









**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, APRIL 27, 2026, 7:00 P.M.**

Page

1. **CALL TO ORDER**
2. **ADDED ITEMS**
3. **ADOPTION OF AGENDA**
 - a) Adoption of agenda of April 27, 2026
Motion: To adopt the agenda of April 27, 2026
- 3 - 8 4. **ADOPTION OF MINUTES**
 - a) Adoption of minutes of April 13, 2026 (addendum 4.a)
Motion: To adopt the minutes of April 13, 2026

- 9 - 11 5. **BUSINESS ARISING FROM PREVIOUS MEETING**
 - a) Arena Plant Update (addendum 5.a)

6. **DELEGATIONS**
7. **BYLAWS AND POLICIES**
8. **NEW BUSINESS**
 - 12 a) Curling Club RFD (addendum 8.a)

 - 13 b) Production Server RFD (addendum 8.b)

 - 14 - 17 c) Carstairs Water Reservoir Update (addendum 8.c)


9. **COMMITTEE REPORTS**
 - 18 - 24 a) **POLICIES & PRIORITIES COMMITTEE**
 - i) Minutes of April 21, 2026 (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

- a) Rural Renewal Program-Letter (addendum 11.a)



12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. CLOSED MEETING

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 (AITA), 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).

- a) *Section 20 - Disclosure harmful to personal privacy*

16. ADJOURNMENT

25 - 28

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, APRIL 13, 2026, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

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

ABSENT: Councilor Roberts

CALL TO ORDER: Mayor Allan called the meeting of Monday, April 13, 2026, to order at 7:00 p.m.

ADDED ITEMS: **1. RCMP Requisition Update** to Business Arising from Previous Meeting (5.a.)

2. Council Meeting Date Change to New Business (8.d.)

ADOPTION OF AGENDA:
Motion 122/26
Motion by Councilor Wilcox to adopt the Regular Council Agenda of April 13, 2026, as amended.

CARRIED

ADOPTION OF PREVIOUS MINUTES:
Motion 123/26
Motion by Councilor Ball to adopt the Regular Council Meeting minutes of March 23, 2026, as presented.

CARRIED

DELEGATIONS: **1. HSS, CES and Chinooks Edge School Division**
Principal D. Nielsen of HSS, Principal T. Upshaw of CES, and Treasurer M. Copley of CESD.

M. Copley advised that Carstairs is currently ranked number one on the priority list for a new high school. This ranking is prior to pre-planning, and funding only becomes available once the project is included in the provincial budget. Until then, the project remains in a holding stage. Appreciation was extended to current and previous Council for their support.

M. Copley noted the provincial list typically includes approximately 60 projects. Councilor Tolley inquired whether the Town could lose its position over time; M. Copley advised this is unlikely but not guaranteed.

Councilor Wilcox congratulated those involved and asked whether updated growth numbers are considered. M. Copley advised that the province has changed its approach and is now more open to discussions regarding updated data and justification for school sizing.

Councilor Fricke inquired about influence on school design. M. Copley advised input occurs during engagement sessions, with greater influence during pre-planning. Timelines vary; historically approximately two years for top-ranked projects. D. Nielsen noted HSS is currently at 108% capacity.

Mayor Allan asked whether a new school would include shop and trades spaces. D. Nielsen responded that this would typically be included, as there is a focus on providing a well-rounded facility.

Councilor Wilcox asked whether academy programming influences school design. D. Nielsen stated that schools are not cookie-cutter and are designed to reflect what makes each community unique, with pre-planning funding being critical to formalizing those elements.

Councilor Ball asked whether academies help strengthen the Town's position provincially. M. Copley advised that programs benefiting the broader community help elevate the project and highlight its uniqueness.

T. Upshaw provided an update on Carstairs Elementary School. Enrollment remains steady with anticipated growth. The school continues to expand hands-on learning through a makerspace and career-focused programming. The outdoor classroom project is in Phase 2, with landscaping and seating underway, and Phase 3 planned to include a gazebo. A focus on social-emotional learning is

planned. Vice Principal Paluck will be retiring, and Jodi Kennedy will be joining the school.

D. Nielsen provided an update on Hugh Sutherland School, highlighting passion-based learning and a Grade 10 internship program with approximately 140 students placed. Seventy percent of participants have applied for post-secondary education compared to a 50% average. Academy programming continues to expand, including hockey, dance/cheer, agriculture, and STEAM, with rodeo, judo, and a medical academy planned. The medical academy will include a partnership with the Cumming School of Medicine.

Councilor Fricke noted the strong alignment between the three entities and the high level of community participation.

Councilor Wilcox commented that initiatives such as academies and potential medical programming are increasing opportunities in smaller communities, which were historically more limited.

Councilor Tolley expressed appreciation for the passion and dedication demonstrated by administration.

Councilor Ball thanked all parties for their willingness to collaborate with the Town and community.

Councilor Selanders echoed appreciation and acknowledged the progress made, noting the positive momentum and value of continued open communication.

Mayor Allan expressed appreciation for the presentation and acknowledged the excellent work being done.

Motion 124/26

Motion by Councilor Ball to accept the delegation from HSS, CES and CESD as information.

CARRIED

BYLAWS & POLICIES:

Nil

BUSINESS ARISING FROM PREVIOUS MEETING:

1. RCMP Requisition Update

CAO R. Blair presented Council with notification of policing cost share under the Police Funding Model.

Councilor Selanders inquired for clarification regarding the budget figures and funding request. S. Allison advised that estimates are required to finalize the budget and that the municipality must cover any shortfall.

Options presented to address the shortfall included adjusting the mill rate, funding through the Operating Stabilization Fund (OSF), or drawing from the policing reserve established in previous years.

Council was in agreement to draw from the policing reserve.

Motion 125/26

Motion by Councilor Fricke to authorize administration to take the shortfall for the 2025/2026 invoice for the Police Funding Model from Policing Reserves in the amount of \$7,156.40.

CARRIED

Motion 126/26

Motion by Councilor Wilcox to fund any shortfall on the 2026/2027 RCMP Policing Funding Model invoice from Policing Reserves.

CARRIED

NEW BUSINESS:

1. Municipal Emergency Plan

Council reviewed the plan.

Councilor Wilcox inquired about the emergency social services chart and cross-training opportunities. CAO R. Blair will clarify.

Councilor Fricke inquired about evacuation procedures and communications. CAO R. Blair advised these are addressed through the Emergency Plan, including the Voyent Alert! system, with approximately 800 users registered.

Councilor Wilcox noted that CEMA is utilizing a province-wide database through Alberta.

Motion 127/26

Motion by Councilor Fricke to accept the Municipal Emergency Plan as information.

CARRIED

2. RFD-Admin Building Expansion

CAO R. Blair explained that a cost increase is required to complete the IFT package.

Councilor Tolley inquired whether Council is committed beyond obtaining the drawings.

Councilor Selanders expressed interest in a strategic planning session to review projects from a high-level perspective, including identifying opportunities to align projects and achieve cost savings. Concerns were raised regarding proceeding without a clear understanding of Council priorities, including the value of significant expenditures relative to long-term savings. CAO R. Blair advised that a strategic planning session was previously completed in Canmore at Council's direction, which provided comprehensive information across all departments and projects. Councilor Selanders noted a preference for additional opportunities to contribute to the development of priorities.

Councilor Wilcox commented on the volume of information and inquired how project decisions are determined and aligned. Councilor Selanders noted the importance of understanding and influencing priorities as a new Council. CAO R. Blair advised that departmental priorities are established following an election and reviewed again at the two-year mark. Councilor Wilcox noted that additional context, including staff analysis, would be beneficial for new Council members to better understand how current priorities were established.

Councilor Tolley suggested reviewing priorities after one year to reflect the current Council's direction. Mayor Allan noted that the previous Council's direction in Canmore was to complete existing projects prior to initiating new ones.

Councilor Tolley inquired whether proceeding with the IFT package allows flexibility before construction. CAO R. Blair advised that approximately \$60,000 has already been spent, as previously directed by Council, to advance the IFT package. It was further noted that once completed, the plans can be held and used for tender at a later date without requiring rework.

Councilor Fricke noted that completing the planning phase will provide accurate costing, and that Council is responsible for determining service levels. It was further noted that staff analysis has been completed to align resources with projected growth.

Councilor Ball inquired about the primary drivers of cost increases. Administration advised that rising contractor costs, particularly for mechanical and electrical services, are a key factor.

It was noted that priorities were previously reviewed during the Canmore strategic planning session.

Motion 128/26

Motion by Councilor Ball to direct Administration to facilitate the request for additional funding for the IFT finalized package for the Administration Building design, with funds to be taken from the Operational Stabilization Fund in the amount of \$22,000.

CARRIED 5-1

Councilor Selanders Opposed

3. RFD-Arena Ice-Plant Upgrade & Update

Council reviewed the RFD.

Councilor Wilcox inquired about available grant funding and whether all options had been accessed. Administration advised that LGFF funding is being utilized, noting limitations and eligibility requirements with other grant programs.

Councilor Fricke inquired whether the pricing is secured. CAO R. Blair confirmed that pricing is locked in and the project has commenced.

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Councilor Tolley inquired about the plant tonnage, noted at 150 tons, and asked whether donation of the existing ice plant could be considered. CAO R. Blair advised that this will be explored.

Motion 129/26

Motion by Councilor Tolley to direct Administration to facilitate the request for additional funding for the Arena Ice Plant Upgrade, with funds to be taken from the Operational Stabilization Fund in the amount of \$12,493.59.

CARRIED**5. Council Date Change**

Administration advised of a correction to Council meeting date May 26, 2026 to May 25, 2026.

Motion 130/26

Motion by Councilor Tolley to amend the Council meeting date from May 26, 2026 to May 25, 2026.

CARRIED**COMMITTEE REPORTS:****1. Policies & Priorities Committee**

- Next meeting April 21, 2026.

2. Mountain View Regional Waste Commission

- Next meeting end of April 2026.

3. Mountain View Regional Water Services Commission

- Mayor Allan attended the AGM on April 8, 2026 and provided a verbal report. Council also reviewed a press release regarding the Raw Water Storage Project

4. Mountain View Seniors' Housing

- Next AGM meeting April 23, 2026, Next Board meeting June 25, 2026. ASCHA conference in Edmonton this week.

Motion 131/26

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

CARRIED**COUNCILOR REPORTS:****1. Councilor Ball**

- Provided a verbal report.
- March 26 - 27, 2026, attended Alberta Municipalities Spring Leaders Conference.
- March 27, 2026, attended the Town of Blackfalds Arena Tour.

2. Councilor Fricke

- Provided a verbal report.
- March 25, 2026, attended EOEP Course on Council's Role in Strategic Planning.
- March 26 - 27, 2026, attended Alberta Municipalities Spring Leaders Conference.

3. Councilor Roberts

- Absent.

4. Councilor Selanders

- Provided a verbal report.
- March 25, 2026, attended EOEP Course on Council's Role in Strategic Planning. Would like to have another Strategic Planning Session.
- March 26 - 27, 2026, attended Alberta Municipalities Spring Leaders Conference.
- April 18, 2026, attended the Carstairs Chamber meeting.

5. Councilor Tolley

- Provided a verbal report.
- March 26 - 27, 2026, attended Alberta Municipalities Spring Leaders Conference.
- March 27, 2026, attended the Town of Blackfalds Arena Tour.

6. Councilor Wilcox

- Provided a verbal report.
- March 16, 2026, attended Carstairs Library Board meeting.
- March 17, 2026, attended Policies & priorities Committee meeting.
- March 20, 2026, attended Parkland Library Board meeting.
- March 25, 2026, attended EOEP Course on Council's Role in Strategic Planning.
- March 26 - 27, 2026, attended Alberta Municipalities Spring Leaders Conference.
- March 31, 2026, attended Mountain View Regional Waste Commission to sign cheques.

7. Mayor Allan

- Provided a verbal report.
- April 8, 2026, attended Mountain View Regional Water Services Commission AGM. Met with Mayors of Innisfail and Crossfield.
- April 10, 2026, presented to Grade 2 students at Carstairs Elementary School regarding the role of the Mayor and what it is like

to serve in the position.

Motion 132/26 Motion by Councilor Selanders to accept all Councilor Reports as information.

CARRIED

CORRESPONDENCE:

1. HSS After-Grad Request

Council received a letter of request for the use of the Old Landfill site for an event scheduled for June 26, 2026. The request also included the use of porta-pottis, a generator, and a light tower for the event.

Motion 133/26 Motion by Councilor Wilcox to accept the after-grad request from HSS as information and direct administration to facilitate the request.

CARRIED

2. CARA Letter

Council reviewed the letter.

Motion 134/26 Motion by Councilor Ball to accept the letter from CARA as information.

CARRIED

3. 2026 Fire Services Training Program Grant

Council reviewed the letter from Municipal Affairs with notification of receiving a training grant worth \$4,789.

Motion 135/26 Motion by Councilor Tolley to accept the notification letter of the 2026 Fire Services Training Program Grant as information.

CARRIED

4. Assessment Model Review

Council reviewed the policy update.

Motion 136/26 Motion by Councilor Tolley to accept the Assessment Model Review as information.

CARRIED

CAO'S REPORT:

- March 26 - 27, 2026, attended Alberta Municipalities Spring Leaders Conference.
- March 30, 2026, met with Principal D. Nielsen.
- March 31, 2026, met with ATEC to discuss school safety study.
- April 1, 2026, met with ISL Engineering.
- April 13, 2026, met Chris Ulmer of Urban Systems to review IDP/Annexation.
- The Water Reservoir project remains on schedule and on budget, with deliverables expected in May and June and commissioning planned for August 2026. Councilor Tolley inquired when the Memorial Arena parking lot would be cleaned up. CAO R. Blair advised that the area is expected to be cleared within the next week.
- The lateral line has been filled and tested. Cleanup will commence this week, with landscaping and paving to follow, weather permitting.

Motion 137/26 Motion by Councilor Ball to accept CAO's Report as information.

CARRIED

COUNCILOR COMMENTS: 1. Councilor Wilcox

- Reported on Bill 28 and noted that discussions with the Carstairs Library are ongoing.

2. Councilor Selanders

- Reported receiving interest in establishing a Seniors' facility committee. Councilor Fricke noted that Mountain View Seniors Housing (MVSH) typically does not include members at large.

Motion 138/26 Motion by Councilor Fricke to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

1. David Grossklaus

D. Grossklaus advised that the assessor has been difficult to contact and noted a 62% increase in assessment over the past four years, requiring an explanation. D. Grossklaus also inquired when the tax calculator would be available on the website. S. Allison advised that the tax calculator will be reinstated following setting of the mill rate.

CLOSED MEETING:

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,

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personal privacy, individual or public safety, confidential evaluations, or law enforcement. (Sections 19 to 34).

1. Section 19-Disclosure Harmful to Business Interest of a Third-Party

Motion 139/26 Motion by Councilor Wilcox that Council close the meeting to the public to discuss Disclosure Harmful to Business Interest of a Third-Party, as per Section 19, of the ATIA, at 8:28 p.m.

CARRIED

Motion 140/26 Motion by Councilor Wilcox to come out of the closed meeting session at 8:36 p.m.

CARRIED

Motion 141/26 Motion by Councilor Ball to accept intensification of site density for Scarlett Ranch Condos.

DEFEATED

NEXT MEETING: Monday, April 27, 2026, at 7:00 p.m.

ADJOURNMENT:
Motion 142/26 Motion by Councilor Fricke to adjourn the meeting of April 13, 2026, at 8:37 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO

Ice Plant Project Update

April 16/17

- Ammonia was removed from the system.
- It was temporarily stored behind the arena and has since been removed from site.
- Brine will also need to be removed from the system. (No date set yet)

April 21

- One Call locate request submitted.

April 22

- Site visit completed with Evan Wall (Construction Supervisor) and Gerald Curran (Capital Projects).
- Project remains on schedule.
- Equipment is expected to begin arriving in Edmonton in early June, where it will be assembled and then transported to site. (some site assembly will need to happen)
- August 21 remains the projected date for the facility to be ready for skaters.
- There was a typo on the previous project timeline; an updated version is being sent out.

Next Steps

- Demolition is expected to begin within the next 2–3 weeks.
- A request has been sent to OneCall to adjust locate timing, as construction could begin sooner than anticipated and screw pilings need to be installed first.

Chiller 2023



This was the condition of the chiller interior when it was opened during the 2023 start-up. The unit was cleaned as thoroughly as possible at that time; however, it was estimated to be operating at approximately 50% capacity.

We should notice a significant improvement moving forward, including reduced cycling of the plant and increased overall efficiency.

This is what a chiller should look like when its fully functioning. (Note: This example is larger than ours, is but it is a great representation of what a properly operating unit should look like)





PO Box 370
844 Centre Street
Carstairs, AB T0M0N0
www.carstairs.ca

REQUEST FOR DECISION (RFD)

Meeting Date:	April 27, 2026		
Agenda Item:	Council		
Prepared By:	Shannon Allison	Department:	Corporate Services

Request: Consider Matter Closed on an Agreement between the Town of Carstairs and the Carstairs Community Curling Club

Purpose:

Background: The Town of Carstairs and the Carstairs Community Curling Club entered into an agreement on June 10, 2014, to provide interim financing to the Carstairs Community Curling Club in the amount of \$75,000 (5-year term) to assist in the upgrade of the mechanical system at the curling club.

M199 Motion by Councilor Green to authorize administration to enter into an agreement with the Carstairs Curling Club. CARRIED 9/Jun/14

Discussion/Analysis: Through our investigation, we determined that no funds were required or disbursed to the Carstairs Community Curling Club. The Carstairs Community Curling Club applied for and was successful in receiving the CFEP (matching grant) on May 6, 2014.

Recommendation: In order to consider this matter closed, we would recommend the council accept the Analysis for information

Financial Implications:

- No Financial Impact
 Within approved budget
 Additional funding required

Details:

Operational Impact:

Additional Notes:

Attachments:

Motion:

1. Motion by Councilor _____ to accept the analysis for information.



PO Box 370
844 Centre Street
Carstairs, AB T0M0N0
www.carstairs.ca

REQUEST FOR DECISION (RFD)

Meeting Date:	April 27, 2026		
Agenda Item:	Council		
Prepared By:	Shannon Allison	Department:	Corporate Services

Request: Approve the purchase of a new production server		
Purpose:		
Background: On April 1, 2026, our backup server became inoperable. This backup server has been in use since 2017 and is past its useful service life.		
Discussion/Analysis: Options provided by our IT service provider - TRINUS Technologies:		
<ol style="list-style-type: none"> 1. Move the backup server to the cloud at a rate of \$500 per TB (\$1,150.00 per month) 2. Purchase a new backup server for \$21,000.00. 3. Purchase a new production server for \$34,300.00. The current production server is scheduled to be replaced in 2027. Reassign our current production server to become the backup server. The current production server should have an additional 3–4 years of useful life in this capacity. 4. Lease a backup server for 1 year for \$400.00 per month and then purchase the new servers in 2027. 		
Recommendation: Replace our current production server and reassign our existing production server to the backup role.		
Financial Implications:		
<input type="checkbox"/> No Financial Impact	<input type="checkbox"/> Within approved budget	<input checked="" type="checkbox"/> Additional funding required
Details: The funds from the Operations Stabilization account, which currently has a balance of \$1.4m.		
Operational Impact: A backup server provides redundancy and supports our business continuity plan.		
Additional Notes:		
Attachments:		
Motion:		
1. Motion by Councilor _____ to approve the purchase of a new production server and fund through the Operations Stabilization account.		



Weekly Progress Report



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

Project: Carstairs East Reservoir Construct	Week Ending: April 4, 2026
Client: Town of Carstairs	Project No.: 28756
Contractor: Alpha Construction Inc	Written By: Shaelynn Varughese

Sunday, March 29, 2026 Weather: H: -4°C L: -8°C Cold, dry	<ul style="list-style-type: none"> Contractor not on site.
Monday, March 30, 2026 Weather: H: -1°C L: -13°C Mix of sun and cloud	<ul style="list-style-type: none"> Jay Jaxx electricians working inside the building on interior electrical systems not dependent on MCC delivery Electrical work included conduit, cabling, and completion of interior circuits where available Mechanical work ongoing on reservoir process piping and interior steel piping Mechanical work progressing on building gas and plumbing systems
Tuesday, March 31, 2026 Weather: H: 2°C L: -10°C Cloudy	<ul style="list-style-type: none"> Jay Jaxx continued interior electrical work, focusing on remaining building systems and coordination activities Electrical work excluded MCC-dependent components due to delayed delivery Mechanical work continued on reservoir processing systems, gas lines, plumbing, and interior piping
Wednesday, April 1, 2026 Weather: H: 6°C L: -2°C Cloudy	<ul style="list-style-type: none"> Jay Jaxx electricians continued electrical work inside the building, including system completion and tie-ins where feasible Mechanical contractors continued work on process piping within the reservoir and interior steel piping Ongoing mechanical installation of building services
Thursday, April 2, 2026 Weather: H: 0°C L: -6°C Periods of snow, cold	<ul style="list-style-type: none"> Jay Jaxx electrical activities continued on remaining interior scope not impacted by MCC delay Electrical coordination ongoing in anticipation of future MCC installation Mechanical work continued within the reservoir and building, including process piping and service installations
Friday, April 3, 2026 Weather: H: 6°C L: -1°C Cloudy, Flurries	<ul style="list-style-type: none"> No work performed due to Good Friday statutory holiday
Saturday, April 4, 2026 Weather: H: 6°C L: -3°C Snow	<ul style="list-style-type: none"> Contractor not on site.

Comments:

- No comments

Environment assessment:

- No spills were observed on site.

Safety:

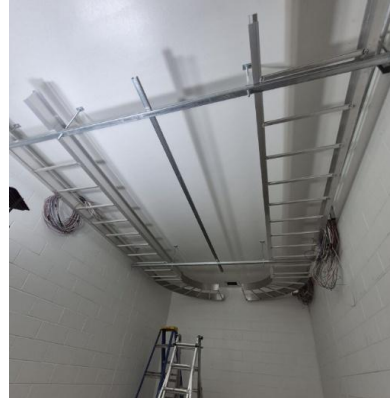
- No safety incidents



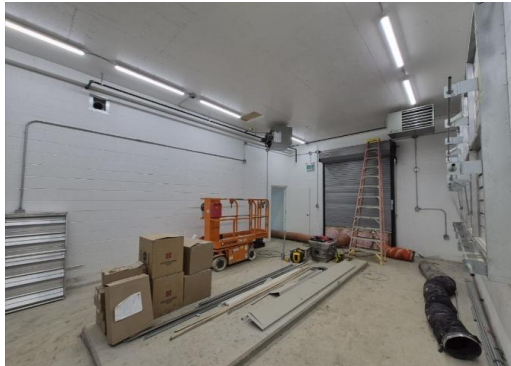
Weekly Progress Report



March 30th: Site Conditions



March 30th: Site Conditions



April 1st: Site Conditions



April 1st: Site Conditions



Weekly Progress Report



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

Project: Carstairs East Reservoir Construct	Week Ending: April 18, 2026
Client: Town of Carstairs	Project No.: 28756
Contractor: Alpha Construction Inc	Written By: Shaelynn Varughese

Sunday, April 12, 2026 Weather: H: 8°C L: -3°C Cloudy, periods of rain/snow mix	<ul style="list-style-type: none"> Pressure test preparations such as stretching pipes and monitoring for pressure loss
Monday, April 13, 2026 Weather: H: 15°C L: 2°C Mix of sun and cloud	<ul style="list-style-type: none"> Jay Jaxx electricians continued interior electrical work, including conduit and cabling installation and completion of non-MCC-dependent circuits. Concrete work: cleanup of floors, curbs, pads, and pump bases Pidherney's water main pressure test (flush and chlorinate to the reservoir) HDPE supply line pressure test with ISL Engineering
Tuesday, April 14, 2026 Weather: H: 12°C L: 0°C Cloudy	<ul style="list-style-type: none"> Jay Jaxx electricians continued interior electrical work, including conduit and cabling installation and completion of non-MCC-dependent circuits. Concrete work: cleanup of floors, curbs, pads, and pump bases Pidherney's water main pressure test (flush and chlorinate to the reservoir)
Wednesday, April 15, 2026 Weather: H: 8°C L: -2°C Cloudy	<ul style="list-style-type: none"> Jay Jaxx electricians continued interior electrical work, including conduit and cabling installation and completion of non-MCC-dependent circuits. Concrete work: cleanup of floors, curbs, pads, and pump bases Pidherney's water main pressure test (flush and chlorinate to the reservoir)
Thursday, April 16, 2026 Weather: H: 1°C L: -7°C Periods of snow, cold	<ul style="list-style-type: none"> Jay Jaxx electricians continued interior electrical work, including conduit and cabling installation and completion of non-MCC-dependent circuits. Concrete work: cleanup of floors, curbs, pads, and pump bases Pidherney's water main pressure test (flush and chlorinate to the reservoir)
Friday, April 17, 2026 Weather: H: 6°C L: -8°C Cloudy, Flurries	<ul style="list-style-type: none"> Jay Jaxx electricians continued interior electrical work, including conduit and cabling installation and completion of non-MCC-dependent circuits. Concrete work: cleanup of floors, curbs, pads, and pump bases Pidherney's water main pressure test (flush and chlorinate to the reservoir) General clean up
Saturday, April 18, 2026 Weather: H: 11°C L: -6°C Sunny, clearing after storm	<ul style="list-style-type: none"> Contractor not on site.

Comments:

- No comments

Environment assessment:

- No spills were observed on site.

Safety:

- No safety incidents



Weekly Progress Report



April 13th: Pressure test



April 13th: Pressure test



April 13th: Pressure test

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
TUESDAY, APRIL 21, 2026, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Mayor Allan, Councillors Ball, Fricke, Selanders, Tolley, Roberts & Wilcox; Director of Corporate Services Shannon Allison; Director of Emergency Services Rob McKay; Manager of Legislative Services Jessica Pryde; Director of Planning & Development & Deputy CAO Kirk Williscroft; CAO Rick Blair; & Executive Assistant Kayleigh Van Es

ABSENT: Nil

CALL TO ORDER: Mayor Allan called the Policies & Priorities Committee meeting of Tuesday, April 21, 2026, to order at 1:00 p.m.

ADDED ITEMS: **1. RCMP Acting Detachment Commander-Shane O'Neill to Delegations 5.a**
2. Section 19 Closed agenda item to Closed Meeting 12.a

ADOPTION OF AGENDA: Motion by Councillor Wilcox to adopt the Policies & Priorities Committee meeting agenda of April 21, 2026, as amended.

CARRIED

ADOPTION OF MINUTES: Motion by Councillor Fricke to adopt the Policies & Priorities minutes of March 17, 2026, as presented.

CARRIED

DELEGATIONS: **1. RCMP Acting Detachment Commander-Shane O'Neill**

S. O'Neill addressed the Committee and introduced himself, noting he will be leaving his current role and transitioning responsibilities to the incoming Detachment Commander. He advised that discussions had taken place with the RCMP Detachment in Didsbury regarding opportunities to maintain a community policing presence.

He explained that a Community Police Officer position would require a \$240,000 commitment over three years under an enhanced policing model; however, the position cannot be filled until 2029. Didsbury has also expressed interest in obtaining a general duty member, which could potentially be filled immediately, subject to approval by the Detachment Commander. Didsbury could then partner with Carstairs and share the position between the two municipalities.

CAO R. Blair advised that due to tight timelines, Administration wished to gauge Council's interest, as the enhanced position would no longer be available. A general duty member may provide a suitable interim solution.

Councillor Wilcox inquired how often the RCMP is called to the schools. S. O'Neill did not have a confirmed answer but estimated 3-4 calls per week between school in Carstairs and Didsbury. He noted that the goal would be to retain the enhanced position so Constable Walkey could continue focusing on youth both in and out of school.

Councillor Tolley asked if the school has requested to continue this presence in the school. It was answered that yes, the schools find it valuable and wish to continue the engagement.

Councillor Ball asked whether the proposal involved one dedicated officer or duties shared among officers. S. O'Neill confirmed it would be one dedicated position.

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The CAO added that Administration is seeking ways to replace the position that was lost and explore how it may be accommodated.

Councillor Selanders asked whether the loss of the enhanced position would reduce police presence. S. O'Neill confirmed that it would, though efforts are being made to maintain community contact through other means.

CAO R. Blair thanked S. O'Neill for his efforts in securing valuable support through Constable Walkey's presence in the schools.

Councillor Fricke asked for an approximate cost of sharing the officer with Didsbury. S. O'Neill advised that figures are approximate and may be subject to inflation. He reiterated that Carstairs' share would be approximately 35% if the Town remained under the Provincial Police Service Agreement (PPSA) while Didsbury remained under the MPSA. A dedicated School Resource Officer would not be available until 2029.

CAO R. Blair noted that Carstairs would need to negotiate separately with Didsbury and, following the next census, the Town may be one year away from entering an MPSA, with an estimated two-year implementation timeline.

Councillor Fricke asked whether pursuing this option would impact Carstairs' future policing requests. S. O'Neill advised it would not and confirmed the current focus is on frontline positions.

Councillor Tolley requested clarification on the previous model, noting the role was not exclusively school-based but was an enhanced community position. He suggested that any future model should provide guidelines to ensure the member is not stationed exclusively in schools, but instead serves both communities, including facilities such as seniors' residences.

CAO R. Blair stated that Administration is exploring transition options for the Town's future policing model and detachment needs, while maintaining enhanced community policing services where possible.

Mayor Allan thanked S. O'Neill for his work and wished him success in his future endeavours.

Motion by Councillor Ball to accept the Delegation from RCMP Acting Detachment Commander S. O'Neill as information.

CARRIED

2. Tread Smart Carstairs Business License Denial-Appeal-Jesse Metcalfe

J. Metcalfe presented to the Committee with updated information, including a letter of support from the Carstairs Chamber of Commerce. He advised that he is not seeking to operate a full-time business from his home, as he works away for half the year. He stated the business would also provide an opportunity to teach his children the value of perseverance and responsibility.

J. Metcalfe acknowledged concerns regarding traffic and advised that vehicle volume would be minimal, estimating only a few vehicles per day at most. Proposed operating hours would be between 8:00 a.m. and 6:00 p.m. on a scheduled basis, with no additional on-street parking required. He confirmed that no hazardous materials would be stored on site. He noted that he is a certified automotive and heavy-duty mechanic and is currently employed. He added that if demand justified it in the future, he would consider opening a commercial shop

location. He also noted that several neighbors had expressed support and that the business had raised approximately \$700 towards the Carstairs Elementary School Outdoor Classroom project before operations ceased due to licensing issues.

Councillor Tolley asked whether the proposed hours of operation could be adjusted if concerns arose. J. Metcalfe confirmed they could be flexible. Councillor Tolley also inquired whether the garage door would remain mostly closed during operations, to which J. Metcalfe responded yes. He added that he did not wish to create a nuisance and would consider quieter compressors to reduce noise levels, noting that any equipment used would remain within permitted decibel limits and that the compressor would not run continuously.

Councillor Tolley asked about tire storage. J. Metcalfe advised he may store approximately 20 tires. Councillor Tolley also asked whether there would be deliveries, and J. Metcalfe confirmed there would be no heavy deliveries.

Councillor Wilcox thanked J. Metcalfe for attending and for the thoughtful presentation. She asked how many customers would be served per day. J. Metcalfe advised that at present it would be no more than four vehicles per day and reiterated that he was not seeking to run a full-time operation.

Councillor Ball asked what timeframe would be needed to determine whether a brick-and-mortar business would be viable. J. Metcalfe stated it would depend on business demand but that he would like to assess busy and slow periods over approximately two years and could not see operating longer than that from home. Councillor Ball also asked the ages of his children, and J. Metcalfe advised they are 23 and 19 and currently attending post-secondary education.

Councillor Selanders thanked J. Metcalfe for attending and asked about the noise associated with tire changes, noting concerns regarding the use of tools. J. Metcalfe responded that he had switched from air tools to electric tools, which are quieter. He added that any louder noises would be intermittent and of short duration, with the air compressor being the loudest equipment used.

Councillor Fricke thanked J. Metcalfe for the level of preparation and information provided, noting his passion and perseverance for entrepreneurship. She noted that her primary concern was that automotive repair businesses are not permitted within R1 zoning and asked whether the Town had received similar applications previously. CAO R. Blair advised there were no known automotive business approvals within R1 zoning.

Mayor Allan thanked J. Metcalfe for his time and presentation. Council will deliberate, and Administration will contact him with the decision.

Motion by Councillor Roberts to accept the Tread Smart Carstairs Business License Denial-Appeal Delegation from J. Metcalfe as information.

CARRIED

3. Carstairs Mechanic Inc. Business License Denial-Appeal-Bradley Norris

B. Norris and his wife, Jackie Norris, presented to the Committee regarding the business license denial appeal for Carstairs Mechanic Inc. J. Norris spoke on behalf of B. Norris for much of the presentation. She advised that the business has been operating for approximately five years. She stated that concerns were raised regarding noise, storage, and property maintenance once the license denial was received. She noted that no complaints had been received during the previous five years of operation. She explained that the license application was submitted to

formalize the business within the community. She added that they have attempted to secure a commercial location for a shop, but none are currently available. She expressed that approval would provide an opportunity to continue serving the community. She further stated that they respect their neighbors and are fortunate to have positive relationships with them. J. Norris advised that B. Norris is a journeyman Heavy Duty mechanic and wishes to continue applying his skill set locally.

Councillor Wilcox thanked the delegation for attending and asked how many customers are served and how many days per week the business operates. B. Norris advised that he typically serves two to three customers per week and outsources additional work to contractors in the surrounding area. He added that he had attempted to obtain a service truck; however, because the business license has not been approved, insurance coverage could not be obtained.

Councillor Wilcox also asked whether there had been any issues related to fluids or storage during the past five years. B. Norris advised there had not. He stated that his long-term intention is to operate an in-town business with a service truck. He further noted that many properties within Town limits do not accommodate semi-trucks, and no heavy equipment would be stored in the residential area.

Councillor Tolley asked whether heavy-duty equipment would be serviced on the property. B. Norris advised that it would not, and that heavy-duty work would instead be completed through service truck jobs off site.

Councillor Ball asked about proposed hours of operation. B. Norris advised that any work conducted on the property would occur between 5:00 a.m. and 8:00 p.m. He added that, if insurance were approved, more work could be completed off site through the service truck.

Councillor Fricke commended the applicants for their entrepreneurial efforts. She noted that her current concern related to the R1 zoning district and asked whether the garage was attached. B. Norris confirmed that it was. She also asked about parking availability for personal and customer vehicles. B. Norris advised that only one customer vehicle would be on site at a time, with no parking on the street, and that all vehicles would be accommodated on the three-car driveway.

Councillor Ball asked what type of vehicle would be used as a service truck. B. Norris advised it would be a Ford F-550, noting that similar vehicles are already present in the neighbourhood.

Mayor Allan thanked B. Norris and J. Norris for attending and advised that Council would discuss the matter and have Administration return with a decision.

Motion by Councillor Wilcox to accept the Carstairs Mechanic Inc. Business License Denial-Appeal Delegation from B. Norris as information.

CARRIED

UNFINISHED BUSINESS: 1. Mill Rate 2026 Discussion

S. Allison spoke to assessment values and options regarding the 2026 mill rate. There have been 11 data corrections, 9 resident-requested assessment corrections and 9 Town-identified adjustments, as well as 2 formal assessment appeals. She noted that the mill rate cannot be finalized until all assessment values are confirmed.

Councillor Tolley asked for a balance sheet outlining current reserves.

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Councillor Selanders requested an update on assessed values for linear properties. S. Allison advised she was unable to provide an update at this time.

Councillor Fricke asked for a ballpark number of assessed residential properties. S. Allison responded that there are approximately 2,300 assessed homes. Councillor Fricke noted that this would indicate only approximately 0.01% of residents have formally appealed their assessments.

Councillor Selanders inquired how many discussions have been held with the assessor. S. Allison indicated she would confirm this information with the assessor.

Motion by Councillor Tolley to accept the Mill Rate 2026 Discussion as information.

CARRIED

BYLAW & POLICIES:

1. Declaration of Interest Policy

CAO R. Blair spoke to the Policy to gauge Committee input on where to go with the Policy. He advised that questions and proposed changes should be compiled for review. The policy will be brought back on an ongoing basis for further consideration and discussion, and Council was encouraged to forward any amendments to Administration as they are identified.

Councillor Fricke commented that she had already submitted proposed changes and requested that the policy be converted into a bylaw.

Motion by Councillor Wilcox to accept Declaration of Interest Policy as information.

CARRIED

NEW BUSINESS:

Nil

REPORTS:

1. Development Reports

The Committee reviewed the Development Reports. To date, 65 permits have been issued, including 27 new home buildings and 19 compliance certificates.

Councillor Fricke provided positive feedback to Planning & Development staff member K. Ranson for assistance with permits.

- a. Permit listing
- b. Compliance listing

Motion by Councillor Wilcox to accept Permit and Compliance Listing as information.

CARRIED

- c. Relaxation & Variances

CAO R. Blair notified the Committee that Planning & Development have not issued any variances under Land Use Bylaw 2060. Councillor Selanders raised questions regarding a couple of properties, and it was clarified that those properties were not governed by the current bylaw. She also inquired about deck compliance and setback requirements.

Motion by Councillor Fricke to accept Relaxation & Variance report as information.

CARRIED

2. City-Wide Monthly Reports

The Committee reviewed the following City-Wide Monthly reports.

- a. Fire Reports
- b. Bylaw Reports

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Motion by Councillor Roberts to accept City-Wide Monthly Reports as information.

CARRIED

3. Emergency Services

The Committee reviewed the following Emergency Services reports.

a. Emergency Services Report

Councillor Fricke inquired whether the Carstairs Fire Department provides complimentary CO2 checks. R. McKay confirmed that they do.

b. Carstairs Emergency Management Agency (CEMA) Report

Motion by Councillor Selanders to accept Emergency Services Reports as information.

CARRIED

4. Quarterly Facility Utilization Reports

The committee reviewed the following Facility Utilization Reports

a. Carstairs Memorial Arena

Councillor Tolley inquired about the total ice time available. CAO R. Blair responded that it depends on usable/bookable time, but he would obtain a more precise answer for Council. Councillor Tolley also asked how other user groups would be allocated ice time. CAO R. Blair advised that a formal letter should be submitted to Administration.

b. Carstairs Community Hall

Councillor Fricke inquired when the Campground will be opening, as well as the Golf Course, and whether the Sani-dump is available for use out of season. CAO R. Blair responded that the campground is currently closed, including the Sani-dump, and will not reopen until weather conditions permit. He further advised that the Golf Course is scheduled to open on April 29, with the restaurant opening on April 23.

Motion by Councillor Wilcox to accept Quarterly Facility Utilization Reports as information.

CARRIED

CORRESPONDENCE: Nil

GENERAL DISCUSSION: Nil

CLOSED MEETING: **1. Disclosure Harmful to Business Interests of a Third Party-Section 19**
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 by Councillor Wilcox that Council close the meeting to the public to discuss Disclosure Harmful to Business Interests of a Third Party, as per Section 19, of the ATIA, at 2:20 p.m.

CARRIED

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Motion by Councillor Ball to come out of the closed meeting session at 3:09 p.m.

CARRIED

Consensus from the Committee was to direct Administration to move forward with the proposed memorandum of understanding discussed in Closed Session.

NEXT MEETING: Tuesday, May 19, 2026

ADJOURNMENT: Motion by Councillor Tolley to adjourn the Policies & Priorities Committee meeting of Tuesday, April 21, 2026, at 3:10 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO



April 23rd, 2026

Attn: Mayor Dean Allan

Re: Rural Renewal Program – Carstairs, Alberta

Dear Mayor Allan,

I hope this letter finds you well.

I am writing to respectfully request that the Town of Carstairs be considered for inclusion in the Rural Renewal Program. As a local employer operating within the community, we are experiencing increasing workforce pressures that are directly impacting staffing stability and the ability to maintain consistent service levels. These challenges highlight the growing need for sustainable immigration pathways that support long-term workforce development and economic stability in Carstairs.

In several of the communities where we currently operate, including Fort McMurray, Brooks, Medicine Hat, and Hanna, the Rural Renewal Program has already been implemented. These programs have proven to be instrumental in helping employers attract and retain reliable, long-term employees, while also supporting community development and population growth. Extending similar support to Carstairs would provide meaningful benefits to both local businesses and the broader community.

Looking ahead to 2026, we anticipate supporting and renewing approximately 10 employees in Carstairs. These team members are critical to maintaining our operations and delivering consistent service to our customers. However, the process of recruiting and retaining staff continues to present significant challenges. Consistent staffing provides a better work environment for all employees. Continuous onboarding presents ongoing training costs, extra staffing while training new employees, constant recruitment/advertising efforts, more time spent scheduling, an overall loss in productivity.

We have recently hired 2 students in Carstairs who will be starting immediately, in addition to 4 students who are currently part of our team. While we greatly value their contributions, student employees are limited to part-time or casual availability due to academic commitments. As a result, we continue to require additional full-time and consistent staff

to ensure adequate shift coverage, maintain service standards, and support overall operational stability.

We are currently experiencing increasing operational challenges related to the Labour Market Impact Assessment (LMIA) process. The system has become more complex, with longer processing timelines, stricter requirements, and reduced flexibility in execution. Delays in approvals or renewals can result in staffing gaps, increased workload on existing employees, and difficulty retaining experienced team members who are already fully trained and integrated into our operations. LMIA's come with significant costs to the Employer both for the application as well as staffing time to prepare these applications. For an Employer to third party, the service cost is currently averaging \$4000 per application not including the \$1000 government mandatory fee. In a smaller community such as Carstairs, where the local labour pool is limited, these disruptions can directly impact service consistency and overall business performance.

Recently, the Federal Government introduced new measures to support rural communities facing ongoing labour shortages, granting provinces the autonomy to decide whether to adopt them. These measures would have allowed rural employers to hire up to 15% of their workforce through the low-wage stream of the Temporary Foreign Worker Program (up from 10%). However, Alberta announced on April 17th that it will not participate. As a result, employers in rural Alberta remain subject to the existing limits, with fewer options to address persistent workforce shortages.

The uncertainty associated with LMIA-based hiring has a direct impact on workforce stability and long-term operational planning. It affects the retention of already-trained employees, as individuals may be unable to maintain continuity of employment due to delays or uncertainty in immigration-related renewals. This can result in the loss of experienced staff who are already fully trained, integrated into operations, and familiar with service standards, not due to performance-related issues, but due to administrative and immigration timing constraints. This uncertainty also limits the ability to develop and maintain long-term workforce planning strategies, as employers are required to operate within short-term immigration cycles rather than being able to build stable, multi-year staffing plans. In addition, each employee represents a significant investment in recruitment, onboarding, and operational training. When employees are unable to remain in their roles due to immigration-related constraints, this investment is effectively lost and must be repeated. As a result, employers are often required to adopt reactive hiring practices rather than proactive workforce planning, contributing to ongoing instability in staffing levels and operational planning.

These operational challenges are further compounded by broader changes to the LMIA system at the federal level. These include tighter eligibility rules linked to regional labour market conditions, higher wage thresholds, caps on the proportion of temporary foreign workers employers can hire, and increased recruitment and advertising requirements prior to application. In addition, increased compliance scrutiny and extended processing timelines have reduced predictability and added significant administrative burden. Collectively, these changes reflect a broader policy direction toward reducing reliance on the Temporary Foreign Worker Program, making LMIA-based hiring less reliable as a long-term workforce strategy for employers in smaller or rural communities such as Carstairs.

Maintaining adequate staffing levels is fundamental to delivering consistent and high-quality customer experience. When staffing levels are stable, employees are better supported, workloads remain manageable, and service standards can be consistently met. However, when staffing shortages occur, the resulting strain on existing team members can lead to increased pressure, reduced efficiency, and variability in service delivery. In a smaller community such as Carstairs, where residents rely on consistent access to essential food and beverage services, even relatively small disruptions in staffing can have a noticeable impact on customer satisfaction, operational reliability, and overall business performance.

As a result of these combined pressures, LMIA-based hiring is becoming increasingly less reliable as a long-term workforce solution. This highlights the need for alternative immigration pathways such as the Rural Renewal Program, which offers a more stable, predictable, and community-focused approach to attracting and retaining workers.

The Rural Renewal Program is a community-driven immigration pathway designed to support rural and smaller communities in attracting and retaining skilled workers by facilitating their transition to permanent residency. Participating communities identify local labour market needs and help connect employers with candidates who are willing to settle long-term in the region. Once endorsed, eligible candidates are supported in applying for permanent residency through federal immigration channels. The program is intended to address ongoing labour shortages by encouraging newcomers to establish roots, contribute to the local economy, and remain in the community on a permanent basis, rather than in a temporary employment arrangement.

The Rural Renewal Program provides a stronger and more stable pathway to permanent residency compared to temporary work authorization models such as LMIA-based hiring. Because it is tied directly to long-term settlement, it encourages employees to build their lives in the community rather than remain in temporary employment cycles. This results in improved retention, reduced turnover, and more predictable workforce planning for

employers. In a community like Carstairs, where local labour supply is limited, this stability is essential to sustaining consistent operations and supporting long-term economic growth.

We respectfully request that the Town of Carstairs consider formally supporting an application for inclusion in the Rural Renewal Program and initiating any required steps or discussions with the appropriate provincial authorities to assess eligibility. We would welcome the opportunity to meet with municipal representatives to further discuss local workforce needs, provide supporting data specific to our operations, and collaborate on identifying how this program could be effectively implemented within the community. We believe that proactive engagement on this issue would provide meaningful benefits to local employers, support workforce stability, and contribute to the long-term economic resilience of Carstairs.

Sincerely,

Martie Murphy