



**POLICIES & PRIORITIES COMMITTEE MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
TUESDAY, SEPTEMBER 15, 2026, 1:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of Agenda of September 15, 2026
Motion: To adopt the agenda of September 15, 2026

4. ADOPTION OF MINUTES

- 3 - 5 a) Adoption of Minutes of May 19, 2026 (addendum 4.a)
Motion: To adopt the minutes of May 19, 2026


5. UNFINISHED BUSINESS

- 6 - 21 a) Library Needs Assessment (addendum 5.a)


6. BYLAW & POLICIES

- 22 - 24 a) Policy No. 41-006-26 Water Meter Testing Policy (addendum 6.a)

- 25 - 31 b) Policy No. 12-050-26 Reserves and Accumulated Surplus Policy (addendum 6.c)

- c) Ice Allocation Policy

7. NEW BUSINESS

- 32 - 44 a) Briefing Notes -AB Munis (addendum 7.a)

- b) Ice Scheduling and Facility Maintenance System Review
- c) LiveBarn Feasibility and Cost Report

8. REPORTS

a) DEVELOPMENT

45 - 47

- i) Permit Listing - Year to Date (addendum 8.a.i)



48

- ii) Compliance Listing - Year to Date (addendum 8.a.ii)



b) CITY WIDE MONTHLY REPORTS

49 - 50

- i) Fire Reports (addendum 8.b.i)



51

- ii) Bylaw Reports (addendum 8.b.ii)



c) QUARTERLY FACILITY UTILIZATION REPORTS

52

- i) Carstairs Memorial Arena (addendum 8.c.i)



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- ii) Carstairs Community Hall (addendum 8.c.ii)



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- iii) Carstairs Campground (addendum 8.c.iii)



55 - 56

- iv) Parks & Sports Fields (addendum 8.c.iv)



57

- v) Schools, Academy & Programs (addendum 8.c.v)



9. CORRESPONDENCE

58 - 60

- a) ATV/OHV Letter (addendum 9.a)



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

11. GENERAL DISCUSSION

12. NEXT MEETING

October 20, 2026

13. ADJOURNMENT

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
TUESDAY, MAY 19, 2026, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

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

ABSENT: Councillor Selanders

CALL TO ORDER: Mayor Allan called the Policies & Priorities Committee meeting of Tuesday, May 19, 2026, to order at 1:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councillor Wilcox to adopt the Policies & Priorities Committee meeting agenda of May 19, 2026, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councillor Ball to adopt the Policies & Priorities Committee minutes of April 21, 2026, as presented.

CARRIED

UNFINISHED BUSINESS: 1. Financial Update

S. Allison updated the Committee on the EUNA budgeting software, noting it is still being finalized and will be presented once complete. She advised that the Town remains in line with 2026 revenue and expense projections, requisitions have begun, and tax notices will be sent following tax rate approval on Monday, May 25, 2026.

There are 9 assessment appeals, with hearings scheduled between June and September. Taxpayers remain responsible for paying taxes by the due date regardless of an appeal outcome.

To date, 11 of 35 capital projects have been completed, and as of May 19, the Town has \$11 million in the bank. Approval was received for the Canada Community-Building Fund (CCBF) grant for the 2026 Street Improvement Project, the LGFF for the Arena Ice Plant and the ACP grant for the IDP/Annexation project with funding all anticipated for July/August.

Councillor Tolley inquired about the projected 2025 surplus. S. Allison advised there is an estimated \$200,000 surplus, reminding the Committee of the \$500,000 designated for the Police station. Councillor Ball clarified that the \$500,000 is no longer considered surplus and has been designated for future planning.

Motion by Councillor Ball to accept the Financial Update as information.

CARRIED

BYLAW & POLICIES: 1. Policy No. 12-014-26 Access to Information and Privacy Administration Policy-Amended

J. Pryde spoke to the Policy and its changes.

Motion by Councillor Fricke to accept Policy No. 12-014-26 Access to Information and Privacy Administration Policy as amended and forward to the next Council meeting for ratification.

CARRIED

2. Policy No. 12-026-26 Tax Information Disclosure Policy-Amended

J. Pryde spoke to the Policy and its changes.

Motion by Councillor Wilcox to accept Policy No. 12-026-26 Tax Information Disclosure Policy as amended and forward to the next Council meeting for ratification.

CARRIED

3. Policy No. 12-028-26 Records Retention and Disposition Policy-Amended

J. Pryde spoke to the Policy and its changes.

Motion by Councillor Roberts to accept Policy No. 12-028-26 Records Retention and Disposition Policy as amended and forward to the next Council meeting for ratification.

CARRIED

4. Policy No. 12-043-26 Security Classification System Policy

J. Pryde spoke to the Policy.

Motion by Councillor Wilcox to accept Policy No. 12-043-26 Security Classification System Policy as amended and forward to the next Council meeting for ratification.

CARRIED

5. Policy No. 12-044-26 Privacy Complaints and Requests Handling Policy

J. Pryde spoke to the Policy.

Motion by Councillor Tolley to accept Policy No. 12-044-26 Privacy Complaints and Requests Handling Policy as presented and forward to the next Council meeting for ratification

CARRIED

NEW BUSINESS:

Nil

REPORTS:

1. Development Reports

The Committee reviewed the Development Reports. To date, 84 permits have been issued, including 31 new home building permits and 29 compliance certificates.

Councillor Fricke requested clarification regarding project completions and safeguards for lot construction.

Councillor Ball asked whether Kitstone has sold any lots or is only building show homes. Deputy CAO K. Willisroft advised that one lot has been sold and six homes are beginning construction. He also noted that a new builder has taken over the Scarlett Ranch condominium development and will proceed one unit at a time. Concerns regarding house-wrap debris in windy conditions were raised, and Deputy CAO K. Willisroft advised Bylaw had been notified and cleanup action would be initiated shortly.

- a. Permit listing
- b. Compliance listing

Motion by Councillor Ball to accept the Permit and Compliance Listing 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 Councillor Wilcox to accept the City-Wide Monthly Reports as information.

CARRIED

3. Emergency Services

The Committee reviewed the following Emergency Services reports.

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

Motion by Councillor Fricke to accept the Emergency Services Reports as information.

CARRIED

CORRESPONDENCE:

1. Letter-Mandalay Link Resident

The Committee reviewed the letter concerning speeding in Mandalay Link, requesting signage at two locations along the street. Deputy CAO K. Williscroft stated that the current signage meets normal community standards. He further noted that additional signage would likely not change driver behavior, and contractors will be reminded of the speed limit.

Councillor Ball suggested placing a speed radar/notification sign in the area instead. Deputy CAO K. Williscroft will facilitate the request.

Motion by Councillor Ball to accept the Letter from Mandalay Link as information.

CARRIED

CLOSED MEETING:

1. Disclosure Harmful to Personal Privacy-Section 20

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 Personal Privacy, as per Section 20, of the ATIA, at 1:27 p.m.

CARRIED

Motion by Councillor Fricke to come out of Closed Meeting session at 2:04 p.m.

CARRIED

GENERAL DISCUSSION:

Nil

NEXT MEETING:

Tuesday, June 16, 2026

ADJOURNMENT:

Motion by Councillor Roberts to adjourn the Policies & Priorities Committee meeting of Tuesday, May 19, 2026, at 2:05 p.m.

CARRIED

Dean Allan, Mayor

Kirk Williscroft, Deputy CAO



Current Limitations of the Carstairs Public Library

The Carstairs Public Library has long served our community well, but our [2024 Library Future Growth](#) report shows it's now inadequate for our needs. Our current facility is just under **3000 square feet** and for our current 2025 population we should be over **5000 square feet** to meet the current needs.

Overcapacity Issues

The library is at full capacity, impacting our ability to serve Carstairs's growing population:

1. **Collection Expansion:** There's no room for more books, media, or digital resources, limiting access to a diverse, updated collection.
2. **Program and Event Space:** Demand for classes and events exceeds our facility's capacity, restricting program offerings.
3. **Meeting Spaces:** Overbooked meeting rooms can't meet community needs, hindering local activities and collaboration.

Statistical Evidence of Growth

In the last five years, library engagement has surged:

- **Increased Program Attendance:** More people attend library classes and events, showing interest in lifelong learning.
- **Higher Circulation Rates:** More materials are checked out, reflecting reliance on library resources.
- **Rise in Facility Usage:** Greater use of library space for various activities highlights the need for expansion.

Planning for Future Growth

Strategic space use has met current needs, but future growth requires a new facility. This will allow for expanded collections, enhanced programs, and adequate meeting spaces, ensuring the library remains a vital community hub.

Key Findings:

Future Growth: Carstairs and the surrounding area are projected to grow in the coming years. According to the 2025 Carstairs Growth Study by 2051 the town could reach between **12,600 and 17,500 people**. Similarly, the County is experiencing growth and we estimate they could reach between **3,729 and 11,378 people** by 2051.

Space Requirement: To meet essential service levels through 2051 Carstairs Public Library will require **25,848 square feet of total space**.

Minimum Collection Requirement: To meet long-term collection goals of **52,078 items**, the library plans to add approximately **5,000 items at a cost of \$178,600** when a new facility opens—funded through a mix of fundraising, donations, grants, and increased operating support.

Minimum Staffing Requirement: With current staffing at **3.5 FTE—1.5 FTE** below optimal—the library will require approximately **\$90,000** to add three part-time positions in the next 3 years, ensuring adequate staffing levels as we prepare for a new library space.

Resources:

To examine the needs of the library and estimate the community growth these key resources were consulted:

1. [Best Practices for Public Libraries in Alberta](#) (2018)
2. [Guidelines for Rural/Urban Public Library Systems-4th Edition](#) (2023)
3. [Whole Building Design Guide-Public Library](#)
4. [Town of Carstairs Growth Study](#) (2025)
5. [Alberta Regional Dashboard](#)

In addition, we are including feedback, needs and suggestions we heard through our Plan of Service process in 2025.

Needs Assessment Overview

Factors to Consider When Determining Library Needs

When assessing the needs of a library, it's essential to consider a comprehensive range of factors to ensure it effectively serves the community. Below are some key considerations:

1. **Community Demographics:** Understanding the age distribution, cultural diversity, and educational levels within the community will help tailor library services to meet specific needs.
2. **Technological Advancements:** The library must stay current with technology trends, providing access to digital resources, computer stations, and technological support for patrons.
3. **Community Feedback:** Regularly gathering input from library patrons and community members can provide valuable insights into desired services and potential areas for improvement.
4. **Partnership Opportunities:** Collaborating with local schools, businesses, and organizations can enhance program offerings and resource availability.
5. **Environmental Sustainability:** Incorporating eco-friendly practices and sustainable building designs can contribute to the library's long-term viability and community appeal.

Once these needs are identified, spatial calculations are used to determine the necessary space to accommodate them. This includes evaluating current use, projecting future demands, and ensuring the library will have the capacity to grow with the community. By considering these factors, libraries can plan effectively for future growth and continue to serve as a vital resource for their communities.

Service Population

	Town of Carstairs	Mountain View County	Total Population Served
2025 (current)	5,248	1,781	7,029
2038	low: 6,300 medium: 7,400 high: 8,750	low: 2,539 medium: 3,198 high: 4,338	low: 8,839 medium: 10,598 high: 13,088
2051	low: 12,600 medium: 14,800 high: 17,500	low: 3,729 medium: 6,031 high: 11,378	low: 16,329 medium: 20,831 high: 28,878

The Town of Carstairs Growth Study provided growth numbers, with county estimates calculated using varying rates: 3% (low), 5% (medium), and 7.7% (high). The 7.7% rate reflects the current trend, while 3% represents the lowest historical rate. For future planning, medium population figures for 2038 and 2051 will guide size range decisions. Building closer to 2038's population size may necessitate a new library sooner than if planning for 2051.

Best Practices

Accessibility

Shorter accessible shelving enhances floor area, independent access, and safety at Carstairs Public Library, which serves seniors and individuals with disabilities. Universal design principles informed the needs assessment, utilizing the Guidelines document to adapt collection space requirements for accessibility. Recommendations include shelving bases at least 1'3.75" off the ground and the highest shelf no higher than 4'6". Consequently, the maximum number of items per shelf was adjusted from 100 to 80 to accommodate accessible shelving.

Collection

To continue to meet enhanced services standards, **Carstairs Public Library needs a collection of 52,078 items by 2051**. Our current collection is **19,594 items** and meets the enhanced collections service standard for our current population.

To determine collection needs we used a table provided in the Alberta Best Practices document on p.17 to calculate the collection required to meet the various service levels.

Collection Materials						
Service Levels	Essential	Essential	Enhanced	Enhanced	Excellent	Excellent
Year	2038	2051	2038	2051	2038	2051
Population	10,598	20,831	10,598	20,831	10,598	20,831
Items per Capita	2	2	2.5	2.5	3	3
# of Items	21,196	41,662	26,495	52,078	31,794	62,493

To meet our long-term collection needs, we aim for at least **52,078 items**. As the community grows, the library should increase the collections budget, starting with a boost of about 5,000 items when a new facility opens. This will prevent the new facility from feeling empty and help reach the 2038 collection target.

Funding might come from:

- Library fundraising
- Friends of the Library Society donations
- Grants
- Operating budget increases

At \$35.72 per item, this initial addition to the collection costs about **\$178,600**.

Another important factor to consider regarding collection space requirements is the growing popularity of Library of Things collections, where libraries lend various equipment to the community. Our Backpacks collection is a highly sought-after example of this concept, which necessitates increased shelf space and storage considerations. Recently, we have expanded our offerings to include more items available for borrowing; however, our limited space has restricted our options. We will designate some space for these collection items as part of our overall space calculations, alongside the traditional library collections we currently maintain.

Community Spaces

A new facility will need to include a variety of flexible public meeting spaces and collaborative spaces to meet the needs of the Carstairs community.

Our library acts as a gathering hub for residents and local organizations. We often support interagency cooperation like providing meeting spaces for local non-profits and support agencies. This helps ensure non-profits and municipal organizations avoid duplicating services and brings the community together. Modern libraries offer additional smaller spaces to host a variety of classes, events and rental spaces to host community events. Many offer additional smaller spaces, supporting needs from supervised parent-child visits, to study areas, to co-working spaces and hosting meetings. Currently Carstairs Public Library is used for most of these needs however our space is often very busy and our one meeting space is too small for groups larger than 12. In gathering community information as part of our Strategic Plan we heard requests for quiet study rooms, many local groups requested medium sized meeting rooms, our community partners are often looking for space to run children's and youth classes and we heard of a need for a facility that can host small events of up to 100 people.

Community Spaces		
Spaces	Who Would Use	Likely Uses
General Meeting Room-Large (100 people)	Library Programmers, Interagency, FCSS, NGOs, Renters	Author & Guest Speaker Talks, Film Screenings, Community meetings, Workshops, AGMs
General Meeting Room-Medium (30 people)	Library Programmers, MVESS, MVFRN, NGOs, Renters	Classes and Events, Rental space for meetings,

Conference Room (12 people)	Library Board and Staff, Other non-profit boards, patron groups, Community committees	Meetings, Co-Working, study groups, small group classes
Kitchen Space	Library Programmers, NGOs, Renters	Food education Classes, rental groups,
Zoom Room/Quiet Study spaces (4 people)	Patrons	Courses, Job Interviews, Virtual appointments, quiet studying, co-working,
Children's Play area with Parent Seating	Patrons	Child's Play, Parental visits, community gathering, children's programs
YA lounge area	Teen Patrons	Teen hangout space, teen programs and activities
Makerspace and/or Technology Space	Library Programmers, Patrons, community partners	Courses, Resources Exploration, computer access
Green Space	Library Programmers, Community Partners, Patrons	Seasonal Programming, Outdoor classes, Children's Programming, General Enjoyment

Hours of Service

The best practices document lays out guidelines for hours of service a library should offer their community. Currently we meet the enhanced level of hours for a community our size. To continue to meet the enhanced level we would need to increase to **50 open hours by 2038** and to **55 open hours by 2051**.

Seating

Both the Best Practices and Guidelines documents offer formulas for calculating the seating requirements for libraries. We used the formula provided on p.49 of the Best Practices document

User Seating Space			
Year	2025	2038	2051

Population	7,029	10,598	20,831
Seats per population	1/200	1/200	1/200
# of Seats Required	35	53	104

Our space limitations mean we are falling far short of required seating spaces in our current space and it is one of the frequently mentioned concerns raised by library visitors during feedback. In a future space it will be important to allow space for seating throughout the library space.

Staffing

The appropriate staffing levels for each service tier can be calculated using a formula found in the Best Practices document on page 8. Although this falls outside the capital considerations for a new facility, it is crucial to determine staffing requirements during the space planning process to assess the necessary staff space. For our calculations, we utilized the mid-range Enhanced service level. However, it is important to note that varying space configurations might necessitate additional staff (e.g., multiple levels) or address safety issues (e.g., working alone or in isolation).

Library Staffing for an Enhanced service level			
Year	2025	2038	2051
FTE/1000 population	0.7	0.7	0.7
MLIS/10000 population	1	1	2
Service population	7,029	10,598	20,831
Number of FTE (40 hours per week)	4.9	7.5	14.7
Number of MLIS	1	1	2

Our current staffing consists of 3.5 FTE and 1 MLIS, indicating that we are **1.5 FTE under** our optimal level. To reach the appropriate staffing levels, we will need approximately **\$90,000 in funding** to hire three part-time positions in the next few years. As both the space and population expand, it will be essential to adjust our staffing accordingly so we do not fall behind again.

Technology

Predicting technology trends can be challenging, but we foresee a continued interest in Public Access Computers (PAC). It's essential to prepare for an increasing number of patrons bringing their own devices to utilize our reliable internet service. Additionally, we've received feedback from patrons expressing a desire for greater access to Maker technologies, such as our 3D printer and Cricut Venture. However, many of these technologies require specific space and ventilation considerations. We will need to maintain a public printer and photocopier, and if our space expands, a second printer will be necessary in staff-only areas. Printing, faxing, and laminating documents are in very high demand since there is no local copy center and more households aren't maintaining a printer for occasional use.

If we are relocating, we strongly recommend maintaining a SuperNet connection for the library. The SuperNet is a provincially managed fiber-optic network that provides stable and fast internet, along with public Wi-Fi in our building. Although there is a cost to transfer the connection to a new library location, many rural residents depend on the library for their internet access, and others utilize our services for government documents, distance learning, online health applications, and virtual meetings. We believe this is a worthwhile investment, as there are no further costs to the library after the initial connection fee.

We currently have six PACs, positioning us well for growth in this area. Parkland supplies the CPUs and all IT support for these stations. For Public Access Computers, the best practices document outlines the following formula:

Public Computers			
	Essential 2 PACs  + 1 per 5000 population	Enhanced 2 PACs + 1 per 3000 population	Excellent 2 PACs +1 per 2,000 population
2025- 7,029 population	3 PACs	4 PACs	5 PACs
2038- 10,598 population	4 PACs	5 PACs	7 PACs
2051- 20,831 population	6 PACs	8 PACs	12 PACs

Space Assessment

By leveraging best practices and population estimates, we can now determine the necessary space using the formulas outlined in our reference guides for spatial requirements. In cases where no metric was provided, the Library Director thoughtfully considered various uses and developed a per-person guideline based on those considerations.

Public Spaces

The majority of the library is designated as public space. According to our guidebooks, library environments should be inviting and accessible, offering a blend of quiet areas, creative spots, and meeting spaces. Areas, shelving, and furniture should be adaptable, allowing for easy reconfiguration as needed. The technology provided should align with the community's needs, and the collection ought to reflect the diverse interests of the community. When feasible, incorporating natural elements, such as windows for natural light, should be considered in the design to enhance wellness and enjoyment of the space.

Carstairs Public Library has conducted a space needs assessment for the assignable public areas, which includes determining the space required for collections, technology, seating, community areas, and other specialized spaces.

Collection Spaces

The library must allocate **4,284 square feet** for collection shelving to meet service levels by **2038**, and expand this to **8,416 square feet** by **2051**.

Books & AudioBooks (90%)		
Year	2038	2051
#of items in the collection	23,846	46,870
M2 Required #items/80	298	586
Feet2 required	3,208	6,307
Audiovisual (5%)		
Year	2038	2051
#of items in the collection	1,325	2,604

M2 Required #items/160	8	16
Feet2 required	86	172
Periodicals (w storage for older volumes) (2%)		
Year	2038	2051
#of items in the collection	530	1,042
M2 Required #items/144	4	7
Feet2 required	43	75
Library of Things/Backpacks/Other (3%)		
Year	2038	2051
#of items in the collection	795	1,562
M2 Required #items/9	88	173
Feet2 required	947	1,862

Community Spaces

The library should allocate between **4,069 and 5,683 square feet** for community and programming areas. The dimensions of the Large General Meeting Room can vary, providing us with a range that will depend on the choices made during the design phase.

Community Spaces					
	#of Units	M² per capacity	Capacity	M² Required	Feet² Required
General Meeting Room - Large	1	3	50-100	150-300	1,615- 3,229
General Meeting Room-Medium	1	3	30	90	969
Conference Room	1	3	12	36	388
Children's Program Room	1	3	30	90	969

Kitchen Space-added to the general meeting room	1	N/A	N/A	12	129
			Total	378-528	4,069-5,683

Other Public Spaces

The library should allocate 2,713 square feet for additional public areas.

This figure incorporates calculations based on seating and technology spaces, which contributed to these estimates. It is essential to have public spaces that can support a wide range of activities.

Other Public Spaces				
	No Units	M² per unit	M² required	Feet² required
Self-Checkout Station	4	3	12	129
Holds Pickup	1 unit that fits 1000 hold items	#items/80 12	12	129
New Materials Display	3	1	3	32
Rotating Display units	3	1	3	32
Print Station	1	3	3	32
Children's Play Area with Parent Seating	1	44	88	947
Lounge Quiet Reading areas	2	32	32	344
YA Lounge area	1	16	16	172
Makerspace/Technology Space	1	16	32	344
Zoom/Quiet Study Rooms	2	8	16	172
Bulletin Board/Community Notices	3	1	3	32

TV digital displays	3	1	3	32
Community Pantry	1	2	2	22
Book Sale	1	3	3	32
Washrooms-single occupancy	4	6	24	258
		Total	252	2,713

Seating Areas

A new facility should provide between 1,711 and 3,358 square feet for seating. While most of this seating has already been considered in the calculations for other public spaces, it is essential to allocate some areas for general seating among the shelves. This will accommodate individuals who may require a chair while browsing or prefer a quiet spot for reading. ***We would recommend adding about 1000 square feet to the above totals to account for this unallocated seating.***

User Seating Space		
Year	2038	2051
#of seats required	53	104
M² Required (3m/seat)	159	312
Feet² Required	1,711	3,358

Technology Spaces

For eight public access computers, we would need 3 square meters per unit, resulting in a total of 24 square meters or 258 square feet of computer space. Note that some of this area overlaps with the Makerspace/Technology space mentioned in the other public spaces table. ***We would recommend allocating about 100 square feet to the above totals to allow for computing spaces outside of the technology zone.***

Staff Spaces

A new space would need 2,766 square feet of space for staff including offices, workrooms, a break area, delivery space and storage spaces.

Once the staffing levels were determined, we were able to determine the amount of space that would be required to staff the library at the Enhanced Service level plus needs for janitorial and storage needs.

Staff Space				
Type of Space	# required	M² per Unit	M² required	Feet² required
Staff Computer Stations	4	7	28	301
General Staff Offices	3	12	36	387
Director's Office and a Staff/Exam Invigilation Office	2	14	28	301
Reference/Circulation Desk	2	8	16	172
Break Room	1	28	28	301
Washroom-single occupancy	1	6	6	65
Book Carts	8	1.5	12	129
ILL Books-delivery storage	1	3	3	32
Admin Storage	4	1	4	43
Collections Storage	8	1	8	86
Book Processing Station	1	7	7	75
Seasonal Storage	1	25	25	269
Program Storage-	1	18	18	194
Recycling/Shredding	1	4	4	43
Janitorial Closet	1	12	12	129
Friends of the Library	1	3	3	32
Staff Lockers	21	0.3	7	72
Tech Storage	1	4	4	43
Servers, SuperNet	1	8	8	86
		Total	257	2,766

Total Assignable Space

After calculating the various types of assigned spaces, we established the total assignable area. In cases where a total of 2038 had not been defined, we set it to just over half of the 2051 total. Best practices recommend accounting for unassignable space, which generally ranges from 20% to 30% of the assigned area. For our calculations, we chose a figure of 25%.

The Guidelines documents provide a quick reference stating, "Typically, the facility should be large enough to offer at least 1 square foot of assignable space for each person served or projected to be served, exceeding minimum guidelines (for a catchment area of 20,000 individuals, the facility should be at least 20,000 square feet)." Our calculations align with this guidance, ensuring we have adequate space to accommodate the evolving needs of our community for years to come.

	2038 Sq. feet	2051 Sq. feet
Collection Space	4,284	8,416
Community Spaces	4,069	5,683
Other Public Spaces	1,357	2,713
Seating Areas	600	1,000
Technology Spaces	100	100
Staff Spaces	1,834	2,766
SubTotal	12,244	20,678
Unassignable Space (25%)	3,061	5,170
Total	15,305	25,848

Conclusion

Carstairs Public Library stands at a pivotal moment in its journey. While our current facility has served the community well, it is no longer able to fully support the scope and scale of services our residents need and expect. As our community grows and evolves, so too does the role of the public library.

Today, the Carstairs Public Library is far more than a repository for books. It is a dynamic, community-centered space that supports literacy in all its forms, fosters lifelong learning, and provides equitable access to information, technology, and social connection. It is one of the few truly inclusive public spaces where all residents—regardless of age, background, or circumstance—can gather, learn, and belong.

However, our current space limits our ability to deliver on the priorities identified in our Plan of Service. Demand for programming continues to increase, particularly for early literacy, youth engagement, digital skills development, and inclusive initiatives such as sensory-friendly and neurodiverse programming. Space constraints impact our ability to host community events, build partnerships, and provide quiet study areas alongside active, collaborative spaces. Our collection capacity is also challenged, making it more difficult to respond to evolving community interests, including materials for newcomers and English language learners.

An expanded facility would directly support the library's strategic goals by:

- Creating flexible, multi-use spaces that can accommodate both quiet study and vibrant programming
- Enhancing accessibility and inclusivity, ensuring all community members feel welcome and supported
- Increasing capacity for partnerships with schools, seniors' centers, and local organizations
- Supporting digital access through improved technology spaces and infrastructure
- Allowing for a more responsive, community-driven collection

Investing in the expansion of the Carstairs Public Library is an investment in the social, cultural, and educational well-being of the community. It will ensure the library can continue to adapt, innovate, and serve as a cornerstone of community life—now and into the future.



Town of Carstairs

Policy: **Water Meter Testing Policy**
Policy No. 41-006-26

Date: **Month XX, 2026**

Adopted by: **Council**

Purpose:

This Policy establishes a clear, fair, and transparent process for how the Town of Carstairs receives, reviews, and addresses concerns raised by Ratepayers regarding Water Meter accuracy or abnormal water consumption readings.

Legislative Authority:

This Policy is established pursuant to Section 3 of the Municipal Government Act, Revised Statutes of Alberta, 2000, c. M-26, and supports the Town in carrying out its responsibilities to provide good government, deliver services, and foster a safe and viable community.

Scope:

This Policy applies to all concerns submitted to the Town of Carstairs regarding Water Meter accuracy and related billing concerns.

Definitions:

"Administration" means employees of the Town of Carstairs authorized to administer and enforce this Policy.

"Meter Test" means the examination and testing of a Water Meter by a qualified third-party testing facility to determine its accuracy.

"Ratepayer" means the registered owner, occupant, or customer responsible for payment of a municipal utility account.

"Water Meter" means the device installed by or on behalf of the Town of Carstairs for measuring water consumption.

Roles and Responsibilities:

Chief Administrative Officer (CAO)

The Chief Administrative Officer shall ensure the consistent administration of this Policy and may delegate responsibilities as required.

Administration

Administration shall receive, review, investigate, and document concerns regarding Water Meter accuracy, coordinate Meter Testing where appropriate, and communicate findings and billing adjustments to the Ratepayer.

Ratepayer

The Ratepayer shall submit concerns in writing, provide all information reasonably required by Administration, cooperate with the testing process, and be responsible for applicable costs where the Water Meter is determined to be operating within acceptable accuracy tolerances.

Guidelines:

1. Concerns submitted under this Policy shall be handled in accordance with the following principles:
 - a. Transparency: The complaint process and decision rationale are clear and documented.
 - b. Consistency: Similar complaints are treated consistently.
 - c. Accountability: Decisions are supported by evidence, legislation, and policy.

Procedure:

1. Recording Ratepayer Concerns

- a. Concerns regarding Water Meter accuracy must be submitted in writing. Written submissions may be delivered in person, by mail, or by email.

Concerns regarding suspected Water Meter inaccuracies must be submitted within one (1) month of the utility bill containing the disputed consumption.

- b. Upon receipt of a concern from a Ratepayer:
 - i. The Ratepayer will be advised to inspect all toilets, faucets (indoor and outdoor), water softeners, appliances (including dishwashers, refrigerators, and similar devices), and sprinkler systems connected directly to the water system for leaks or malfunctions.
 - ii. The Ratepayer should be advised to have the property inspected by a licensed plumber to identify and address any leaks or malfunctions.
- c. If the Ratepayer has completed the inspections described above and continues to believe there is an issue with the Water Meter, the Town will proceed with a Meter Test.

Prior to testing, the Ratepayer shall sign an acknowledgment confirming responsibility for testing-related costs should the Water Meter be found to be operating within acceptable accuracy tolerances.

2. Meter Testing

- a. The subject Water Meter will be removed and replaced with a temporary meter by an employee of the Town of Carstairs or a licensed plumber. The meter reading at the time of removal shall be documented and retained on file.
- b. The Water Meter will be sent to a third-party testing facility that specializes in meter proving and analysis.
- c. Once the Water Meter has been tested, which typically takes four (4) to eight (8) weeks, it will be returned to the Town of Carstairs with a detailed report of the findings.

3. Outcome

- a. If the testing demonstrates that the Water Meter over-registers consumption by more than three percent (3%), the Water Meter shall be deemed defective, and the Town will be responsible for all costs associated with the Meter Test.
- b. If the testing demonstrates that the Water Meter does not over-register consumption by more than three percent (3%), the Water Meter shall be deemed accurate for the purpose of this Policy, and the Ratepayer will be responsible for all costs associated with the Meter Test. These costs include labor for removal and replacement, shipping, and testing and will be charged directly to the Ratepayer's utility account.

4. Billing Adjustments

- a. Where the Water Meter is confirmed to be defective and has over-registered water consumption, Administration may adjust utility charges for the period affected by the defective meter, for a period not exceeding three (3) months immediately preceding the date on which the concern was reported. Any approved adjustment shall be applied as a credit to the utility account.

5. Communication of Findings

- a. Administration shall provide written notice of the test results and any applicable billing adjustment within ten (10) business days of receiving the testing report.

End of Policy
/Carstairs0X/26

Signatures:
M____/26 Policy No. 41-006-26 adopted at Council on Month XX, 2026.

Mayor, Dean Allan

CAO, Rick Blair



Town of Carstairs

Policy: **Reserves and Accumulated Surplus Policy**
Policy No. 12-050-26

Date: **Month XX, 2026**

Adopted by: **Council**

Policy Statement:

The Town of Carstairs is committed to fiscal sustainability and seeks to be transparent about its resources for future operating and capital spending by creating Reserves within the Accumulated Surplus. Reserves support fiscal stability, debt minimization, and flexibility for emerging economic needs while creating dedicated funding sources for current and long-term service delivery and growth.

Reserves help ensure the Town is financially sound, accountable, and transparent in managing public funds.

Purpose:

To determine responsibilities and authorities for Reserves and Accumulated Surplus management.

To outline the effective management of Reserves and Accumulated Surplus and establish or explain the characteristics of each Town Reserve.

Legislative Authority:

This Policy is established pursuant to the Municipal Government Act, RSA 2000, c. M-26, as amended, including sections 3, 201, 243, 245, 246, 248, 250, 268.1, 276, and 283.1, respecting municipal governance, budgeting, expenditures, investments, financial reporting, and long-term financial and capital planning.

Scope:

This Policy applies to all municipal Reserve funds and Accumulated Surplus balances under the control of the Town of Carstairs and establishes the framework for creating, funding, managing, using, reporting, and reviewing Reserves.

Definitions:

“Accumulated Surplus” means the total assets less liabilities of the local government and represents the accumulated excess of revenues over expenses from prior years. Reserves form the restricted portion of the Accumulated Surplus.

“Interest-Bearing” means interest earnings will be applied to Reserve funds that have been deemed Interest-Bearing, as indicated in the Reserve Schedule.

“Internally Restricted Reserves” means Reserves established for internal Town purposes, with allowable uses determined by the Town.

“Reserve Schedule” means an individual schedule for each Reserve that outlines the Reserve's characteristics as described in this Policy.

“Reserves” means funds that are restricted within Accumulated Surplus for designated requirements.

“Town” means the municipal corporation of the Town of Carstairs in the Province of Alberta.

“Unrestricted Surplus” means the unrestricted portion of the Accumulated Surplus.

Roles and Responsibilities:

Council

Council must approve establishing or eliminating Reserves. Council must also approve transfers to and from Reserves through Council resolution, except for transfers to and from the Carry Forward Reserve and interest transfers, which shall be managed administratively.

Chief Administrative Officer (CAO)

The Chief Administrative Officer is responsible for providing direction over the administration of this Policy and ensuring that Reserves are administered in accordance with this Policy and applicable legislation.

Director of Corporate Services

The Director of Corporate Services is responsible for administering all Reserves in accordance with this Policy and the Municipal Government Act. R.S.A. 2000, c M-26, as amended, under the direction of the CAO. The Director of Corporate Services shall manage Carry Forward Reserve transfers at each year-end, and interest transfers on Interest-Bearing Reserves each month. The Director shall provide Reserve reporting to Council in accordance with this Policy, periodically review this Policy and Reserve fund balances, and bring recommendations to Council.

Reserve Management:

1. Reserves

- a. Establishment and/or elimination of Reserves must be approved by Council through resolution or bylaw in accordance with the Municipal Government Act. R.S.A. 2000, c M-26, as amended.
- b. Transfers to and from Reserves must be approved by:
 - i. Council resolution through the approval of the annual budget; or
 - ii. Council resolution as a standalone item.
- c. Administration will recommend the portion of Accumulated Surplus to be apportioned into Internally Restricted Reserves.
- d. Internally Restricted Reserves shall be Reserves that are in one of five categories:
 - i. Stabilization and Contingency Reserves;
 - ii. Project Reserves;
 - iii. Municipal Lifecycle: Repair, Maintenance, and Replacement Reserves;
 - iv. Specific Purpose Reserves; and
 - v. Utility Reserves.
- e. A Reserve Schedule will be created and approved for each Internally Restricted Reserve in Schedule A of the policy, outlining the following characteristics of each Reserve:
 - i. Reserve Type;
 - ii. Reserve Name;
 - iii. Purpose;
 - iv. Application;
 - v. Funds (if applicable);
 - vi. Funding Source;
 - vii. Optimal Balance (if applicable); and
 - viii. Interest-Bearing.
- f. Reserves are assumed to be ongoing unless otherwise stated in the specified schedule.
- g. Reserves are assumed to have no ceiling unless otherwise stated in the specified schedule.

2. Funding Sources

- a. Restricted reserves may be funded from various sources, including but not limited to:
 - i. Proceeds from the sale of capital assets and land;
 - ii. Approved budget contributions;
 - iii. Carryover of the current year budget funds approved for a specific purpose that was not expended during the year;
 - iv. Annual surplus contributions;
 - v. Investment income; and
 - vi. Other revenue sources.

3. Usage

- a. Restricted surplus funds may only be used for the purposes specified by Council in the approved Reserve Schedules attached as Schedule A to this policy.

4. Interest-Bearing

- a. Reserves will be determined to be Interest-Bearing if there are external requirements based on legislation or agreements, or if the Reserve is intended to maintain future capital purchasing power by offsetting the effects of inflation.
- b. Reserves may be invested in accordance with the Town’s Investment Policy or as dictated by legislation and/or agreement (if applicable).
- c. On a monthly basis, Interest-Bearing Reserves will be allocated a portion of the Town’s investment income calculated by applying the rate the Town receives on its Demand Deposit Account to the Reserve’s balance.

5. Accumulated Surplus

- a. Accumulated Surplus will be allocated to Internally Restricted Reserves based on the following process. Funds will be applied:
 - i. To future known projects that meet the criteria of the applicable Reserve Schedule;
 - ii. To another restricted reserve which has not reached its target balance;
 - iii. To a one-time project for which other funding sources are not available; or
 - iv. Accumulated Surplus not apportioned to Internally Restricted Reserves will remain unrestricted.

6. Reporting

- a. All Reserve balances must be presented in the Town’s annual financial statements and budget documents.
- b. Where appropriate, each Reserve will be supported by a 10-year projection for receipt and disbursement of funds. These projections will be updated annually as part of the budget and long-term capital plan process.

End of Policy

/Carstairs0X

Signatures:

Policy No. 12-050-26 adopted by Council on Month XX, 2026.

Mayor, Dean Allan

CAO, Rick Blair

**Schedule “A”
Reserves**

Internally Restricted Reserves

Municipal Stabilization and Contingency Reserves

- Operations Stabilization

Project Reserves

- Operating Projects
- Capital Projects

Municipal Lifecycle: Repair, Maintenance and Replacement Reserves

- Life Cycle Plans
 - a) Facilities;
 - b) Fleet & Mobile Equipment:
 - i. Emergency Services; and
 - ii. Town;
 - c) Information Technology Equipment;
 - d) Parks & Open Spaces; and
 - e) Fire Services Non-Mobile Equipment and Facilities

Specific Purpose Reserves

- Land
- Special Project Capital & Equipment Lifecycle

Utility Reserves

- Water
- Sanitary Sewer
- Stormwater

Reserve Schedules

Municipal Stabilization and Contingency Reserves

Reserve Type	Municipal Stabilization and Contingency
Reserve Name	Operations Stabilization
Purpose	To preserve the organization's cash flow and allow for emergent spending.
Application	Not intended to be spent unless necessary for emergent reasons; maintains a bank balance for ebbs and flows in the timing of revenues and expenses.
Funding Source	Year-end surpluses as approved by Council.
Optimal Balance	Not to exceed 1.5 million dollars.
Interest Bearing	No.

Project Reserves

Reserve Type	Project Reserve
Reserve Name	Operating Projects
Purpose	To carry forward the funding for specific operating programs and projects where the service or acquisition was not completed or received by year-end but will occur in the following year. Carrying forward these funds ensures projects can be completed in the following budget year without affecting the following year's tax rate.
Application	Identified operating budget items that remain unexpended in one fiscal year and will be expended in the following fiscal year, as approved by Council following year-end.
Funding Source	Unspent portions of the annual operating budget for programs or projects carried forward as approved by Council. Annual transfer or other sources as approved by Council.
Optimal Balance	As needed.
Interest Bearing	No.

Reserve Type	Project Reserve
Reserve Name	Capital Projects
Purpose	To provide funding for future capital projects, to build tax-supported funding for capital programs, and to assist in meeting the funding requirements for existing capital projects.
Application	Capital projects approved through the Corporate Plan and Long-Term Capital Plan and approved by Council.
Funding Source	Annual budget transfers as approved by Council. Allocation of year-end surplus as approved by Council. Other sources as approved by Council.
Optimal Balance	As needed.
Interest Bearing	No.

Municipal Lifecycle: Repair, Maintenance and Replacement Reserves

Reserve Type	Municipal Lifecycle: Repair, Maintenance and Replacement
Reserve Name	Fleet & Equipment Reserves
Purpose	To provide the necessary funds for the scheduled repair, maintenance, and replacement of existing tangible capital assets.
Application	To fund the replacement, refurbishment and maintenance of the Town's infrastructure assets as approved through the budget, or as presented to Council to smooth out fluctuation impacts in annual costs. Life cycle plans will be used to substantiate the budgeted transfer and ensure the Reserve funds are used optimally.
Funds	a) Facilities b) Fleet & Mobile Equipment i. Emergency Services ii. Town c) Information Technology Equipment d) Parks & Open Spaces e) Fire Services Non-Mobile Equipment and Facilities
Funding Source	Annual transfers or other sources as approved by Council. Allocation of year-end surplus as approved by Council. Proceeds received from the sale of disposed lifecycle assets. Other sources as approved by Council.
Optimal Balance	Optimal balances for each fund within the reserve will be determined by executing life-cycle plans. Plans are reviewed annually as part of the Corporate Planning process.
Interest Bearing	Yes.

Specific Purpose Reserves

Reserve Type	Specific Purpose
Reserve Name	Land
Purpose	To provide funds for the acquisition of future land for commercial and industrial purposes, and for municipal purposes.
Application	To provide funds to purchase land for municipal purposes and to service non-residential development.
Funding Source	Sales of properties and Town facilities. Net proceeds from the disposition of road rights-of-way. Annual transfer or other sources as approved by Council.
Optimal Balance	N/A.
Interest Bearing	No.

Reserve Type	Specific Purpose
Reserve Name	Capital & Equipment Lifecycle
Purpose	To dedicate resources for funding the Town's portion of the XXXXXXXX Field House (example).
Application	Annual xxx Capital requisition.
Funding Source	Operating budget dedications.
Optimal Balance	As Needed.
Interest Bearing	No.

Utility Reserves

Reserve Type	Utility Reserves
Reserve Name	Water
Purpose	To fund utility operations and capital projects identified through the annual capital budget process and supported by the Utility Rate Model approved by Council.
Application	All water operations and capital programs.
Funding Source	Transfers to/from the Utility Operating Budgets as approved by Council as part of the annual budget process. Annual transfer or other sources as approved by Council.
Optimal Balance	As per the Utility Rate Model.
Interest Bearing	Yes.

Reserve Type	Utility Reserves
Reserve Name	Sanitary Sewer
Purpose	To fund utility operations and capital projects identified through the annual capital budget process and supported by the Utility Rate Model approved by Council.
Application	All sanitary sewer operations and capital program.
Funding Source	Transfers to/from the Utility Operating Budgets as approved by Council as part of the annual budget process. Annual transfer or other sources as approved by Council.
Optimal Balance	As per the Utility Rate Model.
Interest Bearing	Yes.

Reserve Type	Utility Reserves
Reserve Name	Stormwater
Purpose	To fund utility operations and capital projects identified through the annual capital budget process and supported by the Utility Rate Model approved by Council.
Application	All stormwater operations and capital programs.
Funding Source	Transfers to/from the Utility Operating Budgets as approved by Council as part of the annual budget process.
Optimal Balance	As per the Utility Rate Model.
Interest Bearing	Yes.

BRIEFING NOTE

Topic:

Voting on Alberta Municipalities' 2026 Resolutions

Background:

The Alberta Municipalities Convention and Trade Show will be held in Edmonton from September 23 to 25, 2026, with the Resolution Session scheduled for Thursday, September 24, 2026.

This year's Convention includes 19 resolutions and 1 emergent resolution that will be debated and voted on by elected officials from municipalities across Alberta. Resolutions endorsed by the membership become advocacy priorities for Alberta Municipalities and help shape discussions with the provincial government regarding legislation, funding, municipal authority, infrastructure, service delivery, and other matters affecting municipalities.

The most current version of the 2026 Resolutions Book is available at:

<https://www.abmunis.ca/advocacy-resources/resolutions>

Additional convention information is available at:

<https://www.abmunis.ca/events/2026-abmunis-convention-trade-show>

Resolution Session Information:

Approximately one week prior to Convention, registered Council members will receive an email from Data on the Spot containing their voting credentials. Members are encouraged to save this email and complete the test vote upon receipt to ensure their credentials are functioning properly. The same credentials will also be used during Convention elections.

Council members should bring a laptop, smartphone, tablet, or other internet-enabled device to the Resolution Session. During the session, delegates will log into Data on the Spot and follow voting instructions provided by the Resolution Session Chair.

Administration Review:

To assist Council in preparing for the Resolution Session, Administration consulted with Directors from Emergency Services, Community Services, and Corporate Services. Together, Administration reviewed resolutions relevant to each department's area of responsibility and assessed how the proposed advocacy positions could affect the Town of Carstairs.

The resolutions before delegates are not merely provincial policy discussions. They represent practical issues identified by municipalities across Alberta, including several neighboring communities, that face many of the same challenges experienced by the Town of Carstairs. Common themes include:

- Municipal funding and taxation;
- Local decision-making authority;
- Infrastructure needs;
- Service delivery expectations;
- Legislative and regulatory requirements; and
- The increasing financial pressures borne by municipalities and taxpayers.

Voting on resolutions is one of the few opportunities Council members have to directly influence Alberta Municipalities' advocacy efforts. These advocacy priorities can ultimately affect municipal funding, operational responsibilities, local autonomy, and long-term financial sustainability.

The information contained within this briefing note is intended to assist Council in understanding the potential implications of each resolution for the Town of Carstairs. While Administration for the Town of Carstairs has provided recommendations to assist Council, these recommendations do not represent a formal decision of Council or an official position of the Town of Carstairs. Each member of Council remains responsible for casting their own vote during the Convention and may choose to vote in accordance with Council's majority position or their own individual perspective.

Administration Recommendations

Administration has reviewed each resolution and provided one of the following recommendations:

- Administration Supports this Resolution – The resolution aligns with the Town's interests and could provide benefits to municipalities or taxpayers.
- Administration Does Not Support this Resolution – The resolution may create unintended consequences, costs, administrative burdens, or conflicts with the Town's interests.
- Administration Makes No Recommendation on this Resolution.– The subject matter falls outside Administration's expertise or municipal operational responsibility.

Municipal Impact Rating

To assist Council in prioritizing resolutions, each item has been assigned a Municipal Impact Rating that identifies its potential significance to the Town of Carstairs.

High Impact (Blue): Likely to have a significant impact on the Town's finances, infrastructure, operations, service delivery, or decision-making authority.

Medium Impact (Green): May have a moderate or indirect impact on municipal services, community well-being, strategic planning, or future costs.

Low Impact (Yellow): Limited direct impact on the Town. Primarily affects provincial policy, residents, industry sectors, or other organizations.

Considerations When Voting

When considering how to vote on a resolution, Council members may wish to ask:

- Is this issue important enough that Alberta Municipalities should dedicate advocacy resources to it?
- Would success on this issue benefit the Town of Carstairs or municipalities across Alberta?
- Is Alberta Municipalities the appropriate organization to advance this issue?
- Could advocacy on this issue result in unintended consequences for municipalities?
- Does the proposed solution strengthen local decision-making authority, improve municipal sustainability, or reduce costs for taxpayers?

Category B: Issues Related to Alberta Municipalities' Strategic Initiatives

Resolution Title	Resolution's Call for Action	Recommendation from Administration
B1: Balancing Incentives Between Locum and Community-Based Physicians & Other Healthcare Workers to Support Family Practice Municipal impact: Medium Healthcare access/Community sustainability	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to review and amend physician and other healthcare worker incentive frameworks to reduce disparities between locum and community-based physicians and other healthcare workers. FURTHER BE IT RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to support community-based family physician practice in rural and underserved communities, to strengthen continuity of care and ensure stable access to primary health services for all Albertans.	Administration Supports this Resolution. As a growing community (population of 5313 as per the 2025 Municipal census), Carstairs relies on stable access to family physicians and other healthcare professionals to meet the needs of residents and support future growth. While locum physicians play an important role in maintaining service levels, long-term community-based healthcare providers offer continuity of care and help build a sustainable local healthcare system. This resolution seeks to address potential imbalances in existing incentive programs and encourage the recruitment and retention of permanent healthcare professionals in rural and underserved communities, which Administration believes aligns with the Town's interest in ensuring residents have reliable access to primary healthcare services.
B2: Further Strengthening Governance and Funding Models for Seniors' Lodge Accommodations Municipal impact: High Municipal funding/Seniors housing/Local oversight	IT IS THEREFORE RESOLVED THAT Alberta Municipalities: 1. Advocate to the Government of Alberta to ensure that regulations and Ministerial Orders resulting from the 2026 legislative amendments mandate meaningful municipal governance participation on seniors' lodge boards, including the formal right to review and approve HMB operating and capital budgets before requisitions are finalized; 2. Advocate to the Government of Alberta to provide an update on the negotiation of a new province-wide funding agreement that ensures the mandatory capital and operating reserves required by the amended <i>Alberta Housing Act</i> are not funded primarily through municipal requisitions, but through a sustainable provincial contribution that reflects the Province's primary responsibility for social housing; and 3. Explore opportunities to align advocacy efforts with the Rural Municipalities of Alberta to ensure a unified municipal voice in addressing the shared challenges of HMB requisitions and the long-term viability of the seniors' lodge system.	Administration Supports this Resolution. As a participant in the regional seniors housing system and as a community planning for expanded seniors housing options, Carstairs has a strong interest in ensuring seniors' lodge accommodations remain financially sustainable. The resolution seeks to better align municipal financial responsibilities with decision-making authority by providing municipalities with greater oversight of budgets they are required to fund. It also advocates for increased provincial investment in seniors housing infrastructure and operations, helping to reduce reliance on municipal property taxes. Administration supports this resolution because it aligns with the Town's interest in protecting taxpayers, strengthening accountability, and ensuring sustainable seniors housing options for current and future residents.

B3: Derelict Non-Residential Tax Subclass Municipal impact: Low Municipal tools/Economic development/Property management	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to amend Sections 297 and 358.1 of the <i>Municipal Government Act</i> to allow all municipalities the option to create a derelict subclass under Class 2 Non-Residential property. FURTHER BE IT RESOLVED THAT such an amendment include an exemption from the 5:1 tax rate ratio limit, or include a higher ratio limit, for a derelict non-residential tax subclass, to ensure municipal councils have the necessary flexibility to set a deterrent tax rate. FURTHER BE IT RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to remove the requirement that a property be unoccupied for a year before it can be assessed into a derelict non-residential tax subclass.	Administration Makes No Recommendation on this Resolution. Derelict commercial and industrial properties are not currently a significant issue in the Town of Carstairs, and existing municipal tools are generally sufficient to address property maintenance concerns as they arise. While the resolution may be beneficial for some municipalities, its relevance to Carstairs is limited. Given the finite advocacy resources available to ABmunis and the range of municipal issues requiring provincial attention, Administration has no recommendation regarding this resolution.
B4: Modernization of Municipal Investment Authorities Under the Municipal Investment Regulation Municipal impact: High Financial stability/Municipal finance	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to amend the Municipal Investment Regulation to expand investment authorities available to municipalities by implementing a scalable, capacity-based framework that includes: • Direct Governance-Based Authority: Extending broader investment eligibility to municipalities that demonstrate independent capacity through a prudent-investor policy, professional oversight, and robust risk-reporting practices; • Pooled and Collaborative Authority: Permitting municipalities to access expanded, diversified asset classes for a policy-defined portion of municipal funds without extensive internal administrative requirements, provided such investments are made through approved, municipally geared pooled funds, collaborative arrangements, or institutional services; and • An Opt-In Mechanism: Providing a clear designation process subject to Ministerial approval or defined criteria that allows municipalities to choose the tier of investment authority that best matches their local governance capacity, financial needs, and strategic goals. FURTHER BE IT RESOLVED THAT any amendments to the Municipal Investment Regulation maintain appropriate safeguards to ensure: • preservation of capital, • prudent risk management, and • transparency and accountability to Council and the public.	Administration Supports this Resolution. As a growing municipality, Carstairs relies on reserve funds to support future infrastructure projects, asset replacement, and long-term financial sustainability. This resolution seeks to provide municipalities with greater flexibility to invest reserves through diversified and professionally managed investment options, while maintaining appropriate safeguards for risk management, transparency, and accountability. Expanded investment authorities could help municipalities achieve stronger long-term returns, preserve purchasing power against inflation, and reduce future reliance on taxation to fund capital projects. Administration supports this resolution because it aligns with the Town's interest in maximizing the value of municipal reserves and strengthening long-term financial sustainability for residents and taxpayers.

B5: Provincial Alternative Revenue Optimization Program to Support Productivity, Workforce Readiness, and Industrial Competitiveness Municipal impact: High Municipal funding/Financial stability	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to explore and collaboratively develop an additional, provincial revenue optimization program, separate from and in addition to the Local Government Fiscal Framework (LGFF) and existing municipal revenue sources, that: a) Supports Alberta's economic productivity and competitiveness, including agriculture, forestry, energy, manufacturing, logistics, and workforce participation, through investments in trade-enabling, housing-enabling, and workforce-supporting municipal infrastructure and services; b) Aligns funding to municipalities and regions where there is demonstrated economic activity, service demand, or productivity outcomes that extend beyond municipal boundaries or are not fully reflected within local tax bases; c) Recognizes municipalities as delivery partners for provincial economic objectives, including labor force attraction and retention, housing enablement, transportation connectivity, utilities, and public safety, where municipal investment is required to support provincial growth and competitiveness; d) Provides predictable, transparent, and formula-based funding, allowing municipalities to incorporate revenues into long-term capital planning, asset management, and service sustainability; and e) Is developed collaboratively with Alberta Municipalities, Mid-sized Mayors Caucus, rural municipal partners, and the GOA, ensuring regional equity, economic neutrality, and alignment with Alberta's provincial productivity and economic development priorities.	Administration Supports this Resolution. As a growing municipality, Carstairs must make significant investments in infrastructure and services to accommodate growth, often before the full benefits of increased assessment and tax revenue are realized. This resolution recognizes the important role municipalities play in supporting economic development, workforce growth, housing, and regional prosperity, while advocating for additional, predictable funding sources to help offset those costs. Although the resolution does not specify how a future funding program would be structured, it supports the principle that municipalities should have access to funding that reflects their contribution to broader provincial economic success. Administration supports this resolution because it aligns with the Town's interest in long-term financial sustainability, growth readiness, and reducing reliance on property taxes to fund growth-related infrastructure.
B6: Budget Surplus and Municipal Infrastructure Investment Municipal impact: High Infrastructure funding	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to commit to creating a framework, used during provincial surpluses, to allocate a portion of the surplus to critical municipal infrastructure projects. FURTHER BE IT RESOLVED THAT the framework prioritizes projects based on demonstrated need and readiness for construction, with funding distributed through a transparent application process, and in alignment with provincial and municipal strategic priorities.	Administration Supports this Resolution. As a growing community, Carstairs faces ongoing demands for investment in water and wastewater systems, transportation networks, recreational facilities, and other essential infrastructure. This resolution seeks to create an additional source of infrastructure funding during years when the Province records budget surpluses, helping municipalities advance priority projects without relying solely on property taxes, reserves, or debt financing. While any funding would be dependent on future provincial surpluses and therefore not be as predictable as ongoing grant programs, the resolution provides an opportunity to access additional funding for critical infrastructure needs. Administration supports this resolution because it aligns with the Town's interest in maintaining sustainable infrastructure, supporting growth, and reducing financial pressures on local taxpayers.

B7: Broadening Scope of Off-Site Levies Municipal impact: High Growth management/ Development financing	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to amend the <i>Municipal Government Act</i> to broaden the scope of infrastructure eligible for off-site levies to better reflect the full range of growth-related infrastructure required to support new development, where municipalities can demonstrate a clear connection between growth and the infrastructure required, in a manner that maintains transparency, predictability, and fairness for municipalities, developers, and residents.	Administration Supports this Resolution. As a rapidly growing community, Carstairs must invest in a wide range of infrastructure and facilities to meet the needs of new residents and development. While off-site levies currently help fund certain growth-related infrastructure, provincial legislation limits the types of projects that can be included in levy calculations. Expanding off-site levy authority would provide municipalities with greater flexibility to recover the costs of infrastructure required to support growth, helping ensure that development contributes fairly to the infrastructure it necessitates. Administration supports this resolution because it aligns with the Town's interest in managing growth responsibly, reducing pressure on municipal reserves and property taxes, and ensuring that existing taxpayers do not bear a disproportionate share of growth-related costs.
B8: Expanded Grant Eligibility for Water Infrastructure Municipal impact: High Water infrastructure/Grant funding	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the expansion of eligibility criteria under the Water for Life funding framework, or successor water infrastructure programs, to include single municipalities that function as regional service hubs and provide services to populations that extend beyond their municipal tax base.	Administration Supports this Resolution. As a growing community, Carstairs will continue to require significant investment in water infrastructure to accommodate future residential, commercial, and industrial development. Expanding provincial grant eligibility for water projects could provide municipalities with greater access to funding opportunities, helping to reduce reliance on municipal reserves, debt financing, and property tax revenues. While the resolution is primarily aimed at communities that serve as regional service hubs, the broader principle of improving access to water infrastructure funding would benefit municipalities of all sizes facing increasing infrastructure demands. Administration supports this resolution because it aligns with the Town's interest in maintaining reliable and resilient water systems, supporting growth, and managing long-term infrastructure costs.

B9: Limiting the Use of Fresh Water in Hydraulic Fracturing Municipal impact: Low Environmental policy/Water management	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to review current policies and regulatory frameworks governing the use of fresh water in hydraulic fracturing, with the goal of reducing reliance on fresh water sources in drought stressed regions. FURTHER BE IT RESOLVED that the Government of Alberta work with industry, municipalities, and other stakeholders to support and accelerate the development and adoption of alternative water sources for hydraulic fracturing, including saline water and recycled produced water. FURTHER BE IT RESOLVED that the Government of Alberta evaluate the current roles and responsibilities of the Alberta Energy Regulator and Alberta Environment and Protected Areas with respect to water allocation decisions under the <i>Water Act</i>, to ensure clarity, transparency, and alignment with water management objectives. FURTHER BE IT RESOLVED that the Government of Alberta improve transparency in the Temporary Diversion License approval process by ensuring that supporting information used in decision-making is publicly accessible and that opportunities for municipal and public awareness and input are enhanced. FURTHER BE IT RESOLVED that the Government of Alberta assess opportunities to strengthen oversight and consistency in the application of legislation, policy, and directives related to Temporary Diversion Licenses, including those involving alluvial aquifers.	Administration Makes No Recommendation on this Resolution. The issues raised in this resolution primarily relate to provincial water management, environmental regulation, and oil and gas industry practices. As the direct municipal impacts to Carstairs are limited, Administration has not identified a clear basis to recommend either support or opposition.
B10: Police Fines and Penalties Revenue Sharing Municipal impact: Medium Municipal revenue/Policing funding	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to amend section 162 of the <i>Traffic Safety Act</i>, Revised Statutes of Alberta 2000, Chapter T-6 to distribute fines and penalties under the Act to those municipalities receiving policing services under the Provincial Police Services Agreement at the same percentage that these municipalities pay for policing.	Administration Supports this Resolution. As municipalities contribute to the cost of provincial policing through Alberta's Police Funding Model, it is reasonable that they receive a proportional share of revenues generated through traffic enforcement activities. As communities continue to grow ahead of the release of the 2026 Census population and dwelling counts in February 2027, municipalities face increasing service demands and associated costs. While Carstairs is expected to transition to an MPSA in the future, the transition process will take time, and the Town will continue to receive policing services under the PPSA in the interim. A more equitable alignment of policing costs and revenues during this period would help support municipal financial sustainability and ensure resources remain available to address growth-related service needs.

Category C: Other Issues of Potential Interest to Municipalities

Resolution Title	Resolution's Call for Action	Recommendation from Administration
C1: Regulation of Personal Micromobility Devices (i.e. e-scooters) through the Alberta Traffic Safety Act Municipal impact: Low Public safety/Regulatory consistency	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to amend the <i>Traffic Safety Act</i> and its associated regulations to establish a clear and consistent provincial framework for the operation and use of personal micromobility devices, while providing municipalities with autonomy for bylaw enforcement within their jurisdiction as needed.	Administration Supports this Resolution. As Carstairs continues to grow and residents increasingly use e-scooters, e-bikes, and other personal micromobility devices, a clear and consistent provincial regulatory framework would help improve public safety, reduce confusion for users, and support effective enforcement. Establishing baseline rules for matters such as permitted use, speed limits, and safety requirements would provide greater clarity for residents while still allowing municipalities to address local needs through bylaws and enforcement measures. Administration supports this resolution because it aligns with the Town's interest in promoting public safety, regulatory consistency, and local flexibility without creating significant new municipal costs or responsibilities.
C2: Family Support for Children with Disabilities Transparency and Timely Access Municipal impact: Low Community impact/Social services	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to improve transparency, communication, and timeliness within the Family Support for Children with Disabilities (FSCD) program by: 1. Reinstating routine public reporting on FSCD wait list volumes and average wait times at key stages of the process; 2. Ensuring families awaiting FSCD supports receive clear, proactive communication regarding application status and expected next steps; 3. Allocating targeted, time-limited resources to reduce existing FSCD backlogs so approved supports can be accessed within reasonable timelines; and 4. Establishing transparency and timeliness as core operational standards within the FSCD program.	Administration Supports this Resolution. While the Family Support for Children with Disabilities (FSCD) program is a provincial responsibility, timely access to disability supports is important to the well-being of families and communities across Alberta. This resolution seeks to improve transparency, accountability, and service delivery by reducing wait times, improving communication with families, and reinstating public reporting on program performance. Although the Town does not administer the program and would not receive a direct financial or operational benefit, improved access to supports can positively impact local families, workforce participation, and overall community well-being. Administration supports this resolution because it aligns with the Town's interest in fostering an inclusive and supportive community for residents of all ages and abilities.

C3: Alignment of Municipal Fiscal Year with Provincial and Federal Budget Cycles Municipal impact: Medium Municipal finance/Mixed impact	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to amend relevant legislation and regulations to change the municipal fiscal and budget cycle to align with the provincial and federal fiscal calendar of April 1 to March 31.	Administration Supports this Resolution. Administration supports this resolution as it seeks to improve alignment between municipal and provincial budgeting processes, resulting in greater certainty around funding opportunities, grant programs, and provincial initiatives. Improved coordination would assist municipalities in planning and budgeting more effectively, reducing uncertainty and enabling councils to make better-informed decisions regarding infrastructure, services, and long-term priorities. While implementation details would need to be carefully considered, the underlying objective of better aligning fiscal planning between municipalities and the Province is beneficial and warrants further exploration. Supporting this resolution encourages continued collaboration between municipalities and the Province to create a more predictable and effective funding environment.
C4: Strengthening Auditor Reporting of Financial Irregularities in Municipal Financial Statements Municipal impact: Medium Good governance/Financial transparency	IT IS THEREFORE RESOLVED THAT Alberta Municipalities urge the Government of Alberta to work with the appropriate professional bodies, including the Chartered Professional Accountants of Alberta (CPA Alberta), to strengthen professional standards, guidance, and training requirements so that auditors clearly and explicitly report significant financial irregularities identified during municipal audits. FURTHER BE IT RESOLVED that Alberta Municipalities requests the Government of Alberta encourage CPA Alberta to develop a standardized, plain-language Municipal Audit Executive Summary to accompany municipal audited financial statements, outlining key information for council and public understanding, including but not limited to: • the municipality's overall financial position; • observations related to investments and major infrastructure assets; • the status and flexibility of municipal reserves; • findings related to fraud risk, compliance, and internal controls; • identification of material financial or governance risks; and • comments on the municipality's financial health.	Administration Supports this Resolution. Annual audited financial statements are one of Council's most important tools for understanding the Town's financial position and making informed decisions regarding budgets, reserves, infrastructure investments, and long-term financial planning. This resolution seeks to improve transparency and accountability by encouraging clearer reporting of significant financial irregularities and the development of plain-language audit summaries that can be more easily understood by elected officials and residents. While the proposal is not expected to create direct financial benefits for the Town, it could strengthen financial oversight, support informed decision-making, and enhance public confidence in municipal financial reporting. Administration supports this resolution because it aligns with the Town's commitment to transparency, accountability, and sound financial governance.

C5: Door-to-Door Solar Sales

Municipal impact:
Low

Consumer
Protection

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to enhance regulatory oversight for door-to-door solar PV sales, and to engage with Alberta Municipalities and the solar PV industry to protect consumers from misinformation regarding municipal CEIP programs.

Administration Supports this Resolution.

Although Carstairs does not currently participate in the Clean Energy Improvement Program (CEIP), enhanced regulatory oversight of door-to-door solar sales would help protect consumers from misinformation regarding solar installations, financing options, and municipal programs. Should the Town choose to participate in CEIP in the future, clear provincial standards and consumer protections would help ensure residents receive accurate information and can make informed decisions. Administration supports this resolution because it aligns with the principles of consumer protection, transparency, and informed decision-making.

C6: Restoring Provincial Support for Perpetual Conservation Easements

Municipal impact:
Medium

Land use
planning/Growth vs.
Conservation/Mixed
impact

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to restore policy support under the Private Land Conservation Program for perpetual conservation easements as a voluntary land stewardship tool, ensuring municipalities, landowners, and conservation organizations have access to this option where locally supported and aligned with environmental, agricultural, or community planning objectives.

Administration Supports this Resolution.

Perpetual conservation easements are a voluntary tool that can help protect agricultural lands, environmentally significant areas, and other valued landscapes while respecting landowner choice. Restoring policy support for these easements would provide municipalities, landowners, and conservation organizations with additional options/tools to support local conservation and stewardship objectives. Administration supports this resolution because it aligns with the principles of local decision-making, responsible land stewardship, and maintaining flexibility for communities to pursue conservation initiatives where appropriate.

C7: Remediation of Contaminated Properties Municipal impact: Low Environmental liability/ Redevelopment/ Municipal risk management	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to review relevant legislation to enable the differentiation between current and former owners with respect to liability for contaminated properties; and FURTHER BE IT RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to reinstate an adequately funded grant program to facilitate the remediation of contaminated properties	Administration Supports this Resolution. While contaminated properties are not currently a significant municipal issue within Carstairs, the resolution addresses an important principle of ensuring environmental cleanup responsibilities are assigned to the parties responsible for the contamination rather than municipalities or taxpayers. Clarifying liability for remediation and re-establishing provincial funding support could help reduce financial and legal risks to municipalities, encourage redevelopment of underutilized properties, and improve environmental outcomes. Should contaminated sites arise in the future, these measures could provide municipalities with greater certainty and access to resources needed to address environmental concerns. Administration supports this resolution because it aligns with the Town's interest in protecting taxpayers from inheriting remediation costs, supporting responsible redevelopment, and reducing barriers to future growth and investment.
C8: Equitable Provincial Charitable Gaming Model Municipal impact: Medium Community impact/Non-profit sustainability	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta and AGLC to implement mechanisms to improve the sustainability of charities, including but not limited to, a more equitable and transparent provincial Charitable Gaming Model, funding from online gaming, or funding from other AGLC-administered sources.	Administration Supports this Resolution. Local non-profit organizations, service clubs, sports associations, and community groups play an important role in delivering programs, services, and events that contribute to the quality of life in Carstairs. Many of these organizations rely on charitable gaming proceeds to support their operations. This resolution seeks to create a more equitable and transparent charitable gaming funding model across Alberta, while exploring additional revenue sources to support charities and volunteer organizations. Improved access to funding could strengthen the capacity of local organizations, support community programming, reduce pressure on municipal grant programs, and enhance overall community well-being. Administration supports this resolution because it aligns with the Town's interest in maintaining a strong volunteer sector and ensuring community organizations have fair access to sustainable funding opportunities.

C9: Strengthening Alberta Municipalities' voice to the Province by Increasing the Resolution Voting Threshold

Municipal impact:
Low

ABmunis
governance/
Procedural/Mixed
impact

IT IS THEREFORE RESOLVED THAT Alberta Municipalities conduct member engagement on Resolution Policy No. AP002 to identify areas for improvement to the resolution process, including exploring the potential benefits of increasing the voting threshold required for the adoption of resolutions from a simple majority (50% plus one) to a two-thirds (66%) majority of votes cast, representing at least two-thirds of its members.

Administration Makes No Recommendation on this Resolution.

This resolution proposes that ABmunis review its resolution voting process and consider whether a higher approval threshold would strengthen the organization's advocacy efforts by ensuring resolutions reflect broader municipal consensus. While a higher threshold could increase the credibility of adopted resolutions and demonstrate stronger support to the Province, it could also make it more difficult for emerging issues or concerns of smaller municipalities to gain traction. As the proposal relates primarily to ABmunis governance and advocacy processes rather than municipal operations, finances, or service delivery, Administration has not identified a clear advantage or disadvantage for the Town of Carstairs and makes no recommendation regarding support or opposition.

Category E: Emergent Resolutions

Resolution Title	Resolution's Call for Action	Recommendation from Administration
E1: Investing in Prevention: Strengthening FCSS and Community Well-Being Municipal impact: Medium Community well-being/Social services/Prevention programs	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta for: - long-term, sustainable, needs-based funding for complementary community prevention services to expand access to early intervention and practical community supports; and - continued collaboration between FCSS and the broader social service and prevention systems to ensure a strong and effective continuum of care.	Administration Supports this Resolution. FCSS programs play an important role in strengthening community well-being by providing prevention-focused supports that help individuals and families address challenges before they become crises. Communities across Alberta, including Carstairs, are experiencing growing demand for supports related to mental health, social isolation, family wellness, housing instability, financial stress, addictions, food security, youth programs, and services for seniors. However, FCSS funding has remained relatively unchanged despite increasing community needs, placing additional pressure on municipalities and local organizations to respond to social issues that may fall outside FCSS's mandate and available resources. This resolution advocates for sustainable, needs-based provincial funding for prevention-focused programs and for stronger coordination between FCSS and Alberta's broader health, social service, and prevention systems. Administration supports this resolution because it aligns with the Town's interest in fostering a healthy, resilient, and inclusive community while ensuring residents can access appropriate supports before challenges escalate into more costly social and healthcare crises.

Full details of each resolution are available in [ABmunis' 2026 Resolutions Book](#).

2026 Building Permits

No.	Roll #	Owner/Contractor	Subdivision	Civic	Type	Description	Cost	Build<114.3	Build>114.3	Prov	Date	Closed
1	28200	Sarai Danby		901 Highway 2A	O	Vertical Farming Sea Cans	\$79,000.00		\$395.00	\$15.80	Jan 2/2026	
2	18033	David A. Byrne	West Highlands	665 West Highland Cres.	A&R	Basement Development	\$30,000.00		\$165.00	\$6.50	Jan 6/2026	March 17/2026
3	12193	Firefly Solar	Stonebridge Glen	14 Skara Brae Close	O	Rooftop Solar Panels	\$19,530.00	\$75.00		\$4.50	Jan 7/2026	April 21/2026
4	25804	McKee Homes	Mandalay Estates	650 Mandalay Link	SFD	Single Family Dwelling w/ Developed Basement (no Deck)	\$370,000.00		\$2,035.00	\$81.40	Jan 7/2026	September 4/2026
5	25805	McKee Homes	Mandalay Estates	648 Mandalay Link	SFD	Single Family Dwelling w/ Developed Basement (no Deck)	\$390,000.00		\$2,145.00	\$85.80	Jan 8/2026	August 28/2026
6	18062	Peak 2 Crete	West Highlands	703 West Highland Link	A&R	Basement Development	\$10,000.00		\$110.00	\$4.50	Jan 8/2026	
7	24517	McKee Homes	Kitstone Commons	500 Finley Point	SFD	Single Family Dwelling w/Deck (Show Home)	\$600,000.00		\$3,300.00	\$132.00	Jan 9/2026	
8	401	Peak 2 Crete		663 11 Ave	DEM	SFD Demolition	\$20,000.00	\$75.00		\$4.50	Jan 9/2026	May 11/2026
9	25822	Marygold Homes	Mandalay Estates	614 Mandalay Link	SFD	Single Family Dwelling w/Deck and Basement	\$450,000.00		\$2,475.00	\$99.00	Jan 12/2026	August 26/2026
10	25821	Marygold Homes	Mandalay Estates	616 Mandalay Link	SFD	Single Family Dwelling w/Deck	\$450,000.00		\$2,475.00	\$99.00	Jan 12/2026	August 17/2026
11	18006	Alan Minasian	West Highlands	616 West Highland Cres.	A&R	Basement Development	\$40,000.00		\$220.00	\$8.80	Jan 15/2026	
12	25816	Marygold Homes	Mandalay Estates	626 Mandalay Link	SFD	Single Family Dwelling w/Deck	\$450,000.00		\$2,475.00	\$99.00	Jan 15/2026	August 6/2026
13	117	Ark Renewable Energy		1322 Osler St.	O	Rooftop Solar Panels	\$16,821.00	\$75.00		\$4.50	Jan 20/2026	
14	26099	Oystryk & Team Architecture Ltd.	Mandalay Estates	829 Mandalay Blvd.	A&R	Tenant Improvements to Commercial Building	\$1,200,000.00		\$6,340.00	\$220.00	Jan 22/2026	July 16/2026
15	21005	Clarity Built	Lackner Estates	11 Lackner Road	SFD	Single Family Dwelling w/ Deck & Developed Basement	\$480,000.00		\$2,640.00	\$105.60	Jan 23/2026	
16	64	Ark Renewable Energy		1215 Centre St.	O	Rooftop Solar Panels	\$19,977.50	\$75.00		\$4.50	Jan 26/2026	April 23/2026
17	13020	Firefly Solar	Carstairs Links	837 Beckner Cres.	O	Rooftop Solar Panels	\$19,144.98	\$75.00		\$4.50	Jan 27/2026	
18	12040.1	Evaline Carm	Stone Garden Villas	28 Stonegarden Cres.	A&R	Enclosed Deck & Dining Room Window	\$26,000.00		\$143.00	\$5.72	Jan 27/2026	September 1/2026
							\$5,070,473.48	\$375.00	\$27,118.00	\$1,073.62		7 New Homes
19	12158	Firefly Solar	Stonebridge Glen	780 Stonehaven Dr.	O	Rooftop Solar Panels	\$51,198.00	\$75.00		\$4.50	Feb 3/2026	Feb 24/2026
20	25825	Marygold Homes	Mandalay Estates	608 Mandalay Link	SFD	Single Family Dwelling w/Deck	\$500,000.00		\$2,750.00	\$110.00	Feb 10/2026	September 4/2026
21	958	KCB Design Build Remodel	Carriage Lane	318 Carriage Lane Drive	A&R	Interior Renovations	\$60,000.00		\$330.00	\$13.20	Feb 11/2026	June 19/2026
22	1436	Robert Young	Carriage Lane	504 500 Carriage Lane Place	O	Hot Tub	\$7,000.00	\$75.00		\$4.50	Feb 12/2026	Feb 24/2026
23	25866	McKee Homes	Mandalay Estates	643 Mandalay Blvd.	SFD	Single Family Dwelling w/ Deck & Developed Basement	\$380,000.00		\$2,090.00	\$83.60	Feb 13/2026	
24	20085	Simply Renewable	Scarlett ranch	1469 Ranch Road	O	Rooftop Solar Panels	\$27,000.00	\$75.00		\$4.50	Feb 13/2026	March 10/2026
25	20232	Dan Somerville	Scarlett ranch	1421 Scarlett Ranch Blvd.	A&R	Basement Development	\$20,000.00		\$110.00	\$4.50	Feb 23/2026	
26	20235	Rick Van Rassel	Scarlett ranch	1427 Scarlett Ranch Blvd.	A&R	Additional Entry Door in Attached Garage	\$1,800.00		\$110.00	\$4.50	Feb 25/2026	April 10/2026
27	18111	Derek Alyward	West Highlands	631 West Highland Cres.	A&R	Basement Development	\$40,000.00		\$220.00	\$8.80	Feb 27/2026	
28	1099	Stephen Hao	Parkview Estates	1184 Milt Ford Lane	D&R	Exisltng Deck Cover (Pergola)	\$3,000.00	\$75.00		\$4.50	Feb 27/2026	April 24/2026
							\$1,089,998.00	\$300.00	\$5,610.00	\$242.60		2 New Homes
29	20084	Kristen Ewtshik	Scarlett Ranch	1467 Ranch Road	D&R	Existing Deck Stairs	\$800.00	\$75.00		\$4.50	March 2/2027	May 8/2026
30	25806	McKee Homes	Mandalay Estates	646 Mandalay Link	SFD	Single Family Dwelling w/ Deck & Developed Basement	\$540,000.00		\$2,970.00	\$118.80	March 2/2027	
31	20086	Simply Renewable	Scarlett Ranch	1471 Ranch Road	O	Rooftop Solar Panels	\$16,000.00	\$75.00		\$4.50	March 3/2026	March 11/2026
32	358	Ken Virgoe		403 10 Ave	A&R	Commercial Renovation	\$22,500.00		\$123.75	\$4.95	March 4/2026	April 8/2026
33	221	Cindy MacPherson		21 Pearson Place	D&R	Existing Deck	\$7,000.00	\$75.00		\$4.50	March 5/2026	March 16/2026
34	61	Kevin Williamson		1203 Centre Street	A&R	Interior Renovations	\$100,000.00		\$550.00	\$22.00	March 9/2026	August 28/2026
35	110215	Desirae Clifford		15 Village Green	D&R	Deck and Stairs	\$500.00	\$75.00		\$4.50	March 9/2026	August 18/2026
36	25854	McKee Homes	Mandalay Estates	642 Mandalay Blvd.	SFD	Single Family Dwelling	\$450,000.00		\$2,475.00	\$99.00	March 18/2026	
37	11306	Mainstream Developments	Havenfields	61 Mackenzie Way	SFD	Completion of SFD w/Deck	\$175,000.00		\$962.50	\$38.50	March 18/2026	
38	25912	Umbrella Construction	Mandalay Estates	804 Mandalay Blvd.	A&R	Basement Development	\$50,000.00		\$275.00	\$11.00	March 18/2026	April 16/2026
39	25865	Landstone Homes	Mandalay Estates	641 Mandalay Blvd.	SFD	Single Family Dwelling w/Deck	\$350,000.00		\$1,925.00	\$77.00	March 20/2026	
40	25867	Landstone Homes	Mandalay Estates	645 Mandalay Blvd.	SFD	Single Family Dwelling w/Deck	\$350,000.00		\$1,925.00	\$77.00	March 20/2026	
41	11126	Kevin Crowley Rourke	Havenfields	5 Bondar Gate	A&R	Additon of Bathroom in Basement	\$10,000.00		\$110.00	\$4.50	March 20/2026	
42	25832	Marygold Homes	Mandalay Estates	627 Mandalay Link	SFD	Single Family Dwelling w/Deck	\$450,000.00		\$2,475.00	\$99.00	March 20/2026	
43	25861	Marygold Homes	Mandalay Estates	628 Mandalay Blvd.	SFD	Single Family Dwelling w/Deck	\$450,000.00		\$2,475.00	\$99.00	March 20/2026	
44	25833	Marygold Homes	Mandalay Estates	629 Mandalay Link	SFD	Single Family Dwelling w/Deck	\$450,000.00		\$2,475.00	\$99.00	March 20/2026	
45	25860	Marygold Homes	Mandalay Estates	630 Mandalay Blvd.	SFD	Single Family Dwelling w/Deck	\$450,000.00		\$2,475.00	\$99.00	March 20/2026	
46	937	Justin Thomson	Carriage Lane	313 Carriage Lane Drive	D&R	Exisltng Deck & Stairs	\$5,000.00	\$75.00		\$4.50	March 23/2026	April 13/2026
47	21009	John Lawrence	Lackner Estates	6 Lackner Place	SFD	SFD w/Deck and Secondary Basement Suite	\$720,000.00		\$3,960.00	\$158.40	March 24/2026	
48	20276	Mark LeDrew	Scarlett Ranch	1440 Scarlett Ranch Blvd.	A&R	Basement Development	\$30,000.00		\$165.00	\$6.60	March 24/2026	
49	24514	Janssen Homes Ltd.	Kitstone Commons	506 Finley Point	SFD	Single Family Dwelling w/Deck & Developed Basement	\$500,000.00		\$2,750.00	\$110.00	March 25/2026	
50	11358	Landscaping)	Havenfields	5 McClung Gate	D&R	Pool, Deck and Stairs, Wheelchair Ramp	\$12,000.00	\$75.00		\$4.50	March 26/2026	
51	20994	Musa Akram	Lackner Estates	1368 Lackner Blvd.	A&R	Secondary Basement Suite	\$51,000.00		\$275.00	\$11.00	March 27/2026	July 3/2026
52	401	Peak 2 Crete		663 11 Ave	SFD	Single Family Dwelling w/Deck & Developed Basement	\$600,000.00		\$3,300.00	\$132.00	March 27/2026	
53	24513	McKee Homes	Kitstone Commons	508 Finley Point	SFD	Single Family Dwelling w/Deck & Developed Basement	\$590,000.00		\$3,245.00	\$129.80	March 30/2026	
54	24112	Janssen Homes Ltd.	Kitstone Commons	504 Kitstone Gate	SFD	Single Family Dwelling w/Deck	\$350,000.00		\$1,925.00	\$77.00	March 31/2026	
							\$5,879,800.00	\$450.00	\$32,161.25	\$1,313.55		13 New Homes
55	12187	Kevin Spooner	Stonebridge Glen	17 Skara Brae Close	O	Hot Tub	\$20,000.00	\$75.00		\$4.50	April 7/2026	
56	25871	Marygold Homes	Mandalay Estates	653 Mandalay Blvd	SFD	Single Family Dwelling w/deck	\$450,000.00		\$2,475.00	\$99.00	April 7/2026	August 27/2026
57	25815	Marygold Homes	Mandalay Estates	628 Mandalay Link	SFD	Single Family Dwelling w/deck	\$450,000.00		\$2,475.00	\$99.00	April 7/2026	
58	18531	Vitali and Cristin Sukhetsy	Clover	800 803 Clover Way	A&R	Basement Development	\$10,000.00	\$75.00		\$4.50	April 8/2026	July 21/2026
59	25923	Gurinder Sandhu	Mandalay Estates	817 Mandalay Link	SFD	Single Family Dwelling w/Deck	\$250,000.00		\$1,375.00	\$55.00	April 9/2026	
60	25924	Gurinder Sandhu	Mandalay Estates	819 Mandalay Link	SFD	Single Family Dwelling w/Deck	\$370,000.00		\$2,035.00	\$81.40	April 9/2026	
61	25427	Gurinder Sandhu	Mandalay Estates	731 Mandalay Ave.	SFD	Single Family Dwelling w/Deck & Developed Basement	\$280,000.00		\$1,540.00	\$61.60	April 9/2026	
62	968	Bradley Norris	Carriage Lane	120 Carriage Lane Road	O	Hot Tub w/Deck and Gazebo	\$10,000.00	\$75.00		\$4.50	April 13/2026	July 16/2026

No.	Roll #	Owner/Contractor	Subdivision	Civic	Type	Description	Cost	Build<114.3	Build>114.3	Prov	Date	Closed
63	20283	Christy Dingman	Scarlett Ranch	1402 Scarlett Ranch Lane	D&R	Existing Deck Additon and Stairs	\$10,000.00	\$75.00			\$4.50 April 13/2026	May 5/2026
64	20118	Lumi Renewables	Scarlett Ranch	1457 Aldrich Pl.	O	Rooftop Solar Panels	\$32,655.00	\$75.00			\$4.50 April 14/2026	April 21/2026
65	18116	National Fence & Deck	West Highlands	641 West Highland Cres.	D&R	Deck	\$40,000.00	\$75.00			\$4.50 April 14/2026	June 30/2026
66	20270	Benjamin Lucas	Scarlett Ranch	1352 Scarlett Ranch Blvd.	A&R	Basement Development	\$12,000.00		\$110.00		\$4.50 April 16/2026	
67	20055	Jeffrey Callaghan	Scarlett ranch	736 Ranch Cres.	O	Hot Tub	\$12,000.00	\$75.00			\$4.50 April 16/2026	July 14/2026
68	930	Adrian Skoretz	Carriage Lane	308 Carriage Lane Drive	D&R	Existing Deck Stairs	\$1,000.00	\$75.00			\$4.50 April 17/2026	April 30/2026
69	187	Select Sunrooms		1218 Grey Street	D&R	Deck & Sunroom	\$10,000.00	\$75.00			\$4.50 April 17/2026	August 18/2026
70	1112	Jayson Preston	Scotsdale Estates	1105 Castledyke Court	O	Gazebo - Modified Grain Bin	\$2,500.00		\$110.00		\$4.50 April 17/2026	
71	104	Jennifer Millett		125 13 Ave	A&R	Replace Basement W/Windows	\$8,619.86		\$110.00		\$4.50 April 21/2026	Aug 14/2026
72	24515	McKee Homes	Kitstone Commons	504 Finley Point	SFD	Single Family Dwelling w/Deck & Developed Basement	\$475,000.00		\$2,612.50		\$104.50 April 24/2026	
73	416	Terrance & Laura Gardiner		624 12 Ave	D&R	Enclosing Existing Deck	\$18,900.00	\$75.00			\$4.50 April 24/2026	June 25/2026
74	20244	Simply Renewable	Scarlett Ranch	1345 Scarlett Ranch Blvd.	O	Rooftop Solar Panels	\$15,000.00	\$75.00			\$4.50 April 27/2026	June 19/2026
75	887	Elite Builders	Meadow Park	190 Meadowlark Lane	A&R	Addition (Replacing Existing Sunroom)	\$25,000.00		\$137.50		\$5.50 April 28/2026	July 22/2026
76	20260	Shelly Schulte	Scarlett Ranch	1372 Scarlett Ranch Blvd.	D&R	Deck Extension w Lower Deck Build & Hot Tub	\$7,000.00	\$75.00			\$4.50 April 28/2026	
							\$3,359,674.86	\$900.00	\$17,655.00	\$760.50	6 New Homes	
77	18035	Peak 2 Crete	West Highlands	669 West Highland Cres.	A&R	Basement Development	\$46,000.00		\$253.00		\$10.12 May 1/2026	
78	185	Joshua Skena		1226 Grey Street	RG	Detached Garage	\$35,000.00		\$175.00		\$7.00 May 5/2026	
79	15266	Alfred Hansen	Carriage Lane	746 Carriage Lane Dr.	D&R	Existing Deck Stairs	\$1,000.00	\$75.00			\$4.50 May 5/2026	May 20/2026
80	1488	Kallie & Aaron Beaton	Carriage Lane	1037 Carriage Lane Dr.	D&R	Deck Extension	\$2,500.00	\$75.00			\$4.50 May 6/2026	June 22/2026
81	25441	MKS Homes	Mandalay Estates	703 Mandalay Ave.	SFD	Single Family Dwelling w/Deck	\$394,000.00		\$2,167.00		\$86.68 May 6/2026	
82	1099	Thomas Hanson	Parkview Estates	1184 Milt Ford Lane	RG	Detached Garage	\$25,000.00		\$125.00		\$5.00 May 8/2026	
83	20992	Abby Marsh	Lackner Estates	1364 Lackner Blvd.	D&R	Front Deck	\$37,800.00	\$75.00			\$4.50 May 8/2026	June 8/2026
84	25827	McKee Homes	Mandalay Estates	604 Mandalay Link	SFD	Single Family Dwelling w Developed Basement	\$385,000.00		\$2,117.50		\$84.70 May 8/2026	
85	24537	McKee Homes	Kitstone Commons	580 Kitstone Common	SFD	Showhome - Single Family Dwelling	\$490,000.00		\$2,695.00		\$107.80 May 8/2026	
86	357	Yakuri Judo Academy		1224 Gough Road	A&R	Interior Renovations	\$35,000.00		\$192.50		\$7.70 May 11/2026	September 4/2026
87	11342	Vanessa Nivens	Havenfields	11 Havenfield Drive	RG	Detached Garage	\$24,000.00		\$120.00		\$4.80 May 11/2026	
88	20977	James Lemieux & Kimberly Presser	Lackner Estates	1334 Lackner Blvd.	D&R	Existing Deck Renovation	\$1,000.00	\$75.00			\$4.50 May 12/2026	May 22/2026
89	25442	Paramjeet Singh Dhaliwal	Mandalay Estates	701 Mandalay Ave.	SFD	Single Family Dwelling w/Deck	\$380,000.00		\$2,090.00		\$83.60 May 14/2026	
90	20075	Fabian Hickey	Scarlett Ranch	1449 Ranch Road	D&R	Demo and Rebuild Rear Deck	\$4,500.00	\$75.00			\$4.50 May 19/2026	
91	18059	Ron Dunning		1535 Idaho Street	A&R	Basement Development	\$15,000.00		\$110.00		\$4.50 May 19/2026	
92	18026	Adrian Skoretz	West Highlands	653 West Highland Cres.	A&R	Basement Development	\$75,000.00		\$412.50		\$16.50 May 20/2026	September 4/2026
93	61	Kevin Williamson		1203 Centre Street	D&R	Deck & Stairs	\$800.00	\$75.00			\$4.50 May 21/2026	August 28/2026
94	24510	McKee Homes	Kitstone Commons	514 Finley Point	SFD	Single Family Dwelling w/Covered Deck	\$570,000.00		\$3,135.00		\$125.40 May 22/2026	
95	25435	Tom Cooke	Mandalay Estates	715 Mandalay Ave.	D&R	Enclosed Deck	\$10,000.00	\$75.00			\$4.50 May 22/2026	
96	25864	Marygold Homes	Mandalay Estates	622 Mandalay Blvd.	SFD	Single Family Dwelling w/Deck	\$400,000.00		\$2,200.00		\$88.00 May 25/2026	
97	21006	Clarity Built	Lackner Estates	15 Lackner Road	SFD	Suite	\$750,000.00		\$4,125.00		\$165.00 May 27/2026	
98	15106	Bryan McMillan	West Highlands	611 West Highland Cres.	D&R	Roof Over Back Deck	\$3,600.00	\$75.00			\$4.50 May 27/2026	August 5/2026
99	20268	Landstone Homes	Scarlett Ranch	1356 Scarlett Ranch Blvd.	SFD	Single Family Dwelling w/Deck	\$350,000.00		\$1,925.00		\$77.00 May 28/2026	
100	20237	Landstone Homes	Scarlett Ranch	1431 Scarlett Ranch Blvd.	SFD	Single Family Dwelling w/Deck	\$350,000.00		\$1,925.00		\$77.00 May 28/2026	
							\$3,685,200.00	\$600.00	\$19,917.50	\$832.80	9 New Homes	
101	12146	Abby Marsh	Stonebridge Glen	750 Stonehaven Dr.	D&R	Move Deck Stairs and Modify Existing Railing	\$3,500.00	\$75.00			\$4.50 June 1/2026	June 22/2026
102	25434	Abby Marsh	Mandalay Estates	717 Mandalay Ave.	D&R	Adding Roof Over Existing Deck	\$9,000.00	\$75.00			\$4.50 June 1/2026	August 18/2026
103	1084	Kyle Hands	Parkview Estates	1110 Milt Ford Lane	RG	Detached Garage	\$36,000.00		\$180.00		\$7.20 June 3/2026	July 15/2026
104	144	KCB Design Build Ltd.		1239 Grey Street	A&R	Interior Renovations	\$188,356.00		\$921.10		\$22.00 June 4/2026	
105	15266	Roberto Lombardo	Carriage Lane	746 Carriage Lane Dr.	A&R	Secondary Basement Suite	\$24,250.00		\$133.38		\$5.34 June 1/2026	
106	15265	Roberto Lombardo	Carriage Lane	748 Carriage Lane Dr.	A&R	Secondary Basement Suite	\$24,250.00		\$133.38		\$5.34 June 1/2026	
107	25840	Gurmeet Dhaliwal	Mandalay Estates	643 Mandalay Link	SFD	Single Family Dwelling w/Deck & Developed Basement	\$515,000.00		\$1,922.25		\$76.89 June 4/2026	
108	397	Clarity Built		639 11 Ave	SFD	Single Family Dwelling	\$550,000.00		\$3,025.00		\$121.00 June 5/2026	
109	397	Clarity Built		639 11 Ave	RG	Detached Garage w/Secondary Suite	\$250,000.00		\$1,250.00		\$50.00 June 5/2026	
110	1005	Phillippe Voegeli		744 Highfield Drive	RG	Detached Garage	\$15,000.00		\$110.00		\$4.50 June 5/2026	
111	18126	James Fleming	West Highlands	668 West Highland Cres.	RG	Shed	\$6,500.00		\$110.00		\$4.50 June 8/2026	July 21/2026
112	742.203	Peak 2 Crete		209 9 Ave (Bays 1-3)	A&R	Commercial Renovation	\$40,000.00		\$220.00		\$8.80 June 9/2026	
113	20183	Peak 2 Crete	Scarlett Ranch	1406 Price Road	D&R	Deck w/Stairs	\$20,000.00	\$75.00			\$4.50 June 9/2026	
114	436	Rhonda Wise		656 MacEwan Dr.	A&R	Basement Renovation	\$17,500.00		\$110.00		\$4.50 June 9/2026	
115	18127	Nova Renewables	West Highlands	670 West Highland Cres.	O	Rooftop Solar Panels	\$14,112.00	\$75.00			\$4.50 June 16/2026	August 12/2026
116	25965	Stephanie Kaufman	Mandalay Estates	713 Mandalay Link	A&R	Basement Development	\$25,000.00		\$137.50		\$5.50 June 18/2026	
117	20262	Evalence Renewables	Scarlett Ranch	1368 Scarlett Ranch Blvd.	O	Rooftop Solar Panels	\$10,000.00	\$75.00			\$4.50 June 22/2026	July 2/2026
118	25424	Marygold Homes	Mandalay Estates	726 Mandalay Ave.	SFD	Single Family Dwelling w/Deck & Developed Basement	\$450,000.00		\$2,475.00		\$99.00 June 23/2026	
119	1428	Cally Cathcart	Carriage Lane	602 600 Carriage Lane Pl.	D&R	Gazebo on Deck	\$550.00	\$75.00			\$4.50 June 25/2026	
120	1219	Dominic Conway	Parkview Estates	108 Mountainview Gate	A&R	Basement Renovation	\$5,000.00		\$110.00		\$4.50 June 25/2026	
121	13009	Mike & Lenora Gillett	Carstairs Links	815 Beckner cres.	D&R	Patio/Deck Cover	\$11,216.10	\$75.00			\$4.50 June 29/2026	
							\$2,915,234.10	\$525.00	\$14,687.61	\$604.57	3 New Homes	
122	370	Dan Bickford		639 10 Ave	RG	Shed	\$6,000.00		\$110.00		\$4.50 July 6/2026	
123	20084	Peak 2 Crete	Scarlett Ranch	1467 Ranch Road	A&R	Basement Development	\$50,000.00		\$275.00		\$11.00 July 8/2026	
124	671	Sheldon Valteau		841 Osler Street	RG	Shed	\$2,500.00		\$110.00		\$4.50 July 8/2026	
125	25415	Shawn McElroy	Mandalay Estates	708 Mandalay Ave	D&R	Deck Stairs	\$1,500.00	\$75.00			\$4.50 July 10/2026	
126	25911	Evan Swendsen	Mandalay Estates	806 Mandalay Blvd	D&R	Hot Tub & Privacy Walls on Deck	\$5,000.00	\$75.00			\$4.50 July 14/2026	July 29/2026

No.	Roll #	Owner/Contractor	Subdivision	Civic	Type	Description	Cost	Build<114.3	Build>114.3	Prov	Date	Closed
127	20235	Rick Van Rassel	Scarlett Ranch	1427 Scarlett Ranch Blvd.	D&R	Deck Expansion	\$1,800.00	\$75.00			\$4.50 July 23/2026	August 27/2026
128	25911	Umbrella Construction	Mandalay Estates	806 Mandalay Blvd	A&R	Basement Development	\$50,000.00		\$275.00		\$11.00 July 23/2026	
129	25824	Landstone Homes	Mandalay Estates	610 Mandalay Link	SFD	Single Family Dwelling w/Deck	\$350,000.00		\$1,925.00		\$77.00 July 29/2026	
130	25855	Landstone Homes	Mandalay Estates	640 Mandalay Blvd	SFD	Single Family Dwelling w/Deck	\$350,000.00		\$1,925.00		\$77.00 July 29/2026	
131	953	Brennon Bortnick	Carriage Lane	328 Carriage Lane Dr	D&R	Existing Deck Renovation	\$3,000.00	\$75.00			\$4.50 July 30/2026	August 12/2026
							\$819,800.00	\$300.00	\$4,620.00	\$203.00		2 New Homes
132	20181	Jeff Thompson	Scarlett Ranch	1410 Price Road	A&R	Basement Development	\$15,000.00		\$110.00		\$4.50 August 4/2026	
133	20987	Peak 2 Crete	Lackner Estates	1354 Lackner Blvd	A&R	Basement Development	\$53,000.00		\$319.00		\$12.76 August 5/2026	
134	20035	Frank and Patricia Henry	Scarlett Ranch	707 Ranch Cres.	O	Hot Tub	\$2,000.00	\$75.00			\$4.50 August 7/2026	
135	20990	Zeno Renewables	Lackner Estates	1360 Lackner Blvd	O	Rooftop Solar Panels	\$35,588.59	\$75.00			\$4.50 August 11/2026	
136	64	Zeno Renewables		1215 Centre St.	O	Rooftop Solar Panels	\$26,516.40	\$75.00			\$4.50 August 11/2026	
137	143	Elite Builders		1233 Grey Street	RG	Detached Garage	\$64,000.00		\$320.00		\$12.80 August 13/2026	
138	25868	McKee Homes	Mandalay Estates	647 Mandalay Blvd	SFD	Single Family Dwelling	\$390,000.00		\$2,145.00		\$85.80 August 19/2026	
139	1476	Kevin Zhu (Polaron Energy)	Carriage Lane	1026 Carriage Lane Dr	O	Rooftop Solar Panels	\$26,250.00	\$75.00			\$4.50 August 20/2026	
140	10	Prairie Ridge Pet Supply Ltd.	10th Ave	219 10th Ave S - Unit #1	A&R	Tenant Renovations	\$7,000.00		\$110.00		\$4.50 August 24/2026	
							\$619,354.99	\$300.00	\$3,004.00	\$138.36		1 New Home
141	20283	Jessica Gagatsek	Scarlett Ranch	1402 Scarlett Ranch Lane	D&R	Front Landing w/Stairs	\$3,000.00	\$75.00			\$4.50 September 1/2026	
142	516	Zeno Renewables		1309 McAlpine St.	O	Rooftop Solar Panels	\$12,238.37	\$75.00			\$4.50 September 1/2026	
143	1138	Glen Aliko	Glen Eagles Estates	1106 Gleneagles Dr.	A&R	Home Renovations	\$45,000.00		\$247.50		\$9.90 September 2/2026	
144	25805	Marvin Dubitz	Mandalay Estates	648 Mandalay Link	D&R	Deck with Pergola	\$13,500.00	\$75.00			\$4.50 September 2/2026	
145	20269	Landstone Homes	Scarlett Ranch	1354 Scarlett Ranch Blvd.	SFD	Single Family Dwelling w/Deck	\$350,000.00		\$1,925.00		\$77.00 September 4/2026	
146	20266	Landstone Homes	Scarlett Ranch	1360 Scarlett Ranch Blvd.	SFD	Single Family Dwelling w/Deck	\$350,000.00		\$1,925.00		\$77.00 September 4/2026	
147	25869	Electrical Ltd.)	Mandalay Estates	649 Mandalay Blvd.	A&R	Seconday Basement Suite	\$45,000.00		\$247.50		\$9.90 September 9/2026	
148	403	Peak 2 Crete		681 11 Ave S	A&R	Home Addition/Renovation	\$350,000.00		\$1,925.00		\$77.00 September 9/2026	

Town of Carstairs Compliance Listing 2026

Compliance #	Civic Address	Land Use	Received Date	Approval Date
001-2026	1203 Centre Street	R-1	January 6/2026	January 7/2026
002-2026	1368 Lackner Blvd.	R-1	November 27/2025	January 12/2026
003-2026	721 Mandalay Avenue	R-1	January 8/2026	January 12/2026
004-2026	723 Mandalay Avenue	R-1	January 8/2026	January 12/2026
005-2026	403 10th Avenue	C-1	February 9/2026	February 10/2026
006-2026	500 504 Carriage Lane Pl.	R-1	February 11/2026	February 25/2026
007-2026	703 Mandalay Link	R-1	March 11/2026	March 12/2026
008-2026	712 Mandalay Ave.	R-1	March 16/2026	March 17/2026
009-2026	708 Mandalay Ave.	R-1	March 17/2026	March 18/2026
010-2026	21 Pearson Place	R-1	March 18/2026	March 19/2026
011-2026	1352 Scarlett Ranch Blvd.	R-1	March 18/2026	March 20/2026
012-2026	724 Mandalay Ave.	R-1	March 19/2026	March 20/2026
013-2026	763 Stonehaven Drive	R-1	March 19/2026	March 23/2026
014-2026	1350 Scarlett Ranch Blvd.	R-1	March 9/2026	March 26/2026
015-2026	706 Mandalay Ave.	R-1	April 2/2026	April 9/2026
016-2026	710 Mandalay Ave.	R-1	April 2/2026	April 9/2026
017-2026	62 MacKenzie Way	R-1N	March 20/2026	April 9/2026
018-2026	1469 Aldrich Place	R-1	April 10/2026	April 13/2026
019-2026	313 Carriage Lane Drive	R-1	March 19/2026	April 14/2026
020-2026	826 Mandalay Link	R-3	April 22/2026	April 23/2026
021-2026	9 McClung Gate	R-1	April 28/2026	April 30/2026
022-2026	308 Carriage Lane Dr.	R-1	April 15/2026	May 4/2026
023-2026	1402 Scarlett Ranch Lane	R-1	April 9/2026	May 7/2026
024-2026	725 Mandalay Ave.	R-1	May 5/2026	May 7/2026
025-2026	1184 Milt Ford Lane	R-1	Feb 25/2026	May 8/2026
026-2026	1111 Gleneagles Drive	R1S	May 7/2026	May 8/2026
027-2026	Unit 2 42 Stromsay Gate	R-3	May 7/2026	May 11/2026
028-2026	Unit 14 1200 Milt Ford Lane	R-3	May 8/2026	May 11/2026
029-2026	1467 Ranch Rd.	R-1		May 11/2026
030-2026	746 Carriage Lane Dr.	R-2	April 17/2026	May 21/2026
031-2026	1334 Lackner Blvd.	R-1	May 8/2026	May 25/2026
032-2026	1533 McAlpine St.	R-1	May 27/2026	May 27/2026
033-2026	12 McClung Gate	R-1	May 29/2026	June 5/2026
034-2026	806 Mandalay Blvd.	R-1	June 3/2026	June 5/2026
035-2026	801 Mandalay Blvd.	R-1	May 19/2026	June 22/2025
036-2026	812 Stone Garden Drive	R-3	June 19/2026	June 22/2025
037-2026	115 10 Avenue South	C-1	June 19/2026	June 23/2026
038-2026	845 Beckner Cres.	R-1	June 22/2026	June 25/2026
039-2026	1433 Scarlett Ranch Blvd	R-1	July 3/2026	July 7/2026
040-2026	603 600 Carriage Ln Pl	R-1	June 23/2026	July 8/2026
041-2026	811 Mandalay Link	R-3	July 10/2026	July 14/2026
042-2026	1436 Scarlett Ranch Blvd.	R-1	July 14/2026	July 16/2026
043-2026	1427 McCrimmon Drive	R-1	July 20/2026	July 23/2026
044-2026	711 Mandalay Link	R-1	July 24/2026	July 31/2026
045-2026	208 10 Ave N	C-1	August 5/2026	August 6/2026
046-2026	25 Stone Garden Cres	R-3	August 7/2026	August 13/2026
047-2026	707 Mandalay Ave	R-1	May 21/2026	August 20/2026
048-2026	328 Carriage Lane Dr	R-1	July 20/2026	August 20/2026
049-2026	707 Ranch Cres.	R-1N	July 31/2026	August 20/2026
050-2026	715 Mandalay Ave	R-1	August 20/2026	August 25/2026
051-2026	718 Mandalay Ave	R-1	August 20/2026	August 25/2026
052-2026	701 Mandalay Link	R-1	August 17/2026	August 27/2026
053-2026	57 Mackenzie Way	R-1	August 26/2026	August 27/2026
054-2026	1 Lackner Road	R-1	August 25/2026	September 1/2026
055-2026	1383 Price Road	R-1	September 2/2026	September 3/2026
056-2026	11 700 Carriage Lane Way	R-1	September 8/2026	September 9/2026
057-2026	818 Mandalay Link	R-3	September 8/2026	September 11/2026

Fire Department Report 2026

Total Fire Calls 2023	296
Total Fire Calls 2024	318
Total Fire Calls 2025	387
Total Fire Calls 2026	134

May/26

Fire Call-EMS	70	Fire Call-EMS	8
Fire Call-Fire	13	Fire Call-Fire	3
Fire Training	9	Fire Training	0
Fire Calls-Alarms	16	Fire Calls-Alarms	1
Fire Calls-Outside Fire	9	Fire Calls-Outside Fire	6
Fire Calls-MVC	19	Fire Calls-MVC	2
Fire Calls-Mutual Aid	1	Fire Calls-Mutual Aid	0
Fire Hall Hours	18	Fire Hall Hours	5
Fire Call-DG Hazmat	1	Fire Call-DG Hazmat	0
Fire Investigation	0	Fire Investigation	0
Fire Calls-Public Assist	0	Fire Calls-Public Assist	0
Fire Calls-Utilities	5	Fire Calls-Utilities	2

YTD Total	161	Month Total	27
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Fire Department Report 2026

Total Fire Calls 2023	296
Total Fire Calls 2024	318
Total Fire Calls 2025	387
Total Fire Calls 2026	160

June/26

Fire Call-EMS	86	Fire Call-EMS	16
Fire Call-Fire	14	Fire Call-Fire	1
Fire Training	13	Fire Training	4
Fire Calls-Alarms	18	Fire Calls-Alarms	2
Fire Calls-Outside Fire	10	Fire Calls-Outside Fire	1
Fire Calls-MVC	23	Fire Calls-MVC	4
Fire Calls-Mutual Aid	1	Fire Calls-Mutual Aid	0
Fire Hall Hours	24	Fire Hall Hours	6
Fire Call-DG Hazmat	3	Fire Call-DG Hazmat	2
Fire Investigation	0	Fire Investigation	0
Fire Calls-Public Assist	0	Fire Calls-Public Assist	0
Fire Calls-Utilities	5	Fire Calls-Utilities	0

YTD Total	197	Month Total	36
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Fire Department Report 2026

Total Fire Calls 2023	296
Total Fire Calls 2024	318
Total Fire Calls 2025	387
Total Fire Calls 2026	190

July/26

Fire Call-EMS	98	Fire Call-EMS	12
Fire Call-Fire	15	Fire Call-Fire	1
Fire Training	18	Fire Training	5
Fire Calls-Alarms	24	Fire Calls-Alarms	6
Fire Calls-Outside Fire	13	Fire Calls-Outside Fire	3
Fire Calls-MVC	30	Fire Calls-MVC	7
Fire Calls-Mutual Aid	1	Fire Calls-Mutual Aid	0
Fire Hall Hours	29	Fire Hall Hours	5
Fire Call-DG Hazmat	4	Fire Call-DG Hazmat	1
Fire Investigation	0	Fire Investigation	0
Fire Calls-Public Assist	0	Fire Calls-Public Assist	0
Fire Calls-Utilities	5	Fire Calls-Utilities	0

YTD Total	237	Month Total	40
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Fire Department Report 2026

Total Fire Calls 2023	296
Total Fire Calls 2024	318
Total Fire Calls 2025	387
Total Fire Calls 2026	210

August/26

Fire Call-EMS	110	Fire Call-EMS	12
Fire Call-Fire	16	Fire Call-Fire	1
Fire Training	21	Fire Training	3
Fire Calls-Alarms	28	Fire Calls-Alarms	4
Fire Calls-Outside Fire	14	Fire Calls-Outside Fire	1
Fire Calls-MVC	31	Fire Calls-MVC	1
Fire Calls-Mutual Aid	1	Fire Calls-Mutual Aid	
Fire Hall Hours	30	Fire Hall Hours	1
Fire Call-DG Hazmat	5	Fire Call-DG Hazmat	1
Fire Investigation	0	Fire Investigation	
Fire Calls-Public Assist	0	Fire Calls-Public Assist	
Fire Calls-Utilities	5	Fire Calls-Utilities	

YTD Total	261	Month Total	24
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Emergency Services File Report 2026

CPO Citation Totals YTD	40	CPO Citation Totals Month	10
CPO Warning Totals YTD	5	CPO Warning Total Month	1

May-26

Animal Files	24	Animal Files	4
Bylaw Files	43	Bylaw Files	17
Incidents	6	Incidents	0
Traffic Enforcement	40	Traffic Enforcement	9

YTD Total	113	Month Total	30
2025 Total Files			62

Emergency Services File Report 2026

CPO Citation Totals YTD	53	CPO Citation Totals Month	13
CPO Warning Totals YTD	6	CPO Warning Total Month	1

Jun-26

Animal Files	28	Animal Files	4
Bylaw Files	53	Bylaw Files	10
Incidents	7	Incidents	1
Traffic Enforcement	45	Traffic Enforcement	5

YTD Total	133	Month Total	20
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Emergency Services File Report 2026

CPO Citation Totals YTD	67	CPO Citation Totals Month	14
CPO Warning Totals YTD	6	CPO Warning Total Month	0

Jul-26

Animal Files	30	Animal Files	2
Bylaw Files	73	Bylaw Files	20
Incidents	9	Incidents	2
Traffic Enforcement	52	Traffic Enforcement	7

YTD Total	164	Month Total	31
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Emergency Services File Report 2026

CPO Citation Totals YTD	80	CPO Citation Totals Month	13
CPO Warning Totals YTD	6	CPO Warning Total Month	0

Jul-26

Animal Files	31	Animal Files	1
Bylaw Files	83	Bylaw Files	10
Incidents	10	Incidents	1
Traffic Enforcement	59	Traffic Enforcement	7

YTD Total	183	Month Total	19
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Town of Carstairs

Facility Utilization Report

Facility Name: Memorial Arena

Inspections				Cost	Date	
Fire Extinguishers						
Elevator						
Fire Alarm & Sprinkler System						
Fire Suppression System						
Chiller- ABSA						
TOTAL				\$0.00		
Hourly Utilization	Ice Surface	Fitness Room	Meeting Room-N	Meeting Room-S	TOTAL	
January	393.25	31	6.5	8	438.75	
February	354.42	44.33	4.25	17.5	420.5	
March	318.83	62.83	23	30	434.66	
April	119.5	5	1.5	3	129	
May	177.25	0	114.75	117.5	409.5	
June	149.5	48	51.5	49	298	
July	161	4	0	0	165	
August	106.5	3	0	0	109.5	
September					0	
October					0	
November					0	
December					0	
TOTAL	1780.25	198.16	201.5	225	2404.91	
	Revenue		Expense		Repair & Maint	TOTAL
Budget						\$0.00
January	\$46,222.19		\$7,372.63		\$886.64	\$37,962.92
February	\$34,838.02		\$42,130.60			-\$7,292.58
March	\$32,101.68		\$30,146.47			\$1,955.21
April	\$6,744.00		\$19,575.05			-\$12,831.05
May	\$45,514.15		\$19,994.83		\$10.30	\$25,509.02
June	\$112,798.80		\$12,027.95			\$100,770.85
July	\$4,911.43		\$22,440.65			-\$17,529.22
August						\$0.00
September						\$0.00
October						\$0.00
November						\$0.00
December						\$0.00
TOTAL	\$283,130.27		\$153,688.18		\$896.94	\$128,545.15
2025	\$381,618.63		\$298,229.66		\$1,332.60	\$78,082.08



Town of Carstairs

Facility Utilization Report

Facility Name: Community Hall

Inspections			Semi Annual	Annual	
Extinguishers					
Fire Supression					
Hourly Utilization	Auditorium	Small Room	Kitchen	Entire Hall	TOTAL
January	107.25	102.33	11	0	220.58
February	117	79.67	32	43	271.67
March	117.5	78.33	12	0	207.83
April	102.75	125	43	57	327.75
May	55.5	67.5	0	82	205
June	47.5	52	6	83	188.5
July	29	37	6	56	128
August	50.5	55	35	0	140.5
September					0
October					0
November					0
December					0
TOTAL	627	596.83	145	321	1689.83
	Revenue		Expense	Repair & Maint	TOTAL
Budget					\$0.00
January	\$2,197.91		\$400.82		\$1,797.09
February	\$3,563.32		\$11,724.29		-\$8,160.97
March	\$2,540.41		\$3,459.79		-\$919.38
April	\$3,373.62		\$8,593.36		-\$5,219.74
May	\$2,292.50		\$3,772.07	\$108.76	-\$1,588.33
June	\$16,313.13		\$7,400.66		\$8,912.47
July	\$2,150.00		\$3,605.10		-\$1,455.10
August				\$152.33	-\$152.33
September					\$0.00
October					\$0.00
November					\$0.00
December					\$0.00
TOTAL	\$32,430.89		\$39,217.18	\$261.09	-\$7,047.38
2025	\$42,770.08		\$53,906.82	\$872.87	-\$17,657.20



Facility Name: Campground

Inspections						Date
TOTAL						
	Week 1	Week 2	Week 3	Week 4	Week 5	TOTAL
May			11-17	18-24	25-31	
Utilized Campsites	Campground opened May 11		51	82	71	204
Power \$			\$1,750.00	\$2,835.00	\$2,345.00	\$6,930.00
Non-Power \$			\$28.00	\$28.00	\$112.00	\$168.00
Over Flow Sites \$			\$0.00	\$335.00	\$0.00	\$335.00
Wood Sales			\$60.00	\$80.00	\$20.00	\$160.00
Showers			\$16.00	\$43.00	\$64.00	\$123.00
Dump Station			\$53.65	\$102.25	\$113.90	\$269.80
TOTAL			\$1,907.65	\$3,423.25	\$2,654.90	\$7,985.80
June	1-7	8-14	15-21	22-28	29-5	
Utilized Campsites	79	102	119	116	173	589
Power \$	\$2,765.00	\$3,325.00	\$3,885.00	\$3,885.00	\$5,915.00	\$19,775.00
Non-Power \$	\$0.00	\$196.00	\$224.00	\$137.00	\$112.00	\$669.00
Over Flow Sites \$	\$0.00	\$0.00	\$0.00	\$200.00	\$575.00	\$775.00
Wood Sales	\$40.00	\$50.00	\$60.00	\$80.00	\$110.00	\$340.00
Showers	\$21.00	\$57.00	\$69.00	\$69.00	\$85.00	\$301.00
Dump Station	\$97.00	\$277.40	\$98.00	\$131.10	\$229.20	\$832.70
TOTAL	\$2,923.00	\$3,905.40	\$4,336.00	\$4,502.10	\$7,026.20	\$22,692.70
July	6-12	13-19	20-26	27-2		
Utilized Campsites	160	155	166	169		650
Power \$	\$5,390.00	\$5,215.00	\$5,670.00	\$5,845.00		\$22,120.00
Non-Power \$	\$168.00	\$168.00	\$112.00	\$56.00		\$504.00
Over Flow Sites \$	\$415.00	\$775.00	\$235.00	\$220.00		\$1,645.00
Wood Sales	\$130.00	\$190.00	\$60.00	\$130.00		\$510.00
Showers	\$176.00	\$126.00	\$103.00	\$97.00		\$502.00
Dump Station	\$187.80	\$180.35	\$97.00	\$261.15		\$726.30
TOTAL	\$6,466.80	\$6,654.35	\$6,277.00	\$6,609.15		\$26,007.30
August	3-9	10-16	17-23	24-30	31-6	
Utilized Campsites	148	125	134	143	95	645
Power \$	\$5,040.00	\$4,340.00	\$4,445.00	\$4,760.00	\$3,115.00	\$21,700.00
Non-Power \$	\$112.00	\$28.00	\$196.00	\$196.00	\$168.00	\$700.00
Over Flow Sites \$	\$345.00	\$200.00	\$300.00	\$320.00	\$60.00	\$1,225.00
Wood Sales	\$100.00	\$140.00	\$130.00	\$100.00	\$50.00	\$520.00
Showers	\$74.00	\$79.00	\$90.00	\$83.00	\$69.00	\$395.00
Dump Station	\$262.50	\$123.10	\$130.30	\$179.55	\$171.40	\$866.85
TOTAL	\$5,933.50	\$4,910.10	\$5,291.30	\$5,638.55	\$3,633.40	\$21,773.45
	Revenue		Expense		R&M	TOTAL
Budget						\$0.00
January						\$0.00
February						\$0.00
March						\$0.00
April						\$0.00
May		\$7,985.80				\$7,985.80
June		\$22,692.70				\$22,692.70
July		\$26,007.30				\$26,007.30
August		\$21,773.45			\$38.93	\$21,773.45
September		\$0.00			\$54.67	\$0.00
October		\$0.00				\$0.00
TOTAL		\$78,459.25		\$0.00	\$93.60	\$78,365.65
2025		\$103,008.75		\$1,213.14		\$101,795.61



Town of Carstairs

Facility Utilization Report

Facility Name: Memorial Park Concession

Daily Utilization	Week 1	Week 2	Week 3	Week 4	TOTAL
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	22	10	32
June	0	0	0	25.5	25.5
July	7	10	7	0	24
August	0	0	10	27	37
TOTAL	7	10	39	62.5	118.5
	Revenue		Expense	R&M	TOTAL
Budget					\$0.00
January	\$0.00				\$0.00
February	\$0.00			\$142.50	\$0.00
March	\$0.00		\$227.41		-\$227.41
April	\$0.00		\$414.62		-\$414.62
May	\$0.00		\$446.31	\$652.56	-\$1,098.87
June	\$0.00				\$0.00
July	\$0.00		\$222.97		-\$222.97
TOTAL	\$0.00		\$2,106.37	\$795.06	-\$2,901.43
2025	\$105.00		\$0.00	\$0.00	\$2,569.85

*Aggies days and Heritage Fest
 * MS Bike Tour
 *Canada day, B&B days
 * Car show and Shine, Private rental

Facility Name: Memorial Park-Other

Daily Utilization	Pickleball	Basketball	Memorial Park	other	TOTAL
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	32	33	35	33	133
June	0	0	30.5	16	46.5
July	10	10	24	15	59
August	0	0	37	12	49
TOTAL	42	43	126.5	76	287.5
	Revenue		Expense		TOTAL
TOTAL	\$0.00			\$0.00	\$0.00

Aggies Days and Heritage Fest. other is Curling rink parking lot
 MS Bike Tour - Memorial park/ Curling rink parking lot
 Curling rink- parking lot
 Show and Shine & private rental/ Curling rink parking lot

Facility Name: Gazebo

Daily Utilization	Week 1	Week 2	Week 3	Week 4	TOTAL
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	22	10	32
June	0	2	5	25.5	32.5
July	7	8	17	0	32
August	0	0	10	27	37
TOTAL	7	10	54	62.5	133.5
	Revenue	Info	Expenses	TOTAL	
TOTAL	\$0.00		\$0.00	\$0.00	
2025	\$0.00		\$342.71	-\$342.71	

*MS Bike Tour
 ** Canada Day, family reunion and B&B days



Town of Carstairs
Facility Utilization Report

Facility Name: Ball Diamond's

Hourly Utilization	Diamond 1	Diamond 3	Diamond 4	Diamond 5	Diamond 6	TOTAL
January	0	0	0	0	0	0
February	0	0	0	0	0	0
March	0	0	0	0	0	0
April	12	12	12	4	4	44
May	82.25	44	38.5	71.5	62.25	298.5
June	65.5	27.5	61	88.25	83	325.25
July	1.5	3	58.75	59.75	58.75	181.75
August	26	0	50	50	50	176
TOTAL	187.25	86.5	220.25	273.5	258	1025.5
	Revenue	Info	Expenses	TOTAL		
January						\$0.00
February						\$0.00
March						\$0.00
April	\$1,470.00	out of town tournament X2				\$1,470.00
May						\$0.00
June	\$2,667.00	Slo-pitch and female softball				\$2,667.00
July	\$767.04	B&B days tourney				\$767.04
TOTAL	\$4,904.04		\$0.00			\$4,904.04
2025	\$5,502.28		\$0.00			\$5,502.28

Facility Name: Soccer Fields

Daily Utilization	East	South	West		TOTAL
January	0	0	0		0
February	0	0	0		0
March	0	0	0		0
April	40	30	32		102
May	51.75	40	43.75		135.5
June	47	40	42.25		129.25
July	0	22.5	24.5		47
August	0	0	0		0
TOTAL	138.75	132.5	142.5		413.75
	Revenue	Info	Expenses	TOTAL	
January					\$0.00
February	\$210.00	Soccer Camp			\$210.00
March					\$0.00
April					\$0.00
May					\$0.00
June					\$0.00
July					\$0.00
August					\$0.00
TOTAL	\$210.00		\$0.00		\$210.00
2025	\$1,208.00		\$0.00		\$1,208.00

Facility Name: Football Field

Monthly Utilization				
January	0			
February	0			
March	0			
April	0			
May	7			Lacrosse while 4H was in Arena
June	10.5			Spring Camp
July	0			
August	12			
TOTAL	29.5			
	Revenue	Expense	TOTAL	
Budget			\$0.00	
TOTAL	\$0.00	\$0.00	\$0.00	
2025	\$105.00	\$0.00	\$105.00	

Town of Carstairs Facility Utilization Report					
Facility Name: Schools					
Daily Utilization	Ice Surface	Football Field	Ball Diamond	Other	TOTAL
January	15	0	0	0	15
February	12.25	0	0	0	12.25
March	11.25	0	0	0	11.25
April	1	0	0	0	1
May	13.5	0	16	0	29.5
June	65.75	0	14.5	0	80.25
July	0	0	0	0	0
August	0	0	0	0	0
TOTAL	118.75	0	30.5	0	149.25
	Revenue	Info		Expenses	TOTAL
January	\$5,000.00	CES annual Fee			\$5,000.00
TOTAL	\$5,000.00			\$0.00	\$5,000.00
2025	\$5,000.00			\$0.00	\$5,000.00
Facility Name: School Usage (Town)					
Daily Utilization	HSS	CES	Programs-HSS	Programs-CES	TOTAL
January	53	6	3	0	62
February	40	3	1.5	0	44.5
March	48.5	10.5	8	0	67
April	65.5	3	8.5	0	77
May	52.5	1.5	8	0	62
June	2	0	0	0	2
July	0	0	0	0	0
August	0	0	8	0	8
TOTAL	261.5	24	37	0	322.5
	Revenue	Info		Expenses	TOTAL
TOTAL	\$0.00			\$0.00	\$0.00
2025	\$0.00			\$0.00	\$0.00
Facility Name: Academy					
Daily Utilization	Ice Surface	Football Field	Ball Diamond	Other	TOTAL
January	51.67	0	0	0	51.67
February	36.67	0	0	0	36.67
March	47.08	0	0	0	47.08
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
July	0	0	0	0	0
August	0	0	0	0	0
TOTAL	135.42	0	0	0	135.42
	Revenue	Info		Expenses	TOTAL
TOTAL	\$0.00			\$0.00	\$0.00
2025	\$0.00			\$0.00	\$0.00
Facility Name: Rec Programs					
Daily Utilization	Ice Surface	Comm Hall	Schools	Other	TOTAL
January	0	31	2	8	41
February	0	49.5	2	16.5	68
March	0	53.5	8	11	72.5
April	44	46	8.5	8	106.5
May	2	39	8	7	56
June	8	25	0	24.5	57.5
July	142	5	0	56.5	203.5
August	84	3	8	44.5	139.5
TOTAL	280	252	36.5	176	744.5
	Revenue	Info		Expenses	TOTAL
TOTAL	\$0.00			\$0.00	\$0.00
2025	\$0.00			\$0.00	\$0.00

**Morning skate (5hrs), PE class (10hrs)
** Morning Skate (3.75), PE Class(2.5hrs), Middle School (6hrs)
* Morning Skate (1.25hrs), PE Class (10hrs)

*PE classes

**HSS> Pickleball (CES group) = 7.5hrs (HSS group)= 20.5hrs, Soccer = 10hrs, Badminton = 4hrs, Volleyball (Rec)= 8hrs, CS program (3hrs) CES > Pickleball = 6hrs
**HSS> Pickleball (CES group)= 6hrs (HSS group)= 16.5hrs, Soccer = 8hrs, Badminton=2hrs, Volleyball (Rec) = 6hrs, CS program (1.5hrs) CES> Pickleball = 3hrs
**HSS> Pickleball (CES group)= 0hrs, (HSS group)= 18hrs, Soccer = 8hrs, Badminton=4hrs, Volleyball (Rec) = 10hrs, CS program (8hrs) CES> Pickleball = 10.5hrs
** HSS> Pickleball (CES group) = 9hrs, (HSS group) = 20hrs, Soccer= 2hrs, Badminton = 4hrs, Volleyball (Rec)= 8hrs, Minor Softball = 20hrs, Minor ball = 2.5hrs. CES> Pickleball = 3hrs
** HSS> Pickleball (HSS group) 14.5hrs, Badminton = 4hrs, Volleyball= 10 hrs, Heritage Fest=16hrs, CS program= 8hrs. CES> Pickleball=1.5hrs
**HSS> Volleyball

43.42hrs on ice, 8.25hrs ice maintenance
30.92hrs on ice, 5.75hrs ice maintenance
39.58hrs on ice, 7.5hrs ice maintenance

* Youth movie night, Out of Town day trip
*Out of Town day trips & FCSS programs around town
** Out of Town (8hrs Rec/8hrs FCSS), In Town (11hrs FCSS), Hall (4.5hrs Rec/ 49hrs FCSS)
* In Town (8hrs FCSS), Hall (41hrs FCSS/5hrs Rec)
* Other (In town- 2hrsFCSS) (Out of Town- 5 hrs FCSS), Hall (3hrs Rec/36hrs FCSS)
*Other (In town- 11.5 hrs FCSS) (Out of Town- 13hrs FCSS) Hall (6hrs REC, 18hrs FCSS)
* Other (in town- 3.5hrs FCSS) (Memorial Park- 3 hrs FCSS), Out of Town- 32hrs Rec, 18hrs FCSS)
* Other (in town- 5.5hrs FCSS) (Memorial Park- 8hrs FCSS), Out of Town- 24 hrs Rec, 7hrs FCSS

Kayleigh Van Es

From: [REDACTED]
Sent: Monday, June 15, 2026 2:05 AM
To: CAO
Subject: PERMITTING OHV USE IN CARSTAIRS, AB



Good Morning,

My name is [REDACTED]. I've been a happy resident of Carstairs going on two years now and loving it here. No plans to leave. It's just peaceful and calm here. Just the way my family and I like it.

I would like to propose to the town counsel and residents, allowing ATVs/Side X Sides and OHVs in general, to be permitted to be operated within the town of Carstairs. Simply because it would be enjoyable for those who enjoy the use of their machines to be able to moderately travel around whether it's to grab some groceries. A bite to eat at any of our towns great establishments, go on a leisurely cruise through town within reason, or to more importantly be able at the very least to leave one's residence and be able to legally transit out of town to be able to ride the ditches or country back roads.

Those who own these such machines, such as my family, have invested a lot of money and time into them, and yes I'm aware there are areas such as crown and/or private land where they may be operated, but this does require significant time consuming transport via resources, trailering and travel time. Very costly in and of itself. Like for anyone, and everyone, life is busy and time to do so requires a great deal of planning for a single trip for a few days or if lucky longer, just to be able to use them. As such quite often they will sit for lengthy periods of time which is not good for them for one, from a maintenance perspective, as well as just not very much fun at all. It would be really nice to be able to use these very expensive leisure vehicles more often. From ones own home. Within town. Adhering to the rules of the road. Respecting other residents and not breaking any laws or disturbing the peace of others. Certainly still not permitted on busy main highways as they've already been deemed OHVs (Off Highway Vehicles). Again, I would primarily like to be able to leave my home and access outside of town. Most likely rarely even spend much time in town at all. Though in town too would be most enjoyable. Again I'm not talking out ripping around town or trying to disturb anyone. Just leisurely riding. Whether it be briefly on main roads, or if there were to be a potential access trail system developed within town where possible to allow travel to outside town.

I retired from the Canadian Armed Forces some time ago. I was stationed with and a proud 2nd Battalion Princess Patricia's Canadian Light Infantryman in Shilo, MB. During my time there in between international deployments and currently to this day, OHV access was/is permitted on and off Base, and many of us Serving Members and our families, used dirt bikes, quads/ATVs, Side X Sides, (OHVs) to travel

from our residence on base, even off base, into work everyday as well as for leisure. Same was for when I was posted with CFB Wainwright. As well as CFB Gagetown. As is permitted at many other Canadian forces bases. Rarely was there ever an issue as those who rode respected the laws and the fact they were given the privilege to even do so. Those who did not were quickly caught, if speeding or not being reasonable riders, or respectable to other residents and dealt with by the authorities. The Military Police or otherwise authorities. But we also policed our own a great deal as it was termed. Mainly because no one wanted to ruin the opportunity for all others. I believe this could also be accomplished here in Carstairs, AB. Very successfully.

I know for a fact there are many towns, Cities, municipalities, that do allow the use of OHVs. Each I'm sure have their own rules and requirements as they should, as we would in Carstairs.

I invite you to please do a simple google search, " towns and or cities that allow OHVs to ride In Town in Alberta." There are many follow on links for more examples/ details on specific Bylaws.

There are quite a few places/municipalities within Alberta already that do permit use as/or limited use/access. For one example, Bieseker, AB very near to Carstairs, is a close such place.

There are limitations and rules to be adhered to without exception such as:

Off-Highway Vehicle (OHV) use is permitted on local roads in Beiseker, AB. The village council officially passed an OHV bylaw (Bylaw 2026-05) allowing residents to legally operate their ATVs and OHVs on village roadways.

However, there are specific regulations you must follow to ensure you ride legally in the village:

- Designated Areas: OHVs are restricted to roads and alleys. They are not permitted on village parks, trails, or privately owned property without permission.
- Age & Licensing: Drivers must be at least 14 years old and hold a valid operator's license or learner's permit.
- Safety & Insurance: OHVs must be properly registered and insured. Riders are required to wear a Canadian Standards Association (CSA) compliant helmet.
- Hours of Operation: Usage is restricted overnight to limit noise disturbance.
- Provincial Highways: OHVs can cross main highways, but they are not permitted to travel along them.

To make sure you are fully compliant with all local speed limits and curfew hours, you can review the full Village of Beiseker OHV Bylaw.

This was taken again from a google search I did as I was aware Biesecker, AB had passed this in.

Again there are many examples.

I understand from talking with Carstairs Bylaw, that there is talk of or possibly to be a pilot project allowing golf carts/ electric vehicle use, please correct me if I misunderstood. But I see no difference in the use of any means whether it be electric/or gas powered so long as rules are respected and adhered to by all who partake. Certainly from a safety perspective as well as respect to other residents. If I were to see someone unsafely operating, going too fast, and potentially ruining it for others, such as my family, I would not hesitate to say something to them respectfully. Policing our own. I'm certain others would as well as they should.

I don't see much difference with safe and respectable operation of a car or truck, either, compared to that of an OHV of any kind. Those who fail to adhere to rules and guidelines should this be allowed in Carstairs, should be/can be dealt with by our authorities, as well as others who want to see it continue. Or in this case granted in the first place.

I hope the town counsel will consider my proposal, and I will boldly even say hopefully on behalf of any other residents who would really love to see this get passed so we can all enjoy. I've seen many machines sitting in driveways on trailers, and I'm sure many in garages. And perhaps others may be more encouraged to get into this activity and purchase their own machine, being able to justify the cost as they can now use it more in the great town of Carstairs, AB. My family and I have been here a short period, but we very much love it here. It is peaceful and we do not regret moving here from Airdrie, one bit. I believe it can remain so even with OHV use being permitted.

Thank you very much for your time and consideration, and I look forward to hearing back as well as pursuing this being passed.

Sincerely,

██████████

Happy Carstairs resident, even happier if I can go get Milk in my Side X Side 😊👍