



REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, MAY 11, 2026, 7:00 P.M.

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of May 11, 2026
Motion: To adopt the agenda of May 11, 2026

4. ADOPTION OF MINUTES

- 4 - 6 a) Adoption of minutes of April 27, 2026 (addendum 4.a)
Motion: To adopt the minutes of April 27, 2026



5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) Carstairs Public Library Board Appointment corrections
- b) IDP/Annexation Discussion (Following Closed Meeting)

6. DELEGATIONS

7. BYLAWS AND POLICIES

- 7 - 9 a) Bylaw No. 2069 Access to Information and Privacy Bylaw-Repeals Bylaw No. 1051 (addendum 7.a)



- 10 - 12 b) Bylaw No. 2070 Records Retention and Disposition Bylaw-Repeals Bylaw No. 1052(addendum 7.b)



- 13 - 18 c) Bylaw No. 2071 Electronic Transmission of Documents Bylaw-Repeals Bylaw No. 2012 (addendum 7.c)



- 19 - 21 d) Policy No. 12-014-26 Access to Information and Privacy Administration-

Amended (addendum 7.d)



22 - 24

- e) Policy No. 12-026-26 Tax Information Disclosure Policy-Amended (addendum 7.e)



25 - 28

- f) Policy No. 12-028-26 Records Retention and Disposition-Amended (addendum 7.f)



8. NEW BUSINESS

29

- a) Heritage Festival-Parade Permit (addendum 8.a)



9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE

- i) Next meeting May 19, 2026

- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION

- c) MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

- d) MOUNTAIN VIEW SENIORS HOUSING

10. COUNCILOR REPORTS

- a) COUNCILOR BALL

- b) COUNCILOR FRICKE

- c) COUNCILOR ROBERTS

- d) COUNCILOR SELANDERS

- e) COUNCILOR TOLLEY

- f) COUNCILOR WILCOX

- g) MAYOR ALLAN

11. CORRESPONDENCE

30 - 31

- a) Request for Discounted rate-Carstairs Legion RFD (addendum 11.a)



32 - 34

- b) Request for Support-Royal Canadian Legion-Military Service Recognition Book (addendum 11.b)



35

- c) Thank You-Kiwanis (addendum 11.c)



12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. CLOSED MEETING

Section 197 of the Municipal Government Act requires that Council and Council Committees conduct their meetings in public unless the matter to be discussed falls under one of the exceptions to disclosure outlined in Division 2 of Part 1 of the Access to Information Act (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).

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

16. ADJOURNMENT

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

- ATTENDEES:** Mayor Allan; Councillors Ball, Roberts, Selanders, Wilcox; Director of Legislative & Corporate Services Shannon Allison; Deputy CAO and Director of Planning & Development Kirk Williscroft; Manager of Legislative Services Jessica Pryde; CAO Rick Blair & Executive Assistant Kayleigh Van Es
- ABSENT:** Councillors Fricke & Tolley
- CALL TO ORDER:** Mayor Allan called the meeting of Monday, April 27, 2026, to order at 7:00 p.m.
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:**
Motion 143/26 Motion by Councillor Ball to adopt the Regular Council Agenda of April 27, 2026, as presented. **CARRIED**
- ADOPTION OF PREVIOUS MINUTES:**
Motion 144/26 Motion by Councillor Selanders to adopt the Regular Council Meeting minutes of April 13, 2026, as amended. **CARRIED**
- BUSINESS ARISING FROM PREVIOUS MEETING:**
- 1. Arena Plant Update**
CAO R. Blair presented Council with an updated timeline of August 21, leaving ample time for fall arena preparations. Demolition is expected to begin within the next 2–3 weeks.
- Councillor Wilcox inquired about the lifecycle of the chiller and whether the replacement would improve efficiency. CAO R. Blair confirmed that it would.
- Motion 145/26 Motion by Councillor Roberts to accept the Arena Plant Update as information. **CARRIED**
- DELEGATIONS:** Nil
- BYLAWS & POLICIES:** Nil
- NEW BUSINESS:**
- 1. Curling Club RFD**
Council reviewed the Request for Decision and considered the matter closed regarding the agreement between the Town of Carstairs and the Carstairs Community Curling Club.
- Motion 146/26 Motion by Councillor Wilcox to accept the analysis for the Curling Club as information. **CARRIED**
- 2. Production Server RFD**
Council reviewed the request for decision to approve the purchase of a new production server. CAO R. Blair explained that the backup server became inoperable in April 2026.
- Councillor Wilcox asked whether this was the latest available technology. CAO R. Blair advised that it was and noted that moving to cloud services would cost approximately \$14,000 annually, with additional costs based on usage. He stated this was the best value for the Town at this time.
- Motion 147/26 Motion by Councillor Ball to approve the purchase of a new production server and fund through the Operations Stabilization Fund. **CARRIED**
- 3. Carstairs Water Reservoir Update**
K. Williscroft provided an update on the water reservoir construction. Commissioning is still anticipated for late July or early August. The project remains on time and on budget.
- Motion 148/26 Motion by Councillor Wilcox to accept the Carstairs Water Reservoir Update as information. **CARRIED**

- April 27, 2026, met with representatives from UFA.
- Mountain View County has approved our funding request of \$29,080 for operating capital projects that were submitted.
- May 11, 2026, will meet with RCMP Senior Asset Manager onsite to discuss proposed detachment site.
- Scheduling a meeting with IJD in the next couple weeks.
- 911 PSAP changeover noted: Enhanced and improved data, with a decommissioning deadline of March 31 2027.
- Ongoing IDP work with the County.
- Researched current listings: out of 10 random listings, most were listed well over assessed value; only 2 were listed under assessed value.
- Residential assessments have increased 14.2%, with 12.3% attributed to inflation and 1.9% to growth.

Motion 152/26

Motion by Councillor Wilcox to accept CAO's Report as information.
CARRIED

COUNCILLOR COMMENTS:

1. Councillor Wilcox

- Question from resident regarding gopher deterrents.
- Concession at the arena complaint.

Motion 153/26

Motion by Councillor Roberts to accept Councillor Comments as information.
CARRIED

PUBLIC QUESTION PERIOD:

1. David Grossklaus

Thanked Council and the Town for arranging discussions with the Assessor. He advised that he had sent a reply that morning and believed the property may be over-assessed. He expressed appreciation for the assistance and noted the research completed regarding assessments.

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).

1. Section 20-Disclosure Harmful to Personal Privacy

Motion 154/26

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 7:38 p.m.
CARRIED

Motion 155/26

Motion by Councillor Wilcox to come out of the Closed Meeting session at 7:58 p.m.
CARRIED

Motion 156/26

Motion by Councillor Ball to direct Administration to issue the demolition order to roll #26.000 as discussed in Closed Meeting.
CARRIED

NEXT MEETING:

Monday, May 11, 2026, at 7:00 p.m.

ADJOURNMENT:

Motion 157/26

Motion by Councillor Selanders to adjourn the meeting of April 27, 2026, at 7:59 p.m.
CARRIED

Dean Allan, Mayor

Rick Blair, CAO

Bylaw No. 2069

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, the purpose of this Bylaw is to designate the Head and set fees and charges for the purpose of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

WHEREAS Section 7 (a) of the Municipal Government Act, Revised Statutes of Alberta 2000, c M-26 amended, Council may pass bylaws for municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property;

WHEREAS under the authority and subject of the provisions of the Access to Information Act, Statutes of Alberta, 2024 c A-1.4 and the Protection of Privacy Act, Statutes of Alberta, 2024 c P-28.5, Council is required to designate a person or group of persons as the Head of local public body pursuant to section 98(a) of the Access to Information Act for the purpose of those Acts;

AND WHEREAS pursuant to section 96 of the Access to Information Act, Statutes of Alberta, 2024, Chapter A-1.4, and subject to the Access to Information Act Regulation, Council may set any fees the local body requires to be paid, which must not exceed the fees provided for in the regulations;

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

1. This Bylaw shall be referred to as the **“Access to Information and Privacy Bylaw”**.
2. In this Bylaw:
 - a. **“Access to Information Act” (ATIA)** is the Alberta legislation that provides the public with a right of access to records in the custody or control of public bodies, subject to limited and specific exceptions;
 - b. **“Municipal Government Act” (MGA)** means the Alberta legislation, Chapter M-26, RSA 2000, that governs the incorporation, governance, powers, and administration of municipalities and municipal authorities in Alberta.
 - c. **“Chief Administrative Officer” (CAO)** means the individual appointed by Council as the Chief Administrative Officer for the Town of Carstairs under section 205 of the MGA;
 - d. **“Head”** means the Head of the public body as designated under the Access to Information Act and the Protection of Privacy Act;
 - e. **“Protection of Privacy Act” (POPA)** is legislation that governs how public bodies collect, use, disclose, and protect personal information; and
 - f. **“Town of Carstairs”** includes any board, committee or commission, panel, agency or corporation that is created or owned by the Town of Carstairs and all members of which are appointed by the Town of Carstairs.
3. **DESIGNATED HEAD**
 - a. For the purposes of the Access to Information Act and the Protection of Privacy Act, the Chief Administrative Officer is designated as the Head of the public body.
 - b. The Head of the public body is hereby authorized to delegate to any person any duty, power or function of the Head except the power to further delegate.
4. **FEES**
 - a. Fees charged under this Bylaw shall be assessed in accordance with section 96 of the Access to Information Act and the regulations made under that Act, as amended from time to time, or any successor legislation or regulations.
5. **REPEAL**
 - a. Bylaw No. 1051 is hereby repealed.
6. **ENACTMENT**
 - a. This Bylaw comes into effect on the date of the final passing thereof.

READ A FIRST TIME THIS XXTH DAY OF XXXX A.D., 202X

READ A SECOND TIME THIS XXTH DAY OF XXXX A.D., 202X

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS XXTH DAY OF XXXX A.D., 202X

READ A THIRD AND FINAL TIME THIS XXTH DAY OF XXXX A.D., 202X

Dean Allan, Mayor

Rick Blair, CAO

BYLAW NO. 1051

A Bylaw of the Municipality to establish this administrative structure and fees in relation to the Freedom of Information and Protection of Privacy Act.

WHEREAS, pursuant to the section of the Freedom of Information and Protection of Privacy Act, S.A. 2000, C. F-25, the Town of Carstairs must designate a person or group of persons as the Head of the Town for the purposes of the Act.

AND WHEREAS, pursuant to section 93 of the Freedom of Information and Protection of Privacy Act, the Town of Carstairs may set any fees payable to the Town for services provided under the Act and Regulations.

SHORT TITLE: The bylaw shall be referred to as the "FOIP Bylaw".

DEFINITIONS:

In this bylaw:

- a) "Act" means the Freedom of Information and Protection of Privacy Act, S.A. 2000, C. F-25;
- b) "Applicant" means a person who makes a request for access to a record under section 7(1) of the Act;
- c) "Town" means the Town of Carstairs;
- d) "CAO" means the person appointed as the Chief Administrative Officer of the Town of Carstairs, and includes any person who holds the position of CAO in an Acting capacity;
- e) "Province" means the Province of Alberta;

DESIGNATED HEAD:

- a) For the purposes of the Act, the CAO is designated as the head of the public body.
- b) The head of the public body is hereby authorized to delegate to any person any duty, power or function of the Head except the power to delegate.
- c) Delegation is according to the Delegation and Assignment of Responsibility procedure and is amended as per the head of the public body's discretion.

FEES:

Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 186/2008, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

GENERAL:

This bylaw repeals Bylaw 808.

This Bylaw comes into effect on the date of the final passing thereof.

READ A FIRST TIME THIS 10TH DAY OF JULY A.D., 2017

READ A SECOND TIME THIS 10TH DAY OF JULY A.D., 2017

READ A THIRD AND FINAL TIME THIS 10TH DAY OF JULY A.D., 2017



Mayor, Lance Colby



CAO, Carl McDonnell

Bylaw No. 2070

BEING a Bylaw of the Town of Carstairs in the Province of Alberta to establish a system for the retention, management, protection, and lawful disposition of municipal records and documents.

WHEREAS pursuant to section 214 of the Municipal Government Act, Revised Statutes of Alberta 2000, c M-26 as amended, a council may pass a bylaw respecting the destruction of municipal records and documents;

WHEREAS pursuant to the Protection of Privacy Act, Statutes of Alberta 2024, c P-28.5, public bodies must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction;

WHEREAS pursuant to the Access to Information Act, Statutes of Alberta 2024, c A 1.4, the Town must manage records in a manner that supports lawful access while protecting confidentiality;

WHEREAS, all records and recorded information, regardless of format or storage, in the custody and control of employees of the Town of Carstairs, members of Council and committees of Council and that are created or received in the context of their functional responsibilities, are the property of the Town of Carstairs;

AND WHEREAS the Town desires to adopt a consistent and legally defensible retention and disposition schedule based on the Government of Alberta, Municipal Affairs publication titled "Retention and Scheduling of Municipal Records", as amended from time to time;

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

1. This Bylaw shall be cited as the "**Records Retention and Disposition Bylaw.**"
2. In this Bylaw:
 - a. "**Access to Information Act**" (**ATIA**) is the Alberta legislation that provides the public with a right of access to records in the custody or control of public bodies, subject to limited and specific exceptions;
 - b. "**Municipal Government Act**" (**MGA**) means the Alberta legislation, Chapter M-26, RSA 2000, that governs the incorporation, governance, powers, and administration of municipalities and municipal authorities in Alberta.
 - c. "**Chief Administrative Officer**" (**CAO**) means the individual appointed by Council as the Chief Administrative Officer for the Town of Carstairs under section 205 of the MGA;
 - d. "**Council**" means the municipal Council for the Town of Carstairs, and may include the Mayor, individual Councillors, or Council as a whole;
 - e. "**Destruction**" means the secure and irreversible disposal of a Record in a manner that protects confidentiality and privacy;
 - f. "**Disposition**" means the final authorized action taken on a Record at the end of its retention period;
 - g. "**Personal Information**" has the same meaning as defined in section 1 of the Protection of Privacy Act, including information about an identifiable individual;
 - h. "**Protection of Privacy Act**" (**POPA**) is legislation that governs how public bodies collect, use, disclose, and protect personal information;
 - i. "**Record**" has the same meaning as defined in section 1 of the Access to Information Act and includes recorded information in any form;
 - j. "**Retention**" means the period of time a Record must be kept to meet legal, administrative, fiscal, and historical requirements; and
 - k. "**Town of Carstairs**" includes any board, committee or commission, panel, agency or corporation that is created or owned by the Town of Carstairs and all members of which are appointed by the Town of Carstairs.

3. ADOPTION OF RETENTION SCHEDULE

- a. Schedule A titled "Retention and Scheduling of Municipal Records", as published by Alberta Municipal Affairs and as amended from time to time, is hereby adopted by reference as the Town's Record Retention and Disposition Schedule.
- b. All Records shall be retained and disposed of in accordance with Schedule A, this Bylaw, and applicable legislation.

4. ADMINISTRATION AND RECORD DESTRUCTION

- a. The CAO is responsible for the administration and enforcement of the Bylaw and may establish administrative procedures consistent with it.
- b. No Record shall be destroyed if:
 - i. It is subject to a request or investigation under the Access to Information Act;
 - ii. It is required for litigation, audit, or statutory investigation; or
 - iii. Council or the CAO has directed that it be retained.
- c. Records containing personal information shall be destroyed in a secure manner that prevents unauthorized access, use or disclosure, in accordance with the Protection of Privacy Act and any applicable regulations.
- d. A record of destruction shall be maintained identifying the records destroyed, the authority for destruction, the method of destruction, and the date of destruction.

5. INTERPRETATION

- a. This Bylaw shall be interpreted and applied in a manner consistent with the Municipal Government Act, the Protection of Privacy Act, and the Access to Information Act.

6. REPEAL

- a. Bylaw No. 1052 is hereby repealed.

7. ENACTMENT

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

READ A FIRST TIME THIS XXTH DAY OF XXXX A.D., 202X

READ A SECOND TIME THIS XXTH DAY OF XXXX A.D., 202X

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS XXTH DAY OF XXXX A.D., 202X

READ A THIRD AND FINAL TIME THIS XXTH DAY OF XXXX A.D., 202X

Dean Allan, Mayor

Rick Blair, CAO

BYLAW NO. 1052

A Bylaw of the Municipality to authorize administration to establish a policy for the retention and disposition of municipal records and documents.

WHEREAS, pursuant to the provisions in section 214 of the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw regarding the retention and destruction of records and documents of the municipality;

AND WHEREAS, the authority for such regulations and authorities must be consistent with other Federal and Provincial Statutes and Regulations in particular with the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25;

AND WHEREAS, all records and documents and including any electronic records should be reviewed and then destroyed as per the attached Schedule 'A', "Municipal Affairs Retention and Scheduling of Municipal Records".

THEREFORE; The Town of Carstairs duly assembled, hereby enacts the following;

SHORT TITLE: The bylaw shall be referred to as the "Policy for the Retention and Disposition of Municipal Records and Documents Bylaw"

GENERAL:

The attached "Schedule A" is hereby adopted and will be reviewed annually and may be amended as per Alberta Municipal Affairs, "Retention and Scheduling of Municipal Records".

This Bylaw shall come into force upon being given Third reading and finally passed.

This Bylaw repeals Bylaw 825.

READ A FIRST TIME THIS 10TH DAY OF JULY A.D., 2017

READ A SECOND TIME THIS 10TH DAY OF JULY A.D., 2017

READ A THIRD AND FINAL TIME THIS 10TH DAY OF JULY A.D., 2017



Mayor, Lance Colby



CAO, Carl McDonnell

Bylaw No. 2071

BEING a Bylaw of the Town of Carstairs, in the Province of Alberta, to establish a process to send assessment, taxation and assessment review board notices and other documents by electronic means.

WHEREAS, Section 608.1 (1) of the Municipal Government Act, Revised Statutes of Alberta 2000, c M-26 Chapter M-26 RSA 2000 as amended, ; thereto provides that a Municipal Council may by pass a bylaw to establish a process for sending assessment notices, tax notices and other notices, documents and information under Part 9, 10 or 11 of the Act or the regulations under Part 9, 10 or 11 by electronic means;

AND WHEREAS the Town of Carstairs desires to implement an efficient method of document transmission for its rate payers;

AND WHEREAS before making a Bylaw under subsection 608.1(3) and (4), Council must:

- a. be satisfied that the proposed Bylaw includes appropriate measures to ensure the security and confidentiality of the documents and information being sent; and
- b. give notice of the proposed Bylaw in a manner Council considers is likely to bring the proposed bylaw to the attention of substantially all persons that would be affected by it;

AND WHEREAS a bylaw under subsection 608.1(5) must provide a method by which persons may opt to receive the notice, document or information by electronic means;

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

1. This Bylaw shall be cited as the “**Electronic Transmission of Documents Bylaw**”.
2. In this Bylaw:
 - a. “**Access to Information Act**” (**ATIA**) is the Alberta legislation that provides the public with a right of access to records in the custody or control of public bodies, subject to limited and specific exceptions;
 - b. “**Municipal Government Act**” (**MGA**) means the Alberta legislation, Chapter M-26, RSA 2000, that governs the incorporation, governance, powers, and administration of municipalities and municipal authorities in Alberta
 - c. “**Assessed Person**” shall mean an assessed person as defined in section 284(1)(a) of the Act, a taxpayer as defined in section 1(1)(tt) of the Act, or a person authorized to act on behalf of either;
 - d. “**Chief Administrative Officer**” (**CAO**) means the individual appointed by Council as the Chief Administrative Officer for the Town of Carstairs under section 205 of the MGA;
 - e. “**Communication**” shall mean any correspondence or notification relating to outstanding tax bills and other notices, forms and information relating to tax and assessment;
 - f. “**Council**” shall mean the Council of the Town of Carstairs acting in a duly assembled meeting thereof;
 - g. “**Electronic Means**” shall mean electronic mail (email);
 - h. “**Personal Information**” has the same meaning as defined in section 1 of the Protection of Privacy Act, including information about an identifiable individual;
 - i. “**Protection of Privacy Act**” (**POPA**) is legislation that governs how public bodies collect, use, disclose, and protect personal information;
 - j. “**Record**” has the same meaning as defined under section 1 of the Access to Information Act and includes recorded information in any form; and
 - k. “**Town of Carstairs**” includes any board, committee or commission, panel, agency or corporation that is created or owned by the Town of Carstairs and all members of which are appointed by the Town of Carstairs.

3. APPLICATION

- a. This Bylaw allows the Town to send the following property assessment and taxation notices pursuant to Part 9 of the Act to an assessed person by electronic means:
 - i. assessment notices pursuant to section 308(1) of the Act;
 - ii. tax notices pursuant to section 333(1) of the Act; and
 - iii. amended assessment notices and amended tax notices pursuant to section 312 of the Act.
- b. Further, this bylaw allows the Town to send communication to an assessed person by electronic means.

4. CONSENT

- a. A notice or communication set out in sections 3.a and 3.b may be sent by electronic means if the assessed person:
 - i. has provided a personal email address for the notices and communication to be sent to;
 - ii. has opted to receive notices by electronic means by completing the prescribed form E-Notice Taxation Service Agreement; and
 - iii. the prescribed form E-Notice Taxation Service Agreement has been signed by the assessed person.

Consent under this section authorizes the Town of Carstairs to collect, use, and disclose personal information by electronic means for the purposes of assessment and taxation, in accordance with sections 4 to 6, 12, and 13 of the Protection of Privacy Act.

- b. A person who has opted to receive notices by electronic means may revoke consent at any time by contacting the Town Office and providing notification of such revocation. This written notice may include:
 - i. signed and dated revocation request form Revoke E-Notice Consent
 - ii. letter signed by the assessed person, whether received by electronic means or otherwise, detailing the request to revoke consent;
 - iii. electronic mail (email) received by the Town Office from the personal email address attaching the completed revocation request form or detailing the request to revoke consent.

5. PRESUMPTION OF RECEIPT

- a. In the absence of evidence to the contrary, an assessed person is presumed to have received the notice, or other documents, 7 days after it was sent.

6. SEVERABILITY

- a. If any Section of parts of this Bylaw are determined by a court of competent jurisdiction to be illegal, unenforceable or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and the remainder of the Bylaw shall be deemed to be separate and independent there from and valid and enforceable.

7. GENERAL

- a. This Bylaw shall be administered in a manner consistent with the Protection of Privacy Act and the Access to Information Act

8. REPEAL

- a. Bylaw No. 2012 is hereby repealed.

9. ENACTMENT

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

READ A FIRST TIME THIS X^{XX} DAY OF MONTH, A.D., 2026

READ A SECOND TIME THIS X^{XX} DAY OF MONTH, A.D., 2026

READ A THIRD AND FINAL TIME THIS X^{XX} DAY OF MONTH, A.D., 2026

Mayor, Dean Allan

CAO, Rick Blair

BYLAW No. 2012

BEING a Bylaw of the Town of Carstairs, in the Province of Alberta, to establish a process to send assessment, taxation and assessment review board notices and other documents by electronic means.

WHEREAS, Section 608.1 (1) of the Municipal Government Act, Chapter M-26 RSA 2000 as amended; thereto provides that a Municipal Council may by bylaw establish a process for sending assessment notices, tax notices and other notices, documents and information under Part 9, 10 or 11 of the Act or the regulations under Part 9, 10 or 11 by electronic means;

AND WHEREAS the Town of Carstairs desires to implement an efficient method of document transmission for its rate payers;

AND WHEREAS before making a Bylaw under subsection 608.1(3) and (4), Council must:

- a) be satisfied that the proposed Bylaw includes appropriate measures to ensure the security and confidentiality of the documents and information being sent; and
- b) give notice of the proposed Bylaw in a manner Council considers is likely to bring the proposed bylaw attention of substantially all persons that would be affected by it;

AND WHEREAS a bylaw under subsection 608.1(5) must provide a method by which persons may opt to receive the notice, document or information by electronic means;

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

1 TITLE

1.1 This Bylaw shall be cited as the "Electronic Transmission of Documents Bylaw".

2 DEFINITIONS

2.1 In this Bylaw:

Act shall mean the Municipal Government Act, Chapter M-26 RSA 2000.

Assessed Person shall mean an assessed person as defined in section 284(1) (a) of the Act, a taxpayer as defined in section 1(1) (bb) of the Act, and a person acting on behalf of an assessed person or a taxpayer.

Communication shall mean any correspondence or notification relating to outstanding tax bills and other notices, forms and information relating to tax and assessment.

Council shall mean the Council of the Town of Carstairs acting in a duly assembled meeting thereof.

Electronic Means shall mean electronic mail (email).

Town shall mean the municipal corporation of the Town of Carstairs.

3 APPLICATION

3.1 This Bylaw allows the Town to send the following property assessment and taxation notices pursuant to Part 9 of the Act to an assessed person by electronic means:

- a) assessment notices pursuant to section 308(1) of the Act;
- b) tax notices pursuant to section 333(1) of the Act; and
- c) amended assessment notices and amended tax notices pursuant to section 312 of the Act.

3.2 Further, this bylaw allows the Town to send communication to an assessed person by electronic means.

4 CONSENT

4.1 A notice or communication set out in sections 3.1 and 3.2 may be sent by electronic means if the assessed person:

- a) has provided a personal email address for the notices and communication to be sent to;
- b) has opted to receive notices by electronic means by completing the prescribed form E-Notice Taxation Service Agreement; and
- c) the prescribed form E-Notice Taxation Service Agreement has been signed by the assessed person.

4.2 A person who has opted to receive notices by electronic means may revoke consent at any time by contacting the Town Office and providing notification of such revocation. This written notice may include:

- a) signed and dated revocation request form Revoke E-Notice Consent
- b) letter signed by the assessed person, whether received by electronic means or otherwise, detailing the request to revoke consent;
- c) electronic mail (email) received by the Town Office from the personal email address attaching the completed revocation request form or detailing the request to revoke consent.

5 PRESUMPTION OF RECEIPT

5.1 In the absence of evidence to the contrary, an assessed person is presumed to have received the notice, or other documents, 7 days after it was sent.

6 SEVERABILITY

6.1 If any Section of parts of this Bylaw are determined by a court of competent jurisdiction to be illegal, unenforceable or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and the remainder of the Bylaw shall be deemed to be separate and independent there from and valid and enforceable.

7 GENERAL

7.1 In this Bylaw:

- a) nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.
- b) where this bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, Bylaw, Regulation or Agency that may be substituted therefore.
- c) all schedules attached to the Bylaw shall form part of this Bylaw.
- d) this Bylaw is gender-neutral and, accordingly, any reference to one gender includes the other
- e) this Bylaw will take effect on the day which it is finally passed.

READ A FIRST TIME THIS 8TH DAY OF FEBRUARY, A.D., 2021

READ A SECOND TIME THIS 8TH DAY OF FEBRUARY, A.D., 2021

READ A THIRD AND FINAL TIME THIS 8TH DAY OF FEBRUARY, A.D., 2021



Mayor, Lance Colby



CAO, Carl McDonnell



Town of Carstairs

Policy: ~~Confidentiality Policy~~ **Access to Information and Privacy Administration-Amended**
Policy No. 12-014-26

Date: **Month XX, 202X**

Adopted by: **Council**

Purpose: Policy Statement:

The purpose of this policy is to ensure that the Town of Carstairs meets its statutory obligations respecting access to information and the protection of personal information under Alberta's Protection of Privacy Act (POPA) and the Access to Information Act (ATIA), and to establish expectations for ~~is committed to ensuring the privacy of their customers, the citizens of the Town~~ employees, elected officials, and contractors regarding the confidentiality, collection, use, disclosure, retention, and safeguarding of information.

The Town of Carstairs is committed to protecting the privacy of individuals whose personal information is in its custody or control and ensuring transparency and accountability through lawful access to records. ~~of Carstairs. Further, Council has an expectation of employees that any information an employee receives in the course of their employment with the Town of Carstairs is treated as confidential.~~

Legislative Authority:

This Policy is enacted under the authority of the Protection of Privacy Act, Statutes of Alberta, 2024, c. P-28.5, and the Access to Information Act, Statutes of Alberta, 2024, c. A-1.4. This Policy is intended to support compliance with the provisions governing the collection, use, disclosure, and protection of personal information under POPA, as well as the right of access to records, the duty to assist applicants, and the application of exceptions under ATIA.

This Policy also supports the Town's general authority and responsibilities under the Municipal Government Act (MGA), ~~Chapter M-26~~ Revised Statutes of Alberta, 2000, c. M-26.

This Policy is intended to support and operationalize the Town of Carstairs Access to Information and Privacy Bylaw, Bylaw No. 2069. In the event of any conflict, the provisions of the Bylaw shall prevail.

Scope:

This Policy applies to all Town of Carstairs employees, Members of Council, contractors, consultants, service providers, and volunteers who collect, access, use, disclose, or manage information on behalf of the Town.

The Policy applies to all records and information in the custody or control of the Town of Carstairs, regardless of format. This includes but is not limited to paper records, electronic files, emails, databases, text messages, photographs, audio and video recordings, and any other recorded information created or received in the course of Town business.

Definitions:

"Access Request" means a request for records made under the Access to Information Act.

"Access to Information Act" or "ATIA" is the Alberta legislation that provides the public with a right of access to records in the custody or control of public bodies, subject to limited and specific exceptions.

"Chief Administrative Officer" or "CAO" means the individual appointed by Council as the Chief Administrative Officer for the Town of Carstairs under section 205 of the MGA.

“Confidential information” means information that is restricted from disclosure by law, contract, or this Policy, including personal information and records subject to mandatory or discretionary exceptions under ATIA.

“Custody or control” has the same meaning as under section 4 of ATIA, including records held by Town employees, contractors, or service providers on behalf of the Town.

“Office of the Information and Privacy Commissioner” or “OIPC” is an independent Officer of the Legislature of Alberta responsible for overseeing compliance with access to information and privacy requirements.

“Personal information” has the same meaning as defined in section 1 of the Protection of Privacy Act, including information about an identifiable individual.

“Privacy breach” means the unauthorized collection, use, disclosure, access to, or destruction of personal information.

“Privacy Officer” is the person designated by the Town of Carstairs to support accountability under the Privacy Management Program required by section 25 of the Protection of Privacy Act (POPA), including training, compliance, and monitoring.

“Protection of Privacy Act” or “POPA” is legislation that governs how public bodies collect, use, disclose, and protect personal information.

“Record” has the same meaning as defined in section 1 of the Access to Information Act and includes recorded information in any form.

Roles and Responsibilities:

Council

Council is responsible for supporting compliance with POPA and ATIA and ensuring appropriate governance oversight for privacy and access matters.

Chief Administrative Officer (CAO)

The CAO is responsible for ensuring the implementation and enforcement of this Policy, designating a Privacy Officer, and authorizing the release of records where required under legislation or policy.

Privacy Officer

The designated Privacy Officer is responsible for coordinating access requests under ATIA, ensuring compliance with POPA requirements. All access requests under ATIA must be submitted in accordance with Town procedures and coordinated by the Privacy Officer or designate. The Privacy Officer will also provide advice to staff on privacy and access obligations and manage privacy breaches and reporting obligations.

Employees and Authorized Users

All employees and authorized users are responsible for protecting personal and confidential information, accessing information only as required to perform assigned duties, and complying with this Policy and all related procedures.

Guidelines:

a. Confidentiality and Information

~~As a government entity, employees and clients of the Town of Carstairs are subject to the protection and the disclosure provisions of the Freedom of Information and the Protection of Privacy Act.~~

- b.** All information—**obtained** by an employee or **authorized user** in the course of their employment by the Town of Carstairs is deemed to be confidential and **must be handled in accordance with POPA, ATIA, and this Policy..** ~~As such, information should not be shared with anyone outside the organization.~~

Information shall not be disclosed to any individual or organization outside the Town of Carstairs unless:

- i. The disclosure is authorized by legislation;
- ii. The disclosure is required to fulfill the Town’s mandate; or
- iii. Approval has been granted by the CAO or designate.

b. Internal Sharing of Information

Personal or confidential information may be shared internally only where reasonably necessary for the performance of an employee's duties and on a need-to-know basis, consistent with section 12 of POPA.

~~Information gained during the course of an employee's employment shall not be shared with other employees unless it is deemed to be necessary in the performance of one's duties as an employee of the Town of Carstairs and then only necessary information is exchanged.~~

c. Reports and Records

~~d. Reports prepared by Town employees are considered to be confidential unless released to the public by Mayor and Council or the Chief Administrative Officer.~~

All reports prepared by Town employees during the course of the employee's employment are considered to be property of the Town of Carstairs.

~~Reports prepared by Town employees are considered to be confidential unless released to the public pursuant to ATIA, by resolution of the Mayor and Council or by authorization of the Chief Administrative Officer or designate.~~

e. Protection and Safeguards

The Town of Carstairs shall make reasonable security arrangements to protect personal information against unauthorized access, use, disclosure, or destruction, in accordance with section 10(1) of POPA.

Employees must comply with administrative, technical, and physical safeguards established by the Town of Carstairs.

f. Records Retention and Disposal

Records shall be retained and disposed of in accordance with the Town of Carstairs' approved records retention and disposition schedules and applicable legislation.

g. Privacy Breaches

Any suspected or actual privacy breach must be reported immediately to the CAO or Privacy Officer.

The Town of Carstairs will investigate and respond to breaches in accordance with POPA, including notification requirements where applicable.

h. Duty to Assist

The Town of Carstairs shall make every reasonable effort to assist applicants with access requests openly, accurately, and completely, without unreasonable delay, in accordance with the Access to Information Act.

i. Fees

Fees for access requests shall be assessed, calculated, and collected in accordance with the Town of Carstairs Access to Information and Privacy Bylaw and the Access to Information Act and its regulations.

Compliance Note:

~~Breach of~~ Failure to comply with this Policy, POPA, or ATIA may result in disciplinary actions, up to and including ~~could be grounds for immediate~~ termination of employment and may expose the individual and the Town of Carstairs to legal and regulatory consequences.

Nothing in the Policy limits the rights of individuals under POPA or ATIA, nor the authority of the Office of the Information Privacy Commissioner of Alberta.

End of Policy

/Carstairs0X/XX

Signatures:

M_____/25 Policy No. 12-028-2X adopted at Council on XXXX XX, 202X

Mayor, Dean Allan

CAO, Rick Blair

Town of Carstairs
Policy No. 12-014-26
Page 3 of 3



Town of Carstairs

Policy: **Tax Information Disclosure Policy-Amended Protocol on Providing Tax Information**
Policy No. 12-026-26
~~(Repeals Policy No.)~~

Date: **XXX XX, 202X**

Amended: ~~April 23, 2018~~

Adopted by: **Council**

Purpose Policy Statement:

The purpose of this Policy is to establish a clear and consistent process for disclosure of municipal tax information in compliance with the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA). ~~The purpose of this policy is to establish a consistent manner for supplying information to outside sources within the framework of the Freedom of Information and the Protection of Privacy Act.~~

Legislative Authority:

This Policy is enacted under the authority of the Protection of Privacy Act, Statutes of Alberta, 2024, c. P-28.5, and the Access to Information Act, Statutes of Alberta, 2024, c. A-1.4. **This Policy is intended to support compliance with the provisions governing the collection, use, disclosure, and protection of personal information under POPA, as well as the right of access to records, the duty to assist applicants, and the application of exceptions under ATIA.**

This Policy also supports the Town’s general authority and responsibilities under the Municipal Government Act (MGA), ~~Chapter M-26~~ Revised Statutes of Alberta, 2000, c. M-26.

This Policy is intended to operate in conjunction with applicable Town of Carstairs bylaws, including the Rates and Fees Bylaw and any Access to Information and Privacy Bylaw No. 2069. In the event of a conflict, the provisions of the applicable bylaw or legislation shall prevail.

Scope

This Policy applies to all Town of Carstairs employees, contractors, and authorized users who respond to requests for tax information relating to properties within the Town of Carstairs. It applies to all tax related records in the custody or control of the Town, regardless of format.

Definitions:

“Access Request” means a request for records made under the Access to Information Act.

“Access to Information Act” or **“ATIA”** is the Alberta legislation that provides the public with a right of access to records in the custody or control of public bodies, subject to limited and specific exceptions.

“Assessed Value” means the assessed value of a property as determined for municipal taxation purposes under the Municipal Government Act.

“Chief Administrative Officer” or **“CAO”** means the individual appointed by Council as the Chief Administrative Officer for the Town of Carstairs under section 205 of the MGA.

“Personal Information” has the same meaning as defined in section 1 of the Protection of Privacy Act, including information about an identifiable individual.

“Privacy Officer” is the person designated by the Town of Carstairs to support accountability under the Privacy Management Program required by section 25 of the Protection of Privacy Act (POPA), including training, compliance, and monitoring.

“Protection of Privacy Act” or **“POPA”** is legislation that governs how public bodies collect, use, disclose, and protect personal information.

“Tax Certificate” means an official Town issued certificate providing tax related information for a specific property, issued in accordance with Town procedures and applicable fees.

“Tax Information” includes assessed property value, tax levy amounts, payment status, arrears, and other information contained in tax records.

Roles and Responsibilities:

Chief Administrative Officer (CAO)

The CAO is responsible for ensuring that this Policy is implemented and that tax information is disclosed in compliance with POPA and ATIA.

Privacy Officer

The designated Privacy Officer is responsible for advising on the appropriate release of tax information, determining when disclosure may occur informally or must proceed through a tax certificate or access request, and ensuring that personal information is protected in accordance with legislation.

Employees and Authorized Users

Employees responsible for taxation and finance functions are responsible for complying with this Policy and for releasing only the information authorized under this Policy and applicable legislation.

Guidelines:

a. Informal Disclosure of Assessed Value

~~When outside source requests tax information on a property within the limits of the Town of Carstairs, only the assessed value of the property may be provided free of charge.~~

When a request is received from an external party for tax information relating to a property within the Town of Carstairs, the assessed value of the property may be disclosed without charge, at the discretion of the Town, as it is not, on its own, considered personal information when disclosed without additional identifying details.

b. Disclosure Through Tax Certificate

~~If further information is required, a tax certificate must be ordered and the fee charged per tax Certificate will be based off the current Rates and Fees Bylaws Schedule “B” and is paid prior to the release of any information.~~

Any request for tax information beyond assessed value, including tax levy amounts or payment status, shall only be fulfilled through the issuance of a tax certificate or, where applicable, through a formal access request under ATIA. The applicable fee for a tax certificate shall be charged in accordance with the current Rates and Fees Bylaw No. 1091, Schedule “B,” and must be paid prior to the release of the information.

c. Disclosure of Tax Levy and Payment Status

Tax levy information, payment status, arrears, or other detailed tax information shall only be disclosed when a tax certificate has been issued or where disclosure is otherwise authorized by law. Such information constitutes personal information under POPA where it relates to an identifiable individual and must not be disclosed outside of these authorized circumstances. ~~Only when a tax certificate is issued may the tax levy and whether it is paid or not may be disclosed.~~

d. Access Requests Under ATIA

Where a request seeks access to tax records beyond what may be released informally or by tax certificate under this Policy, the request shall be processed as a formal access request under the Access to Information Act.

Compliance Note:

Failure to comply with this Policy, POPA, or ATIA may result in disciplinary action up to and including termination of employment. Unauthorized disclosure of tax or personal information may also result in legal or regulatory consequences for both the individual and the Town of Carstairs.

Nothing in this Policy limits the rights of applicants under the Access to Information Act or the rights of individuals under the Protection of Privacy Act, nor does it limit the authority of the Office of the Information and Privacy Commissioner of Alberta.

End of Policy:
/CarstairsXX/XX

Signatures
M____/26 Policy No. 12-026-26 was adopted by Council on XXX XX, 20XX

Mayor, Dean Allan

CAO, Rick Blair



Town of Carstairs

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

Date: **Month XX, 202X**

Adopted by: **Council**

Policy Statement purpose:

The purpose of this Policy is to ensure that records of the Town of Carstairs are created, managed, retained, and disposed of in a consistent and systematic manner in accordance with organizational, legislative, operational, and historical requirements. This Policy supports compliance with the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA) by ensuring that records are retained for appropriate periods and disposed of securely and lawfully. ~~The Town of Carstairs Council believes that, in accordance with organizational, legislative and historical requirements, records, regardless of their medium will be organized, handled and stored, scheduled and disposed of in a standard consistent manner.~~

Legislative Authority:

This Policy is enacted under the authority of the Protection of Privacy Act, Statutes of Alberta, 2024, c. P-28.5, and the Access to Information Act, Statutes of Alberta, 2024, c. A-1.4. This Policy is intended to support compliance with the provisions governing the collection, use, disclosure, and protection of personal information under POPA, as well as the right of access to records, the duty to assist applicants, and the application of exceptions under ATIA.

This Policy also supports the Town’s general authority and responsibilities under the Municipal Government Act (MGA), Revised Statutes of Alberta, 2000, c. M-26.

This Policy is intended to support and operationalize the Town of Carstairs Records Retention and Disposition Bylaw, Bylaw No. 2070. In the event of any conflict, the provisions of the Bylaw shall prevail.

Scope:

This Policy applies to all records created, received, or maintained by the Town of Carstairs, regardless of format or storage medium, including paper records, electronic records, emails, databases, text messages, photographs, audio and video recordings, and records held by third parties on behalf of the Town.

Definitions:

“Access to Information Act” or **“ATIA”** is the Alberta legislation that provides the public with a right of access to records in the custody or control of public bodies, subject to limited and specific exceptions.

“Chief Administrative Officer” or **“CAO”** means the individual appointed by Council as the Chief Administrative Officer for the Town of Carstairs under section 205 of the MGA.

“Council” means the Council of the Town of Carstairs in the Province of Alberta. ~~Council means the Council or the Town of Carstairs in the Province of Alberta.~~

“Custody or control” has the same meaning as under section 4 of ATIA, including records held by Town employees, contractors, or service providers on behalf of the Town.

“Personal information” has the same meaning as defined in section 1 of the Protection of Privacy Act, including information about an identifiable individual.

“**Privacy Officer**” is the person designated by the Town of Carstairs to support accountability under the Privacy Management Program required by section 25 of the Protection of Privacy Act (POPA), including training, compliance, and monitoring.

“**Protection of Privacy Act**” or “**POPA**” is legislation that governs how public bodies collect, use, disclose, and protect personal information.

“**Record**” has the same meaning as defined in section 1 of the Access to Information Act and includes recorded information in any form.

“**Records hold**” means a requirement to suspend the destruction or disposition of records due to an access request, investigation, audit, litigation, or other legal or regulatory matter.

“**Retention schedule**” means an approved schedule that identifies how long records must be retained and the authorized method of disposition.

~~a. Freedom of Information and Protection of Privacy Act often referred to as FOIP.~~

Roles and Responsibilities:

Chief Administrative Officer

The Chief Administrative Officer is responsible for overall accountability for the Town’s records management, privacy, and access to information obligations. This includes ensuring that appropriate policies, procedures, and resources are in place, and designating a Privacy Officer to administer POPA and ATIA requirements.

The CAO retains authority for approving exceptional disclosures, resolving matters not contemplated by this Policy, and ensuring corrective actions where systemic noncompliance is identified.

- ~~• Develop procedures to ensure that the guidelines of this policy are adhered.~~
- ~~• Ensure that a record of all files disposed of is kept.~~

Privacy Officer

The Privacy Officer is responsible for overseeing compliance with the Protection of Privacy Act and the Access to Information Act as they relate to records retention, access, and disposition. This includes providing guidance to staff, ensuring proper handling and secure destruction of records containing personal information, and acting as the primary point of contact for privacy-related matters.

Director

Directors are responsible for ensuring that records within their departments are created, maintained, retained, and disposed of in accordance with this Policy, approved retention schedules, and guidance issued by the Privacy Officer. Directors are also responsible for ensuring staff compliance within their areas of responsibility.

Employees

All employees of the Town of Carstairs are responsible for creating, managing, retaining, and disposing of records in accordance with this Policy, the Records Retention and Disposition Bylaw, approved retention schedules, and any related procedures. Employees shall not destroy, alter, remove, or conceal records except as authorized.

- ~~• Shall supply references for past and present employees under the guidelines presented.~~

Guidelines General:

a. Ownership and Custody of Records

All records created or received by employees of the Town of Carstairs, or ~~any records created by an individual~~ individuals or ~~company~~ organizations contracted to the Town, **in the course of Town business** of Carstairs are the property of the Town.

All records are under the ~~care and~~ custody **or control** of the Town of Carstairs, and the Town has the authority to ~~control and~~ manage ~~the~~ records throughout their lifecycle including **creation, directing and administering** their use, or disclosure, **retention, storage, and disposition.**

The Town of Carstairs ~~has~~ **retains custody** or control of all records unless **explicitly stated otherwise in a contract or agreement approved by the Town.** ~~a contract stipulates otherwise.~~

b. Protection of Personal Information

Personal information must be protected in accordance with the Freedom of Information and Protection of Privacy Act. The Town of Carstairs shall make reasonable administrative, technical, and physical safeguards to protect personal information against unauthorized access, use, disclosure, or destruction, as required under section 10(1) of POPA.

Personal information ~~should~~ shall be collected directly from the individual where practical, and used only for the authorized purposes and disclosed only as permitted under POPA or other applicable legislation. ~~for which it was collected, and protected from access by anyone not authorized unless written consent of the employee is obtained.~~

c. Records and Retention Review

All bylaws, financial records, minutes, policies and electronic records shall be reviewed and then retained as per the attached in accordance with Schedule A, titled "Retention and Scheduling of Municipal Records", as published by Alberta Municipal Affairs, which shall be reviewed annually periodically to ensure ongoing legislative and operational compliance.

A record shall be maintained of all ~~must be kept of all files-records~~ destroyed, including the date of destruction, description of records, and authority for destruction.

d. Suspension of Disposition

No record may be destroyed, altered, or disposed of if it is subject to a records hold under the Records Retention and Disposition Bylaw, including where the record is required for an access request under ATIA, a privacy complaint or investigation, litigation, audit, or statutory investigation.

e. Confidentiality and Disclosure

All Town of Carstairs employees shall refrain from discussing confidential or personal information with each other and with persons not employed by the Town of Carstairs except as where required to perform in the carrying out of their duties or where disclosure is authorized by law.

Any Directors must verify the identity and authority of any individual requesting employment-related information prior to disclosure. ~~who is asked to provide a reference by telephone for a past or present employee shall request sufficient information so as to be able to confirm the identity and the authority of the caller.~~

Disclosure of employee information about an employee may ~~shall not occur~~ be made without the individual's consent unless authorized under POPA or another applicable ~~written consent of the employee or where covered by some other Act or Regulation.~~

Employment references for former employees shall be provided ~~References will be supplied for past employees only for one year after the termination of their employment with the Town of Carstairs.~~

If circumstances not contemplated by this policy arise, the release of information must be approved by the Chief Administrative Officer or designate.

Compliance Note:

Failure to comply with this Policy, POPA, ATIA, or related Town procedures may result in disciplinary action up to and including termination of employment. Improper retention, destruction, or disclosure of records may also expose the individual and the Town to legal or regulatory consequences.

Nothing in this Policy limits the rights of individuals under the Access to Information Act or the Protection of Privacy Act, nor does it limit the authority of the Office of the Information and Privacy Commissioner of Alberta.

End of Policy

/CarstairsOX/XX

Signatures:

M _____/25 Policy No. 12-028-2X adopted at Council on XXXX XX, 202X

Mayor, Dean Allan

CAO, Rick Blair



Town of Carstairs Appendix D
PARADE AND PROCESSION PERMIT

Applicant Name: Heritage Festival
(if organization, include name of designated officer)

Date: May 30 2026 Times: 1050 hrs - 1145 hrs

Purpose of Parade or Procession: To promote the Carstairs Heritage Festival to citizens of Carstairs

Intended Route: (attach map) start 11th ave at curling rink proceed north to 10th ave turn east to 10th ave turn south, proceed to 9th ave turn west and go east to E-services building.

Assembling Area – Start (address): curling rink parking lot

Assembling Area – Finish (address): E-service building

Number of participants: 9-10 bands 2-5 walking groups

Number of Vehicles: 5-7

Number of Horses/Other Livestock: N/A

Are barricades required? (Y) (N)

Is the street sweeper required? (Y) (N)

Is traffic control required? (Y) (N)

Will you be crossing railway line? (Y) (N)

Special conditions, i.e. crowd control:

Signature of Applicant: C. ALLEN

Application Date: MAY 3 2026 Approval Date: May 8, 2026

Signature of Town official: [Signature] Rob McKay



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

REQUEST FOR DECISION (RFD)

Meeting Date:	May 11, 2026		
Agenda Item:	11.a		
Prepared By:	Kayleigh	Department:	Administration

Request:		
To rent the Carstairs Community Hall at the special rate for nonprofit organizations and service clubs for this event		
Purpose:		
The Carstairs Royal Canadian Legion, Branch #53, will be hosting a commemorative event recognizing 100 years of the Royal Canadian Legion and 80 years of the Carstairs Royal Canadian Legion on July 31, 2026.		
Background:		
As per Policy No. 62-006-24 Carstairs Facility Request for Special Rates: Reduced rates for eligible parties are one facility only, once every three years. The Legion has never asked for a discounted rate as far back as recorded.		
Discussion/Analysis:		
N/A		
Recommendation:		
That Council grants the request		
Financial Implications:		
<input type="checkbox"/> No Financial Impact	<input type="checkbox"/> Within approved budget	<input checked="" type="checkbox"/> Additional funding required
Details:		
No additional funds, but will only receive minimum charge of \$100.		
Operational Impact:		
No change		
Additional Notes:		
N/A		
Attachments:		
Letter of Request		
Motion:		
1. Motion by Councilor _____ to approve the letter of request from The Carstairs Royal Canadian Legion for their upcoming event on July 31, 2026, at the Carstairs Community Hall with the understanding they will not be eligible for a reduced rate again until 2029.		



**The Royal Canadian Legion
Carstairs Branch 53**

121 – 10 Ave
Carstairs, Alberta, T0M0N0
Phone: 1-403-337-3775
Email: Legion52@live.com

To the Town of Carstairs,

The Carstairs Royal Canadian Legion, Branch #53, will be hosting a commemorative event recognizing 100 years of the Royal Canadian Legion and 80 years of the Carstairs Royal Canadian Legion on July 31, 2026.

We are respectfully requesting the use of the Carstairs Community Hall at the special rate for nonprofit organizations and service clubs for this event.

This celebration will bring together Legion members from the local area and surrounding communities as well as community members to honour the history and service of the Royal Canadian Legion. The event will include a dinner and formal program. We have invited local mayors as well as provincial and federal political representatives, and we anticipate attendance from several of these invited guests.

This occasion is an important milestone for our organization and the community we serve, and we would be grateful for your consideration and support.

Thank you for your time and consideration.

Sincerely,
Shaune Plumb
Carstairs Royal Canadian Legion, Branch #53





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

REQUEST FOR DECISION (RFD)

Meeting Date:	May 11, 2026		
Agenda Item:	11.b		
Prepared By:	Kayleigh	Department:	Administration

Request:
The Alberta-NWT Command is preparing 20th Anniversary digital “**Military Service Recognition Book**”

Purpose:
Requesting support for advertisement space in the “**Military Service Recognition Book.**” Proceeds raised from this project will allow the Command to improve services to **Veterans** throughout Alberta and the NWT.

Background:
Previous requests have been denied as Council wished to keep contributions to go to the Local Legion.

Discussion/Analysis:
N/A

Recommendation:
N/A

Financial Implications:
 No Financial Impact
 Within approved budget
 Additional funding required

Details:

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,776.19	+ \$138.81	= \$2,915.00
Inside Front/Back Cover (Full Colour)	\$2,414.29	+ \$120.71	= \$2,535.00
Full Colour 2 Page Spread	\$3,861.90	+ \$193.10	= \$4,055.00
Full Page (Full Colour)	\$1,928.57	+ \$96.43	= \$2,025.00
Full Page	\$1,447.62	+ \$72.38	= \$1,520.00
½ Page (Full Colour)	\$1,085.71	+ \$54.29	= \$1,140.00
½ Page	\$842.86	+ \$42.14	= \$885.00
¼ Page (Full Colour)	\$657.14	+ \$32.86	= \$690.00
¼ Page	\$533.33	+ \$26.67	= \$560.00
1/10 Page(Full Colour Business Card)	\$395.24	+ \$19.76	= \$415.00
1/10 Page (Business Card)	\$328.57	+ \$16.43	= \$345.00

Operational Impact:
No change

Motion:
 1. Motion by Councilor _____ to accept the Alberta-NWT Command request as information.
 2. Motion by Councilor _____ to direct administration to facilitate the request with the ad size of _____ with a total cost of _____ coming out of the _____ fund.



**Alberta-Northwest Territories Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT.

The **Alberta-NWT Command** is very proud to be preparing our 20th Anniversary digital **“Military Service Recognition Book”** that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict, as well as our modern-day veterans. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our Veterans. Digital copies of past editions are available to view at <https://abnwtlegion.com/community/military-service-recognition-books/> or you may scan the QR code below for easy access.

We would like to have your organization’s support for this special Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow the Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and/or support.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Velichko". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dave Velichko
President



MSR Guide



**Alberta-Northwest Territory Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>		<u>GST</u>		<u>Total</u>
Full Colour Outside Back Cover	\$2,776.19	+	\$138.81	=	\$2,915.00
Inside Front/Back Cover (Full Colour)	\$2,414.29	+	\$120.71	=	\$2,535.00
Full Colour 2 Page Spread	\$3,861.90	+	\$193.10	=	\$4,055.00
Full Page (Full Colour)	\$1,928.57	+	\$96.43	=	\$2,025.00
Full Page	\$1,447.62	+	\$72.38	=	\$1,520.00
½ Page (Full Colour)	\$1,085.71	+	\$54.29	=	\$1,140.00
½ Page	\$842.86	+	\$42.14	=	\$885.00
¼ Page (Full Colour)	\$657.14	+	\$32.86	=	\$690.00
¼ Page	\$533.33	+	\$26.67	=	\$560.00
1/10 Page(Full Colour Business Card)	\$395.24	+	\$19.76	=	\$415.00
1/10 Page (Business Card)	\$328.57	+	\$16.43	=	\$345.00

G.S.T. Registration # R12 397 0410

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Thank you for your support of the Olds Kiwanis Music Festival. I've been playing since I was 8 years old and have played at the festival every year. I am also going to attend until I graduate next year. This year, I will be representing Olds at the provincial music festival in Edmonton this May. Your continued support has allowed this festival to keep going and has given me something to work towards every year.

From,

Oliver McKinnon