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

Page

1. CALL TO ORDER

2. ADDED ITEMS

a) Community Hall Parking Lot Letter of Concern to Correspondence 9.b

3. ADOPTION OF AGENDA

a) Adoption of Agenda of October 20, 2026
***Motion**: To adopt the agenda of October 20, 2026*

4. ADOPTION OF MINUTES

3 - 9 a) Adoption of Minutes of September 15, 2026 (addendum 4.a)
***Motion:** To adopt the minutes of September 15, 2026*

5. UNFINISHED BUSINESS

6. BYLAW & POLICIES

10 - 16 a) Bylaw No. 2074 Community Standards Bylaw (addendum 6.b)

17 - 18 b) Bylaw No. 2073 - Public Notification Bylaw (addendum 6.a)

19 - 24 c) Policy No. 11-011-26 - Public Participation Policy - Amended (addendum 6.c)

25 - 28 d) Policy No. 11-032-26 Respectful Engagement Policy (addendum 6.d)

7. NEW BUSINESS

a) Council Strategic Update

8. REPORTS

a) DEVELOPMENT

29 - 33 i) Permit Listing - Year to Date (addendum 9.a.i)

34 - 35 ii) Compliance Listing - Year to Date (addendum 9.a.ii)

b) CITY WIDE MONTHLY REPORTS

36 i) Fire Reports (addendum 9.b.i)

37 ii) Bylaw Reports (addendum 9.b.ii)

c) EMERGENCY SERVICES

38 i) Emergency Services Report (addendum 9.c.i)

39 ii) Carstairs Emergency Management Agency (CEMA) Report (addendum 9.c.ii)

d) UTILIZATION REPORTS

40 i) Carstairs Campground - Year End (addendum 9.d.i)

9. CORRESPONDENCE

41 a) Pickleball Advertising Request (addendum 10.a)

42 - 46 b) Community Hall Parking Lot Concern (addendum 9.b)

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

13. ADJOURNMENT

MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
TUESDAY, SEPTEMBER 15, 2026, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

IN ATTENDANCE: Mayor Allan, Councilors Ball, Fricke, Tolley, Roberts, Selanders & Wilcox; Director of Corporate Services Shannon Allison; Director of Operations Corriena Fox; Library Manager M. Ginther; Director of Community Services Paula Schmick-Roy; Manager of Legislative Services Jessica Pryde; Director of Planning & Development & Deputy CAO Kirk Williscroft; & Executive Assistant Kayleigh Van Es

ABSENT: Nil

CALL TO ORDER: Mayor Allan called the Policies & Priorities Committee meeting of Tuesday, September 15, 2026, to order at 1:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Wilcox to adopt the Policies & Priorities Committee meeting agenda of September 15, 2026, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Ball to adopt the Policies & Priorities Committee minutes of May 19, 2026, as presented.

CARRIED

UNFINISHED BUSINESS: **1. Library Space Needs Assessment**

M. Ginther provided the Committee with an update on the Library Space Needs Assessment. The assessment provides information on projected library space requirements based on continued community growth and provides information to support future planning and best practices. M. Ginther advised that the Library is currently making its existing space work; however, additional space is becoming a pressing need to better address community needs and meet best practices. The assessment also considers opportunities to increase programming, accommodate circulated materials, and provide additional meeting rooms, which are currently difficult to schedule. The assessment is intended to serve as an aspirational document to support long-term planning.

Councilor Fricke thanked M. Ginther for the work completed and asked whether the collection material and item count included duplicate items. M. Ginther advised that duplicate items are counted as a single item; however, the Library currently does not retain many duplicate items due to space constraints. Councilor Fricke asked whether the Parkland Library Board provides the computers and software for the Library. M. Ginther advised that the Parkland Library Board provides the computers and software, while the Library provides the monitors, keyboards and mice, as well as additional software. Councilor Fricke asked whether there were design concepts that would allow for future additions to the Library. M. Ginther advised that there were no specific concepts to identify at this time and noted that Edmonton uses a storefront model as one example.

Councilor Selanders noted the projected requirement of approximately 26,000 sq. ft. by 2051 and asked for context to better understand the size. M. Ginther offered perspective that the new Airdrie Library is 53,000 sq. ft. and advised that the projected space would include meeting rooms and community spaces to meet community needs.

Councilor Ball had no questions and thanked M. Ginther for the information, noting

that it would be helpful for future planning.

Councilor Roberts echoed the comments and advised that they had also conducted research on the matter.

Councilor Tolley asked about the storage of donated books. M. Ginther advised that the Friends of the Library have a Sea-Can for storage, as the Library does not have sufficient space for donated materials.

Councilor Wilcox thanked M. Ginther and noted the importance of keeping the Library's future space needs in mind during long-term planning. Councilor Wilcox also noted the need for additional programming space and meeting rooms and asked whether the calculations in the assessment were inclusive of all space requirements. M. Ginther confirmed that they were.

Mayor Allan thanked M. Ginther for the detailed information.

Motion by Councilor Tolley to accept the Library Space Needs Assessment as information.

CARRIED

BYLAW & POLICIES:

1. Policy No. 41-006-26 Water Meter Testing Policy

C. Fox spoke to the Policy. The Policy establishes a process for how the Town receives, reviews and addresses concerns raised by ratepayers regarding water meter accuracy or abnormal readings.

Councilor Wilcox questioned Section 3(b) and asked whether Operations would explain the meter concerns and findings to the residents. C. Fox confirmed that Operations would investigate the matter thoroughly, including checking for leaks, and advised that the process outlined in the Policy would be considered a last step. C. Fox noted the importance of ensuring residents understand the likelihood and circumstances under which the process would apply.

Councilor Tolley asked whether the Town would cover the $850 cost if the meter was determined to be inaccurate. C. Fox confirmed that it would.

Councilor Selanders asked about the acknowledgement of the $850 payment. C. Fox advised that a letter and signage would be provided and that the meter change-out would be signed off once completed.

Councilor Fricke thanked C. Fox for the work on the Policy and referenced discussions at Alberta Municipalities regarding Olds experiencing increased pushback related to meter installations. C. Fox noted that 1,022 meters have been installed in Carstairs and that Olds is using a meter contractor for installations, while Carstairs completes installations in-house. C. Fox advised that installations take approximately 10–15 minutes and that approximately half of the meter installations have been completed, with approximately 1,100 remaining.

Councilor Wilcox asked about compliance in Carstairs compared to Olds and whether the Town has experienced similar concerns. C. Fox advised that the Town has encountered residents who are less engaged but has not experienced the same level of conflict. C. Fox stated that the Town has the supporting research, printouts and educational information available.

The Committee was provided an opportunity to view the water meter program and its features.

Motion by Councilor Ball to accept Policy No. 41-006-26 Water Meter Testing Policy as presented and forward to the next Council meeting for ratification.

CARRIED

2. Policy No. 12-050-26 Reserves and Accumulated Surplus Policy

S. Allison spoke to the Policy. The Policy was previously brought forward to the Committee in April. Changes have been made regarding reporting to reference the budgeting and planning process, and an optimal balance has also been added.

Councilor Fricke requested clarification regarding the definition of unrestricted surplus.

Councilor Selanders asked what type of reserve would be used for Library funding. S. Allison advised that a Specific Purpose Reserve would be established. S. Allison explained that the Policy provides direction for future reporting and will allow reserve balances to be identified within the financial reporting. Councilor Selanders also asked for clarification regarding interest-bearing reserves.

Councilor Wilcox questioned Section 6(b) and asked whether the storage of information and reports would be accessible to the public. S. Allison advised that information available to the public would align with the applicable financial reporting requirements and that the Policy establishes the budgeting process for the receipt and disbursement of reserve funds.

Motion by Councillor Fricke to accept Policy No. 12-050-26 Reserves and Accumulated Surplus Policy as amended and forward to the next Council meeting for ratification.

CARRIED

3. Ice Allocation Policy

P. Schmick-Roy spoke to the current Ice Allocation Standard Operating Procedure. The primary users are local and non-profit youth organizations, followed by secondary and tertiary users based on the percentage of participants, with quaternary use allocated to public skating programs. She advised that there is limited ice availability and that historical records are maintained, including information regarding returned ice. Ice allocations are evaluated on an ongoing basis.

Prime-time ice is available Monday to Friday from 3:30 p.m. to 10:00 p.m. and throughout the day on weekends. Public skating is offered free of charge for approximately five hours per week, including one hour on weekends. Non-prime ice is available before 3:30 p.m. and after 10:00 p.m. Schools make significant use of non-prime ice. The annual ice allocation deadline is June 30, with allocations coordinated around the ice schedule. Tournament and special event requests are also considered. A 21-day cancellation policy is in place to allow cancelled ice to be reallocated.

Councilor Fricke referenced ice allocation policies in Canmore, Devon, Beaumont, Banff, Airdrie, Lloydminster and Camrose and noted that municipalities are given priority in some of these policies. Councilor Fricke questioned whether an all-encompassing policy should be developed.

CAO R. Blair advised that Council could consider bringing the matter forward as a formal policy, while Operations would continue to manage the day-to-day allocation process. CAO R. Blair noted that some municipalities have more than one ice surface and explained that formal Council policies can create accountability and potential liability if circumstances require deviations from the policy. For this reason, the current process is managed as a departmental

Standard Operating Procedure.

Councilor Fricke suggested that an overarching policy could address potential conflicts and asked whether a briefing note could outline what has historically been done compared to potential implementation of a formal policy.

CAO R. Blair advised that an overarching policy could be considered to provide direction where conflicts arise.

Councilor Tolley asked whether the 21-day cancellation period applied this year. P. Schmick-Roy confirmed that it did and advised that if another user is found, the original cancelled ice time would not be reinstated if the original user is unable to use the ice.

Councilor Tolley asked whether tertiary user groups are reviewed annually. P. Schmick-Roy advised that the groups are reviewed and added to the list as appropriate. Tertiary users cannot pre-book ice.

Motion by Councilor Wilcox to accept Ice Allocation SOP as information

CARRIED

NEW BUSINESS:

1. Briefing Notes-AB Munis

J. Pryde provided the Committee with briefing notes for the upcoming Alberta Municipalities conference. The following resolutions were reviewed:

Balancing Incentives Between Locum and Community-Based Physicians & Other Healthcare Workers to Support Family Practice – Administration supports this resolution.

Further Strengthening Governance and Funding Models for Seniors' Lodge Accommodations – Administration supports this resolution.

Derelict Non-Residential Tax Subclass – Administration makes no recommendation.

Modernization of Municipal Investment Authorities Under the Municipal Investment Regulation – Administration supports this resolution.

Provincial Alternative Revenue Optimization Program to Support Productivity, Workforce Readiness, and Industrial Competitiveness – Administration supports this resolution.

Budget Surplus and Municipal Infrastructure Investment – Administration supports this resolution.

Broadening Scope of Off-Site Levies – Administration supports this resolution.

Councilor Selanders asked whether, from the Town's perspective, the current approach could impact growth. CAO R. Blair advised that municipalities need to continue gathering information and providing actual numbers to ensure long-term accuracy, while advocating for different approaches in the community and considering the use of off-site levies.

Expanded Grant Eligibility for Water Infrastructure – Administration supports this resolution.

Limiting the Use of Fresh Water in Hydraulic Fracturing – Administration makes no

recommendation.

Police Fines and Penalties Revenue Sharing – Administration supports this resolution.

Regulation of Personal Micromobility Devices (i.e. e-scooters) through the Alberta Traffic Safety Act – Administration supports this resolution.

Family Support for Children with Disabilities Transparency and Timely Access – Administration supports this resolution.

Alignment of Municipal Fiscal Year with Provincial and Federal Budget Cycles – Administration supports this resolution.

Strengthening Auditor Reporting of Financial Irregularities in Municipal Financial Statements – Administration supports this resolution.

Door-to-Door Solar Sales – Administration supports this resolution.

Restoring Provincial Support for Perpetual Conservation Easements – Administration supports this resolution.

Remediation of Contaminated Properties – Administration supports this resolution.

Equitable Provincial Charitable Gaming Model – Administration supports this resolution.

Strengthening Alberta Municipalities' Voice to the Province by Increasing the Resolution Voting Threshold – Administration makes no recommendation.

Investing in Prevention: Strengthening FCSS and Community Well-Being – Administration supports this resolution.

Motion by Councilor Wilcox to accept the Alberta Municipalities Briefing Notes as information.

CARRIED

2. Ice Scheduling and Facility Maintenance System Review

P. Schmick-Roy spoke to the current Univerus program. The software costs approximately $8,800 and provides programming that connects to the Town's website, allowing users to view available ice and meeting room bookings. Payments can be made online or processed by staff. P. Schmick-Roy advised that Administration is reviewing other programs that may work more effectively from a financial and administrative perspective.

Councilor Selanders asked whether changing the ice scheduling program would affect program registration. P. Schmick-Roy confirmed that it would.

P. Schmick-Roy advised that a new software system could provide a more user-friendly experience, including online payments. Finley Sport was identified as another potential program. The cost is anticipated to be approximately the same, with no limit on programs or available slots. No additional hardware or software would be required, and training is included. Implementation would take a couple of months and would involve a parallel transition period.

Councilor Wilcox asked whether other departments would be able to use the registration system and whether waivers would be stored within the system. P.

Schmick-Roy confirmed that the new program would provide these capabilities.

Councilor Tolley welcomed the possibility of a change to a more user-friendly system and noted the importance of completing due diligence.

Councilor Wilcox asked about the previous registration process and whether it had been paper-based. Discussion included challenges with the back end of the Univerus system and working with auditors.

Motion by Councilor Tolley to accept the Ice Scheduling and Facility Maintenance System Review as information.

CARRIED

3. LiveBarn Feasibility and Cost Report

CAO R. Blair spoke to the challenges associated with internet service and advised that LiveBarn is not compatible with Starlink and would require fibre. The cost for fibre installation is estimated at $50,000 or more, with ongoing internet costs of approximately $700–$900 per month. There is no cost to install LiveBarn.

Councilor Fricke asked how privacy concerns are addressed with the system.

Councilor Selanders asked whether the system can be turned on and off. It was confirmed that the system can be turned on and off.

Councilor Tolley stated that the system captures voices, which could be a concern.

Councilor Fricke asked whether there are other Town facilities that require a fibre upgrade and whether a discount could be negotiated.

The Committee discussed looking into other options that may be available.

Councilor Tolley asked whether Administration had approached any user groups regarding sharing the costs. CAO R. Blair advised that this had not yet been done and that Administration could conduct further due diligence and investigate the available options.

Councilor Fricke asked whether there was a way to determine the level of interest in the service and to conduct a cost analysis.

Councilor Ball noted that the cost is related to the required upload speed.

Motion by Councilor Ball to accept LiveBarn Feasibility and Cost Report as information.

CARRIED

REPORTS:

1. Development Reports

The Committee reviewed the Development Reports. To date, 148 permits have been issued, including 45 new home building permits and 57 compliance certificates.

2. City-Wide Monthly Reports

The Committee reviewed the following City-Wide Monthly reports.

a. Fire Reports
b. Bylaw Reports

3. Quarterly Facility Utilization Reports
The Committee reviewed the following Utilization reports.

a. Carstairs Memorial Arena
b. Carstairs Community Hall
c. Carstairs Campground
d. Parks & Sports Fields
e. Schools Academy & Programs

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

CARRIED

CORRESPONDENCE: **1. Letter-ATV/OHV**
The Committee reviewed the letter requesting ATV/OHV use in Town. The Committee agreed not to pursue this avenue at this time.

Motion by Councilor Wilcox to accept the Letter-ATV/OHV as information.

CARRIED

GENERAL DISCUSSION: Nil

NEXT MEETING: Tuesday, October 20, 2026

ADJOURNMENT: Motion by Councilor Wilcox to adjourn the Policies & Priorities Committee meeting of Tuesday, September 15, 2026, at 3:13 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO

Classification: Public

Bylaw No. 2074

BEING a Bylaw of the Town of Carstairs, in the Province of Alberta, to regulate Community Standards, Nuisances, Safety and Livability Issues throughout the municipality.

WHEREAS, section 7 of the Municipal Government Act, RSA 2000, c. M-26, as amended, authorizes a municipality to pass bylaws respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS, the Municipal Government Act authorizes a municipality to address nuisances and unsightly property;

AND WHEREAS Council considers it desirable to establish consistent Community Standards throughout the Town of Carstairs;

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

1. This Bylaw may be referred to as **"Community Standards Bylaw".**

2. **APPLICATION**

   a. This Bylaw applies to all Premises within the Town of Carstairs.

   b. Where a provision specifically references a Residential District, Commercial District, or Industrial District, that provision applies only to those Districts.

   c. The zoning of a Premise shall be determined in accordance with the Town of Carstairs Land Use Bylaw.

3. In this Bylaw:

   a. **"Automobile Parts"** includes, but is not limited to, any vehicle part or collection of vehicles parts, or one or more vehicles that are dilapidated, derelict or not in operable condition;

   b. **"Boulevard"** means the strip of land between the curb and the property line;

   c. **"Charity Collection Site"** means an area accessible to the public which is marked by signs identifying a charity and the area for the collection of donated goods and which contains a receptacle or bin for the collection of donated goods;

   d. **"Commercial District"** means land districted for commercial purposes under the Town's Land Use Bylaw;

   e. **"Development Authority"** means the Person or body designated as the Development Authority by the Town;

   f. **"Fence"** includes a privately built fence and a developer-built community screening fence;

   g. **"Good Repair"** means a condition where something is free from significant damage or rot or other significant deterioration;

   h. **"Graffiti"** means words, figures, letters, drawings or stickers applied, scribbled, scratched, etched, sprayed or attached on or to the surface of any Premises, Structure, or other property;

   i. **"Industrial District"** means land districted for industrial purposes under the Town's Land Use Bylaw;

   j. **"Lane"** means an alley intended primarily for access to the rear of the Premises;

   k. **"Litter"** means garbage, refuse, waste, debris, discarded materials, animal waste, or any other material that has been improperly disposed of;

   l. **"Loitering"** means remaining in a Public Place while engaging in conduct that obstructs, impedes, intimidates, harasses, or interferes with another person's reasonable use of the Public Place;

   m. **"Municipal Tag"** means a notice issued by a Peace Officer identifying an alleged contravention of this Bylaw and providing an opportunity to voluntarily pay the specified penalty;

   n. **"Occupier"** means a Person in possession of or having control over a Premise;

o. **“Owner”** includes a corporation, other legal entity, or individual having charge or control of a Premise and includes the owner of real property as registered at the Land Titles Office;

p. **“Peace Officer”** means a Bylaw Enforcement Officer appointed by the Town of Carstairs, a Community Peace Officer appointed under provincial legislation, a member of the Royal Canadian Mounted Police, or any other law enforcement officer authorized to enforce this Bylaw;

q. **"Person"** means an individual, corporation, partnership, association, organization, trustee, executor, administrator, or legal representative;

r. **“Pest”** means any animal, rodent, bird, reptile, or insect which causes, or could reasonably be expected to cause, annoyance or damage, or injury to any Person, or animal, or plant;

s. **“Premises”** includes the external surface of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or structures;

t. **“Remedial Order”** means an order written pursuant to Section 545 and Section 546 of the Municipal Government Act;

u. **"Public Amenity"** means any bench, planter, monument, sculpture, waste receptacle, picnic table, sign, fence, playground equipment, or other improvement located within a Public Place;

v. **"Public Place"** means any highway, road, street, lane, alley, sidewalk, trail, park, playground, public facility, municipally owned land, or any place that the public is authorized or permitted to access;

w. **"Residential District"** means land districted for residential purposes under the Town's Land Use Bylaw;

x. **“Structure”** means a building, garage, shed, fence, retaining wall or other improvement erected or placed in, on, over or under land, whether or not it is affixed to the land;

y. **"Unsightly Property"** means property that is improperly maintained and is detrimental to the surrounding area due to the accumulation or storage of materials, refuse, rubbish, debris or similar items;

z. **"Vehicle"** means a motor vehicle as defined by the Traffic Safety Act;

aa. **“Weed”** means a wild plant that grows in an unwanted place and is usually of vigorous growth.

4. **GENERAL COMMUNITY STANDARDS**

a. **Accumulation of Materials**

i. No Owner or Occupier shall allow a Premise to become Unsightly Property by permitting the accumulation of:

a. garbage or waste;

b. bottles, cans, boxes, or packaging materials;

c. household furniture;

d. derelict Vehicles;

e. Automobile Parts;

f. machinery or appliance parts;

g. yard waste;

h. appliances, refrigerators, or freezers;

i. animal remains or animal waste; or

j. Weeds.

ii. No Owner or Occupier shall allow the open storage of industrial fluids, including engine oil, brake fluid, or antifreeze.

iii. No Owner or Occupier shall permit conditions that attract or harbor Pests.

b. **Outdoor Storage of Building Materials**

i. No Owner of real property shall allow on the Premise the accumulation of building materials, whether new or used, unless the Owner or Occupier can establish that a construction or renovation undertaking is being carried out on the Premise or that the materials are required in the normal course of the permitted business.

ii. This Section does not apply to building materials that are being used in conjunction with a valid and active Town of Carstairs Development Permit or Building Permit.

c. **Water, Drainage, Eavestroughs and Downspouts**

i. No Owner of a Premise shall allow a flow of water from a hose, eave or similar device on the Premise to be directed towards an adjacent Premise.

ii. The Owner of any parcel upon which a drainage course, swale, ditch, culvert, or stormwater facility (whether grassed, concrete-lined, or otherwise) is situated shall maintain said course in a manner satisfactory to the Development Authority to ensure the continued flow and operational capacity of the drainage system. Such maintenance shall include, but is not limited to, the removal of debris and sediment, the control of vegetation, and the repair of any structural deterioration. The Owner shall not obstruct, divert, or alter any such drainage course without prior approval of the Development Authority. Failure to maintain the drainage course as required may result in the Development Authority undertaking the necessary work and recovering all associated costs from the Owner.

d. **Weeds and Grass Control**

i. The CAO may appoint Weed Inspectors in accordance with the Weed Control Act.

ii. Owners shall control Noxious Weeds and destroy Prohibited Noxious Weeds as required by the Weed Control Act.

iii. Grass and Weeds shall not exceed 15 centimeters in height.

iv. This Section shall also apply to vacant lots within Residential Districts and to any Boulevard that lies directly between the boundary of a parcel of land and an adjacent highway, road or alley.

e. **Trees and Shrubs**

i. Owners shall maintain trees and shrubs so that a minimum clearance of 2.4 meters (8 feet) is provided where they may interfere with roads, sidewalks, alleys, utility infrastructure, or traffic control devices.

ii. No Person shall plant trees or shrubbery on Town Lands or cause trees or shrubbery to be planted on Town Lands without prior written authorization from the CAO.

iii. Trees and shrubs shall not overhang onto adjacent property.

f. **Sidewalk Maintenance**

i. The Owner or Occupier of any Premise within the Town of Carstairs shall remove and clear away all snow, ice, dirt or other obstructions from the sidewalk adjoining such premises within seventy-two (72) hours.

ii. No Owner shall place or allow to be placed any obstruction on any sidewalk, street or roadway without written consent of the Town of Carstairs.

g. **Maintenance of Buildings, Structures and Fences**

i. Owners and Occupiers shall keep Buildings, Structures and Fences in Good Repair.

ii. Good Repair includes:

a. structurally sound foundations;

b. exterior walls maintained free of significant damage;

c. roofs maintained to prevent deterioration;

d. doors and windows maintained in working condition;

e. exterior finishes maintained free of significant deterioration;

f. stairs, porches, balconies, decks and their structural members kept safe for their intended use.

iii. Vacant Buildings must be secured against unauthorized entry.

h. **Addressing**

i. Every developed Premise, or Premise on which a building is under construction, shall display the municipal address assigned to the Premise.

ii. Address numbers must be clearly visible from the adjacent roadway and be a minimum of 75 mm (3 inches) in height.

i. **Light**

i. No Owner or Occupier of a Premise shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling house.

j. **Graffiti Removal**

i. Owners must ensure that any Graffiti applied to their property is removed or covered.

ii. Graffiti that is offensive in nature shall be removed within twenty-four (24) hours.

iii. All other Graffiti shall be removed within one (1) week.

k. **Littering**

i. No Person shall place, deposit, or throw Litter on any public or private property except in a proper waste receptacle.

l. **Construction Sites**

i. During the construction, renovation or demolition of a building, contractors shall keep the Premises in a reasonable condition so as not to constitute a nuisance and shall secure all debris to prevent it from being blown onto adjacent property.

m. **Storage on Town Property**

i. No Person shall place, pile or store any material or equipment on Town owned property without first obtaining approval for such purpose from the CAO for the Town of Carstairs.

5. **PUBLIC CONDUCT**

a. No Person shall Loiter in a Public Place in a manner that obstructs, impedes, intimidates, harasses, or interferes with another Person's reasonable use of the Public Place.

b. No Person shall stand or jump on public benches, tables, planters, sculptures, or similar public amenities.

c. No Person shall apply Graffiti to any Public Place or Public Amenity.

d. No Person shall urinate or defecate in a public place except in a facility designated for that purpose.

e. No Person shall spit in or upon a public place.

f. No Person shall throw, place, or leave human or animal waste in a public place other than in a receptacle intended for that purpose.

g. No Person shall interfere with, obstruct, or impede the lawful use and enjoyment of a public place by another Person.

h. No Person shall engage in conduct in a public place that is reasonably likely to cause damage to public property.

6. **RESIDENTIAL DISTRICT STANDARDS**

a. No additional Residential District Standards apply beyond those contained in this Bylaw.

7. **COMMERCIAL DISTRICT STANDARDS**

a. **Automobile Parts**

i. All Automobile Parts must be kept within the confines of secure fencing and not in view of the public.

b. **Charity Collection Sites**

i. No Person shall dump or deposit household garbage, refuse, or other waste at a Charity Collection Site.

c. **Compost Sites**

i. No Person shall dump or deposit household garbage, branches or other waste at the Town of Carstairs Compost Site contrary to posted signage.

8. **INDUSTRIAL DISTRICT STANDARDS**

a. **Outdoor Storage**

i. Outdoor storage associated with a permitted business operation may be permitted on a Premise.

ii. Materials, equipment, products, supplies and parts stored outdoors shall be maintained in an orderly manner.

iii. All materials, equipment, products, supplies and parts stored outdoors shall be kept within the confines of secure fencing and not in view of the public.

9. **REMEDIAL ORDERS AND APPEALS**

a. Every Remedial Order written with respect to this Bylaw must:

i. Indicate the Person to whom it is directed;

ii. Identify the property to which the Remedial Order relates by municipal address or legal description;

iii. Identify the date the Remedial Order was issued;

iv. Identify how the Premise fails to comply with this Bylaw or another Bylaw;

v. Identify the specific provision of the Bylaw the Premise contravenes;

vi. Identify the nature of the remedial action required to be taken to bring the Premise into compliance;

vii. Identify the time within which the remedial action must be completed;

viii. Indicate that if the required remedial action is not completed within the time specified, the Town may take whatever action or measures are necessary to remedy the contravention;

ix. Indicate that the expenses and costs referred to in this Section may be attached to the tax roll of the property if such costs are not paid by the specified time;

x. Indicate that an appeal lies from the Remedial Order to the Town Council, if a notice of appeal is filed in writing with the Chief Administrative Officer within seven days of the receipt of the Remedial Order.

xi. Every Person who fails to comply with a Remedial Order issued pursuant to this Bylaw within the time set out in the Remedial Order commits an offence.

10. **ENFORCEMENT AND OFFENCES**

a. **Offences**

i. Any Person who contravenes any provision of this Bylaw by:

a. doing any act which the Person is prohibited from doing; or

b. failing to do any act the Person is required to do;

ii. is guilty of an offence.

b. **Municipal Tags**

i. A Peace Officer may issue and serve a Municipal Tag on any Person the Peace Officer has reasonable and probable grounds to believe has contravened a provision of this Bylaw by:

a. personally serving the Municipal Tag on the Person; or

b. mailing a copy of the Municipal Tag by prepaid mail to the Person's last known address.

ii. A Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:

a. the name of the Person to whom the Municipal Tag is issued;

b. the particulars of the contravention;

c. the specified penalty established in the Rates and Fees Bylaw;

d. that the specified penalty must be paid within thirty (30) days of the issuance of the Municipal Tag to avoid prosecution; and

e. any other information required by the Chief Administrative Officer.

c. **Violation Tickets**

i. If a Municipal Tag has been issued and the specified penalty has not been paid within the prescribed time, a Peace Officer may issue a Violation Ticket to the Person to whom the Municipal Tag was issued.

ii. A Peace Officer may, in lieu of issuing a Municipal Tag, issue a Violation Ticket.

iii. A Peace Officer is authorized under Part 2 of the Provincial Offences Procedure Act to issue a Violation Ticket to any Person whom the Peace Officer has reasonable and probable grounds to believe has committed an offence under this Bylaw.

iv. Where a Violation Ticket is issued, the Violation Ticket shall:

a. specify the fine established in the Rates and Fees Bylaw; or

b. require the Person to appear in Provincial Court.

11. **FINES AND PENALTIES**

a. A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:

i. not less than the specified penalty established in the Rates and Fees Bylaw;

ii. and not exceeding $10,000.00.

b. Any Person who commits a second or subsequent offence under this Bylaw, within one (1) year of conviction of a first offence under this Bylaw, is liable on summary conviction to a fine not less than the increased amount set out in the Rates and Fees Bylaw.

12. **GENERAL PROVISIONS**

a. Nothing in this Bylaw requires the Town to enforce every contravention. The Town may consider operational, financial, staffing, and practical factors when determining enforcement priorities.

b. Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, any other bylaw, or any lawful order.

13. **REPEAL**

a. Bylaw No's 996, 999, and 1000 are hereby repealed.

14. **ENACTMENT**

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

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

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

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS XXTH DAY OF OCTOBER A.D., 2026

READ A THIRD AND FINAL TIME THIS XXTH DAY OF OCTOBER A.D., 2026

_____
Dean Allan, Mayor

_____
Rick Blair, CAO

Bylaw No. 20731074

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

WHEREAS, pursuant to section 606 of the Municipal Government Act, RSA 2000, c. M-26, a cCouncil must give notice of certainmay by bylaws, resolutions, meetings, public hearings or and other things matters; by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1 (1) of the Municipal Government Act, Ca council may , by bylaw establish , provide for one or more alternative methods of advertising; which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

AND WHEREAS, Council is satisfied that the advertising methods set outestablished in this Bylaw areis likely to bring matters advertised by thoseat methods to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be heldof the Town;

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

1. **Short Title:**

1. This Bylaw shall be referred to as the **"Public Notification Bylaw"**.

2. In this Bylaw:

a. **"Official Town Website"** means the website maintained by the Town of Carstairs for the purposes of providing information to the public.

b. **"Official Town Social Media Account" means a social media account authorized and maintained by the Town of Carstairs for municipal communications.**

a.c. **"Statutory Notice"** means any notice required to be advertised pursuant to the Municipal Government Act or any other applicable legislation.

2.3. **ADVERTISING METHODS:**

a. Any notice required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606, the following applicable methods;Unless otherwise required by legislation, a Statutory Notice may be advertised by one or more of the following methods:

i.

i. Ppublicationshed in the local weeklya newspaper or other local publication circulating within the Town;

ii. p

iii. and/or

iv.

ii. Electronically by posting the notice prominently on the Town of Carstairs oOfficial Town wWebsite; www.carstairs.ca

v.

vi.

vii. and/or

viii.

ix. Electronically by posting the notice prominently on any of the Town of Carstairs one or more oOfficial Town sSocial mMedia sitesAccounts;.

iii.

x.

Classification: Public

~~xi. and/or~~

~~xii.~~

~~xiii.~~ ~~By~~ posting the notice ~~prominently~~ on a public ~~the bulletin~~notice board ~~provided for that purpose~~located in ~~the~~a ~~following~~ municipal facility determined by the Chief Administrative Officer or designate;~~ies: Administrative Office, Public Library, Community Services Office, Community Hall, Memorial Arena or any Town of Carstairs owned facilities.~~

iv. or

~~xiv.~~

~~xv.~~v. ~~By~~ posting the notice ~~prominently on roadside signage located at the following locations; each entrance to the Town of Carstairs or community league facilities.~~on municipal signage or other locations accessible to the public where appropriate.

4. **DETERMINATION OF ADVERTISING METHOD**

a. The Chief Administrative Officer or designate may determine the most appropriate advertising method or combination of methods having regard to:

i. the nature of the matter being advertised;

ii. legislative requirements;

iii. the affected area;

iv. the intended audience; and

v. the need to effectively communicate the information to residents.

5. **COMPLIANCE**

a. Nothing in this Bylaw relieves the Town from complying with any advertising, notification, or public hearing requirements established by the Municipal Government Act or any other legislation.

b. Where another enactment prescribes a specific notification method, that enactment shall prevail to the extent of any conflict.

6. **REPEAL**

a. Bylaw No. 1074 is hereby repealed.

~~3.~~7. ~~**Effective Date**~~**ENACTMENT**~~:~~

a. ~~3.~~ This Bylaw ~~shall come in~~comes into full force and effect ~~on the date of passing thereof~~upon the third and final reading.

READ A FIRST TIME THIS ~~22~~XX^ND^, DAY OF OCTOBER, A.D., 202~~618~~

READ A SECOND TIME THIS XX~~22~~^ND^, DAY OF OCTOBER, A.D., 202~~618~~

READ A FINAL TIME THIS XX~~22~~^ND^, DAY OF OCTOBER, A.D., 202~~618~~

_____

~~Lance Colby~~Dean Allan, Mayor

_____

Rick Blair~~Carl McDonnell~~, CAO

Classification: Public

Town of Carstairs

Policy Title:	**Public Participation Policy - Amended**
Policy No.:	**11-011-26**
Date:	**October ~~22~~XX, ~~2018~~2026**
Adopted by:	**Council**

Policy Statement:

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

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

Purpose:

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

Legislative Authority:

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

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

Participants in public engagement activities are expected to comply with the Town's Respectful Engagement Policy. The Respectful Engagement Policy establishes standards of conduct applicable during public participation activities, meetings, consultations, and other engagement processes.~~this public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.~~

Scope:

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

~~This Participation Policy is in addition to and does no modify or replace the statutory public hearing requirements in the Municipal Government Act.~~

~~**Principles:**~~

~~The Town of Carstairs Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:~~

1. ~~Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;~~

2. ~~Promoting sustainable decisions by recognizing various Municipal Stakeholders interests;~~

Classification: Public

3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and

Recognizing that although councilors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters where public input is statutorily required can enrich the decision making process.

Definitions:

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

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

"Public Participation Plan" means a plan that identifies the purpose, scope, timing, communication methods, and public participation tools that will be used to obtain input regarding a specific municipal matter.
means a plan which identifies which Public Participation Tools are to be used to obtain public input in a particular circumstance.
"Public Participation Tools" means the methods used by the Town to obtain public input, including but not limited to meetings, open houses, workshops, surveys, written submissions, online engagement, advisory committees, and other consultation activities.
means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
In-person participation which may include at-the-counter interactions, door knocking, interviews, meetings, round tables, town halls, open houses and workshops;

Digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys.

Written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and

Representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

Policy Roles and Responsibilities

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

a. Council Shall:

i. Review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;

ii. Consider input obtained through Public Participation; and

iii. Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

iv. **(optional)** Ensure appropriate resources are available to solicit Public participation in accordance with this Policy;

v. **(optional)** Promote and support Public participation:

vi. **(optional)** Request and review information from the CAO on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

2. Chief Administrative Officer (CAO)Administration Responsibilities

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

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

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

~~i. **In accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;**~~

~~ii. **implement approved Public Participation Plans; and**~~

~~iii. **Report the findings of the Public Participation to Council.**~~

~~iv. **(optional) Consider timing, resources and engagement when developing and modify Public Participation Plans;**~~

~~v. **(optional) Evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;**~~

~~vi. **(optional) Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;**~~

~~vii. **(optional) Develop the necessary procedures to implement this policy;**~~

~~viii. **(optional) Assess this Policy and make recommendations to Council about the Public Participation and resourcing;**~~

~~**Public Participation Opportunities**~~

~~a) **CAO shall;**~~

~~i. **(optional) When new programs or services are being established;**~~

~~ii. **(optional) When existing programs and services are being reviewed;**~~

~~iii. **(optional) When identifying Council priorities;**~~

~~iv. **(optional) When gathering input or formulating recommendations with respect to budget;**~~

~~v. **(optional) When gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;**~~

~~vi. **(optional) When gathering input or formulating recommendations with respect to the Municipality's capital plan and /or financial plan; or**~~

~~vii. **(optional) As otherwise directed by Council.**~~

Standards:

1. Public participation activities undertaken by the Town shall:

   a. Provide meaningful opportunities for public input;

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b. Promote transparency and informed decision-making;

c. Provide participants with information necessary for meaningful participation;

d. Consider diverse perspectives and community interests;

e. Use participation methods appropriate to the scope and impact of the matter being considered; and

f. Recognize that Council is responsible for making decisions in the best interests of the community as a whole.

Procedure:

~~1.~~ Policy ~~Expectations~~Participation Requirements

1.

~~a. Legislative and Policy Implications:~~

~~b.~~

~~c.~~ All Public Participation activities shall~~will~~ be ~~undertaken~~ conducted in accordance with the Municipal Government Act, the ~~Freedom of Information~~Access to Information Act (ATIA), the Protection of Privacy Act (POPA) ~~and Protection of Privacy Act~~ and any other applicable legislation.

a.

~~d. All~~ Public Participation activities shall~~will~~ be ~~undertaken~~ conducted in accordance with ~~all existing municipal policies~~applicable Town bylaws, policies, and procedures.

b.

~~e.~~ This Policy shall be available for public inspection and may be ~~posted~~ published to the ~~Municipality's~~ Town's website.

c.

~~f.~~d. This Policy will be reviewed at least once every four years.

2. Public Participation Standards ~~(optional)~~

a. Public Participation ~~will~~ activities shall be conducted in a sustainable and inclusive manner having regard ~~to different levels of~~for accessibility and reasonable opportunities to participate.

b. Public Participation activities ~~will~~ shall be conducted in a professional, ~~and~~ respectful, and transparent ~~manner~~.

c. Public Participation P~~p~~lans ~~will~~ shall consider early, ongoing, and diverse opportunities for public ~~to provide~~ input where appropriate.

d. ~~Municipal Stakeholders~~Members of the Public ~~who~~ participat~~e~~ing in ~~any manner of~~ Public Participation activities are expected to conduct themselves ~~asked to be~~ respectfully and constructively. ~~in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded for Public Participation opportunities.~~
Standards of conduct and the process for addressing unacceptable behavior are governed by the Town's Respectful Engagement Policy.

~~d.~~e. The results of Public Participation activities ~~will~~shall be ~~made available~~provided to Council and, where appropriate, communicated to Members of the Public in a timely manner. ~~Municipal Stakeholders in a timely manner in accordance with municipal policies.~~

3. Public Participation ~~Plans (optional)~~Opportunities

a. Public Participation may be undertaken when:~~When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:~~

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

~~i. The nature of the matter for which Public Participation is being sought;~~

~~ii. The impact of the matter on Municipal Stakeholders;~~

~~iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;~~

~~iv. The timing of the decision and time required to gather input;~~

~~v. What information is required, if any, to participate; and~~

~~vi. Available resources and reasonable costs.~~

4. Public Participation Plans ~~will, at minimum, include the following:~~

a. Where Council directs that a Public Participation Plan be developed, the Chief Administrative Officer or designate shall prepare a Public Participation Plan that considers:

i. The nature of the matter for which Public Participation is being sought;
ii. The impact of the matter on Members of the Public;
iii. The characteristics of affected or interested Members of the Public, the Public Participation Tools to be utilized, the anticipated level of engagement, and the time available for participation;
iv. The timing of the decision and the time required to gather input;
v. What information is required, if any, to participate; and
vi. Available resources and reasonable costs.

b. A Public Participation Plan shall, at minimum, include:

i. A communication plan to inform the public about the Public Participation opportunity and how input may be provided;
ii. Identification of the Public Participation Tools to be utilized;
iii. Timelines for participation;
iv. Information regarding how input will be considered and used; and
v.

~~i. The location of information necessary to support meaningful participation, where applicable.~~

~~A communication plan to inform the public about the Public Participation Plan and opportunities to provide input;~~

~~Identification of which Public Participation Tools will be utilized;~~

~~Timelines for participation;~~

~~Information about how input will be used;~~

~~The location of information required, if any, to inform the specific Public Participation.~~

5. Reporting and Evaluation ~~(optional)~~

a. Information obtained through~~in~~ Public Participation activities will be reviewed by ~~CAO~~ Administration and summarized~~a report shall be provided to~~ for Council as appropriate.

b. Where a~~The~~ report is prepared, it may~~shall~~ include ~~at minimum the following:~~:

i. An overview of the Public Participation ~~Plan~~ activities undertaken~~and how it was developed;~~;

~~i. A summary of participation levels and the input received;~~

~~ii. An assessment of the effectiveness of the plan based on the level of engagement and the quality of input;~~

Classification: Public

ii.
~~i.~~A summary of the input obtained;~~ and~~

iii.
~~iii.~~iv. ~~May include r~~Recommendations for future Public Participation ~~Plans~~activities, where appropriate.

c. Reports prepared under this Policy shall be provided to Council for consideration~~review~~.

End of Policy

Signatures:

M386/18 Policy No. 11-011-26 was adopted by Council on October ~~22~~XX, 202~~618~~.

_____

Mayor, ~~Lance Colby~~Dean Allan

_____

CAO, ~~Carl McDonnell~~Rick Blair

Classification: Public

Town of Carstairs

Policy: **Respectful Engagement Policy**
Policy No. 11-032-26

Date: **Month XX, 2026**

Adopted by: **Council**

Policy Statement:

The Town of Carstairs recognizes that public participation, differing viewpoints, and constructive criticism are important elements of local government and welcomes feedback, questions, concerns, complaints, and advocacy regarding municipal matters.

The Town supports the public's right to express concerns and opinions; however, all interactions with the Town must be conducted respectfully. The Town is committed to maintaining a safe, respectful, and productive environment for Council, Administration, volunteers, contractors, and members of the public.

Harassment, intimidation, threats, discrimination, abusive conduct, disruptive behavior, and unreasonable or vexatious communications will not be tolerated. Nothing in this Policy is intended to prevent individuals from expressing concerns, criticism, disagreement, or unpopular opinions in a respectful manner.

Purpose:

This Policy establishes standards of conduct and expectations for respectful communications and public engagement between members of the public and representatives of the Town of Carstairs.

Legislative Authority:

This Policy is established pursuant to Section 3 of the Municipal Government Act, RSA 2000, c. M-26, and supports the Town's obligation to maintain a safe and respectful environment for employees and those conducting municipal business.

Nothing in this Policy replaces or modifies the Town's Public Participation Policy. The Public Participation Policy governs how the Town conducts public engagement and consultation activities, while this Policy establishes standards of conduct applicable during those interactions.

Scope:

This Policy applies to all interactions between members of the public and the Town of Carstairs, including communications, public engagement activities, Council meetings, public hearings, municipal facilities, services, and programs.

Definitions:

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

“Bullying” means repeated conduct, comments, actions, or behaviors intended to intimidate, degrade, humiliate, undermine, or otherwise negatively affect another individual.

"Council" means the elected Council of the Town of Carstairs.

"Disruptive Behavior" means conduct that interferes with municipal operations, public participation processes, Council meetings, public hearings, or the delivery of municipal services.

"Harassment" means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, communication, bullying, or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation to another individual, or adversely affect that individual's health, safety, or participation in municipal activities.

"Member of the Public" means any resident, property owner, business owner, ratepayer, visitor, organization, or individual interacting with the Town.

"Public Engagement Activity" means any meeting, open house, survey, hearing, consultation, workshop, event, or process intended to obtain public input regarding municipal matters.

"Respectful Communication" means communication that is courteous, professional, constructive, and free from abusive, threatening, discriminatory, or harassing conduct.

"Town Representative" means a member of Council, employee, contractor, consultant, volunteer, or person acting on behalf of the Town.

"Unreasonable or Vexatious Conduct" means conduct that, because of its nature or frequency, places an unreasonable demand on municipal resources, interferes with the Town's ability to provide services, or serves no reasonable purpose other than to harass, frustrate, disrupt, or delay municipal operations.

Roles and Responsibilities:

Council
Council shall support respectful public discourse and the consistent application of this Policy and the Town's Procedural Bylaw.

Chief Administrative Officer (CAO)
The Chief Administrative Officer or designate is responsible for the administration of this Policy and may authorize appropriate corrective measures where a violation of this Policy has occurred.

Administration
Administration shall promote respectful public engagement, make reasonable efforts to resolve concerns through communication and education, document incidents where necessary, and administer this Policy in a fair and consistent manner.

Members of the Public
Members of the public shall conduct themselves respectfully, comply with applicable Town bylaws, policies, and procedures, and follow lawful directions provided by authorized Town Representatives.

Standards:

1. The following behaviors are expected when interacting with the Town:
    a. Treat all individuals with courtesy and respect.
    b. Express concerns and disagreements in a constructive manner.
    c. Follow established procedures for meetings, hearings, and public engagement activities.
    d. Respect the rights of others to participate in municipal processes.
2. The following behaviors are considered unacceptable:
    a. Threats or acts of violence.
    b. Harassment, intimidation, bullying, or discrimination.
    c. Abusive, profane, or aggressive language.
    d. Personal attacks directed toward Council, Administration, contractors, volunteers, or members of the public.
    e. Yelling, shouting, or other disruptive behavior.
    f. Conduct that interferes with Town operations or public participation processes.
    g. Damage to municipal property.
    h. Knowingly providing false or misleading information.
    i. Excessive, repetitive, frivolous, unreasonable, or vexatious communications.
    j. Repeatedly raising matters that have already been reviewed and responded to by the Town without presenting new information.

k. Submitting large volumes of correspondence intended to overwhelm municipal resources or disrupt Town operations.

Procedure:

1. Council Meetings and Public Hearings

a. Members of the public attending Council meetings, Committee meetings, public hearings, or public engagement activities shall comply with the Town's Procedural Bylaw and any directions provided by the Chair or Presiding Officer.

b. Where an individual engages in conduct deemed unacceptable under this Policy or improper conduct under the Town's Procedure Bylaw, the Chair or Presiding Officer may:

i. issue a warning;
ii. direct the individual to discontinue the conduct;
iii. terminate the individual's speaking opportunity;
iv. require the individual to leave the meeting or event location; or
v. recess or adjourn the meeting where necessary to restore order and maintain a safe environment.

2. Response to Unacceptable Conduct

a. Where unacceptable conduct occurs, the Town may implement one (1) or more of the following measures:

i. provide verbal direction or a verbal warning;
ii. issue a written warning;
iii. end a meeting, conversation, telephone call, email exchange, or other communication;
iv. require communications to occur through a designated Town Representative;
v. require communications to be submitted through a specified method;
vi. establish reasonable limits regarding the frequency or method of communication;
vii. restrict or control access to municipal facilities where necessary to protect the safety of staff, members of the public, municipal property, or municipal operations and where authorized by law;
viii. remove an individual from a Town facility, meeting, event, or engagement activity where authorized by law; or
ix. contact law enforcement where circumstances warrant.

3. Unreasonable Conduct and Vexatious Communications

a. The Chief Administrative Officer or designate may determine that communications are unreasonable or vexatious where the nature or frequency of communications places an unreasonable demand on Town resources or interferes with the Town's ability to provide services.

b. In making such a determination, the Chief Administrative Officer may consider whether an individual:

i. repeatedly raises the same issue after the Town has provided a final response;
ii. submits excessive volumes of correspondence regarding the same matter;
iii. refuses to accept a decision or explanation provided by the Town;
iv. directs repetitive, abusive, hostile, or harassing communications toward Town Representatives; or
v. uses Town processes in a manner that unreasonably interferes with municipal operations; or
vi. repeatedly attempts to circumvent established municipal processes after being directed to the appropriate process for addressing a concern.

c. Where communications are determined to be unreasonable or vexatious, the Chief Administrative Officer or designate may:

i. limit communications to a single point of contact;
ii. require communications to occur through a specified method;
iii. establish a communication schedule;
iv. consolidate responses to repetitive submissions; or
v. decline to respond to matters that have been previously addressed and for which no new information has been provided.

d. Any restrictions implemented under this section shall be reasonable, proportionate, and shall not unreasonably prevent access to municipal services.

4. Documentation

a. Administration may document incidents, warnings, restrictions, and corrective measures implemented under this Policy.

b. Records created pursuant to this Policy shall be maintained in accordance with the Town's records retention practices and applicable legislation.

5. Review of Restrictions

a. Any person subject to a communication restriction under Section 3(c) may submit a written request for reconsideration to the Chief Administrative Officer within thirty (30) days of receiving notice of the restriction.

b. Upon review of the request, the Chief Administrative Officer may confirm, amend, or remove the restriction.

c. The decision of the Chief Administrative Officer shall be final for the purposes of administering this Policy.

End of Policy
/Carstairs10/26

Signatures:
M_____/26 Policy No. 11-032-26 adopted at Council on Month XX, 2026.

_____
Mayor, Dean Allan

_____
CAO, Rick Blair

2026 Building Permits

No.	Owner/Contractor	Subdivision	Civic	Description	Cost	Date	Closed
1	Sarai Danby		901 Highway 2A	Vertical Farming Sea Cans	$79,000.00	Jan 2/2026	
2	David A. Byrne	West Highlands	665 West Highland Cres.	Basement Development	$30,000.00	Jan 6/2026	March 17/2026
3	Firefly Solar	Stonebridge Glen	14 Skara Brae Close	Rooftop Solar Panels	$19,530.00	Jan 7/2026	April 21/2026
4	McKee Homes	Mandalay Estates	650 Mandalay Link	Single Family Dwelling w/ Developed Basement (no Deck)	$370,000.00	Jan 7/2026	September 4/2026
5	McKee Homes	Mandalay Estates	648 Mandalay Link	Single Family Dwelling w/ Developed Basement (no Deck)	$390,000.00	Jan 8/2026	August 28/2026
6	Peak 2 Crete	West Highlands	703 West Highland Link	Basement Development	$10,000.00	Jan 8/2026	
7	McKee Homes	Kitstone Commons	500 Finley Point	Single Family Dwelling w/Deck (Show Home)	$600,000.00	Jan 9/2026	
8	Peak 2 Crete		663 11 Ave	SFD Demolition	$20,000.00	Jan 9/2026	May 11/2026
9	Marygold Homes	Mandalay Estates	614 Mandalay Link	Single Family Dwelling w/Deck and Basement	$450,000.00	Jan 12/2026	August 26/2026
10	Marygold Homes	Mandalay Estates	616 Mandalay Link	Single Family Dwelling w/Deck	$450,000.00	Jan 12/2026	August 17/2026
11	Alan Minasian	West Highlands	616 West Highland Cres.	Basement Development	$40,000.00	Jan 15/2026	
12	Marygold Homes	Mandalay Estates	626 Mandalay Link	Single Family Dwelling w/Deck	$450,000.00	Jan 15/2026	August 6/2026
13	Ark Renewable Energy		1322 Osler St.	Rooftop Solar Panels	$16,821.00	Jan 20/2026	
14	Oystryk & Team Architechture Ltd.	Mandalay Estates	829 Mandalay Blvd.	Tenant Improvements to Commercial Building	$1,200,000.00	Jan 22/2026	July 16/2026
15	Clarity Built	Lackner Estates	11 Lackner Road	Single Family Dwelling w/ Deck & Developed Basement	$480,000.00	Jan 23/2026	October 1/2026
16	Ark Renewable Energy		1215 Centre St.	Rooftop Solar Panels	$19,977.50	Jan 26/2026	April 23/2026
17	Firefly Solar	Carstairs Links	837 Beckner Cres.	Rooftop Solar Panels	$19,144.98	Jan 27/2026	
18	Evaline Carm	Stone Garden Villas	28 Stonegarden Cres.	Enclosed Deck & Dining Room Window	$26,000.00	Jan 27/2026	September 1/2026
					$5,070,473.48		**7 New Homes**
19	Firefly Solar	Stonebridge Glen	780 Stonehaven Dr.	Rooftop Solar Panels	$51,198.00	Feb 3/2026	Feb 24/2026
20	Marygold Homes	Mandalay Estates	608 Mandalay Link	Single Family Dwelling w/Deck	$500,000.00	Feb 10/2026	September 4/2026
21	KCB Design Build Remodel	Carriage Lane	318 Carriage Lane Drive	Interior Renovations	$60,000.00	Feb 11/2026	June 19/2026
22	Robert Young	Carriage Lane	504 500 Carriage Lane Place	Hot Tub	$7,000.00	Feb 12/2026	Feb 24/2026
23	McKee Homes	Mandalay Estates	643 Mandalay Blvd.	Single Family Dwelling w/ Deck & Developed Basement	$380,000.00	Feb 13/2026	
24	Simply Renewable	Scarlett ranch	1469 Ranch Road	Rooftop Solar Panels	$27,000.00	Feb 13/2026	March 10/2026
25	Dan Somerville	Scarlett ranch	1421 Scarlett Ranch Blvd.	Basement Development	$20,000.00	Feb 23/2026	
26	Rick Van Rassel	Scarlett ranch	1427 Scarlett Ranch Blvd.	Additional Entry Door in Attached Garage	$1,800.00	Feb 25/2026	April 10/2026
27	Derek Alyward	West Highlands	631 West Highland Cres.	Basement Development	$40,000.00	Feb 27/2026	
28	Stephen Hao	Parkview Estates	1184 Milt Ford Lane	Exisitng Deck Cover (Pergola)	$3,000.00	Feb 27/2026	April 24/2026
					$1,089,998.00		**2 New Homes**
29	Kristen Ewtushik	Scarlett Ranch	1467 Ranch Road	Existing Deck Stairs	$800.00	March 2/2027	May 8/2026
30	McKee Homes	Mandalay Estates	646 Mandalay Link	Single Family Dwelling w/ Deck & Developed Basement	$540,000.00	March 2/2027	
31	Simply Renewable	Scarlett Ranch	1471 Ranch Road	Rooftop Solar Panels	$16,000.00	March 3/2026	March 11/2026
32	Ken Virgoe		403 10 Ave	Commercial Renovation	$22,500.00	March 4/2026	April 8/2026
33	Cindy MacPherson		21 Pearson Place	Existing Deck	$7,000.00	March 5/2026	March 16/2026
34	Kevin Williamson		1203 Centre Street	Interior Renovations	$100,000.00	March 9/2026	August 28/2026
35	Desirae Clifford		15 Village Green	Deck and Stairs	$500.00	March 9/2026	August 18/2026
36	McKee Homes	Mandalay Estates	642 Mandalay Blvd.	Single Family Dwelling	$450,000.00	March 18/2026	

37	Mainstream Developments	Havenfields	61 Mackenzie Way	Completion of SFD w/Deck	$175,000.00	March 18,2026	
38	Umbrella Construction	Mandalay Estates	804 Mandalay Blvd.	Basement Development	$50,000.00	March 18/2026	April 16/2026
39	Landstone Homes	Mandalay Estates	641 Mandalay Blvd.	Single Family Dwelling w/Deck	$350,000.00	March 20/2026	
40	Landstone Homes	Mandalay Estates	645 Mandalay Blvd.	Single Family Dwelling w/Deck	$350,000.00	March 20/2026	
41	Kevin Crowley Rourke	Havenfields	5 Bondar Gate	Additon of Bathroom in Basement	$10,000.00	March 20/2026	
42	Marygold Homes	Mandalay Estates	627 Mandalay Link	Single Family Dwelling w/Deck	$450,000.00	March 20/2026	
43	Marygold Homes	Mandalay Estates	628 Mandalay Blvd.	Single Family Dwelling w/Deck	$450,000.00	March 20/2026	
44	Marygold Homes	Mandalay Estates	629 Mandalay Link	Single Family Dwelling w/Deck	$450,000.00	March 20/2026	
45	Marygold Homes	Mandalay Estates	630 Mandalay Blvd.	Single Family Dwelling w/Deck	$450,000.00	March 20/2026	
46	Justin Thomson	Carriage Lane	313 Carriage Lane Drive	Exisitng Deck & Stairs	$5,000.00	March 23/2026	April 13/2026
47	John Lawrence	Lackner Estates	6 Lackner Place	SFD w/Deck and Secondary Basement Suite	$720,000.00	March 24/2026	September 11/2026
48	Mark LeDrew	Scarlett Ranch	1440 Scarlett Ranch Blvd.	Basement Development	$30,000.00	March 24/2026	September 15/2026
49	Janssen Homes Ltd.	Kitstone Commons	506 Finley Point	Single Family Dwelling w/Deck & Developed Basement	$500,000.00	March 25/2026	
50	Robert Pittman (Country Stone Landscaping)	Havenfields	5 McClung Gate	Pool, Deck and Stairs, Wheelchair Ramp	$12,000.00	March 26/2026	
51	Musa Akram	Lackner Estates	1368 Lackner Blvd.	Secondary Basement Suite	$51,000.00	March 27/2026	July 3/2026
52	Peak 2 Crete		663 11 Ave	Single Family Dwelling w/Deck & Developed Basement	$600,000.00	March 27/2026	
53	McKee Homes	Kitstone Commons	508 Finley Point	Single Family Dwelling w/Deck & Developed Basement	$590,000.00	March 30/2026	
54	Janssen Homes Ltd.	Kitstone Commons	504 Kitstone Gate	Single Family Dwelling w/Deck	$350,000.00	March 31/2026	
					$5,879,800.00		**13 New Homes**
55	Kevin Spooner	Stonebridge Glen	17 Skara Brae Close	Hot Tub	$20,000.00	April 7/2026	Permit Cancelled
56	Marygold Homes	Mandalay Estates	653 Mandalay Blvd	Single Family Dwelling w/deck	$450,000.00	April 7/2026	August 27/2026
57	Marygold Homes	Mandalay Estates	628 Mandalay Link	Single Family Dwelling w/deck	$450,000.00	April 7/2026	
58	Vitali and Cristin Sukhetsky	Clover	800 803 Clover Way	Basement Development	$10,000.00	April 8/2026	July 21/2026
59	Gurinder Sandhu	Mandalay Estates	817 Mandalay Link	Single Family Dwelling w/Deck	$250,000.00	April 9/2026	
60	Gurinder Sandhu	Mandalay Estates	819 Mandalay Link	Single Family Dwelling w/Deck	$370,000.00	April 9/2026	
61	Gurinder Sandhu	Mandalay Estates	731 Mandalay Ave.	Single Family Dwelling w/Deck & Developed Basement	$280,000.00	April 9/2026	
62	Bradley Norris	Carriage Lane	120 Carriage Lane Road	Hot Tub w/Deck and Gazebo	$10,000.00	April 13/2026	July 16/2026
63	Christy Dingman	Scarlett Ranch	1402 Scarlett Ranch Lane	Existing Deck Additon and Stairs	$10,000.00	April 13/2026	May 5/2026
64	Lumi Renewables	Scarlett Ranch	1457 Aldrich Pl.	Rooftop Solar Panels	$32,655.00	April 14/2026	April 21/2026
65	National Fence & Deck	West Highlands	641 West Highland Cres.	Deck	$40,000.00	April 14/2026	June 30/2026
66	Benjamin Lucas	Scarlett Ranch	1352 Scarlett Ranch Blvd.	Basement Development	$12,000.00	April 16/2026	
67	Jeffrey Callaghan	Scarlett ranch	736 Ranch Cres.	Hot Tub	$12,000.00	April 16/2026	July 14/2026
68	Adrian Skoretz	Carriage Lane	308 Carriage Lane Drive	Existing Deck Stairs	$1,000.00	April 17/2026	April 30/2026
69	Select Sunrooms		1218 Grey Street	Deck & Sunroom	$10,000.00	April 17/2026	August 18/2026
70	Jayson Preston	Scotsdale Estates	1105 Castledyke Court	Gazebo - Modified Grain Bin	$2,500.00	April 17/2026	
71	Jennifer Millett		125 13 Ave	Replace Basement Windows	$8,619.86	April 21/2026	Aug 14/2026
72	McKee Homes	Kitstone Commons	504 Finley Point	Single Family Dwelling w/Deck & Developed Basement	$475,000.00	April 24/2026	
73	Terrance & Laura Gardiner		624 12 Ave	Enclosing Existing Deck	$18,900.00	April 24/2026	June 25/2026
74	Simply Renewable	Scarlett Ranch	1345 Scarlett Ranch Blvd.	Rooftop Solar Panels	$15,000.00	April 27/2026	June 19/2026
75	Elite Builders	Meadow Park	190 Meadowlark Lane	Addition (Replacing Existing Sunroom)	$25,000.00	April 28/2026	July 22/2026
76	Shelly Schulte	Scarlett Ranch	1372 Scarlett Ranch Blvd.	Deck Extension w Lower Deck Build & Hot Tub	$7,000.00	April 28/2026	

					$3,359,674.86		6 New Homes
77	Peak 2 Crete	West Highlands	669 West Highland Cres.	Basement Development	$46,000.00	May 1/2026	September 23/2026
78	Joshua Skena		1226 Grey Street	Detached Garage	$35,000.00	May 5/2026	
79	Alfred Hansen	Carriage Lane	746 Carriage Lane Dr.	Existing Deck Stairs	$1,000.00	May 5/2026	May 20/2026
80	Kallie & Aaron Beaton	Carriage Lane	1037 Carriage Lane Dr.	Deck Extension	$2,500.00	May 6/2026	June 22/2026
81	MKS Homes	Mandalay Estates	703 Mandalay Ave.	Single Family Dwelling w/Deck	$394,000.00	May 6/2026	
82	Thomas Hanson	Parkview Estates	1184 Milt Ford Lane	Detached Garage	$25,000.00	May 8/2026	
83	Abby Marsh	Lackner Estates	1364 Lackner Blvd.	Demo and Rebuild Rear Deck w Extension & Extension to Front Deck	$37,800.00	May 8/2026	June 8/2026
84	McKee Homes	Mandalay Estates	604 Mandalay Link	Single Family Dwelling w Developed Basement	$385,000.00	May 8/2026	
85	McKee Homes	Kitstone Commons	580 Kitstone Common	Showhome - Single Family Dwelling	$490,000.00	May 8/2026	
86	Yakuri Judo Academy		1224 Gough Road	Interior Renovations	$35,000.00	May 11/2026	September 4/2026
87	Vanessa Nivens	Havenfields	11 Havenfield Drive	Detached Garage	$24,000.00	May 11/2026	
88	James Lemieux & Kimberly Presser	Lackner Estates	1334 Lackner Blvd.	Existing Deck Renovation	$1,000.00	May 12/2026	May 22/2026
89	Paramjeet Singh Dhaliwal	Mandalay Estates	701 Mandalay Ave.	Single Family Dwelling w/Deck	$380,000.00	May 14/2026	
90	Fabian Hickey	Scarlett Ranch	1449 Ranch Road	Demo and Rebuild Rear Deck	$4,500.00	May 19/2026	
91	Ron Dunning		1535 Idaho Street	Basement Development	$15,000.00	May 19/2026	
92	Adrian Skoretz	West Highlands	653 West Highland Cres.	Basement Development	$75,000.00	May 20/2026	September 4/2026
93	Kevin Williamson		1203 Centre Street	Deck & Stairs	$800.00	May 21/2026	August 28/2026
94	McKee Homes	Kitstone Commons	514 Finley Point	Single Family Dwelling w/Covered Deck	$570,000.00	May 22/2026	
95	Tom Cooke	Mandalay Estates	715 Mandalay Ave.	Enclosed Deck	$10,000.00	May 22/2026	
96	Marygold Homes	Mandalay Estates	622 Mandalay Blvd.	Single Family Dwelling w/Deck	$400,000.00	May 25/2026	
97	Clarity Built	Lackner Estates	15 Lackner Road	Single Family Dwelling w Developed Basement & Secondary Suite	$750,000.00	May 27/2026	
98	Bryan McMillan	West Highlands	611 West Highland Cres.	Roof Over Back Deck	$3,600.00	May 27/2026	August 5/2026
99	Landstone Homes	Scarlett Ranch	1356 Scarlett Ranch Blvd.	Single Family Dwelling w/Deck	$350,000.00	May 28/2026	
100	Landstone Homes	Scarlett Ranch	1431 Scarlett Ranch Blvd.	Single Family Dwelling w/Deck	$350,000.00	May 28/2026	
					$3,685,200.00		9 New Homes
101	Abby Marsh	Stonebridge Glen	750 Stonehaven Dr.	Move Deck Stairs and Modify Existing Railing	$3,500.00	June 1/2026	June 22/2026
102	Abby Marsh	Mandalay Estates	717 Mandalay Ave.	Adding Roof Over Existing Deck	$9,000.00	June 1/2026	August 18/2026
103	Kyle Hands	Parkview Estates	1110 Milt Ford Lane	Detached Garage	$36,000.00	June 3/2026	July 15/2026
104	KCB Design Build Ltd.		1239 Grey Street	Interior Renovations including bsmt development	$188,356.00	June 4/2026	September 25/2026
105	Roberto Lombardo	Carriage Lane	746 Carriage Lane Dr.	Secondary Basement Suite	$24,250.00	June 1/2026	
106	Roberto Lombardo	Carriage Lane	748 Carriage Lane Dr.	Secondary Basement Suite	$24,250.00	June 1/2026	
107	Gurmeet Dhaliwal	Mandalay Estates	643 Mandalay Link	Single Family Dwelling w/Deck & Developed Basement	$515,000.00	June 4/2026	
108	Clarity Built		639 11 Ave	Single Family Dwelling	$550,000.00	June 5/2026	
109	Clarity Built		639 11 Ave	Detached Garage w/Secondary Suite	$250,000.00	June 5/2026	
110	Phillippe Voegeli		744 Highfield Drive	Detached Garage	$15,000.00	June 5/2026	
111	James Fleming	West Highlands	668 West Highland Cres.	Shed	$6,500.00	June 8/2026	July 21/2026
112	Peak 2 Crete		209 9 Ave (Bays 1-3)	Commercial Renovation	$40,000.00	June 9/2026	September 28/2029
113	Peak 2 Crete	Scarlett Ranch	1406 Price Road	Deck w/Stairs	$20,000.00	June 9/2026	September 23/2026
114	Rhonda Wise		656 MacEwan Dr.	Basement Renovation	$17,500.00	June 9/2026	September 9/2026
115	Nova Renewables	West Highlands	670 West Highland Cres.	Rooftop Solar Panels	$14,112.00	June 16/2026	August 12/2026
116	Stephanie Kaufman	Mandalay Estates	713 Mandalay Link	Basement Development	$25,000.00	June 18/2026	
117	Evalence Renewables	Scarlett Ranch	1368 Scarlett Ranch Blvd.	Rooftop Solar Panels	$10,000.00	June 22/2026	July 2/2026

118	Marygold Homes	Mandalay Estates	726 Mandalay Ave.	Single Family Dwelling w/Deck & Developed Basement	$450,000.00	June 23/2026	
119	Cally Cathcart	Carriage Lane	602 600 Carriage Lane Pl.	Gazebo on Deck	$550.00	June 25/2026	
120	Dominic Conway	Parkview Estates	108 Mountainview Gate	Basement Renovation	$5,000.00	June 25/2026	
121	Mike & Leonora Gillett	Carstairs Links	815 Beckner cres.	Patio/Deck Cover	$11,216.10	June 29/2026	October 8/2026
					$2,915,234.10		**3 New Homes**
122	Dan Bickford		639 10 Ave	Shed	$6,000.00	July 6/2026	
123	Peak 2 Crete	Scarlett Ranch	1467 Ranch Road	Basement Development	$50,000.00	July 8/2026	October 14/2026
124	Sheldon Valleau		841 Osler Street	Shed	$2,500.00	July 8/2026	
125	Shawn McElroy	Mandalay Estates	708 Mandalay Ave	Deck Stairs	$1,500.00	July 10/2026	
126	Evan Swendsen	Mandalay Estates	806 Mandalay Blvd	Hot Tub & Privacy Walls on Deck	$5,000.00	July 14/2026	July 29/2026
127	Rick Van Rassel	Scarlett Ranch	1427 Scarlett Ranch Blvd.	Deck Expansion	$1,800.00	July 23/2026	August 27/2026
128	Umbrella Construction	Mandalay Estates	806 Mandalay Blvd	Basement Development	$50,000.00	July 23/2026	
129	Landstone Homes	Mandalay Estates	610 Mandalay Link	Single Family Dwelling w/Deck	$350,000.00	July 29/2026	
130	Landstone Homes	Mandalay Estates	640 Mandalay Blvd	Single Family Dwelling w/Deck	$350,000.00	July 29/2026	
131	Brennon Bortnick	Carriage Lane	328 Carriage Lane Dr	Existing Deck Renovation	$3,000.00	July 30/2026	August 12/2026
					$819,800.00		**2 New Homes**
132	Jeff Thompson	Scarlett Ranch	1410 Price Road	Basement Development	$15,000.00	August 4/2026	
133	Peak 2 Crete	Lackner Estates	1354 Lackner Blvd	Basement Development	$53,000.00	August 5/2026	
134	Frank and Patricia Henry	Scarlett Ranch	707 Ranch Cres.	Hot Tub	$2,000.00	August 7/2026	
135	Zeno Renewables	Lackner Estates	1360 Lackner Blvd	Rooftop Solar Panels	$35,588.59	August 11/2026	October 2/2026
136	Zeno Renewables		1215 Centre St.	Rooftop Solar Panels	$26,516.40	August 11/2026	September 18/2026
137	Elite Builders		1233 Grey Street	Detached Garage	$64,000.00	August 13/2026	
138	McKee Homes	Mandalay Estates	647 Mandalay Blvd	Single Family Dwelling	$390,000.00	August 19/2026	
139	Kevin Zhu (Polaron Energy)	Carriage Lane	1026 Carriage Lane Dr	Rooftop Solar Panels	$26,250.00	August 20/2026	
140	Prairie Ridge Pet Supply Ltd.	10th Ave	219 10th Ave S - Unit #1	Tenant Renovations	$7,000.00	August 24/2026	
					$619,354.99		**1 New Home**
141	Jessica Gagatek	Scarlett Ranch	1402 Scarlett Ranch Lane	Front Landing w/Stairs	$3,000.00	September 1/2026	
142	Zeno Renewables		1309 McAlpine St.	Rooftop Solar Panels	$12,238.37	September 1/2026	
143	Glen Aliko	Glen Eagles Estates	1106 Gleneagles Dr.	Home Renovations	$45,000.00	September 2/2026	
144	Marvin Dubitz	Mandalay Estates	648 Mandalay Link	Deck with Pergola	$13,500.00	September 2/2026	
145	Landstone Homes	Scarlett Ranch	1354 Scarlett Ranch Blvd.	Single Family Dwelling w/Deck	$350,000.00	September 4/2026	
146	Landstone Homes	Scarlett Ranch	1360 Scarlett Ranch Blvd.	Single Family Dwelling w/Deck	$350,000.00	September 4/2026	
147	Talwinder Singh (Calgary Lights & Electrical Ltd.)	Mandalay Estates	649 Mandalay Blvd.	Seconday Basement Suite	$45,000.00	September 9/2026	
148	Peak 2 Crete		681 11 Ave S	Home Addition/Renovation	$350,000.00	September 9/2026	
149	Abby Marsh		1215 Osler Street	Roof Addition to Existing Deck and Garage	$28,000.00	September 10/2026	
150	Peak 2 Crete		681 11 Ave S	Demolition of Detached Garage	$5,000.00	September 10/2026	October 14/2026
151	Iron Asylum Inc (Adel Carew)	Carstairs Links	760 Highfield Dr Bay 3	Commercial Renovations	$20,000.00	September 10/2026	
152	Janssen Homes Ltd.	Kitstone Commons	510 Finley Point	Single Family Dwelling w/Deck	$800,000.00	September 10/2026	
153	Janssen Homes Ltd.	Kitstone Commons	509 Finley Crescent	Single Family Dwelling w/Deck & Developed Basement	$510,000.00	September 10/2026	
154	Janssen Homes Ltd.	Kitstone Commons	509 Finley Crescent	Detached Garage	$40,000.00	September 10/2026	
155	Superior Exterior Inc.	Carstairs Links	853 Beckner Cres.	Single Family Dwelling w/Deck & Developed Basement	$450,000.00	September 15/2026	
156	Geo Homes Ltd.	Mandalay Estates	711 Mandalay Ave	Single Family Dwelling w/Deck	$425,000.00	September 15/2026	
157	Peak 2 Crete	Scarlett Ranch	1406 Price Road	Basement Development	$50,000.00	September 21/2026	

158	Kevin Spooner	Mandalay Estates	710 Mandalay Ave	Hot Tub	$1,000.00	September 22/2026	October 8/2026
159	Adam O'Hara	Carriage Lane	1022 Carriage Lane Dr.	Hot Tub & Deck Shoring	$2,500.00	September 23/2026	
160	Danny Robayo-Leon	Mandalay Estates	704 Mandalay Blvd.	Basement Development	$20,000.00	September 29/2026	
					$4,139,593.36		**6 New Homes**
161	Marygold Homes	Mandalay Estates	653 Mandalay Blvd.	Basement Development	$50,000.00	October 1/2026	
162	Rocky View Yards	Mandalay Estates	650 Mandalay Link	Deck w/Stairs	$10,395.00	October 1/2026	
163	Eastgate Development Group (Matt Tuggle)	Kitstone Commons	30146 Range Rd 13	SFD & Detached Garage Demo	$50,000.00	October 5/2026	
164	Curling Club		315 Veterans Way	Fire Safety Interior Renovation	$3,500.00	October 6/2026	
165	Zeno Renewables	Carriage Lane	1001 Carriage Ln Dr	Rooftop Solar Panels	$18,783.00	October 9/2026	
166	Mike &Heather Mitchell	Stonebridge Glen	808 Stonehaven Dr.	Hot Tub	$18,000.00	October 14/2026	
							49 New Homes

Town of Carstairs Compliance Listing 2026

Compliance #	Civic Address	Land Use	Received Date	Approval Date	Information on compliance
001-2026	1203 Centre Street	R-1	January 6/2026	January 7/2026	Shed is not 1m - does not comply (corner parcel)
002-2026	1368 Lackner Blvd.	R-1	November 27/2025	January 12/2026	waited for A/C permit & Inpsection. Metal gazebo encroached ODRW , sheds and planters do not comply
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	Commercial Building with eavestrough encroaching
006-2026	500 504 Carriage Lane Pl.	R-1	February 11/2026	February 25/2026	required Hot Tub permit
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	Aquired Permit for existing deck
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	Shed does not comply - against dwelling
014-2026	1350 Scarlett Ranch Blvd.	R-1	March 9/2026	March 26/2026	Waited for Occupancy to be granted
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	waited for A/C permit & Inpsection
018-2026	1469 Aldrich Place	R-1	April 10/2026	April 13/2026	Trellis' encroach ODR / shed encroaches dwelling
019-2026	313 Carriage Lane Drive	R-1	March 19/2026	April 14/2026	Waited for Existing Deck Permit to be closed - House Does Not comply - noted variance OR relaxation in letter Compliance was given Feb 2025 with no hot tub applciation, appears hot tub would have been insp. Under covered deck
020-2026	826 Mandalay Link	R-3	April 22/2026	April 23/2026	permit
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	Waited for Existing Deck Stairs Permit - Closed Compliant / Shed Does not comply - against property line
023-2026	1402 Scarlett Ranch Lane	R-1	April 9/2026	May 7/2026	Waited for exisitng deck extension to be permitted and inspected / A/C installed by builder / House Does Not comply - noted variance OR relaxation in letter
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	Waited for Pergola Permit and Inspection - deficiency was corrected via pergola being removed / shed also removed as per Stat Dec
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	Deck Stairs permit was required / shed encroaches dwelling
030-2026	746 Carriage Lane Dr.	R-2	April 17/2026	May 21/2026	Deck Stairs permit was required
031-2026	1334 Lackner Blvd.	R-1	May 8/2026	May 25/2026	Deck permit req, Gazebo & shed do not comply, Gazebo and concrete planters encroach utility ROW
032-2026	1533 McAlpine St.	R-1	May 27/2026	May 27/2026	waited for A/C permit and inspection - shed encraoches read and side yards
033-2026	12 McClung Gate	R-1	May 29/2026	June 5/2026	waited for A/C permit and inspection
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	Waited for A/C permit and inspection
036-2026	812 Stone Garden Drive	R-3	June 19/2026	June 22/2025	shed encroaches ODRW
037-2026	115 10 Avenue South	C-1	June 19/2026	June 23/2026	Commercial Lot
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	Waited for A/C permit and inspection, shed encroaches property line & ODRW, planter encroaches URW.
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	Deck, Shed & Garage do not comply
044-2026	711 Mandalay Link	R-1	July 24/2026	July 31/2026	Waited for A/C Unit clarification
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	1/2 Duplex and shed DO NOT comply. A/C has permit . Shed encroaches URW.
047-2026	707 Mandalay Ave	R-1	May 21/2026	August 20/2026	Waited for Occupancy to be granted
048-2026	328 Carriage Lane Dr	R-1	July 20/2026	August 20/2026	Waited for A/C and Deck Permits, Shed/Playhouse does not comply
049-2026	707 Ranch Cres.	R-1N	July 31/2026	August 20/2026	Waited for Hot tub & A/C permits. Fountain, stone wall & planter encroaches Drainage ROW
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	Fence encroaches rear property line by 0.34 M
054-2026	1 Lackner Road	R-1	August 25/2026	September 1/2026	Waited for Occupancy to be granted
055-2026	1383 Price Road	R-1	September 2/2026	September 3/2026	Waited for A/C Permit
056-2026	11 700 Carriage Lane Way	R-1	September 8/2026	September 9/2026	waited for A/C permit and signed affidavit confirming removal of wheel chair ramp
057-2026	818 Mandalay Link	R-3	September 8/2026	September 11/2026	
058-2026	15 Skara Brae Close	R-1	September 11/2026	September 15/2026	Shed does not comply - against dwelling
059-2026	1483 Aldrich Place	R-1	August 13/2026	September 16/2026	Waited for A/C Permit
060-2026	1200 1203 Clover Close	R-3	September 15/2026	September 17/2026	
061-2026	Unit 5 1200 Milt Ford Lane	R-3	September 24/2026	September 25/2026	
062-2026	844 Beckner Cres.	R-2	October 1/2026	October 2/2026	
063-2026	829 Mandalay Blvd.	C-2	October 1/2026	October 2/2026	
064-2026	781 Stonehaven Dr.	R-1	October 1/2026	October 5/2026	Shed does not comply (0.23m from property line)
065-2026	842 Beckner Cres.	R-2	October 5/2026	October 7/2026	
066-2026	1329 Osler St	R-1	October 7/2026	October 13/2026	
067-2026	11 Lackner Road	R-1	October 14/2026	October 15/2026	
068-2026	1020 Carriage Ln Dr	R-1	October 14/2026	October 16/2026	

Fire Department Report 2026

Total Fire Calls 2023	296
Total Fire Calls 2024	318
Total Fire Calls 2025	387
Total Fire Calls 2026	229

		September/26	
Fire Call-EMS	118	Fire Call-EMS	8
Fire Call-Fire	19	Fire Call-Fire	3
Fire Training	22	Fire Training	1
Fire Calls-Alarms	31	Fire Calls-Alarms	3
Fire Calls-Outside Fire	14	Fire Calls-Outside Fire	
Fire Calls-MVC	34	Fire Calls-MVC	3
Fire Calls-Mutual Aid	2	Fire Calls-Mutual Aid	1
Fire Hall Hours	30	Fire Hall Hours	
Fire Call-DG Hazmat	6	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	**281**	**Month Total**	**20**

Classification: Public

Emergency Services File Report 2026

CPO Citation Totals YTD	88	**CPO Citation Totals Month**	8
CPO Warning Totals YTD	6	**CPO Warning Total Month**	0

Sep-26

Animal Files	34	Animal Files	3
Bylaw Files	88	Bylaw Files	5
Incidents	11	Incidents	1
Traffic Enforcement	66	Traffic Enforcement	7

YTD Total	**199**	**Month Total**	**16**

Classification: Public

Town of Carstairs
Emergency Services

Box 370, 1450 Gough Road
Carstairs, AB T0M 0N0
(403) 337-2362
robm@carstairs.ca

Protective Services

- Traffic stops
- School visits
- Monthly Lodge visit
- Intersection review
- Sidewalk and alleys – obstructions
- Meet the machines/movie night
- Senior's casino night at lodge
- Crosswalk safety at Playschool
- Hosted 1 Criminal Justice Academy students
- Upcoming – Lock it or Lose it blitz and Halloween

Fire Safety Codes

- 149 inspections YTD
- New construction site inspections – 63

Health and Safety

- Inspections – Monthly
  - Facility
  - Fire Extinguishers
  - Emergency Lighting
  - AEDS
  - First Aid Kits/Eye Wash Stations
- H&S Committee renewed for next year
- Kitchen Suppression inspections

Town of Carstairs
Box 370, 1450 Gough Road
Carstairs, AB T0M 0N0
(403) 337-2362
emergencymanagement@carstairs.ca

CARSTAIRS EMERGENCY MANAGEMENT AGENCY REPORT

- CEMP PLAN UPDATES
- NEXT PROJECTS – RE ENTRY PLAN AND MITAGATION STRATEGIES
- TABLETOP EXERCISE – OCTOBER 8TH
- NEXT COMMITTEE MEETING NOVEMBER 12

Town of Carstairs

Facility Utilization Report

Facility Name: Campground

						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**
September	**7-13**	**14-20**	**21-27**	**28-4**		
Utilized Campsites	117	68	63	83		**331**
Power $	$3,850.00	$2,345.00	$2,205.00	$2,905.00		**$11,305.00**
Non-Power $	$196.00	$28.00	$0.00	$0.00		**$224.00**
Over Flow Sites $	$25.00	$175.00	$175.00	$175.00		**$550.00**
Wood Sales	$30.00	$70.00	$10.00	$90.00		**$200.00**
Showers	$82.00	$86.00	$55.00	$70.00		**$293.00**
Dump Station	$111.10	$127.80	$124.00	$102.30		**$465.20**
TOTAL	**$4,294.10**	**$2,831.80**	**$2,569.00**	**$3,342.30**	**$0.00**	**$13,037.20**
October	**5-11**	**10-12**				
Utilized Campsites	59	4	Campground Closed on October 13			**63**
Power $	$2,065.00	$140.00				**$2,205.00**
Non-Power $	$0.00	$0.00				**$0.00**
Over Flow Sites $	$0.00	$0.00				**$0.00**
Wood Sales	$60.00	$0.00				**$60.00**
Showers	$54.00	$3.00				**$57.00**
Dump Station	$40.00	$40.75				**$80.75**
TOTAL	**$2,219.00**	**$183.75**				**$2,402.75**

	Revenue	Expense	R&M	TOTAL
Budget				**$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	$13,037.20		$54.67	**$13,037.20**
October	$2,402.75			**$2,402.75**
TOTAL	**$93,899.20**	**$0.00**	**$93.60**	**$93,805.60**
2025	**$103,008.75**	**$1,213.14**		**$101,795.61**

PO Box 2215
Carstairs, AB T0M 0N0

September 09, 2026,

Town of Carstairs
Box 370
Carstairs, AB T0M 0N0

Subject: Request for Approval – Advertisement Signage at Outdoor Pickleball Courts

Dear Town Council and Administration,

We are writing on behalf of the Carstairs Pickleball Club to formally request permission to sell and display commercial advertisement signage on the fences of the Carstairs Outdoor Courts.

Our club is looking to partner with the local business community to raise funds that will directly support court maintenance, player development programs, and future facility enhancements. To ensure the initiative remains organized, visually appealing, and respectful of the space, we have established the following guidelines for the project:

- **Quantity:** The club will solicit a maximum of 10 local businesses to advertise.
- **Location:** The signs will be securely mounted on the existing chain-link fences on both the north and south sides of the outdoor courts.
- **Dimensions:** To maintain uniformity, all signs will be a standardized single size, not exceeding a maximum of 3 feet by 5 feet (3' x 5').
- **Material & Maintenance:** Signs will be made of professional, weather-resistant materials. The Carstairs Pickleball Club will take full responsibility for the installation and maintenance of the signs.
- **Local Interest:** We have already received active inquiries from community businesses interested in supporting the club through this sponsorship.

We believe this initiative is a wonderful opportunity to support local businesses while ensuring our community's recreational facilities continue to thrive. We are happy to work closely with town administration to ensure all signs meet any specific aesthetic or safety guidelines required by the Town of Carstairs.

Thank you for your time, consideration, and ongoing support of community sport. We look forward to your response.

Sincerely,

Deb Gordeyko
President
Carstairs Pickleball Club

Outlook

Fwd: Community Hall Parking Lot

From Rick Blair <rickb@carstairs.ca>
Date Fri 10/16/2026 11:46 AM
To Kayleigh Van Es <kayleighv@carstairs.ca>

We can have as an added item at P&P.

Rick
Sent from my iPhone

Begin forwarded message:

[redacted]

To: Mayor and Members of Town Council
Town of Carstairs

Subject: Request for Restrictions on Community Hall Parking Lot Use — Vehicle and Gathering Related Disturbances Affecting Lackner Estates

Dear Mayor and Members of Council,

We are writing to request Council's assistance in addressing ongoing vehicle-related disturbances at the Carstairs Community Hall parking lot, particularly along its eastern boundary, which directly adjoins Lackner Estates.

We bring this concern forward in two capacities: as the developers of Lackner Estates and as residents whose own property is directly affected by activity in the parking lot.

As we will not be attending the Council meeting on October 20, 2026, we respectfully request that this letter be considered as part of the scheduled agenda item.

Our primary request is that Council restrict the Community Hall parking lot to individuals attending Community Hall events, rentals, programs, and other authorized activities, supported by appropriate signage, enforceable parking regulations and regular enforcement.

Nature of the Disturbances

The Community Hall parking lot directly borders residential properties in Lackner Estates, with no roadway separating parked vehicles from residential property lines.

The parking lot has become an established gathering place for young drivers who regularly congregate in their vehicles, often for extended periods and most often along the east boundary. Our understanding is that the Town permits this activity and that those gathering there are aware they are allowed to remain.

We want to acknowledge that the young people themselves are usually not excessively loud, nor has loud music been a primary concern so far. On occasion their socializing has been somewhat disruptive, but the vehicle-related disturbances have been excessively disruptive.

These include:

• Engine and exhaust noise from all vehicles but particularly from vehicles with intentionally loud muffler systems.
• Prolonged vehicle idling, sometimes for hours, immediately adjacent to residential backyards - in fact within 25 feet of our house.
• Repeated arrivals and departures, creating ongoing noise and disruption.
• Frequent gatherings, especially during lunch hours and between approximately 7:00 p.m. and 10:00 p.m., with activity continuing past midnight on some weekends. Additional gatherings occur after school and during the day when the students have spares.

The cumulative effect of these activities, given their frequency, duration, and immediate proximity to our property, significantly interferes with the peaceful enjoyment of our home and outdoor living spaces.

These are not disturbances associated with normal Community Hall operations. They arise from the parking lot functioning as an informal gathering location.

Increasing Concerns During Winter

We are becoming increasingly concerned with the winter months approaching.

Some of the young people who regularly gather in the parking lot have told us directly that they intend to continue gathering there throughout the winter.

With colder temperatures, we anticipate that vehicles will be left running for longer periods to provide heat for their occupants. Given the prolonged idling already occurring immediately adjacent to our property, this could substantially increase the duration of engine noise and exhaust emissions affecting properties adjacent to the parking lot.

We believe this makes timely action particularly important, rather than waiting until winter conditions potentially worsen an already disruptive situation.

Lackner Estates and Future Development

The Town approved Lackner Estates knowing that residential properties would directly adjoin the existing Community Hall parking lot.

We recognize that the parking lot predates the subdivision and that normal parking activity associated with Community Hall functions is to be expected.

However, there is a significant difference between a parking lot serving its intended purpose and one being used for extended outdoor gatherings, prolonged idling, and excessive recurring vehicle-related noise.

As developers, we have invested in creating a desirable residential neighbourhood. As residents, we are experiencing firsthand the impact of the current parking lot activity.

Additional residential lots have already been sold within Lackner Estates, with homes to be constructed along the east boundary of the parking lot in the near future. A neighbouring property along the eastern side of the parking lot is also currently being marketed for sale with potential residential development.

Consequently, the number of households directly affected by this activity will increase in the near future.

This is not simply an isolated noise complaint. It is also a land-use compatibility concern involving a Town-managed facility and an approved, growing residential neighbourhood.

We believe it is reasonable to expect the Town to manage its property in a manner that respects the residential development it approved.

Noise Bylaw and Peaceful Enjoyment of Our Property

We ask Council to consider the applicability of the Town's existing Noise Bylaw No. 1058 to recurring engine noise, excessive exhaust noise, and prolonged vehicle idling at the Community Hall parking lot.

However, we also recognize that individual incidents may not always constitute enforceable bylaw violations.

The absence of a bylaw violation does not mean that the activity is not disruptive or detrimental to the peaceful enjoyment of the adjacent homes and properties.

Even vehicles with properly functioning mufflers create disturbances when they repeatedly arrive, depart, and idle for extended periods immediately beside residential backyards.

We believe there is an important distinction between an activity being technically

permitted and that activity being appropriate for its location.

We request Council's consideration extend beyond whether individual vehicles violate the Noise Bylaw to whether allowing these recurring gatherings is an appropriate use of Town-managed property immediately adjacent to residential homes.

Requested Parking Lot Restrictions

We believe the most practical solution is to reserve the Community Hall parking lot for legitimate Community Hall use.

We request clearly visible signage limit the parking lot to the intended use of supporting authorized Community Hall events.

We recognize that signage must be supported by appropriate municipal authority and enforcement measures to be effective.

We request that these restrictions apply throughout day nighttime hours, as disturbances occur at all hours of the day and night.

We believe this approach would address the underlying issue more effectively than relying exclusively on individual noise complaints which will increase now that there is an adjacent residential community affected.

We are not opposed to young people having opportunities to socialize within Carstairs. We simply believe that extended gatherings should not occur in locations where they continually disrupt residents living in such close proximity.

Offer to Provide Additional Documentation

Our concerns are based on firsthand experience of the recurring vehicle gatherings, noise, and prolonged idling.

Although we have not maintained a formal record of these activities to date, we believe this is a well documented issue of which we assume Council is aware. We would be willing to document future occurrences, including dates, times, duration, and the nature of the disturbances, if Council or Administration considers this information helpful. Please advise if you want is to gather this information. However, we respectfully hope that the need for additional records would not unnecessarily delay consideration of reasonable restrictions, particularly with winter approaching.

Requested Action from Council

We respectfully request that Council:

1. Direct Administration to develop enforceable restrictions reserving the Community Hall parking lot for legitimate Community Hall users, supported by appropriate signage.

2. Adjust staff scheduling to provide appropriate monitoring not only during the day but

also during evening hours and late night weekend hours.

Closing

As both developers and residents of Lackner Estates, we have a genuine interest in the continued growth and livability of Carstairs.

We recognize that the Community Hall parking lot may have served as an informal gathering place for many years. However, a longstanding practice should not automatically continue when changing circumstances make that practice increasingly incompatible with surrounding residential properties.

The Town approved residential development immediately adjacent to this parking lot, additional homes will be constructed, and further residential development is possible along the same boundary.

We are not asking Council to close the parking lot or interfere with normal Community Hall operations. We are simply asking that the Town recognize the cumulative impact of recurring vehicle activity immediately adjacent to residential homes and establish reasonable restrictions on how its parking lot is used.

Ultimately, the issue is not solely whether individual vehicles violate a bylaw. It is whether the continued use of this parking lot as an informal outdoor gathering place is compatible with the residential neighbourhood the Town approved.

With winter approaching, we believe there is a clear need for timely and practical action.

We are currently living with this disruption on a daily basis and thus respectfully request Council address this on a timely basis.

As we will not be attending the meeting, we would appreciate receiving written confirmation of Council's decision, any direction provided to Administration, the individual or department responsible for follow-up, and the anticipated implementation timeline.

Thank you for your time and consideration. We appreciate Council's attention to this matter and look forward to a practical resolution that respects the interests of existing residents, future homeowners, and the broader Carstairs community.

We have attached a picture we took during lunch yesterday although more vehicles arrived afterwards. We have also attached a screenshot showing the proximity of the lots on Lackner Place to the east boundary of the parking lot.