



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, OCTOBER 26, 2026, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

- a) Renegades Minor Hockey Request to Correspondence 11.a

3. ADOPTION OF AGENDA

- a) Adoption of agenda of October 26, 2026
Motion: To adopt the agenda of October 26, 2026

4. ADOPTION OF MINUTES

- 3 - 6 a) Adoption of minutes of October 13, 2026 (addendum 4.a)
Motion: To adopt the minutes of October 13, 2026



5. BUSINESS ARISING FROM PREVIOUS MEETING

- 7 - 21 a) Carstairs Public Library Budget Presentation-Megan Ginther (addendum 5.a)



- 22 b) Carstairs Community Garden Gazebo (addendum 5.b)



6. DELEGATIONS

- 23 - 34 a) Rosebud Health Foundation - Peggy Good (addendum 6.a)



7. BYLAWS AND POLICIES

- 35 - 36 a) Bylaw No. 2073 Public Notification Bylaw (addendum 7.a)



- 37 - 39 b) Policy No. 11-011-26 Public Participation Policy - Amended (addendum 7.b)



8. NEW BUSINESS

- 40 a) Fortis Alberta-Franchise Fees Estimate 2027 (addendum 8.a)

- 41 - 44 b) 2027 Budget (addendum 8.b)



9. COMMITTEE REPORTS

- 45 - 48 a) POLICIES & PRIORITIES COMMITTEE
i) Minutes of the October 20, 2026 Meeting (addendum 9.a.i)

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

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

- 49 a) Renegades Minor Hockey Request (addendum 11.a)


12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. CLOSED MEETING

Section 197 of the Municipal Government Act permits Council and Council Committees to meet in closed session only when the matter to be discussed falls within an exception to disclosure under Division 2 of Part 1 of the Access to Information Act (ATIA).

- a) *Section 19 - Disclosure Harmful to Business Interests of a Third Party*

16. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
TUESDAY, OCTOBER 13, 2026, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Allan; Councilors Ball, Fricke, Roberts, Selanders, Tolley and Wilcox; Deputy CAO and Director of Planning & Development Kirk Williscroft; Manager of Legislative Services Jessica Pryde; CAO Rick Blair & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Allan called the meeting of Tuesday, October 13, 2026, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA: Motion 311/26	Motion by Councilor Selanders to adopt the Regular Council Agenda of October 13, 2026, as presented. <div>CARRIED</div>
ADOPTION OF PREVIOUS MINUTES: Motion 312/26	Motion by Councilor Tolley to adopt the Regular Council minutes of September 28, 2026, as amended. <div>CARRIED</div>
BUSINESS ARISING FROM PREVIOUS MEETING:	<div>1. Parkland Regional Library Proposed 2027 Budget Council reviewed the budget.</div>
Motion 313/26	Motion by Councilor Fricke to approve the Parkland Regional Library Proposed 2027 Budget as presented. <div>DEFEATED</div>
DELEGATIONS:	Nil
BYLAWS & POLICIES:	<div>1. Bylaw No. 762 Master Agreement Parkland Community Planning Services - For Repeal The Bylaw was reviewed. Parkland Community Planning Services previously provided planning services to the Town.</div>
Motion 314/26	Motion by Councilor Ball to repeal Bylaw No. 762 Master Agreement Parkland Community Planning Services. <div>CARRIED</div>
NEW BUSINESS:	<div>1. Financials - September 2026 S. Allison provided Council with September 2026 Financials.</div>
Motion 315/26	Motion by Councilor Wilcox to accept the September 2026 Financial statements as information. <div>CARRIED</div>
Motion 316/26	<div>2. Financial Yearly Audited Statements - Commissions & Boards CAO R. Blair reminded Council to bring forward the year-end audited financial statements for commissions and boards for review.</div> <div>Motion by Councilor Tolley to accept Financial Yearly Audited Statements-Commissions & Boards as information. <div>CARRIED</div></div>
	<div>3. Carstairs Public Library Board Proposed Budget 2027 and Statistics CAO R. Blair explained that the proposed budget was brought forward at this time to provide Council with ample opportunity to review the information before the upcoming budget deliberations. Library Manager M. Ginther will be available to speak to the proposed budget at an upcoming Policies & Priorities Committee meeting.</div> <div>Councilor Tolley asked whether the requested 25% increase included the County’s contribution. CAO R. Blair confirmed that it did not, as the County contributes directly to the Library Board.</div> <div>Councilor Ball noted that the Library has made similar requests year after year. Councilor Ball expressed concern regarding the proposed budget increase, stating that the Town must remain accountable to ratepayers and that a 25% increase would not be considered for other organizations.</div>

Councilor Tolley asked whether the increase was primarily attributable to new hires. CAO R. Blair indicated that this could be inferred from the proposed budget but deferred further discussion to the Library Manager.

Councilor Fricke asked whether Bill 28 accounted for a significant portion of the increase.

Councilor Tolley suggested comparing the proposed budget with those of libraries in communities of similar size.

CAO R. Blair advised that M. Ginther would be available to answer questions at an upcoming meeting. Council could then consider the proposed budget and deliberate further.

Councilor Selanders asked whether Council had historically approved the Library Board's requested budgets in full or made adjustments. CAO R. Blair advised that Council had requested changes to the proposed budget in previous years.

Motion 317/26

Motion by Councilor Wilcox to accept the Carstairs Public Library Board Proposed Budget 2027 and Statistics as information and forward the item to budget deliberations.

CARRIED

- COMMITTEE REPORTS:
1. Policies & Priorities Committee

- Next Meeting October 20, 2026.

2. Mountain View Regional Waste Commission

- Councilor Wilcox provided verbal report on the meeting of September 29, 2026.

3. Mountain View Regional Water Services Commission

- Next meeting October 14, 2026.

4. Mountain View Seniors' Housing

- Councilor Fricke provided verbal report on the meeting of September 29, 2026.

- Next meeting November 12, 2026, including organizational meeting.

Motion 318/26

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

CARRIED

- COUNCILOR REPORTS:
1. Councilor Ball

- Provided a verbal report.

2. Councilor Fricke

- Provided a verbal report.

- September 29, 2026, attended the MVSH board meeting.

- October 7, 2026, toured Chinook Winds Lodge and the Carstairs Seniors Campus location with Assistant Deputy Minister David Williams of housing for the Ministry of Seniors and Assisted Living, Housing Division.

- October 8, 2026, attended the CEMA Tabletop Exercise.

3. Councilor Roberts

- Provided a verbal report.

4. Councilor Selanders

- Provided a verbal report.

- October 8, 2026, attended the CEMA Tabletop Exercise.

5. Councilor Tolley

- Provided a verbal report.

6. Councilor Wilcox

- Provided a verbal report.

- September 29, 2026, attended Mountain View Regional Waste Commission meeting.

7. Mayor Allan

- Provided a verbal report.

- October 7, 2026, met with Assistant Deputy Minister David Williams of housing for the Ministry of Seniors and Assisted Living, Housing Division.

- October 13, 2026, participated in media relations for Town promotional material.

- October 13, 2026, met with the RCMP regarding the proposed detachment location.

Motion 319/26

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

CARRIED

CORRESPONDENCE:

1. RFD-Carstairs Skating Club Request
Council reviewed the request for a discount on ice rental fees for the Club's Synchronized skating competition on December 6, 2026.

The Club is eligible for a reduced rate under Policy No. 62-006-24 Carstairs Facility Request for Special Rates.

Councilor Tolley suggested that clubs provide restaurants with advance notice of upcoming events to ensure adequate staffing and allow restaurants to prepare for any applicable discounts. CAO Blair agreed that this was a great idea and suggested that Community Services consider developing a checklist to help facilitate this process.

Motion 320/26

Motion by Councilor Fricke to approve the letter of request from Carstairs Skating Club requesting the waiver of one-day rental fees for their upcoming Solstice Synchronized Skating Competition on December 6, 2026, with the understanding they will not be eligible for a reduced rate again until 2029.

CARRIED

2. After-Grad Request
Council reviewed the request to use the old landfill site for an event scheduled for June 26, 2027, and to provide portable toilets, a generator, and a light bar.

Motion 321/26

Motion by Councilor Ball to accept the After-Grad request from the 2027 graduating class of HSS as information and direct administration to facilitate the request.

CARRIED

CAO'S REPORT:

- October 5, 2026, attended a fleet meeting with Enterprise.
- October 6, 2026, attended a site meeting at Scarlett Ranch Condominiums.
- October 7, 2026, met with ATEC and Chinook's Edge regarding the access safety report and the proposed interim changes. Rather than implement a temporary fix, discussions focused on working with Chinook's Edge to develop a proposal for a bus loop between the two school properties.
- October 7, 2026, met with Assistant Deputy Minister David Williams of housing for the Ministry of Seniors and Assisted Living, Housing Division.
- October 8, 2026, attended the CEMA Tabletop Exercise and commended R. McKay and the CEMA team for their work in preparing and conducting the exercise.
- October 8, 2026, met with Stephen Coqueux to discuss the Centre Street railway crossing construction. The order requires the Town to pay over \$480,000. The Board Order is being reviewed.
- October 13, 2026, met with the Chief Superintendent and District Commander of K Division to tour the proposed RCMP detachment property.
- The arena boiler has been installed and is operational. ATCO approval for the regulator is still outstanding.
- The arena ice plant is operational, with the warm-floor heat exchanger still outstanding.
- Administration is currently working on the 2027 budget. Council was advised that the cost-of-living adjustment (COLA) was 3.8% as of September.

Motion 322/26

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

CARRIED

COUNCILOR COMMENTS:

1. Councilor Wilcox
Congratulated Mayor Dean Allan and Deputy Mayor Angie Fricke on receiving Gold and Silver awards, respectively, in Alberta's Readers' Choice Awards, and extended congratulations to all other Carstairs businesses and residents recognized with awards.

2. Councilor Ball
Informed Council of the passing of former MLA Connie Ostermann and advised that her funeral service would be held on October 24, 2026, at 10:00 a.m. at St. Agnes Catholic Church, followed by a Celebration of Life at the Community Hall at 12:00 p.m.

3. Councilor Selanders
Spoke with a resident regarding Council's decision not to participate in the Rural Foreign Worker Program.

4. Councilor Fricke
Had coffee with a resident to discuss their business in Carstairs. They expressed their appreciation to L. King for featuring their business in the monthly newsletter.

Expressed appreciation to the community for their votes and for awarding her Silver in the Favorite Local Politician category.

Spoke with the business owner at Adrenalin Motors regarding an idea for Christmas involving participating local businesses and passed the information along to L. King to help facilitate connections.

5. Mayor Allan
Congratulated Deputy Mayor Angie Fricke and Councilor Wilcox on receiving Silver and Bronze awards, respectively, in the Alberta Readers' Choice Awards. He also extended congratulations to Administration staff for receiving Gold in Customer Service. He noted that the Carstairs Golf Course also received several awards, highlighting the positive recognition of local businesses and the Town of Carstairs.

Motion 323/26

Motion by Councilor Wilcox to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

CLOSED MEETING:

1. Section 19-Disclosure Harmful to Business Interests of a Third Party
Section 197 of the Municipal Government Act requires that Council and Council Committees conduct their meetings in public unless the matter to be discussed falls under one of the exceptions to disclosure outlined in Division 2 of Part 1 of the Access to Information Act (ATIA), including, but not limited to, matters related to business interests, personal privacy, individual or public safety, confidential evaluations, or law enforcement. (Sections 19 to 34).

Motion 324/26

Motion by Councilor Fricke that Council close the meeting to the public to discuss Business Interests of a Third Party, as per Section 19, of the ATIA, at 7:43 p.m.

CARRIED

Motion 325/26

Motion by Councilor Selanders to come out of the Closed Meeting session at 8:42 p.m.

CARRIED

NEXT MEETING:

Monday, October 26, 2026, at 7:00 p.m.

ADJOURNMENT:
Motion 326/26

Motion by Councilor Ball to adjourn the meeting of October 13, 2026, at 8:43 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO



2027 Proposed Budget



Budget overview

TOTAL BUDGET

\$419,788

ADDITIONAL FUNDING REQUEST

\$54,732

A planned investment guided by community needs and provincial service recommendations.





Our Community is Growing. So is Library Use.

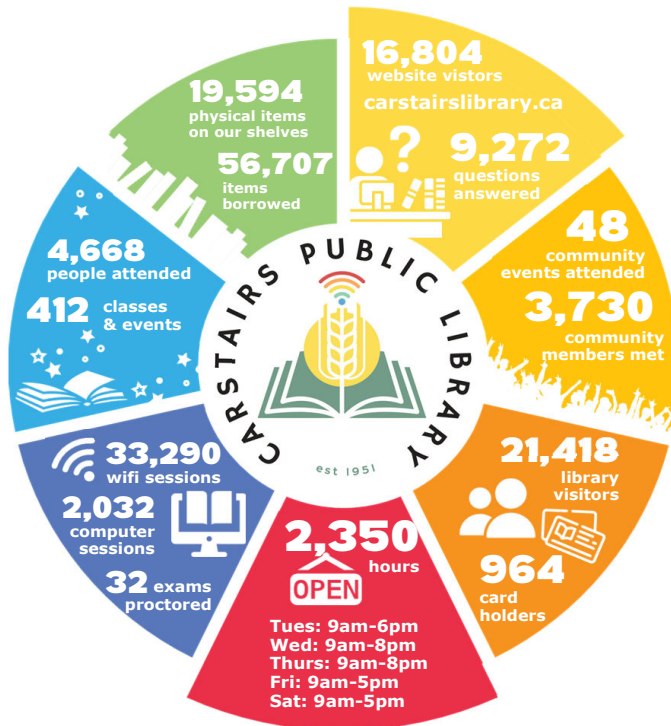


More people using the library means more demand for collections, programs, staff support and community partnerships.

Our challenge isn't a lack of opportunities. It's having capacity to respond to them.

Year	Circulation	Library Visits	Classes & Events Attendance
2025	56,707	21,418	8,398
2024	55,989	18,886	8,196
2023	55,528	15,998	9,004
2022	54,368	15,241	5,173

2025 Annual Report



The Library is Being Asked to Do More

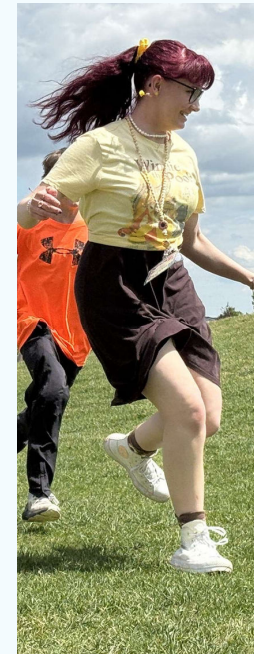


Inside the library

- Requests for more classes and programs
- More technology questions and 1on1 help requests
- Growing circulation; rising costs for books and digital content
- Increasing demand for printer, photocopying and faxing services.
- New Government Regulations

Outside the Library

- Requests to visit monthly to preschools, seniors lodge, schools and daycares.
- More participation in community events to promote library services and build connections
- Partnership requests to help other community groups.





The \$54, 732 request

Building Staff Capacity
\$41,000

Two part-time positions
focused on outreach
programs and marketing.
Starting in March 2027.

Provincial Requirements
\$8,500

Funding to make required
collection changes,
additional customer-
service hours and one-time
equipment costs

**Collections and
Operations**
\$5,232

\$2000 for books and
digital resources, plus small
increases to software,
equipment rentals, paper
and other operating costs



Investing in People = More Service



Outreach → Daycares • Playschools • Seniors • Schools • Community Events • Partnerships

Marketing → Better awareness • Consistent communication • Promotion of programs and resources • Community engagement

This frees existing staff to focus on: Programs & Classes → Patron Assistance → Collections → In-Library Services
and frees administrative staff from routine outreach and marketing work.



Making Required Spending Work Harder



New Provincial requirements create costs we cannot avoid.
We can choose how wisely we respond

- Door Counter**
Required equipment investment → also provides better information about building use, busy periods and future staffing/service decisions.
- Book Truck + Flexible Equipment**
Instead of large specialized shelving → lower cost, movable, reusable for inventory, collection shifts, displays and ongoing collection management.

When Spending is required, we're choosing options that create additional long-term value for the library and the community.





More Community Outreach

We can say yes to more partnership opportunities

More Classes and Events

Existing staff regain time for direct library services

Better Communication

Residents are more aware of the services their library provides.

Provincial Compliance

New requirements are implemented responsibly

Greater Capacity for Growth

The library is better positioned to serve a growing Carstairs

Budget 2027: An Investment in a Growing Community



**Carstairs is growing.
Library use is growing.
Community expectations are growing.**

**This budget gives the library the
capacity to grow with our community.**

Feel free to get in touch at



+403-337-3943



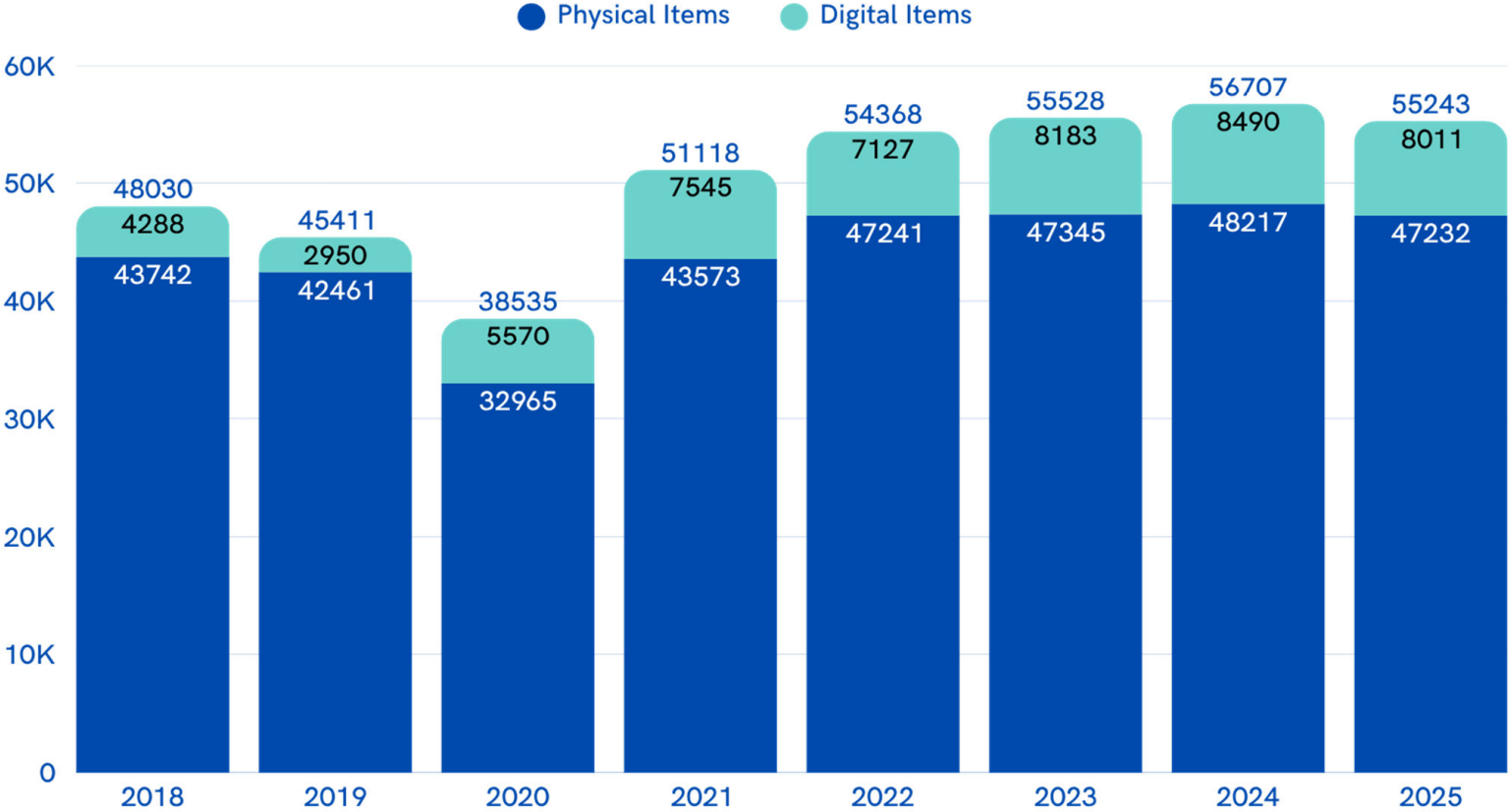
mginther@prl.ab.ca



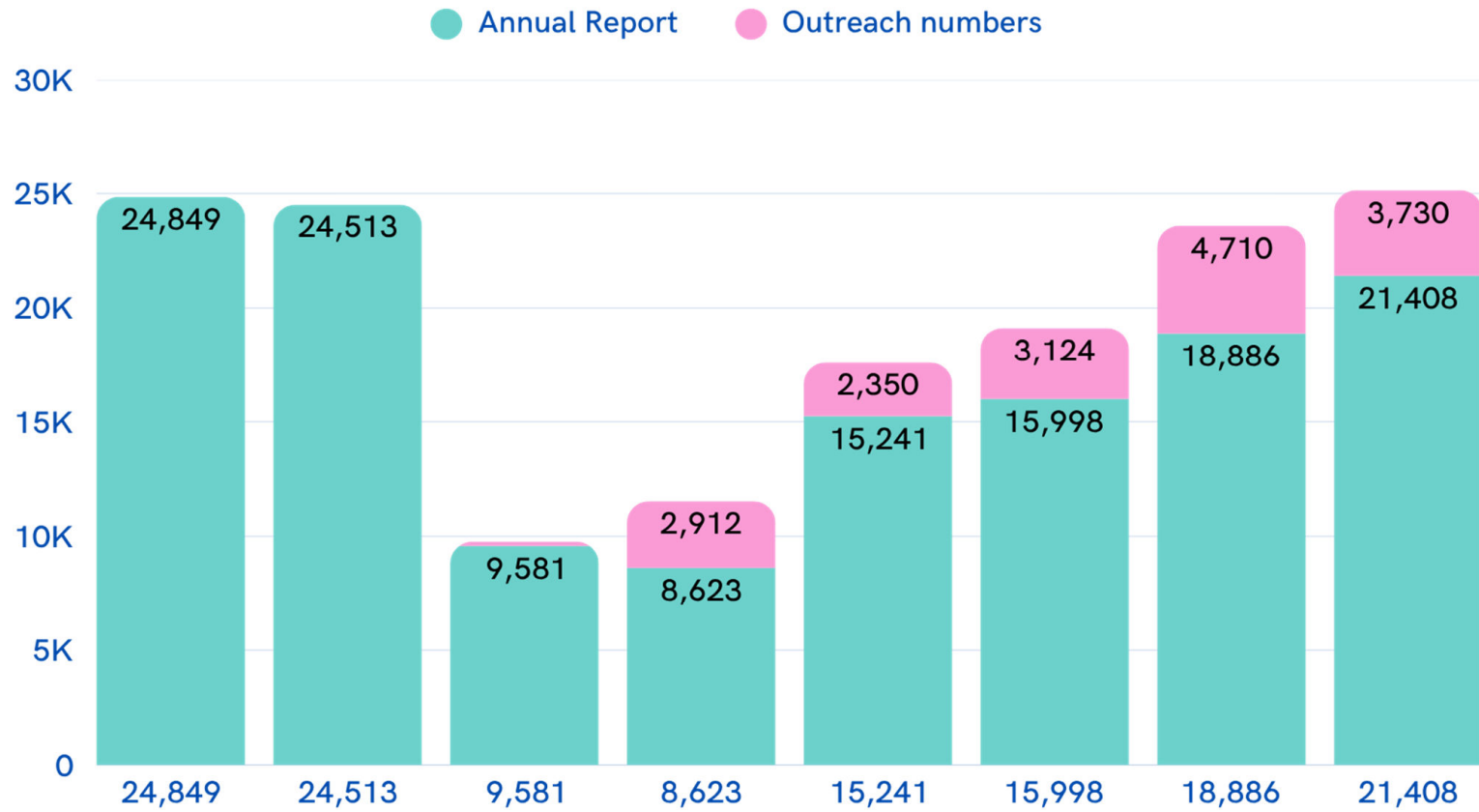
www.carstairslibrary.ca



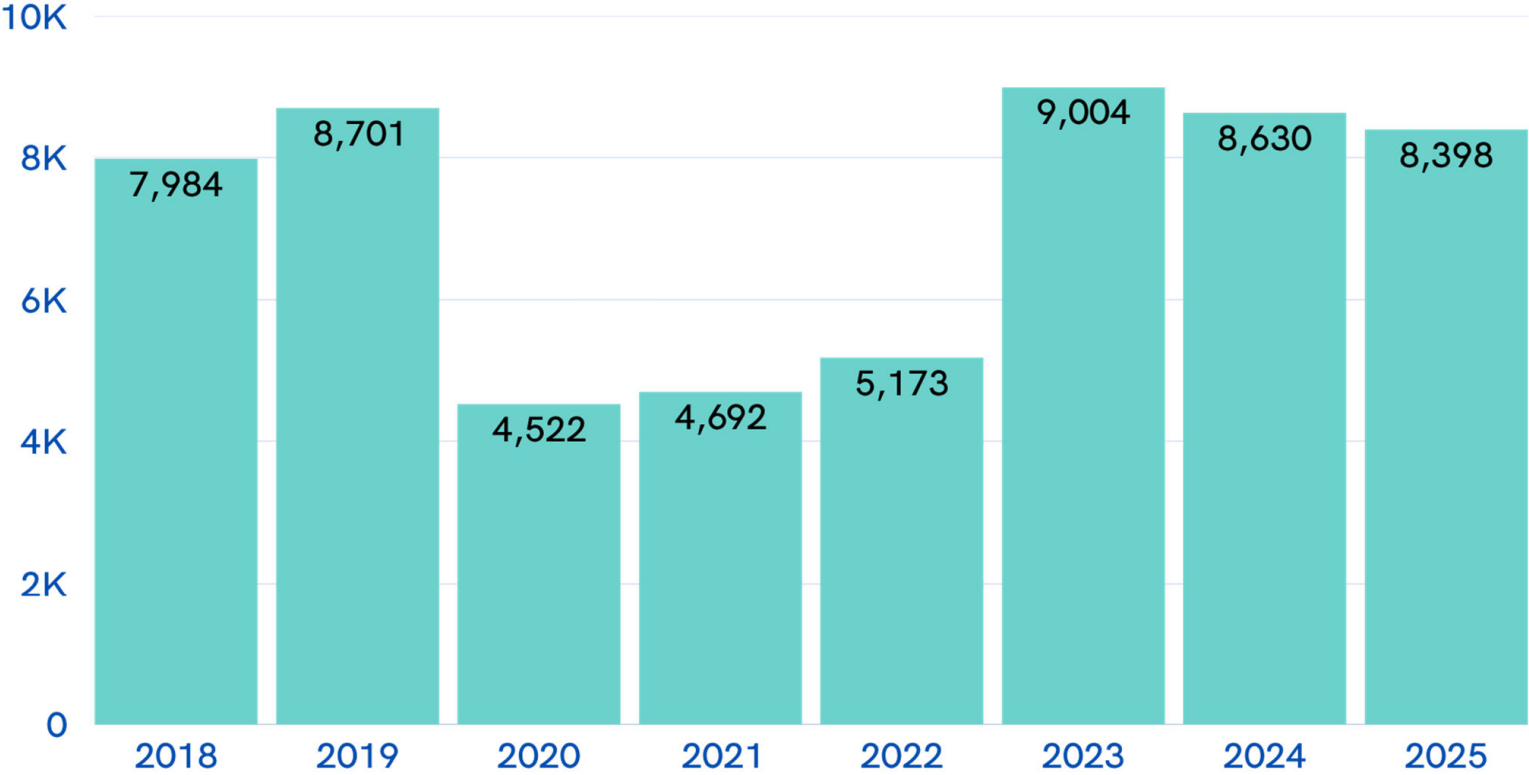
CIRCULATION YEAR END TOTALS



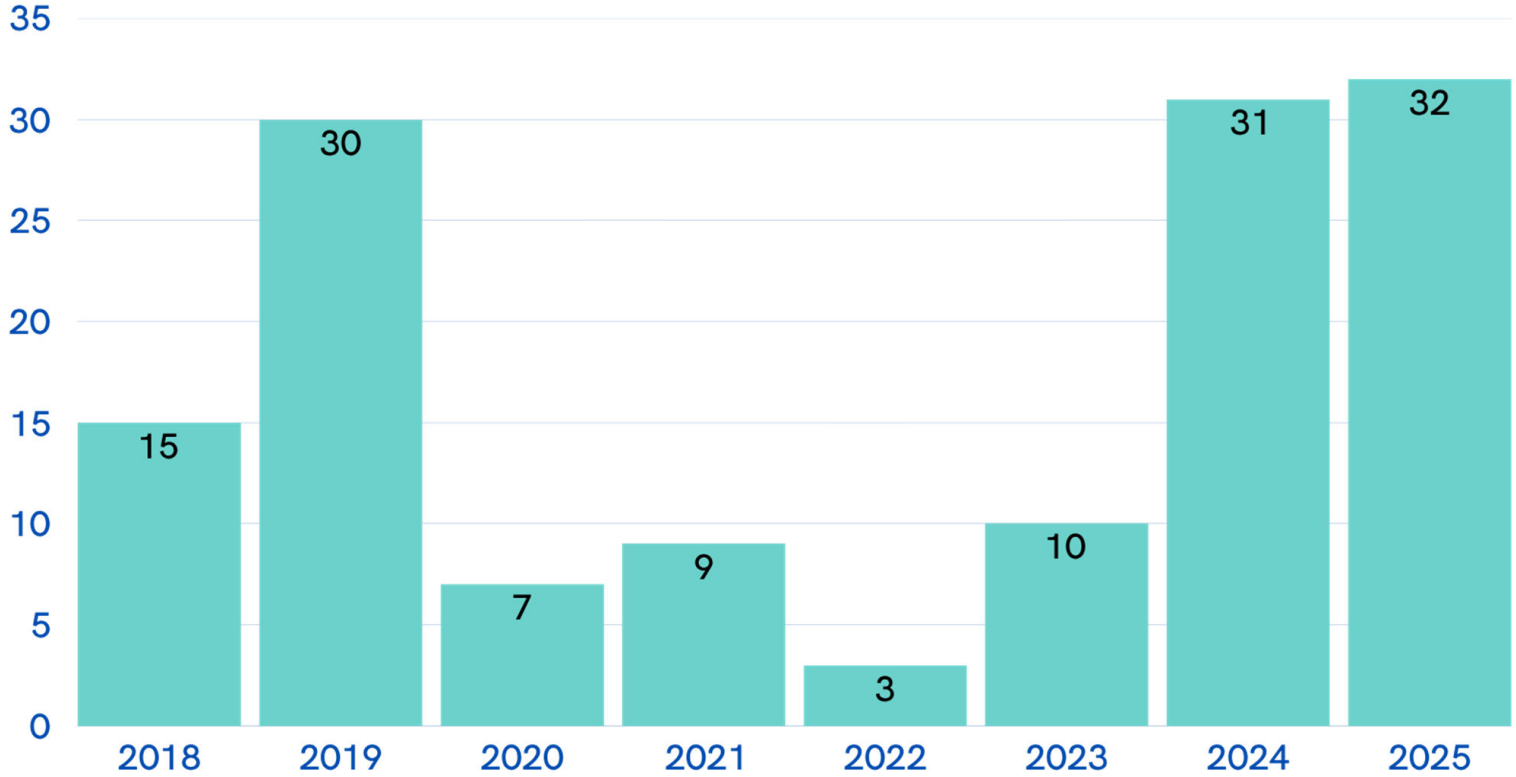
LIBRARY VISITS YEAR END TOTALS



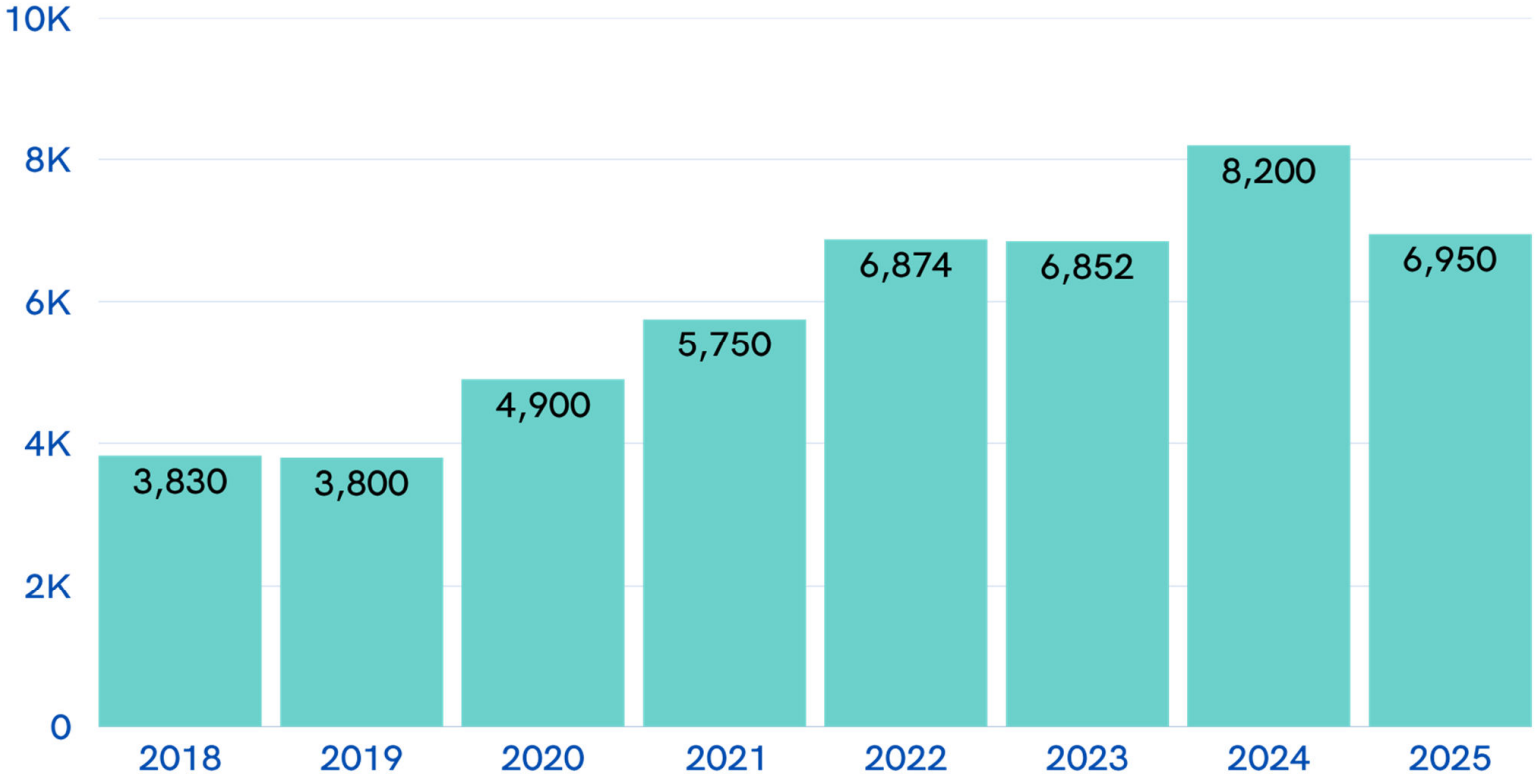
PROGRAM ATTENDANCE YEAR END TOTALS



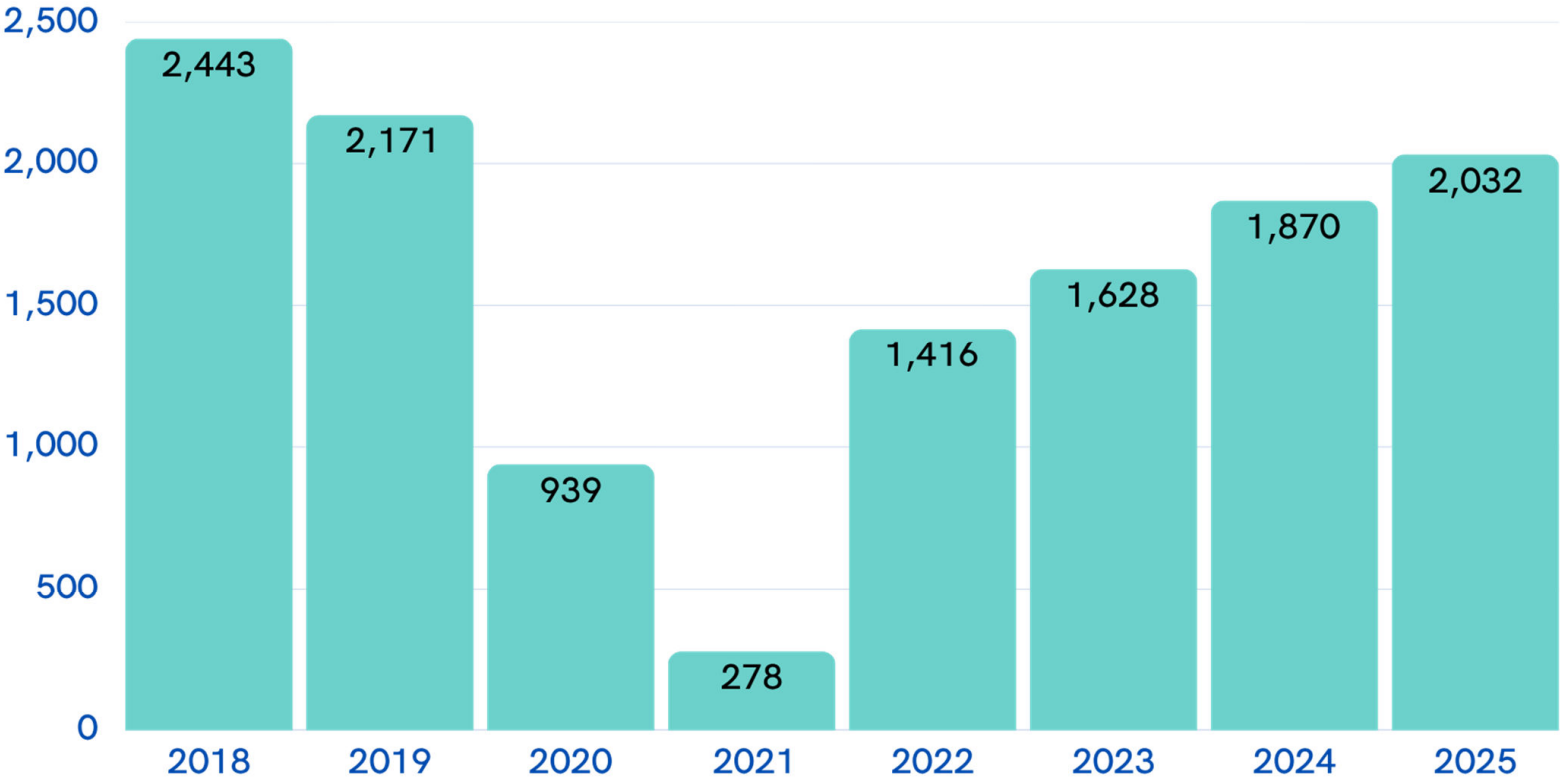
EXAMS PROCTORED



QUESTIONS ANSWERED



COMPUTER SESSIONS



10/22/26, 4:05 PM

Carstairs Community Garden - Gazebo Request - Kayleigh Van Es - Outlook



Carstairs Community Garden - Gazebo Request

From mike SOX [REDACTED]
Date Thu 10/22/2026 10:54 AM
To CAO <cao@carstairs.ca>
Cc Dean Allan <deana@carstairs.ca>; Angie Fricke <angief@carstairs.ca>; Sheldon Ball <sheldonb@carstairs.ca>; Darrah Selanders <darrahs@carstairs.ca>; Cam Tolley <camt@carstairs.ca>; Jerry Roberts <jerryr@carstairs.ca>; Shannon Wilcox <shannonw@carstairs.ca>

 4 attachments (1 MB)
IMG_0439.jpeg; IMG_0438.jpeg; IMG_0441.jpeg; IMG_0442.jpeg;

IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender a [REDACTED].com

Ref: Council Meeting 28 September 2026.

Good day Sir,

Thank you and the Councillors for listening to the Community Garden presentation at the 28 September Town Council Meeting. We are requesting funds for a cedar gazebo with a steel hip roof, and a square all steel picnic table. Attached are pictures of the items, with prices and specifications.

Project Scope and Pricing:

Cedar Wood Outdoor Gazebo w/ Steel Hip Roof (14ft x 12ft) - \$3,899.00
Metal Picnic Table (46" Square) - \$1,549.00
Total w/ GST - \$5720.00

This gazebo was selected for its strength, durability, and aesthetics. While the picnic table is all steel construction, and built so all ages can easily access the table. Total funds requested for this project is \$5720.00.

Thank you for your consideration,

Mike Sox
[REDACTED]
(For the Carstairs Community Garden)

Get [Outlook for iOS](#)

about:blank?windowId=SecondaryReadingPane27

1/1



Box 962
Didsbury AB,
T0M 0W0
Email: executivedirector@rosebudhealth.ca

www.rosebudhealth.ca

July 14, 2026

Reeve Angela Albers, Mountain View County
Mayor Chris Little, Town of Didsbury
Mayor Dean Allan, Town of Carstairs
Mayor Craig Lamb, Village of Cremona

**RE: CONSIDERATION OF PARTNERING WITH THE ROSEBUD HEALTH FOUNDATION FOR
CONVERTING THE CURRENT DIDSBURY HOSPITAL XRAY ROOM AND MOBILE UNIT TO A DIGITAL SYSTEM**

Over the past several months, we have appreciated the opportunity to meet with each of your Councils and to share the renewed vision of the Rosebud Health Foundation. Your encouragement and support for advancing health services in our region have been invaluable.

We continue to receive requests for assistance, and most recently the Didsbury Hospital Diagnostic Department has presented a proposal for upgrading the current X-ray room and mobile unit to a fully digital system. The Board has reviewed this request, met virtually with Heather Hannaford, Director of Diagnostic Imaging (AHS), and requested additional information to ensure a full understanding of the equipment needs and associated costs.

The Board is prepared to move forward with this project, pending feasibility, and is reaching out to our municipal partners to explore a collaborative funding approach. This upgrade represents a meaningful opportunity to enhance diagnostic services for all communities within our shared health region.

Points of Consideration

1. **Diagnostic Imaging has prioritized this upgrade** to strengthen onsite diagnostic capacity, eliminate redundancy, improve image quality, and support consistent service delivery across the region.
2. **Key benefits to the community include:**
 - No change required to Connect Care integration
 - Increased efficiency, including immediate access to prior images on the tablet
 - Superior image quality through advanced post-processing and vendor grid algorithms
 - Significant radiation dose reduction (30–40%), with immediate ability to determine whether repeat imaging is required
3. **No operational or capital funding has yet been allocated** to this request.
4. **Two comparative quotes have been reviewed**, with Carestream recommended by the Diagnostic Department.
5. **Estimated timeline:** 3–6 weeks for ordering and one day for installation. The new equipment integrates seamlessly with the existing Diagnostic Department layout.

6. **Current equipment was installed in 2012**, making this upgrade timely and aligned with modern diagnostic standards.
7. **Ownership and maintenance:** The equipment would be owned by AHS, with service contracts and software updates covered by AHS.

Requested Equipment:

- **Three new digital detectors:** Mobile Unit, Standing Bucky and X-ray Table

Redundancy Advantage: If a detector is damaged, another can be swapped in immediately, eliminating downtime associated with the current CR Reader.

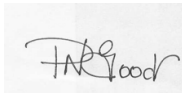
A five-page pamphlet with photos and further technical explanation is attached for your review.

Cost:

The March 2026 Carestream quote totals **\$151,495.00**. This quote will require updating prior to final approval. The original quote is attached.

We welcome the opportunity to discuss this project further and would be pleased to meet with your Councils to provide additional information or answer any questions. Thank you for your continued commitment to strengthening health services in our region.

Sincerely,



Peggy Good
Chairperson
Rosebud Health Foundation

Attachments:

- 11-Page - Diagnostic Imaging Application
- Carestream Quote (July 2026)

Rosebud Health Foundation

Diagnostic Imaging Application

What we are proposing:

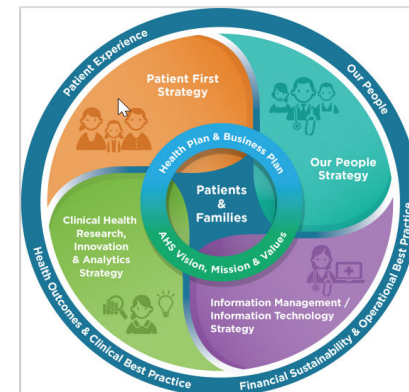
Convert current X-Ray room
and Mobile to digital systems

Why Its important:

#1 Establish onsite redundancy – supporting consistent service delivery for Didsbury community

Additional Benefits

- Increased Efficiency
- Image Quality
- Dose Reduction
- Patient Care



Patient First & People Strategy

Establish onsite redundancy – supporting consistent service delivery

3 new Detectors

- Mobile Unit
- Standing Bucky
- Xray Table

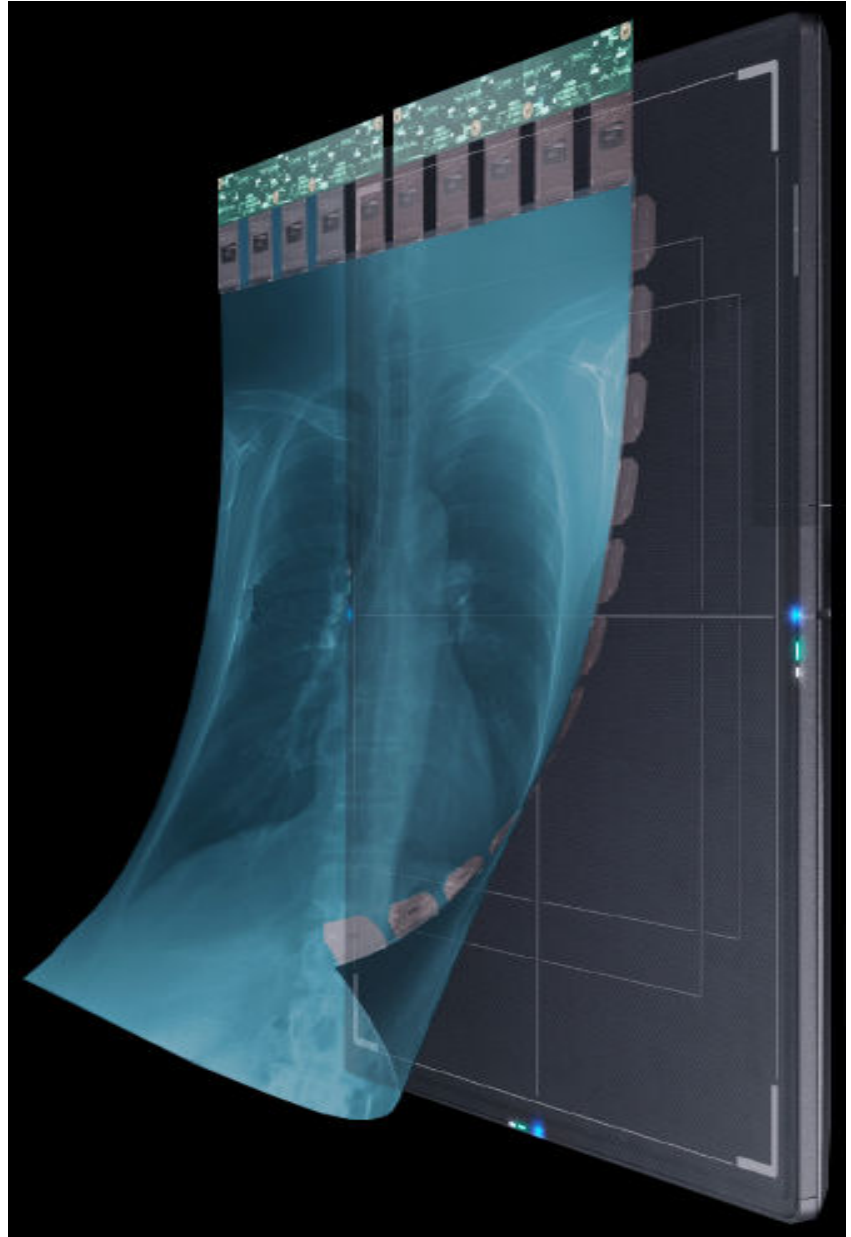
Redundancy

- If a detector is damaged it can be swapped out with another while a replacement is ordered
- No more Downtime related to the CR Reader



Efficiency

With DR technology the images can be processed quickly, allowing images to be seen as soon as they are taken. Not only does this make patient turnaround times quicker but also allows technologists to do any repeats right away, saving patients from having to hold uncomfortable positions longer than necessary.



Efficiency comparison between Conventional mobile to DR mobile

- **Steps for Conventional mobile radiography**

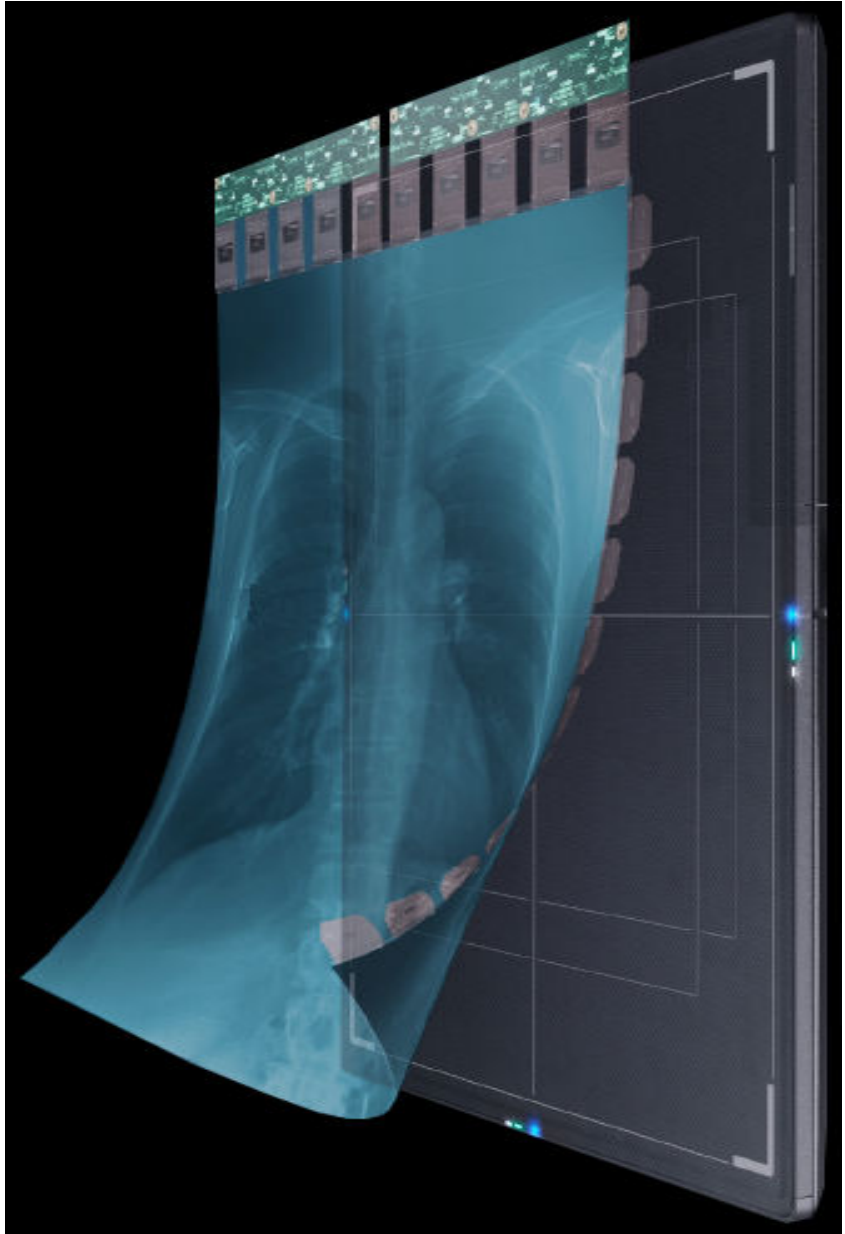
1. Erase imaging plate (IP) in the CR reader
2. Review any relevant prior images
3. Take mobile to the department to take the x-ray
4. Place cassette under the patient
5. Take the x-ray
6. Remove the cassette to go process it
7. Drive the mobile and cassette back to DI department
8. Scan and review the image on the CR console
9. Determine if a repeat needs to be obtained
10. If it does, repeat steps 3-9
11. Once image is diagnostic, send images to PEI and complete paperwork

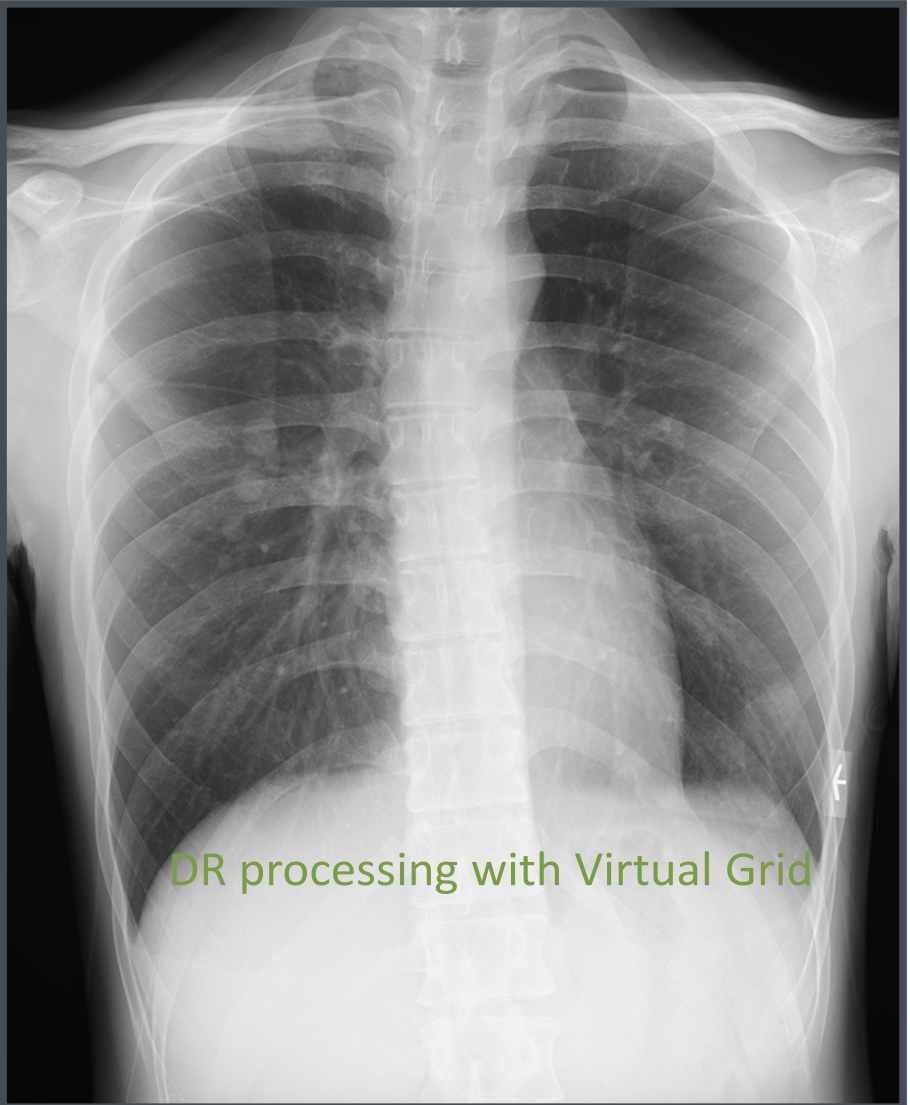
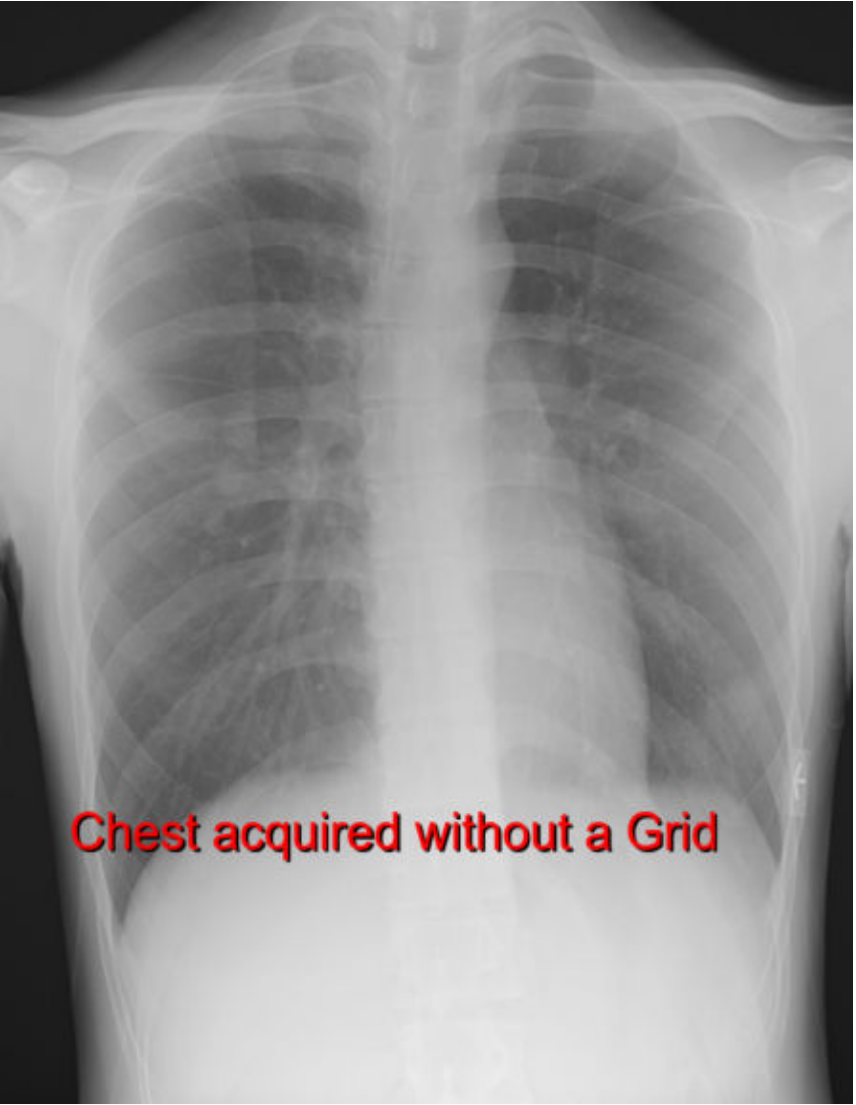
Steps for DR mobile radiography

1. Review any relevant prior images right on the tablet
2. Take mobile to the department to take the x-ray
3. Place DR detector under the patient
4. Take the x-ray
5. Determine if a repeat needs to be obtained
6. If repeat needs to be taken, reposition the DR detector repeat step 3-4
7. Once image is diagnostic, send images to PEI and complete paperwork

Image Quality (IQ)

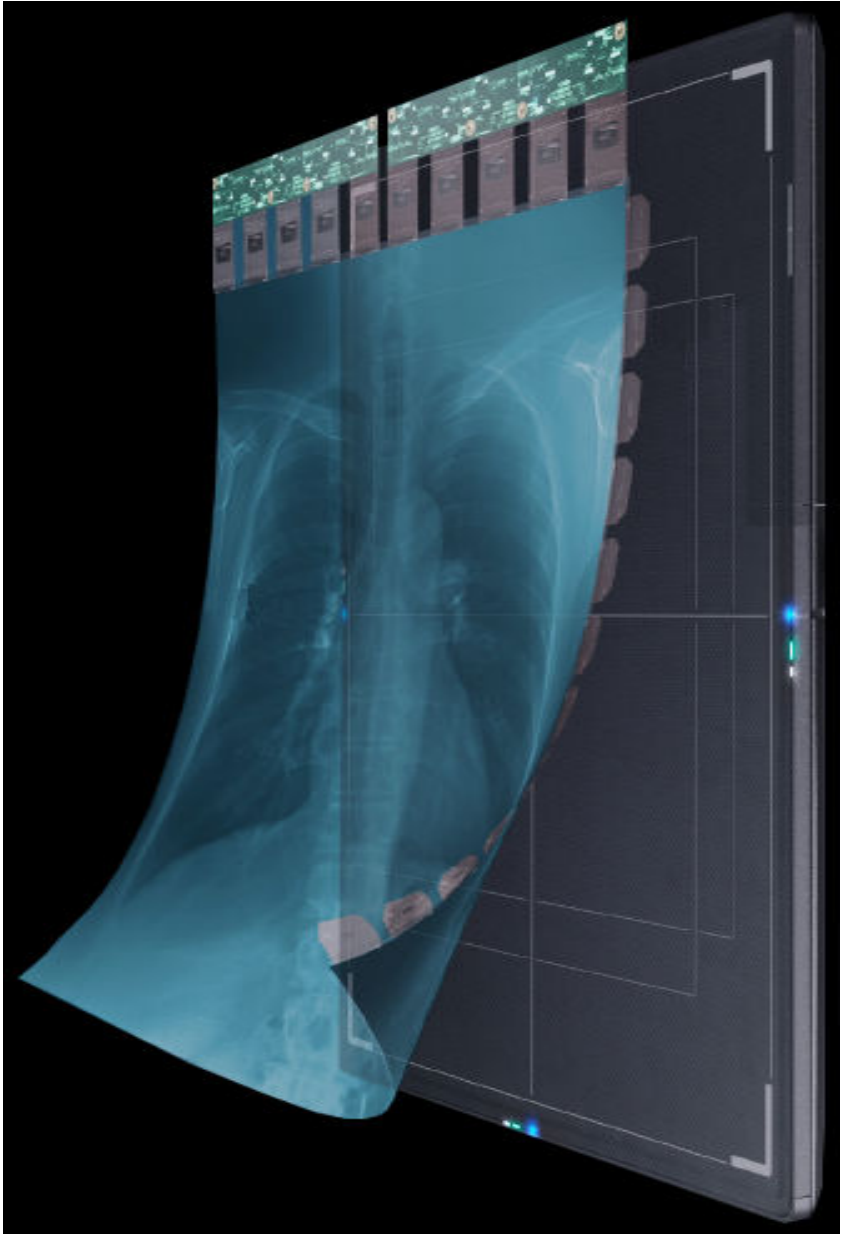
A DR detector will provide vastly superior IQ comparative to conventional imaging, with applying state of the art post processing and the use of a vendor grid algorithms.





Dose Reduction

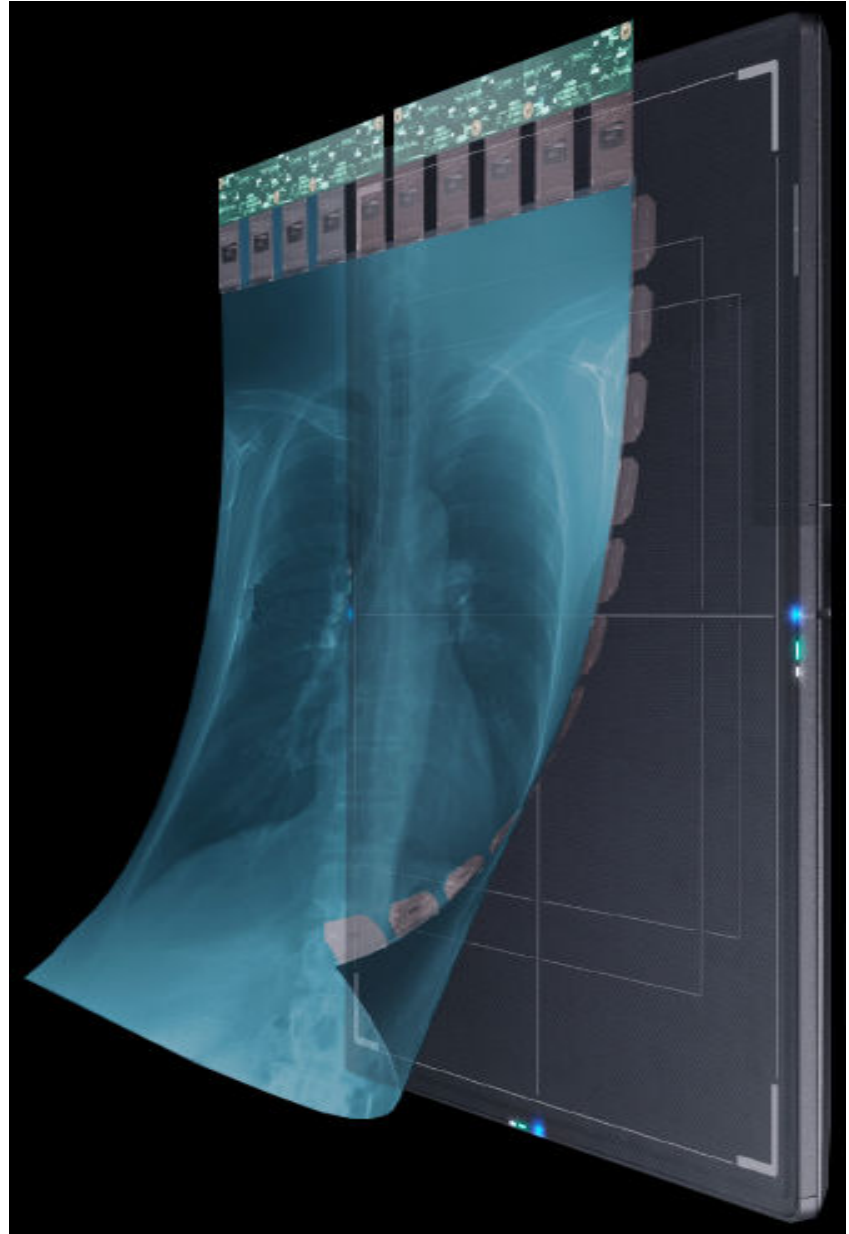
DR when optimized properly can see a dose reduction of 30-40% to the patient.



Patient Care

This includes all elements that have been discussed thought out this slide show.

- Improved efficiency for the DI technologist and the department as a whole
- Less movement with the detector under the patient, making the experience of an exam more comfortable for the patient
- Improved image quality therefore less chance of missing anything in the diagnosis
- Dose reduction is always a target within Digastric Imaging with following ALARA principles



Bylaw No. 2073

BEING a Bylaw of the Town of Carstairs, in the Province of Alberta, the purpose of this bylaw is to establish alternate methods for advertising statutory notices required by the Municipal Government Act.

WHEREAS pursuant to section 606 of the Municipal Government Act, RSA 2000, c. M-26, Council may by bylaws, resolutions, meetings, public hearings and other matters;

AND WHEREAS pursuant to section 606.1 of the Municipal Government Act, Council may by bylaw establish one or more alternative methods of advertising;

AND WHEREAS Council is satisfied that the advertising methods established in this Bylaw are likely to bring matters advertised by those methods to the attention of substantially all residents of the Town;

NOW THEREFORE, The Council of the Town of Carstairs duly assembled, enacts as follows:

- 1. This Bylaw shall be referred to as the **“Public Notification Bylaw”**.
- 2. In this Bylaw:
 - a. **“Official Town Website”** means the website maintained by the Town of Carstairs for the purposes of providing information to the public.
 - b. **“Official Town Social Media Account”** means a social media account authorized and maintained by the Town of Carstairs for municipal communications.
 - c. **“Statutory Notice”** means any notice required to be advertised pursuant to the Municipal Government Act or any other applicable legislation.

3. ADVERTISING METHODS

- a. Unless otherwise required by legislation, a Statutory Notice may be advertised by one or more of the following methods:
 - i. publication in a newspaper or other local publication circulating within the Town;
 - ii. posting the notice prominently on the Official Town Website;
 - iii. posting the notice prominently on one or more Official Town Social Media Accounts;
 - iv. posting the notice on a public notice board located in a municipal facility determined by the Chief Administrative Officer or designate; or
 - v. posting the notice on municipal signage or other locations accessible to the public where appropriate.

4. DETERMINATION OF ADVERTISING METHOD

- a. The Chief Administrative Officer or designate may determine the most appropriate advertising method or combination of methods having regard to:
 - i. the nature of the matter being advertised;
 - ii. legislative requirements;
 - iii. the affected area;
 - iv. the intended audience; and
 - v. the need to effectively communicate the information to residents.

5. COMPLIANCE

- a. Nothing in this Bylaw relieves the Town from complying with any advertising, notification, or public hearing requirements established by the Municipal Government Act or any other legislation.
- b. Where another enactment prescribes a specific notification method, that enactment shall prevail to the extent of any conflict.

6. REPEAL

- a. Bylaw No. 1074 is hereby repealed.

7. ENACTMENT

- a. This Bylaw comes into full force and effect upon the third and final reading.

READ A FIRST TIME THIS 26TH, DAY OF OCTOBER, A.D., 2026

READ A SECOND TIME THIS 26TH, DAY OF OCTOBER, A.D., 2026

READ A FINAL TIME THIS 26TH, DAY OF OCTOBER, A.D., 2026

Dean Allan, Mayor

Rick Blair , CAO



Town of Carstairs

Policy Title:	Public Participation Policy - Amended
Policy No.:	11-011-26
Date:	October 26, 2026
Adopted by:	Council

Policy Statement:

The Town of Carstairs recognizes that meaningful public participation contributes to informed decision-making, transparency, and effective local government. The Town is committed to providing opportunities for members of the public to receive information, provide feedback, and share perspectives on municipal matters that may affect them.

Public participation supports informed decision-making and enhances community understanding of municipal issues. Input received through public participation activities will be considered by Council and Administration, while recognizing that Council remains the municipality's elected decision-making body.

Purpose:

This Policy establishes the Town's approach to public participation and outlines how public input may be obtained and considered during municipal decision-making processes.

Legislative Authority:

This Policy is established pursuant to Section 216.1 of the Municipal Government Act, RSA 2000, c. M-26 and the Public Participation Policy Regulation, Alta Reg 193/2017.

This Policy supplements and does not replace any statutory public hearing or public notification requirements established by legislation.

Participants in public engagement activities are expected to comply with the Town's Respectful Engagement Policy. The Respectful Engagement Policy establishes standards of conduct applicable during public participation activities, meetings, consultations, and other engagement processes.

Scope:

This Policy applies to non-statutory public participation opportunities undertaken by the Town to obtain public feedback or input regarding municipal programs, services, projects, initiatives, plans, policies, strategies, budgets, and other matters as determined by Council or Administration.

Definitions:

“Member of the Public” means any resident, property owner, business owner, organization, community group, ratepayer, or other individual who may have an interest in or be affected by a municipal decision.

“Public Participation” means non-statutory opportunities where Municipal Stakeholders receive information, provide feedback, or otherwise contribute input regarding municipal matters.

“Public Participation Plan” means a plan that identifies the purpose, scope, timing, communication methods, and public participation tools that will be used to obtain input regarding a specific municipal matter.

“Public Participation Tools” means the methods used by the Town to obtain public input, including but not limited to meetings, open houses, workshops, surveys, written submissions, online engagement, advisory committees, and other consultation activities.

Roles and Responsibilities

Council

Council shall support meaningful public participation by considering information and input obtained through public participation activities. Council may direct Administration to undertake public participation activities or develop a Public Participation Plan and shall approve Public Participation Plans where required.

Chief Administrative Officer (CAO)

The Chief Administrative Officer or designate is responsible for the administration of this Policy and for ensuring public participation activities are planned and conducted in accordance with this Policy. The Chief Administrative Officer may develop Public Participation Plans, recommend appropriate participation methods, and report participation results to Council.

Administration

Administration shall facilitate public participation activities, provide information to support meaningful participation, implement approved Public Participation Plans, collect and summarize public input, and make reasonable efforts to ensure participation opportunities are inclusive, accessible, and appropriate to the matter being considered.

Members of the Public

Members of the public are encouraged to participate in public participation activities in a respectful and constructive manner. Participants are responsible for providing feedback relevant to the matter under consideration and complying with the Town's Respectful Engagement Policy, where applicable.

Standards:

1. Public participation activities undertaken by the Town shall:
 - a. Provide meaningful opportunities for public input;
 - b. Promote transparency and informed decision-making;
 - c. Provide participants with information necessary for meaningful participation;
 - d. Consider diverse perspectives and community interests;
 - e. Use participation methods appropriate to the scope and impact of the matter being considered; and
 - f. Recognize that Council is responsible for making decisions in the best interests of the community as a whole.

Procedure:

1. **Policy Participation Requirements**
 - a. All Public Participation activities shall be conducted in accordance with the Municipal Government Act, the Access to Information Act (ATIA), the Protection of Privacy Act (POPA) and any other applicable legislation.
 - b. Public Participation activities shall be conducted in accordance with applicable Town bylaws, policies, and procedures.
 - c. This Policy shall be available for public inspection and may be published to the Town's website.
 - d. This Policy will be reviewed at least once every four years.
2. **Public Participation Standards**
 - a. Public Participation activities shall be conducted in a sustainable and inclusive manner having regard for accessibility and reasonable opportunities to participate.
 - b. Public Participation activities shall be conducted in a professional, respectful, and transparent manner.
 - c. Public Participation Plans shall consider early, ongoing, and diverse opportunities for public input where appropriate.

- d. Members of the Public participating in Public Participation activities are expected to conduct themselves respectfully and constructively. Standards of conduct and the process for addressing unacceptable behavior are governed by the Town's Respectful Engagement Policy.
- e. The results of Public Participation activities shall be provided to Council and, where appropriate, communicated to Members of the Public in a timely manner.

3. Public Participation Opportunities

- a. Public Participation may be undertaken when:
 - i. developing or reviewing municipal programs, services, policies, or initiatives;
 - ii. establishing Council priorities;
 - iii. preparing strategic plans, business plans, budgets, or capital plans;
 - iv. considering significant projects or community initiatives;
 - v. gathering information to support municipal decision-making; or
 - vi. as otherwise directed by Council or Administration.

4. Public Participation Plans

- a. Where Council directs that a Public Participation Plan be developed, the Chief Administrative Officer or designate shall prepare a Public Participation Plan that considers:
 - i. The nature of the matter for which Public Participation is being sought;
 - ii. The impact of the matter on Members of the Public;
 - iii. The characteristics of affected or interested Members of the Public, the Public Participation Tools to be utilized, the anticipated level of engagement, and the time available for participation;
 - iv. The timing of the decision and the time required to gather input;
 - v. What information is required, if any, to participate; and
 - vi. Available resources and reasonable costs.
- b. A Public Participation Plan shall, at minimum, include:
 - i. A communication plan to inform the public about the Public Participation opportunity and how input may be provided;
 - ii. Identification of the Public Participation Tools to be utilized;
 - iii. Timelines for participation;
 - iv. Information regarding how input will be considered and used; and
 - v. The location of information necessary to support meaningful participation, where applicable.

5. Reporting and Evaluation

- a. Information obtained through Public Participation activities will be reviewed by Administration and summarized for Council as appropriate.
- b. Where a report is prepared, it may include:
 - i. An overview of the Public Participation activities undertaken;
 - ii. A summary of participation levels and the input received;
 - iii. A summary of the input obtained;
 - iv. Recommendations for future Public Participation activities, where appropriate.
- c. Reports prepared under this Policy shall be provided to Council for consideration.

End of Policy

Signatures:

M_____/26 Policy No. 11-011-26 was adopted by Council on October 26, 2026.

Mayor, Dean Allan

CAO, Rick Blair

Subject: Annual Franchise Fee Calculator

Good morning,

On behalf of the Stakeholder Relations Team, please find attached the 2027 Franchise Fee Calculator to support your municipal budgeting process.

The calculator is designed to provide an estimate of potential franchise fee revenues for 2027 and assist with your budget planning. Please keep in mind that actual revenues may vary based on several factors, including the Alberta Utilities Commission's (AUC) final approved transmission and distribution electricity rates (expected before the end of December), customer counts, consumption, weather conditions, and other local factors. For additional context, the calculator also includes historical revenue trends under the YOY Data tab.

If your municipality is considering an adjustment to its franchise fee rate, please contact your Stakeholder Relations Manager (SRM). Your SRM will provide the required documentation, outline the application process, and discuss your available advertising options.

To meet the AUC's filing requirements, FortisAlberta must submit any franchise fee changes at least 45 days before the proposed January 1, 2027 effective date. Therefore, all documentation supporting a proposed change must be **received by November 13, 2026.**

We appreciate your attention to this timeline, as extensions cannot be granted due to the AUC's filing deadlines. Please note that late submissions, or submissions that are incomplete or contain inaccurate information, may affect the timing of the filing and approval process. Any late submissions will be filed with the AUC in February, with an anticipated effective date of April 1, 2027.

If you have any questions or require assistance with the calculator or the franchise fee process, please don't hesitate to reach out to your Stakeholder Relations Manager.

Thank you,

We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.

5 Year Operating Budget Summary

Budget Year 2026 BUDGET

From Stage All To Stage All

Costing Center	2026	2027	2028	2029	2030
Revenues					
Community Services					
62-00 - Community Services	178,992	180,940	184,559	188,250	-
Total Community Services	178,992	180,940	184,559	188,250	-
Environmental Services					
41-00 - Water	1,817,785	1,854,141	1,891,224	1,929,048	-
43-00 - Garbage	596,372	608,299	620,465	632,875	-
Total Environmental Services	2,414,157	2,462,441	2,511,689	2,561,923	-
General Government					
12-00 - General Administration	106,196	108,320	110,486	112,696	-
12-01 - Communications	500	510	520	531	-
80-00 - Taxes & Requisitions	9,486,013	9,675,733	9,869,247	10,066,632	-
Total General Government	9,592,709	9,784,563	9,980,254	10,179,859	-
Lands and Buildings					
69-00 - Lands & Buildings	136,658	136,658	136,658	136,658	-
Total Lands and Buildings	136,658	136,658	136,658	136,658	-
Planning and Development					
61-00 - Planning	10,000	10,200	10,404	10,612	-
66-00 - Development	268,000	273,360	278,827	284,404	-
Total Planning and Development	278,000	283,560	289,231	295,016	-
Protective Services					
23-00 - Fire	420,201	428,605	437,177	445,921	-
24-00 - Emergency Management	-	-	-	-	-
26-00 - Emergency Services	20,800	21,216	21,640	22,073	-
Total Protective Services	441,001	449,821	458,817	467,994	-
Recreation and Culture					
72-04 - Golf Course	2,034,000	2,074,630	2,116,073	2,158,344	-
72-06 - Arena	437,448	446,197	455,121	464,224	-
72-08 - Parks	158,692	161,866	165,103	168,405	-
72-99 - Campground	98,000	99,960	101,959	103,998	-
74-02 - Community Hall	38,286	39,051	39,832	40,629	-
74-04 - Library	34,320	35,006	35,706	36,421	-
Total Recreation and Culture	2,800,746	2,856,711	2,913,795	2,972,021	-
Revenue					
00-00 - Other Revenue	901,204	919,228	937,613	956,365	-
Total Revenue	901,204	919,228	937,613	956,365	-
Transportation					
32-00 - Roadways	500	510	520	-	-
37-00 - Stormwater	-	-	-	-	-

5 Year Operating Budget Summary

Budget Year 2026 BUDGET

From Stage All To Stage All

Costing Center	2026	2027	2028	2029	2030
42-00 - Sanitary	956,893	976,031	995,552	1,015,463	-
Total Transportation	957,393	976,541	996,072	1,015,463	-
Total Revenues	17,700,860	18,050,463	18,408,689	18,773,549	-
Percent Increase		1.98%	1.98%	1.98%	(100.00%)
Expenses					
Community Services					
62-00 - Community Services	506,729	516,863	527,201	537,745	-
Total Community Services	506,729	516,863	527,201	537,745	-
Environmental Services					
41-00 - Water	1,722,227	1,683,781	1,717,457	1,751,806	-
43-00 - Garbage	325,451	331,960	338,599	345,371	-
Total Environmental Services	2,047,678	2,015,741	2,056,056	2,097,177	-
General Government					
11-00 - Legislative Services	486,821	496,557	506,488	516,618	-
12-00 - General Administration	1,208,553	1,200,742	1,224,716	1,249,171	-
12-01 - Communications	51,841	53,166	54,076	55,158	-
80-00 - Taxes & Requisitions	3,742,948	3,817,807	3,894,163	3,972,046	-
Total General Government	5,490,162	5,568,271	5,679,444	5,792,993	-
Lands and Buildings					
69-00 - Lands & Buildings	333,043	334,604	339,215	346,000	-
Total Lands and Buildings	333,043	334,604	339,215	346,000	-
Planning and Development					
61-00 - Planning	256,927	170,266	173,671	177,145	-
61-02 - Asset Management	133,483	128,503	131,073	133,694	-
66-00 - Development	278,077	283,639	289,312	295,098	-
Total Planning and Development	668,488	582,407	594,056	605,937	-
Protective Services					
23-00 - Fire	690,947	667,978	681,338	694,965	-
24-00 - Emergency Management	42,105	42,947	43,806	44,682	-
26-00 - Emergency Services	367,429	371,463	378,892	386,470	-
Total Protective Services	1,100,481	1,082,388	1,104,036	1,126,116	-
Recreation and Culture					
72-04 - Golf Course	1,876,327	1,825,469	1,861,928	1,899,117	-
72-06 - Arena	772,823	746,939	761,878	777,115	-
72-08 - Parks	702,491	679,719	693,313	707,179	-
72-99 - Campground	72,008	73,448	74,917	76,416	-

5 Year Operating Budget Summary

Budget Year 2026 BUDGET

From Stage All To Stage All

Costing Center	2026	2027	2028	2029	2030
74-02 - Community Hall	67,036	57,870	59,028	60,208	-
74-04 - Library	334,182	340,866	347,683	354,637	-
Total Recreation and Culture	3,824,868	3,724,311	3,798,748	3,874,672	-
Transportation					
31-00 - Fleet	54,438	22,034	22,034	22,034	-
32-00 - Roadways	995,253	962,445	981,694	1,001,328	-
37-00 - Stormwater	39,157	39,941	40,739	41,554	-
42-00 - Sanitary	244,967	249,866	254,863	259,961	-
Total Transportation	1,333,815	1,274,286	1,299,331	1,324,877	-
Total Expenses	15,305,263	15,098,872	15,398,085	15,705,516	-
Percent Increase		(1.35%)	1.98%	2.00%	(100.00%)
Net Total	2,395,598	2,951,591	3,010,603	3,068,032	-

TOWN OF CARSTAIRS 2027 BUDGET		
Department	Description	Expense
Emergency Services	Road Closure Trailer	15,000.00
Operational Services	Snow Blower (Replacement)	233,000.00
Operational Services	Midsize Loader	270,000.00
Operational Services	Lift Station Elimination or Repairs (2 new pumps)	100,000.00
Operational Services	Street Improvement Program (Pearson Place)(Beckner)	387,000.00
Operational Services	Curling Rink Parking Lot (Gravel \$65,000)	175,000.00
Operational Services	McDonald Close Park Replacement	
Operational Services	Hydrant Replacements (Highfield Drive & Nanton Street)	30,000.00
Operational Services	Storm Cath Basin Repairs - Scarlett Ranch Blvd	46,725.00
Operational Services	Storm Pipe Extension - Memorial Park	
Operational Services	Torro Mower	125,000.00
Operational Services	Sanitary Lining	320,000.00
Operational Services	Seniors Housing Servicing	1,100,000.00
Operational Services	107 - 9 Avenue	450,000.00
Operational Services	New tube for harley rake or new tips (\$1,600.00)	5,826.99
Corporate Services	Administration Building	1,500,000.00
Golf Course	John Deere Gator TX	23,000.00
Golf Course	John Deere 2500E-Cut Triplex Mower (Innisfail)	5,000.00
Golf Course	John Deere Quick-Adjust VertCutting Units	30,000.00
Golf Course	Turfcare Shop Boiler/Combi Unit	20,000.00
Golf Course	Range Ball Dispenser	25,000.00
Corporate Services	2nd UPS for Computer Server & Battery replacements	11,840.00
Arena	Hot Water Tanks x 2	12,000.00
Fire Department	Unit 120 (50/50 ownership) Replacement (Deferred Purchase, 56 months). Deposit required in 2027. Town portion	86,500.00
		4,970,891.99
Department	Description	Expense
Fire	Motorola Radios x 2	9,952.10
Fire	SCBA x 2	23,254.00
Fire	Rapid Intervention Team Kit	7,724.00
Fire	Hose Testing Machine	8,494.05
Fire	Thermal Imaging Camera	6,727.00
Fire	Bunker Gear x 5	26,037.85
Emergency Services	Ballistic Vest	1,500.00
Emergency Services	Cell Phones x 3	4,750.00
Emergency Services	Cenotaph Flag Pole	4,800.00
Emergency Services	Emergency Stormwater Containment Supplies	3,200.00
Operational Services	Picnic Tables and Garbage Cans - Firemans & Elks Parks	7,000.00
Operational Services	Scarlett Ranch Pathway Beautification	10,000.00
Operational Services	Various Hand/Power Tools	5,000.00
Operational Services	Shale Ball Diamonds	6,000.00
Operational Services	Garbage Can Replacement Program	9,000.00
Operational Services	Color Printer	1,500.00
Operational Services	Spray Tanks	1,000.00
Operational Services	Ipads x 2	2,000.00
Operational Services	Chemical Treatment Lagoon	30,140.00
Operational Services	Concrete Apron Centre and Canco Alley	
Operational Services	Outdoor Exercise Equipment repair or replacement (partial)	
Operational Services	Water Meters	193,000.00
Golf Course	Stihl 462 Chainsaw	1,800.00
Golf Course	Stihl 201 Chainsaw	1,200.00
Golf Course	Kitchen Wares and Supplies	4,000.00
Golf Course	Appliances	1,000.00
Golf Course	Bunker Renovation (3 year replacement program starting 2025, 2026, 2027)	30,000.00
Adminstration	Dishwasher	700.00
Arena	Compressor #1 Overhaul	16,000.00
Arena	Water line repairs(year 3 of 3)	15,000.00
Arena	Speed Bumps	1,067.96
Arena	Service Cart - Arena Concession	345.00
Arena	3 in 1 Creeper	166.00
Arena	Drum Fans	1,906.00
Arena	Stackable Chairs (south meeting room)	2,080.00
Arena	Folding Tables x 10	3,150.00
Arena	Folding Chairs x 50	2,000.00
Arena	Chair Dolly	644.00
Arena	Re-key Dressing rooms	1,000.00
Arena	Baby Change Station	587.00
Arena	Repair/maintain Radiant Heaters	4,000.00
Arena	Repair Soffit at main entrance	5,500.00
Community Hall	Counter replacement	9,500.00
Community Hall	New Round tables x 8	4,600.00
Community Hall	Folding Table Dolly	650.00
Community Hall	6' Folding Tables x 10 - small room	3,150.00
Community Services	Finnly Sport Software (8900 subsequent years)	12,600.00
		483,724.96

MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
TUESDAY, OCTOBER 20, 2026, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

- IN ATTENDANCE:

Mayor Allan, Councilors Ball, Fricke, Tolley, Roberts, & Wilcox; Councilor Selanders (via Teams); Director of Corporate Services Shannon Allison; Director of Emergency Services Rob McKay; Manager of Legislative Services Jessica Pryde; Director of Planning & Development and Deputy CAO Kirk Williscroft; and Executive Assistant Kayleigh Van Es
- ABSENT:

Nil
- CALL TO ORDER:

Mayor Allan called the Policies & Priorities Committee meeting of Tuesday, October 20, 2026, to order at 1:00 p.m.
- ADDED ITEMS:

1. Community Hall Parking Lot Letter of Concern to Correspondence 9.b
- ADOPTION OF AGENDA:

Motion by Councilor Wilcox to adopt the Policies & Priorities Committee meeting agenda of October 20, 2026, as amended.

CARRIED
- ADOPTION OF MINUTES:

Motion by Councilor Tolley to adopt the Policies & Priorities Committee minutes of September 15, 2026, as presented.

CARRIED
- UNFINISHED BUSINESS:

Nil
- BYLAWS & POLICIES:

1. Bylaw No. 2074 Community Standards Bylaw

J. Pryde presented the proposed Community Standards Bylaw, which would consolidate Bylaws No. 996, 999, and 1000 into one bylaw and introduce additional public conduct standards.

Councilor Wilcox asked how the Bylaw would address light pollution affecting adjacent homes. CAO R. Blair explained that discretion would be required to distinguish between light that is visible from a window and light that shines directly into a window, noting that some flexibility would be necessary.

Councilor Ball asked whether the Bylaw should include provisions addressing residential security cameras. CAO R. Blair noted that many cameras have a viewing range of 180 degrees or more, which could make it difficult for Bylaw Enforcement to determine what constitutes an invasion of privacy. Councilor Tolley noted that the City of Lethbridge restricts 360-degree cameras and has elevation restrictions. CAO R. Blair explained that such regulations depend on the level of service provided. Councilor Ball clarified that the question was whether other municipalities had implemented similar regulations. CAO R. Blair advised that Administration could investigate the matter further.

Councilor Fricke asked whether Section 5(b) under Public Conduct, which prohibits standing or jumping on surfaces, should also include sleeping. She also asked whether the Bylaw should address alcohol consumption and safe injection sites. R. McKay advised that these matters are addressed under provincial legislation. J. Pryde noted that sleeping could be added to the provision.

Councilor Selanders commented on the public conduct provisions regarding interference with the reasonable use of public spaces and asked whether the wording also addressed private property.

Motion by Councilor Ball to table Bylaw No. 2074, Community Standards Bylaw, and bring it back to the next Policies & Priorities Committee meeting for further review.

CARRIED

2. Bylaw No. 2073 Public Notification Bylaw

J. Pryde presented the proposed Public Notification Bylaw, which would replace Bylaw No. 1074 and outline the methods of public notification and advertising.

Motion by Councilor Wilcox to accept Bylaw No. 2073, Public Notification Bylaw, as presented and forward it to the next Council meeting for ratification.

CARRIED

3. Policy No. 11-011-26 Public Participation Policy-Amended

J. Pryde spoke to the changes made to the Policy, which outlines how public input is obtained and considered.

Councilor Wilcox asked how Section 2(c) regarding public participation is being implemented. CAO R. Blair explained that public participation occurs through

Policies & Priorities Committee Meeting – October 20, 2026		Page 2 of 4
	various engagements between Council, Administration, and the public, including Council meetings, Policies & Priorities Committee meetings, and Community Services events.	
	Motion by Councilor Fricke to accept Policy No. 11-011-26, Public Participation Policy, as presented and forward it to the next Council meeting for ratification.	CARRIED
	4. Policy No. 11-032-26 Respectful Engagement Policy	
	J. Pryde presented the new Respectful Engagement Policy, which proposes to establish standards of conduct and expectations for respectful communication and engagement.	
	Councilor Fricke reflected on previous experiences and noted that communication breakdowns between boards and individuals had contributed to concerns. She asked whether a provision should be added requiring Administration to communicate only with board presidents or designated committee members when dealing with clubs and boards. CAO R. Blair agreed, noting that written authorization from the board would also be required to confirm the designated representatives. The Committee agreed with the proposed addition.	
	Motion by Councilor Roberts to table Policy No. 11-032-26, Respectful Engagement Policy, and bring it back to the next Policies & Priorities Committee meeting for further review.	CARRIED
NEW BUSINESS:	1. Council Strategic Update	
	J. Pryde provided the Committee with an update on the first full year of the current Council term, highlighting the accomplishments of Council, Administration, and all departments from October 2025 to October 2026.	
	Motion by Councilor Ball to accept the Council Strategic Update as information.	CARRIED
REPORTS:	1. Development Reports	
	The Committee reviewed the Development Reports. To date, 166 permits have been issued, including 49 new home building permits and 68 compliance certificates.	
	Motion by Councilor Tolley to accept the Development Reports as information.	CARRIED
	2. City-Wide Monthly Reports	
	The Committee reviewed the following City-Wide Monthly Reports:	
	a. Fire Reports	
	b. Bylaw Reports	
	Motion by Councilor Ball to accept the City-Wide Monthly Reports as information.	CARRIED
	3. Emergency Services	
	The Committee reviewed the following City-Wide Monthly Reports:	
	a. Emergency Services Report	
	b. Carstairs Emergency Management Agency (CEMA) Report	
	Motion by Councilor Ball to accept the Emergency Services Reports as information.	CARRIED
	4. Quarterly Facility Utilization Reports	
	The Committee reviewed the following Utilization Report:	
	a. Carstairs Campground - Year End	
	Motion by Councilor Fricke to accept the Campground Utilization Report as information.	CARRIED
CORRESPONDENCE:	1. Pickleball Advertising Request	
	The Committee reviewed a letter requesting approval for advertising at the Public Pickleball Court.	
	CAO R. Blair explained that the Pickleball Club is looking to fundraise for a new Plexi-pave surface by offering donors the opportunity to purchase advertising banners or contribute to a large donor recognition sign. He noted that consideration must be given to the ongoing maintenance and future replacement costs associated with these additions.	

Policies & Priorities Committee Meeting – October 20, 2026**Page 3 of 4**

Councilor Fricke asked how advertising revenue is collected at other public facilities. CAO R. Blair explained that advertising revenue from Town facilities is collected by the Town; however, the Pickleball Club is requesting that it receive the revenue generated from advertising at the court.

Councilor Roberts clarified the proposed location of the advertising banners and expressed a preference for the south side rather than the north side.

Councilor Wilcox asked how the Town would ensure the Club understands that the court is a Town facility rather than a club-owned facility. CAO R. Blair explained that the primary concern is the long-term capital costs and responsibility for maintenance and replacement rather than the initial cost. He noted that the Plexi-pave surface would eventually require replacement and that consideration must be given to whether the Club would set aside funds for future costs. He also referenced Council's previous direction that the Town would not contribute additional funding. CAO R. Blair reiterated that the facility belongs to the Town and that the Club may enhance it through fundraising, emphasizing that the Town would not be responsible for the ongoing maintenance or replacement of the proposed additions.

Councilor Selanders asked why the pickleball court is managed differently from facilities such as the rodeo grounds, which are leased to the Agricultural Society, or the curling rink. CAO R. Blair explained that the court was constructed as a public facility, rather than a club facility under the direction of a previous Council. The Town built the facility with the understanding that the Pickleball Club would fundraise for any enhancements it wished to pursue.

Councilor Tolley expressed concern that allowing advertising could set a precedent and suggested considering temporary signage during tournaments rather than year-round advertising. He also cautioned against locking the gates. CAO R. Blair noted that the decision regarding advertising rests with Council and agreed that temporary signage could be considered. He further explained that, as a taxpayer-funded public facility, the court must remain accessible to the public and cannot be restricted exclusively to Club members. The Club cannot prevent other members of the public from using the facility during the Club's scheduled usage times.

R. McKay asked whether the proposed signage would be weather-resistant and whether potential damage and maintenance requirements for Operations Services had been considered. CAO R. Blair advised that Administration could research the available options and bring further information back to the Committee.

Councilor Fricke suggested developing an advertising policy and establishing a user agreement to clarify responsibilities, including maintenance and end-of-life replacement costs for assets. Councilor Roberts agreed with the need for a user agreement.

Councilor Ball expressed opposition to advertising on Town facilities, citing the potential for damage caused by weather and other circumstances. The Committee requested additional information for further discussion at a future Policies & Priorities Committee meeting.

Motion by Councilor Tolley to accept the Pickleball Advertising Request as information and direct Administration to gather additional information for presentation at a future Policies & Priorities Committee meeting.

CARRIED**2. Community Hall Parking Lot Concern**

The Committee reviewed a letter requesting that Council direct Administration to develop enforceable restrictions reserving the Community Hall parking lot for legitimate Community Hall users, including appropriate signage and adjustments to staff scheduling to provide monitoring during daytime, evening, and late weekend hours.

CAO R. Blair cautioned the Committee that enforcing such restrictions may simply displace the issue to another location. He noted that similar situations occur in other municipalities and that research had not identified other municipalities implementing comparable restrictions. Based on Emergency Services' understanding and investigations, the youth gathering in the area has not been loud or disrespectful and are not contravening any existing bylaws.

Mayor Allan noted the row of large spruce trees lining the parking lot, while Councilor Roberts observed that the trees provide limited buffering for nearby residents. CAO R. Blair reiterated the importance of being cautious about restricting the use of public spaces and noted that enforcement action could be

Classification: Public

taken if noise or other bylaw infractions occurred.

R. McKay advised that patrols in the area had been increased and that the issue appeared to be cyclical, with more youth gathering outdoors during periods of favourable weather. He anticipated that activity would decrease during the colder winter months and expressed the view that both parties needed to be more accommodating.

Councilor Fricke questioned how the situation could be addressed without becoming overly restrictive. Discussion included Community Peace Officer (CPO), estimated to result in a six-figure increase, and whether the situation should be accepted as part of small-town life. CAO R. Blair reiterated that adding another CPO would not resolve the issue if no existing bylaws were being contravened.

Councilor Roberts asked R. McKay whether the youth had relocated from the curling rink parking lot, where similar concerns had previously arisen. R. McKay confirmed that different groups of youth gather in various parking lots throughout Town.

CAO R. Blair noted the difficulty of enforcing restrictions in response to an isolated disturbance reported by a single resident.

Councilor Wilcox commented on the hours identified in the complaints and questioned where the youth were expected to gather, as well as what specific behaviours the proposed restrictions were intended to address. She also suggested that consideration should be given to the surrounding environment when choosing a place to live.

Councilor Ball questioned the amount of effort being directed toward the issue and suggested speaking with the youth about moving farther away from the neighbouring resident's fence. R. McKay advised that these conversations had already taken place and confirmed that he would direct CPOs to continue communicating with the youth regarding the concerns.

Motion by Councilor Wilcox to accept the Community Hall Parking Lot Concern as information.

CARRIED

CLOSED MEETING:

1. Section 19 - Disclosure Harmful to Business Interests of a Third Party
Section 197 of the Municipal Government Act requires Council and Council Committees to conduct their meetings in public unless the matter to be discussed falls within an exception to disclosure under the Access to Information Act (ATIA).

Motion by Councilor Fricke that Council close the meeting to the public to discuss information harmful to the business interests of a third party, pursuant to Section 19 of ATIA, at 2:23 p.m.

CARRIED

Motion by Councilor Tolley to come out of the Closed Meeting session at 2:36 p.m.

CARRIED

GENERAL DISCUSSION:

1. Budget Process
CAO R. Blair provided an update on the budget process, advising that the one-on-one budget meetings were nearly complete. The budget will then be presented to Council for deliberations, with the goal of approving the budget at the December 14, 2026, Council meeting.

NEXT MEETING:

Tuesday, November 17, 2026

ADJOURNMENT:

Motion by Councilor Wilcox to adjourn the Policies & Priorities Committee meeting of Tuesday, October 20, 2026, at 2:38 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO

Dear Mayor Allan,

Our minor hockey group is bidding to host the 2027 Hockey Alberta U18 B Provincial Championship, March 25–28, 2027, with games at Pete Knight Memorial Arena in Crossfield. Our U18 players come from Carstairs, Crossfield and Didsbury, so we're presenting this as a three-community bid rather than one town's.

Would you and Council be willing to provide a short letter of support? It would ideally say that the Town of Carstairs supports the bid and the regional partnership behind it. Carstairs families will be a big part of our volunteer team, and we'd love the Town's name alongside theirs.

The bid is due to Hockey Alberta on November 15, so a signed letter on Town letterhead by Tuesday, November 10, would be ideal. A PDF by email works well.

Any surplus from the event goes to a legacy fund for minor hockey across all three towns, including Carstairs.

Thank you for considering this. I'm happy to answer any questions.

Warm regards,

Ralene McCulloch
Bid Coordinator, 2027 U18 B Provincials Host Committee
Ice Scheduler, Renegades Minor Hockey Association
[REDACTED]