



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

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

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

4. ADOPTION OF MINUTES

- 4 a) Adoption of the Public Hearing minutes of March 13, 2023 (addendum 4.a)
Motion: To adopt the Public Hearing minutes of March 13, 2023



- 5 - 7 b) Adoption of the Regular Council minutes of March 13, 2023 (addendum 4.b)
Motion: To adopt the Regular Council minutes of March 13, 2023



5. BUSINESS ARISING FROM PREVIOUS MEETING

- 8 - 14 a) Land Use Redesignation-Bylaw No 2039 Kitstone (addendum 5.a)



6. DELEGATIONS

- 15 - 17 a) Fire Department Review 2022-Jordan Schaffer-Fire Chief



7. NEW BUSINESS




- 18 - 20 a) Peace Officer Stats (addendum 7.a)






- b) RCMP Priorities

- c) Provincial Police Funding

8. BYLAWS AND POLICIES

- 21 a) Bylaw No. 2040 Bulk Water Facility Bylaw (addendum 8.a)

- 22 - 31 b) Policy No. 61-001-23 Construction and Infrastructure Standards (addendum 8.b)

- 32 - 36 c) Policy No. 23-002-23 Fire Attendance Compensation (addendum 8.c)



9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
 - 37 - 38 i) Minutes of the meeting on March 21, 2023 (addendum 9.a.i)

 - 39 - 41 ii) Municipal Annual Internal Review (addendum 9.a.ii)

- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) POLICY & GOVERNANCE COMMITTEE
 - 42 - 43 i) Minutes of the meeting on March 16, 2023 (addendum 9.c.i)

- d) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- e) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- f) MOUNTAIN VIEW SENIORS HOUSING
- g) MUNICIPAL AREA PARTNERSHIP

10. COUNCILOR REPORTS

- a) COUNCILOR ALLAN
- b) COUNCILOR BALL
- c) COUNCILOR FRICKE
- d) COUNCILOR RATZ
- e) COUNCILOR ROBERTS
- f) COUNCILOR WILCOX
- g) MAYOR COLBY

11. CORRESPONDENCE

- 44 a) Carstairs Public Library Board Appointment-Sarah Chicquen-1 year renewal (addendum 11.a)


MINUTES OF THE PUBLIC HEARING MEETING
BYLAW NO. 2038 COLBY LAND USE REDESIGNATION
MONDAY, MARCH 13, 2023, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Deputy Mayor Allan, Councilors Ball, Fricke, Ratz, & Wilcox, CAO Rick Blair, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, and Executive Assistant Kayleigh Van Es
ABSENT:	Mayor Colby, Councilor Roberts
CALL TO ORDER:	Deputy Mayor Allan called the Public Hearing meeting of March 13, 2023, to order at 7:00 p.m.
PURPOSE:	1. Bylaw No. 2038 Colby Land Use Redesignation The purpose of this Public Hearing is to receive and consider; amend Land Use Bylaw No. 2007 by providing a Land Use Re-designation to rezone 0.026 hectares (0.0716 acres) of land from R1 (Low Density Residential) and UR (Urban Reserve) to R1 (Low Density Residential) and PFR (Public Facility & Recreation), located in Lot 3MR, Block 15, Plan 921 1014 within the SW 1/4 17-30-01-W5M
DELEGATIONS:	Director of Planning & Development - Kirk Williscroft - K. Williscroft provided the Land Use Redesignation Report. Where the Applicant is proposing to redesignate the existing land use of Lot 3MR Block 15 Plan 9211014, part of SW 17-30-01-W5M. The subject site is a triangle shaped parcel located in northwest Carstairs adjacent to an established residential neighbourhood. The subject site is designated Urban Reserve (UR) District and Low Density Residential –Single Detached District (R1). Adjacent lands to the north and west are designated Urban Reserve District (UR), while adjacent lands to the south and east are primarily designated Low Density Residential – Single Detached District (R1) with a portion of Modular Home Residential District (R1M) bordering the subject site's northeast area. LUR-23-01 is being proposed following subdivision application SD-22-02, approved February 13, 2023, which addressed the fact that the constructed lane traversing the subject site did not align with the registered road right-of-way. By subdividing the subject site into Areas 1-3, Area 2 was created to allow for a new road right-of-way to be registered to encompass the constructed lane. Application LUR-23-01 proposes redesignating the land uses to Low-Density Residential District – Single Detached District (R1) and Public Facility & Recreation District (PFR).The proposed R1 area does not meet the minimum parcel area outlined in the LUB for this District. Once redesignated, a subdivision application is anticipated by the owner of the adjacent parcel to the east (1136 Grey Street) which will result in a consolidation of Area 3 and their parcel. This resulting parcel will meet the minimum parcel area for the R1 District. The remaining land, proposed to be redesignated to PFR, will facilitate green space with overland drainage. Application was circulating and no responses or objections were received. The recommendation is that the Land Use redesignation be approved.
PUBLIC QUESTION PERIOD:	Nil
ADJOURNMENT:	Motion by Councilor Ball to adjourn the Public Hearing meeting of March 13, 2023, at 7:02 p.m.

CARRIED

Dean Allan, Deputy Mayor

Rick Blair, CAO

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, MARCH 13, 2023, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Deputy Mayor Allan, Councilors Ball, Fricke, Ratz, & Wilcox, CAO Rick Blair, Director of Planning & Development Kirk Williscroft, Director of Legislative & Corporate Services Shannon Allison, MNP Auditors Shaun Pilling & Jerica Filanti, Executive Assistant Kayleigh Van Es
ABSENT:	Mayor Colby, Councilor Roberts
CALL TO ORDER:	Deputy Mayor Allan called the meeting of Monday, March 13, 2023, to order at 7:02 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 084/23	Motion by Councilor Wilcox to adopt the Regular Council agenda of March 13, 2023, as presented. <div>CARRIED</div>
ADOPTION OF PREVIOUS MINUTES:	
Motion 085/23	Motion by Councilor Ratz to adopt the Regular Council minutes of February 27, 2023, as presented. <div>CARRIED</div>
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	<div>1.MNP LLP – 2022 Audit</div> <div>- Shaun Pilling of MNP LLP outlined the 2022 audit. Stating that there was no significant deviations and no difficulties were encountered. The audit team is unaware of anything that came to their attention and is compliant with laws and regulations. No deficiencies of internal controls. No significant differences identified. The Auditors opinion is financial statements present fairly as of Dec 2022. A clean audit opinion. The statement of financial position proves the town is in healthy standings and has the services needed to provide for the needs to the community.</div> <div>Council thanked the auditors for their thorough work.</div>
Motion 086/23	Motion by Councilor Fricke to accept the 2022 Audit from MNP LLP as information. <div>CARRIED</div>
NEW BUSINESS:	Nil
BYLAWS & POLICIES:	<div>1. Bylaw No. 2038 Colby Land Use Redesignation</div>
Motion 087/23	Motion by Councilor Ball to give second reading of Bylaw No. 2038 Colby Land Use Redesignation. <div>CARRIED</div>
Motion 088/23	Motion by Councilor Wilcox to give third and final reading of Bylaw No. 2038 Colby Land Use Redesignation. <div>CARRIED</div>
COMMITTEE REPORTS:	<div>1. Legislative & Emergency Services Committee</div> <div>- Next meeting March 21, 2023.</div> <div>2. Strategic Planning & Corporate Affairs Committee</div> <div>- Next meeting March 27, 2023</div> <div>3. Policy & Governance Committee</div> <div>- Next meeting March 16, 2023.</div> <div>4. Mountain View Regional Waste Commission</div> <div>- Awaiting reports from E360</div> <div>- Special meeting is TBA.</div> <div>5. Mountain View Regional Water Commission</div> <div>- Nothing to report</div>

6. Mountain View Seniors’ Housing

- Councilor Ratz gave a verbal report of the Strategic Planning Meeting held on March 3, 2023. General topics included mission statement and values, current programs and opportunities, reviewed strategic priorities and discussed future plans.

7. Municipal Area Partnership

- R. Blair spoke to the Updated Terms of Reference.

Motion 089/23

Motion by Councilor Ball to accept the updated terms of reference for the Municipal Area Partnership as information.

CARRIED

Motion 090/23

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

CARRIED

COUNCILOR REPORTS:

Councilor Ball

- March 13, 2023 attended Pre Audit meeting.

Councilor Fricke

- March 1, 2023 attended the AB municipalities Report webinar on Alberta's 2023 Budget.
- March 3, 2023 attended Mountain View Seniors Housing Strategic Planning retreat.
- March 13, 2023 attended Pre Audit meeting.

Councilor Ratz

- March 3, 2023 attended Mountain View Seniors Housing Strategic Planning retreat.
- March 13, 2023 attended Pre Audit meeting.

Councilor Roberts

- Absent.

Councilor Wilcox

- March 4, 2023 attended HSS 80's Grad fundraiser.
- March 13, 2023 attended Pre Audit meeting.

Deputy Mayor Allan

- March 13, 2023 attended Pre Audit meeting.

Motion 091/23

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

CARRIED

CORRESPONDENCE:

1. Parkland Airshed Management Zone- 2023 Membership

Motion 092/23

Motion by Councilor Wilcox to accept the Parkland Airshed Management Zone as information.

CARRIED

2. Mountain View Seniors’ Housing Foundation - Letter of Thanks

Motion 093/23

Motion by Councilor Ratz to accept thank you letter from Mountain View Seniors’ Housing Foundation as information.

CARRIED

3. Alberta Municipal Affairs – 2023 CCBF Allocations

Motion 094/23

Motion by Councilor Ball to accept 2023 CCBF Allocations from Alberta Municipal Affairs as information.

CARRIED

4. Carstairs 4-H Show & Sale Committee – 2023 Annual Show & Sale Arena Rental

- Councilors expressed concerns of the length of the request. Along with the cost of staff and equipment for setup and clean up.

Motion 095/23

Motion by Councilor Ratz to approve the letter of request from the Carstairs 4-H and authorize administration to provide a discounted rental rate for the memorial arena for the dates of May 19-28, 2023.

DEFEATED

CAO’S REPORT:

- February 28, 2023 attended asset management meeting.
- March 1, 2023 attended meeting with CIMA and ISL.
- March 2, 2023 met with Mountain View County to go over fire sub agreement.
- March 6, 2023 attended a scope meeting with CIMA
- March 7, 2023 attended a Draft audit meeting with MNP LLP
- Received a Pickle ball grant for \$12.25 per capita from Mountain View County.
- Infiltration investigation is ongoing.
- Investigating a water leak.
- Safety audit in the works.
- Reviewing cemetery policies.
- Communications department is looking into push notifications.

Motion 096/23

Motion by Councilor Fricke to accept CAO’s Report as information.

CARRIED

COUNCILOR CONCERNS:

1. Councilor Wilcox

Had a Resident looking for information on the progress of Havenfield Park. Council discussed the last exchange of information the group stated that they would come up with their own funds.

2. Councilor Fricke

Had a Response from a resident about the Public hearing notice map in the paper stating that it was illegible.

CAO Blair stated that it was the largest map that has ever been posted to the paper. It was suggested for a bigger map to visit the town’s website.

Motion 097/23

Motion by Councilor Ratz to accept all Councilor concerns as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING:

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

Motion 098/23

Motion by Councilor Wilcox that Council closes the meeting to the public at 7:36 p.m. to discuss closed meeting session items.

CARRIED

Motion 099/23

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

CARRIED

NEXT MEETING:

Monday, March 27, 2023 at 7:00 p.m.

ADJOURNMENT:

Motion 100/23

Motion by Councilor Wilcox to adjourn the meeting of March 13, 2023, at 8:02 p.m.

CARRIED

Dean Allan, Deputy Mayor

Rick Blair, CAO

BYLAW No. 2039

A BYLAW OF THE TOWN OF CARSTAIRS to amend Land Use Bylaw 2007.

WHEREAS, Council of the Town of Carstairs wishes to amend Land Use By-law No 2007 by providing a Land Use Re-designation to rezone 3.09 hectares (7.63 acres) of land from R1S (Special Low Density Residential), to R1 (Low Density Residential), located in Lot 20, Block 3, Plan 021 2608 within the NE 1/4 9-30-01-W5M, located as listed below on Schedule A;

AND WHEREAS, the requirements of the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26 regarding the advertising of this Bylaw have been complied with;

AND WHEREAS, copies of this Bylaw and related documents were made available for inspection by the public at the Town office as required by the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26;

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

Schedule “A”

Map 1 of the Land Use District Map would be amended to include Lot 20, Block 3, Plan 021 2608 within the NE 1/4 9-30-01-W5M, consisting of 3.09 hectares (7.63 acres) and shall be re-designated from R1S (Special Low Density Residential) to R1 (Low Density Residential), as shown on the attached map identified as “Schedule A”.

READ A FIRST TIME THIS 27th DAY OF MARCH, A.D, 2023

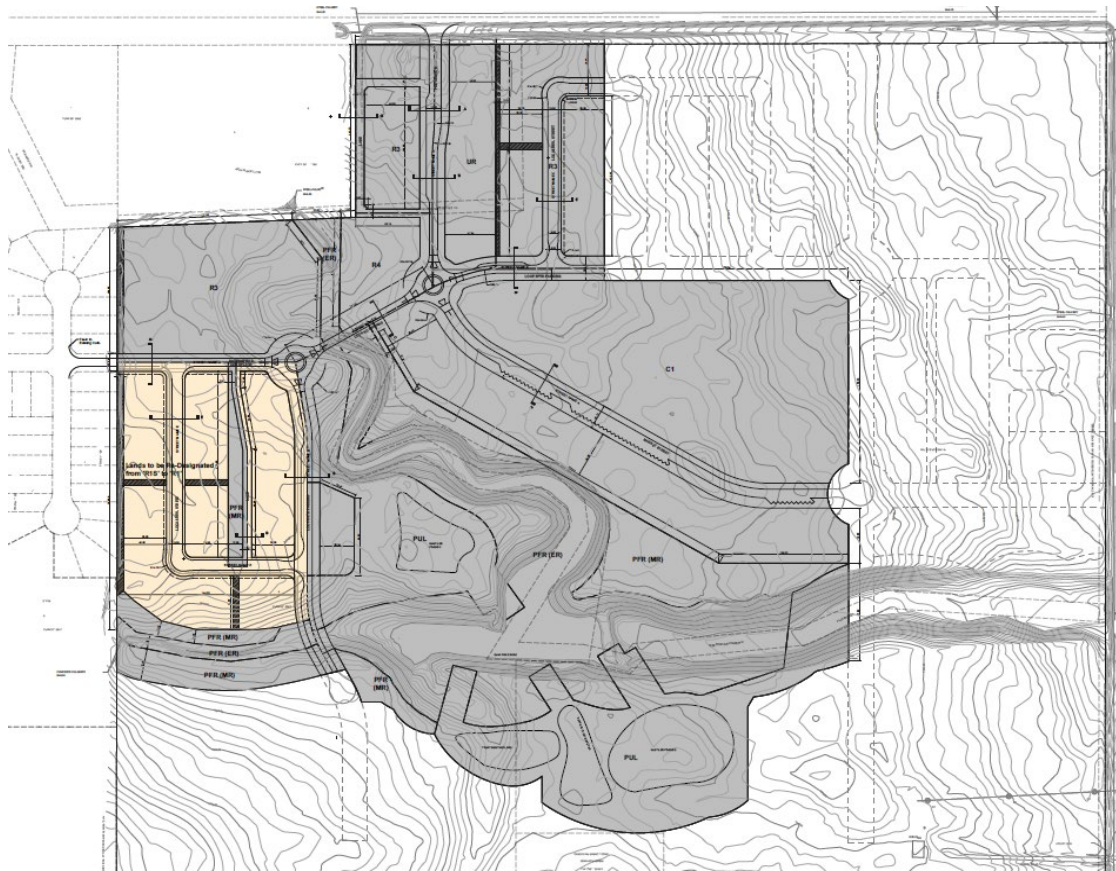
READ A SECOND TIME THIS XXth DAY OF XXXXXXXX, A.D., XXXX

READ A THIRD AND FINAL TIME THIS XX DAY OF XXXXX A.D., XXXX

Dean Allan, Deputy Mayor

Rick Blair, CAO

SCHEDULE “A”





Land Use Redesignation

FOR OFFICE USE ONLY	
Date of Receipt	Accepted by
Fee Submitted	File No.
Decision	

Application Form and Checklist

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all material submitted must be clear, accurate and legible. Only complete applications will be accepted. Thank you for your cooperation. Please be advised that the information and materials required by the "Application Checklist" is part of this application.

APPLICANT/OWNER INFORMATION

Name of Applicant _____ Email _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

Registered Owner (if not applicant) _____

Mailing Address (include postal code) _____

Telephone (B) _____ (H) _____ Fax _____

** By providing your email address on this application form, you are consenting to receive electronic notifications and communications.*

LEGAL DESCRIPTION

Lot ____ Block ____ Plan _____ in the ____ ¼ section ____ Township ____ Range ____
West of the ____ meridian

Municipal Address (if applicable) _____

Total area of the above parcel of land is _____ hectares (_____ acres)

AMENDMENT PROPOSED

Existing Land Use District (according to the Land Use Bylaw)


Proposed Land Use District

To accommodate (describe the proposed development)

REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF

I _____ hereby certify that ☐ I am the registered owner
(please type or print full name) ☐ I am authorized to act on behalf
of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for land use re-designation.


Signed

Dated

APPLICANT'S STATEMENT

In the space below (or on a separate piece of paper), please provide a description of the reasons for making the application including a statement about why your request for land use redesignation should be approved by Council. This statement will be included in the Report to Council regarding your land use redesignation application.

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

Application Checklist

The following information **must be included with your completed application**. If this information is not provided at the time the application is submitted, your application will be deemed incomplete and it will not be processed until the information is provided:

- ☐ Application Fees (as prescribed in Carstairs' **Rates and Fees Bylaw**, as amended).
- ☐ Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- ☐ Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).
- ☐ Coloured photographs (minimum of 4) showing affected lands and adjacent area.
- ☐ Site plan (map) of the lands to be re-designated, showing:
 - north arrow
 - municipal address (i.e. street address)
 - legal address (i.e. plan/block/lot)
 - parcel boundaries
 - access and egress points
 - adjacent street labels
 - floodway and floodplain lines (if applicable)
 - location of existing buildings and setbacks (if applicable)
 - any easements, utility rights-of-way etc. (if applicable)
 - any landfills, sewage treatment and/or sour gas facilities and setbacks within 1.5 kilometres (if applicable)

The following studies may be required by the Development Authority to be prepared in support of an application for a Land Use Redesignation:

- ☐ An Area Structure Plan, Area Redevelopment Plan or Conceptual Scheme
- ☐ Geotechnical Report (including Slope Stability Analysis if the slope is greater than 15%)
- ☐ Stormwater Management Plan
- ☐ Water/Wastewater Servicing Strategies
- ☐ Phase 1 Environmental Site Assessment (ESA)
- ☐ Market Study Analysis for commercial sites
- ☐ Traffic Impact Assessment (TIA)
- ☐ Biophysical Assessment

When a Direct Control District is proposed the following additional items are required:

- ☐ An explanation of why none of the existing land use districts can be used to achieve the desired use.
- ☐ Draft Direct Control Guidelines.
- ☐ Elevations of existing and proposed development.

Applicant Statement

On behalf of General Land and Power, O2 is submitting a Land Use Amendment for the southwest portion of the Phase One Kitstone Commons development, approximately 3.09 hectares (7.63 acres) of land in the Town of Carstairs.

A land use amendment application was approved on January 23rd, 2023 which re-designated 67.89 acres of land including the subject site to the following land uses:

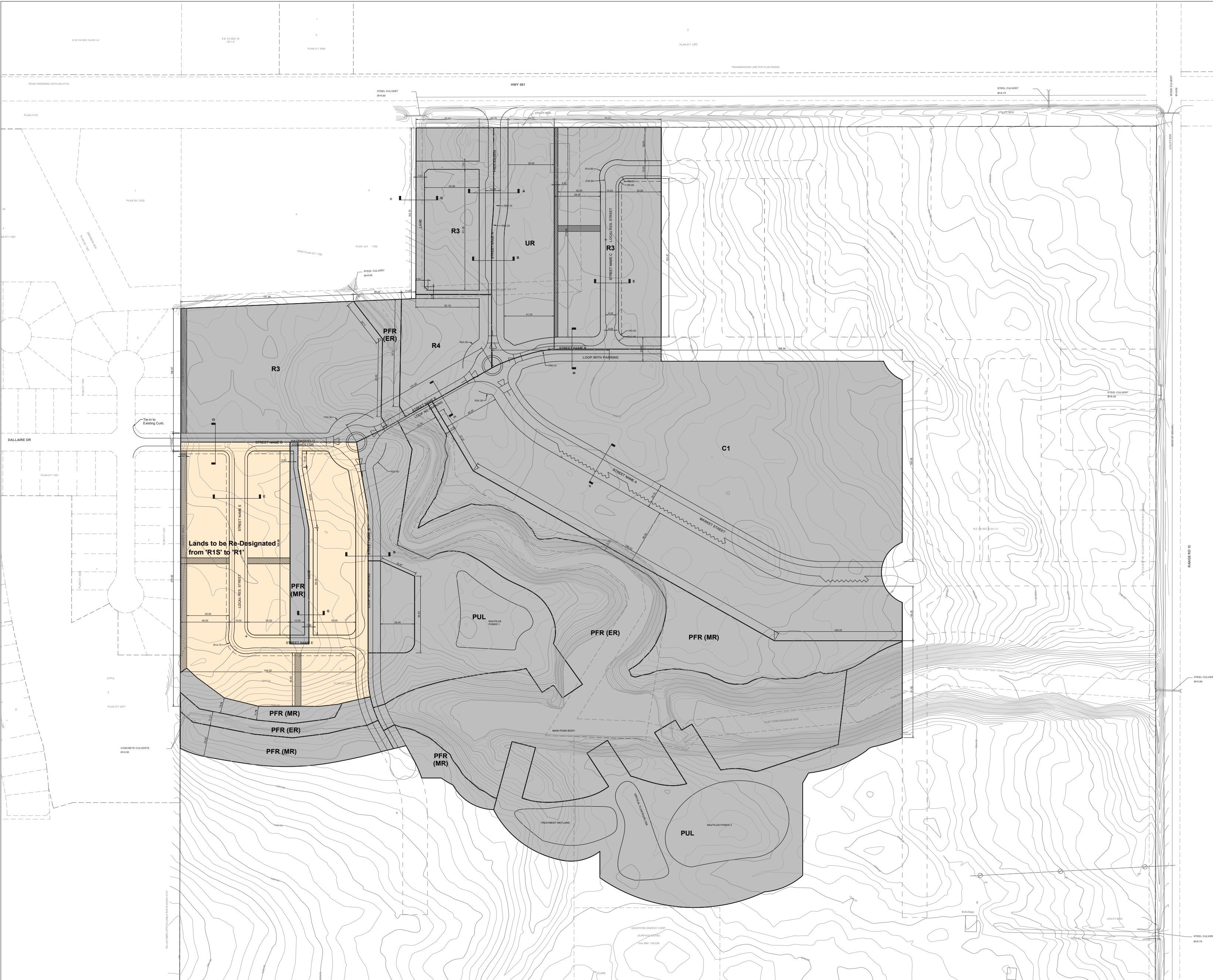
- Special Low Density Residential District (R1S)
- Medium Density Residential – Attached Dwelling District (R3)
- High Density Residential – Multi Dwelling District (R4)
- Public Facility and Recreation District (PRF)
- Central Commercial District (C1)
- Urban Reserve (UR)

There was a technical error in the land use amendment application previously submitted and approved by Council, therefore the enclosed land use amendment application seeks to re-designate the lands recently designated 'Special Low Density Residential District 'R1S' to Low Density Residential District – Single Detached District 'R1', the correct land use district to implement the intended vision for Kitstone Commons.

R1 - Low Density Residential District – Single Detached District

The Low Density Residential District – Single Detached District (R1) is intended to accommodate single detached residential dwellings. The use of this district creates a continuous symmetry with the adjacent Havensfield lots to the west. In addition, previous technical studies submitted with the Conceptual Scheme application accounted for the estimated number of units in this block therefore no additional studies are required to support the land use amendment.

In summary, the proposed redesignation rectifies a clerical error made on behalf of the applicant team. The proposed redesignation is consistent with existing policy framework of the Municipal Development Plan and Eastgate Area Structure Plan and enables the agrihood vision.



Kitstone Commons
Land Use Plan
Submission
March 22 , 2023

LEGEND

- OUTLINE PLAN BOUNDARY
- PROPOSED PARCEL BOUNDARIES
- EXISTING PARCELEASEMENT BOUNDARIES
- EXISTING CONTOUR INTERVALS (5.00M INTERVALS)
- ASPHALT PATHWAY
- CONCRETE SIDEWALK / MONOWALK
- UTILITY RIGHT OF WAY / EASEMENT

Land Use Statistics

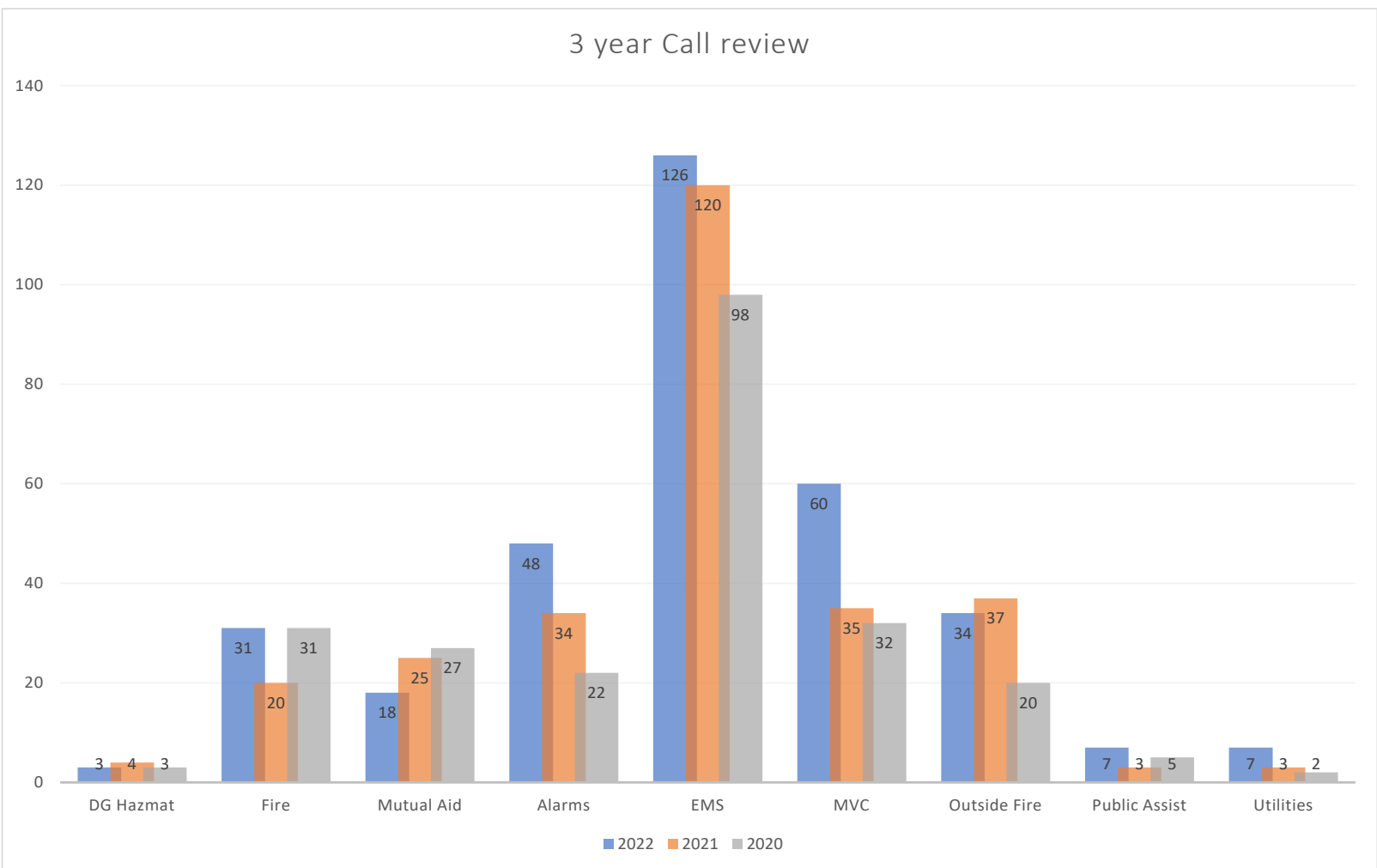
Land Use	Acres	Hectares
R1	7.63	3.09

Prepared on behalf of:
General Land & Power

Prepared by:
O2

In Collaboration with:
LBC ENGINEERING
MAGNA ENGINEERING SERVICES INC.

	2022	2021	2020
DG Hazmat	3	4	3
Fire	31	20	31
Mutual Aid	18	25	27
Alarms	48	34	22
EMS	126	120	98
MVC	60	35	32
Outside Fire	34	37	20
Public Assist	7	3	5
Utilities	7	3	2
	334	281	240





ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Shaw

AR110965

March 21, 2023

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

Dear Mayor Colby,

Thank you for submitting your municipality's grant application under the 2022/23 Fire Services Training Program. I am pleased to advise that your municipality has been awarded a total grant of \$11,505.21 to carry out training as outlined in the conditional grant agreement.

Please find attached the conditional grant agreement for your review and signature. The signed agreement can be returned electronically to firecomm@gov.ab.ca. Once the conditional grant agreement has been signed by Municipal Affairs, the grant funds will be distributed and a final signed copy of the conditional grant agreement will be emailed to you for your records.

Municipal Affairs will be working with the Alberta Fire Chiefs Association to review the grant evaluation criteria and approval process for potential enhancements in future years. If you have any questions regarding the grant process or the conditional grant agreement, please contact the Grants Coordinator at 1-866-421-6929 or firecomm@gov.ab.ca.

I would like to recognize Honourable Nathan Cooper, MLA Olds-Didsbury-Three Hills for their continued support of this program. I wish you every success with your fire service training initiatives.

Thank you for your important work and dedication to the safety of individuals in your community.

Sincerely,

A handwritten signature in cursive script, reading "Rebecca Schulz".

Rebecca Schulz
Minister

Attachment: Conditional Grant Agreement

cc: Honourable Nathan Cooper, MLA Olds-Didsbury-Three Hills
Rick Blair, Chief Administrative Officer
Shaune Plumb, Training Officer Captain

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Protected A

TOWN OF CARSTAIRS

AN AUTHENTIC SMALL TOWN

Public Security Division
9th Floor, John E. Brownlee Building
10365-97th Street
Edmonton, Alberta
T5J 3W7

Town of Carstairs
Box 844
Carstairs, Alberta
T0M 0N0

Re: Annual Peace Officer Reporting 2022

Attn: Tammy Spink

I am pleased to forward our annual report for the year 2022. This report will contain a quick look into the duties performed, statistics and complaint volume. We have deployed our officers in varying roles this year to assist in keeping our community safe. We employed three full time and one part time peace officer(s) in 2022.

Peace Officers:

Arlene Andrews – 13557 CPO2
Dan Beausoleil – 14929 CPO1
David Peters - 18217 CPO1
Andrea Young – 18203 CPO1

Contact person will be CAO Rick Blair, or Director of Emergency Services Rob McKay.

Our Peace Officer's duties include:

- Community Safety - including proactive patrols of our community.

Administrative Office Box 370 844 Centre St Carstairs, AB T0M 0N0 P: 403.337.3341 F: 403.337.3343	Operations Building Box 370 229 – 9 Ave Carstairs, AB T0M 0N0 P: 403.337.3446 F: 403.337.3343	Parks Building Box 370 139 – 9 Ave Carstairs, AB T0M 0N0 P: 403.337.3341 F: 403.337.3343	FCSS Office Box 370 201 – 9 Ave S Carstairs, AB T0M 0N0 P: 403.940.3327 F: 403.337.3343	Bylaw Office Box 370 844 Center St Carstairs, AB T0M 0N0 P: 403.337.2633 F: 403.337.3343	Memorial Complex Box 370 2100 Hwy 581 Carstairs, AB T0M 0N0 P: 403.337.3391 F: 403.337.3343	Fire Department Box 1150 1450 Gough Rd Carstairs, AB T0M 0N0 P: 403.337.363 F: 403.337.334
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www.carstairs.ca

TOWN OF CARSTAIRS

AN AUTHENTIC SMALL TOWN

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- Community interaction – schools, seniors and other community presentations.
- Bylaws (complaint and self generated).
- Traffic duties.
- Assistance to other Communities – Patrol and respond to complaints as needed.
- Emergency Management (Carstairs Emergency Management Agency).
- Community Safety Inspections – AED's and cross walk lights.
- Health and Safety Inspections – Town facilities – fire extinguishers, emergency lighting and first aid kits.

Peace Officer's List of Achievements/Activities for 2022

- Crossing Guard coordination and school patrols during children's commute to and from school.
- Work with RCMP Enhanced member in joint patrols.
- Remembrance Day Services attendance.
- Worked long weekends and HSS Grad weekend.
- Parking assistance for annual Drive in Movie.
- Assist Carstairs Fire Department with traffic control.
- News articles for community information.
- Bylaw reviews.
- Bylaw presentations.
- Emergency Management training.
- Home Alone presentation.
- Halloween interaction and patrols.
- JFO events.
- Bike Safety blitz for helmets and intersection crossing.
- Ride for Dad traffic control.
- MS Bike Tour assistance.
- School visits.
- Cross Walk presentations.
- Positive Ticketing Program - Identifying youth acting safely.

Administrative Office Box 370 844 Centre St Carstairs, AB TOM ONO P: 403.337.3341 F: 403.337.3343	Operations Building Box 370 229 – 9 Ave Carstairs, AB TOM ONO P: 403.337.3446 F: 403.337.3343	Parks Building Box 370 139 – 9 Ave Carstairs, AB TOM ONO P: 403.337.3341 F: 403.337.3343	FCSS Office Box 370 1118 Hammond St Carstairs, AB TOM ONO P: 403.337.2633 F: 403.337.3343	Bylaw Office Box 370 844 Centre St Carstairs, AB TOM ONO P: 403.337.3341 F: 403.337.3343	Memorial Complex Box 370 2100 Hwy 581 Carstairs, AB TOM ONO P: 403.337.3391 F: 403.337.3343	Fire Department Box 1150 1450 Gough Rd Carstairs, AB TOM ONO P: 403.337.363 F: 403.337.334
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TOWN OF CARSTAIRS

AN AUTHENTIC SMALL TOWN

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2022 Statistics

Assistance to other Community – 12

Bylaw Incidents – 348

CPO Citations - 263

CPO Warnings - 194

School Walks – 23

JFO's - 4

Bike Patrols – 4

We appreciate having the Peace Officer Program in our Community. The public find them approachable and easily accessible for information. We intend on keeping the program in Carstairs. If you have any questions or concerns feel free to contact me.

Kind regards,



Rob McKay

Director of Emergency Services

Town of Carstairs

Cc: Rick Blair – rickb@carstairs.ca

Administrative Office Box 370 844 Centre St Carstairs, AB TOM ONO P: 403.337.3341 F: 403.337.3343	Operations Building Box 370 229 – 9 Ave Carstairs, AB TOM ONO P: 403.337.3446 F: 403.337.3343	Parks Building Box 370 139 – 9 Ave Carstairs, AB TOM ONO P: 403.337.3341 F: 403.337.3343	FCSS Office Box 370 1118 Hammond St Carstairs, AB TOM ONO P: 403.337.2633 F: 403.337.3343	Bylaw Office Box 370 844 Centre St Carstairs, AB TOM ONO P: 403.337.3341 F: 403.337.3343	Memorial Complex Box 370 2100 Hwy 581 Carstairs, AB TOM ONO P: 403.337.3391 F: 403.337.3343	Fire Department Box 1150 1450 Gough Rd Carstairs, AB TOM ONO P: 403.337.363 F: 403.337.334
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www.carstairs.ca

Bylaw No. 2040

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, the purpose of this Bylaw is to regulate Bulk Water accounts within the Town of Carstairs.

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

WHEREAS, Section 7(g) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended; A Council may pass bylaws for municipal purposes respecting the following matter of public utilities;

WHEREAS, Section 7(g) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended; A Council may pass bylaws for municipal purposes respecting the following matter of the enforcement of bylaws made under this or any other enactment;

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

1. This Bylaw shall be named may be referred to as the **“Bulk Water Facility Bylaw”**.
2. No person shall discharge water so that it runs waste or is useless.
3. The Town may provide bulk water services at a rate established in “Schedule A” of the Rates & Fees Bylaw”.
4. The guidelines for utilization of the bulk water service may change from time to time as set by the Operational Services Department policies and procedures.
5. The Town is responsible for the maintenance of the facility and may therefore from time to time have the right to close the facility for maintenance purposes.
6. No owner, consumer or other person shall connect, cause to be connected, or allow to remain connected to the water utility, whether directly or indirectly any piping fixture, fitting, container or appliance, in a manner which under any circumstances, may allow water waste, water contaminant or any other liquid, chemical or substance to enter the water utility.
7. To comply with the above, all containers hauling bulk water from any authorized location shall have an air space between the supply pipes to the top of the container equal to two times the diameter of the supply pipe.
8. Failure to comply with this Bylaw may result in a fine of \$2,500.00.
9. All purchases of bulk water at Town bulk water station requires either a pre-paid swipe card or the use of a credit card, debit card or post-paid account.

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

READ A FIRST TIME THIS 27TH DAY OF MARCH A.D., 2023

READ A SECOND TIME THIS 27TH DAY OF MARCH A.D., 2023

READ A THIRD AND FINAL TIME THIS 27TH DAY OF MARCH A.D., 2023

Dean Allan, Deputy Mayor

Rick Blair, CAO

**Town of Carstairs**

Policy: **Construction and Infrastructure Standards**
Policy No. 61-001-23
(Repeals Policy No. 4060-2004)
(Repeals Policy No. 61-001-18)

Date: **March 27, 2023**

Adopted by: **Council**

The Developer and or contractor shall be governed by the latest versions of the City of Calgary's Design Guidelines for Subdivision Servicing Standard Specifications: Sewer Construction, Standard Specifications: Waterworks Construction, Standard Specifications: Roads Construction, Development Guidelines and Standard Specifications: Landscape Construction and the Stormwater Management and Design manual, but not so as to restrict the generality of the foregoing, the following special clauses noted shall have precedence.

1. GENERAL:

- a. The Developer shall notify the Town of award of construction contracts for the various municipal improvements and shall state the name of the Contractor, address, phone number and contact. The Developer shall ensure that the Contractor(s) are properly bonded for the performance of the work and that the Contractor carries Liability, Course of Construction and Equipment Insurance as required by the Town and names the Town and the Town Engineers as insured parties.
- b. All local improvements constructed under this Agreement shall be extended to area boundaries, and through or along adjacent boundary roads, lanes or rights-of-way as necessary to accommodate a continuity of infrastructure with adjacent lands.

2. SPECIAL CONSIDERATIONS:

a. Sanitary Sewer

- i. Sewer mains shall be polyvinyl chloride (PVC) and shall meet CSA designations.
- ii. Alberta Environment and Parks – Wastewater Systems Standards for Performance and Design shall apply to minimum pipe grades.
- iii. Separation of water and sewer lines shall conform to Alberta Environment and Parks – Standards for Municipal Waterworks.
- iv. Design flows for residential developments shall be calculated using a per capita flow of 320 litres per person per day with a peaking factor utilizing the Harmon's formula plus an infiltration and inflow rate of 0.2 litres per second per ha of development.
- v. Manhole covers shall not have the name of the City of Calgary on them.
- vi. Connection of foundation weeping tile to the sanitary sewers is not permitted.
~~Weeping tile, if required, shall be by sump pump discharge to the surface of the yard~~

b. Storm Sewer

- i. Sewer mains shall be polyvinyl chloride (PVC) meeting CSA designations or concrete meeting A.S.T.M. designations.
- ii. Alberta Environment and Parks – Stormwater Management Guidelines shall apply to minimum pipe grades.
- iii. Separation of water and sewer lines shall conform to Alberta Environment and Parks – Standards for Municipal Waterworks.
- iv. Surface water should not be permitted to run a distance greater than 150m in streets and 200m in lanes or swales without interception by a catch basin.

v. Manhole covers shall not have the name of the City of Calgary on them.

vi. Foundation weeping tile drains should be directly connected to the storm sewer system by gravity provided that the hydraulic grade line (HGL) at the storm sewer main will not cause surcharging at the property line. If a gravity connection is not feasible (e.g. shallow storm sewer mains, high HGL), the foundation weeping tile shall drain into a sump with pumped discharge to the storm service at the foundation wall. Backflow prevention devices are required on all weeping tile drainage systems to minimize backup of stormwater and should be installed in accordance with the National Plumbing Code of Canada. ~~Weeping tile, if required, shall be by sump pump discharge to the surface of the yard~~

vii. Catch basin leads shall be 300mm-concrete or PVC pipe installed at minimum grades of 1.0%.

viii. Surface drainage from any public area shall not flow over any sidewalk.

ix. Catch basins for rolled curb and gutter shall be Type “K” storm back. Catch basins for standard curb shall be Type “C” Two Piece

x. Extend drainage pipe from catch basins at all lows for the full width of the roadway. The pipe shall be 150 mm minimum complete with screened rock and filter cloth.

xi. Culverts shall be 450mm minimum diameter where open ditches are used.

xii. Drainage swales across roadways shall be 2m in width and conform to specifications set out in Appendix B.

c. Water Mains

i. Water valves shall open counter clockwise **and come with rods and** dust covers installed in all valve boxes.

ii. Hydrants shall be compression type as manufactured by Clow with triangular operating units. Hydrants shall be yellow with black caps and top in color and shall have the pumper connection size of 4.925”.

iii. Hydrant spacing shall be a maximum of 150m **measured along the centerline of the right of way.**

iv. Water mains shall be PVC in accordance with the latest AWWA and CSA Standards.

v. All valves, fittings and hydrants shall be coated in accordance with the latest version of the City of Calgary Standard Specifications: Waterworks Construction and catholically protected with zinc anodes and cad welded to each fitting.

vi. Design flows for residential developments shall be based on a per capita consumption of 320 litres per person per day.

vii. Alberta Environment and Parks – Guidelines for Municipal Waterworks shall apply for operating pressures of the water distribution system.

viii. In areas where sidewalks are only required on one side of the roadway, the fire hydrant shall be installed on the opposite side.

ix. **Concrete curbs and gutters or sidewalk should be stamped with a ‘CC’ stamp at valve location for residential and commercial.**

d. Service Connections

i. Water service lines shall be series Pex Pipe (Crosslinked Polyethylene Pipe), minimum 25mm in size.

ii. Sewer service lines shall be PVC.

iii. Lots for semi-detached and multiple units shall have one separate service for each unit.

iv. Curb stands shall be marked with a wooden 2X4 extended 1m above finished grade.

v. Services shall generally be installed in the center of the lot avoiding installation under any driveways. The service shall be terminated a minimum of 3m into the lot, beyond

any shallow utility installation and shall be protected by utility right-of-way providing access to the Town.

- vi. For industrial lots, minimum service size shall be 150mm sanitary and 50mm water unless the size of the lot or proposed land use requires a larger size. Water valves shall be located a minimum of 3m into the lot, beyond any shallow utilities installation and shall remain closed and uncharged until the property is developed.

e. Roadway

- i. Roadway and right-of-way widths shall follow the guidelines set out in Appendix A:
- ii. Roadway widths shall be measured from face of curb.
- iii. Structural sections of roadway shall meet or exceed the following:

Residential roadways:
80mm of asphalt concrete
100mm of crushed gravel
200mm of pit run gravel
Geo textile under all roadway gravels

Collector roadways:
140mm of asphalt concrete
100mm of crush gravel
200mm of pit run gravel
Geo textile under all roadway gravels

Major Collector and Industrial roadways:
160mm of asphalt concrete
100mm of crush gravel
300mm of pit run gravel
Geo textile under all roadway gravels

The proposed structural design section may be reduced if supported by an investigative report and recommendations from a qualified Geotechnical Engineer and approved by the Town.

f. Sidewalks, Curb and Gutter

- i. In residential areas curb and gutter shall be low profile rolled section except adjacent to reserves where standard faced curbs shall be constructed. For commercial, industrial or major collector roadways with no driveway accesses, standard faced curb shall be constructed.
- ii. In residential areas sidewalks shall be low profile rolled monolithic curb and gutter with a sidewalk width of 1.1m. Where standard faced curbs are required, the width shall increase to 1.31m. Adjacent to school sites or commercial areas, the sidewalk width shall be increased by 0.4m to 1.5m and 1.71m accordingly. Collector roads shall have a sidewalk width of 1.5m.
- iii. Sidewalks are required on both sides of the street for Arterial and Collector roads, local roadways shall have sidewalks on one side of the road, crescents shall have a sidewalk on one side if there are more than 40 dwelling units and cul-de-sacs shall have a sidewalk on one side if there are more than 20 dwelling units.
- iv. Surface drainage from any public area shall not flow over any sidewalk.
- v. Industrial developments do not require sidewalks unless the type of development or the need to connect a pathway to other areas, dictates the need for sidewalks.
- vi. Wheelchair ramps are required at all intersections and designated crosswalks.
- vii. Class A concrete is required for all sidewalks, curbs and gutters.
- viii. Gutter widths shall be 0.25m except for major collector roadways which shall be 0.5m.
- ix. The structural gravel pit run section shall be placed beneath all concrete sidewalks, curb and gutter with a top layer of 20mm crushed road gravel to a minimum distance of 150mm behind the concrete structure.
- x. In areas in which a sidewalk will be constructed on only one side of the roadway, the

watermain and fire hydrant will be installed on the opposite side of the roadway.

- xi. In areas in which a sidewalk will be constructed on only one side of the roadway, street lighting should be on the same side as sidewalk, and power for street lights should not to be run under sidewalk.
- xii. Radii for curb returns shall be 9m for residential local roadways, 10m for collector roadways and 15m for major collectors and industrial roadways.

g. Landscaping

- i. All municipal reserves (MR), walkways, boulevards and public utility lots (PUL), shall be loamed with a minimum of 150mm of suitable topsoil, graded to the design grades and hydro-seeded or sodded accordingly to the latest version of the City of Calgary Parks—Development Guidelines and Standard Specifications – Landscape Construction.
- ii. Each residential lot shall receive a minimum of one 35mm caliper tree in the front yard ~~not located within utility right of way.~~
- iii. For all MR, walkways, major collector boulevards and PUL's, the developer shall prepare a detailed landscaping plan for approval by the Town.
- iv. Major collector roadways shall require one 35 mm caliper deciduous tree for every lot ~~not located within utility right of way.~~
- v. For MR's and walkways as a minimum, the Developer shall install one 35mm caliper tree and 10 shrubs for every 100 square meters of area and as a minimum, no less than 10 per parcel. Tree and shrubs shall be planted in bed clusters with mulch and edging for ease of grass cutting. For PUL's shrubs will be required but large caliper trees will not be permitted.
- vi. Ratio of deciduous to coniferous trees shall be 3 to 1. Poplar trees will not be permitted. The type of trees and shrubs selected shall be town approved trees. The full listing is attached – Appendix C. Any trees or shrubs not on the listing shall require approval through the town, and listed in the developer's agreement.
- vii. In areas where a bench is proposed, the bench material must be wood in nature with a natural stain, metal frame and be on a concrete slab of 2" thickness.
- viii. Addition of Town approved dog stations, garbage receptacles, and benches – to be added into MR specs.

h. Pedestrian Walkways

- i. Pedestrian walkways where required shall be asphalt, 2.5m or 3m in width, in accordance with the latest version of the City of Calgary's Design Guidelines for Subdivision Servicing.

i. Traffic Control and Signage

- i. The Developer's Consulting Engineer shall prepare a design drawing outlining traffic signs, street signs and pavement markings conforming to the Manual of Uniform Traffic Control Devices for the Town to approve.
- ii. Upon approval by the Town and following construction of the roadways, the ~~Town shall install the signs and pavement markings according to the approved design and standard practices. The Developer will be invoiced for all the labour and material costs.~~ developer will install all signage and pavement markings. Signage is not permitted on any pedestrian walk way or sidewalk.

j. Shallow Utility Servicing

- i. The Developer shall contact each shallow utility company to determine servicing requirements for the development including alignments, right-of-ways requirements and location of poles, pedestals, transformers, and lot services drops.
- ii. Final alignments for shallow utilities require approval by the Town. As part of the detailed design submission for municipal improvements, the Consulting Engineer shall supply a design drawing noting the above plus supply the Town with a letter from each shallow utility company agreeing to these requirements.
- iii. Upon approval of the design drawings, the Developer shall arrange for design and

installation of shallow utility servicing either with the shallow utility provider or if acceptable, with private sector contractors according to current provincial or federal codes for the utility.

- iv. Testing, inspections and installation monitoring shall either be provided by the shallow utility company or the consulting engineer and upon completion, shall verify the installation was completed to the proper code or standard.
- v. Charging or energizing the lines shall be done by or in cooperation with the shallow utility companies.
- vi. As built drawings will be required for each shallow utility service.

k. Park & Recreation Facilities and Development

- i. Park and Recreation facilities shall be developed in accordance with the approved overall landscaping plan prepared during the concept plan stage.
- ii. All park areas shall be loamed, graded, grassed and landscaped according to the standards outlined herein and approved design drawings.
- iii. For park areas, walkways or PUL's Town approved fencing shall be installed according to current standards along all roadways and lanes preventing vehicle access to the area other than maintenance equipment and pedestrians.
- iv. For lots backing onto park areas, the Developer should consider specifying and installing uniform fencing.
- v. In park areas, the Town may request recreational facilities including construction of ~~tot lots~~ playground equipment, playing fields or other facilities deemed necessary to service the development area. ~~and if required~~ The Developer shall prepare a detailed drawing outlining the recreational facilities for approval by the Town. The recreational facilities shall be in accordance with the latest version of the City of Calgary's Development Guidelines and Standard Specifications: Landscape Construction.

Once approved, the Developer shall install the recreational park, playground, playing field or any other facilities according to the approved plan and specifications when Building Permits have been issued on 50% of the lots within the development area and they shall maintain the facilities for a period of two (2) years ~~or upon FAC sign-off~~.

I. Fencing

- i. Uniform fencing may be required for noise attenuation along railway tracks, screening, perimeter fencing or along backs of lots adjacent to park areas. When required, the fencing shall consider its intended use and shall be designed accordingly considering heights, construction material, spacing, appearance and maintenance. The Developer shall consider all the factors and shall prepare a detailed design drawing according to the latest version of the City of Calgary's Development Guidelines and Standard Specifications: Landscape Construction for approval by the Town.
- ii. Once approved, the Developer shall construct the fencing according to the approved design drawings and specifications and maintain the fencing for a period of two (2) years ~~or upon FAC sign-off~~.
- iii. The selection of fencing material will be one of the critical factors in the Town's approval and shall consider yearly maintenance, life cycle replacement and graffiti. The Town encourages such fencing to be located on private property where practical and if installed on private property, shall be covered by a caveat on the property limiting the modifications, removal or changing of color by the property owner.

End of Policy

Signatures

M___/23 Policy No. 61-001-23 adopted at Council on March 27, 2023

Deputy Mayor, Dean Allan

CAO, Rick Blair



APPENDIX “A”

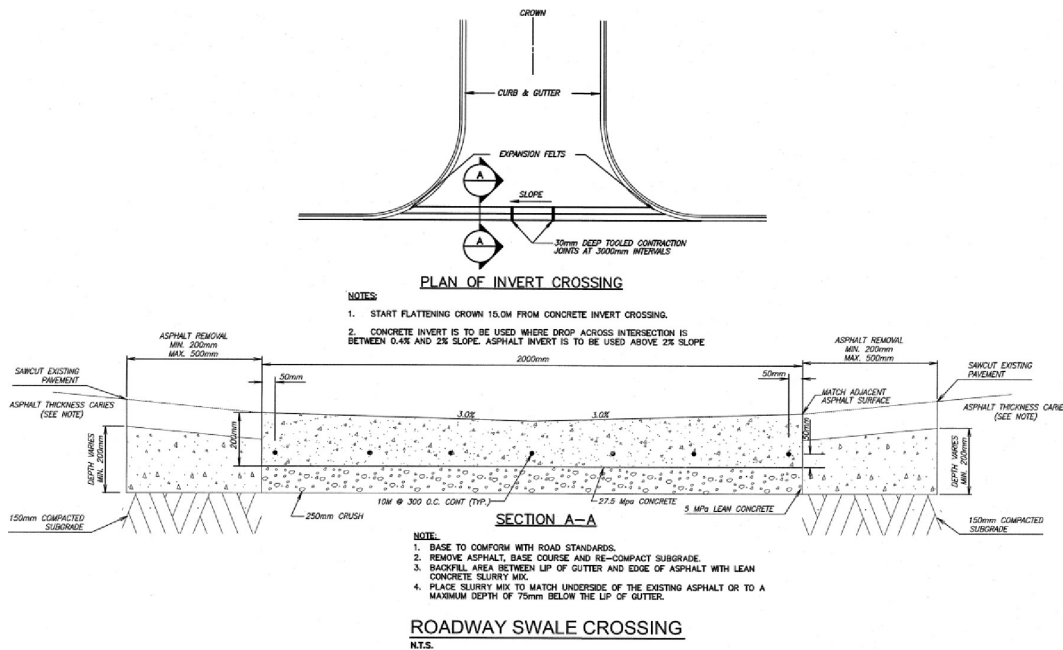
Construction and Infrastructure Design Standards

Classification	Width	Right of Way
Pathway	2.5m to 3m	6.0m (unless required to accommodate utilities)
Lane	6.0m	6.0m (10.0m where lane is serviced)
Residential Local	11.0m	15.0m
Residential Collector Undivided	12.5m	21.0m
Major Collector Divided	With Parking – 19.0m W/O Parking – 15.0 m Median – 3.5 m	With Parking – 32.0m W/O Parking – 27.0m
Cul-de-sac Bulbs	25.0m	30.0m



APPENDIX “B”

Construction and Infrastructure Design Standards





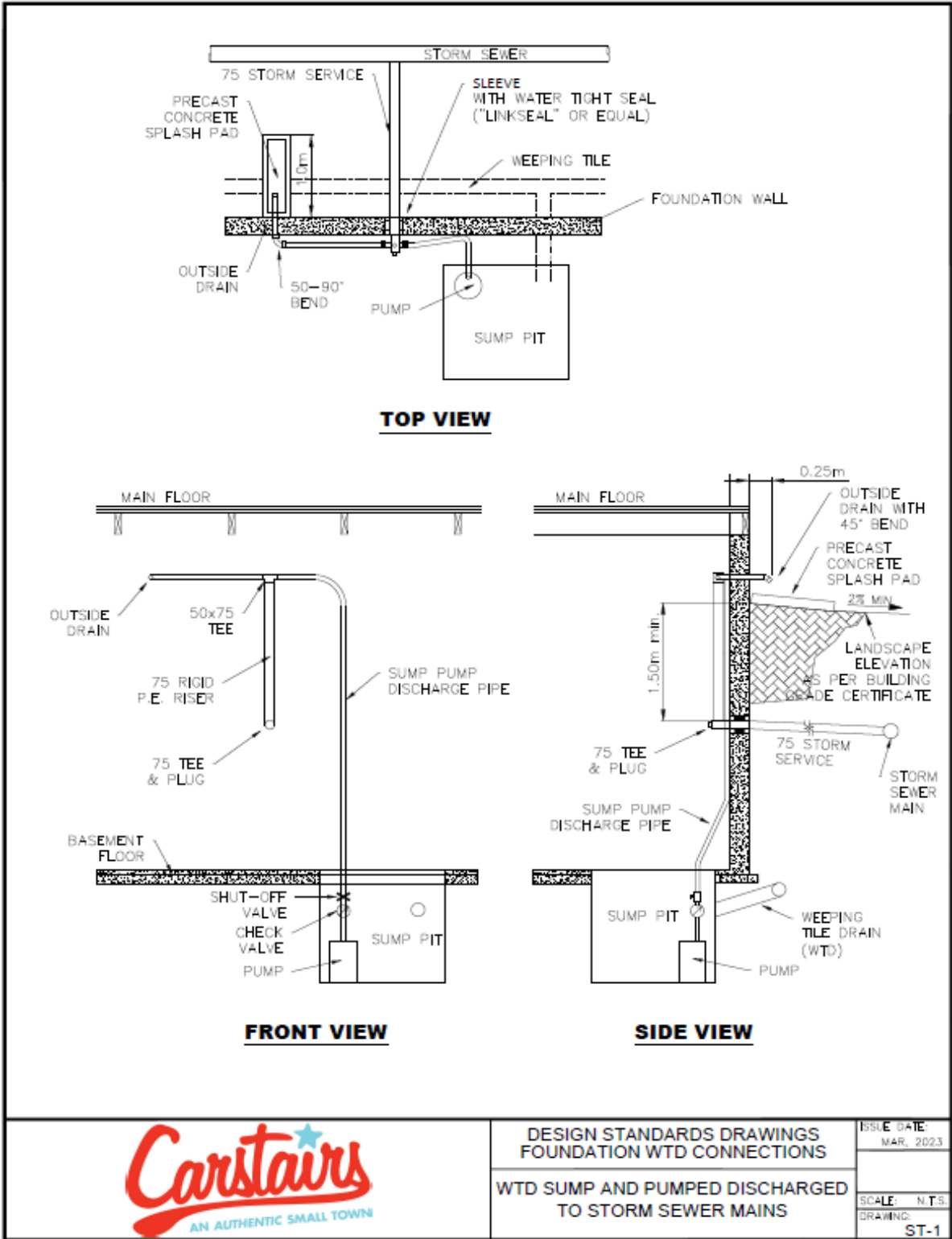
APPENDIX “C”

Construction and Infrastructure Design Standards

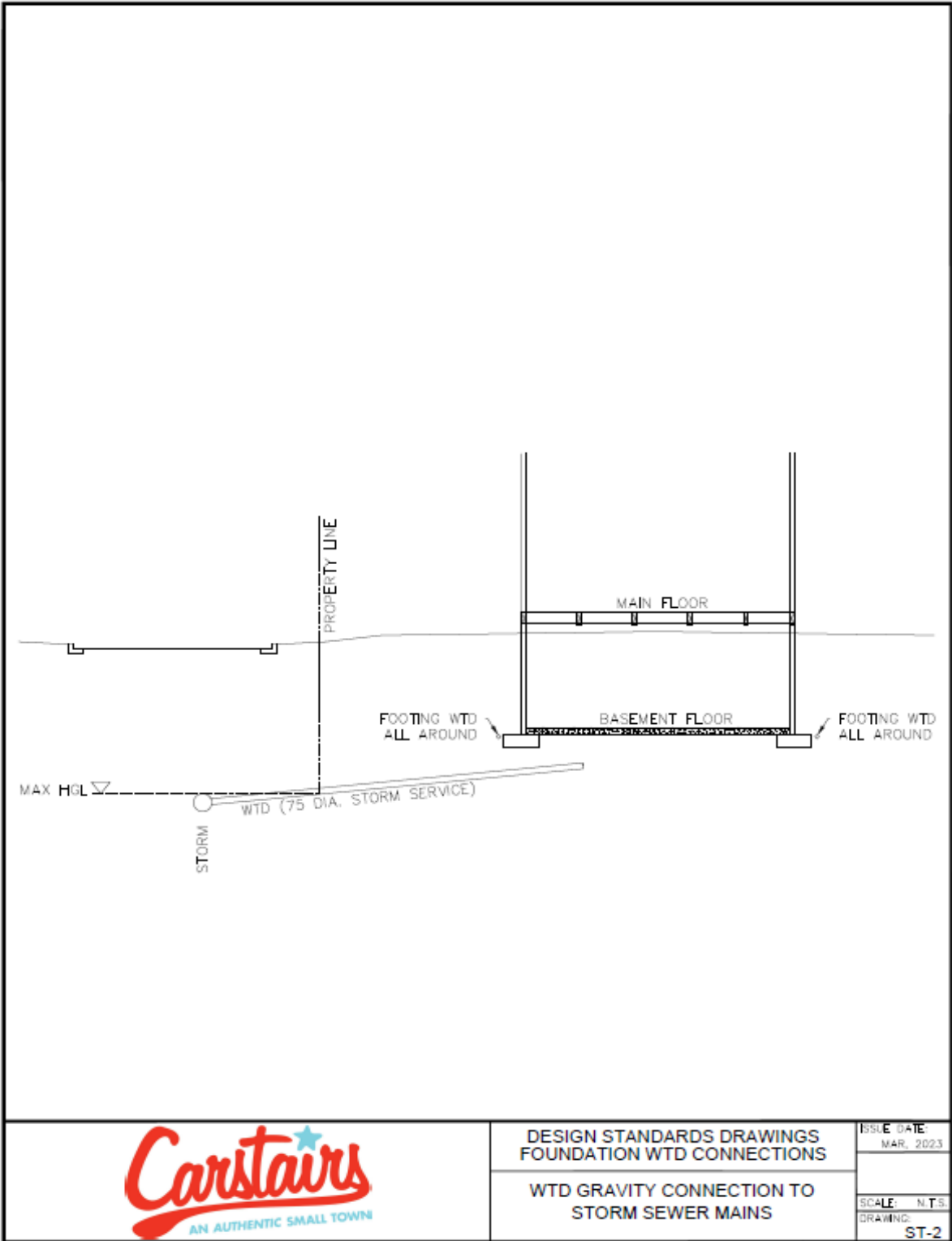
Approved Tree List

- Bur Oak
- Brandon Elm
- Siberian Larch – in groups
- Linden
- Douglas Fir
- Cut Leaf Weeping Birch – moist areas
- Clump Paper Birch – moist naturalized areas
- Toba Hawthorn
- Paper Birch – large sites and moist areas
- Dakota Pinnacle Birch – moist areas
- Ohio Buckeye
- Lodgepole Pine
- Ponderosa Pine
- Ivory Silk Tree Lilac
- Amur Cherry
- Tremling Aspen
- Swedish Columnar Aspen
- Makamik Flowering Crab
- Prairie Spire Green Ash
- Mountain Ash
- Snowbird Harthorn
- Sutherland Caragana – in groups
- Colorado Blue Spruce
- White Spruce
- Scotch Pine

APPENDIX “D”



APPENDIX “E”





Town of Carstairs

Policy: Fire – Call Attendance Compensation
Policy No. 23-002-23

Date: March 27, 2023

Adopted by: Council

Policy Statement:

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

Procedure:

1. To provide a standard for the continued operation of the Fire Department.
2. All members must make a commitment to attend as many emergency responses as possible to maintain skills to be functional in all aspects of emergency operations.
3. To stay an active member, a minimum of 20% of all Emergency Responses must be attended. In the event a member does not make the minimum they will have a meeting to discuss their attendance awareness and will be given a letter of expectations to meet these requirements. This will be on a case-by-case basis. In the event that fewer than half of the Members attend the minimum of 20%, the percentage will be adjusted to reflect the attendance of 80% of the Membership.
4. If a member requires a Leave of Absence for any reason within the calendar year, the number of Emergency Responses will be prorated accordingly. Probationary Firefighters are not eligible for Leave of Absences.

Regular training nights will be conducted every Wednesday at 19:00hrs.

5. Unless approved by the Fire Chief, all members must make a commitment to attend 70% of training sessions to maintain skills to be functional in all aspects of emergency operations.
6. All members must get prior approval from the Deputy Chief of Training before applying for any fire-related training courses that they would be representing the Carstairs Fire Department or looking for reimbursement.

Definitions:

Deputy Chief:

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

Deputy Chief of Training:

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

Captain:

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

Lieutenant:

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

Training Officer:

An officer, working under the Deputy Chief of Training, that over sees the development of a training program and ~~is~~ implements ~~ing the~~ such training program to all members. ~~And then testing~~ Along with testing and grading of tests.

Equipment Officer:

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

Fire Prevention Officer:

Public Relations with the community and events

Paid-on-call (POC) firefighter:

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

Probational firefighter:

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

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

Responsibilities:

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

Pay Rates:

1. The Town shall compensate Paid-on-Call Firefighters for the hours spent attending Emergency Response Calls, hall duties, trainings, and public events with the Fire Chiefs approval.

- 2. Compensation will be provided as per the remuneration structure in Schedule A.
- 3. Payments will be made semi-annually:

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

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

*All payments are subject to statutory deductions.
- 4. Information recorded in CityWide Solutions will be used to determine attendance.
- 5. Annually, the remuneration provided to Firefighters may be adjusted by the Cost of Living Adjustment (COLA) set by the Town of Carstairs.
- 6. In the event that the County, or the Town of Carstairs, determines that the Remuneration Structure contemplated in Schedule A is no longer competitive to meet the needs of the department, the Town should initiate a regional discussion to identify a new remuneration structure for consideration.
- 7. In the event that an additional category or specific consideration is to be made due to their unique circumstances, that position should be compensated as closely to the approved Remuneration Structure as possible.

Benefits:

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

End of Policy

Signatures

M***/23 Policy No. 23-002-23 adopted at Council on March 27, 2023

Deputy Mayor, Dean Allan

CAO, Rick Blair

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

SCHEDULE “A”

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

SCHEDULE “B”

Firefighter Levels
Level 1
1. 1001 Level 1 Firefighter 2. 1072 Awareness 3. ICS 100
Level 2
1. 1001 Level 1 Firefighter 2. 1072 Awareness 3. ICS 100 4. 1001 Level 2 Firefighter 5. 1051 Wildland 6. 1072 Operations
Level 3
1. 1001 Level 1 Firefighter 2. 1072 Awareness 3. ICS 100 4. 1001 Level 2 Firefighter 5. 1051 Wildland 6. 1072 Operations 7. Airbrake 8. 1002 Driver Operator
Level 4
1. 1001 Level 1 Firefighter 2. 1072 Awareness 3. ICS 100 4. 1001 Level 2 Firefighter 5. 1051 Wildland 6. 1072 Operations 7. Airbrake 8. 1002 Driver Operator 9. 1002 Pump Operator
Level 5
1. 1001 Level 1 Firefighter 2. 1072 Awareness 3. ICS 100 4. 1001 Level 2 Firefighter 5. 1051 Wildland 6. 1072 Operations 7. Airbrake 8. 1002 Driver Operator 9. 1002 Pump Operator 10. Class 3 11. 1002 Aerial Operator

**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
TUESDAY, MARCH 21, 2023, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilor Allan, Ball, & Ratz, Director of Planning & Development Kirk Williscroft, Planning & Development Assistants Sherry Humphrey, Director of Emergency Services Rob McKay, Director of Legislative and Corporate Services Shannon Allison, & Executive Assistant Kayleigh Van Es

ABSENT: CAO Rick Blair

CALL TO ORDER: Councilor Ball called the meeting of March 21, 2023 to order at 7:28 a.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Allan to adopt the agenda of March 21, 2023 as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Ratz to adopt the minutes of February 15, 2023 as presented.

CARRIED

UNFINISHED BUSINESS: **1. Municipal Annual Internal Review**
The Committee reviewed the following roll Files:

506.000, 568.000, 98.000, 742.203, 18402.000

No deficiencies were noted.

NEW BUSINESS: Nil

REPORTS: **1. Financial Reports**
No Financial reports available at this time.

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

2. Development Reports
The Committee reviewed the Development Reports up to March 15, 2023.

- a. Building Permit Listing
- b. Compliance Listing

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

CARRIED

3. City Wide Protective Services Monthly Reports
The Committee reviewed the City Wide Protective Services Monthly Reports up to March 2023.

- a. Fire Reports

Legislative & Emergency Services Committee Meeting – March 21, 2023

Page 2 of 2

b. Bylaw Reports

Councilor Ratz commented on the new layout providing a clearer picture into the services provided.

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

CARRIED

4. Emergency Services

R. McKay spoke to the reports.

a. Carstairs Emergency Management Agency (CEMA) Report

b. Emergency Services Report

c. 2023 Hazard assessment

Motion by Councilor Allan to accept the Emergency Services Reports as information.

CARRIED

GENERAL DISCUSSION: 1. Cats at Large

R. McKay informed the committee of a complaint that was received regarding Cats at Large.

Motion by Councilor Ratz to accept General Discussion as information.

CARRIED

NEXT MEETING: April 18, 2023

ADJOURNMENT: Motion by Councilor Ratz to adjourn the meeting of March 21, 2023, at 8:00 a.m.

CARRIED

Councilor Ball, Chairperson

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



MUNICIPAL ANNUAL INTERNAL REVIEW

Organization Name: Town of Carstairs

General Information:

Audit Date: March 21, 2023

Sample Period: Jan. 2022- Dec. 2022

Total Permits Issued: 151

Municipality QMP Information:

Accredited Date: Jan 1, 2018

QMP Date: Nov 19, 2019

QMP Version: 1

Contact (Responsible for QMP): Kirk Williscroft.

Agency:

Does the organization use an agency: Yes

If so, which agency: IJD Permits & Inspections

Is there a signed contract with the agency: Yes

Is there a regular agency monitoring program in place: Yes

How satisfied are you with the services provided with the contracted agency:

Satisfied.

IJD Permits & Inspections has provided the Town of Carstairs with inspections services since January 1st, 2015.

Orders and Variances:

Number of orders issued: 1 Outstanding: 2

Reason for outstanding orders:

Number of variances issued in Building: 24

MUNICIPAL ANNUAL INTERNAL REVIEW

Files Review: Building

Total Number of files closed within the last year: 76

	File #				
	506.000	568.000	98.000	742.203	18402.000
Plans:					
Were plans reviewed?	Yes	Yes	Yes	Yes	Yes
If not, explain:					
If so, is there a report?	Yes	Yes	Yes	Yes	Yes
Is there evidence of follow-up items required corrections?	No	No	No	No	No
Inspections:					
Were stages of work required by QMP inspected?	No	Yes	No	Yes	Yes
Was the SCO's certification level	Yes	Yes	Yes	Yes	Yes
Were inspections completed within the discipline specific	Yes	Yes	Yes	Yes	Yes
Was the minimum number of inspections completed?	Yes	Yes	Yes	Yes	Yes
Any noted deficiencies on inspection that were not	No	No	No	No	No
Were there any unsafe conditions not followed up?	No	No	No	No	No
File Closure:					
Are PSR's used to close files?	Yes	Yes	Yes	Yes	Yes
Does the organization follow their process to close files?	Yes	Yes	Yes	Yes	Yes
Comments:					
Any issues to be noted with respect to the accreditation?	No	No	No	No	No

What were the successes? (See General Comments)

Any areas requiring improvement? If so, what would the method be to achieve improvement/correction?

N/A

March 21, 2023

MUNICIPAL ANNUAL INTERNAL REVIEW

General Comments:

Reviewed by: Legislative & Emergency Services Committee Members:



Councilor Ball, Chairperson



Councilor Allan, Committee Member



Councilor Ratz, Committee Member

March 21, 2023

**MINUTES OF THE POLICY & GOVERNANCE COMMITTEE
THURSDAY, MARCH 16, 2023, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

- IN ATTENDANCE:** Councilors Fricke & Wilcox, Fire Chief Jordan Schaffer, Director of Planning & Development Kirk Williscroft, CAO Rick Blair, & Executive Assistant Kayleigh Van Es
- ABSENT:** Councilor Roberts
- CALL TO ORDER:** Councilor Fricke called the meeting of March 16, 2023, to order at 7:27 a.m. **CARRIED**
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:** Motion by Councilor Wilcox to adopt the agenda of March 16, 2023, as presented. **CARRIED**
- ADOPTION OF MINUTES:** Motion by Councilor Wilcox to adopt the minutes of February 16, 2023, as presented. **CARRIED**
- UNFINISHED BUSINESS:** **1. Bulk Water Bylaw**
CAO Blair spoke to the new Bylaw and the reasons behind creating the bylaw.

Motion by Councilor Wilcox to accept the new Bulk water Bylaw as presented and refer to Council with the recommendation for adoption. **CARRIED**
- BYLAWS & POLICIES:** **1. Bylaw No. 2035 Rates & Fees 2023 Bylaw Schedule H**
CAO Blair spoke to the changes to Bylaw No. 2035 Rates & Fees Schedule H.

Motion by Councilor Wilcox to accept Bylaw No. 2035 Rates & Fees 2023 Bylaw as amended and refer to Council with the recommendation for adoption. **CARRIED**
- 2. Bylaw No. 1032 Cemetery Bylaw**
CAO Blair spoke to the current Bylaw, asking for recommendations from the committee for changes.

Motion by Councilor Wilcox to accept discussions regarding Bylaw No. 1032 Cemetery Bylaw for information. **CARRIED**
- 3. New Policy Carstairs Construction & Infrastructure Design Standards**
K. Williscroft spoke to the New Policy. Outlining the standards and the reasoning behind them.

Motion by Councilor Wilcox to accept the new Carstairs Construction & Infrastructure Design Standards Policy as presented and refer to Council with the recommendation for adoption. **CARRIED**
- 4. Policy No. 23-002-23 Fire Attendance Compensation**
Fire Chief J. Schaffer spoke to the changes made to the policy and the reasons behind the changes suggested.

Policy & Governance Committee Meeting – March 16, 2023

Page 2 of 2

Councilor Wilcox asked for clarification on call attendance.

Councilor Fricke asked for clarification on minimum call percentage.

Motion by Councilor Wilcox to accept Policy No. 23-002-23 Fire Attendance Compensation as presented and refer to Council with the recommendation for adoption.

CARRIED

GENERAL DISCUSSION: 1. Development questions

Motion by Councilor Wilcox to accept all General Discussions as information.

CARRIED

NEXT MEETING: April 20, 2023 at 7:30 a.m.

ADJOURNMENT: Motion by Councilor Wilcox to adjourn the Policy & Governance Committee meeting of March 16, 2023, at 8:19 a.m.

CARRIED

Angie Fricke, Committee Chair

Rick Blair, CAO



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

COMMITTEES & BOARDS APPLICATION

Last Name: _____ First Name: _____

Address: _____
City Province Postal Code

Home Phone: _____ Day-Time Phone: _____

Email: _____

1. Appointment To:

a) _____

b) _____

2. Background Information

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

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

4. Length of Residence:

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

Sarah Chicquen _____
Signature Date

Completed applications must be returned to the Town Office.

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

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

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



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

COMMITTEES & BOARDS APPLICATION

Last Name: Salucop First Name: Lucie Salucop
Address: 657 West Highland Crescent Carstairs, AB T0M 0N0
City Province Postal Code
Home Phone: 403-970-9501 Day-Time Phone: _____
Email: salucie72@gmail.com

1. Appointment To:

- a) Carstairs Library Board of Directors
b) _____

2. Background Information

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

volunteer with Change for children, board member with
Change for children (2008-2012)
board member with TedxYYC (2017-18)
board member with Rick Hanson Foundation (2016-17)

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

I have a passion for reading and literacy. I want to
give back to the community.

4. Length of Residence:

In the town of Carstairs: 10 years and/or In the town of Carstairs area: _____ years

Signature

Date

Completed applications must be returned to the Town Office.

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

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

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

Town of Castairs

Thanks ever so much for
your generous donation to
the Olds and District Kiwanis
Music festival.

Your continued support is
so appreciated.

Wal Schmidt
Treasurer



SCANNED



Box 926, Carstairs AB T0M 0N0

carstairsag@gmail.com

March 23, 2023

Town of Carstairs

Box 370, Carstairs AB T0M 0N0

Subject: Arbor Day 2023

Dear Members of Council:

On behalf of the Ag Society/Arbor Day Committee we are planning to celebrate Arbor Day on May 13, 2023. We have plans for activities to celebrate Arbor Day at the Carstairs Nature Space and Rodeos Grounds. We are planning a pancake breakfast hosted by the Ag Society and the Town Recreation Dept. as well as other Arbor Day activities that are in planning stages.

Please consider this as our request to have May 13, 2023 (Saturday) proclaimed as Arbor Day in Carstairs.

Thank You, Hope to see you on Arbor Day

Mitch Miller



PROCLAMATION
TOWN OF CARSTAIRS ARBOR DAY
MAY 13, 2023

- WHEREAS:** *Arbor Day is now observed throughout Canada and the world, and*
- WHEREAS:** *the Arbor Day Committee made up of members of the Community and the Carstairs Ag Society proposes to celebrate Arbor Day in the Town of Carstairs by setting aside a special day for planting trees and have speakers talk to the value of our urban forest and the future, and*
- WHEREAS:** *trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and*
- WHEREAS:** *trees are a renewable resource giving us paper, wood for our homes, fuel for fires and countless other wood products, and*
- WHEREAS:** *trees in our Town, increase property values, enhance the economic vitality of business areas, and beautify our community, and*
- WHEREAS:** *trees wherever they are planted, are a source of joy and spiritual renewal.*
- NOW THEREFORE,** *I, Dean Allan, Deputy Mayor of the Town of Carstairs, do hereby proclaim May 13, 2023, as Arbor Day in the Town of Carstairs, and I urge all residents to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and I urge all residents to plant trees to promote the well-being of this and future generations.*

Dated this 27th day of March, 2023

Dean Allan, Deputy Mayor



March 16, 2023

**Attention: Honourable Mayor/Reeve,
Members of Council and Chief Administrative Officers**

Re: National Public Works Week, May 21-27, 2023 – “Connecting the World Through Public Works”

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 21 - 27, 2023 as National Public Works Week in your community. This year's theme is "Connecting the World Through Public Works". Public works is the thread that connects us all, no matter where we live in the world. Every public works professional strives to improve the quality of life for the community they serve, leading to healthier, happier communities.

The "Connecting the World Through Public Works" theme highlights the way public works professionals connect us physically, through infrastructure, and inspirationally, through service to their communities, whether as first responders, or daily workers carrying out their duties with pride.

Public works connectors help keep communities strong by providing an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. Join us in celebrating the quiet work these professionals do that makes life better for all of us.

National Public Works Week is observed each year during the third full week of May and this is the 63rd year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to office@publicworks.ca or by mail to:

APWA Alberta Chapter
PO BOX 44095 Garside Postal Outlet
EDMONTON AB T5V 1N6

Yours truly,

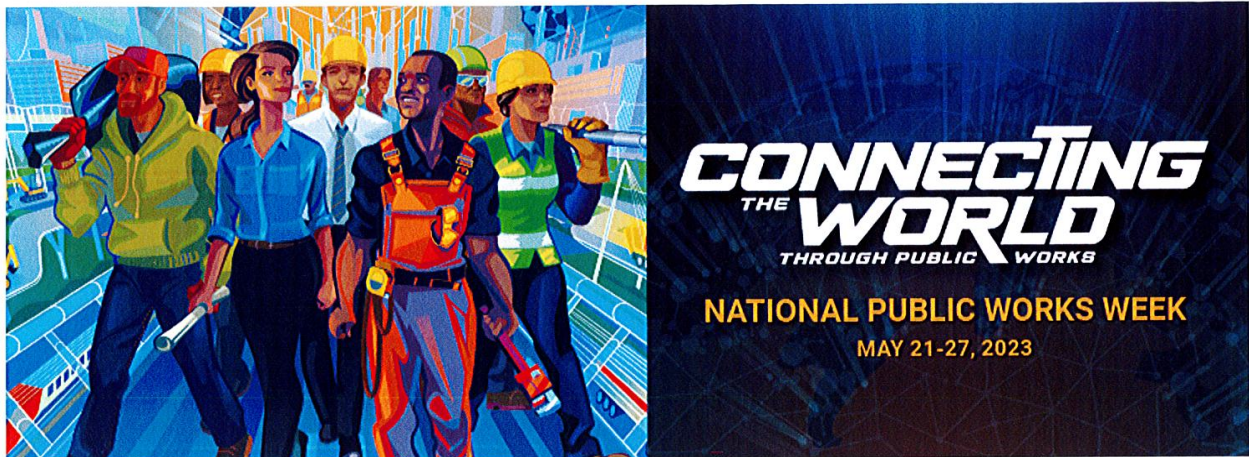
A handwritten signature in blue ink, appearing to read 'Mike Haanen'.

Mike Haanen, APWA President



APWA Alberta Chapter 44095 Garside Postal Outlet Edmonton AB T5V 1N6
www.publicworks.ca





National Public Works Week

May 21–27, 2023

“Connecting the World Through Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of [insert **Province/Territory**]; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in [Insert **Province/Territory**] to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, [Insert **Full Name**], [Insert **Premier -or- other title**] of [Insert **Province/Territory**], do hereby designate the week May 21–27, 2023 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of [Insert **Province/Territory**] (to be affixed),

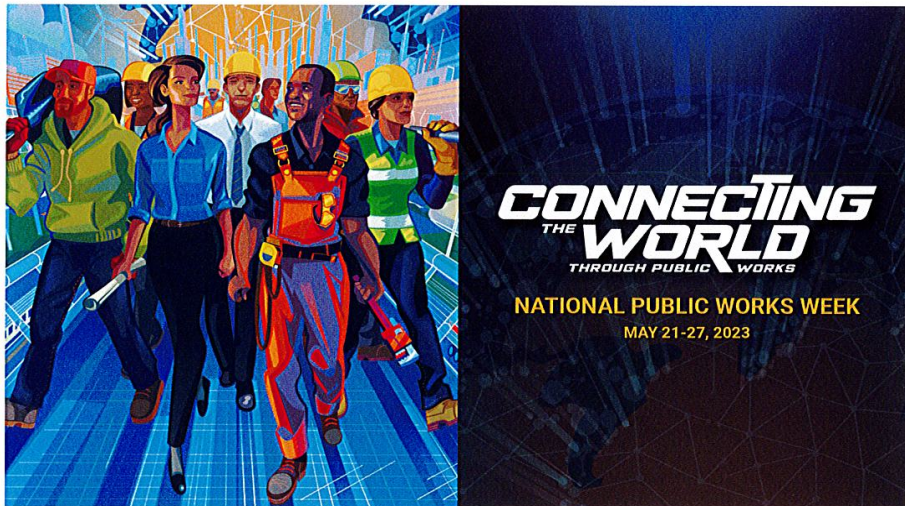
DONE at the [City/Town/Rural Municipality] of [Insert **City/Town/Rural Municipality**], [Insert **Province/Territory**] this _____ day of _____ 2023.

[Insert **Full Name of Premier**]

[SEAL]



Celebrate Public Works Week



What You Can Do

Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! Contact us for a sample proclamation office@publicworks.ca

Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So, join us in celebrating these superheroes!

Support your superheroes by sending them to compete in the Equipment Rodeo and participate in the "Boots to Boardroom" Annual Technical Conference & Snow Show May 29 – June 1, 2023 at the River Cree Resort in Enoch AB.

See our website for details www.publicworks.ca

Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.



Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

Thought starters:

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.

Open House or Tour

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

Thought starters:

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

Employee Appreciation Day

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

Thought starters:

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honorees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

For further information see our website: www.publicworks.ca

Or contact Jeannette Austin

Executive Director

admin@publicworks.ca