



**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, JUNE 28, 2021, 7:00 P.M.**

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

- a) Adoption of agenda of June 28, 2021  
**Motion:** To adopt the agenda of June 28, 2021

**4. ADOPTION OF MINUTES**

4 - 9

- a) Adoption of minutes of June 14, 2021 (addendum 4.a)  
**Motion:** To adopt the minutes of June 14, 2021



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**6. DELEGATIONS**

10 - 40

- a) R.C.M.P. Staff Sargent Chad Fournier - Presentation from Council  
b) ISL Engineering Mitch Braun - Homestead Subdivision Report (addendum 6.b)  
c) Carstairs Rodeo Association - President Tyler Franke and Vice President Craig Walker



**7. BYLAWS AND POLICIES**

41 - 46

- a) Bylaw No. 2018 Election Sign (New) (addendum 7.a)



47

- b) Bylaw No. 489 Unnecessary to Complete a List of Electors Bylaw (Repeal) (addendum 7.b)



48 - 49

- c) Policy No. 11-001-21 Advertising Policy Amended (addendum 7.c)





50

- d) Media Relations Policy 12-023-21 Amended (addendum 7.d)



## **8. NEW BUSINESS**



## **9. COMMITTEE REPORTS**











- 51 - 54
- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
    - i) Legislative and Emergency Services Committee minutes of June 22, 2021 (addendum 9.a.i)  

  - b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
  - c) EXTERNAL RELATIONS COMMITTEE
  - d) POLICY & GOVERNANCE COMMITTEE
    - i) Policy and Governance Committee minutes of June 14, 2021 (addendum 9.d.i)  

  - e) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
  - f) MOUNTAIN VIEW REGIONAL WATER COMMISSION
  - g) MOUNTAIN VIEW SENIORS HOUSING
  - h) MAYORS OF SOUTH CENTRAL ALBERTA
  - i) MUNICIPAL AREA PARTNERSHIP
  - j) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP
  - k) CENTRAL ALBERTA ECONOMIC PARTNERSHIP
- 55 - 58

## **10. COUNCILOR REPORTS**

- a) COUNCILOR BLAIR
- b) COUNCILOR WILCOX
- c) COUNCILOR GREEN
- d) COUNCILOR ALLAN
- e) COUNCILOR RATZ
- f) COUNCILOR GIL
- g) MAYOR COLBY

## **11. CORRESPONDENCE**

- 59 - 60
- a) City of Fort Saskatchewan - Re: Letter of Support for the RCMP (addendum 11.a)  

- 61
- b) Town of Beaver Lodge - Re: Letter of Support for the RCMP (addendum 11.b)  

- 62
- c) Cypress County - Re: Letter of Support for the RCMP (addendum 11.c)

- 63 - 64 d)  Town of Thorsby - Re: Royal Canadian Mounted Police and Provincial Policing (addendum 11.d)
- 65 - 66 e)  Town of Viking - Letter Re: Proposed Provincial Police Force (addendum 11.e)
- 67 f)  Village of Rockyford - Re: Letter of Support for RCMP (addendum 11.f)
- 68 - 69 g)  Village of Holden - Re: Proposed Provincial Police Force (addendum 11.g)
- 70 h)  Town of Turner Valley- Letter of Support for RCMP (addendum 11.h)
- 71 i)  Village of Standard - Letter of Support for RCMP (addendum 11.i)
- 72 - 73 j)  Lac La Biche County- Letter for Support for RCMP (addendum 11.j)
- 74 - 75 k)  County of Forty Mile No. 8 - Support for the RCMP (addendum 11.k)
- 76 l)  Town of Bowden - Bowden Daze Parade July 17, 2021 (addendum 11.l)
- 77 m)  Town of Vulcan - Spock Days Parade August 14, 2021 (addendum 11.m)

**12. CAO'S REPORT**

**13. COUNCILOR CONCERNS**

**14. PUBLIC QUESTION PERIOD**

**15. MEDIA QUESTION PERIOD**

**16. CLOSED MEETING**

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

*1. Land*

**17. ADJOURNMENT**

MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, JUNE 14, 2021, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Deputy Mayor Blair, Councilors Wilcox, Green, Gil, Ratz, and Allan, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison, Executive Assistant Brenda Coles
ABSENT:	Mayor Colby
CALL TO ORDER:	Deputy Mayor Blair called the meeting of June 14, 2021 to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 206/21	Motion by Councilor Allan to accept the Regular Council agenda of June 14, 2021, as presented. <b>CARRIED</b>
ADOPTION OF PREVIOUS MINUTES:	
Motion 207/21	Motion by Councilor Ratz to adopt the Public Hearing minutes of May 25, 2021, as presented. <b>CARRIED</b>
Motion 208/21	Motion by Councilor Wilcox to adopt the Regular Council minutes of May 25, 2021, as presented. <b>CARRIED</b>
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	<p><b>1. Chinooks Edge School Board Trustee – Melissa Copley Vice Chair, Ward 9 Carstairs/Cremona</b></p> <ul style="list-style-type: none"><li>- School Board Trustee Melissa Copley greeted Council and stated she was grateful that the Arena Recreation Sports Programs were back on.</li><li>- Melissa Copley commented she did not have a full report for Council only a quick update on the Carstairs Elementary School Build; and then would be happy to answer any questions from Council.</li><li>- CES will take possession of the new classrooms on July 12, 2021.</li><li>- The build on the bus-loop is a little behind schedule but will be ready for September.</li><li>- They are currently working on plans for the Grand Opening.</li><li>- Councilor Wilcox ask the question, what was happening with the Program Unit Funding (PUF) and how would it be affecting the kids in Carstairs.</li><li>- Melissa Copley responded that the Carstairs children will now be going to Didsbury for programing. They will continue to talk to Minister and Ministry, regarding recent changes and will take care of the kids that it is affecting.</li><li>Question by Councilor Wilcox on how many kids will it be affecting.</li><li>– Melisa Copley stated that they do not have the exact numbers, it depends on the numbers in each of the communities, and depending upon the type of funding, children's ages, and their stages as to what the best location is for them.</li><li>-Question regarding the "Covid slide" how many will that affect and what supports will be put in place, and will be provided.</li><li>- Melissa Copley stated she heard about the need for additional supports for three to five students. The Super Intendent is reviewing options for providing support with extended learning times for students. This includes development, such as summer school, teacher assigned learning, what is realistic for that child, and the child's specific level of development.</li><li>- Deputy Mayor Blair commented that a couple of the Town Councilors had an opportunity to be able to tour the new facilities at Carstairs Elementary School (CES). He had a question on the size of the gymnasium and being short of six feet for a full size gymnasium, and the dollars that are expended with the cost to expand or upgrade later on.</li></ul>



- Melissa Copley stated that CES will be solidified as a K to 4 school and that this is the biggest foot print the school can be, and that the gymnasium will be. The school will not grow again and they did not want to delay the project by trying to do the next step, as there is no ability to come back on this space to build. It would be better to consider it for the next school whether it be for a new mid or high school across from the arena.
- Deputy Mayor Blair thanked School Trustee Melissa Copley for attending the Council meeting (via Zoom), answering Councils questions, and for her time.
- Melissa Copley thanked Council for having her and left meeting.

Motion 209/21                      Motion by Councilor Green to accept the presentation by Chinook’s Edge School Division Trustee Melissa Copley as information.

**CARRIED**

**BYLAWS & POLICIES:**              Nil

**NEW BUSINESS:**                      **1. RFD: Carstairs & Mountain View County Fire Hall Proposal ICC Chair Councilor Allan**  
- Councilor Allan read out the Request for Decision, including the recommendations to Council.  
- Deputy Blair asked if there were any questions or concerns.  
There were no questions or concerns from Councilors or gallery.

Motion 210/21                      Moved by Councilor Allan that Administration be authorized to enter into an agreement with Eagle Builders LP to construct the Carstairs and Mountain View County Fire Hall. The approved budget for the project is \$4,088,627.00 as per the submitted bid from Eagle Builders LP. The design of the building will be as per the submitted proposal.

**CARRIED**

**2. Proclamation National Drowning Prevention Week July 18-24, 2021**

Motion 211/21                      Motion by Councilor Green to proclaim the week of July 18-24, 2021, as the National Drowning Prevention Week within the Town of Carstairs.

**CARRIED**

**3. Parkland Regional Library Board System-Meeting Highlights May 20, 2021**

- Councilor Wilcox spoke to the Parkland Regional Library Board meeting Highlights of May 20, 2021.

Motion 212/21                      Motion by Councilor Rat to accept the PRLS Highlights of May 20, 2021 as information.

**CARRIED**

**4. Parkland Regional Library System Board Minutes of May 20, 2021**

- Councilor Wilcox spoke to the Parkland Regional Library Board meeting minutes of May 20, 2021.
- CARRIED**

Motion 213/21                      Motion by Councilor Green to accept the PRLS minutes of May 20, 2021 as information.

**CARRIED**

**COMMITTEE REPORTS:**              **1. Legislative & Emergency Services Committee**  
- Councilor Ratz had nothing to report at this time.  
- Next meeting is on Tuesday, June 22, 2021.

**2. Policy & Governance Committee**  
- Councilor Gil had nothing to report at this time.  
- Next meeting is to follow Council on Monday, June 14, 2021.

**3. External Relations Committee**  
- Councilor Allan had nothing to report at this time.  
- Next meeting is on Thursday, June 24, 2021.

**4. Strategic Planning & Corporate Affairs Committee**

- Councilor Ratz stated the minutes of the May 25, 2021 meeting are attached.
- Next meeting is on Monday, June 28, 2021.

**5. Mountain View Regional Waste Commission**

- Councilor Green stated that Mountain View Regional Waste Commission will need to set up an emergency meeting in the next day or two as the compactor blew up tonight.
- Deputy Mayor Blair asked the question, if they had an approximate cost for the new compactor. Councilor Green stated the cost would be around the \$ 775,000.00 range and even though the engine is not working, there may still be some value in the old compactor. MVRWC does have the money for the cost of the new compactor in their reserves.
- Next meeting is on July 26, 2021.

**6. Mountain View Regional Water Commission**

- Councilor Blair stated he was unable to attend the June 10, 2021 meeting. He will forward the minutes of the MVRWC meeting onto Administration for the next Council meeting.

**7. Mountain View Seniors' Housing**

- Councilor Ratz gave an oral report on the Mountain View Seniors' Housing Foundation Eleventh Annual Golf Classic, being held on September 16, 2021, at the Carstairs Golf Course. He requested if Council would consider being a Gold Sponsor for the event in the amount of \$2,000.00, which includes four golf registrations, for 18 holes of golf, power cart, BBQ lunch, and end of tournament dinner. As well as Logo prominence and major sponsor recognition at the event.

Motion 214/21

Motion by Councilor Ratz that the Town of Carstairs purchase a Gold Sponsorship in the amount of \$2,000.00 for the Mountain View Seniors' Housing Foundation Eleventh Annual Golf Classic.

**CARRIED**

**7. Southern Central Alberta Mayors**

- Councilor Ratz had nothing to report at this time.
- Next meeting is on June 24, 2021.

**8. Municipal Area Partnership**

- There is no report at this time. Next meeting TBD.
- Councilor Blair asked the question who is the chair for MAP currently.
- CAO McDonnell responded, the Town of Sundre is Chair.

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

- Councilor Ratz had nothing to report at this time.
- Next meeting is on June 22, 2021.

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

- Councilor Ratz had nothing to report at this time.
- Next meeting will be virtual on June. 23, 2021.

Motion 215/21

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

**CARRIED**

**COUNCILOR REPORTS:**

**Councilor Ratz**

- Nothing to report at this time.

**Councilor Wilcox**

- Attended the Carstairs Elementary School Tour for the new build on May 28, 2021.
- Attended the Library Board meeting and training session via Zoom on June 7, 2021.

**Councilor Allan**

- Attended the ICC Fire Hall Proposal meeting with Mountain View County on May 28, 2021.
- Attended the Carstairs Elementary School Tour for the new build on May 28, 2021.
- Attended ICC meeting for the Fire Hall Proposal with Mountain View County on June 8, 2021.

**Councilor Green**

- Nothing to report at this time.

**Councilor Gil**

- Nothing to report at this time. It has been a couple of quiet weeks.

**Councilor Blair**

- Attended ICC Fire Hall Proposal meeting with Mountain View County on May 28, 2021.
- Attended the ICC meeting for the Fire Hall Proposal with Mountain View County on June 8, 2021.

**Mayor Colby**

- No report at this time.

Motion 216/21                      Motion by Councilor Allan to accept the Councilor Reports as information. **CARRIED**

**CORRESPONDENCE:**                      1. Town of Stavely – Letter of Support for the RCMP

Motion 217/21                      Motion by Councilor Ratz to accept the correspondence as information. **CARRIED**

2. Town of Mayerthorpe – Letter of Support RCMP and Provincial Policing

Motion 218/21                      Motion by Councilor Wilcox to accept the correspondence as information. **CARRIED**

3. Smokey Lake County – Letter of Support for the RCMP

Motion 219/21                      Motion by Councilor Green to accept the correspondence as information. **CARRIED**

4. Improvement District No. 9 – MGS for Banff National Park – Letter of Support APPS

Motion 220/21                      Motion by Councilor Gil to accept the correspondence as information. **CARRIED**

5. Card of Thanks – Kiwanis Music Festival

Motion 221/21                      Motion by Councilor Allan to accept the correspondence as information. **CARRIED**

6. Card of Thanks – Chinooks Edge School Division

Motion 222/21                      Motion by Councilor Wilcox to accept the correspondence as information. **CARRIED**

7. Village of Milo – Letter of Support for the RCMP Motion Ratz

Motion 223/21                      Motion by Councilor Ratz to accept the correspondence as information. **CARRIED**

8. Village of Caroline – Letter of Support for the RCMP

Motion 224/21

Motion by Councilor Gil to accept the correspondence as information.

CARRIED
9. County of Red Deer – Proposed Albert Provincial Police Services

Motion 225/21

Motion by Councilor Green to accept the correspondence as information.

CARRIED
10. Town of Nanton – Letter of Support for the RCMP

Motion 226/21

Motion by Councilor Allan to accept the correspondence as information.

CARRIED
11. Village of Lougheed – Letter of Support for the RCMP

Motion 227/21

Motion by Councilor Ratz to accept all correspondence as information.

CARRIED

- CAO’S REPORT:

1. CAO McDonnell stated he had nothing to report at this time, however he did have a couple of closed meeting session items.
- COUNCILOR CONCERNS:

1. Councilor Allan stated he had a residents who was concerned where they tore down the house there were lots of weeds there.  
- Administration replied that Bylaw had been out on the weekend patrolling areas and are handing out clean up orders.

2. Councilor Ratz asked the question if the Town knew of any other events being held for Canada Day other than the fireworks.  
- Administration replied that there was the Bike Rodeo, and the developer will be letting the public who will not be watching the fireworks from their yards park across from Golf Course again this year. The Communications Department will be advertising information out on social media for the Canada Day Events.

3. Councilor Gil asked the question if the Town takes care of grass along the sidewalks and laneway areas not being taken care of by residents.  
- Administration replied yes the Town employees will spray the areas with Round-up or Weedex.

4. Councilor Wilcox commented that residents have expressed their appreciation for Carstairs Summer Recreation Program.  
- Administration will forward the residents appreciation onto the employees.

Motion 228/21

Motion by Councilor Ratz to accept the Councilor Concerns as information

CARRIED

PUBLIC QUESTION PERIOD:

Nil

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING SESSION:

- Motion 229/21

Motion by Councilor Allan that Council closes the meeting to the Public at 7:32 p.m. to discuss Personnel Issues and Land Sale.

CARRIED
- Motion 230/21

Motion by Councilor Gil to come out of the closed meeting session at 8:01 p.m.

CARRIED

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- Motion 231/21

Motion by Councilor Green to waive penalties on Tax Roll 570.000 in the amount of \$866.45.

CARRIED
- Motion 232/21

Motion by Councilor Green that Council approve the Terms and Conditions of Sale for the 2021 Public Auction as presented, and that Council establish the reserve bids as presented for properties being offered for sale at the 2021 public auction.

CARRIED
- NEXT MEETING:

Monday, June 28, 2021
- ADJOURNMENT:
- Motion 233/21

Motion by Councilor Gil to adjourn the meeting of June 14, 2021 at 8:02 p.m.

CARRIED

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Rick Blair, Deputy Mayor

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Carl McDonnell, CAO


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

June 28, 2021

Our Reference: 27752

Client: Town of Carstairs

Attention: Carl McDonnell, Chief Administrative Officer

**Reference: SD-21-02 – (Homestead) Subdivision Report**

<b>Proposal:</b>	<b>Homestead Phase 1A:</b> 21 lots <b>Homestead Phase 5:</b> 1 lot
<b>Legal Description:</b>	NE 17-30-01-W5M
<b>Location:</b>	Town of Carstairs
<b>Applicant(s):</b>	Huttco Developments
<b>Owner(s):</b>	Huttco Developments
<b>Land Use Designation:</b>	<b>Homestead Phase 1A:</b> Low Density Residential – Single Detached District (R1) and Low Density Residential – Two Dwelling District (R2) <b>Homestead Phase 5:</b> Manufactured Home District (RMH)
<b>Phase 1A Gross Area:</b>	3.1 ha± (7.69 ac±)
<b>Phase 5 Gross Area:</b>	3.9 ha± (9.53 ac±)

**Planning Analysis:** The Applicants are proposing to subdivide two sites (Phase 1A and Phase B) within the approved Carstairs Homestead Area Structure Plan (ASP) area. The two subdivision applications were submitted simultaneously and reviewed concurrently as Subdivision 21-02 (SD-21-02).

The ASP area (plan area) comprises a 14.45 ha (35.7 ac) wedge shaped parcel located in the northwest of Carstairs. It is bound on the east by 10<sup>th</sup> Ave (Range Road 14) and the west by the Town's corporate boundary (see **Appendix A - Figure 1**).

Adjacent land uses consist of Low Density Residential and Light Industrial districts to the east, Low Density Residential to south and lands designated Agricultural District to the west (in Mountain View County).

**Phase 1A** proposes creating 20 low density residential lots and 1 lot for associated open space and stormwater management facilities on a 3.1 ha± (7.69 ac±) in the southeast of the plan area (see **Appendix A - Figure 4**).

**Phase 5** proposes creating a manufactured home park and associated open space corridors on a single 3.9 ha± (9.53 ac±) lot in the north of the plan area. (see **Appendix A - Figure 4**).



Both sites have the appropriate land use zoning in place to allow for the intended uses. Phase 1A is designated Low Density Residential – Single Detached District (R1) and Low Density Residential – Two Dwelling District (R2). Phase 5 is designated Manufactured Home District (RMH).

Both applications were found to be in alignment with the policies of the Homestead ASP and the Municipal Development Plan as well as the regulations of the Land Use Bylaw.

The plan area abuts the Fringe IDP area as designated in the Carstairs – Intermunicipal Development Plan. Mountain View County was circulated on the application(s) and their comments are provided in this report.

**Reserve  
Calculations:**

Based on the gross area of Phase 5 (9.53 ha) the requirement for up to 10% municipal reserve (MR) is under dedicated at 0.12 ha (or 1.3%).

However the MR dedication for Phase 1A is over dedicated at 1.53 ha (or 49.4%), representing an over dedication of 39.4%, based on the gross area of 3.1 ha.

Phase 1A is where the bulk of the MR for the entire Homestead ASP area has been proposed and where the primary stormwater management facility for the ASP area is located.

From a holistic perspective the requirements for MR relating to these subdivisions is in alignment with the Homestead ASP and considered satisfied.

**Circulation:**

This application was circulated to adjacent landowners and referral agencies. No landowner responses were received during the circulation period. Referral comments were received from five agencies:

- ATCO has approved the plans for subdivision so long as certain requirements are met by the developer. These are as follows:
  - Right-of-ways will be required for the gas mains within property, and should be 2.4 metres wide if provided for the sole use of ATCO or 3.5 metres if shared with other shallow utilities.

ATCO further noted:

- The utility right-of-way requirements within the subdivision may change depending upon actual gas main layout, direction of development and boundary locations of the different construction phases.
- Final rights-of-way requirements must be satisfied at the time of gas main design.
- All right-of-ways are to be registered as general utility rights-of-way granted to the Town of Carstairs and are to be registered simultaneously with the legal plan of the subdivision. All costs associated with obtaining the right-of-way will be borne by the developer/owner.
- A gas main extension will be required to service the proposed development. Before ATCO can process a work order for gas main installation in the area, they must be in receipt of the following:
  1. Legal plan.
  2. Utility right-of-way plan.



3. Complete set of approved engineering drawings, including profiles, coordinate plan, building grades (if applicable) and the location of all other utilities.
  4. Construction schedule.
  5. A digital file of the computer base plan in the "DWG" or "DGN" format (Autocad 2010) in modelspace.
- ATCO requires at least nine (9) months to complete the distribution system design, and to process a work order for our Construction Department to schedule.
  - Prior to the installation of gas mains, the area must be within 150 mm (6") of final grade, all obstructions must be removed from the gas main alignment, and the installation of all other underground utilities must be completed.
  - The developer must ensure that driveways are not constructed prior to the installation of gas mains in the subdivision. If driveways are pre-installed, a sleeve must be provided at the proper depth and alignment for our use. Otherwise, the cost of coring under the driveway or cutting out and replacing the driveway will be invoiced to the developer at the prevailing rates. The locations of sleeves will be confirmed during the design of the gas mains.
  - For further information and requirements for natural gas servicing, the Applicant may refer to the "Guide to Natural Gas Servicing" found on the ATCO website.
- Mountain View County Operation Services department responded that it is concerned about the traffic this will create on Twp. Rd. 303.
  - CIMA+, the Town's engineering consultant, approved the plans for subdivision but provided comments as follows:  
For **Phase 1a** the developer will submit:
    - a Stormwater Management Plan and Pond Report.
    - a Water Model to confirm if the system could achieve the Town's minimum level of service required under Peak Hour Demand and Maximum Day Demand + Fire Flow conditions.
    - a set of detailed engineering drawings.
    - A temporary turnaround to be provided at the end of the Collector Road (Homestead Way).
    - adequate overland drainage easements should be provided.
  - For **Phase 5** the developer will submit:
    - a Stormwater Management Plan and Pond Report.
    - a Water Model to confirm if the system could achieve the Town's minimum level of service required under Peak Hour Demand and Maximum Day Demand + Fire Flow conditions.
    - a set of detailed engineering drawings.
    - A provision for a water tie-in (i.e. looping) to adjacent development east of 10th Avenue should be completed to ensure system redundancy.





- adequate overland drainage easements should be provided.
- Fortis Alberta responded that they are the Distribution Wire Service Provider for the subdivision and that the Applicant can arrange for installation of electrical services by contacting Fortis directly.
- Alberta Transportation stated that the subdivision proposal does not meet Section 14 or 15 of the Subdivision and Development Regulation but gave approval for the Subdivision Authority to grant a variance to Section 14 and 15, in alignment with Section 16, should they choose to do so.
- Alberta Health Services has no objections to the subdivisions.

Copies of the responses are included in **Appendix D**.

**Comments:**

- One adjacent landowner voiced objection to the application and provided a letter to the Town describing their objection. The letter is included in full in **Appendix D**.
- This Subdivision Report has been prepared by ISL and reviewed by the Town's Subdivision Authority;
- The proposed application satisfies the requirements of Section 654 of the Municipal Government Act, and the relevant matters listed in Section 7 of the Subdivision and Development Regulations; and
- Submissions from landowners and referral agencies were considered as noted herein.

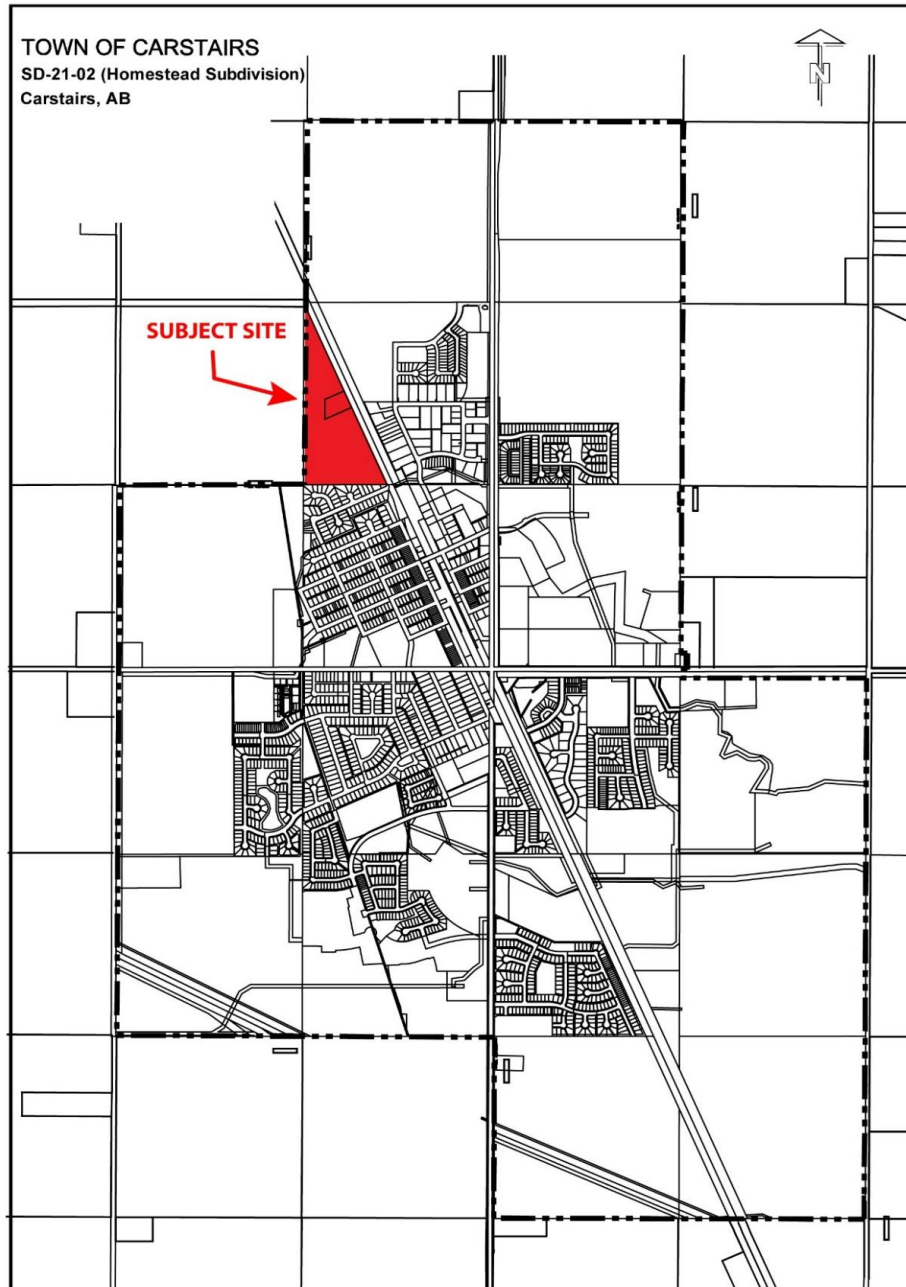
**Decision and Conditions of Subdivision:**

The Subdivision Authority **APPROVES** the subdivision application subject to the following conditions:

1. That submissions from any referral agencies and/or landowners contained herein be presented to and considered by Council;
2. That subdivision is carried out by means suitable to the Registrar of the Land Titles Office per Section 81 and 89 of the Land Titles Act;
3. That prior to endorsement, it is the responsibility of the Applicant that the submission of a Plan of Survey, including CAD file, the Owner's Consent to Register, and the Surveyor's Affidavit are received by the Town of Carstairs;
4. That prior to endorsement all outstanding property taxes be paid, or satisfactory arrangement for payment thereof, to the Town of Carstairs (per Section 654 (1)(d) of the Municipal Government Act);
5. That prior to construction, the applicant/owner enter into a Development Agreement with the Town of Carstairs;
6. That prior to plan endorsement, all existing and required access rights-of-way, easements, overland drainage rights-of-way and agreements to be registered shall be provided to the satisfaction of the Town of Carstairs;
7. That the Applicant/Developer work with the Town to develop an acceptable second access/egress into the Phase 5 subdivision to allow for emergency vehicle access from 10<sup>th</sup> Avenue.

## Appendix A

Figure 1 – Location Plan



**TOWN OF CARSTAIRS**  
SD-21-02 (Homestead Subdivision)  
Carstairs, AB

**PHASE 5 SUBDIVISION**

**SUBJECT SITE**

**PHASE 1A SUBDIVISION**

**PROPOSED MOBILE HOME PHASE**

HOMESTEAD LANE

PROPOSED ROADWAY 15M LOCAL ROAD

PROPOSED PHASE 1

10 AVENUE NORTH

NE17 30-1-5

NW17 30-1-5

111 P.U.L. 3,756.4 SQ.M 7.37 ACRES

110 P.U.L. 3,721.07 SQ.M 8.40 ACRES

112 P.U.L. 2,440.57 SQ.M 6.00 ACRES

113 P.U.L. 1,214.93 SQ.M 3.00 ACRES

114 P.U.L. 505.18 SQ.M 6.12 ACRES

115 DRIVES STORAGE YARD 6,132.9 SQ.M 6.22 ACRES

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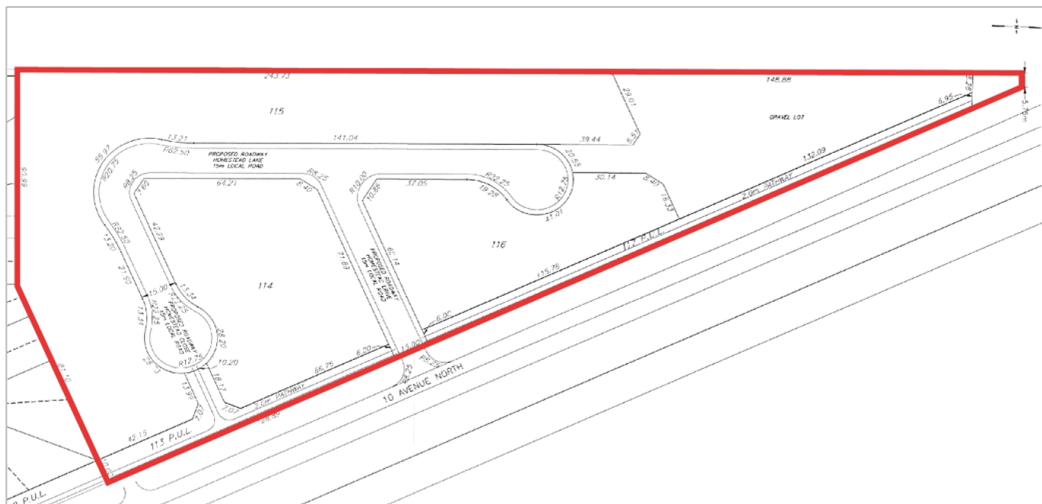
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Figure 3 – Phase 1A Site Layout



Figure 4 – Phase 5 Site Layout







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## Appendix B

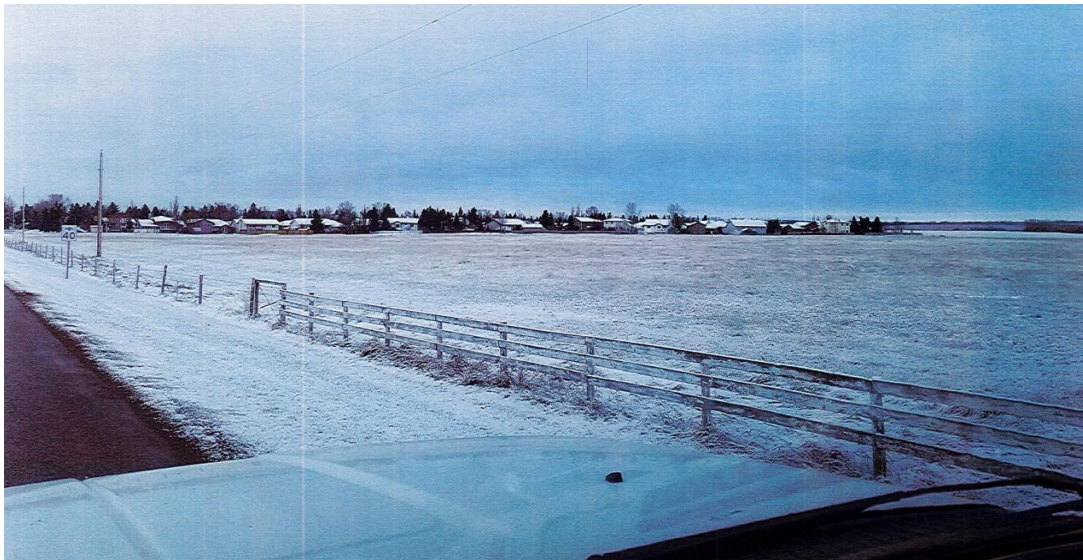
### Site Images







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Integrated Expertise. Locally Delivered. 

## **Appendix C**

### **Regulatory Agencies & Adjacent Landowner's Responses**



Integrated Expertise. Locally Delivered. 

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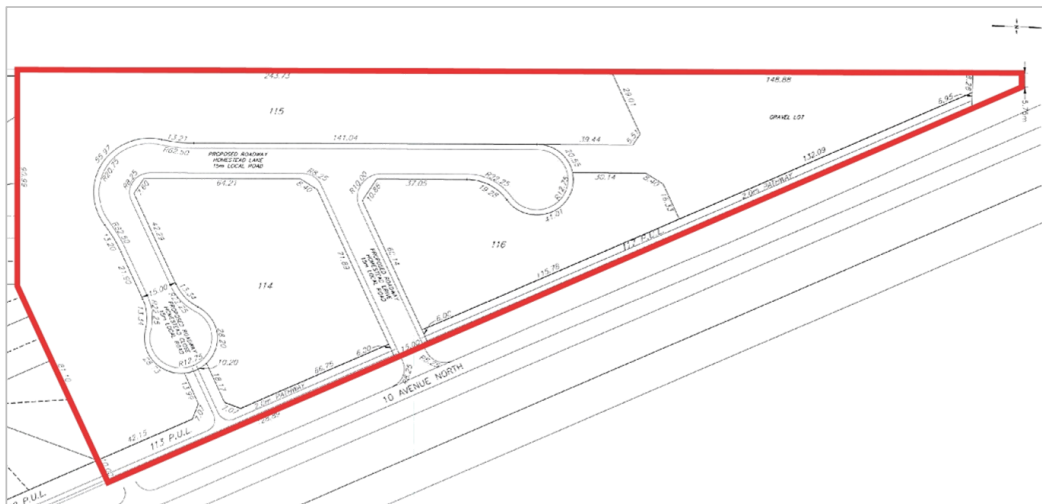
Figure 2 – Subdivision Phases



Figure 3 – Phase 1A Site Layout



Figure 4 – Phase 5 Site Layout





## Appendix B

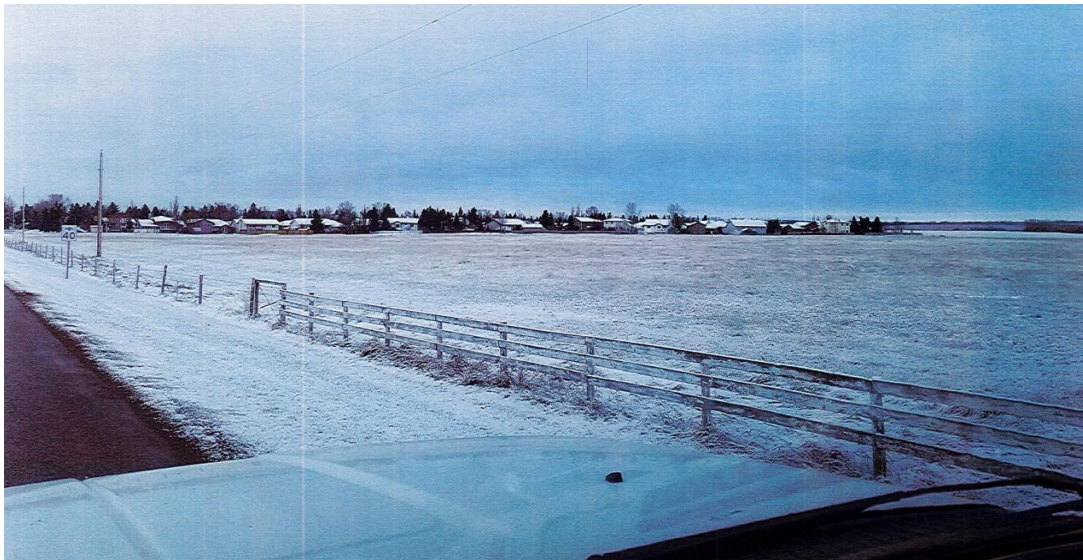
### Site Images







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Integrated Expertise. Locally Delivered. 

## **Appendix C**

### **Regulatory Agencies & Adjacent Landowner's Responses**



Integrated Expertise. Locally Delivered. 

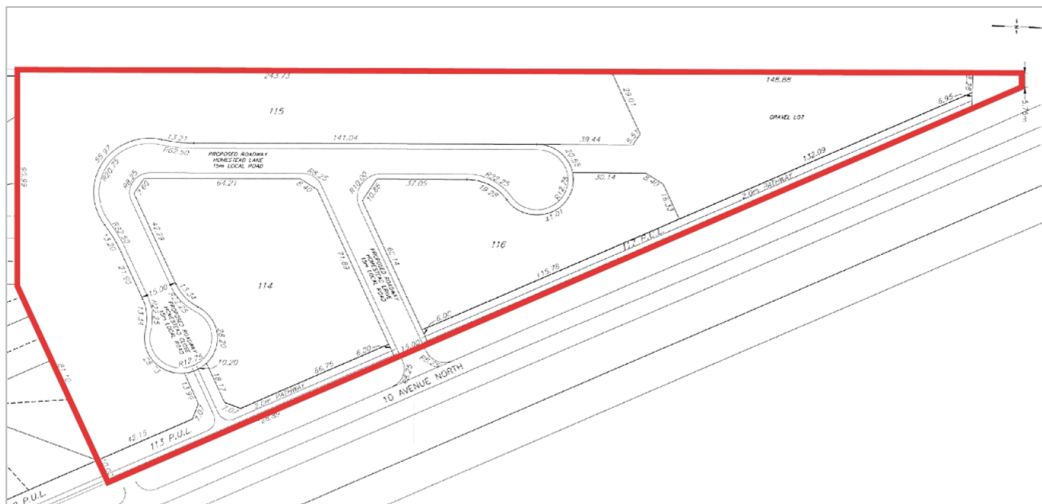
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Figure 3 – Phase 1A Site Layout



Figure 4 – Phase 5 Site Layout







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## Appendix B

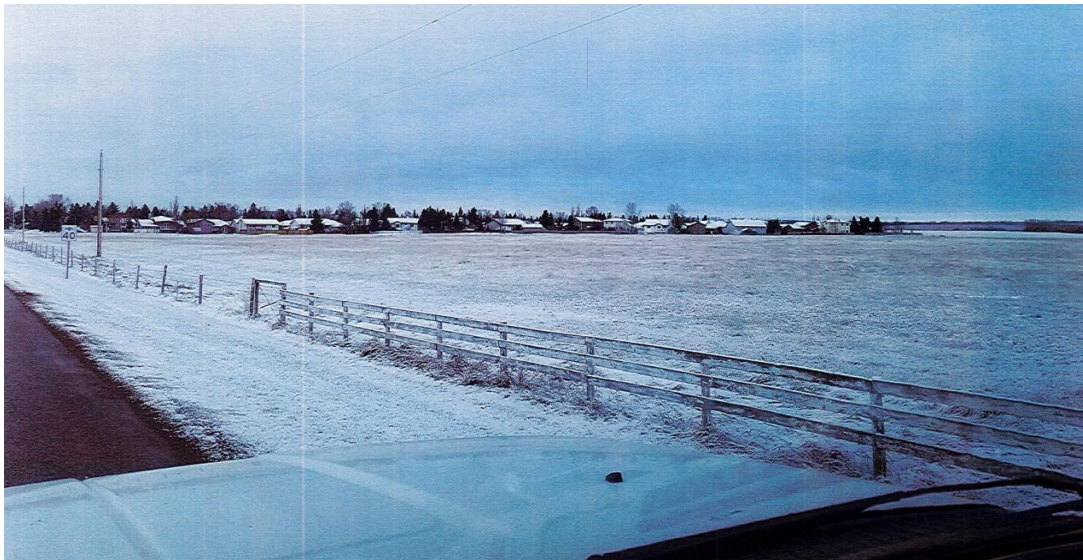
### Site Images







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## **Appendix C**

### **Regulatory Agencies & Adjacent Landowner's Responses**

**From:** CirculationsGrowthandImprovement <CirculationsGrowthandImprovement@atco.com>  
**Sent:** May 17, 2021 8:55 AM  
**To:** Mitch Braun  
**Subject:** Respond: Carstairs Subdivision Application SD 21-02 - Referral for Comment due May 30, 2021

Good morning,

The Distribution Engineering Growth Department of ATCO Gas Distribution has reviewed the above named plan and approves the work provided the following conditions are met:

Right-of-ways will be required for the gas mains within property, and should be 2.4 metres wide if provided for the sole use of ATCO, and 3.5 metres if shared with other shallow utilities Please note, all costs associated with obtaining the right-of-way will be borne by the developer/owner.

The utility right-of-way requirements within the subdivision may change depending upon actual gas main layout, direction of development and boundary locations of the different construction phases. Final rights-of-way requirements must be satisfied at the time of gas main design.

All right-of-ways are to be registered as general utility rights-of-way granted to the Town of Carstairs and are to be registered simultaneously with the legal plan of the subdivision.

A gas main extension will be required to service the proposed development. Natural gas service may be obtained by making formal application with our office in Calgary at 403-245-7888

Before ATCO can process a work order for gas main installation in the area, we must be in receipt of the following:

1. Legal plan.
2. Utility right-of-way plan.
3. Complete set of approved engineering drawings, including profiles, coordinate plan, building grades (if applicable) and the location of all other utilities
4. Construction schedule.
5. A digital file of the computer base plan in the "DWG" or "DGN" format (Autocad 2010) in modelspace.

We require at least nine (9) months to complete the distribution system design, and to process a work order for our Construction Department to schedule. Prior to the installation of gas mains, the area must be within 150 mm (6") of final grade, all obstructions must be removed from the gas main alignment, and the installation of all other underground utilities must be completed.

The developer must ensure that driveways are not constructed prior to the installation of gas mains in the subdivision. If driveways are pre-installed, a sleeve must be provided at the proper depth and alignment for our use. Otherwise, the cost of coring under the driveway or cutting out and replacing the driveway will be invoiced to the developer at the prevailing rates. The locations of sleeves will be confirmed during the design of the gas mains.

For further information and requirements for natural gas servicing, please refer to the "Guide to Natural Gas Servicing" found on the ATCO website.

If gas service is required, to avoid delays, the owner / developer should follow the steps listed on the ATCO website (<https://www.atco.com/en-ca/for-business/natural-gas/products-services/service-requests.html>) or contact ATCO Customer Assistance Centre at 310-5678, or their local ATCO Gas Distribution agency office at their earliest convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 6 months is recommended. Note, each lot / unit is to have a separate service line.

For further information and requirements for natural gas servicing, please refer to the "Guide to Natural Gas Servicing" found on the ATCO website.

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

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

It will always remain the responsibility of the proponent to verify exact location and depths of nearby facilities by arranging for an in-field location with Alberta One-Call at 1-800-242-3447 or [albertaonecall.com](http://albertaonecall.com). Please contact Alberta One-Call Corporation prior to any surface construction.

- (1) Contact Alberta One Call (1-800-242-3447) for locates to verify alignment of the existing gas facilities.
- (2) Contact ATCO South Operations Dispatch at 403-245-7220 for an inspection of the exposed lines (including hydrovac holes) prior to backfill. Inspection services are available Monday to Friday, 8am – 4pm.
- (3) Hydrovac or hand expose facilities to verify horizontal and vertical alignment of all gas mains in conflict areas. This should be done as soon as possible to determine if the main will need to be relocated.
- (4) If existing gas mains require lowering or relocation due to the proponent's project, notification must be given to our ATCO Gas Distribution Engineering Department with a minimum of one (1) year notice. Forward plans and requirements to the ATCO Gas Distribution Engineering Department at 909 – 11th Ave. SW Calgary, AB, T2R 1L8.

Please refer to the "Working Around Natural Gas" Safety Handbook found on our website at: <https://www.atco.com/en-ca/for-business/natural-gas/safety-business/safety-resources.html>

If you have any **questions or concerns regarding this reply**, please contact our engineer [Raymond.Diep@atco.com](mailto:Raymond.Diep@atco.com)

Thank You

**Maria Franssen**

Administrative Coordinator  
Distribution Engineering - Growth  
Natural Gas  
5<sup>th</sup> Floor, 909 – 11 Ave SW | Calgary, Ab. | T2R 1L8  
Tel. 403-245-7442 Fax 403-245-7405  
email: [maria.franssen@atco.com](mailto:maria.franssen@atco.com)

[ATCO.com](#) [Facebook](#) [Twitter](#) [LinkedIn](#)



---

**From:** Mitch Braun <MBraun@islengineering.com>  
**Sent:** Monday, May 3, 2021 11:41 AM  
**To:** CirculationsGrowthandImprovement <CirculationsGrowthandImprovement@atco.com>  
**Cc:** Franssen, Maria <Maria.Franssen@atco.com>  
**Subject:** Carstairs Subdivision Application SD 21-02 - Referral for Comment

**\*\*Caution – This email is from an external source. If you are concerned about this message, please forward it to [spam@atco.com](mailto:spam@atco.com) for analysis.\*\***

Good Day,



May 31, 2021

Sent via email: [mbraun@islengineering.com](mailto:mbraun@islengineering.com)

ISL Engineering & Land Services Ltd.  
4015 – 7 Street SE  
Calgary, AB T2G 2Y9

**Attention: Mitch Braun**

Dear Mitch:

**Re: Town of Carstairs Subdivision – SD 21-02**


Thank you for your email dated May 3, 2021 with respect to the above noted application. The letter and materials were circulated to the Planning and Development Services Department as well as the Operational Services Department with comments as followed:

**1. Operational Services:**

Operation Services is concerned about the traffic this will create on Twp. Rd. 303.

Thank you for your consideration to include us in your referral agencies.

Sincerely,

  
Lee-Ann Gaudette, Administrative Assistant  
Planning and Development Services  
/lg

T 403.335.3311 1.877.264.9754 F 403.335.9207  
1408 - Twp Rd 320 Postal Bag 100 Didsbury, AB, Canada T0M 0W0  
[www.mountainviewcounty.com](http://www.mountainviewcounty.com)  
**Building Rural Better**

**Mitch Braun**

---

**To:** Dindo Pangilinan  
**Cc:** Arlen Babcock; Brian Conger; Rob McKay  
**Subject:** RE: Homestead POH.1A & Ph. 5 LU & Subdivision Application - Engineering Comments

---

**From:** Dindo Pangilinan <Dindo.Pangilinan@cima.ca>  
**Sent:** May 26, 2021 4:04 PM  
**To:** Mitch Braun <MBraun@islengineering.com>  
**Cc:** Arlen Babcock <Arlen.Babcock@cima.ca>; Brian Conger <BConger@islengineering.com>; Rob McKay <robm@carstairs.ca>  
**Subject:** Homestead POH.1A & Ph. 5 LU & Subdivision Application - Engineering Comments

Hi Mitch,

Please find below engineering comments with respect to the Phase 1A and Phase 5 LU & Subdivision applications.

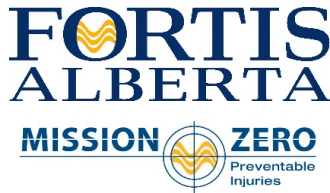
The red texts are questions/notes for you and Rob to seek further clarification if they need to be included in the comments.

1. Homestead Ph. 1A Land Use Re-designation
  - a. Developer is to submit the following studies:
    - Stormwater Management Plan and Pond Report
2. Homestead Ph. 1A Subdivision Application
  - a. Developer is to submit the following:
    - Detailed Engineering drawings
    - Water Model to confirm if the system could achieve the Town's minimum level of service required under Peak Hour Demand and Maximum Day Demand + Fire Flow conditions
  - b. Temporary turnaround to be provided at the end of the Collector Road (Homestead Way)
  - c. Adequate overland drainage easements should be provided.
3. Homestead Ph. 5 Land Use Re-designation
  - a. Developer is to submit the following studies:
    - Stormwater Management Plan and Pond Report
4. Homestead Ph. 5 Subdivision Application
  - a. Developer is to submit the following:
    - Detailed Engineering drawings
    - Water Model to confirm if the system could achieve the Town's minimum level of service required under Peak Hour Demand and Maximum Day Demand + Fire Flow conditions
  - b. A provision for a water tie-in (i.e. looping) to adjacent development east of 10<sup>th</sup> Avenue should be completed to ensure system redundancy .
  - c. Adequate overland drainage easements should be provided.

Thank you and regards,

---





Diana Pounall  
Land Department

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

May 25, 2021

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

**Attention:** Carl McDonnell

**RE: FortisAlberta Condition for Subdivision Approval**

**FortisAlberta Reference No.:** 320097487

**MD File No.:** SD 21-02

**Location/Legal Description:** NE 17-30-01 W5

**Customer Name:** HUTTCO DEVELOPMENTS INC.

Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

Sincerely,



Diana Pounall

RE: 320097487





Delivery Services, Transportation  
Central Region, Red Deer District  
4920 - 51 Street  
Red Deer, Alberta T4N 6K8

AT Reference No.: RSDP035689  
AT File Number: NE17-30-01-W5 (SUB)  
Municipality File Number: Subdivision - File # SD-21-02

May 16, 2021

Town of Carstairs  
844 Centre St, Box 370  
Carstairs, AB T0M 0N0  
Email: mbraun@islengineering.com

Attention Town of Carstairs

**Subject: Referral for the items identified below within Carstairs ("Municipality")**

Reference / File Number	Description	Location
RSDP035689-1	Proposed Subdivision - File # SD-21-02 <ul style="list-style-type: none"> <li>One application for Homestead Phase 1A</li> <li>One application for Homestead Phase 5</li> </ul> Total of twenty-two (22) residential lots Huttco Developments Inc.	Highway 2a NE-17-30-1-5 Lot 2 Block 5 Plan 0212977

This will acknowledge receipt of your circulation regarding the above noted proposal to facilitate low density (Phase 1A) and manufactured home (Phase 5) residential uses and also open space and stormwater management facilities, which must meet the requirements of Sections 14 and 15 of the Subdivision and Development Regulation, due to the proximity of Highway 2a. The department is currently protecting Highway 2a to a Major Two-Lane standard and Hwy 580 to a Minor Two-Lane standard at this location.

The above noted subdivision proposal does not meet Section 14 or 15 of the Regulation. Alberta Transportation has reviewed the Homestead Area Structure Plan and the Department has accepted the associated Traffic Impact Assessment. We understand that the Town is collecting offsite levies for future intersection improvements at Hwy 2a and Centre Street. Therefore, Pursuant to Section 16 of the Regulation, the department grants approval for the subdivision authority to grant a variance of Section 14 and 15 of the Regulation should they choose to do so.

Pursuant to Section 678(2) of the Municipal Government Act, Alberta Transportation requires that any appeal of this subdivision be referred to the Municipal Government Board.

If you have any questions please contact the undersigned Development and Planning Technologist. Thank you for the referral and opportunity to comment.

Signed:

Sandy Choi  
Dev and Planning Tech  
sandy.choi@gov.ab.ca  
(403) 340 7179

**Mitch Braun**

---

**From:** Rieza Del Rosario <Rieza.DelRosario@albertahealthservices.ca>  
**Sent:** May 5, 2021 4:22 PM  
**To:** Mitch Braun  
**Subject:** FW: Carstairs Subdivision Application SD 21-02 - Referral for Comment  
**Attachments:** Subdivision Application 21-02 (Phase 1A).pdf; Subdivision Application 21-02 (Phase 5).pdf

Good afternoon,  
Thank you for your email below regarding an application for subdivision.  
In future, could you please email them to our dedicated land use application email address: [chr.landapplications@ahs.ca](mailto:chr.landapplications@ahs.ca)

Thanks,

**Environmental Public Health**  
**Alberta Health Services, Calgary Zone**  
10101 Southport Road SW  
Calgary, AB T2W 3N2  
Tel: 403-943-2288, Fax: 403-943-8056  
Please visit our website at: <http://www.albertahealthservices.ca/eph/eph.aspx>

**From:** Mitch Braun <[MBraun@islengineering.com](mailto:MBraun@islengineering.com)>  
**Sent:** May 3, 2021 11:51 AM  
**To:** Marc Vanhoutteghem <[Marc.Vanhoutteghem@albertahealthservices.ca](mailto:Marc.Vanhoutteghem@albertahealthservices.ca)>  
**Subject:** Carstairs Subdivision Application SD 21-02 - Referral for Comment

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

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Good Day,

On behalf of the Subdivision Authority of the Town of Carstairs, please see the attached application for subdivision for your review.

**PLEASE NOTE:** This Application includes two individual subdivision applications, each falling within the approved Homestead Area Structure Plan area

- one application for Homestead Phase 1A
- one application for Homestead Phase 5

These applications will be processed concurrently and hence forth referred to singularly as **Subdivision Application 21-02 (SD-21-02)**.

Planning Background

On behalf of the Subdivision Authority of the Town of Carstairs, please see the attached application for subdivision for your review.

**PLEASE NOTE:** This Application includes two individual subdivision applications, each falling within the approved Homestead Area Structure Plan area

- one application for Homestead Phase 1A
- one application for Homestead Phase 5

These applications will be processed concurrently and hence forth referred to singularly as **Subdivision Application 21-02 (SD-21-02)**.

### Planning Background

Application SD-21-02 proposes subdividing two parcels on NE 17-30-01-W5M to create twenty-two (22) residential lots. These lots will facilitate low density (Phase 1A) and manufactured home (Phase 5) residential uses and also open space and stormwater management facilities. These lands are currently designated Urban Reserve meaning that a Land Use Redesignation will be required to facilitate the proposed uses.

Your comments and recommendations to this proposal will be accepted until **May 30, 2021**. If we have not received your comments within this period, we will process the application as if you have no objections to the proposed application. In your reply, please quote the project number.

Thank you,

**Mitch Braun, M.E.D., B.C.S. | Community Planner**  
**ISL Engineering and Land Services Ltd.**  
4015 - 7 Street SE  
Calgary, AB T2G 2Y9  
**T: 403.254.0544 F: 403.254.9186 C: 403.830.3162**  
[MBraun@islengineering.com](mailto:MBraun@islengineering.com) [islengineering.com](http://islengineering.com)

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May 18, 2021

Parkview Estates is a beautiful R1 zoned, well established community. Many residents have lived in their homes for over 20 years, before the Homestead acreage was ever annexed for town use. They modified their north facing back yards to monopolize the amazing acreage view that they have enjoyed for many years.

The Homestead plans shows that the new R1 homes will be encroaching right up to the fence lines of our neighborhood. Many of the residents that live here are seniors and plan on living out the rest of their years in their homes, which for many is their greatest asset. Sadly, there are home owners that are dealing with on going health problems such as cancer, stroke, heart issues, dementia, and other issues. They do not have the emotional stamina to keep coming to town council forums to continually present their ongoing objections and concerns with this new subdivision.

Our greatest concerns with the HOMESTEAD development are:

#1. We do not agree with having the new R1 home's fence lines backing up to our already established yards. This will cause a negative effect on the existing yards as the view, lack of sunlight, and claustrophobia of many homes squishing up to our fence lines, will cause undo psychological distress. This will also create an adverse effect to our re-sale value of our properties. We have already approached the town to implement an adequate buffer zone of at least 20 feet to provide breathing space and a clear distinction between the two subdivisions.

Also, this area is considered a flood zone and it is imperative that proper drainage is established in order for pooling of water to properly drain off the land and not back up into basements.

Personal safety is another huge issue. Once the new homes are completed we will only have one way of existing our properties in case of emergency situation as we won't be able to escape through our backyards when two fences are backing onto each other.

#2. We would like to see strict architectural control of the new R1 homes so that they are built to superior standers to enhance the re-sale value of our existing homes instead of shoddy workmanship that will devalue our homes.

#3. Most importantly is that the town needs to fully scrutinizes the upcoming new owner of this development (as this land is currently being sold by the existing owner) to ensure that he indeed is a qualified developer with enough monies to carry him through all the costly infrastructure that he will need to be responsible for. Once construction starts, we expect quality work done in a timely fashion so that we are not continually being disturbed in our quiet community and being caused on going stress.

Sincerely,  
Lynn and Michael Skena

Bylaw No. 2018

**BEING** a bylaw of the Town of Carstairs of the Province of Alberta to provide for Municipal Election Signage in the Town of Carstairs;

**WHEREAS**, section 7 of the *Municipal Government Act* authorizes Council to pass bylaws for the safety, health, and welfare of people, and the protection of people and property, as well as for people, activities, and things in, on or near a public place or place that is open to the public;

**AND WHEREAS**, section 8 of the *Municipal Government Act* allows Council to regulate and prohibit, as well as to impose fines and penalties of all roads within the municipality;

**AND WHEREAS**, pursuant to section 18 of the *Municipal Government Act*, a municipality has the direction, control, and management of all roads within the municipality;

**AND WHEREAS**, section 13 of the *Traffic Safety Act* authorizes Council to make bylaws with respect to a highway under its direction, control, and management;

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

1. Title

- 1.1 This bylaw shall be known as the Town of Carstairs “Election Sign Bylaw.”

2. Purpose & Application

- 2.1 The purpose of this bylaw is to encourage the effective use of election signs as a means of communication in a manner that ensures safety and aesthetics and that will be equitably applied and enforced.
- 2.2 This bylaw applies to elections administered by the Town of Carstairs under the *Local Authorities Election Act*, school board elections under the *Education Act*, and any elections administered by Elections Alberta and Elections Canada within the Town of Carstairs.

3. Definitions

- 3.1 In this Bylaw:
  - a. “**Advance Vote**” means a vote taken in advance of election day.
  - b. “**Candidate**” means an individual who has been officially nominated to run for election in a municipal, provincial, federal, or school board election.
  - c. “**Council**” means the duly elected Council of the Town of Carstairs and includes the Mayor, and all Councillors.
  - d. “**Town**” means Town of Carstairs.
  - e. “**Town Office**” means the Town Office located at 844 Centre Street, Carstairs, Alberta.
  - f. “**Court**” means a court of competent jurisdiction in the Province of Alberta.
  - g. “**Education Act**” means the *Education Act, RSA 2000, c E-0.3*, as amended or replaced from time to time.
  - h. “**Election**” means a general election, by-election, and a vote on a bylaw or questions as administered by the Town of Carstairs under the *Local Authorities Election Act*, school board elections under the *Education Act*, and any other elections administered by Elections Alberta and Elections Canada within the municipal boundaries of the Town of Carstairs.
  - i. “**Election advertising**” means canvassing for the benefit of a candidate pursuant to section 162 (1)(d) of the *Local Authorities Election Act*.
  - j. “**Election Day**” means the day fixed for voting at an election.

- k. **“Election sign”** means a sign:
  - a. Used to promote a candidate or party for an election administered by the Town under the *Local Authorities Election Act*, school board election under the *Education Act*, and any elections administered by Elections Alberta and Elections Canada within the municipal boundaries of the Town of Carstairs.
  - b. With a maximum sign face dimension not exceeding 1.2 metres (4 feet) by 1.2 metres (4 feet).
  - c. That is not illuminated; and
  - d. That indicates the name of a nominated candidate or Registered Third Party.
- l. **“Election Period”** means:
  - a. for a federal election or by-election, the period starting from the issuance of the Writ and ending after the close of polls.
  - b. for a provincial election or by-election, the period starting from the issuance of the Writ and ending after the close of polls: or
  - c. for a municipal election or by-election or school board election or by-election, the period starting from the close of nominations and ending after the close of voting stations.
- m. **“Enforcement Officer”** means a member of the Royal Canadian Mounted Police (RCMP), a Community Peace Officer appointed by the Solicitor General of Alberta in accordance with the *Peace Officers Act*, and a Bylaw Enforcement Officer employed by the Town of Carstairs in accordance with the *Municipal Government Act*.
- n. **“Environmental reserve”** means land designated as environmental reserve by the Town or the Town’s subdivision authority in accordance with the *Municipal Government Act*.
- o. **“Land Use Bylaw”** means the Town of Carstairs Bylaw 2007, being the *Land Use Bylaw*, as amended or replaced from time to time.
- p. **“Local Authorities Election Act”** means the *Local Authorities Election Act, RSA 2000, c-L21*, as amended or replaced from time to time.
- q. **“Municipal Government Act”** means the *Municipal Government Act, RSA 200, c M-26*, as amended or replaced from time to time.
- r. **“Municipal Reserve”** means land designated as municipal reserve by the Town of Carstairs or the Town’s subdivision authority in accordance with the *Municipal Government Act*.
- s. **“Municipal and School Reserve”** means land designated as municipal and school reserve by the Town or the Town’s subdivision authority in accordance with the *Municipal Government Act, RSA 2000, c M-26*.
- t. **“Peace Officer Act”** means the *Peace Officer Act, SA 2006, 0 P-3.5*, as amended or replaced from time to time.
- u. **“Permanent sign”** means a sign regulated by the *Land Use Bylaw*.
- v. **“Person”** means a natural person or a corporate body and includes a partnership or a group of persons acting in concert of an association.
- w. **“Provincial Offences Procedures Act”** means the *Provincial Offences Procedures Act, RSA 2000, Chapter P-34*, as amended from time to time.
- x. **“Public Park”** means a development of public land specifically designed or reserved for the public or passive recreational use and includes all natural and man-made landscaping, facilities, playing fields, buildings and other structures that are consistent with the general purpose of public park land, whether or not such recreational facilities are publicly-operated or operated by other organizations pursuant to arrangements with the Town of Carstairs.
- y. **“Public Utility Lot”** means land designated as public utility lot by the Town of Carstairs or the Town’s subdivision authority pursuant to the *Municipal Government Act*.

- z. **“Registered Third Party”** means a third party that has registered with the Town of Carstairs or the provincial registrar for third party advertising referred to section 163 of the *Local Authorities Act*.
- aa. **“Roadway”** means the portion of the road right of way intended for use by vehicular traffic, pedestrians, cyclists, or other modes of transportation, and includes paved or gravel shoulders, medians, traffic circles, and roadway structures, including but not limited to bridges, guardrails, retaining walls, or concrete barriers.
- bb. **“Road Right of Way”** means land that is under the direction, control, and management of the Town of Carstairs and is:
  - a. Shown as a road on a plan of survey that has been filed or registered in a land titles office, or;
  - b. Used as public road and includes a bridge forming part of the public road, together with any structure incidental to the public road or road allowances including, but not limited to, boulevards, ditches, swales, fences, retaining walls, sidewalks, pathways, trails, street lights, traffic control devices, and traffic control signals, and which may or may not contain a developed road.
- cc. **“Town of Carstairs”** means the Town of Carstairs as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.
- dd. **“Sign Owner”** means a person who is indicated on an election sign, who created an election sign, who installed an election sign, who is in lawful control of the election sign or who is the subject of or otherwise benefits from the message of the election sign; for the purposes of this bylaw, there may be more than one sign owner.
- ee. **“Traffic Safety Act”** means the *Traffic Safety Act, RSA 2000, c T-6*, as amended from time to time.
- ff. **“Violation ticket”** means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act, RSA 2000, c P-34*, as amended from time to time.
- gg. **“Voting Station”** means the entire building where election voting will occur, and the property associated with the building; also known as polling place, polling station, or voting place.

**4. Election Sign Installation and Erection Guidelines on Public Lands**

- 4.1 Election signs may not be placed:
  - 4.1.1 On walls, poles, or attached to Electronic Signage;
  - 4.1.2 Within 5 metres on either side of a fire hydrant;
  - 4.1.3 Within 5 metres of any town owned building/facility;
  - 4.1.4 On any Recreation playing fields; so that to impede the use of the area;
- 4.2 Election signs on private property may be erected at any time starting:
  - 4.2.1 45 days prior to a municipal general election;
  - 4.2.2 After nomination day for a municipal by-election; or
  - 4.2.3 From the issuance of the Writ and ending after the close of polls for a provincial or federal election.
- 4.3 Election signs must not be placed in a manner that obstructs signs placed by other candidates.
- 4.4 Election signs shall not be placed within 5 metres of another sign from the same candidate.
- 4.5 Election signs shall not be placed within 2.0 metres from the edge of roadway pavement.
- 4.6 Election signs shall be a maximum of 1.2 metres (4 feet) x 1.2 metres (4 feet) in size and shall not be illuminated.
- 4.7 Enforcement Officers employed by the Town may remove any election signs which have been erected, affixed, posted or placed on any town property in contravention of this bylaw.
- 4.8 Election signs must be placed outside of the 3 metre site triangles at intersections, as shown in “Schedule A”;
- 4.9 The sign owner is responsible for ensuring all election signs are kept free from damage and disrepair. Sign owners are responsible to remove any damaged or vandalized election signs immediately;

**5. Election Sign Installation and Erection Guidelines on Private Property**

- 5.1 An election sign may only be placed on private property with the consent of the property owner;
- 5.2 An election sign placed on private property shall have a maximum sign face of 1.2 metres (4 feet) x 1.2 metres (4 feet);
- 5.3 Notwithstanding section 5.1 of this bylaw, all other forms of signage on private property are subject to the requirements of the *Land Use Bylaw*;
- 5.4 An election sign placed on private property pursuant to this bylaw does not require a development permit;
- 5.5 Election signs on private property may be erected at any time starting:
  - 5.5.1 45 days prior to a municipal general election;
  - 5.5.2 After nomination day for a municipal by-election; or
  - 5.5.3 From the issuance of the Writ and ending after the close of polls for a Provincial or Federal election.
- 5.6 Election signs on private property must be removed within 72 hours after the close of the voting station or polls on voting day.
- 5.7 Subject to section 5.5 of this bylaw, election signs on private property that are not removed will no longer be deemed an election sign under this bylaw and will be subject to enforcement provisions under the *Land Use Bylaw*.

**6. Other Guidelines**

- 6.1 An election sign may not be erected at a voting station or within the boundaries of the land on which a building used for a voting station is located on election day or an advance vote.
- 6.2 An election sign may not be erected in any place that may obstruct or impede any exit routes, escape routes, or the free access of emergency vehicles.
- 6.3 No person may use or display the Town of Carstairs logo or brand, in whole or in part, on any election sign.
- 6.4 Nothing in this bylaw relieves a person from complying with any Federal or Provincial legislation or regulation, other Municipal bylaws, or requirement of any lawful permit, order, or license.
- 6.5 Specific references to legislation in this bylaw are meant to refer to the current laws applicable within the Province of Alberta at the time this bylaw was enacted, as they are amended from time to time, including any successor legislation.
- 6.6 Where any provision regulating an election sign under this bylaw conflicts with any other Federal or Provincial election legislation, the Federal or Provincial legislation prevails to the extent of the conflict.

**7. Enforcement**

- 7.1 Any election sign that impedes or interferes with the work of the Town of Carstairs operations may be removed by an Enforcement Officer or any other Town employee without providing notice to the sign owner.
- 7.2 Any election sign that poses a public safety risk may be removed by an Enforcement Officer or any other Town employee without providing notice to the sign owner.
- 7.3 Any election sign that an Enforcement Officer finds in breach of this bylaw may be removed and impounded without prior notice to the sign owner.
- 7.4 Any election sign impounded for a period of 30 days that has not been claimed by the sign owner, may be destroyed by the Town of Carstairs without compensation to the sign owner.
- 7.5 A sign owner is liable for any and all damage, loss, and expenses caused by or arising from the erections, maintenance, removal, or destruction of the election sign.

**8. Prosecutions and Penalties**

- 8.1 Where an Enforcement Officer has reasonable grounds to believe that person has contravened any provision of this Bylaw, they may serve upon the person:
  - 8.1.1 A municipal ticket, allowing a voluntary payment of the penalty for the offences to the Town, which shall be accepted by the Town in lieu of prosecution of the offence if payment is received by the Town within 21 days of service of the municipal ticket; or
  - 8.1.2 A violation ticket, allowing a voluntary payment of the specified penalty for the offence, or, requiring a person to appear in court without the alternative of making a voluntary payment, and the recording of the payment of a penalty



made to the Town or the Provincial Court of Alberta shall constitute an acceptance of a guilty pleas and conviction for the offence.

- 8.2 When an Enforcement Officer issues a person a violation ticket in accordance with this bylaw, the Enforcement Officer may either:
  - 8.2.1 Allow the person to pay the specified penalty established by this bylaw for the offence by including such specified penalty in the violation ticket; or
  - 8.2.2 Require a court appearance of the person when the Enforcement Officer believes that such an appearance is in the public interest pursuant to the provisions of Part 2 of the *Provincial Offences Procedure Act*.
- 8.3 Any person that violates any provision of this bylaw is guilty of an offence and is liable, upon conviction, to a maximum fine of \$10,000.00, or, in default of payment of the fine, to imprisonment of a period not exceeding one year, or to both fine and imprisonment in such amounts.
- 8.4 Any person who contravenes any section of this bylaw is guilty of an offence and is liable upon conviction to a minimum and specified penalty of \$100.00.
- 8.5 No provision of this bylaw, nor any action taken pursuant to any provision of this bylaw, shall in any way restrict, limit, prevent, or preclude the Town of Carstairs from pursuing any other remedy in relation to an offence as may be provided by the *Municipal Government Act* or any other law of the Province of Alberta.

9. Severability

- 9.1 Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdictions, all other provisions of this bylaw remain valid and enforceable.

10. This Bylaw shall come into effect upon the Third and Final Reading of the Bylaw.

READ A FIRST TIME THE 28<sup>TH</sup> DAY OF JUNE A.D., 2021.

READ A SECOND TIME THE 28<sup>TH</sup> DAY OF JUNE A.D., 2021.

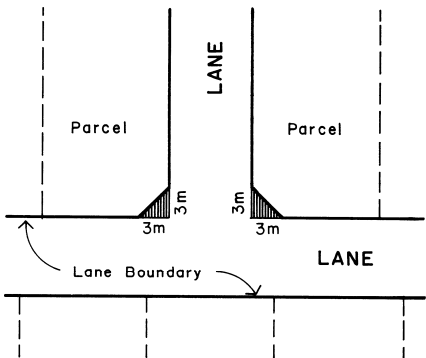
READ A THIRD AND FINAL TIME THE 28<sup>TH</sup> DAY OF JUNE A.D., 2021.

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

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

SCHEDULE 'A'

ILLUSTRATION OF SIGHT LINE



BY-LAW NO. 489

A BY-LAW OF THE TOWN OF CARSTAIRS TO PROVIDE THAT IT IS UNNECESSARY TO COMPLETE A LIST OF ELECTORS.

SUBJECT TO THE PROVISIONS OF THE MUNICIPAL ELECTION ACT, SECTION 39.1 (1) to (5), THE MUNICIPAL COUNCIL OF THE TOWN OF CARSTAIRS, DULY ASSEMBLED, HEREBY ENACTS:

- 1) THAT it is unnecessary to complete a list of electors in the Town of Carstairs; and
- 2) THAT every proprietary elector and every elector shall, at a general election or by-election or vote on a question or by-law, subscribe to a declaration, in the form prescribed by the Minister, that he or she is qualified to vote as an elector or as a proprietary elector, as the case may be; and
- 3) THAT any person subscribing to the declaration in the presence of the officer presiding at the poll, shall be permitted to vote; and
- 4) THAT this By-Law shall remain in effect until repealed.

READ A FIRST TIME THIS 6th DAY OF FEBRUARY, 1974.

READ A SECOND TIME THIS 6th DAY OF FEBRUARY, 1974.

READ A THIRD TIME AND FINALLY PASSED BY UNANIMOUS CONSENT OF ALL COUNCIL MEMBERS PRESENT, THIS 6th DAY OF FEBRUARY 1974.

.....  
MAYOR

.....  
MUNICIPAL SEC.\*TREAS.



**Town of Carstairs**

**Policy:** **Advertising**  
**11-001-04 21 (Amended)**

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

**Policy Statement:**

To establish a policy outlining the requirements and method of advertising to the public, contractors, and all interested parties for the Town of Carstairs. Procedures will follow the guidelines of the Municipal Government Act and the Agreement on Internal Trade and amendments thereof, in regards to the requirements contained therein for advertising by Municipal governments.

**Guidelines:**

**Advertising Methods will be in accordance with Public Notification Bylaw No. 1074**

- a. Public Hearings
  - i. Notice of Public Hearings will be advertised for two consecutive weeks with final notice at least five days prior to the date of hearing ~~in at least one newspaper serving the local area.~~
- b. Development Permits
  - i. Development permits issued as discretionary use will be advertised ~~in one week's issue of a designated weekly paper serving the local area.~~ **for one week.**
  - ii. Development permits for permitted uses do not require to be advertised.
- c. Public Notices
  - i. General public notices will ~~appear in the designated weekly paper serving the local area for an adequate period of time to be determined by content~~ **be advertised for an adequate period of time to be determined by content.**
  - ii. ~~Options are available to have notices appear in other local printed sources at the discretion of Council and Administration.~~

Town of Carstairs  
Policy 11-001-21  
Page 1 of 2

d. Job Postings

- i. Job postings are to be circulated internally three days prior to general posting of jobs to the public.
- ii. ~~Open positions of employment will appear on the local web site for the Town of Carstairs~~ **will be advertised for at least 2 weeks or for a duration depending on the position to be filled.**
- iii. ~~Open positions of employment should be advertised in the designated weekly paper serving the local area for two consecutive weeks.~~
- iv. ~~Depending on the position to be filled, the position may also be advertised in a local daily newspaper, duration may depend on the position to be filled.~~
- v. **Positions may also be** ~~Depending on the position to be filled, the position might be advertised through other available sources and associations.~~

e. Tenders and contracts

i. Informal Tendering

**Will follow the Guidelines of the Town of Carstairs Purchasing Policy. At the discretion of Administration, Council and/or involved Professionals, tenders and contracts required for bidding under the guidelines of the purchasing policy will have the options available to advertise through at least one of the designated options:**

\_\_\_\_\_ The local newspaper

\_\_\_\_\_ Daily newspaper

\_\_\_\_\_ On-line system

ii. Formal Tendering

Professionals representing the Town of Carstairs and Administration will advertise Formal Tenders as per requirements on Internal Trade and Purchasing Policy. Tenders will appear on an electronic system. System will be at the discretion of the authority preparing the document for circulation.

A Notice of a Call for Tender will also appear in a minimum of two editions per week of the designated daily newspaper for at least two consecutive weeks with preference given to the Friday and Saturday editions.

**End of Policy**



**Town of Carstairs**

**Policy:**                **Media Relations Policy 12-023-21**  
                              **(Repeals 1912-2004)**

**Date:**                 **June 28, 2021 (Amended)**

**Adopted by:**        **Council**

**Policy Statement:**

The Mayor is the spokesperson for the Town of Carstairs. All press releases and public statements shall go through the ~~Mayor's Office~~ **Chief Administrative Officer's (CAO's)** office.

**Guidelines:**

- a. Administration may communicate with the media on matters of procedure, technical reports and established policy.
- b. New policy and interpretation of policy will be communicated through the ~~Mayor's~~ **CAO's** office and press releases will go through the ~~Mayor's~~ **CAO's** office.

**End of Policy**

/carstairs06/21



**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE  
TUESDAY, JUNE 22, 2021, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

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

**ABSENT:** Mayor Colby

**CALL TO ORDER:** Councilor Ratz called the meeting of June 22, 2021 to order at 7:28 a.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Wilcox to adopt the agenda of June 22, 2021, as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Green to adopt the minutes of May 18, 2021 as presented.

**CARRIED**

**UNFINISHED BUSINESS:** Nil

**DELEGATIONS:** Nil

**NEW BUSINESS:** Nil

**REPORTS:**

**1. Financial Reports**

CAO McDonnell gave the Committee an update on the following Financial Reports for month ending May 31, 2021.

a. Summary Report

- CAO McDonnell stated that most of the 2021 Capital Projects have been completed; but have not been invoiced. The next school requisition is scheduled to come out at the end of June. Tax Notices are out and are showing a total revenue of 4.5M. Loans are scheduled to be paid after July 1, 2021.

b. Financial Report

- CAO McDonnell went through the Revenue and Debts as well as the Reserves, and Loans. Most loans have been set up so they come out after July 1, 2021, with debentures in July and November. Question if it would benefit the Town to pay off loans and debentures early. CAO McDonnell stated that the loans may be paid off earlier however; debentures can't be paid off they will need to come to term.

c. Revenue and Expense Report

- CAO McDonnell commented on the revenue side of the Golf Course is still low as the restaurant has just opened up again. The Campground, and Community Hall revenue is low, and the hall is starting to see people booking weddings. CAO McDonnell stated May financials at the Golf Course are respectable considering the restaurant served a few food off the deck, and mostly from half way house; with the restaurant opening again the June financials will look even better.

- Expense for the Golf Course is up a little bit on the repair and maintenance side.
- Question on how the grass composting has been working.
- Administration replied it has been working well, most of the hauling is happening on weekends for compost, they originally were moving 5 to 6 bin loads and now have figured out the weight on wet grass and so now have no overages. Bin loads are now down to about 3 bins per weekend.
- Question are there any more concerns with regards to removing the branch area.
- Administration commented that in the beginning residents were calling in with their concerns for removing branch drop off, however people are now starting to adjust to taking their branches to landfill.
- There are no other major concerns right now on the expense side.

d. Capital Report

- CAO McDonnell gave an oral review of the Capital Report, including the Capital Listing and the Non-Tax Revenue. CAO McDonnell went through the list of Capital Projects. The paving is completed this year, and all asphalt.
- A letter requesting MSI funding for this year will pay down the storm pond.
- The Fire Hall construction will start this September with the pre build material the outside should go up fairly quickly.
- Discussion were held on the new fire hall build, and equipment.

Motion by Councilor Wilcox to accept Financial Reports as information and to circulate to Council

**CARRIED**

**2. Development Reports**

a. Building Permit Listing

- The total number of building permits year to date for 2021 is 58 with 19 new home starts, and two more this week. - Discussion followed on the Mandalay subdivision paving, and the intersection tie in, and what is happening with the islands.
- Comments on Scarlett Ranch construction being halted until the birds have completed their nesting phase, which should be finished in late July.

b. Compliance Listing

- The total number of compliances year to date for 2021 is 50 which signify the Town is still busy with real-estate.

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

**CARRIED**

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

a. Fire Reports

- Total number of Fire Incidents for the month of May is 25 and year to date for 2021 is 113.
- Administration commented that Medical Assist are down, and have occurred mostly after hours.

**b. Bylaw Reports**

- Total number of Bylaw Incidents for the month of May is 57 and year to date for 2021 is 172. Bylaw has been busy with clean up orders with the developers and individual lots.
- CPO Citation totals year to date is 20; and CPO Warnings totals year to date is 10.

**c. Combined Reports**

- Committee members reviewed the Combined Report and there were no questions or concerns at this time.

Motion by Councilor Green to accept the City Wide Reports as information.

**CARRIED****4. Quarterly Reports****a. Royal Canadian Mounted Police (R.C.M.P.)**

- No report at this time.

**b. Citizens on Patrol (COP)**

- No report at this time.

**5. Emergency Services****a. Carstairs Emergency Management Agency (CEMA) Report**

- Committee members reviewed the June Report and had no questions or concerns at this time.

Motion by Councilor Wilcox to accept the June Report as information.

**CARRIED****6. Personnel Evaluations**

- No report at this time.

**CORRESPONDENCE:** Nil

**GENERAL DISCUSSION:**

- Councilor Green commented on seeing people will be happy this fall with development and of Scarlett Ranch, and Mandalay Estates subdivisions.
- Councilor Ratz commented on 2A Gas' improvement on their building.
- Administration will be in discussions with Golden West Motel and 2A Gas with regards to new traffic changes on 2A and right of ways.
- Councilor Green asked the question what is happening with the empty doctor's office, and Administration replied a dental office will be going in there.
- Discussion on Medical Services in Carstairs and that Administration has been in conversation last week with the Assistant Deputy Minister of Health, and will continue to have talks for alternative health incentives.

**Legislative & Emergency Services Committee Meeting – June 22, 2021**

**Page 4 of 4**

**NEXT MEETING:** - The Legislative and Emergency Services Committee will reconvene in September and Administration will email out the Financial Reports to members over the summer.

**ADJOURNMENT:** Motion by Councilor Wilcox to adjourn the meeting of June 22, 2021 at 8:06 a.m.

**CARRIED**

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**Councilor Ratz, Chairperson**

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**C. McDonnell, CAO**

**MINUTES OF THE POLICY & GOVERNANCE COMMITTEE  
TUESDAY, JUNE 14, 2021, 8:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Councilors Gil, Green, and Allan, Director of Legislative and Corporate Services Shannon Allison, CAO Carl McDonnell, and Executive Assistant Brenda Coles

**ABSENT:** L. Colby

**CALL TO ORDER:** Councilor Gil called the meeting of June 14, 2021 to order at 8:08 p.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Allan to adopt the agenda of June 14, 2021 as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Green to adopt the minutes of May 11, 2021 as presented.

**CARRIED**

**UNFINISHED BUSINESS:** NIL

**DELEGATIONS:** NIL

**BYLAWS & POLICIES:** **1. Bylaw No. 2018 “Election Sign Bylaw” New**  
Legislative and Corporate Services Director Shannon Allison spoke to the bylaw stating that she had asked for input from each of the Directors to identify problem areas for placement of the election signs.

The bylaw identified areas where not to put up election signage in the Town boundaries, and addressed the size of the signs and that they are reasonable.

Discussion on not being able to put election signage on the property of the Voting Station.

No signs within 45 days of the election this also will apply to County, School Board, and bi-election.

The bylaw and form will be put up on the Town website, on the Elections page, and a copy attached to the Candidates package when being handed out.

Motion by Councilor Green to forward Bylaw No. 2018 Election Sign Bylaw onto Council for review and approval.

**CARRIED**

**2. Bylaw No. 2010 Elections Bylaw**

Legislative and Corporate Services Department brought this bylaw to Committee to review and make sure it was up to date for the election per legislation.

Upon review of this bylaw, it was recommended that no changes be made.

**2. Bylaw No. 1055 Amended The Procedures Bylaw**

Administration brought this Bylaw up for review and Committee members recommended that there were no changes required at the time of the review.

**3. Bylaw No. 1059 Council Code of Conduct**

Administration brought this policy up for review and Committee members recommended that there are no changes required at the time of this review.

**4 Policy No. 11-004-21 Advertising to Amend Policy No. 11-004-04**

Legislative and Corporate Services Department brought this existing policy up for review and the updated changes to the policy are in red. Development permits under the MGA are not necessary, but the Town chooses to do it anyways.

Motion by Councilor Allan to recommend that Policy No. 11-004-21 be forwarded onto Council for review and approval.

**CARRIED****5. Policy No. 1074 Public Notification Bylaw**

Legislative and Corporate Services Department brought this bylaw up for review and there are no changes recommended at this time.

Administration has a policy for which is in direct relations to this bylaw. Upon review of Policy No. 11-004-21, it was recommended that no changes to Bylaw No. 1074 were required.

**6. Policy No. 12-023-21 Media Relations Policy**

Legislative and Corporate Services Department brought this existing policy up for review and made changes to the policy which includes wording from Mayor's Office to CAO Office as there is no Office of the Mayor. Upon review of this policy, it was recommended that the policy be sent onto Council.

Motion by Councilor Green Policy No. 12-023-21 be forwarded onto Council for review and approval.

**CARRIED****7. Bylaw No. 489 "Unnecessary to Complete a List of Electors" to be Repealed.**

Administration brought this bylaw up for review and repeal as it is no longer necessary with the LAEA (Local Authorities Elections Act) statutes. The Town chooses not use a List of Electors and if they do in the future they will provide a bylaw to support it.

Upon review of this policy, it was recommended that this bylaw be forwarded onto Council for review and to be repealed.

Motion by Councilor Allan to forward Bylaw No. 489 onto Council for review and to have repealed.

**CARRIED****NEW BUSINESS:**

Nil



**MONTHLY REPORTS:****1. 2021 Committee Work Plan**

– Committee members reviewed the updated 2021 Work Plan. Councilor Green asked that it be brought back to Committee in September for review.

Motion by Councilor Allan to accept the Committee Work Plan as information.

**CARRIED****2. 2021 Internal Annual Report**

– Committee members reviewed the updated 2021 Internal Annual Report. Administration will continue to update and bring back in September for review.

Motion by Councilor Green to accept the 2021 Internal Annual Report as information.

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

– Administration provided an updated Agreement Listing as of June 10, 2021. Administration will bring forward a complete listing in the fall.

Motion by Councilor Allan to accept the Agreement Listing as information.

**CARRIED****2. Policy Listing**

– Administration provided an updated listing as of June 10, 2021.

Motion by Councilor Green to accept the updated Policy Listing Committee as information.

**CARRIED****3. Bylaw Listing**

– Administration provided and updated Bylaw Listing as of June 10, 2021.

Motion by Councilor Green to accept the updated Bylaw Listing as information.

**CARRIED****QUARTERLY FACILITY  
REPORTS – CITY WIDE:**

Nil

**ANNUAL REPORTS:****1. Town of Carstairs Governance Policy**

– Nothing to report at this time.

**2. Town of Carstairs Corporate Governance Strategies**

– Nothing to report at this time.

**3. FCSS Funding Applications 2021**

– Nothing to report at this time.

**Policy & Governance Committee Meeting – June 14, 2021**

**Page 4 of 4**

**CORRESPONDENCE:** Nil

**GENERAL DISCUSSION:** Ni

**NEXT MEETING:** The next meeting will be after the first Council meeting on September 13, 2021.

**ADJOURNMENT:** Motion by Councilor Allan to adjourn the meeting of June 15, 2021 at 8:28 p.m.

**CARRIED**

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**Councilor Al Gil, Chairperson**

---

**CAO Carl McDonnell**



Gale Katchur  
Mayor

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June 8, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
Government of Alberta  
424 Legislature Building  
10800 - 97 Ave  
Edmonton, Alberta T5K 2B6

RE: City of Fort Saskatchewan Support of the RCMP

Honourable Minister Madu,

City of Fort Saskatchewan City Council unanimously supports the RCMP as our City's law enforcement agency. This letter is in opposition of the Alberta Government's proposed provincial police force.

As the City of Fort Saskatchewan has a long-standing history and relationship with the RCMP, we have no desire to transition to a new model. We have an excellent working relationship with our Detachment and the Officer in Charge who consults council annually for our priorities for our community and provides regular and appropriate updates. Community challenges are addressed collaboratively and citizen respect and support for the RCMP remains high in Fort Saskatchewan. Our city has the longest serving police committee in the province which services as an additional community referent group for the RCMP. We find the RCMP to be progressive and receptive in meeting the needs of our city.

As Alberta looks at recovering from the pandemic economy, we strongly believe any efforts focused on a provincial police force are not what municipalities in Alberta need right now. The cost of a provincial police force is not something that municipalities can withstand and nor are we interested in exploring it any further. The City of Fort Saskatchewan currently pays 90 percent of our policing costs and we believe that investment serves our community well now and in the future. We believe the decision of our police force should remain at the local level.

The Alberta Police Federation Survey from October of 2020 found that replacing the RCMP is viewed as the least helpful measure tested to improve Alberta's place in Canada. Only 8 percent say replacing the RCMP helps a lot, only 6 percent support replacing the RCMP, and 81 percent of Albertans served by RCMP are satisfied with the service they receive.

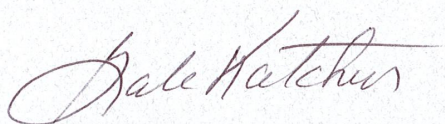


...2

The survey also stated that 70 percent of Albertans opposed replacing the RCMP with an expensive new provincial police force. We are with the majority of Albertans in stating that we have no interest in the creation of a new provincial police force.

In closing, we confirm our support of the RCMP and are opposed to any further exploration of a provincial police force.

Respectfully



Gale Katchur  
Mayor of Fort Saskatchewan

cc: The Honourable Jason Kenney, Premier  
The Honourable Ric Mclver, Minister of Municipal Affairs  
Barry Morishita, President Alberta Urban Municipalities Association  
Paul McLauchlin, President of Rural Municipalities Association  
Rachel Notley, Leader of the Official Opposition  
Jackie Armstrong-Homeniuk, MLA Fort Saskatchewan-Vegreville



Box 30, Beaverlodge, AB T0H 0C0

**Phone: 780.354.2201**

**Fax: 780.354.2207**

Feb 25, 2021

Honorable Premier Jason Kenney  
307 Legislature Building  
10800-97 Ave NW  
Edmonton, AB  
T5K 2B6

Dear Honourable Premier Kenney,

At the February 22 Town of Beaverlodge Council meeting, Council passed a resolution to forward a letter in support of the RCMP. Specifically, Council wanted to express its satisfaction for the level of service our community receives from the RCMP detachment in Beaverlodge and the regional support from the detachment in Grande Prairie. Additionally, the Town of Beaverlodge strongly believes that the RCMP should remain as the foremost policing force in the Province of Alberta and that Alberta should not transition to a Provincial Police Service.

We strongly believe that there is opportunity to greatly improve our Province's Judicial System and the apparent gaps due to the lack of Prosecutors and the subsequent return of repeat offenders to our community.

Respectfully,

A handwritten signature in blue ink, appearing to be 'Gary Rycroft'.

Gary Rycroft, Mayor, Town of Beaverlodge

cc: Minister of Justice and Solicitor General Kaycee Madu  
cc: Minister of Finance and MLA Travis Toews  
cc: AUMA President & Chair Barry Morishita

[www.beaverlodge.ca](http://www.beaverlodge.ca)





## **CYPRESS COUNTY**

816 - 2<sup>nd</sup> Avenue, Dunmore, Alberta T1B 0K3

Phone: (403) 526-2888

Fax: (403) 526-8958

[www.cypress.ab.ca](http://www.cypress.ab.ca)

June 16, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800-97 Avenue  
Edmonton, Alberta T5K 2B6

### **RE: Cypress County Support for the RCMP**

Dear Minister Madu:

On behalf of Cypress County Council, I am writing to express our support for the continuation of the Royal Canadian Mounted Police as our provincial police force.

After reviewing the Fair Deal Panel: Report to Government, along with the many letters we have now received from other municipalities, Cypress County will stand with those municipalities in opposition of creating an Alberta Provincial Police Service.

The recommendation to create a provincial police service despite only 35% of respondents supporting the idea is troubling, especially coupled with an increase in cost to our ratepayers with no guarantee of any advancement in service. Alberta is a democracy, asking Albertans to fund a police service they are opposed to goes against the basic definition of democracy, to 'rule by the people'. We ask you to listen to your constituents and be our voice.

In Cypress County we are appreciative of the relationship we have with our local RCMP detachment and enhanced officer. We wish to continue this relationship for many years. We ask the Government of Alberta to listen to Albertans, continue forward with the RCMP and build an improved more cohesive relationship.

Sincerely,

Dan Hamilton, Reeve  
Cypress County

cc. The Honourable Jason Kenney, Premier  
The Honourable Ric McIver, Minister of Municipal Affairs  
Drew Barnes, MLA Cypress-Medicine Hat  
Michaela Glasgo, MLA Brooks-Medicine Hat  
RMA Members

---

Phone: (403) 526-2888 | Fax: (403) 526-8958 | [www.cypress.ab.ca](http://www.cypress.ab.ca)





May 31, 2021

Premier Jason Kenney  
Office of the Premier  
307 Legislature Building  
10800 – 97 Avenue  
Edmonton, Alberta T5K 2B6

Dear Premier Kenney,

**RE: Royal Canadian Mounted Police and Provincial Policing**

This letter is presented as a token of support on behalf of the Town of Thorsby towards the Royal Canadian Mounted Police (RCMP) and also as a motion of opposition to the Provincial Government's recent proposal for an Alberta Provincial Police force.

After reviewing the Fair Deal Panel's Report to Government (as well as the many letters currently circulating from Municipal elected officials) the Council of Town of Thorsby is voicing its firm opposition to the APPS (Alberta Provincial Police Service).

There are several particularly concerning items identified in the Fair Deal Panel's report, namely:

- The Fair Deal Panel's recommendation to proceed with developing a proposal for a Provincial Police force, despite only 35% of Albertans believing the police force would contribute to the desired outcome of helping Alberta better assert itself with the Canadian federation.
- Provincial and municipal governments possibly absorbing \$112.4 million policing costs currently covered by the federal government (which would be in addition to the increasing policing costs incurred by municipalities under the Police Funding Model).

Furthermore, and perhaps most importantly, we have an excellent relationship with our local RCMP detachment and feel no need to replace them with a Provincial force. The RCMP in Town of Thorsby have always been responsive to community needs and feedback, and have consistently delivered professional, quality public safety services in our communities. In addition, ongoing collaboration between both Detachment and Thorsby's Council has resulted in a positive and adaptive presence in the region.

We have not been provided with adequate proof that the formation of the APPS would result in better outcomes for Albertans, especially when considering the Provincial Government's reduction into MSI funding over the next few years and considering the infrastructure maintenance investments that all Canadian municipalities face over the coming years. Town of Thorsby Council is urging the Government of Alberta to listen to Municipal Leaders as well as the results of the Fair Deal Panel's report and shift efforts to Improving RCMP relationships and resource in the Province. Please do not hesitate to contact me with any comments or concerns.

Respectfully,

Rod Raymond  
Mayor

Box 297 Thorsby, Alberta T0C 2P0 | Tel: (780) 789 - 3935

1 | Page



cc.

- The Honourable Jason Kenney, Premier [premier@gov.ab.ca](mailto:premier@gov.ab.ca)
- Ric McIver, Minister of Municipal Affairs [minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)
- Kacee Madu, Minister of Justice and Solicitor General
- Barry Morishita, president of Alberta Urban Municipalities Association
- Paul McLaughlin, President of Rural Municipalities Association
- RCMP Town of Thorsby Detachment: [Dwayne.A.MOORE@rcmp-grc.gc.ca](mailto:Dwayne.A.MOORE@rcmp-grc.gc.ca)
- Mark Smith, MLA & Constituency, Drayton Valley-Devon: [mark.smith@assembly.ab.ca](mailto:mark.smith@assembly.ab.ca)
- Alberta Municipalities



[www.viking.ca](http://www.viking.ca)

Town of Viking Office of the CAO  
5120-45 Street,  
Viking, AB, T0B 4N0  
Phone: 780-336-3466  
Email: [don.mcleod@viking.ca](mailto:don.mcleod@viking.ca)

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800-97 Avenue  
Edmonton, Alberta T5K 2R6

**Re: Proposed Provincial Police Force.**

The Town of Viking joins the many other communities, both urban and rural voicing their opposition over the proposed Provincial Police Force. The RCMP have been a core in Viking for many years and have served our community with great distinction. They coach our sports teams, belong to clubs, and participate in various Town activities.

The Provincial Government's is reducing the MSI funding for the foreseeable future. Many urban areas are struggling with infrastructure maintenance deficits over the coming years. Most local government budgets are already being stretched beyond their limits. How are we going to fund a Provincial Police Force? The Province will mandate municipalities to pay, thereby forcing local councils to increase municipal taxes to fund Provincial downloading.

The Town of Viking respectfully suggests that there are much more serious issues that your government should be dealing with. This council does not see the current policing model as broken. Therefore, why does your government see the need to fix it? It is our opinion that the Provincial government needs to seriously re-evaluate its priorities.

Many other Towns expressed the following sentiment, and this Council endorses the statement:

The Provincial Government continually encourages (and legislatively mandates) that municipal governments work together in a cohesive manner, perhaps they should take a page from their own book rerouting the funds allocated for research of an Alberta Police Service towards building stronger relationships with the RCMP and with Federal Partners.

The Town of Viking also council stands with:

- The 65% of respondents to the Fair Deal Panel survey that voiced opposition to a Provincial Police Force.
- The County of Paintearth No. 18
- The County of St. Paul
- Municipality of Crowsnest Pass
- Town of Didsbury
- Town of Magrath
- Town of Edson

*A Progressive Crossroads Community*



[www.viking.ca](http://www.viking.ca)

Town of Viking Office of the CAO  
5120-45 Street,  
Viking, AB, T0B 4N0  
Phone: 780-336-3466  
Email: [don.mcleod@viking.ca](mailto:don.mcleod@viking.ca)

- Village of Hill Spring
- Town of Morinville
- Town of Redcliff
- Village of Rycroft
- Town of Edson
- Town of Claresholm
- Town of Mayerthorpe
- Smokey Lake County
- Any and all other citizens, municipalities, and organizations who have not voiced their opinions, yet.

Respectfully

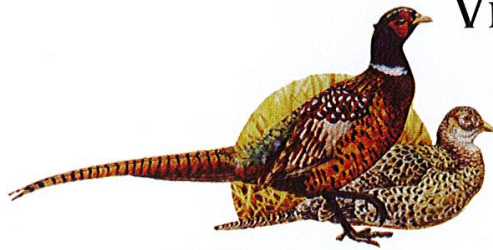
Don R. McLeod  
CAO

A handwritten signature in black ink, appearing to read "DR McLeod", written over the printed name and title.

cc

The Honourable Jason Kenney, Premier  
The Honourable Ric Mclver, Minister of Municipal Affairs  
Rachel Notley, Leader of the Official Opposition  
Jackie Lovely, MLA Camrose  
AUMA Members  
RMA Members

*A Progressive Crossroads Community*



## Village of Rockyford

Box 294, Rockyford, Alberta T0J 2R0  
Telephone: (403) 533-3950  
Fax: (403) 533-3744  
Email: [villageofrockyford@gmail.com](mailto:villageofrockyford@gmail.com)

June 14, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister Madu

**RE: Support for RCMP**

The Council of the Village of Rockyford has chosen to add our voices to the multiple municipalities that have spoken out in full support of the RCMP. We have an excellent working relationship with our local detachment and the costs associated with replacing them with a provincial police service are not measured in dollars alone.

We have recently had to add the cost of policing into our annual operating budget because of the funding changes and that was difficult enough, if we are now going to be expected to help bear the costs of implementing a new police service, it will stretch us beyond our ability, with no indication of what the excessive costs will actually achieve. There is no indication that a new police force will improve any aspect of policing for the citizens or the municipalities but will in fact cost us all.

The Fair Deal Panel's recommendation does not factor in any public opinion that we can see, as the number of letters that we are receiving speaking out against the proposal is indicative that a majority of the municipalities are against it. The municipal leaders are the ones that hear directly from the taxpayers on a base level and are sharing those views with you through these letters.

Respectfully,

Mayor Darcy J. Burke  
Mayor  
Village of Rockyford

cc: The Honourable Jason Kenney, Premier – [premier@gov.ab.ca](mailto:premier@gov.ab.ca)  
The Honourable Ric McIver, Minister of Municipal Affairs – [minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)  
Nathan Cooper, MLA Olds, Didsbury, Three Hills – [Nathan.Cooper@assembly.ab.ca](mailto:Nathan.Cooper@assembly.ab.ca)  
Mr. Martin Shields, MP – [martin.shields.c1b@parl.gc.ca](mailto:martin.shields.c1b@parl.gc.ca)  
K-Division, RCMP  
AUMA and RMA members

Village of Holden  
4810 50st Holden AB  
T0B 2C0  
780-688-3928



Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800-97 Avenue  
Edmonton, Alberta

**Re: Proposed Provincial Police Force**

The Village of Holden joins the many other communities, both urban and rural in voicing their opposition over the proposed Provincial Police Force. The RCMP have been a core in the Village of Holden for many years and have served our community with great distinction. They are a vital part of our community.

The Provincial Government's is reducing the MSI funding in the near future. Municipalities are already stretched thin and the cost of funding a Provincially controlled Police force would far exceed what our municipality could afford. It is our view that attention be spent on ways to tweak what is already in place in the way of making it better rather than starting with a whole new policing service.

Our Council supports the continuation of the RCMP, and opposes the APPS. It is our view there is not adequate proof to suggest that a Provincial Police Force would be better equipped and/or provide a better service to our community than the RCMP. Therefore, justification for the increased costs that would be associated with this new policing service is highly questionable.

In closing, the Village of Holden Council does not support the Fair Deal Panel recommendation to establish a provincial police force. It is our wish to protect our community from this burden due to this endeavor.

The Village of Holden stands with:

- The 65% of the respondents to the Fair Deal Panel survey that voiced opposition to a Provincial Police Force
- The County of Paintearth No. 18
- The County of St. Paul
- Municipality of Crowsnest Pass
- Town of Didsbury
- Town of Magrath
- Town of Edson
- Village of Hill Spring



Village of Holden  
4810 50st Holden AB  
T0B 2C0  
780-688-3928

- Town of Morniville
- Town of Redcliff
- Village of Rycroft
- Town of Claresholm
- Town of Mayerthorpe
- Smokey Lake County
- Any and all other citizens, municipalities, and organizations who have yet to voice their opinions.

Respectfully,



Amanda Cox  
CAO for Village of Holden

cc:

The Honourable Jason Kenny, Premier  
The Honourable Rick McIver, Minister of Municipal Affairs  
Alberta Municipalities





PO Box 330 T 403.933.4944  
514 Windsor Ave NW F 403.933.5377  
Turner Valley, AB T0L 2A0 W turnervalley.ca

**OFFICE OF THE MAYOR**

June 16, 2021

Honorable Kaycee Mandu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 – 97 Street  
Edmonton, Alberta  
T5K 2B6

Dear Minister Mandu:

**Re: Town of Turner Valley Support for RCMP**

On behalf of Council, I am sending this letter to confirm support of the current policing services that are provided by the RCMP. The Town of Turner Valley has a good relationship with our RCMP detachment and Council is very satisfied with the level of service and degree of responsiveness we receive in our community.

Our Council has reviewed the information for the proposed provincial police service (APPS) and is quite concerned with the plans to replace the RCMP with the APPS, especially regarding the potential financial burden this may cause both municipalities and ratepayers in these unprecedented times. In addition to the economic impacts of this proposal, there is no evidence that making this change will improve the current levels of service received in our community and this region.

We strongly encourage the Government of Alberta to focus their efforts to working with the RCMP to achieve the desired results that our communities and residents deserve and need.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry Crane", written over a white background.

Barry Crane, Mayor

cc: Premier Jason Kenney  
Council, Town of Turner Valley





## VILLAGE OF STANDARD

P.O. Box 249 Standard, Alberta T0J 3G0  
Tel: (403) 644-3968  
email: [cao@villageofstandard.ca](mailto:cao@villageofstandard.ca)

May 9, 2021

Minister of Justice and Solicitor General  
The Honorable Kaycee Madu  
424 Legislature Building  
10800-97 Avenue  
Edmonton, AB  
T5K 2B6

Re: Village of Standard Support for the RCMP

On Behalf of Council I am sending you this letter joining our municipal neighbors in confirming support for our current policing system.

Council has no issues with the current service we are receiving from our RCMP detachment. A new system would be a burden on our economic system and we do not see where a new police force would improve efficiency or quality of life for the Village and surrounding area. We see it being costly and discouraging to our rate payers to have them replaced.

Council agrees with other municipalities whose letters have been copied to us that the focus should be on working with the RCMP not replacing them.

Sincerely,

Joe Pedersen  
Mayor,  
Village of Standard



Office of the Mayor

June 23, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 – 97 Avenue  
Edmonton AB T5K 2B6

Dear Minister Madu:

On behalf of Lac La Biche County Council, I wish to express our support for the continuance of the Royal Canadian Mounted Police (RCMP) service as Alberta's primary law enforcement agency. The RCMP are an iconic and well-respected law enforcement agency that Canadians turn to in times of need throughout our country—Alberta should not be an exception to this rule.

Moreover, we are concerned that the change from RCMP services to provincial police would mean a significant increase in the amount of taxes for the average citizen, whether through a rise in provincial taxes or a new burden placed on municipalities to pay for the policing that they need. This is especially important as we aim for a significant economic recovery as the end of the COVID-19 pandemic nears.

Lac La Biche County has also spent a significant amount of time building a collaborative, productive and positive relationship with the local RCMP detachment. Introducing a new police force at this time would put the fruitful dialogue and significant improvements in our local policing in jeopardy.

We look forward to having an open dialogue with the Province as to the outcome of the continuance of the Royal Canadian Mounted Police. Thank you for taking our concerns into consideration

Sincerely,

Omer Moghrabi  
Mayor, Lac La Biche County



cc: Lac La Biche County Council

Ken Van Buul, Chief Administrative Officer

Premier Jason Kenney

MLA Laila Goodridge, Fort McMurray – Lac La Biche

MP David Yurdiga, Fort McMurray – Cold Lake

Barry Morishita, President, Alberta Urban Municipalities Association (AUMA)

Paul McLaughlin, President, Rural Municipalities of Alberta (RMA)

Honourable Ric McIver, Minister of Municipal Affairs

RMA Members

AUMA Members



## *County of Forty Mile No. 8*

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June 23, 2021

Honorable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislative Building  
10800-97 Avenue  
Edmonton, Alberta T5K 2B6

Dear Minister Madu;

**RE: SUPPORT FOR THE ROYAL CANADIAN MOUNTED POLICE**

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The County of Forty Mile No. 8 Council stand alongside our neighboring municipalities in the province in saying we strongly oppose the creation of an Alberta Provincial Police Service and feel that working towards revising the current Police Act would be far more advantageous for Albertans in improving current policing strategies in the province. Council is also concerned that despite the fact that 65% of respondents are not in support of creating an Alberta Provincial Police Service that the current level of funding being provided by the federal government will, along with transitioning costs which are unknown at this time, be borne by municipalities, whom are already bearing additional policing costs.

The County of Forty Mile has developed a positive relationship with the local detachments in our community and are satisfied with their efforts towards response times and the level of service currently provided, we continue to look forward to collaborating with the RCMP and urge the Government of Alberta to abandon the study to transition to a Provincial Police Service and put their efforts into working towards improving the current RCMP service.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Wikkerink".

Steve Wikkerink, REEVE  
County of Forty Mile No. 8

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**P. O. Box 160, Foremost, AB T0K 0X0 - Telephone: (403) 867-3530 - Fax: (403) 867-2242**



## *County of Forty Mile No. 8*

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SW/jv

Cc: Premier Jason Kenny  
Minister of Municipal Affairs, Ric McIver  
Minister of Finance, Travis Toews  
MLA Warner -Taber, Grant Hunter  
RMA Members

---

**P. O. Box 160, Foremost, AB T0K 0X0 - Telephone: (403) 867-3530 - Fax: (403) 867-2242**





Mayor Lance Colby  
Town of Carstairs  
Box 370  
Carstairs, Alberta  
T0M 0N0

Dear Mayor Colby,

**RE: Bowden Daze Parade July 17, 2021**

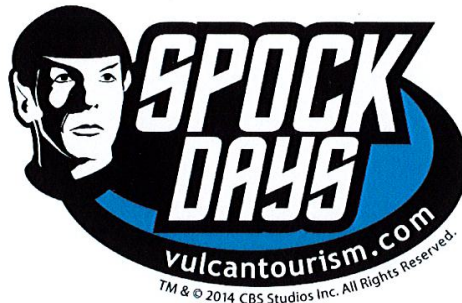
Due to the uncertainty of what restrictions will allow, we regret to inform you that we will not be hosting our Bowden Daze parade this year. It was not an easy choice to make, but with limited time and participants, we decided it was best not to go ahead with the parade.

We have big plans in the works and hope that you will join us next year for a bigger and better Bowden Daze parade.

The Bowden Daze parade committee looks forward to seeing you all next year for our biggest Bowden Daze parade yet! Have a safe and happy summer!

Warm regards,  
Alison Fieguth & Jen Masching  
Bowden Daze Parade Coordinators  
Town of Bowden  
reception@bowden.ca  
PH-403-224-3395 FAX-403-224-2244





On behalf of the Spock Days Committee,  
you are invited to participate in the  
Spock Days Parade on  
Saturday Aug 14th, 2021

2021 is seeing the return of some of the fun things we used to take for granted. We are planning on a revised version of the Town of Vulcan's Spock Days, our annual community event organized by the Vulcan Spock Days Committee that will take place August 14th. We are hoping to bring some joy and happiness back into the community and we would like you to join with us to do it through our parade.

You are welcome to enter a float, vehicle ( large/ small, new/antique) animals, family float, decorated bikes, and recorded music on your float, just about anything that will bring a smile and some happiness to those along the route is welcome. Our parade is a candy parade, and you are encouraged to hand out candy by someone walking beside your parade entry. No liquid treats preferred. **If there is Covid concerns, we will not hand out candy during the parade.**

Let us know that you are intending to join us and tell us what you are entering by sending your reply to Elaine at the Vulcan Tourist Centre and remember there no cost to participate. **Line up starts at 9:30 am August 14th in the parking lot at the Vulcan Ice Arena located at 705 Elizabeth Street. The parade will start at 10 am and there will be a parade route map available on site.**

Thanks so much for helping to bring back the smiles and fun into our community by being part of our annual Spock Days Parade! If you have any question or comments, please contact [Elaine at \[Elaine at ekoskela@townofvulcan.ca\]\(mailto:Elaine@townofvulcan.ca\)](mailto:Elaine@townofvulcan.ca) or call 403-485-2994.

Live Long and Prosper

Bonnie Ellis  
Town of Vulcan  
Community Services Manager  
Spock Days Committee Member

