



**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, DECEMBER 12, 2022, 7:00 P.M.**

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

- a) Adoption of agenda of December 12, 2022  
**Motion:** To adopt the agenda of December 12, 2022

**4. ADOPTION OF MINUTES**

- a) Adoption of minutes of November 28, 2022 (addendum 4.a)  
**Motion:** To adopt the minutes of November 28, 2022



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

- a) Clerical Error Corrections  
b) Tax settlement for Roll #538000  
c) Golf Course Irrigation Line  
d) Transfer of Surplus

**6. DELEGATIONS**

- a) Church Link-Pastor Kelly Sikstrom

**7. BYLAWS AND POLICIES**

- a) Bylaw No. 2025 Rates & Fees Bylaw (addendum 7.a)



- b) Bylaw No. 2037 Borrowing Revolving Line (addendum 7.b)



- c) Bylaw No. 2027 Road Closure (addendum 7.c)



**8. NEW BUSINESS**

- a) 2023 Operating Budget

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- b) Scarlett Ranch Subdivision Report (addendum 8.b)



## 9. COMMITTEE REPORTS

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- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
  - i) Minutes from the meeting that occurred on November 28, 2022 (addendum 9.b.i)
- c) POLICY & GOVERNANCE COMMITTEE
- d) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- e) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- f) MOUNTAIN VIEW SENIORS HOUSING
- g) MUNICIPAL AREA PARTNERSHIP
- h) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP
- i) CENTRAL ALBERTA ECONOMIC PARTNERSHIP



## 10. COUNCILOR REPORTS

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

## 11. CORRESPONDENCE

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- a) Carstairs Public Library-Bob Green (addendum 11.a)



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- b) Letter from Minister Ellis (addendum 11.b)



## 12. CAO'S REPORT

## 13. COUNCILOR CONCERNS

## 14. PUBLIC QUESTION PERIOD

## 15. MEDIA QUESTION PERIOD

**16. CLOSED MEETING**

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

**17. ADJOURNMENT**

MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, NOVEMBER 28, 2022, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts, and Wilcox, CAO Rick Blair, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Willisroft and Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Colby called the meeting of November 28, 2022, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 330/22	Motion by Councilor Allan to adopt the Regular Council agenda of November 28, 2022, as presented. <div>CARRIED</div>
ADOPTION OF PREVIOUS MINUTES:	
Motion 331/22	Motion by Councilor Roberts to adopt the Regular Council minutes of November 14, 2022, as presented. <div>CARRIED</div>
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	<div>1. Carstairs Heritage Festival Committee - Sharon Lampitt &amp; Pam Montgomery</div> <p>P. Montgomery stated that the Committee has now become a society which opens options for raffles and other money raising venues. The date of the Festival is set for June 4, 2023</p> <p>S. Lampitt outlined some upcoming plans including competitions and more pipe bands.</p> <p>Councilor Fricke requests clarification on the money needed.</p> <p>Councilor Wilcox commends the Festival and all the work accomplished.</p> <p>Councilor Ball asks what the actual cost was last year versus this coming year. As well as commending the festival</p> <p>Mayor Colby commends them for the efforts put into the festival.</p>
Motion 332/22	Motion by Councilor Wilcox to accept the Carstairs Heritage Festival Committee presentation as information. <div>CARRIED</div> <div>2. Carstairs Heritage Centre – John Cole, Ruth Roedler &amp; Bob Peel</div> <p>J. Cole presented the goal for the Carstairs Heritage Centre. Thanking volunteers for hard work with collections and transitioning to digital archives along with changing exhibits. J. Cole spoke to the plans and goals for the future as well as resumption of bands and art exhibits. Partnering with other neighboring societies including the Carstairs Public Library, AG society and the Carstairs Nature Space. J. Cole states that the society requests for help with the keeping of the gardens.</p> <p>B. Peel spoke to the revenue and expense side of the Heritage Centre, outlining where costs were spent and where they need to be put going forward.</p> <p>Councilor Allan had no questions but appreciates the work that has been done with the Heritage centre.</p> <p>Councilor Roberts wonders of the plants that are included in the current gardens.</p>



Councilor Ratz thanks the Heritage Centre for their presentation.

Councilor Ball asks for the reasoning behind the increase in salary.

Councilor Wilcox comments on the great social media presence as well as the activeness with community groups.

Councilor Fricke Thanks the Heritage centre and commends for media presence and their works with community groups. Questioning what the plan is to attract more volunteers.

Mayor Colby commends for the hard work and a great presentation.

Motion 333/22

Motion by Councilor Ratz to accept the Carstairs Heritage Centre presentation as information.

CARRIED

**3. Carstairs Public Library – Megan Ginther**

M. Ginther presented a slide show and budget document.

Councilor Fricke wonders if there was a salary increase for 2021. As well as funds increased from donations and expenses.

Councilor Allan commends the work the library does and the presentation.

Mayor Colby commends the work done and the presentation.

Motion 334/22

Motion by Councilor Fricke to accept the Carstairs Public Library presentation as information.

CARRIED

**BYLAWS & POLICIES:**

**1. Bylaw No. 2036-Kitstone Land Use Redesignation**

K. Williscroft spoke to the Bylaw to rezone 27.49 hectares (67.89 acres) of land from R1 (Low Density Residential), R1N (Narrow Parcel Residential District), R3 (Medium Density Residential), R4 (High Density Residential), PUL (Public Utility Lot), PFR (Public Facility and Recreation District) and C1 (Central Commercial District) to R1S (Special Low Density Residential), R3 (Medium Density Residential), R4 (High Density Residential), PFR (Public Facility and Recreation District) and UR (Urban Reserve), located in Lot 2 & 3, Block 3, Plan 021 2608 & 031 1788 within the NE 1/4 11-30-01-W5M.

Councilor Fricke asked for clarification on multi-use space.

Councilor Wilcox asked for clarification of R1S lots.

Councilor Ball asks if there are traffic circles in the plans.

Councilor Ratz wonders if there are any issues in drainage from the larger R1S lots.

Motion 335/22

Motion by Councilor Ball to give first reading of Bylaw No. 2036 Land Use Redesignation.

CARRIED

**NEW BUSINESS:**

Nil

**COMMITTEE REPORTS:**

**1. Legislative & Emergency Services Committee**

- Councilor Ball gave an oral report of the meeting on November 22, 2022.

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

- Councilor Roberts gave an oral report of the meeting on prior to Council on November 28, 2022.

**3. Policy & Governance Committee**

- Next meeting is on December 15, 2022

**4. Mountain View Regional Waste Commission**

- Next meeting is on December 12, 2022

**5. Mountain View Regional Water Commission**

- Mayor Colby gave an oral report on the meeting on November 16, 2022. Next meeting in early December.

## 6. Mountain View Seniors' Housing

- Next meeting is on December 1, 2022.

## 7. Municipal Area Partnership

- Mayor Colby gave an oral report on the meeting on November 17, 2022. Next meeting December 2022.

Motion 336/22

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

**CARRIED**

**COUNCILOR REPORTS:**

**Councilor Allan**

- November 17, 2022 attended MAP all council meeting.
- November 22, 2022 attended Legislative & Emergency Services Committee Meeting.
- November 26, 2022 attended the Town of Carstairs Staff Winter Gala

## Councilor Ball

- November 17, 2022 attended MAP all council meeting.
- November 22, 2022 attended Legislative & Emergency Services Committee Meeting.
- November 28, 2022 attended Strategic Planning & Corporate Affairs Committee Meeting.
- November 26, 2022 attended the Town of Carstairs Staff Winter Gala.

**Councilor Fricke**

- November 28, 2022 attended Strategic Planning & Corporate Affairs Committee Meeting.

**Councilor Ratz**

- November 17, 2022 attended MAP all council meeting.
- November 22, 2022 attended Legislative & Emergency Services Committee Meeting.
- November 25, 2022 attended ASCHA board meeting.
- November 26, 2022 attended the Town of Carstairs Staff Winter Gala,

**Councilor Roberts**

- November 16, 2022 attended Mountain View Water Commission Meeting.
- November 17, 2022 attended MAP all council meeting.
- November 26, 2022 attended the Town of Carstairs Staff Winter Gala
- November 28, 2022 attended Strategic Planning & Corporate Affairs Committee Meeting.

**Councilor Wilcox**

- November 17, 2022 attended Parkland Regional Library Board meeting.
- November 17, 2022 attended MAP all council meeting.
- November 26, 2022 attended the Town of Carstairs Staff Winter Gala.

**Mayor Colby**

- November 15, 2022 attended Mayors of South-Central Alberta.
- November 16, 2022 attended Mountain View Water Commission Meeting.
- November 17, 2022 attended MAP all council meeting.
- November 26, 2022 attended the Town of Carstairs Staff Winter Gala

Motion 337/22

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

**CARRIED**

**CORRESPONDENCE:**

Nil

## CAO'S REPORT:

1. Budget deliberations
2. November 17, 2022 attended MAP all Council meeting.
3. Reviewing IT RFPs
4. Development issues and outlines
5. Pricing on liabilities at Community Hall
6. Town maintenance networking
7. CAEP membership deliberations

8. Irrigation at Golf Course  
9. Reviewing applications for Golf Course General Manager

Motion 338/22                      Motion by Councilor Ball to accept CAO’s Report as information.  
  
CARRIED

COUNCILOR CONCERNS: 1. Councilor Ratz had a concern regarding the concession at the Carstairs Memorial Arena.  
  
2. Councilor Roberts wonders if walking paths will be open again this year at the Golf Course.

Motion 339/22                      Motion by Councilor Allan 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 340/22                      Motion by Councilor Fricke that Council closes the meeting to the public at 8:21 p.m. to discuss closed meeting session items.  
  
CARRIED

Motion 341/22                      Motion by Councilor Allan to come out of the closed meeting session at 9:41 p.m.  
  
CARRIED

Motion 342/22                      Motion by Councilor Allan to direct administration to respond to Mountain View Regional Waste Management Commissions letter to close all recycling sites.  
  
CARRIED

NEXT MEETING:                      Monday, December 12, 2022 at 7:00 p.m.

ADJOURNMENT:

Motion 343/22                      Motion by Councilor Ball to adjourn the meeting of November 28, 2022, at 9:43 p.m.  
  
CARRIED

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

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

Bylaw No. 2035

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

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

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

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

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

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

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

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

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

- 1. This Bylaw may be referred to as the “**2023 Rates and Fees Bylaw**”.
- 2. That the rates specified in the Schedules attached be charged for the goods and services specified.

Schedule A	Water, Wastewater and Garbage Collection
Schedule B	Administration
Schedule C	Building Development Permit Application
Schedule D	Cemetery
Schedule E	Dog Bylaw
Schedule F	Sports and Recreation
Schedule G	Common Services
Schedule H	Traffic Bylaw
Schedule I	Fire Services
Schedule J	Community Hall
Schedule K	Plotter Printer
Schedule L	Council Remuneration
Schedule M	Cat Bylaw
Schedule N	Noise Bylaw
Schedule O	Cannabis Consumption Bylaw
Schedule P	Smoking and Vaping Bylaw
Schedule Q	Fines for Livestock
Schedule R	Fines Residential Community Standards
Schedule S	Fines Industrial Community Standards
Schedule T	Fines Commercial Community Standards
Schedule U	Special Events
Schedule V	Golf Course Fees

- 3. That the rates specified attached to this Bylaw may be modified and amended from time to time, as Council desires, by resolution of Council;
- 4. That this Bylaw shall come into full force and effect on January 1, 2023.

**READ A FIRST TIME THIS 12<sup>TH</sup> DAY OF DECEMBER A.D., 2022**  
**READ A SECOND TIME THIS 12<sup>TH</sup> DAY OF DECEMBER A.D., 2022**  
**READ A THIRD AND FINAL TIME THIS 12<sup>TH</sup> DAY OF DECEMBER A.D., 2022**

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

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

SCHEDULE ‘A’  
WATER AND WASTEWATER AND GARBAGE COLLECTION RATES

WATER RATES:

1. Metered Single Occupancy

A fixed charge of \$14.00 per month plus a metered consumption charge of ~~\$2.94~~ 3.08 per cubic meter.

2. Metered Multiple Occupancy

a) Where a separate meter has been installed for each unit within the building, a fixed charge of \$14.00 per month shall apply to each unit plus a metered consumption charge of ~~\$2.94~~ 3.08 per cubic meter.

b) Where only one meter is installed to serve the entire building, a fixed charge of \$14.00 per month shall apply for each unit plus a metered consumption charge of ~~\$2.94~~ 3.08 per cubic meter.

3. Flat Rates

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

4. Bulk Water Sales

The charge for water sold in bulk quantities shall be ~~\$5.16~~ 6.00 per cubic meter. Users without an account will be charged a flat fee of \$30.00 plus consumption.

5. Sales of Water Meters & Read-outs

Size: Up to 1"	<del>\$425.00</del> 500.00 + GST
1"	<del>\$515.00 + GST</del> Contact the town
2' or greater	Contact the town

6. Additional Charges

Any person who will not require water and sewer service for an extended period of time may request the Town to disconnect the service. The account holder will be required to pay a one hundred-dollar (\$100.00) disconnection/reconnection fee in order to resume service, payable in advance.

WASTEWATER RATES:

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

GARBAGE COLLECTION AND DISPOSAL RATES:

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

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

Replacement Garbage Bin \$85.00 + GST

SCHEDULE 'B'  
ADMINISTRATION FEES

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

\$1.00 per page

To send long distance Faxes:

\$2.00 per page

To receive Faxes:

\$1.00 per page
4. The fee for an assessment appeal is:
- Residential \$50.00

Non-Residential \$650.00
5. The fee for Tax Certificate is:
- \$40.00
6. The fee for Insurance Application is:
- \$25.00
7. The fee for Tax Recovery Registration is:
- \$50.00 plus registration costs.
- administration fee for auction is cost plus 10% of total sale price.
8. The fee for dog licenses is:
- No charge for permanent tag

\$200.00 restricted dog

\$100.00 hobby license

\$ 30.00 per day boarding fees

\$ 10.00 for replacement tag
9. The fee for cat licenses is:
- No charge for permanent tag

\$ 30.00 per day boarding fees

\$ 10.00 for replacement tag
10. The fee for renting the Town Office Board Room is:
- No charge for municipal committees, chamber of commerce, or service clubs day or night use, as long as one Council or staff member is on the committee to ensure access.

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

- Evening use fee is: \$10.00 per hour (without equipment)  
\$20.00 per hour (with equipment)
11. Tax Penalty
- Current Taxes:

July 1st – 14%

Arrears (All Outstanding Balances):

January 1st – 14%

12. Utility Account Penalty:

1.5% per month, 18% per annum  
- current amounts  
  
1.5% per month, 18% per annum  
- outstanding amounts
13. Accounts Receivable:

1.5% per month, 18% per annum
14. Business Licenses:

As per Business License Bylaw #906  
\$100.00 Resident License  
\$125.00 Non Residential License  
\$300.00 Peddler & Hawkers License  
\$25.00 Associate Membership  
\$25.00 Two Day Event License
15. Campground Fees:

~~\$28.00~~ 32.00 per recreational vehicle  
~~\$23.00~~ 27.00 per tent  
~~\$5.00~~ 10.00 firewood per wheelbarrow load  
\$1.00 showers on timer  
~~\$2.00~~ 5.00 sewage dump
16. Personal Vehicle Allowance:

~~\$0.50 per kilometer~~  
  
\$0.61 < 5000 per kilometer  
\$0.55 > 5000 per kilometer
17. Tax/Utility Invoice Reprint Charge

\$5.00 per invoice (1<sup>st</sup> Free)



SCHEDULE ‘C’  
BUILDING AND DEVELOPMENT PERMIT APPLICATION RATES

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

Type	Building Permit Fee	Provincial Fee	Development Permit
Family, duplex, multi-family	\$5.00 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000 Minimum charge: \$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Additions and Renovations – all types	\$5.00 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000 Minimum charge:\$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Manufacture/Modular Home without attached garage	\$225.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Manufactured/ Modular Home with attached garage	\$300.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$100.00
Residential Garage or Accessory Building over 144 sq. ft.	\$110.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	Minimum charge: 100.00
Decks	\$75.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.50 per \$1000 construction value up to \$150,000 – thereafter \$1.00 per \$1000 construction value. Minimum charge: \$50.00
Solid Fuel Burning Appliance	\$75.00	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule.	Minimum Charge: \$50.00
Shed (on skids)	No Charge under 144 sq. ft.	No Charge	Minimum Charge: \$50.00
Industrial, Commercial, Assembly buildings (includes additions,	\$5.00 per \$1000 construction value up to \$1,000,000.	\$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a	\$1.50 per \$1000 construction value up to \$250,000 – thereafter

renovations, accessory buildings, etc.)	Thereafter \$4.20 per \$1000 Minimum charge: \$110.00	maximum of \$560 as per the Safety Codes Fee Schedule.	\$1.00 per \$1000 construction value. Minimum charge: \$250.00
Application for Land Use Re-designation	No charge	No charge	\$500.00 plus the cost of advertising – to be paid after first reading of bylaw
Certificate of Compliance (Real Property Report)	No Charge	No Charge	<del>\$50.00</del> 75.00
Demolition: Removal of building	No Charge	No Charge	\$75.00
Type	Building Permit Fee	Provincial Fee	Development Permit
Application to the MPC for discretionary uses, relaxation of the Land Use Bylaw regulations or any other matter requiring the determination of the MPC			\$200.00
Subdivision of Development Appeals			\$200.00
Parking Pad Sign	No Charge	No Charge	<del>\$25.00</del> 50.00 <del>\$25.00</del> 50.00

Policy Document Review Fee Schedule

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

\* Additional fees may be required if the plan area is located within the Newly Annexed Lands.  
\*\* Pre-application fees will be based on an hourly rate as per current Planning Agreement

Land Use Re-designation Fee Schedule

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

\* Additional fees may be required if the plan area is located within the Newly Annexed Lands.  
\*\* Pre-application fees will be based on an hourly rate as per current Planning Agreement

Site Development Permit Fee Schedule

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

\* Additional fees may be required if the plan area is located within the Newly Annexed Lands.  
\*\* Pre-application fees will be based on an hourly rate as per current Planning Agreement

Subdivision Application Fee Schedule

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

\* Additional fees may be required if the plan area is located within the Newly Annexed Lands.  
\*\* Pre-application fees will be based on an hourly rate as per current Planning Agreement

OFFSITE LEVIES:

- Water:

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

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

\$992.74 per lot;  
\$10693.70 per residential hectare.  
\$120.45 per unit
- Transportation:

\$723.96 per lot;  
\$8809.01 per residential hectare;  
\$99.22 per unit

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

SCHEDULE ‘D’  
CEMETERY RATES

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

SCHEDULE ‘E’  
DOG BYLAW

SECTION	OFFENCE	1 <sup>st</sup> Offense	2 <sup>nd</sup> *	3 <sup>rd</sup> **
3 (a)	Running at large	\$200.00	\$400.00	\$600.00
3 (b)	Failure to immediately remove defecation from property not the owners	\$100.00	\$200.00	\$300.00
3 (d)	Bite a person	\$500.00	\$750.00	\$1000.00
3 (e)	Injure a person	\$500.00	\$750.00	\$1000.00
3 (f)	Chasing a person	\$150.00	\$300.00	\$500.00
3 (g)	Biting at, barking at, chasing livestock, bicycles, automobiles or other vehicles	\$150.00	\$300.00	\$500.00
3 (h)	Barking, howling or disturbing the peace	\$150.00	\$300.00	\$500.00
3 (i)	Damage to property or other animals	\$500.00	\$750.00	1,000.00
3 (j)	Upsetting waste receptacles	\$100.00	\$200.00	\$300.00
3 (k)	Be in an area of a park cultivated for floral plant display	\$100.00	\$200.00	\$300.00
3 (l)	Be in any swimming, bathing or wading pool that is provided for the use of the public	\$100.00	\$200.00	\$300.00
5 (a)	Failure to obtain license for a restricted dog	\$200.00	\$400.00	\$600.00
5 (b)	Failure to confine restricted dog	\$250.00	\$500.00	\$1,000.00
5 (c)	Failure to harness or leash restricted dog	\$250.00	\$500.00	\$1,000.00
6 (a)	Failure to report dog with rabies	\$250.00		
6 (b)	Failure to confine dog with rabies	\$500.00		
6 (c)	Failure to keep confined dog with rabies	\$250.00	\$500.00	\$1,000.00
8	Failure to obtain license for dog	\$250.00		
8 (i)	Failure to obtain hobby license for dog	\$250.00		
10	Interference with or obstruction of animal control officer	\$500.00		
11 (a)	Untying an animal	\$250.00	\$500.00	\$750.00
11 (b)	Negligently or willfully open a gate, door, or other opening in a fence or enclosure in which an animal has been confined	\$250.00	\$500.00	\$750.00
11 (c)	Tease, torment or annoy an animal	\$250.00	\$500.00	\$750.00

SCHEDULE ‘F’  
SPORTS AND RECREATION

BALL DIAMONDS:

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

SOCCER FIELDS:

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

GAZEBO:

- \$100.00 per day

CONCESSION:

- \$100.00 per day

ARENA ICE RENTAL RATES:

2023

Season May 1- April 30

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

- \*Non-Prime Ice consists of the following:
- o Bookings which start after 10:00 p.m. Sunday – Thursday
  - o Bookings which end before 3:30 p.m. all weekdays except holidays or days without school

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

Small Meeting Room

- Full Day \$50.00
- Hourly \$10.00

Fitness Room

- Hourly \$15.00

Off-Season Floor Rentals

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

**SCHEDULE ‘F’ cont....  
ANNUAL ARENA ADVERTISING RATES:**

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

**GST is applicable to all Rates**

SCHEDULE ‘G’  
COMMON SERVICES RATES

OPERATIONAL SERVICES VEHICLES

UNIT #	RENTAL PRICE (per hour/per day)	VEHICLE
1	\$78.80	GMC Sierra 2500 HD
2	\$78.80	Ford F250
5	\$157.59	J.D. Grader
6	\$87.55	Ford 1 Ton
8	\$105.00	Flat Deck Trailer
9	\$110.00	Freightliner
10	\$415.00 per day	Generator
11	\$61.80	Kubota Z-21 Mower
12	\$61.80	John Deere 915
13	\$82.40	Kubota 5030 Tractor
14	\$61.80	Progressive Mower
15	\$61.80	2560 Mower Kubota
16	\$110.00	Freightliner
22	\$125.00	Elgin Sweeper
23	\$61.80	John Deere Z Track
24	\$61.80	John Deere Gator
27	\$61.80	Kubota RTV
32	\$82.40	JD Tractor
33	\$61.80	Finishing Mower
35	\$310.00	Manlift
36	\$208.00	Tilt Deck Trailer
43	\$95.00	Dump Trailer
47	\$155.00	Case Loader
48	\$78.60	Ford F150
49	\$60.00	Enforcement Vehicle
50	\$60.00	Enforcement Vehicle
52	\$120.00	Mini Loader
53	\$120.00	Mini Excavator
57	\$95.00	1 Ton Dump Truck
58	160.00	Snow Blower



61	\$80.00	Sewer Flusher
66	\$90.00	Ford 1Ton
142	\$45.00	Yamaha Generator
143	\$60.00	3" Centrifical pump
144	\$25.75 per day	1" Submersible pump
145	\$51.50 per day	Stihl chainsaw
147	\$51.50 per day	Weed trimmer
148	\$66.95 per day	J D Hand mower
150	\$61.80 per day	Hand Rototiller
152	\$12.00 per day per barricade	Barricades
153	\$10.50 per day per pylon	Pylons
154	\$18.00 per day per sign	Signs
155	\$60.00 per day	Hydrant Flushing/Testing Kit
156	\$55.00 per day	Unihoist
157	\$55.00 per day	Gas Monitor
158	\$160.00 per day	Freeze kit
181	\$60.00	Enforcement/Bylaw Vehicle

SCHEDULE ‘H’  
TRAFFIC BYLAW

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

SCHEDULE 'I'  
FIRE SERVICES

Rates may change as per Alberta Infrastructure Fee Schedule

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

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

**Fire Investigations**

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

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

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

Outside Resources Cost + 10%

SCHEDULE ‘J’  
COMMUNITY HALL

<b>Auditorium</b>	
Auditorium only	\$350.00
Auditorium with Kitchen	\$475.00
<b>Small Meeting Room</b>	
Full Day (up to eight hours use)	\$100.00
Half Day (up to four hours use)	\$50.00
Hourly Rate	\$20.00 per hour
<b>Bar</b>	\$100
<b>Kitchen</b>	\$175.00 per day
<b>Funerals</b>	
Includes Auditorium, Small Meeting Room and Kitchen	\$200.00
<b>Anniversaries, Birthdays, Celebrations, Bridal Showers, Craft Sales (Auditorium)</b>	
	\$250.00
• Includes:	
○ Up to five hours	
○ Kitchen Use	
<b>Wedding Package</b>	
	\$800.00
• Includes:	
○ Friday noon set up	
○ Saturday (all day)	
○ Sunday until 2 pm (to allow for gift opening and clean up)	
○ Use of:	
▪ Auditorium	
▪ Stage (includes sound system)	
▪ Small meeting room	
▪ Bar Room	
▪ Kitchen (includes use of available dishes & equipment)	
▪ Tables (no linens)	
▪ Chairs	

SCHEDULE ‘K’  
PLOTTER PRINTER RATES

NOT FOR PROFIT

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

PUBLIC

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

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

SCHEDULE ‘L’  
COUNCIL REMUNERATION

- 1. Mayor
  - Monthly Salary of ~~\$2146.67~~ 2351.04
- 2. Deputy Mayor
  - Monthly Salary of ~~\$1867.60~~ 2045.40
- 3. Councilors
  - Monthly Salary of ~~\$1652.94~~ 1810.30
- 4. Mileage Rate
  - Mileage Rate of ~~\$0.50~~ .61 < 5000 per kilometer
  - Mileage Rate of ~~\$0.50~~ .55 > 5000 per kilometer
- 5. Meeting Per Diem – Two Hours or Less
  - \$90.00 for two hours or less per diem plus additional \$30.00 per hour for travel time
- 6. Meeting Per Diem – Half Day
  - \$180.00 for half-day per diem plus additional \$30.00 per hour for travel time
- 7. Meeting Per Diem – Full Day
  - \$360.00 for full-day per diem plus additional \$30.00 per hour for travel time

SCHEDULE ‘M’  
CAT BYLAW

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

SCHEDULE ‘N’  
NOISE BYLAW

SECTION	OFFENCE	1 <sup>st</sup> Offense	2 <sup>nd</sup> *	3 <sup>rd</sup> **
3	General Prohibition	\$100.00	\$200.00	\$400.00
4	Domestic Noise	\$100.00	\$200.00	\$400.00
6 (a)	Residential Noise	\$100.00	\$200.00	\$400.00
7	Vehicle Noise	\$100.00	\$200.00	\$400.00
8	Commercial and Industrial Noise	\$100.00	\$200.00	\$400.00
10 (a)	Construction Noise	\$100.00	\$200.00	\$400.00

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



SCHEDULE ‘O’  
CANNABIS CONSUMPTION BYLAW

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

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

SCHEDULE ‘P’  
SMOKING & VAPING BYLAW

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

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

SCHEDULE ‘Q’  
Fines for Livestock

SECTION	OFFENCE	1 <sup>st</sup> Offense	2 <sup>nd</sup> *	3 <sup>rd</sup> **
	Veterinary Fee – Amount Expended			
3	Keep Livestock in prohibited area	\$100.00	\$200.00	\$400.00
4	Allow animal to run at large	\$100.00	\$200.00	\$400.00
6 (a)	Leave animal unattended while tethered in a public place	\$100.00	\$200.00	\$400.00
6 (b)	Animal unsupervised while tethered on private property	\$100.00	\$200.00	\$400.00
7 (a) or (b)	Animal left unattended in vehicle or trailer improperly	\$100.00	\$200.00	\$400.00
7 (c)	Animal left unattended in vehicle when weather conditions not suitable	\$100.00	\$200.00	\$400.00
10 (b) (v)	Throw or poke an animal in an enclosure	\$100.00	\$500.00	\$500.00
14 (a) (i)	Obstruct or interfere with officer	\$250.00	\$500.00	\$500.00
14 (a) (ii)	Open Van, Vehicle or Trailer	\$100.00	\$500.00	\$500.00
14 (a) (iii)	Remove or attempt to remove impounded animal	\$100.00	\$500.00	\$500.00
14 (b) (i)	Untie, loosen or free restrained animal	\$100.00	\$500.00	\$500.00
14 (b) (ii)	Open gate, door or opening allowing animal to run at large	\$100.00	\$500.00	\$500.00
14 (b) (iii)	Entice an animal to run at large	\$100.00	\$500.00	\$500.00
14 (b) (iv)	Tease an animal in an enclosure	\$100.00	\$500.00	\$500.00
	Animal Kennel Services – Amount Expended			

SCHEDULE ‘R’  
Fines Residential Community Standards

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

SCHEDULE ‘S’  
Fines Industrial Community Standards

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

SCHEDULE ‘T’  
Fines Commercial Community Standards

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

SCHEDULE ‘U’  
Special Event Fees

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

SCHEDULE ‘V’  
Golf Course Fees

<b>Membership Category:</b>	
7 Day unlimited	\$1,525.00
5-Day (Mon-Fri Excluding holidays)	\$1,150.00
Intermediate (Ages 19-35)	\$850.00
Over 80 (Age 80+)	\$850.00
Restricted After 4pm	\$600.00
Restricted After 4pm Family	\$850.00
Junior (18 years and younger)	\$225.00
Golf Canada Membership	\$45.00

\*\*GST applicable on all Membership categories\*\*

<b>Green Fee Rates:</b>	
18-hole Green Fee ( <del>Weekday</del> Mon-Thurs)	\$52.00
18-hole Green Fee ( <del>Weekend</del> Fri-Sun+ Holiday)	\$62.00
9-hole Green Fee ( <del>Weekday</del> Mon-Thurs)	\$30.00
9-hole Green Fee ( <del>Weekend</del> Fri-Sun + Holiday)	\$35.00
Twilight (After 4pm Everyday)	\$40.00
Junior 18-hole	\$35.00
Junior 9-hole	\$20.00

<b>Special Rates:</b>	
Guest with Member (Weekday)	\$42.00
Guest with Member (Weekend + Holiday)	\$52.00
Parent with Junior Member (after 6pm)	\$10.00

<b>Power Cart Rates (Per Person):</b>	
18-hole Power Cart	\$18.00
9-hole / Twilight Power Cart	\$10.00

<b>Power Cart Packages (Members ONLY):</b>	
Yearly Power Cart (Single Person)	\$650.00
Yearly Power Cart (Two People)	\$975.00
10 Ride Pass (Single Person)	\$170.00
20 Ride Pass (Single Person)	\$320.00
30 Ride Pass (Single Person)	\$450.00
40 Ride Pass (Single Person)	\$560.00

<b>Driving Range</b>	
Large Basket	\$10.00
Small Basket	\$6.00
Yearly Range Pass	\$200.00

\*\*GST Included on all Green Fee, Special, Power Cart, and Driving Range Rates\*\*



**Bylaw No. 2037**

**BEING** a Bylaw of the Town of Carstairs in the Province of Alberta, to authorize the temporary borrowing by bank loan in 2023.

**WHEREAS**, the Council of the Town of Carstairs, in the Province of Alberta, considers it necessary to borrow a sum of money to meet the current operating expenditures and obligations of the Corporation.

**NOW THEREFORE**, pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrows not more than the sum of one million (\$1,000,000.00) dollars from an authorized financial institution for the purpose of meeting the current operating expenditures and obligations of the Corporation.
2. The Mayor and Chief Administrative Officer be hereby authorized for and on behalf of the Town of Carstairs,
  - a. To apply to an authorized financial institution for the aforesaid loan to the Town of Carstairs and,
  - b. Execute on behalf of the Town of Carstairs such bills, debentures, promissory notes for similar forms or obligations that the authorized financial institution may require as evidence of and security for, all sums borrowed hereunder,

**AND** each such bill, debenture promissory note or obligation shall be valid and binding upon the Town of Carstairs according to its tenor, and the authorized financial institution shall never be bound to inquire whether such officers are observing limitations of their authority as set forth in this Bylaw.

3. **NOTWITHSTANDING THE FOREGOING**, the Mayor and Chief Administrative Officer shall apply such part of the foregoing sum authorized to be borrowed in repayment of previous borrowings of the Town of Carstairs such that all amounts borrowed and outstanding by the Town of Carstairs at any time to the authorized financial institution and to all other persons, firms and corporations shall not exceed the amount of taxes levied or estimated to be levied by the Town of Carstairs for the current year.
4. **ALL** sums borrowed pursuant to paragraph 2 hereof, shall bear interest at a rate per annum equal to the prime rate of interest charged by the authorized financial institution and advances in effect from time to time, any change in the prime rate charged by the authorized financial institution for advances and such interest shall be calculated and due and payable monthly.
5. **ALL** sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than December 31 of the current year, unless hereafter extended by authority of the Council of the Town of Carstairs.
6. **AS** security for payment of money borrowed pursuant to paragraph one, hereof, the Council hereby pledges to the authorized financial institution the whole of the unpaid taxes and penalties on taxes assessed or levied in any prior years together with penalties thereon, that are owed to the Town of Carstairs and the whole of the taxes from the current year that are now or may become owing to the Town of Carstairs, but such security shall be collateral to the obligation of the Town of Carstairs to repay with interest all sums borrowed from the authorized financial institution and the authorized financial institution shall not be bound to recover any such taxes or penalties before being entitled to payment from the Town of Carstairs.
7. In the event the Council of the Town of Carstairs decided to extend the said loan, and the authorized financial institution is prepared to extend the said loan, any renewal or extension bill, debenture, promissory note or other obligations executed by the officers designated in paragraph two hereof and delivered to the authorized financial institution, shall be valid and conclusive proof as against the Town of Carstairs of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension bill, debenture, promissory note or other obligations and the authorized financial institution shall not be bound to inquire into the authority of such officers to execute and deliver any such renewal or tension document.

- 8. This bylaw shall repeal Bylaw No. 2032.
- 9. This bylaw shall come into full force and effect on January 1, 2023.

**READ A FIRST TIME THIS 12<sup>TH</sup> DAY OF DECEMBER 2022.**

**READ A SECOND TIME THIS 12<sup>TH</sup> DAY OF DECEMBER 2022.**

**READ A THIRD AND FINAL TIME THIS 12<sup>TH</sup> DAY OF DECEMBER 2022.**

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

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

**BYLAW No. 2027**

A Bylaw of the Town of Carstairs in the Province of Alberta for the purpose of closing public travel and disposing of portions of a public highway in accordance with Section 22 of the Municipal Government Act, Chapter M26.1, Revised Statutes Of Alberta 2000, as amended.

**WHEREAS** the lands hereafter described are no longer required for public travel, and

**WHEREAS** extension is proposed to line up with 13<sup>th</sup> avenue, and

**WHEREAS** application has been made to Council to have the highway closed, and

**WHEREAS** the Council of the Town of Carstairs deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and therefore disposing of same, and

**WHEREAS** notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

**WHEREAS** Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw

**NOW THEREFORE BE IT RESOLVED** that the Council of Carstairs in the Province of Alberta does hereby close to public travel for the purpose of disposing of the following lane, subject to rights of access granted by other legislation:

*"That portion of road on Plan 2328 JK lying West of Lot 6, Block 24, Plan 2328 JK and East of the boundary of Lot 3MR, Block 15, Plan 921 1014".*

EXCEPTING THEREOUT ALL MINES AND MINERALS

Received first reading the 14<sup>th</sup> day of February, 2022 .

  
Chief Elected Official

  
Chief Administrative Official

APPROVED this 24<sup>th</sup> day of November, 2022.

  
Minister of Transportation  
and Economic Corridors

Approval valid for \_\_\_\_\_ months

Received second reading this      day of      , 20      .

Received third reading this      day of      , 20      .

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Administrative Official

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

December 7, 2022

Our Reference: 27752

Client: Town of Carstairs

Attention: Rick Blair, Chief Administrative Officer

**Reference: SD-22-06 – Subdivision Report**


---

**Proposal:** 30 Lot Subdivision

**Legal Description:** Lot 1 Block 1 Plan 2211166  
Part of SE ¼ Section 8 Township 30 Range 1 W5M

**Location:** 1374 Scarlett Boulevard, Carstairs, AB

**Applicant(s):** Landmark West Developments Group

**Owner(s):** Pollyco (Scarlett Ranch) Holdings Ltd.

**Land Use Designation:** Medium Density Residential – Attached Dwelling District (R3)

**Gross Area:** 1.72 ha± (4.25 ac±)

---

<b>Planning Analysis:</b>	<p>The application proposes subdividing Lot 1 Block 1 Plan 2211166, being a portion of SE ¼ Sec 8 Twn. 30 Range 1 W5M, into 30 lots. The bareland condominium subdivision will include 29 residential lots and one shared public lot.</p> <p>The subject site is approximately 1.72 ha (4.25 ac) in size and is located in south Carstairs (see <b>Appendix A – Location Plan</b>). The subject site is currently designated as R3 – Medium Density Residential – Attached Dwelling District.</p> <p>The subject site is adjacent to existing residential development to the north (residences along Scarlett Ranch Boulevard). The site is bounded by Highway 580 to the east and undeveloped land to the west and south (see <b>Appendix B - Site Photos</b>).</p> <p>Adjacent lands to the subject site are designated as Low Density Residential – Single Detached District (R1) to the north, Public Facility and Recreation District (PFR) to the north and southeast, and Urban Reserve District (UR) to the south west and west.</p> <p>The purpose for this subdivision is to facilitate residential development in alignment with the Scarlett Ranch Conceptual Scheme, approved by Council August 2022, which amends to the development concept within the South Carstairs Area Structure Plan.</p> <p>The proposal seeks to create a bareland condominium subdivision with 29 residential parcels for Senior Villas and 1 shared public lot. The 30 parcels being proposed range between 325.6m<sup>2</sup> and 465.5 m<sup>2</sup>.</p>
---------------------------	--



<b>Background and Site Context:</b>	<p>The subject site is located within the South Carstairs Area Structure Plan. The subject lands are relatively flat.</p> <p>A gas well is located south of the plan area, within 100m.</p> <p>There are multiple utility rights-of-way and caveats registered on the existing title. All rights-of-ways and caveats will be required to be brought forward for registration on any newly created titles (as applicable).</p> <p>There are also two Development Agreements between the landowner and the Town of Carstairs registered on title.</p>
<b>Access:</b>	<p>The subject site has two points of access, one located in its northeast periphery, connecting to Scarlett Ranch Boulevard, and one in its west periphery, connecting to Scarlett Ranch Drive.</p>
<b>Policy Alignment:</b>	<p><b>Municipal Development Plan</b></p> <p>The Municipal Development Plan (MDP) concept designates the majority of the subject site as Commercial, with the western portion of the site being designated as Residential. The proposed subdivision is not in line with the MDP concept. Council may request that Administration seek to amend the MDP to reflect the approved subdivision and residential use.</p> <p>MDP policy <b>6.3.14</b> is in support of the development of seniors housing, although policy <b>6.3.6</b> encourages this type of development to be closer to downtown amenities.</p> <p><b>6.3.6</b> <i>Higher density housing and senior's housing is encouraged to be located close to downtown amenities.</i></p> <p><b>6.3.14</b> <i>In recognizing the unique requirements for housing for seniors and moderate-income residents, the Town should:</i></p> <ul style="list-style-type: none"> <li>• <i>monitor the demand for and supply of suitable housing;</i></li> <li>• <i>encourage senior governments, community agencies, and the private sector to provide housing in response to these needs; and</i></li> <li>• <i>designate sites to accommodate suitable housing</i></li> </ul> <p><b>South Carstairs ASP</b></p> <p>The South Carstairs ASP designates the subject site as Mixed-Use Commercial and Mixed-Use Residential (Apartments). The proposed subdivision is not directly in line with the ASP, as a large portion of the subject site is designated as Commercial. As outlined in policy <b>5.2. b)</b> below, minor variances to the ASP are possible at the discretion of the Development Authority.</p> <p>The following ASP policies support the proposed residential subdivision:</p> <p><b>4.2. a)</b> <i>To achieve the vision of the Town for affordability, a variety of housing types shall be included in the design of this community, such as detached, semi-detached, attached, or multi-family dwellings.</i></p> <p><b>4.2. b)</b> <i>The lands to the west of Highway 580 shall provide the majority of the diversity.</i></p> <p><b>5.2. b)</b> <i>The Town shall ensure that all subdivision and development within the ASP area conforms to the ASP. However, the policies and standards of the ASP may not be interpreted as being inflexible. Each subdivision and/or development shall be evaluated</i></p>



	<p><i>on its own merit and minor variances from the provisions of the ASP are possible, at the discretion of the Development Authority without a formal amendment to the ASP.</i></p> <p><b>Scarlett Ranch Conceptual Scheme</b></p> <p>The Scarlett Ranch Conceptual Scheme designates the subject site as Ex Multi Family.</p> <p><b>Land Use Bylaw</b></p> <p>The LUB designates the subject site as Medium Density Residential – Attached Dwelling District (R3).</p> <p>All proposed lots meet the minimum parcel width and area outlined in the LUB. The proposed number of units on the subject site meets the maximum density for R3 districts.</p>
<b>Reserve Calculations:</b>	<p>The Town will require 10% of the subject lands to be dedicated as municipal reserve. The application proposes to dedicate the land as MR that is labeled as green space in the Site Plan, as shown in Appendix A.</p>
<b>Circulation:</b>	<p>This application was circulated to adjacent landowners and referral agencies. Referral comments were received from the following agencies:</p> <p><b>Referral Agency Responses</b></p> <ul style="list-style-type: none"> <li>• <b>TELUS Communications Inc.</b> indicated they will require a Utility Right of Way for future facilities that will be placed to service this development.</li> <li>• <b>Shaw Communications Inc.</b> indicated that they have no objections to the proposal.</li> <li>• <b>Fortis Alberta</b> indicated that no easements are required. Fortis noted it is the Distribution Wire Service Provider for this area and that the developer can arrange installation of electrical services for this subdivision through Fortis Alberta.</li> <li>• <b>Alberta Health Services</b> indicated that they have no objections to the proposal.</li> <li>• <b>ATCO Gas Distribution</b> stated that they approve of this proposal, provided their outlined conditions are met (see Appendix C).</li> <li>• <b>ATCO High Pressure Pipelines</b> indicated they have no objections to the proposal.</li> <li>• <b>Mountain View County</b> indicated they have no objections to the proposal.</li> <li>• <b>Alberta Transportation</b> noted that the subdivision is subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation, due to the proximity of Highway(s) 580, 2A, and 581. AT commented that the requirements of Section 18 are met, therefore no variance is required, but it is expected that the Town will mitigate impacts from this subdivision to the highway system.</li> </ul> <p>AT noted that they take no responsibility for the noise impacts or other impacts of highway traffic upon any development on the subject site. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Examples noted include landscaping or berming to provide noise attenuation and visual screening. AT noted that the subject site is within the permit area for a highway, and thus future development will require a Roadside Development Permit from AT.</p>



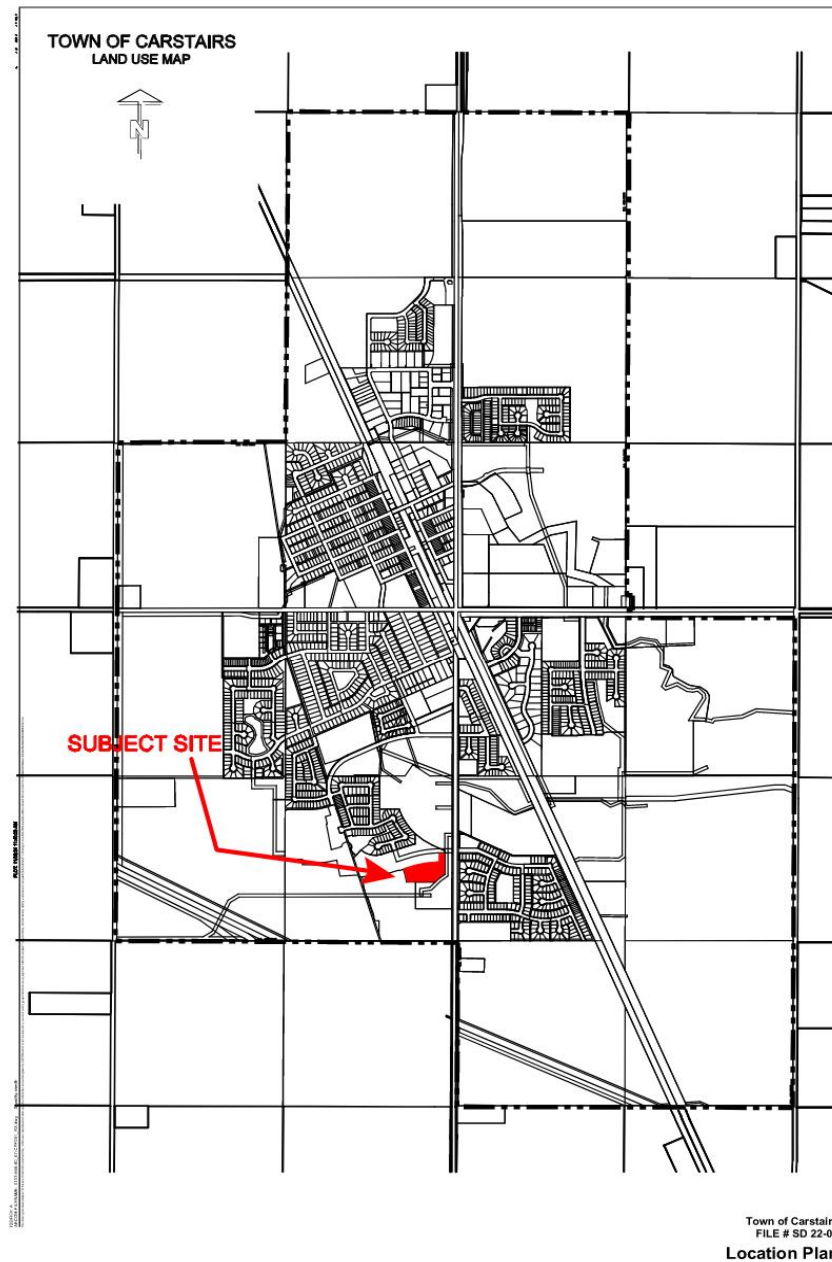
	<p><b>Adjacent Landowner Responses</b></p> <ul style="list-style-type: none"> <li>One adjacent landowner indicated that they have no objections to the proposal.</li> </ul> <p>Responses are provided in full in <b>Appendix C – Regulatory Agencies Responses.</b></p>
<b>Comments:</b>	<ul style="list-style-type: none"> <li>This Subdivision Report has been prepared by ISL and reviewed by the Town's Subdivision Authority;</li> <li>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</li> <li>Submissions from landowners and referral agencies were considered as noted herein.</li> </ul>
<b>Decision and Conditions of Subdivision:</b>	<p>The Subdivision Authority <b>APPROVES</b> the subdivision application subject to the following conditions:</p> <ol style="list-style-type: none"> <li>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;</li> <li>That prior to endorsement, it is the responsibility of the Applicant to ensure 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;</li> <li>That prior to plan endorsement, all existing or newly required access rights-of-way, easements, overland drainage rights-of-way and agreements are to be registered shall be provided to the satisfaction of the Town of Carstairs;</li> <li>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).</li> </ol>





## Appendix A

Figure 1 – Location Plan





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**Figure 2 – Tentative Site Plan**





## Appendix B

### Site Images



Looking south from the north end of the Subject Site.



Looking west from the east end of the Subject Site.



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Looking southeast from the northwest end of the Subject Site.



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## Appendix C

### Regulatory Agencies Responses

#### **Bridget Piller**

---

**From:** PlanDev <plandev@mvcounty.com>  
**Sent:** November 22, 2022 8:36 AM  
**To:** Bridget Piller  
**Cc:** Brian Conger  
**Subject:** Carstairs Subdivision Application LUR-22-06

Some people who received this message don't often get email from plandev@mvcounty.com. [Learn why this is important](#)

Mountain View County - No comment or objection

Have a great day!

[Lynn Craven | Administrative Support](#)  
[403-335-3311 ext. 209](#) | [lcraven@mvcounty.com](mailto:lcraven@mvcounty.com)



[Mountain View County](#)

Office: [403-335-3311](tel:403-335-3311) | Fax: [403-335-9207](tel:403-335-9207)  
Postal Bag 100  
1408 Twp Rd. 320 | Didsbury, AB | T0M 0W0  
[www.mountainviewcounty.com](http://www.mountainviewcounty.com)



**Bridget Piller**

---

**From:** Leeanne Hoshino <Leeanne.Hoshino@albertahealthservices.ca>  
**Sent:** November 7, 2022 1:30 PM  
**To:** Bridget Piller  
**Subject:** SD-22-06  
**Attachments:** SD-22-06\_Subdivision Application.pdf

You don't often get email from leeanne.hoshino@albertahealthservices.ca. [Learn why this is important](#)

Hello,

I would like to confirm that Alberta Health Services, Environmental Public Health has received the above-noted application. At this time, we have no concerns with the proposal, based on the information provided. Feel free to contact me if the application is changed in any way, or you have any questions or concerns.

Thank you,

**Leeanne Hoshino, BSc, BEH(AD), CPHI(C)**

Environmental Public Health

Airdrie, AB

**tel:** 587-943-2315 | **toll-free:** 1-833-476-4743 | **email:** [leeanne.hoshino@albertahealthservices.ca](mailto:leeanne.hoshino@albertahealthservices.ca)



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---

**From:** Rieza Del Rosario <Rieza.DelRosario@albertahealthservices.ca>  
**Sent:** Tuesday, November 1, 2022 10:41 AM  
**To:** Leeanne Hoshino <Leeanne.Hoshino@albertahealthservices.ca>  
**Subject:** FW: Carstairs Subdivision Application LUR-22-06 - Referral for Comment

---

**From:** Bridget Piller <[BPiller@islengineering.com](mailto:BPiller@islengineering.com)>  
**Sent:** Tuesday, November 1, 2022 10:23 AM  
**Cc:** Brian Conger <[BConger@islengineering.com](mailto:BConger@islengineering.com)>  
**Subject:** Carstairs Subdivision Application LUR-22-06 - 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

Good Day,

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

Your comments and recommendations to this proposal will be accepted until noon on **November 23, 2022**.

[Planning Information](#)

The Town of Carstairs has received an application which proposes to subdivide Lot 1 Block 1 Plan 2211166, being a portion of SW ¼ Sec. 9 Twn. 30 Range 1 W5M, into 30 lots. The bareland condominium subdivision will include 29 residential lots and one shared public lot. The purpose of this subdivision is to accommodate the future development of 29 Senior's Villas.

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. If you have any questions or would like to request more information, feel free to contact me by e-mail or phone.

In your reply, please quote the project number "SD-22-06".

Thank you,

**Bridget Piller** (she/her) | *Community Planner*  
**ISL Engineering and Land Services Ltd.**  
4015 - 7 Street SE  
Calgary, AB T2G 2Y9  
T: 403.254.0544 F: 403.254.9186  
[BPiller@islengineering.com](mailto:BPiller@islengineering.com) [islengineering.com](http://islengineering.com)

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**November 14, 2022**

**Subdivision Application LUR-22-06**

**Support with Conditions**

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. **CITY OF CALGARY ONLY:** [In some areas right of ways should be 2.4 metres if shared with other shallow utilities. In these areas if gas mains are required in the side yard, a right of way of 3.4m is required.] 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 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.





There are existing ATCO facilities in the area. If it should be necessary to lower, relocate or make any alterations to the existing facilities and/or appurtenances due to this project, please contact ATCO Gas Distribution at 403-245-7888 with a minimum of one (1) year notice to enable an adequate and timely response. Note all alteration costs will be borne by the developer / owner. "If working around existing gas main, please contact our Edmonton Land Group at email address [Crossings@atcogas.com](mailto:Crossings@atcogas.com) to obtain a crossing/proximity agreement.

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. Applications for new services residential or commercial please go on our website of [GasApplicationsCalgary@atco.com](mailto:GasApplicationsCalgary@atco.com).

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.

**Contact Utility Safety Partners when excavating with gas lines in the area**

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 Utility Safety Partners at 1-800-242-3447 or [utilitysafety.ca](http://utilitysafety.ca). Please contact Utility Safety Partners prior to any surface construction.

- (1) Utility Safety Partners (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 Jordan Ham  
[jordan.ham@atco.com](mailto:jordan.ham@atco.com)

Sincerely,



**Christine Riddell**

Administrative Coordinator

Natural Gas Distribution

Pipelines & Liquids Global Business Unit

T. 403-245-7629

A. 5<sup>th</sup> Floor, 909-11<sup>th</sup> Ave. SW Calgary, AB T2R 1L8

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**Bridget Piller**

---

**From:** rpaul@ghermangroup.ca  
**Sent:** November 18, 2022 1:33 PM  
**To:** Bridget Piller  
**Subject:** RE: Carstairs Subdivision Application SD-22-06

All good with me.

Thanks  
Rob Paul  
G .Herman Group Inc.  
[rpaul@ghermangroup.ca](mailto:rpaul@ghermangroup.ca)  
403-860-4769

---

**From:** Bridget Piller <BPiller@islengineering.com>  
**Sent:** November 18, 2022 9:27 AM  
**To:** rpaul@ghermangroup.ca  
**Subject:** RE: Carstairs Subdivision Application SD-22-06

Good morning Rob,

Thank you for getting back to me. For your information, this is a circulation on behalf of the Town for the developer who is applying for subdivision prior to the next phase of the development. If you have any feedback on this subdivision application, please feel free to send it to me in writing. Your feedback will be added to the report that will be reviewed when the subdivision application is brought forward to the Subdivision Authority for decision.

Please let me know if you have any further questions. Thank you!

**Bridget Piller** (she/her) | *Community Planner*  
**ISL Engineering and Land Services Ltd.**  
**T:** 403.254.0544 **F:** 403.254.9186 **C:** 403-402-4828

---

**From:** [rpaul@ghermangroup.ca](mailto:rpaul@ghermangroup.ca) <[rpaul@ghermangroup.ca](mailto:rpaul@ghermangroup.ca)>  
**Sent:** November 16, 2022 6:08 PM  
**To:** Bridget Piller <[BPiller@islengineering.com](mailto:BPiller@islengineering.com)>  
**Subject:** RE: Carstairs Subdivision Application SD-22-06

Much better. Are you just making application for these villa lots now?  
We have been dealing with the developer on a set back relaxation so that they can build full size villas for some time. The flags are flying at the build site and it looks like the developer is well underway.

Thanks  
Rob Paul  
G .Herman Group Inc.  
[rpaul@ghermangroup.ca](mailto:rpaul@ghermangroup.ca)  
403-860-4769

---

**From:** Bridget Piller <[BPiller@islengineering.com](mailto:BPiller@islengineering.com)>  
**Sent:** November 16, 2022 11:02 AM  
**To:** [rpaul@ghermangroup.ca](mailto:rpaul@ghermangroup.ca)  
**Subject:** Carstairs Subdivision Application SD-22-06

Hi Robert,

Thanks for giving me a call this morning and notifying me of the error on the letter you received regarding the Carstairs Subdivision Application SD-22-05. I have attached the revised version for your review. Feel free to respond via email with any comments you may have.

Thanks and have a great day!

**Bridget Piller** (she/her) | *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:** 403-402-4828  
[BPiller@islengineering.com](mailto:BPiller@islengineering.com) [islengineering.com](http://islengineering.com)

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**Bridget Piller**

---

**From:** Circulations, HP <HP.Circulations@atco.com>  
**Sent:** November 21, 2022 8:07 AM  
**To:** Bridget Piller  
**Subject:** 22-4306 Response - Carstairs Subdivision Application LUR-22-06 - Referral for Comment  
**Attachments:** SD-22-06\_Subdivision Application.pdf

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).

Thank you,

**Isabel Solis-Jarek**

Sr. Administrative Coordinator | Operations Engineering  
Natural Gas Transmission

**P:** 780 420 3896

**A:** 7210 42 Street, Edmonton, AB T6B 3H1

[ATCO.com](https://www.atco.com) [Facebook](#) [Twitter](#) [LinkedIn](#) [Instagram](#)



---

**From:** Bridget Piller <BPiller@islengineering.com>  
**Sent:** Tuesday, November 1, 2022 10:23 AM  
**Cc:** Brian Conger <BConger@islengineering.com>  
**Subject:** Carstairs Subdivision Application LUR-22-06 - Referral for Comment

**\*\*Caution – This email is from an external source. If you are concerned about this message, please report using Phish Alert button for analysis.\*\***

Good Day,

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

Your comments and recommendations to this proposal will be accepted until noon on **November 23, 2022**.

[Planning Information](#)

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residential lots and one shared public lot. The purpose of this subdivision is to accommodate the future development of 29 Senior's Villas.

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In your reply, please quote the project number "SD-22-06".

Thank you,

**Bridget Pillar** (she/her) | *Community Planner*  
**ISL Engineering and Land Services Ltd.**  
4015 - 7 Street SE  
Calgary, AB T2G 2Y9  
T: 403.254.0544 F: 403.254.9186  
[BPillar@islengineering.com](mailto:BPillar@islengineering.com) [islengineering.com](http://islengineering.com)

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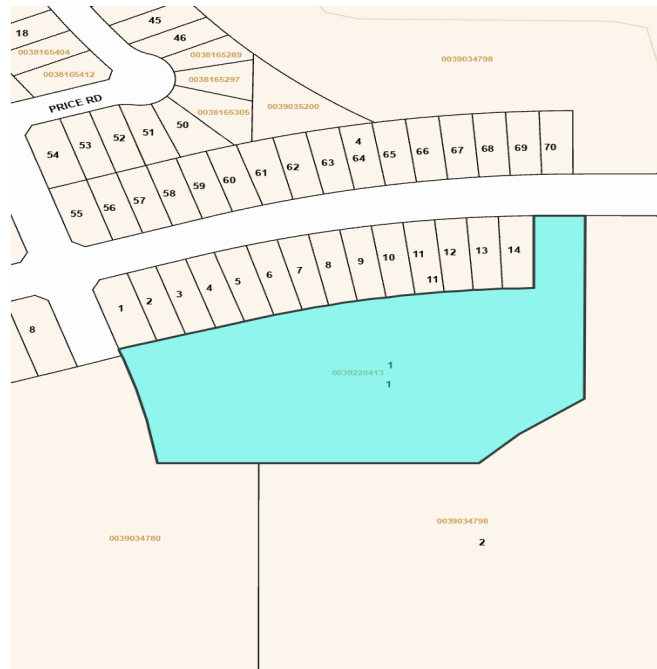
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## Alberta Transportation Notification of Referral Decision

Subdivision in proximity of a provincial highway

<b>Municipality File Number:</b>	SD-22-06	<b>Highway(s):</b>	580, 2A, 581
<b>Legal Land Location:</b>	QS-SE SEC-08 TWP-030 RGE-01 MER-5	<b>Municipality:</b>	Carstairs
<b>Decision By:</b>	Charlene Johnson	<b>Issuing Office:</b>	Central Region / Red Deer
<b>Issued Date:</b>	2022-11-23 20:11:17	<b>Appeal Authority:</b>	Land and Property Rights Tribunal
<b>Description of Development:</b>	The Town of Carstairs has received an application which proposes to subdivide Lot 1 Block 1 Plan 2211166, being a portion of SW ¼ Sec. 9 Twn. 30 Range 1 W5M, into 30 lots. The subdivision will include 29 residential lots and one shared public lot, creating a bareland condominium. The purpose of this subdivision is to accommodate the future development of 29 Senior's Villas.		



This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 580, 2A, 581

**Alberta Transportation offers the following comments with respect to this application:**

The requirements of Section 18 are met, therefore no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act.

The requirements of Section 19 are met, therefore no variance is required.

**Alberta Transportation has the following additional comments and/or requirements with respect to this proposal:**

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act
2. Alberta Transportation offers no objections to this proposed subdivision as it aligns with the Scarlett Ranch Concept Plan as well as the subsequent TIA.
3. Alberta Transportation accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.
4. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Alberta Transportation.

Please contact Alberta Transportation through the [RPATH Portal](#) if you have any questions, or require additional information



Issued by **Charlene Johnson**, , on **2022-11-23 20:11:17** on behalf of the Minister of Transportation pursuant to *Ministerial Order 52/20 – Department of Transportation Delegation of Authority*



**Bridget Piller**

---

**From:** circulations <circulations@telus.com>  
**Sent:** November 2, 2022 1:59 PM  
**To:** Bridget Piller  
**Subject:** RE: Carstairs Subdivision Application LUR-22-06 - Referral for Comment

Good afternoon,

Kindly be advised that TELUS will require a Utility Right of Way for future facilities that will be placed to service this development. TELUS will need to be named within the General Right of Way Agreement that is registered or if a General Right of Way will not be registered, please have the developer contact [circulations@telus.com](mailto:circulations@telus.com) to initiate a TELUS Right of Way Agreement.

**Tanya Roberts**  
**Real Estate Specialist | TELUS Rights of Way**  
**Customer Network Implementation**  
2930 Centre Avenue NE, Calgary, AB T2A 4Y2  
[circulations@telus.com](mailto:circulations@telus.com)



[Facebook](#) [Instagram](#) [Twitter](#) [LinkedIn](#) [YouTube](#)

*TELUS Restricted – Privileged & Confidential  
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---

**From:** Bridget Piller <BPiller@islengineering.com>  
**Sent:** November 1, 2022 10:23 AM  
**Cc:** Brian Conger <BConger@islengineering.com>  
**Subject:** Carstairs Subdivision Application LUR-22-06 - Referral for Comment

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Good Day,

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Your comments and recommendations to this proposal will be accepted until noon on **November 23, 2022**.

[Planning Information](#)

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In your reply, please quote the project number "SD-22-06".

Thank you,

**Bridget Piller** (she/her) | *Community Planner*  
**ISL Engineering and Land Services Ltd.**  
4015 - 7 Street SE  
Calgary, AB T2G 2Y9  
T: 403.254.0544 F: 403.254.9186  
[BPiller@islengineering.com](mailto:BPiller@islengineering.com) [islengineering.com](http://islengineering.com)

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**Bridget Piller**

---

**From:** Teri Dousselaere <Teri.Dousselaere@sjrb.ca>  
**Sent:** November 4, 2022 3:26 PM  
**To:** Bridget Piller  
**Subject:** FW: Carstairs Subdivision Application LUR-22-06 - Referral for Comment  
**Attachments:** Shaw Greenfield FFTP Information Package.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

You don't often get email from [teri.dousselaere@sjrb.ca](mailto:teri.dousselaere@sjrb.ca). [Learn why this is important](#)

Hello,

Please send the new development form to [projectmanagersouthernalberta@sjrb.ca](mailto:projectmanagersouthernalberta@sjrb.ca).

Thank You,

**Teri Dousselaere**

Shaw Communications

**C:** 403-977-5176

---

**From:** Teri Dousselaere  
**Sent:** Friday, November 4, 2022 10:42 AM  
**To:** 'BPiller@islengineering.com' <BPiller@islengineering.com>  
**Cc:** Tommy Yuen <Tommy.Yuen@sjrb.ca>; Lauren Stewart <Lauren.Stewart@sjrb.ca>; Elham Parsa <Elham.Parsa@sjrb.ca>; Ammar Muhrez (Contractor) <Ammar.Muhrez@sjrb.ca>; Brandi Penney <Brandi.Penney@sjrb.ca>  
**Subject:** RE: Carstairs Subdivision Application LUR-22-06 - Referral for Comment

Hello Bridget,

My apologies, I accidentally hit send on my previous email.

Shaw has no concerns with this subdivision. I've attached a New development form for you to fill out and submit to [southernalbertaprojectmanager@sjrb.ca](mailto:southernalbertaprojectmanager@sjrb.ca) as soon as possible so that Shaw can properly plan to service this subdivision. Thank you for the notification.

Thank You,

**Teri Dousselaere**

Shaw Communications

**C:** 403-977-5176

---

**From:** Brandi Penney <[Brandi.Penney@sjrb.ca](mailto:Brandi.Penney@sjrb.ca)>  
**Sent:** Wednesday, November 2, 2022 11:41 AM  
**To:** Teri Dousselaere <[Teri.Dousselaere@sjrb.ca](mailto:Teri.Dousselaere@sjrb.ca)>; Elham Parsa <[Elham.Parsa@sjrb.ca](mailto:Elham.Parsa@sjrb.ca)>; Ammar Muhrez (Contractor) <[Ammar.Muhrez@sjrb.ca](mailto:Ammar.Muhrez@sjrb.ca)>

**Cc:** Tommy Yuen <[Tommy.Yuen@sjrb.ca](mailto:Tommy.Yuen@sjrb.ca)>; Lauren Stewart <[Lauren.Stewart@sjrb.ca](mailto:Lauren.Stewart@sjrb.ca)>  
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Good Morning,

I am forwarding this to your team as it is for a future subdivision.

@Teri Dousselaere if you could review and respond to the below if there are any concerns.

Thank you,

**Brandi Penney** Project Manager, FibrePlus Deployment SAB

Shaw Communications Inc. 1232 3 Ave S Lethbridge, AB

**T:** 403-380-7359

**E:** [brandi.penney@sjrb.ca](mailto:brandi.penney@sjrb.ca)

**Shaw)**



*This message is confidential and may contain privileged information. We ask that you not use or disclose this message other than with our consent. If you are not an intended recipient, please immediately notify us and delete this message. Thank-you.*

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**Subject:** Fw: Carstairs Subdivision Application LUR-22-06 - Referral for Comment

Thank you,

**Shaw Calgary Planning, FibrePlus Deployment, TOPS**

Shaw Communications Inc.

2400 32 Ave NE, Calgary A.B.

**E:** [ProjectManagerSouthernAlberta@sjrb.ca](mailto:ProjectManagerSouthernAlberta@sjrb.ca)

**Shai**



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**Bridget Pillar** (she/her) | *Community Planner*  
**ISL Engineering and Land Services Ltd.**  
4015 - 7 Street SE  
Calgary, AB T2G 2Y9  
T: 403.254.0544 F: 403.254.9186  
[BPillar@islengineering.com](mailto:BPillar@islengineering.com) [islengineering.com](http://islengineering.com)

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2400 32 Ave NE, Calgary A.B.

E: [ProjectManagerSouthernAlberta@sjrb.ca](mailto:ProjectManagerSouthernAlberta@sjrb.ca)

**Shai**



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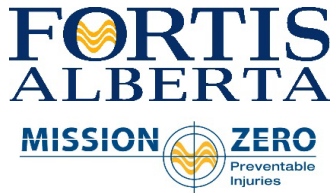
Thank you,

**Bridget Piller** (she/her) | *Community Planner*  
**ISL Engineering and Land Services Ltd.**  
4015 - 7 Street SE  
Calgary, AB T2G 2Y9  
T: 403.254.0544 F: 403.254.9186  
[BPiller@islengineering.com](mailto:BPiller@islengineering.com) [islengineering.com](http://islengineering.com)

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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](mailto:Diana.Pounall@fortisalberta.com)

November 4, 2022

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

**RE: FortisAlberta Condition for Subdivision Approval**

**FortisAlberta Reference No.:** 320120002

**MD File No.:** SD-22-06

**Location/Legal Description:** SE 08-30-01 W5

**Customer Name:** Pollyco (Scarlett Ranch) Holdings Ltd.

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,

A handwritten signature in blue ink, appearing to read 'D. Pounall', is written over a faint, circular blue stamp.

Diana Pounall

RE: 320120002

**MINUTES OF THE STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE  
MONDAY, NOVEMBER 28, 2022, 5:30PM  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Councilors Ball, Fricke, Roberts, CAO Rick Blair, and Executive Assistant Kayleigh Van Es

**ABSENT:** Nil

**CALL TO ORDER:** Councilor Roberts called the meeting of November 28, 2022 to order at 5:44 p.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Ball to adopt the agenda of November 28, 2022, as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Fricke to adopt the minutes of October 24, 2022 as presented.

**CARRIED**

**UNFINISHED BUSINESS:** **1. Strategic Plan for the Carstairs Community Golf Club**  
CAO Blair spoke to the plans of hiring a General Manager for the Carstairs Community Golf Club. Asked the Committee what long and short term goals should be set.

Councilor Roberts suggests doing a 3-year and a 5-year plan.

Councilor Ball agrees on the plan to hire a GM and formulate a plan after 2 to 3-years.

Councilor Fricke commented on the competition in the area in regards to membership fees. Suggested implementing a Loyalty Program and/or a pre-ordering system.

Motion by Councilor Ball to accept the Strategic Plan for the Carstairs Community Golf Club as information.

**CARRIED**

**NEW BUSINESS:** **1. Development Updates**  
CAO Blair updated the committee on Kitstone, Mandalay, and Scarlett Ranch subdivisions.

Motion by Councilor Fricke to accept Development Updates as information.

**CARRIED**

**REPORTS:** **1. Committee Plans & Reports**  
The Committee reviewed the following plans with no recommended changes.

- a) Committee Work Plan
- b) Committee Internal Annual Report
- c) Committee Worksheet

Motion by Councilor Ball to accept Committee Plans & Reports as information.

**CARRIED**

**2. Financial Reports**

CAO Blair summarized the Financial reports, and the upcoming budget.

- a) Summary Report (Ending October 31, 2022)
- b) Financial Report (Ending October 31, 2022)
- c) Revenue and Expense Report (Ending October 31, 2022)
- d) Capital Projects Report (Ending October 31, 2022)

Motion by Councilor Fricke to accept the Financial Reports as information, and circulate to the rest of Council.

**CARRIED****3. Development Reports**

CAO Blair spoke to the Development reports.

- a) Building Permit Listing (Ending November 9, 2022)
- b) Compliance Listing (Ending November 21, 2022)

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

**CARRIED****AUDITS****1. Interim Audit-December 5-9**

CAO Blair informed the committee of the Interim Audit scheduled for December 5<sup>th</sup> to 9<sup>th</sup>.

Motion by Councilor Fricke to accept Interim Audit dates as information.

**CARRIED****GENERAL DISCUSSION:** Nil**NEXT MEETING:** January 23, 2023**ADJOURNMENT:** Motion by Councilor Ball to adjourn the meeting of November 28, 2022, at 6:46 p.m.**CARRIED**

---

**Councilor Roberts, Chair Person**

---

**Rick Blair, CAO**

November 20, 2022

Carstairs Public Library Board

P O Box 924

Carstairs, AB T0M 0N0

Attn Sarah Chicquen

Dear Sarah and board members,

Please accept this letter as my intention to step down from the Board of the Carstairs Public Library as of December 31, 2022.

I have enjoyed my many years as a member of the board, and I wish you continued success in your work to make our Library here in Carstairs the envy of what all libraries work to achieve.

Regards,

A handwritten signature in blue ink, appearing to read 'Bob Green', is written over the printed name.

Bob Green

e



ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

---

*Office of the Minister  
MLA, Calgary-West*

AR 53295

Dear Community Leader:

Over the last number of weeks, many of our Alberta municipalities have been in contact with government, requesting further information and clarification on a number of items related to the provincial changes to victim services announced July 19, 2022, and scheduled for implementation by April 1, 2024.

I have heard from the many of you about your concerns with the redesign initiative. I am writing to provide clarification on a number of points.

I would like to reassure you the move to a regional governance model for police-based victim services units has always been intended to improve the consistency, stability, and continuity of services received by victims of crime across all regions of the province - municipal, rural and remote. It was also designed to ensure that all victims would continue to be supported locally, by dedicated workers and volunteers from within and around their own communities. While board governance is moving toward integration, all front-line services remain local. I appreciate this opportunity to provide further information about the ongoing redesign work that has occurred to date as it relates to your community and others like it.

**Is victim services being removed from your community?**

In short, no. The new governance model will empower more than 130 paid, front-line victim caseworkers (full and part-time equivalents), each of them living and working in the communities they serve now. Our new model never contemplated centralizing front-line victim caseworkers in a regional office. They will continue to be co-located with RCMP members in their local detachments, work alongside their volunteer advocates, and be supported not only by their regional boards but also by a new, full-time centralized professional support staff (CPSS); one CPSS for each region. These CPSS teams will consist of, at minimum: an executive director; human resources professional; regional operations manager; regional court support coordinator; cultural safety specialist; admin/office manager; qualified financial management professional; and a retained legal resource.

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For smaller, rural and remote communities in Alberta, the new regional governance model for police-based victim services means all areas of the province will have uniform, flexible and sustainable victim services. The new layer of full-time, professional support staff for front-line victim caseworks will stabilize and improve programs above and beyond what is offered under the current governance structure. Front-line caseworkers will have more time to focus on working alongside volunteer advocates and with their local RCMP officers to support victims in the immediate aftermath of a crime, to provide court support within an integrated and coordinated court support program, and for engaging with local and community partners.

**How will our communities be represented at the regional level?**

As stated, front-line staff will work in the same detachment areas in which they live, as will their cadre of volunteer advocates. The new regional governance boards themselves will be virtual in nature, and will consist of members from communities all across the region. While every detachment area will not necessarily be represented at the board level, no more than one board member per detachment area will be selected.

**Did the MLA-led review ever seek to engage municipalities, and did it engage local victim services units (VSUs)?**

The MLA-led review of victims services took place over 2020/21 and included participants from the Rural Municipalities of Alberta and the Alberta Municipalities. Other individuals and organizations engaged during this period included MLAs from across the political spectrum, volunteers and staff at police-based VSUs, victim-serving community organizations, a variety of police service representatives, the RCMP, legal experts and Indigenous organizations. Alberta held about 40 engagement sessions, with around 150 stakeholders and organizations attending. The Victim Service Redesign is based on feedback received during these engagements and reflects the final report and recommendations of the MLA-led review. The Victims Services Redesign team continues to meet with affected and/or interested groups and municipalities to gather any outstanding questions, concerns and suggestions. These meetings have already been instrumental in informing improvements to the model.

**Will there be a reduction in scope of services provided by the new victim services model, and will this new model serve Albertans who have been traumatized by non-criminal and tragic events?**

As Minister of Public Safety and Emergency Services, I recognize that services other than those provided solely to victims of crime, such as for victims of non-criminal trauma, are incredibly important to Albertans. As such, Albertans will not experience a reduction in services currently available, now nor when the new zonal model is implemented. If legislative amendments to the Victims of Crime and Public Safety Act are required to assure this, then our government will pursue those.

**Are program managers and other staff guaranteed jobs or do they have to re-apply for positions within the new zonal model?**

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The hiring of the victim caseworker positions will be the responsibility of each new executive director and respective support staff group. GOAVS will collaborate with the support staff groups, preferring a process that honours the skills and experience of the current cadre of police-based victim services workers. We will be recommending that current VSU employees be invited into a stream-lined on-boarding process prior to any positions being advertised publicly.

These changes to victim services in Alberta are an exciting step forward to ensure victims in our province have the help they need when they need it most. Over the next year, we will continue to work closely with municipalities and Indigenous communities to design and implement the new service delivery model. To ensure that you continue to have the most accurate and up to date information about the new victim services redesign, I encourage you to maintain direct contact with the Director of Victim Services Trent Forsberg at [Trent.Forsberg@gov.ab.ca](mailto:Trent.Forsberg@gov.ab.ca). He would be happy to meet with you should you have any future questions, concerns, or suggestions. We look forward to continuing to engage Alberta municipalities on this important initiative.

Thank you for your ongoing commitment to ensuring the needs of victims in your community continue to be met.

Sincerely,



Honourable Mike Ellis, ECA  
Minister

cc: Trent Forsberg, Director, Victims Services, Strategy, Support and Integrated Initiatives

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