



**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, APRIL 24, 2023, 7:00 P.M.**

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

- a) Adoption of agenda of April 24, 2023  
**Motion:** To adopt the agenda of April 24, 2023

**4. ADOPTION OF MINUTES**

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- a) Adoption of minutes of April 11, 2023 (addendum 4.a)  
**Motion:** To adopt the minutes of April 11, 2023



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

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- a) Mountain View Regional Waste Management Commission-Recycling Services (addendum 5.a)



**6. DELEGATIONS**

**7. BYLAWS AND POLICIES**

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- a) Tax Rate Bylaw No. 2041(addendum 7.a)



**8. NEW BUSINESS**

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- a) Operating Budget 2023 (addendum 8.a)



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- b) Mountain View County- Fire Sub-Agreement (addendum 8.b)






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- c) Government Grant (addendum 8.c)



**9. COMMITTEE REPORTS**

- 85 - 86
- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
    - i) Minutes of the meeting on April 18, 2023 (addendum 9.a.i)  

  - b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
  - c) POLICY & GOVERNANCE COMMITTEE
- 87 - 88
- i) Minutes of the meeting on April 20, 2023 (addendum 9.c.i)  

  - d) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
  - e) MOUNTAIN VIEW REGIONAL WATER COMMISSION
  - f) MOUNTAIN VIEW SENIORS HOUSING
  - g) MUNICIPAL AREA PARTNERSHIP
- 10. COUNCILOR REPORTS**
- a) COUNCILOR ALLAN
  - b) COUNCILOR BALL
  - c) COUNCILOR FRICKE
  - d) COUNCILOR RATZ
  - e) COUNCILOR ROBERTS
  - f) COUNCILOR WILCOX
  - g) MAYOR COLBY
- 11. CORRESPONDENCE**
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- a) Letter of Request - Carstairs Elks (addendum 11.a)  

- 12. CAO'S REPORT**
- 13. COUNCILOR CONCERNS**
- 14. PUBLIC QUESTION PERIOD**
- 15. MEDIA QUESTION PERIOD**
- 16. CLOSED MEETING**
- a) Section 197 of the MGA states that Council and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Privacy (FOIP) (s. 16 to 29).
- 17. ADJOURNMENT**

MINUTES OF THE REGULAR COUNCIL MEETING  
TUESDAY, APRIL 11, 2023, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts & Wilcox, Director of Legislative & Corporate Services Shannon Allison, Director of Emergency Services Rob McKay, CAO Rick Blair, & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Colby called the meeting of Tuesday, April 11, 2023, to order at 7:01 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 129/23	Motion by Councilor Wilcox to adopt the Regular Council agenda of April 11, 2023, as presented. <b>CARRIED</b>
ADOPTION OF PREVIOUS MINUTES:	
Motion 130/23	Motion by Councilor Ball to adopt the Regular Council minutes of March 27, 2023, as presented. <b>CARRIED</b>
BUSINESS ARISING FROM PREVIOUS MEETING:	<b>1. E360 Contract Renewal</b> CAO Blair spoke to the upcoming renewal for recycling and waste pick up for September 2023. The difference in cost is \$2.88 per house per month for waste pickup and \$4.89 per house per month for recycling, plus a tipping fee of \$97 for waste and \$400 for recycling. Due to the high contamination rate, there has been debate about whether or not recycling is actually recycled. There are no rebates for contaminated recyclables that must be taken to a waste management site.  Councilor Wilcox stated that it is important to align with what the Mountain View Waste Commission is doing. Because it is difficult to ensure that it is recycled. The Mountain View Waste Commission has sent a letter terminating the contract.  Motion 131/23 Motion by Councilor Wilcox to advise administration to negotiate with E360 Solutions and gather additional information before reporting back to council. <b>CARRIED</b>
DELEGATIONS:	<b>1.Emergency Services Review 2022 - Rob McKay</b> The role of Emergency Services was summarized by Rob McKay, Director of Emergency Services. Protective Services, Emergency Management, Health and Safety, and Fire Safety Codes are all part of the department. R. McKay summarized Carstairs Emergency Services' 2022 year. Identifying areas for improvement such as emergency management recruitment and a better communication plan. R. McKay informed Council that Health & Safety meets monthly to discuss various departmental programs. The Emergency Services facility is used for more than just offices and hosts a variety of training courses and meetings.  Councilor Ball expressed thanks to Rob and his employees for the extensive work the department provides.  Councilor Wilcox asked where the majority of the recruitment comes from, R. McKay responded that most volunteers sign up at or after the neighbourhood party, at open houses or events where the committee has a booth. Councilor Wilcox also inquired about the need for a tabletop exercise, citing the department's high call volume and emergency response. R. McKay responded that, despite being active in emergencies, the department is still required by the Province to conduct a large scale table top exercise.  Councilor Fricke expresses gratitude to R. McKay and the department for their efforts. Inquiring whether fire inspections are performed on both residential and commercial properties, it was clarified that inspections are only performed on commercial

properties.

Mayor Colby expresses his appreciation to R. McKay and the department.

R. Blair stated that the Emergency Management department consists of a wide variety of services and wanted Council to be able to see all the department encompasses.

Motion 132/23

Motion by Councilor Fricke to accept the Emergency Services Review for 2022 as information.

CARRIED

BYLAWS & POLICIES:

**1. Bylaw No. 2035 Rates & Fees Bylaw 2023 - Amended**  
R. McKay spoke to the changes made to the Bylaw. Explaining that was a change made to the traffic bylaw and now the numbering no longer matches.

Motion 133/23

Motion by Councilor Ratz to give first reading of Bylaw No. 2035 Rates & Fees Bylaw 2023 as amended.

CARRIED

Motion 134/23

Motion by Councilor Roberts to give second reading of Bylaw No. 2035 Rates & Fees Bylaw 2023 as amended.

CARRIED

Motion 135/23

Motion by Councilor Allan to move to third and final reading of Bylaw No. 2035 Rates & Fees Bylaw 2023 as amended.

UNANIMOUSLY CARRIED

Motion 136/23

Motion by Councilor Ball to give third and final reading of Bylaw No. 2035 Rates & Fees Bylaw 2023 as amended.

CARRIED

NEW BUSINESS:

**1. Traffic Concern**  
R. Blair spoke to a letter of concern regarding a busy intersection and the posted speed signs. R. Blair stated that although the letter does address a cause for concern unfortunately it is not located within the town's jurisdiction. The road belongs to Alberta Transportation.

Motion 137/23

Motion by Councilor Allan to accept the Traffic Concern as information.

CARRIED

**2. CP Rail Request**  
R. Blair discussed CP Rail's request to lift the Slow Order through town. R. Blair claimed that following a meeting with Deputy Mayor Allan and CP Rail, a request to end the slow order and travel through town at 45 mph was made, with the justification that safety had since been improved.

Motion 138/23

Motion by Councilor Ratz to accept the letter from CP Rail as information.

CARRIED

COMMITTEE REPORTS:

**1. Legislative & Emergency Services Committee**  
- Next meeting April 18, 2023.

**2. Strategic Planning & Corporate Affairs Committee**  
- Councilor Roberts gave a verbal report of the meeting that occurred on March 27, 2023.Next meeting April 24, 2023.

**3. Policy & Governance Committee**  
- Next meeting April 20, 2023.

**4. Mountain View Regional Waste Commission**  
- Next meeting TBA in May.

**5. Mountain View Regional Water Commission**  
- Next Meeting April 12, 2023.

**6. Mountain View Seniors' Housing**  
- Next Meeting May 4, 2023.

**7. Municipal Area Partnership**  
- Next meeting April 13, 2023

Regular Council Meeting – April 11, 2023		Page 3 of 4
Motion 139/23	Motion by Councilor Wilcox to accept all Committee Reports as information.	CARRIED
COUNCILOR REPORTS:	<b>Councilor Allan</b> <ul style="list-style-type: none"><li>- March 28, 2023 attended Inter-Municipal Collaboration Committee (ICC) meeting.</li><li>- March 29, 2023 attended CP Rail meeting.</li></ul> <b>Councilor Ball</b> <ul style="list-style-type: none"><li>- March 28, 2023 attended Inter-Municipal Collaboration Committee (ICC) meeting.</li></ul> <b>Councilor Fricke</b> <ul style="list-style-type: none"><li>- March 31 to April 2, 2023 Participated in the Carstairs Fire Department Recruit training. Councilor Fricke noted that she was very impressed with all the recruits and the training being received.</li><li>- April 4, 2023 attended Carstairs Chamber of Commerce meeting.</li></ul> <b>Councilor Ratz</b> <ul style="list-style-type: none"><li>- March 29, 2023 attended Heritage Festival meeting.</li><li>- April 2 to 5, 2023 attended ASCHA trade show and convention.</li></ul> <b>Councilor Roberts</b> <ul style="list-style-type: none"><li>- Ongoing volunteer work with the Carstairs Nature Space.</li></ul> <b>Councilor Wilcox</b> <ul style="list-style-type: none"><li>- March 28, 2023 attended interagency meeting run by Lori with Community Services, stated it was a well-organized meeting with a great turn out.</li><li>- April 4, 2023 attended Carstairs Chamber of Commerce meeting.</li><li>- Spoke to School Trustee Melissa Copley in regards to an article in the paper, Melissa commented that she would be in contact.</li></ul> <b>Mayor Colby</b> <ul style="list-style-type: none"><li>- Nothing to report at this time.</li></ul>	
Motion 140/23	Motion by Councilor Allan to accept all Councilor Reports as information.	CARRIED
CORRESPONDENCE:	<b>1. Volunteer Week – Proclamation – April 16-22, 2023</b> <p>Council reviewed the letter provided for the request for proclamation for the week of April 16-22, 2023 as National Volunteer week.</p>	
Motion 141/23	Motion by Councilor Ball to proclaim April 16-22, 2023 as National Volunteer Week in the Town of Carstairs.	CARRIED
	<b>2. Rosebud Health Foundation – Sponsorship Request</b> <p>Council reviewed the letter provided requesting sponsorship of the event on May 6, 2023 for the first annual Rosebud Spring Fling.</p>	
Motion 142/23	Motion by Councilor Fricke to accept the Rosebud Health Foundation Sponsorship Request as information.	CARRIED
CAO’S REPORT:	<ul style="list-style-type: none"><li>- March 28, 2023 attended Inter-Municipal Collaboration Committee (ICC) meeting.</li><li>- March 29, 2023 met with CP Rail.</li><li>- March 30, 2023 met with Pickle ball club.</li><li>- April 4, 2023 met with CIMA and ISL.</li><li>- April 5, 2023 met with the Elks in regards to their contract for the community hall.</li><li>- April 6, 2023 met with Scarlett ranch engineers’ regarding storm water management.</li></ul> <ul style="list-style-type: none"><li>- April 11, 2023 met with CIMA in regards to development, infrastructure and offsite levies. CIMA wastewater model will cost \$27,000. The model would provide a better explanation of the town's wastewater system and indicate when upgrades would be necessary. R. Blair states that there is enough funds in the offsite levy wastewater reserve account to fund the project.</li></ul> <p>Councilor Wilcox supports moving forward with the wastewater model and questions how the town can advance without knowing what is required.</p>	

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	Councilor Fricke asked when the last offsite levy study was done. R. Blair responded that the last study was over 6 years ago.	
Motion 143/23	Motion by Councilor Roberts to authorize \$27, 000 to be taken from the offsite levy wastewater reserve account	CARRIED
	<ul style="list-style-type: none"><li>- Reviewing quotes on demolition of old vet clinic. Exploring all options.</li><li>- Alberta Health Services is extending lease for a 5 year period as of June 2023.</li><li>- Discrepancies exist between town boundaries specified in the IDP Agreement and Range Road 15, which is not our road according to the contract. However, if annexation proceeds westward, Range Road 15 will then be included.</li></ul>	
	Councilor Wilcox asked how long an annexation would take, R. Blair answered that it does take a very long time, even if there is help from the county and the land owners it can take upwards of 2 years of negotiations.	
Motion 144/23	Motion by Councilor Ball to accept CAO’s Report as information.	CARRIED
COUNCILOR CONCERNS: Nil		
PUBLIC QUESTION PERIOD:	<p>1. <b>Deb Gordeyko</b></p> <p>A new resident came to the meeting to learn more about what went on at council meetings. Asked Pickleball-related questions and R. Blair provided clarification on a query about proper installation of sump pumps.</p>	
Motion 145/23	Motion by Councilor Roberts to accept Public Question period as information.	CARRIED
MEDIA QUESTION PERIOD:	Nil	
CLOSED MEETING:	<i>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).</i>	
Motion 146/23	Motion by Councilor Allan that Council closes the meeting to the public at 7:51 p.m. to discuss closed meeting session items.	CARRIED
Motion 147/23	Motion by Councilor Wilcox to come out of the closed meeting session at 8:45 p.m.	CARRIED
Motion 148/23	Motion by Councilor Allan to direct administration to send a letter in response to the letter from CP Rail.	CARRIED
NEXT MEETING:	Monday, April 24, 2023 at 7:00 p.m.	
ADJOURNMENT:		
Motion 149/23	Motion by Councilor Fricke to adjourn the meeting of April 11, 2023, at 8:46 p.m.	CARRIED

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

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

THIS AGREEMENT MADE THE 1st DAY OF August, 2023.

**BETWEEN:**

**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION**  
(hereinafter called the "**Commission**")

**AND:**

**TOWN OF CARSTAIRS**  
(hereinafter called the "**Municipality**")

**WASTE SERVICES AGREEMENT**

**WHEREAS:**

**A.** The Commission owns and either operates all Waste Management Facilities or contracts a third party to operate the Waste Management Facilities or any component thereof on behalf of the Commission;

**B.** The Commission will accept Waste at each of the Waste Management Facilities and will process it at these Waste Management Facilities;

**C.** The Commission has agreed to accept Waste delivered to the Landfill and Waste Transfer Stations and dispose of the same in accordance with the permits obtained by the Commission and maintained in force from time to time;

NOW THEREFORE, IN CONSIDERATION of the mutual promises, terms, covenants and conditions contained herein, the parties hereto agree as follows:

**ARTICLE 1 - DEFINITIONS**

**1.1 Definitions**

In this Waste Services Agreement:

- (a) "**Agreement**" means this Agreement together with any amendments hereto or extensions hereof, provided that such amendments or extensions are in writing and signed by each of the parties;
- (b) "**Applicable Laws**" means any and all provisions of any constitution, treaty, statute, law, regulation, ordinance, code, rule, judgment, rule of common law, order, decree, award, injunction, Governmental Approval, franchise, license, agreement, or other governmental restriction or any similar form of decisions of, or determination by, or any interpretation or administration of any of the foregoing by, any Governmental Authority;

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- (c) **"Delivery Point"** means that location past the weigh scale located at the Landfill, as directed by the Commission from time to time;
- (d) **"Effective Date"** means August 1<sup>st</sup>, 2023;
- (e) **"Event of Default and Remedies"** referred to Membership Agreement;
- (f) **"Event of Suspension"** has the meaning as ascribed thereto in Section 7.1 hereof;
- (g) **"Fees for Service"** means the fees that will be established by the Board as part of the budget by September 30<sup>th</sup> each year.
- (h) **"Force Majeure"** means any act of God, major storms, civil disturbance or any similar major event or occurrence not within the control of a party and which by the exercise of due diligence by such party could not have been prevented, but lack of funds on the part of such party shall be deemed not to be a Force Majeure;
- (i) **"Governmental Approvals"** means all approvals, permits, licenses, actions, orders, authorizations, consents, leases, waivers, franchises, concessions, agreements, rulings, certifications, filings or registrations by or with, or reports or notices to or from, any Governmental Authority regarding the operation of the Waste Transfer Station;
- (j) **"Governmental Authority"** means any nation or government (including any government authority, agency, department, board, commission, court of Canada, the Province of Alberta) or any tribunal or arbitrator(s) of competent jurisdiction, or any self-regulatory organization having jurisdiction over the Waste Transfer Station;
- (k) **"Hazardous Waste"** has the meaning as ascribed to both the following terms;
  - (i) "hazardous recyclable", and
  - (ii) "hazardous waste",in the *Waste Control Regulation*, Alberta Regulation 192/96 as enacted pursuant to the *Environmental Protection and Enforcement Act* (Alberta), as amended from time to time;
- (l) **"Landfill"** means that site either controlled or owned by the Commission, which is used for the disposal of Waste by burial;



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- (m) **"Liquid"** has the meaning as the term "liquid" has in the *Waste Control Regulation*, Alberta Regulation 192/96 as enacted pursuant to the *Environmental Protection and Enforcement Act* (Alberta), as amended from time to time;
- (n) **"Membership Agreement"** means that agreement amongst all the members of the Commission, which are the Town of Olds, the Town of Sundre, the Town of Carstairs, the Town of Didsbury, the Village of Cremona, Mountain View County and Mountain View Regional Waste Management Commission respecting certain governance and financial matters concerning the operation of the Commission;
- (o) **"Non-Acceptable Waste"** referred to in Schedule "B".
- (p) **"Rates"** means those rates for acceptance of Waste that are set by the Commission for each calendar year, which notification of any changes are to be provided by September 30<sup>th</sup> of each year;
- (q) **"Waste"** means any solid material or product or combination of them that is intended to be treated or disposed of or that is intended to be stored and then treated or disposed of, that originates from within the Municipality's municipal boundaries, but expressly excludes:
  - (i) any Liquid; and
  - (ii) Hazardous Waste;
- (r) **"Waste Management Facilities"** means the methods and tools used to achieve the purposeful, systematic control of the generation, separation, treatment, processing, , recovery and disposal of waste at landfill located at NW 25-31-2-W5;
- (s) **"Waste Services"** means those services to be provided by the Commission as further enumerated in the attached Schedule "A";
- (t) **"Waste Transfer Station"** means that Waste Transfer Station owned and either operated by the Commission or by such third party contracted by the Commission to operate the Waste Transfer Station on behalf of the Commission whereby Waste is delivered for the Commission to accept and process at the Waste Management Facilities.

## **ARTICLE 2 - OBLIGATIONS OF THE MUNICIPALITY**

### **2.1 Municipality's Obligations**

The Municipality will:

- (a) at its sole expense, deliver Waste to the Delivery Point for disposal by the Commission pursuant to this Agreement;

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- (b) use its commercially reasonable best efforts to not permit the delivery of any Hazardous Waste or Liquid to the Delivery Point separately or intermingled with the Waste delivered to the Delivery Point;
- (c) pay to the Commission, all charges owing to the Commission pursuant to this Agreement, including, without restriction, the Rates within thirty (30) days of receipt of invoice from the Commission.

### **ARTICLE 3 - OBLIGATIONS OF THE COMMISSION**

#### **3.1 Commission's Obligations**

The Commission will:

- (a) provide the Waste Services for the Municipality;
- (b) at its sole cost and expense, maintain all necessary permits, licenses, consents and approvals required by all authorities having jurisdiction with respect to the operation of the Waste Management Facilities;
- (c) weigh all Waste that is delivered to the Delivery Point; and
- (d) provide true copies of the annual financial statements of the operation of the Waste Management Facilities and all documentation and correspondence relating to the calculation of the Rates upon receipt of written request therefore from the Municipality.

### **ARTICLE 4 - INSURANCE**

#### **4.1 Commission's Insurance Obligations**

The Commission, at its sole cost and expense take out and keep in full force and effect:

- (a) comprehensive general liability insurance with inclusive limits of not less than five million (\$5,000,000.00) dollars; and
- (b) any other form of insurance which the Commission may reasonably require from time to time in form, in amounts and for insurance risks against which a prudent party under similar circumstances would insure.

#### **4.2 No Limitation of Liability**

The acquisition and maintenance by the Commission of the insurance policies as required pursuant to this Article shall, in no matter whatsoever, limit or restrict the liability of the Commission under this Agreement.

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**ARTICLE 5 - TERM AND RATES**

**5.1 Term**

The Commission shall continuously accept Waste from the Municipality until either:

- (a) the Commission ceases the acceptance of any Waste from all sources because either:
  - (i) the Landfill can no longer accept Waste due to the Governmental Approvals and the Applicable Laws;
  - (ii) the Commission no longer has any ability to accept Waste; or
  - (iii) the Municipality has defaulted on its obligations in either this Agreement or in the Membership Agreement;
- (b) the Municipality provides no less than six (6) months' written notice to the Commission that it will cease to deliver Waste to the Delivery Point;
- (c) the Commission lawfully terminates this Agreement pursuant to the express terms of this Agreement; or
- (d) the parties mutually agree to terminate this Agreement.

**ARTICLE 6 - RATES AND FEES**

**6.1 Rates**

- (a) The Commission shall set Rates annually.
- (b) The Commission shall publish the Rates no later than September 30, which change of Rates shall come into effect as of January 1 for the following year.

**6.2 Invoicing of Rates**

The Commission shall provide invoices to the Municipality which shall include the following information:

- (a) the volume of Waste accepted by the Commission at the Delivery Point;
- (b) the amount owed by the Municipality to the Commission for the Fees for Service.

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**ARTICLE 7 - SUSPENSION OF SERVICE**

**7.1 Event of Suspension**

The following shall constitute an Event of Suspension if:

- (a) the Waste violates any Applicable Laws;
- (b) the Municipality breaches the terms of either this Agreement or the Membership Agreement; or
- (c) the Waste delivered to the Waste Management Facilities that the Commission chooses not to accept.

**7.2 Remedies in an Event of Suspension**

Without prejudice to any other remedy which the Commission may have against the Municipality if an Event of Suspension occurs, the Commission may:

- (a) take whatever steps are reasonably necessary to rectify the Event of Suspension and in such event the costs of taking such steps as are reasonably necessary to rectify such situation plus an administrative charge of twenty (20%) percent of such costs, shall be payable by the Municipality to the Commission on demand; and
- (b) in addition to all remedies available to Commission, after providing the Municipality with written notice of its intention to refuse to accept delivery of Waste, the Commission may refuse to accept delivery of Waste from the Municipality until the Event of Suspension is remedied by either the Municipality or by the Commission pursuant to Section 7.2(a) hereof.

**ARTICLE 8 - FORCE MAJEURE**

**8.1 Force Majeure**

If the parties shall fail to meet their respective obligations hereunder within the respective time prescribed therefor and such failure shall be directly caused or materially contributed to by Force Majeure, such failure shall be deemed not to be a breach of the obligations of such party, provided that, in such event, such party shall use its commercially reasonable efforts to put itself in a position to carry out its obligations hereunder as soon as reasonably possible, to the extent that it is within its power.

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**ARTICLE 9 - GENERAL**

**9.1 Notices**

(a) Whether or not so stipulated herein, all notices, communication, requests and statements (the "**Notice**") required or permitted hereunder shall be in writing.

(b) Any Notice required or permitted hereunder shall be sent to the intended recipient at its address as follows:

(i) to the Commission:  
Mountain View Regional Waste Management Commission  
PO Box 2130  
Didsbury, Alberta T0M 0W0

Attention: CAO  
Fax: (403) 335-2061  
E-mail: cao@mountainviewwaste.ca

(ii) to the Municipality:  
Town of Carstairs  
PO Box 370  
Carstairs, Alberta  
T0M 0N0

Attention: Chief Administrative Officer  
Fax: (403)337-3343  
E-mail: rickb@carstairs.ca

or to such other address as each party may from time to time direct in writing.

(c) Notice shall be served by one of the following means:

(i) by delivering it to the party on whom it is to be served. Notice delivered in this manner shall be deemed received when actually delivered to such party;

(ii) if delivered to a corporate party, by delivering it to the address specified in (c)(ii) during normal business hours. Notice delivered in this manner shall be deemed received when actually delivered;

(iii) by fax or email to the party on whom it is to be served. Notice delivered in this manner shall be deemed received on the earlier of:

A. if transmitted before 3:00 p.m. on a Business Day, on that Business Day; or

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- B. if transmitted after 3:00 p.m. on a Business Day, on the next Business Day after the date of transmission; or
- (iv) by mailing via first class registered post, postage prepaid, to the party to whom it is served. Notice so served shall be deemed to be received five (5) days after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.

## **9.2 Governing Law**

This Agreement shall be construed and governed by the laws of the Province of Alberta and the laws of Canada applicable therein and the parties irrevocably attorn to the exclusive jurisdiction of the Courts of the Province of Alberta.

## **9.3 Time of Essence**

Time shall be of the essence of this Agreement.

## **9.4 Preamble and Schedules**

The parties hereby confirm and ratify the matters contained and referred to in the Preamble to this Agreement and agree that same and the various schedule(s) hereto are expressly incorporated into and form part of this Agreement:

Schedule "A"	-	Waste Services
Schedule "B"	-	Non - Acceptable Waste

## **9.5 Headings**

The headings, captions, paragraph numbers, sub-paragraph numbers, article numbers and indices appearing in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope or meaning of this Agreement or any provisions hereof.

## **9.6 Relationship between Parties**

Nothing contained herein shall be deemed or construed by the parties nor by any third party, as creating the relationship of employer and employee, principal and agent, partnership, or of a joint venture between the parties, it being understood and agreed that none of the provisions contained herein nor any act of the parties shall be deemed to create any relationship between the parties other than an independent service agreement between the two parties at arm's length.

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**9.7 Obligations**

Except as may from time to time be expressly stated in writing by the one party, the other party has no Commission to assume or create any obligation whatsoever, expressed or implied, on behalf of or in the name of the other party, nor to bind the other party in any manner whatsoever.

**9.8 Further Assurances**

Each of the parties do hereby agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

**9.9 Amendments**

This Agreement may not be altered or amended in any of its provisions, except where any such changes are reduced to writing and executed by the parties.

**9.10 Waiver**

No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.

**9.11 Counterparts**

This Agreement may be executed and delivered in any number of counterparts, by facsimile copy, by electronic or digital signature or by other written acknowledgement of consent and agreement to be legally bound by its terms. Each counterpart when executed and delivered will be considered an original but all counterparts taken together constitute one and the same instrument.

**9.12 Statutory Reference**

Any reference to a statute shall include and shall be deemed to be a reference to such statute and to the regulations made pursuant thereto and promulgated thereunder with all amendments made thereto and in force from time to time and any final judicial decisions interpreting the same, and to any statute or regulation that may be passed which has the effect of supplementing or superseding the statute so referred to or the regulations made pursuant thereto.

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**9.13 Unenforceability**

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest permitted by law.

**9.14 Survival**

The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the Term shall survive the termination or expiry of the Term and shall not be merged therein or therewith.

**9.15 Remedies Generally**

Mention in this Agreement of any particular remedy of a party in respect of a default by the other party does not preclude the first party from any other remedy in respect thereof, whether available at law or in equity or by statute or expressly provided for in this Agreement. No remedy shall be exclusive or dependent upon any other remedy, but a party may from time to time exercise any one of more of such remedies generally or in combination, such remedies being cumulative and not alternative.

**9.16 Payment of Monies**

The parties acknowledge and agree that any payment of monies required to be made hereunder shall be made in Canadian funds and that any tender of monies or documents hereunder may be made upon the solicitors acting for the party upon whom the tender is desired and it shall be sufficient that a negotiable bank draft or solicitor's trust cheque is tendered instead of cash.

**9.17 GST Exclusive**

All amounts payable hereunder will be exclusive of any goods and services tax ("GST") payable thereon.

**9.18 Singular, Plural and Gender**

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof.

**9.19 Binding Effect**

This Agreement shall enure to the benefit of and be binding upon the successors and permitted assigns of each of the parties.



- 11 -

**9.20 Assignment**

Neither party shall assign its interest in this Agreement, or any part hereof, in any manner whatsoever without having first received written consent from the other party, such consent which shall not be unreasonably withheld.

**9.21 Requests for Consent**

Each party shall provide any decision with regard to a request for consent in a timely manner.

**9.22 Construction**

This Agreement shall be interpreted according to its fair construction and shall not be construed as against any party hereto.

**IN WITNESS WHEREOF** the parties have hereunto set their seals duly attested to by the hands of their properly authorized officers in that behalf effective as at the day and year first above written.

**MOUNTAIN VIEW REGIONAL WASTE  
MANAGEMENT COMMISSION**

CAO Michael Wuetherick



Chair Greg Harris



**Town of Carstairs**

CAO Rick Blair



Mayor Lance Colby



**SCHEDULE "A"**

**WASTE SERVICES**

Without limiting the generality of anything contained in this Agreement, the Commission shall provide the following Waste Services to the Municipality:

1. The Commission agrees to accept Waste delivered to the Landfill and Waste Transfer Stations and dispose of the same in accordance with the permits obtained by the Commission and maintained in force from time to time;
2. Unmanned Recycling Centres are the responsibility of each Municipality for the maintenance of these facilities within their Municipal Boundaries.;
3. Invoice the Members for its Waste delivered and transported for disposal of at the Waste Management Facilities.
4. Operate the Waste Management Facilities during the hours of operation as set forth on the Commission's website. The Commission shall provide the Municipality with no less than three (3) months' written notice of any change to the hours of operation.

**SCHEDULE "B"**

**NON-ACCEPTABLE WASTE**

Waste that is not accepted at the Waste Management Facilities includes but is not limited to:

- (a) the Waste delivered to the Waste Management Facilities that contains sulphur; or
- (b) the Waste delivered to the Waste Management Facilities that contains any animal carcass.



Box 2130  
Didsbury, AB  
T0M 0W0  
403-335-4901



April 4<sup>th</sup>, 2023

Town of Carstairs  
PO Box 370  
Carstairs, Alberta T0M 0N0

**Attention:** Rick Blair, Chief Administrative Officer

**Re:** Mountain View Regional Waste Management Commission  
Recycling Services Changes to Service Levels

---

The results of the Mountain View Regional Waste Management Commission (the "Commission of "MVRWMC") recycling survey overwhelming supported the Commission withdrawing from it's role in managing the collection of recycling from the regions eight unmanned recycling stations. In total, five members supported closing all recycling sites with one member voting to maintain services at the three regional transfer stations in Didsbury, Sundre and Water Valley.

At the March 27<sup>th</sup>, 2023 regular board meeting, the MVRWMC Board passed a resolution directing Administration to initiate withdrawal from the regional recycling stations as follows:

1. Provide notice of intent that the MVRWMC will withdrawal management of the contract hauling from all regional recycling stations, effective August 1<sup>st</sup>, 2023 as outlined below.
2. Provide members with proposed revisions to the Waste Management Agreement reflecting the changes in operations and obligations of the recycling services managed by the Commission.
3. The Commission requests that each member Administration present the revised Waste Services Agreement for approval to their respective councils, before June 1<sup>st</sup>, 2023.
4. The Commission will maintain its current service level at each recycle centre until July 31<sup>st</sup>, 2023 after which any bins at the recycling centres will be removed and the Commission's oversight role will end.

[www.mountainviewwaste.com](http://www.mountainviewwaste.com)

5. **Each municipality, at its sole discretion and cost, may elect to maintain the recycling station within their municipal boundary by providing notice to the Commission of its intent prior to July 15<sup>th</sup>, 2023.** The Commission's existing recycling hauling contract with E360 Environmental Solutions Ltd. may be transferable should any member wish to maintain services past the July 31<sup>st</sup>, 2023 deadline.

For clarity, the proposed changes to service level impact the Commission's role in managing the recycling stations only and has no bearing on recycling at the municipal level through the provision of curbside blue-cart programs that you currently operate.

The Commission recognizes that any change service levels will require a reasonable transition period to allow for each municipality to provide notice to their residents through public communication and prepare for any influx of materials that may be diverted to existing municipal waste or recycling services. To assist with the public education process, the Commission is preparing a pamphlet with an overview of its revised role of waste management services, and the strategic rationale for discontinuing the unmanned recycling centres.

The current Waste Services Agreement with the Town of Carstairs was executed on December 23<sup>rd</sup>, 2016. The following items highlight the material changes to the proposed agreement:

1. Removal of D. The Commission will oversee operations regarding Waste recycling and Waste diversion at each of the Waste Transfer Stations and the Recycling Centres within the boundaries of the members of the Commission.
2. Revision of Section 1.1 Definitions, clause d: "Effective Date" to mean August 1<sup>st</sup>, 2023 when the new waste services agreement will supersede any prior waste services agreements.
3. Removal of Section 1.1 Definitions, clause q: "Recycling Centres" means a site manned or unmanned that collects Waste for the future purpose of Waste diversion or recycling.
4. Revision of Section 1.1 Definitions, clause s: Deletion of the word "recycling" from the definition of "Waste Management Facilities".
5. Removal of Schedule A, clause 2: "The Commission will oversee operations regarding Waste recycling and Waste diversion at each of the Waste Management Facilities."
6. Revision of Schedule A, clause 3: Deletion of "The collection of recyclables from the Unmanned Recycling Centres is the responsibility of the Commission."
7. Revision of Schedule A, clause 4: Revision to reflect hazardous waste recycling or processing only as follows "Invoice the Members for its Recycling delivered at all sites, for the purpose of transporting and processing of these items. (the list of recycled items that will be charged for will include but not be limited to paint, household hazardous waste, anti freeze, fluorescent bulbs, batteries, propane tanks, waste oil, oil filters and empty oil containers);"

Two executed copies of the revised Waste Services Agreement are attached. Following approval by the Town's Council, please return one copy of the executed and sealed agreement to the Commission for our files.

If you have any questions, please give me a call or email.

Sincerely,

**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION**

A handwritten signature in blue ink, appearing to read 'M. Wuetherick', with a long horizontal flourish extending to the right.

Michael Wuetherick, P.Eng.  
Chief Administration Officer

Enclosures

- Proposed Waste Services Agreement(2)

Bylaw No. 2041

**BEING** a Bylaw of the Town of Carstairs in the Province of Alberta, for the purpose of which is to authorize several rates of taxation for all purposes of the year 2023.

**WHEREAS**, the Town of Carstairs has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the regular council meeting held April 24, 2023; and

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Town of Carstairs for 2023 total \$17,466,713.85; and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$10,387,470.36 and the balance of \$7,079,243.49 is to be raised by general municipal taxation; and

**WHEREAS**, the Requisitions and Policing Funding Model are:

Alberta School Foundation Fund (ASFF)	
Residential	1,564,471.10
Non-residential	248,837.17
Mountain View Seniors Housing Authority	277,413.00
Mountain View Regional Waste Commission	126,549.00
Policing	286,695.00
Designated Industrial Properties	859.26

**WHEREAS**, the Council of the Town of Carstairs is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

**WHEREAS**, the assessed value of all property in the Town of Carstairs as shown on the assessment roll is:

	<u>Assessment</u>
Residential	731,145,900
Non-residential	66,431,260
Special Residential	8,760,000
Machinery & Equipment	105,070
Senior Citizens Housing	2,916,000
Exempt Property	47,468,000
	<b>\$856,826,230</b>

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Town of Carstairs, in the Province of Alberta, enacts as follows:

That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on assessed value of all property as shown on the assessment roll of the Town of Carstairs:

	Tax Levy Required	Assessment	Mill Rate	Tax Rate
<b>General Municipal</b>				
Residential	4,021,302.45	731,145,900.00	5.50000	0.005500
Non-Residential	552,243.06	66,431,260.00	8.31300	0.008313
Machinery & Equipment	873.45	105,070.00	8.31300	0.008313
Special Vacant Res	0.00	8,760,000.00	0.00000	0.000000
<b>Alberta School Foundation Fund</b>				
Residential	1,564,471.10	739,905,900.00	2.11442	0.002114
Non-Residential	248,837.17	66,431,260.00	3.74578	0.003746
<b>Mountain View Seniors Housing Authority</b>	277,413.00	806,442,230.00	0.34400	0.000344
<b>Mountain View Regional Waste Commission</b>	126,549.00	806,442,230.00	0.15692	0.000157
<b>Policing</b>	286,695.00	806,442,230.00	0.35551	0.000356
<b>Designated Industrial</b>	859.26	11,518,230.00	0.07460	0.000075

Bylaw 2028 – 2022 Mill Rate Bylaw is repealed.

This Bylaw shall take effect on the date of the third and final reading.

**READ A FIRST TIME THIS 24TH DAY OF APRIL A.D., 2023.**

**READ A SECOND TIME THIS 24TH DAY OF APRIL A.D., 2023.**

**GIVEN UNANIMOUS CONSENT TO GO TO THIRD READING ON THIS 24<sup>TH</sup> DAY OF APRIL A.D., 2023.**

**READ A THIRD AND FINAL TIME THIS 24TH DAY OF APRIL A.D., 2023.**

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

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





## ***2023 Budget Document***

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**Approved April 24, 2023**

**TOWN OF CARSTAIRS BUDGET****2023****Assessment & Taxation****What is Property Assessment?**

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the *ad valorem* principle. *Ad valorem* means “according to value.” This means that the amount of tax paid is based on the value of the property.”

Source: [http://www.municipalaffairs.alberta.ca/1538.cfm#What\\_is\\_Property\\_Assessment](http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment)

**What is Property Tax?**

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Infrastructure construction and maintenance
- Libraries, parks and recreation facilities
- Police and fire protection
- Community programs and grants
- Seniors’ lodges
- Education

Each municipality is responsible for ensuring that each property owner pays their share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.” Source: [http://www.municipalaffairs.alberta.ca/1538.cfm#What\\_is\\_Property\\_Assessment](http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment)

**What is School Tax?**

“In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system. Municipalities collect the education property tax and then forward it to the province for deposit into the ASFF.” Source: <http://education.alberta.ca/admin/funding/tax/facts.aspx>

## TOWN OF CARSTAIRS BUDGET

## 2023

### Town of Carstairs Mill Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes. The amount to be raised is divided by the total assessed value of all the property in the municipality and multiplied by 1,000 to decide the tax rate, also known as the "Mill Rate."

Town Council continues to remain fiscally responsible and has made a concerted effort to curb spending when reasonable to do so.

The table below outlines the mill rate trends since 2019.

	2019	2020	2021	2022	2023
<b>General Municipal</b>					
Residential	0.006500	0.006500	0.006500	0.006400	0.005500
Non-Residential	0.008500	0.008313	0.008313	0.008313	0.008313
Machinery & Equipment	0.008500	0.008313	0.008313	0.008313	0.008313
Special Vacant Res	0.000000	0.000000	0.000000	0.000000	0.000000
<b>Alberta School Foundation Fund</b>					
Residential	0.002537	0.002582	0.002611	0.002510	0.002114
Non-Residential	0.003673	0.003732	0.003687	0.003849	0.003746
<b>Mountain View Seniors Housing Authority</b>					
Residential / Non-Residential	0.000253	0.000385	0.000381	0.000349	0.000344
<b>Mountain View Regional Waste Management Commission</b>					
Residential / Non-Residential	0.000228	0.000176	0.000161	0.000150	0.000157
<b>Policing</b>					
Residential / Non-Residential	-	0.000140	0.000197	0.000245	0.000356
<b>Designated Industrial</b>					
Non-Residential	0.000079	0.000076	0.000077	0.000077	0.000075

# TOWN OF CARSTAIRS BUDGET

**2023**

## 3 Year Operating Budget

	2023 Budget	2024 Budget	2025 Budget
<b>Revenue</b>			
Taxes and Requisitions	7,079,243.49	7,220,828.36	7,401,349.07
Other Revenue	726,943.00	741,481.86	760,018.91
General Administration	99,136.00	17,952.00	18,400.80
Communications	500.00	510.00	522.75
Fire Department	285,439.59	291,148.38	298,427.09
Emergency Management	-	-	-
Policing	52,450.00	53,499.00	54,836.48
Roadways	1,000.00	1,020.00	1,045.50
Stormwater	-	-	-
Water	1,372,560.50	1,400,011.71	1,435,012.00
Sanitary	717,620.00	731,972.40	750,271.71
Garbage	585,678.00	597,391.56	612,326.35
Planning	22,200.00	22,644.00	23,210.10
Asset Management	-	-	-
Community Services	151,578.00	152,750.72	154,245.94
Development	127,400.00	129,948.00	133,196.70
Lands and Buildings	125,717.51	123,917.51	123,917.51
Golf Course	1,713,000.00	1,747,260.00	1,790,941.50
Arena	354,948.46	362,047.43	371,098.61
Parks	131,004.02	133,624.10	136,964.70
Campground	89,450.00	91,239.00	93,519.98
Community Hall	56,571.25	57,702.68	59,145.24
Library	32,503.25	33,153.32	33,982.15
<b>Total Revenue</b>	<b>13,724,943.07</b>	<b>13,910,102.02</b>	<b>14,252,433.09</b>
<b>Expenses</b>			
Legislative	341,132.17	347,954.82	356,653.69
Taxes and Requisitions	2,504,824.53	2,554,921.02	2,618,794.05
General Administration	1,305,840.27	1,331,957.08	1,365,256.00
Communications	54,000.00	55,080.00	56,457.00
Fire Department	520,294.57	530,700.46	543,967.97
Emergency Management	41,635.45	42,468.16	43,529.86
Policing	454,841.07	463,937.90	475,536.34
Roadways	901,105.50	919,127.60	942,105.79
Storm Water	42,112.84	42,955.10	44,028.98
Water	1,057,163.73	1,078,307.01	1,105,264.68
Sanitary	228,221.43	232,785.86	238,605.51
Garbage	404,491.90	412,581.74	422,896.28
Planning	141,697.83	144,531.79	148,145.09
Asset Management	194,604.40	198,496.49	203,458.90

# TOWN OF CARSTAIRS BUDGET

**2023**

Community Services	384,148.94	391,821.92	401,604.97
Development	182,682.68	186,336.34	190,994.75
Lands and Buildings	330,102.69	336,704.74	345,122.36
Golf Course	1,671,126.60	1,704,477.13	1,746,999.06
Arena	617,514.16	629,864.44	645,611.05
Parks	589,735.30	599,490.01	614,477.26
Campground	72,423.43	73,871.90	75,718.70
Community Hall	155,246.76	157,391.70	160,126.49
Library	293,028.60	298,889.17	306,361.40
<b>Total Expenses</b>	<b>12,487,974.84</b>	<b>12,734,652.39</b>	<b>13,051,716.21</b>

<b>Surplus of revenue over expenses</b>	<b>(1,236,968.22)</b>	<b>(1,175,449.64)</b>	<b>(1,200,716.88)</b>
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**Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)**

Capital revenues	(1,482,603.16)
Capital expenditures	3,056,205.08
New Debt Proceeds	(637,207.00)
Debt principal repayment	1,031,017.46
Debt interest (Capital + Operating)	186,602.05
Transfers to reserves from operations	626,612.28
Transfers to operations from reserves	-
Transfer to capital from reserves	(1,621,960.62)
<b>Budget balance</b>	<b>(78,302.14)</b>

<b>Schedule 1</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Residential	4,654,976.10	4,748,075.62	4,866,777.51
Non-Residential	610,099.86	622,301.86	637,859.41
ASFF - Residential	1,564,471.10	1,595,760.52	1,635,654.54
ASFF - Non-Residential	248,837.17	253,813.91	260,159.26
Designated Industrial Property	859.26	876.45	898.36
	<b>7,079,243.49</b>	<b>7,220,828.36</b>	<b>7,401,349.07</b>
Less: Requisitions			
Policing	286,695.00	292,428.90	299,739.62
Mountain View Waste Commission	126,549.00	129,079.98	132,306.98
Mountain View Seniors Housing	277,413.00	282,961.26	290,035.29
Alberta School Foundation Fund (ASFF)	1,813,308.27	1,849,574.44	1,895,813.80
Designated Industrial Property	859.26	876.45	898.36
	<b>4,574,418.96</b>	<b>4,665,907.34</b>	<b>4,782,555.02</b>

**TOWN OF CARSTAIRS BUDGET**

**2023**

**DEPARTMENT  
OPERATING  
BUDGETS**

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# TOWN OF CARSTAIRS BUDGET

**2023**

## 3 Year Operating Budgetary Deficit (Surplus)

Excludes Amortization and Capital

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Legislative	341,132.17	347,954.82	356,653.69
Other Revenue	(726,943.00)	(741,481.86)	(760,018.91)
Taxes and Requisitions	(4,574,418.96)	(4,665,907.34)	(4,782,555.02)
General Administration	1,206,704.27	1,314,005.08	1,346,855.20
Communications	53,500.00	54,570.00	55,934.25
Fire Department	234,854.98	239,552.08	245,540.88
Emergency Management	41,635.45	42,468.16	43,529.86
Policing	402,391.07	410,438.90	420,699.87
Roadways	900,105.50	918,107.60	941,060.29
Storm Water	42,112.84	42,955.10	44,028.98
Water	(315,396.77)	(321,704.70)	(329,747.32)
Sanitary	(489,398.57)	(499,186.54)	(511,666.20)
Garbage	(181,186.10)	(184,809.82)	(189,430.06)
Planning	119,497.83	121,887.79	124,934.99
Asset Management	194,604.40	198,496.49	203,458.90
Community Services	232,570.94	239,071.20	247,359.03
Development	55,282.68	56,388.34	57,798.05
Lands and Buildings	204,385.18	212,787.23	221,204.85
Golf Course	(41,873.40)	(42,782.87)	(43,942.44)
Arena	262,565.70	267,817.01	274,512.44
Parks	458,731.28	467,905.91	479,603.56
Campground	(17,026.57)	(17,367.10)	(17,801.27)
Community Hall	98,675.51	99,689.03	100,981.25
Library	260,525.35	265,735.86	272,379.25
<b>OPERATIONAL NET DEFICIT (SURPLUS)</b>	<b>(1,236,968.22)</b>	<b>(1,173,409.64)</b>	<b>(1,198,625.88)</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## LEGISLATIVE

The Legislative budget deals with all costs associated and incurred by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development.

	2023 Budget	2024 Budget	2025 Budget
Wages	54,891.20	55,989.02	57,388.75
Benefits - Council Remuneration	9,154.94	9,338.04	9,571.49
Benefits	11,527.15	11,757.70	12,051.64
Committee Per Diem	21,500.00	21,930.00	22,478.25
Remuneration	183,098.88	186,760.86	191,429.88
Travel, Meals & Accommodations	20,000.00	20,400.00	20,910.00
Training & Conferences	15,000.00	15,300.00	15,682.50
Telecommunications	1,600.00	1,632.00	1,672.80
Public Relations	10,000.00	10,200.00	10,455.00
Staff Relations	5,100.00	5,202.00	5,332.05
Memberships	8,670.00	8,843.40	9,064.49
Insurance	590.00	601.80	616.85
<b>Legislative Expenses</b>	<b>341,132.17</b>	<b>347,954.82</b>	<b>356,653.69</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>341,132.17</b>	<b>347,954.82</b>	<b>356,653.69</b>

Members of Council sit on various internal and external boards and committees and are compensated according to Rates & Fees Bylaw No. 2035.

The following table outlines the Council remuneration fees for 2023:

Mayor	\$28,212.48 / year
Deputy Mayor	\$24,544.80 / year
Councilors	\$21,723.60 / year
Per Diem - Less Than 2 Hours	\$90
Per Diem - Half Day	\$180
Per Diem - Full Day	\$360
Mileage	\$0.61 per km < 5000 km \$0.55 per km > 5000 km
Meals and accommodation at cost	Upon submission of valid receipts



**TOWN OF CARSTAIRS BUDGET**

**2023**

**MUNICIPAL GENERAL  
REVENUE & REQUISITIONS**

General Revenue is generated from Municipal Property Taxes. The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Carstairs pays requisitions to the Alberta School Foundation Fund, Mountain View Seniors Housing Authority, and Mountain View Regional Waste Commission. This budget also includes the ATCO Gas Franchise Agreement and the Fortis Franchise Agreement.

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Taxes - Residential	4,654,976.10	4,748,075.62	4,866,777.51
Taxes - Non-Residential	610,099.86	622,301.86	637,859.41
ASFF - Residential	1,564,471.10	1,595,760.52	1,635,654.54
ASFF - Non-Residential	248,837.17	253,813.91	260,159.26
Designated Industrial	859.26	876.45	898.36
<b>Taxes Revenue</b>	<b>7,079,243.49</b>	<b>7,220,828.36</b>	<b>7,401,349.07</b>
Penalties & Costs	75,000.00	76,500.00	78,412.50
Franchise Revenue	601,443.00	613,471.86	628,808.66
Investment Income	50,000.00	51,000.00	52,275.00
Fines & Costs	500.00	510.00	522.75
<b>General Municipal Revenue</b>	<b>726,943.00</b>	<b>741,481.86</b>	<b>760,018.91</b>
Policing	286,695.00	292,428.90	299,739.62
Mountain View Waste Commission	126,549.00	129,079.98	132,306.98
Mountain View Seniors Housing	277,413.00	282,961.26	290,035.29
ASFF	1,813,308.27	1,849,574.44	1,895,813.80
Designated Industrial	859.26	876.45	898.36
<b>Requisitions Expense</b>	<b>2,504,824.53</b>	<b>2,554,921.02</b>	<b>2,618,794.05</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>(5,301,361.96)</b>	<b>(5,407,389.20)</b>	<b>(5,542,573.93)</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## ADMINISTRATION

The Administration budget includes administrative support for the Municipality as well as managing all Federal and Provincially legislative Acts and Regulations.

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Sales of Goods & Services	500.00	510.00	522.75
Tax Certificates & Title Searches	16,000.00	16,320.00	16,728.00
Rental of Administrative Building	100.00	102.00	104.55
Other Revenue	1,000.00	1,020.00	1,045.50
Conditional Provincial Grants	81,536.00	-	-
<b>General Administration Revenue</b>	<b>99,136.00</b>	<b>17,952.00</b>	<b>18,400.80</b>
Wages	751,574.60	766,606.10	785,771.25
Benefits	157,830.67	160,987.28	165,011.96
Worker's Compensation Board	105,000.00	107,100.00	109,777.50
Freight & Postage	5,800.00	5,916.00	6,063.90
Travel, Meals & Accommodations	2,250.00	2,295.00	2,352.38
Training & Conferences	9,000.00	9,180.00	9,409.50
Telecommunications	6,500.00	6,630.00	6,795.75
Staff Relations	500.00	510.00	522.75
Memberships	1,500.00	1,530.00	1,568.25
Prof Services - Audit	31,200.00	31,824.00	32,619.60
Prof Services - Assessment	56,500.00	57,630.00	59,070.75
Prof Services - Computer Support	106,885.00	109,022.70	111,748.27
Prof Services - Other	2,200.00	2,244.00	2,300.10
Service Charges	100.00	102.00	104.55
Equipment Rental/Lease	12,300.00	12,546.00	12,859.65
Other General Services (Election)	-	-	-
General Goods & Supplies	30,000.00	30,600.00	31,365.00
Fuel	200.00	204.00	209.10
Charges for Other Financial Services	6,500.00	6,630.00	6,795.75
Uncollectable Account	3,000.00	3,060.00	3,136.50
Prof Services - Legal	3,000.00	3,060.00	3,136.50
Computer Replacement	14,000.00	14,280.00	14,637.00
<b>General Administration Expenses</b>	<b>1,305,840.27</b>	<b>1,331,957.08</b>	<b>1,365,256.00</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>1,206,704.27</b>	<b>1,314,005.08</b>	<b>1,346,855.20</b>

**TOWN OF CARSTAIRS BUDGET**

**2023**

**COMMUNICATIONS**

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Other Revenue	500.00	510.00	522.75
<b>Communications Revenue</b>	<b>500.00</b>	<b>510.00</b>	<b>522.75</b>
Travel, Meals & Accommodations	200.00	204.00	209.10
Conference & Course Fees	1,000.00	1,020.00	1,045.50
Advertising	40,800.00	41,616.00	42,656.40
Programs	500.00	510.00	522.75
Website Support	8,500.00	8,670.00	8,886.75
General Goods & Supplies	1,000.00	1,020.00	1,045.50
Plotter Printer	2,000.00	2,040.00	2,091.00
<b>Communications Expenses</b>	<b>54,000.00</b>	<b>55,080.00</b>	<b>56,457.00</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>53,500.00</b>	<b>54,570.00</b>	<b>55,934.25</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## FIRE DEPARTMENT

The Fire Department is operated by the Town under the terms and conditions of the Fire Service Agreement with Mountain View County. The Department provides fire, medical and rescue service to the Town and to the County within the Carstairs Fire District. The Fire budget deals with expenses related to operating the Fire Department.

	2023 Budget	2024 Budget	2025 Budget
Fire Call Revenue	70,000.00	71,400.00	73,185.00
Other Revenue	3,900.00	3,978.00	4,077.45
Mountain View County	211,539.59	215,770.38	221,164.64
<b>Fire Department Revenue</b>	<b>285,439.59</b>	<b>291,148.38</b>	<b>298,427.09</b>
Wages	148,407.00	151,375.14	155,159.52
Benefits	31,165.47	31,788.78	32,583.50
Firefighter Appreciation	3,659.25	3,732.44	3,825.75
Firefighter Remuneration	112,000.00	114,240.00	117,096.00
Prof Services - Accounting, Legal, Comp	500.00	510.00	522.75
Freight & Postage	500.00	510.00	522.75
Travel, Meals & Accommodations	2,000.00	2,040.00	2,091.00
Training & Conferences	7,841.25	7,998.08	8,198.03
Telecommunications	7,300.00	7,446.00	7,632.15
Dispatch Services*	13,910.32	14,188.53	14,543.24
Advertising & Subscriptions	200.00	204.00	209.10
Fire Prevention	1,568.25	1,599.62	1,639.61
Memberships & Registrations	7,050.00	7,191.00	7,370.78
Safety Code Inspections	500.00	510.00	522.75
Investigation Costs	1,045.50	1,066.41	1,093.07
R&M - Buildings	3,500.00	3,570.00	3,659.25
Janitorial	8,580.00	8,751.60	8,970.39
R&M - Equipment	13,000.00	13,260.00	13,591.50
R&M - Vehicles	19,546.00	19,936.92	20,435.34
Insurance	25,185.76	25,689.48	26,331.71
General Goods & Supplies	5,750.25	5,865.26	6,011.89
Officer Uniforms	2,750.00	2,805.00	2,875.13
Equipment Replacement	6,700.00	6,834.00	7,004.85
Fuel	10,000.00	10,200.00	10,455.00
Gas	14,368.00	14,655.36	15,021.74
Power	11,858.44	12,095.61	12,398.00
General Goods & Supplies - Inventory	35,159.08	35,862.26	36,758.82
Transfer to County	26,250.00	26,775.00	27,444.38
<b>Fire Department Expenses</b>	<b>520,294.57</b>	<b>530,700.46</b>	<b>543,967.97</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>234,854.98</b>	<b>239,552.08</b>	<b>245,540.88</b>

## TOWN OF CARSTAIRS BUDGET

2023

## EMERGENCY MANAGEMENT

The Emergency Management budget ensures that the Committee has the necessary funding to develop and implement approved Emergency Response Plans that address local and regional situations.

	2023 Budget	2024 Budget	2025 Budget
Wages	23,706.98	24,181.12	24,785.65
Benefits	4,978.47	5,078.04	5,204.99
Travel	1,000.00	1,020.00	1,045.50
Training & Conferences	2,000.00	2,040.00	2,091.00
Telecommunications	1,050.00	1,071.00	1,097.78
Advertising	1,000.00	1,020.00	1,045.50
Memberships	500.00	510.00	522.75
Emergency Events	1,000.00	1,020.00	1,045.50
General Goods & Supplies	6,400.00	6,528.00	6,691.20
General Goods & Supplies - Inventory	-	-	-
<b>Emergency Management Expenses</b>	<b>41,635.45</b>	<b>42,468.16</b>	<b>43,529.86</b>
<b>NET DEFICIT (SURPLUS) GENERAL</b>	<b>41,635.45</b>	<b>42,468.16</b>	<b>43,529.86</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## EMERGENCY SERVICES

The Emergency Services budget includes the RCMP, Community Peace Officers, and animal control activities. The policing priorities continue to focus on the safety and security of residents through education, preventative programs and enforcement.

	2023 Budget	2024 Budget	2025 Budget
Dog Licenses	750.00	765.00	784.13
Dog Boarding Fees	200.00	204.00	209.10
Traffic Fines	50,000.00	51,000.00	52,275.00
Bylaw Fines	500.00	510.00	522.75
Other Revenue	1,000.00	1,020.00	1,045.50
<b>Policing Revenue</b>	<b>52,450.00</b>	<b>53,499.00</b>	<b>54,836.48</b>
Wages	283,792.62	289,468.48	296,705.19
Benefits	59,596.45	60,788.38	62,308.09
Freight & Postage	150.00	153.00	156.83
Travel, Meals & Accommodations	4,080.00	4,161.60	4,265.64
Training & Conferences	8,160.00	8,323.20	8,531.28
Telecommunications	25,000.00	25,500.00	26,137.50
Memberships	1,500.00	1,530.00	1,568.25
Computer Support	500.00	510.00	522.75
Contracted Services	2,550.00	2,601.00	2,666.03
Insurance	-	-	-
General Goods & Supplies	5,500.00	5,610.00	5,750.25
PPE Clothing/Boots/Gloves	2,652.00	2,705.04	2,772.67
Safety	3,000.00	3,060.00	3,136.50
Fuel	9,000.00	9,180.00	9,409.50
Citizens on Patrol	-	-	-
Animal Control Expenses	1,500.00	1,530.00	1,568.25
Animal Control Veterinary Services	510.00	520.20	533.21
R&M - Vehicles	8,100.00	8,262.00	8,468.55
General Goods & Supplies - Inventory	13,750.00	14,025.00	14,375.63
PPE Clothing/Boots/Gloves	-	-	-
Programs	25,500.00	26,010.00	26,660.25
<b>Policing Expenses</b>	<b>454,841.07</b>	<b>463,937.90</b>	<b>475,536.34</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>402,391.07</b>	<b>410,438.90</b>	<b>420,699.87</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## ROADWAYS

The roadway budget is dedicated for the repair and maintenance of the roadways, laneways, sidewalks and pathways. The budgetary funds ensure the safety of traffic and pedestrians through lighting, signage, and signalization throughout the community.

	2023 Budget	2024 Budget	2025 Budget
Sale of Goods & Services	500.00	510.00	522.75
Other Revenue	500.00	510.00	522.75
Provincial Conditional Grant - STEP	-	-	-
<b>Roadways Revenue</b>	<b>1,000.00</b>	<b>1,020.00</b>	<b>1,045.50</b>
Wages	339,985.13	346,784.83	355,454.45
Benefits	71,396.88	72,824.81	74,645.43
Freight & Postage	300.00	306.00	313.65
Travel, Meals & Accommodations	1,500.00	1,530.00	1,568.25
Training & Conferences	4,000.00	4,080.00	4,182.00
R&M - CPR Xing	7,836.00	7,992.72	8,192.54
Equipment Rental/Lease	5,000.00	5,100.00	5,227.50
CPR Land/Ditch Lease	6,630.00	6,762.60	6,931.67
Insurance	-	-	-
General Goods & Supplies	4,182.00	4,265.64	4,372.28
Equipment/Vehicle Parts & Supplies	7,242.00	7,386.84	7,571.51
Fuel	30,000.00	30,600.00	31,365.00
Construction & Maintenance Materials	15,300.00	15,606.00	15,996.15
Sand & Gravel	15,504.00	15,814.08	16,209.43
Street Signs	2,500.00	2,550.00	2,613.75
Pedestrian Signals	15,000.00	15,300.00	15,682.50
Power - Street Lights	233,080.24	237,741.84	243,685.39
PPE Clothing/Boots/Gloves	2,600.00	2,652.00	2,718.30
R&M - Roads	27,000.00	27,540.00	28,228.50
R&M - Sidewalks	60,000.00	61,200.00	62,730.00
R&M - Equipment	18,360.00	18,727.20	19,195.38
R&M - Vehicle	13,200.00	13,464.00	13,800.60
Equipment/Vehicle Parts & Supplies	1,530.00	1,560.60	1,599.62
Paving/Curb/Sidewalk Materials	3,659.25	3,732.44	3,825.75
Dust Control/Snow Removal	15,300.00	15,606.00	15,996.15
<b>Roadways Expenses</b>	<b>901,105.50</b>	<b>919,127.60</b>	<b>942,105.79</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>900,105.50</b>	<b>918,107.60</b>	<b>941,060.29</b>

## TOWN OF CARSTAIRS BUDGET

2023

## STORM WATER

The Storm water utility budget ensures that minor storm systems are constructed and maintained to facilitate frequent storm events and the major systems can accommodate surface runoff resulting from rainstorms which exceeds the capacity of the minor system.

	2023 Budget	2024 Budget	2025 Budget
Wages	26,539.54	27,070.33	27,747.09
Benefits	5,573.30	5,684.77	5,826.89
Equipment Rental/Lease	1,000.00	1,020.00	1,045.50
General Goods & Supplies	1,000.00	1,020.00	1,045.50
Equipment/Repair & Maintenance	2,000.00	2,040.00	2,091.00
Fuel	1,000.00	1,020.00	1,045.50
Consulting Services	500.00	510.00	522.75
Purchased Repairs & Maintenance	4,000.00	4,080.00	4,182.00
Ground Materials	500.00	510.00	522.75
<b>Stormwater Expenses</b>	<b>42,112.84</b>	<b>42,955.10</b>	<b>44,028.98</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>42,112.84</b>	<b>42,955.10</b>	<b>44,028.98</b>



# TOWN OF CARSTAIRS BUDGET

**2023**

## WATER

The Water budget is intended to be cost recovery and must ensure a safe, reliable, and sustainable water service to the residents. Maintaining a water storage and distribution system capable of providing suitable water is vital to the community. Water is supplied to the Town from the Mountain View Regional Water Services Commission.

	2023 Budget	2024 Budget	2025 Budget
Water Sales	949,428.50	968,417.07	992,627.50
Flat Rate Fees - Water	331,968.00	338,607.36	347,072.54
Bulk Water Sales	65,664.00	66,977.28	68,651.71
Water Meter Sales	25,000.00	25,500.00	26,137.50
Other Revenue	500.00	510.00	522.75
<b>Water Revenue</b>	<b>1,372,560.50</b>	<b>1,400,011.71</b>	<b>1,435,012.00</b>
Wages	129,840.67	132,437.49	135,748.42
Benefits	27,266.54	27,811.87	28,507.17
Freight & Postage	7,650.00	7,803.00	7,998.08
Travel, Meals & Accommodations	3,000.00	3,060.00	3,136.50
Training & Conferences	4,000.00	4,080.00	4,182.00
Telecommunications	1,050.00	1,071.00	1,097.78
Memberships	500.00	510.00	522.75
Professional Services Purchased	1,000.00	1,020.00	1,045.50
R&M - Hydrants	20,000.00	20,400.00	20,910.00
Insurance	-	-	-
Meter Reading Service/1st Call Locate	3,672.00	3,745.44	3,839.08
Purchase Water-MV Water Commission	755,244.80	770,349.70	789,608.44
General Goods & Supplies	3,060.00	3,121.20	3,199.23
Pumphouse Fuel	600.00	612.00	627.30
Fuel	8,000.00	8,160.00	8,364.00
Chemicals/Testing Supplies	2,000.00	2,040.00	2,091.00
Meters	20,000.00	20,400.00	20,910.00
Motors/Pumps/Inspections	4,000.00	4,080.00	4,182.00
Gas	2,655.00	2,708.10	2,775.80
Power	31,304.72	31,930.81	32,729.08
Uncollectible Accounts	510.00	520.20	533.21
R&M - Water System Infrastructure	26,010.00	26,530.20	27,193.46
R&M - Buildings/Reservoir	5,100.00	5,202.00	5,332.05
Equipment/Vehicle Parts & Supplies	700.00	714.00	731.85
<b>Water Expenses</b>	<b>1,057,163.73</b>	<b>1,078,307.01</b>	<b>1,105,264.68</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>(315,396.77)</b>	<b>(321,704.70)</b>	<b>(329,747.32)</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## SANITARY

The Wastewater budget is intended to be cost recovery and deals with all functions related to the collection, treatment and disposal of sanitary sewer water. The system must ensure the safe, reliable, and sustainable separation of solids, organics and chemical waste from wastewater so that it can be safely re-introduced into the environment. Maintaining a wastewater collection and storage system is vital to the residents of the community.

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Sewer Fees	569,657.10	581,050.24	595,576.50
Wastewater Infrastructure Fee	147,962.90	150,922.16	154,695.21
Sales of Goods & Services	-	-	-
<b>Sanitary Revenue</b>	<b>717,620.00</b>	<b>731,972.40</b>	<b>750,271.71</b>
Wages	125,783.01	128,298.67	131,506.13
Benefits	26,414.43	26,942.72	27,616.29
Freight & Postage	7,650.00	7,803.00	7,998.08
General Services Purchased	5,000.00	5,100.00	5,227.50
R&M - Pumps	2,000.00	2,040.00	2,091.00
Insurance	-	-	-
General Goods & Supplies	1,600.00	1,632.00	1,672.80
Equipment/Vehicle Parts & Supplies	700.00	714.00	731.85
Fuel	3,500.00	3,570.00	3,659.25
Sewer Pipe & Fittings	500.00	510.00	522.75
Chemicals & Testing	16,000.00	16,320.00	16,728.00
Sand/Gravel/Loam	1,000.00	1,020.00	1,045.50
Power	3,073.99	3,135.47	3,213.86
Uncollectible	500.00	510.00	522.75
Consulting Services	500.00	510.00	522.75
R&M - Infrastructure	30,000.00	30,600.00	31,365.00
R&M - Vehicle	2,000.00	2,040.00	2,091.00
Other Purchased Services	2,000.00	2,040.00	2,091.00
<b>Sanitary Expenses</b>	<b>228,221.43</b>	<b>232,785.86</b>	<b>238,605.51</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>(489,398.57)</b>	<b>(499,186.54)</b>	<b>(511,666.20)</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## GARBAGE

The Garbage budget is intended to provide the community with an integrated waste management system that will protect public health and the environment Solid Waste Management function provides bi-weekly curbside waste and recycles collection services, community compost bins, and community recycling bins.

	2023 Budget	2024 Budget	2025 Budget
Garbage Fees	569,088.00	580,469.76	594,981.50
Other Revenue	16,590.00	16,921.80	17,344.85
Provincial Conditional Grant	-	-	-
<b>Garbage Revenue</b>	<b>585,678.00</b>	<b>597,391.56</b>	<b>612,326.35</b>
Wages	47,171.82	48,115.26	49,318.14
Benefits	9,906.08	10,104.20	10,356.81
Freight & Postage	7,650.00	7,803.00	7,998.08
Other Professional Services	2,550.00	2,601.00	2,666.03
Consulting Services - Landfill	-	-	-
Annual Clean Up	2,000.00	2,040.00	2,091.00
Solid Waste Contract	290,000.00	295,800.00	303,195.00
General Goods & Supplies	510.00	520.20	533.21
Roll Out Bins	18,000.00	18,360.00	18,819.00
Compost Fees	16,000.00	16,320.00	16,728.00
Fuel	2,500.00	2,550.00	2,613.75
Equipment/Vehicle Parts & Supplies	8,000.00	8,160.00	8,364.00
Construction & Maintenance Materials	204.00	208.08	213.28
<b>Garbage Expenses</b>	<b>404,491.90</b>	<b>412,581.74</b>	<b>422,896.28</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>(181,186.10)</b>	<b>(184,809.82)</b>	<b>(189,430.06)</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## COMMUNITY SERVICES

The Community Services department provides support and resources to community groups, families and individuals within the community. The Department organizes events and delivers programs to all age groups in the community.

	2023 Budget	2024 Budget	2025 Budget
Program Fees	5,100.00	5,202.00	5,332.05
Event Fees	2,500.00	2,550.00	2,613.75
Business License Revenue	20,000.00	20,400.00	20,910.00
Conditional Grants	2,000.00	2,040.00	2,091.00
FCSS Provincial Conditional Grants	92,942.00	92,942.00	92,942.00
Mountain View County	29,036.00	29,616.72	30,357.14
<b>Community Services Revenue</b>	<b>151,578.00</b>	<b>152,750.72</b>	<b>154,245.94</b>
Wages	122,741.93	125,196.77	128,326.69
Benefits	25,775.81	26,291.32	26,948.61
Freight & Postage	100.00	102.00	104.55
Travel, Meals & Accommodations	1,000.00	1,020.00	1,045.50
Training & Conferences	2,040.00	2,080.80	2,132.82
Telecommunications	4,150.00	4,233.00	4,338.83
Memberships	1,000.00	1,020.00	1,045.50
Prof Services - Computer Support	7,900.00	8,058.00	8,259.45
Programs	10,080.00	10,281.60	10,538.64
Events	23,000.00	23,460.00	24,046.50
General Goods & Supplies	2,100.00	2,142.00	2,195.55
Donation to Community Transportation	2,600.00	2,652.00	2,718.30
Chamber of Commerce	-	-	-
Museum Operating Grant	55,000.00	56,100.00	57,502.50
Donation to Kiwanis	500.00	500.00	500.00
Half Century Operating Grant	4,000.00	4,080.00	4,182.00
Church Link	10,000.00	10,200.00	10,455.00
Carstairs Heritage Festival	5,000.00	5,100.00	5,227.50
FCSS Programs	83,232.00	84,896.64	87,019.06
FCSS Services	23,929.20	24,407.78	25,017.98
<b>Community Services Expenses</b>	<b>384,148.94</b>	<b>391,821.92</b>	<b>401,604.97</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>232,570.94</b>	<b>239,071.20</b>	<b>247,359.03</b>

## TOWN OF CARSTAIRS BUDGET

**2023**

### ASSET MANAGEMENT

The Asset Management Department records and manages asset portfolios of the Town's roads, sidewalks, trails and pathways, water distribution, wastewater collection and treatment, storm water attenuation, conveyance, treatment networks, buildings, parks, and vehicles; including supporting fleet, machinery, and equipment.

	2023 Budget	2024 Budget	2025 Budget
Wages	133,640.00	136,312.80	139,720.62
Benefits	28,064.40	28,625.69	29,341.33
Travel, Meals & Accommodations	500.00	510.00	522.75
Training & Conferences	2,000.00	2,040.00	2,091.00
Computer Support	14,400.00	14,688.00	15,055.20
Consulting Services	15,000.00	15,300.00	15,682.50
General Goods & Supplies	1,000.00	1,020.00	1,045.50
<b>Asset Management Expenses</b>	<b>194,604.40</b>	<b>198,496.49</b>	<b>203,458.90</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>194,604.40</b>	<b>198,496.49</b>	<b>203,458.90</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## PLANNING

The Planning department deals with the management of growth in a responsible, effective and economic manner. The Town appoints and contracts much of the professional services required for the planning department.

	2023 Budget	2024 Budget	2025 Budget
Zoning Application - Developer	5,100.00	5,202.00	5,332.05
Consulting Services - Developer	12,000.00	12,240.00	12,546.00
Provincial Permit Fees	3,060.00	3,121.20	3,199.23
MPC Revenue	1,020.00	1,040.40	1,066.41
Other Revenue	1,020.00	1,040.40	1,066.41
Conditional Provincial Grants	-	-	-
<b>Planning Revenue</b>	<b>22,200.00</b>	<b>22,644.00</b>	<b>23,210.10</b>
Wages	81,559.24	83,190.43	85,270.19
Benefits	17,127.44	17,469.99	17,906.74
Freight & Postage	102.00	104.04	106.64
Travel, Meals & Accommodations	255.00	260.10	266.60
Training & Conferences	2,530.00	2,580.60	2,645.12
Telecommunications	250.00	255.00	261.38
Advertising	306.00	312.12	319.92
Licenses & Permits	3,000.00	3,060.00	3,136.50
Insurance	-	-	-
General Goods & Supplies	2,920.00	2,978.40	3,052.86
Fuel	1,020.00	1,040.40	1,066.41
Planning Services	510.00	520.20	533.21
Consulting Services Developer	10,664.10	10,877.38	11,149.32
Consulting Services - Municipal	15,000.00	15,300.00	15,682.50
Zoning Application - Developer	5,332.05	5,438.69	5,574.66
R&M - Vehicle	1,122.00	1,144.44	1,173.05
<b>Planning Expenses</b>	<b>141,697.83</b>	<b>144,531.79</b>	<b>148,145.09</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>119,497.83</b>	<b>121,887.79</b>	<b>124,934.99</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## DEVELOPMENT

The Development budget is part of the Planning department and ensures that growth is maintained in a responsible, effective, and orderly manner. Where necessary, the Town contracts the professional services required for development.

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Building & Development Permits	96,900.00	98,838.00	101,308.95
Consulting Services Subdivision	10,000.00	10,200.00	10,455.00
Subdivision Fees	15,000.00	15,300.00	15,682.50
Compliance Fees	5,500.00	5,610.00	5,750.25
Conditional Provincial Grant	-	-	-
<b>Development Revenue</b>	<b>127,400.00</b>	<b>129,948.00</b>	<b>133,196.70</b>
Wages	81,559.24	83,190.43	85,270.19
Benefits	17,127.44	17,469.99	17,906.74
Freight & Postage	100.00	102.00	104.55
Travel, Meals & Accommodations	306.00	312.12	319.92
Training & Conferences	1,020.00	1,040.40	1,066.41
Building Inspector	42,840.00	43,696.80	44,789.22
General Services Purchased	510.00	520.20	533.21
Subdivision Fees	1,020.00	1,040.40	1,066.41
Consulting Services - Developer	20,000.00	20,400.00	20,910.00
Consulting Services - Municipal	8,000.00	8,160.00	8,364.00
Subdivision Application - Developer	10,200.00	10,404.00	10,664.10
<b>Development Expenses</b>	<b>182,682.68</b>	<b>186,336.34</b>	<b>190,994.75</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>55,282.68</b>	<b>56,388.34</b>	<b>57,798.05</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## LANDS & BUILDINGS

The Town owns and operates various properties required to deliver services to the residents.

	2023 Budget	2024 Budget	2025 Budget
Building Rental - Medical Centre	74,000.00	74,000.00	74,000.00
Building Rental - IODE	3,500.00	3,500.00	3,500.00
Building Rental - Osler Street	6,000.00	6,000.00	6,000.00
Land Rental - Buschert	1,650.00	1,650.00	1,650.00
Land Rental - Quantz/Colby	-	-	-
Land Rental - Marcam Farms	5,650.00	5,650.00	5,650.00
Land Rental - Advantage	10,000.00	10,000.00	10,000.00
Land Rental - Trans Canada	8,117.51	8,117.51	8,117.51
Land Rental - 890 Centre Street	12,000.00	12,000.00	12,000.00
Building Rental - Scout Hall	4,800.00	3,000.00	3,000.00
<b>Lands &amp; Buildings Revenue</b>	<b>125,717.51</b>	<b>123,917.51</b>	<b>123,917.51</b>
Wages	84,304.12	85,990.20	88,139.95
Benefits	17,703.86	18,057.94	18,509.39
Land Taxes to County	500.00	510.00	522.75
Wellness Centre - Gas	200.00	204.00	209.10
Wellness Centre - Power	200.00	204.00	209.10
IODE - Utilities	1,282.24	1,307.88	1,340.58
1126 Osler Street - Gas	1,353.26	1,380.33	1,414.83
1126 Osler Street - Gas	1,584.26	1,615.95	1,656.34
Community Services - Janitorial	3,000.00	3,060.00	3,136.50
Community Services - Lease	30,600.00	31,212.00	31,992.30
Community Services - Gas	1,205.41	1,229.52	1,260.26
Community Services - Power	2,365.76	2,413.08	2,473.40
Admin - Janitorial	12,000.00	12,240.00	12,546.00
Admin - Insurance	55,676.03	56,789.55	58,209.29
Admin - Gas	5,183.00	5,286.66	5,418.83
Admin - Power	9,151.88	9,334.92	9,568.29
Scout Hall - R&M Building	500.00	510.00	522.75
Security Systems	6,760.80	6,896.02	7,068.42
Emerg Serv - Gas	6,770.00	6,905.40	7,078.04
Emerg Serv - Power	7,067.35	7,208.70	7,388.91
Op Services - Telecommunications	3,100.00	3,162.00	3,241.05
Op Services - General Goods & Supplies	3,060.00	3,121.20	3,199.23
Op Services - Gas	10,736.00	10,950.72	11,224.49
Op Services - Power	10,535.83	10,746.55	11,015.21
Parks - Gas	2,954.00	3,013.08	3,088.41
Parks - Power	2,441.78	2,490.62	2,552.88
Concession - Power	1,835.36	1,872.07	1,918.87



## TOWN OF CARSTAIRS BUDGET

**2023**

Splash Park - Power	1,051.75	1,072.79	1,099.60
R&M - Building Wellness Centre	7,500.00	7,650.00	7,841.25
R&M - Building IODE	2,000.00	2,040.00	2,091.00
R&M - Building 1126 Osler	500.00	510.00	522.75
R&M - Community Services	500.00	510.00	522.75
R&M - Admin Buildings	17,000.00	17,340.00	17,773.50
R&M - Admin Heating/Air	-	-	-
R&M - Admin Equipment/Furnishings	-	-	-
R&M - Emergency Services Building	8,800.00	8,976.00	9,200.40
R&M - Operational Services	6,830.00	6,966.60	7,140.77
R&M - Parks Building	1,850.00	1,887.00	1,934.18
R&M - Building Concession/Gazebo	2,000.00	2,040.00	2,091.00
R&M - Electrical Concession	-	-	-
<b>Lands &amp; Buildings Expenses</b>	<b>330,102.69</b>	<b>336,704.74</b>	<b>345,122.36</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>204,385.18</b>	<b>212,787.23</b>	<b>221,204.85</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## GOLF COURSE

The Carstairs Community Golf Course is a 122-acre recreation site located on the northeast boundary of Carstairs. The facility is intended to provide recreation, as well as to attract tourism to the community.

	2023 Budget	2024 Budget	2025 Budget
Annual Member Dues	410,000.00	418,200.00	428,655.00
Merchandise Sales	130,000.00	132,600.00	135,915.00
Driving Range	10,000.00	10,200.00	10,455.00
Green Fees	350,000.00	357,000.00	365,925.00
Bar Sales	224,000.00	228,480.00	234,192.00
Pop Sales	31,000.00	31,620.00	32,410.50
Food Sales	280,000.00	285,600.00	292,740.00
Storage Rentals	2,500.00	2,550.00	2,613.75
Groupon	80,000.00	81,600.00	83,640.00
Tournaments	40,000.00	40,800.00	41,820.00
Cart Rentals	150,000.00	153,000.00	156,825.00
Club Rentals	1,500.00	1,530.00	1,568.25
Other Revenue	1,000.00	1,020.00	1,045.50
Other Revenue - PGA	3,000.00	3,060.00	3,136.50
Provincial Conditional Grant	-	-	-
<b>Golf Course Revenue</b>	<b>1,713,000.00</b>	<b>1,747,260.00</b>	<b>1,790,941.50</b>
Wages	72,692.31	74,146.15	75,999.81
Wages - Pro Shop	189,332.16	193,118.80	197,946.77
Wages - Kitchen	127,350.80	129,897.82	133,145.26
Wages - Restaurant	149,936.00	152,934.72	156,758.09
Wages - Grounds	305,367.26	311,474.61	319,261.47
Benefits	7,269.23	7,414.62	7,599.98
Benefits - Pro Shop	18,933.22	19,311.88	19,794.68
Benefits - Kitchen	12,735.08	12,989.78	13,314.53
Benefits - FOH	14,993.60	15,293.47	15,675.81
Benefits - Grounds	30,536.73	31,147.46	31,926.15
Freight & Postage	5,500.00	5,610.00	5,750.25
Travel, Meals & Accommodations	2,200.00	2,244.00	2,300.10
Training & Conferences	2,250.00	2,295.00	2,352.38
Telecommunications	6,300.00	6,426.00	6,586.65
Advertising	7,000.00	7,140.00	7,318.50
Tournaments & Events	5,000.00	5,100.00	5,227.50
Memberships	14,000.00	14,280.00	14,637.00
Prof Services - Computer Support	11,500.00	11,730.00	12,023.25
Janitorial	15,000.00	15,300.00	15,682.50
Contracted Services	5,000.00	5,100.00	5,227.50
Equipment Rental/Lease	5,000.00	5,100.00	5,227.50

**TOWN OF CARSTAIRS BUDGET**

**2023**

Land Lease (Driving Range)	3,600.00	3,600.00	3,600.00
Licenses	700.00	714.00	731.85
Insurance	18,714.46	19,088.75	19,565.97
Waste Control	8,000.00	8,160.00	8,364.00
General Goods & Supplies	20,000.00	20,400.00	20,910.00
General Goods & Supplies - Kitchen	18,000.00	18,360.00	18,819.00
Bar Purchases	75,000.00	76,500.00	78,412.50
Pop Purchases	16,000.00	16,320.00	16,728.00
Food Purchases	120,000.00	122,400.00	125,460.00
Bar Goods	9,200.00	9,384.00	9,618.60
PPE Clothing/Boots/Gloves	1,070.00	1,091.40	1,118.69
Pro Shop Merchandise	90,000.00	91,800.00	94,095.00
Equipment/Vehicles Parts & Supplies	3,000.00	3,060.00	3,136.50
Fuel	32,000.00	32,640.00	33,456.00
Chemicals/Fertilizer	50,000.00	51,000.00	52,275.00
Plants & Shrubs	2,500.00	2,550.00	2,613.75
Tree Replacement	1,070.00	1,091.40	1,118.69
Grounds Material	9,000.00	9,180.00	9,409.50
Gas	20,247.00	20,651.94	21,168.24
Power	33,138.74	33,801.51	34,646.55
Charges for Other Financial Services	20,000.00	20,400.00	20,910.00
R&M- Building	16,390.00	16,717.80	17,135.75
R&M- Equipment (Kitchen)	8,000.00	8,160.00	8,364.00
R&M- Machinery (Grounds)	10,000.00	10,200.00	10,455.00
R&M- Irrigation	10,000.00	10,200.00	10,455.00
R&M- Golf Carts	3,000.00	3,060.00	3,136.50
R&M- Vehicle	510.00	520.20	533.21
Contracted Services	16,000.00	16,320.00	16,728.00
Contracted Services - PGA	2,700.00	2,754.00	2,822.85
General Goods & Supplies - Inventory	32,340.00	32,986.80	33,811.47
Small Tools & Equipment	800.00	816.00	836.40
Construction & Maintenance Materials	12,250.00	12,495.00	12,807.38
<b>Golf Course Expenses</b>	<b>1,671,126.60</b>	<b>1,704,477.13</b>	<b>1,746,999.06</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>(41,873.40)</b>	<b>(42,782.87)</b>	<b>(43,942.44)</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## ARENA

The Arena is a multi-use facility with the primary activities utilizing the ice surface during the winter months. There are a variety of rentals during the summer, as well as housing several community events throughout the year.

	2023 Budget	2024 Budget	2025 Budget
Program & Event Fees	35,000.00	35,700.00	36,592.50
Arena Concession	40,000.00	40,800.00	41,820.00
Advertising Signs	6,000.00	6,120.00	6,273.00
Dance Studio Lease	6,592.00	6,723.84	6,891.94
Crossfit Lease	18,000.00	18,360.00	18,819.00
Facility Rentals	2,500.00	2,550.00	2,613.75
Ice Rentals	140,000.00	142,800.00	146,370.00
Hugh Sutherland School	5,000.00	5,100.00	5,227.50
Mountain View County	101,856.46	103,893.59	106,490.93
Provincial Conditional Grant	-	-	-
<b>Arena Revenue</b>	<b>354,948.46</b>	<b>362,047.43</b>	<b>371,098.61</b>
Wages	258,965.52	264,144.83	270,748.45
Wages - Concession	33,840.00	34,516.80	35,379.72
Benefits	57,428.36	58,576.93	60,041.35
Training & Conferences	3,060.00	3,121.20	3,199.23
Freight & Postage	200.00	204.00	209.10
Travel, Meals & Accommodations	1,530.00	1,560.60	1,599.62
Telecommunications	1,600.00	1,632.00	1,672.80
Advertising	500.00	510.00	522.75
R&M - Ice Plant	5,100.00	5,202.00	5,332.05
R&M - Building	19,000.00	19,380.00	19,864.50
R&M - Zamboni	5,500.00	5,610.00	5,750.25
Insurance	24,116.84	24,599.18	25,214.16
Waste Control	2,400.00	2,448.00	2,509.20
Programs and Events	35,000.00	35,700.00	36,592.50
General Goods & Supplies	12,000.00	12,240.00	12,546.00
PPE Clothing/Boots/Gloves	1,000.00	1,020.00	1,045.50
Arena Concession	21,000.00	21,420.00	21,955.50
Fuel	1,530.00	1,560.60	1,599.62
Gas	26,741.00	27,275.82	27,957.72
Power	72,322.44	73,768.89	75,613.11
Charges for Other Financial Services	3,500.00	3,570.00	3,659.25
R&M - Equipment	2,000.00	2,040.00	2,091.00
R&M - Ice Plant	5,100.00	5,202.00	5,332.05
R&M - Heating & Air	2,550.00	2,601.00	2,666.03
R&M - Building	20,000.00	20,400.00	20,910.00

## TOWN OF CARSTAIRS BUDGET

**2023**

General Goods & Supplies Inventory	1,530.00	1,560.60	1,599.62
<b>Arena Expenses</b>	<b>617,514.16</b>	<b>629,864.44</b>	<b>645,611.05</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>262,565.70</b>	<b>267,817.01</b>	<b>274,512.44</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## PARKS

The Parks budget includes the repair and maintenance of the Town's sports fields, parks, playgrounds, cemetery, and naturalized areas.

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Ball Diamond Rental	4,300.00	4,386.00	4,495.65
Soccer Field Revenue	1,000.00	1,020.00	1,045.50
Other Revenue	500.00	510.00	522.75
Memorial Benches	1,200.00	1,224.00	1,254.60
Mountain View County	93,004.02	94,864.10	97,235.70
Provincial Conditional Grant- STEP	-	-	-
Sales of Goods & Services - Cemetery	14,000.00	14,280.00	14,637.00
Perpetual Care Fund - Cemetery	8,000.00	8,160.00	8,364.00
Sales of Goods & Services - Columbarium	4,500.00	4,590.00	4,704.75
Perpetual Care Fund - Columbarium	4,500.00	4,590.00	4,704.75
Mountain View County	-	-	-
<b>Parks Revenue</b>	<b>131,004.02</b>	<b>133,624.10</b>	<b>136,964.70</b>
Wages	355,291.00	362,396.82	371,456.75
Benefits	74,611.11	76,103.33	78,005.92
Freight & Postage	200.00	204.00	209.10
Travel, Meals & Accommodations	2,000.00	2,040.00	2,091.00
Training & Conferences	4,000.00	4,080.00	4,182.00
Telecommunications	2,800.00	2,856.00	2,927.40
Advertising	102.00	104.04	106.64
Memberships	1,200.00	1,224.00	1,254.60
Insurance	12,081.19	12,322.81	12,630.88
Purchased Services	18,000.00	18,360.00	18,819.00
Waste Control	1,530.00	1,560.60	1,599.62
General Goods & Supplies	7,548.00	7,698.96	7,891.43
Equipment/Vehicles Parts & Supplies	2,550.00	2,601.00	2,666.03
Fuel	25,000.00	25,500.00	26,137.50
Chemicals/Spray	13,260.00	13,525.20	13,863.33
Plants & Shrubs	7,242.00	7,386.84	7,571.51
Tree Replacement & Removal	8,900.00	9,078.00	9,304.95
Grounds Material	5,000.00	5,100.00	5,227.50
Concession - General Goods & Supplies	700.00	714.00	731.85
R&M - Cemetery	2,000.00	2,040.00	2,091.00
R&M - Equipment	13,000.00	13,260.00	13,591.50
R&M - Playground	500.00	510.00	522.75
R&M - Vehicle	5,000.00	5,100.00	5,227.50
Equipment Rental/Lease	3,060.00	3,121.20	3,199.23
Contracted Services	-	-	-

## TOWN OF CARSTAIRS BUDGET

**2023**

General Goods & Supplies - Inventory	19,825.00	20,221.50	20,727.04
Small Tools & Equipment	765.00	780.30	799.81
Construction & Maintenance Materials	3,570.00	3,641.40	3,732.44
<b>Parks Expenses</b>	<b>589,735.30</b>	<b>601,530.01</b>	<b>616,568.26</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>458,731.28</b>	<b>467,905.91</b>	<b>479,603.56</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## CAMPGROUND

The Carstairs Municipal Campground is located on the east edge of Carstairs, at the corner of Centre Street and Highway 2A. The facility is intended to attract tourism to the community as well as to provide a facility for visitors that are attending local events.

	2023 Budget	2024 Budget	2025 Budget
Campground Fees	80,000.00	81,600.00	83,640.00
Shower/Sewer User Fees/Firewood	9,450.00	9,639.00	9,879.98
<b>Campground Revenue</b>	<b>89,450.00</b>	<b>91,239.00</b>	<b>93,519.98</b>
Wages	40,480.53	41,290.14	42,322.40
Benefits	8,500.91	8,670.93	8,887.70
Telecommunications	1,300.00	1,326.00	1,359.15
Advertising	500.00	510.00	522.75
Insurance	-	-	-
Waste Control	1,000.00	1,020.00	1,045.50
General Goods & Supplies	3,060.00	3,121.20	3,199.23
Firewood	3,000.00	3,060.00	3,136.50
Equipment/Vehicle Parts & Supplies	300.00	306.00	313.65
Fuel	300.00	306.00	313.65
Gas	1,542.00	1,572.84	1,612.16
Power	9,489.99	9,679.79	9,921.78
Charges for Other Financial Services	350.00	357.00	365.93
R&M - Buildings/Plumbing/Gas	1,000.00	1,020.00	1,045.50
General Goods & Supplies - Inventory	600.00	612.00	627.30
Construction & Maintenance Materials	1,000.00	1,020.00	1,045.50
<b>Campground Expenses</b>	<b>72,423.43</b>	<b>73,871.90</b>	<b>75,718.70</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>(17,026.57)</b>	<b>(17,367.10)</b>	<b>(17,801.27)</b>



# TOWN OF CARSTAIRS BUDGET

**2023**

## COMMUNITY HALL

The Community Hall is the Town's primary facility for community use and large gatherings. The facility is utilized by several community groups and organizations.

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Community Hall Revenue	30,000.00	30,600.00	31,365.00
Mountain View County	26,571.25	27,102.68	27,780.24
<b>Community Hall Revenue</b>	<b>56,571.25</b>	<b>57,702.68</b>	<b>59,145.24</b>
Wages	40,480.53	41,290.14	42,322.40
Benefits	8,500.91	8,670.93	8,887.70
Freight & Postage	200.00	204.00	209.10
Telecommunications	1,400.00	1,428.00	1,463.70
Purchased Repairs & Maintenance	6,000.00	6,120.00	6,273.00
Janitorial	16,251.00	16,576.02	16,990.42
Insurance	10,618.06	10,830.42	11,101.18
Waste Control	2,520.00	2,570.40	2,634.66
Contracted Services - Elks	48,000.00	48,000.00	48,000.00
General Goods & Supplies	5,100.00	5,202.00	5,332.05
Gas	5,160.00	5,263.20	5,394.78
Power	7,016.26	7,156.59	7,335.50
Purchased Repairs & Maintenance	4,000.00	4,080.00	4,182.00
General Goods & Supplies - Inventory	-	-	-
<b>Community Hall Expenses</b>	<b>155,246.76</b>	<b>157,391.70</b>	<b>160,126.49</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>98,675.51</b>	<b>99,689.03</b>	<b>100,981.25</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## LIBRARY

Under the Libraries Act, and established by Bylaw, the Municipal Library Board operates the Library on behalf of the Town. The Town provides funding to Parkland Regional Library System and an operating grant to the Carstairs Library Board.

	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
Mountain View County Grant	32,503.25	33,153.32	33,982.15
<b>Library Revenue</b>	<b>32,503.25</b>	<b>33,153.32</b>	<b>33,982.15</b>
Wages	4,005.04	4,085.14	4,187.27
Benefits	841.06	857.88	879.33
Purchased Repairs & Maintenance	22,000.00	22,440.00	23,001.00
Bob Clark Library Grant	223,325.00	227,791.50	233,486.29
Parkland Regional Library System	42,857.50	43,714.65	44,807.52
<b>Library Expenses</b>	<b>293,028.60</b>	<b>298,889.17</b>	<b>306,361.40</b>
<b>NET DEFICIT (SURPLUS)</b>	<b>260,525.35</b>	<b>265,735.86</b>	<b>272,379.25</b>

**TOWN OF CARSTAIRS BUDGET**

**2023**

**DEPARTMENT  
CAPITAL  
BUDGETS**

## TOWN OF CARSTAIRS BUDGET

2023

### Funding Sources for Capital Projects

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

#### Canada Community Building Fund (CCBF)

Each year, the federal CCBF assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

#### Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the MSI program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

#### Reserves/Restricted Surplus

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

#### Sundry Trust

Sundry trust is an account where funds that have been donated or provided to the Town to be held in trust for a specific purpose are retained.

## TOWN OF CARSTAIRS BUDGET

**2023**

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

<b>FUNDING SOURCES FOR THE YEAR</b>	
Municipal Sustainability Initiative (MSI)	(928,446.00)
Canada Community Building Fund (CCBF)	(255,227.00)
Transfer CCBF for Completion of Project #2019.610002	255,227.00
<b>Total Government Funding for Capital</b>	<b>(928,446.00)</b>
Transfers from Reserves	(1,477,522.08)
Proceeds from New Debt	(637,207.00)
Municipal Taxes / User Fees	-
Local government contributions	(13,000.00)
Proceeds on insurance, sale or trade-in of vehicles and equipment	-
<b>TOTAL FUNDING</b>	<b>(3,056,205.08)</b>

# TOWN OF CARSTAIRS BUDGET

**2023**

## Capital Summary Budget

<b>BUILDINGS</b>	<b>Funding</b>	<b>Expenditure</b>
Office Renovations - Emergency Services		85,000.00
<i>Funding: Reserves</i>	85,000.00	
<b>BUILDINGS TOTAL</b>		<b>85,000.00</b>
<b>MACHINERY &amp; EQUIPMENT PURCHASES</b>	<b>Funding</b>	<b>Expenditure</b>
Trench Box		15,000.00
<i>Funding: Reserves</i>	15,000.00	
Unit 52 - Mini Loader		77,294.00
<i>Funding: Reserves</i>	77,294.00	
Grader Tires		21,000.00
<i>Funding: Reserves</i>	21,000.00	
Unit 34 - JD Mower		23,301.93
<i>Funding: Reserves</i>	23,301.93	
Land Pride Mower		35,000.00
<i>Funding: Reserves</i>	35,000.00	
Unit 41 - Toro Mower		100,000.00
<i>Funding: Loan</i>	100,000.00	
Unit 12 - JD 1445 Mower		57,492.59
<i>Funding: Reserves</i>	57,492.59	
Unit 22 - Sweeper		282,207.00
<i>Funding: Loan</i>	282,207.00	
Unit 4-15 Toro Grounds Master (Completion of 2022 Project)		61,000.00
<i>Funding: Reserves</i>	61,000.00	
Rebuild Compressor #1 - Arena		15,000.00
<i>Funding: Reserves</i>	15,000.00	
Breathing Apparatus Packs		26,000.00
<i>Funding: Reserves</i>	13,000.00	
<i>Funding: MVC Contribution</i>	13,000.00	
Pump House Generator (Completion of 2022 Project)		58,386.88
<i>Funding: Reserves</i>	58,386.88	
<b>MACHINERY &amp; EQUIPMENT TOTAL</b>		<b>771,682.40</b>

## TOWN OF CARSTAIRS BUDGET

2023

**LAND IMPROVEMENTS**

	<b>Funding</b>	<b>Expenditure</b>
Asphalt Event Tent		16,000.00
<i>Funding: Reserves</i>	16,000.00	
<b>LAND IMPROVEMENTS TOTAL</b>		<b>16,000.00</b>

**LAND PURCHASE**

	<b>Funding</b>	<b>Expenditure</b>
Purchase Plan 1201JK; Block 1; Lot 5		255,000.00
<i>Funding: Loan</i>	255,000.00	
<b>LAND PURCHASE TOTAL</b>		<b>255,000.00</b>

**ENGINEERED STRUCTURES**

	<b>Funding</b>	<b>Expenditure</b>
Paving Project - Idaho & MacEwan Place		928,446.00
<i>Funding: MSI Capital Grant</i>	928,446.00	
Storm Pipe & Bridge Removal at Memorial Park		10,000.00
<i>Funding: Reserves</i>	10,000.00	
Replace Sanitary Line - Wallace Drive & McAlpine Street		25,000.00
<i>Funding: Reserves</i>	25,000.00	
Lagoon Project		930,400.00
<i>Funding: Reserves</i>	930,400.00	
Irrigation - Golf Course (Completion of 2022 Project)		34,676.68
<i>Funding: Reserves</i>	34,676.68	
<b>ENGINEERED STRUCTURES TOTAL</b>		<b>1,928,522.68</b>

**TOWN OF CARSTAIRS BUDGET**

**2023**

**ENGINEERED STRUCTURES**

<b>2023 Capital Projects</b>	
<b>Project Name</b>	<b>Paving Project - Idaho Street &amp; MacEwan Place</b>
<b>Anticipated Start</b>	July 2023
<b>Project Description</b>	Mill and overlay roadways and replace existing sidewalks
<b>Project Cost</b>	\$928,446.00
<b>Funding Sources</b>	MSI Capital Grant
<b>Rationale for need</b>	End of life cycle of assets - roadway is breaking apart
<b>Asset Number</b>	14692, 7118, 7119, 7122, 7121, 6422, 6483, 6485, 6677, 6245, 15513, 15507, 15514, 15515, 15516
<b>Project Name</b>	<b>Storm Pipe</b>
<b>Anticipated Start</b>	July 2023
<b>Project Description</b>	Install New Storm Pipe and remove bridge at Memorial Park
<b>Project Cost</b>	\$10,000.00
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	Bridge is breaking apart and water does not flow properly
<b>Asset Number</b>	
<b>Project Name</b>	<b>Sanitary Line</b>
<b>Anticipated Start</b>	July 2023
<b>Project Description</b>	Replace Sanitary Line at Wallace Drive & McAlpine Street
<b>Project Cost</b>	\$25,000.00
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	To prevent sanitary back up (blockage in pipe)
<b>Asset Number</b>	5836 Only a portion of this asset
<b>Project Name</b>	<b>Lagoon Project</b>
<b>Anticipated Start</b>	June 2023
<b>Project Description</b>	Dredge and remove sludge from 4 anerobic ponds and facultative pond
<b>Project Cost</b>	\$930,400.00
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	Lagoon is exceeding capacity
<b>Asset Number</b>	



**TOWN OF CARSTAIRS BUDGET****2023**

<b>Project Name</b>	<b>Irrigation</b>
<b>Anticipated Start</b>	February 2023
<b>Project Description</b>	Completion of 2022 Project - Installation of 4" HDPV line from Mandalay to the irrigation pond through existing storm system.
<b>Project Cost</b>	\$34,676.68
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	Golf course needs additional water source.
<b>Asset Number</b>	

**TOWN OF CARSTAIRS BUDGET**

**2023**

**BUILDINGS**

**2023 Capital Projects**

<b>Project Name</b>	<b>Office Renovations - Emergency Services</b>
<b>Anticipated Start</b>	April 2023
<b>Project Description</b>	Emergency Services Office Renovations
<b>Project Cost</b>	85,000.00
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	Updating to make facility modern and functional for all Emergency Services personnel and operations.
<b>Asset Number</b>	

## TOWN OF CARSTAIRS BUDGET

2023

## MACHINERY &amp; EQUIPMENT

2023 Capital Projects	
<b>Project Name</b>	<b>Trench Box</b>
<b>Anticipated Start</b>	January 2023
<b>Project Description</b>	Purchase a 10' circular trench cage
<b>Project Cost</b>	\$15,000
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	This is required to meet OH&S Standards
<b>Asset Number</b>	10183
<b>Project Name</b>	<b>Replace Unit 52</b>
<b>Anticipated Start</b>	March 2023
<b>Project Description</b>	Replace Unit 52 - JD Mini Loader with a 2022 Case Mini loader
<b>Project Cost</b>	\$77,294.00
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	Existing unit has had costly repairs and will need \$10,000 to repair
<b>Asset Number</b>	11539
<b>Project Name</b>	<b>Grader Tires</b>
<b>Anticipated Start</b>	January 2023
<b>Project Description</b>	Purchase 6 Michelin Snow Plus Grader Tires
<b>Project Cost</b>	\$21,000.00
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	Current tires have no traction
<b>Asset Number</b>	
<b>Project Name</b>	<b>Replace Unit 34</b>
<b>Anticipated Start</b>	January 2023
<b>Project Description</b>	Replace Unit 34 - JD Mower with a 2022 Kubota ZD 1200-3
<b>Project Cost</b>	\$23,301.93
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	Current unit has costly repairs and at end of life
<b>Asset Number</b>	3015

**TOWN OF CARSTAIRS BUDGET****2023**

<b>Project Name</b>	<b>Land Pride Mower</b>
<b>Anticipated Start</b>	July 2023
<b>Project Description</b>	Replace Progressive pull behind Mower with a 2023 Land Pride pull behind mower
<b>Project Cost</b>	\$35,000.00
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	Costly repairs on current unit and end of life
<b>Asset Number</b>	2948
<b>Project Name</b>	<b>Replace Unit 41</b>
<b>Anticipated Start</b>	July 2023
<b>Project Description</b>	Additional mower to Unit 41 - 2023 JD Turbo Terrain Cut 3 deck mower
<b>Project Cost</b>	\$100,000.00
<b>Funding Sources</b>	Loan
<b>Rationale for need</b>	Unit 60 Toro transferred to golf course
<b>Asset Number</b>	
<b>Project Name</b>	<b>Replace Unit 12</b>
<b>Anticipated Start</b>	January 2023
<b>Project Description</b>	Replace Unit 12 - JD 1445 Mower with a 2023 Kubota F2690
<b>Project Cost</b>	\$57,492.59
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	Current unit is close to end of life
<b>Asset Number</b>	2955
<b>Project Name</b>	<b>Replace Unit 22</b>
<b>Anticipated Start</b>	May 2023
<b>Project Description</b>	Replace Unit 22 - Elgin Sweeper with a 2023 Odra MT Street Sweeper
<b>Project Cost</b>	\$282,207.00
<b>Funding Sources</b>	Loan
<b>Rationale for need</b>	Current unit is at end of life and parts are not being made for this unit any longer
<b>Asset Number</b>	2933
<b>Project Name</b>	<b>Replace Unit 4-15</b>
<b>Anticipated Start</b>	April 2023
<b>Project Description</b>	Completion of 2022 Project - Replace Unit 4-15 Toro Grounds Master with a 2023 VENTRAC 4520Y Kubota D902 Utility Tractor and 84" contour mower
<b>Project Cost</b>	\$61,000.00
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	Current condition of existing unit is poor and needs replaced
<b>Asset Number</b>	13158

## TOWN OF CARSTAIRS BUDGET

**2023**

<b>Project Name</b>	<b>Rebuild Compressor #1 Arena</b>
<b>Anticipated Start</b>	Between April 1 - August 1
<b>Project Description</b>	The Compressors get an overhaul every 10,000-11,000 hours. The compressors are part of the cooling system and that keeps the floor cold and the ice in the facility.
<b>Project Cost</b>	\$15,000.00
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	To extend the life of the Compressor station #1 (every 10,000-11,000 hours).
<b>Asset Number</b>	9780
<b>Project Name</b>	<b>BA Packs</b>
<b>Anticipated Start</b>	April 2023
<b>Project Description</b>	2 sets of Self-Contained Breathing Apparatus Packs
<b>Project Cost</b>	\$26,000.00
<b>Funding Sources</b>	Reserves & MVC Contribution
<b>Rationale for need</b>	To be placed on Unit 170
<b>Asset Number</b>	
<b>Project Name</b>	<b>Pumphouse Generator</b>
<b>Anticipated Start</b>	January 2023
<b>Project Description</b>	Completion of 2022 Project - Install generator at pumphouse.
<b>Project Cost</b>	\$58,386.88
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	Backup power for pumps and other electrical components in the pumphouse.
<b>Asset Number</b>	

**TOWN OF CARSTAIRS BUDGET**

**2023**

**LAND IMPROVEMENTS**

2023 Capital Projects	
<b>Project Name</b>	<b>Asphalt Installation in Event Tent - Golf Course</b>
<b>Anticipated Start</b>	May 2023
<b>Project Description</b>	To install asphalt in the event tent to better accommodate events
<b>Project Cost</b>	\$16,000.00
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	This will allow us to host more formal events such as weddings and improve the appearance and functionality of the area.
<b>Asset Number</b>	

**TOWN OF CARSTAIRS BUDGET**

**2023**

**LAND PURCHASE**

2023 Capital Projects	
<b>Project Name</b>	<b>Land Purchase</b>
<b>Anticipated Start</b>	January 2023
<b>Project Description</b>	To purchase Lot 5, Block 1, Plan 1201JK
<b>Project Cost</b>	255,000.00
<b>Funding Sources</b>	Reserves
<b>Rationale for need</b>	This land was purchased for the future expansion of the Town of Carstairs Administration Building.
<b>Asset Number</b>	

**TOWN OF CARSTAIRS BUDGET**

**2023**

**VEHICLES**

**2023 Capital Projects**

Project Name

Anticipated Start

Project Description

Project Cost

Funding Sources

Rationale for need

Asset Number



**TOWN OF CARSTAIRS AND  
MOUNTAIN VIEW COUNTY**

**Fire Services**  

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**Sub-Agreement**

This Sub-Agreement that flows from the Intermunicipal Collaboration Framework Master Agreement is meant to demonstrate the commitment of the Town of Carstairs and Mountain View County to work collaboratively to jointly manage growth, plan for the future and deliver programs and services to the benefit of residents of both municipalities.

## **Fire Services Sub-Agreement**

### **Between The Town of Carstairs & Mountain View County**

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#### **Preamble**

Mountain View County and the Town of Carstairs have jointly entered into an Intermunicipal Collaboration Master Framework Agreement (the Master Agreement);

The Intermunicipal Collaboration Framework Master Agreement expresses the intent, common elements, and broad parameters applicable to this sub-agreement.

The terms and conditions of the Intermunicipal Collaboration Framework Master Agreement shall apply to this sub-agreement unless explicitly noted within this sub-agreement.

**WHEREAS** the Town of Carstairs operates a Fire Department within the Town and provides Fire Protection Services to the residents of the Town and a portion of the County surrounding the Town referred to as the Carstairs Rural Fire Protection Area;

**AND WHEREAS** the Town of Carstairs and Mountain View County jointly entered into an Intermunicipal Cooperation Master Agreement because both municipalities believe in and support the principles of "Mutual Benefit", "Shared Responsibility", "Municipal Autonomy" and "Leaving our Community a Better Place".

**AND WHEREAS** working jointly the municipalities will provide more cost effective fire services; the fire agreement supports these principals in the following way:

- The costs to provide independent fire services would be significantly higher to both municipalities
- Jointly we can better equip the fire department which benefits both municipalities as well as a larger region.
- Access to Volunteer Firefighters due to large urban population base, provides rural area greater access to firefighters.

**AND WHEREAS** both the Town and the County recognize that there is a broader community for which both municipalities share responsibility.

- Residents of Mountain View County see themselves as being part of a larger community of Carstairs, this applies to Carstairs citizens as well.
- Resident of the communities, both urban and rural will receive the same level of fire service.
- Municipalities share the responsibility of developing and maintaining safe and viable communities.

**AND WHEREAS** the provision of joint fire services enhances the quality of life of our citizens, both urban and rural by providing efficient and economical service that neither party could provide without the assistance of the other

**AND WHEREAS** the Town and the County agree to apportion the cost of such services under the terms and conditions as set forth in this agreement based on the following principles:

- There are Operating Costs, including small capital equipment expenses, that are required to provide fire services for all residents that will be shared equally;
- There is firefighting equipment required to which the County will purchase or cost share depending on the reasons for these equipment purchases.

**AND WHEREAS** the Town and County will meet Administratively as required each year to discuss fire protection issues and with the ICC when required under the provisions of this Agreement;

**AND WHEREAS** the fire hall is located in the Town and is co-owned under a separate agreement.

**NOW THEREFORE THIS AGREEMENT BEARS WITNESS** that the Town of Carstairs and Mountain View County agree as follows:

**1. DEFINITIONS**

- 1.1 Carstairs Rural Fire Protection Area means the area designated by the County as shown on Schedule "B" attached to this agreement.
- 1.2 Consensus means "we can live with it, are comfortable with the result and will own it when we take it to our Councils.
- 1.3 County means Mountain View County.
- 1.4 Calls for Service means each occasion on which the Town Fire fighters or their equipment attended in the Fire Services Area to provide firefighting/inspection, motor vehicle collisions and other emergency services.
- 1.5 Fire Chief means the manager or head of the Fire Department.
- 1.6 Fire Fighters means a person employed or otherwise retained primarily to provide or facilitate the provision of firefighting and fire protection services and includes a person performing the duties for a Call for Service.
- 1.7 Fire Service Area means the Town of Carstairs and the Carstairs Rural Fire Protection Area.
- 1.8 Fire Services means the provision of fire protection, prevention, inspection and investigation, as described in this agreement.
- 1.9 Fiscal Year means the calendar year.
- 1.10 Major Capital Equipment means the equipment as described in Schedule "A"
- 1.11 Motor Vehicle Collisions means each occasion on which the fire service responds to provide firefighting or other emergency services as a result of motor vehicle collisions.
- 1.12 Inspections, Certifications, Repairs and Maintenance means actions that are necessary to obtain the expected service potential of a capital asset for its estimated useful life are not betterments.
- 1.13 Operating Costs, when used in relation to Fire Protection Services, means the operating costs of the Fire Department.
- 1.14 Safety Codes Officer means a person who is designated by the Safety Codes Act to carry out fire and life safety code inspections and investigations.
- 1.15 Signatories' means the signatories to this Sub-Agreement are the Town of Carstairs and Mountain View County.
- 1.16 Small Capital Equipment means equipment identified in Schedule "C" that has a minimum unit value of \$3,000 and an anticipated life span of greater than three (3) years, and which is not considered major equipment such as listed in Schedule "A"
- 1.17 Town means the Town of Carstairs.

**2. TERM AND TERMINATION**

- 2.1 This sub-agreement shall be effective the date of the signing of the sub-agreement but shall abide by the same expiry, renewal, termination and mediation clauses of the Master Agreement.
- 2.2 Upon Termination of the Agreement, the Town or County may purchase any shared equipment at a value determined by the Tangible Capital Asset Value, less the percentage of ownership.
- 2.3 Upon Termination of the Agreement, any equipment the County or the Town paid 100% of the capital cost for will be the property of that municipality.

**3. FIRE SERVICE**

- 3.1 The Town shall provide Fire Services in the Carstairs Rural Fire Protection Area in accordance with the terms and conditions hereof. The Fire Service Area is included as Schedule "B".
- 3.2 Without limiting the generality of the foregoing, such service shall include attendance by the Fire Service firefighting equipment when requested and when such attendance is, in the Fire Chief's or his designator's opinion, justified by the circumstances to: control or extinguish fires, or handle or participate in the handling of any other hazard or emergency of a type normally handled by the fire department or requiring their participation in its handling.
- 3.3 The Town shall be responsible for accepting all Calls for Service and the Fire Chief or his authorized representative shall be responsible to generally allocate and direct the necessary firefighting operations.
- 3.4 The Fire Chief or designate shall be responsible to ensure that the apparatus and equipment are kept in good condition.
- 3.5 The Town may enter into mutual aid agreements.
- 3.6 The Town and County agree that in the event of two fires or occurrences happening at or near the same time in either of the municipalities, the Fire Chief or designate shall decide how resources will be deployed.
- 3.7 The Fire Chief or designate shall have the authority, in any circumstance deemed necessary, to call upon mutual aid resources, to respond to an emergency in the Carstairs Rural Fire Protection Area.
- 3.8 The Town undertakes to use its best efforts to respond to emergency calls within the Carstairs Rural Fire Protection Area, provided however that the Town does not guarantee and is not required to respond to such emergency calls unless its manpower and equipment can reasonably be spared at the time of emergency, in the opinion of the Fire Chief or his authorized representative.
- 3.9 The Town and County agree that in the event that manpower or equipment is in use at another event, that existing mutual aid agreements will be put in motion, and that any manpower or equipment that can be spared in the opinion of the Fire Chief or designate will be released to the second event.
- 3.10 The Fire Chief shall submit all required documents to the County and Town within thirty (30) days of an incident involving the conducting or coordinating of fire investigations, required as a result of death, injury, measurable damage or loss of property.

- 3.11 All fires requiring reporting under the Safety Codes Act of Alberta and its Regulations shall be reported in the manner outlined within the Safety Codes Act to the Office of the Fire Commissioner. Upon completion of a fire investigation the Fire Chief shall ensure a copy of the report submitted to the Office of the Fire Commissioner be provided to the County.
- 3.12 Regardless of the cost share of capital equipment, the Fire Chief shall have the discretion to use the entire equipment fleet within the Fire Service Area.

**4. FIRE ADMINISTRATIVE OVERSIGHT**

- 4.1 The Town and County agree that Fire Services will be provided with governance oversight by the Inter-Municipal Cooperation Committee (ICC) with the mandate as set out in this agreement. The Committee shall continue for as long as the ICF Master Agreement is in effect.
- 4.2 The Councils of the Town and the County delegate to the Committee the power to:
  - 4.2.1 Recommend to the Council of each of the Town and the County the level of fire service to be provided in the Carstairs Rural Fire Service Area.
  - 4.2.2 Receive annual operating budget reports, recognizing that annual budgets and small capital replacement plans will be managed administratively.
  - 4.2.3 Recommend Major Capital Equipment replacement plans and capital purchases, including shared cost percentages to the respective Councils.
- 4.3 Both parties agree that service level changes, including increases to the staffing levels of the department and/or the equipment requirements of the department, shall be initiated through Administrative deliberations prior to ICC approvals which may include a conversation relative to the adjustment of the funding split percentages outlined above. Any recommendation of the Committee shall require the approval of the Councils of each municipality.
  - 4.3.1 If Agreement cannot be reached on determining new cost sharing allocations or service level changes, Section 19, Dispute Resolution, of the Master agreement will be used to resolve matters.
- 4.4 The Town of Carstairs will be responsible for reviewing Major Capital Equipment replacement plans and making recommendations to ICC on upcoming replacements and keeping the long range plan up to date. This recommendation shall include the performance requirements of the proposed apparatus for the ICC's consideration
- 4.5 In addition to the powers, responsibilities and duties described above and without restricting the generality of the foregoing, the Committee may perform and carry out such additional responsibilities and duties as may be delegated to it by the Council of both the Town and the County from time to time.
- 4.6 The Town and the County will be responsible for remuneration to their respective ICC members for attendance at Committee meetings.
- 4.7 The Town shall be responsible for the operation of the Fire Service including personnel management of the Fire Chief.

- 4.8 The Town shall be responsible for providing quarterly reports to the County with, at minimum, the following information detailed:
  - 4.8.1 Total number of calls within the Carstairs Fire District.
  - 4.8.2 Total number of calls broken out between each municipality.
  - 4.8.3 Types of calls within each municipality.
  - 4.8.4 Total number of mutual aid requests that the department responded to, and total number of mutual aid requests that the department requested.

**5. SHARED COST ARRANGEMENT**

- 5.1 The Town and the County agree that the budgeted and approved costs for the supply of fire services within the Fire Service Area shall be shared between the Town and the County in the following manner:
  - 5.1.1 Operating Costs including small capital equipment shall be split evenly (50/50)
  - 5.1.2 Payments for capital purchases, approved by both municipalities, shall be made as they are incurred.
  - 5.1.3 Facility upgrades, repairs or maintenance will be approved annually by both Municipalities and shared equally, or in accordance with the co-ownership agreement.
- 5.2 Operating Cost Payment
  - 5.2.1 100% of the County's portion of the approved operating and small capital budget will be invoiced to the County on June 1. The payment will be due within 30 days.
  - 5.2.2 Prior to January 31 of the following year the Town will provide a year end reconciliation of expenses and revenues and the balance will either be invoiced or remitted to the County.
  - 5.2.3 Dispatch Fees will be paid independently by each municipality as per the signed Dispatch Agreement with the City of Red Deer

**6. REVENUE**

- 6.1 25% of the revenue generated from Calls for Service will be allocated to the Operating Budget annually. The remaining 75% of revenue generated from Calls for Service will be split 50/50 and returned to each respective municipality as part of the year end reconciliation process.
- 6.2 Revenue generated from grants, donations, interest, etc. (funds not raised through municipal taxes) designated for operating, will be applied against operating costs based on the same sharing formula as Clause 6.1. Such revenue will be deducted from the total estimated operating costs prior to determining each municipality's share of the net operating costs.
- 6.3 Revenue generated from grants, donations, interest, etc. (funds not raised through municipal taxes) designated for capital will be shared as per the contribution percentages agreed upon for the purchase of Major Equipment.
- 6.4 Restricted Grants shall be allocated to the project or equipment identified by the Restricted Grant.

**6.5 Other:**

- 6.5.1 Proceeds from the sale of capital equipment purchased will be shared between the Town and County at the same ratio that each municipality contributed to the purchase price.
- 6.5.2 Each of the Town and the County will be responsible in their respective areas for the cost of any additional non-municipality owned equipment used to fight a fire, such as: dozer, loader, crane, water tanker truck, or other similar equipment and agree that the Fire Chief or his authorized representative shall have the authority to obtain this equipment when so required.
- 6.5.3 The Town shall provide coverage under the Workers Compensation Act for the Fire Chief and all fire fighters and this cost shall be part of the operating costs of the Carstairs Fire Department.
- 6.5.4 All capital equipment is considered the property of the Town for insurance and registration purposes. Insurance and registration costs shall be part of the costs of the Carstairs Fire Department.
- 6.5.5 Best efforts will be undertaken by the Town to recuperate insurance proceeds from Fire and Emergency Services responses

**7. ACCOUNTS AND BANKING**

- 7.1 The Town shall handle the accounts and banking for the Fire Service.

**8. FORMAL RECORDS AND REPORTING**

- 8.1 Proper books of account of the transactions of the Fire Service shall be kept by the Town and such books of account together with all letters, bills, papers and other documents relating to the Fire Service shall be kept at the Town Office.
- 8.2 The Town shall, prior to November 15, provide an annual operating budget. A progress report for the five (5) year "Small Capital Equipment" list and recommended changes to the twenty (20) year "Capital Equipment" replacement plan. In addition, an annual report for the Town and the County containing the particulars of emergency responses in the Fire Services Area will be submitted each year. All such reports will become the records of both the Town and the County.

**9. INDEMNITY**

- 9.1 The County and the Town shall indemnify and save harmless each other from and against any and all claims, demands, losses, costs, damages, actions, suits and proceedings arising out of the performance or non-performance of this sub-Agreement except where such claims demands, losses, costs, damages, actions, suits and proceedings arise from the gross negligence or willful misconduct of the County or the Town, its employees or agents.
- 9.2 Nothing in the foregoing shall be interpreted to require the County or the Town to indemnify each other for any claims, demands, losses, costs, damage, suits or proceedings by a third party.

**IN WITNESS WHEREOF** the parties have hereunto affixed their seals by the hands of their proper offices in that behalf as of the day and year first above written.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023 at \_\_\_\_\_.

TOWN OF CARSTAIRS:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

MOUNTAIN VIEW COUNTY:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



**Schedule "A"**  
**Historic Cost-Sharing Schedule**

Unit #	Description	Function	% Town	% County	Asset Planning*
110	2019 F150	Command	50	50	10 years
120	2007 Freightliner FL80	Pumper	50	50	20 years
130	2016 Rosenbauer Commander	Pumper/Rescue	50	50	20 years
140	2015 F550	RAV	0	100	20 years
160	2020 Freightliner SD	Tanker	0	100	20 years
170	2010 Spartan Trex	Ladder Truck	100	0	15 years
180	2008 Ford F350	Support	50	50	10 years

\*Actual replacement timelines will be determined by both municipalities on an evidence-based approach focusing on asset management principles, historic maintenance records and on-going operational expenses related to the apparatus.



**Schedule "C"**

**5 year Small Capital Equipment Replacement Plan**

**Carstairs Fire Department**

5-year small capital plan

**2024**

- Lucas CPR Machine (Automated CPR device) \$18,000
- Speed Advisor (Radar unit to be temporarily mounted on the Side of 130) \$3500
- BA Accountability system (Tagging system for all BAs to be identifiable on scenes) \$3,000
- Portable Scene lights \$1,200

**2025**

- 2 IPADs, unit 130 and unit 140(4 Year replacement Plan) \$800 per
- 3 Portable Radios \$7,000 per
- Combi tool (to replace the Jaws on 120) \$21,000
- Training Fog Machine \$2,000
- 2 SCBA \$13,000 per

**2026**

- 2 IPADs, unit 110 and unit 180(4 Year replacement Plan) \$800 per
- Speed Advisor (Radar unit to be temporarily mounted on the Side of 120) \$3,500
- AED (Replace the AED on 180) \$3,300
- Airbag system (Replace old System) - No price at this time

**2027**

- 2 IPADS, unit 120 and unit 160(4 Year replacement Plan) \$800 per
- 2 Ice Rescue Suits (replace current Suits)
- Rescue 42s Stabilization tool ( Replace Current System) - No price at this time
- Hose Testing Machine - No price at this time

**2028**

- 1 IPAD unit 170 (4 Year replacement Plan) \$800
- Door breaching prop \$7,500
- PPV Fan \$3,500
- Thermal Imaging Camera (Replace the one on 110) \$10,000
- Radio Base Charging Station(Replace the one on 130) - No price at this time



ALBERTA

TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister  
MLA, Innisfail-Sylvan Lake*



April 13, 2023

AR 93180

His Worship Lance Colby  
Mayor  
Town of Carstairs  
PO Box 370  
Carstairs, AB T0M 0N0  
[lancec@carstairs.ca](mailto:lancec@carstairs.ca)

Dear Mayor Colby:

I am pleased to advise you and your council that the following project will be funded under the Alberta Municipal Water/Wastewater Partnership. Based on your application, the approved grant is 49.53 per cent of the estimated eligible project cost.

**New Reservoir and Pump Station, up to a maximum grant of \$2,646,759.38.**

The final grant amount will be based on the actual eligible costs at the time of project completion, up to the approved maximum grant amount. As part of the previous approval conditions, no cost increases can be considered. With this funding, the Town of Carstairs will be solely responsible for all costs to use, operate, maintain, repair, and replace the completed project.

While I look forward to sharing this important investment, please do not publicly communicate this funding approval until provincial announcements are made.

Our government continues to make investments in hospitals, schools, roads, bridges, transit, and water infrastructure to support municipalities in improving critical local transportation infrastructure, creating jobs, and stimulating the economy.

Transportation and Economic Corridors staff will be in contact with your administration to formalize the funding agreement to undertake this work.

Sincerely,

A handwritten signature in black ink, appearing to read "Devin Dreesen".

Honourable Devin Dreesen, ECA  
Minister of Transportation and Economic Corridors

cc: Honourable Nathan Cooper, MLA, Olds-Didsbury-Three Hills  
Mike Damberger, Regional Director, Central Region, Transportation and Economic Corridors

127 Legislature Building, 10800 - 97 Avenue NW, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-2080 Fax 780-422-2002

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Classification: Protected A

**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE  
TUESDAY, APRIL 18, 2023, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Councilor Allan, Ball, & Ratz, Director of Legislative and Corporate Services  
Shannon Allison, CAO Rick Blair, & Executive Assistant Kayleigh Van Es

**ABSENT:** Nil

**CALL TO ORDER:** Councilor Ball called the meeting of April 18, 2023 to order at 7:30 a.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Allan to adopt the agenda of April 18, 2023 as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Ratz to adopt the minutes of March 21, 2023 as presented.

**CARRIED**

**UNFINISHED BUSINESS: 1. Bylaws- Revisions vs Amendments**

The Committee reviewed the Basic Principles of Bylaws article pulled from the Municipal Affairs website. CAO Blair stated that while amending Bylaws is allowed; minor changes to a bylaw should be revised rather than amended.

Revisions need to have a signed certification before being brought to Council.

The committee appreciated this clarification being brought to Councils attention.

Councilor Ratz suggested that this article gets added to the Councilor orientation package.

Motion by Councilor Allan to accept Bylaws – Revisions vs amendments as information.

**CARRIED**

**NEW BUSINESS: 1. Operating Budget 2023**

S. Allison spoke to the 2023 Operating Budget. There has been an increase of appeals for assessment values, which has reduced the amount of surplus.

Motion by Councilor Ratz to accept the Operating Budget 2023 Update as information.

**CARRIED**

**REPORTS: 1. Financial Reports**

The committee reviewed the financial reports up to March 31, 2023. No significant changes noted.

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

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

**CARRIED**

**Legislative & Emergency Services Committee Meeting – April 18, 2023**

**Page 2 of 2**

**2. Development Reports**

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

- a. Building Permit Listing
- b. Compliance Listing

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

**CARRIED**

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

The Committee reviewed the City Wide Protective Services Monthly Reports for March 2023.

- a. Fire Reports
  - General discussion of a recent fire call.
- b. Bylaw Reports

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

**CARRIED**

**4. Emergency Services**

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

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

**CARRIED**

**GENERAL DISCUSSION:** Nil

**NEXT MEETING:** May 16, 2023

**ADJOURNMENT:** Motion by Councilor Ratz to adjourn the meeting of April 18, 2023, at 8:00 a.m.

**CARRIED**

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**Councilor Ball, Chairperson**

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**Rick Blair, CAO**

**MINUTES OF THE POLICY & GOVERNANCE COMMITTEE  
THURSDAY, APRIL 20, 2023, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Councilors Fricke, Roberts & Wilcox, Director of Legislative & Corporate Services Shannon Allison, CAO Rick Blair, & Executive Assistant Kayleigh Van Es

**ABSENT:** Nil

**CALL TO ORDER:** Councilor Fricke called the meeting of April 20, 2023, to order at 7:29 a.m.

**CARRIED**

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Roberts to adopt the agenda of April 20, 2023, as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Wilcox to adopt the minutes of March 16, 2023, as presented.

**CARRIED**

**UNFINISHED BUSINESS: 1. Bylaw – Revisions vs Amendment**

The Committee reviewed Basic Principles of Bylaws article pulled from the Municipal Affairs website. It was noted that while amending Bylaws is allowed; minor changes to a bylaws should be revised rather than amended.

Revisions need to have a signed certification from the CAO to be approved.

The committee appreciated this clarification being brought to everyone's attention.

Motion by Councilor Wilcox to accept Bylaws – Revisions vs amendments as information.

**CARRIED**

**2. Bylaw No. 1032 Carstairs Cemetery Bylaw**

The Cemetery Bylaw was brought back to the committee for review and suggestions.

Suggestions on definitions and clarifications were made.

Motion by Councilor Roberts to direct administration to make revisions and bring Bylaw 1032 Carstairs Cemetery Bylaw back to the committee for approval.

**CARRIED**

**BYLAWS & POLICIES: 1. Bylaw No. 980 Establishment of a Fire Department**

CAO Blair spoke to the changes made to Bylaw No. 980 Establishment of a Fire Department. Asking the committee for their input and suggestions.

Suggestions on definitions and clarifications were made.

Motion by Councilor Wilcox to direct administration to make revisions and bring Bylaw No. 980 Establishment of a fire department back to committee for approval.

**CARRIED**

**Policy & Governance Committee Meeting – April 20, 2023**

**Page 2 of 2**

**2. Bylaw No. 906 Business License Bylaw**

CAO Blair spoke to the changes made to Bylaw No. 906 Business License Bylaw. Asking the committee for their input and suggestions.

Suggestions on definitions and clarifications were made.

Motion by Councilor Roberts to direct administration to make revisions and bring Bylaw No. 906 Business License Bylaw back to committee for approval.

**CARRIED**

**GENERAL DISCUSSION:** Nil

**NEXT MEETING:** May 18, 2023 at 7:30 a.m.

**ADJOURNMENT:** Motion by Councilor Roberts to adjourn the Policy & Governance Committee meeting of April 20, 2023, at 8:30 a.m.

**CARRIED**

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**Angie Fricke, Committee Chair**

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**Rick Blair, CAO**



Request for usage of the Carstairs ball diamonds 5,6 and potentially 4,2 (pending turnout)

Attn: Carstairs town Council

Hello my name is Erik Vester and I am writing to you on behalf of the Carstairs Elks. We are asking for The Town to donate the usage of the ball diamonds for the weekend of May 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup>. Our intent is to host a fundraiser tournament with 100% of the proceeds going to Minor Sports in Carstairs. 50% would go to Every Child Can Play which is operated by Minor Hockey to help offset the cost of minor sports for those that may be struggling to have their kids play. We believe in this fund as it helps to keep kids in sport which is good for their social and physical health. The other 50% will be given to one of the other local minor sports organizations. Our intent is to make the ball tournament an annual tournament that will alternate to a different minor sports organization every year.

The tournament itself is meant to be a fun time for people to come out and have fun time and meet new people in the community. The format will be random teams decided by gloves thrown into a pile and then separated into teams. Except for pitchers. Position will be drawn by card at the beginning of each inning. We will be asking for \$40/per person and expect around 100+ ball players. We are hoping with your support to put at least \$4000.00 into local minor sports in Carstairs.

Thanks for your time,

Erik Vester

ER Carstairs Elks #556