d. Industrial Business**

- i. A Business primarily engaged in operations that provides products directly from primary resources or that manufactures or assembles semi-finished goods, products, or services.
- ii. A Business that requires exterior storage space for primary resources or manufactured goods.

**4. General Licensing Provisions**

The provisions in this Section shall apply to all Businesses located in the Town, regardless of their classification, or specific provisions as provided for in Section 5 and Section 6 of this Bylaw.

- a. An applicant shall make an application on a form supplied by the Town, providing all information required and any additional information that may be requested.
- b. All business transactions, work, and services in the Town require a license and payment of fees outlined in the current Rates & Fees Bylaw.
- c. A Business is not required to be licensed if:
  - i. The Business is carried on or operated by the Town or at a location operated by an official or employee of the Town acting.
  - ii. On behalf of the Town in his/her capacity as such official or employee.
  - iii. The Business is carried on by the Government of the Province of Alberta, or Canada.
  - iv. Any statute of the Province of Alberta or Canada exempts such Business or person from the requirements of municipal licensing.
  - v. The Business is a Charitable or Non-Profit Organization.
  - vi. Any other Business exempted through or by order of Council.
  - vii. The Business is a day home service provider registered with a provincially approved Day Home Agency licensed through the Town.
  - viii. The Business carries on its activity at the Farmers' Market, which is operated by an organization that is registered with the Farmers' Market Association.
  - ix. Residential garage sales, provided that the sale takes place on a residential property where that property owner, or primary resident when referring to residential rental properties, directly supervises and controls the sale for a maximum of four (4) weekends per calendar year.
  - x. The Business is one of shipping or distribution of retail, commercial, or industrial materials, goods, or equipment.
  - xi. The Business is a Non-Resident Business with its operations limited to the participation in an event.
  - xii. The business is operated by a Minor.
  - xiii. Any Trade(s) working under a builder or contractor who holds a valid business license
- d. A Business license issued under this Bylaw does not authorize or permit the Licensee to conduct business or related activities that violate any applicable federal, provincial, or municipal statutes, regulations, or bylaws.
- e. All businesses in the Town must comply with the National Fire Code - Alberta Edition and

undergo a fire inspection before operating. Such fire codes must be in place at all times when conducting business in the town.

- f. Advertising a business, trade, or occupation is considered proof of such a business, trade, or occupation.
- g. The Town requires written evidence that all federal and provincial licensing criteria have been met before issuing or renewing any business licenses. This includes, but is not limited to, inspections and approvals for food preparation and sale.
- h. The annual business license certificate issued under this Bylaw must be prominently displayed on the Licensee's business premises for public viewing. For businesses that do not operate from a fixed location, the license must be:
  - i. Carried on the person of the Licensee.
  - ii. Carried in or on the vehicle or apparatus from which such Business is conducted.
  - iii. Be shown to a Peace Officer/Bylaw Officer, or members of the public upon demand.
- i. A business license issued under this Bylaw cannot be transferred to another person, location, or business without the following conditions:
  - i. An Application being made to the Town.
  - ii. The Applicant furnishing evidence of a transfer or assignment of the interests of the existing Licensee or the location of the Business.
  - iii. The Applicant complying with the provisions of this Bylaw, and;
  - iv. The Application is approved by the Town.
- j. An Event license is required to operate an event within the town. An Event license is not necessary if the business is currently licensed by this bylaw.
- k. All Licenses issued under this Bylaw remain the property of the Town.

**5. Hawkers and Peddlers**

Notwithstanding any other provisions of this Bylaw, the following shall apply to Hawkers and Peddlers carrying on Business within the Town.

- a. Hawkers and peddlers must obtain an Event Permit and submit it with the Business License Application before conducting business in public parks within the town.
- b. Hawkers and peddlers cannot operate on public property in the Town without a Business license, as per this Bylaw.
- c. A Hawker or Peddler may carry on Business on a sidewalk at any location, except for the following:
  - i. Within three (3) meters of a building or car park entrance or exit.
  - ii. Within ten (10) meters of an intersection, as defined in the *Traffic Safety Act*.
  - iii. Within three (3) meters of a back alley or lane.
  - iv. Where the location of a Hawker or Peddler does not leave a minimum pedestrian passageway of two and one-half (2.5) meters between the closest Hawker or Peddler and the curb or building.
  - v. Where the sidewalk is less than three and one-half (3.5) meters wide.
  - vi. Within twenty-five (25) meters of the property line of any residential development.
- d. No Hawkers or Peddler shall carry on Business on any public road.
- e. Hawkers and peddlers may operate on privately-owned property in the Town with a letter of authorization from the owner filed to the Town.

**6. Mobile Vendors**

Notwithstanding any other provisions of this Bylaw, the following shall apply to Mobile Vendors Carrying on Business within the Town.

- a. The Mobile Vendor Business must be clean, well-lit, and aesthetically pleasing, as

determined at the discretion of the Town.

- b. The Mobile Vendor shall supply its own power and water source. Generators are permitted, provided they do not cause a disturbance, as determined by the Town of Carstairs Noise Bylaw, as may be amended and/or replaced from time to time.
- c. Overhead canopies, doors, or appurtenances shall not obstruct or hinder pedestrian or vehicular traffic.
- d. Mobile Vendors shall at all times operate with the service side facing toward a sidewalk or an equally suitable safe location for patrons.
- e. Mobile vendor furniture placement, On-street storage of any equipment is not permitted. This excludes waste and recycle containers.
- f. Mobile vendors must conduct their operations in a way that does not hinder access to nearby properties or emergency vehicles.
- g. Mobile vendors must not cause disturbances or nuisances, such as noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright lights, hazardous waste, or distractions for motorists or pedestrians.
- h. Mobile Vendors may operate on-street with a minimum setback of:
  - i. Twenty-five (25) meters (measured from the nearest edge of the Mobile Vendor apparatus to the edge of the building footprint) from an existing, permanent Retail, Commercial, or Industrial Business that manufactures, sells, or repairs similar products or provides similar services.
  - ii. One Hundred (100) meters from any primary or secondary school site without prior written permission from the school administration.
  - iii. One Hundred Fifty (150) meters from an event without prior written permission from the event organizer.
  - iv. Ten (10) meters from any intersection, crosswalk, stop line, or public transit stop.
- i. Mobile Vendors operating on-street shall be subject to the following additional restrictions:
  - i. Mobile Vendors shall not operate within (1.5) meters of alleys or driveways.
  - ii. Mobile Vendors shall not operate within (5) meters of a fire hydrant.
  - iii. Mobile Vendors shall not obstruct or block loading zones.
  - iv. Mobile Vendors shall not operate in angle parking stalls, nose-in parking stalls, or loading zones at any time.
- j. Mobile Vendors shall not operate within residential land use districts as identified within the Town of Carstairs Land Use Bylaw as may be amended and/or replaced from time to time, except for instances where the following apply:
  - i. During an event where the express written permission of the event organizer has been obtained and submitted to the Town prior to the event.
  - ii. The Mobile Vendor is a Business that operates solely for the sale of ice cream in a form intended for individual consumption and, and the Vendor is not stopped for longer than three (3) minutes at a time.

**7. Non-Resident Mobile Vendors**

Notwithstanding any other provisions contained in this Bylaw, Non-Resident Mobile Vendors shall not operate in the Town without the following requirements having first been met:

- a. The Non-Resident Mobile Vendor must obtain a Non-Resident Business license to conduct business within the Town of Carstairs.
- b. A Non-Resident Mobile Vendor operating for an event, must obtain written permission from the organizer and does not require a Business license to attend and operate for the duration of the event.
- c. A Non-Resident Mobile Vendor operating for an event must, in addition, provide the following:
  - i. Alberta Health Services Approval (Food Handling Permit) if applicable to the service provided.

- ii. Fire Inspection Approval, if applicable.

**8. Buskers and Street Entertainers**

Notwithstanding any other provisions of this Bylaw, the following shall apply to Buskers and Street Entertainers Carrying on Business within the Town.

- a. To operate as a Busker or Street Entertainer on public property in the Town, individuals must first obtain a business license under this Bylaw.
- b. Buskers and Street Entertainers are permitted in Town public areas only.
- c. Maximum performance time is one (1) hour per location.
- d. No sound amplification is permitted to be used.
- e. No high-risk or acts deemed to be dangerous are permitted.
- f. All performances must be suitable for a general family audience rating.
- g. Busking and Street Entertaining at events are subject to obtaining written permission from the event organizer.
- h. No Busking or Street Entertaining is permitted where either the performer(s) and/or the audience gathered to view the performer(s) is blocking pedestrian and or vehicle traffic.

**9. Business License Fees**

- a. Where a Business operates or intends to operate in multiple locations, each location requires its own license and fee.
- b. Any Business that commences Business or operations after July 1 will pay 50% of the License fee as set out in the Rates & Fees Bylaw.
- c. Renewal of a license is required for each subsequent calendar year, with fees due no later than January 31.
- d. Once a Business license has been issued, Business license Fees are not refundable.

**10. Inspections**

- a. Subject to the entry notice provisions contained within the *Municipal Government Act*, RSA 2000 Ch. M-26, a Designated Officer, Peace Officer of the Town may enter a premises to inspect and determine compliance with this Bylaw.
- b. The Chief Administrative Officer may start legal processes to enforce this Bylaw against any business, including injunctions, if necessary.

**11. Enforcement**

- a. If a person or business violates the Bylaw, a Peace Officer may issue a compliance warning and recommend that the Chief Administrative Officer temporarily suspend the business license until the violation(s) are resolved.
- b. The Chief Administrative Officer may revoke or suspend a business license and take legal action to enforce this Bylaw, including injunctions, if they do not comply with its requirements.
- c. The Licensee will be notified of the revocation of the Business license and the suggested enforcement process via personal service or regular mail at the address listed on the Application for Licensing.
- d. Where a Business license has been suspended or revoked by the Chief Administrative Officer, a person may not operate until a new Business license is issued or obtained.

**12. Appeals**

- a. An applicant may appeal the category of Business and the applicable fee assigned to the Business.
- b. Where an application is denied or a license is revoked or suspended, the applicant or licensee can appeal the decision to the Town Council within ten (10) business days of receiving notice. All appeals must be submitted in writing and sent to the Chief Administrative Officer.

- c. Upon receiving an appeal, the Chief Administrative Officer will immediately place it on the Council's schedule for hearing. Such appeal must be accompanied by a written report from the Chief Administrative Officer outlining the reasons for the refusal or revocation of any license application.
- d. During the hearing of the appeal, Council may evaluate written comments from the appellant, Chief Administrative Officer, and other persons with the right to speak or hear them verbally.
- e. Within ten (10) days of the completion of the hearing, the Council may do one or more of the following:
  - i. Direct that the Business be added to the Business Registry.
  - ii. Confirm the refusal, revocation, or suspension of a Business license.
  - iii. Reinstate the revoked license.
  - iv. Remove or vary the suspension.
  - v. Establish the category of Business and/or its applicable licensing fee.

**13. General Penalty Provisions**

- a. Any person who contravenes any provision of this Bylaw:
  - i. By doing any act or thing that is prohibited under the terms of this Bylaw.
  - ii. By failing to do anything that is required to be done under the terms of this Bylaw.

Is guilty of an offence, and the Town can utilize whatever means deemed appropriate to effect collection of the applicable penalties.

- b. Any person who is convicted of an offence under this Bylaw is liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000) and, in default of payment of any fine imposed, to imprisonment for not more than one (1) year.

**14. Violation Tickets and Penalties**

- a. Where a Peace Officer ~~or Bylaw Officer~~ believes that a person has contravened any provision of this Bylaw, they may commence proceedings by issuing a Violation Ticket under the provisions of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34.
- b. Notwithstanding Subsection 13(b), a Peace Officer may issue, by personal service or regular mail, a Bylaw Ticket in a form as approved by the Town to any person alleged to have contravened any provision of this Bylaw.
- e. The penalty, instead of prosecution, payable in respect of a contravention of this Bylaw, to be indicated on any such Bylaw Ticket issued, is the amount provided for in ~~Schedule "A" of this Bylaw~~ the Rates & Fees Bylaw.
- d. If a person receives a Bylaw Ticket for a violation and pays the penalty within the specified time frame, they will not face prosecution for the violation.
- e. The specified penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in ~~Schedule "A" of this Bylaw~~ the Rates & Fees Bylaw in respect of that provision.
- f. The minimum penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in ~~Schedule "A" of this Bylaw~~ the Rates & Fees Bylaw in respect of that provision.
- g. Notwithstanding Subsection 14(e):
  - i. Where any person has been in contravention of the same provision of this Bylaw twice within one (1) twelve (12) month period, the specified penalty payable in respect of the second offense is double the amount shown in ~~Schedule "A" of this Bylaw~~ the Rates & Fees Bylaw in respect of that provision; and
  - ii. Where any person has been in contravention of the same provision of this Bylaw three (3) or more times within one (1) twelve (12) month period, the specified penalty payable in respect of the third or subsequent offence is triple the amount shown in ~~Schedule "A" of this Bylaw~~ the Rates & Fees Bylaw in respect of that provision.

h. Notwithstanding Subsection 14(f):

- i. Where any person has been in contravention of the same provision of this Bylaw twice within one (1) twelve (12) month period, the minimum penalty payable in respect of the second offence is double the amount shown in ~~Schedule "A" of this Bylaw the Rates & Fees Bylaw~~ in respect of that provision; and
- ii. Where any person has been in contravention of the same provision of this Bylaw three (3) or more times within one (1) twelve (12) month period, ~~mandatory court will issue a provincial violation ticket. the minimum penalty payable in respect of the third (3) or subsequent offense is triple the amount shown in Schedule "A" of this Bylaw the Rates & Fees Bylaw in respect of that provision.~~
- iii. Where a person is convicted of carrying on a Business without first being licensed with the Town, or without payment of the necessary fee having been made, the Court may direct payment of the applicable license fee to the Town in addition to the fine imposed under ~~this Bylaw the Rates & Fees Bylaw.~~

**15. Continuing Offences**

In the case of an offence that is continuing, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues.

**16. Mandatory Court or Information**

No provision of this Bylaw shall prevent any Peace Officer ~~or Bylaw Officer~~ from issuing a Violation Ticket requiring the court appearance of the defendant under the provisions of the *Provincial Offences Procedure Act*, R.S.A. 2000, c.P-34, or from laying information instead of issuing a Violation Ticket.

**17. General**

Each provision of this Bylaw is independent of all other provisions, and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

~~18. The attached Schedule "A" shall form part of this Bylaw.~~

19. This Bylaw hereby repeals Bylaw No. 906.

20. This Bylaw shall come into full force and effect upon the date of the third and final reading.

**READ A FIRST TIME THIS XX<sup>TH</sup> DAY OF XXXX A.D., 202X**

**READ A SECOND TIME THIS XX<sup>TH</sup> DAY OF XXXX A.D., 202X**

**UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS XX<sup>TH</sup> DAY OF XXXX A.D., 202X**

**READ A THIRD AND FINAL TIME THIS XX<sup>TH</sup> DAY OF XXXX A.D., 202X**

\_\_\_\_\_  
**Lance Colby, Mayor**

\_\_\_\_\_  
**Rick Blair, CAO**

**SCHEDULE "A"**  
**Bylaw No. 2054**

**Business license Penalties**

<b>PENALTIES</b>	<b>MINIMUM PENALTY</b>	<b>SPECIFIED PENALTY</b>
<b>1st offence</b>	<b>\$500.00</b>	<b>\$750.00</b>
<b>2nd offence(within (12) months)</b>	<b>\$1000.00</b>	<b>\$1,500.00</b>
<b>3rd offence(within (12) months)</b>	<b>\$1,500.00</b>	<b>\$2,500.00</b>

**Bylaw No. 2056-44-Amended**

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

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

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

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

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

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

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

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

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

1. This Bylaw may be referred to as the **“2025 Rates and Fees Bylaw”**.
2. That the rates specified in the Schedules attached be charged for the goods and services specified.

Schedule A	Water, Wastewater and Garbage Collection
<b>Schedule B</b>	<b>Administration</b>
Schedule C	Building Development Permit Application
<b>Schedule D</b>	<b>Cemetery</b>
<b>Schedule E</b>	<b>Dog &amp; Hobby License Bylaw</b>
<b>Schedule F</b>	<b>Sports and Recreation</b>
Schedule G	Traffic Bylaw
Schedule H	Fire Services
Schedule I	Community Hall
Schedule J	Plotter Printer
Schedule K	Council Remuneration
Schedule L	Cat Bylaw
Schedule M	Noise Bylaw
Schedule N	Cannabis Consumption Bylaw
Schedule O	Smoking and Vaping Bylaw
Schedule P	Fines for Livestock
Schedule Q	Fines Residential Community Standards
Schedule R	Fines Industrial Community Standards
Schedule S	Fines Commercial Community Standards
Schedule T	Special Events
<b>Schedule U</b>	<b>Golf Course Fees</b>
<b>Schedule V</b>	<b>Hobby Kennel License Bylaw</b>
<b>Schedule W</b>	<b>Discharge of Projectiles Bylaw</b>
<b>Schedule X</b>	<b>The Fireworks Permission Bylaw</b>
<b>Schedule Y</b>	<b>Animal Trapping Bylaw</b>
<b>Schedule Z</b>	<b>Business License Bylaw</b>



3. That the rates specified attached to this Bylaw may be modified and amended from time to time, as Council desires, by resolution of Council;
4. That this Bylaw shall come into full force and effect on January 1, 2025.

**READ A FIRST TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X**

**READ A SECOND TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X**

**UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X**

**READ A THIRD AND FINAL TIME THIS XX<sup>TH</sup> DAY OF XXX A.D., 202X**

---

**Lance Colby, Mayor**

---

**Rick Blair, CAO**

**SCHEDULE 'A'  
WATER AND WASTEWATER AND GARBAGE COLLECTION RATES**

**WATER RATES:**

**1. Metered Single Occupancy**

Metered consumption charge of ~~\$3.21~~ \$3.36 per cubic meter.  
Water Infrastructure/Maintenance Fee \$15.00 per month ~~plus a~~

**2. Metered Multiple Occupancy**

Where a separate meter has been installed for each unit within the building, a Water Infrastructure/Maintenance Fee of \$15.00 per month shall apply to each unit plus a metered consumption charge of ~~\$3.21~~ \$3.36 per cubic meter.

Where only one meter is installed to serve the entire building, a Water Infrastructure/Maintenance Fee of \$15.00 per month shall apply for each unit plus a metered consumption charge of ~~\$3.21~~ \$3.36 per cubic meter.

**3. Flat Rates**

For buildings in which a water meter is not installed, ~~or inoperable~~ the monthly charge shall be ~~\$50.00~~ \$75.00 per month ~~plus all base fees~~ for each unit within the building.

**4. Bulk Water Sales**

The charge for water sold in bulk quantities shall be ~~\$6.50~~ \$6.65 per cubic meter. Users without an account will be charged a flat fee of \$30.00 plus consumption.

**5. Sales of Water Meters & Read-outs**

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

**6. Additional Charges**

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

**WASTEWATER RATES:**

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

**GARBAGE COLLECTION AND DISPOSAL RATES:**

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

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

Replacement Garbage Bin ~~\$90.00~~ \$105.00+ GST

**SCHEDULE 'B'  
ADMINISTRATION FEES**

**1. The fee for NSF or returned cheques is:**

\$40.00

**2. The fee for photocopying is:**

\$0.30 per page.

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

**3. The fee for FAX service is:**

To send local Faxes:	\$1.00 per page
To send long distance Faxes:	\$2.00 per page
To receive Faxes:	\$1.00 per page

**4. The fee for an assessment appeal is:**

Residential \$50.00  
Non-Residential \$650.00

**5. The fee for Tax Certificate is:**

\$40.00

~~**6. The fee for Insurance Application is:**~~

~~—\$25.00~~

**6. The fee for Tax Recovery Registration is:**

\$50.00 plus registration costs.

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

**7. The fee for dog licenses is:**

No charge permanent tag  
\$200.00 restricted dog  
\$100.00 hobby license  
\$ 30.00 per day boarding fees  
\$ 10.00 replacement tag

**8. The fee for cat licenses is:**

No charge permanent tag  
\$ 30.00 per day boarding fees  
\$ 10.00 replacement tag

~~**10. The fee for renting the Town Office Board Room is: (all rentals subject to GST)**~~

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

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

~~— Evening use fee is: — \$10.00 per hour (without equipment)  
— \$20.00 per hour (with equipment) —~~

**9. Tax Penalty**

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

**10. Utility Account Penalty:**

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

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

<b>11. Accounts Receivable:</b>	1.5% per month, 18% per annum
<b>12. Business Licenses:</b>	\$100.00 Resident License \$125.00 Non-Residential License \$300.00 Peddler & Hawkers License <del>\$25.00 Temporary Vendor Market (per day)</del>
<b>13. Special Event License:</b>	<del>\$25.00 Temporary Vendor License (per day)</del>
<b>14. Campground Fees: (GST additional included)</b>	
	<del>\$32.00</del> \$35.00 per recreational vehicle <del>\$27.00</del> \$28.00 per tent \$10.00 firewood per wheelbarrow load \$1.00 showers on timer \$5.00 sewage dump
<b>15. Personal Vehicle Allowance:</b>	
	As per Canada Revenue Agency – Reasonable per kilometer allowance
<b>16. Tax/Utility Invoice Reprint Charge</b>	\$5.00 per invoice (1 <sup>st</sup> Free)
<b>17. Paper Billing Charge</b>	<del>\$2.00</del> per bill
<b>18. 18. FOIP Fees</b>	
General Information Application Fee	\$25.00
General Information Continuing Request	\$50.00
Time for locating & Retrieving records	\$6.75 per quarter hour
Additional fees may apply as per FOIP regulation	

**SCHEDULE 'C'  
BUILDING AND DEVELOPMENT PERMIT APPLICATION RATES  
\*All rates are subject to GST\***

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

<b>Type</b>	<b>Building Permit Fee</b>	<b>Provincial Fee</b>	<b>Development Permit</b>
Single-family, duplex, multi-family	\$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000 Minimum construction cost: +2000 sq. ft, \$350,000 -2000 sq. ft, \$300,000 each	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Additions and Renovations – all types	\$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000 Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Manufacture/Modular Home without attached garage	\$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000. Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Manufactured/ Modular Home with attached garage	\$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000. Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Residential Garage or Accessory Building over 144 sq. ft.	\$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000. Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	Minimum charge: \$100.00
Decks	\$75.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$50.00
Solid Fuel Burning Appliance	\$75.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	Minimum Charge: \$50.00
Shed (on skids) Under 144 sq. ft.	No Charge	No Charge	No Charge
Industrial, Commercial, Assembly buildings	\$5.50 per \$1000 construction value up to	\$4.50 for permits \$114.31 or less, 4.0% levy over	\$1.50 per \$1000 construction value up to \$250,000 – thereafter

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

**Policy Document Review Fee Schedule**

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

\* Additional fees may be required if the plan area is located within the Newly Annexed Lands.

\*\* Pre-application fees will be based on an hourly rate as per current Planning Agreement

**Land Use Re-designation Fee Schedule**

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

\* Additional fees may be required if the plan area is located within the Newly Annexed Lands.

\*\* Pre-application fees will be based on an hourly rate as per current Planning Agreement.

**Site Servicing Permit Fee Schedule**

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

\* Additional fees may be required if the plan area is located within the Newly Annexed Lands.

\*\* Pre-application fees will be based on an hourly rate as per current Planning Agreement

**Subdivision Application Fee Schedule**

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

\* Additional fees may be required if the plan area is located within the Newly Annexed Lands.

\*\* Pre-application fees will be based on an hourly rate as per current Planning Agreement

**OFFSITE LEVIES:**

**Transportation:**

**Water:** \$1,266.90 per lot;  
\$15,450.00 per residential hectare;  
\$10,815.00 per industrial and commercial hectare.  
\$152.00 per unit

**Sewer:** \$3,082.22 per lot;  
\$35,664.00 per residential hectare;  
\$24,964.80 per industrial and commercial hectare.  
\$369.86 per unit

**Storm:** \$849.68 per lot;  
\$10,621.00 per residential hectare.  
\$7,434.70 per industrial and commercial hectare  
\$101.96 per unit

**Transportation:** \$741.20 per lot;  
\$9,265.00 per residential hectare;  
\$6,485.50 per industrial and commercial hectare  
\$88.94 per unit

\* Fees are subject to change based on Development Agreement conditions



**SCHEDULE 'D'  
CEMETERY RATES**  
All rates are subject to GST unless otherwise noted

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

<b>Burial Plots:</b>		<b>Rate</b>
<b>Adult Plots:</b>	Resident-Summer	\$1575.00
	Non-Resident-Summer	\$2,207.50
	Resident-Winter	\$1,775.00
	Non-Resident-Winter	\$2,407.50
<b>Children Plots:</b>	Resident-Summer	\$1,560.00
	Non-Resident-Summer	\$1,600.00
	Resident-Winter	\$1,760.00
	Non-Resident-Winter	\$1,800.00
<b>Cremations:</b>		<b>Rate</b>
	Resident-Summer	\$1575.00
	Non-Resident-Summer	\$2,207.50
	Resident-Winter	\$1,775.00
	Non-Resident-Winter	\$2,407.50
<b>Columbarium:</b>		<b>Rate</b>
	Resident	\$1575.00
	Non-Resident	\$2,207.50

**SCHEDULE 'E'  
DOG BYLAW**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> *</b>	<b>3<sup>rd</sup> **</b>
3 (a)	Running at large	\$200.00	\$400.00	\$600.00
3 (b)	Failure to immediately remove defecation from property not the owners	\$100.00	\$200.00	\$300.00
3 (c)	Allow premise to become littered with dog feces	\$100.00	\$200.00	\$500.00
3 (d)	Bite a person	\$500.00	\$750.00	\$1000.00
3 (e)	Injure a person	\$500.00	\$750.00	\$1000.00
3 (f)	Chasing a person	\$150.00	\$300.00	\$500.00
3 (g)	Biting at, barking at, and chasing livestock, bicycles, automobiles, or other vehicles	\$150.00	\$300.00	\$500.00
3 (h)	Barking, howling, or disturbing the peace	\$150.00	\$300.00	\$500.00
3 (i)	Damage to property or other animals	\$500.00	\$750.00	1,000.00
3.(j)	Upsetting waste receptacles	\$100.00	\$200.00	\$300.00
3 (k)	Be in an area of a park cultivated for floral plant display	\$100.00	\$200.00	\$300.00
3 (l)	Be in any swimming, bathing or wading pool that is provided for the use of the public	\$100.00	\$200.00	\$300.00
<del>6 (a)</del> 4 (a)	Failure to obtain license for a restricted dog	\$200.00	\$400.00	\$600.00
<del>6 (b)</del> 4 (b)	Failure to confine restricted dog	\$250.00	\$500.00	\$1,000.00
<del>6 (c)</del> 4 (c)	Failure to harness or leash restricted dog	\$250.00	\$500.00	\$1,000.00
5 (g.i)	Fail to have vicious dog tattooed or Microchipped within 10 days	\$300.00	\$600.00	\$1,000.00
5 (g.ii)	Fail to have dog vicious dog spayed or neutered within 10 days	\$300.00	\$600.00	\$1,000.00
5 (g.iii)	Fail to license vicious dog within 10 days	\$500.00	\$1000.00	\$1,500.00
5 (h.i)	Fail to inform new owner dog is declared "Vicious Dog"	\$500.00	\$750.00	\$1,000.00
5 (h.ii)	Fail to notify Town of change of owner/death of dog	\$200.00		
5 (h.iii)	New Owner Fail to obtain Vicious Dog License within 3 days	\$500.00	\$750.00	\$1,000.00
5 (h.iv)	Fail to obtain Annual "Vicious Dog" License	\$500.00	\$750.00	\$1,000.00
5 (h.v)	Fail to ensure Vicious Dog wearing tag when off property	\$200.00	\$400.00	\$600.00
5 (j.i)	Fail to confine Vicious Dog indoors	\$500.00	\$1000.00	\$1,500.00
5 (j.ii)	Fail to confine Vicious Dog in pen	\$500.00	\$1000.00	\$1,500.00
5 (k)	Pen not meeting minimum requirements	\$200.00	\$500.00	\$1,000.00
5 (l.i)	Fail to muzzle Vicious Dog when off property	\$500.00	\$1000.00	\$1,500.00
5 (l.ii)	Fail to secure Vicious Dog to secure leash, not longer the 1 metre, off property	\$500.00	\$1000.00	\$1,500.00
5 (l.iii)	Fail to ensure Vicious Dog under control of competent person	\$500.00	\$1000.00	\$1,500.00
5 (m.i)	Vicious Dog attack or bite person or animal			Court
5 (m.ii)	Vicious Dog chase person or animal			Court
5 (m.iii)	Vicious Dog Injure or cause injury to person or animal			Court

5 (m.iv)	Vicious Dog Damage/Destroy property	\$500.00	\$750.00	\$1,000.00
5 (m.v)	Vicious Dog Run at Large	\$500.00	\$750.00	\$1,000.00
5 (m.v)	Notify the Town Vicious Dog running at large	\$150.00	\$300.00	\$500.00
5 (n)	Fail to post Vicious Dog sign with in 5 days of order declaring	\$250.00	\$500.00	\$1,000.00
6 (a)	Failure to report dog with rabies	\$250.00	\$500.00	\$1,000.00
<del>6 (e)</del> (b)	Failure to confine dog with rabies	\$500.00	\$500.00	\$1,000.00
<del>8 (h)</del> 6 (c)	Failure to keep confined dog with rabies for 10 days	\$250.00	\$500.00	\$1,000.00
8 (a-h)	Failure to obtain license for dog	\$250.00	\$500.00	\$1,000.00
8 (i)	Failure to obtain hobby license for dog	\$250.00	\$500.00	\$1,000.00
10 (a)	Interference with or obstruction of animal control officer	\$500.00	\$500.00	\$1,000.00
11 (a)	Untying an animal	\$250.00	\$500.00	\$750.00
11 (b)	Negligently or willfully open a gate, door, or other opening in a fence or enclosure in which an animal has been confined	\$250.00	\$500.00	\$750.00
11 (c)	Tease, torment or annoy an animal	\$250.00	\$500.00	\$750.00

**SCHEDULE 'F'  
SPORTS AND RECREATION  
\*All rates are subject to GST\***

**BALL DIAMONDS:**

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

**SOCCER FIELDS:**

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

**GAZEBO:**

- \$100.00 per day

**CONCESSION:**

- \$100.00 per day

**ARENA ICE RENTAL RATES:  
2025  
Season May 1- April 30**

<b>League</b>	<b>Rate (Per Hour)</b>
Local Youth	\$110.00
Local Adult	\$141.75
Local Youth Tournament/Competition	\$139.65
Local Youth Camp/Development	\$119.00
Local Adult Tournament/Competition	\$146.00
Non-Local Youth	<del>\$126.00</del> -\$145.00
Non-Local Adult	<del>\$153.30</del> -\$175.00
Non-Local Camp/Development	\$142.85
Non-Local Tournament/Competition	\$185.00
Non-Prime Ice*	\$91.90

**\*Non-Prime Ice consists of the following:**

- o Bookings which start after 10:00 p.m. Sunday – Thursday
- o Bookings which end before 3:30 p.m. all weekdays except holidays or days without school

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

**Small Meeting Room**

- Full Day \$50.00
- Hourly \$10.00

**Fitness Room**

- Hourly \$15.00

**Off-Season Floor Rentals (April-August)**

- With Staff (per hour) ~~\$40.00~~-\$50.00
- Without Staff (per hour) \$20.00
- Party Fee (includes 2 hours of floor rental and choice of equipment and 2 hours of meeting room time) \$100.00

**ANNUAL ARENA ADVERTISING RATES:**

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

**SCHEDULE 'G'  
TRAFFIC BYLAW**

	<b>SPEED</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup>**</b>
<del>34-42(a)</del>	>40k where not posted	\$100	\$200	\$500
<del>34-42(b)</del>	Speed in School/Playground Zone	\$100	\$200	\$500
<del>34-42(c)</del>	Speed in Alley	\$100	\$200	\$500
<del>34(d)42(d)</del>	Speed in parking lot	\$100	\$200	\$500
<b>TSA and Parking</b>				
5(a)	Violate TSA / regs	\$100	\$200	\$500
6	Park other than parallel	\$100	\$200	\$500
<del>8-12</del>	Double Park	\$100	\$200	\$500
<del>9-13</del>	Obstruct Driveway	\$100	\$200	\$500
<del>10-15</del>	Park < 5m from Intersection	\$100	\$200	\$500
<del>11-16</del>	Park < 5m from hydrant	\$100	\$200	\$500
<del>12-20</del>	Park on road >72hrs	\$100	\$200	\$500
<del>13-21</del>	Park on Sidewalk or boulevard	\$100	\$200	\$500
<del>14-22</del>	Vehicle for sale on town land	\$100	\$200	\$500
<del>15-23</del>	Unattached Trailer	\$100	\$200	\$500
<del>16-24</del>	Park/Drive on Playground	\$100	\$200	\$500
<del>17-27</del>	Obstruct Alley	\$100	\$200	\$500
<del>18-17</del>	Park where prohibited by sign	\$100	\$200	\$500
<del>19-28</del>	Park where prohibited by device/signal	\$100	\$200	\$500
<del>20-29</del>	Park non-designated Town land	\$100	\$200	\$500
<del>21-30</del>	Truck/Bus park residential	\$100	\$200	\$500
<del>22-32</del>	Park obstructing worksite	\$100	\$200	\$500
<del>23</del>	<del>Park restricted Area</del>	<del>\$100</del>	<del>\$200</del>	<del>\$500</del>
<del>24</del>	<del>Service vehicle on street</del>	<del>\$100</del>	<del>\$200</del>	<del>\$500</del>
<del>25-34(b)</del>	Park disabled vehicle on street	\$100	\$200	\$500
<del>26</del>	<del>Abandon vehicle on town land</del>	<del>\$100</del>	<del>\$200</del>	<del>\$500</del>
<del>27-36</del>	Fail to park within confines of driveway	\$100	\$200	\$500
<del>29-34(a)</del>	Vehicle Unattended on Jack	\$100	\$200	\$500
<del>30-39</del>	Not acquire special permit	\$100	\$200	\$500
<del>31-37</del>	Drain vehicle fluids on street	\$100	\$200	\$500
<del>32-38</del>	Handicapped Parking	\$100	\$200	\$500
<del>33</del>	<del>Throw debris on road</del>	<del>\$100</del>	<del>\$200</del>	<del>\$500</del>
<b>Trucks and Truck Routes</b>				
36	Off Truck route (moving)	\$100	\$200	\$500
<del>37-40</del>	Metal cleats etc. unauthorized	\$100	\$200	\$500
<del>38-41</del>	Operate Engine retarder brake	\$100	\$200	\$500
<b>Bicycles, Motorcycles, OHV</b>				
<del>39-43</del>	On sidewalk Blvd unauthorized	\$100	\$200	\$500
<del>41-48</del>	Operate OHV unauthorized	\$100	\$200	\$500
<del>42-49</del>	Operate unlicensed vehicle unauthorized	\$100	\$200	\$500
<b>Fire Vehicles</b>				
<del>45-51</del>	Follow < 30 m of Emerg. vehicle	\$100	\$200	\$500
<del>46-52</del>	Park < 30 m of Emerg. vehicle	\$100	\$200	\$500
<del>47-53</del>	Vehicle Interfere with Emerg.	\$100	\$200	\$500
<del>48-55</del>	Tamper with fire equipment	\$250	\$500	\$1000
<b>Parades / processions</b>				
<del>49-56</del>	Parade/procession violation	\$100	\$200	\$500
<b>Pedestrians / Sidewalks</b>				
<del>52-58</del>	Interfere with flow of traffic	\$100	\$200	\$500
<del>53-59</del>	Part of group obstructing access	\$100	\$200	\$500
<del>54-60</del>	Climb fence etc. unauthorized	\$100	\$200	\$500
<del>55-61</del>	Street auction unauthorized	\$100	\$200	\$500
<del>56-62</del>	Merchandise obstruct street	\$100	\$200	\$500
<del>57-63</del>	Permit article to interfere traffic	\$100	\$200	\$500
<del>58-64</del>	Ski/tob. Inconsiderate manner	\$100	\$200	\$500
<del>59-65</del>	Stand/Sit/Lie on roadway	\$100	\$200	\$500
<del>60-66</del>	Hitchhike	\$100	\$200	\$500
<del>61-67</del>	Elec. Cord cross s/w or road <del>unless 6'2 ft off the ground on secure post</del>	\$100	\$200	\$500
<del>62(a)</del> <del>68(a)</del>	Violate Order to vacate area	\$250	\$500	\$1,000
<del>62(e)</del> <del>68(b)</del>	Interfere with Emerg. Person	\$250	\$500	\$1,000

**SCHEDULE 'H'  
FIRE SERVICES**

Rates may change as per the Alberta Infrastructure Fee Schedule

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

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

**Fire Investigations**

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

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

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

Outside Resources Cost + 10%

**SCHEDULE 'I'  
COMMUNITY HALL  
\*All rates are subject to GST\***

**Auditorium**

Auditorium only	\$350.00
Auditorium with Kitchen	\$475.00
Auditorium with kitchen (up to 5 hours)	\$250.00

**Small Meeting Room**

Full Day (up to eight hours use)	\$100.00
Half Day (up to four hours use)	\$50.00
Hourly Rate	\$20.00 per hour

**Bar**

\$100

**Kitchen**

\$175.00 per day

**Funerals**

Includes Auditorium, Small Meeting Room and Kitchen	\$200.00
---	----------

**Anniversaries, Birthdays, Celebrations,  
Bridal Showers, Craft Sales (Auditorium)**

\$250.00

- Includes:
  - Up to five hours
  - Kitchen Use

**Wedding Package**

\$800.00

- Includes:
  - Friday noon set up
  - Saturday (all day)
  - Sunday until 2 pm (to allow for gift opening and clean up)
  - Use of:
    - Auditorium
    - Stage (includes sound system)
    - Small meeting room
    - Bar Room
    - Kitchen (includes use of available dishes & equipment)
    - Tables (no linens)
    - Chairs



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

**NOT FOR PROFIT**

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

**PUBLIC**

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

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

**SCHEDULE 'K'  
COUNCIL REMUNERATION**

**1. Mayor**

- Monthly Salary of \$2351.04

**2. Deputy Mayor**

- Monthly Salary of \$2045.40

**3. Councilors**

- Monthly Salary of \$1810.30

**4. Mileage Rate**

As per the Canada Revenue Agency – reasonable per-kilometer allowance

**5. Meeting Per Diem – Two Hours or Less**

- \$90.00 for two hours or less per diem plus additional \$30.00 per hour for travel time

**6. Meeting Per Diem – Half Day**

- \$180.00 for half-day per diem plus an additional \$30.00 per hour for travel time

**7. Meeting Per Diem – Full Day**

- \$360.00 for full-day per diem plus an additional \$30.00 per hour for travel time

**SCHEDULE 'L'  
CAT BYLAW**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> *</b>	<b>3<sup>rd</sup> **</b>
<del>6(a)-3</del>	Failure to license cat	\$250.00	<del>\$400.00</del>	<del>\$600.00</del>
<del>7 5(a)</del>	Interfere with enforcement officer	\$200.00	\$400.00	\$1000.00
<del>7 5(b)</del>	Open vehicle to attempt or allow animal to escape	\$200.00	\$400.00	\$1000.00
<del>7 5(c)</del>	Remove or attempt to remove cat from possession of enforcement officer	\$400.00	\$800.00	\$1200.00
<del>14(a)(i)</del>	Run at large	\$200.00	\$400.00	\$600.00
<del>14(a)(ii)</del> (d)	Damage Property/Animal or Person	\$200.00	\$400.00	\$600.00
<del>14(a)(iii)</del>	<del>Contravene Section 5</del>	<del>\$250.00</del>	<del>\$500.00</del>	<del>\$1000.00</del>
<del>102 (a)(i)</del>	Entice cat to run at large	\$200.00	\$400.00	\$600.00
<del>102 (a)(ii)</del>	Tease cat in trap	\$250.00	\$500.00	\$1000.00
<del>102 (a)(iii)</del>	Throw/poke object in trap with cat inside	\$500.00	\$1000.00	\$2000.00
<del>102 (a)(iv)</del>	Fail to check trap hourly	\$250.00	\$500.00	\$1000.00
<del>102 (a)(v)</del>	Leave trap unattended	\$250.00	\$500.00	\$1000.00
<del>102(a)(vi)</del>	Leave trap set between 16:00 - 08:00 hrs. Fri to Mon or Tues on a long weekend.	\$250.00	\$500.00	\$1000.00
<del>102(a)(vii)</del>	Fail to deliver in 24 hrs.	\$250.00	\$500.00	\$1000.00

**SCHEDULE 'M'  
NOISE BYLAW**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> *</b>	<b>3<sup>rd</sup> **</b>
3	General Prohibition	\$100.00	\$200.00	\$400.00
4	Domestic Noise	\$100.00	\$200.00	\$400.00
6 (a) <del>&amp; (b)</del>	Residential Noise <b>between 9 pm and 7 am weekdays</b>	\$100.00	\$200.00	\$400.00
6 (b)	Residential Noise <b>between 9 pm and 8 am weekends</b>	\$100.00	\$200.00	\$400.00
7	Vehicle Noise	\$100.00	\$200.00	\$400.00
8	Commercial and Industrial Noise	\$100.00	\$200.00	\$400.00
9(a) <del>&amp;(b)</del>	Construction Noise <b>between 9 pm and 7 am weekdays</b>	\$200.00	\$300.00	\$500.00
9 (b)	Construction Noise <b>between 9 pm and 8 am weekends</b>	<del>\$100.00</del> \$200.00	<del>\$200.00</del> \$300.00	<del>\$400.00</del> \$500.00

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

**SCHEDULE 'N'  
CANNABIS CONSUMPTION BYLAW**

<b>Section</b>	<b>Description of Offence</b>	<b>Minimum Penalty</b>	<b>Specified Penalty</b>
3	<i>Smoke, vape or consume cannabis in public place</i>	\$50.00	\$100.00

~~If any discrepancies between Schedule "A" Cannabis Consumption Bylaw and the current Rates and Fees Bylaw — the Rates and Fees Bylaw will be deemed correct.~~

**SCHEDULE 'O'  
SMOKING & VAPING BYLAW**

<b>Section</b>	<b>Description of Offence</b>	<b>Minimum Penalty</b>	<b>Specified Penalty</b>
3	<i>Smoke</i> or <i>vape</i> where prohibited	\$50.00	\$100.00
4	Permit person to <i>smoke</i> or <i>vape</i> where prohibited	\$50.00	\$200.00

~~If any discrepancies between Schedule "A" Smoking & Vaping Bylaw and the current Rates and Fees Bylaw — the Rates and Fees Bylaw will be deemed correct.~~

**SCHEDULE 'P'  
Fines for Livestock**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> *</b>	<b>3<sup>rd</sup> **</b>
	Veterinary Fee – Amount Expended			
3 (a)(b)(c)	Keep Livestock in prohibited area	\$100.00	\$250.00	\$400.00
5 (a)	Allow animal to run at large	\$250.00	\$400.00	\$400.00
6 (a)	Leave animal unattended while tethered in a public place	\$300.00	\$450.00	\$450.00
6 (b)	Animal unsupervised while tethered on private property	\$250.00	\$500.00	\$500.00
6 (c)	Animal left unattended in vehicle or trailer improperly	\$250.00	\$500.00	\$500.00
6 (c)(iii)	Animal left unattended in vehicle when weather conditions not suitable	\$250.00	\$500.00	\$500.00
<del>10 (b) (v)</del>	<del>Throw or poke an animal in an enclosure</del>	<del>\$250.00</del>	<del>\$500.00</del>	<del>\$1000.00</del>
11 (a)(i)	Obstruct or interfere with officer	\$500.00	\$800.00	\$1000.00
<del>11 (a)(ii)</del>	<del>Open Van, Vehicle or Trailer</del>	<del>\$250.00</del>	<del>\$500.00</del>	<del>\$1000.00</del>
11(a)(iii)	Remove or attempt to remove impounded animal	\$250.00	\$500.00	\$800.00
10 (b)(i)	Untie, loosen or free restrained animal	\$250.00	\$500.00	\$800.00
10 (b)(ii)	Open gate, door or opening allowing animal to run at large	\$250.00	\$500.00	\$800.00
10 (b)(iii)	Entice an animal to run at large	\$250.00	\$500.00	\$800.00
<del>10 (iv)</del> <del>10 (b)(iv)</del>	<del>Tease an animal in an enclosure</del>	<del>\$250.00</del>	<del>\$500.00</del>	<del>\$800.00</del>
<del>10 (b)(v)</del>	<del>Tease or poke an animal in a enclosure</del>	<del>\$250.00</del>	<del>\$500.00</del>	<del>\$1000.00</del>
	Animal Kennel Services – Amount Expended			

**SCHEDULE 'Q'  
Fines Residential Community Standards**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup> /Subsequent</b>
<del>8 (i) &amp; 9</del> 8 (a) (i)	<del>Untidy Properties</del> Accumulation of Materials that create unpleasant odors	\$100.00	\$250.00	\$500.00
8(a)(ii)	Accumulation of materials likely too has attract pests	\$100.00	\$250.00	\$500.00
9 (a)	Accumulate Building Materials weather old or New	\$100.00	\$250.00	\$500.00
10	<del>Nuisances Escaping Property</del> Water, Eavestroughs and Down Spouts	\$100.00	\$250.00	\$500.00
11	<del>Weeds</del> Weed Inspectors	\$100.00	\$200.00	\$400.00
12	Noxious Weeds	\$100.00	\$200.00	\$400.00
13	<del>Grass</del> Allow grass or weeds to exceed 15 Centimeters	\$100.00	\$200.00	\$400.00
<del>14 &amp; 15</del> 14 (a)	<del>Trees</del> Shall prune, remove or otherwise maintain trees and shrubs that interfere with or endanger traffic control devices, utility lines,	\$100.00	\$200.00	\$400.00
14(b)	plant trees or shrubbery on Town Lands or shrubbery to be planned on town Lands	\$100.00	\$200.00	\$400.00
14 (c)	Trees shall not over hang into adjacent property.	\$100.00	\$200.00	\$400.00
15 (a)	<del>Sidewalks</del> Owner of premise shall remove and clear away all snow, ice, dirt or other obstructions with in 72 hours	\$100.00	\$200.00	\$400.00
15 (b)	place or allow to be placed obstruction on any sidewalk, street or roadway	\$100.00	\$200.00	\$400.00
16 (a-c) & <del>17 (a-c)</del>	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
17 (a)(b)	Obligation to maintain	\$100.00	\$200.00	\$400.00
18	<del>Addressing</del> owner of a Premise on which a structure is erected or under construction shall display the number assigned to the property	\$100.00	\$200.00	\$400.00
19	<del>Light</del> owner or occupier of a premise shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling	\$100.00	\$200.00	\$400.00
20	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
21 (a-i)	<del>Littering</del> No person shall place deposit, or throw any litter	\$100.00	\$200.00	\$400.00
22	All private or general contractors are responsible for keeping property in reasonable condition and not allow debris from blowing around onto private or public property	\$100.00	\$250.00	\$500.00
23 (a)	<del>Storage on Town Property</del> Loiter in a public place and thereby obstructing another person	\$100.00	\$200.00	\$400.00
23 (b)	Shall not stand or put feet on the top or surface of any table, bench, planter or sculpture placed on any public place	\$100.00	\$200.00	\$400.00
24	No person shall place, pile or store any material or equipment on town owned property	\$100.00	\$200.00	\$400.00



**SCHEDULE 'R'  
Fines Industrial Community Standards**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup> /Subsequent</b>
<del>7(a)(i)(ii)</del> 8 (a) (i)	<del>Untidy Properties</del> Accumulation of Materials that creates unpleasant odors	\$100.00	\$250.00	\$500.00
8 (a)(ii)	Accumulation of materials likely too or to has attract pests	\$100.00	\$250.00	\$500.00
9 (a)	Accumulation of building materials (old or new)			
<del>10 (a)</del>	<del>Nuisances Escaping Property Water, Eavestroughs and Down Spouts</del>	\$100.00	\$250.00	\$500.00
11	<del>Weeds</del> Weed Inspectors	\$100.00	\$200.00	\$400.00
12	Noxious Weeds	\$100.00	\$200.00	\$400.00
13	<del>Grass</del> Allow grass or weeds to exceed 15 centimeters	\$100.00	\$200.00	\$400.00
14 (a)	<del>Trees</del> Shall prune, remove or otherwise maintain trees and shrubs that interfere with or endanger traffic control devices, utility lines	\$100.00	\$200.00	\$400.00
14 (b)	Plant trees or shrubbery on Town lands or shrubbery to be planted on Town lands	\$100.00	\$200.00	\$400.00
14 (c)	Trees shall not overhang into adjacent property	\$100.00	\$200.00	\$400.00
<del>15(a)(b)</del>	<del>Sidewalks</del> Owner of premise shall remove and clear away all snow, ice, dirt or other obstruction within 72 hours	\$100.00	\$200.00	\$400.00
15 (b)	Place or allow to be placed obstruction on any sidewalk, street or roadway	\$100.00	\$200.00	\$400.00
16(a-c) & <del>17(a-b)</del>	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
17 (a,b)	Obligation to maintain			
18	<del>Addressing</del> Owner of a premise on which a structure is erected or under construction shall display the number assigned to the property	\$100.00	\$200.00	\$400.00
19	<del>Light</del> Owner or occupant of premises shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling	\$100.00	\$200.00	\$400.00
20	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
21 (a-i)	<del>Littering</del> No person shall place, deposit, or throw any litter	\$100.00	\$200.00	\$400.00
24	No person shall place, pile or store any material or equipment on Town owned property	\$100.00	\$200.00	\$400.00

**SCHEDULE 'S'  
Fines Commercial Community Standards**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup> /Subsequent</b>
<del>7 (a) (i)(ii)</del> 8 (a-i)	<del>Untidy Properties</del> Accumulation of materials that creates unpleasant odors	\$100.00	\$250.00	\$500.00
8 (a)(i)	Accumulation of materials likely too or to has attract pests	\$100.00	\$250.00	\$500.00
8 (a)(ii)	Accumulation parts of animals remains or feces	\$100.00	\$250.00	\$500.00
9	Outdoor storage of building materials	\$100.00	\$250.00	\$500.00
10	Nuisances Escaping Property	\$100.00	\$250.00	\$500.00
11	<del>Weeds</del> Weed inspectors	\$100.00	\$200.00	\$400.00
12	Noxious Weeds	\$100.00	\$200.00	\$400.00
13	<del>Grass</del> Allow grass or weeds to exceed 15 centimeters	\$100.00	\$200.00	\$400.00
14 (a)( <del>b</del> )	<del>Trees</del> Shall prune, remove or otherwise maintain trees and shrubs that interfere with or endanger traffic control devices, utility lines	\$100.00	\$200.00	\$400.00
14 (b)	Plant trees or shrubbery on Town lands or shrubbery to be planted on Town lands	\$100.00	\$200.00	\$400.00
14 (c)	Trees shall not over hang into adjacent property	\$100.00	\$200.00	\$400.00
15 (a)( <del>b</del> )	<del>Sidewalks</del> Owner of premise shall remove and clear away all snow, ice, dirt or other obstruction within 72 hours	\$100.00	\$200.00	\$400.00
15 (b)	Place or allow to be placed obstruction on any sidewalk, street or roadway	\$100.00	\$200.00	\$400.00
16 (a-c)	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
17 (a-b)(i-v)	Shall not allow a structure or fence to become a safety hazard	\$100.00	\$250.00	\$400.00
18	<del>Addressing</del> Owner of a Premise on which a structure is erected or under construction shall display the number assigned to the property	\$100.00	\$200.00	\$400.00
19	<del>Light</del> Owner or occupier of a premise shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling	\$100.00	\$200.00	\$400.00
20	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
21 (a)	Donation Sites	\$100.00	\$200.00	\$400.00
22	<del>Recycling Sites</del> Compost Sites	\$100.00	\$200.00	\$400.00
24(a-i)	<del>Littering</del> No person shall place, deposit, or throw any litter	\$100.00	\$200.00	\$400.00
24	During the construction, renovations or demolition of building, keep the land in a reasonable condition so as not to constitute a nuisance	\$100.00	\$200.00	\$400.00
25 (a)	Loiter in a public place or obstruct another person		\$200.00	\$400.00
25 (b)	<del>Storage on Town Property</del> Stand or put his feet on the top or surface of any table, bench, planter or sculpture placed in any public place	\$100.00	\$200.00	\$400.00
26	Storage on Town Property			

**SCHEDULE 'T'  
Special Event Fees**

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

**SCHEDULE 'U'  
Golf Course Fees  
\*All rates are subject to GST\***

**Membership Category:**

7 Day unlimited	<del>\$1,525.00</del> \$1,600.00
5-Day (Mon-Fri excluding holidays)	<del>\$1,150.00</del> \$1,200.00
Youth Membership (Ages 18-24)	\$600.00
Intermediate (Ages <del>18-35</del> 25-36)	\$900.00
Over 80 (Age 80+)	\$850.00
Individual Restricted After 3 pm	\$700.00
Family Restricted After 3 pm	\$1,000.00
Junior (17 years and younger)	<del>\$225.00</del> \$250.00
Golf Canada Membership	<del>\$50.00</del> \$55.00

**Green Fee Rates:**

**Monday – Thursday**

**18 Hole Green Fee Rates**

Regular Green Fee	<del>\$52.00</del> \$55.00
Senior Green Fee (60+)	<del>\$45.00</del> \$48.00
Junior Green Fee (Age 17 & under)	\$35.00

**9 Hole / Twilight Green Fee Rates**

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

**Weekday Special Rates**

Guest with member Green Fee	<del>\$42.00</del> \$45.00
2 for 1 Green Fee Each (Golf Canada Card, Golf Pass)	<del>\$26.00</del> \$27.50
Parent with Junior member (After 6 pm)	<del>\$10.00</del> \$15.00

**Friday – Saturday – Sunday & Holidays**

**18 Hole Green Fee Rates**

Regular Green Fee	<del>\$62.00</del> \$65.00
Junior Green Fee (Age 17 & under)	\$35.00

**9 Hole / Twilight Green Fee Rates**

Regular Green Fee	\$35.00
Twilight (After 3 pm)	<del>\$40.00</del> \$45.00

**Weekend & Holiday Special Rates**

Guest with member Green Fee	<del>\$52.00</del> \$55.00
2 for 1 Green Fee (Golf Canada Card, Golf Pass)	N/A
Parent with Junior member (After 6 pm)	<del>\$10.00</del> \$20.00

10 Game Pass (valid anytime)	\$500.00
------------------------------	----------

**Public / Non-pass Holder Rates:**

18-hole Regular ½ Cart	<del>\$18.00</del> \$19.00
18-hole Regular Full Cart	<del>\$36.00</del> \$38.00
9-hole / Twilight Power Cart ½ Cart	<del>\$10.00</del> \$12.00
9-hole / Twilight Power Cart Full Cart	<del>\$20.00</del> \$24.00

**Member Power Cart Packages:**

18-hole 10 Power Cart Seats	<del>\$170.00</del> \$180.00
18-hole 20 Power Cart Seats	<del>\$320.00</del> \$340.00
18-hole 30 Power Cart Seats	<del>\$450.00</del> \$480.00

9-hole 10 Power Cart Seats	<del>\$90.00</del> \$100.00
9-hole 20 Power Cart Seats	<del>\$170.00</del> \$190.00
9-hole 30 Power Cart Seats	<del>\$240.00</del> \$270.00

**Yearly Unlimited Power Cart Passes**

Yearly Single Cart	\$650.00
--------------------	----------

**Driving Range**

Large Basket	\$10.00
Medium Basket	\$8.00
Small Basket	\$6.00
Yearly Range Pass	\$200.00

**SCHEDULE 'V'**  
**Hobby Kennel and Commercial Breeding Kennel**

<b>SECTION</b>	<b>OFFENCE</b>	<b>FINE</b>
3 (f)	Failure to renew kennel license	\$250.00
3 (k)	Maintaining kennel after license suspended or revoked (per day)	\$100.00

**SCHEDULE 'W'  
Discharge of Projectiles Bylaw**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup>**</b>	<b>3<sup>rd</sup>**</b>
3. (a)	Discharge Device	\$50.00	\$100.00	\$200.00
3. (b)	Discharge at Property	\$100.00	\$200.00	\$400.00
3. (c)	Discharge at Animal	\$400.00	\$800.00	\$1600.00
3. (d)	Discharge at person	\$500.00	\$1000.00	\$2000.00

**SCHEDULE 'X'  
The Fireworks Permissions Bylaw**

<b>SECTION</b>	<b>OFFENCE</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup>**</b>	<b>3<sup>rd</sup>**</b>
3 (a)	Wholesale, display for sale, offer for sales, sell, possess or store any fireworks	\$100.00	\$300.00	\$500.00
3 (b)	Set off, discharge or otherwise handle fireworks	\$100.00	\$300.00	\$500.00
3 (c)	Set off fireworks in a place or manner that creates a danger or constitutes a nuisance to any person or property.	\$100.00	\$300.00	\$500.00
3 (d)	Discharge or set off fireworks on a highway, road allowance or park	\$200.00	\$500.00	\$1000.00
3 (e)	Discharge or set off fireworks within 200 meters of any place where explosives or flammable liquids or combustible liquids or substances are manufactured or stored.	\$200.00	\$500.00	\$1000.00
3 (f)	Discharge or set off fireworks during a fire ban.	\$500.00	\$1000.00	\$1500.00
3 (g)	Sell fireworks to any person without seeing that person's Driver's License or other photo identification issued by the Governments of Canada or Alberta.	\$100.00	\$200.00	\$300.00
3 (h)	Sell fireworks to anyone under the age of 18 years.	\$100.00	\$250.00	\$500.00
3 (i)	Person under the age of 18 years purchase or be in possession of fireworks	\$100.00	\$250.00	\$500.00
3 (j)	Set up, set off, fire, discharge or energize a pyrotechnics display	\$250.00	\$500.00	\$1000.00

**SCHEDULE 'Y'  
Animal Trapping Bylaw**

<b>OFFENCE</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup>**</b>
Use any form of animal trap for the purpose to trap animals	\$250.00	Court



**SCHEDULE 'Z'  
Business License Bylaw**

<b>OFFENCE</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Penalties for not obtaining a business License (within 12 months):	\$500.00	\$1,000.00	\$1,500.00



**Town of Carstairs**

**Policy: Council and CAO Attendance at Conferences and Development Sessions  
Policy No. 11-022-24**

**Date: November 25, 2024**

**Adopted by: Council**

**Policy Statement:**

That the Council of the Town of Carstairs (Town) encourages and supports the attendance of Councilors and Chief Administrative Officer (CAO) or Designate at annual conferences, seminars and other special development and training sessions during their tenure.

**Purpose:**

To provide Councilors and Chief Administrative Officer or Designate with the opportunity to attend conferences and training sessions which support their role.

**Principles:**

1. Town of Carstairs considers it important that Councilors and Administrator, during their tenure develop a knowledge and awareness of issues pertaining to their mandate of effectively representing their electorate.
2. Council recognizes that certain conferences must be available for all Council members and CAO to attend, while at some conferences the Town need only be represented by a few Councilors or CAO.
3. This policy does not cover meetings and events inside and outside the Town boundaries which require Council or CAO attendance in carrying out their normal duties as Administrator, Councilor or Committee related appointments.

**Guidelines:**

1. All Councilors and Chief Administrative Officer are entitled to attend the following conferences and meetings:
  - a. Provincial AM Municipalities Spring and Fall Conferences
  - b. Elected Officials Symposium
  - c. Elected Officials Education Program
  - d. All Public Events hosted by a Committee of Council.
2. The CAO, Mayor and three Councilors are approved to attend the annual conference of the Federation of Canadian Municipalities (FCM) when hosted in Eastern Canada. Councilors attending the conference will be appointed at the annual Organization Meeting preceding the conference. All Councilors will be permitted to attend FCM when the FCM Conference is held in Western Canada, which includes Manitoba and all provinces and territories to the West.
3. The CAO and All Councilors are approved to attend the annual conference of the Alberta Municipalities (AB Munis).
4. **The CAO, Mayor and two Councilors are approved to attend the annual RMA Conference. On an individual basis, either in the spring or fall.**
5. A maximum of two Councilors per year are approved to attend out-of-province conferences, excepting other than the annual conference of the Federation of Canadian Municipalities. The Mayor's approval is required prior to registrations.
6. The Mayor may approve Councilor's attendance at a provincial conference as long as costs will be within the approved annual budget. The Deputy Mayor may approve the Mayor's attendance at a provincial conference as long as costs will be within the approved annual budget.

7. When approval cannot be granted, the request may be brought before Council for consideration.
8. Per Diem will be paid for the duration of the conference or meeting including time for travel to and from the conference.
9. Expense reimbursement for the duration of the conference or meeting may be claimed as the actual costs with supporting receipts or a pre-established rate, i.e. mileage rate.  
Costs eligible for reimbursement:

Councilor

- Registration
- Travel
- Accommodation and meals

Spouse

- Registration
- Fifty percent (50%) airfare
- Meals

Chief Administrative Officer

- Registration
- Travel
- Accommodation and meals

Spouse

- Registration
- Fifty percent (50%) airfare
- Meals

**Procedure:**

1. Councilors will be canvassed by administration as to their desire to attend conferences. Councilors and administration will attempt to ensure that registration occurs before early incentive registration deadlines (if available).
2. A Councilor will be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances as accepted/approved by Mayor or Deputy Mayor.
3. Administration will register and book rooms for all Councilors far enough in advance for conventions in Guideline 1.a) to ensure that Councilors are at the conference hotel other than where a rotation policy exists for room allocation.
4. For all other events where Council approves all or some of its members to attend, administration would, depending on the amount of lead time, do the same as above.
5. In cases where there is insufficient lead time to book Councilors into a host hotel, a close alternative will be found.

**Reporting:**

1. Councilors of a representative of Councilors who attend a conference are expected to provide Council with a written summary.
2. Conference materials or handouts which are of a benefit to all Councilors shall be copied and made available to them.

**End of Policy**

/Carstairs 11/24

**Signatures**

M\_\_\_/24 Policy No. 11-022-24 was adopted by Council on November 25, 2024.

\_\_\_\_\_  
**Mayor, Lance Colby**

\_\_\_\_\_  
**CAO, Rick Blair**

Town of Carstairs  
Policy No. 11-022-24  
Page 2 of 2



**Town of Carstairs**

**Policy:** **Fire-Call Attendance Compensation**  
**Policy No. 23-002-24**

**Date:** **November 25, 2024**

**Adopted by:** **Council**

**Policy Statement:**

The Town of Carstairs will provide fair and equitable remuneration to all Paid-on-call firefighters. Remuneration will be structured so as to attract and retain competent and qualified firefighters and appropriately reward qualifications and experience.

**Procedure:**

1. To provide a standard for the continued operation of the Fire Department.
2. All members must make a commitment to attend as many emergency responses as possible to maintain skills to be functional in all aspects of emergency operations.
3. To stay an active member, a minimum of 20% of all Emergency Responses must be attended. In the event a member does not make the minimum they will have a meeting with the Fire Chief to discuss their attendance awareness and will be given a letter of expectations to meet these requirements. This will be on a case-by-case basis. In the event that fewer than half of the Members attend the minimum of 20%, the percentage will be adjusted to reflect the attendance of 80% of the Membership.
4. If a member requires a Leave of Absence for any reason within the calendar year, the number of Emergency Responses will be prorated accordingly. Probationary Firefighters are not eligible for Leave of Absences.
5. Regular training nights will be conducted every Wednesday at 19:00hrs.
6. Unless approved by the Fire Chief, all members must make a commitment to attend 70% of training sessions to maintain skills to be functional in all aspects of emergency operations.
7. All members must receive prior approval from the Deputy Chief of Training before applying for any fire-related training courses where they would be representing the Carstairs Fire Department and looking for reimbursement.

**Definitions:**

**Deputy Chief:**

Assists the Fire Chief with decisions and operations of the department. They hold all the responsibility and authority of the Fire Chief in their absence, take command of calls as needed, and oversees the hiring committee.

**Deputy Chief of Training:**

Assists the Fire Chief with decisions and operations of the department; with the main focus being training portfolios. They hold all the responsibility and authority of the Fire Chief in their absence, take command of calls as needed, and oversees the hiring committee.

**Captain:**

A Senior officer that oversees calls for the department, implements the policies put in place by the Fire Chief and Deputy Chiefs, and must hold a portfolio (Training Officer, Apparatus Officer, Equipment Officer or Fire Prevention Officer)

**Lieutenant:**

A Junior officer that oversees calls for the department, implements the policies put in place by the Fire Chief and Deputy Chiefs, and must hold a portfolio (Training Officer, Apparatus Officer, Equipment Officer or Fire Prevention Officer)

**Training Officer:**

An officer, working under the Deputy Chief of Training that oversees the development of a training program and its implementation for all members. Along with testing and grading of tests.

**Equipment Officer:**

An officer that oversees the items assigned to their portfolios and reports deficiencies to the Fire Chief or Deputy Chiefs.

**Fire Prevention Officer:**

Public Relations with the community and events

**Paid-on-call (POC) firefighter:**

A member of the Carstairs Fire Department that is only paid for hours working at the hall, on Emergency Response calls, training, or representing the department for public events. They are not paid while being "on call", unless approved by the Fire Chief.

**Probationary firefighter:**

A new member of the Carstairs Fire Department with restrictions of not being allowed to go on a roof of a building, nor to make entry on a working fire, and cannot drive with lights and sirens activated. They will stay at this level as per the following timeline:

1. Probationary Firefighter Level 1: Member is not allowed to respond to calls and will not be issued any equipment other than assigned PPE (Personal Protective Equipment). They can be called in for calls only if approved by the Officer in Charge.
2. Probationary Firefighter Level 2: Same as Probationary Firefighter Level 1, but have completed a minimum of ten (10) training sessions (excluding business meetings) and completed the orientation exam with the Fire Chief's approval.
3. Firefighter: Member must complete the required training for Firefighter Level 1, as per Schedule "A"

**Responsibilities:**

1. It is the responsibility of the Fire Department to provide the necessary training to ensure the safety of its personnel.
2. The Fire Department will provide the necessary training to allow members to advance within the Department.
3. It is the responsibility of all members to ensure that all aspects of the training are completed safely and as per industry standards.
4. A member can only increase pay levels once every six (6) months on either January 1, or on July 1.
5. No member can take more than one (1) level increase training per year without the Fire Chief or Deputy Chief of Training's approval.
6. Level increases will be approved by the Fire Chief based on performance and qualifications.
7. Any member that was hired prior to January 1, 2023, will be given a 24-month grace period to take the necessary training required for their current pay level. If the necessary training has not been completed after the 24-month grace period, the member will move down the pay scale by either two (2) levels or to the level in which they are qualified for, whichever is greater. (Refer to Schedule "B" for level requirements).
8. If a Probationary Firefighter does not complete the requirements for Firefighter Level 1 in the appropriate amount of time, the member may be dismissed. This will be reviewed and decided by the Fire Chief.

**Pay Rates:**

1. The Town shall compensate Paid-on-Call Firefighters for the hours spent attending Emergency Response Calls, hall duties, trainings, and public events with the Fire Chiefs approval.
2. Compensation will be provided as per the remuneration structure in Schedule "A".
3. Payments will be made semi-annually:

December 16 – June 30 period will be paid within 5 business days after cut-off. July 1 – December 15 period will be paid within 5 business days after cut-off.

\*All payments are subject to statutory deductions.

4. Information recorded in CityWide Solutions will be used to determine attendance.
5. Annually, the remuneration provided to Firefighters may be adjusted by the Cost of Living Adjustment (COLA) set by Town Council of the Town of Carstairs.

6. In the event that the County, or the Town of Carstairs, determines that the Remuneration Structure contemplated in Schedule A is no longer competitive to meet the needs of the department, the Town should initiate a regional discussion to identify a new remuneration structure for consideration.
7. In the event that an additional category or specific consideration is to be made due to their unique circumstances, that position should be compensated as closely to the approved Remuneration Structure as possible.

**Benefits:**

1. Paid-on-Call Firefighters are entitled to AMSC Firefighter on Duty Benefits Coverage (Refer to Insurance package for details) and WCB coverage. The Town shall pay for all premiums for these benefits.

**End of Policy**

**Signatures**

M\_\_\_\_/24 Policy No. 23-002-24 adopted at Council on November 25, 2024

\_\_\_\_\_  
**Mayor, Lance Colby**

\_\_\_\_\_  
**CAO, Rick Blair**

Effective Date:	Section: Training Process	Number: SOP FC003	Revision: 0
Title: <b>Employment Requirements</b>			
Approved By:	Signature:	Last Reviewed:	

**SCHEDULE 'A'**

<b>Position / Rank</b>	<b>Hourly Wage Paid to the nearest ¼ hour</b>
Deputy Chief	\$27.45
Deputy Chief of Training	\$27.45
Captain	\$25.34
Lieutenant	\$24.48
Level 5 Firefighter	\$20.59
Level 4 Firefighter	\$19.53
Level 3 Firefighter	\$18.47
Level 2 Firefighter	\$17.42
Level 1 Firefighter	\$16.36
Probationary Firefighter	\$15.00
<b>Special Assignment Positions</b>	<b>Annual Salary</b>
Deputy Chiefs	<del>\$5,000.00</del> <b>\$7,500.00</b>
Training Officer	\$2,500.00
Equipment Officer	\$2,500.00
Apparatus Officer	\$2,500.00
Fire Prevention Officer	<del>\$1,200.00</del> <b>\$2,500.00</b>
<b>Miscellaneous</b>	
Training Nights	\$30.00
Public Events	Hourly Rank
Course Training Days	\$75.00
Instructors - per half day (4 hours)	\$180.00
Instructors - per full day (8 Hour)	\$360.00

**SCHEDULE 'B'**

<b>Firefighter Levels</b>
<b>Level 1</b>
<ol style="list-style-type: none"> <li>1. 1001 Level 1 Firefighter</li> <li>2. 1072 Awareness</li> <li>3. ICS 100</li> </ol>
<b>Level 2</b>
<ol style="list-style-type: none"> <li>1. 1001 Level 1 Firefighter</li> <li>2. 1072 Awareness</li> <li>3. ICS 100</li> <li>4. 1001 Level 2 Firefighter</li> <li>5. 1051 Wildland</li> <li>6. 1072 Operations</li> </ol>
<b>Level 3</b>
<ol style="list-style-type: none"> <li>1. 1001 Level 1 Firefighter</li> <li>2. 1072 Awareness</li> <li>3. ICS 100</li> <li>4. 1001 Level 2 Firefighter</li> <li>5. 1051 Wildland</li> <li>6. 1072 Operations</li> <li>7. Airbrake</li> <li>8. 1002 Driver Operator</li> </ol>
<b>Level 4</b>
<ol style="list-style-type: none"> <li>1. 1001 Level 1 Firefighter</li> <li>2. 1072 Awareness</li> <li>3. ICS 100</li> <li>4. 1001 Level 2 Firefighter</li> <li>5. 1051 Wildland</li> <li>6. 1072 Operations</li> <li>7. Airbrake</li> <li>8. 1002 Driver Operator</li> <li>9. 1002 Pump Operator</li> </ol>
<b>Level 5</b>
<ol style="list-style-type: none"> <li>1. 1001 Level 1 Firefighter</li> <li>2. 1072 Awareness</li> <li>3. ICS 100</li> <li>4. 1001 Level 2 Firefighter</li> <li>5. 1051 Wildland</li> <li>6. 1072 Operations</li> <li>7. Airbrake</li> <li>8. 1002 Driver Operator</li> <li>9. 1002 Pump Operator</li> <li>10. Class 3</li> <li>11. 1002 Aerial Operator</li> </ol>





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

**REQUEST FOR DECISION**

<b>Meeting Date:</b>	November 21, 2024
<b>Title:</b>	Policy 41-004-19 Utility Charges for New Show/Speculation Homes or Facilities
<b>Agenda:</b>	Policy & Planning

**Application & Issue History:**

Policy 41-004-19 Passed on October 28, 2019

**Policy Statement:**

To establish the point in time when a serviced property should be added as a permanent utility account and to establish a reasonable charge to developers and builders of new facilities who require full connection to the Town of Carstairs water and wastewater services but whose developments are vacant.

With the increased number of building permits for new homes, we are seeing more accounts not being paid. We have several accounts with balances of less than \$30 that have been outstanding for more than 45 days. The cost of producing the bill, postage, etc., is now more than some of the balances.

We have confirmed that most of our surrounding neighbors already use this process.

**Proposal, Options, Benefits, & Disadvantages:**

1. Set up a utility account when the builder /developer installs the water meter, and Operational Services turns on the water. Charge all applicable fees and water consumption.
2. Charge a \$100.00 Water Deposit on all new builds to recover the final billing if unpaid. Once everything is settled, we will reimburse the money.

**Signature of Director:** \_\_\_\_\_

**Operational Impact:**

Consistent setup between all utility accounts.

**Budgetary Impact:**

We would have fewer write-off amounts and collect flat water and sanitary fees.

**Recommendations:**

Repeal Policy 41-004-19 and start charging a water deposit.

**Motion:**

**Signature of Director:** \_\_\_\_\_





**Town of Carstairs**

**Policy: Utility Charges for New Show/Speculation  
Homes or Facilities - Policy No. 41-004-19  
(Repeals 42/04)**

**Date: October 28, 2019**

**Adopted by: Council**

**Policy Statement:**

To establish the point in time when a serviced property should be added as a permanent utility account and to establish a reasonable charge to developers and builders of new facilities who require full connection to the Town of Carstairs water and wastewater services but whose developments are vacant.

**Guidelines:**

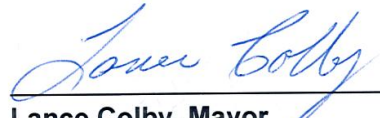
- a. From time to time developments are completed that are fully connected to the Town of Carstairs water and wastewater services but are unoccupied.
- b. The monthly fee for water and garbage would be excessive to the actual use of the property at the time the facility is unoccupied or vacant property.
- c. The following charges shall apply once occupancy is granted:
  - i. Water Charge- the meter shall be read and recorded both at the time of meter installation and date of sale. The builder shall be responsible for the amount of water used from the time of meter installation to the date of sale at current water rates as outlined in the Rates & Fees Bylaw.
  - ii. Wastewater Charge – Calculated as a percentage of water consumption per the current Rates & Fees Bylaw.
  - iii. Garbage Charge – no fee while building unoccupied unless service is requested.
- d. This policy does not apply to existing utility accounts that become vacant by choice. Properties vacant by choice shall be subject to full utility fees as outlined in the current Rates & Fees Bylaw.

**End of Policy:**

Carstairs/10/28/19

**Signatures:**

M346/19 Policy No. 41-004-19 Utility Charges for New Show/Speculation  
Homes or Facilities Policy adopted at Council on October 28, 2019.

  
\_\_\_\_\_  
**Lance Colby, Mayor**

  
\_\_\_\_\_  
**Carl McDonnell, CAO**

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING  
THURSDAY, NOVEMBER 21, 2024, 1:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, & Roberts, Director of Emergency Services R. McKay, Fire Chief J. Schaffer, Director of Corporate & Legislative Services, CAO Rick Blair & Executive Assistant Kayleigh Van Es

**ABSENT:** Councilor Wilcox

**CALL TO ORDER:** Mayor Colby called the meeting of Thursday, November 21, 2024, to order at 1:00 p.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Fricke to adopt the Policies & Priorities Committee meeting agenda of November 21, 2024, as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Allan to adopt the Policies & Priorities minutes of October 17, 2024, as presented.

**CARRIED**

**UNFINISHED BUSINESS:** Nil

**DELEGATIONS: 1. Heritage Festival-Bob Green**

B. Green provided the Committee with an update on the Carstairs Heritage Festival 2025 plans. B. Green voiced concern about the festival continuing despite the loss of a couple essential volunteers. They are making every attempt to recruit new volunteers and will notify the Committee by the second week of January if they are able to continue. B. Green requests that the committee maintain a line item in the 2025 budget to sponsor four Pipe Bands at \$750 each.

Councilor Fricke thanks B. Green for the presentation and for your continued commitment to the event. Not to be discouraged, as many organizations and volunteer groups are facing similar challenges. We are willing to help in any manner we can.

Mayor Colby questioned if they had contacted the Chamber for assistance. B. Green responds that an email has been sent, and they have also contacted the Elks for assistance.

Councilor Roberts and Allan encourage the group to carry on and keep searching for volunteers.

CAO Blair states they will include the placeholder in the 2025 budget.

Mayor Colby appreciates the group's hard work and dedication.

Motion by Councilor Ball to accept the Carstairs Heritage Festival as information.

**CARRIED**

**2. Carstairs Heritage Centre-Darryl Herman, John Cole, Bob Peele**

Darryl Hermann, President of the Carstairs Heritage Centre, introduced J. Cole as Curator and Manager of the Museum and B. Peel as the Treasurer.

**Policies & Priorities Committee Meeting – November 21, 2024**

**Page 2 of 6**

J. Cole began by thanking the volunteers as well as the Council and Town for their support. The museum has had a busy year, opening for 257 days and welcoming 3,753 people. Seeing an increase in the number of young families visiting to inquire about what it's like to live in Carstairs, as well as to obtain information on schools, parks, and programs, has led to the Museum serving as a liaison for the town. A five-year tentative plan was presented, and J. Cole noted that he welcomes comments for the museum's future to ensure it meets the needs of Council and the community as a whole.

B. Peele discussed the 2024 financials and the 2025 budget claiming that the main issue this year was not receiving a grant. They anticipate that the museum will qualify for the grant again in 2025, reducing the deficit. The museum's current request is that the town consider increasing its part by 5%, for a total of \$58,905 for the 2025 budget.

Councilor Allan had no questions and thanked the Carstairs Heritage Centre staff for their efforts to engage all audiences.

Councilor Roberts expressed appreciation for the presentation.

Councilor Ball requested that B. Peele devise a long-term strategy, as balancing the deficit with savings is a short-term answer. B. Peele noted that they are taking steps to improve the grant application, recognizing that depending solely on savings is not optimal.

Councilor Fricke commented on the Museum's fantastic activities and the attendance that demonstrates their success. Inquiring about the source of the budgetary pressure. J. Cole responded that a portion of the difficulty stems from provincial legislation, such as the reduced funding approach.

CAO Blair expressed appreciation for the steps that have been taken to work through the finances.

Mayor Colby questioned why the Museum had not received the grant in 2024. J. Cole indicated that the grant is extremely competitive; but, with letters of support and a shared objective, the grant application will most likely be granted for 2025.

Mayor Colby offers congratulations on making the Carstairs Heritage Centre what it is today.

Motion by Councilor Roberts to accept the Carstairs Heritage Centre Delegation as information.

**CARRIED**

**BYLAWS & POLICIES:**

**1. Bylaw No. 927 Injurious Occupation Bylaw-Amended**

The Committee reviewed the changes to the Injurious Occupation Bylaw.

Motion by Councilor Ratz to accept Bylaw No. 927 Injurious Occupation Bylaw as amended and forward to Council with the recommendation for adoption.

**CARRIED**

**2. Bylaw No. 980 Fire Department Bylaw-Amended**

The Committee reviewed the changes to the Fire Department Bylaw.

J. Schaffer explained the reasoning for the Lock Box Program.

Councilor Allan inquired about how such a program might be executed. J. Schaffer noted that the Lock Box is part of the Building Code.

**Policies & Priorities Committee Meeting – November 21, 2024**

**Page 3 of 6**

Councilor Ratz inquired as to how many buildings would be required to comply, and J. Schaffer responded 15 to 20. This excludes small businesses, however they are welcome to participate. This applies to larger buildings with fire suppression systems and fire panels.

Councilor Fricke explained whether this would affect home-based businesses. J. Schaffer reaffirmed that they have the option to participate in the program but are not required. Councillor Fricke also inquired about alternate brands that may be utilized; J. Schaffer said that there are competitors; however, the Knox brand has been tested and performs well in varying conditions.

Motion by Councilor Allan to accept Bylaw No. 980 Fire Department Bylaw as amended and forward to Council with the recommendation for adoption.

**CARRIED**

**3. Bylaw No. 1066 Cannabis Consumption Bylaw-Amended**

The Committee reviewed the changes to the Cannabis Consumption Bylaw.

Motion by Councilor Allan to accept Bylaw No. 1066 Cannabis Consumption Bylaw as amended and forward to Council with the recommendation for adoption.

**CARRIED**

**4. Bylaw No. 2054 Business License Bylaw**

The Committee reviewed the new Business License Bylaw. S. Allison spoke to the Bylaw stating that Bylaw No. 906 is very outdated and was easier to start from scratch.

Motion by Councilor Roberts to accept Bylaw No. 2054 Business License Bylaw as presented and forward to Council with the recommendation for adoption.

**CARRIED**

**5. Bylaw No. 906 Business License Bylaw**

The Committee reviewed the current business License Bylaw that will be repealed with Bylaw 2054.

Motion by Councilor Ratz to accept Bylaw No. 906 Business License Bylaw as information.

**CARRIED**

**6. Bylaw No. 2056 Rates & Fees 2025 Bylaw**

The Committee reviewed the Rates & Fees 2025 Bylaw

Councilor Fricke enquired about cemetery expense increases. CAO Blair confirmed that the revised charge is now all-inclusive. The increase also includes the recovery of the cemetery's land costs.

Motion by Councilor Fricke to accept Bylaw No. 2056 Rates & Fees 2025 Bylaw as presented and forward to Council with the recommendation for adoption.

**CARRIED**

**7. Policy No. 11-005-23 Council Remuneration & Compensation Policy**

The Committee reviewed the Council Remuneration & Compensation Policy.

Motion by Councilor Roberts to accept Policy No. 11-005-23 Council Remuneration & Compensation Policy as information.

**CARRIED**

**8. Policy No. 11-022-18 Council & CAO attendance at Conferences Policy**

The Committee reviewed Council & CAO attendance at Conferences Policy.

**Policies & Priorities Committee Meeting – November 21, 2024**

**Page 4 of 6**

CAO Blair informed the Committee of neighboring municipalities' attendance at conferences. Asking what Councils wishes are.

Discussions on attendance at the RMA (Rural Municipalities Alberta) Conference.

Councilor Allan is not convinced RMA is beneficial.

Councilor Roberts believes RMA should be attended on a case-by-case basis.

Councilor Ratz believes RMA may be a beneficial conference to attend and agrees that Council should allow it on a case-by-case basis. Reiterating that the Spring Leaders Caucus should be budgeted for.

Councilor Ball echoes that RMA should be approved on a case-by-case basis.

Councilor Fricke sees a significant value to attending RMA and should have a budgeted amount prepared if agenda topics are appropriate for the municipality. Councilor Fricke asks if FCM Sustainability's Conference should be added as well. CAO Blair noted that the conference is normally held in Eastern Canada, and the agenda is not revealed until closer to the event. This means that preparing ahead for hotels and flights can be difficult and expensive.

Mayor Colby recognizes that RMA could be beneficial and agrees that monies should be set out for the mayor and two councillors to attend.

CAO Blair stated that it will be added to the Policy for Councils approval.

Motion by Councilor Fricke to accept Policy No. 11-022-18 Council & CAO attendance at Conferences Policy as amended and forward to Council with the recommendation for adoption.

**CARRIED**

**9. Policy No. 23-002-24 Fire-Call Attendance Compensation Policy**

The Committee reviewed the changes to the Fire-Call Attendance Compensation Policy.

Councilor Ball wonders if there is a better way to govern wages. J. Schaffer agreed that there should be a common system to refer to rather than what is in place.

CAO Blair stated the administration will spend more time exploring a better method, but this will suffice for the time being.

Motion by Councilor Ball to accept Policy No. 23-002-24 Fire-Call Attendance Compensation Policy as amended and forward to Council with the recommendation for adoption.

**CARRIED**

**10. Policy No. 41-004-19 Utility Charges for New Builds**

The Committee reviewed the Utility Charges for New Builds Policy and the Request for Decision to repeal the Policy.

CAO Blair spoke the Policy; it was used to entice builders to develop; however, the town is no longer in that position, and we need to hold builders accountable.

Motion by Councilor Ratz to accept Policy No. 41-004-19 Utility Charges for New Builds RFD and forward to Council with the recommendation for repeal.

**CARRIED**



**Policies & Priorities Committee Meeting – November 21, 2024**

**NEW BUSINESS:**

**1. Notary Public Discussions**

The Committee reviewed the confidential Notary Public package provided.

The Committee was in agreement that there is enough access to lawyers, and thus the application does not qualify.

Motion by Councilor Allan to accept the Notary Public Discussion as information.

**CARRIED**

**2. COLA Increase Discussions**

The Committee discussed COLA increase, the Committee is in agreeance for an increase of 2.5%.

**REPORTS:**

**1. Development Reports**

The Committee reviewed the Development Reports through November 14, 2024. There have been 69 new home permits and 170 compliances issued so far. 223 Total development permits thus far.

- a. Building Permit Listing
- b. Compliance Listing

Councilor Fricke reiterates her appreciation for the quick turnaround and inquires as to whether the department is experiencing staff strain. CAO Blair responded that the department holds monthly meetings and discusses adequate staffing. Planning & Development has added Asset Management under its purview.

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

**CARRIED**

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

The Committee reviewed the following monthly reports for the months of October 2024.

- a. Fire Reports
- b. Bylaw Reports

**3. Emergency Services**

The Committee reviewed the following reports.

- a. Emergency Services Report
- b. Carstairs Emergency Management Agency (CEMA) Report

Motion by Councilor Allan to accept the City Wide Protective Services Monthly Reports and Emergency Services Reports as information.

**CARRIED**

**4. Utilization Reports**

The Committee reviewed the following reports.

- a. Carstairs Campground

Motion by Councilor Ratz to accept the Utilization Report as information.

**CARRIED**

**CORRESPONDENCE:**

**1. Imagine Gymnastics Request**

The Committee reviewed the request from Imagine Gymnastics for Tax exemption.

The Committee was agreed that Imagine Gymnastics does not qualify for Tax Exemption.

**Policies & Priorities Committee Meeting – November 21, 2024**

**Page 6 of 6**

Motion by Councilor Fricke to accept Imagine Gymnastics request as information.

**CARRIED**

**GENERAL DISCUSSION:**

**1. AHS Lease of Fire Hall Bay**

Discussed negotiations to move AHS vehicle to lease a bay at the Fire Hall.

**2. Enterprise fleet Management**

Discussed arrangements for Enterprise to present to Council.

**3. ISL**

Discussed rates for next year, grant applications, reservoir project and administration expansion plans.

**4. Clean-Up Orders**

Discussed at what point the Town steps in to help a residents.

**5. STARS donation**

Discussed donating \$5,000 to support STARS.

**6. Half Century Club operating grant**

Discussed covering the utilities for the IODE and Half Century Club.

**NEXT MEETING:**

January 2024

**ADJOURNMENT:**

Motion by Councilor Allan to adjourn the meeting of November 21, 2024, at 2:57 p.m.

**CARRIED**

\_\_\_\_\_  
**Lance Colby, Mayor**

\_\_\_\_\_  
**Rick Blair, CAO**



Box 3934, Olds, AB T4H 1P6



November 1, 2024

Town of Carstairs  
Box 370  
Carstairs, AB T0M 0N0

Dear Sir/Madam:

On behalf of the **OLDS & DISTRICT KIWANIS MUSIC FESTIVAL SOCIETY**, I would like to thank you for your past contributions to our annual festival. In 2024, we received 276 entries. Classes included bands, choirs, musical theater, instrumentals, strings, classical and contemporary vocals, piano and composition. We received entries from 13 towns and cities including Bowden, Calgary, Carstairs, Cochrane, Cremona, Crossfield, Didsbury, Olds, Sundre, and Water Valley. We acknowledged 20 participants at our Grand Concert, and awarded \$1,700 in scholarship money. There were 21 recommendations/nominees to move on to the Provincial Music Festival held in Edmonton at the end of May.

The following participants placed at the Provincial Music Festival:

- First Place Winners: Hugh Sutherland School Choir- Jr. High Choir
- Amelia Hoffman- Piano II, grade 6/7
- Katie Gascon- Speech, 17 years & under
- Third Place Winner: Tyler Lema- Piano II Grade 4/5

Canada West participants: Hugh Sutherland School Choir  
Katie Gascon

Our next Festival of the Performing Arts is scheduled for **March 17 - March 27, 2025**. The Grand Concert will be held Tuesday, April 1, 2025 and the benefit concert on Thursday, April 3, 2025. All events will be held at the TransCanada Theatre in the Fine Arts and Multimedia Centre, in Olds.

Your support in the past has been greatly appreciated. We would not be able to hold a festival in this area without it. We hope we can depend on you for our 2024/2025 Festival. All our donors will be listed in the local syllabus, festival program and in the programs for each of our concerts. A charitable tax receipt will be provided.

Please mail your donation to: Olds & District Kiwanis Music Festival Society  
Box 3934  
Olds, Alberta T4H 1P6  
OR E-transfer: [odkmftreasurer@gmail.com](mailto:odkmftreasurer@gmail.com)

**For e-transfers please complete the comments section on the transfer with your name and address in order to receive a receipt.**

If you have any questions please contact me.  
Yours Truly,  
**Anjoli Rice** – Festival Fundraiser  
Olds & District Kiwanis Music Festival Society  
[anjoli19@hotmail.com](mailto:anjoli19@hotmail.com)

Your past donation was in the amount of \$500

TOWN OF CARSTAIRS  
NOV 12 2024  
RECEIVED



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

COMMITTEES & BOARDS APPLICATION

Last Name: Jantzen First Name: Marjorie

Address: Box 1152 Carstairs AB T0M0N0  
City Province Postal Code

Home Phone: 403-506-5671 Day-Time Phone: 403-506-5671

Email: chocolatequitter@gmail.com

1. Appointment To:

- a) Public Library Board
- b) \_\_\_\_\_

2. Background Information

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

Retired School Librarian  
\_\_\_\_\_  
\_\_\_\_\_

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

Give back to the community I have lived in and raised my family in.  
\_\_\_\_\_

4. Length of Residence:

In the town of Carstairs: 38 years and/or In the town of Carstairs area: \_\_\_\_\_ years

Marjorie Jantzen  
Signature

Nov. 12/24  
Date

Completed applications must be returned to the Town Office.  
To be eligible for appointment as a public-at-large member of a Town Board, Commission, Committee, or Task Force, you must be a resident of Carstairs.  
Length of appointment is a two year term except as required by statute, or if the appointment is to fill a vacancy.  
The personal information requested on this application is being collected in order to assist Council in making appointments to its committees, and is governed by the Freedom of Information & Protection of Privacy Act (FOIPPA).