



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, MARCH 24, 2025, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of March 24, 2025
Motion: To adopt the agenda of March 24, 2025

4. ADOPTION OF MINUTES

- a) Adoption of minutes of March 10, 2025 (addendum 4.a)
Motion: To adopt the minutes of March 10, 2025



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

7. BYLAWS AND POLICIES

- a) Bylaw No. 2056 Rates & Fees Bylaw-Amended (addendum



- b) Bylaw No. 2060 Land Use Bylaw (addendum 7.b)



- c) Bylaw No. 2062 Encroachment Bylaw (addendum 7.c)



- d) Policy No. 12-040-25 Tangible Capital Asset Policy (addendum 7.d)



8. NEW BUSINESS

- a) 2025 Operating Budget

9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE

- i) Minutes of March 20, 2025

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

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

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

17. ADJOURNMENT

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, MARCH 10, 2025, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

ATTENDEES: Deputy Mayor Allan, Councilors Ball, Fricke, & Wilcox; Director of Legislative & Corporate Services Shannon Allison; Director of Planning & Development Kirk Williscroft; CAO Rick Blair; Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby, Councilor Ratz, & Roberts

CALL TO ORDER: Deputy Mayor Allan called the meeting of Monday, March 10, 2025, to order at 7:01 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:
Motion 067/25 Motion by Councilor Ball to adopt the Regular Council agenda of March 10, 2025, as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**
Motion 068/25

Motion by Councilor Wilcox to adopt the Regular Council Meeting minutes of February 24, 2025, as presented.

CARRIED

**BUSINESS ARISING FROM
PREVIOUS MEETING:**

1. Land Use Bylaw Update

K. Williscroft provided an update on the Land Use Bylaw (LUB) review process. The community engagement phase concluded with a virtual open house held from February 12–28, 2025. During this period, the open house had 277 visitors, and the survey—available both online and in paper form at the town office—received 20 responses. The public feedback collected will inform revisions to the draft LUB. Survey responses addressed topics such as procedural improvements, parking requirements, accessory suites, home-based businesses, and solar panels. Some feedback related to landscape and design was noted but falls outside the scope of the LUB. Next steps include refining the bylaw draft based on the input received, circulating it to relevant referral agencies, and ultimately presenting the final draft for adoption. A Public Hearing will provide residents with an additional opportunity to comment before final approval.

Councilor Wilcox highlighted that 12 of the 20 respondents were either Council or Administration members, meaning only six residents participated. She inquired whether low engagement levels were a common trend. K. Williscroft confirmed that similar participation rates have been observed in other LUB reviews, though this virtual engagement exceeded typical attendance at in-person open houses. Wilcox also asked if respondents had the opportunity for follow-up discussions with consultants, to which Williscroft confirmed they did, with responses included in the report.

Councilor Ball requested a timeline for completion. K. Willisroft stated that while no firm timeline is set, the goal is to present the revised draft for first reading on March 24, 2025. Following this, the draft will be circulated, and a Public Hearing will be scheduled. The estimated timeline for completion is 6–8 weeks.

Deputy Mayor Allan thanked K. Williscroft for the update.

Motion 069/25

Motion by Councilor Ball to accept Land Use Bylaw Update as information.

CARRIED

2. Regional Policing Update

CAO Blair informed Council that the Regional Policing Study from MNP has been received and distributed to the participating communities for review. The next step is to schedule a meeting with all involved stakeholders in the coming weeks.

3. 2025 Budget Update

S. Allison provided an update on the 2025 Operating Budget, noting that final requisitions and invoices are still pending. The goal is to present the budget for final approval at the March 24, 2025, meeting.

4. EPR Update for Commercial Recycling Services

S. Allison updated Council on the Extended Producer Responsibility (EPR) program, set to begin on April 1, 2025. This government initiative shifts recycling costs to producers, removing the burden from municipalities. No updates have been received yet regarding public awareness efforts, but information will be shared as it becomes available. S. Allison met with Director of Operations C. Fox to determine the approach for Commercial Recycling Services. Councilor Wilcox expressed uncertainty about whether the program will be ready by the April launch date.

Motion 070/25

Motion by Councilor Wilcox to accept Regional Policing Update, 2025 Budget Update, and EPR Update for Commercial Recycling Services as information.

CARRIED

DELEGATIONS:

1. MNP LLP-2024 Audit-Cameron LaRocque

C. LaRocque presented the financial audit statements up to December 31, 2024, confirming no evidence of fraud and full compliance with applicable laws, financial policies, and regulations. The audit received a clean opinion, the highest possible rating. The statement of financial position indicates that the municipality is in good financial condition and has the resources needed to meet community demands.

Councilor Wilcox thanked MNP for their thorough work and commended S. Allison and the financial team for achieving a clean audit report. Councilor Ball echoed.

Councilor Fricke asked C. LaRocque about the impact of tariffs on local procurement. C. LaRocque responded that MNP will be hosting a tariff webinar on Wednesday, March 12, 2025, noting that many uncertainties remain.

Deputy Mayor Allan thanked MNP for their hard work and congratulated S. Allison and the team on achieving a clean audit opinion.

Motion 071/25

Motion by Councilor Fricke to accept MNP LLP-2024 Audit as information.

CARRIED

BYLAWS & POLICIES:

Nil

NEW BUSINESS:

1. SDAB Clerk Appointment-Kylie Ranson

Motion 072/25

Motion by Councilor Wilcox to appoint Kylie Ranson as a Clerk to the Subdivision & Development Appeal Board.

CARRIED

2. Planning & Development Update

K. Willisroft provided a brief update for 2025, reporting that 7 new home permits have been issued, with 84 new homes currently under construction, 45 of which are duplexes. ATCO is completing work in the Scarlett Ranch area and aims to finish this week, with road repairs to follow, depending on weather conditions. Signalization work on Highway 2A is scheduled to begin at the end of the month, with a 2-3 month construction period, also weather permitting.

Councilor Fricke expressed excitement about the upcoming signalization work on Highway 2A.

Councilor Ball asked if contingencies are in place for emergency services to bypass construction and maintain access to the fire hall. K. Willisroft confirmed that coordination with the Fire Department will ensure adequate access to and from the fire hall. Additionally, Mandalay is working to open access onto Highway 580, providing another access point.

Councilor Wilcox commented that at the recent Alberta Municipalities conference, the topic of reducing red tape in new home builds and development was a major focus. She noted that Carstairs' turnaround time is only 1-2 days, compared to 3-4 months in other municipalities. She commended the Planning & Development Department for their efficiency.

Motion 073/25

Motion by Councilor Fricke to accept the Planning & Development update as information.

CARRIED

3. Assessment Services RFP

S. Allison notified Council that a Request for Proposal (RFP) was sent out on March 5, 2025, for assessment services. While the municipality is currently satisfied with the assessment services, it is important to remain diligent and ensure the process remains competitive.

Councilor Wilcox asked if many residents have requested reassessments. S. Allison responded that she has not yet received an update but will have more information by the next Council meeting

Motion 074/25

Motion by Councilor Ball to accept the Assessment Services RFP as information.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

-Next meeting March 20, 2025.

2. Mountain View Regional Waste Commission

-Next meeting April 2025.

3. Mountain View Regional Water Commission

-Next meeting March 12, 2025.

4. Mountain View Seniors' Housing

-Next meeting March 27, 2025. Of note, CAO S. Stilling was nominated and won the 2025 Woman of Influence Award at the Mountain View & Neighbors Women in Business Awards. Additionally, the LAP grant has been increased by 5% this year, bringing it to \$21.50 per resident per day. The Government of Alberta intends to explore indexing this grant for future years. Councilor Wilcox inquired whether the increase would affect the budget. Councilor Fricke confirmed that the budget will need to be redone.

Motion 075/25

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

CARRIED

COUNCILOR REPORTS:

Councilor Allan

- February 26, 2025, attended the All Council Stakeholder Information Session with MVSH, RCMP, and neighboring councils.
- February 27, 2025, attended and chaired the ICC meeting, where the County showed support for reviewing the IDP and growth study.
- March 10, 2025, attended the 2024 Audit presentation from MNP LLP prior to the Council meeting.

Councilor Ball

- February 27, 2025, attended the ICC meeting.
- March 10, 2025, attended the 2024 Audit presentation from MNP LLP prior to the Council meeting.

Councilor Fricke

- February 26, 2025, attended the All Council Stakeholder Information Session with MVSH, RCMP, and neighboring councils.
- March 1, 2025, attended and judged the Mountain View Science Fair in Olds.
- March 5, 2025, participated in the AB Munis President's Summit, which focused on identifying areas for improvement, influencing change, and enhancing communication.
- March 5, 2025, attended the Mid-Size Towns Mayors Caucus, where the group has been actively advocating with the Premier and relevant Ministers. A key focus has been the downloading of provincial tax requisitions and its impact on rural communities. The group is pushing for a more sustainable solution beyond simply raising property taxes.
- March 6-7, 2025, attended the AB Munis Spring Leaders Caucus. It was noted that 31.6% of the provincial education budget is downloaded onto municipalities through property taxes. Canada's economy is forecasted to grow by 0.5% due to tariffs, down from 2%. Manitoba, Saskatchewan, and Alberta are in the New West Partnership, with B.C. potentially joining. Population growth is expected to be half of last year's rate. Tariffs are expected to drive up housing and insurance costs. Mortgage rates may drop to 1.5% by the end of next year. Regulatory approval delays are a major housing issue, though Councilor Fricke highlighted the municipality's quick permit turnaround. The Ministers' Dialogue session covered updates from several ministries, including Public Safety, Justice, Mental Health, Finance, and more. Alberta currently leads the country in per capita housing starts.
- March 10, 2025, attended the 2024 Audit presentation from MNP LLP prior to the Council meeting.

Regular Council Meeting – March 10, 2025

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Councilor Ratz

- Absent

Councilor Roberts

- Absent

Councilor Wilcox

- February 26, 2025, attended the All Council Stakeholder Information Session with MVSH, RCMP, and neighboring councils.
- March 3, 2025, attended the Moccasin House board meeting.
- March 5-7, 2025, attended the AB Munis Spring Leaders Caucus with great sessions regarding tariffs and exploring opportunities within Canada to increase the procedures with in Canada, talked a lot of upcoming election and the change in behavior to the public and spread of information and hostility from the public. Notably online and legal channels that could be taken, able to talk with neighboring communities, opportunity parkland using advocacy committee to advocate internally to understand budgets. Of note province looking at mental health vs mental wellness and increasing familiarity to both.

Mayor Colby

- Absent

Motion 076/25

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

CARRIED

CORRESPONDENCE:

1. Letter from Municipal Affairs-Ric McIver-Budget 2025, Provincial Priorities Act

Council reviewed both letters from R. McIver.

Motion 077/25

Motion by Councilor Ball to accept the Letter from Municipal Affairs-Ric McIver regarding the Budget 2025, and the Provincial Priorities Act as information.

CARRIED

CAO'S REPORT:

- February 25, 2025, met with Directors regarding Commercial Recycling plans.
- February 26, 2025, met with ISL for a pre-construction meeting for the water reservoir construction.
- February 26, 2025, attended the All Council Stakeholder Information Session with MVSH, RCMP, and neighboring councils.
- February 27, 2025, attended the ICC meeting, echoing the support received for looking into the IDP and growth study.
- March 5, 2025, attended a pre-construction meeting with contractors for the water reservoir.
- March 5-7, 2025, attended the AB Munis Spring Leaders Caucus, with great access to the Premier and Ministers, allowing for valuable discussions.

Motion 078/25

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

CARRIED

COUNCILOR COMMENTS:

1. Councilor Fricke

After a resident inquire about the assessment appeal process, and after speaking with administration, Councilor Fricke was able to settle their concerns.

2. Councilor Wilcox

Noted that other communities seem to lack the funding for larger infrastructure and maintenance projects, emphasizing the importance of planning ahead. Councilor Wilcox mentioned that while infrastructure planning may not always be for "fun" projects like pools and recreation centers, being responsible with these plans is crucial, even if it isn't always rewarding in the traditional sense.

Motion 079/25

Motion by Councilor Fricke to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

1. Mike Bergeron

Expressed concerns about home businesses causing noise at all hours and taking up parking space. CAO Blair asked the resident if they had reached out to Bylaw, as the town has bylaws in place to prevent such complaints from disturbing neighbors. Even if the issues were related to land use bylaw concerns, CAO Blair emphasized that they still needed to be brought to the attention of the bylaw officers for proper action.

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 080/25

Motion by Councilor Wilcox that Council close the meeting to the public to discuss Third-Party Business Interests as per Section 16 of FOIP at 8:10 p.m.

CARRIED

Motion 081/25

Motion by Councilor Ball to come out of the closed meeting session at 8:33 p.m.

CARRIED

Motion 082/25

Motion by Councilor Wilcox to award the contract to Alpha Construction Inc. with a bid of \$8,893,500.00 to construct the Carstairs Water Reservoir.

CARRIED

NEXT MEETING:

Monday, March 24, 2025, at 7:00 p.m.

ADJOURNMENT:
Motion 083/25

Motion by Councilor Fricke to adjourn the meeting of March 10, 2025, at 8:34 p.m.

CARRIED

Dean Allan, Deputy Mayor

Rick Blair, CAO

Bylaw No. 2056 - Amended

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

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

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

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

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

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

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

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

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

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

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

- 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 March 24, 2025.

READ A FIRST TIME THIS 24TH DAY OF MARCH A.D., 2025

READ A SECOND TIME THIS 24TH DAY OF MARCH A.D., 2025

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS 24TH DAY OF MARCH A.D., 2025

READ A THIRD AND FINAL TIME THIS 24TH DAY OF MARCH A.D., 2025

Dean Allan, Deputy Mayor

Rick Blair, CAO

SCHEDULE 'A'
WATER AND WASTEWATER AND GARBAGE COLLECTION RATES

WATER RATES:

1. Metered Single Occupancy

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

2. Metered Multiple Occupancy

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

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

3. Flat Rates

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

4. Bulk Water Sales

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

5. Sales of Water Meters & Read-outs

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

6. Additional Charges

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

WASTEWATER RATES:

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

GARBAGE COLLECTION AND DISPOSAL RATES:

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

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

Replacement Garbage Bin \$105.00+ GST

SCHEDULE 'B'
ADMINISTRATION FEES

1. The fee for NSF or returned cheques is:

\$40.00
2. The fee for photocopying is:

\$0.30 per page.

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

To send local Faxes: \$1.00 per page

To send long distance Faxes: \$2.00 per page

To receive Faxes: \$1.00 per page
4. The fee for an assessment appeal is:

Residential \$50.00

Non-Residential \$650.00
5. The fee for Tax Certificate is:

\$40.00
6. The fee for Tax Recovery Registration is:

\$50.00 plus registration costs.

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

No charge permanent tag

\$200.00 restricted dog

\$100.00 hobby license

\$ 30.00 per day boarding fees

\$ 10.00 replacement tag
8. The fee for cat licenses is:

No charge permanent tag

\$ 30.00 per day boarding fees

\$ 10.00 replacement tag
9. Tax Penalty

Current Taxes: July 1st – 14%

Arrears (All Outstanding Balances): January 1st – 14%
10. Utility Account Penalty:

1.5% per month, 18% per annum

- current amounts

1.5% per month, 18% per annum

- outstanding amounts
11. Accounts Receivable:

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

\$100.00 Resident License

\$125.00 Non-Residential License

\$300.00 Peddler & Hawkers License
13. Special Event License:

\$25.00 Temporary Vendor License (per day)

| | |
|--|--|
| 14. Campground Fees: (GST included) | \$35.00 per recreational vehicle \$28.00 per tent \$10.00 firewood per wheelbarrow load \$1.00 showers on timer \$5.00 sewage dump |
| 15. Personal Vehicle Allowance: | As per Canada Revenue Agency – Reasonable per kilometer allowance |
| 16. Tax/Utility Invoice Reprint Charge: | \$5.00 per invoice (1 st Free) |
| 17. Paper Billing Charge: | \$2.00 per bill |
| 18. 18. FOIP Fees: | |
| General Information Application Fee | \$25.00 |
| General Information Continuing Request | \$50.00 |
| Time for locating & Retrieving records | \$6.75 per quarter hour |
| Additional fees may apply as per FOIP regulation | |

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

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

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

| | | | |
|--|--|---|---|
| Industrial, Commercial, Assembly buildings (includes additions, renovations, accessory buildings, etc.) | \$5.50 per \$1000 construction value up to \$1,000,000. Thereafter \$4.20 per \$1000 Minimum charge: \$110.00 | \$4.50 for permits \$114.31 or less, 4.0% levy over \$114.31. To a maximum of \$560 as per the Safety Codes Fee Schedule. | \$1.50 per \$1000 construction value up to \$250,000 – Thereafter \$1.00 per \$1000 construction value. Minimum charge: \$250.00 |
| Application for small (single lot) Land Use Re-designation (per lot) | No charge | No charge | \$500.00 plus the cost of advertising – to be paid after first reading of bylaw |
| Certificate of Compliance (Real Property Report) | No Charge | No Charge | \$75.00 |
| Demolition: Removal of building | No Charge | No Charge | \$75.00 |
| Application to the MPC for discretionary uses, relaxation of the Land Use Bylaw regulations or any other matter requiring the determination of the MPC | | | \$250.00 |
| Subdivision of Development Appeals | | | \$200.00 |
| Parking Pad Sign | No Charge | No Charge | \$50.00 \$50.00 |
| Permit Transfer | | | \$100.00 Subject to Development Officer approval |
| Extra Inspection | | | \$275.00 Subject to Building Inspector discretion |
| New Home Excavation prior to permit application | | | \$500 – 1 st Offence |

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 Servicing 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:

Transportation:

| | |
|-----------------|--|
| Water: | \$1,266.90 per lot; \$15,450.00 per residential hectare; \$10,815.00 per industrial and commercial hectare. \$152.00 per unit |
| Sewer: | \$3,082.22 per lot; \$35,664.00 per residential hectare; \$24,964.80 per industrial and commercial hectare. \$369.86 per unit |
| Storm: | \$849.68 per lot; \$10,621.00 per residential hectare. \$7,434.70 per industrial and commercial hectare \$101.96 per unit |
| Transportation: | \$741.20 per lot; \$9,265.00 per residential hectare; \$6,485.50 per industrial and commercial hectare \$88.94 per unit |

* Fees are subject to change based on Development Agreement conditions

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

| Burial Plots: | | Rate |
|-----------------|---------------------|------------|
| Adult Plots: | Resident-Summer | \$1,575.00 |
| | Non-Resident-Summer | \$2,207.50 |
| | Resident-Winter | \$1,775.00 |
| | Non-Resident-Winter | \$2,407.50 |
| Children Plots: | Resident-Summer | \$1,560.00 |
| | Non-Resident-Summer | \$1,600.00 |
| | Resident-Winter | \$1,760.00 |
| | Non-Resident-Winter | \$1,800.00 |
| Cremations: | | Rate |
| | Resident-Summer | \$1,575.00 |
| | Non-Resident-Summer | \$2,207.50 |
| | Resident-Winter | \$1,775.00 |
| | Non-Resident-Winter | \$2,407.50 |
| Columbarium: | | Rate |
| | Resident | \$1,575.00 |
| | Non-Resident | \$2,207.50 |

SCHEDULE 'E'
DOG BYLAW

| SECTION | OFFENCE | 1 st Offense | 2 nd * | 3 rd ** |
|----------|--|----------------------------|-------------------|--------------------|
| 3(a) | Running at large | \$200.00 | \$400.00 | \$600.00 |
| 3(b) | Failure to immediately remove defecation from property not the owners | \$100.00 | \$200.00 | \$300.00 |
| 3(c) | Allow premise to become littered with dog feces | \$100.00 | \$200.00 | \$500.00 |
| 3(d) | Bite a person | \$500.00 | \$750.00 | \$1,000.00 |
| 3(e) | Injure a person | \$500.00 | \$750.00 | \$1,000.00 |
| 3(f) | Chasing a person | \$150.00 | \$300.00 | \$500.00 |
| 3(g) | Biting at, barking at, and chasing livestock, bicycles, automobiles, or other vehicles | \$150.00 | \$300.00 | \$500.00 |
| 3(h) | Barking, howling, or disturbing the peace | \$150.00 | \$300.00 | \$500.00 |
| 3(i) | Damage to property or other animals | \$500.00 | \$750.00 | 1,000.00 |
| 3(j) | Upsetting waste receptacles | \$100.00 | \$200.00 | \$300.00 |
| 3(k) | Be in an area of a park cultivated for floral plant display | \$100.00 | \$200.00 | \$300.00 |
| 3(l) | Be in any swimming, bathing or wading pool that is provided for the use of the public | \$100.00 | \$200.00 | \$300.00 |
| 4(a) | Failure to obtain license for a restricted dog | \$200.00 | \$400.00 | \$600.00 |
| 4(b) | Failure to confine restricted dog | \$250.00 | \$500.00 | \$1,000.00 |
| 4(c) | Failure to harness or leash restricted dog | \$250.00 | \$500.00 | \$1,000.00 |
| 5(g.i) | Fail to have vicious dog tattooed or Microchipped within 10 days | \$300.00 | \$600.00 | \$1,000.00 |
| 5(g.ii) | Fail to have dog vicious dog spayed or neutered within 10 days | \$300.00 | \$600.00 | \$1,000.00 |
| 5(g.iii) | Fail to license vicious dog within 10 days | \$500.00 | \$1,000.00 | \$1,500.00 |
| 5(h.i) | Fail to inform new owner dog is declared "Vicious Dog" | \$500.00 | \$750.00 | \$1,000.00 |
| 5(h.ii) | Fail to notify Town of change of owner/death of dog | \$200.00 | | |
| 5(h.iii) | New Owner Fail to obtain Vicious Dog License within 3 days | \$500.00 | \$750.00 | \$1,000.00 |
| 5(h.iv) | Fail to obtain Annual "Vicious Dog" License | \$500.00 | \$750.00 | \$1,000.00 |
| 5(h.v) | Fail to ensure Vicious Dog wearing tag when off property | \$200.00 | \$400.00 | \$600.00 |
| 5(j.i) | Fail to confine Vicious Dog indoors | \$500.00 | \$1,000.00 | \$1,500.00 |
| 5(j.ii) | Fail to confine Vicious Dog in pen | \$500.00 | \$1,000.00 | \$1,500.00 |
| 5(k) | Pen not meeting minimum requirements | \$200.00 | \$500.00 | \$1,000.00 |
| 5(l.i) | Fail to muzzle Vicious Dog when off property | \$500.00 | \$1,000.00 | \$1,500.00 |
| 5(l.ii) | Fail to secure Vicious Dog to secure leash, no longer the 1 metre, off property | \$500.00 | \$1,000.00 | \$1,500.00 |
| 5(l.iii) | Fail to ensure Vicious Dog under control of competent person | \$500.00 | \$1,000.00 | \$1,500.00 |
| 5(m.i) | Vicious Dog attack or bite person or animal | | | Court |
| 5(m.ii) | Vicious Dog chase person or animal | | | Court |
| 5(m.iii) | Vicious Dog Injure or cause injury to person or animal | | | Court |
| 5(m.iv) | Vicious Dog Damage/Destroy property | \$500.00 | \$750.00 | \$1,000.00 |
| 5(m.v) | Vicious Dog Run at Large | \$500.00 | \$750.00 | \$1,000.00 |
| 5(m.v) | Notify the Town Vicious Dog running at large | \$150.00 | \$300.00 | \$500.00 |
| 5(n) | Fail to post Vicious Dog sign within 5 days of order declaring | \$250.00 | \$500.00 | \$1,000.00 |
| 6(a) | Failure to report dog with rabies | \$250.00 | \$500.00 | \$1,000.00 |
| 6(b) | Failure to confine dog with rabies | \$500.00 | \$500.00 | \$1,000.00 |

| | | | | |
|--------|---|----------|----------|------------|
| 6(c) | Failure to keep confined dog with rabies for 10 days | \$250.00 | \$500.00 | \$1,000.00 |
| 8(a-h) | Failure to obtain license for dog | \$250.00 | \$500.00 | \$1,000.00 |
| 8(i) | Failure to obtain hobby license for dog | \$250.00 | \$500.00 | \$1,000.00 |
| 10(a) | Interference with or obstruction of animal control officer | \$500.00 | \$500.00 | \$1,000.00 |
| 11(a) | Untying an animal | \$250.00 | \$500.00 | \$750.00 |
| 11(b) | Negligently or willfully open a gate, door, or other opening in a fence or enclosure in which an animal has been confined | \$250.00 | \$500.00 | \$750.00 |
| 11(c) | Tease, torment or annoy an animal | \$250.00 | \$500.00 | \$750.00 |

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

BALL DIAMONDS:

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

SOCCER FIELDS:

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

GAZEBO:

- \$100.00 per day

CONCESSION:

- \$100.00 per day

ARENA ICE RENTAL RATES:

2025 Season May 1- April 30

| 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 | \$145.00 |
| Non-Local Adult | \$175.00 |
| Non-Local Camp/Development | \$142.85 |
| Non-Local Tournament/Competition | \$185.00 |
| Non-Prime Ice* | \$91.90 |

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

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

Small Meeting Room

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

Fitness Room

| | |
|--------|---------|
| Hourly | \$15.00 |
|--------|---------|

Off-Season Floor Rentals (April-August)

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

ANNUAL ARENA ADVERTISING RATES:

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

| SCHEDULE 'G' TRAFFIC BYLAW | | | | |
|-------------------------------|--|----------------------------|-------------------|--------------------|
| SPEED | | 1 st Offense | 2 nd * | 3 rd ** |
| 42(a) | >40k where not posted | \$100.00 | \$200.00 | \$500.00 |
| 42(b) | Speed in School/Playground Zone | \$100.00 | \$200.00 | \$500.00 |
| 42(c) | Speed in Alley | \$100.00 | \$200.00 | \$500.00 |
| 42(d) | Speed in parking lot | \$100.00 | \$200.00 | \$500.00 |
| TSA and Parking | | | | |
| 5(a) | Violate TSA / regs | \$100.00 | \$200.00 | \$500.00 |
| 6 | Park other than parallel | \$100.00 | \$200.00 | \$500.00 |
| 12 | Double Park | \$100.00 | \$200.00 | \$500.00 |
| 13 | Obstruct Driveway | \$100.00 | \$200.00 | \$500.00 |
| 15 | Park < 5m from Intersection | \$100.00 | \$200.00 | \$500.00 |
| 16 | Park < 5m from hydrant | \$100.00 | \$200.00 | \$500.00 |
| 20 | Park on road >72hrs | \$100.00 | \$200.00 | \$500.00 |
| 21 | Park on Sidewalk or boulevard | \$100.00 | \$200.00 | \$500.00 |
| 22 | Vehicle for sale on town land | \$100.00 | \$200.00 | \$500.00 |
| 23 | Unattached Trailer | \$100.00 | \$200.00 | \$500.00 |
| 24 | Park/Drive on Playground | \$100.00 | \$200.00 | \$500.00 |
| 27 | Obstruct Alley | \$100.00 | \$200.00 | \$500.00 |
| 17 | Park where prohibited by sign | \$100.00 | \$200.00 | \$500.00 |
| 28 | Park where prohibited by device/signal | \$100.00 | \$200.00 | \$500.00 |
| 29 | Park non-designated Town land | \$100.00 | \$200.00 | \$500.00 |
| 30 | Truck/Bus park residential | \$100.00 | \$200.00 | \$500.00 |
| 32 | Park obstructing worksite | \$100.00 | \$200.00 | \$500.00 |
| 34(b) | Park disabled vehicle on street | \$100.00 | \$200.00 | \$500.00 |
| 36 | Fail to park within confines of driveway | \$100.00 | \$200.00 | \$500.00 |
| 34(a) | Vehicle Unattended on Jack | \$100.00 | \$200.00 | \$500.00 |
| 39 | Not acquire special permit | \$100.00 | \$200.00 | \$500.00 |
| 37 | Drain vehicle fluids on street | \$100.00 | \$200.00 | \$500.00 |
| 38 | Handicapped Parking | \$100.00 | \$200.00 | \$500.00 |
| Trucks and Truck Routes | | | | |
| 36 | Off Truck route (moving) | \$100.00 | \$200.00 | \$500.00 |
| 40 | Metal cleats etc. unauthorized | \$100.00 | \$200.00 | \$500.00 |
| 41 | Operate Engine retarder brake | \$100.00 | \$200.00 | \$500.00 |
| Bicycles, Motorcycles, OHV | | | | |
| 43 | On sidewalk Blvd unauthorized | \$100.00 | \$200.00 | \$500.00 |
| 48 | Operate OHV unauthorized | \$100.00 | \$200.00 | \$500.00 |
| 49 | Operate unlicensed vehicle unauthorized | \$100.00 | \$200.00 | \$500.00 |
| Fire Vehicles | | | | |
| 51 | Follow < 30 m of Emerg. vehicle | \$100.00 | \$200.00 | \$500.00 |
| 52 | Park < 30 m of Emerg. vehicle | \$100.00 | \$200.00 | \$500.00 |
| 53 | Vehicle Interfere with Emerg. | \$100.00 | \$200.00 | \$500.00 |
| 55 | Tamper with fire equipment | \$250.00 | \$500.00 | \$1,000.00 |
| Parades / processions | | | | |
| 56 | Parade/procession violation | \$100.00 | \$200.00 | \$500.00 |
| Pedestrians / Sidewalks | | | | |
| 58 | Interfere with flow of traffic | \$100.00 | \$200.00 | \$500.00 |
| 59 | Part of group obstructing access | \$100.00 | \$200.00 | \$500.00 |
| 60 | Climb fence etc. unauthorized | \$100.00 | \$200.00 | \$500.00 |
| 61 | Street auction unauthorized | \$100.00 | \$200.00 | \$500.00 |
| 62 | Merchandise obstruct street | \$100.00 | \$200.00 | \$500.00 |
| 63 | Permit article to interfere traffic | \$100.00 | \$200.00 | \$500.00 |
| 64 | Ski/tob. Inconsiderate manner | \$100.00 | \$200.00 | \$500.00 |
| 65 | Stand/Sit/Lie on roadway | \$100.00 | \$200.00 | \$500.00 |
| 66 | Hitchhike | \$100.00 | \$200.00 | \$500.00 |
| 67 | Elec. Cord cross s/w or road unless 6'2 ft off the ground on secure post | \$100.00 | \$200.00 | \$500.00 |
| 68(a) | Violate Order to vacate area | \$250.00 | \$500.00 | \$1,000.00 |
| 68(b) | Interfere with Emerg. Person | \$250.00 | \$500.00 | \$1,000.00 |

SCHEDULE 'H' FIRE SERVICES

Rates may change as per the Alberta Infrastructure Fee Schedule

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

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

Fire Investigations

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

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

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

Outside Resources Cost + 10%

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

| | |
|---|------------------|
| Auditorium | |
| Auditorium only | \$350.00 |
| Auditorium with Kitchen | \$475.00 |
| Auditorium with kitchen (up to 5 hours) | \$250.00 |
| Small Meeting Room | |
| Full Day (up to eight hours use) | \$100.00 |
| Half Day (up to four hours use) | \$50.00 |
| Hourly Rate | \$20.00 per hour |
| Bar | \$100 |
| Kitchen | \$175.00 per day |
| Funerals | |
| Includes Auditorium, Small Meeting Room and Kitchen | \$200.00 |
| Anniversaries, Birthdays, Celebrations, Bridal Showers, Craft Sales (Auditorium) | |
| | \$250.00 |
| • Includes: | |
| ○ Up to five hours | |
| ○ Kitchen Use | |
| Wedding Package | \$800.00 |
| • Includes: | |
| ○ Friday noon set up | |
| ○ Saturday (all day) | |
| ○ Sunday until 2 pm (to allow for gift opening and clean up) | |
| ○ Use of: | |
| ▪ Auditorium | |
| ▪ Stage (includes sound system) | |
| ▪ Small meeting room | |
| ▪ Bar Room | |
| ▪ Kitchen (includes use of available dishes & equipment) | |
| ▪ Tables (no linens) | |
| ▪ Chairs | |

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

NOT FOR PROFIT

| | 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 'K'
COUNCIL REMUNERATION

- 1. Mayor
 - Monthly Salary of \$2,351.04
- 2. Deputy Mayor
 - Monthly Salary of \$2,045.40
- 3. Councilors
 - Monthly Salary of \$1,810.30
- 4. Mileage Rate
 - As per the Canada Revenue Agency – reasonable per-kilometer allowance
- 5. Meeting Per Diem – Two Hours or Less
 - \$90.00 for two hours or less per diem plus additional \$30.00 per hour for travel time
- 6. Meeting Per Diem – Half Day
 - \$180.00 for half-day per diem plus an additional \$30.00 per hour for travel time
- 7. Meeting Per Diem – Full Day
 - \$360.00 for full-day per diem plus an additional \$30.00 per hour for travel time

SCHEDULE 'L'
CAT BYLAW

| SECTION | OFFENCE | 1 st Offense | 2 nd * | 3 rd ** |
|------------|---|----------------------------|-------------------|--------------------|
| 3 | Failure to license cat | \$250.00 | \$400.00 | \$600.00 |
| 5(a) | Interfere with enforcement officer | \$200.00 | \$400.00 | \$1,000.00 |
| 5(b) | Open vehicle to attempt or allow animal to escape | \$200.00 | \$400.00 | \$1,000.00 |
| 5(c) | Remove or attempt to remove cat from possession of enforcement officer | \$400.00 | \$800.00 | \$1,200.00 |
| 1(a) | Run at large | \$200.00 | \$400.00 | \$600.00 |
| 1(d) | Damage Property/Animal or Person | \$200.00 | \$400.00 | \$600.00 |
| 10(a)(i) | Entice cat to run at large | \$200.00 | \$400.00 | \$600.00 |
| 10(a)(ii) | Tease cat in trap | \$250.00 | \$500.00 | \$1,000.00 |
| 10(a)(iii) | Throw/poke object in trap with cat inside | \$500.00 | \$1000.00 | \$2,000.00 |
| 10(a)(iv) | Fail to check trap hourly | \$250.00 | \$500.00 | \$1,000.00 |
| 10(a)(v) | Leave trap unattended | \$250.00 | \$500.00 | \$1,000.00 |
| 10(a)(vi) | Leave trap set between 16:00 - 08:00 hrs. Fri to Mon or Tues on a long weekend. | \$250.00 | \$500.00 | \$1,000.00 |
| 10(a)(vii) | Fail to deliver in 24 hrs. | \$250.00 | \$500.00 | \$1,000.00 |

SCHEDULE 'M'
NOISE BYLAW

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

SCHEDULE 'N'
CANNABIS CONSUMPTION BYLAW

| Section | Description of Offence | Minimum Penalty | Specified Penalty |
|---------|---|-----------------|-------------------|
| 3 | Smoke, vape or consume cannabis in public place | \$50.00 | \$100.00 |

SCHEDULE 'O'
SMOKING & VAPING BYLAW

| Section | Description of Offence | Minimum Penalty | Specified Penalty |
|---------|---|-----------------|-------------------|
| 3 | Smoke or vape where prohibited | \$50.00 | \$100.00 |
| 4 | Permit person to smoke or vape where prohibited | \$50.00 | \$200.00 |

SCHEDULE 'P'
LIVESTOCK BYLAW

| SECTION | OFFENCE | 1 st Offense | 2 nd * | 3 rd ** |
|------------|--|----------------------------|-------------------|--------------------|
| | Veterinary Fee – Amount Expended | | | |
| 3(a)(b)(c) | Keep Livestock in prohibited area | \$100.00 | \$250.00 | \$400.00 |
| 5(a) | Allow animal to run at large | \$250.00 | \$400.00 | \$400.00 |
| 6(a) | Leave animal unattended while tethered in a public place | \$300.00 | \$450.00 | \$450.00 |
| 6(b) | Animal unsupervised while tethered on private property | \$250.00 | \$500.00 | \$500.00 |
| 6(c) | Animal left unattended in vehicle or trailer improperly | \$250.00 | \$500.00 | \$500.00 |
| 6(c)(iii) | Animal left unattended in vehicle when weather conditions not suitable | \$250.00 | \$500.00 | \$500.00 |
| 11(a)(i) | Obstruct or interfere with officer | \$500.00 | \$800.00 | \$1,000.00 |
| 11(a)(ii) | Open Van, Vehicle or Trailer | \$250.00 | \$500.00 | \$1,000.00 |
| 11(a)(iii) | Remove or attempt to remove impounded animal | \$250.00 | \$500.00 | \$800.00 |
| 10(b)(i) | Untie, loosen or free restrained animal | \$250.00 | \$500.00 | \$800.00 |
| 10(b)(ii) | Open gate, door or opening allowing animal to run at large | \$250.00 | \$500.00 | \$800.00 |
| 10(b)(iii) | Entice an animal to run at large | \$250.00 | \$500.00 | \$800.00 |
| 10(b)(iv) | Tease an animal in an enclosure | \$250.00 | \$500.00 | \$800.00 |
| 10(b)(v) | Tease or poke an animal in a enclosure | \$250.00 | \$500.00 | \$1,000.00 |
| | Animal Kennel Services – Amount Expended | | | |

SCHEDULE 'Q'
RESIDENTIAL COMMUNITY STANDARDS BYLAW

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

SCHEDULE 'R'
INDUSTRIAL COMMUNITY STANDARDS BYLAW

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

SCHEDULE 'S'
COMMERCIAL COMMUNITY STANDARDS BYLAW

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

SCHEDULE 'T'
SPECIAL EVENT BYLAW

| SECTION | DESCRIPTION | Per Event | 1 st Offense | 2 nd | 3 rd /Subsequent |
|---------|---|---------------------|----------------------------|-----------------|--------------------------------|
| 3(b) | Special Event Application Fee | \$100.00 | | | |
| 3(c) | Special Event Damage Deposit | \$250per venue/park | | | |
| 9(a) | Failure to obtain a Special Event Permit | | \$250.00 | \$500.00 | \$750.00 |
| 9(a) | Failure to comply with Special Event Permit | | \$500.00 | \$2,000.00 | \$5,000.00 |

SCHEDULE 'U'
GOLF COURSE FEES
All rates are subject to GST

| | |
|--|------------|
| Membership Category: | |
| 7 Day unlimited | \$1,600.00 |
| 5-Day (Mon-Fri excluding holidays) | \$1,200.00 |
| Youth Membership (Ages 18-24) | \$600.00 |
| Intermediate (Ages 25-36) | \$900.00 |
| Over 80 (Age 80+) | \$850.00 |
| Individual Restricted After 3 pm | \$700.00 |
| Family Restricted After 3 pm | \$1,000.00 |
| Junior (17 years and younger) | \$250.00 |
| Golf Canada Membership | \$55.00 |
| Green Fee Rates: | |
| Monday – Thursday | |
| 18 Hole Green Fee Rates | |
| Regular Green Fee | \$55.00 |
| Senior Green Fee (60+) | \$48.00 |
| Junior Green Fee (Age 17 & under) | \$35.00 |
| 9 Hole / Twilight Green Fee Rates | |
| Regular Green Fee | \$30.00 |
| Twilight (after 3 pm) | \$40.00 |
| Junior Green Fee (Age 17 & under) | \$20.00 |
| Weekday Special Rates | |
| Guest with member Green Fee | \$45.00 |
| 2 for 1 Green Fee Each (Golf Canada Card, Golf Pass) | \$27.50 |
| Parent with Junior member (After 6 pm) | \$15.00 |
| Friday – Saturday – Sunday & Holidays | |
| 18 Hole Green Fee Rates | |
| Regular Green Fee | \$65.00 |
| Junior Green Fee (Age 17 & under) | \$35.00 |
| 9 Hole / Twilight Green Fee Rates | |
| Regular Green Fee | \$35.00 |
| Twilight (After 3 pm) | \$45.00 |
| Weekend & Holiday Special Rates | |
| Guest with member Green Fee | \$55.00 |
| 2 for 1 Green Fee (Golf Canada Card, Golf Pass) | N/A |
| Parent with Junior member (After 6 pm) | \$20.00 |
| 10 Game Pass (valid anytime) | \$500.00 |
| Public / Non-pass Holder Rates: | |
| 18-hole Regular ½ Cart | \$19.00 |
| 18-hole Regular Full Cart | \$38.00 |
| 9-hole / Twilight Power Cart ½ Cart | \$12.00 |
| 9-hole / Twilight Power Cart Full Cart | \$24.00 |
| Member Power Cart Packages: | |
| 18-hole 10 Power Cart Seats | \$180.00 |
| 18-hole 20 Power Cart Seats | \$340.00 |
| 18-hole 30 Power Cart Seats | \$480.00 |
| 9-hole 10 Power Cart Seats | \$100.00 |
| 9-hole 20 Power Cart Seats | \$190.00 |
| 9-hole 30 Power Cart Seats | \$270.00 |
| Yearly Unlimited Power Cart Passes | |
| Yearly Single Cart | \$650.00 |
| Driving Range | |
| Large Basket | \$10.00 |
| Medium Basket | \$8.00 |
| Small Basket | \$6.00 |
| Yearly Range Pass | \$200.00 |

SCHEDULE 'V'
HOBBY KENNEL AND COMMERCIAL BREEDING KENNEL

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

SCHEDULE 'W'
DISCHARGE OF PROJECTILES BYLAW

| SECTION | OFFENCE | 1 st Offence | 2 ^{nd**} | 3 ^{rd**} |
|---------|-----------------------|----------------------------|-------------------|-------------------|
| 3. (a) | Discharge Device | \$50.00 | \$100.00 | \$200.00 |
| 3. (b) | Discharge at Property | \$100.00 | \$200.00 | \$400.00 |
| 3. (c) | Discharge at Animal | \$400.00 | \$800.00 | \$1600.00 |
| 3. (d) | Discharge at person | \$500.00 | \$1000.00 | \$2000.00 |

SCHEDULE 'X'
THE FIREWORKS PERMISSIONS BYLAW

| SECTION | OFFENCE | 1 st Offence | 2 nd ** | 3 rd ** |
|---------|--|----------------------------|--------------------|--------------------|
| 3(a) | Wholesale, display for sale, offer for sales, sell, possess or store any fireworks | \$100.00 | \$300.00 | \$500.00 |
| 3(b) | Set off, discharge or otherwise handle fireworks | \$100.00 | \$300.00 | \$500.00 |
| 3(c) | Set off fireworks in a place or manner that creates a danger or constitutes a nuisance to any person or property. | \$100.00 | \$300.00 | \$500.00 |
| 3(d) | Discharge or set off fireworks on a highway, road allowance or park | \$200.00 | \$500.00 | \$1000.00 |
| 3(e) | Discharge or set off fireworks within 200 meters of any place where explosives or flammable liquids or combustible liquids or substances are manufactured or stored. | \$200.00 | \$500.00 | \$1000.00 |
| 3(f) | Discharge or set off fireworks during a fire ban. | \$500.00 | \$1000.00 | \$1,500.00 |
| 3(g) | Sell fireworks to any person without seeing that person's Driver's License or other photo identification issued by the Governments of Canada or Alberta. | \$100.00 | \$200.00 | \$300.00 |
| 3(h) | Sell fireworks to anyone under the age of 18 years. | \$100.00 | \$250.00 | \$500.00 |
| 3(i) | Person under the age of 18 years purchase or be in possession of fireworks | \$100.00 | \$250.00 | \$500.00 |
| 3(j) | Set up, set off, fire, discharge or energize a pyrotechnics display | \$250.00 | \$500.00 | \$1,000.00 |

SCHEDULE ‘Y’
ANIMAL TRAPPING BYLAW

| OFFENCE | 1 st Offence | 2 ^{nd**} |
|---|----------------------------|-------------------|
| Use any form of animal trap for the purpose to trap animals | \$250.00 | Court |

SCHEDULE 'Z'
BUSINESS LICENSE BYLAW

| OFFENCE | 1st | 2nd | 3rd |
|--|----------|------------|------------|
| Penalties for not obtaining a business License (within 12 months) | \$500.00 | \$1,000.00 | \$1,500.00 |

SCHEDULE 'AA'
ILLEGAL DISCHARGE OF SUMP PUMPS BYLAW

| SECTION | OFFENCE | 1st | 2nd | 3rd |
|---------|---|----------|------------|------------|
| 2 | Discharging a sump pump or yard drain into Town Sanitary sewer. | \$500.00 | \$1,000.00 | \$1,500.00 |
| 3 | Connecting downspouts, eavestroughing, piping or other means of rooftop drainage to a foundation drain or weeping tile. | \$500.00 | \$1,000.00 | \$1,500.00 |
| 4 | Discharge storm water from a drainage system servicing or affecting an affected property into a public sanitary sewer or other waste water disposal system. | \$500.00 | \$1,000.00 | \$1,500.00 |
| 5 | Permit sump pump discharge hose to drain directly onto neighboring properties, lanes or streets, onto sidewalks, onto boulevards, ditches, or in the floor drain of the property owner. | \$500.00 | \$1,000.00 | \$1,500.00 |

Bylaw No. 2060

BEING a Bylaw of the Town of Carstairs, in the Province of Alberta, to adopt Land Use Bylaw No. 2060.

WHEREAS, Council of the Town of Carstairs wishes to adopt Land Use Bylaw No 2060.

AND WHEREAS, Section 640 of the Municipal Government Act requires that every municipality must pass a Land Use Bylaw.

AND WHEREAS, The Bylaw is consistent with the Municipal Government Act, as amended from time to time.

NOW THEREFORE, Council of the Town of Carstairs, duly assembled and pursuant to the ***Municipal Government Act***, Revised Statutes of Alberta 2000, Chapter M-26, and Section 69 repeals Bylaw No. 2007 and any supplement amendments to Bylaw No. 2007 Amended and adopts Land Use Bylaw No. 2060.

The Council of Town of the Carstairs does hereby adopt the Town of Carstairs Land Use Bylaw which is attached as Schedule A and forms part of this bylaw.

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

READ A FIRST TIME THIS 24TH DAY OF MARCH A.D., 2025

READ A SECOND TIME THIS _____TH DAY OF _____ A.D., 2025

READ A THIRD AND FINAL TIME THIS _____TH DAY OF _____ A.D., 2025

Lance Colby, Mayor

Rick Blair, CAO

Bylaw No. 2062

BEING a Bylaw of the Town of Carstairs, in the Province of Alberta, the purpose of this Bylaw is to regulate any encroachments within the limits of the Town of Carstairs.

WHEREAS, Section 7. (a) of the Municipal Government Act, RSA 2000, Ch. M-26 as amended; A council may pass bylaws for municipal purposes dealing with the use and management of its property and prohibiting or regulating any development;

WHEREAS, Section 7. (i) of the Municipal Government Act, RSA 2000, Ch. M-26 as amended; empowers municipalities to pass bylaws providing them with a system of permits and approvals for any development, and terms and conditions that may be imposed, establishing fees for such permits and approvals and enforcement provisions;

AND WHEREAS, Section 72 of the Land Titles Act, RSA 2000, c L-4, permits the registration of Encroachment Agreements on the affected parcels of land;

AND WHEREAS, the Town recognizes its responsibility to the residents of the Town of Carstairs to maintain and operate effective and safe services and to enable public access to lands intended for public use and enjoyment;

AND WHEREAS, the Town recognizes the importance of upholding these responsibilities by effectively managing Encroachments on to Town-owned land, streets, and easements;

AND WHEREAS, Town-owned land, streets, and easements include, among other things, boulevards, sidewalks, roads, bridges, alleyways, parkways, trails, lanes, utility-rights-of-way, overland drainage easements, and titled parcels of land owned by the Town of Carstairs including but not limited to Parks and Reserve land;

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

1. This Bylaw may be referred to as the **“Encroachment Bylaw”**.
2. In this Bylaw:
 - a. **“Act”** means the Municipal Government Act, RSA 2000 Ch M-26, as amended;
 - b. **“Certificate of Title”** means the record of title to the land that is maintained but the registrar as defined in the Land Titles Act, RSA 2000 Ch. L-4;
 - c. **“CAO”** means the person appointed as the Chief Administrative Officer;
 - d. **“Town”** means the Town of Carstairs;
 - e. **"Town Land" and "Town Property"** means titled and non-titled land owned by or that is the direct responsibility of the Town of Carstairs;
 - f. **"Council"** means the duly elected municipal Council of the Town of Carstairs;
 - g. **“Developer Fence”** means a fence installed under a subdivision development agreement which is usually of a consistent style and is continuous along two or more lots and includes a fence that provides a buffer from a major or higher standard road or is used to separate a parcel or parcels of land from a park or public open space;
 - h. **“Easement”** means any easement granted to the Town for any purpose and includes utility rights-of-way and overland drainage easements and which are registered on a certificate of title, by a registered plan under the Land Titles Act, RSA 2000, c L-4 by description or by caveat and documented by an easement agreement;
 - i. **"Egregious Encroachments"** means any encroachment assessed by CAO as egregious. Egregious Encroachments are not eligible for an Encroachment Agreement and will be subject to escalating fines per the Specified Penalties contained in Schedule A;
 - j. **"Encroachment"** means anything constructed or erected permanently or semi-permanently on the ground or attached to something that is permanent or semi-permanent extending on, over or under Titled property onto Town Land or Town Property and shall include, but not be limited to, the following:
 - i. Buildings and all projections (including but not limited to eaves, footings, foundations, weeping tiles, and cantilevers) and siding;
 - ii. Sheds, including those attached to a dwelling or fence;

- iii. Fences;
 - iv. Hard landscaping includes but is not limited to asphalt, concrete, or brick sidewalks, curbs, parking pads, fire pits, and planters. Driveways, walkways and aprons adjacent to a roadway or sidewalk require approval.
 - v. Structures which include but are not limited to decks, stairs, patios, and balconies;
 - vi. Retaining walls;
 - vii. Swimming pools and hot tubs;
 - viii. Private light standards;
 - ix. Signs
- k. **"Encroachment Agreement"** means an agreement between the applicant and the Town authorizing an Encroachment and shall, among other things, include:
- i. Legal land survey or plan
 - ii. Cost and responsibility for removal;
 - iii. Indemnification of the Town, its agents or licensees;
 - iv. Location and identification of Encroachment;
 - v. Term; and
 - vi. Termination notice
- l. **"Fence"** means any barrier, railing, or upright structure typically made of wood, metal, or glass, that encloses an area or marks a boundary and includes a developer fence but does not include a wall;
- m. **"Major Encroachments"** means Encroachments not eligible for an Encroachment Agreement and/or all Encroachments greater than 1.0 meters. Major Encroachments are subject to escalating fines per the Specified Penalties contained in Schedule A.
- n. **"Minor Encroachment"** means encroaching less than or equal to 0.20 metres. If the Town has no record of the Encroachment negatively impacting Town operations, no Encroachment Agreement is required; the Owner is provided with a letter stating the Town acknowledges and does not object to the Encroachment at this time for their records. Encroachments that negatively impact Town operations are escalated to Moderate Encroachment.
- o. **"Moderate Encroachment"** means encroachments that are either encroaching less than or equal to 0.20 metres, with a record of the Encroachment negatively impacting Town operations; OR refers to Encroachments greater than 0.20 metres but not more than 1.0 metres. The Encroachments that are not eligible for an Encroachment Agreement (i.e. they disrupt Town operations) are escalated to Major Encroachment.
- p. **"Municipal Tag"** A Peace Officer may issue and serve a municipal tag on any person the Peace Officer has reasonable and probable grounds to believe has contravened a provision of this bylaw by:
- i. Personally, serving the municipal tag on the person; or
 - ii. Mailing a copy of the municipal tag by pre-paid post to the address provided by a person on a permit application, or a person's last known postal address

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

- i. The name of the person to whom the municipal tag is issued;
- ii. The particulars of the contravention of the bylaw;
- iii. The specified penalty for the offence as set out in Schedule 'A';
- iv. That the specified penalty shall be paid in (30) days of the issuance of the municipal tag in order to avoid prosecution; and

- v. Any other information as may be required by the CAO.
- q. **“Overland drainage easement”** means a Town easement for the construction, operation, inspection, maintenance, repair and replacement of any facility or facilities for the drainage or control of storm water including, but not limited to:
 - i. a grass swale;
 - ii. a concrete or asphalt walkway, gutter, or swale;
 - iii. a drainage control fence or structure; and
 - iv. the sloping and contouring of land to facilitate the drainage or control of storm water;
- r. **“Owner”** means a person shown as an owner of a property on a certificate of title, and, in relation to a specific encroachment, is the person whose property:
 - i. is encumbered by a Town property or interest upon which the encroachment is placed in whole or in part;
 - ii. benefits from the encroachment placed upon an adjacent Town property or interest; or
 - iii. the encroachment originates from;
- s. **“Park”** means areas of public land known for their natural scenery and/or preservation for public recreation, either active or passive. means a public space controlled by the Town and set aside as a park to be used for rest, recreation, exercise, pleasure, amusement, cultural heritage, education, appreciation of nature, and enjoyment and includes:
 - i. playgrounds;
 - ii. cemeteries;
 - iii. natural areas;
 - iv. sports fields;
 - v. pathways;
 - vi. trails; and
 - vii. park roadways;
 - viii. does not include golf courses;
- t. **“Peace Officer”** means a Bylaw Officer who is appointed by the Town of Carstairs, a Peace Officer appointed by the Province of Alberta, a member of the Royal Canadian Mounted Police or any other local policing authority;
- u. **“Person”** means an individual or a business entity including a firm, partnership, association, corporation or society;
- v. **“Place” or “Placed”** means any type of action taken to construct, create, erect, or build, or cause to be constructed, created, erected, or built, a portion or all of an encroachment and includes any act of planting or gardening;
- w. **“Property Owner”** means the person(s) shown as the Owner (s) of land as verified on the Town's Assessment Roll and current Land Title.
- x. **“Reserve”** means environmental reserve, conservation reserve, community services reserve, municipal reserve or school reserve, or any combination of reserve lands as the legal description identifies.
- y. **“Reserve land”** means any parcel designated as Municipal Reserve, Environmental Reserve, Municipal and School Reserve, School Reserve, Conservation Reserve or Community Services Reserve, as defined in the Act, or designated as “reserve” as defined by any former Planning Acts, including, but not limited to the former The Planning Act RSA 1970 c 276 and The Planning Act SA 1977 c 89 or noted as Community Reserve on a certificate of title;
- z. **“Restrictive covenant”** means an agreement that restricts the use or occupancy of a property;
- aa. **“Sign”** means an inscribed board, bill, placard, poster, banner, flag or device which is intended to promote anything or inform anyone;

- bb. **“Street”** means any thoroughfare, highway, road, roadway, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way, or other place, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes sidewalks, ditches, and boulevards;
- cc. **“Utility provider”** means the Town or a third party utility provider that operates one or more of the following: water, sewer, electrical distribution and/or transmission lines, thermal or other energy services, telecommunication lines, shallow utilities, oil and natural gas lines, or transit infrastructure and who has authority to access and use a utility right-of-way to construct, install, maintain, repair, replace and operate its utility infrastructure pursuant to a utility right-of-way agreement;
- dd. **“Utility right-of-way”** means a utility right-of-way that contains any utility provider lines, systems, infrastructure or other facilities relating to any one or more of the following, which is registered on the certificate of title, by a registered plan pursuant to the Land Titles Act, RSA 2000, c L-4 or by description and documented by a utility right-of-way agreement granted to the Town for:
- i. systems for the production or distribution of gas, whether artificial or natural;
 - ii. the distribution or transmission of electricity, telephone, cable, television or telecommunications;
 - iii. transit infrastructure;
 - iv. facilities for storage, transmission, treatment, distribution or supply of water;
 - v. facilities for the collection, treatment, movement or disposal of sanitary sewage, including but not limited to pipes, force mains, and pumping stations; and
 - vi. the drainage, collection, treatment, movement or disposal of storm water, including but not limited to collections devices, drainage swales, pipes, pumping stations, storm water ponds and wetlands, except those facilities within an overland drainage easement;
- ee. **“Utility right-of-way agreement”** means an agreement documenting a utility right-of-way granted to the Town for the construction, installation, maintenance, repair, replacement and operation of a utility provider’s utility infrastructure;
- ff. **“Violation Ticket”** If a municipal tag has been issued and the specified penalty on the municipal tag has not been paid within the prescribed time, a Peace Officer may issue a violation ticket to the person to whom the municipal tag was issued
- i. A Peace Officer may, in the sole discretion, elect to issue and serve a violation ticket without first issuing a municipal tag.
 - ii. A Peace Officer is authorized to issue a violation ticket, to any person the peace officer believes, on reasonable and probable grounds, has committed an offence under this bylaw, under Part 2 or Part 3 of the Provincial Offences and Procedure Act.
 - iii. If a violation ticket is issued it must be in the prescribed form and must:
 - state the specified penalty for the offence as set out in the Rates and Fees Bylaw; or
 - require the person to appear in Provincial Court with or without the alternative of making a voluntary payment.
- gg. **“Wall”** means both structural and non-structural walls including:
- i. structural support walls, retaining walls or any other walls constructed for a purpose other than aesthetics; and
 - ii. decorative walls constructed of stone or other material erected for the sole purpose of providing a decorative and/or landscape feature;
- hh. **“Written authorization”** means an authorization provided in writing to approve an encroachment made by either the CAO or designate;

3. PROHIBITIONS AGAINST ENCROACHMENTS

- a. A person shall not place or allow to be placed an Encroachment onto Town Property or land in which the Town has an interest.
- b. Notwithstanding any other provision in this Bylaw, a person must not place or allow to be placed an Encroachment onto Reserve land.
- c. Notwithstanding any other provision in this Bylaw, a person must not place or allow to be placed an Encroachment on a Park.
- d. A Property Owner must not allow an Encroachment to remain on Town Property or land in which the Town has an interest, Reserve land or Park after receiving a notice of removal under Section 6.
- e. The placement of developments on Town Land will be measured to determine the severity of the Encroachment. The following will determine how an Encroachment is categorized:
 - i. **Minor Encroachment** - Less than .20 metres and no record of a negative impact to Town operations or public enjoyment of property;
 - ii. **Moderate Encroachment** - Less than .20 metres and negative impact on the Town or public enjoyment, or an Encroachment between .21 metres and 1 metre with no negative impact on Town operation or public enjoyment;
 - iii. **Major Encroachment** – Encroachments greater than 1 metre or less OR equal to one metre with a negative impact that disrupts Town operations, or public enjoyment of land.
 - iv. **Egregious Encroachment** – any Encroachment assessed by the CAO that exceeds the limits of a Minor, Moderate or Major Encroachment.
- f. Encroachments classified as Minor or Moderate may be considered for an Encroachment Agreement provided they are pre-existing to the date of this Bylaw being adopted and the following circumstances exist:
 - i. The Encroachment does not interfere with the safety of the public, the Town or a utility provider;
 - ii. The Encroachment does not extend onto Town Land that is intended by the Town for or may be used as emergency access;
 - iii. The Encroachment does not interfere with the Town's or a utility provider's ability to access, maintain and operate its utility infrastructure on a Town Property or interest;
 - iv. The Encroachment does not interfere with the Town's ability to access, maintain and operate services on the Town Property or interest;
 - v. The Encroachment does not interfere with the public's ability to access Town Land intended for public use, for its use and enjoyment; and
 - vi. The Encroachment is not permanent and can be reasonably and practically relocated.
- g. Major or Egregious Encroachments are ineligible for Encroachment Agreements and will be subject to penalties as per Section 12 Specified Penalties

4. RESPONSIBILITIES OF PERSONS WITH ENCROACHMENTS

- a. Should an Encroachment be found on a Town Property or interest, the Property Owner encroaching on the Town Property must either remove the Encroachment or submit an Encroachment Agreement application to Planning and Development Services.
- b. Only Property Owners are eligible to file a completed Encroachment Agreement application with Planning and Development Services.
- c. A Property Owner must comply with the terms and conditions of any written authorization provided by the Town.
- d. A Property Owner who receives a refusal letter must remove any Encroachment already placed within thirty (30) days of receiving the letter.

- e. A Property Owner who receives a notice of removal must remove the Encroachment and restore the impacted area in accordance with the requirements and timeframe set out in the notice.
- f. A Property Owner who receives a refusal letter or notice of removal letter must undertake any removal and restoration work at their sole cost and expense

5. RESPONSIBILITIES OF PERSONS PLACING ENCROACHMENTS

- a. Any person who wishes to place an encroachment onto a Town property or interest must file a completed application for an encroachment with the Planning & Development Department
- b. An owner must comply with the terms and conditions of any written authorization.
- c. An owner who receives a rejection letter must not place the encroachment, and if applicable, must remove any encroachment already placed, within thirty (30) days of receiving the letter.
- d. An owner who receives a notice of removal must remove the encroachment and restore the impacted area in accordance with the requirements and timeframe set out in the notice.
- e. An owner who receives a rejection letter or removal notice must undertake any removal and restoration work at their sole cost and expense

6. DENIAL OF APPLICATIONS

- a. Notwithstanding anything in this Bylaw, the CAO shall refuse to approve an Encroachment application and must issue a refusal letter if, in the CAO's opinion, the proposed or existing Encroachment:
 - i. interferes with the safety of the public, the Town or a utility provider;
 - ii. extends onto Town Land that is intended by the Town for or may be used as emergency access;
 - iii. interferes with the Town's or a utility provider's ability to access, maintain and operate its utility infrastructure on a Town Property or interest;
 - iv. interferes with the Town's ability to access, maintain and operate services on the Town Property or interest;
 - v. interferes with the public's ability to access Town Land intended for public use, for its use and enjoyment; or
 - vi. is not in the best interests of the Town of Carstairs or its residents.
- b. Where the CAO denies an application for an Encroachment after receiving a completed Encroachment Agreement application, the CAO must issue the applicant a refusal letter.
- c. A refusal letter must include the CAO's reasons for refusing the application

6. REMOVAL NOTICES

- a. Where the CAO believes that an Encroachment exists that should be removed, the CAO may issue a notice to the Property Owner requiring one or more of the following:
 - i. the Property Owner removes the Encroachment within a certain timeframe;
 - ii. that specific work standards and specifications be met in any demolition, construction, or landscaping done to remove the Encroachment;
 - iii. that the restoration of the impacted area on the Property Owner's property and the Town Property or interest be done to specific standards and specifications to ensure health and safety; and
 - iv. the person doing the removal and restoration has insurance naming the Town as an additional named insured and has agreed to indemnify the Town for any losses arising from their work

7. TERMINATION OF AGREEMENTS

- a. Where the CAO has given notice that it is terminating a written authorization entered into under this Bylaw or an Encroachment Agreement or grandfathered written authorization entered into prior to this Bylaw being passed, the notice will be sent to the current Property Owner and that Property Owner must remove the Encroachment within thirty (30) days.
- b. The Encroachment Agreement will be terminated if the Property Owner removes the structure or development for any reason, such as, but not limited to, repair or replacement. Any further development or structure must be placed wholly on the Property Owner's land and may no longer be an Encroachment on Town Land.

8. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

- a. The CAO may:
 - i. provide written authorization for Encroachments on such terms, conditions, and duration as the CAO considers appropriate for the circumstances;
 - ii. decide what form of written authorization is appropriate for a particular Encroachment, and
 - iii. issue refusal letters and removal notices pursuant to Sections 5 and 6 of this Bylaw.
- b. The CAO may approve Encroachment application guidelines that contain procedures and considerations for receiving and reviewing applications for Encroachments, including:
 - i. setting out the process and fees for receiving applications for Encroachments and requirements for the form and content of the applications to be considered complete;
 - ii. specifying factors that may be considered in deciding whether to approve an application for an Encroachment Agreement;
 - iii. setting the amount of one-time, daily, monthly, and/or annual fees or charges for Encroachments;
 - iv. setting the standard form, terms, and conditions of an Encroachment Agreement, applications, and written authorizations; and
 - v. specifying the form and content of refusal letters and removal notices in response to applications for an Encroachment.
- c. The CAO may amend or revoke all or any part of the Encroachment guidelines at any time.
- d. The CAO may consider the following when deciding whether to approve an application and issue written authorization:
 - i. The interests of the Town and the citizens of Carstairs;
 - ii. Whether there is a reason to refuse as set out in Section 5, and
 - iii. Any considerations listed in approved Encroachment guidelines.
- e. Nothing in this Section or any approved Encroachment guidelines precludes the CAO from including other terms and conditions, varying any standard terms and conditions, or modifying the form and content of a written authorization in any particular case that, in the CAO's opinion, is necessary for the specific Encroachment under consideration.
- f. The CAO may delegate any or all of the powers granted to the CAO pursuant to this Bylaw at any time.

9. OFFENCES

- a. Any person who contravenes any provision of this Bylaw by doing any act or thing which the person is prohibited from doing, or by failing to do any act or thing the person is required to do, is guilty of an offence pursuant to this Bylaw.
- b. Any person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding \$10,000 and in default of payment of any fine imposed, to a period of imprisonment not exceeding six (6) months.

- c. All violations of this Bylaw which are of a continuing nature will constitute a separate offence for each day the offence continues.
- d. An owner is guilty of an offence referred to in this Bylaw whether they caused or allowed the encroachment to be initially placed.

10. ENFORCEMENT

- a. A Peace Officer who has reasonable grounds to believe that a person has contravened any provision of this Bylaw may issue and serve upon the person:
 - i. A Municipal Ticket allowing payment of the specified penalty as set out in Schedule A of this Bylaw to the Town. Such payment will be accepted by the Town in lieu of prosecution for the offence. Should payment of the specified penalty not be made to the Town within the time specified on the Municipal Ticket, a Violation Ticket may be issued and served upon the person; or
 - ii. A Violation Ticket, allowing a voluntary payment of the specified penalty as set out in Schedule A of this Bylaw or requiring a person to appear in court without the alternative of making a voluntary payment.
- b. Where a Peace Officer believes that a person has contravened any provision of this Bylaw, the officer may commence proceedings against the person by issuing a violation ticket in accordance with the Provincial Offences Procedure Act, RSA 2000, c P-34.
- c. This Section does not prevent any officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant to Provincial Offences Procedures Act, RSA 2000 c P-24 provisions, or from laying an information in lieu of issuing a violation ticket.
- d. Nothing in Section 9 prevents a Peace Officer from issuing a Violation Ticket without first issuing a Municipal Ticket.

11. SPECIFIED PENALTIES

- a. Where there is a specified penalty listed for an offence in Schedule A to this Bylaw, that amount is the specified penalty for the offence.
- b. On conviction of an offence that is of a continuing nature, the penalty is the amount set out in Schedule A of this Bylaw in respect of the offence of each year, or part of a year, that the offence continues.
- c. The levying and payment of any fine or the imprisonment of any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges, or costs from which that person is liable under the provisions of this Bylaw or any other bylaw.

12. REMEDIAL ORDERS

- a. Where a person has contravened any provision of this Bylaw, an officer may issue a remedial order requiring the person to remedy the contravention pursuant to Section 545 of the Act.
- b. A remedial order issued pursuant to Section 545 of the Act must include the following:
 - i. indicate the person to whom it is directed;
 - ii. identify the property to which the remedial order relates by municipal address or legal description;
 - iii. identify the date that it is issued;
 - iv. identify how the Encroachment fails to comply with this or another bylaw;
 - v. identify the specific provisions of the Bylaw that are being contravened;
 - vi. identify the nature of the remedial action required to be taken to bring the property into compliance;
 - vii. identify the time within which the remedial action must be completed; indicate that if the required remedial action is not completed within the time specified, the Town may take whatever action or measures are necessary to remedy the contravention;

- viii. indicate that the expenses and costs of any action or measures taken by the Town under this Section are an amount owing to the Town by the person to whom the order is directed pursuant to Section 549(3) of the Act;
 - ix. indicate that the expenses and costs referred to in this Section may be attached to the tax roll of the Property Owner's property if such costs are not paid by a specified time;
 - x. indicate that an appeal lies from the remedial order to Council if a notice of appeal is filed in writing with the Legislative Coordinator within fourteen days of the receipt of the remedial order.
- c. A remedial order issued pursuant to this Bylaw may be served:
- i. in the case of an individual:
 - by delivering it personally to the individual;
 - by leaving it for the individual at their apparent place of residence with someone who appears to be at least 18 years of age;
 - by delivering it by registered mail to the individual at their apparent place of residence; or
 - by delivering it by registered mail to the last address of the individual who is to be served as shown on the records of the municipal tax roll for the individual;
 - ii. in the case of a corporation:
 - by delivering it personally to a director or officer of the corporation;
 - by delivering it personally to any person apparently in charge of an office of the corporation at the address held out by the corporation to be its address; or
 - by delivering it by registered mail addressed to the registered office of the corporation.
- d. If, in the opinion of a person serving a remedial order, service of the remedial order cannot be reasonably effected, or if the person serving the remedial order believes that the Property Owner of the property is evading service, the person serving the remedial order may post the remedial order:
- i. at a conspicuous place on the property to which the remedial order relates;
 - ii. at the private dwelling place of the Property Owner of the property to which the remedial order relates, as shown on a certificate of title pursuant to the Land Titles Act RSA 2000, c L-4 or on the municipal tax roll; or
 - iii. at any other property owned by the Property Owner of the property to which the remedial order relates, as shown on a certificate of title pursuant to the Land Titles Act RSA 2000, c L-4 or shown on the municipal tax roll;
 - iv. and the remedial order shall be deemed to be served upon the expiry of 3 days after the remedial order is posted.
- e. A person who fails to comply with a remedial order within the time set out in the remedial order commits an offence.
- f. Where the Town effects a remedial order, Town employees and agents may enter a Property Owner's property upon reasonable notice to undertake the removal and restoration work.
- g. The Property Owner of a parcel is liable to the Town for any costs and expenses related to the removal of an Encroachment or other measures taken by the Town to remedy a contravention of this Bylaw, and such costs and expenses become a debt owing to the Town and may be added to the tax roll of the Property Owner's parcel where the contravention occurred on a part of the Property Owner's parcel.

13. TRANSITIONAL PROVISIONS

- a. **Grandfathering**
 - i. Written authorization provided prior to the passing of this Bylaw remains valid provided that the current owner continues to comply with the terms and conditions of the written authorization.
 - ii. Should a grandfathered written authorization be terminated an officer may issue remedial orders pursuant to this Bylaw requiring that the encroachment be removed or take any other enforcement steps necessary.

14. APPEAL TO COUNCIL

- a. A person:
 - i. who has been refused an Encroachment Agreement;
 - ii. whose Encroachment Agreement has been suspended or revoked; or
 - iii. whose Encroachment Agreement is made subject to conditions other than conditions imposed by this Bylaw;may appeal the decision within fourteen (14) days by providing written notice to the Legislative Coordinator and paying the notice of appeal fee set out in Schedule A
- b. Where a Property Owner has given notice of an intention to appeal the revocation, suspension or conditions of an Encroachment Agreement, the CAO may, in the CAO's sole discretion, stay the revocation, suspension or conditions pending the hearing of the appeal if the continued Encroachment does not create a danger to the safety, health or welfare of the public.

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

READ A FIRST TIME THIS 24TH DAY OF MARCH A.D., 2025

READ A SECOND TIME THIS 24TH DAY OF MARCH A.D., 2025

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS 24TH DAY OF MARCH A.D., 2025

READ A THIRD AND FINAL TIME THIS 24TH DAY OF MARCH A.D., 2025

Dean Allan, Deputy Mayor

Rick Blair, CAO

SCHEDULE ‘A’
Bylaw No. XXXX

| Offense | Minimum Penalty | Maximum Penalty |
|---|-----------------|-----------------|
| Encroach on a park | \$750.00 | \$1,500.00 |
| Unauthorized encroachments | \$750.00 | \$1,500.00 |
| Failure to comply with terms and conditions | \$200.00 | \$500.00 |
| Failure to remove encroachment | \$750.00 | \$1,500.00 |



Town of Carstairs

Policy: **Tangible Capital Asset Policy**
12-040-25

Date: **March 24, 2025**

Adopted by: Council

Policy:

Guidelines and procedures for recording, tracking and accounting for tangible capital assets.

Purpose:

The Tangible Capital Assets Policy promotes sound corporate management of capital assets and compliance with the Public Sector Accounting Board (PSAB) Handbook, Section PSAB 3150.

Scope:

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

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

Subsequent expenditures on a recorded TCA that:

- a. increase output or service capacity
- b. increase the service life
- c. lower associated operating costs
- d. improve the quality of the output

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

This policy applies to all town departments, boards and commissions, agencies, and other organizations within the town's reporting entity.

Responsibilities:

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

All employees are responsible for:

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

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

- The development and maintenance of an asset registry to track all tangible capital assets.
- Supporting all employees involved in purchasing, acquiring, selling and maintaining capital assets to ensure accurate records.

Procedures:

Asset Classification

Asset Classification
This section outlines that assets will be classified into major, minor, and subclasses.

- a. *Major* - A group of TCAs significantly different in design and use.
- b. *Minor* – A classification within a major class that has unique characteristics.
- c. *Subclass* – A further classification may be required due to unique TCA criteria, applications, methodologies and asset lives. There is the option to classify further into subclass one, subclass two, subclass three, etc.

TCA recorded in the Major classification will include:

- a. **Land**
Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc.) and other program use, but not land held for resale.
- b. **Land Improvements**
All permanent improvements to land, such as parking lots, landscaping, lighting, pathways, and fences.
- c. **Buildings**
Permanent, temporary or portable building structures such as offices, garages, warehouses and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
- d. **Engineered Structures**
Permanent structural works include roads, bridges, canals, dams, water and sewer and utility distribution and transmission systems, including plants and substations.
- e. Minor classifications in the Engineered Structures major classification will be:
 - i. **Roadway system**
Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.
 - ii. **Water system**
Systems for providing water through pipes or other constructed conveyances usually comprise assets for the intake, distribution, storage, and treatment of safe, potable water. They may also include assets required to distribute non-potable water. This includes mains, services, pump and lift stations, plants and equipment, reservoirs, and fire hydrants.
 - iii. **Wastewater system**
Wastewater is water used for household, business, and other purposes. It flows from private plumbing systems to public sanitary sewers and treatment plants. This system comprises assets used for collecting and treating non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Includes mains, services, pump and lift stations, plants, equipment, and lagoons.
 - iv. **Storm system**
Assets collect, store, and transfer water from rain, flood, or other external sources to a natural water system. They include mains, services, catch basins, pump and lift stations, outfalls, and retention ponds.
- f. **Machinery and Equipment**
This class includes heavy equipment for construction infrastructure, smaller equipment for buildings and offices, furnishings, and computer hardware and software. It does not include stationary equipment used in the engineered structure class.
- g. **Vehicles**
Rolling stock is used primarily for transportation purposes.
- h. **Cultural and Historical Assets**
Works of art and historical treasures that have cultural, aesthetic, or historical value and are worth preserving perpetually are not recognized as tangible capital assets in financial statements; however, such property should be disclosed. Buildings declared as heritage sites may be included in this asset classification.

TCA Inventory – Acquisition

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

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

Thresholds

Thresholds are determined for each major asset categorization and determine whether expenditures will be capitalized as assets, depreciated, or treated as current-year expenses.

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

| Major Asset Category | Capitalization Threshold |
|-----------------------|--------------------------|
| Land | - |
| Land Improvements | \$5,000 |
| Buildings | \$25,000 |
| Engineered Structures | \$25,000 |
| Machinery & Equipment | \$5,000 |
| Vehicles | \$5,000 |

Useful Life & Amortization Methods

Refer to the Town of Carstairs Asset Management Policy for the expected life expectancy of all major TCAs.

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

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

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

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

Valuation of Assets

When available, the actual historical cost will determine an asset's current value. However, when the actual cost is unavailable, the current value will be determined by discounting the replacement cost using an appropriate Price Index for the asset. For example, constructed assets such as buildings and roadway systems will be discounted using the Calgary or Canadian Non-Residential Building Construction Price Index.

Purchased assets like vehicles and equipment will be discounted using the Canadian or Alberta Consumer Price Index. The accumulated amortization will then reduce the historical cost to calculate the asset's net book value.

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

Division of Assets

The two methods of defining a capital asset are the whole and component approaches for capitalization and amortization. The entire asset approach considers an asset an assembly of connected parts. The costs of all parts would be capitalized and amortized as a single asset by the year of acquisition. For example, a computer network, signage or a building may be considered single assets. Under the component approach, different components are individually capitalized and amortized. The servers, routers, lines, and software may be listed as individual assets for computers. The roof, foundation, HVAC and framing may be components for buildings. Either approach is equally acceptable. Operating department personnel shall review the preferred method that best serves the departmental needs with the Municipal Asset Coordinator and Director of Corporate Services. In certain circumstances, it is appropriate to allocate the total disbursement of an asset to its parts and account for each component separately. This is when the component assets have different useful lives or provide economic benefits or service potential to the entity in a different pattern, thus necessitating different amortization rates. Additional factors that may influence the choice of method include:

- a. Significance of amounts;
- b. Quantity of individual asset components (volume);
- c. Availability of information concerning specific components;
- d. Management needs specific information for decision-making and asset control purposes.

Group/Pooled Assets:

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

- a. Computer hardware & software
- b. Streetlights
- c. Furniture and fixtures
- d. Small machinery
- e. Signage

Similar items will be added to the pool as they are purchased. An inventory will be taken periodically.

Review and Write-Downs:

The Director of Corporate Services will conduct reviews on an annual basis.

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

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

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

Asset Disposal:

Disposals of tangible capital assets during the accounting period may occur by sale, trade-in, destruction, loss, or abandonment, reducing the town's tangible capital assets.

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

When a component of a complex network is replaced, the removal from service of the old asset is treated as a disposal.

The director in charge is responsible for disposing of tangible capital assets. The Chief Administrative Officer must authorize all disposals. The Corporate Services Department is responsible for adjusting the asset registers and accounting records recording a loss/gain on disposal.

No amortization is charged in the year of asset disposal.

End of Policy

/Carstairs____/25

Signatures:

M____/25 Policy No. 12-040-25 adopted at Council on March 24, 2025

Deputy Mayor, Dean Allan

CAO, Rick Blair

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
THURSDAY, MARCH 20, 2025, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Deputy Mayor Allan, Councilors Fricke, Ratz, Roberts, & Wilcox, Director of Legislative & Corporate Services Shannon Allison, Director of Operations Corriena Fox, FCSS Coordinator Lori King, Director of Emergency Services Rob McKay, Director of Planning & Development Kirk Williscroft, CAO Rick Blair & Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby, Councilor Ball

CALL TO ORDER: Deputy Mayor Allan called the meeting of Thursday, March 20, 2025, to order at 1:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Wilcox to adopt the Policies & Priorities Committee meeting agenda of March 20, 2025, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Roberts to adopt the Policies & Priorities minutes of January 16, 2025, as presented.

CARRIED

UNFINISHED BUSINESS: **1. 2025 Budget Discussions**
S. Allison outlined the proposed budget.

Motion by Councilor Wilcox 2025 Budget Discussions as presented and forward to Council with the recommendation for adoption.

CARRIED

2. Business License Listing Update
The Committee reviewed the updated Business License listing.

Motion by Councilor Fricke to accept the Business License Listing update as information.

CARRIED

3. 2025 Assessment Update
S. Allison updated the Committee on the number of calls received regarding assessment disputes. Since the assessments were mailed out, only six calls have been received, with only two requiring adjustments.

Motion by Councilor Ratz to accept the 2025 Assessment update as information.

CARRIED

4. EPR Commercial Services Update
S. Allison informed the Committee that while residential recycling under the EPR program will begin on April 1, 2025, commercial services are not included. Work is underway on a pilot project set to be implemented in the coming weeks.

Motion by Councilor Roberts to accept the EPR Commercial Services update as information.

CARRIED

DELEGATIONS: **1. Transportation Presentation-Lori King**
L. King presented a transportation proposal from the Prairie Connector by Canada Bus. The company is considering a pilot project to enhance transportation in rural small towns along Highway 2A using a 24-passenger bus. The Prairie Connector

Policies & Priorities Committee Meeting – March 20, 2025**Page 2 of 5**

would link Red Deer and Calgary, with designated stops in Penhold, Innisfail, Bowden, Olds College, Didsbury, Carstairs, Crossfield, and Airdrie, ending at Cross Iron Mills Mall. From there, passengers could connect to the Canada Bus service to YYC and Calgary. No operational funding is required from the municipality; they are only seeking assistance with marketing the service. Proposed pickup locations include the Curling Rink parking lot or Carstairs Memorial Arena. The service would run multiple pickups and drop-offs daily, operating year-round.

Deputy Mayor Allan asked if they would consider a direct commuter route to Calgary. L. King responded that since this is just a pilot project, additional routes could be added if there is sufficient interest.

Councilor Fricke inquired about the fare structure. L. King explained that all ticket sales are managed by the company, with day-use tickets priced at \$24. Pre-booking is preferred due to the bus's 24-seat capacity. Councilor Fricke also noted that when she previously used a commuter bus, she had wished for a pickup location at Carstairs Memorial Arena.

Councilors Ratz and Wilcox had their concerns addressed and expressed enthusiasm for the project.

L. King stated that the company will meet with all communities and provide a more in-depth presentation at a later date.

Motion by Councilor Fricke to accept Transformation Presentation for information

CARRIED**BYLAWS & POLICIES:****1. Encroachment Bylaw**

The Committee reviewed the new bylaw.

Councilor Wilcox provided positive feedback on the clarity of the bylaw.

Councilor Ratz echoed the sentiment.

Motion by Councilor Ratz to accept the Encroachment Bylaw as amended and forward to Council with the recommendation for adoption.

CARRIED**2. Art Donation Policy**

The Committee reviewed the new policy.

Councilor Fricke inquired whether the policy should be broadened to include procurement and if a section on vandalism should be added. She also asked if acquired art would need to be insured and listed as an asset.

Councilors Wilcox and Roberts suggested changes to the donation form.

Councilor Ratz expressed concern about creating a more burdensome task for the development department with the implementation of this policy.

Motion by Councilor Ratz to accept the Art Policy as amended and bring back to the next Policies & Priorities meeting for further review.

CARRIED**3. Council Quorum Policy**

The Committee reviewed the new policy.

Councilor Fricke suggested adding references to the MGA.

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Councilor Wilcox sought clarification on the scope, ensuring it is a notification policy, not a request policy.

Councilor Ratz interpreted the policy's purpose as being to notify administration.

Motion by Councilor Fricke to accept the Council Quorum Policy as amended and bring back to the next Policies & Priorities meeting for further review.

CARRIED**4. Tangible Capital Asset Policy**

S. Allison spoke to the new Policy, noting that this Policy has been separated from the Asset Management Policy.

Motion by Councilor Wilcox to accept the Tangible Capital Asset Policy as amended and forward to Council with the recommendation for adoption.

CARRIED**5. Bylaw No. 977 Illegal Discharge of Sump Pumps**

The Committee reviewed the bylaw and were informed by R. McKay that the fines need to be added to the current Rates and Fees Bylaw.

Motion by Councilor Roberts to accept Bylaw No. 977, Illegal Discharge of Sump Pumps, as information, make changes to the current Rates & Fees Bylaw, and forward it to Council with the recommendation for adoption.

CARRIED**NEW BUSINESS:****1. MVSH Priorities moving forward**

The Committee discussed the priorities for Mountain View Seniors Housing in the Town of Carstairs.

Councilor Fricke emphasized the importance of advocating for a new seniors' facility in Carstairs. She noted that MVSH has their strategic retreat next month and hopes to invite CEO S. Stilling and D. Fulton of Mountain View County to the next Policies & Priorities meeting to discuss priorities.

CAO Blair stated that it would be beneficial to have a meeting to ensure alignment and make sure other stakeholders understand the town's growth and why the senior population is decreasing. He highlighted the need to retain the seniors who have built a life in Carstairs and wish to continue calling it home.

Councilor Wilcox listed the priorities as a new facility similar in size to Bethany in Didsbury, with a separate dementia ward.

Councilor Ratz agreed that the size of Bethany in Didsbury would be ideal. He shared feedback from the senior population and noted that, after visiting the lodge often for community events, the current facility feels stuffy and unwelcoming.

Councilor Roberts echoed the Committee's views, emphasizing the need to celebrate seniors by providing a facility where they can age in place, one that can accommodate a level 4 care center.

Deputy Mayor Allan expressed that renovating the current location would be a temporary fix. If the government is unwilling to contribute, privatized options should be considered.

Councilor Fricke stated that when meeting with S. Stilling and D. Fulton, it could be beneficial to have real-life experiences from residents.

Policies & Priorities Committee Meeting – March 20, 2025**Page 4 of 5****2. MVRWSC-Drought Management Strategy**

The Committee reviewed the Mountain View Regional Water Services Commission Drought Management Strategy. The Town's drought policy aligns with this strategy.

Motion by Councilor Roberts to accept MVRWSC Drought Management Strategy as information.

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

The Committee reviewed the Financial Reports.

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

2. Development Reports

The Committee reviewed the Development Reports.

- a. Permit listing
- b. Compliance listing

3. City Wide Monthly Reports

The Committee reviewed the following reports for the months of January and February 2025.

- a. Fire Reports
- b. Bylaw Reports

4. Emergency Services

The Committee reviewed the following reports.

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

5. Quarterly Reports

The Committee reviewed the RCMP Quarterly Reports.

6. Quarterly Facility Utilization Reports

The Committee reviewed the following Utilization Reports

- a. Carstairs Memorial Arena
- b. Carstairs Community Hall

Motion by Councilor Fricke to accept all reports as information.

CARRIED**CORRESPONDENCE:****1. Letter from Municipal Affairs**

The Committee reviewed the letter from Municipal Affairs regarding the 2025 Education Property Tax.

Motion by Councilor Wilcox to accept the letter from Municipal Affairs regarding 2025 Education Property Tax information.

CARRIED

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GENERAL DISCUSSION: 1. Beef & Barley Days Event Permit

R. McKay spoke about an event permit received for Beef & Barley Days. The Committee was in favor of approving the permit, provided all requirements were met.

Motion by Councilor Ratz to accept General Discussion as information.

CARRIED

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 by Councilor Roberts that Council close the meeting to the public to discuss Third-Party Personnel Privacy as per Section 17 of FOIP at 2:48 p.m.

CARRIED

Motion by Councilor Ratz to come out of the closed meeting session at 2:56 p.m.

CARRIED

NEXT MEETING:

April 17, 2025

ADJOURNMENT:

Motion by Councilor Ratz to adjourn the meeting of March 20, 2025, at 2:57 p.m.

CARRIED

Dean Allan, Deputy Mayor

Rick Blair, CAO