



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, FEBRUARY 23, 2026, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of February 23, 2026
Motion: To adopt the agenda of February 13, 2026

4. ADOPTION OF MINUTES

- 4 - 8 a) Adoption of minutes of February 9, 2026 (addendum 4.a)
Motion: To adopt the minutes of February 9, 2026



5. BUSINESS ARISING FROM PREVIOUS MEETING

- 9 - 41 a) Bylaw No. 2066 Mandalay Phase 2 (addendum 5.a)



- 42 - 43 b) Bylaw No. 2067 Borrowing Bylaw-2025 Jacobsen Mower (addendum 5.b)



6. DELEGATIONS

7. BYLAWS AND POLICIES

- 44 - 55 a) Bylaw No. 1062 Traffic Bylaw (addendum 7.a)



- 56 - 61 b) Policy No. 11-029-26 Appeal Handling Policy (addendum 7.b)



- 62 - 63 c) Policy No. 11-030-26 Swearing in Ceremony Policy (addendum 7.c)



- 64 - 65 d) Policy No. 12-041-26 Communications & Social Media Policy (addendum 7.d)



8. NEW BUSINESS

- 66 - 84 a) January 2026-Financials (addendum 8.a)

- 85 - 88 b) Fleet Summary 2022 & 2025 (addendum 8.b)

- 89 c) MPC Appointment-Tom Humphrey (addendum 8.c)


9. COMMITTEE REPORTS

- 90 - 92 a) POLICIES & PRIORITIES COMMITTEE
 - i) Meeting minutes February 19, 2026 (addendum 9.a.i)

- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c) MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
- d) MOUNTAIN VIEW SENIORS HOUSING

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

- 93 - 95 a) Airdrie BMX Donation Request (addendum 11.a)

- 96 - 98 b) Imagine Gymnastics (addendum 11.b)

- 99 - 100 c) PAMZ (addendum 11.c)

- 101 - 102 d) HSS Scholarship request (addendum 11.d)



12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. CLOSED MEETING

Section 197 of the Municipal Government Act requires that Council and Council Committees conduct their meetings in public unless the matter to be discussed falls under one of the exceptions to disclosure outlined in Division 2 of Part 1 of the Access to Information Act (AITA), including but not limited to matters related to business interests, personal privacy, individual or public safety, confidential evaluations or law enforcement. (Sections 19 to 34).

a) *Section 20 - Disclosure harmful to Personal Privacy*

16. ADJOURNMENT

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 9, 2026, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

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

ABSENT: Councilor Roberts

CALL TO ORDER: Mayor Allan called the meeting of Monday, February 9, 2026, to order at 7:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:
Motion 037/26 Motion by Councilor Fricke to adopt the Regular Council agenda of February 9, 2026, as presented. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:
Motion 038/26 Motion by Councilor Ball to adopt the Regular Council Meeting minutes of January 12, 2026, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING: Nil

DELEGATIONS: **1. MNP-Audit Service Plan-Cameron LaRocque**
C. LaRocque presented the 2025 Audit Service Plan. The plan outlines MNP's audit approach, audit scope, and anticipated timeline. The audit will cover the Town's financial statements for the year ending December 31, 2025. The plan emphasizes a risk-focused, efficient audit process and ongoing communication with administration. Council was advised that the Audit Service Plan is provided on a confidential basis for Council's use only.

Councilor Selanders asked for a clarification on fees.

Mayor Allan expressed thanks for coming out and presenting and will see him again in a month for the Audit presentation.

Motion 039/26 Motion by Councilor Tolley to accept MNP Audit Service Plan as information. **CARRIED**

2. Carstairs Pickleball Club-Deb Gordeyko
D. Gordeyko, on behalf of the Carstairs Pickleball Club, advised Council of the current condition of the pickleball courts and the improvements that are needed to better align with pickleball standards, including the application of a Plexipave acrylic coating and proper textured paint for court lines. Additional requests include fencing between courts, installation of gates and signage to prevent damage to the courts, and the ability to add signage for sponsors and organized club play. With these improvements, the Club hopes to attract players from other communities. The Club is requesting written approval from Council to proceed with the proposed improvements.

Councilor Wilcox asked questions regarding court surfacing, cost, maintenance, and longevity. It was noted that the estimated cost for court surfacing is approximately \$34,000 with an expected lifespan of 8-10 years, and while winter protection is not required, gates and signage are needed to prevent damage from scooters, bicycles, and similar uses. The estimated cost for 4-foot fencing between courts is approximately \$15,000, with examples of semi-permanent fencing used in other municipalities such as Sundre. Court surfacing was identified as the top priority should a phased approach be required. The Pickleball Club advised it has approximately \$12,000 in reserve funds and plans additional fundraising through silent auctions and tournaments. The Club clarified it is primarily seeking written approval from Council to proceed and to establish a formal record of intent, noting that while financial contribution from the Town would be appreciated, approval only is requested at this stage and that the Club's preference is for dedicated pickleball courts.

Councilor Tolley noted that the Club’s letter referred to a youth service group and asked how many members under the age of 18 this included. The Pickleball Club advised that it currently has no members under 18 and is not prepared to take on the associated insurance responsibilities, noting limited interest to date. Councilor Tolley also asked about the logistics of a gate, including maintenance responsibilities and whether access would be managed by keys or a coded entry system

Councilor Ball asked how many members the Pickleball Club currently has and how many members may have been lost due to the condition of the courts. The Club stated it currently has approximately 40 members and estimates that approximately 10 members have stopped participating due to the court conditions.

Councilor Selanders indicated she had no questions at this time and thanked the delegation for the presentation.

Councilor Fricke asked whether the Pickleball Club can issue tax receipts, and it was advised that the Club does not issue receipts directly, but that the Town does so on the Club’s behalf. Councilor Fricke also noted that the Club’s calendar is posted on the Town’s electronic calendar and asked whether additional promotion was needed. D. Gordeyko responded that the Club would like increased exposure, including posting the schedule in the park for those walking by. In response to questions regarding winter play, it was advised that the Club uses the HSS gym when available; however, the facility is heavily with youth programming. D. Gordeyko also suggested locking the courts completely over the winter, from September to May, to prevent unauthorized use.

Mayor Allan asked whether the Pickleball Club has begun fundraising. The Club advised that fundraising efforts are currently in progress and that funds raised last year were used to complete the first set of improvements. Mayor Allan advised the Club that Council will discuss the request and that administration will respond to the request.

Motion 040/26

Motion by Councilor Wilcox to accept the Carstairs Pickleball Club Delegation as information.

CARRIED

BYLAWS & POLICIES:

Nil

NEW BUSINESS:

1. Subdivision Report-693 10th Ave

K. Willisroft presented the report stating that the purpose of this subdivision is to accommodate low density residential development. The 5 proposed lots range between 0.073 ha (0.18 ac) or 733.1 m² to 0.085 ha (0.21 ac) or 848.5 m². The remainder will be 0.40 ha (1.0 ac).

Councilor Fricke sought clarification regarding the economic corridor clause and asked whether the ATCO natural gas line extension was funded by the developer rather than the Town. It was confirmed that the extension is funded by the developer.

Councilor Wilcox asked whether there is a maximum amount allowed for cash-in-lieu contributions. K. Willisroft referenced the Municipal Reserve Policy, noting that cash-in-lieu is typically used for smaller subdivisions where there is limited space for a Municipal Reserve. It was confirmed that all cash-in-lieu funds are applied toward the maintenance and upkeep of other Municipal Reserves.

Administration recommends that council approve the subdivision with the following conditions: Approve the subdivision subject to the following conditions: **1.** That the applicant/owner complete all requirements identified by referral agencies including but not limited to: **a.** Appropriate right-of-ways for utilities as required, **b.** Adequate physical features, such as landscaping or berming, to ensure compatibility with the adjacent provincial highway, **c.** That the applicant/owner obtain appropriate permits from Alberta Transportation and Economic Corridors, such as a Roadside Development Permit. **2.** That all outstanding fees relating to endorsement be paid, or satisfactory arrangement for payment thereof, to the Town of Carstairs. **3.** That the applicant/owner provide cash-in-lieu of Municipal Reserve in the amount of \$42,800 (10% of the assessed value of the land) to the Town of Carstairs, pursuant to

Section 667 of the Municipal Government Act. **4.** That subdivision is carried out by means suitable to the Registrar of the Land Titles Office per Section 81 and 89 of the Land Titles Act; **5.** That prior to endorsement, it is the responsibility of the Applicant to ensure that the submission of a Plan of Survey, including CAD file, the Owner's Consent to Register, and the Surveyor's Affidavit are received by the Town of Carstairs; **6.** That prior to plan endorsement, all existing or newly required access rights-of-way, easements, overland drainage rights-of-way and agreements are to be registered shall be provided to the satisfaction of the Town of Carstairs; **7.** That prior to endorsement all outstanding property taxes be paid, or satisfactory arrangement for payment thereof, to the Town of Carstairs (per Section 654 (1)(d) of the Municipal Government Act); and **8.** That the applicant/owner enter into a development agreement with the Town of Carstairs to include, but not be limited to, the construction of roads and sidewalks, the installation of municipal services, and boulevard landscaping.

Motion 041/26

Motion by Councilor Selanders to approve the Subdivision Report for 693 10th Ave, subject to the conditions listed in Section 7.0, Decision and Conditions of Subdivision, Option D.

CARRIED

2. Fluid Spill Update

R. Blair provided an update on the fluid spill that occurred on Scarlet Ranch Boulevard and Price Road on January 30, 2026. Approximately 176 liters of Hydraulic fluid was spilled from an E360 garbage truck. Eight vacuum trucks were deployed for containment, and Alberta Environment was consulted. Storm flows spread contaminants, and clay dams were constructed. R. Blair toured the site on February 5 and noted that catch basins had not been cleared; work is ongoing with E360 and Alberta Environment. Testing of the affected area has not yet started but will begin soon. Contaminants remain visible, and rehabilitation of the grounds will be requested once mitigation is complete. R. Blair stated the Town will continue oversight until agreement is reached and will track all manpower and materials used, with costs to be charged back to E360. Appreciation was expressed to the public for tolerating late-night operations.

Councilor Fricke inquired about potential penalties from Alberta Environment, and it was noted that any penalties would be directed to E360. Councilor Fricke also asked whether there was any impact to private property, and it was confirmed that the spill was cleaned up on private property and that most rehabilitation will need to occur on public areas.

Councilor Selanders noted the significant amount of hydraulic fluid typically contained in a garbage truck.

Councilor Ball asked about the anticipated timeframe to ensure no further contamination occurs following the final cleanup. It was noted that the experts will provide guidance, but minimal impacts are expected.

Councilor Tolley clarified that E360 is financially responsible for all costs associated with the spill and cleanup.

Councilor Wilcox asked about the worst-case scenarios if contaminants had entered the water system. R. Blair responded that there would be no long-term impact, as the spill was heavily diluted and is expected to have low environmental impact. Testing will still be conducted, and it was noted that there are always some contaminants present in a storm pond.

Motion 042/26

Motion by Councilor Wilcox to accept the Fluid Spill Update as information.

CARRIED

COMMITTEE REPORTS:

- 1. Policies & Priorities Committee**
- Next Meeting February 17, 2026.
- 2. Mountain View Regional Waste Commission**
- Next meeting April 2026.
- 3. Mountain View Regional Water Services Commission**
- Next meeting in February 2026.
- 4. Mountain View Seniors' Housing**
- Councilor Fricke attended a Special Meeting on January 29, 2026. Next meeting February 19, 2026.

Regular Council Meeting – February 9, 2026,

Motion 043/26 Motion by Councilor Selanders to accept all Committee Reports as information.

CARRIED

COUNCILOR REPORTS:

- 1. Councilor Ball**
 - Provided a verbal report.
- 2. Councilor Fricke**
 - Provided a verbal report.
 - January 29, 2026, attended MVSH Special Board meeting.
- 3. Councilor Roberts**
 - Absent.
- 4. Councilor Selanders**
 - Provided a verbal report.
- 5. Councilor Tolley**
 - Provided a verbal report.
- 6. Councilor Wilcox**
 - Provided a verbal report.
 - January 30, 2026, attended the Parkland Executive meeting.
- 7. Mayor Allan**
 - Provided a verbal report.
 - February 4, 2026, attended a meeting with auditors from MNP.

Motion 044/26 Motion by Councilor Tolley to accept all Councilor Reports as information.

CARRIED

CORRESPONDENCE:

- 1. HSSEF Golf Tournament**
 - Council reviewed the request.

Motion 045/26 Motion by Councilor Wilcox to direct administration facilitate sponsoring the HSSEF Golf Tournament with the original budgeted amount of \$2,500, for the event on June 5, 2026.

CARRIED

- 2. Integrated System Technologies Quote**
 - Council reviewed the quote.

Motion 046/26 Motion by Councilor Ball to direct administration to facilitate the purchase to upgrade the addition of A/V Feed for Video Conferencing Capability with funds to be taken from the Operational Stabilization Fund in the amount of \$3,252.

CARRIED

CAO'S REPORT:

- January 27, 2026, met with Principal Dean Nielsen of HSS.
- January 28, 2026, met with MVRSC regarding the lateral water line, followed by a construction meeting.
- January 29, 2026, met with Chris Ulmer of Urban Systems regarding IDP/annexation.
- January 29, 2026, attended on-site water reservoir construction meeting.
- January 29, 2026, met with ISL engineering.
- February 4, 2026, lateral line construction meeting.
- February 4, 2026, monthly meeting with ISL engineers.
- February 5, 2026, met with Scott Builders to discuss updating drawings and costs for twinning the arena and adding a field house.
- February 5, 2026, joined E360 for a walkthrough of the spill site on Price Road and Scarlett Ranch.
- Met with RCMP regarding the enhanced policing program.
- Discussed renewal of the police funding model.
- Proposed creating a committee to provide Council with information on costs, utilization, and planning for options of twinning the arena and/or adding a field house.

Motion 047/26 Motion by Councilor Tolley to direct administration to establish terms of reference and scope of work for a Recreation Committee in the Town of Carstairs.

CARRIED

Motion 048/26 Motion by Councilor Fricke to accept CAO's Report as information.

CARRIED

COUNCILOR COMMENTS:

- 1. Councilor Tolley**
 - Received a concern regarding the painting schedule for crosswalks; it was noted that crosswalks are painted once a year during the summer.
- 2. Councilor Selanders**
 - Received a concern regarding road safety.

3. Councilor Wilcox

- Noted that the spill response was well handled, with kudos to Operations, Emergency Services, and the Fire Department for their quick response.

Motion 049/26

Motion by Councilor Ball to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

CLOSED MEETING:

Section 197 of the Municipal Government Act requires that Council and Council Committees conduct their meetings in public unless the matter to be discussed falls under one of the exceptions to disclosure outlined in Division 2 of Part 1 of the Access to Information Act (ATIA), including, but not limited to, matters related to business interests, personal privacy, individual or public safety, confidential evaluations, or law enforcement. (Sections 19 to 34).

1. Disclosure harmful to Business Interests of a Third Party-Section 19.

Motion 050/26

Motion by Councilor Ball that Council close the meeting to the public to discuss Disclosure harmful to Business Interests of a Third Party, as per Section 19, of the ATIA, at 8:21 p.m.

CARRIED

Motion 051/26

Motion by Councilor Ball to come out of the closed meeting session at 9:07 p.m.

CARRIED

NEXT MEETING:

Monday, February 23, 2026, at 7:00 p.m.

ADJOURNMENT:
Motion 052/26

Motion by Councilor Wilcox to adjourn the meeting of February 9, 2026, at 9:08 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO

Bylaw No. 2066

A BYLAW OF THE TOWN OF CARSTAIRS to amend Land Use Bylaw 2060.

WHEREAS, Council of the Town of Carstairs wishes to amend Land Use Bylaw No. 2060 by providing a Land Use Re-designation to rezone ~ 0.911 hectares (2.25 acres) of land located within the SW 16-30-1-5 W5M, being all/part of Lot 3, Block 2, Plan 201 0607 in Schedule A, from Medium Density Residential – Attached Dwelling District (R3), Low Density Residential – Two Dwelling District (R2) and Public Facility and Recreation District (PFR) to Low Density Residential District - Single Detached District (R1).

AND WHEREAS, the requirements of the **Municipal Government Act** Revised Statutes of Alberta 2000, Chapter M-26 regarding the advertising of this Bylaw have been complied with;

AND WHEREAS, copies of this Bylaw and related documents were made available for inspection by the public at the Town office as required by the **Municipal Government Act** Revised Statutes of Alberta 2000, Chapter M-26;

NOW THEREFORE, Council of the Town of Carstairs duly assembled and pursuant to the **Municipal Government Act** Revised Statutes of Alberta 2000, Chapter M-26 enacts as follows:

Schedule “A”

Land Use District Map would be amended to include SW 16-30-1-5 W5M, being all/part of Lot 3, Block 2, Plan 201 0607, consisting of ~ 0.911 hectares (2.25 acres) and shall be re-designated from Medium Density Residential – Attached Dwelling District (R3), Low Density Residential – Two Dwelling District (R2) and Public Facility and Recreation District (PFR) to Low Density Residential District - Single Detached District (R1).

As shown on the attached map identified as “Schedule A”.

READ A FIRST TIME THIS 26TH DAY OF JANUARY, A.D, 2026

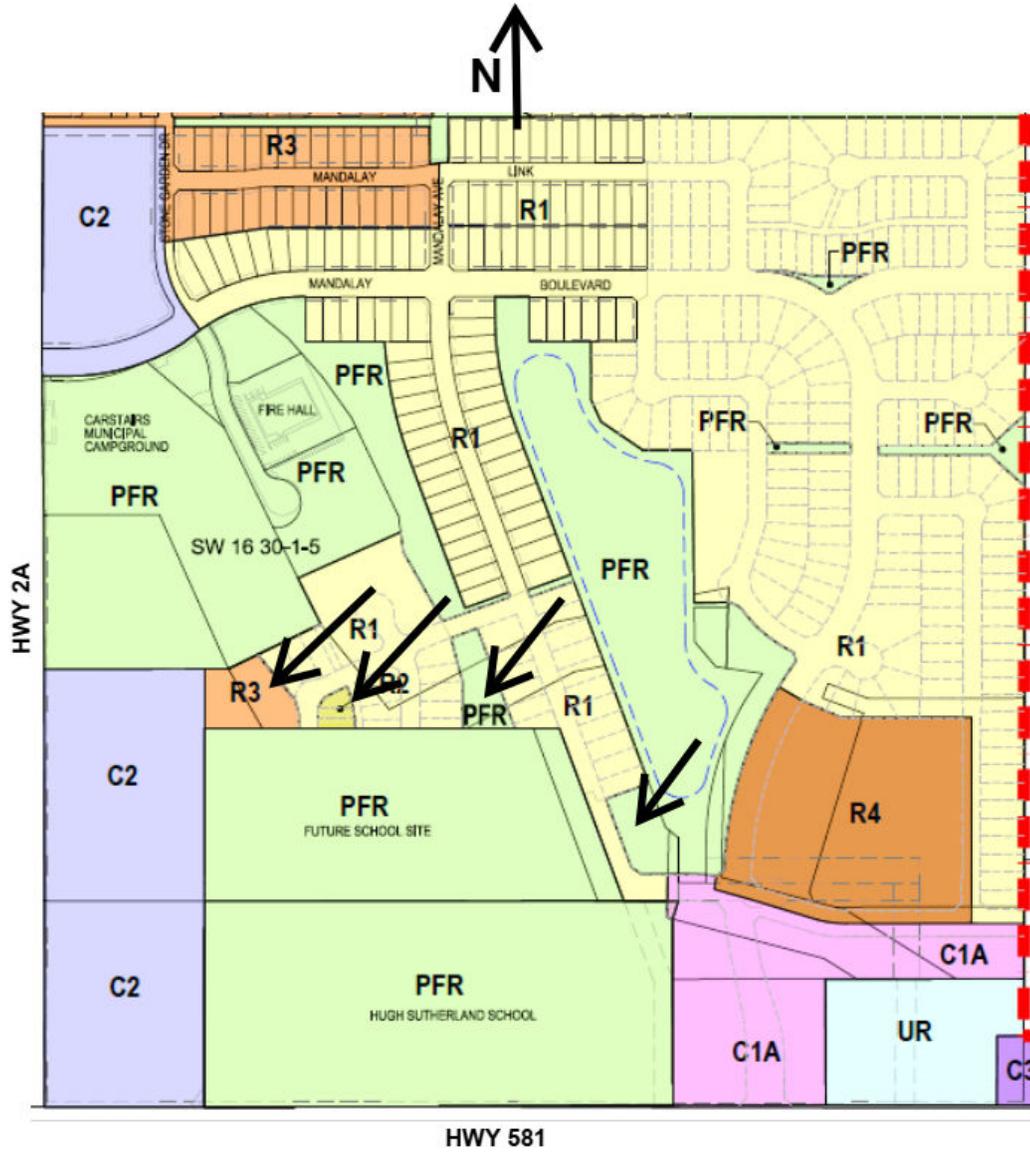
READ A SECOND TIME THIS 23RD DAY OF FEBRUARY A.D., 2026

READ A THIRD AND FINAL TIME THIS 23RD DAY OF FEBRUARY A.D., 2026

Dean Allan, Mayor

Rick Blair, CAO

SCHEDULE "A"





Integrated Expertise. Locally Delivered.

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

February 23, 2026

Our Reference: 27752

Client: Town of Carstairs

Attention: Rick Blair, Chief Administrative Officer

Reference: LUR-26-01 – Mandalay Estates Phase 2 (R2, R3, PFR to R1) - LUR Report

1.0 LUR Application Details

Legal Description: SW ¼ Sec. 16 Twn. 30 Range. 1, W5M

Lot 3 Block 2 Plan 2010607

Location: Carstairs, AB

Applicant(s): Samir Omar

Landowner(s): 1880763 Alberta Ltd.

Current Land Use: Low Density Residential – Two Dwelling District (R2)

Medium Density Residential – Attached Dwelling District (R3)

Public Facility & Recreation District (PFR)

Proposed Land Use: Low Density Residential District – Single Detached District (R1)

Gross Area: 8.59 ha (21.2 ac)

2.0 Planning Analysis

Land Use Redesignation Proposal

Land Use Redesignation Application 26-01 proposes to redesignate Lot 3 Block 2 Plan 2010607, 377HP;OT, 2010607;2;3 (SW ¼ Sec. 16 Twn. 30 Range. 1, W5M) from Low Density Residential – Two Dwelling District (**R2**), Medium Density Residential – Attached Dwelling District (**R3**), Public Facility & Recreation District (**PFR**) to Low Density Residential District – Single Detached District (**R1**).

The subject site proposes to redesignate 1.12 ha (2.77 ac) of PFR, R3 and R2 into R1 as outlined in Figure 3 – Land Use Redesignation Areas. The proposal includes 0.69 ha (1.7 ac) of PFR, 0.35 (0.86 ac) of R3, and 0.08 ha of R2 included in the plan area. The remainder of the plan area will not be redesignated, and will remain as currently districted (PRF and R1).

The purpose of this Land Use Redesignation is to redesignate the land to R1 in order to develop Phase 2 of Mandalay Estates which includes developing single family residential in the Mandalay subdivision.

This Land Use Redesignation is needed to accommodate subdivision application (SD-26-02) to subdivide the plan area into 60 lots. The existing plan area includes pockets of land that are designated as R3, R2 and PFR. In order to process the subdivision, this Land Use Redesignation is required.



Subject Site Conditions

The proposed land use redesignation is located in the northeastern portion of Carstairs (see **Appendix A – Location Plan**). The subject site is adjacent to a stormwater pond, an athletic track and playground, the Carstairs municipal campground, Carstairs Fire Hall, and is located just north of the Hugh Sutherland School (see **Appendix B – Site Photos**).

Surrounding Land Use

Lands surrounding the subject parcels are designated Public Facility & Recreation District (**PFR**), Commercial Service District (**C2**), and Neighbourhood Commercial District (**C1A**).

3.0 Policy Alignment

Municipal Development Plan (MDP)

The Municipal Development Plan (MDP) concept designates the subject parcels as Residential. The proposed LUR is in alignment with the MDP concept as well as the policies outlined in Section 6.3 of the MDP.

Mandalay Estates Area Structure Plan (2018)

The subject land is located within the Mandalay Estates Area Structure Plan (ASP). In Figure 02 ASP Land Use, the site is identified as Residential – R1 which is in alignment with the proposed land use redesignation. The proposed land use redesignation is in alignment with policies outlined in Section 7 Residential Land Use in the ASP.

4.0 Circulation

This application was circulated to adjacent landowners and referral agencies. Responses are provided in full in **Appendix E – Referral Responses**.

Referral Responses

- **FortisAlberta:** FortisAlberta Inc. has no concerns regarding this land use redesignation application. (**T. Davidson**)
- **TELUS Communications Inc.** Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities. (**J. Bourdage**)
- **Rogers Communications Inc:** No response was received.
- **ATCO Transmission high pressure pipelines:** ATCO Transmission wishes to confirm we have no conflict as we have no high-pressure pipelines in the proposed area.
NOTE: ATCO Distribution [Gas] will reply under separate email.
Thank you for allowing ATCO to review your proposal and provide feedback. (**C. Fleischer**)
- **ATCO Energy Systems** has the following comments:

The Distribution Engineering Growth Department of ATCO Gas Distribution has reviewed the above named plan and approves the work provided the following conditions are met:

Right-of-ways will be required for the gas mains within property and should be 2.4 metres wide if provided for the sole use of ATCO, and 3.5 metres if shared with other shallow utilities. Please note, all costs associated with obtaining the right-of-way will be borne by the developer/owner.

The utility right-of-way requirements within the subdivision may change depending upon actual gas main layout, direction of development and boundary locations of the different construction phases. Final rights-of-way requirements must be satisfied at the time of gas main design.



All right-of-ways are to be registered as general utility rights-of-way granted to the City / Town and are to be registered simultaneously with the legal plan of the subdivision.

Encroachment Note: Encroachments within the utility right-of-way (URW) will not be permitted without a formal encroachment agreement. Any structures or improvements placed within the URW without such agreement may be removed at ATCO's discretion, and all associated costs will be the responsibility of the builder or developer.

A gas main extension will be required to service the proposed development. Natural gas services may be obtained by making formal application with our Calgary office (calgaryregiongasdesign@atcogas.com).

Before ATCO can process a work order for gas main installation in the area, we must be in receipt of the following:

- (1) Legal plan.
- (2) Utility right-of-way plan.
- (3) Complete set of approved engineering drawings, including profiles, coordinate plan, building grades (if applicable) and the location of all other utilities
- (4) Construction schedule.
- (5) A digital file of the computer base plan in the "DWG" or "DGN" format (AutoCAD 2010) in modelspace.
- (6) Preliminary electrical drawing with dimensioned URWs, alignments, and road crossings. We require six to nine months to complete the distribution system design, and to process a work order for our Construction Department to schedule. Prior to the installation of gas mains, the area must be within 150 mm (6") of final grade, all obstructions must be removed from the gas main alignment, and the installation of all other underground utilities must be completed.

The developer must ensure that driveways are not constructed prior to the installation of gas mains in the subdivision. If driveways are pre-installed, a sleeve must be provided at the proper depth and alignment for our use. Otherwise, the cost of coring under the driveway or cutting out and replacing the driveway will be invoiced to the developer at the prevailing rates. The locations of sleeves will be confirmed during the design of the gas mains.

For further information and requirements for natural gas servicing, please refer to the "Guide to Natural Gas Servicing" found on the ATCO website.

There are existing ATCO facilities in the area. If it should be necessary to lower, relocate or make any alterations to the existing facilities and/or appurtenances due to this project, please contact ATCO Gas Distribution at calgaryregiongasdesign@atcogas.com with a minimum of one (1) year notice to enable an adequate and timely response. Note that all alteration costs will be borne by the developer / owner. If existing ATCO facilities within a registered easement or URW are being impacted (facility crossing and/or vehicle and equipment crossings), please contact the ATCO Land Group at Crossings@atco.com to obtain a crossing/proximity agreement.

There are abandoned ATCO facilities in the work area. Please contact ATCO South Operations Dispatch at 403-245-7220 to confirm status of the gas lines at least 48 hours prior to excavation.

If gas service is required, to avoid delays, the owner / developer should follow the steps listed on the ATCO website (New Natural Gas Service Line or Changes) or contact ATCO Customer Assistance Centre at 310-5678, or their local ATCO Gas Distribution agency office at their earliest



convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 6 months is recommended. Note, each lot / unit is to have a separate service line.

For further information and requirements for natural gas servicing, please refer to the "Guide to Natural Gas Servicing" found on the ATCO website. Applications for new services residential or commercial please view our ATCO Quick Connect Guide.

There is an existing ATCO service in the area. If it should be necessary to lower, relocate, or make any alteration to our existing service due to this proposal, please view our , please view our ATCO Quick Connect Guide and apply through Quick Connect. Note that all alteration costs will be borne by the developer / owner. If the existing service line requires demolition or cutback please submit a request through Quick Connect or email GasApplicationsCalgary@atco.com for more information.

This development may benefit from ATCO's Construction Energy Services. Contact NaturalgasSales@atco.com or visit our Construction Energy Webpage for more Information.

It will always remain the responsibility of the proponent to verify the exact location and depths of nearby facilities by arranging for an in-field location with Utility Safety Partners at 1-800-242-3447 or utilitiesafety.ca. Please contact Utility Safety Partners prior to any surface construction.

(1) Utility Safety Partners (1-800-242-3447) for locates to verify the alignment of the existing gas facilities.

(2) Contact ATCO South Operations Dispatch at 403-245-7220 for an inspection of the exposed lines (including hydrovac holes) prior to backfill. Inspection services are available Monday to Friday, 8am – 4pm.

(3) Hydrovac or hand expose facilities to verify horizontal and vertical alignment of all gas mains in conflict areas. This should be done as soon as possible to determine if the main will need to be relocated.

(4) If existing gas mains require lowering or relocation due to the proponent's project, notification must be given to our ATCO Gas Distribution Engineering Department with a minimum of one (1) year notice. Forward plans and requirements to the ATCO Gas Distribution Engineering Department at 909 – 11th Ave. SW Calgary, AB, T2R 1L8. Please refer to the "Working Around Natural Gas" Safety Handbook found on our website. These conditions are not meant to contradict any applicable existing law (ie. franchise agreement, bylaw, etc.), and therefore the existing applicable law shall prevail. Should any condition(s) be null or void due to the superseding applicable law, all other conditions shall prevail.

If you have any questions or concerns regarding this reply, please contact our engineer: Shazeb Mirza, Shazeb.Mirza@atco.com. **(A. Gregoraschuk)**

- **Alberta Transportation and Economic Corridors** has the following comments:

This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed land use amendment(s).

Transportation and Economic Corridors offers the following comments and observations with respect to the proposed land use amendment (s):



1. Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable

2. Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

Please contact Transportation and Economic Corridors through the RPATH Portal if you have any questions, or require additional information. **(C. Marcynuik)**

- **ISL Engineering** has no concerns for land use.

Landowner Responses

- No landowner responses were received.

5.0 Decision

With respect to this Land Use Redesignation application, Council has the following options:

- A) Approve the Land Use Redesignation,
- B) Make amendments considered necessary at second reading and approve the Land Use Redesignation as amended,
- C) Table the Land Use Redesignation until certain requirements are met or refer it back to planning staff for further review, or
- D) Defeat the Land Use Redesignation.



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Appendix A

Figure 1 – Location Plan

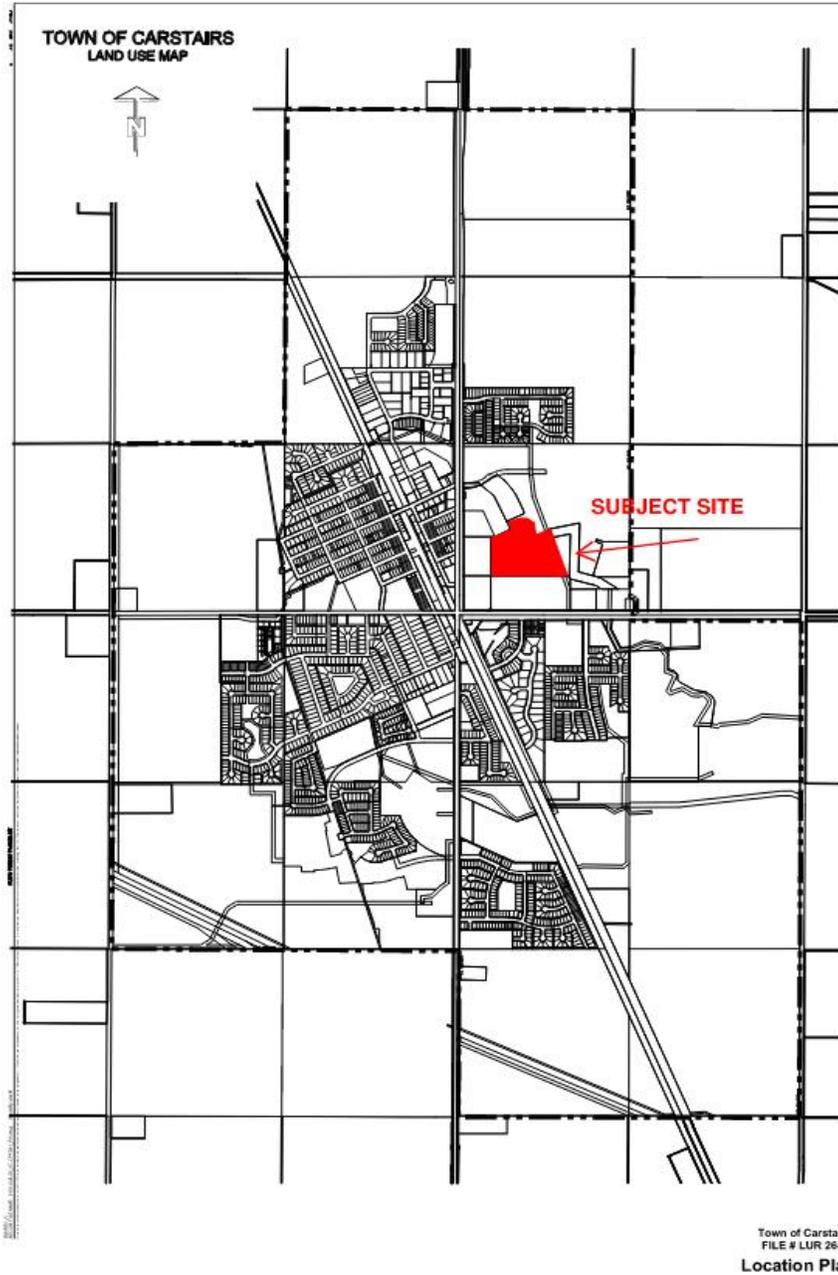
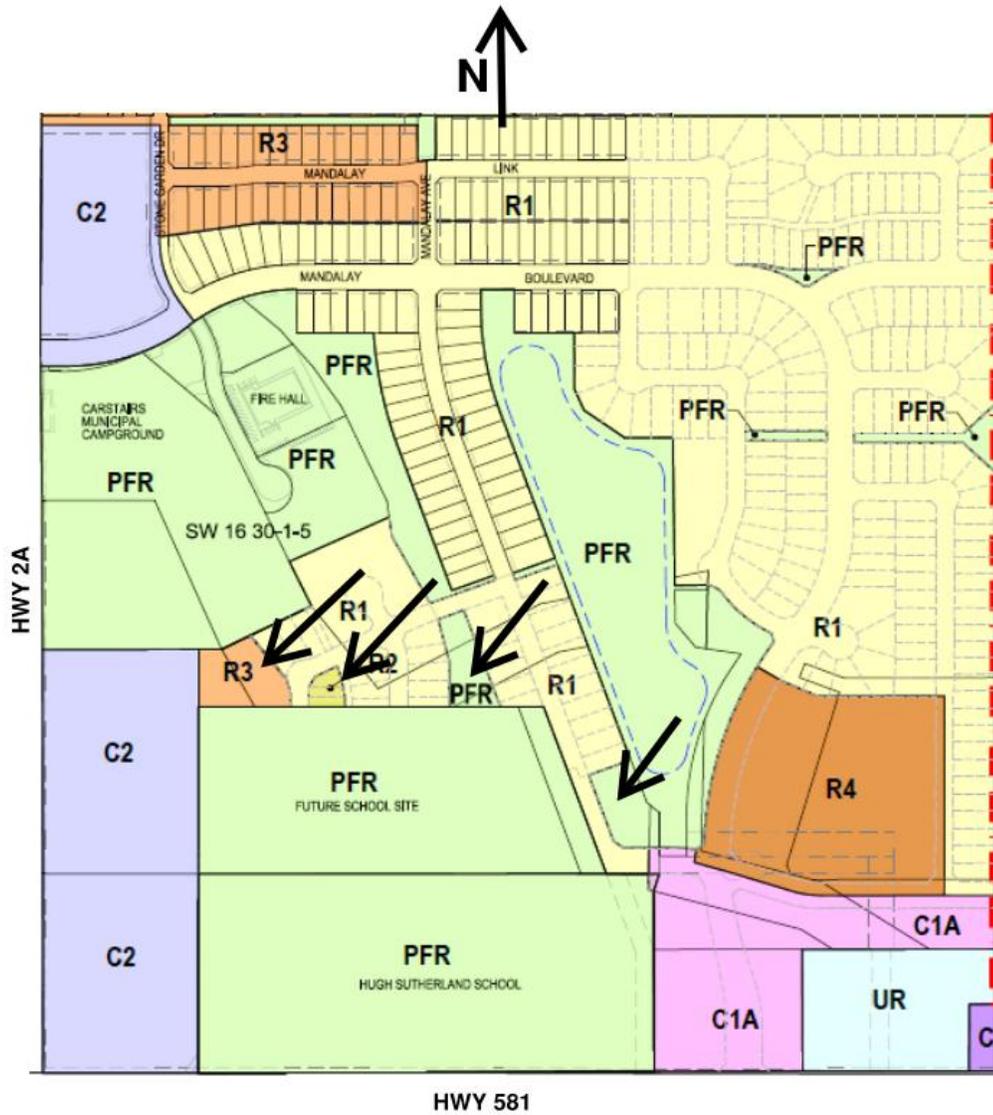


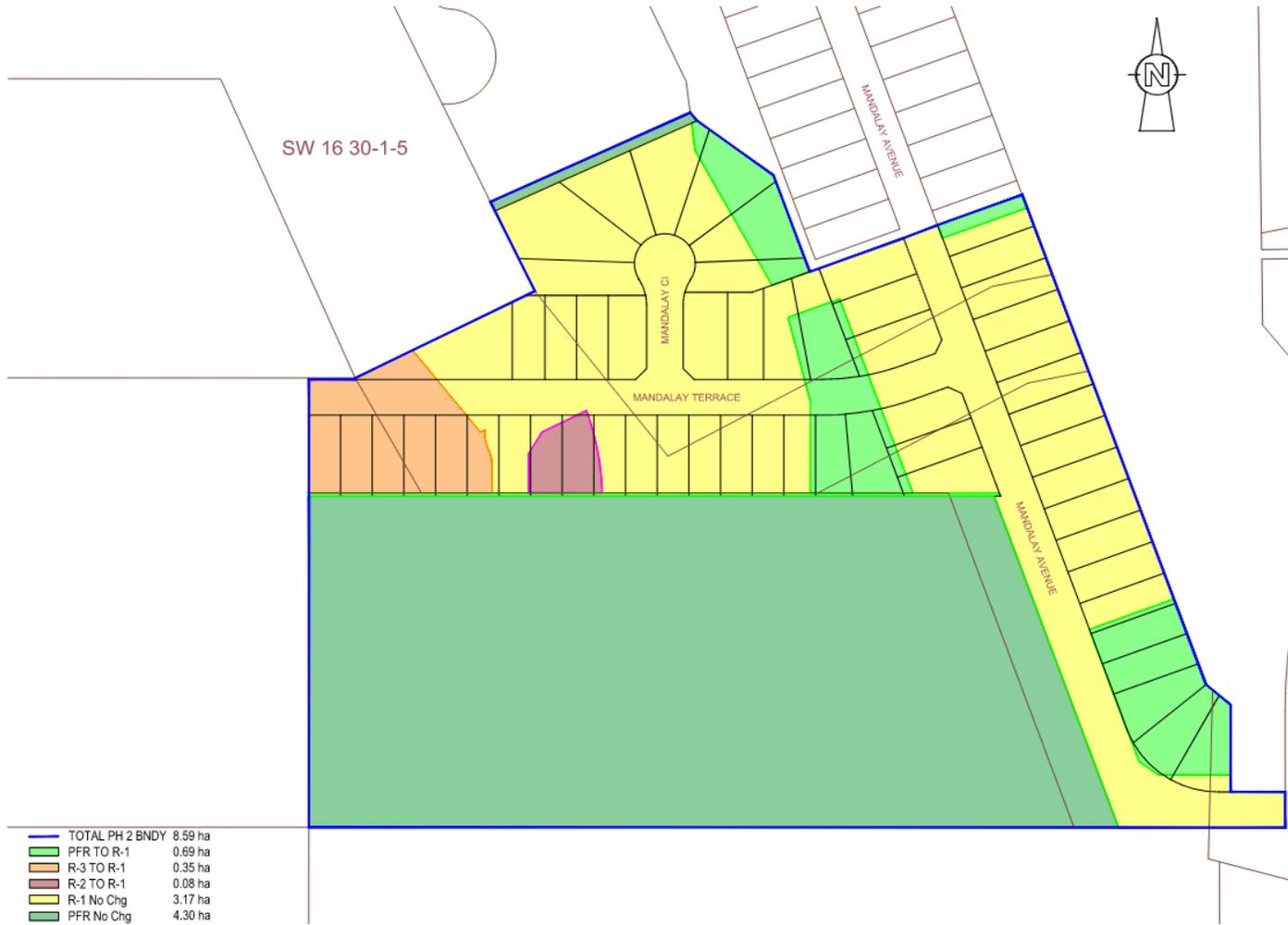
Figure 2 – Proposed Land Use Redesignation





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Figure 3 – Proposed Land Use Redesignation Areas





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Appendix B

Site Images





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Appendix C

Referral Responses

February 10, 2026

Circulation Package: LUR-26-01

The Distribution Engineering Growth Department of ATCO Gas Distribution has reviewed the above named plan and approves the work provided the following conditions are met:

Right-of-ways will be required for the gas mains within property and should be 2.4 metres wide if provided for the sole use of ATCO, and 3.5 metres if shared with other shallow utilities. Please note, all costs associated with obtaining the right-of-way will be borne by the developer/owner.

The utility right-of-way requirements within the subdivision may change depending upon actual gas main layout, direction of development and boundary locations of the different construction phases. Final rights-of-way requirements must be satisfied at the time of gas main design.

All right-of-ways are to be registered as general utility rights-of-way granted to the City / Town and are to be registered simultaneously with the legal plan of the subdivision.

Encroachment Note: Encroachments within the utility right-of-way (URW) will not be permitted without a formal encroachment agreement. Any structures or improvements placed within the URW without such agreement may be removed at ATCO's discretion, and all associated costs will be the responsibility of the builder or developer.

A gas main extension will be required to service the proposed development. Natural gas services may be obtained by making formal application with our Calgary office (calgaryregiongasdesign@atcogas.com).

Before ATCO can process a work order for gas main installation in the area, we must be in receipt of the following:

- (1) Legal plan.
- (2) Utility right-of-way plan.
- (3) Complete set of approved engineering drawings, including profiles, coordinate plan, building grades (if applicable) and the location of all other utilities
- (4) Construction schedule.
- (5) A digital file of the computer base plan in the "DWG" or "DGN" format (AutoCAD 2010) in modelspace.
- (6) Preliminary electrical drawing with dimensioned URWs, alignments, and road crossings.



We require six to nine months to complete the distribution system design, and to process a work order for our Construction Department to schedule. Prior to the installation of gas mains, the area must be within 150 mm (6") of final grade, all obstructions must be removed from the gas main alignment, and the installation of all other underground utilities must be completed.

The developer must ensure that driveways are not constructed prior to the installation of gas mains in the subdivision. If driveways are pre-installed, a sleeve must be provided at the proper depth and alignment for our use. Otherwise, the cost of coring under the driveway or cutting out and replacing the driveway will be invoiced to the developer at the prevailing rates. The locations of sleeves will be confirmed during the design of the gas mains.

For further information and requirements for natural gas servicing, please refer to the "[Guide to Natural Gas Servicing](#)" found on the ATCO website.

There are existing ATCO facilities in the area. If it should be necessary to lower, relocate or make any alterations to the existing facilities and/or appurtenances due to this project, please contact ATCO Gas Distribution at calgaryregiongasdesign@atcogas.com with a minimum of one (1) year notice to enable an adequate and timely response. Note that all alteration costs will be borne by the developer / owner. If existing ATCO facilities within a registered easement or URW are being impacted (facility crossing and/or vehicle and equipment crossings), please contact the ATCO Land Group at Crossings@atco.com to obtain a crossing/proximity agreement.

There are abandoned ATCO facilities in the work area. Please contact ATCO South Operations Dispatch at 403-245-7220 to confirm status of the gas lines at least 48 hours prior to excavation.

If gas service is required, to avoid delays, the owner / developer should follow the steps listed on the ATCO website ([New Natural Gas Service Line or Changes](#)) or contact ATCO Customer Assistance Centre at 310-5678, or their local ATCO Gas Distribution agency office at their earliest convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 6 months is recommended. Note, each lot / unit is to have a separate service line.

For further information and requirements for natural gas servicing, please refer to the "Guide to Natural Gas Servicing" found on the ATCO website. Applications for new services residential or commercial please view our [ATCO Quick Connect Guide](#).

There is an existing ATCO service in the area. If it should be necessary to lower, relocate, or make any alteration to our existing service due to this proposal, please view our , please view our [ATCO Quick Connect Guide](#) and apply through [Quick Connect](#). Note that all alteration costs will be borne by the developer / owner. If the existing service line requires demolition or cutback please submit a request



through [Quick Connect](#) or email GasApplicationsCalgary@atco.com for more information.

This development may benefit from ATCO's Construction Energy Services. Contact NaturalgasSales@atco.com or visit our [Construction Energy Webpage](#) for more Information.

It will always remain the responsibility of the proponent to verify the exact location and depths of nearby facilities by arranging for an in-field location with Utility Safety Partners at 1-800-242-3447 or utilityafety.ca. Please contact Utility Safety Partners prior to any surface construction.

- (1) Utility Safety Partners (1-800-242-3447) for locates to verify the alignment of the existing gas facilities.
- (2) Contact ATCO South Operations Dispatch at 403-245-7220 for an inspection of the exposed lines (including hydrovac holes) prior to backfill. Inspection services are available Monday to Friday, 8am – 4pm.
- (3) Hydrovac or hand expose facilities to verify horizontal and vertical alignment of all gas mains in conflict areas. This should be done as soon as possible to determine if the main will need to be relocated.
- (4) If existing gas mains require lowering or relocation due to the proponent's project, notification must be given to our ATCO Gas Distribution Engineering Department with a minimum of one (1) year notice. Forward plans and requirements to the ATCO Gas Distribution Engineering Department at 909 – 11th Ave. SW Calgary, AB, T2R 1L8.

Please refer to the "[Working Around Natural Gas](#)" Safety Handbook found on our website.

These conditions are not meant to contradict any applicable existing law (ie. franchise agreement, bylaw, etc.), and therefore the existing applicable law shall prevail. Should any condition(s) be null or void due to the superseding applicable law, all other conditions shall prevail.

If you have any **questions or concerns regarding this reply**, please contact our engineer: **Shazeb Mirza**, Shazeb.Mirza@atco.com.

Kind regards,

Alix Gregoraschuk (she/her)
Administrative Coordinator, Distribution Engineering Growth
ATCO Gas & Pipelines

P. 403 476 0626

A. 909 11th Ave SW Calgary, AB Canada T2R 1L8

ATCO Energy Systems™

ATCO Energy Systems



ATCO Transmission 5126 Response - LUR-26-01

From Gas Land Department <land.admin@atco.com>
Date Wed 2/11/2026 9:15 AM
To Natalie Tremblay <NTremblay@isengineering.com>

ATCO Transmission wishes to confirm we have no conflict as we have no high-pressure pipelines in the proposed area.

NOTE: ATCO Distribution [Gas] will reply under separate email.

Thank you for allowing ATCO to review your proposal and provide feedback.

Chryste Fleischer

Senior Administrative Coordinator | Land | Gas Transmission
ATCO Pipelines & Liquids Global Business Unit

E: chryste.fleischer@atco.com

A. 14th Floor ACE, 10035-105 St NW, Edmonton AB Canada T5J 1C8



[ATCO.com](http://atco.com) [Facebook](#) [Twitter](#) [LinkedIn](#)

From: Natalie Tremblay <NTremblay@isengineering.com>
Sent: Wednesday, January 28, 2026 12:38 PM
Subject: Carstairs Land Use Redesignation Application LUR-26-01 - Referral for Comment

CAUTION: This email originated outside of ATCO. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious emails using the **Phish Alert Report button**.

Good Day,

On behalf of the Town of Carstairs, please see the attached applications for a Land Use Redesignation for your review.

Your comments and recommendations to this proposal will be accepted until noon on **February 13th, 2026**.

Planning Information

The Town of Carstairs has received an application proposing to redesignate SW ¼ Sec. 16, Twp. 30, Range 1, W5M; Lot 3, Block 2, Plan 2010607 from Low Density Residential – Two Dwelling District (R2),

Medium Density Residential (R3), and Public Facility & Recreation District (PRF) to Low Density Residential – Single Detached District (R1). The purpose of this redesignation is to facilitate low-density residential development.

A concurrent subdivision application (SD-26-02) has been submitted in support of the proposal. In accordance with Section 8(a) of the Matters Related to Subdivision and Development Regulation (Alta. Reg. 84/2022), the subdivision plan is not required to be included in this circulation, as the subject lands are located within the approved Mandalay Estates Area Structure Plan.

If we have not received your comments within this period, we will process the application as if you have no objections to the proposed application. If you have any questions or would like to request more information, feel free to contact me by email or phone.

In your reply, please quote the project number "LUR-26-01"

Thank you,

Natalie Tremblay (she/her) | *Community Planner*
ISL Engineering and Land Services Ltd.
4015 7th Street SE
Calgary, AB T2G 2Y9
T: 780.438.9000 C: 403-561-9580
NTremblay@islengineering.com islengineering.com

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 Outlook

FW: [CAUTION] Carstairs Land Use Redesignation Application LUR-26-01 - Referral for Comment

From Tracy Davidson <tracy.davidson@fortisalberta.com>
on behalf of
Land Service <landserv@fortisalberta.com>
Date Wed 2/4/2026 10:42 AM
To Natalie Tremblay <NTremblay@islengineering.com>

 1 attachment (4 MB)
Agency_Circulation Package_LUR-26-01.pdf;

Good morning,
FortisAlberta Inc. has no concerns regarding this land use redesignation application.



Thank you,

Tracy Davidson | Land Coordinator

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park, AB, T8A 4H4 | Direct 780-464-8815



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

From: Natalie Tremblay <NTremblay@islengineering.com>

Sent: Wednesday, January 28, 2026 12:38 PM

Subject: [CAUTION] Carstairs Land Use Redesignation Application LUR-26-01 - Referral for Comment

THINK BEFORE YOU CLICK:

Before taking any action, please pause and review this message for any **Red Flags** and signs of phishing. If this is a suspicious email, **before you delete it**, use the 'Phish Alert Report' button in Outlook or contact the Service Desk.

Good Day,

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Planning Information

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A concurrent subdivision application (SD-26-02) has been submitted in support of the proposal. In accordance with Section 8(a) of the Matters Related to Subdivision and Development Regulation (Alta. Reg. 84/2022), the subdivision plan is not required to be included in this circulation, as the subject lands are located within the approved Mandalay Estates Area Structure Plan.

If we have not received your comments within this period, we will process the application as if you have no objections to the proposed application. If you have any questions or would like to request more information, feel free to contact me by email or phone.

In your reply, please quote the project number "LUR-26-01"

Thank you,

Natalie Tremblay (she/her) | *Community Planner*

ISL Engineering and Land Services Ltd.

4015 7th Street SE

Calgary, AB T2G 2Y9

T: 780.438.9000 **C:** 403-561-9580

NTremblay@islengineering.com islengineering.com

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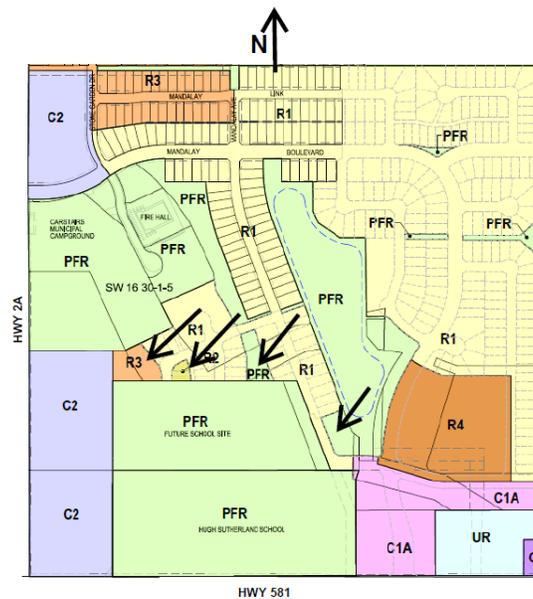
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Transportation and Economic Corridors Notice of Referral Decision

Land Use Bylaw Amendment in Proximity of a Provincial Highway

Municipality File Number:	LUR-26-01	Highway(s):	581, 2A, 580
Legal Land Location:	QS-SW SEC-16 TWP-030 RGE-01 MER-5	Municipality:	Carstairs
Decision By:	Cheryl Marcynuik	Issuing Office:	Central Region / Red Deer
Issued Date:	February 10, 2026	AT Reference #:	RPATH0069568
Description of Development:	<p>The Town of Carstairs has received an application proposing to redesignate SW ¼ Sec. 16, Twp. 30, Range 1, W5M; Lot 3, Block 2, Plan 2010607 from Low Density Residential – Two Dwelling District (R2), Medium Density Residential (R3), and Public Facility & Recreation District (PRF) to Low Density Residential – Single Detached District (R1).</p> <p>The purpose of this redesignation is to facilitate low-density residential development. A concurrent subdivision application (SD-26-02) has been submitted in support of the proposal. In accordance with Section 8(a) of the Matters Related to Subdivision and Development Regulation (Alta. Reg. 84/2022), the subdivision plan is not required to be included in this circulation, as the subject lands are located within the approved Mandalay Estates Area Structure Plan.</p>		



This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed land use amendment(s).

Transportation and Economic Corridors offers the following comments and observations with respect to the proposed land use amendment (s):

1. Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable
2. Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information



Issued by **Cheryl Marcynuik, Development & Planning Technologist**, on February 10, 2026 on behalf of the Minister of Transportation and Economic Corridors



Re: Carstairs Land Use Redesignation Application LUR-26-01 - Referral for Comment

From circulations . <circulations@telus.com>
Date Fri 1/30/2026 11:48 AM
To Natalie Tremblay <NTremblay@islengineering.com>

Good Day,

Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities.

Regards,

Joanne Bourdage

Real Estate Specialist | TELUS Land Solutions Team
Customer Network Planning (CNP)
2930 Centre Avenue NE, Calgary, AB T2A 4Y2

The future is friendly®

circulations@telus.com

On Wed, Jan 28, 2026 at 12:38 PM Natalie Tremblay <NTremblay@islengineering.com> wrote:
Good Day,

On behalf of the Town of Carstairs, please see the attached applications for a Land Use Redesignation for your review.

Your comments and recommendations to this proposal will be accepted until noon on **February 13th, 2026**.

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A concurrent subdivision application (SD-26-02) has been submitted in support of the proposal. In accordance with Section 8(a) of the Matters Related to Subdivision and Development Regulation (Alta. Reg. 84/2022), the subdivision plan is not required to be included in this circulation, as the subject lands are located within the approved Mandalay Estates Area Structure Plan.

If we have not received your comments within this period, we will process the application as if you have no objections to the proposed application. If you have any questions or would like to request more information, feel free to contact me by email or phone.

In your reply, please quote the project number "LUR-26-01"

Thank you,

Natalie Tremblay (she/her) | *Community Planner*

ISL Engineering and Land Services Ltd.

4015 7th Street SE

Calgary, AB T2G 2Y9

T: 780.438.9000 C: 403-561-9580

NTremblay@islengineering.com islengineering.com

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

February 23, 2026

Our Reference: 27752
Client: Town of Carstairs
Attention: Rick Blair, Chief Administrative Officer
Reference: SD-26-02 – Subdivision Report

1.0 Subdivision Application Details

Proposal: 60 Lot Subdivision
Legal Description: SW ¼ Sec. 16 Twn. 30 Range. 1, W5M
Lot 3 Block 2 Plan 2010607
Location: Carstairs, AB
Applicant(s): Maidment Land Surveys Ltd.
Landowner(s): 1880763 Alberta Ltd.
Land Use Designation: Low Density Residential – Single Detached District (R1)
Gross Area: 8.59 ha (21.2 ac)

2.0 Planning Analysis

Subdivision Proposal

Subdivision Application SD-26-02 proposes to subdivide SW ¼ Sec. 16 Twn. 30 Range. 1, W5M (Lot 3 Block 2 Plan 2010607, 377HP;OT, 2010607;2;3) into 60 lots. The purpose of this subdivision is to accommodate low density residential development (subsequent to LUR-26-01). The proposal includes 58 residential lots that range between 0.04 ha (0.09 acres) to 0.123 ha (0.31 acres).

There are two existing Public Facility & Recreation District (**PFR**) lots identified within the proposal on **Figure 2 – Tentative Plan of Subdivision** and in **Table 1 – TP Areas** that are 4.26 ha (10.53 ac) and 0.04 ha (0.10 ac). These two PFR parcels are not changing in size, but the Block and Lot numbers will be changing as part of this application.

Subject Site Conditions

The subject site is 8.59 ha (21.2 ac) and is located in the northeastern portion of Carstairs (see **Appendix A – Location Plan**). The subject site is adjacent to a stormwater pond, an athletic track and playground, the Carstairs municipal campground, Carstairs Fire Hall, and is located just north of the Hugh Sutherland School (see **Appendix B – Site Photos**).

The subject lands are relatively flat.

Surrounding Land Use

Lands surrounding the subject parcels are designated Public Facility & Recreation District (**PFR**), Commercial Service District (**C2**), and Neighbourhood Commercial District (**C1A**).



Subject Site Access

The proposed subdivision has 60 parcels, 58 of them being residential, that will be accessed via new roads, labeled Mandalay Avenue, Mandalay Terrace, and Mandalay Circle which are identified on the tentative plan of subdivision. The proposed Mandalay Avenue is located on the east portion of the plan area and runs north south, connecting to Mandalay Terrace which is in the centre of the plan area and runs east to west, which then connects to Mandalay Circle which runs north to south and is a cul-de-sac in the central northern portion of the proposed subdivision. These roads are not currently existing.

3.0 Policy Alignment

Municipal Development Plan

The Municipal Development Plan (MDP) concept designates the subject parcels as Residential. The proposed subdivision is in alignment with the MDP concept as well as the policies outlined in Section 6.3 of the MDP.

Mandalay Estates Area Structure Plan (2018)

The subject land is located within the Mandalay Estates Area Structure Plan (ASP). In Figure 02 ASP Land Use, the site is identified as Residential – R1 which is in alignment with the proposed subdivision. The proposed subdivision is in alignment with policy’s outlined in Section 7 Residential Land Use in the ASP.

Land Use Bylaw

The subject site has been zoned Low Density Residential District – Single Detached District (R1), as part of LUR-26-01.

The proposed parcels meet the minimum parcel area of 420 m² for interior parcels and 464 m² for corner parcels outlined in the LUB.

The proposed parcels meet the minimum parcel width of:

- a) 13.0 m for Interior Parcels
- b) 14.5 m for Corner Parcels
- c) 11.0 m for Parcels fronting onto the bulb of a cul-de-sac

The widths and areas of each proposed lot are outlined in **Figure 2 – Tentative Plan of Subdivision**, and **Table 1 – TP Areas**.

4.0 Reserve Calculations

The Town will not require cash-in-lieu in municipal reserve dedication for the remainder of NE ¼ Sec. 8 Twn. 30 Range 1 W5M at this time as it has previously been dedicated.

5.0 Circulation

In accordance with Section 8(a) of the Matters Related to Subdivision and Development Regulation (Alta. Reg. 84/2022), the subdivision plan is not required to be included in this circulation, as the subject lands are located within the approved Mandalay Estates Area Structure Plan. SD-26-02 was not circulated to agencies but was circulated to adjacent landowners.

No responses from adjacent landowners were received.



6.0 Comments

- This Subdivision Report has been prepared by ISL and reviewed by the Town's Subdivision Authority;
- The proposed application satisfies the requirements of Section 654 of the Municipal Government Act, and the relevant matters listed in Section 9 of the Matters Related to Subdivision and Development Regulation;

7.0 Decision and Conditions of Subdivision

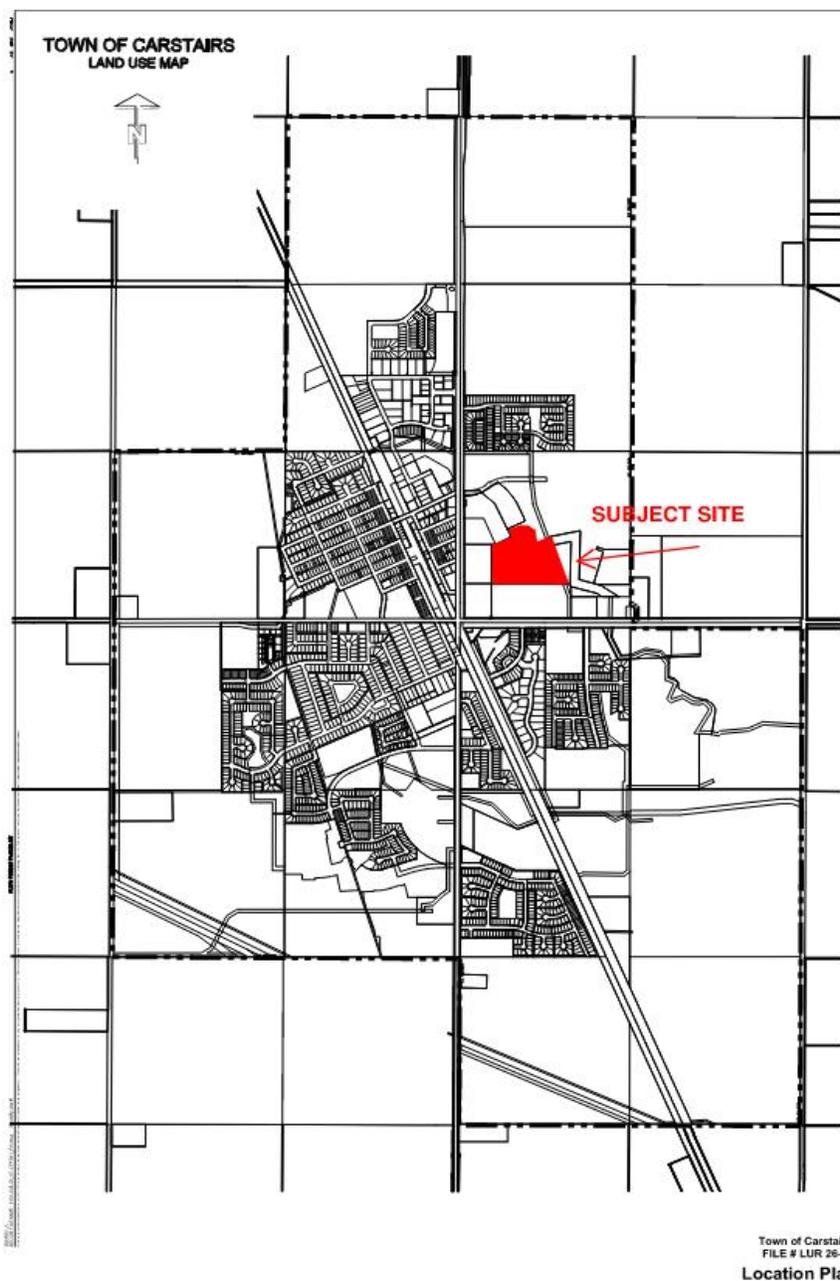
With respect to this application, and based on Council's guidance, the Subdivision Authority has the following options:

- A) Refuse to approve the subdivision;
- B) Send the application back to Administration to obtain additional information;
- C) Approve the subdivision application as submitted; or
- D) Approve the subdivision subject to the following conditions:
 1. That the applicant/owner prepare and follow Residential Design Guidelines to the satisfaction of the Town of Carstairs;
 2. That subdivision is carried out by means suitable to the Registrar of the Land Titles Office per Section 81 and 89 of the Land Titles Act;
 3. That prior to endorsement, it is the responsibility of the Applicant to ensure that the submission of a Plan of Survey, including CAD file, the Owner's Consent to Register, and the Surveyor's Affidavit are received by the Town of Carstairs;
 4. That prior to plan endorsement, all existing or newly required access rights-of-way, easements, overland drainage rights-of-way and agreements that are to be registered shall be provided to the satisfaction of the Town of Carstairs;
 5. That prior to endorsement all outstanding property taxes be paid, or satisfactory arrangement for payment thereof, to the Town of Carstairs (per Section 654 (1)(d) of the Municipal Government Act); and
 6. That the applicant/owner enter into a development agreement with the Town of Carstairs to include, but not be limited to, the construction of roads and sidewalks, the installation of municipal services, and boulevard landscaping.



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Appendix A Figure 1 – Location Plan





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Table 1 – TP Areas

MANDALAY ESTATES - PHASE 2

File# 119286 Date: January 09, 2026

Block	Lot	Square Meters	Width	Land Use
1	29	589.3	15.926	R1
1	30	589.8	15.940	R1
1	31	650.8	18.130	R1
1	32	728.5	19.134	R1
1	33	630.5	18.207	R1
1	34	542.6	14.720	R1
1	35	656.6	18.250	R1
1	36	548.6	13.408	R1
1	37	890.6	11.080	R1
1	38	944.5	11.080	R1
1	39	874.4	11.080	R1
1	40	734.5	11.080	R1
1	41	1255.0	11.532	R1
1	42	669.6	14.719	R1
1	43	544.8	15.750	R1
1	44	458.5	13.000	R1
1	45	458.5	13.000	R1
1	46	465.0	13.400	R1
1	47	1068.9	n/a	R1
1	48MR	362.7	n/a	PFR
5	25	522.1	14.110	R1
5	26	522.1	14.110	R1
5	27	522.1	14.110	R1
5	28	522.1	14.110	R1
5	29	522.1	14.110	R1
5	30	522.1	14.110	R1
5	31	522.1	14.110	R1
5	32	522.1	14.110	R1
5	33	522.1	14.110	R1
5	34	522.1	14.110	R1
5	35	522.1	14.110	R1
5	36	522.1	14.110	R1
5	37	499.5	14.110	R1
5	38	499.5	14.110	R1
5	39	499.5	14.110	R1
5	40	581.7	19.985	R1
5	41	580.8	19.554	R1
5	42	605.8	22.174	R1
6	1	442.0	13.000	R1
6	2	442.0	13.000	R1
6	3	442.0	13.000	R1
6	4	442.0	13.000	R1
6	5	442.0	13.000	R1
6	6	442.0	13.000	R1
6	7	442.0	13.000	R1
6	8	442.0	13.000	R1
6	9	442.0	13.000	R1
6	10	442.0	13.000	R1
6	11	442.0	13.000	R1
6	12	442.0	13.000	R1
6	13	442.0	13.000	R1
6	14	442.0	13.000	R1
6	15	442.0	13.000	R1
6	16	442.0	13.000	R1
6	17	468.7	12.935	R1 8.0m setback
6	18	574.4	13.363	R1 8.0m setback
6	19	570.0	15.450	R1
6	20	481.0	13.000	R1
6	21	563.0	19.805	R1
6	22MSR	42666.3	n/a	PFR
		10384.4		
Total		85975.1	8.598 ha.	



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Appendix B

Site Images





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Bylaw No. 2067

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, the purpose of this Bylaw is to authorize the Council of the Municipality to incur indebtedness by the issuance of loan(s) or debenture(s) in the amount of \$103,782.00 for the purchase of a 2025 Jacobsen Mower.

WHEREAS the Council of the Municipality has decided to issue a Bylaw pursuant to Section 253 of the *Municipal Government Act* to authorize the financing, undertaking, and purchase of Equipment.

WHEREAS plans and specifications have been prepared and the total cost of the project is estimated to be \$103,782.00, the Municipality estimates the following contributions will be applied to the project:

<u>Loan</u>	<u>\$103,782.00</u>
Total Cost	\$103,782.00

WHEREAS to complete the project, it will be necessary for the Municipality to borrow the sum of \$103,782.00 for a period of five (5) years, from the Alberta Treasury Board and Finance or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this Bylaw.

WHEREAS the estimated lifetime of the project financed under this Bylaw is equal to, or more than, fifteen (15) years.

WHEREAS the principal amount of the outstanding debt of the Municipality on December 31, 2024, is \$2,585,410.00, no part of the principal or interest is in arrears.

WHEREAS all required approvals for the project have been obtained and the project follows all *Acts and Regulations* of the Province of Alberta.

NOW THEREFORE, the Council of the Municipality, duly assembled, enacts as follows:

1. This Bylaw shall be named “**The Borrowing Bylaw – 2025 Jacobsen Mower**”.
2. That for the Mower purchase the sum of One Hundred and Three Thousand Seven Hundred and Eighty Two dollars (\$103,782.00) be borrowed from the Alberta Treasury Board and Finance or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$103,782.00 is to be paid by the Municipality at large.
3. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose authorized by this bylaw, namely, the purpose of purchasing Equipment.
4. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed five (5) years, calculated at a rate not exceeding the interest rate fixed by Alberta Treasury Board and Finance or another authorized financial institution, on the date of the borrowing and not to exceed five (5) percent.
5. The Municipality shall levy and raise each year municipal taxes sufficiently to pay the indebtedness.
6. The indebtedness shall be contracted on the credit and security of the Municipality.
7. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
8. This Bylaw comes into force and effect from the first day after the date of the third reading thereof.

READ A FIRST TIME THIS 23RD DAY OF FEBRUARY A.D., 2026

READ A SECOND TIME THIS 23RD DAY OF FEBRUARY A.D., 2026

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS 23RD DAY OF FEBRUARY A.D., 2026

READ A THIRD AND FINAL TIME THIS 23RD DAY OF FEBRUARY A.D., 2026

Dean Allan, Mayor

Rick Blair, CAO

Bylaw No. 1062-Amended

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, the purpose of this Bylaw is to regulate traffic, parking and the use of any highway within the boundaries of the municipality.

WHEREAS Section 7. (a) of the Municipal Government Act, R.S.A. 2000, Ch. M-26 amended; A Council may pass bylaws for municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property;

WHEREAS Section 7. (d) of the Municipal Government Act, R.S.A. 2000, Ch. M-26 amended; A Council may pass bylaws for municipal purposes respecting the following matter of transport and transportation systems;

WHEREAS Section 18. (2) of the Municipal Government Act, R.S.A. 2000, Ch. M-26 amended; Subject to this or any other Act, a municipal district also has the direction, control, and management of roads and road diversions surveyed for the purpose of opening a road allowance as a diversion from the road allowance on the south or west boundary of the district although the roads or road diversions are outside the boundaries of the municipal district;

WHEREAS Section 108(1)(c) of the Traffic Safety Act, in accordance with the following, a road authority may prescribe speed limits that are different from the speed limits established under sections 106 or 107: in the case of a highway or any portion of a highway under the direction, control and management of a council of an urban area, the council may prescribe a maximum speed limit that is higher or lower than 50 kilometers per hour;

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

1. This Bylaw may be referred to as the **“Traffic Bylaw.”**
2. For the purposes of interpretation, this bylaw accepts and encompasses all definitions as set forth in the ‘Traffic Safety Act’ and amendments thereto in its entirety and shall be enforceable as empowered by such Act and this Bylaw’.
3. By Authority of the Traffic Safety Act of Alberta, the Council of the Town of Carstairs may authorize the placing, erecting or marking of a Traffic Control device at such locations as they may deem fit and may, from time to time, alter the locations of such traffic devices.
4. In this Bylaw:
 - a. **“Alley”** means a narrow highway intended chiefly to give access to the rear of buildings and parcels of land;
 - b. **“CAO”** means the appointed Chief Administrative Officer for the Town of Carstairs, or a person designated to act on behalf of the Chief Administrative Officer for the Town of Carstairs;
 - c. **“Commercial Vehicle”** means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle;
 - d. **“Dangerous Goods”** means any product, substance or organism included by its nature or by the regulations to the Dangerous Goods Transportation and Handling Act in any of the classes listed in Schedule to the Dangerous Goods Transportation and Handling Act;
 - e. **“Emergency Service”** means:
 - i. An organization which is recognized by the Province of Alberta as a firefighting service, emergency medical service, or a police or peace officer agency;
 - ii. The Town of Carstairs Emergency Services;
 - iii. The Town of Carstairs Emergency Management Agency.
 - f. **“E-Bike "power bicycle" means:is a pedal-powered bicycle with an electric motor (<= 500W) that assists pedaling up to 32 km/h, requires a helmet for riders 12+, and must have a manufacturer's label, operating like a vehicle but needing no license, registration, or insurance.**
 - g. **“Highway”** means, as defined in the Traffic Safety Act, any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes
 - i. a sidewalk, including a boulevard adjacent to the sidewalk,

- ii. if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - iii. if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,
 - iv. but does not include a place declared by regulation not to be a highway;
- h. **“Motor Vehicle”** Means:
- i. a vehicle propelled by any power other than muscular power, or
 - ii. a moped
- i. **“Mobility Aid”** means a device used to facilitate the transport, in a normal seated orientation, of a person with physical disability.
- j. **“Off-Highway Vehicle”** means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel as defined in the Traffic Safety Act;
- i. 4-wheel drive vehicles
 - ii. low pressure tire vehicles
 - iii. motorcycles and related 2-wheel vehicles
 - iv. amphibious vehicles
 - v. all-terrain vehicles
 - vi. miniature motor vehicles
 - vii. snow vehicles
 - viii. mini bikes
 - ix. any other means of transportation that is propelled by any Power other than muscular power or wind,

But does not include

- i. motor boats
 - ii. any other vehicle exempted from being an off-highway By regulation
 - iii. a Mobility Aid
- k. **“Operable/Inoperable”** is a vehicle that is self-propelled, the engine starts and runs, allowing the vehicle to move forward and in reverse. The steering controls are functioning and the brakes are fully operational. The vehicle has all essential parts (wheels, engine, etc.) and is not in a wrecked, dismantled, or abandoned state. A vehicle that is unable to do one or more of these functions is deemed inoperable.
- l. **“Park” Or “Parking”** means allowing a vehicle to remain stationary in one place except:
- i. while actually engaged in loading or unloading passengers or;
 - ii. when complying with a direction given by a peace officer or traffic control device.
- m. **“Peace Officer”** means a Bylaw Officer who is appointed by the Town of Carstairs, a Peace Officer appointed by the Province of Alberta, a member of the Royal Canadian Mounted Police or any other local policing authority.
- n. **“Recreational Vehicle”** means a vehicle designed to provide temporary living accommodation for travel, vacation, or recreational use, and to be driven towed or transported;
- o. **“Salvage Trailer”** is a trailer (RV, cargo, utility) that has been written off as a total loss by an insurance company due to severe damage from accidents, floods, fire, or theft.
- p. **“Stop” Or “Stopping”** means:
- i. when required, a complete cessation from vehicular movement, and
 - ii. when prohibited, any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with a direction given by a peace officer or traffic control device;
- q. **“Traffic Control Device”** means any sign, signal, marking or device placed, marked or erected under this authority for the purpose of regulating, warning or guiding traffic;
- r. **“Traffic Control Signal”** means a traffic control device, whether manually, electrically or mechanically operated, by which traffic is directed to stop and to proceed;

- s. **“Trailer”** means a vehicle so designed that it may be attached to or drawn by a motor vehicle; and intended to transport property or persons, but does not include machinery or equipment used in the construction or maintenance of highways;
- t. **“Vehicle”**, means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid or an off-highway vehicle.

PARKING AND MOVING OFFENCES

- 5. The Provisions of the Traffic Safety Act shall apply to any highway:
 - a. No person shall violate any provision of the Traffic Safety Act or regulations there under within the Town of Carstairs.
- 6. A vehicle parked on a highway shall be parked:
 - a. with:
 - i. the sides of the vehicle parallel to the curb or edge of the roadway, and
 - ii. the right wheels of the vehicle not more than 500 millimeters from the right curb or edge of the roadway, or
 - b. in the case of a one-way highway where parking on either side is permitted, with:
 - i. the sides of the vehicle parallel to the curb or edge of the roadway,
 - ii. the wheels that are the closest to a curb or edge of the roadway not more than 500 millimeters from that curb or edge, and
 - iii. the vehicle facing in the direction of travel authorized for the highway;
- 7. Notwithstanding Section 6, a motorcycle may be parked:
 - a. at an angle, other than perpendicular, to the curb or edge of the roadway, and
 - b. with:
 - i. a wheel of the motorcycle not more than 500 millimeters from the curb or edge of the roadway, and
 - ii. the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is parked.
- 8. Section 6 does not apply where angle parking is permitted or required.
- 9. Angle parking is permitted when:
 - a. a sign indicates that angle parking is permitted or required, and
 - b. parking guidelines are visible on the roadway, a vehicle shall be parked with the vehicle's sides between and parallel to any two of the guidelines, and
 - c. in the case of a vehicle other than a motorcycle, with one front wheel not more than 500 millimeters from the curb or edge of the roadway, or
 - d. in the case of a motorcycle, with:
 - i. a wheel of the motorcycle not more than 500 millimeters from the curb or edge of the roadway, and
 - ii. the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is parked;
- 10. When a sign indicates that angle parking is permitted or required, and no parking guidelines are visible on the roadway, a vehicle shall be parked:
 - a. with the vehicle's sides at an angle of between 30 and 60 degrees to the curb or edge of the roadway and
 - b. in the case of a vehicle other than a motorcycle, with one front wheel not more than 500 millimeters from the curb or edge of the roadway, or

- c. in the case of a motorcycle with:
 - i. a wheel of the motorcycle not more than 500 millimeters from the curb or edge of the roadway, and
 - ii. the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is parked;
- 11. A vehicle with a total length exceeding 5.8 meters shall not be parked at an angle on a highway unless:
 - a. a sign specifically permits such parking; or
 - b. the vehicle displays a permit authorizing such parking issued by the Town of Carstairs.
- 12. Unless a traffic control device permits or requires, a vehicle shall not be parked on the roadway side of a vehicle that is parked at the curb or edge of the roadway.
- 13. A vehicle shall not be parked within 1.5 meters of an access to a garage, private road or driveway or a vehicle crossway over a sidewalk.
- 14. Unless a traffic control device permits or requires, a vehicle shall not be parked:
 - a. on a crosswalk or any part of a crosswalk; or
 - b. within 5 meters of the near side of a marked crosswalk.
- 15. Unless a traffic control device permits or requires, a vehicle shall not be parked at an intersection within 5 meters of the projection of the curb or edge of the roadway
- 16. A vehicle shall not be parked or stopped on a highway within 5 meters of a fire hydrant or, when the hydrant is not located at the curb, within 5 meters from the point on the curb nearest the fire hydrant.
- 17. A vehicle shall not be parked on a highway in any location where parking is prohibited by a sign.
- 18. A vehicle shall not be stopped on a highway in any location where stopping is prohibited by a sign.
- 19. No vehicle shall be left unregistered, uninsured on any highway if not being driven. Any vehicle parked on a highway must have valid insurance and registration.
- 20. Notwithstanding any other provision of this Bylaw, a vehicle shall not be parked on a highway in contravention of any specific restrictions on parking identified for the location.
- 21. A vehicle that is left standing in one location on a highway for more than 72 consecutive hours is deemed to have been abandoned at that location.
- 22. Vehicles that are inoperable, or missing license plates are prohibited from being parked on highway.
- 23. A vehicle shall not be operated so as to cross a sidewalk or boulevard except at a crossing authorized by the Town of Carstairs.
- 24. No vehicle shall be displayed for sale, lease, or rent on land owned or leased by the Town of Carstairs unless permission has been granted by the CAO.
- 25. A trailer shall not be parked on a highway unless the trailer is attached to a vehicle by which it may be drawn unless the trailer has been issued with a permit by the CAO, allowing the trailer to remain on the roadway detached from a vehicle.
- 26. A person shall not operate a motor vehicle on any part of a highway other than a roadway.
 - a. Nothing in this section prohibits a motor vehicle from crossing a part of a highway other than a roadway to enter or exit from adjacent driveways or intersecting roadways.
 - b. This section does not apply to a mobility aid used by a person requiring such an aid.
 - c. An exemption to this section may be given in writing from the CAO.

27. A vehicle shall not be parked in an alley unless:
 - a. a traffic control device permits such parking; or
 - b. the vehicle is a commercial vehicle with hazard warning lights alight and in the process of loading or unloading goods.
28. Notwithstanding Section 25(b), a commercial vehicle shall not be parked in an alley for more than 30 minutes.
29. Nothing in Section 25 permits a person to park a vehicle in an alley in a manner that blocks or obstructs the movement of traffic.
30. No vehicle shall be allowed to be parked in contravention of any Traffic Control Device or Traffic Control Signal.
31. No vehicle shall be allowed to park on any land owned by the Town of Carstairs except where designated for parking.
32. A vehicle, or a vehicle with a trailer attached, that is registered for a weight exceeding 11,794 kilograms, or that weighs more than 11,794 kilograms, shall not be parked on a highway in a location adjoining residential property at any time.
33. A vehicle, or a vehicle with a trailer attached, that is registered for a weight exceeding 11,794 kilograms, or that weighs more than 11,794 kilograms, shall not have its engine running at any time after 11:00 p.m. (2300 Hours) and before 7:00 a.m. (0700 Hours).
34. Section 30 does not apply if the vehicle:
 - a. is a recreational vehicle; or
 - b. is a commercial vehicle with the hazard warning lamps alight and in the process of loading or unloading goods.
35. A vehicle shall not be parked on a highway in a manner that blocks or obstructs:
 - a. the movement of traffic on the highway;
 - b. a doorway to a building;
 - c. the approach to any fire station, police station, hospital or other place where emergency vehicles require regular access; or
 - d. any building in course of erection, demolition, alteration or repair, when such parking will impede or obstruct access to such buildings by persons working or vehicles being used in connection with such erection, demolition, alteration or repair.
36. Yellow paint applied to the curb is hereby declared as an official sign indicating parking is prohibited where the curb is so marked.
37. A vehicle shall not be parked and left unattended on a highway if:
 - a. the vehicle is on a jack or a similar device, and
 - b. one or more wheels have been removed from the vehicle or part of the vehicle is raised.
38. A vehicle shall **not** be parked on a roadway which cannot be propelled under its own power.
39. No person shall park or permit to be parked, a vehicle, trailer or boat which cannot be completely parked within the confines of the person's driveway space.
40. No person shall drain lubricating oils or any fluids or allow fluids to drain associated with the operation of a motor vehicle upon a roadway.
41. A vehicle shall not be parked on a highway in any location identified by sign, curb painting, or pavement painting which indicates the parking spot as being for the use of persons with disabilities unless the vehicle:
 - a. displays a valid disabled placard or license plate issued or recognized by the Registrar; and
 - b. is being used for the transportation of a person with a disability.

42. A person shall not place, cause to be placed, or permit to be placed, an obstruction of any kind on a highway unless a permit authorizing placement of the obstruction has been issued by the Town of Carstairs.
43. No person shall drive, propel, or move on any roadway, any vehicle having metal spikes, lugs, cleats, or bands projecting from the surface of the wheel (or tire of such vehicle), unless the vehicle had been issued with a special permit by the CAO.
44. No person shall operate engine retarder brakes within the Town of Carstairs limits, except in case of emergency.

SPEED LIMITS

45. A Unless otherwise posted, by a traffic control device a vehicle shall not be:
 - a. Driven at a speed in excess of forty (40) kilometers per hour on any highway within the Town of Carstairs;
 - b. Driven through a school zone, when the school zone is in effect, or playground zone in excess of thirty (30) kilometers per hour within the Town of Carstairs;
 - c. Driven on a highway that meets the definition of an alley/alleyway at a speed in excess of twenty (20) kilometers per hour within the Town of Carstairs; or
 - d. Driven in a parking lot at a speed in excess of fifteen (15) kilometers per hour within the Town of Carstairs.

BICYCLES, MOTORCYCLES, AND OFF-HIGHWAY VEHICLES

46. No person shall ride a bicycle on any sidewalk or boulevard.
47. No person shall park a bicycle in such a manner as to obstruct the use of a sidewalk by pedestrians.
48. No person shall ride a motorcycle on any sidewalk or boulevard.
49. No person shall park a motorcycle or off-highway vehicle in such a manner as to obstruct the use of a sidewalk by pedestrians.
50. Bicycles being operated by a person under the age of eighteen years old may be operated on the sidewalk provided due consideration is given for other users of the sidewalk.
51. No person shall operate an off-highway vehicle within the Town of Carstairs except by written permission of the CAO.
52. No person shall operate an unregistered vehicle within the Town of Carstairs.

TEMPORARY CLOSING OF ROADS

53. When by reason of accident, emergency, or other special circumstance, in the interest of public safety, the CAO, Peace Officers, Emergency Services, or the Carstairs Fire Department may:
 - a. Temporarily close off an area of roadway, in whole or in part to traffic;
 - b. Temporarily close off an area of sidewalk or pathway, in whole or in part to users of the sidewalk or pathway.
 - c. Temporarily suspend parking access along a roadway.
 - d. Temporarily place vehicles, barricade, or any other object to block access to the roadway, sidewalk, or pathway.

EMERGENCY VEHICLES FIRES

54. No vehicle may follow within thirty (30) meters of an emergency vehicle on which emergency lights, siren, or both are in operation.
 - a. This section does not apply to other emergency vehicles.
55. No person shall park or stop a vehicle within thirty (30) meters of an emergency vehicle with its emergency lights activated, unless directed to by a member of an emergency service.

- 56. No person shall use a motor vehicle, off-highway vehicle, motorcycle, bicycle, or other form of vehicular transportation in a manner which will interfere with a member of an emergency service's ability to respond to an emergency.
- 57. No person shall drive or park a motor vehicle, off-highway vehicle, motorcycle, bicycle, or other form of vehicular transportation in a manner which may interfere with emergency vehicles or emergency personnel at an emergency scene.
- 58. No person shall interfere or tamper with any equipment operated by emergency services.

PARADES AND PROCESSIONS

- 59. A permit from the Town of Carstairs must be obtained to hold a parade or procession on a roadway or highway within the Town of Carstairs.
- 60. Any person/organization desiring to hold A parade or procession within the Town of Carstairs shall, at least forty-eight (48) hours prior to the start time of the desired to hold the event, make application in writing to the CAO for the event. In such application, the following information shall be given:
 - a. Name and address of the applicant, and if such application is from an organization, the names, addresses, and occupations of the executive;
 - b. The nature and object of the parade or procession;
 - c. The date and hours the parade or procession would be held;
 - d. The intended route;
 - e. The approximate number of participants in the parade or procession;
 - f. The approximate size, number and nature of flags, banners, or similar items to be carried. Particulars on signs, inscriptions, and wording to be exhibited;
 - g. Applications shall bear the signature and address of the person or persons who will be in control of the parade or procession.

PEDESTRIANS, SIDEWALKS, AND BOULEVARDS

- 61. No person shall interfere with the normal flow of traffic. No parent of a minor shall permit such interference.
- 62. No group of more than three (3) people shall congregate so near to each other on any highway, crosswalk, or sidewalk so as to obstruct the entrance to any building or to obstruct or prevent other persons from using said roadway or sidewalk.
- 63. No person shall climb on any railing, fence, tree, post pole, or structure erected on a highway, unless they have authority to do so.
- 64. No person shall sell anything by auction on a highway without prior authority.
- 65. No person shall place articles, goods, or merchandise upon a highway or sidewalk, or place any articles, goods, or merchandise on the outside of any building so as to interfere with the use of any highway or sidewalk without prior written permission for the CAO.
- 66. No person shall leave, store or deposit any article or item that may be dangerous or interfere with free flow of vehicle or pedestrian traffic on a highway, sidewalk, or pathway.
- 67. No person shall use a winter recreational device on any highway, pathway, or sidewalk without due consideration for other users of the highway, pathway, or sidewalk.
- 68. No person shall stand, sit, or lie on any roadway highway in such a manner as to obstruct vehicular vehicle or pedestrian traffic, or as to disrupt any other person lawfully upon the highway.
- 69. No person shall stand upon or walk along a highway for the purpose of soliciting a ride from the driver of any vehicle within the municipality.
- 70. No person shall place or leave on or across any part of a highway, sidewalk, or alley, a cord or cable that is capable of transmitting electrical energy from a property to any part of a highway where a vehicle may park.

71. No person shall enter into an emergency scene, which is being attended to by an emergency service;

- a. Where the person have been otherwise directed to leave or not enter; or
- b. If otherwise directed to leave an area by an emergency service.

72. No person shall interfere with emergency services personnel at any emergency scene, traffic stop, or any other circumstance where the personnel on scene lawfully require bystanders to relocate from the area.

ELECTRIC BIKES AND SCOOTERS

73. Are only permitted and shall be driven on sidewalks, pathways, and roadways with speed limits of 40 km/h or less within town limits. When being driven on a pathway or sidewalk, maximum speed allowed is 15 km/h.

74. Riders must be at least 12 years old to operate an e-bike.

75. Drivers under the age of 16 may not carry passengers.

76. Maximum assisted speed of 32 km/h.

77. A person riding an e-scooter on a sidewalk or pathway must:

- a. yield the right of way to slower moving persons;
- b. alert a person about to be overtaken by sounding a bell with a reasonable amount of time before overtaking;
- c. use reasonable care when overtaking another person or passing on the left; and
- d. travel under control and at a reasonable rate of speed having regard to the nature, condition and use of the sidewalk or pathway including the amount of pedestrian traffic

78. E-bikes must adhere to provincial regulations, including a maximum power output of 500W.

79. All operators and passengers shall wear a helmet regardless of age. Helmets must meet CSA, DOT, Snell or BSI standards.

80. Has one or more of the following safety features:

- a. an enabling mechanism to turn the electric motor on and off that is separate from the accelerator controller and fitted in such a manner that it is operable by the driver, or
- b. a mechanism that prevents the motor from being engaged before the bicycle attains a speed of 3 km/h
- c. E Bikes shall have fully operable pedals.
- d. Maintain and not modify manufactured head/tail lamps, reflectors, brakes
- e. A horn or bell is required

81. Prohibited Miniature Vehicles and OHVs

These vehicles are motor vehicles, as defined in the Traffic Safety Act; however, they also meet the definition of 'miniature vehicles' which are not permitted on a highway in Alberta, including sidewalks alongside the roadway. Examples include:

- a. Pocketbike,
- b. Golf cart
- c. Motorized skateboard
- d. Go-kart
- e. Personal transporter
- f. 4-wheel drive vehicles
- g. Low pressure tire vehicles
- h. Amphibious vehicles
- i. All-terrain vehicles
- j. Snow vehicles
- k. Minibikes, and
- l. any other means of transportation that is propelled by any power other than muscular or wind (but does not include motor boats).

While many of these motorized vehicles will be used in a pedestrian-like manner, the operators of these vehicles do not meet the legal definition of 'pedestrian'.

See Schedule "A" and "B" for reference

PENALTIES AND FINES

82. A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:
- a. not less than the specified penalty established in the Rates and Fees Bylaw;
 - b. and not exceeding \$10,000.00.
 - c. 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.

MUNICIPAL TAG

83. A Peace Officer may issue and serve a municipal tag on any person the 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 pre-paid post to the address provided by a person on a permit application, or a person's last known postal address
84. A municipal tag shall be in a form approved by the Chief Administration Officer and shall state:
- a. The name of the person to whom the municipal tag is issued
 - b. The particulars of the contravention of the bylaw;
 - c. The specified penalty for the offence as set out in the Rates and Fees Bylaw;
 - d. That the specified penalty shall be paid in (30) days of the issuance of the municipal tag order to avoid prosecution; and
 - e. Any other information as may be required by the CAO.

VIOLATION TICKET

85. If a municipal tag has been issued and the specified penalty on the municipal tag 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.
86. A Peace Officer may, in the sole discretion, elect to issue and serve a violation ticket without first issuing a municipal tag.
87. A Peace Officer is authorized to issue a violation ticket, to any person the peace officer believes, on reasonable and probable grounds, has committed an offence under this bylaw, under Part 2 or Part 3 of the Provincial Offences and Procedure Act.
88. If a violation ticket is issued it must be in the prescribed form and must:
- 89. state the specified penalty for the offence as set out in the Rates and Fees Bylaw; or
 - 90. require the person to appear in Provincial Court with or without the alternative of making a voluntary payment.

GENERAL PROVISIONS

91. The Town is not required to enforce every breach or contravention of this Bylaw. In deciding whether or not to enforce the Bylaw, the Town may take into account any practical concerns or considerations, including but not limited to the nature and extent of the breach or contravention, any financial or budgetary considerations and the availability of personnel or human resources.
92. Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful.

SEVERABILITY

93. It is the intention of the Council of the Town of Carstairs that each provision of this Bylaw should be considered as being separate and severable from all other provisions. Should any section or provision of this Bylaw be found to have been improperly enacted, then such section or provision shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall remain effective and enforceable.

94. Bylaw No. 1061 is repealed on the date of the third and final reading of this Bylaw.

95. This Bylaw comes into full force and effect on the date of third and final reading of this Bylaw.

READ A FIRST TIME THIS 23RD DAY OF FEBRUARY A.D., 2026

READ A SECOND TIME THIS 23RD DAY OF FEBRUARY A.D., 2026

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS 23RD DAY OF FEBRUARY A.D., 2026

READ A THIRD AND FINAL TIME THIS 23RD DAY OF FEBRUARY A.D., 2026

Dean Allan, Mayor

Rick Blair, CAO

Schedule "A"

ALLOWED VEHICLES	
<p>Bicycles – manual and electric assisted</p> 	<p>Skateboards – manual and electric assisted</p> 
<p>Scooters – manual and electric assisted</p> 	<p>Inline skates or Rollerblades</p> 
<p>Segway</p> 	<p>Electric Unicycle</p> 
<p>Hoverboards</p> 	<p>Mobility Devices – Wheelchairs and Scooters</p> 

Schedule "B"

PROHIBITED VEHICLES (with examples)	
All electric motorcycles	Juiced Scrambler 
	CSC City Slicker 
	Vespa Style Scooter or genZe Scooter 
Any gas powered vehicle	Gas Assisted Bicycles and Scooters 



Town of Carstairs

Policy: **Appeal Handling Policy**
Policy No. 11-029-26

Date: **Month X, 202X**

Adopted by: **Council**

Purpose:

This Policy establishes a clear, fair, and transparent process for how the Town of Carstairs receives, reviews, and decides appeals submitted by residents. It ensures compliance with the Municipal Government Act (MGA), procedural fairness, and consistency in decision-making.

Legislative Authority:

This Policy is established pursuant to the Municipal Government Act, RSA 2000, c M-26 ("MGA"), including but not limited to sections relating to administrative decisions, enforcement orders, Council procedures, and principles of procedural fairness and natural justice.

Scope:

This Policy applies to all appeals submitted to the Town of Carstairs regarding administrative decisions, enforcement actions, orders, or determinations made by Administration, unless a separate appeal process is prescribed by provincial legislation, regulation, or municipal bylaw (e.g., Subdivision and Development Appeal Board matters).

Definitions:

"Appeal" means a written request asking for review of a decision made under Town authority.

"Appellant" means a person or entity standing under the MGA or Town policy submitting an appeal.

"Decision-Maker" means the Town Council or a Committee of Council acting within its authority.

"Administration" means Town staff responsible for intake, coordination, and implementation.

"Standing" means a demonstrable interest directly affected by the decision.

"Jurisdiction" means the legal authority of Council to hear and decided an appeal under the MGA, another enactment, or a Town bylaw.

Guidelines:

1. Appeals shall be handled in accordance with the following principles:
 - a. Procedural Fairness (Natural Justice): Appellants are provided with notice and an opportunity to be heard.
 - b. Transparency: The appeal process and decision rationale are clear and documented.
 - c. Consistency: Similar appeals are treated consistently.
 - d. Timeliness: Appeals are processed within defined timelines.
 - e. Accountability: Decisions are supported by evidence, legislation, and policy.

Procedure:**1. Submission of an Appeal**

- a. Appeals must be submitted in writing within 14 calendar days of the date of the decision being appealed, unless otherwise specified by legislation or bylaw.
- b. An appeal submission must include:
 - i. Appellant's name, address, and contact information
 - ii. Identification of the decision or order being appealed
 - iii. Grounds and reasons for the appeal
 - iv. Supporting documentation, if any
- c. Appeals may be submitted by email, mail, or in person to the Town Office.

2. Acknowledgement and Intake

- a. Administration shall acknowledge receipt of a complete appeal within 5 business days.
- b. The acknowledgement shall include:
 - i. Confirmation of receipt
 - ii. Appeal file number
 - iii. Summary of next steps and timelines
- c. Administration shall review the appeal for completeness and standing.
- d. Incomplete appeals shall be returned with a request for missing information. The appellant shall have 7 calendar days to respond.
- e. Administration may refuse to process an appeal that is incomplete, out of time, or outside the jurisdiction of Council. Such refusal shall be provided in writing with reasons.

3. Preliminary Review

- a. Administration shall conduct a preliminary review within 10 business days to confirm:
 - i. Jurisdiction under the MGA
 - ii. Timelines
 - iii. Standing of the appellant
 - iv. Policy or Bylaw contravened
- b. Appeals deemed invalid shall be refused in writing with reasons and reference to applicable legislation or policy.

4. Notification of Parties

- a. Administration shall notify relevant internal departments immediately following validation.
- b. Where required, affected parties shall be notified at least 7 calendar days prior to the appeal hearing.

5. Scheduling of Appeal Hearing or Review

- a. Valid appeals shall be scheduled for Council or Committee consideration within 30 calendar days of validation, subject to Council meeting schedules and any timelines prescribed by legislation.
- b. Written notice of the hearing shall be provided at least 14 calendar days in advance.
- c. Appeal materials shall be included in the public agenda in accordance with the Town's Procedure Bylaw.

6. Appeal Hearing Process

- a. The Chair shall outline procedures at the start of the hearing.
- b. The hearing order shall be:
 - i. Administration background presentation
 - ii. Appellant presentation (maximum 10 minutes unless otherwise approved)
 - iii. Questions from Council
 - iv. Administration response
- c. Hearings shall be conducted respectfully and recorded in the official minutes.
- d. Council may conduct all or part of an appeal hearing in a closed meeting in accordance with the Municipal Government Act and the Freedom of Information and Protection of Privacy Act, where the matter involves personal privacy, enforcement, or legal advice.

7. Deliberation and Decision

- a. Council or Committee shall deliberate based on evidence, MGA authority, bylaws, and Town policy.
- b. Decisions may:
 - i. Uphold the decision
 - ii. Modify the decision
 - iii. Rescind the decision
 - iv. Refer the matter back to Administration with direction
 - v. Council will be informed of all options in writing
- c. Decisions shall be made by resolution and recorded.
- d. Council members with a conflict of interest, or a perceived conflict of interest, shall declare the conflict and abstain from participation in accordance with the MGA and the Town's Procedure Bylaw.

8. Communication of Decision

- a. Administration shall issue a written decision within 10 business days of Council's resolution.
- b. The decision letter shall include:
 - i. Outcome and reasons
 - ii. Any conditions or actions required
 - iii. Information on further appeal rights, where applicable

9. Implementation

- a. Administration shall implement Council's decision promptly and update records.

10. Records Management

- a. Appeal records shall be retained in accordance with the Town of Carstairs Records Retention Bylaw and applicable privacy legislation.

Roles and Responsibilities:

1. Council

- a. Acts as the appeal authority.
- b. Ensures procedural fairness.
- c. Makes decisions by resolution within the scope of its legislative authority.

2. Administration

- a. Receives and validates appeals.
- b. Prepare reports and notices.
- c. Implements Council decisions.

End of Policy

/Carstairs02/26

Signatures:

M____/26 Policy No. 11-029-26 adopted at Council on February, 23, 2026.

Mayor, Dean Allan

CAO, Rick Blair

Appendix A – Appeal Intake Form (Template)

Appellant Name:
Address:
Phone / Email:
Decision Being Appealed:
Date of Decision:
Grounds for Appeal:
Requested Outcome:

Appendix B – Acknowledgement Letter (Template)

Re: Appeal Receipt – File No. _____

The Town of Carstairs acknowledges receipt of your appeal dated _____. Your appeal will be reviewed in accordance with the Town's Appeal Handling Policy and the Municipal Government Act.

You will be notified of the next steps and hearing date in due course.

Appendix C – Decision Letter (Template)

Re: Appeal Decision – File No. _____

At its meeting held on _____, Council considered your appeal and resolved to [uphold/modify/rescind] the decision.

Reasons:
[Summary of rationale]

This decision is final subject to any further appeal rights under the Municipal Government Act.



Town of Carstairs

**Policy: Swearing-In Ceremony Policy
Policy No. 11-030-26**

Date: February 23, 2026

Adopted by: Council

Purpose:

This policy ensures that Members of Council-elect are duly sworn in to the Town of Carstairs Council in a manner that satisfies legislative requirements, honours the Mayor and Councilors-elect, and allows for public participation. It governs both the legislated and ceremonial components of the Swearing-In Ceremony following a municipal general election or by-election.

Definitions:

“**Swearing-in Ceremony**” includes both the legislated requirements of the Town of Carstairs Procedure Bylaw and any related ceremonial or celebratory functions.

Guidelines:

1. Legislative Authority
 - a. This policy is established pursuant to the authority of the Municipal Government Act, RSA 2000, c M-26, and is intended to operate in conjunction with the Oaths of Office Act, RSA 2000, c O-1, which provide that Members of Council-elect cannot carry out any power, duty, or function until they have taken the prescribed official oath of office.
 - b. The Town of Carstairs Procedure Bylaw outlines the requirements for holding the Organizational Meeting of Council following a municipal general election or by-election, including the administration of the official oath of office to the Mayor-elect and Councilors-elect.
 - c. This policy provides guidance on the ceremonial and administrative aspects of the Swearing-In Ceremony and does not replace or supersede any requirement of legislation or bylaw.
 - d. In the event of a discrepancy between this policy and any applicable legislation or the Procedure Bylaw, the legislation or Procedure Bylaw shall prevail.

Procedure:

1. Following a municipal general election:
 - a. The Swearing-In Ceremony shall take place at the Organizational Meeting of Council, held in accordance with the Procedure Bylaw.
 - b. The ceremony shall include:
 - i. Administration of the official oath of office; The official oath of office shall be administered by a person authorized under the Oaths of Office Act. and
 - ii. A ceremonial component which may include invited guests, senior administration, and members of the public.
 - c. The ceremony format shall generally follow the format approved by Council or used in previous elections.
2. Following a by-election:
 - a. The Swearing-In Ceremony shall take place at the first Council meeting following the by-election.

- b. The ceremony shall include the administration of the oath of office and may include a small ceremonial component.

3. General Format:

- a. Council may approve changes to the general format of the Swearing-In Ceremony, insofar as permitted by legislation.
- b. Any proposed changes with budget implications must be approved by Council.

End of Policy

/Carstairs02/26

Signatures:

M____/26 Policy No. 11-030-26 adopted at Council on February 23, 2026

Mayor, Dean Allan

CAO, Rick Blair



Town of Carstairs

**Policy: Communications & Social Media Policy
Policy No. 12-041-26**

Date: February 23, 2026

Adopted by: Council

Purpose:

The Town of Carstairs is committed to clear, accurate, transparent, and timely communication with residents, businesses, partners, and stakeholders. Effective communication supports public trust, civic engagement, and accountability while recognizing the operational capacity of a small municipality. This policy establishes a coordinated framework for internal communications, external communications, media relations, and social media use to ensure consistent messaging, legislative compliance, and responsible public engagement.

This policy applies to all Council members, employees, contractors, and any individual authorized to communicate on behalf of the Town of Carstairs.

Definitions:

“**Council**” means the elected Council of the Town of Carstairs.

“**CAO**” means the Chief Administrative Officer.

“**Authorized User**” means an employee approved in writing by the CAO to manage communications or social media.

“**Social Media**” means third-party digital platforms used to share information and engage the public.

“**External Communications**” means information shared outside the organization.

“**Internal Communications**” means information shared within the organization.

“**Town Records**” include social media posts, comments, direct messages, and deleted content related to Town business.

Guidelines:

1. Legislative Authority

- a. The Municipal Government Act, RSA 2000, c M-26, provides that Members of Council-elect cannot carry out any power, duty, or function until they have taken the official oath prescribed by the Oaths of Office Act, RSA 2000, c O-1.
- b. The Town of Carstairs Procedure Bylaw outlines the requirements for holding the Organizational Meeting of Council following a municipal general election or by-election, including the administration of the official oath to the Mayor-elect and Councilors-elect.

In the event of a discrepancy between this policy and the Procedure Bylaw, the Procedure Bylaw shall prevail. This policy aligns with:

- Municipal Government Act (Alberta)
- Access to Information Act (ATIA)
- Protection of Privacy Act (POPA)
- Canadian Anti-Spam Legislation (CASL)

2. Internal Communications

Internal communication must be respectful, timely, and accessible. Methods may include meetings, email, bulletin boards, verbal and electronic communication. Emergency information will be prioritized.

3. External Communications & Media Relations

- a. Media inquiries are directed to the CAO or designate.
- b. Communications must be accurate, professional, and consistent.
- c. News releases are used for matters of public interest.
- d. Emergency communications take priority and will follow the Town’s Emergency Management Plan.

4. Social Media Use

- a. Purpose
Social Media is used to:
 - Share Town news and service updates
 - Promote community events
 - Provide emergency information
 - Support transparency and engagement

- b. Authorization
Only Authorized Users may post on official Town accounts. Town business shall not be conducted through personal accounts.

- c. Monitoring & Capacity Disclaimer
Social Media platforms are monitored during regular business hours only. Social Media is not monitored 24/7 and is not a substitute for emergency services.

- d. Moderation & Public Conduct
The Town reserves the right to remove content that:
 - Is offensive, discriminatory, defamatory, or threatening
 - Contains misinformation or personal attacks
 - Discloses personal or confidential information
 - Constitutes spam or commercial promotion

Moderation will be applied consistently and without regard to political or personal viewpoint.

5. Personal Use of Social Media

- a. Employees and Council members must clearly distinguish personal opinions from official Town messaging. When identifying themselves online as a representative of the Town, an appropriate disclaimer be used (e.g., *"The views expressed are my own and do not represent the Town of Carstairs"*).

- b. Confidential or non-public information must never be shared through personal or public social media accounts.

- c. Nothing in this policy restricts a Council member's or staff's ability to express personal opinions, provided such opinions are clearly identified as personal and not made on behalf of the Town.

6. Privacy, Photography & Records Management

- a. Personal information shall only be collected, used, or disclosed in accordance with POPA.

- b. Photo or video consent must be obtained by the Town prior to publishing identifiable images, particularly involving minors.

- c. All Town Records, including social media content and deletions related to Town business, are subject to ATIA and the Town's records retention schedule.

7. Crisis & Emergency Communications

During emergencies, the CAO or designate will coordinate all communications in accordance with the Emergency Management Plan. Emergency messaging takes precedence over all other communications.

8. Breach of Policy

Failure to comply with this policy may result in corrective or disciplinary action in accordance with Town policies and applicable legislation.

End of Policy

/Carstairs02/26

Signatures:

M___/26 Policy No. 12-041-26 adopted at Council on February 23, 2026.

Mayor, Dean Allan

CAO, Rick Blair

TOWN OF CARSTAIRS 2025 BUDGET			
FOR THE MONTH ENDING: January 31, 2026			
		2026 BUDGET	2026 YTD ACTUALS
OPERATING CASH REQUIREMENTS			
1	Operating cost excluding non-cash items and interest expense	11,408,577.30	464,773.26
1b	Requisition Expense <i>*Projected</i>	3,247,618.74	8,240.89
2	Less: Other Operating Revenue (excluding tax levy)	(8,214,847.88)	(918,021.50)
3	Operating debt interest	2,000.00	-
		6,443,348.16	(445,007.35)
4a	Anticipated draw from prior year accum surplus - restricted	-	-
4b	Anticipated draw from prior year accum surplus - unrestricted	-	-
	TAX LEVY FOR OPERATIONS	6,443,348.16	(445,007.35)
CAPITAL CASH REQUIREMENTS			
5a	Capital expenditures	6,515,291.66	303,671.01
5b	Capital A/P	-	-
5c	Grant money moved to deferred	-	-
6	Capital debt interest	151,737.64	5,442.00
7	Capital debt principal payments	693,228.45	12,356.47
7a	Transfer to Offsite Levy Reserve	368,298.00	-
		7,728,555.75	321,469.48
8	Less: Capital Revenue	(2,185,400.28)	(2,285.79)
9	Less: Capital Revenue Other Sources (Gain on Disposal)	-	-
		5,543,155.47	319,183.69
10	Proceeds from new debt	(1,652,953.80)	-
11a	Anticipated draw from prior year accum surplus - restricted	(2,571,903.90)	-
11b	Anticipated draw from prior year accum surplus - unrestricted	(5,500.00)	-
11c	Direct Restricted Fund (i.e. Deferred Grant Revenue)	-	-
	TAX LEVY FOR CAPITAL	1,312,797.77	319,183.69
	MINIMUM TAX LEVY	7,756,145.93	(125,823.66)
FUTURE FINANCIAL PLANS			
12a	Operation stabilization/specific operating future requirements	200,000.00	-
12b	Water Capital Replacement	163,200.00	-
12c	Sanitary Capital Replacement	136,499.20	-
12d	Equipment Capital Replacement	100,000.00	-
13a	Annual amortization expense	-	-
13b	Write-downs/loss on disposals	-	-
14	Less Annual non-cash expense not funded	-	-
		599,699.20	-
15	Capital Reserves Contributions	87,304.48	-
15a	Direct Restricted Fund (i.e. Deferred Grant Revenues)	-	-
	LEVY (DRAW) FOR FUTURE FINANCIAL PLANS	687,003.68	-
16	TOTAL TAX LEVY	(8,443,149.60)	125,823.66
17	NET BUDGETTED CASH DRAW ON ACCUM SURPLUS	-	-
	TAX LEVY	(8,443,149.60)	125,823.66
18	TAXES BUDGETED <i>*Projected</i>	(8,749,026.34)	-
	TOTAL REVENUE	(23,379,632.20)	(920,307.29)
	TOTAL EXPENSE	23,073,755.46	794,483.63
	SHORTFALL / (SURPLUS)	(305,876.76)	(125,823.66)

**TOWN OF CARSTAIRS
FINANCIAL REPORT**

For the Month Ending: **January 31, 2026**

REVENUES		
Account Balance		
****-739	BMO Account	12,556,882.69
****-815	BMO Account	0.00
*****024	ATB Account	0.00
TOTAL		12,556,882.69
Investments		
00049601827 - 6 Month GIC		0.00
00064084566 - 1 Year GIC		0.00
TOTAL		0.00
Outstanding Receivables		
Account Receivables		153,337.36
Tax Trial Balance		314,686.34
Utility Trial Balance		281,352.49
TOTAL		749,376.19
TOTAL REVENUES		13,306,258.88
DEBTS		
Loans		
Loan # and Description	2026 Payments	2026 YE Balance
25196998001 - Fire Emergency Vehicle		175,642.19
25196997770 - Fire Hall Construction		0.00
25196997789 - Golf Course Upgrades		0.00
Street Sweeper		56,441.40
JD Area Mower		37,372.21
2024 Equipment Loan		200,364.98
Water Reservoir		122,363.04
Water Service Line		1,450,733.05
Fleet Lease	12,356.47	533,903.54
Jacobsen AR 530 Rough Mower		86,650.63
TOTAL		2,663,471.04
Debentures		
Description	2026 Payments	2026 YE Balance
Fire Hall		1,154,003.83
TOTAL		1,154,003.83
TOTAL DEBTS		3,817,474.87
Debt Interest		
Operating		
Description	2026-01-31	2025 YTD Actual
Line of Credit / ASFF	0.00	0.00
TOTAL		0.00
Capital		
Fire Emergency Vehicle	852.80	852.80
Fire Hall Debenture	0.00	0.00
Fire Hall Construction/Site Servicing	174.38	174.38
Fleet	2,148.23	2,148.23
Street Sweeper	426.64	426.64

Equipment Replacement 2024	1,135.90	1,135.90
Reservoir	0.00	0.00
Reservoir Service Line	0.00	0.00
Lagoon Debenture	0.00	0.00
Golf Course Upgrades	277.41	277.41
TOTAL		5,442.00
TOTAL DEBT INTEREST		5,442.00
Debt Limit		
2024 Audit Value		20,305,631.00
Percent Used		19%
RESERVES		
Description	2025 Opening Balance	2025 YTD Actual
Operations Stabilization	(1,411,061.11)	(1,411,061.11)
Equipment Capital Reserve	(115,200.00)	(115,200.00)
Community Policing Grant	0.00	0.00
Fire(Town) Reserve- Truck/Equip.(s.b. OP	(65,705.30)	(65,705.30)
Fire Reserve - Building	(119,219.64)	(119,219.64)
AEMA Grant- Emergency Management	0.00	0.00
Safe Zone Program	0.00	0.00
Policing - Reserve	(167,415.04)	(167,415.04)
Bike Safety Program	(1,214.00)	(1,214.00)
Cap. Reserve - Equipment	0.00	0.00
Canada Community Building Fund	0.00	0.00
LGFF& CCBF Capital - Deferred Revenue	0.00	0.00
Cap. Reserve - Roads	(111,501.35)	(111,501.35)
Off Site Levy - Transportation	(829,515.98)	(829,515.98)
Off-Site Levy - Storm	(603,229.51)	(603,229.51)
Water & Sewer Deposits	(28,700.00)	(29,100.00)
Alberta Water Wastewater Partnership	0.00	0.00
Cap. Reserve - Water	(840,037.73)	(840,037.73)
Off-Site Levy - Water	(2,935,770.50)	(2,935,770.50)
Cap. Reserve - Sewer	(394,444.39)	(394,444.39)
Reserves - Wastewater Infrastructure	(463,218.26)	(463,218.26)
Off-Site Levy - Sewer	(1,066,137.23)	(1,066,137.23)
Landfill - Post Closure Care Costs	(36,939.39)	(36,939.39)
Reserves - Solid Waste	(47,795.02)	(47,795.02)
Garbage Reserves	0.00	0.00
Deferred Revenue - Boys & Girls	0.00	0.00
Op Reserve - Cemetery Perpetual Care Fun	(115,666.72)	(115,666.72)
Op. Reserve - Columbarium Perpetual Care	(66,923.47)	(66,923.47)
Cap. Reserve - Cemetery Columbarium	(7,648.76)	(7,648.76)
Deferred Revenue - Carstairs Pet Relief	(1,622.19)	(1,622.19)
Deferred Revenue - IODE	0.00	0.00
Municipal Reserve	0.00	0.00
Fortis Lights	(28,000.00)	(28,000.00)
Stone Garden - Maintenance	(10,000.00)	(10,000.00)
MR - Developer Cash-in-Lieu	(29,500.00)	(29,500.00)
Land Lease - Damage Deposit	(1,000.00)	(1,000.00)
Building Lease - Damage Deposit	(250.00)	(250.00)
Unearned Revenue - BookKing	(25,733.91)	(37,894.01)
Op. Reserves - Recreation	0.00	0.00
Cap.Reserve - Recreation	(1,633.49)	(1,633.49)
Prepaid - Golf Course	0.00	0.00

AGENDA ITEM #a)

Raincheck Liability - Golf Course	0.00	0.00
Gift Certificate Liability - GC	(37,239.51)	(36,939.51)
Gratuities - Tournaments	0.00	0.00
Gratuities - Servers	0.00	0.00
Reserves - Golf Carts	(2,243.46)	(2,243.46)
Junior Golf	(22,561.12)	(22,561.12)
Unearned Revenue - Arena	0.00	0.00
Arena Rental Deposits	(1,000.00)	(1,000.00)
Deferred Revenue - Parks	0.00	0.00
Deferred Revenue - Skateboard Park	(8,378.34)	(8,378.34)
Parks - Memorial Donations	(2,859.55)	(2,859.55)
Deferred Rev - Carstairs Nature Space	(25,915.25)	(25,915.25)
Deferred Rev - Pickleball Courts	0.00	0.00
Reserve - Community Hall	0.00	0.00
Community Hall - Damage Deposits	(1,200.00)	(1,200.00)
TOTAL	(9,626,480.22)	(9,638,740.32)

**TOWN OF CARSTAIRS
REVENUE & EXPENSE REPORT**

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
REVENUES				
Other Revenue				
1-00-00-510-0	Penalties and Costs	(46,283.89)	(46,283.89)	(93,000.00)
1-00-00-540-0	Franchise Revenue	0.00	0.00	(657,704.00)
1-00-00-550-0	Investment Income	(26,666.26)	(26,666.26)	(150,000.00)
1-03-00-740-0	Fines & Costs	(35.78)	(35.78)	(500.00)
	TOTAL	(72,985.93)	(72,985.93)	(901,204.00)
General Administration Revenue				
1-12-00-410-0	Sales of Goods & Services	(2.40)	(2.40)	(300.00)
1-12-00-411-0	Tax Certificates & Title Searches	(1,040.00)	(1,040.00)	(23,360.00)
1-12-00-590-0	Other Revenue	(1,142.24)	(1,142.24)	(1,000.00)
1-12-00-620-0	Proceeds from Sales	0.00	0.00	0.00
1-12-00-840-0	Provincial Conditional Grant	0.00	0.00	(81,536.00)
	TOTAL	(2,184.64)	(2,184.64)	(106,196.00)
Communications Revenue				
1-12-01-590-0	Other Revenue	0.00	0.00	(500.00)
	TOTAL	0.00	0.00	(500.00)
Fire Department Revenue				
1-23-00-410-0	Fire Call Revenue	(6,618.75)	(6,618.75)	(125,000.00)
1-23-00-590-0	Other Revenue	0.00	0.00	(30,000.00)
1-23-00-620-0	Proceeds from Sales	0.00	0.00	0.00
1-23-00-850-0	Mountainview County	0.00	0.00	(265,200.98)
	TOTAL	(6,618.75)	(6,618.75)	(420,200.98)
Emergency Management Revenue				
1-24-00-283-0	Safe Zone Program	0.00	0.00	0.00
	TOTAL	0.00	0.00	0.00
Emergency Services Revenue				
1-26-00-492-0	Bike Safety Program	0.00	0.00	0.00
1-26-00-521-0	Dog Licenses	(450.00)	(450.00)	(800.00)
1-26-00-522-0	Dog Boarding Fees	0.00	0.00	0.00
1-26-00-531-0	Traffic Fines	(926.87)	(926.87)	(18,500.00)
1-26-00-532-0	Bylaw Fines	0.00	0.00	(1,000.00)
1-26-00-590-0	Other Revenue	0.00	0.00	(500.00)
1-26-00-620-0	Proceeds from Sales	0.00	0.00	0.00
	TOTAL	(1,376.87)	(1,376.87)	(20,800.00)
Roadways Revenue				
1-32-00-410-0	Sale of Goods & Services	0.00	0.00	0.00
1-32-00-590-0	Other Revenue	0.00	0.00	(500.00)
1-32-00-620-0	Proceeds from Sales	0.00	0.00	0.00
1-32-00-840-0	Provincial Conditional Grant	0.00	0.00	0.00
	TOTAL	0.00	0.00	(500.00)
Stormwater Revenue				
1-37-00-620-0	Proceeds from Sales	0.00	0.00	0.00
	TOTAL	0.00	0.00	0.00
Water Revenue				
1-41-00-410-0	Water Sales	(103,448.17)	(103,448.17)	(1,333,990.35)
1-41-00-410-1	Flat Rate Fees - Water	(32,547.67)	(32,547.67)	(376,200.00)
1-41-00-411-0	Bulk Water Sales	(2,234.70)	(2,234.70)	(84,095.04)

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
1-41-00-440-0	Water Meter Sales	(4,025.00)	(4,025.00)	(23,000.00)
1-41-00-590-0	Other Revenue	(2,500.00)	(2,500.00)	(500.00)
1-41-00-620-0	Proceeds from Sales	0.00	0.00	0.00
TOTAL		(144,755.54)	(144,755.54)	(1,817,785.39)
Sanitary Revenue				
1-42-00-410-0	Sewer Fees	(61,478.60)	(61,478.60)	(800,394.21)
1-42-00-410-1	Flat Rate Fee- Wastewater Infrastructure	(13,401.31)	(13,401.31)	(156,499.20)
1-42-00-419-0	Sales of Goods & Services	0.00	0.00	0.00
1-42-00-620-0	Proceeds from Sales	0.00	0.00	0.00
1-42-00-840-0	Provincial Conditional Grant	0.00	0.00	0.00
TOTAL		(74,879.91)	(74,879.91)	(956,893.41)
Garbage Revenue				
1-43-00-410-0	Garbage Fees	(51,233.81)	(51,233.81)	(595,872.00)
1-43-00-590-0	Other Revenue	0.00	0.00	(500.00)
1-43-00-620-0	Proceeds from Sales	0.00	0.00	0.00
1-43-00-840-0	Provincial Conditional Grant	0.00	0.00	0.00
TOTAL		(51,233.81)	(51,233.81)	(596,372.00)
Planning Revenue				
1-61-00-410-0	Zoning Application - Developer	(6,000.00)	(6,000.00)	(2,500.00)
1-61-00-411-0	Provincial Permit Fees	(969.92)	(969.92)	(7,000.00)
1-61-00-490-0	MPC / Relaxation Revenue	0.00	0.00	(500.00)
1-61-00-620-0	Proceeds from Sales	0.00	0.00	0.00
1-61-00-840-0	Provincial Conditional Grant	0.00	0.00	0.00
TOTAL		(6,969.92)	(6,969.92)	(10,000.00)
Community Services Revenue				
1-62-00-419-0	Program Fees	(55.00)	(55.00)	(5,100.00)
1-62-00-420-0	Event Fees	0.00	0.00	(2,500.00)
1-62-00-590-0	Business License Revenue	(38,050.00)	(38,050.00)	(34,000.00)
1-62-00-591-0	Donations	(3,009.22)	(3,009.22)	(1,600.00)
1-62-00-595-0	IODE Donations	(6,217.00)	(6,217.00)	(5,500.00)
1-62-00-620-0	Proceeds from Sales	0.00	0.00	0.00
1-62-00-840-0	Conditional Grants	0.00	0.00	(2,420.00)
1-62-51-840-0	FCSS Provincial Conditional Grants	(24,282.00)	(24,282.00)	(97,128.00)
1-62-51-850-0	Mountain View County FCSS Grant	0.00	0.00	(30,744.00)
TOTAL		(71,613.22)	(71,613.22)	(178,992.00)
Development Revenue				
1-66-00-410-0	Buidling & Development Permits	(30,905.80)	(30,905.80)	(250,000.00)
1-66-00-410-1	Consulting Services Subdivision - Devel	0.00	0.00	(5,000.00)
1-66-00-415-0	Subdivision Fees	(25,850.00)	(25,850.00)	(5,000.00)
1-66-00-420-0	Compliance Fees	(400.00)	(400.00)	(8,000.00)
1-66-00-620-0	Proceeds from Sales	0.00	0.00	0.00
1-66-00-840-0	Cond. Prov. Grants	0.00	0.00	0.00
TOTAL		(57,155.80)	(57,155.80)	(268,000.00)
Lands & Buildings Revenue				
1-69-01-560-0	Building Rental - Medical Centre	(6,907.30)	(6,907.30)	(83,294.65)
1-69-03-560-0	Building Rental - IODE	(285.71)	(285.71)	(3,428.52)
1-69-04-560-0	Building Rental - 1126 Osler	(600.00)	(600.00)	(6,000.00)
1-69-05-560-0	Land Rental - Buschert	(1,650.00)	(1,650.00)	(1,650.00)
1-69-06-560-0	Land Rental - Quantz/Colby	0.00	0.00	0.00
1-69-07-560-0	Land Rental - Marcam	0.00	0.00	(5,650.00)
1-69-08-560-0	Land Rental - Advantage	0.00	0.00	(10,000.00)
1-69-09-560-0	Land Rental - Trans Canada	0.00	0.00	(9,835.00)
1-69-10-560-0	Land Rental - 890 Centre Street	(1,000.00)	(1,000.00)	(12,000.00)

AGENDA ITEM #a)

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
1-69-13-560-0	Building Rental - Scout Hall	(400.00)	(400.00)	(4,800.00)
TOTAL		(10,843.01)	(10,843.01)	(136,658.17)
Golf Course Revenue				
1-72-04-410-0	Annual Member Dues	(335,540.00)	(335,540.00)	(435,000.00)
1-72-04-411-0	Merchandise Sales	0.00	0.00	(185,000.00)
1-72-04-412-0	Driving Range	0.00	0.00	(25,000.00)
1-72-04-413-0	Green Fees	0.00	0.00	(475,000.00)
1-72-04-414-0	Bar Sales	0.00	0.00	(260,000.00)
1-72-04-414-1	Pop Sales	(2,591.25)	(2,591.25)	(56,000.00)
1-72-04-414-2	Food Sales	0.00	0.00	(360,000.00)
1-72-04-415-0	Storage Rentals	(1,125.00)	(1,125.00)	(3,500.00)
1-72-04-416-0	Groupon	0.00	0.00	0.00
1-72-04-490-0	Tournaments & Leagues	(500.00)	(500.00)	(5,000.00)
1-72-04-565-0	Cart Rentals	(14,570.00)	(14,570.00)	(220,000.00)
1-72-04-565-1	Club Rentals	0.00	0.00	(3,000.00)
1-72-04-590-0	Other Revenue	0.00	0.00	(2,000.00)
1-72-04-590-1	Other Revenue - PGA	0.00	0.00	(2,000.00)
1-72-04-592-0	Junior Golf Program	0.00	0.00	(2,500.00)
1-72-04-620-0	Proceeds from Sales	0.00	0.00	0.00
1-72-04-840-0	Provincial Conditional Grant	0.00	0.00	0.00
TOTAL		(354,326.25)	(354,326.25)	(2,034,000.00)
Arena Revenue				
1-72-06-419-0	Program & Event Fees	(935.00)	(935.00)	(65,000.00)
1-72-06-490-0	Arena Concession	(14,347.75)	(14,347.75)	(72,000.00)
1-72-06-491-0	Advertising Signs	(8,150.00)	(8,150.00)	(6,500.00)
1-72-06-540-1	Dance Studio Lease	(824.00)	(824.00)	(6,592.00)
1-72-06-540-2	Crossfit Lease	(1,500.00)	(1,500.00)	(18,000.00)
1-72-06-560-0	Facility Rentals	(505.04)	(505.04)	(2,500.00)
1-72-06-560-1	Ice Rentals	(29,308.15)	(29,308.15)	(160,000.00)
1-72-06-562-9	Hugh Sutherland School	(5,000.00)	(5,000.00)	(5,000.00)
1-72-06-590-0	Other Revenue/Donations	0.00	0.00	0.00
1-72-06-620-0	Proceeds from Sales	0.00	0.00	0.00
1-72-06-830-0	Federal Conditional Grants	0.00	0.00	0.00
1-72-06-850-0	Mountainview County	0.00	0.00	(101,856.46)
TOTAL		(60,569.94)	(60,569.94)	(437,448.46)
Parks Revenue				
1-72-08-560-0	Ball Diamond Rental - Slow Pitch	0.00	0.00	(5,600.00)
1-72-08-562-0	Soccer Field Revenue	0.00	0.00	(1,160.00)
1-72-08-590-0	Other Revenue	0.00	0.00	(300.00)
1-72-08-591-0	Memorial Benches	0.00	0.00	(1,500.00)
1-72-08-593-0	Carstairs Nature Space	0.00	0.00	0.00
1-72-08-594-0	Pickleball Courts	0.00	0.00	0.00
1-72-08-620-0	Proceeds from Sales	0.00	0.00	0.00
1-72-08-750-0	Mountainview County	0.00	0.00	(118,631.97)
1-72-08-830-0	Federal Conditional Grants	0.00	0.00	0.00
1-72-08-840-0	Provincial Conditional Grant	0.00	0.00	0.00
1-72-56-410-0	Sale of Goods & Services - Cemetery	(30.00)	(30.00)	(14,000.00)
1-72-56-411-0	Perpetual Care Fund - Cemetery	0.00	0.00	(7,500.00)
1-72-56-412-0	Sale of Good & Services - Columbarium	(280.00)	(280.00)	(6,000.00)
1-72-56-413-0	Perpetual Care Fund - Columbarium	0.00	0.00	(4,000.00)
TOTAL		(310.00)	(310.00)	(158,691.97)
Campground Revenue				
1-72-99-410-0	Campground Fees	0.00	0.00	(90,000.00)

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
1-72-99-411-0	Shower/Sewer User Fees	0.00	0.00	(8,000.00)
1-72-99-620-0	Proceeds from Sales	0.00	0.00	0.00
TOTAL		0.00	0.00	(98,000.00)
Community Hall Revenue				
1-74-02-490-0	Community Hall Revenue	(2,197.91)	(2,197.91)	(25,000.00)
1-74-02-620-0	Proceeds from Sales	0.00	0.00	0.00
1-74-02-850-0	Mountain View County Grant	0.00	0.00	(13,285.63)
TOTAL		(2,197.91)	(2,197.91)	(38,285.63)
Library Revenue				
1-74-04-750-0	Mountainview County	0.00	0.00	(34,319.87)
1-74-04-840-0	Provincial Conditional Grant	0.00	0.00	0.00
TOTAL		0.00	0.00	(34,319.87)
Taxes & Requisitions Revenue				
1-00-00-110-0	Taxes - Residential <i>*Projected</i>	0.00	0.00	(5,530,342.67)
1-00-00-120-0	Taxes - Non Residential <i>*Projected</i>	0.00	0.00	(697,751.07)
1-00-00-200-0	ASFF - Residential <i>*Projected</i>	0.00	0.00	(2,235,332.65)
1-00-00-210-0	ASFF - Non Residential <i>*Projected</i>	0.00	0.00	(284,692.72)
1-00-00-211-0	Designated Industrial Properties <i>*Projected</i>	0.00	0.00	(907.23)
TOTAL		0.00	0.00	(8,749,026.34)
TOTAL REVENUES		(918,021.50)	(918,021.50)	(16,963,874.22)
EXPENSES				
Legislative Expense				
2-11-00-110-0	Wages	5,739.16	5,739.16	154,609.60
2-11-00-130-0	Benefits - Remuneration	588.32	588.32	8,068.76
2-11-00-130-1	Benefits	1,096.84	1,096.84	32,468.02
2-11-00-150-0	Committee Per Diem	990.00	990.00	35,000.00
2-11-00-151-0	Remuneration	13,447.94	13,447.94	161,375.28
2-11-00-211-0	Travel & Subsistence	5,458.85	5,458.85	45,000.00
2-11-00-214-0	Training	2,925.00	2,925.00	19,500.00
2-11-00-215-0	Telecommunications	0.00	0.00	1,200.00
2-11-00-221-0	Public Relations	185.53	185.53	14,500.00
2-11-00-221-1	Staff Relations	0.00	0.00	6,150.00
2-11-00-224-0	Memberships	1,802.11	1,802.11	8,358.92
2-11-00-274-0	Insurance	0.00	0.00	590.00
TOTAL		32,233.75	32,233.75	486,820.58
Taxes & Requisitions Expense				
2-26-00-238-0	RCMP <i>*Projected</i>	0.00	0.00	304,805.60
2-43-00-765-0	Mountain View Waste Commission	8,240.89	8,240.89	32,963.54
2-80-00-742-0	Mountain View Seniors' Housing	0.00	0.00	388,917.00
2-80-00-744-0	ASFF <i>*Projected</i>	0.00	0.00	2,520,025.37
2-80-00-745-0	Designated Industrial Properties <i>*Projected</i>	0.00	0.00	907.23
TOTAL		8,240.89	8,240.89	3,247,618.74
General Administration Expense				
2-12-00-110-0	Wages	51,502.34	51,502.34	669,531.40
2-12-00-130-0	Benefits	8,379.26	8,379.26	108,488.90
2-12-00-131-0	Benefits - Wellness Program	1,382.87	1,382.87	30,000.00
2-12-00-136-0	Worker's Compensation Board	3,218.24	3,218.24	50,000.00
2-12-00-210-0	Freight & Postage	379.60	379.60	5,780.84
2-12-00-211-0	Travel, Meals & Accommodations	0.00	0.00	6,600.00
2-12-00-214-0	Training & Conferences	0.00	0.00	8,000.00
2-12-00-215-0	Telecommunications	1,386.43	1,386.43	17,412.00

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
2-12-00-221-1	Staff Relations	0.00	0.00	500.00
2-12-00-224-0	Memberships	602.50	602.50	3,200.00
2-12-00-230-0	Prof Services - Audit	0.00	0.00	34,100.00
2-12-00-232-2	Prof Services - Legal	0.00	0.00	20,000.00
2-12-00-233-0	Prof Services - Assessment	17,900.00	17,900.00	49,100.00
2-12-00-234-0	Prof Services - Computer Support	13,950.28	13,950.28	122,945.16
2-12-00-234-2	Computer Replacement	0.00	0.00	31,316.00
2-12-00-239-0	Prof Services - Other	1,411.96	1,411.96	14,850.00
2-12-00-240-0	Service Charges	0.00	0.00	100.00
2-12-00-260-0	Equipment Rental/Lease	348.00	348.00	12,848.52
2-12-00-290-0	Other General Services (Census/Election)	0.00	0.00	0.00
2-12-00-290-2	Contracted Services	0.00	0.00	0.00
2-12-00-510-0	General Goods & Supplies	700.25	700.25	15,000.00
2-12-00-620-0	Loss on Disposal	0.00	0.00	0.00
2-12-00-810-0	Charges for Other Financial Services	423.69	423.69	5,780.00
2-12-00-920-0	Uncollectible Accounts	(0.67)	(0.67)	1,000.00
TOTAL		101,584.75	101,584.75	1,206,552.82
Communications Expense				
2-12-01-211-0	Travel, Meals & Accommodations	0.00	0.00	200.00
2-12-01-214-0	Conference & Course Fees	0.00	0.00	1,000.00
2-12-01-220-0	Advertising	340.10	340.10	41,800.00
2-12-01-224-0	Memberships	0.00	0.00	650.00
2-12-01-234-0	Website Support	0.00	0.00	7,191.04
2-12-01-510-0	General Goods & Supplies	0.00	0.00	1,000.00
2-12-01-620-0	Loss on Disposal	0.00	0.00	0.00
TOTAL		340.10	340.10	51,841.04
Fire Department Expense				
2-23-00-110-0	Wages	12,850.71	12,850.71	167,574.83
2-23-00-130-0	Benefits	2,410.80	2,410.80	35,190.71
2-23-00-155-0	Firefighter Appreciation	0.00	0.00	3,650.00
2-23-00-159-0	Firefighter Remuneration	1,250.00	1,250.00	125,000.00
2-23-00-210-0	Freight & Postage	0.00	0.00	500.00
2-23-00-211-0	Travel, Meals & Accommodations	120.04	120.04	3,000.00
2-23-00-214-0	Training	557.00	557.00	8,000.00
2-23-00-214-1	Conferences	0.00	0.00	2,500.00
2-23-00-215-0	Telecommunications	131.95	131.95	6,800.00
2-23-00-219-0	Dispatch Services	0.00	0.00	14,787.88
2-23-00-221-0	Fire Prevention	0.00	0.00	2,700.00
2-23-00-224-0	Memberships & Registrations	404.00	404.00	7,050.00
2-23-00-245-0	Investigation Costs	0.00	0.00	1,000.00
2-23-00-250-0	R&M - Buildings	176.58	176.58	4,500.00
2-23-00-252-0	Janitorial	700.00	700.00	8,400.00
2-23-00-253-0	R&M - Equipment	2,741.65	2,741.65	21,500.00
2-23-00-255-0	R&M - Vehicles	7,579.67	7,579.67	38,000.00
2-23-00-274-0	Insurance	0.00	0.00	28,500.00
2-23-00-511-0	General Goods & Services	3,968.51	3,968.51	10,400.00
2-23-00-511-1	General Goods & Services - Inventory	0.00	0.00	0.00
2-23-00-512-0	Officer Uniforms	325.17	325.17	6,800.00
2-23-00-520-1	Small Equipment Replacement	0.00	0.00	71,752.44
2-23-00-521-0	Fuel	102.70	102.70	14,000.00
2-23-00-531-0	Safety (OH&S)	0.00	0.00	1,600.00
2-23-00-543-0	Gas	0.00	0.00	6,893.00
2-23-00-544-0	Power	0.00	0.00	17,907.00

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
2-23-00-620-0	Loss on Disposal	0.00	0.00	0.00
2-23-00-770-0	Transfer to County	0.00	0.00	46,875.00
TOTAL		33,318.78	33,318.78	654,880.86
Emergency Management Expense				
2-24-00-110-0	Wages	2,066.42	2,066.42	26,863.35
2-24-00-130-0	Benefits	391.21	391.21	5,641.30
2-24-00-211-0	Travel, Meals & Accommodations	0.00	0.00	600.00
2-24-00-214-0	Training & Conferences	0.00	0.00	1,000.00
2-24-00-215-0	Telecommunications	136.92	136.92	1,500.00
2-24-00-224-0	Memberships	0.00	0.00	500.00
2-24-00-283-0	Safe Zone Program	0.00	0.00	0.00
2-24-00-290-0	Emergency Events	0.00	0.00	1,000.00
2-24-00-510-0	General Goods & Supplies	3,025.70	3,025.70	5,000.00
2-24-00-620-0	Loss on Disposal	0.00	0.00	0.00
TOTAL		5,620.25	5,620.25	42,104.65
Emergency Services Expense				
2-26-00-110-0	Wages	17,746.60	17,746.60	230,705.74
2-26-00-130-0	Benefits	3,373.72	3,373.72	48,448.20
2-26-00-210-0	Freight & Postage	0.00	0.00	250.00
2-26-00-211-0	Travel, Meals & Accommodations	0.00	0.00	2,000.00
2-26-00-214-0	Training & Conferences	0.00	0.00	3,000.00
2-26-00-215-0	Telecommunications	897.10	897.10	21,000.00
2-26-00-224-0	Memberships	300.00	300.00	750.00
2-26-00-235-0	Contracted Services	0.00	0.00	2,000.00
2-26-00-237-2	Animal Control Expenses	0.00	0.00	750.00
2-26-00-239-2	Animal Control Veterinary Services	0.00	0.00	500.00
2-26-00-244-0	Safety Code Inspections	0.00	0.00	3,575.00
2-26-00-255-2	R&M - Vehicles	21.92	21.92	5,000.00
2-26-00-492-0	Bike Safety Program	0.00	0.00	0.00
2-26-00-510-0	General Goods & Supplies	0.00	0.00	6,500.00
2-26-00-512-0	PPE Clothing/Boots/Gloves	39.99	39.99	4,450.00
2-26-00-513-0	Safety	57.01	57.01	5,000.00
2-26-00-521-0	Fuel	0.00	0.00	6,000.00
2-26-00-590-2	Programs	1,800.00	1,800.00	25,500.00
2-26-00-620-0	Loss on Disposal	0.00	0.00	0.00
2-26-00-770-0	Citizens on Patrol	0.00	0.00	2,000.00
TOTAL		24,236.34	24,236.34	367,428.94
Fleet Expense				
2-31-00-219-0	Telematics	225.65	225.65	2,707.80
2-31-00-230-0	Management Fees	1,394.64	1,394.64	16,735.68
2-31-00-255-0	Maintenance Fees	767.96	767.96	9,215.52
TOTAL		2,388.25	2,388.25	28,659.00
Roadways Expense				
2-32-00-110-0	Wages	26,708.14	26,708.14	333,799.79
2-32-00-130-0	Benefits	4,941.51	4,941.51	70,097.96
2-32-00-210-0	Freight & Postage	0.00	0.00	500.00
2-32-00-211-0	Travel, Meals & Accommodations	0.00	0.00	500.00
2-32-00-214-0	Training & Conferences	0.00	0.00	4,000.00
2-32-00-250-1	R&M - CPR Xing	0.00	0.00	5,000.00
2-32-00-250-2	R&M - Roads	0.00	0.00	55,000.00
2-32-00-251-2	R&M - Sidewalks	0.00	0.00	50,000.00
2-32-00-252-0	R&M - Pathways	0.00	0.00	25,000.00
2-32-00-253-2	R&M - Equipment	0.00	0.00	26,000.00

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
2-32-00-255-2	R&M - Vehicles	0.00	0.00	11,000.00
2-32-00-260-0	Equipment Rental/Lease	0.00	0.00	5,000.00
2-32-00-264-0	CPR Land/Ditch Lease	0.00	0.00	7,900.00
2-32-00-510-0	General Goods & Supplies	0.00	0.00	13,500.00
2-32-00-520-0	Equipment/Vehicle Parts & Supplies	626.53	626.53	8,700.00
2-32-00-521-0	Fuel	0.00	0.00	30,000.00
2-32-00-530-0	Construction & Maintenance Materials	0.00	0.00	11,000.00
2-32-00-534-0	Sand & Gravel	0.00	0.00	15,500.00
2-32-00-539-1	Street Signs	0.00	0.00	2,500.00
2-32-00-539-2	Pedestrian Signals	0.00	0.00	5,000.00
2-32-00-544-0	Power - Street Lights	0.00	0.00	292,576.00
2-32-00-620-0	Loss on Disposal	0.00	0.00	0.00
2-32-31-512-0	PPE Clothing/Boots/Gloves	62.96	62.96	5,000.00
TOTAL		32,339.14	32,339.14	977,573.75
Storm Water Expense				
2-37-00-110-0	Wages	1,749.43	1,749.43	23,270.61
2-37-00-130-0	Benefits	317.02	317.02	4,886.83
2-37-00-250-2	Purchased Repairs & Maintenance	0.00	0.00	2,000.00
2-37-00-510-0	General Goods & Supplies	0.00	0.00	500.00
2-37-00-520-0	R&M - Equipment	0.00	0.00	1,000.00
2-37-00-521-0	Fuel	0.00	0.00	500.00
2-37-00-531-0	Chemicals / Testing	0.00	0.00	7,000.00
2-37-00-620-0	Loss on Disposal	0.00	0.00	0.00
TOTAL		2,066.45	2,066.45	39,157.44
Water Expense				
2-41-00-110-0	Wages	7,818.41	7,818.41	113,533.69
2-41-00-130-0	Benefits	1,409.68	1,409.68	23,842.07
2-41-00-210-0	Freight & Postage	379.60	379.60	8,000.00
2-41-00-211-0	Travel, Meals & Accommodations	0.00	0.00	3,000.00
2-41-00-214-0	Training & Conferences	305.00	305.00	3,000.00
2-41-00-215-0	Telecommunications	0.00	0.00	1,000.00
2-41-00-224-0	Memberships	0.00	0.00	300.00
2-41-00-239-0	Professional Services Purchased	0.00	0.00	18,000.00
2-41-00-250-2	R&M - Water System Infrastructure	0.00	0.00	30,000.00
2-41-00-251-2	R&M - Buildings/Reservoir	0.00	0.00	5,000.00
2-41-00-253-0	R&M - Hydrants	0.00	0.00	10,000.00
2-41-00-290-0	Meter Reading Service/1st Call Locate	884.00	884.00	3,000.00
2-41-00-350-0	Purchase Water-Mtnview Water Commission	0.00	0.00	1,161,803.93
2-41-00-510-0	General Goods & Supplies	0.00	0.00	6,000.00
2-41-00-520-2	Equipment/Vehicle Parts & Supplies	0.00	0.00	2,500.00
2-41-00-521-0	Pumphouse Fuel	0.00	0.00	500.00
2-41-00-521-1	Fuel	0.00	0.00	8,000.00
2-41-00-531-0	Chemicals/Testing Supplies	585.90	585.90	3,500.00
2-41-00-538-0	Meters	0.00	0.00	193,000.00
2-41-00-539-0	Motors/Pumps/Inspections	0.00	0.00	5,500.00
2-41-00-543-0	Gas	0.00	0.00	3,740.00
2-41-00-544-0	Power	0.00	0.00	51,546.00
2-41-00-620-0	Loss on Disposal	0.00	0.00	0.00
2-41-00-920-0	Uncollectible Accounts	0.00	0.00	500.00
TOTAL		11,382.59	11,382.59	1,655,265.69
Sanitary Expense				
2-42-00-110-0	Wages	7,723.11	7,723.11	113,464.63
2-42-00-130-0	Benefits	1,396.72	1,396.72	23,827.57

AGENDA ITEM #a)

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
2-42-00-210-0	Freight & Postage	379.60	379.60	8,000.00
2-42-00-230-0	General Services Purchased	0.00	0.00	6,500.00
2-42-00-250-2	R&M - Infrastructure	0.00	0.00	60,000.00
2-42-00-253-0	R&M - Pumps	0.00	0.00	6,290.56
2-42-00-255-2	R&M - Vehicle	0.00	0.00	500.00
2-42-00-510-0	General Goods & Supplies	0.00	0.00	1,600.00
2-42-00-520-0	Equipment/Vehicle Parts & Supplies	0.00	0.00	700.00
2-42-00-521-0	Fuel	0.00	0.00	3,500.00
2-42-00-530-0	Sewer Pipe & Fittings	0.00	0.00	0.00
2-42-00-531-0	Chemicals & Testing	0.00	0.00	16,000.00
2-42-00-534-0	Sand/Gravel/Loam	0.00	0.00	1,000.00
2-42-00-544-0	Power	0.00	0.00	3,084.00
2-42-00-620-0	Loss on Disposal	0.00	0.00	0.00
2-42-00-920-0	Uncollectibles	0.00	0.00	500.00
TOTAL		9,499.43	9,499.43	244,966.76
Garbage Expense				
2-43-00-110-0	Wages	2,034.60	2,034.60	26,782.33
2-43-00-130-0	Benefits	370.19	370.19	5,624.29
2-43-00-210-0	Freight & Postage	379.60	379.60	8,000.00
2-43-00-238-0	Other Professional Services	0.00	0.00	0.00
2-43-00-270-0	Annual Clean Up	0.00	0.00	4,000.00
2-43-00-290-0	Solid Waste Contract	0.00	0.00	236,444.64
2-43-00-291-0	Contracted Services (Bin Rental/Landfill)	0.00	0.00	5,100.00
2-43-00-510-0	General Goods & Supplies	0.00	0.00	500.00
2-43-00-511-0	Roll Out Bins	0.00	0.00	20,000.00
2-43-00-512-0	Compost Bins	0.00	0.00	10,000.00
2-43-00-520-2	Equipment/Vehicle Parts & Supplies	0.00	0.00	5,000.00
2-43-00-521-0	Fuel	0.00	0.00	4,000.00
2-43-00-620-0	Loss on Disposal	0.00	0.00	0.00
TOTAL		2,784.39	2,784.39	325,451.26
Planning Expense				
2-61-00-110-0	Wages	7,300.08	7,300.08	101,634.23
2-61-00-130-0	Benefits	1,355.66	1,355.66	21,343.19
2-61-00-210-0	Freight & Postage	0.00	0.00	100.00
2-61-00-211-0	Travel, Meals & Accommodations	13.81	13.81	1,500.00
2-61-00-214-0	Training & Conferences	0.00	0.00	2,500.00
2-61-00-215-0	Telecommunications	0.00	0.00	850.00
2-61-00-239-0	Consulting Services - Developer	0.00	0.00	12,000.00
2-61-00-239-1	Consulting Services - Municipal	0.00	0.00	107,500.00
2-61-00-255-2	R&M - Vehicle	0.00	0.00	500.00
2-61-00-271-0	Licenses and Permits	207.05	207.05	5,000.00
2-61-00-510-0	General Goods & Supplies	74.30	74.30	2,500.00
2-61-00-521-0	Fuel	0.00	0.00	1,500.00
2-61-00-620-0	Loss on Disposal	0.00	0.00	0.00
TOTAL		8,950.90	8,950.90	256,927.42
Asset Management Expense				
2-61-02-110-0	Wages	5,653.72	5,653.72	73,498.24
2-61-02-130-0	Benefits	1,028.30	1,028.30	15,434.63
2-61-02-211-0	Travel, Meals & Accommodations	0.00	0.00	1,000.00
2-61-02-214-0	Training & Conferences	2,769.76	2,769.76	3,000.00
2-61-02-215-0	Telecommunications	0.00	0.00	850.00
2-61-02-224-0	Memberships	68.00	68.00	1,000.00
2-61-02-234-0	Computer Support	6,949.26	6,949.26	13,200.00

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
2-61-02-239-0	Consulting Services	0.00	0.00	22,500.00
2-61-02-510-0	General Goods & Supplies	0.00	0.00	1,000.00
2-61-02-511-0	Plotter Printer	0.00	0.00	2,000.00
TOTAL		16,469.04	16,469.04	133,482.87
Community Services Expense				
2-62-00-110-0	Wages	12,629.56	12,629.56	192,098.84
2-62-00-130-0	Benefits	2,434.30	2,434.30	40,340.76
2-62-00-210-0	Freight & Postage	0.00	0.00	100.00
2-62-00-211-0	Travel, Meals & Accommodations	0.00	0.00	1,000.00
2-62-00-214-0	Training & Conferences	0.00	0.00	2,000.00
2-62-00-215-0	Telecommunications	205.85	205.85	3,600.00
2-62-00-224-0	Memberships	455.00	455.00	1,000.00
2-62-00-234-0	Prof Services - Computer Support	0.00	0.00	8,754.09
2-62-00-290-0	Programs	450.00	450.00	10,080.00
2-62-00-291-0	Events	0.00	0.00	23,000.00
2-62-00-510-0	General Goods & Supplies	67.46	67.46	3,000.00
2-62-00-595-0	IODE Expenses	0.00	0.00	5,500.00
2-62-00-620-0	Loss on Disposal	0.00	0.00	0.00
2-62-00-770-1	Donation to Community Transportation	292.86	292.86	3,800.00
2-62-00-770-5	Museum Operating Grant	0.00	0.00	60,083.00
2-62-00-770-6	Donation to Kiwanis	0.00	0.00	500.00
2-62-00-770-7	Half Century Operating Grant	0.00	0.00	4,000.00
2-62-00-770-8	Church Link	0.00	0.00	10,000.00
2-62-00-770-9	Carstairs Heritage Festival	0.00	0.00	5,000.00
2-62-00-771-0	STARS Donation	0.00	0.00	5,000.00
2-62-51-290-0	FCSS Programs	1,181.12	1,181.12	127,872.00
TOTAL		17,716.15	17,716.15	506,728.69
Development Expense				
2-66-00-110-0	Wages	7,300.08	7,300.08	101,634.23
2-66-00-130-0	Benefits	1,355.59	1,355.59	21,343.19
2-66-00-200-0	General Services Purchased	0.00	0.00	0.00
2-66-00-210-0	Freight & Postage	0.00	0.00	100.00
2-66-00-211-0	Travel, Meals & Accommodations	0.00	0.00	2,000.00
2-66-00-214-0	Training & Conferences	288.75	288.75	3,000.00
2-66-00-236-0	Building Inspector	0.00	0.00	90,000.00
2-66-00-239-0	Consulting Services - Developer	0.00	0.00	30,000.00
2-66-00-239-1	Consulting Services - Municipal	0.00	0.00	30,000.00
2-66-00-620-0	Loss on Disposal	0.00	0.00	0.00
TOTAL		8,944.42	8,944.42	278,077.42
Lands & Buildings Expense				
2-69-00-110-0	Wages	6,217.46	6,217.46	87,872.00
2-69-00-130-0	Benefits	1,127.16	1,127.16	18,453.12
2-69-00-273-0	Land Taxes to County	0.00	0.00	400.00
2-69-00-620-0	Loss on Disposal	0.00	0.00	0.00
2-69-01-250-0	Wellness Centre - R&M Building	0.00	0.00	2,000.00
2-69-01-543-0	Wellness Centre - Gas	0.00	0.00	0.00
2-69-01-544-0	Wellness Centre - Power	0.00	0.00	0.00
2-69-03-250-0	IODE - R&M Building	0.00	0.00	1,500.00
2-69-03-543-0	IODE - Utilities	0.00	0.00	1,372.00
2-69-04-250-0	1126 Osler Street - R&M Building	0.00	0.00	500.00
2-69-04-543-1	1126 Osler Street - Power	0.00	0.00	1,274.00
2-69-04-544-0	1126 Osler Street - Gas	0.00	0.00	1,383.00
2-69-06-250-2	Community Services - R & M	0.00	0.00	500.00

AGENDA ITEM #a)

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
2-69-06-252-0	Community Services - Janitorial	250.00	250.00	3,000.00
2-69-06-260-0	Community Services - Lease	1,855.34	1,855.34	23,521.70
2-69-06-543-0	Community Services - Gas	0.00	0.00	802.00
2-69-06-544-0	Community Services - Power	0.00	0.00	1,862.00
2-69-12-250-2	Admin - R & M Building	0.00	0.00	3,000.00
2-69-12-252-0	Admin - Janitorial	1,000.00	1,000.00	12,000.00
2-69-12-274-0	Admin - Insurance	0.00	0.00	89,822.49
2-69-12-543-0	Admin - Gas	0.00	0.00	3,482.00
2-69-12-544-0	Admin - Power	0.00	0.00	5,766.00
2-69-13-250-0	Scout Hall - R & M Building	0.00	0.00	500.00
2-69-13-543-0	Scout Hall - Utilities	0.00	0.00	0.00
2-69-26-244-0	Security System	5,070.60	5,070.60	6,760.80
2-69-26-250-2	Emerg Services - R&M Building	78.84	78.84	6,800.00
2-69-26-543-0	Emerg Services - Gas	0.00	0.00	3,651.00
2-69-26-544-0	Emerg Services - Power	0.00	0.00	6,350.00
2-69-32-215-0	Op Services - Telecommunications	190.90	190.90	4,500.00
2-69-32-250-1	R & M - Bus Barn	0.00	0.00	1,000.00
2-69-32-250-2	Op Services - R & M	636.70	636.70	6,000.00
2-69-32-510-0	Op Services - General Goods & Supplies	259.99	259.99	3,500.00
2-69-32-543-0	Op Services - Gas	0.00	0.00	7,567.00
2-69-32-543-1	Bus Barn - Gas	0.00	0.00	1,130.00
2-69-32-544-0	Op Services - Power	0.00	0.00	8,634.00
2-69-32-544-1	Bus Barn - Power	0.00	0.00	1,453.00
2-69-72-252-2	Parks - R&M Buildings	78.84	78.84	1,900.00
2-69-72-252-5	Concession - R&M Building/Plumbing/Gas	0.00	0.00	7,000.00
2-69-72-543-0	Parks - Gas	0.00	0.00	2,052.00
2-69-72-544-0	Parks - Power	0.00	0.00	3,173.00
2-69-72-544-5	Concession - Power	0.00	0.00	1,487.00
2-69-72-544-6	Splash Park - Power	0.00	0.00	1,075.00
TOTAL		16,765.83	16,765.83	333,043.11
Golf Course Expense				
2-72-04-110-0	Wages	6,756.80	6,756.80	87,838.40
2-72-04-110-6	Wages - Pro Shop	3,980.80	3,980.80	196,500.40
2-72-04-110-7	Wages - Kitchen	0.00	0.00	142,000.00
2-72-04-110-8	Wages - Restaurant	0.00	0.00	115,050.00
2-72-04-110-9	Wages - Grounds	11,084.32	11,084.32	332,038.16
2-72-04-130-0	Benefits	1,281.78	1,281.78	18,446.06
2-72-04-130-6	Benefits - Pro Shop	826.50	826.50	19,650.04
2-72-04-130-7	Benefits - Kitchen	0.00	0.00	14,200.00
2-72-04-130-8	Benefits - Restaurant	0.00	0.00	11,505.00
2-72-04-130-9	Benefits - Grounds	2,022.22	2,022.22	33,203.82
2-72-04-210-0	Freight & Postage	0.00	0.00	7,500.00
2-72-04-211-0	Travel, Meals & Accommodations	0.00	0.00	1,500.00
2-72-04-214-0	Training & Conferences	0.00	0.00	2,000.00
2-72-04-215-0	Telecommunications / Internet / Cable	426.25	426.25	7,000.00
2-72-04-220-0	Advertising / Promotions	169.00	169.00	7,000.00
2-72-04-221-0	Tournaments & Events	0.00	0.00	5,500.00
2-72-04-222-0	Promotions	0.00	0.00	1,500.00
2-72-04-224-0	Memberships & Subscriptions	1,373.66	1,373.66	15,000.00
2-72-04-230-0	Lease Management Fees	0.00	0.00	2,239.64
2-72-04-234-0	Prof Services - Computer Support	666.00	666.00	17,500.00
2-72-04-250-2	R & M - Building	210.00	210.00	22,500.00
2-72-04-251-0	Janitorial	0.00	0.00	13,000.00

AGENDA ITEM #a)

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
2-72-04-251-2	R & M - Equipment (Kitchen)	0.00	0.00	4,000.00
2-72-04-252-0	Contracted Services	170.52	170.52	7,500.00
2-72-04-252-2	R & M - Machinery	80.00	80.00	10,000.00
2-72-04-253-2	R & M - Irrigation	0.00	0.00	10,000.00
2-72-04-254-2	R & M - Golf Carts	0.00	0.00	6,000.00
2-72-04-255-2	R & M - Vehicle	0.00	0.00	1,000.00
2-72-04-263-2	Equipment Rental/Lease	0.00	0.00	5,000.00
2-72-04-263-3	Land Lease - Driving Range	0.00	0.00	3,600.00
2-72-04-271-0	Licenses	0.00	0.00	1,000.00
2-72-04-274-0	Insurance	0.00	0.00	19,650.09
2-72-04-290-0	Waste Control	68.78	68.78	7,500.00
2-72-04-290-2	Contracted Services	0.00	0.00	12,500.00
2-72-04-290-3	Contracted Services - PGA	0.00	0.00	2,000.00
2-72-04-510-0	General Goods & Supplies	0.00	0.00	47,000.00
2-72-04-510-7	General Goods & Supplies - Kitchen	0.00	0.00	18,000.00
2-72-04-510-8	General Goods & Supplies - Janitorial	28.24	28.24	6,000.00
2-72-04-511-0	Liquor Purchases	0.00	0.00	82,000.00
2-72-04-511-1	Pop & Beverage Purchases	0.00	0.00	22,000.00
2-72-04-511-2	Food Purchases	0.00	0.00	148,000.00
2-72-04-511-4	Bar Goods Purchases	0.00	0.00	18,000.00
2-72-04-512-0	PPE Clothing/Boots/Gloves	0.00	0.00	2,250.00
2-72-04-513-0	Golf Course Short/Over	0.00	0.00	0.00
2-72-04-514-0	Pro Shop Merchandise	3,007.78	3,007.78	128,000.00
2-72-04-520-0	Equipment/Vehicles Parts & Supplies	0.00	0.00	3,000.00
2-72-04-521-0	Fuel	0.00	0.00	35,000.00
2-72-04-524-2	Small Tools & Equipment	0.00	0.00	1,000.00
2-72-04-530-2	Construction & Maintenance Materials	0.00	0.00	56,850.00
2-72-04-531-0	Chemicals/Fertilizer	0.00	0.00	42,000.00
2-72-04-532-0	Plants & Shrubs	0.00	0.00	2,500.00
2-72-04-533-0	Tree Replacement	0.00	0.00	1,000.00
2-72-04-534-0	Grounds Material	0.00	0.00	9,000.00
2-72-04-543-0	Gas	0.00	0.00	11,274.00
2-72-04-544-0	Power	0.00	0.00	36,279.00
2-72-04-592-0	Junior Golf Program	0.00	0.00	2,500.00
2-72-04-620-0	Loss on Disposal	0.00	0.00	0.00
2-72-04-810-0	Charges for Other Financial Services	8,363.63	8,363.63	37,000.00
TOTAL		40,516.28	40,516.28	1,871,074.61
Arena Expense				
2-72-06-110-0	Wages	26,565.59	26,565.59	301,693.32
2-72-06-111-0	Wages - Concession	3,962.68	3,962.68	29,760.00
2-72-06-130-0	Benefits	4,522.47	4,522.47	66,034.00
2-72-06-148-0	Training & Conferences	0.00	0.00	3,000.00
2-72-06-210-0	Freight & Postage	0.00	0.00	200.00
2-72-06-211-0	Travel, Meals & Accommodations	0.00	0.00	1,500.00
2-72-06-215-0	Telecommunications	384.78	384.78	2,600.00
2-72-06-250-1	R&M - Ice Plant	1,780.20	1,780.20	57,700.00
2-72-06-251-0	R&M - Heating/Air	0.00	0.00	3,250.00
2-72-06-252-0	R&M - Building	1,744.66	1,744.66	55,500.00
2-72-06-253-0	R&M - Equipment	809.28	809.28	15,000.00
2-72-06-274-0	Insurance	0.00	0.00	29,395.62
2-72-06-290-0	Waste Control	0.00	0.00	2,400.00
2-72-06-290-1	Contracted Services	0.00	0.00	6,000.00
2-72-06-291-0	Programs & Events	1,130.16	1,130.16	40,000.00

AGENDA ITEM #a)

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
2-72-06-510-0	General Goods & Supplies	1,100.11	1,100.11	19,130.36
2-72-06-511-0	Arena Concession Short/Over	0.00	0.00	0.00
2-72-06-512-0	PPE Clothing/Boots/Gloves	0.00	0.00	1,000.00
2-72-06-515-0	Arena Concession	4,954.42	4,954.42	42,000.00
2-72-06-521-0	Fuel	74.58	74.58	3,500.00
2-72-06-543-0	Gas	0.00	0.00	16,584.00
2-72-06-544-0	Power	0.00	0.00	72,076.00
2-72-06-620-0	Loss on Disposal	0.00	0.00	0.00
2-72-06-810-0	Charges for Other Financial Services	348.86	348.86	4,500.00
2-72-06-920-0	Uncollectible Accounts	0.00	0.00	0.00
TOTAL		47,377.79	47,377.79	772,823.30
Parks Expense				
2-72-08-110-0	Wages	25,472.07	25,472.07	445,170.14
2-72-08-130-0	Benefits	4,426.57	4,426.57	93,485.73
2-72-08-210-0	Freight & Postage	0.00	0.00	0.00
2-72-08-211-0	Travel, Meals & Accommodations	0.00	0.00	2,000.00
2-72-08-214-0	Training & Conferences	0.00	0.00	4,000.00
2-72-08-215-0	Telecommunications	131.95	131.95	2,500.00
2-72-08-224-0	Memberships	0.00	0.00	500.00
2-72-08-250-2	R&M - Equipment	2,842.83	2,842.83	16,000.00
2-72-08-250-3	R&M - Playground	0.00	0.00	1,000.00
2-72-08-251-2	R&M - Vehicle	0.00	0.00	1,000.00
2-72-08-263-2	Equipment Rental/Lease	0.00	0.00	1,000.00
2-72-08-274-0	Insurance	0.00	0.00	10,104.92
2-72-08-290-0	Purchased Services	0.00	0.00	10,000.00
2-72-08-291-0	Waste Control	0.00	0.00	0.00
2-72-08-510-0	General Goods & Supplies	691.20	691.20	22,000.00
2-72-08-520-0	Equipment/Vehicles Parts & Supplies	703.92	703.92	2,550.00
2-72-08-521-0	Fuel	0.00	0.00	20,000.00
2-72-08-524-2	Small Tools & Equipment	0.00	0.00	3,850.00
2-72-08-530-2	Construction & Maintenance Materials	0.00	0.00	3,570.00
2-72-08-531-0	Chemicals/Spray	0.00	0.00	13,260.00
2-72-08-532-0	Plants & Shrubs	0.00	0.00	12,500.00
2-72-08-533-0	Tree Replacement	0.00	0.00	10,000.00
2-72-08-534-0	Grounds Materials	0.00	0.00	10,000.00
2-72-08-593-0	Carstairs Nature Space	0.00	0.00	0.00
2-72-08-594-0	Pickleball Courts	0.00	0.00	0.00
2-72-08-620-0	Loss on Disposal	0.00	0.00	0.00
2-72-10-510-0	Concession - General Goods & Supplies	0.00	0.00	500.00
2-72-56-250-0	R&M - Cemetery	0.00	0.00	17,500.00
TOTAL		34,268.54	34,268.54	702,490.79
Campground Expense				
2-72-99-110-0	Wages	746.53	746.53	39,967.18
2-72-99-130-0	Benefits	139.16	139.16	8,393.11
2-72-99-215-0	Telecommunications	105.00	105.00	1,300.00
2-72-99-220-0	Advertising	0.00	0.00	500.00
2-72-99-252-2	R&M - Buildings/Plumbing/Gas	0.00	0.00	2,500.00
2-72-99-290-0	Waste Control	0.00	0.00	1,500.00
2-72-99-510-0	General Goods & Supplies	0.00	0.00	2,500.00
2-72-99-510-1	Firewood	0.00	0.00	3,000.00
2-72-99-520-0	Equipment/Vehicle Parts & Supplies	0.00	0.00	300.00
2-72-99-521-0	Fuel	0.00	0.00	200.00
2-72-99-530-2	Construction & Maintenance Materials	0.00	0.00	1,000.00

AGENDA ITEM #a)

General Ledger	Description	January 31, 2026 Actual	2026 YTD Actual	2026 Budget
2-72-99-543-0	Gas	0.00	0.00	1,306.00
2-72-99-544-0	Power	0.00	0.00	9,192.00
2-72-99-620-0	Loss on Disposal	0.00	0.00	0.00
2-72-99-810-0	Charges for Other Financial Services	0.00	0.00	350.00
TOTAL		990.69	990.69	72,008.29
Community Hall Expense				
2-74-02-110-0	Wages	806.86	806.86	10,489.06
2-74-02-130-0	Benefits	152.00	152.00	2,202.70
2-74-02-210-0	Freight & Postage	0.00	0.00	200.00
2-74-02-215-0	Telecommunications	142.64	142.64	1,605.00
2-74-02-250-0	Purchased Repairs & Maintenance	48.18	48.18	20,300.00
2-74-02-252-0	Janitorial	0.00	0.00	7,200.00
2-74-02-274-0	Insurance	0.00	0.00	9,398.87
2-74-02-290-0	Waste Control	210.00	210.00	2,520.00
2-74-02-510-0	General Goods & Supplies	0.00	0.00	3,000.00
2-74-02-543-0	Gas	0.00	0.00	3,830.00
2-74-02-544-0	Power	0.00	0.00	6,290.00
2-74-02-620-0	Loss on Disposal	0.00	0.00	0.00
TOTAL		1,359.68	1,359.68	67,035.63
Library Expense				
2-74-04-110-0	Wages	297.03	297.03	4,377.36
2-74-04-130-0	Benefits	53.47	53.47	919.25
2-74-04-250-0	Purchased Repairs & Maintenance	0.00	0.00	4,000.00
2-74-04-544-0	Power	0.00	0.00	0.00
2-74-04-620-0	Loss on Disposal	0.00	0.00	0.00
2-74-04-765-0	Bob Clark Library Grant	0.00	0.00	271,808.90
2-74-04-765-1	Parkland Regional Library System	13,269.22	13,269.22	53,076.87
TOTAL		13,619.72	13,619.72	334,182.38
Museum Expense				
2-74-06-110-0	Wages	0.00	0.00	0.00
2-74-06-130-0	Benefits	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00
TOTAL EXPENSES		473,014.15	473,014.15	14,656,196.04
(SURPLUS) / DEFICIT			(445,007.35)	(2,307,678.18)
Revenue Taxes (18)			0.00	(8,749,026.34)
Revenue Other (2)			(918,021.50)	(8,214,847.88)
Proceeds from Sales (9)			0.00	0.00
Expenses (1)		464,773.26		11,408,577.30
Requisition Expense (1b)			8,240.89	3,247,618.74
Loss on Disposal (13b)			0.00	0.00

TOWN OF CARSTAIRS CAPITAL REPORT

CAPITAL LISTING

GL Number	Project Number	Description	2026 YTD Actual	2026 Budget
3-72-06-630-1	2026-0001	Compressor #1 Motor Base		5,500.00
3-72-06-630-1	2026-0002	New Ice plant	291,995.76	821,000.00
3-72-06-620-1	2026-0003	Roll up Door with cage		5,000.00
3-74-02-620-1	2026-0004	Curtain replacement		7,000.00
3-12-00-620-1	2025-0003	Administration Building Expansion (2025 Carry forward)		51,838.00
3-26-00-630-1	2026-0005	Emergency Services Generator		26,000.00
3-72-04-620-1	2025-0012	Event Tent Upgrades (Lighting, Heat, Storage) Carry forward		15,913.38
3-72-04-630-1	2026-0006	Maredo Aeration Heads (co-ownership with Innisfail Golf Club)		16,189.20
3-72-04-630-1	2026-0007	Cushman Hauler 1200 (Gator replacement Asset 13158 Unit #4-15)		19,115.24
3-72-04-630-1	2026-0023	John Deere Mower		5,000.00
3-32-00-630-1	2026-0008	4 in 1 Bucket - Skidsteer		6,000.00
3-32-00-630-1	2026-0009	Fuel Tank for Operations		15,000.00
3-32-00-610-1	2025-0026	Scarlett Ranch Pathway Extension		20,000.00
3-41-00-610-1	2025-0020	PLC - Current Pumphouse Carry forward		60,000.00
3-41-00-610-1	2024-0016	VFD for Pumphouse - Carry forward 2024		15,000.00
3-41-00-610-1	2025-0024	Water Reservoir - Carry forward 2025	5,480.25	3,089,273.84
3-41-00-610-1	2025-0025	Water Service Line Reservoir - Carry forward 2025		1,500,000.00
3-32-00-630-1	2026-0010	Front mount - Conterra		5,000.00
3-32-00-645-1	2026-0011	Power Gate - Operations Building		33,000.00
3-42-00-610-1	2026-0012	Water Infiltration - Sanitary Lining		212,512.00
3-32-00-610-1	2026-0013	2026 SIP - includes McAlpine Place & McEwan Drainage		395,000.00
3-32-00-630-1	2026-0014	Zero turn (additional unit)		30,000.00
3-32-00-630-1	2026-0015	Snow blade - Unit 69 Tool Cat		6,000.00
3-41-00-630-1	2026-0016	Main water valve exercise unit		10,000.00
3-41-00-630-1	2026-0017	Bulk Water Station upgrade		20,000.00
3-41-00-610-1	2026-0018	2 Hydrant replacements (2A & Centre St and Grey Street)		50,000.00
3-32-00-630-1	2026-0019	Plate Tamper	6,195.00	7,000.00
3-72-08-645-1	2025-0028	Cemetery Ribbon x 1 carry forward		17,000.00
3-72-08-645-1	2026-0020	Sun Shade - Splash Park		23,250.00
3-72-08-645-1	2026-0021	Meadow Park Fencing		8,700.00
3-72-08-645-1	2026-0022	Upgrade to Elks Park		20,000.00
TOTAL			303,671.01	6,515,291.66

**TOWN OF CARSTAIRS
CAPITAL REPORT**

NON-TAX REVENUE

GL Number	Description	January 31, 2026 Actual	2026 YTD Actuals	Capital Revenue	Capital Reserves Draws Restricted	Loan Proceeds	Capital Reserves Draws Unrestricted	Off-Site Levies	Capital Reserves Contributions	Operational Stabilization	Water, Sanitary, Equipment Capital Replacement
5-41-00-840-0	Local Government Fiscal Framework	-	-	779,618.00							
5-41-00-840-1	Canadian Community Building Fund	-	-	372,694.00	372,694.23						
1-61-00-840-0	ACP Grant IDP/Annexation										
5-37-00-565-0	Off site levies (Storm)	-	-	55,557.00				55,557.00			
5-41-00-565-0	Off site levies (Water)	-	-	61,584.00				61,584.00			
5-42-00-565-0	Off site levies (Sanitary)	-	-	130,227.00				130,227.00			
5-32-00-565-0	Off site levies (Transportation)	-	-	120,930.00				120,930.00			
1-23-00-410-0	Fire Call Revenue								42,375.00		
5-23-00-590-0	EMS Bay Rental	2,285.79	2,285.79	27,429.48					27,429.48		
1-72-56-411-0	Cemetery Perpetual Care Fund								7,500.00		
1-72-56-412-0	Columbarium Replacement Fund								6,000.00		
1-72-56-413-0	Columbarium Perpetual Care Fund								4,000.00		
5-23-00-551-0	Investment Income - Fire	-	-								
5-32-00-551-0	Investment Income - Off-Site Transportation	-	-								
5-37-00-551-0	Investment Income - Off-Site Storm	-	-								
5-41-00-551-0	Investment Income - Off-Site Water	-	-								
5-42-00-551-0	Investment Income - Off-Site Sanitary	-	-								
5-26-00-551-0	Investment Income - Policing	-	-								163,200.00
4-41-00-760-0	Water Capital Replacement										136,499.20
4-42-00-760-0	Sanitary Capital Replacement										100,000.00
4-32-00-760-0	Equipment Capital Replacement									200,000.00	
4-00-00-710-0	Operational Stabilization										
4-00-00-710-0	Operations Stabilization - Lift Station Transfer Switch					4,290.56					
4-72-04-711-0	Junior Golf					2,500.00					
4-62-00-710-0	IODE Funding						5,500.00				
4-62-00-710-0	Community Donations										
4-56-00-710-0	Cemetery Perpetual Care Fund (Headstone Maintenance)					5,000.00					
4-41-00-764-0	Off site levies - Water Reservoir					577,000.00					
4-41-00-490-0	AWWP Grant			629,266.20							
5-41-00-565-0	Water Reservoir - Developer Off site Levies					1,357,359.61					
4-00-00-339-0	Water Service Line Debenture							1,500,000.00			
4-00-00-338-0	Water Reservoir Debenture							152,953.80			
5-72-04-590-0	Innisfail Golf Course - 50% ownership in Madero Aeration Heads			8,094.60							
4-00-00-710-0	New Ice Plant					41,382.00					
4-23-00-712-0	Admin Building - 2025 Carry forward					51,838.00					
4-23-00-712-0	Event Tent - 2025 Carry Forward					15,913.38					
4-32-00-760-0	Scarlett Ranch Pathway - 2025 Carry Forward					12,270.12					
4-00-00-710-0	PLC - 2025 Carry Forward					60,000.00					
4-00-00-711-0	VFD - 2025 Carry Forward					15,000.00					
4-32-00-760-0	McAlpine & McEwan Drainage - Part of 2026 SIP 2025 Carry Forward					22,306.00					
4-00-00-710-0	Cemetery Ribbon - 2025 Carry Forward					13,000.00					
4-00-00-710-0	Bunker Reno's - Golf Course - 2025 Carry Forward					21,350.00					
TOTAL		2,285.79	2,285.79	2,185,400.28	2,571,903.90	1,652,953.80	5,500.00	368,298.00	87,304.48	200,000.00	399,699.20

(8) (11a) (10) (11b) (7a) (15) (12a) (12b,12c,12d)

Fleet Summary for 2022

This report was generated from the Citywide Work Order Module and R&R Symphony and reflects the information entered by Town of Carstairs staff. The municipal fleet is categorized into eight operational segments to support analysis and reporting. Fleet hours are recorded between January 1, 2022, and December 31, 2022, and the following information reflects activity within this period only. Vehicles and equipment not assigned to the golf course refuel individually, which allows fuel costs to be tracked by unit. The golf course fleet uses bulk-delivered fuel recorded as one total cost, so fuel expenses cannot be broken out by individual units.

Emergency Duties

The Emergency Fleet includes 11 units used for emergency and fire response. These assets are essential for public safety and are prioritized for reliability and readiness. In total these units worked 1,081.25 hours and cost \$54,972.05 to maintain, resulting in an average operating cost of \$50.84 per operating hour. Almost every unit had major repairs and maintenance, E-Service units got new tires, and all fire units had major maintenance done with the biggest being the ladder truck (Unit 170 2010 manufacture date) having \$15,000 worth of maintenance to get up to modern standards.

Light Duties

The Light Duty Fleet includes 7 total light-duty pickup trucks utilized for a variety of planning and operational tasks. In total light duty units worked 3,026.25 hours and cost \$8,818.09 to maintain, resulting in an average operating cost of \$2.91 per operating hour. There were no major costs worth noting with these units.

Medium Duties

The Medium Duty Fleet Includes 5 trucks used for a variety of operational and maintenance tasks across departments. These trucks play an important role in the day-to-day operations across the town. In total medium duty units worked 2,548 hours and cost \$15,976.74 to maintain, resulting in an average operating cost of \$6.31 per operating hour. One of the pickup trucks (Unit 2 2014 ford model) had a bit of work done to it costing \$6559.68 total. Work included heavy maintenance including a new fuel pump.

Heavy Duty

The Heavy-Duty Fleet includes 3 units used for major infrastructure projects, hauling, and other high-capacity municipal operations requiring increased power and durability. In total heavy-duty units worked 1,252 hours and cost \$12,617.46 to maintain, resulting in an average operating cost of \$10.07 per operating hour. Unit 68 (2012 Freightliner m2106) had the most work done, costing \$9,468.11 in repairs to the tires, lights, and more.

Machinery

The Machinery Fleet includes 6 units used for tasks such as excavation, grading, material handling, and other specialized operations that support town infrastructure and public works projects. In total Machinery units worked 3,281.25 hours and cost \$11,839.21 to maintain, resulting in an average operating cost of \$3.60 per operating hour. There were no major costs worth noting with these units.

Year Round Duties

The Year-Round Fleet includes 4 units used as mowers and RTVs in the summer and snow removal and sanding in the winter. In total, these 4 units worked 987.25 hours and cost \$5,894.98 to maintain resulting in an average operating cost of \$5.97 per operating hour. There were no major costs worth noting with these units.

Seasonal Duties (Operations)

The Seasonal Fleet consists of 9 units that support seasonal operations, including snow removal, arena ice surface maintenance, mowing, and street sweeping. In total these 9 units worked 2,240 hours and cost \$16,359.45 to maintain, resulting in an average operating cost of \$7.30 per operating hour. There were no major costs worth noting with these units.

Seasonal Duties Golf Course

The Golf Course Seasonal Fleet includes 34 units that support day-to-day golf course operations such as mowing, green rolling, and other maintenance activities. In total these units worked 1,245.75 hours and cost \$9,961.881 to maintain, resulting in an average operating cost of \$7.99 per operating hour. There were no major costs worth noting with these units.

Medium Duties Golf Course

The Golf Course Medium Duty Fleet includes 2 pickup trucks that work various jobs around the course. In total these trucks worked for 75 hours and cost \$420.76 to maintain, resulting in an average operating cost of \$5.60 per operating hour. There were no major costs worth noting with these units.

The golf carts are not included in this as they were not being tracked until 2024. Since the golf course does not separate its fuel, it is worth noting that the total cost of fuel was \$38,129.90

Fleet Summary for 2025

This report was generated from the Citywide Work Order Module and R&R Symphony and reflects the information entered by Town of Carstairs staff. The municipal fleet is categorized into eight operational segments to support analysis and reporting. Fleet hours are recorded between January 1, 2025, and December 31, 2025, and the following information reflects activity within this period only. Vehicles and equipment not assigned to the golf course refuel individually, which allows fuel costs to be tracked by unit. The golf course fleet uses bulk-delivered fuel recorded as one total cost, so fuel expenses cannot be broken out by individual units.

Emergency Duties

The Emergency Fleet includes 13 units (12 Current) used for emergency and fire response. These assets are essential for public safety and are prioritized for reliability and readiness. In total these units worked 2,971.75 hours and cost \$83,931.24 to maintain, resulting in an average operating cost of \$28.24 per operating hour. should be noted that approximately half of the total cost is attributable to a single unit (Unit 130 – 2016 Pumper Truck), which underwent substantial maintenance work, including a full refurbishment of its light bar. The County would have been responsible for 50% of these costs.

Light Duties

The Light Duty Fleet includes 12 total (5 Current) light-duty pickup trucks utilized for a variety of planning and operational tasks. In total light duty units worked 3,479.25 hours and cost \$9,149.40 to maintain, resulting in an average operating cost of \$2.62 per operating hour. There were no major costs worth noting with these units.

Medium Duties

The Medium Duty Fleet Includes 9 trucks (3 current) used for a variety of operational and maintenance tasks across departments. These trucks play an important role in the day-to-day operations across the town. In total medium duty units worked 3,822.25 hours and cost \$8,527.90 to maintain, resulting in an average operating cost of \$2.23 per operating hour. There were no major costs worth noting with these units.

Heavy Duty

The Heavy-Duty Fleet includes 6 units used for major infrastructure projects, hauling, and other high-capacity municipal operations requiring increased power and durability. In total heavy-duty units worked 1,598.25 hours and cost \$23,234.78 to maintain, resulting in an average operating cost of \$14.53 per operating hour. The new dump truck (unit 67 2020 Peterbilt Dump Truck) had a maintenance cost of \$7600 which was mainly getting the dump truck up to our standards.

Machinery

The Machinery Fleet includes 7 (6 current) units used for tasks such as excavation, grading, material handling, and other specialized operations that support town infrastructure and public works projects. In total Machinery units worked 2,537.25 hours and cost \$29,340.15 to maintain,

resulting in an average operating cost of \$11.56 per operating hour. The high costs from machinery come from our old and new graders (Unit 5). Our old grader will be disposed of this year. The new grader is a 2014 model while the old one is a 2004.

Year-Round Duties

The Year-Round Fleet includes 5 units used as mowers and RTVs in the summer and snow removal and sanding in the winter. In total, these 5 units worked 1,614 hours and cost \$15,077.34 to maintain, resulting in an average operating cost of \$9.34 per operating hour. There were no major costs worth noting with these units.

Seasonal Duties (Operations)

The Seasonal Fleet consists of 12 units that support seasonal operations, including snow removal, arena ice surface maintenance, mowing, and street sweeping. In total these 12 units worked 3,351.5 hours and cost \$26,580.45 to maintain, resulting in an average operating cost of \$7.90 per operating hour.

Seasonal Duties Golf Course

The Golf Course Seasonal Fleet includes 39 units that support day-to-day golf course operations such as mowing, green rolling, and other maintenance activities. In total these units worked 5,872.50 hours and cost \$18,237.31 to maintain, resulting in an average operating cost of \$3.10 per operating hour. There were no major costs worth noting with these units.

Medium Duties Golf Course

The Golf Course Medium Duty Fleet includes 4 (3 current) pickup trucks that work various jobs around the course. In total these trucks worked 156.5 hours and cost \$254.79 to maintain, resulting in an average operating cost of \$1.62 per operating hour. There were no major costs worth noting with these units.

Golf Carts

The golf course operates 72 golf carts that are available for public use and are used regularly throughout the golf season. In total these carts worked 27,636 hours and cost \$2,449.66 to maintain, resulting in an average operating cost of \$0.08 per operating hour. There were no major costs worth noting with these units.

Since the golf course does not separate its fuel it is worth noting that the total cost of fuel was \$35,096.15.



Box 370
Carstairs, AB
T0M 0N0
Phone: 403-337-3341
Fax: 403-337-3343
www.carstairs.ca

COMMITTEES & BOARDS APPLICATION

Last Name: Humphrey First Name: Thomas

Address: [REDACTED] Carstairs, AB, T0M0N0
City Province Postal Code

Home Phone: _____ Day-Time Phone: 403 [REDACTED]

Email: [REDACTED].com

1. Appointment To:

- a) Municipal Planning Commission (MPC)
- b) _____

2. Background Information

Provide a brief outline of your experience/education in this area of volunteerism.
As a career professional in the building materials on the supply side, I understand the importance of building code requirements, and have gained experience interpreting the language of these types of documents. Additionally I have studied our local development process as it compares to other communities and understand that Carstairs flourishes as a result of the our development plan.

3. Why do you wish to serve on this/these committee(s)?

I wish to become more involved in our community at the advisory level. I'm intrigued by the workings of the Land Use Bylaw and how it relates to the development and management of our community. I think the MPC is a great means for me to contribute my experience to help make thoughtful, considered LUB interpretations that guides development.

4. Length of Residence:

In the Town of Carstairs: 27.00 years and/or In the Town of Carstairs area: 27.00 years

[Signature]
Signature

06-Feb-2026
Date

Completed applications must be returned to the Town Office.
To be eligible for appointment as a public-at-large member of a Town Board, Commission, Committee, or Task Force, you must be a resident of Carstairs.
Length of appointment is a two year term except as required by statue, or if the appointment is to fill a vacancy.
The personal information requested on this application is being collected in order to assist Council in making appointments to its committees and is governed by the Freedom of

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
TUESDAY, FEBRUARY 17, 2026, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Mayor Allan, Councilors Ball, Fricke, Selanders, Roberts & Wilcox; Director of Emergency Services Rob McKay; Director of Planning & Development Kirk Williscroft; CAO Rick Blair; & Executive Assistant Kayleigh Van Es

ABSENT: Councilor Tolley

CALL TO ORDER: Mayor Allan called the Policies & Priorities Committee meeting of Tuesday, February 17, 2026, to order at 1:02 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Wilcox to adopt the Policies & Priorities Committee meeting agenda of February 17, 2026, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Roberts to adopt the Policies & Priorities minutes of January 20, 2026, as presented.

CARRIED

DELEGATIONS: 1. FCSS Funding Applications-Lori King

L. King summarized the 2026 FCSS grant applications: 15 submissions totaling \$47,631.76 in requests, with \$35,611.76 recommended for funding.

Ball questioned the Mountain View Quilters' request for \$3,200.00, suggesting that if the group qualifies for funding, other similar organizations should also be encouraged to apply. L. King advised that the application falls within FCSS guidelines and noted she was not aware of any other similar clubs.

Councilor Selanders inquired why funding for the Seniors Yoga program was not recommended. L. King advised that the request is pending the outcome of the New Horizons grant application and noted that similar programs are already offered within the community. She further indicated that, should the grant be approved, the requested amount may change.

Councilor Fricke inquired whether there were any new additions to the funding applications. L. King advised that while some existing programs had changes to their applications, no new organizations applied this year.

Councilor Ball requested clarification regarding the YES Program.

Motion by Councilor Selanders to accept FCSS Funding applications as information.

CARRIED

UNFINISHED BUSINESS: 1. Bylaw 1062 Traffic Bylaw (E-bike addition)

R. McKay spoke to the proposed amendments to Bylaw 1062, including the addition of provisions related to e-bikes.

Councilor Ball suggested minor grammatical revisions.

Councilor Fricke inquired whether Council would consider a pilot project for golf carts, similar to the program implemented in Innisfail. She also sought clarification regarding restrictions on mobility aids, noting that enforcement would be at the officer's discretion.

Policies & Priorities Committee Meeting – February 17, 2026,

Page 2 of 3

Councilor Selanders proposed amendments to certain definitions within the bylaw. Councilor Roberts identified a correction.

Motion by Councilor Wilcox to accept Bylaw 1062 Traffic Bylaw as information and forward to the next Council meeting for ratification.

CARRIED

2. Social Media Policy

The Committee reviewed the proposed amendments to the Social Media Policy as discussed at the previous meeting.

Councilor Fricke inquired whether a process is already in place for obtaining photo permissions. Administration confirmed that a process is currently in place.

Motion by Councilor Ball to accept the Social Media Policy as information and forward to the next Council meeting for ratification.

CARRIED

3. Swearing in Ceremony Policy

The Committee reviewed the proposed amendments to the Swearing-In Ceremony Policy as discussed at the previous meeting.

Councilor Selanders expressed the opinion that the Policy does not provide value. Councilor Fricke sought clarification regarding the absence of a time constraint within the Policy.

Councilor Roberts noted that the Policy provides clarification to the Procedure Bylaw.

Motion by Councilor Fricke to accept the Swearing in Ceremony Policy as information and forward to the next Council meeting for ratification.

CARRIED

BYLAW & POLICIES:

1. Appeal Handling Policy

The Committee reviewed the proposed Appeal Handling Policy. R. Blair outlined the background and rationale for the development of the Policy.

Motion by Councilor Wilcox to accept the Appeal Handling Policy as information and forward to the next Council meeting for ratification.

CARRIED

NEW BUSINESS:

Nil

REPORTS:

1. Development Reports

The Committee reviewed the Development Reports. To date, 20 permits have been issued, including 9 new home builds and 5 compliance certificates.

- a. Permit listing
- b. Compliance listing

Councilor Fricke sought clarification regarding permit fees.

Motion by Councilor Ball to accept all Development Reports as information.

CARRIED

2. City-Wide Monthly Reports

The Committee reviewed the following City-Wide Monthly reports.

- a. Fire Reports
- b. Bylaw Reports

The Committee discussed the new layout of the report and the files included in reporting, as well as the current Dog Control Bylaw and its implementation.

Policies & Priorities Committee Meeting – February 17, 2026,

Motion by Councilor Wilcox to accept City Wide Monthly Reports as information.

CARRIED

3. Emergency Services

The Committee reviewed the following Emergency Services reports.

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

The Committee discussed Safety Code processes and a current issue at the Carstairs Curling Club.

Councilor Roberts excused himself due to a conflict of interest.

Motion by Councilor Ball to accept Emergency Services Reports as information.

CARRIED

4. Quarterly Listings

The Committee reviewed the following Quarterly Listing.

- a. Business License Listing

Councilor Selanders requested clarification on the distinction between home-based businesses and residential businesses. Administration will review the bylaw definitions and provide clarification.

Motion by Councilor Roberts to accept the Business License Quarterly Listings as information.

CARRIED

CORRESPONDENCE: Nil

GENERAL DISCUSSION: **1.Councilor Fricke**
 Reported that Stacey Stilling, CAO of Mountain View Seniors' Housing (MVSH), commended J. Lockert at the Carstairs Community Golf Club. She noted that the club will host this year's MVSH Golf Tournament and highlighted the course for its size, excellent condition, and strong management.

NEXT MEETING: Tuesday, March 17, 2026

ADJOURNMENT: Motion by Councilor Wilcox to adjourn the Policies & Priorities Committee meeting of Tuesday, February 17, 2026, at 2:07 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO



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

REQUEST FOR DECISION (RFD)

Meeting Date:	February 23, 2026		
Agenda Item:	11.a		
Prepared By:	Kayleigh	Department:	Administration

Request:				
For donations				
Purpose:				
Airdrie BMX is Hosting a Provincial Race Series and the Canada Cup on August 22 and 23, 2026. They are asking for Donations for the event.				
Background:				
No History noted, first request received.				
Discussion/Analysis:				
Unsure of community impact.				
Recommendation:				
That Council accepts the request for information.				
Financial Implications:				
<input type="checkbox"/> No Financial Impact		<input type="checkbox"/> Within approved budget		<input checked="" type="checkbox"/> Additional funding required
Details:				
Sponsorship Opportunities:				
Tier	Platinum	Gold	Silver	Bronze
Donation \$	\$2,000+	\$1,000	\$500	\$250
Website Logo Listing	X (large)	X	X	X
Social Media Mentions & Logo Listing	X	X	X	X
PA Recognitions at district races	X	X	X	X
Race Track Bill Board	X (4 x 10)	X (4 X 8)	X (4X4)	
Event Poster Logo Listing	X	X		
PA Recognitions at large events (provincials, fundraisers, Friday night lights)	X	X		
Framed Team Photo & Year End Thank You Gift	X			
Operational Impact:				
n/a				
Additional Notes:				
n/a				
Attachments:				
Letter of request Airdrie BMX				
Motion:				
1. Motion by Councilor _____ to direct administration to facilitate the donation request with funds to be taken from the Operational Stabilization Fund in the amount of \$_____.				
2. Motion by Councilor _____ to accept Airdrie BMX Donation request as information.				



Airdrie BMX
240 1 Ave NW
Airdrie, AB T4B 0R2

Hello,

We are reaching out to local businesses and supporters as our Airdrie BMX Club prepares for the 2026 racing season and our 40th anniversary. We are also excited to be hosting a Provincial Race Series and the Canada Cup on August 22 and 23, 2026 which will bring riders from all over Canada.

Airdrie BMX gives youth the thrill of BMX racing while building confidence, teamwork and resilience. Our team competes in local, provincial, and national events and proudly represents our community both on and off the track. Our club relies on donations, fees from our parents and families for yearly memberships, and organizations such as yours to keep our amazing club running for the children, teens, and adults of Airdrie. Sponsorships help cover essential costs like track repairs or rebuilds, power to run race nights, awards and achievements for our riders, as well as BMX bikes and equipment for families who cannot afford to buy these items to participate. For the 2026 season we will also need donations to run the Provincial and Canada Cup in August and is a great opportunity for the community to get involved.

You can help us expand our impact and showcase your business as a supporter of a healthy community-focused organization through sponsorship opportunities or donations.

Donation Opportunities:

- Cash or Cheque donation (any amount)
- Raffle item (basket, tickets, item)
- Corporate donation matching programs
- Partnership day (share a percentage of profits for the day)
- Fundraising opportunities

Airdrie BMX
www.airdriebmx.com

240 1 Ave NW
Airdrie, AB T4B 0R2



Sponsorship Opportunities:

Tier	 Platinum	 Gold	 Silver	 Bronze
Donation \$	\$2,000+	\$1,000	\$500	\$250
Website Logo Listing	X (large)	X	X	X
Social Media Mentions & Logo Listing	X	X	X	X
PA Recognitions at district races	X	X	X	X
Race Track Bill Board	X (4 x 10)	X (4 X 8)	X (4X4)	
Event Poster Logo Listing	X	X		
PA Recognitions at large events (provincials, fundraisers, Friday night lights)	X	X		
Framed Team Photo & Year End Thank You Gift	X			

Every contribution—big or small—helps us continue doing what we love and keeps BMX racing accessible for youth and families in our area. I'd be happy to provide more details or you can visit airdriebm.com/donate to sponsor today and help us reach our goal before the 2026 season starts.

Thank you for supporting a stronger, healthier Airdrie.

Sincerely,

Heather Hantos

Heather Hantos
Board Member
Airdrie BMX

fundraising@airdriebm.com

Heather's Cell: 403-998-1434 (call or text)



Airdrie BMX
www.airdriebm.com

240 1 Ave NW
 Airdrie, AB T4B 0R2



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

REQUEST FOR DECISION (RFD)

Meeting Date:	February 23, 2026		
Agenda Item:	11.b		
Prepared By:	Kayleigh	Department:	Administration

Request:		
For donations		
Purpose:		
Imagine Gymnastics looking for sponsorship for the Hay City Classic Event March 6-8, 2026.		
Background:		
No History noted, first request received for the event.		
Discussion/Analysis:		
Unsure of community impact.		
Recommendation:		
That Council accepts the request for information.		
Financial Implications:		
<input type="checkbox"/> No Financial Impact	<input type="checkbox"/> Within approved budget	<input checked="" type="checkbox"/> Additional funding required
Details:		
Bronze - \$500 Silver - \$1000 Gold - \$1500 Platinum - over \$1500		
Operational Impact:		
n/a		
Additional Notes:		
n/a		
Attachments:		
Letter of request Imagine Gymnastics		
Motion:		
1. Motion by Councilor _____ to direct administration to facilitate the donation request with funds to be taken from the Operational Stabilization Fund in the amount of \$_____.		
2. Motion by Councilor _____ to accept Imagine Gymnastics Donation request as information.		



To our friends, valued community sponsors past and future,

Imagine Gymnastics Club (IGC) is seeking the support of local businesses, families, and community partners to help make the **2026 Hay City Classic** our best event yet.

The Hay City Classic is IGC's annual gymnastics meet, welcoming **25 clubs and approximately 725 athletes** to the **Ralph Klein Centre in Olds** from **March 6-8, 2026**. Athletes will compete over **12 sessions in three days**, and on March 9 we will also host **two recreational showcases**. Last year's event welcomed **over 3,500 attendees**.

IGC has proudly operated as a **not-for-profit organization since 1977**, serving families in Olds, Carstairs, and surrounding communities. Over the past decade, we have grown from a small, shared-space club to operating **two facilities** with nearly **600 registered athletes**. This growth has been possible thanks to strong community support and partnerships.

As we continue to expand—most recently opening our **Carstairs facility in 2023**—community sponsorship remains vital. By supporting IGC, you help promote youth sport, teamwork, healthy lifestyles, and community pride, while also gaining valuable local exposure for your business.

We invite you to partner with us in celebrating our athletes and communities at the **2026 Hay City Classic**. Thank you for considering your support—we look forward to working with you.

Sincerely,
IGC Sponsorship Team

Contact Us:

 info@imaginegymnastics.com
 (403) 507-8191



IGC's Sponsorship Packages

Bronze Package

Donations of up to \$500 or services or items of equivalent value

- We will recognize you during the introduction of each session and showcase
- We will include you in our social media posts
- You will be included on our sponsorship page on our website

Silver Package

Donations of \$500 to \$1000 or services or items of equivalent value

- We will recognize you during the introduction of each session and showcase
- We will include you in our social media posts
- You will be included on our sponsorship page on our website
- We will post 8.5"x11" signs in the venue and in our gyms recognizing you
- We will include any images or promotional information you would like

Gold Package

Donations of \$1000 to \$1500 or services or items of equivalent value

- We will recognize you during the introduction of each session and showcase
- We will include you in our social media posts
- You will be included on our sponsorship page on our website
- We will post 8.5"x11" signs in the venue and in our gyms recognizing you
- We will display a 30"x45" sign at the venue recognizing you
- We will include any images or promotional information you would like

Platinum Package

Donations of more than \$1500 or services or items of equivalent value

- We will recognize you during the introduction of each session and showcase
- We will include you in our social media posts
- You will be included on our sponsorship page on our website
- We will post 8.5"x11" signs in the venue and in our gyms recognizing you
- We will display a 2.5'x6' stand up banner at the venue recognizing you, which you will receive after the event.
- We will include any images or promotional information you would like

Partners in Action Package (Silver Sponsorship equivalent)

For community groups, businesses, groups wanting to give their time in supporting the event with set up and/or take down. We are looking for groups to help with this task. The commitment would be for 4-6 hours per each shift. Heavy lifting, organizing and vehicles to move equipment are always welcome!

Raffle Items Package: minimum \$150 value (Bronze package equivalent)

For businesses and individuals who want to contribute to the raffle baskets - items bundled and then auctioned off through the bucket auctions displayed throughout the weekend.

Please email info@imaginegymnastics.com if you have any questions or require further information about the event or how to support us! We look forward to connecting.



January 31, 2026

Town of Carstairs
P.O. Box 370
Carstairs, AB
T0M 0N0

Attn: Mayor Allan & Town Council
Re: Parkland Airshed Management Zone 2026 Membership

The Parkland Airshed Management Zone (PAMZ) is a multi-stakeholder non-profit organization consisting of industry, provincial & local governments, environmental non-government organizations and the public. It was formed in 1997 to monitor and address air quality issues within the west central region of Alberta.

In 2025, PAMZ's achievements included:

- completion of twenty-eight years of operations and twenty-six years operating the PAMZ Regional Air Quality Monitoring Program;
- community health-based air quality monitoring in Sylvan Lake, Three Hills County, The City of Red Deer, and Clearwater County;
- completion of a six-month Air Quality Monitoring Program for the Alberta Energy Regulator to characterize Air Quality in the Eagle Valley-Eagle Hill area of Mountain View County;
- continuation of its evaluation study of low-cost Micro-Sensor systems for reporting the Air Quality Health Index.

At this time we are extending an invitation to the Town of Carstairs to join other local municipalities such as the City of Red Deer, Clearwater, Lacombe, Mountain View & Red Deer Counties, and the Town of Bentley to join PAMZ. These municipalities have recognized the benefits of participating in a multi-stakeholder consensus-based process aimed at ensuring air quality in our region is maintained or improved as we move into the future.

We have taken the liberty of enclosing an invoice for the Town of Carstairs's membership fee for 2026, should it decide to become a member of PAMZ. The fee calculation is attached. If you have any questions about PAMZ membership, please contact the undersigned.

Please note the new PAMZ mailing address as indicated on your invoice.

Regards,

A handwritten signature in black ink that reads "Kevin Warren".

Kevin Warren
Executive Director, PAMZ

403.862.7046 Phone

P.O. Box 70
Red Deer, Alberta
T4N 5E7

www.pamz.org



INVOICE

Invoice #: 2026-034
Invoice Date: January 31, 2026

Town of Carstairs
P.O. Box 370
Carstairs, AB
T0M 0N0

Attn: Accounts Payable

<u>Amount</u>	<u>Description</u>	<u>Price</u>
1	2026 PAMZ AQM Program Fee Assessment Town of Carstairs	\$1,654.10
	Sub -Total	\$1,654.10
GST Number: 872803697	GST (5%)	\$ 82.71
	TOTAL	\$1,736.80

Please Remit Payment to:

Parkland Airshed Management Zone
Box 70
Red Deer, AB
T4N 5E7

Ph: 403.862.7046
Email: pamz@pamz.org



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

REQUEST FOR DECISION (RFD)

Meeting Date:	February 23, 2026		
Agenda Item:	11.d		
Prepared By:	Kayleigh	Department:	Administration

Request:		
To support 2026 Grads with scholarships and awards, as well as to attend the Cap and Gown ceremony.		
Purpose:		
To support the Graduating Class of 2026		
Background:		
Historically supported HSS and the Graduates		
Discussion/Analysis:		
As per policies 11-015-24 Richard Dias Policy and 11-026-24 Citizenship Award Policy		
Recommendation:		
That Council continues to contribute to the Richar Dias Scholarship and Citizenship Award.		
Financial Implications:		
<input type="checkbox"/> No Financial Impact	<input checked="" type="checkbox"/> Within approved budget	<input type="checkbox"/> Additional funding required
Details:		
1X-Richard Dias Scholarship-\$600 3X-Citizenship Award-\$100 each Total-\$900		
Operational Impact:		
Invitation for Council to attend the Cap and Gown Ceremony, often requested to do a speech from the Mayor or other Council members depending on availability.		
Additional Notes:		
n/a		
Attachments:		
Letter of request HSS.		
Motion:		
Motion by Councillor _____ to maintain the current funding model for Hugh Sutherland School Scholarships.		



**Hugh
Sutherland
School**
Carstairs, AB

Principal: Dean Nielsen
Vice-Principal: Kristina Rentz
Vice-Principal: Teri Sadek

**Dream It, Believe It,
Achieve It**

February 3, 2026

Dear Town of Carstairs,

The Hugh Sutherland School Cap and Gown ceremony will be held on June 24, 2026. You have been a generous supporter of our Cap and Gown Ceremony in the past through bursaries, scholarships and awards. Your support of our community's students is greatly appreciated and vital in recognizing their achievements. Please consider providing support again this year.

If you are interested in continuing your sponsorship or if you have questions, feel free to call the school at 337-3326 or email me at spike@cesd73.ca.

As a donor you are invited to attend that Cap and Gown ceremony on June 24, 2026. Please RSVP to Sherry Pike at spike@cesd73.ca or 403-337-3326.

Once again, thank you for supporting our students and the Cap and Gown Ceremony.

Sincerely,

Sherry Pike

Sherry Pike
Hugh Sutherland School