



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, NOVEMBER 10, 2025, 7:00 P.M.**

Page

1. CALL TO ORDER

2. SWEARING IN OF COUNCILOR

3. ADDED ITEMS

4. ADOPTION OF AGENDA

- a) Adoption of agenda of November 10, 2025
Motion: To adopt the agenda of November 10, 2025

5. ADOPTION OF MINUTES

4 - 6

- a) Adoption of Council Organizational Meeting minutes of October 27,2025 (addendum 4.a)
Motion: To adopt the Council Organizational Meeting minutes of October 27, 2025



7 - 9

- b) Adoption of Regular Council minutes of October 27,2025 (addendum 4.b)
Motion: To adopt the Regular Council minutes of October 27,2025



6. BUSINESS ARISING FROM PREVIOUS MEETING

7. DELEGATIONS

8. BYLAWS AND POLICIES

- a) Procedural Bylaw Review

9. NEW BUSINESS

10 - 17

- a) Carstairs Public Library Bylaw Amendment (addendum 9.a)



18 - 19

- b) Application for ACP Grant (addendum 9.b)



- c) Budget Schedule

- d) Financial Report





10. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE
 - i) Date Discussions
- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c) MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
 - i) Appoint Mayor Allan as alternate
- d) MOUNTAIN VIEW SENIORS HOUSING

11. COUNCILOR REPORTS

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

12. CORRESPONDENCE

- 20 a) Congratulatory Letter - Fortis Alberta (addendum 12.a)

- 21 b) Customer Reception Invitation - Fortis Alberta (addendum 12.b)

- 22 c) Letter of Thanks - MVSH (addendum 12.c)

- 23 d) Congratulatory Letter - Alberta Municipal Affairs (addendum 12.d)


13. CAO'S REPORT

14. COUNCILOR COMMENTS

15. PUBLIC QUESTION PERIOD

16. MEDIA QUESTION PERIOD

17. CLOSED MEETING

- a) Legal Matters (Section 32 - Privileged Information)

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).

18. ADJOURNMENT

MINUTES OF THE COUNCIL ORGANIZATIONAL MEETING
MONDAY, OCTOBER 27, 2025 AT 6:30 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Allan, Councilors Ball, Fricke, Roberts, Selanders and Wilcox, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, CAO Rick Blair, & Executive Assistant Kayleigh Van Es
ABSENT:	Cam Tolley
CALL TO ORDER:	CAO Blair called the Council Organizational meeting of October 28, 2024, to order at 6:33 p.m.
SWEARING IN OF THE MAYOR:	Mayor Allan was sworn in by CAO Blair.
SWEARING IN OF ALL COUNCILORS:	Councilor Ball was sworn in by Mayor Allan. Councilor Fricke was sworn in by Mayor Allan. Councilor Roberts was sworn in by Mayor Allan. Councilor Selanders was sworn in by Mayor Allan. Councilor Wilcox was sworn in by Mayor Allan.
SELECTION OF DEPUTY MAYOR:	Motion by Councilor Wilcox to elect Councilor Angie Fricke as the Deputy Mayor.

CARRIED

APPOINTMENT OF DATES, TIME, AND PLACE FOR COUNCIL:

1. Regular Council Meetings

Regular Council meetings will take place on the second and fourth Monday of each month. If Monday is a holiday, then the meeting will be moved to Tuesday. There will be only one meeting during the months of July, August, and December.

Council meeting dates are as follows:

- November 10 and November 24, 2025.
- December 8, 2025.
- January 12 and January 26, 2026.
- February 9 and February 23, 2026.
- March 9 and March 23, 2026.
- April 13 and April 27, 2026.
- May 11 and May 26, 2026.
- June 8 and June 22, 2026.
- July 13, 2026.
- August 24, 2026.
- September 8 and September 21, 2026.
- October 13 and October 26, 2026.

Motion by Councilor Ball to accept the dates of the regular Council meetings to be the second and fourth Monday of each month, unless it falls on holiday, then the meeting will move to Tuesday. With only one meeting in July, August, and December.

CARRIED

2. Time and Place

Regular Council meetings will be held at 7:00 p.m. in the Council Chambers at the Town of Carstairs Municipal Office, located at 844 Centre Street, Carstairs.

Motion by Councilor Roberts to set the time and place of the regular Council meetings to be held at 7:00 p.m. in Council Chambers at the Town of Carstairs Municipal Office, located at 844 Centre Street, Carstairs.

CARRIED

SIGNING AUTHORITIES: 1. Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services

Motion by Councilor Selanders to authorize that the signing authorities on the Town of Carstairs accounts to consist of Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services.

CARRIED

COMMITTEES:

- 1. Policies & Priorities Committee**
Motion by Councilor Wilcox to appoint all Council members to the Policies & Priorities Committee.
- CARRIED

APPOINTMENT OF MEMBERS-AT-LARGE COMMITTEES:

- 1. Director of Emergency Management**
Motion by Councilor Fricke to appoint Rob McKay as the Director of Emergency Management and Ernie Bradley as Deputy Director.
- CARRIED
- 2. Municipal Planning Commission**
Motion by Councilor Ball to appoint Mayor Allan, Councilor Roberts, and Wilcox, Bob Green to the Municipal Planning Commission, with Kylie Ranson as Clerk to the Municipal Planning Commission.
- CARRIED
- 3. Subdivision & Development Appeal Board**
Motion by Councilor Wilcox to appoint Councilor Ball, and Bev Stevenson to the Subdivision & Development Appeal Board, with Kylie Ranson as Clerk to the Subdivision & Development Appeal Board.
- CARRIED
- 4. Inter-Municipal Subdivision & Development Appeal Board**
Motion by Councilor Fricke to appoint Councilor Ball, and Bev Stevenson to the Subdivision & Development Appeal Board, with Kylie Ranson as Clerk to the Subdivision & Development Appeal Board.
- CARRIED
- 5. Carstairs Public Library Board**
Motion by Councilor Roberts to appoint Councilor Wilcox to the Carstairs Library Board.
- CARRIED
- 6. Mountain View Regional Water Services Commission**
Motion by Councilor Selanders to appoint Councilor Roberts to the Mountain View Regional Water Services Commission.
- CARRIED
- 6. Mountain View Regional Waste Commission**
Motion by Councilor Fricke to appoint Councilor Wilcox and Councilor Ball as alternate to the Mountain View Regional Waste Commission.
- CARRIED
- 7. Mountain View Senior Housing Authority**
Motion by Councilor Wilcox to appoint Councilor Fricke to the Mountain View Seniors' Housing Authority.
- CARRIED
- 8. Inter-Municipal Collaboration Committee**
Motion by Councilor Wilcox to appoint Mayor Allan and Councilor Ball, Roberts to the Inter-Municipal Collaboration Committee.
- CARRIED
- 10. Parkland Regional Library**
Motion by Councilor Roberts to appoint Councilor Wilcox to the Parkland Regional Library Board.
- CARRIED

COUNCIL ATTENDANCE AT CONFERENCES:

- 1. FCM Conference & Trade Show-June 4-7, 2026-Edmonton, AB**
Council is unable to commit at this time.
- 2. FCM Sustainable Communities Conference-Location and Dates TBD.**
Council is unable to commit at this time.
- 3. AB Municipalities Spring Leaders Caucus- Location and Dates TBD.**
Council is unable to commit at this time.
- 4. AB municipalities Summer Leaders Caucus- Location and Dates TBD.**
Council is unable to commit at this time.
- 5. AB Municipalities Convention-November 12-14, 2025-Calgary, AB**
Council is unable to commit at this time.

6. RMA Conference-March 16-18, 2026, Locations TBD
Council is unable to commit at this time.

Motion by Councilor Wilcox to accept Council Attendance at Conferences as information.

CARRIED

TOWN APPOINTMENTS:

1. Solicitors
Motion by Councilor Roberts to appoint MLT Aikins LLP non-exclusively as the solicitor for the Town of Carstairs.

CARRIED

2. Planners
Motion by Councilor Ball to appoint ISL Engineering & Land Services non-exclusively as the planners for the Town of Carstairs.

CARRIED

3. Building Inspectors
Motion by Councilor Fricke to appoint IJD Inspections Ltd. as the building inspector for the Town of Carstairs.

CARRIED

4. Weed Inspector
Motion by Councilor Ball to appoint Mountain View County as the Weed Inspectors for the Town of Carstairs.

CARRIED

5. Engineers
Motion by Councilor Wilcox to appoint ISL Engineering & Land Services non-exclusively as the engineers for the Town of Carstairs.

CARRIED

6. Assessor
Motion by Councilor Selanders to appoint Municipal Assessment Services Group-Travis Horne as the assessor for the Town of Carstairs.

CARRIED

7. Auditors
Motion by Councilor Ball to appoint MNP LLP as the auditors for the Town of Carstairs.

CARRIED

ADJOURNMENT:

Motion by Councilor Ball to adjourn the Council Organizational meeting of October 27, 2025, at 6:47 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, OCTOBER 27, 2025, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Allan; Councilors Ball, Fricke, Roberts, Selanders & Wilcox; Director of Legislative & Corporate Services Shannon Allison; Director of Planning & Development Kirk Willisicroft; CAO Rick Blair & Executive Assistant Kayleigh Van Es
ABSENT:	Cam Tolley
CALL TO ORDER:	Mayor Allan called the meeting of Monday, October 27, 2025, to order at 7:00 p.m.
ADDED ITEMS:	1. Letter from Terry Welland to New Business 8.b
ADOPTION OF AGENDA: Motion 305/25	Motion by Councilor Wilcox to adopt the Regular Council agenda of October 27, 2025, as amended. CARRIED
ADOPTION OF PREVIOUS MINUTES: Motion 306/25	Motion by Councilor Ball to adopt the Regular Council Meeting minutes of October 14, 2025, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	Nil
BYLAWS & POLICIES:	1. Bylaw No. 2063 Reservoir Service Line Borrowing Bylaw S. Allison spoke to the new Bylaw, noting that it is being brought forward for First Reading. The borrowing bylaw pertains to the lateral service line worth \$1.5 million for the Water Reservoir project.
Motion 307/25	Motion by Councilor Wilcox to give first reading of Bylaw No. 2063 Reservoir Service Line Borrowing Bylaw, as presented. CARRIED
NEW BUSINESS:	1. Water Reservoir Update K. Willisicroft provided an update on the Carstairs Water Reservoir. Masonry work has been completed, and roof assembly is scheduled for this week. Once the roof is in place, interior work will begin. The gas line installation is planned for next week. All materials remain on schedule for delivery. Civil work continues, including trench compaction and pressure testing of the line to Kitstone. The lateral line project will proceed to tender shortly, with construction expected to begin at the end of the month. The reservoir project remains on budget and on schedule, with commissioning anticipated for June–July 2026. Councilor Roberts asked for clarification regarding a photo showing a platform. K. Willisicroft explained that the platform has since been covered to grade and will be topped with grass. Mayor Allan inquired whether the generator door would be large enough; K. Willisicroft confirmed it would. Councilor Fricke asked about potential grant funding for shrubbery. CAO Blair advised that grants have not been pursued at this time.
Motion 308/25	Motion by Councilor Fricke to accept the Water Reservoir Update as information. CARRIED
	2. Letter from Terry Welland K. Willisicroft received a letter from Mr. Welland. He will respond, advising that the Town will consult with its consultants and Council will be informed once a response has been provided. Councilor Selanders suggested this would be a good opportunity to provide guidance on the process and to consider approaching the matter from a different perspective. CAO Blair confirmed that the issue has been addressed previously, with no resolution achieved.
Motion 309/25	Motion by Councilor Wilcox to accept letter from Terry Welland as information. CARRIED

- COMMITTEE REPORTS:
1. Policies & Priorities Committee

- Next meeting TBD 2025.

2. Mountain View Regional Waste Commission

- Change in board chair

3. Mountain View Regional Water Commission

- TBD after Organizational Meeting.

4. Mountain View Seniors' Housing

- Council reviewed the key messages sent by the Board.

- October 27, 2025, met with Deputy Minister D. Williams, D. Fulton, and S. Stilling regarding MVSH topics, including advocating for a seniors' facility, and more care in our existing facilities.

- Next meeting November 6, 2025.

Motion 310/25

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

CARRIED

- COUNCILOR REPORTS:
- Councilor Ball

- October 24-26, 2025, attended Council Strategic Planning Retreat.

- October 27, 2025, attended Regional Council Orientation.

- October 27, 2025, attended the swearing-in ceremony and Organizational meeting prior to Council.

Councilor Fricke

- October 16, 2025, attended the MVSH Staff Appreciation Event.

- October 17, 2025, hosted a Coffee, Cookies & Conversation at Roosters Café.

- October 17, 2025, attended the Carstairs Fire Hall for their annual Open House.

- October 24-26, 2025, attended Council Strategic Planning Retreat. Commending the staff for their hard work in making the Strategic Planning Retreat possible.

- October 27, 2025, attended Regional Council Orientation.

- October 27, 2025, met with Deputy Minister D. Williams regarding MVSH.

- October 27, 2025, attended the swearing-in ceremony and Organizational meeting prior to Council.

Councilor Roberts

- October 24-26, 2025, attended Council Strategic Planning Retreat.

- October 27, 2025, attended Regional Council Orientation.

- October 27, 2025, attended the swearing-in ceremony and Organizational meeting prior to Council.

Councilor Selanders

- October 24-26, 2025, attended Council Strategic Planning Retreat.

- October 27, 2025, attended Regional Council Orientation.

- October 27, 2025, attended the swearing-in ceremony and Organizational meeting prior to Council.

Councilor Wilcox

- October 16, 2025, attended the Parkland Library Board meeting.

- October 17, 2025, attended the Carstairs Fire Hall for their annual Open House.

- October 20, 2025, attended the Carstairs Library Board meeting.

- October 24-26, 2025, attended Council Strategic Planning Retreat.

- October 27, 2025, attended Regional Council Orientation.

- October 27, 2025, attended the swearing-in ceremony and Organizational meeting prior to Council.

Mayor Allan

- October 17, 2025, attended the Carstairs Fire Hall for their annual Open House.

- October 24-26, 2025, attended Council Strategic Planning Retreat.

- October 27, 2025, attended Regional Council Orientation.

- October 27, 2025, attended the swearing-in ceremony and Organizational meeting prior to Council.

Motion 311/25

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

CARRIED

CORRESPONDENCE:

Nil

- CAO'S REPORT:
- October 17, 2025, attended the Carstairs Fire Hall for their annual Open House.

- October 20, 2025, attended Carstairs Municipal Election as Secretary Returning Officer.

- October 22, 2025, Carstairs Feeder Main project update.

- October 23, 2025, Carstairs Reservoir Construction Site meeting.

Regular Council Meeting – October 14, 2025

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- October 24-26, 2025, attended Council Strategic Planning Retreat. Lots of great conversation and bonding.
- October 27, 2025, attended Regional Council Orientation.
- October 27, 2025, attended the Swearing in ceremony and Organizational meeting prior to Council.
- Cleanup concern for a property has been reviewed and Council agreed to close the cleanup order.
- Planning and Development update: 40 new homes, 70 compliances.
- All staff has completed OH&S requirements for Audiometric testing.
- Will be away all day tomorrow for interviews for the Didsbury's RCMP detachment Commander.
- The Town Community Fall Turkey Supper was a huge success and was sold out, receiving lots of positive feedback. Thanks to volunteers and Lori for their hard work.

Motion 312/25

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

CARRIED

COUNCILOR COMMENTS: 1. Councilor Fricke

Received a note from candidate Cameron Falle sending his best wishes to the elected Council. She also mentioned that she is looking forward to the next four years.

2. Councilor Wilcox

Enjoyed attending the Regional Council Orientation session and suggested that Council consider the Policy for Council Attendance at Conferences before making any decisions. It was also advised that the policies for engagement, public participation, and social media be reviewed.

3. Councilor Ball

Congratulated all elected Council members, thanked all candidates for their participation, and encouraged them to stay active in the community. Expressed excitement for the upcoming four years.

4. Councilor Selanders

Thanked Administration and Council for a constructive session over the weekend, emphasizing that she is still absorbing the information provided and hopes to continue learning over the next four years.

5.Councilor Roberts

Echoed previous comments, expressing excitement for the next four years. Reported touring the Nautilus Pond, describing it as a fabulous location.

6. Mayor Allan

Extended congratulations to all members of Council, stating there is much to accomplish over the next four years and that it will be achievable with this dedicated group.

Motion 313/25

Motion by Councilor Wilcox to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

CLOSED MEETING:

Nil

NEXT MEETING:

Monday, November 10, 2025, at 7:00 p.m.

ADJOURNMENT:

ADJOURNMENT
Motion 314/25

Motion by Councilor Ball to adjourn the meeting of October 27, 2025,
at 7:26 p.m.

CARRIED

Dean Allan Mayor

Rick Blair, CAO



SECTION 1 — BYLAWS & MEMBERSHIP

1.1 Bylaws of the Carstairs Public Library

Date approved by the Town of Carstairs Public Library Board: ~~January 19, 2024~~October 20, 2025

Date accepted by the Town of Carstairs Municipal Council: January 25, 2021

The Town of Carstairs Public Library Board enacts the following bylaws pursuant to Section 36 of the *Alberta Libraries Act*.

1. Definitions in these Bylaws shall mean:

- 1.1. **Applicant:** the person applying for a library card.
- 1.2. **Building:** the building or facility in which the Library is housed
- 1.3. **Board:** Town of Carstairs Public Library Board
- 1.4. **Cardholder:** the registered user of a current library card
- 1.5. **Cardholder Categories shall include the following:**
 - 1.5.1. **Adult:** any person 18 years and older.
 - 1.5.2. **Juvenile:** any person up to and including 17 years of age.
 - 1.5.3. **TAL Card borrower:** a cardholder from outside the Parkland Library System with a current TAL card.
 - 1.5.4. **ME Libraries borrower:** a cardholder from outside the Parkland Library System whose card is registered in the ME Libraries program.
- 1.6. **Good Standing:** a cardholder with no outstanding overdue items or charges.
- 1.7. **Library Manager:** the person charged by the Board with operation of the Carstairs Public Library.
- 1.8. **Library:** the Carstairs Public Library.
- 1.9. **Library Resources:** any resources, regardless of format, that are held in the Carstairs Public Library's collection, or borrowed by the Carstairs Public Library, and includes but is not limited to books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, toys and games, kits, and electronic databases.
- 1.10. **Loan Period:** the period of time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.



- 1.11. **Non-resident:** any person who does not have a permanent residence within and/or non-residents who cannot provide proof of payment of business or property taxes within the service area (see 1.15).
 - 1.12. **Resident:** any person who has a permanent residence within and/or non-residents who can provide proof of payment of business or property taxes within the service area (see 1.15).
 - 1.13. **TAL card:** the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.
 - 1.14. **ME Libraries:** A provincial program that allows library card holders to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.
 - 1.15. **Service Area:** The Town of Carstairs and the Rural Carstairs Division (Division One) of Mountain View County.
2. **Interpreting the Bylaws**
 - 2.1. The Board is a corporation established under the *Libraries Act* Sect 3(4) as defined by the *Interpretation Act, R.S.A.2000 Chapter I-8*.
3. **Admittance to/Conduct in the Building**
 - 3.1. The building is to be open free of charge to the public for library purposes at the hours posted.
 - 3.2. No person using the library building shall:
 - 3.2.1. Create any unnecessary disturbance for other library users and/or contravene Library Board Policy.
 - 3.2.2. Take away any library item from the building unless the item has been properly checked out in accordance with library circulation policies and procedures.
 - 3.2.3. Go into or stay in the building outside of those time periods chosen for public use, unless approved by a motion of the Board.
 - 3.2.4. Solicit other library users and staff for personal, commercial, religious, or political reasons.
 - 3.3. Except with the permission of the Library Manager or in-charge Staff, no person shall:
 - ~~3.3.1. Consume food or drink.~~
 - 3.3.~~2~~1. Bring any animal, other than a service animal, into the building.
 - 3.3.~~3~~2. Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, baby carriage, or stroller, into the building.



- 3.4. Persons who do not act in accordance with 3.2 and 3.3 shall be asked to put an immediate stop to their actions. If the action continues, or the seriousness of the action justifies it, library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.
- 3.5. All persons using the library shall comply with applicable public health regulations.
- 3.6. No member of the public is to be left in the library building for any purpose without a staff person or member of the Board present at all times. Town of Carstairs staff or contractors have access to the building in relation to building concerns. Security persons, Law Enforcement or Fire Fighters may have access to the building under special circumstances.

4. Procedures for Acquiring a Library Card

- 4.1. Any resident or non-resident is eligible to apply for a library card. A library card is issued upon:
 - 4.1.1. Completion of an official Carstairs Public Library card application form.
 - ~~4.1.2. Presentation of one piece of photo identification bearing the applicant's permanent address if an adult is applying for a card. If a juvenile is applying for a card, a parent or legal guardian must present photo identification bearing their permanent address. In special cases the Library Manager has authority to waive this requirement.~~
 - 4.1.~~2~~³. Presentation of payment of applicable fees as outlined in Schedule A.
- 4.2. Applicants will receive a library card which:
 - 4.2.1. Is valid from the date of issue to the date of expiry, unless revoked by the Library Manager under 7.3.
 - 4.2.2. Remains the property of the Carstairs Public Library.
- 4.3. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.
- 4.4. An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing.

5. Responsibilities of a Cardholder

- 5.1. The cardholder named on a library card, will be the only person that may use that card. The cardholder may designate alternate people to access their library records,



or collect holds, on their behalf. Possession of the card, or the borrower's card number, is sufficient to denote designated access.

- 5.2. Loss or theft of a current library card must be reported immediately to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported.
- 5.3. Cardholders must notify the library of any change of contact information as soon as possible.
- 5.4. The cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card. ~~In the case of a Juvenile card, the parent or legal guardian who signed the Juvenile cardholder's application form, is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.~~
- 5.5. A cardholder will return or renew any library items on or before the due date as provided in Schedule B.

6. Loan of Library Resources

- 6.1. There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.
- 6.2. Loan periods for library resources are set out in Schedule B.
- 6.3. Library resources may be reserved and/or renewed in accordance with procedures established by the Library Manager, in accordance with procedures established by Parkland Regional Library.

7. Penalty Provisions

- 7.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.
- 7.2. As per 5.4, cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C.
- 7.3. A library card may be denied, or revoked, if the cardholder fails to satisfy the conditions prescribed in 6, or has previously shown that they cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/or loss or damage assessments.
- 7.4. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offense is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offense is set out in Schedule C.



7.5. Any fine or penalty imposed, pursuant to an offence under 7.4, inures to the benefit of the Town of Carstairs Public Library Board, in accordance with the *Libraries Act*, s.42.

8. Service and Equipment Rental

8.1. Service and Equipment rental fees are listed in Schedule D.

9. Room Rental Fees

9.1. Charges for the use of library premises not normally used for public library purposes (i.e. the library meeting room) are set out in Schedule E.

SCHEDULE “A”

Fees for the Issuance of Library Cards

Card Type	Fee
Resident Adult Card Fee (18 years and older)	\$0.00 per year
Resident Juvenile Card Fee (0-17 years old)	\$0.00 per year
Non-Resident/Temporary Card Fee	\$60.00 per year or \$5.00 per month

SCHEDULE “B”

Loan Periods for Library Resources

All circulating resources are loaned for the periods of time agreed upon by consensus of the members of Parkland Regional Library System, as follows:

1. The following circulating resources are loaned for three weeks:
 - a. Books and audiobooks
 - b. DVDs



- c. Periodicals (Magazines)
 - d. Realia-Backpacks, Tablets, equipment, games, etc.
 - e. Interlibrary loans
- 2. The following circulating resources are loaned for 3 months:
 - a. Victor Readers for DAISY books for use by Print Disabled Patrons
- 3. Renewals or Extension of loan periods:
 - a. Only resources that are not requested for a hold can be renewed
 - b. All circulating resources may be renewed up to 5 times for their normal loan period
 - c. Extended due dates may be granted in the event of vacation, hospitalization or recuperation, or similar absences
 - d. Interlibrary loans can only be renewed under authorization of the owning library.

SCHEDULE "C"

Overdue Fines & Procedures for the Return of Overdue Materials

- 1. Carstairs Library does not charge overdue fines, however:
 - a. The Integrated Library System automatically accrues fines on overdue items at the rate set by Parkland Regional Library (\$0.25 per day per item).
 - b. Fines will accrue to the purchase cost of the item, as listed in the Integrated Library System.
 - c. When the books are returned in good condition, fines will be waived by library staff.
 - d. Patrons are encouraged to donate cash, in lieu of fines, if they are able.
- 2. Penalties for lost or damaged items:
 - a. Are simply the purchase cost of the item, as listed in the Integrated Library System.
 - b. When charges on a cardholder's account exceed \$25.00, borrowing privileges are suspended.
 - c. The replacement charge will be waived if an exact replacement copy, in new condition, is provided by the cardholder before the replacement item is purchased.
 - d. Once the item has been replaced, the lost, damaged, or found item becomes the property of the cardholder.
 - e. Replacement charges for damaged books may be waived if it is undetermined as to who caused the damage, or if the damage may have been pre-existing.



SCHEDULE "D"
Service & Equipment Fees

Service	Type		Fee
Printing or Photocopying	Black & White	8 ½ x 11 (letter)	\$0.20/page
		8 ½ x 14 (legal)	\$0.20/page
		11 x 17(ledger)	\$0.50/page
	Colour	8 ½ x 11 (letter)	\$0.50/page
		8 ½ x 14 (legal)	\$0.50/page
		11 x 17 (ledger)	\$1.00/page
Patron provides their own paper or Non-Profits*	Black & White		\$0.10/page
	Colour		\$0.25/page
Faxing			\$2.00/number
Laminating	8 ½ x 11 Laminating Pouch		\$2.00/pouch



	Business Card	\$1.00/card
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** To qualify for the Non-Profit rate, groups must register with the Library Manager or Assistant Manager.*

SCHEDULE "E"

Meeting Room Rentals

1. Local non-profit* organizations, community partners, and individuals, may reserve a meeting room or space at the library, during regular library hours, at no cost.

** To qualify for the Non-Profit rate, groups must register with the Library Manager or Assistant Manager.*

2. For-profit companies may reserve a meeting room or space at the library, during regular business hours, for a fee of \$10.00 per hour.

3. All meeting space bookings are on a first-come-first-served basis, and can only be booked if the space is not being used for library programming or services at that time.

BACKGROUND

The Town of Carstairs (the Town) and Mountain View County (the County) prepared and formally adopted an Intermunicipal Development Plan (IDP) in February 2021 as an overall guide to future land use planning and development in a defined area surrounding the Town. The IDP reflects the regional collaboration between the two municipalities to achieve mutually beneficial growth and the coordination of infrastructure and service delivery within the plan area.

Since adopting the IDP, growth has continued at a rapid pace in the Town. The population is now over 5,300 people and it has grown between 3.5% to 5.0% on an annual average over the last 25 years.

While the Town has continued to grow, the County has also experienced growth in the area and has identified the lands at the interchange of Highways 581 and 2 as an Economic Node, designed to provide areas that contribute to the health and diversification of the regional economy. This collaborative approach to regional growth and land use planning demonstrates a commitment to effective intermunicipal relations and enhancing local capacity to identify and implement regional priorities.

DISCUSSION

As part of better understanding changes that have happened in the Town, a growth study was prepared to evaluate the impacts of continued growth on the short and long-term supply of land to accommodate the growing housing demand. This analysis projected continued population growth over the next twenty-five years, potentially eclipsing 17,000 by 2051. The housing demand generated by this level of population increase requires a Town boundary expansion to effectively accommodate the projected growth.

Beyond the need for additional housing, both municipalities recognize the importance of diversified land use planning and ensuring adequate land is available for non-residential development. Beyond opportunities for housing, continued commercial and industrial growth is necessary to both support the health of the regional economy as well as balancing the tax base, reducing the burden on homeowners.

As the Town and County continue to jointly evaluate the evolving regional context, they have prioritized a review of the IDP and formalizing updates that would address the Town's long-term growth needs and address any potential service delivery efficiencies that would contribute to a stronger region.

The intent of the joint initiative is to update the IDP through a focused consideration of the following:

1. Review and make the necessary updates to the defined Fringe Area surrounding the Town.
2. Define a short-term boundary expansion to support an annexation application that increases the availability of developable lands in the Town for residential and non-residential uses.
3. Evaluate the infrastructure network expansions necessary to serve the new growth areas for the Town (i.e., stormwater, transportation, water, and wastewater).
4. Update the joint commitment to a regional growth management approach that considers future infrastructure requirements and extensions for an updated Fringe Area of the IDP and the County's Economic Node at Highway 2.

ALBERTA COMMUNITY PARTNERSHIP PROGRAM

As the Town and County proceed with this joint initiative, an application is being prepared for submission through the Intermunicipal Collaboration component of the Alberta Community Partnership program.

The Alberta Community Partnership program was created to support partnerships among local governments that develop or enhance regional planning or service delivery. Eligible projects must demonstrate their contribution to achieving the program's objectives:

- Establish new or enhanced regional municipal services.
- Demonstrate improved municipal capacity to respond to municipal and regional priorities.
- Support effective intermunicipal relations through joint and collaborative activities.

A joint application, with the Town as the Managing Partner, will be submitted to the program for \$200,000 in funding to support the joint initiative. As the Managing Partner, the Town will be responsible for the submission, implementation, and reporting of the grant funds in collaboration with the County.

ACTION

As a requirement of the program, each partner must confirm their involvement through a motion of Council.

Administration is seeking a motion that confirms Council support for involvement in the project and designating the Town as the Managing Partner for the application to the Alberta Community Partnership program.



FortisAlberta Inc.
100 Chippewa Road
Sherwood Park, AB
T8A 4H4
Chris Burt
Stakeholder Relations Manager

Oct 23, 2025

Mayor and Council
Town of Carstairs
844 Centre Street
Carstairs, Alberta T0M 0N0

Dear Mayor and Council,

On behalf of FortisAlberta, your electricity distribution service provider, I would like to extend warm congratulations to all newly elected and returning members of council. Your dedication to public service and your communities is truly commendable.

As your Stakeholder Relations Manager, I look forward to serving as a trusted advisor and partner to you and your municipality. Our team at FortisAlberta values the strong relationships we share with local governments, and we are committed to working alongside you to support the priorities and needs of your community.

As you settle into your new or returning role, please know that I am your primary point of contact. I encourage you to reach out at any time. I am here to listen, provide support and ensure open communication between your council and FortisAlberta.

Wishing you every success in your term ahead. I look forward to connecting with you soon and continuing to strengthen our partnership.

Best regards,
Best regards,

A handwritten signature in black ink that reads "Chris Burt".

Chris Burt
Stakeholder Relations Manager
780-464-8377
chris.burt@fortisalberta.com

On behalf of FortisAlberta

**ALBERTA MUNICIPALITIES
CUSTOMER RECEPTION**

We would like to invite you to join us.

Thursday, Nov. 13, 2025

7 – 10 p.m.

Drinks & Hors d'oeuvres

Dress: Business Casual

**Fairmont Palliser,
Oak Room**

133 9 Avenue SW, Calgary, AB

**FORTIS
ALBERTA**

Thanks to your amazing support...

**We raised \$50,632.51 at this
year's MVSH Foundation Golf Classic!**

*Your generosity and community spirit make
such a difference for our seniors and we
couldn't have done it without you!*

Sept 2025

Dear Town of Carstairs Council & Admin

Thank you for always being
such an amazing sponsor &
supporter of the Foundation.
The can-do attitude of your
town is amazing & we are grateful
to be part of it.

Sincerely,



Stacey & MVSHF
Board



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR120370

November 4, 2025

His Worship Dean Allan
Mayor
Town of Carstairs
PO Box 370
Carstairs, AB T0M 0N0

Dear Mayor Allan and Council:

My sincere congratulations on your election to municipal office for the Town of Carstairs. I commend you for stepping forward to represent your community. I am sure you will uphold the trust placed in you by your electorate to serve your community with diligence and to the best of your ability.

Urban municipalities are at the forefront of innovation, economic development, and service delivery. As Alberta's villages, towns, and cities continue to grow and diversify, your leadership will be instrumental in advancing strategic priorities such as sustainable infrastructure, public safety, housing, and inclusive community development.

I look forward to working with you to support the Town of Carstairs's success through funding programs, legislative guidance, and collaborative initiatives that strengthen local infrastructure, public services, and community resilience. Strong, safe, and sustainable municipalities contribute to the success and future of our province.

Thank you for your dedication to public service. I look forward to working together.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams'.

Dan Williams, ECA
Minister of Municipal Affairs