



**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, SEPTEMBER 23, 2019, 7:00 P.M.**

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

- a) Adoption of agenda of September 23, 2019  
**Motion:** To adopt the agenda of September 23, 2019

**4. ADOPTION OF MINUTES**

- 4 - 7 a) Adoption of minutes of September 9, 2019 (addendum 4.a)  
**Motion:** To adopt the minutes of September 9, 2019



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**6. DELEGATIONS**

- a) Skate Park Re: Helmets - Elijah Grue

**7. BYLAWS AND POLICIES**

- 8 - 12 a) Bylaw No. 996 Amended "Residential Community Standards Bylaw"  
(addendum 7.a)



- 13 - 18 b) Bylaw No. 999 Amended "Industrial District Standards Bylaw" (addendum  
7.b)



- 19 - 24 c) Bylaw No. 1000 Amended "Commercial District Standards Bylaw"  
(addendum 7.c)








- 25 d) Policy No. 12-010-19 "Accounts Receivables-Past Due Accounts" Amends  
Policy No 12-010-04 (addendum 7.d)




- 26 - 52 e) Bylaw No. 1091 "Rates and Fees 2020 Bylaw" (addendum 7.e)






- 53 - 73 f) Special Event Guidelines & Application - Community Services (addendum 7.f)  

- 74 - 82 g) Bylaw No. 1092 "Special Events Bylaw" to repeal Bylaw No. 826 "Events Bylaw" (addendum 7.g)  

- 83 - 86 h) Policy No.62-004-19 "Special Events Policy" (addendum 7.h)  

- 87 - 116 i) Policy No. 12-033-19 Asset Management Policy (AMP)  
Schedule A - Capital Asset Plan  
Schedule B - Facility Components and Inventory (addendum 7.i)  

- 117 j) Bylaw No. 1093 "The Borrowing Bylaw for the purpose of Purchasing Plan 8310310, Block B" (addendum 7.j)  


**8. NEW BUSINESS**

- 118 - 137 a) Parkland Regional Library Proposed Budget 2020 (addendum 8.a)  

- b) Audit Services

**9. COMMITTEE REPORTS**

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
  - 138 - 140 i) Legislative & Emergency Services Committee minutes of September 16, 2019 (addendum 9.a.i)  

- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) EXTERNAL RELATIONS COMMITTEE
  - 141 - 142 i) External Relations Committee minutes of September 19, 2019 (addendum 9.c.i)  

- d) POLICY & GOVERNANCE COMMITTEE
  - 143 - 146 i) Policy & Governance Committee minutes of September 10, 2019 (addendum 9.d.i)  

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

- j) CENTRAL ALBERTA ECONOMIC PARTNERSHIP
- 10. COUNCILOR REPORTS**
- a) COUNCILOR RATZ
  - b) COUNCILOR WILCOX
  - c) COUNCILOR ALLAN
  - d) COUNCILOR GREEN
  - e) COUNCILOR GIL
  - f) COUNCILOR BLAIR
  - g) MAYOR COLBY
- 11. CORRESPONDENCE**
- 12. CAO'S REPORT**
- 13. COUNCILOR CONCERNS**
- 14. PUBLIC QUESTION PERIOD**
- 15. MEDIA QUESTION PERIOD**
- 16. CLOSED MEETING**
- a) Section 197 of the MGA states that Council and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosed in Division 1 Par 1 of the Freedom and Information and Protection of Privacy (FOIP) (s. 16 to 29).
    - 1. Regional Airport
- 17. ADJOURNMENT**

**MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, SEPTEMBER 9, 2019, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

**ATTENDEES:** Mayor Colby, Councilors Blair, Wilcox, Green, Allan, Ratz and Gil, Director of Corporate Services Shannon Allison, and Executive Assistant Brenda Coles

**ABSENT:** C. McDonnell

**CALL TO ORDER:** Mayor Colby called the meeting of September 9, 2019, to order at 7:00 p.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:**

Motion 275/19 Motion by Councilor Wilcox to accept the agenda of September 9, 2019, as presented. **CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**

Motion 276/19 Motion by Councilor Allan to adopt the Regular Council minutes of August 26, 2019, as presented. **CARRIED**

**BUSINESS ARISING FROM PREVIOUS MEETING:**

Nil

**DELEGATIONS:** Nil

**BYLAWS & POLICIES:** Nil

**NEW BUSINESS:** **1. Request for Decision (RFD) Reserve Transfer- Land Purchase 5-1-30-16-16-SW**

Motion 277/19 Motion by Councilor Blair to approve the transfer of \$374,000.00 from reserves to cover the purchase of property located at 2400 Highway 581, Legal 5-1-30-16-SW. **CARRIED**

**2. Town of Carstairs 2016 Quality Management Plan- Updated**

Motion 278/19 Motion by Councilor Gil to approve the Town of Carstairs 2016 Quality Management Plan to include the Fire Discipline. **CARRIED**

**3. Letter of Support CFEP – Carstairs Museum**

Motion 279/19 Motion by Councilor Ratz to accept the application for the Carstairs Historical Society CFEP Grant and to provide a letter of support. **CARRIED**

**COMMITTEE REPORTS:**

**1. Legislative & Emergency Services Committee**  
- Next meeting is on Monday, September 16, 2019.

**2. Strategic Planning & Corporate Affairs Committee**  
- Next meeting is on Monday, September 23, 2019.

**3. Policy & Governance Committee**  
- Next meeting is on Tuesday, September 10, 2019.

**4. External Relations Committee**  
- Next meeting is on Thursday, September 19, 2019.

**5. Mountain View Regional Waste Commission**  
- Next meeting is on September 23, 2019.

**6. Mountain View Regional Water Commission**

- Next meeting is on Wednesday, September 11, 2019.

**7. Mountain View Seniors' Housing**

- Next Finance meeting is on Wednesday, September 11, 2019.

**8. Municipal Area Partnership**

- Next meeting is on Monday, September 16, 2019 from 1:00 to 4:00 p.m. at Mountain View County.

- The Airport meeting was on September 5, 2019 from 1:00 to 4:00 p.m. and included a tour of the Didsbury Airport, and meeting at Mountain View County to update the urban partners.

- Councilors Ratz, Wilcox, and CAO McDonnell attended.

**9. Carstairs Community Development & Economic Partnership (CCD&EP)**

- Councilor Ratz gave an oral report on August 28, 2019 meeting.

Discussion points on request of benches for the Dog Park; how to communicate events happening in Town effectively and to review the Committees terms of reference.

- Next meeting is on Thursday, October 3, 2019.

**10. Central Alberta Economic Partnership (CAEP)**

- Next meeting is held on Wednesday, November 20, 2019.

Motion 280/19

Motion by Councilor Green to accept all committee reports as information.

**CARRIED**

**COUNCILOR REPORTS:****Councilor Ratz**

- Attended the AUMA President Tour with Barry Mishito at the Carstairs Golf Course on August 28, 2019.

- Attended the CCD&EP meeting on August 28, 2019 with discussions on growth initiatives and new opportunities and non for profit support.

Attended Heritage Festival meeting on September 5, 2019 and reviewed timelines for events and next year Scottish Festival and Parade of Kilts is scheduled for May 30, 2019.

- Attended the Airport Tour and County Office on September 5, 2019.

**Councilor Wilcox**

- Attended the AUMA President Tour with Barry Mishito at the Carstairs Golf Course on August 28, 2019.

- Met with Community Services Director S. Koop to plan for an upcoming New Year's Event on August 30, 2019.

- Attended the Airport Tour and County Office on September 5, 2019.

**Councilor Allan**

- Attended the Carstairs Drive-in Movie and Parenting Fair Event on August 27, 2019.

**Councilor Green**

- Attended the AUMA President Tour with Barry Mishito at the Carstairs Golf Course on August 28, 2019.

- Attended Finance Committee meetings for Parkland Regional Library and Carstairs Public Library.

**Councilor Gil**

- Nothing to report at this time.

**Councilor Blair**

- Attended MVRWC Construction and Finance meeting with the CAO and CFO held on August 27, 2019. Councilor Blair gave an oral report that the all pipe for the twinning of the lines is now in the ground and they are working on the tie ins. Pumps should be here mid –September and the line will hopefully be up and running by October.

**Mayor Colby**

- Attended the AUMA President Tour with Barry Mishito at the Carstairs Golf Course on August 28, 2019.
- Attended the Police Webinar with CAO McDonnell on September 6, 2019 and gave an overview of the webinar and Council discussed policing and looking into different models of policing.
- Mayor Colby stated that there is a meeting with the Minister on Friday, September 6, 2019 at 1:45 p.m. for any Council member wishing to attend; Mayor Colby, Councilor Blair and CAO McDonnell will be attending to discuss issues regarding MSI Funding, Policing and Highways.

Motion 281/19

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

**CARRIED****CORRESPONDENCE:**

Nil

**CAO'S REPORT:**

Nil

**COUNCILOR CONCERNS:**

1. Councilor Gil was approached regarding the basketball nets and hockey nets being left on the roadways and corner for long periods of time and being a safety issue for pedestrians at crosswalk.
  - Administration will talk to Protective Services and have CPO's patrol and monitor and talk with residents regarding bylaws in place.

Motion 282/19

Motion by Councilor Wilcox to accept Councilor concerns as information.

**CARRIED****PUBLIC QUESTION PERIOD:**

Nil

**MEDIA QUESTION PERIOD:**

Nil

**CLOSED MEETING SESSION:**

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

Motion 283/19

Motion by Councilor Blair that Council closes the meeting to the public at 7:38 p.m. to discuss item 1. Land Purchase

**CARRIED**

Motion 284/19

Motion by Councilor Allan to come out of the closed meeting session at 7:45 p.m.

**CARRIED**

Motion 285/19

Motion by Councilor Blair to direct Administration to transfer \$300,000 from reserves to contribute to the purchase of the Carstairs Golf Course.

**CARRIED**

Motion 286/19

Motion by Councilor Gil to direct Administration to authorize the borrowing of \$410,000 for a 5 year term.

**CARRIED**

Motion 287/19

Motion by Councilor Green that Council closes the meeting to the public at 7:46 p.m.

**CARRIED**

Motion 288/19

Motion by Councilor Blair to come out of the closed meeting session at 8:02 p.m.

**CARRIED****NEXT MEETING:**

Monday, September 23, 2019

**ADJOURNMENT:**

Motion 289/19

Motion by Councilor Green to adjourn the meeting of September 9, 2019, at 8:04 p.m.

**CARRIED**

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**Lance Colby, Mayor**

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**Shannon Allison, Director of Legislative  
and Corporate Services**

**Bylaw No. 996 - Amended**

**BEING** a Bylaw of the Town of Carstairs, in the Province of Alberta, to regulate Neighborhood Nuisance, Safety and Livability Issues.

**WHEREAS**, Section 7(a) of the Municipal Government Act, Chapter M-26RSA 2010 as amended; a council may pass bylaws for municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property;

**AND WHEREAS**, the Municipal Government Act authorizes a municipality to pass bylaws respecting nuisances, including unsightly property;

**AND WHEREAS** it is desirable for regulations which affect neighborhood livability to be located, as much as possible, in one bylaw;

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

1. This Bylaw shall be cited as the "Residential Community Standards Bylaw".
2. The owner of any real property, as registered on title at the Land Titles Office is ultimately responsible for all activities on the property which may constitute prohibition of this Bylaw.
3. Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation, other bylaw or any requirements of any lawful permit order or license.
4. Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes references to any Act, bylaw, regulation or agency that may be substituted therefore.
5. Every provision of this Bylaw is independent of all other provision and if any provision of this Bylaw is declared invalid for any reason by a Court or competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
6. In this Bylaw:
  - a. **Automobile Parts** includes, but is not limited to, any vehicle part or collection of vehicles parts, or one or more vehicles that are dilapidated, derelict or not in operable condition;
  - b. **Bylaw Enforcement Officer** means a person authorized by Council to carry out the provisions of this bylaw, or the Chief Administrative Officer of the Town of Carstairs, or a member of the Royal Canadian Mounted Police;
  - c. **Chief Administrative Officer** means a person appointed as such under the Municipal Government Act by the Town of Carstairs Council;
  - d. **Lane** means an alley intended primarily for access to the rear of the Premises;
  - e. **Litter** means any solid or liquid material or product or combination of products but not limited to: any rubbish, refuse, garbage, paper, package, container, bottle, can, manure, human or animal excrement or sewage or the whole or part of an animal carcass or the whole or part of any article, raw or processed material which can be used for construction of building.
  - f. **Officer** includes a Bylaw Enforcement Officer and a member of the RCMP.
  - g. **Owner** includes a corporation other legal entities and an individual having charge or control of a premises; the owner of any real property, as registered on title at the Land Titles Office.
  - h. **Premises** includes the external surface of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building of buildings;
  - i. **Remedial Order** means an order written pursuant to Section 545 and Section 546 of the Municipal Government Act.

j. **Weed** means a wild plant that grows in an unwanted place and is usually of vigorous growth.

k. **Structure** means a building, garage, shed, fence or other improvement erected or place in, on, over or under land, whether or not it is affixed to the land;

l. **Work Forces** include employees of the Town of Carstairs and Person under contract to The Town.

m. **Boulevard** means the strip of land between the curb and the property line.

n. **Graffiti** means words, figures, letters, drawings or stickers applied, scribbled, scratched, etched, sprayed or attached on or to the surface of any Premises, Structure, or other property.

## **UNTIDY PROPERTIES**

### **Scope**

7. The standards, requirements and prohibitions contained in this Part shall apply to:
  - a. Residential Zoned Premises;
  - b. Vacant lots within residential zoned areas;

### **Accumulation of Materials**

8. No owner of a Premise shall allow on the Premise, the accumulation of:
  - a. Any material that creates unpleasant odors;
  - b. Any material likely to attract pests; or
  - c. Animal remains, parts of animal remains, or animal feces.
  - d. Loose garbage;
  - e. Bottles, cans, boxes or packaging materials;
  - f. Household furniture or other household goods;
  - g. Automobiles (derelict)
  - h. Automobile Parts;
  - i. Parts of or disassembled machinery, equipment or appliances; and
  - j. Yard waste, including grass, tree and hedge cuttings.
  - k. Appliances, Fridges and Freezers.

### **Outdoor Storage of Building Materials**

9. No owner of real property shall allow on the Premise the accumulation of building materials, whether new or used, unless that the owner or occupier can establish that a construction or renovation undertaking is being carried out on the Premise.

Any persons that hold a valid Town of Carstairs Building Permit may be exempt from this clause.

## **Nuisances Escaping Property**

### **Water, Eavestroughs and Downspouts**

10. No owner of a Premise shall allow a flow of water from a hose, eave or similar device on the Premise to be directed towards an adjacent premise.

**Weeds, Grass and Trees**

**Weed Inspectors**

11. The Chief Administrative Officer may appoint Weed Inspectors to enforce the Weed Control Act, S.A. 2008

**Noxious Weeds**

12. Owners must control the growth of noxious weeds and must destroy any prohibited noxious weeds on their property as per the Weed Control Act, S.A. 2008.

**Grass/Weed Control**

13. No owner of a Premise shall allow grass or weeds on the Premise to exceed 10 ~~15~~ centimeters.

**Trees**

14. Owner shall prune, remove or otherwise maintain trees and shrubs that interfere with or endanger traffic control devices, utility lines, poles, pipes, sewers, sidewalks, streets and alleyways or other works of the Town or Public Utility.
15. No person shall plant trees or shrubbery on Town Lands or cause trees or shrubbery to be planted on Town Lands without prior written authorization from the Chief Administrative Officer.

The above section shall apply to vacant lots within residential areas and the grass on any boulevard that lies directly between the boundary of a parcel of land and an adjacent highway, road or alley.

**Sidewalks**

16. The Owner or Occupier of any premise within the Town of Carstairs shall remove and clear away all snow, ice, dirt or other obstructions from the sidewalk adjoining such premises within seventy two (72) hours.
17. No owner shall place or allow to be placed any obstruction on any sidewalk, street or roadway without written consent of the Town of Carstairs.

**Maintenance of Buildings, Structures and Fences**

**Interpretation**

18. For the purpose of this Part:
  - a. "Fence" includes a privately built fence and a developer-built community screening fence;
  - b. "Good Repair" means a condition where something is free from;
    - i. Significant damage;
    - ii. Rot or other significant deterioration;
  - c. "Structure" includes any building, retaining wall, shed or portable shack.

**Obligation to Maintain**

19. No owner or occupier of a Premise shall allow a Structure or Fence to become a safety hazard.
20. Every owner or occupier of a Premise shall ensure the following are maintained in Good Repair;
  - a. Fences and their structural members;
  - b. Structures and their structural members including:
    - i. Foundations and foundation walls;
    - ii. Exterior walls and their components;

- iii. Roofs;
  - iv. Windows and their casings;
  - v. Doors and their frames;
- c. Protective or decorative finishes of all exterior surfaces of a Structure or Fence; and
  - d. Exterior stairs, landings, porches, balconies and decks.
  - e. Vacant buildings must be secured at all times.

**Addressing**

- 21. The owner of a Premise on which a dwelling unit has been erected **or is under construction** shall display the number assigned to the property at the location plainly visible from the street in front of the Premise to which the property is addressed. Minimum 3 inches in size.

**Light**

- 22. No owner or occupier of a Premise shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling house.

**Graffiti Prevention and Abatement**

- 23. **Owners must ensure that any graffiti that has been applied to their property is repaired/removed. If the graffiti is offensive in nature it must be removed within 24 hours, otherwise it must be removed within one week. In addition no person shall create or apply Graffiti on or to any;**
  - a. Publically owned property or premises.

**Littering**

- 24. No person shall place, deposit, or throw any litter upon any:
  - a. Street;
  - b. Land;
  - c. Sidewalk;
  - d. Parking lots;
  - e. Recycle Centre
  - f. Park;
  - g. Playground;
  - h. Water course or;
  - i. Other public place
- 25. All private or general contractors shall during the construction, renovation or demolition of a building, keep the land in a reasonable condition so as not to constitute a nuisance and shall secure all manner of debris so as to prevent from blowing onto any other private or public property.

**Storage on Town Property**

- 26. No person shall place, pile or store any material or equipment on Town owned property without first obtaining approval for such purpose from the C.A.O. for the Town of Carstairs.

**Remedial Orders and Appeals**

- 27. Every Remedial Order written with respect to this Bylaw must:
  - a. Indicate the Person to whom it is directed;
  - b. Identify the property to which the Remedial Order related by municipal address or legal description;
  - c. Identify the date that is issued;
  - d. Identify how the Premise fails to comply with this or another bylaw;
  - e. Identify the specific provision of the Bylaw the Premise contravenes;
  - f. Identify the nature of the remedial action required to be taken to bring the Premise into compliance;
  - g. Identify the time within which the remedial action must be completed.
  - h. Indicate that if the required remedial action is not completed within the time specified, the Town may take whatever action or measures are necessary to remedy the contravention;

- i. Indicate that any expenses and costs plus 10% administration fee of any action or measures taken by the Town under this Section are an amount owing to the Town by the Person to whom the order is directed;
  - j. Indicated that the expenses and costs referred to in this Section may be attached to the tax roll of the property if such costs are not paid by the specified time;
  - k. Indicate that an appeal lies from the Remedial Order to the town Council, if a notice of appeal is filed in writing with the Chief Administrative Officer within seven days of the receipt of the Remedial Order.
28. Every Person who fails to comply with a Remedial Order issued pursuant to this Bylaw within the time set out in the Remedial Order commits an offence.

**Enforcement**

29. Any person who contravenes any provision of this Bylaw by:
- a. Doing any act which the Person is prohibited from doing; or
  - b. Failing to do any act the Person is required to do: is guilty of an offence.
30. All fines for contravention of this Bylaw are outlined in **Schedule "R"** of the current Rates & Fees Bylaw.
31. This Bylaw is to amend Residential Community Standards Bylaw No. 996.
32. This Bylaw shall come in force and affect on the final date of passing thereof.

**READ A FIRST TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER, A.D., 2019**

**READ A SECOND TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER, A.D., 2018**

**READ A THIRD AND FINAL TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER, A.D., 2019**

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**Lance Colby, Mayor**

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**Carl McDonnell, CAO**

**Bylaw No. 999 - Amended**

**BEING** a Bylaw of the Town of Carstairs, in the Province of Alberta, to regulate Industrial Nuisance, Safety and Livability Issues.

**WHEREAS**, Section 7(a) of the Municipal Government Act, Chapter M-26RSA 2010 as amended; a council may pass bylaws for municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property;

**AND WHEREAS**, the Municipal Government Act authorizes a municipality to pass bylaws respecting Industrial nuisances, including unsightly property;

**AND WHEREAS** it is desirable for regulations which affect neighborhood livability to be located, as much as possible, in one bylaw;

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

1. This Bylaw shall be cited as the "Industrial District Standards Bylaw".
2. The owner of any real property, as registered on title at the Land Titles Office is ultimately responsible for all activities on the property which may constitute prohibition of this Bylaw.
3. Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation, other bylaw or any requirements of any lawful permit order or license.
4. Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes references to any Act, bylaw, regulation or agency that may be substituted therefore.
5. Every provision of this Bylaw is independent of all other provision and if any provision of this Bylaw is declared invalid for any reason by a Court or competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
6. In this Bylaw:
  - a. **Automobile Parts** includes, but is not limited to, any vehicle part or collection of vehicles parts, or one or more vehicles that are dilapidated, derelict or not in operable condition;
  - b. **Bylaw Enforcement Officer** means a person authorized by Council to carry out the provisions of this bylaw, or the Chief Administrative Officer of the Town of Carstairs, or a member of the Royal Canadian Mounted Police;
  - c. **Chief Administrative Officer** means a person appointed as such under the Municipal Government Act by the Town of Carstairs Council;
  - d. **Lane** means an alley intended primarily for access to the rear of the Premises;
  - e. **Litter** means any solid or liquid material or product or combination of products but not limited to: any rubbish, refuse, garbage, paper, package, container, bottle, can, manure, human or animal excrement or sewage or the whole or part of an animal carcass or the whole or part of any article, raw or processed material which can be used for construction of building.
  - f. **Officer** includes a Bylaw Enforcement Officer and a member of the RCMP.
  - g. **Owner** includes a corporation other legal entities and an individual having charge or control of a premises; the owner of any real property, as registered on title at the Land Titles Office.
  - h. **Premises** includes the external surface of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building of buildings;
  - i. **Remedial Order** means an order written pursuant to Section 545 and Section 546 of the Municipal Government Act.
  - j. **Structure** means a building, garage, shed, fence or other improvement erected or place in, on, over or under land, whether or not it is affixed to the land;
  - k. **Work Forces** include employees of the Town of Carstairs and Person under contract to The Town.

- l. **Boulevard** means the strip of land between the curb and the property line.
- m. **Graffiti** means words, figures, letters, drawings or stickers applied, scribbled, scratched, etched, sprayed or attached on or to the surface of any Premises, Structure, or other property.
- n. **Weed means a wild plant that grows in an unwanted place and is usually of vigorous growth.**

**Untidy Properties**

**Scope**

- 7. The standards, requirements and prohibitions contained in this Part shall apply to:
  - a. Industrial Zoned Premises;
  - b. Vacant lots within Industrial -zoned areas;

**Accumulation of Materials**

- 8. No owner of a Premise shall allow on the Premise, the accumulation of:
  - a. Any material that creates unpleasant odors;
  - b. Any material likely to attract pests; or
  - c. Animal remains, parts of animal remains, or animal feces.
  - d. Loose garbage;
  - e. Bottles, cans, boxes or packaging materials;
  - f. Household furniture or other household goods;
  - g. Automobiles (derelict)
  - h. Automobile Parts;
  - i. Parts of or disassembled machinery, equipment or appliances; and
  - j. Yard waste, including grass, tree and hedge cuttings.
  - k. Appliances, Fridges and Freezers.
  - l. No owner of a premise shall allow the open or exposed storage on the Premises of any industrial fluid , including engine oil, brake fluid or antifreeze

**Outdoor Storage of Building Materials**

- 9. No owner of real property shall allow on the Premise the accumulation of building materials, whether new or used, unless that the owner or occupier can establish that a construction or renovation undertaking is being carried out on the Premise or for the normal course of the permitted business.

Any persons that hold a valid Town of Carstairs Building Permit may be exempt from this clause.

**Nuisances Escaping Property**

**Water, Eaves troughs and Downspouts**

- 10. No owner of a Premise shall allow a flow of water from a hose, eave or similar device on the Premise to be directed towards an adjacent premise.

**Weeds, Grass and Trees**

**Weed Inspectors**

11. The Chief Administrative Officer may appoint Weed Inspectors to enforce the Weed Control Act, S.A. 2008

**Noxious Weeds**

12. Owners must control the growth of noxious weeds and must destroy any prohibited noxious weeds on their property as per the Weed Control Act, S.A. 2008.

**Grass/Weed Control**

13. No owner of a Premise shall allow grass or weeds on the Premise to exceed 15 centimeters.

**Trees**

14. Owner shall prune, remove or otherwise maintain trees and shrubs that interfere with or endanger traffic control devices, utility lines, poles, pipes, sewers, sidewalks, streets and alleyways or other works of the Town or Public Utility.
15. No person shall plant trees or shrubbery on Town Lands or cause trees or shrubbery to be planted on Town Lands without prior written authorization from the Chief Administrative Officer.

The above section shall apply to vacant lots within residential areas and the grass on any boulevard that lies directly between the boundary of a parcel of land and an adjacent highway, road or alley.

**Sidewalks**

16. The Owner or Occupier of any premise within the Town of Carstairs shall remove and clear away all snow, ice, dirt or other obstructions from the sidewalk adjoining such premises within seventy two (72) hours.
17. No owner shall place or allow to be placed any obstruction on any sidewalk, street or roadway without written consent of the Town of Carstairs.

**Maintenance of Buildings, Structures and Fences**

**Interpretation**

18. For the purpose of this Part:
  - a. "Fence" includes a privately built fence and a developer-built community screening fence;
  - b. "Good Repair" means a condition where something is free from:
    - i) Significant damage;
    - ii) Rot or other significant deterioration;
  - c. "Structure" includes any building, retaining wall, shed or portable shack.

**Obligation to Maintain**

19. No owner or occupier of a Premise shall allow a Structure or Fence to become a safety hazard.
20. Every owner or occupier of a Premise shall ensure the following are maintained in Good Repair;
  - a. Fences and their structural members;
  - b. Structures and their structural members including:
    - i) Foundations and foundation walls;
    - ii) Exterior walls and their components;
    - iii) Roofs;
    - iv) Windows and their casings;
    - v) Doors and their frames

- c. Protective or decorative finishes of all exterior surfaces of a Structure or Fence; and
- d. Exterior stairs, landings, porches, balconies and decks.
- e. Vacant buildings must be secured at all times.

**Addressing**

- 21. The owner of a Premise on which a dwelling unit has been erected or is under construction shall display the number assigned to the property at the location plainly visible from the street in front of the Premise to which the property is addressed. Minimum 3 inches in size.

**Light**

- 22. No owner or occupier of a Premise shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling house.

**Graffiti Prevention and Abatement**

- 23. Owners must ensure that any graffiti that has been applied to their property is repaired/removed. If the graffiti is offensive in nature it must be removed within 24 hours, otherwise it must be removed within one week. In addition no Person shall create or apply Graffiti on or to any;
  - a. Publically owned property or premises.

**Littering**

- 24. No person shall place, deposit, or throw any litter upon any:
  - a. Street;
  - b. Land;
  - c. Sidewalk;
  - d. Parking lots;
  - e. Recycle Centre
  - f. Park;
  - g. Playground;
  - h. Water course or;
  - i. Other public place
- 25. All private or general contractors shall during the construction, renovation or demolition of a building, keep the land in a reasonable condition so as not to constitute a nuisance and shall secure all manner of debris so as to prevent from blowing onto any other private or public property.

**Storage on Town Property**

- 26. No person shall place, pile or store any material or equipment on Town owned property without first obtaining approval for such purpose from the C.A.O. for the Town of Carstairs.

**Remedial Orders and Appeals**

- 27. Every Remedial Order written with respect to this Bylaw must:
  - a. Indicate the Person to whom it is directed;

- b. Identify the property to which the Remedial Order related by municipal address or legal description;
- c. Identify the date that is issued;
- d. Identify how the Premise fails to comply with this or another Bylaw;
- e. Identify the specific provision of the Bylaw the Premise contravenes;
- f. Identify the nature of the remedial action required to be taken to bring the Premise into compliance;
- g. Identify the time within which the remedial action must be completed.
- h. Indicate that if the required remedial action is not completed within the time specified, the Town may take whatever action or measures are necessary to remedy the contravention;
- i. Indicated that the expenses and costs referred to in this Section may be attached to the tax roll of the property if such costs are not paid by the specified time;
- j. Indicate that an appeal lies from the Remedial Order to the town Council, if a notice of appeal is filed in writing with the Chief Administrative Officer within seven days of the receipt of the Remedial Order.

28. Every Person who fails to comply with a Remedial Order issued pursuant to this Bylaw within the time set out in the Remedial Order commits an offence.

**Enforcement**

29. Any person who contravenes any provision of this Bylaw by:
- a. Doing any act which the Person is prohibited from doing; or
  - b. Failing to do any act the Person is required to do: is guilty of an offence.
30. All fines for contravention of this Bylaw are outlined in **schedule "S"** of the current Rates & Fees Bylaw, ~~as well are outlined in Schedule A of this Bylaw.~~
31. This Bylaw is to amend Bylaw 999 and repeals Nuisance Bylaw 891 & Bylaw 901.
32. This bylaw shall come in force and affect on the final date of passing thereof.

**READ A FIRST TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER, A.D., 2019**

**READ A SECOND TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER, A.D., 2018**

**READ A THIRD AND FINAL TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER, A.D., 2019**

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**Lance Colby, Mayor**

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**Carl McDonnell, CAO**

**Schedule A**

<b>Offence</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> / Subsequent</b>
Untidy Properties 8(a-l), 9	\$100.00	\$250.00	\$500.00
Nuisances Escaping Property 10	\$100.00	\$250.00	\$500.00
Weeds 12, Grass 13, Trees 14, 15, Sidewalks 16, 17	\$100.00	\$200.00	\$400.00
Maintenance of building structures and fences 19, 20 (a-e)	\$100.00	\$250.00	\$500.00
Addressing 21	\$50.00	\$100.00	\$200.00
Light 22	\$50.00	\$100.00	\$200.00
Graffiti Prevention and Abatement 23	\$100.00	\$250.00	\$500.00
Littering 24(a-i), 25	\$100.00	\$200.00	\$400.00
Storage on Town Property 26	\$100.00	\$200.00	\$400.00

~~\*\*If any discrepancies between Schedule A and the current Rates & Fees Bylaw — the current Rates & Fees Bylaw will be deemed correct\*\*~~

Pursuant to Section 566 (1) of the Municipal Government Act a Person who is guilty of such an offence is liable,

- a. ~~To fine of not more than \$10,000.00 or~~
- b. ~~To imprisonment for not more than one year, or both fine and imprisonment~~

**Bylaw No. 1000- Amended**

**BEING** a Bylaw of the Town of Carstairs, in the Province of Alberta, to regulate Commercial Nuisance, Safety and Livability Issues.

**WHEREAS**, Section 7(a) of the Municipal Government Act, Chapter M-26RSA 2010 as amended; a council may pass bylaws for municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property;

**AND WHEREAS**, the Municipal Government Act authorizes a municipality to pass bylaws commercial nuisances, including unsightly property;

**AND WHEREAS** it is desirable for regulations which affect neighborhood livability to be located, as much as possible, in one bylaw;

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

1. This Bylaw shall be cited as the "Commercial District Standards Bylaw".
2. The owner of any real property, as registered on title at the Land Titles Office is ultimately responsible for all activities on the property which may constitute prohibition of this Bylaw.
3. Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation, other bylaw or any requirements of any lawful permit order or license.
4. Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes references to any Act, bylaw, regulation or agency that may be substituted therefore.
5. Every provision of this Bylaw is independent of all other provision and if any provision of this Bylaw is declared invalid for any reason by a Court or competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
6. In this Bylaw:
  - a. **Automobile Parts** includes, but is not limited to, any vehicle part or collection of vehicles parts, or one or more vehicles that are dilapidated, derelict or not in operable condition;
  - b. **Bylaw Enforcement Officer** means a person authorized by Council to carry out the provisions of this bylaw, or the Chief Administrative Officer of the Town of Carstairs, or a member of the Royal Canadian Mounted Police;
  - c. **Chief Administrative Officer** means a person appointed as such under the Municipal Government Act by the Town of Carstairs Council;
  - d. **Lane** means an alley intended primarily for access to the rear of the Premises;
  - e. **Litter** means any solid or liquid material or product or combination of products but not limited to: any rubbish, refuse, garbage, paper, package, container, bottle, can, manure, **plant or tree material**, human or animal excrement or sewage or the whole or part of an animal carcass or the whole or part of any article, raw or processed material which can be used for construction of building.
  - f. **Officer** includes a Bylaw Enforcement Officer and a member of the RCMP.
  - g. **Owner** includes a corporation other legal entities and an individual having charge or control of a premises; the owner of any real property, as registered on title at the Land Titles Office.
  - h. **Premises** includes the external surface of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building of buildings;
  - i. **Remedial Order** means an order written pursuant to Section 545 and Section 546 of the Municipal Government Act.
  - j. **Structure** means a building, garage, shed, fence or other improvement erected or place in, on, over or under land, whether or not it is affixed to the land;
  - k. **Work Forces** include employees of the Town of Carstairs and Person under contract to The Town.

- l. **Boulevard** means the strip of land between the curb and the property line.
- m. **Graffiti** means words, figures, letters, drawings or stickers applied, scribbled, scratched, etched, sprayed or attached on or to the surface of any Premises, Structure, or other property.

**Untidy Properties**

**Scope**

- 7. The standards, requirements and prohibitions contained in this Part shall apply to:
  - a. Commercial Zoned Premises;
  - b. Vacant lots within Commercial zoned areas;

**Accumulation of Materials**

- 8. Unless otherwise permitted, no owner of a Premise shall allow on the Premise, the accumulation of:
  - a. Any material that creates unpleasant odors;
  - b. Any material likely to attract pests; or
  - c. Animal remains, parts of animal remains, or animal feces.
  - d. Loose garbage;
  - e. Bottles, cans, boxes or packaging materials;
  - f. Household furniture or other household goods;
  - g. Automobiles (derelict)
  - h. Automobile Parts;
  - i. Parts of or disassembled machinery, equipment or appliances; and
  - j. Yard waste, including grass, tree and hedge cuttings.
  - k. Appliances, Fridges and Freezers.
  - l. No owner of a premise shall allow the open or exposed storage on the Premises of any industrial fluid , including engine oil, brake fluid or antifreeze
  - m. **Weed means a wild plant that grows in an unwanted place and is usually of vigorous growth.**

**Outdoor Storage of Building Materials**

- 9. No owner of real property shall allow on the Premise the accumulation of building materials, whether new or used, unless that the owner or occupier can establish that a construction or renovation undertaking is being carried out on the Premise or for the normal course of the permitted business.

Any persons that hold a valid Town of Carstairs Building Permit may be exempt from this clause.

**Nuisances Escaping Property**

**Water, Eavestroughs and Downspouts**

- 10. No owner of a Premise shall allow a flow of water from a hose, eave or similar device on the Premise to be directed towards an adjacent premise.

**Weeds, Grass and Trees**

**Weed Inspectors**

11. The Chief Administrative Officer may appoint Weed Inspectors to enforce the Weed Control Act, S.A. 2008

**Noxious Weeds**

12. Owners must control the growth of noxious weeds and must destroy any prohibited noxious weeds on their property as per the Weed Control Act, S.A. 2008.

**Grass/Weed Control**

13. No owner of a Premise shall allow grass or weeds on the Premise to exceed 15 centimeters.

**Trees**

14. Owner shall prune, remove or otherwise maintain trees and shrubs that interfere with or endanger traffic control devices, utility lines, poles, pipes, sewers, sidewalks, streets and alleyways or other works of the Town or Public Utility.
15. No person shall plant trees or shrubbery on Town Lands or cause trees or shrubbery to be planted on Town Lands without prior written authorization from the Chief Administrative Officer.

The above section shall apply to vacant lots within residential areas and the grass on any boulevard that lies directly between the boundary of a parcel of land and an adjacent highway, road or alley.

**Sidewalks**

16. The Owner or Occupier of any premise within the Town of Carstairs shall remove and clear away all snow, ice, dirt or other obstructions from the sidewalk adjoining such premises within seventy two (72) hours.
17. No owner shall place or allow to be placed any obstruction on any sidewalk, street or roadway without written consent of the Town of Carstairs.

**Maintenance of Buildings, Structures And Fences**

**Interpretation**

18. For the purpose of this Part:
  - a. "Fence" includes a privately built fence and a developer-built community screening fence;
  - b. "Good Repair" means a condition where something is free from;
    - i) Significant damage;
    - ii) Rot or other significant deterioration;
  - c. "Structure" includes any building, retaining wall, shed or portable shack.

**Obligation to Maintain**

19. No owner or occupier of a Premise shall allow a Structure or Fence to become a safety hazard.
20. Every owner or occupier of a Premise shall ensure the following are maintained in Good Repair;
  - a. Fences and their structural members;
  - b. Structures and their structural members including:
    - i) Foundations and foundation walls;
    - ii) Exterior walls and their components;
    - iii) Roofs;
    - iv) Windows and their casings;
    - v) Doors and their frames;

- c. Protective or decorative finishes of all exterior surfaces of a Structure or Fence; and
- d. Exterior stairs, landings, porches, balconies and decks.
- e. Vacant buildings must be secured at all times.

**Addressing**

- 21. The owner of a Premise on which a dwelling unit has been erected **or is under construction** shall display the number assigned to the property at the location plainly visible from the street in front of the Premise to which the property is addressed. Minimum 3 inches in size.

**Light**

- 22. No owner or occupier of a Premise shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling house.

**Graffiti Prevention and Abatement**

- 23. **Owners must ensure that any graffiti that has been applied to their property is repaired/removed. If the graffiti is offensive in nature it must be removed within 24 hours, otherwise it must be removed within one week. In addition no person shall create or apply Graffiti on or to any;**
  - a. Publically owned property or premises.

**Donation Sites**

- 24. For the purposes of this Part:
  - a. Charity Collection Site means an area accessible to the public, which is marked by signs identifying the name of a charity and identifying the area for the collection of donated goods, and which contains a receptacle or bin for the collection of donated goods, and which contains a receptacle of bin for the collection of donated goods.
- 25. No Person shall dump or deposit household garbage or other waste at a Charity Collection site.

**Recycling Sites:**

- 26. No Person shall dump or deposit household garbage, **branches** or other waste at the Town of Carstairs Recycle **site that is contrary to the posted signage.**

**Littering**

- 27. No person shall place, deposit, or throw any litter upon any:
  - a. Street;
  - b. Land;
  - c. Sidewalk;
  - d. Parking lots;
  - e. Recycle Centre
  - f. Park;
  - g. Playground;
  - h. Water course or;
  - i. Other public place

- 28. All private or general contractors shall during the construction, renovation or demolition of a building, keep the land in a reasonable condition so as not to constitute a nuisance and

shall secure all manner of debris so as to prevent from blowing onto any other Private or public property.

**Storage on Town Property**

29. No person shall place, pile or store any material or equipment on Town owned property without first obtaining approval for such purpose from the C.A.O. for the Town of Carstairs.

**Remedial Orders and Appeals**

30. Every Remedial Order written with respect to this Bylaw must:

- a. Indicate the Person to whom it is directed;
- b. Identify the property to which the Remedial Order related by municipal address or legal description;
- c. Identify the date that is issued;
- d. Identify how the Premise fails to comply with this or another bylaw;
- e. Identify the specific provision of the Bylaw the Premise contravenes;
- f. Identify the nature of the remedial action required to be taken to bring the Premise into compliance;
- g. Identify the time within which the remedial action must be completed.
- h. Indicate that if the required remedial action is not completed within the time specified, the Town may take whatever action or measures are necessary to remedy the contravention;
- i. Indicated that the expenses and costs referred to in this Section may be attached to the tax roll of the property if such costs are not paid by the specified time;
- j. Indicate that an appeal lies from the Remedial Order to the town Council, if a notice of appeal is filed in writing with the Chief Administrative Officer within seven days of the receipt of the Remedial Order.

31. Every Person who fails to comply with a Remedial Order issued pursuant to this Bylaw within the time set out in the Remedial Order commits an offence.

**Enforcement**

32. Any person who contravenes any provision of this Bylaw by:

- a. Doing any act which the Person is prohibited from doing; or
- b. Failing to do any act the Person is required to do: is guilty of an offence.

33. All fines for contravention of this Bylaw are outlined in **schedule "T"** of the current Rates and Fees Bylaw, ~~as well outlined in Schedule A of this Bylaw.~~

34. This Bylaw is to amend Bylaw No. 1000 and repeals Nuisance Bylaw 891 & Bylaw 901.

35. This Bylaw shall come in force and effect on the final date of passing thereof.

**READ A FIRST TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER, A.D., 2019**

**READ A SECOND TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER, A.D., 2018**

**READ A THIRD AND FINAL TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER, A.D., 2019**

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

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

**Schedule A**

<b>Offence</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> / Subsequent</b>
Untidy Properties 8(a-l), 9	\$100.00	\$250.00	\$500.00
Nuisances Escaping Property 10	\$100.00	\$250.00	\$500.00
Weeds 12, Grass 13, Trees 14, 15, Sidewalks 16, 17	\$100.00	\$200.00	\$400.00
Maintenance of building structures and fences 19, 20(a-e)	\$100.00	\$250.00	\$500.00
Addressing 21	\$50.00	\$100.00	\$200.00
Light 22	\$50.00	\$100.00	\$200.00
Graffiti Prevention and Abatement 23	\$100.00	\$250.00	\$500.00
Donation Sites 24, 25	\$100.00	\$200.00	\$400.00
Recycling Sites 26	\$100.00	\$200.00	\$400.00
Littering 27(a-i), 28	\$100.00	\$200.00	\$400.00
Storage on Town Property 29	\$100.00	\$200.00	\$400.00

~~\*\*If any discrepancies between Schedule A and the current Rates & Fees Bylaw — the current Rates & Fees Bylaw will be deemed correct\*\*~~

~~Pursuant to Section 566 (1) of the Municipal Government Act a Person who is guilty of such an offence is liable,~~

- ~~a. To fine of not more than \$10,000.00 or~~
- ~~b. To imprisonment for not more than one year, or both fine and imprisonment.~~



**Town of Carstairs**

**Policy:** **Account Receivables – Past Due Accounts**  
**12-010-19 Amends**  
**12-010-04**  
**Date:** **July 2004**  
**Adopted by:** **Council**

**Policy Statement:**

The Town of Carstairs has an obligation to collect all account receivables; however some account receivables remain unpaid by the due date.

**Guidelines:**

- a. At month-end any ~~vendors with~~ account receivables ~~invoices~~ that are **30 - 59 days** overdue, will have "Past Due" stamped on their statement. If payment is not received by **45 days**, the Accounts Administrator will attempt to contact the ~~vendor~~ **customer** by telephone.
- b. At month-end any ~~vendors with~~ account receivables ~~invoices~~ that are **60 - 89 days** overdue, will have "Past Due – Please Pay Outstanding ~~Invoices~~ Immediately" printed in red on their statement and will receive a General Reminder notice with their statement. If payment is not received by **75 days**, the Accounts Administrator will attempt to contact the ~~vendor~~ **customer** by telephone. **Where applicable no further services will be granted.**
- c. At month-end, any ~~vendors with~~ account receivables ~~invoices~~ that are **over 90 days** overdue will have "Past Due – Please Pay Outstanding ~~Invoices~~ Immediately" printed in red on their statement and will receive a Final Notice letter specific to that ~~vendor~~ **customer** with their statement. The Final Notice letter will inform the ~~vendor~~ **customer** that if their overdue balance is not paid within 7 days, the account will be forwarded to collections.
- d. Account receivables ~~invoices~~ that are **over 105 days** overdue, will be forwarded to collections.
- e. **Accounts may be sent to the Collection Agency prior to the 105 days as directed by the C.A.O.**

**End of Policy**

**Bylaw No. ~~1075~~-1091**

**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 repeal Bylaw Number ~~1054~~ 1075.

**WHEREAS**, section 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 "~~2019~~ 2020 Rates Bylaw".
2. That the rates specified in the Schedules attached be charged for the goods and services specified.
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, ~~2019~~ 2020.

**READ A FIRST TIME THIS 23rd DAY OF September A.D., 2019**

**READ A SECOND TIME THIS 23rd DAY OF September A.D., 2019**

**READ A THIRD AND FINAL TIME THIS 23rd DAY OF September A.D., 2019**

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

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

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

**WATER RATES:**

**1. Metered Single Occupancy**

A fixed charge of \$14.00 per month plus a metered consumption charge of ~~\$2.65~~ **\$2.70** (commission increase only) per cubic meter.

**2. Metered Multiple Occupancy**

a) Where a separate meter has been installed for each unit within the building, a fixed charge of \$14.00 per month shall apply to each unit plus a metered consumption charge of ~~\$2.65~~ **\$2.70** per cubic meter.

b) Where only one meter is installed to serve the entire building, a fixed charge of \$14.00 per month shall apply for each unit plus a metered consumption charge of \$2.65 per cubic meter.

**3. Flat Rates**

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

**4. Bulk Water Sales**

The charge for water sold in bulk quantities shall be ~~\$4.95~~ **\$5.00** 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"	\$425.00 + GST
1"	\$515.00 + GST
2' or greater	Contact the town

**6. Additional Charges**

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.

**WASTEWATER RATES:**

60% of Water Consumption Fees.

**GARBAGE COLLECTION AND DISPOSAL RATES:**

Single Family Residence	<del>\$21.00</del> <b>\$23.00</b> per month per bin
Multiple Dwelling – per unit	<del>\$21.00</del> <b>\$23.00</b> per month per bin
Apartment – per unit	<del>\$21.00</del> <b>\$23.00</b> per month per bin
Family Dwelling in Commercial Buildings – per unit	<del>\$21.00</del> <b>\$23.00</b> per month per bin
Retail outlets – per unit	<del>\$21.00</del> <b>\$23.00</b> per month per bin
Offices – per unit	<del>\$21.00</del> <b>\$23.00</b> per month per bin
Hotels/Motels	<del>\$21.00</del> <b>\$23.00</b> per month per bin
Restaurants/Coffee Shops	<del>\$21.00</del> <b>\$23.00</b> per month per bin
Other businesses – per unit	<del>\$21.00</del> <b>\$23.00</b> per month per bin

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

**SCHEDULE 'B'  
ADMINISTRATION FEES**

1. The fee for NSF or returned cheques is:  
\$40.00
2. The fee for photocopying is:  
\$0.30 per page.  
  
A fee of \$0.20 per sheet is charged to any volunteer of an organization requesting photocopying. Should the organization provide its own paper, the cost of photocopying is \$0.15 per sheet.
3. The fee for FAX service is:  

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

Residential	\$50.00
Non-Residential	\$650.00
5. The fee for Tax Certificate is:  
\$40.00
6. The fee for Insurance Application is:  
\$25.00
7. The fee for Tax Recovery Registration is:  
\$50.00 plus registration costs.  
  
- administration fee for auction is cost plus 10% of total sale price.
8. The fee for dog licenses is:  

\$30.00 non-neutered
\$20.00 neutered
\$200.00 restricted dog
\$100.00 hobby license
\$30.00 per day boarding fees
\$ 5.00 for replacement tag
9. The fee for cat licenses is:  

\$30.00 non-neutered
\$20.00 neutered
\$30.00 per day boarding fees
\$ 5.00 for replacement tag
10. The fee for renting the Town Office Board Room is:  

- No charge for municipal committees, chamber of commerce, or service clubs day or night use, as long as one Council or staff member is on the committee to ensure access.	
- Other parties – business day use:	\$20.00 per 3 hour intervals (without equipment)
	\$30.00 per 3 hour interval (with equipment)
- Evening use fee is:	\$10.00 per hour (without equipment)
	\$20.00 per hour (with equipment)
11. Tax Penalty  

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

- 12. Utility Account Penalty: 1.5% per month, 18% per annum  
- current amounts  
  
1.5% per month, 18% per annum  
- outstanding amounts
- 13. Accounts Receivable: 1.5% per month, 18% per annum
- 14. **Business Licenses:** **As per Business License Bylaw #906**  
**\$100.00 Resident License**  
**\$125.00 Non Residential License**  
**\$300.00 Peddler & Hawkers License**  
**\$25.00 Associate Membership or 2 Day Event License**
- 15. Campground Fees: \$28.00 per recreational vehicle  
\$23.00 per tent  
\$5.00 firewood per wheelbarrow load  
\$1.00 showers on timer  
\$2.00 sewage dump
- 16. Personal Vehicle Allowance: \$0.50 per kilometer
- 17. Tax/Utility Invoice Reprint Charge \$5.00 per invoice (1<sup>st</sup> Free)

**SCHEDULE 'C'  
BUILDING AND DEVELOPMENT PERMIT APPLICATION RATES**

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>
Family, duplex, multi-family	\$5.00 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	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Additions and Renovations – all types	\$5.00 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	\$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	\$225.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31	\$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	\$300.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Residential Garage	\$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31	Minimum charge: 100.00
Decks	\$75.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31	\$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	Minimum Charge: \$50.00
Shed (on skids)	No Charge	No Charge	Minimum Charge: \$50.00
Industrial, Commercial, Assembly buildings (includes additions, renovations, accessory buildings, etc.)	\$5.00 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	\$1.50 per \$1000 construction value up to \$250,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$250.00
Application for Land Use Re-designation	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	\$50.00
Demolition: Removal of building	No Charge	No Charge	\$75.00

Type	Building Permit Fee	Provincial Fee	Development Permit
Application to the MPC for discretionary uses, relaxation of the Land Use Bylaw regulations or any other matter requiring the determination of the MPC			\$200.00
Subdivision of Development Appeals			\$200.00
Parking Pad Sign	No Charge	No Charge	\$25.00 \$25.00

**Policy Document Review Fee Schedule**

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

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

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

**Land Use Re-designation Fee Schedule**

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

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

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

**Site Development Permit Fee Schedule**

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

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

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

**Subdivision Application Fee Schedule**

<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:**

**Water:** \$883.72 per lot;  
 \$10752.86 per residential hectare;  
 \$1927.32 per industrial and commercial acre.  
 \$121.12 per unit

**Sewer:** \$1599.35 per lot;  
 \$19460.57 per residential hectare;  
 \$2586.12 per industrial and commercial acre.  
 \$219.20 per unit

**Storm:** \$992.74 per lot;  
 \$10693.70 per residential hectare.  
 \$120.45 per unit

**Transportation:** \$723.96 per lot;  
 \$8809.01 per residential hectare;  
 \$99.22 per unit

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

**SCHEDULE 'D'  
CEMETERY RATES**

<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:</b> Monday to Friday		
Adult or Children plots	May 1 – Oct. 31	<del>\$400.00</del> <b>\$500</b>
	Nov.1 – Apr. 30	<del>\$475.00</del> <b>\$650.00</b>
Cremation	May 1 – Oct. 31	<del>\$200.00</del> <b>\$300.00</b>
	Nov.1 – Apr. 30	<del>\$350.00</del> <b>\$450.00</b>
Columbarium	May 1 – Oct. 31	\$200.00
	Nov.1 – Apr. 30	\$300.00
<b>Overtime Opening &amp; Closing Fees</b> Weekends & Holidays		
Adult or Children plots	May 1 – Oct.31	<del>\$500.00</del> <b>\$600.00</b>
	Nov 1 – April 30	<del>\$575.00</del> <b>750.00</b>
Cremation	May 1 – Oct. 31	<del>\$325.00</del> <b>\$400.00</b>
	Nov 1 – Apr .30	<del>\$350.00</del> <b>\$550.00</b>
Columbarium	May 1 – Oct. 31	<del>\$325.00</del> <b>\$300.00</b>
	Nov.1 – Apr. 30	<del>\$350.00</del> <b>\$400.00</b>
<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 (per Interment)		\$500.00*
Children Plots – Residential & Non-Residential (per Interment)		\$400.00*
Columbarium Niche (per Interment)		\$500.00*
<b>Permit Fees:</b>		
Monument Installation		\$30.00
Columbarium Plaque Installation		\$30.00
<b>GST is applicable to all fees</b> <b>*Perpetual Care is GST Exempt</b>		

**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 (d)	Bite a person	\$250.00	\$500.00	\$1000.00
3 (e)	Injure a person	\$250.00	\$500.00	\$1000.00
3 (f)	Chasing a person	\$125.00	\$250.00	\$500.00
3 (g)	Biting at, barking at, chasing livestock, bicycles, automobiles or other vehicles	\$75.00	\$150.00	\$300.00
3 (h)	Barking, howling or disturbing the peace	\$150.00	\$300.00	\$500.00
3 (i)	Damage to property or other animals	\$100.00	\$200.00	\$400.00
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
5 (a)	Failure to obtain license for a restricted dog	\$200.00	\$400.00	\$600.00
5 (b)	Failure to confine restricted dog	\$250.00	\$500.00	\$1,000.00
5 (c)	Failure to harness or leash restricted dog	\$250.00	\$500.00	\$1,000.00
6 (a)	Failure to report dog with rabies	\$250.00		
6 (b)	Failure to confine dog with rabies	\$500.00		
6 (c)	Failure to keep confined dog with rabies	\$250.00	\$500.00	\$1,000.00
8	Failure to obtain license for dog	\$100.00		
8 (i)	Failure to obtain hobby license for dog	\$100.00		
10	Interference with or obstruction of animal control officer	\$500.00		
11 (a)	Untying an animal	\$250.00		
11 (b)	Negligently or willfully open a gate, door, or other opening in a fence or enclosure in which an animal has been confined	\$100.00	\$200.00	\$300.00
11 (c)	Tease, torment or annoy an animal	\$250.00		

**SCHEDULE 'F'  
SPORTS AND RECREATION**

**BALL DIAMONDS:**

- \$100.00 per day per diamond for tournament
- \$5.00 per player for minor baseball
- \$220.00 per season per ~~slow pitch team~~ **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:**

**20192020**

Season May 1- April 30

<b>League</b>	<b>Rate (Per Hour)</b>
Local <b>Youth</b> Minor Hockey	<del>\$95.50</del> <b>\$100.00</b>
<del>Local Figure Skating</del>	<del>\$95.50</del>
Local Adult Hockey	<del>\$128.75</del> <b>\$135.00</b>
<del>Local Adult Figure Skating</del>	<del>\$128.75</del>
Local <b>Youth</b> Tournament/ <b>Competition</b> <del>Minor Hockey Tournaments</del>	\$133.00
Local Adult Tournament/ <b>Competition</b>	\$139.05
Non-Local <b>Youth</b> Minor	<del>\$114.29</del> <b>\$120.00</b>
Non-Local Adult	<del>\$147.62</del> <b>\$146.00</b>
Non-Local Tournament/ <b>Competition</b>	\$176.19
<b>Non-Prime Ice*</b>	<b>\$87.55</b>
<b>Weekly Ice Time:</b>	
<del>Weekday Mornings (until 3:00 p.m.)</del>	<del>\$87.55</del>
<del>Evenings (Any time after 10:00 p.m.)</del>	<del>\$87.55</del>

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

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

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

**Small Meeting Room**

- Full Day \$50.00
- Hourly \$10.00**

**Fitness Room**

- Hourly \$15.00

**Off-Season Floor Rentals**

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

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

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

**GST is applicable to all Rates**

**SCHEDULE 'G'  
COMMON SERVICES RATES**

**OPERATIONAL SERVICES VEHICLES**

<b>UNIT #</b>	<b>RENTAL PRICE (per hour/per day)</b>	<b>VEHICLE</b>
1	\$78.80	GMC Sierra 2500 HD
2	\$78.80	Ford F250
5	\$157.59	J.D. Grader
6	\$87.55	Ford 1 Ton
8	\$105.00	Flat Deck Trailer
9	\$110.00	Freightliner ( <del>Kenworth</del> )
10	\$415.00 per day	Generator
11	\$61.80	Kubota Z-21 Mower
12	\$61.80	John Deere 915
13	\$82.40	Kubota 5030 Tractor
14	\$61.80	Progressive Mower
15	\$61.80	2560 Mower Kubota
16	\$110.00	Freightliner
22	\$125.00	Elgin Sweeper
23	\$61.80	John Deere Z Track
24	\$61.80	John Deere Gator
27	\$61.80	Kubota RTV
32	\$82.40	JD Tractor
33	\$61.80	Finishing Mower
35	\$310.00	Manlift
36	\$208.00	Tilt Deck Trailer
43	\$95.00	Dump Trailer
47	\$155.00	Case Loader
48	\$78.60	Ford F150
52	\$120.00	Mini Loader
53	\$120.00	Mini Excavator
57	\$95.00	1 Ton Dump Truck
58	160.00	Snow Blower
61	\$80.00	Sewer Flusher
66	\$90.00	Ford 1Ton

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

**SCHEDULE 'H'  
TRAFFIC BYLAW**

	<b>SPEED</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup>*</b>	<b>3<sup>rd</sup>**</b>
	Speed in Alley	\$50	\$100	\$200
	>40k where not posted	\$50	\$100	\$200
<b>TSA and Parking</b>				
	Violate TSA / regs (moving)	\$50	\$100	\$200
	Violate TSA / regs (non-moving)	\$50	\$100	\$200
	Park other than parallel	\$50	\$100	\$200
	Double Park	\$50	\$100	\$200
	Obstruct Driveway	\$50	\$100	\$200
	Park < 5m from Intersection	\$25	\$50	\$100
	Park < 5m from hydrant	\$50	\$100	\$200
	Park on road >72hrs	\$50	\$100	\$200
	Park on Sidewalk or boulevard	\$50	\$100	\$200
	Veh for sale on town land	\$25	\$50	\$100
	Unattached Trailer	\$50	\$100	\$200
	Obstruct Alley	\$50	\$100	\$200
	Park where prohib. by sign	\$50	\$100	\$200
	Park restricted Area	\$50	\$100	\$200
	Park non-desig. Town land	\$50	\$100	\$200
	Truck/Bus park residential	\$50	\$100	\$200
	Vehicle Idle > 15 minutes	\$25	\$50	\$100
	park obstructing worksite	\$50	\$100	\$200
	Service vehicle on street	\$50	\$100	\$200
	Park disabled vehicle on street	\$50	\$100	\$200
	Abandon vehicle on town land	\$50	\$100	\$200
	Park vehicle >8m residential	\$50	\$100	\$200
	Vehicle Unattended on Jack	\$50	\$100	\$200
	Drain vehicle fluids on street	\$50	\$100	\$200
	Parked facing traffic	\$50	\$100	\$200
	Handicapped Parking	\$100	\$200	\$400
	Park/Drive on Playground	\$50	\$100	\$200
	Throw debris on road	\$50	\$100	\$200
<b>Trucks and Truck Routes</b>				
	Off Truck route (non-moving)	\$25	\$50	\$100
	Off Truck route (moving)	\$50	\$100	\$200
	Metal cleats etc unauthorized	\$50	\$100	\$200
	Operate Engine retarder brake	\$50	\$100	\$200
<b>Bicycles, Motorcycles, OHV</b>				
	On sidewalk Blvd unauthorized	\$25	\$50	\$100
	Operate OHV unauthorized	\$50	\$100	\$200
	Operate unlicensed vehicle unauthorized	\$50	\$100	\$200
<b>Fire Vehicles</b>				
	Follow < 30 m of fire vehicle	\$50	\$100	\$200
	Park < 30 m of Emerg. vehicle	\$50	\$100	\$200
	Vehicle Interfere with Emerg.	\$100	\$200	\$400
	Tamper with fire equipment	\$100	\$200	\$400
<b>Parades / processions</b>				
	parade/procession violation	\$25	\$50	\$100
<b>Pedestrians / Sidewalks</b>				
	Interfere with flow of traffic	\$25	\$50	\$100
	part of group obstructing access	\$25	\$50	\$100
	Climb fence etc. unauthorized	\$25	\$50	\$100
	Street auction unauthorized	\$25	\$50	\$100
	Merchandise obstruct street	\$25	\$50	\$100
	permit article to interfere traffic	\$25	\$50	\$100
	Ski/tob. Inconsiderate manner	\$25	\$50	\$100
	Stand/Sit/Lie on roadway	\$25	\$50	\$100
	Hitchhike	\$25	\$50	\$100
	Elec. Cord cross s/w or road	\$25	\$50	\$100
	Violate Order to vacate area	\$250	\$500	\$1,000
	Interfere with Emerg. Person	\$250	\$500	\$1,000

**SCHEDULE 'I'  
FIRE SERVICES**

Rates may change as per Alberta Infrastructure Fee Schedule

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

**SCHEDULE "J"  
COMMUNITY HALL**

**Auditorium**

Auditorium only \$350.00  
Auditorium with Kitchen \$475.00

**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**

~~\$700.00~~ **\$800.00**

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

**SCHEDULE "K"  
PLOTTER PRINTER RATES**

**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 11 X 17	\$15.00 / ft	\$16.00 / ft
	\$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 11 x 17	\$18.00 / ft	\$20.00 / ft
	\$1.00 / ft	\$1.25 / ft

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

**SCHEDULE 'L'  
COUNCIL REMUNERATION**

**1. Mayor**

- Monthly Salary of \$2146.67

**2. Deputy Mayor**

- Monthly Salary of \$1867.60

**3. Councilors**

- Monthly Salary of \$1652.94

**4. Mileage Rate**

- Mileage Rate of \$0.50 per kilometer

**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 additional \$30.00 per hour for travel time

**7. Meeting Per Diem – Full Day**

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

**SCHEDULE 'M'  
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>
7 (a)	Interfere with enforcement officer	\$200.00	\$400.00	\$1000.00
7 (b)	Open vehicle to attempt or allow animal to escape	\$200.00	\$400.00	\$1000.00
7 (c)	Remove or attempt to remove cat from possession of enforcement officer	\$400.00	\$800.00	\$1200.00
11 & (a)(i)	Run at large	<del>\$50.00</del> \$200.00	<del>\$75.00</del> \$400.00	<del>\$150.00</del> \$600.00
11-8 (a)(ii)	Damage Property	<del>\$50.00</del> \$200.00	<del>\$75.00</del> \$400.00	<del>\$150.00</del> \$600.00
11 & (a)(iii)	Contravene Section 5	\$250.00	\$500.00	\$1000.00
129 (a)(i)	Entice cat to run at large	<del>\$100.00</del> \$200.00	<del>\$200.00</del> \$400.00	<del>\$400.00</del> \$600.00
129 (a)(ii)	Tease cat in trap	\$250.00	\$500.00	\$1000.00
129 (a)(iii)	Throw/poke object in trap with cat inside	\$500.00	\$1000.00	\$2000.00
129 (a)(iv)	Fail to check trap hourly	\$250.00	\$500.00	\$1000.00
129 (a)(v)	Leave trap unattended	\$250.00	\$500.00	\$1000.00
129 (a)(vi)	Leave trap set between 16:00 - 08:00 hrs. Fri to Mon or Tues on a long weekend.	\$250.00	\$500.00	\$1000.00
129 (a)(vii)	Fail to deliver in 24 hrs.	\$250.00	\$500.00	\$1000.00

If any discrepancies between Schedule "B" Cat Bylaw and the current Rates and Fees Bylaw — the Rates and Fees Bylaw will be deemed correct.

**SCHEDULE 'N'  
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)	Residential Noise	\$100.00	\$200.00	\$400.00
7	Vehicle Noise	\$100.00	\$200.00	\$400.00
8	Commercial and Industrial Noise	\$100.00	\$200.00	\$400.00
10 (a)	Construction Noise	\$100.00	\$200.00	\$400.00

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

**SCHEDULE 'O'  
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	\$100

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

**SCHEDULE 'P'  
SMOKING & VAPING BYLAW**

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

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

**SCHEDULE 'Q'**  
**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	Keep Livestock in prohibited area	\$100.00	\$200.00	\$400.00
4	Allow animal to run at large	\$100.00	\$200.00	\$400.00
6 (a)	Leave animal unattended while tethered in a public place	\$50.00	\$100.00	\$100.00
6 (b)	Animal unsupervised while tethered on private property	\$50.00	\$100.00	\$100.00
7 (a) or (b)	Animal left unattended in vehicle or trailer improperly	\$50.00	\$100.00	\$100.00
7 (c)	Animal left unattended in vehicle when weather conditions not suitable	\$50.00	\$100.00	\$100.00
10 (b) (v)	Throw or poke an animal in an enclosure	\$100.00	\$500.00	\$500.00
14 (a) (i)	Obstruct or interfere with officer	\$250.00	\$500.00	\$500.00
14 (a) (ii)	Open Van, Vehicle or Trailer	\$100.00	\$500.00	\$500.00
14 (a) (iii)	Remove or attempt to remove impounded animal	\$100.00	\$500.00	\$500.00
14 (b) (i)	Untie, loosen or free restrained animal	\$100.00	\$500.00	\$500.00
14 (b) (ii)	Open gate, door or opening allowing animal to run at large	\$100.00	\$500.00	\$500.00
14 (b) (iii)	Entice an animal to run at large	\$100.00	\$500.00	\$500.00
14 (b) (iv)	Tease an animal in an enclosure	\$100.00	\$500.00	\$500.00
	Animal Kennel Services – Amount Expended			

**SCHEDULE 'R'**  
**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>
8 (a-k) & 9	Untidy Properties	\$100.00	\$250.00	\$500.00
10	Nuisances Escaping Property	\$100.00	\$250.00	\$500.00
12	Weeds	\$100.00	\$200.00	\$400.00
13	Grass	\$100.00	\$200.00	\$400.00
14 & 15	Trees	\$100.00	\$200.00	\$400.00
16 & 17	Sidewalks	\$100.00	\$200.00	\$400.00
19 & 20 (a-e)	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
21	Addressing	\$50.00	\$100.00	\$200.00
22	Light	\$50.00	\$100.00	\$200.00
23	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
24 (a-i) & 25	Littering	\$100.00	\$200.00	\$400.00
26	Storage on Town Property	\$100.00	\$200.00	\$400.00

**SCHEDULE 'S'**  
**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>
8 (a-l) & 9	Untidy Properties	\$100.00	\$250.00	\$500.00
10	Nuisances Escaping Property	\$100.00	\$250.00	\$500.00
12	Weeds	\$100.00	\$200.00	\$400.00
13	Grass	\$100.00	\$200.00	\$400.00
14 & 15	Trees	\$100.00	\$200.00	\$400.00
16 & 17	Sidewalks	\$100.00	\$200.00	\$400.00
19 & 20 (a-e)	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
21	Addressing	\$50.00	\$100.00	\$200.00
22	Light	\$50.00	\$100.00	\$200.00
23	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
24(a-i) & 25	Littering	\$100.00	\$200.00	\$400.00
26	Storage on Town Property	\$100.00	\$200.00	\$400.00

**SCHEDULE 'T'**  
**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>
8 (a-l) & 9	Untidy Properties	\$100.00	\$250.00	\$500.00
10	Nuisances Escaping Property	\$100.00	\$250.00	\$500.00
12	Weeds	\$100.00	\$200.00	\$400.00
13	Grass	\$100.00	\$200.00	\$400.00
14 & 15	Trees	\$100.00	\$200.00	\$400.00
16 & 17	Sidewalks	\$100.00	\$200.00	\$400.00
19 & 20 (a-e)	Maintenance of building structures and fences	\$100.00	\$250.00	\$500.00
21	Addressing	\$50.00	\$100.00	\$200.00
22	Light	\$50.00	\$100.00	\$200.00
23	Graffiti Prevention & Abatement	\$100.00	\$250.00	\$500.00
24 & 25	Donation Sites	\$100.00	\$200.00	\$400.00
26	Recycling Sites	\$100.00	\$200.00	\$400.00
27(a-i) & 28	Littering	\$100.00	\$200.00	\$400.00
29	Storage on Town Property	\$100.00	\$200.00	\$400.00

**SCHEDULE 'U'  
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



**TOWN OF CARSTAIRS  
SPECIAL EVENT  
GUIDELINES  
&  
APPLICATION**

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## TOWN OF CARSTAIRS SPECIAL EVENT GUIDELINES

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The following guidelines are to encourage and support Special Events in the Town of Carstairs, as well as govern the use of public parks, roads and venues, and provide community groups and non-profit organizations with guidelines to follow when planning and hosting an outdoor event.

The Town of Carstairs supports outdoor event organizers:

As a **facilitator**, recognizing the role of special events as celebrations of community life in Carstairs;

As **landholder**, where special events occur in public parks, roads or venues;

In its capacity as public landholder the Town of Carstairs is charged to preserve and protect parks, roads and venues to ensure all laws are obeyed, to address public health and safety, and to respond to the impact of events on adjacent neighbourhoods and other park/road/venue users.

### DEFINITIONS

- a) **Special Event** is defined as an organized event, program or service in which the number of people or type of activity affects public use of the Town of Carstairs parks, property or roads, venues and/or may affect the general public. All proposed activities and events are subject to the approval of the Town and are subject to the Town of Carstairs Bylaws which are listed at [www.carstairs.ca](http://www.carstairs.ca).
- b) **Venue** refers to any Town of Carstairs structure or open area; for example Carstairs Memorial Arena, Carstairs Community Hall, Memorial Park, Tiny LaFleur Park, etc.
- c) **Peace Officer** means any Bylaw Officer, Community Peace Officer or any member of the RCMP
- d) **Town Staff** means any person employed by the Town of Carstairs

### APPLICATION PROCESS

1. Completed applications must be submitted six (6) weeks in advance by mail/deliver in person to the Town of Carstairs Community Services Department, Box 370 Carstairs, AB T0M 0N0, or fax to 403.337.3343. Submission of an application does not grant you permission; all applications are subject to review. Please note: parts of the park or facility requested may be open to the general public and not specifically to the party that is using the area.
2. The Town grants permission to use appropriate public spaces on a first-come, first-served basis. The Town will not consider your application without a completed application and the appropriate application fee, when required.
3. Upon receiving your application, the Town will contact you to inform you of the status of your application. The Town reserves the right to request additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities, or the event itself. The Town may postpone approval of the event permit until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may result in denial of a special event application.
4. Applicant is responsible for payment of any necessary advertising of road closures, signage, and barricading costs as identified by the Operations Department, and to ensure affected businesses and residences are made aware of such closures. The applicant will also pay for the permit and any other costs incurred by Town departments in providing equipment, supplies or manpower for the event.
5. Upon fulfillment of all of the Town's requirements, including receipt of all documents and full payment, a Special Event Permit may be issued. Applicable facility fees will be applied based on the current Rates and Fees Bylaw.

6. The Community Services Department processes all applications. A copy of the approved permit must be kept at the Special Event location and produced on demand.
7. Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Town and changes/modifications relative to the event from the Town is at the sole expense and risk of the event applicant. Failure to comply with the conditions of an approved permit could result in the approval being withdrawn, future applications being denied and/or prosecution for breach of Town Bylaws.

## APPEAL PROCESS

In the case of a denied Special Event Permit Application for any specific condition of approval, the event organizer may appeal to the CAO, who will review the application. His/her decision will be final and binding.

## EVENT RESTRICTIONS

Commercial events are not permitted. Commercial events are those intended to raise money for private ventures or those where a primary purpose is to promote commercially available goods and services.

## RESTRICTED ACTIVITIES

**All activities proposed for an event are subject to prior approval.** Activities normally not permitted, include but not limited to the following:

- a) events which may cause damage to the park or the environment
- b) are distinctly incompatible with natural open space
- c) involve undue risk
- d) are in violation of any current Town of Carstairs Bylaws

## FEES AND CHARGES

**A non-refundable application fee and damage deposit be required and will be based on the current Rates and Fees Bylaw found Schedule U at [www.carstairs.ca](http://www.carstairs.ca).**

Damage assessment is based upon review of the site immediately before, and as soon as possible after the event by Town of Carstairs staff. In the event that a damage deposit is insufficient to cover the costs associated with repairing the damage, the organizer will be invoiced for the balance. The deposit may be used to rectify damage to the venue, pay for maintenance, clean up, fire response or utility charges, related to the event; and/or compensate the Town of Carstairs for unpaid accounts accrued by the organizer. **Venue/park rental fees will be based on the current Rates and Fees Bylaw.**

**Any damage resulting from the event, whether caused directly by the organizer, an associated party, or the general public in attendance, is the responsibility of the event organizer.**

## INCREMENTAL CHARGES FOR UTILITIES OR LITTER CONTROL

If water and electrical use or litter control services are deemed to be excessive, the Town of Carstairs will charge the event organizer for the clean-up or repair service at cost. Clean-up immediately after an event is mandatory. The event organizer must dispose of all garbage and remove it from the site at the conclusion of the event. The site must be left as found.

## OTHER CHARGES

Event organizers may request a supply of miscellaneous equipment from the Town of Carstairs at cost. Bins, barricades, pylons and parking signs may be booked at the time of the event planning process. Fees charged will be based on the current Rates and Fees Bylaw found at [www.carstairs.ca](http://www.carstairs.ca) at the discretion of the Town of Carstairs.

**CHARGES FOR URGENT MAINTENANCE OR REPAIR**

The Town of Carstairs may, at its discretion, take action to correct an immediate maintenance concern or repair. If this action is requested or made necessary by the event, costs shall be charged back to the organizer. The organizer is informed as soon as possible of the action and the cost.

**TOWN AUTHORITY**

The Town of Carstairs reserves the right to require the event organizer to take action to correct a health and safety hazard associated with an event at any time. The Town of Carstairs may, on its own initiative, take action to correct an immediate hazard. Appropriate action could include summoning emergency services, limiting access to a portion of the park/road/venue, or terminating all or part of a Special Event. Carstairs Fire Department, EMS and the RCMP will override any road closure to attend to an emergency.

After receipt of all the permits from the event organizer and final approval of the event by the Town of Carstairs, the Community Services Department will notify Carstairs Fire Services, Carstairs Bylaw Officers and the Didsbury RCMP Detachment to ensure appropriate services are made aware of the event.

If the need for action is related to the event, the organizer will be billed for costs.

**OTHER AUTHORITIES**

Several regulatory agencies including, the RCMP and EMS and others are also able, and required, to take action in response to health and safety issues.

**VENUE ACCESS**

The Applicant must allow Town Staff or its representative at any time to enter the licensed property to:

- (a) inspect the condition; or
- (b) check whether the terms of this permit are being complied with; or
- (c) exercise any of the rights of the Town under this Permit.

**TERMINATION**

In the event the Applicant fails to fulfill any of its obligations under this Permit, the Town may immediately, terminate the Permit and all rights of the Applicant and all obligations of the Town immediately cease, except where the rights and obligations expressly or impliedly survive any prior termination. Without limiting the foregoing, the CAO or his/her representative may at any time enter the licensed property and, at their sole and unfettered discretion, terminate the Special Event where the CAO or his/her representative is of the opinion that:

- (a) There is a danger to public health;
- (b) There is a danger to public safety;
- (c) There is a danger to the licensed property.

The town shall not be liable for any loss or liability arising from any costs, charges or expenses caused by the termination of this Permit or the termination of the Special Event.

**CANCELLATION**

All cancellations must be made in writing within no less than fourteen (14) days of the scheduled event.

**INSURANCE REQUIREMENTS**

A minimum of two million dollars (\$2,000,000) (per occurrence) comprehensive general, commercial liability insurance with the Town of Carstairs named on the policy is required by the Town of Carstairs for all events. For additional information with regards to insurance requirements on Town of Carstairs property contact the Town of Carstairs Legislative Director at 403.337.3341.

**INDEMNIFICATION REQUIREMENTS**

The Applicant shall indemnify and hold harmless the Town of Carstairs for:

- a) Damage or expenses sustained by the owner/operator of the facility
- b) Any claim to which the owner/operator of the facility may become liable by reason of personal injury or property damage sustained by any person participating in the activity, a spectator, or any other person attending at the facility during the term of the Permit.
- c) Any personal injury or property damage suffered by anyone from equipment unsupervised over- night.

## LICENSES, PERMITS AND INSPECTIONS

It is the responsibility of the event organizer to obtain and arrange all licenses, permits and inspections which apply to the event, and to comply with all relevant legislation.

## FOOD, NON-ALCOHOLIC BEVERAGES AND ALCOHOL AND PERSONAL SERVICES

The Applicant must apply for An Alberta Health Services Permit to serve any food or non-alcoholic beverages.

- Alcohol is only allowed on Town of Carstairs property when a Special Event Permit has been issued and the alcohol is being provided by a company/organization that has appropriate licenses from the Province of Alberta. Host liability **insurance** is also required. Applicant must apply to Alberta Gaming & Liquor Commission for approval.
- Personal services which include but are not limited to the following: face painting, temporary tattoos, henna must be approved by Alberta Health Services.

## FIRE SAFETY AND PREVENTION

The Carstairs Fire Department and Protective Services Department will be notified if an event has any of the following activities and may require extra permits to be issued:

- Open fires (fire pits)
- Fireworks (pyrotechnics)
- Any open flame activity, especially during any level fire ban
- Commercial cooking vehicles
- Cooking in tents (grease laden vapours)
- Large tents greater than 100 people
- Large sport or non-sport events
- Use of compressed gas cylinders greater than 5lbs
- Cooking outdoors in a non-approved kitchen facility
- Closure of a street, road or access route in the Town of Carstairs
- Displaying internal combustion engine vehicles inside a building
- Using a building not for its intended use. Example, using a hockey arena for a trade show, or cattle show
- Serving alcohol on public property
- Large gathering using non-fixed seating
- Temporary stages, including scaffolding
- Use of flammable or combustible gases or liquids

A **Fireworks Event Permit** must be completed if fireworks are planned for the Special Event. See Appendix C

## AMPLIFIED SOUND

The Town of Carstairs reserves the right to require that the event organizer and sound contractor reduce public address system levels if these are found to be excessive (i.e., causing undue public complaint, unreasonably interfering with adjacent users, or in excess of the limits of the Town of Carstairs current Noise Bylaw.

The organizer must cooperate fully with any Town staff that may be on the site to monitor sound levels during events. If an organizer does not comply with a request to reduce levels, any future Special Event Permits may be jeopardized.

Complaints received regarding the event will be taken into consideration when reviewing any requests for booking venues for future events.

No sound checks or amplified music will be allowed before 7:00 am or after 10:00 pm. Requests to have this Bylaw relaxed for a particular event must be submitted in writing to the Town of Carstairs for approval.

## FIRST AID AND EMERGENCY RESPONSE PLAN

A detailed written plan specifically addressing number of medical personnel and type of equipment that will be on hand at the Special Event, and level of medical training and certification; be sure to include the following:

- Level and number of your medical providers (i.e.) First-aid/EMR/EMT/RN/Paramedic/Physician
- Name of lead organization/person providing medical coverage
- A detailed written plan specifically addressing your Emergency Response plan.

## SECURITY PLAN

A crowd management system is required for events where there are areas restricted to the general public and where crowding is expected, there is an unusual risk factor, or alcohol is being sold. Access control would include identifiable security personnel, communications, signage, and fencing or road barriers in place. Any cost incurred for the crowd management or access control will be at the expense of the organizers. The level of security deemed necessary would be dependent on the size and type of the event and may require a review by the Protective Services Department. This applies to events with an admission charge, night-time events, and events where alcohol is being sold. The Town of Carstairs and the RCMP will be available to provide consultation and support.

## LOST CHILDREN PLAN

A Lost Children Plan must be submitted for speciality children's events, night time events and large-scale sporting events where there are more children present than adults. The organizer must provide volunteer training, a dedicated area for the children to wait, and proper signage. All procedures will be reviewed by the Protective Services Department and approved at the discretion of the Town of Carstairs.

## EVACUATION PLAN

A detailed evacuation plan must be submitted showing all egresses and emergency services routes from the venue.

## ELECTRICAL CONNECTION

Any connecting, installing or disconnecting from a Town operated power supply must have pre-approval from the Town of Carstairs Transportation and Operations Director. The organizer must ensure that any electrical equipment being connected is certified and is CSA approved.

## TEMPORARY STRUCTURES

All events anticipating a ground disturbance, such as hammering spikes into the ground, digging holes, etc. must call **ALBERTA ONECALL at 1.800.242.3447**. **Any damage or injury** is the sole responsibility of the event organizer. Safe limits are required at an approach for overhead lines when applicable. Organizers are required to know the mandatory power line and clearance moving heights; found online through Fortis Alberta website at [www.fortisalberta.com](http://www.fortisalberta.com).

All temporary structures must be removed immediately following the Special Event. In the event that these are left overnight the Town of Carstairs takes no responsibility for these items.

## STAGES, BOUNCERS, PORTABLE TOILETS, FENCES, BARRICADES, AND OTHER STRUCTURES

All items listed above must be included on the Special Event Site Plan including the location and the number of items.

Items such as barricades and pylons may be requested from the Town of Carstairs by completing the Borrowed Equipment Form (Appendix B) and are subject to costs outlined in the current Rates and Fees Bylaw.

## PORTABLE WASHROOMS

Alberta Health Services washroom facility requirements must be adhered to in conjunction with all special events. Facilities must be re-supplied (cleaned and pumped) as required, *at least* once daily. The event organizer must supply washroom facilities and supplies, and is responsible for the set-up and removal of all waste management systems.

## WASTE AND MATERIAL CONTROL REQUIREMENTS

### SOLID WASTE MANAGEMENT

Waste (solid waste, litter, recycling and organics, etc.) must be cleaned up and removed daily during and at the conclusion of the event by the event organizer. If the site is not cleaned up, charges will apply and fines/penalties levied as per the Town of Carstairs current Residential Community Standards Bylaw.

Event organizers may:

- Through the Town of Carstairs Rented Equipment Agreement borrow waste, and recycling collection receptacles and bags. (Appendix B).
- The event organizer is responsible for picking up and returning (in clean and good condition) the collection receptacles from the Town of Carstairs Operations Shop.
- The event organizer is responsible for ensuring that all waste and recycling are hauled, disposed and processed at his/her own cost.

### SANITATION CONTROL

Waste (litter, gray water, etc.) must be cleaned up and removed daily and at the conclusion of the event. If this is not done, charges may apply.

### SPILLAGE AND LIQUID WASTE

No liquid or frozen material including, beverages, gray water, paint, grease, or soap, may be spilled on the site or into any bodies of water. The organizer may be required to supply liquid waste receptacles.

### HAZARDOUS MATERIALS

All dangerous/hazardous materials (including, but not limited to fuels, paints, pressurized gases, solvents etc.) that are brought into a venue or used on site must be stored and used in accordance with all applicable federal, provincial, and municipal laws, regulations and Occupational Health and Safety (OHS) guidelines.

### OTHER PROHIBITED ITEMS

Items difficult to clean up, such as confetti and rice, are prohibited.

## PRESERVATION OF PARK ASSETS AND ENVIRONMENT

### SIGNS AND BANNERS

Banners, signs, ropes or wires may not be attached to trees and other vegetation without prior approval. They may be freestanding or attached to man-made structures. All sponsor recognition banners and signs, including media, corporate, and public sponsors may be subject to prior approval regarding content, location, number, size and means of attachment. Exceptions will be considered only if no appropriate alternate attachment points exist and the attachment is supervised by Town of Carstairs staff.

- Banners must be clean, in good repair and hung in an attractive way, e.g. level, stretched tightly (using tie wraps or other tensioning) and suspended without touching other objects.
- Numbers of banners and event signage may be restricted if deemed excessive.
- In addition, small freestanding event schedules and information signs (i.e. sandwich boards, easels) are permitted within the event site area, at an information booth, and adjacent to programmed stage, (one at each location). These signs may incorporate sponsor recognition as a minor element. All signs must be removed immediately following the event.
- Free standing directional signage and all other signage must abide by the Town of Carstairs current Land Use Bylaw.
- All signage must comply with the Town of Carstairs current Traffic Bylaw.

## FENCING OF DAMAGED OR SENSITIVE AREAS

Damaged or sensitive areas of the park may be closed to the public by the Town of Carstairs at any time. The event organizer will be informed of the possibility of closure at the earliest opportunity. New grass or sod and wet areas where the water table is high are most sensitive.

## FREE PUBLIC ACCESS

Free public access is to be allowed to all areas of parks whenever possible and reasonable. Areas closed for safety or security reasons, damage control, event production, or event admission control must be fenced.

## ADMISSIONS, SALES, AND FUNDRAISING

### PERMISSION TO CHARGE ADMISSION TO NON-PROFIT EVENTS

The non-profit event may receive permission, subject to the conditions listed below, to earn revenue through sales of event-related merchandise, charitable fundraising, and in some cases, sales of food and beverages which complement the event. **Mobile Food Vendors must apply for a Mobile Food Vendor Business License prior to arriving onsite. Current Rates and Fees Bylaw applies for fees.**

These events will be authorized to sell food and alcohol in parks and must abide by the Alberta Health Services and Alberta Gaming and Liquor Commission requirements.

- The intent of granting this permission is to enable the organizer of non-profit events to enhance the range of public programming at an event and to recover a portion of the production costs thereby contributing to future projects/events.
- The aspects of revenue generating activities including signage, advertising, pricing, sales and ticketing locations, hours of operation, appearance, etc., shall be included in the approval process for the Town of Carstairs to review.
- Permission to earn revenue is not transferable to third parties without prior approval. Approval for a third party to earn revenue will be subject to the same conditions which apply to the event organizer. For example, approval for third parties to charge for goods and services may be given to:
  - a) non-profit organizations participating in a food fair or ethnic craft sale; or
  - b) commercial food sales where the non-profit organizer and/or the Town of Carstairs may be financially compensated.

The Town of Carstairs may review and approve written agreements with third parties at its discretion. If this is required, reasonable advance notice will be given.

### PERMISSION TO CHARGE ADMISSION FOR PROFIT EVENTS

Special Events may be allowed to charge admission to a limited area of the park. The event organizer must physically enclose the area and post signs, notifying the public of closures and explaining admission policy and pricing. Subject to a review by the Town of Carstairs.

## MERCHANDISE AND SERVICE SALES

Sales of merchandise and services by the non-profit organizer are permitted only as a portion of a larger event program. A list of vendors, items to be sold, and associated prices may be requested by the Town of Carstairs for approval prior to the event.

- Merchandise (including tickets and membership for the organizing association) may be sold in a market area that normally is not to exceed 10% of the total event site in size.
- Merchandise and services must be specifically related to the event, be of acceptable quality, reasonably priced, environmentally friendly and compatible with a public venue. Items not listed below require prior approval.
- Art or craft items from other countries or regions of Canada which support the theme of the event may be sold. These items should normally be handmade (not mass produced), unique, non-toxic and represent quality workmanship.
- Licensed product or item bearing event name or logo (may be from previous years).
- Original art or recordings by event participants, on or offsite.
- Specialty sales of artistic products which complement specific cultural themes, *i.e.* crafts and folk art at the event/festival, ethnic art and crafts.
- Festive “personal paraphernalia” which add sound or color to event and complement the event theme, *i.e.* light wands and candles for evening events, flags at Canada Day, or ethnic articles.
- Ticket to other programs presented by the organizer or other non-profit participants of the event (subject to prior approval of third party sales).
- Ticket to any part of the event, on or offsite.
- Ticket to other non-profit events in public parks.
- All other merchandise must be sold by the event organizer
- Where the event organizer is arranging food and/or beverage services it is the responsibility of the event organizer to ensure that all requirements related to license and inspections, relevant bylaws, and conditions listed in the Application are met. The organizer is responsible for any damages, waste, incremental costs or public health issues related to food or beverage services invited on site by the organizer.
- Merchandise sales require a business license to gain profit from the event. Private vendors included in a special event must remain within the perimeter of the event site and shall be included in the event permit. Private vendors not affiliated with a special event and working off-site are required to obtain a business license.

### Merchandise and Services Not Approved for Sale

- Lottery tickets, raffles, contests for prizes where the public is solicited to pay for entry on site, carnival booth style gambling for money, plush toys or other merchandise.
- Sponsor products or souvenirs (unless they also include event name or logo as above).
- Helium-filled balloons.
- Mass produced retail goods except as approved above.

## CHARITABLE FUNDRAISING

Charitable fundraising, where funds are solicited on site, is subject to prior approval.

- The following conditions apply:
  - a) fundraising must be operated by the event organizer, proceeds to be used in support of the event or donated to a registered charity;
  - b) event organizer shall be responsible for providing any receipts;
  - c) gambling (this includes lotteries, bingos, 50/50 tickets and raffles) is not allowed without permission from the Alberta Liquor and Gaming Commission (AGLC).
- The right to fundraise on site is granted to the event organizer only and is not transferable to third parties.

## SPONSORSHIP

### EVENTS WITH TOBACCO, ALCOHOL AND CANNABIS SPONSORS

Events with tobacco, alcohol and cannabis sponsors will not be allowed.

## RECOGNITION OF THE TOWN

The Town may be given recognition similar to that given to sponsors of similar importance, both onsite and in conjunction with event promotion and advertising. This shall include the right to actively promote Town programs and activities onsite where appropriate, banner display, emcee acknowledgment, etc.

## ROAD CLOSURES

Applicants must complete and submit a Temporary Road Closure Permit (Appendix C).

Applicants must complete a Parade/Procession Form (Appendix D) if event includes a parade

Applicants must complete and submit a Route Map

Applicants will be responsible to ensure that all vehicle traffic and pedestrians are managed in a safe and efficient manner.

Applicants must provide and/or make provisions for all signage and traffic control devices for their event. Under the discretion of the Town of Carstairs Transportation and Utilities department, the event organizer may complete a Rented Equipment form (Appendix B) for use of the Town of Carstairs barricades, based on availability and will be charged based on the current Rates and Fees Bylaw.

Large events that require full road closures, the event organizer must obtain traffic control support from the RCMP or an accredited company dealing with traffic control.

## VEHICLES

### Placing Heavy Vehicles (i.e. semis, trailers, portable buildings and stages) in Public Parks

Placement and removal of units must be supervised or approved by the Parks Department staff. Advance approval of specific location is required on the Site Plan.

Vehicles must remain on paths or roadways wherever possible except when moving to final position.

Under wet conditions plywood may be required to be placed on the grass to accommodate final positioning of the vehicle at the organizer's expense.

Large vehicles must be in place two hours before the scheduled start of the event and may not be removed until one hour after the conclusion of the event. Large vehicles may not be moved during the event.

The Town is not responsible for any damage to such vehicles. The Town of Carstairs recommends that they not be left unattended at any time.

## EQUIPMENT REMOVAL

The event organizer is responsible for the immediate removal of all event equipment, signage, and program supplies after the event.

Security for any equipment left on site overnight is the sole responsibility of the event organizer. This applies to all equipment supplied by the organizer or a third party rental company

## TOWN OF CARSTAIRS BYLAWS

It is the responsibility of the Applicant to review all applicable Town of Carstairs Bylaws. These can be found at [www.carstairs.ca](http://www.carstairs.ca).



**TOWN OF CARSTAIRS**  
Box 370, 844 Centre Street, Carstairs, AB. T0M 0N0  
(403) 337.3441 Fax (403) 337.3443  
www.carstairs.ca

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**Special Event Application**

Application # _____
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**APPLICANT INFORMATION**

Organization Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_  
(i.e. Wedding Ceremony, Ball Tournament, Festival, Sporting Activity, Concert/Performance, Parade)

Event Date(s): \_\_\_\_\_ Event Time: \_\_\_\_\_

Set Up Date & Time: \_\_\_\_\_ Take Down Date & Time: \_\_\_\_\_

Name of Park, Pathway, Greenspace, or Venue to be used:  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

**Weather Contingency Plan**

- Go ahead with full event    Go ahead with modified event    Reschedule    Cancel

**Complete Description of Special Event Activities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check all activities that apply to the Special Event.**

- Amplified Performance (dance, theatre, music)
- Acoustic Performance
- Personal Services such as face painting, temporary tattoos, henna, etc.
- Crafts
- Fireworks
- Inflatable (activity bouncer and/or promotional tool)
- Petting Zoo or Similar Animal Type Activities
- Sporting Activity
- Merchandise Sales & type \_\_\_\_\_
- Other Identify activity: \_\_\_\_\_

**Complete the following information as it relates to your event**

**Insurance and Indemnification Requirements:**

\$2 million liability with the Town of Carstairs named as Additional Insured

Copy of insurance attached to application  YES  NO

**Food**

YES  NO

**Mobile Food Vendor Business License**

YES  NO

**Non-Alcoholic beverages**

YES  NO

If YES, contact **Alberta Health Services** [www.albertahealthservices.ca](http://www.albertahealthservices.ca) for a Temporary Food Establishment (Vendor) Notification or for a Special Event food Permit.

**Alcoholic Beverages**

YES  NO

Alcohol is only allowed on Town of Carstairs property, when a Special Event Permit has been issued and the alcohol is being provided by a company/organization that has appropriate licenses from the Province of Alberta. Host liability insurance is also required. Contact **Alberta Gaming & Liquor Commission** at [www.algc.ca](http://www.algc.ca) or 403.341.2656.

**Personal Services**

YES  NO

If YES, contact **Alberta Health Services** [www.albertahealthservices.ca](http://www.albertahealthservices.ca) for approval.

**Fireworks and Pyrotechnic Displays**

YES  NO

If YES, complete the **Fireworks Event Permit** Appendix E.

Request brought to council for approval  
Fireworks Bylaw for further information

**Live Entertainment**

YES  NO

If YES, please provide the details. (If you do not yet have the specific details, please give us an overall view *E.g. 4-5 piece bands and 3 solo performers. There will be buskers and clowns traveling throughout the event.*)

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**Amplified Sound**

YES  NO

If YES, specify for what purpose:

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If amplification is for musical purposes, please specify what type of music

Live  Recorded

A Noise Bylaw exemption may have to be applied for. Refer to the current Noise Bylaw.

**First Aid, Emergency Response Plan**

Outline your plan for provision of First Aid Services and Emergency Response.

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**Security Plan**

Outline your security plan include provisions for overnight parking if applicable. If children are in attendance, a **Lost Children's plan** and procedure must so be provided.

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**Evacuation Plan**

Provide a detailed evacuation plan outlining clearly identified egress routes.

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**Power**

Is power required for your event?  **YES**  **NO**  
If **YES**, please provide the details including location of all items requiring power.

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**Temporary Structures**

Will you be erecting temporary buildings or other structures such as tents?  **YES**  **NO**  
If **YES**, describe and give the quantity of temporary structures with sizes of each:

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Alberta One Call must be contacted at [www.albertaonecall.com](http://www.albertaonecall.com) if staking is required.

**Stages, Bouncers, Portable Toilets, Dumpsters, Fences, Barricades, and Other Structures**

If you are planning to erect, install, or use any of these structures, please describe sizes and quantities of individual structures:

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**Promotional Signs or Banners**

YES  NO

If YES, a separate permit from the Town of Carstairs Planning and Development Department may be required. Contact 403.337.3341 for more information.

**Merchandise Sales**

YES  NO

If YES, please specify what will be sold:

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**Vehicles**

Motorized vehicles are not allowed on Town of Carstairs parks or pathways. The Town of Carstairs may consider granting vehicle access if there is a reasonable request by the event organizer. Parking for event staff/participants is only available at parking lots and designated street parking.

Are you requesting permission to operate staff/supply vehicles on the Town of Carstairs parks and/or trails?

YES  NO

If YES, No. of Vehicles \_\_\_\_\_ Type of Vehicles \_\_\_\_\_

(Car, trucks, ATV and/or Gators)

**Road/Street Closure**

YES  NO

If YES, name all roads/streets requested for full or partial closure and the timeframe involved:

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Attach a map of all road closure(s) locations.

**Route Map**

If your event is a run, walk, parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to the Town of Carstairs approval. If you require road closures complete the **Road Closure Form Appendix C** at the end of this document.

**Site Layout Map**

Please provide a site map on a separate sheet of paper. Identify the precise location of all event components being brought onto the site such as: all sources of amplified sound, tents and canopies, stages, inflatables, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicle, and location of alcohol, food and merchandise services as well as all emergency routes. All site maps are subject to the approval of the Town of Carstairs.

**TERMS AND CONDITIONS**

The following Terms and Conditions are incorporated into and form part of the permit agreement.

1. The Applicant is responsible for ensuring that: the assigned area is appropriate for the activity;
2. The activity is conducted in a safe, orderly manner; the activity is restricted to the assigned area; the event activities do not interfere with other park users or contravene any Town of Carstairs Bylaws.
3. The Town will assess any damage that may occur as a result of the event and payment for such damage will be the sole responsibility of the Applicant.
4. The Applicant will be responsible for all clean-up operations.
5. The Town of Carstairs reserves the right to cancel any or all booked time should any portion of the facility be rendered unsafe/unusable due to mechanical/electrical or structure failure.
6. The Town of Carstairs is not responsible for lost or stolen articles.
7. The Applicant shall indemnify and hold harmless the Town of Carstairs for:
  - a) Damage or expenses sustained by the owner/operator of the facility

b) Any claim to which the owner/operator of the facility may become liable by reason of personal injury or property damage sustained by any person participating in the activity, a spectator, or any other person attending at the facility during the term of the Agreement.

c) Any personal injury or property damage suffered by anyone from a breach of item 6.

8. The Applicant shall be responsible for the orderly behavior of all persons participating in the event and shall ensure that facilities and equipment are used only for the purpose listed on the Agreement.

9. Users must carry the permit and present it upon request. Permits will be revoked without payment of any compensation in the event of a breach of any laws, by-laws or conditions set up herein or in force. Non-compliance may also result in fines, penalties and additional charges **as per the current Rates and Fees Bylaw.**

10. Vehicles are not to be driven onto grassed areas or restricted access and service roads at any time. Non-permitted vehicles may be towed.

11. The Town of Carstairs reserves the right to revoke this permit if payment is not received according to the terms of this agreement.

**SIGNATURE**

**This Permit Agreement is governed by the laws of the Province of Alberta.**

Any disregard, excusing or overlooking by the Town or any failure to comply by the Applicant/Event Organizer/Society of any obligation in this Agreement shall not operate as a waiver of the Town’s rights in respect of such failure to comply, nor shall it defeat or affect in any way the rights of the Town in respect of any subsequent failure to comply with the obligations herein. No obligation shall be deemed to have been waived by the Town, unless that waiver is completed in writing and signed.

The Applicant shall not give another person an interest in any form in this Agreement or authorize anyone else to do so, without the prior written consent of the Town, in each instance, which can be withheld for any reason whatsoever.

Time shall be of the essence of this Agreement. The Applicant acknowledges that to the full extent permitted by law, all express and implied terms, conditions and warranties other than the ones set out in this Agreement are excluded.

The parties acknowledge that the headings in this Agreement have been inserted for convenience of reference only.

The applicant on its own behalf and on the behalf of its officers, agents and employees, waives the right to bring any claim against the Town of Carstairs and its officers, agents and employees for any matter arising out of or in any way connected with the Special Event, including claims based on the alleged negligence of the Town or its officers, agents or employees. The applicant further agrees to indemnify and save harmless the Town of Carstairs, its officers, agents and employees from and against all claims of any nature, including negligence, arising out of or in any way connected with the Special Event.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Town of Carstairs bylaws and agree to abide by them.

Failure to comply with the conditions herein could result in the permit being withdrawn, future applications being denied, and/or prosecution for breach of the Town of Carstairs bylaws.

Sponsoring Group (or) Name of Applicant \_\_\_\_\_

Per (or) Signature \_\_\_\_\_ Date \_\_\_\_\_

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**NOTICE OF DECISION**

**FOR OFFICE USE ONLY**

The above application has been:

- Approved**
  
- Approved subject to special conditions listed below**
  
- Refused for reasons listed below**

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**Special Conditions Accepted by Applicant**

Per: \_\_\_\_\_  
Signature

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Permit #: \_\_\_\_\_

Date of decision \_\_\_\_\_ Date of Issue of Permit: \_\_\_\_\_

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Chief Administrative Officer

---

Date

---

Licensing Officer

---

Date



**APPENDIX B**

**TOWN OF CARSTAIRS - RENTED EQUIPMENT**

Date: \_\_\_\_\_ Deposit \_\_\_\_\_

License plate #: \_\_\_\_\_ Returned \_\_\_\_\_

Address / Phone No. \_\_\_\_\_

Equipment Rented:  
\_\_\_\_\_

Employee: \_\_\_\_\_

Projected Return Date: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Condition of Equipment before Leaving:  
\_\_\_\_\_  
\_\_\_\_\_

Condition of Equipment at Drop Off:  
\_\_\_\_\_  
\_\_\_\_\_

Inspected by: \_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Renter: \_\_\_\_\_

All damages or loss of equipment will be the responsibility of the person(s) that has signed for the equipment. They will be responsible for the repair or replacement of any and all damages incurred from borrowed equipment.

The Town of Carstairs will not be responsible for any injuries caused from the use of any rented equipment or tools.



**TOWN OF CARSTAIRS**  
Box 370, 844 Center Street, Carstairs, AB. T0M 0N0  
(403) 337-2633 Fax (403) 337-3343  
Email: daven@carstairs.ca

**TEMPORARY ROAD CLOSURE PERMIT**

Applicant Name: \_\_\_\_\_  
(If organization, include name of designated officer)

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of Road Closure:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested route: (attach map with signage laid out)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detour Route suggestion:  
\_\_\_\_\_

Authorities Notified: Yes  No

RCMP  Fire Dept  EMS  Peace Officer / Bylaw Officer

Are barricades required? Yes  No

Is the street sweeper required? Yes  No

Is traffic control required? Yes  No

Will you be crossing a railway line? Yes  No

Special Conditions (i.e. crowd control):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Application Date: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Signature of Town Official: \_\_\_\_\_



**Town of Carstairs Appendix D  
PARADE AND PROCESSION PERMIT**

Applicant Name: \_\_\_\_\_

(if organization, include name of designated officer)

Date: \_\_\_\_\_ Times: \_\_\_\_\_

Purpose of Parade or Procession:

\_\_\_\_\_  
\_\_\_\_\_

Intended Route: (attach map)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assembling Area – Start (address):

\_\_\_\_\_

Assembling Area – Finish (address):

\_\_\_\_\_

Number of participants: \_\_\_\_\_

Number of Vehicles: \_\_\_\_\_

Number of Horses/Other Livestock: \_\_\_\_\_

Are barricades required? (Y) \_\_\_ (N) \_\_\_

Is the street sweeper required? (Y) \_\_\_ (N) \_\_\_

Is traffic control required? (Y) \_\_\_ (N) \_\_\_

Will you be crossing railway line? (Y) \_\_\_ (N) \_\_\_

Special conditions, i.e. crowd control:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Application Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Signature of Town official: \_\_\_\_\_



**Town of Carstairs  
Fireworks Event Permit**

Town of Carstairs Fire Department  
Box 1170 Carstairs AB, T0M 0N0  
Fax form back to: 403-337-3343  
Phone: 403-337-3341

Office Use Only
<input type="checkbox"/> Town owned property
<input type="checkbox"/> Permit application reviewed
<input type="checkbox"/> Payment received

Under provisions of the current Town of Carstairs Fireworks Permission Bylaw, Carstairs Fire Department hereby authorizes the permit holder to use, set off, or discharge fireworks in accordance with this permit.

Date of Application: \_\_\_\_\_

**Contact Information**

Applicant's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Event Supervisor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_



Date: \_\_\_\_\_ Times (within one hour): \_\_\_\_\_ to \_\_\_\_\_

Location of Event: \_\_\_\_\_ Estimated Number of Spectators: \_\_\_\_\_

- Nature of Event:
- Low Hazard Fireworks
  - High Hazard Fireworks
  - Ceremonial Firecrackers
  - Business Related Purposes

It shall be the sole responsibility of the permit holder to ensure compliance with the provisions of the Fire Permissions Bylaw No. 1025, effective as of July 13, 2015 and amendments thereto, and any other federal, provincial or municipal statutes, regulations or bylaws. A copy of this permit shall be kept with the event supervisor for the duration of the event.

Applicant's Signature \_\_\_\_\_

\*Applicant certifies full understanding of requirements by signature here.

Fire Chief or Designate \_\_\_\_\_

Date of issuance: \_\_\_\_\_

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**BYLAW No. 1092**

**BEING** a Bylaw of the Town of Carstairs, in the Province of Alberta, the purpose of this Bylaw is to establish licensing and regulation of Special Events.

**WHEREAS**, the Municipal Government Act, Chapter M-26RSA 2000 as amended; provides that a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; activities and things in, on or near a public place or place that is open to the public; and provide for a system of licenses, permits or approvals;

**AND WHEREAS**, the Council of the Town of Carstairs deems it advisable and in the public interest to regulate special events within the boundaries of the Town of Carstairs;

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

1. This bylaw shall be named **“Special Events Bylaw.”**

**Definitions** – For the purpose of this Bylaw

- a) **“Applicant** “means a person who applies for a Special Event Permit pursuant to this Bylaw;
- b) **“Application”** means an application for a Special Event Permit under this Bylaw;
- c) **“AGLC”** the Alberta Gaming and Liquor Commission (AGLC) is an agent of the Government of Alberta and consists of a Board and a Corporation.
- d) **“CAO”** means the Chief Administrative Officer of the Town;
- e) **“Council”** means the Council of the Town of Carstairs;
- f) **“Expected Attendance”** means the number of people reasonably expected to attend the Special Event including all organizers, staff, personnel and entertainers.
- g) **“Licensee”** means the person who has applied for and obtained a Special Event Permit pursuant to this Bylaw;
- h) **“Licensing Officer”** means the CAO or his /her designate;
- i) **“Non-Profit Organization”** means an organization:
  - Incorporated under the Societies Act,
  - Registered under Part 9 of the Companies Act,
  - Formed under the Agricultural Societies Act,
  - Formed under the Cemetery Companies Act,
  - Registered under Par 21 of the Business Corporations Act if the extra-provincial corporation does not carry on business for the purpose of gain, or
  - Incorporated by a private act of the Parliament of Canada or of the Legislative Assembly of Alberta if the corporation,
  - Does not pay dividends to its shareholders or any part of its income to any member for that members’ personal benefit, and

Town of Carstairs  
Bylaw #1092  
Page 1 of 9

Does not distribute property to its shareholders or members of its winding up or dissolution.

- j) A school, school district, school division or regional division as contemplated by the School Act.
- k) A university, technical institute, college or other post-secondary education institution as contemplated by the Post-Secondary Learning Act.
- l) A hospital
- m) A church or religious body
- n) A Municipal, Provincial or Federal government body or organization, or
- o) Any other entity established under a law of Canada or Alberta for a purpose other than to make a profit.
- p) **“Peace Officer”** ~~means any individual, corporation, partnership or other legal entity;~~  
means any Bylaw Officer, Community Peace Officer or any member of the Royal Canadian Mounted Police.
- q) **“Premises”** means any land or building situated within the Town, whether owned privately or by the Town
- r) **“Permit”** means the Special Event Permit issued pursuant to this Bylaw;
- s) **“Special Event”** means any public or private event, concert, gathering, celebration, festival, contest, exposition or similar type of activity, including but not limited to the following types of Special Events:
  - Music festivals or concerts, including live and/or pre-recorded
  - Dances and dance parties
  - Community Celebration
  - Parades
  - Tradeshows
  - Expositions
  - Exhibitions
  - Block/Private Parties
  - Run/Walk
  - Filming**
  - Athletic or sport events, meets or contests and shows, trials and other competitive events;
- t) **“Town”** means the Town of Carstairs and its jurisdictional boundaries;
- u) **“Town Facilities”** means any building, structure, or recreational facility owned or operated by the town. It also includes any land owned or occupied by the Town, including but not limited to:
  - Town parks, sports fields, baseball diamonds, recreational areas, parking lots, facilities and reserves;

Land leased to the Town and land for which an interest in land has been granted to the Town;

Streets with the Town of Carstairs corporate limit;

- v) **“Town Services”** means any service offered through the Town of Carstairs departments including, but not limited to Fire Services, Protective Services, Operations and Community Services.
- w) **“Town Staff”** means any staff member of the Town of Carstairs.
- x) **“Venue”** means the premises where the Special Event is held;
- y) **“Venue Owner”** means the person who is shown on the Town’s tax roll as being the registered owner of the premises where the Special Event is to be held;
- z) **“Violation Tag”** means a tag or similar documents issued by the Town pursuant to the Municipal Government Act.
- aa) **“Violation Ticket”** means a ticket issued pursuant to Part II of the Provincial Offences Procedures Act.

**SPECIAL EVENT PERMIT APPLICATION**

3.1 Applications shall be submitted to the Licensing Officer **in writing at least** forty-two (42) days prior to the proposed dates of the Special Event **by completing the Special Event Application form.**

3.2 All applications shall be accompanied by a non-refundable application fee of \$100.00, except where the application fee has been waived by the Licensing Officer.

3.3 The Applicant shall agree to enter into an indemnity and hold harmless agreement with the Town to protect the Town from any liability for damage to persons or property cause by way of the issuance of the Special Event Permit, or from the Special Event.

3.4 Upon receipt of a completed application, the Licensing Officer may provide the completed application to any or all of the following individuals and agencies for their review and comments:

- a) Alberta Health Services
- b) The Town of Carstairs Protective Services Department;
- c) The Town of Carstairs Fire Chief;
- d) The Local RCMP; **or applicable Policing Service**
- e) The Town of Carstairs Operations Department;
- f) The Town of Carstairs Parks Department;
- g) The Town of Carstairs Community Services Department; and
- h) Any other agency or person which, in the opinion of the Licensing Officer, may assist him/her in determining whether or not issuing the Special Event License is appropriate in the circumstances.

3.5 Upon the request by any of the individuals or agencies set out in section 3.3, the applicant shall provide access to the proposed Venue for the purpose of the individual or agency making the request conducting an inspection of the Venue. Upon request by any such individual or agency, the Applicant or Licensee shall accompany the individual or agency representative on the inspection of the proposed Venue.

3.6 The Applicant shall be required to provide public liability insurance for the Special Event in the minimum amount of two million dollars (\$2,000,000) or additional amount as specified by the Licensing Officer, naming the Town of Carstairs as an additional insured.

3.7 The Licensing Officer may grant relief of any of the requirements listed in this Bylaw where it appears that such an action will not harm the health, safety, welfare and property of the Special Event attendees, Town residents and members of the public. This ability to grant relief shall be limited to those items within the control of the Licensing Officer under this Bylaw and does not relieve the Applicant from any condition or requirement imposed by law, contract or otherwise.

3.8 Having consideration to the application and to the comments received pursuant to Section 3.3 of this Bylaw, the Licensing Officer may impose such conditions on the Special Event Permit that he/she in his/her sole discretion, reasonably determines as being necessary to protect the health, safety, welfare and property of the Special Event attendees, Town residents and members of the public including all minimum conditions and requirements set out in Schedule "A" of this Bylaw.

- a) The number and qualification of emergency medical personnel and equipment which must be available at the Venue during the Special event;
- b) The number and qualifications of the security personnel which must be available at the Venue during the Special Event;
- c) Safety and security procedures to be in place during the Special Event;
- d) Expected attendance;
- e) Parking at the Venue, including providing designated parking areas for the Special Event attendees, restrictions on off-site parking facilities and possible use of on-street parking;
- f) Transportation and transportation route to and from the Venue;
- g) Noise abatement and/or monitoring measures;
- h) Hours of operation of the Special Event;
- i) Site map of Venue; and
- j) Such other conditions which are, in the opinion of the licensing Officer, reasonably necessary to protect the health, safety, welfare and property of the Special Event attendees, Town residents and/or members of the public.

3.9 The authority of the Licensing Officer to grant relief from the requirements of this Bylaw shall be limited to those items within the authority of the licensing Officer under this Bylaw and does not relieve the Licensee from any conditions or requirements imposed by other Federal, Provincial or Municipal regulations, bylaws or contract or otherwise.

3.10 A Licensee shall comply with all relevant Federal, Provincial or Municipal laws in existence at the time of the Special Event.

3.11 All costs and expenses incurred in meeting the requirements of this Bylaw and any conditions of the Special Event Permit shall be borne solely by the Licensee.

3.12 The Licensing Officer shall within 20 days after receipt of a completed Application for a Special Event Permit, approve, approve with conditions or refuse the Application.

**REFUSAL OF APPLICATIONS**

4.1 The Licensing Office shall not issue a Special Event Permit if in the opinion of the Licensing Officer:

- a) The Application is not completed;
- b) The Application fee has not been paid, and where the Licensing Officer has not waived the Application fee;
- c) Any individuals or agencies in Section 3.3 of this Bylaw were unable to inspect the Venue because the Applicant was unable or unwilling to provide them with access to the entire Venue in a timely fashion;
- d) The proposed safety or security procedures were inadequate;
- e) The proposed Venue is inadequate for the proposed Special Event; or
- f) The proposed Venue lacks the appropriate zoning under the Town's Land Use Bylaw to host the Special Event.

4.2 The Licensing Officer may refuse to issue a Special Event License if:

- a) The Applicant has previously operated a Special Event in breach of a condition of a Special Event Permit or a Town Bylaw;
- b) Any of the individuals or agencies in Section 3.3 of this Bylaw recommends against issuing the Special Event Permit;
- c) The anticipated noise created by the Special Event would cause an unreasonable disturbance to Town residents or the general public; or
- d) Issuing the Special Event Permit may harm the health, safety, welfare or property of the attendees, Town residents, or members of the public.

4.3 Where the application is denied, the Licensing Officer shall mail and/or email a written notice to the Applicant within five (5) business days after the application is denied. The notice shall include a statement of the reasons the application was denied.

**RIGHT OF APPEAL**

5.1 The Applicant may file a written request with the CAO to conduct a review concerning the refusal of the Permit within ten (10) business days after the date of the written notice. The written request by the Applicant shall contain reasons why the CAO should carry out a review and provide any information that is deemed necessary to help the CAO fulfill such review. After the CAO has received the written request from the Applicant, he/she shall review the written request and provide a response to the Applicant no more than ten (10) business days after receipt of the written request.

5.2 Once the CAO has reviewed the refusal of the Permit pursuant to 5.1, he/she may:

- a) Grant a Permit without conditions
- b) Grant a permit with conditions, or
- c) Refuse to grant a Permit

5.3 The CAO's decision pursuant to Section 5.1 shall be considered final and binding.

**LIQUOR/ALCOHOL SERVICE REQUIREMENTS**

6.1 Without limitations to Section 3.11, any Special Events serving and/or selling liquor/alcohol must meet all requirements of the ALGC (Alberta Gaming and Liquor Commission).

6.2 The Town may require security to be present when liquor/alcohol is served, or in any other case determined to be appropriate by the Licensing Officer.

**VALIDITY OF SPECIAL EVENT PERMIT**

7.1 A Special Event Permit is only valid for one Special Event held on the date(s) as specified on the Special Event Permit.

**GENERAL PENALTY PROVISIONS**

8.1 No Person shall hold, conduct, manage or organize a Special Event unless that Person has obtained and holds a valid Permit pursuant to the terms of this Bylaw.

8.2 Any person who provides false or misleading information in an application is guilty of an offence and is liable on conviction to imposition of a penalty as prescribed by this Bylaw.

8.3 Venue Owner must ensure that a Permit has been obtained before permitting the Special Event to take place at the Venue.

8.4 The Licensee and Venue Owner are jointly and severally responsible for ensuring that all conditions of the Special Event Permit and this Bylaw are fully complied with.

8.5 The Licensing Officer or a Peace Officer may immediately revoke a Special Event Permit where the Licensee or Venue Owner:

- a) Fail, neglect or otherwise refuses to pay to the Town, the fee prescribed by a provision of this Bylaw;
- b) Fail, neglect or otherwise refuse to fulfill any or all of the Special Event Permit conditions imposed pursuant to the provisions of this Bylaw;
- c) Allows the Special Event to be conducted in a manner contrary to the terms of this Bylaw or contrary to the terms and conditions of the Special Event Permit.

**ENFORCEMENT AND PENALTY**

9.1 Any person who has contravenes this Bylaw or provisions of a Special Event Permit is guilty of an offence and is liable on conviction to the imposition of a fine of not more than Ten Thousand (\$10,000) Dollars or in default of payment, to imprisonment for a term not exceeding one (1) year.

9.2 Where a Peace Officer has reasonable grounds to believe that a provision of this Bylaw has been contravened, that Peace Officer is authorized to issue a Violation Tag to any Person who the Peace Officer has reasonable grounds to believe is responsible for the contravention. **Violation fees will be based on the current Rates and Fees Bylaw Schedule U.**

9.3 A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the CAO and may be delivered to the person reasonably believed to have contravened this Bylaw by means of actual service upon the person or by mailing a copy to the Person at his/her address as it appears on the Permit.

9.4 Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued, in lieu of being prosecuted for the offense, shall pay to the Town, the penalty specified on the Violation Tag within seven (7) days if delivered by actual service to the Person and within fourteen (14) business days if served by mail.

Town of Carstairs  
Bylaw #1092  
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9.5 Where a Violation Tag has been issued and the specified penalty not paid within the prescribed time, the right of the Person named on the Violation Tag to pay the penalty in lieu of prosecution shall expire and the Peace Officer is authorized to issue a Violation Ticket pursuant to Part 2 of the Provincial Offences Procedures Act R.S.A. 200, c P-34, as amended or repealed and replaced from time to time, to an Person that the Peace Officer has reasonable grounds to believe contravened a provision of this Bylaw.

9.6 Notwithstanding Section 8.3, a Peace Officer is hereby authorized an empowered to immediately issue a Violation Tag to any person whom the Peace Officer has reasonable grounds to believe has contravened or is responsible for a contravention of any provision of this Bylaw regardless of whether a Violation Tag has first been issued. Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket.

9.7 This Bylaw repeals Bylaw No. 826 Events Bylaw.

9.8 This Bylaw comes into force and effect on the date of the final passing thereof.

**READ A FIRST TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER A.D., 2019.**

**READ A SECOND TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER A.D., 2019.**

**READ A THIRD AND FINAL TIME THIS 23<sup>RD</sup> DAY OF SEPTEMBER A.D., 2019.**

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**Lance Colby, Mayor**

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**Carl McDonnell, CAO**

**SCHEDULE A**

**CONDITIONS AND REQUIREMENTS:**

Every Licensee to conduct a Special Event shall be subject to the following conditions and requirements:

1. Security Protection:
  - a. Every Licensee shall provide at his/her own expense, on-premises security protection as required by the Licensing Officer. The Licensee shall provide proof of such arrangements to the satisfaction of the Licensing Officer at least fifteen (15) business days prior to the date of the Special Event.
2. Police Protection:
  - a. Under the advisory of the local RCMP, the Licensing Officer may impose specific numbers of Peace Officers for the preservation of order and the protection of property in and around the place of the Special Event.
  - b. Where the local RCMP specifies the employment of extra Peace Officers to meet the requirements of this Bylaw, such Peace Officers shall be under the direct control of the local RCMP detachment.
  - c. The Licensee shall cover all expenses associated with police protection at rates approved by the Licensing Officer. The approved rates should be deposited to the Town at least fifteen (15) business days prior to the specified date the Special Event is to occur.
3. Water and Sanitation Facilities;
  - a. Every Licensee shall provide at his/her own expense, an ample supply of potable water for drinking and adequate sanitation facilities at the Venue of the Event. Water and sanitation facilities shall comply with the requirements of the Public Health Act pertaining to potable water and sanitation facilities for events of this nature.
4. Food Concessions:
  - a. The Licensee shall comply with the requirement of the Public Health Act pertaining to food regulations for event organizers and shall ensure any business or community group operating food service establishments by invitation and/or contract of the Licensee comply with the requirements of the Public Health Act pertaining to food regulations for temporary food establishment operators, at his/her own expense.
5. Fire Protection:
  - a. Every Licensee should provide, at his/her own expense, adequate fire protections as determined by the Fire Chief. If the Event is located in a hazardous fire area, a suitable number of fire officials shall be employed by the Licensee, who shall be approved by the Fire Chief. Flammable vegetation and other fire hazards shall be removed in a manner and in such quantity as determined by the Fire Chief.

6. First Aid Facilities;

- a. Every Licensee shall provide, as his/her own expense, first aid facilities at the site of the Special Event, as may be required by the Licensing Officer. If deemed necessary by the Licensing Officer, the Licensee shall provide ambulance services to transport persons attending the event from the site of the event to the nearest hospital where need arises at his/her own expense.

7. Parking:

- a. Every Licensee shall provide adequate parking spaces for persons attending the event by motor vehicle. Such parking areas shall be clearly marked. The Licensing Officer shall approve a Licensee's parking plan before a permit shall be issued.
- b. The Licensee shall provide adequate access and egress to the Event Venue and parking areas, therefore necessary roads, driveways and entranceways shall exist to ensure the orderly flow of traffic into the Venue from a highway or road, which is a part of the town system of highways or which is a highway maintained by the Province of Alberta.
- c. A designated special access way for fire equipment, ambulances, and other emergency vehicles shall be required. The Licensee shall submit a traffic and pedestrian management plan for Town approval before a permit is issued. Additionally, the Licensee shall verify the traffic control personnel are under his/her employ to ensure orderly traffic movement and relived traffic congestion in the vicinity of the Event Venue.

8. Illumination:

- a. Every Licensee planning to conduct a Special Event after dark, or planning to allow persons who attend the Special Event to remain at the Venue after dark, shall provide electrical illumination to ensure that those areas which are occupied are lit at all times.

9. Noise Control:

- a. The Town of Carstairs Noise Bylaw 1058 must be reviewed and agreed to by the Licensee.
- b. If sound equipment and/or amplification are to be used, a detailed plan is required to outline any steps to be taken to ensure noise disturbance outside the Venue is minimized and any steps that will be taken to ensure noise is controlled within the Event.



**Town of Carstairs**

**Policy: Special Events Policy No. 62-004-19**

**Date: September 23, 2019**

**Adopted by: Council**

**Policy Statement:**

The Town of Carstairs has provided this policy to establish guidelines for persons/groups hosting Special Events to ensure adequate health, sanitation, vehicle control, crowd control and dog control for public safety and the protection of public property

**Responsibilities:**

The Town of Carstairs shall consider applications for Special Event Permits according to the guidelines and requirements which follow.

**Conditions and Requirements:**

Every Licensee to conduct a Special Event shall be subject to the following conditions and requirements:

1. Security Protection:
  - a. Every Licensee shall provide at his/her own expense, on-premises security protection as required by the Licensing Officer. The Licensee shall prove proof of such arrangements to the satisfaction of the Licensing Officer at least fifteen (15) business days prior to the date of the Special Event.
  
2. Police Protection:
  - a. Under the advisory of the local RCMP, the Licensing Officer may impose specific numbers of Peace Officers for the preservation of order and the protection of property in and around the place of the Special Event.
  - b. Where the local RCMP specifies the employment of extra Peace Officers to meet the requirements of this Bylaw, such Peace Officers shall be under the direct control of the local RSMP detachment.
  - c. The Licensee shall cover all expenses associated with police protection at rates approved by the Licensing Officer. The approved rates should be deposited to

the Town at least fifteen (15) business days prior to the specified date the Special Event is to occur.

3. Water and Sanitation Facilities;
  - a. Every Licensee shall provide at his/her own expense, an ample supply of potable water for drinking and adequate sanitation facilities at the Venue of the Event. Water and sanitation facilities shall comply with the requirements of the Public Health Act pertaining to potable water and sanitation facilities for events of this nature.
4. Food Concessions:
  - a. The Licensee shall comply with the requirement of the Public Health Act pertaining to food regulations for event organizers and shall ensure any business or community group operating food service establishments by invitation and/or contract of the Licensee comply with the requirements of the Public Health Act pertaining to food regulations for temporary food establishment operators, at his/her own expense.
5. Fire Protection:
  - a. Every Licensee should provide, at his/her own expense, adequate fire protections as determined by the Fire Chief. If the Event is located in a hazardous fire area, a suitable number of fire officials shall be employed by the Licensee, who shall be approved by the Fire Chief. Flammable vegetation and other fire hazards shall be removed in a manner and in such quantity as determined by the Fire Chief.
6. First Aid Facilities;
  - a. Every Licensee shall provide, as his/her own expense, first aid facilities at the site of the Special Event, as may be required by the Licensing Officer. If deemed necessary by the Licensing Officer, the Licensee shall provide ambulance services to transport persons attending the event from the site of the event to the nearest hospital where need arises at his/her own expense.
7. Parking:
  - a. Every Licensee shall provide adequate parking spaces for persons attending the event by motor vehicle. Such parking areas shall be clearly marked. The Licensing Officer shall approve a Licensee's parking plan before a permit shall be issued.
  - b. The Licensee shall provide adequate access and egress to the Event Venue and parking areas, therefore necessary roads, driveways and entranceways shall exist to ensure the orderly flow of traffic into the Venue from a highway or road, which is a part of the town system of highways or which is a highway maintained by the Province of Alberta.

- c. A designated special access way for fire equipment, ambulances, and other emergency vehicles shall be required. The Licensee shall submit a traffic and pedestrian management plan for Town approval before a permit is issued. Additionally, the Licensee shall verify the traffic control personnel are under his/her employ to ensure orderly traffic movement and relived traffic congestion in the vicinity of the Event Venue.
8. Illumination:
  - a. Every Licensee planning to conduct a Special Event after dark, or planning to allow persons who attend the Special Event to remain at the Venue after dark, shall provide electrical illumination to ensure that those areas which are occupied are lit at all times.
9. Noise Control:
  - a. The Town of **current Carstairs Community Standards Bylaw must** be reviewed and agreed to by the Licensee.
  - b. If sound equipment and/or amplification are to be used, a detailed plan is required to outline any steps to be taken to ensure noise disturbance outside the Venue is minimized and any steps that will be taken to ensure noise is controlled within the Event.

**Special Event Application Process**

1. A Special Event is an organized event, program or service in which the number of people or type of activity affects public use of the Town of Carstairs parks, facilities, property or roads, and/or may affect the general public. Complete all sections of the application. All proposed activities and events are subject to the approval of the Town.
2. Submit your application by mail/deliver in person to the Town of Carstairs Special Events Licensing Officer, Box 370 Carstairs, AB T0M 0N0, fax to 403.337.3343. Submission of an application does not grant you permission; all applications are subject to review.
3. The Town grants permission to use appropriate public spaces on a first-come, first-served basis. The Town will not consider your application without a completed application and the appropriate application fee, when required.
4. Upon receiving your application, the Town will contact you to inform you of the status of your application. The Town reserves the right request additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities, or the event itself. The Town may postpone approval of the event permit until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may result in denial of a special event application.

5. Applicant is responsible for payment of any necessary advertising of road closures, signing, and barricading costs as identified by the Operations Department, and to ensure affected businesses and residences are made aware of such closures. The applicant will also pay for the permit and any other costs incurred by Town departments in providing equipment, supplies or manpower for the event.
6. Once all of the Town's requirements have been fulfilled, including receipt of all documents and full payment, a Special Event Permit may be issued. Applicable facility fees will be applied based on the current Rates and Fees Bylaw.
7. The Community Services Department processes all applications. A copy of the approved permit must be kept at the Special Event location and produced on demand.
8. Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Town and changes/modifications relative to the event from the Town is at the sole expense and risk of the event applicant.
9. Failure to comply with the conditions of an approved permit could result in the approval being withdrawn, future applications being denied and/or prosecution for breach of Town Bylaws.



**Policy:** Asset Management Policy

**Policy No.:** 12-033-19

**Date:** September 23, 2019

**Adopted by:** Council

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**1.0 Policy Statement for Asset Management Planning**

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

**2.0 Definitions**

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

1. **Asset** – a physical component of a system that has value, enables services to be provided, and has an economic life of greater than 12 months (*Building Community Resilience Through Asset Management*).
2. **Asset management (AM)** – the coordinated activity of an organization to realize value from assets. It considers all asset types, and includes all activities involved in the asset's life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset (ISO 5000).
3. **Asset management plan (AMP)** – A plan to identify asset management needs, establish longer term financing means, and regularly schedule maintenance, rehabilitation and replacement works for the long-term sustainability of the asset (*Building Community Resilience Through Asset Management*).

4. **Asset management policy** – Principles and mandated requirements derived from, and consistent with, the organizational strategic plan, providing a framework for the development and implementation of the asset management strategy and the setting of the asset management objectives (*Building Community Resilience Through Asset Management*). A document that specifies the guidelines and goals relating to asset management set by senior leadership or, in the case of a municipality, council (*Asset Management for Municipalities in Alberta*).
5. **Asset management practices** - Decision-making and investment planning guidelines to facilitate the realization of adequate funding over the life cycle of the infrastructure.
6. **Asset management program** – the set of related measures or activities that will promote lifecycle and risk management of all assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of service.

**3.0 Scope and Asset Classes:**

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

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

Adopting a comprehensive and holistic Asset Management approach will support efficient and effective delivery of expected levels of service. The Town of Carstairs will develop an Asset Management Plan that identifies all infrastructure

types and municipal infrastructure assets that meet the capitalization thresholds as outlined in the Town's Asset Management Plan.

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

**4.0 Objectives:**

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

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

**4.1 Alignment with the Town's Strategic Direction:**

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

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

Specifically, the CSP advances responsible management of existing and future development by identifying six dimensions of sustainability:

Social

1. Cultural
2. Natural Environment
3. Built Environment
4. Economic
5. Governance

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

1. Low Impact Development

2. Infrastructure
3. Architecture
4. Conservation

**4.2 Key Principles:**

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

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

**5.0 Policy Statement for Asset Management Program**

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

1. The Town of Carstairs will implement an enterprise-wide Asset Management Program through all departments. The program will promote lifecycle and risk management of all assets, with the goal of achieving the lowest total cost of ownership while meeting desired levels of service.
2. The Town will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
  - i. Complete and Accurate Asset Data
  - ii. Condition Assessment Protocols
  - iii. Risk and Criticality Models
  - iv. Lifecycle Management

- v. Financial Strategy Development
- vi. Level of Service Framework

3. The Town will develop and maintain an asset inventory of all assets which includes unique ID, description, location information, value (both historical and replacement), performance characteristics and/or condition, estimated remaining life and estimated repair, rehabilitation or replacement date; and estimated cost for repair, rehabilitation or replacement.
4. The Town will develop risk and prioritization frameworks that enable meaningful comparison of the investment needs for all asset categories and assets that meet the capitalization threshold. Staff will apply these frameworks to identify the most critical needs across the organization, from engineered structures and machinery and equipment to facilities and parks, with a focus on balancing hard and soft service needs for the community.
5. The Town will develop an Asset Management Plan that incorporates all infrastructure categories and assets outlined in the organization's Capital Asset Plan (Schedule A). It will be updated to promote, document and communicate continuous improvement of the asset management program. The asset management plan will be updated as the capital needs and priorities of the Town change.
6. The Town will integrate Asset Management Plans and Practices with its long-term financial planning and budgeting strategies in compliance with amendments to the Municipal Government Act. This includes the development of three-year financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to five-year capital plans identifying the funding needed to replace and/or renew assets based on full lifecycle costing.
7. The Town will explore innovative funding and service delivery opportunities, including but not limited to grant programs, public-private partnerships, alternative financing and procurement (AFP) approaches, and shared provision of services, as appropriate.
8. The Town will develop meaningful performance metrics and reporting tools to transparently communicate and display the current state of Asset Management Practice to Council and the community.
9. The Town will consider the risks and vulnerabilities of assets to climate change and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency

funding. Impacts may include matters relating to operations, levels of service and lifecycle management.

10. The Town will coordinate planning for interrelated assets with separate ownership structures by pursuing collaborative opportunities with neighbouring municipalities and jointly-owned municipal bodies wherever viable and beneficial.
11. The Town will develop processes and provide opportunities for municipal residents and other interested parties to offer input into asset management planning wherever and whenever possible.

**6.0 Roles and Responsibilities:**

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

**1. Council**

- i. Review and approve of general policy and policy updates
- ii. Review and approve of the AM Policy and direction of the AM Program
- iii. Maintain adequate organizational capacity to support the core practices of the AM Program
- iv. Prioritize effective stewardship of assets in adoption and ongoing review of policy and budgets
- v. Consider sustainability of the levels of service delivered to the community

**2. Executive Lead (Asset Management Planner)**

- i. Identify matters requiring policy development, apprise the CAO of relevant issues, and assist the CAO in identifying the Town's priorities
- ii. Develop policy and policy updates
- iii. Provide organization-wide leadership in AM Practices and concepts
- iv. Ensure immediate and long-term AM Program objectives can be attained by attracting, maintaining, training, and motivating staff
- v. Provide departmental staff coordination by implementing effective consultation and collaboration mechanisms
- vi. Establish and monitor levels of service
- vii. Coordinate and track AM program implementation and progress through appropriate monitoring, assessing, and adaptive responses
- viii. Report to the CAO and Council on AM program progress and results

**3. Departmental Staff**

- i. Use the new business processes and technology tools developed as part of the AM program
- ii. Participate in implementation task teams to carry out AM activities
- iii. Collect and analyze levels of service data, based on key performance indicators

- iv. Provide support and direction for AM practices within their department
- v. Track, analyze and report on AM program progress and results

**4. Asset Management Group**

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

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

**7.0 Reporting and Accountability:**

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

**8.0 Asset Classification**

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

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

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

**Schedule B**

**Infrastructure**

Permanent structural works such as roads, bridges, canals, dams, water and sewer and utility distribution and transmission systems including plants and substations.

**General Capital**

All assets that are not used for infrastructure use, such as land, land improvements, facilities, inventory and fleet vehicles.

Assets recorded in the Category will include:

**Land**

Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use, but not land held for resale.

**Land Improvements**

All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences.

**Facilities**

Permanent, temporary or portable building structures such as offices, garages, warehouses and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.

**Inventory**

Assets used in aiding the operation of infrastructure, buildings, fleet, offices, recreation and leisure. These assets may include office equipment, communication systems, control systems, equipment, tools, and shop and garage equipment. Inventory will be tracked if they meet one or more of the following criteria's.

1. Inventory that is above the Capitalization Threshold.
2. Inventory that has an Estimated Useful Life (E.U.L.) of three years or higher.
3. Inventory that is has a cost of \$200.00.
4. Inventory that is non-consumable, but may be a necessary part of facility operation.

**Fleet**

Motor vehicles that are owned by the municipality for the purpose of transportation, maintenance and emergency protection.

**Roadway System**

Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.

**Water System**

Systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-

potable water. Includes mains, services, pump, and lift stations, plants and equipment, reservoirs and fire hydrants.

**Sanitary System**

Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Includes mains, services, pump and lift stations, plants, and equipment and lagoons.

**Storm System**

Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump, and lift stations, outfalls and retention ponds.

**Town of Carstairs Asset Management Policy**

**Schedule A**

**Capital Asset Plan**

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**PURPOSE**

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

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

**SCOPE**

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

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

Subsequent expenditures on a recorded TCA that:

- e) increase output or service capacity
- f) increase the service life
- g) lower associated operating costs
- h) improve the quality of the output

Should be classified as betterments and capitalized accordingly. Any other expenditure should be considered a repair or maintenance and should be expensed in the period.

This policy applies to all town departments, boards and commission, agencies and other organizations falling within the reporting entity of the town.

**RESPONSIBILITIES**

The Chief Administrative Officer is responsible for the overall enforcement of this policy.

All employees are responsible for:

- a) Keeping accurate records when purchasing, acquiring, selling and maintaining capital assets owned by The Town.
- b) Providing valuation detail such as purchase price, fair market value, replacement value, useful life and scheduled maintenance of existing and future TCAs for which they are responsible.

The Director of Corporate Services & Municipal Asset Coordinator is responsible for:

- c) The development and maintenance of an asset registry to track all tangible capital assets.
- d) Supporting all employees who are involved in the purchasing, acquisition, sale and maintenance of capital assets to ensure the upkeep of accurate records.

**PROCEDURES**

**Asset Classification**

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

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

**Assets recorded in Class will include:**

- Infrastructure
- General Capital

**Assets recorded in Category will include:**

- a) **Land**  
Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use, but not land held for resale.
- b) **Land Improvements**  
All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences.
- c) **Facilities**  
Permanent, temporary or portable building structures such as

offices, garages, warehouses and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.

d) **Roadway system**

Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks, and signage.

e) **Water system**

Systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs, and fire hydrants.

f) **Sanitary system**

Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Includes mains, services, pump and lift stations, plants and equipment and lagoons.

g) **Storm system**

Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump and lift stations, outfalls and retention ponds.

h) **Inventory**

Assets used in aiding the operation of infrastructure, building, fleet, offices, recreation and leisure. These assets may include office equipment, communication systems, control systems, equipment, tools, and shop and garage equipment.

i) **Fleet**

Motor vehicles that are owned by the municipality for the purpose of transportation, maintenance and emergency protection.

**TCA Inventory – Acquisition**

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

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installing the asset at the location and in the condition necessary for its intended use.

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

**Thresholds**

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

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

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

**Useful Life & Amortization Methods**

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

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

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

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

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

**Valuation of Assets**

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

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

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

**Division of Assets**

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

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

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

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

**Group/Pooled Assets:**

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

- Computer hardware & software
- Streetlights
- Furniture and fixtures
- Small machinery
- Signage

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

**Review and Write-Downs:**

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

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

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

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

**Asset Disposal:**

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

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

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

No amortization charged in the year of asset disposal.

**ATTACHMENTS**

Appendix A: Recommended Maximum Useful Life  
Appendix B: Definitions

**APPENDIX A:  
RECOMMENDED MAXIMUM USEFUL LIFE**

<u><b>Asset Classes Useful Life</b></u>	<u><b>Maximum</b></u>
<b>Class</b>	
<b>Category</b>	
<b>Segment</b>	
 <u><b>Land</b></u>	
Right of Way	<i>Variable</i>
Undeveloped Right of Way	<i>Variable</i>
Parks	<i>Variable</i>
General	
<i>Variable</i>	
 <u><b>Land Improvements</b></u>	
<i>Asphalt Parking Lots</i>	<i>20 Years</i>
<i>Gravel Parking Lots</i>	<i>15 Years</i>
<i>Playground Structures</i>	<i>25 Years</i>
<i>Landscaping</i>	<i>25 Years</i>
<i>Fencing</i>	<i>25 Years</i>
<i>Tennis Courts</i>	<i>20 Years</i>
<i>Water Fountains</i>	<i>20 Years</i>
<i>Retaining Walls</i>	<i>20 Years</i>
<i>Running Tracks</i>	<i>20 Years</i>
<i>Outdoor Lighting</i>	<i>20 Years</i>
<i>Outdoor Soccer Pitch</i>	<i>20 Years</i>
<i>Outdoor Skate Park</i>	<i>20 Years</i>
<i>Bike/Jogging Path Asphalt</i>	<i>20 Years</i>
<i>Bike/Jogging Path Gravel</i>	<i>20 Years</i>
 <u><b>Facilities</b></u>	
<i>Permanent Structure</i>	<i>50 Years</i>
<i>Frame/Metal/Concrete</i>	<i>50 Years</i>
<i>Portable Structure</i>	<i>20 Years</i>
<i>Metal Frame</i>	<i>25 Years</i>
<i>Leasehold Improvement</i>	<i>25 Years</i>

**Asset Management Maximum Useful Life**

<b><u>Asset Classes</u></b> <b><u>Useful Life</u></b>	<b><u>Maximum</u></b>
<b>Class</b>	
<b>Category</b>	
<b>Segment</b>	
<b><u>Fleet</u></b>	
<i>Light Duty</i>	<i>20 Years</i>
<i>Medium Duty</i>	<i>20 Years</i>
<i>Heavy Duty</i>	<i>25 Years</i>
<i>Machinery</i>	<i>20 Years</i>
<i>Emergency Vehicles As Per Fire Services Agreement</i>	
<i>Review Agreement</i>	
<i>Year Round Duties</i>	<i>20 Years</i>
<i>Seasonal Duties</i>	<i>20 Years</i>
<b><u>Work In Progress</u></b>	
<i>W.I.P.</i>	<i>Variable</i>
<b><u>Water Distribution System</u></b>	
<i>Water Mains</i>	<i>75 Years</i>
<i>Water Services</i>	<i>75 Years</i>
<i>Water Valves</i>	<i>75 Years</i>
<i>Fire Hydrants</i>	<i>75 Years</i>
<b><u>Sanitary System</u></b>	
<i>Collection Mains</i>	<i>75 Years</i>
<i>Collection Services</i>	<i>75 Years</i>
<i>Sanitary Manholes</i>	<i>75 Years</i>
<i>Lagoon</i>	<i>45 Years</i>
<b><u>Storm System</u></b>	
<i>Collection Mains</i>	<i>75 Years</i>
<i>Collection Services</i>	<i>75 Years</i>
<i>Storm Manholes</i>	<i>75 Years</i>
<i>Storm Leads</i>	<i>75 Years</i>
<i>Catch Basin</i>	<i>75 Years</i>
<i>Outfalls</i>	<i>75 Years</i>
<i>Retention Ponds</i>	<i>75 Years</i>
<i>Storm Flares</i>	<i>75 Years</i>

**Asset Management Maximum Useful Life**

<b><u>Asset Classes</u></b> <b><u>Useful Life</u></b>	<b><u>Maximum</u></b>
<b>Class</b>	
<b>Category</b>	
<b>Segment</b>	
<b><u>Roadway System</u></b>	
<i>Vehicle Bridge</i>	<i>30 Years</i>
<i>Pedestrian Bridge</i>	<i>30 Years</i>
<i>Overpass/Interchange</i>	<i>60 Years</i>
<i>Parkades</i>	<i>30 Years</i>
<i>Asphalt Surface</i>	<i>20 Years</i>
<i>Milling Surface</i>	<i>15 Years</i>
<i>Gravel Surface</i>	<i>20 Years</i>
<i>Concrete Surface</i>	<i>30 Years</i>
<i>Chip Seal</i>	<i>10 Years</i>
<i>Oil Surface</i>	<i>5 Years</i>
<i>Curb &amp; Gutter</i>	<i>30 Years</i>
<i>Sidewalk &amp; Curb</i>	<i>30 Years</i>
<i>Asphalt Pathways</i>	<i>20 Years</i>
<i>Decorative Lighting</i>	<i>20 Years</i>
<i>Street Lights</i>	<i>20 Years</i>
<i>Traffic Lights</i>	<i>20 Years</i>
<i>Directional Signage</i>	<i>20 Years</i>
<i>Information Signage</i>	<i>20 Years</i>

**APPENDIX B:  
DEFINITIONS**

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

**Asset Classifications:**

**Class** A group of assets that is significantly different in design and use.

- a. **Infrastructure**
- b. **General Capital**

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

- a. **Land**  
Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use, but not land held for resale.
- b. **Land Improvements**  
All Improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways, and fences.
- c. **Facilities**  
Permanent, temporary or portable building structures, such as offices, garages, warehouses, and recreation facilities intended to shelter person and/or goods, machinery, equipment and working spaces.
- d. **Roadway System**  
Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.
- e. **Water System**  
Systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets

required to distribute non-potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs and fire hydrants.

**f. Sanitary System**

Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other origination water sources or used for other environmentally approved purposes. Includes mains, services, pump and lift stations, plants, and equipment and lagoons.

**g. Storm System**

Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump, and lift stations, outfalls and retention ponds.

**h. Inventory**

Assets used in aiding the operation of infrastructure, buildings, fleet, offices, recreation and leisure. These assets may include office equipment, communication systems, control systems, equipment, tools, and shop and garage equipment.

**i. Fleet**

Motor vehicles that are owned by the municipality for the purpose of transportation, maintenance and emergency protection.

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

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

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

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

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

- Technical and administrative work prior to commencement of and during construction;
- Overhead charges directly attributable to construction or development; and
- interest

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

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

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

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

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

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

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

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

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

**Tangible Capital Assets:**

Assets having physical substance that:

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

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

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

## **Town of Carstairs Asset Management Policy**

### **Schedule B**

#### **Facility Components & Inventory**

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##### **PURPOSE**

The purpose of this document is to provide guidance and leadership in the development and implementation of the Town's Asset Management Program for facility components and inventory that will provide an estimated useful life cycle. Repair, maintenance and replacement of inventory will be reported to the Asset Management Planner for record keeping in City Wide Asset Manager.

##### **SCOPE AND OBJECTIVE**

The Town is responsible for proving a lifecycle for all facilities inventory. Repair and maintenance programs may impact the lifecycle of inventory as authorized by the C.A.O. and Council.

##### **ASSET CLASSIFICATION**

Facility inventory will consist of three categories; Level 1, Level 2 and Level 3.

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

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

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

##### **Component – Level 1**

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

##### **List of Components – Level 1**

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

##### **Components – Level 2**

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

List of Components – Level 2

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

**Components – Level 3**

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

List of Components – Level 3

**Inventory-Fitness & Wellness**

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

List of Components – Level 3

**Inventory-Specialized Fire**

<i>Fire Hose</i>	<i>12 Years</i>
<i>Fire Nozzles</i>	<i>15 Years</i>
<i>Inflatable Boats</i>	<i>15 Years</i>
<i>Life Jacket</i>	<i>10 Years</i>
<i>Ice Rescue Suits</i>	<i>10 Years</i>
<i>C.P.R. Dolls</i>	<i>10 Years</i>
<i>Gas Alert Quattro</i>	<i>10 Years</i>
<i>Search Lights</i>	<i>10 Years</i>
<i>Mutual Aid Bags</i>	<i>10 Years</i>
<i>Medical Bags</i>	<i>10 Years</i>

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<i>Accountability Bags</i>	<i>10 Years</i>
<i>Air Bottles</i>	<i>15 Years</i>
<i>Scene Light Systems</i>	<i>10 Years</i>
<i>Ladders</i>	<i>15 Years</i>
<i>AkronBlitz Fire-Monitor</i>	<i>20 Years</i>
<i>Ram Fan Power Stream</i>	<i>15 Years</i>
<i>Burn Kit</i>	<i>5 Years</i>
<i>Life Pak Defibrillator</i>	<i>12 Years</i>
<i>Fire Extinguisher</i>	<i>15 Years</i>
<i>First Aid Kits</i>	<i>12 Years</i>
<i>Portable Pond</i>	<i>20 Years</i>
<i>B.A. Face Mask</i>	<i>15 Years</i>
<i>Bunker Gear</i>	<i>5 Years</i>
<i>Jaws of Life &amp; Tools</i>	<i>15 Years</i>
<i>ARA Safety Pro</i>	<i>10 Years</i>

**Inventory-Audio & Visual**

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

*List of Components – Level 3*

**Inventory-Office Furniture**

<i>File Cabinets</i>	<i>20 Years</i>
<i>Shelving Units</i>	<i>20 Years</i>
<i>Book Cases</i>	<i>20 Years</i>
<i>Tables</i>	<i>20 Years</i>
<i>Desk</i>	<i>20 Years</i>
<i>Hutch</i>	<i>20 Years</i>
<i>Credenza</i>	<i>20 Years</i>
<i>Drafting Tables</i>	<i>20 Years</i>
<i>Closets</i>	<i>20 Years</i>
<i>Beds</i>	<i>20 Years</i>
<i>Couch</i>	<i>20 Years</i>
<i>Coffee Tables</i>	<i>20 Years</i>
<i>Computer Chairs</i>	<i>20 Years</i>
<i>Office Chairs</i>	<i>20 Years</i>

<i>Council Desks</i>	<i>20 Years</i>
<i>Bench</i>	<i>20 Years</i>
<i>Podium</i>	<i>20 Years</i>
<i>Serving Cart</i>	<i>20 Years</i>
<i>Broacher Rack</i>	<i>20 Years</i>

**Inventory-Office Equipment**

<i>Printer</i>	<i>5 Years</i>
<i>Labeler</i>	<i>10 Years</i>
<i>Cash Register</i>	<i>10 Years</i>
<i>Plotter Printer</i>	<i>10 Years</i>
<i>Paper Shredder</i>	<i>5 Years</i>
<i>Laminator</i>	<i>10 Years</i>

**Inventory-Computer Equipment**

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

*List of Components – Level 3*

**Inventory-Ice Surface Equipment**

<i>Ice Surface Boards</i>	<i>25 Years</i>
<i>Ice Surface Glass</i>	<i>50 Years</i>
<i>Ice Surface Gates/Wheels</i>	<i>25 Years</i>

**Inventory-Food Services**

<i>Splash Pans</i>	<i>10 Years</i>
<i>Crock Pots</i>	<i>10 Years</i>
<i>Electric Roasters</i>	<i>10 Years</i>
<i>Toaster</i>	<i>10 Years</i>
<i>Pancake Dispenser</i>	<i>10 Years</i>
<i>Bus Pans</i>	<i>10 Years</i>
<i>Rolling Carts</i>	<i>10 Years</i>
<i>Serving Trays</i>	<i>10 Years</i>
<i>Inserts</i>	<i>10 Years</i>
<i>Storage Bins</i>	<i>10 Years</i>
<i>Kitchen Utensil's</i>	<i>10 Years</i>

<i>Dishwasher Racks</i>	<i>10 Years</i>
<i>Dish Wagon/Cart</i>	<i>10 Years</i>
<i>Stream Trays</i>	<i>10 Years</i>

**Inventory-Kitchen Equipment**

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

*List of Components – Level 3*

**Inventory-Kitchen Equipment**

<i>Grills</i>	<i>15 Years</i>
<i>Freezer</i>	<i>15 Years</i>
<i>Ice Machine</i>	<i>15 Years</i>

**Inventory-Police Equipment**

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

**Inventory- Equipment**

<i>Snow Blades</i>	<i>10 Years</i>
<i>Conterra</i>	<i>15 Years</i>
<i>Spin Spreader</i>	<i>15 Years</i>
<i>Ball Drag</i>	<i>15 Years</i>
<i>Aerator</i>	<i>15 Years</i>
<i>Grapple</i>	<i>15 Years</i>

<i>Trailers</i>	<i>15 Years</i>
<i>Forks</i>	<i>15 Years</i>
<i>Snow Blower</i>	<i>15 Years</i>
<i>Buckets</i>	<i>15 Years</i>
<i>Pull Behind Mowers</i>	<i>15 Years</i>
<i>Sewer Flusher</i>	<i>15 Years</i>
<i>Sanders for Winter</i>	<i>15 Years</i>
<i>Slip Tanks</i>	<i>15 Years</i>
<i>Water Tanks</i>	<i>15 Years</i>
<i>Water Pumps</i>	<i>15 Years</i>

*List of Components – Level 3*

**Inventory-Tools, Shop & Garage**

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

**Policy Revisions:**

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

**Facility Component & Inventory (Schedule B)**

\*A – Amended

\*R - Rescind

**Bylaw No. 1093**

**BEING** a Bylaw of the Town of Carstairs in the Province of Alberta, the purpose of this Bylaw is to authorize the Council of the Municipality to incur indebtedness by the issuance of loan(s) in the amount of \$410,000.00 for the purpose purchasing Plan 8310310, Block B.

**WHEREAS** the Council of the Municipality has decided to issue a Bylaw pursuant to Section 257 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the;

**WHEREAS** in order to complete the project it will be necessary for the Municipality to borrow the sum of \$410,000.00 for a period not to exceed five (5) years, from Bank of Montreal, by the issuance of a loan and on the terms and conditions referred to in this Bylaw;

**WHEREAS** the estimated lifetime of the project financed under this Bylaw is equal to, or in excess of 25 years;

**WHEREAS** the principal amount of the outstanding debt of the Municipality at December 31, 2018 is \$1,754,261 no part of the principal or interest is in arrears;

**WHEREAS** all required approvals for the project have been obtained and the project is in compliance with all *Acts and Regulations* of the Province of Alberta.

**NOW THEREFORE** the Council of the Municipality duly assembled, enacts as follows:

1. This Bylaw shall be named "The Borrowing Bylaw for the purpose of purchasing Plan 8310310, Block B".
2. The proper officers of the Municipality are hereby authorized to issue loan(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the purpose of purchase of Plan 8310310, Block B.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed five (5) years, calculated at a rate not exceeding the interest rate fixed by Bank of Montreal on the date of the borrowing and not to exceed six (6) percent.
4. The Municipality shall use Tax revenue to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This Bylaw comes into force and effect from the first day after the date of the third reading thereof.

**READ A FIRST TIME THIS 23rd DAY OF SEPTEMBER A.D., 2019**

**READ A SECOND TIME THIS 23rd DAY OF SEPTEMBER A.D., 2019**

**READ A THIRD AND FINAL TIME THIS 23rd DAY OF SEPTEMBER A.D., 2019**

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**Mayor, Lance Colby**

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**CAO, Carl McDonnell**



# Proposed BUDGET 2020

**Proposed 2020 Budget  
PARKLAND REGIONAL LIBRARY**

		Present Budget	
		2019	2020
<b>Income</b>			
1.1	Provincial Grants	990,831	990,831
1.2	First Nations Grant	109,624	145,602
1.3	Membership Fees	1,801,371	1,868,987
1.4	Alberta Rural Library Services Grant	428,738	428,738
1.5	Interest Income	27,000	35,000
<b>TOTAL Income</b>		<b>3,357,564</b>	<b>3,469,158</b>
<b>Support Materials &amp; Services Directly to Libraries</b>			
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	247,637	247,916
2.3	Cataloguing Tools	3,800	3,000
2.4	Computer Maint.Agree. Software licenses	168,049	192,967
2.5	eContent Platform fees, Subscriptions	44,400	53,700
2.6	FN Provincial Grant expenses	59,357	78,839
2.7	Freight	6,500	6,500
2.8	Internet Connection Fees	10,800	14,400
2.9	Member Library Computers Allotment	65,504	65,580
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,100	1,100
2.12	Postage Reimbursement	7,000	4,000
2.13	Supplies purchased Cataloguing/Mylar	25,000	25,000
2.14	Vehicle expense	43,000	46,000
2.15	Workshop/Training expense	15,000	14,000
<b>PRL Circulating Collections</b>			
2.16	Audio Book	3,800	3,500
2.17	eContent	45,000	47,500
2.18	Large Print	10,000	10,000
2.19	Programming Kits	1,000	1,500
2.20	Reference	4,500	4,500
<b>TOTAL Support Materials &amp; Services Directly to Libraries</b>		<b>1,190,985</b>	<b>1,249,540</b>
<b>Cost of Services</b>			
3.1	Audit	16,200	15,200
3.2	Bank expenses	1,500	2,000
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	17,000	18,000
3.5	Communications/Marketing/Advocacy	5,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,500	11,500
3.8	Insurance	13,750	17,200
3.9	Janitorial/Outdoor maintenance expense	34,500	32,500
3.10	Photocopy/Printing	7,000	7,000
3.11	Postage	5,500	5,500
3.12	Promotion/Trade Shows/Publicity	6,500	6,500
3.13	Salaries	1,566,669	1,599,769
3.14	Salaries - Employee Benefits	346,960	351,949
3.15	Supplies/Stationery/Building	30,000	30,000
3.16	Telephone	11,000	12,000
3.17	Travel	12,000	12,000
3.18	Trustee expense	22,000	32,000
3.19	Utilities	35,000	37,000
<b>TOTAL Cost of Services</b>		<b>2,166,579</b>	<b>2,219,618</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>		<b>3,357,564</b>	<b>3,469,158</b>
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>
<b>AMOUNT PER CAPITA REQUISITION</b>		<b>8.25</b>	<b>8.55</b>

**Notes for the Parkland Regional Library Budget 2020**

**Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:**

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2020, the increase to the municipal per capita requisition is \$8.55.

PRL's budget projections for 2020 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2020, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue with a slight increase due to a population redistribution from PLSB. Using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2). PRL was assigned the Ermineskin Cree Nation on Maskwacis. This band was formerly allocated to the Yellowhead Regional Library system. This additional allocation provided nearly \$36,000 in additional income but also a corresponding expense (see line 2.6).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- eContent Platform fees, Subscriptions (line 2.5) has been increased due to adding Niche Academy, increases for Novelist Plus, Bibliotheca's CloudLinking service, and the TAL Core. This line also now includes Audio Cine and Survey Monkey moved from periodicals.
- The eContent line (line 2.17) has been increased slightly.
- The Audit expense line (3.1) has been reduced slightly due to Parkland switching its auditor after an RFP process this spring.
- Salaries will go up a step for most staff plus a consumer price index increase in compliance with Parkland's Compensation Policy (line 3.13).
- The Benefits line (line 3.14) has also increased proportionately to the salaries line (line 3.13) since benefits are calculated in relation to wages.
- Trustee expenses have increased by \$10,000 to accommodate Advocacy Committee meetings (line 3.18).
- Provincial grants amount to approximately 45.5% of PRL's total income.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$225,000. One other anticipated reserve fund transfer for 2020 is for the purchase of two new cargo vehicles. Lastly, we also have the amortization of PRL's capital assets. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

**Brief Notes – September 2020**

## INCOME

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Increased to reflect the anticipated returns on investments

## LIBRARY MATERIALS

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
  - 2.2 Reflects allotment rate of \$1.13 per capita
  - 2.3 Based on actual costs and reduced slightly from the 2019 amount
  - 2.4 Line increased to account for the new Polaris Integrated Library system maintenance agreement. Also, to allow for the purchase of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks
  - 2.5 Line to pay for platform fees/subscriptions for eContent - increased due to adding Niche Academy and increases for Novelist Plus and the TAL core. Covers eResources subscriptions and includes Survey Monkey and the Audio Cine fees moved from periodicals
  - 2.6 This line created due to PLSB expectations for direct First Nations services, the amount for 2020 is \$5.55 per capita to spearhead outreach activities and services to First Nations reserve residents
  - 2.7 Held at 2019 level as based on actual costs
  - 2.8 Increased amount due to need for more internet bandwidth
  - 2.9 Based on current population at \$0.30 per capita
  - 2.10 Held at \$800
  - 2.11 Held at \$1,100
  - 2.12 Reduced due to Polaris change to borrow by mail function and new policy
  - 2.13 Held at 2019 amount - used for purchasing library material processing items such as mylar book covers, cataloguing records, and multimedia cases
  - 2.14 Increased to \$46,000 due to operating three cargo vans and two consulting vehicles - anticipated maintenance costs for five vehicles and fuel, using a 5 year review of actual costs
  - 2.15 Reduced slightly to \$14,000 used for projects for training library managers and staff, and library conference expenses
- PRL Circulating Collections
- 2.16 Reduced slightly in 2020

- 2.17 Line reflects materials allotment for the purchase of eContent, increased slightly in 2020
- 2.18 Held at 2019 amount
- 2.19 Increased to \$1,500 for updating existing kits and building new kits
- 2.20 Held at 2019 amount

**COST OF SERVICES**

- 3.1 The fee for 2020 is slightly down with our new audit company as we completed our latest Request for Proposal. This line also includes the annual legal letter required from PRL's lawyer for the auditor
- 3.2 Increased slightly to \$2,000 - to cover the cost of cheques and electronic banking services
- 3.3 Held at \$4,500
- 3.4 Increased slightly to \$18,000 - janitorial items such as window and carpet cleaning for the building have been moved to line 3.9 - based on five-year averages
- 3.5 Held at 2019 amount of \$5,000 - used to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards
- 3.6 Held at \$20,000
- 3.7 Held at \$11,500 - to cover PRL's cost to belong to membership organizations (e.g. Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), The Alberta Library (TAL), etc.)
- 3.8 Increased to cover the additional vehicles to insure and the addition of cyber insurance, with the rest based on a 5 year review of actual costs
- 3.9 Reduced slightly from 2019 to \$32,500 - includes snow removal, yard maintenance, janitorial services and janitorial maintenance (carpet and window cleaning)
- 3.10 Held at 2019 amount of \$7,000 based on usage over last three years
- 3.11 Held at 2019 amount of \$5,500 - based on five year averages
- 3.12 Held at \$6,500
- 3.13 Increased to reflect predicted staff salary costs based on current staff levels and in compliance with the new compensation policy
- 3.14 Increased to reflect predicted staff benefits costs based on current staff levels
- 3.15 Held at \$30,000 - based on a five-year review
- 3.16 Increased slightly to \$12,000 - based on actual costs
- 3.17 Held at 2019 amount of \$12,000 - based on a five-year review
- 3.18 Increased significantly in 2020 to \$32,000 to include an advocacy committee, executive committee meetings and to support trustee activities
- 3.19 Based on five-year averages – increased slightly to \$37,000

**Complete Notes to the 2020 Budget**

**Proposed 2020 Budget**

**PARKLAND REGIONAL LIBRARY**

	Present Budget	Proposed Budget
	2019	2020
<b>Income</b>		
1.1 Provincial Grants	990,831	990,831
1.2 First Nations Grant	109,624	145,602
1.3 Membership Fees	1,801,371	1,868,987
1.4 Alberta Rural Library Services Grant	428,738	428,738
1.5 Interest Income	27,000	35,000
<b>TOTAL Income</b>	<b>3,357,564</b>	<b>3,469,158</b>

**Income – line details**

*1.1 Provincial Grants:* for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

*1.2 First Nations Grant:* the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve residents found within Parkland’s regional borders. The grant is to provide system level services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita rural library services grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.6. This grant amount has increased due to the GOA’s decision to allocate the population of the Ermineskin Cree Nation to Parkland.

*1.3 Membership Fees:* \$8.55 per capita – requisition to municipalities to balance the budget. This is an increase of 3.6%.

*1.4 Alberta Rural Library  
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts, which do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Directly to Libraries.

*1.5 Interest Income:*

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments.

<b>Support Materials &amp; Services Directly to Libraries</b>		2019	2020
<b>2.1</b>	Alberta Rural Library Services Grant	428,738	428,738
<b>2.2</b>	Allotment Funds issued to Libraries	247,637	247,916
<b>2.3</b>	Cataloguing Tools	3,800	3,000
<b>2.4</b>	Computer Maintenance Agreement Software licenses	168,049	193,959
<b>2.5</b>	eContent Platform fees, Subscriptions	44,400	53,700
<b>2.6</b>	FN Provincial Grant expenses	59,357	78,839
<b>2.7</b>	Freight	6,500	6,500
<b>2.8</b>	Internet Connection Fees	10,800	14,400
<b>2.9</b>	Member Library Computers Allotment	65,504	65,580
<b>2.10</b>	Outlets - Contribution to Operating	800	800
<b>2.11</b>	Periodicals	1,100	1,100
<b>2.12</b>	Postage Reimbursement	7,000	4,000
<b>2.13</b>	Supplies purchased Cataloguing/Mylar	25,000	25,000
<b>2.14</b>	Vehicle expense	43,000	46,000
<b>2.15</b>	Workshop/Training expense	15,000	14,000
<b>PRL Circulating Collections</b>			
<b>2.16</b>	Audio Book	3,800	3,500
<b>2.17</b>	eContent	45,000	47,500
<b>2.18</b>	Large Print	10,000	10,000
<b>2.19</b>	Programming Kits	1,000	1,500
<b>2.20</b>	Reference	4,500	4,500
<b>TOTAL Support Materials &amp; Services Directly to Libraries</b>		<b>1,190,985</b>	<b>1,249,540</b>

**Support Materials & Services Directly to Libraries - line details**

*2.1 Alberta Rural Library*

*Services Grant:*

provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

*2.2 Allotment Funds Issued to Libraries:*

reflects allotment rate of \$1.13 per capita – held at 2017 level.

*2.3 Cataloguing tools:* based on actual costs – reduced slightly – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among other resources, all of which are used to prepare books and other materials for libraries.

*2.4 Computer Maint. Agree.  
Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRL’s management of wireless networks, PRL’s computers, and licensed services for the Polaris integrated library system increased to reflect the US dollar exchange, increased quantity of licensing, and now includes small non-capital IT items as needed such as monitors and bar code scanners.

*2.5 eContent Platform fees  
and Subscription fees:* to pay for platform fees for CloudLibrary ebooks, and Novelist, Novelist Select subscriptions, Niche Academy, now includes Audio Cine and Survey Monkey fees moved from periodicals, and the TAL core of eResource subscriptions (includes 4 public library focused databases: Ancestry Library Edition, Consumer Reports, Solaro (homework help), and TumbleBook Library – Premium)

*2.6 FN Provincial  
Grant Expense:* line created due to expectations from the Public Library Services Branch that direct services to indigenous communities be provided and accounted for, the amount estimated is \$5.55 per capita to spearhead outreach activities and services. This grant amount has increased due to the GOA’s decision to allocate the population of the Ermineskin Cree Nation to Parkland.

*2.7 Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – held at the 2019 level.

*2.8 Internet Connection  
Fees:* for internet service provision to member libraries and HQ – increased for extra bandwidth required.

*2.9 Member Library Computers:* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

*2.10 Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

*2.11 Periodicals:* held at 2019 level, includes professional development publications and library journals.

*2.12 Postage Reimbursement:* reduced to account for a change in the borrow by mail service – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.

*2.13 Supplies purchased Cataloguing/Mylar:* held at 2019 level, line for purchasing library materials processing such as precut "mylar" book covers, cataloguing records, and multimedia cases.

*2.14 Vehicle Expense:* includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for three cargo vans and two vehicles for staff use – line increased due to the use of three cargo vans and two staff consulting vehicles.

*2.15 Workshop/Training:* includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – reduced slightly to \$14,000.

**PRL Circulating Collections**

*2.16. Audiobook Materials:* reduced – used to support the physical audio collection.

*2.17 eContent:* increased slightly – includes allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, and potentially other eContent.

*2.18. Large Print Books:* held at 2019 level.

*2.19 Programming Boxes:* increased to \$1,500 - to refresh and build new programming kits for programming in member libraries.

*2.20 Reference Materials:* held at 2019 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this budget line.

<b>Cost of Services</b>		2019	2020
<b>3.1</b>	Audit	16,200	15,200
<b>3.2</b>	Bank expenses	1,500	2,000
<b>3.3</b>	Bank Investment Fees	4,500	4,500
<b>3.4</b>	Building-Repairs/Maintenance	17,000	18,000
<b>3.5</b>	Communications/Marketing/Advocacy	5,000	5,000
<b>3.6</b>	Continuing Education	20,000	20,000
<b>3.7</b>	Dues/Fees/Memberships	11,500	11,500
<b>3.8</b>	Insurance	13,750	17,200
<b>3.9</b>	Janitorial/Outdoor maintenance expense	34,500	32,500
<b>3.10</b>	Photocopy/Printing	7,000	7,000
<b>3.11</b>	Postage	5,500	5,500
<b>3.12</b>	Promotion/Trade Shows/Publicity	6,500	6,500
<b>3.13</b>	Salaries	1,566,669	1,599,769
<b>3.14</b>	Salaries - Employee Benefits	346,960	351,949
<b>3.15</b>	Supplies/Stationery/Building	30,000	30,000
<b>3.16</b>	Telephone	11,000	12,000
<b>3.17</b>	Travel	12,000	12,000
<b>3.18</b>	Trustee expense	22,000	32,000
<b>3.19</b>	Utilities	35,000	37,000
<b>TOTAL Cost of Services</b>		<b>2,166,579</b>	<b>2,219,618</b>

**Cost of Services – line details**

- 3.1 Audit:* Reduced. Based on a drop in cost due to switching to a new auditor – includes costs for an annual letter from PRL’s lawyer required for the audit process.
- 3.2 Bank Expenses:* increased slightly - to cover the cost of cheques and other banking services including enhanced electronic services.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2019 level.
- 3.4 Building-Repair/Maintenance:* based on repairs expected in aging building – increased slightly to \$18,000 – costs are based on five-year averages.

- 3.5 Communications/  
Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards, held at 2019 level.
- 3.6 Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
- 3.7 Dues/Fees/Memberships:* for Parkland’s membership in professional organizations; may include, but not necessarily be limited to: Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), Alberta Public Library Administrators’ Council (APLAC); and The Alberta Library (TAL). Held at 2019 level.
- 3.8 Insurance:* this line has increased to account for an extra staff vehicle and the addition of cyber insurance. It includes the building, HQ’s contents, PRL’s outlet libraries contents, vehicles, general liability, bond and crime - based on a review of actual historical costs.
- 3.9 Janitorial Expense:* reduced slightly to \$32,500 for janitorial building maintenance such as carpet and window cleaning – also includes snow removal, yard maintenance, and small repairs.
- 3.10 Photocopy/Printing:* held at 2019 amount – reflects actual costs reviewed over last three years and estimated usage – now includes printing costs if an outside source is used for publications.
- 3.11 Postage:* held at 2019 level - based on actual costs.
- 3.12 Promotion/Trade Shows/  
Publicity:* held at 2019 level, includes, but not limited to, printing systems’ brochures and hospitality expenses for the Alberta Library Conference (ALC), the trade shows for the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) conventions, plus

gifts/donations, flowers for libraries' anniversaries, and promotional items.

*3.13 Salaries:* estimated at the maximum level and increased to support the new compensation policy and salary grid. The budget reflects the possibility of all eligible staff members moving up a step on the grid plus receiving a cost of living adjustment in 2020.

*3.14 Salaries-Employee Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.

*3.15 Supplies/Stationery/ Building:* held at 2019 level - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.

*3.16 Telephone:* includes line charges, toll free number, mobile telephones, and long distance costs – increased slightly to \$12,000.

*3.17 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRL staff vehicles) – based on actual and estimates, held at \$12,000.

*3.18 Trustee Expense:* increased significantly to account for the advocacy committee meetings – along with costs for a 10 member executive committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chair meetings hosted by the Public Library Services Branch).

*3.19 Utilities:* based on five-year averages – increased slightly to \$37,000.

**Proposed 2020 Budget  
PARKLAND REGIONAL LIBRARY**

	Present Budget 2019	Proposed Budget 2020
TOTAL Income	3,357,564	3,469,158
TOTAL Support Materials & Services Directly to Libraries	1,190,985	1,249,540
TOTAL Cost of Services	2,166,579	2,219,618
TOTAL Expenses (library materials & cost of service)	3,357,564	3,469,158
Surplus/Deficit	0	0
<b>AMOUNT PER CAPITA REQUISITION</b>	<b>8.25</b>	<b>8.55</b>

**Budget Supplement**

**Explanation points to the 2020 Budget dealing with Capital Assets, Amortization and Reserves.**

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing two delivery vans in 2020. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve. The old delivery vans will be sold and the money received from the sale of the retired vans will be added to the Vehicle Reserve.

**In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.**

Parkland Regional Library  
 Budget Supplement - Movement of Funds - 2020

Explanation points to the 2020 Budget dealing with Capital Assets, Amortization and Reserves  
 In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.  
 Capital assets will now be purchased from reserves.

<b>1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME</b>	<b>2020</b>	
<b>Amortization Reserve</b>		
Anticipated funds required to cover current portion of amortization expense from Jan 1, 2009 forward <i>(actual amount will be affected by asset disposals during the year)</i>	\$32,287	<b>A</b>
<b>Vehicle Reserve</b>		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$70,000	<b>B</b>
<b>Technology Reserve</b>		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i> <i>(Estimated capital PRL assets - 2020, \$69,400 -B)</i>	\$225,500	<b>B</b>
	<b>\$327,787</b>	
<b>2 INCOME FROM THE SALE OF CAPITAL ASSETS</b>		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$8,000	<b>C</b>
	<b>\$8,000</b>	
<b>3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES</b>		
<b>Amortization Reserve</b>		
Residual Amortization anticipated - PRL assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$97,580	<b>B</b>
<b>Vehicle Reserve</b>		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$8,000	<b>C</b>

**Technology Reserve**

Budgeted for member library computers	\$65,504
	<hr/>
	<b>\$171,084</b>

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**4 CAPITAL ASSET EXPENSE ALLOCATION**

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Current year Amortization estimated - PRL Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$41,820	<b>B</b>
Amortization expense anticipated from years (Jan 2009 forward) <i>(actual amount will be affected by asset disposals during the year)</i>	\$32,287	<b>A</b>
	<hr/>	
	<b>\$74,107</b>	

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**5 Unrestricted Operating Fund - as needed to balance at year end**

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Current Amortization expense anticipated - from years previous to Dec 31, 2008 <i>(actual amounts will be based on exact disposals amounts in the year)</i>	\$16,646
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**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE  
MONDAY, SEPTEMBER 16, 2019, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Councilors Gil, Green, and Wilcox, CAO Carl McDonnell, and Executive Assistant Brenda Coles.

**ABSENT:** L. Colby

**CALL TO ORDER:** Councilor Gil called the meeting of September 16, 2019 to order at 7:30 a.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Green to adopt the agenda of September 16, 2019, as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Wilcox to adopt the minutes of June 17, 2019, as presented.

**CARRIED**

**UNFINISHED BUSINESS:** Nil

**DELEGATIONS:** Nil

**NEW BUSINESS:** Nil

**REPORTS:** **1. Financial Reports**

**a. Summary Report**

- CAO McDonnell gave an overview of the Summary Report for month ending August 31, 2019.
- There are two requisitions left remaining in the amount of \$900,000 for this year; which includes the school and seniors housing.

**b. Revenue and Expense Report**

- CAO McDonnell gave an overview of the Revenue and Expense Report for month ending August 31, 2019.
- Expense on garbage usage is down.
- Questions under lands and buildings who is land rental under Advantage Oil and Gas Lease; which is located out by the old landfill site.
- There were two hydrants repaired one west of the Senior's Lodge and Administration will check if the hydrant at the Museum was replaced.
- Arena repair and maintenance was up, as well in 2019. The boiler system and hot water tanks were changed out.
- Parks maintenance was up.
- Under the Museum it was noted there were no wages or benefits listed. This is requisitioned and comes under Community Services Museum operating grant.

**c. Financial Statement**

- CAO McDonnell gave an overview of the Financial Statement for month ending August 31, 2019.
- Under Reserves monies are to be taken out for land purchase of the Archer and Scout Hall properties.

**d. Capital Report**

- CAO McDonnell gave an overview of the Capital Report for month ending August 31, 2019.
- Decommission of Lift Station has been put on hold due to the breakdown of the auger and being able to re-schedule CP Rails flag person to have onsite.

Motion by Councilor Green to accept the Financial Reports as information and to circulate to Council.

**CARRIED****2. Development Reports****a. Building Permit Listing**

- The total number of building permits for 2019 is 83 with 25 new home starts.

**b. Compliance Listing**

- The total number of compliances in 2019 is 75; which signifies the number of homes that have sold so far this year.

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

**CARRIED****3. Personnel Evaluations**

- All employee evaluations have been completed.

**4. Emergency Services****a. Carstairs Emergency Management Agency (CEMA) Report**

- The Committee has been busy with the organization and purchasing of supplies for the Reception Centre and in ongoing training of its members.
- The focus this year has been to purchase phones and additional lines to have activated in Council Chambers; as well as their radio inventory and maintenance procedures and working regionally with partners in adding contact and a resource list.
- Next year focus will be working on the Fridge Magnets.
- Committee members have asked Administration to provide a copy of the ESS Plan with pet plan included for the next Legislative & Emergency Services meeting.

**b. Alberta Emergency Management Agency (AEMA) Report**

- No report at this time.

Motion by Councilor Green to accept the Emergency Management Agency Information as presented.

**CARRIED****CORRESPONDENCE:** Nil

**GENERAL DISCUSSION:**

- The 2020 Budget will be reviewed at the Fall Council Session and then be brought back to the Committee.
- Dialog around the facilities for Tri-Services, Fire Hall, and Seniors Housing timelines being pushed back.

- The Campground interchange will need to be adjusted in Phase 2.
  - Updates for Lackner Estates and the regrading of the area by school.
  - The Skate Park berm is to be completed by the end of this week.
- Councilor concern regarding the type of garbage containers being utilized and if there is possibly another type for this area, and to reuse the existing ones at other locations in town such as by the benches at the arena or diamond area in Memorial Park by the stone tables.

**NEXT MEETING:**

The next meeting will be determined after the Council Organizational meeting in October.

**ADJOURNMENT:**

Motion by Councilor Wilcox to adjourn the meeting of September 16, 2019 at 8:22 a.m.

**CARRIED**

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**Councilor Al Gil, Chair**

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**C. McDonnell, CAO**

**MINUTES OF THE EXTERNAL RELATIONS COMMITTEE  
THURSDAY, SEPTEMBER 19, 2019, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Councilors Allan and Ratz, CAO Carl McDonnell and Executive Assistant Brenda Coles.

**ABSENT:** L. Colby, and R. Blair

**ADDED ITEMS:** Nil

**CALL TO ORDER:** Councilor Allan called the meeting of September 19, 2019, to order at 7:30 a.m.

**ADOPTION OF AGENDA:** Motion by Councilor Ratz to adopt the agenda of September 19, 2019 as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Ratz to adopt the minutes of June 20, 2019 as presented.

**CARRIED**

**UNFINISHED BUSINESS:** 1. Town of Didsbury and Town of Carstairs Joint Council Dinner Meeting will be held on Wednesday, October 2, 2019 at 6:00 p.m. in Carstairs Council Chambers.

**DELEGATIONS:** Nil

**NEW BUSINESS:** 1. **Golden West Broadcasting – 2020-2021 Marketing Proposal Airdrie – Air106.1 FM**

2. **CAB K Broadcasting – 2020 Marketing Proposal Marketing Proposal Olds – Country 95.5 CKFM and Rock 104.5 FM**

Committee members reviewed the Airdrie and Olds Radio Marketing Proposals and directed Administration to include them in the 2020 Budget.

**REPORTS:** 1. **Work Plan**  
- Committee members reviewed the 2019 Work Plan and there are no changes at this time.

2. **Internal Annual Report**  
- Committee members reviewed the 2019 Internal Annual Report and there have been no changes since June.

3. **Community Organizations**  
- Nothing to report at this time.

4. **Regional Organizations**  
- CAO McDonnell updated the Committee on the Joint Dinner meeting with Didsbury and the Agenda Items.

5. **Communications**  
- Nothing to report at this time.

**6. Inter-municipal Collaboration Committee (ICC)**

CAO McDonnell updated Committee members on the Airport Funding.

Motion by Councilor Ratz to accept all reports as information.

**CARRIED**

**CORRESPONDENCE:** Nil

**GENERAL DISCUSSION:** Nil

**NEXT MEETING:** Thursday, October 24, 2019 at 7:30 a.m.

**ADJOURNMENT:** Motion by Councilor Ratz to adjourn the meeting of September 19, 2019 at 7:47 a.m.

**CARRIED**

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**Councilor Allan, Chairperson**

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**Carl McDonnell, CAO**

**MINUTES OF THE POLICY & GOVERNANCE COMMITTEE  
SEPTEMBER 10, 2019, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Councilors Gil, Wilcox, and Ratz, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison, Director of Community Services Sharon Koop, and Executive Assistant Brenda Coles.

**ABSENT:** L. Colby

**CALL TO ORDER:** Councilor Wilcox called the meeting of September 10, 2019 to order at 7:34 a.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Gil to adopt the agenda of September 10, 2019 as presented. **CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Ratz to adopt the minutes of June 11, 2019 as presented. **CARRIED**

**UNFINISHED BUSINESS:** Nil

**DELEGATIONS:** **1. Audit Services – Director of Legislative & Corporate Services Shannon Allison**  
- Director S. Allison sent out letters for proposals to three additional accounting firms, of which only two companies responded back. The closing date for proposals was on August 27, 2019. CAO McDonnell & Director S Allison reviewed the proposals from BDO, RSM and Endeavor. The three proposals were similar in services and costs.

Motion by Councilor Gil to recommend to Council to engage Endeavor Chartered Accountants for a three year term. **CARRIED**

**BYLAWS & POLICIES:** **1. Bylaw No. 996 Amended “Residential Community Standards Bylaw”**  
- Changes to the bylaw are mostly wordsmithing and administrative. Includes definitions to define weeds for Protective Services to use for their cleanup orders between Noxious Weed and Weed Control and changes to address the height of weeds, and includes graffiti removal. As Administration update the bylaws or creates new bylaws the goal or intent is to have fines and costing removed from existing bylaws and moved to the current Rates and Fees Bylaw as it is reviewed annually.

Motion by Councilor Ratz to send Bylaw No. 996 Amended “Residential Community Standards Bylaw” onto Council for review and approval. **CARRIED**

**2. Bylaw No. 999 Amended “Industrial District Standards Bylaw”**  
- Changes to the bylaw are mostly definitions, wordsmithing and administrative in regards to the schedule to be moved to the current Rates and Fees Bylaw to be reviewed annually.

Motion by Councilor Gil to send Bylaw No. 999 Amended “Industrial District Standards Bylaw” onto Council for review and approval.

**CARRIED**

**3. Bylaw No. 1000 Amended “Commercial District Standards Bylaw”**

- Changes to the bylaw are mostly administrative and basic housekeeping duties with the fines and costing schedule moved to the current Rates and Fees Bylaw to be reviewed annually.

Motion by Councilor Ratz to send Bylaw No. 1000 Amended “Industrial District Standards Bylaw” onto Council for review and approval.

**CARRIED**

**4. Bylaw No. 1092 “Special Events Bylaw” repeals Bylaw 826 Events Bylaw**

- Director of Community Services S. Koop stated the bylaw had basically been revamped.  
- Discussion with Committee regarding the applicants Right to Appeal to Council if the CAO had declined the application.

Motion by Councilor Gil to send Bylaw No. 1092 “Special Events Bylaw” onto Council for review and approval.

**CARRIED**

**5. Policy No. 62-004-19 Special Events Policy**

- Director of Community Services S. Koop reviewed the Special Events Policy with the Committee.  
- Committee asked for the Special Events Policy to be sent to the Protective Services Director for review and for any changes to be done prior to being sent onto Council for approval.

Motion by Councilor Ratz to send Bylaw No. 1092 “Special Events Bylaw” onto Council for review and approval.

**CARRIED**

**6. Policy No. 12-010-19 Accounts Receivables – Past Due Accounts**

– Director S. Allison reviewed the Accounts Receivable Policy with the Committee members.  
– Question by member regarding the wording of customer and if it should be resident or vendor? Decision to remain the same.

Motion by Councilor Gil to send Policy No. 12-010-19 Accounts Receivables – Past Due Accounts onto Council for review and approval.

**CARRIED**

**NEW BUSINESS:**

**1. Special Event Guidelines & Application – Director of Community Services Sharon Koop**

– Director S. Koop stated the Original Guidelines and Application came out in 2015, and pertained mostly to outdoor events.  
– The Special Events Guidelines Application has been basically rewritten to encompass larger events and Town facilities; as well as to remove mention of certain bylaws which would date the Special Events Guidelines as the bylaws are updated.

**MONTHLY REPORTS:**

**1. 2019 Committee Work Plan**

– Committee members reviewed and no changes at this time.

**2. 2019 Internal Annual Report and Work Sheet**

– Committee members reviewed and no changes at this time.

**3. Fire Reports**

- Committee members reviewed the Fire Reports for month ending June 30, 2019 and July 31, 2019.  
- Discussion on the Regional Fire Partnership through ICC and that the Service Levels will need to be determined at some point with neighboring communities.

**4. Bylaw Reports**

- Committee members reviewed the Bylaw Reports for month ending June 30, 2019 and July 31, 2019.  
- Committee member noted in the June Report that item; dogs running at large were up significantly.  
- CAO McDonnell responded that it was due to one dog in particular responsible for half the number of incidents and that the CPO's had resolved the issue.

**5. Combined Annual Fire & Bylaw Monthly Reports**

- Committee members reviewed the Combined Fire & Bylaw Reports for month ending June 30, 2019 and July 31, 2019.  
- Committee member noted there was no joint bike patrols done year to date.

Motion by Councilor Gil to accept the Monthly Reports as information.

**CARRIED**

**QUARTERLY REPORTS:**

**1. Agreements Listing**

– Committee members reviewed the Agreement Listing for September 10, 2019.  
- Depending on the type of contract or agreement the service may be tendered out when renewal is up or may be reappointed at the Organizational Meeting held in October.

**2. Policy Listing – Next Review October 15, 2019**

**3. Bylaw Listing – Next Review October 15, 2019**

**4. R.C.M.P Quarterly Report**

– Committee members reviewed the June 20, 2019 Report.

**5. Citizens on Patrol Quarterly Report**

- Committee reviewed the C.O.P June 20, 2019 Report.  
- The past issue of not being able to contact a representative from Hugh Sutherland has been resolved with the primary contact now being Dean Nielson.

**6. Facility Utilization Reports – City Wide**

- Under Arena – The Town hit the early ice rental rate for August in the amount of \$10,000. We have allowed out of town rentals for the month of September and we will be back to full numbers with hockey and figure skating in October.

- Under Campground – Usual numbers for the summer with regulars coming back, local residents and some of the new construction stays.  
- The Campground will be closing as of October 1 2019 to allow for maintenance with sewer line problems with roots and sanitary back up.  
- CAO McDonnell commented on the future plans and services for the campground and revamping of the area.

- Under Community Hall – This year has been the best year we have had to date and we will be hitting targets for revenues.

- Under Parks - Revenue and expense is getting closer every year. This is contributed to the community getting bigger so we are utilizing the facilities, soccer parks, and ball diamond more. As well with the new cinder block dug outs it has helped with bringing in rentals from other communities. This spring the Town had two ladies teams playing which also brought up the revenue.

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

**CARRIED**

**CORRESPONDENCE:** Nil

**GENERAL DISCUSSION:** - Discussion on how to increase Parks revenue.  
- The need to determine levels of service for mowing and having the Director of Parks put together what the Towns standards would be for park areas, ball diamonds and soccer fields, and naturalized areas as to the length of grass in the spring and areas being sprayed in the fall.  
- What are the levels of service, equipment and labor requirements for new subdivisions and phases coming on board such as Scarlett Ranch and Mandalay Estates.

**NEXT MEETING:** Tuesday, October 15, 2019 at 7:30 a.m.

**ADJOURNMENT:** Motion by Councilor Ratz to adjourn the meeting of September 10, 2019 at 8:34 a.m.

**CARRIED**

\_\_\_\_\_  
**Councilor Wilcox, Chairperson**

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**Carl McDonnell, CAO**