



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JULY 14, 2025, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

- a) 2026 CIPP Trunk Sewer Discussions to New Business 8.c

3. ADOPTION OF AGENDA

- a) Adoption of agenda of July 14, 2025
Motion: To adopt the agenda of July 14, 2025

4. ADOPTION OF MINUTES

- a) Adoption of minutes of June 23, 2025 (addendum 4.a)
Motion: To adopt the minutes of June 23, 2025



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

7. BYLAWS AND POLICIES

- a) Bylaw 1059 Code of Conduct Bylaw for Repeal (addendum 7.a)



8. NEW BUSINESS

- a) Subdivision Report-701 10th Ave (addendum 8.a)



- b) Barley Brewfest Invitation (addendum 8.b)



- c) C2026 CIPP Trunk Sewer Discussions (addendum 8.c)



9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE

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

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

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- a) Letter from Half Century Club (addendum 11.a)



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- b) HSS Scholarship Recipients - Thank you cards (addendum 11.b)



12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

- a) Section 197 of the MGA states that Council and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Privacy (FOIP) (s. 16 to 29).

17. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, JUNE 23, 2025, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby; Councilors Allan, Ball, Fricke, Ratz, Roberts & Wilcox; Director of Planning & Development Kirk Williscroft; Director of Legislative & Corporate Services Shannon Allison, CAO Rick Blair, & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Colby called the meeting of Monday, June 23, 2025, to order at 7:00 p.m.
ADDED ITEMS:	1. Advanced Poll Dates and times to New Business 8.g. 2. Growth Study to New Business 8.h.
ADOPTION OF AGENDA: Motion 202/25	Motion by Councilor Allan to adopt the Regular Council agenda of June 23, 2025, as amended. <div>CARRIED</div>
ADOPTION OF PREVIOUS MINUTES: Motion 203/25	Motion by Councilor Fricke to adopt the Regular Council Meeting minutes of June 9, 2025, as presented. <div>CARRIED</div>
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	1. HSSEF-Jen Massop & Kim Penner J. Massop and K. Penner from the Hugh Sutherland School Enhancement Fund (HSSEF) appeared before council to request sponsorship for the July 25, 2025 golf tournament, with all proceeds directed toward the rebuild of the HSS playground. The current playground is expected to be deemed unsafe by summer 2026, with a full project plan targeted for fall 2025. A recent community survey showed strong support for a new, accessible playground for grades 5–12. Project costs range from \$500,000 to \$1.2 million, and HSSEF is working with a designer on various options. Early sponsorship is key to unlocking future grant opportunities. To ensure accountability, a trust account will be set up to hold funds raised specifically for the playground project. Councilor Allan confirmed the July 25, 2025, tournament date and noted from past playground fundraising that timing is key to success. Councilor Ball acknowledged the project is in its early stages and looks forward to formal proposals. He confirmed that proceeds from the golf tournament will go exclusively toward the playground. J. Massop added that, based on prior feedback, HSSEF has refined its strategy to ensure all tournament funds are dedicated to the playground. Councilor Wilcox expressed concern about moving forward without a clear plan, scope, or timeline. While she acknowledged the intent of the request, she was hesitant to offer support without more details. She also cautioned against relying on the future construction of a middle school to justify the playground project, noting Carstairs has awaited a new school for some time. Councilor Fricke thanked HSSEF for the update and inquired about phased fundraising. K. Penner noted that while the phased approach is still under consideration. Mayor Colby inquired about the proposed playground location. K. Penner confirmed it would be built in the same spot as the existing structure to avoid impacting any future school development. Councilor Fricke asked if the town can financially support the sponsorship. CAO Blair confirmed the budget can accommodate the request if council approves. Mayor Colby closed the discussion by thanking J. Massop and K. Penner and confirmed that council will review the request and respond with a decision on golf tournament sponsorship.

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Motion 204/25	Motion by Councilor Wilcox to accept HSSEF Delegation as information.	CARRIED
BYLAWS & POLICIES:	Nil	
NEW BUSINESS:	1. Parade Permit-Beef & Barley Days Council reviewed the parade permit for Beef & Barley Days and noted the route is unchanged from previous years.	
Motion 205/25	Motion by Councilor Ball to accept the Parade Permit for Beef & Barley days as information.	CARRIED
	2. Municipal Emergency Plan Council reviewed the Town of Carstairs’ Municipal Emergency Plan Audit, which received a very positive report. Councilor Fricke inquired about a mock incident. Councilor Wilcox confirmed a mock train derailment exercise was held in Didsbury, where Carstairs was recognized for setting the gold standard in emergency preparedness and planning.	
Motion 206/25	Motion by Councilor Ratz to accept the Municipal Emergency Plan as information.	CARRIED
	3. Financials-May 31, 2025 Council reviewed financial reports up to May 31, 2025. S. Allison noted the Town is on track with its budget. Property taxes are due June 30. Of 30 approved capital projects, 13 are complete, 8 in progress, and 9 not yet started or invoiced. Mountain View County will contribute to three projects: the laser level, CrossFit wall, and columbarium. As of June 17, tax receivables total \$6.1 million, with about half paid through the TIPS program. Councilor Fricke asked if about half of taxpayers use the TIPS program. S. Allison confirmed participation is increasing annually. Councilor Fricke also inquired about tax-related feedback this year; S. Allison noted some inquiries but said staff have addressed concerns with minimal pushback.	
Motion 207/25	Motion by Councilor Roberts to accept financial reports as of May 31, 2025 as information.	CARRIED
	4. Purchase of Water Meters CAO Blair informed Council of the need to pre-purchase 400 water meters for the replacement program due to tariff impacts. The advance purchase will secure availability and result in savings of \$26,000. To date, nearly 500 meters have been installed.	
Motion 208/25	Motion by Councilor Wilcox to direct administration to facilitate the purchase of the water meters with funds from the Capital Reserve-Water Fund.	CARRIED
	5. Purchase of Grader CAO Blair advised Council of the need to purchase a new grader, with \$100,000 to be allocated from both the Equipment Capital Reserve Fund and the Operations Stabilization Fund. Councilor Wilcox asked about the expected delivery of the new grader. CAO Blair responded that it is hoped to arrive by month-end and noted there is interest in the old grader for resale.	
Motion 209/25	Motion by Councilor Ball to direct administration to facilitate the purchase of the grader with funds from the Equipment Capital Reserve Fund and the Operations Stabilization Fund in the amount of \$100,000 from each account.	CARRIED
	6. Library Expansion Discussions CAO Blair informed Council that Carstairs Elementary School plans to expand its playground by paving a pad behind the library. CES sought confirmation that the library has no expansion plans in that direction, as the land belongs to the school. With no agreement reserving the land for library use, CES is within its rights to proceed. CAO Blair shared this to prevent misinformation and confirmed Chinook’s Edge can move forward with the project.	

Councilor Fricke asked about potential implications if the library were to relocate in the future. CAO Blair responded that any such discussions would take place with CES if and when the need arises.

Councilor Wilcox confirmed that the proposed paved pad would not impact current library operations.

Motion 210/25

Motion by Councilor Fricke to accept Library Expansion Discussions as information.

CARRIED

7. Advanced Poll

Returning Officer S. Allison informed Council that advance polls for the 2025 Municipal Election are scheduled for Wednesday, October 8, from 1:00 p.m. to 7:00 p.m.

Motion 211/25

Motion by Councilor Wilcox to schedule the Advance Polls for the 2025 Municipal Election on Wednesday, October 8, 2025, from 1:00 p.m. to 7:00 p.m.

CARRIED

8. Growth Study

CAO Blair provided an update on the growth study from Urban Systems, noting it is comprehensive and outlines anticipated land needs and growth patterns. The final report includes substantial supporting data and will serve as a valuable resource for future discussions on housing, policing, and other growth-related areas, supporting the Town's ongoing development.

Motion 212/25

Motion by Councilor Allan to accept the Growth Study as information.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

- Minutes of the June 12, 2025 meeting were reviewed.

Motion 213/25

Motion by Councilor Ball to accept Policies & Priorities committee minutes as information.

CARRIED

2. Mountain View Regional Waste Commission

- Councilor Wilcox provided a verbal report on the June 19, 2025, meeting. The committee reviewed the recycling contract with Circular Materials, currently serving Didsbury, Sundre, and Water Valley. The STIP Grant application for Didsbury truck road project was denied. The amended Capital Budget was approved to fund a new scale due to updated standards. Preliminary budget discussions are set to begin at the next meeting on July 21, 2025.

3. Mountain View Regional Water Commission

- Mayor Colby provided a verbal report on the June 11, 2025, meeting. The commission assessed river flow and snowmelt levels amid drought concerns, which have eased due to recent rainfall. Discussions covered waterline leaks and repairs in Bowden and Olds, noting repair costs have risen by at least 20%. Lateral water lines for Carstairs and Didsbury were reviewed in coordination with the province. The commission showed interest in automated testing, improved leak detection, and additional valves to boost emergency preparedness. A Strategic Planning Session is scheduled for September 10, 2025.

4. Mountain View Seniors' Housing

- Councilor Fricke provided a verbal report on the June 19, 2025, meeting of Mountain View Seniors' Housing (MVSH). The board reviewed and approved its strategic business plan, emphasizing strong facility and asset management. The plan aims to increase housing capacity through mixed-market and mixed-use models to ensure financial viability, while continuing to improve operational efficiencies. The next meeting is scheduled for August 26, 2025.

Motion 214/25

Motion by Councilor Ratz to accept Mountain View Waste, Water Commissions and Seniors Housing reports as information.

CARRIED

COUNCILOR REPORTS:

Councilor Allan

- June 12, 2025, attended the Policies & Priorities committee meeting.
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.

Councilor Ball

- June 12, 2025, attended the Policies & Priorities committee meeting.
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.

Councilor Fricke

- June 12, 2025, attended the Policies & Priorities committee meeting.
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.
- June 14, 2025, attended Paul's Your Independent Grocer's participation in the Guinness World Record attempt for the most "cracked wheels of Parmesan Cheese" as a Guinness scrutineer. Loblaw-affiliated stores across Canada took part in the national challenge. Tracy from Paul's successfully cracked a 41-kilogram wheel in 3 minutes. The wheel was valued at over \$2,000.
- June 14, 2025, participated in Barley's Pub first annual scramble.
- June 19, 2025, attended the MVSH board meeting.

Councilor Ratz

- June 12, 2025, attended the Policies & Priorities committee meeting.
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.
- June 20, 2025, attended the wrap-up meeting for Carstairs Heritage Festival.

Councilor Roberts

- Focused on completing Carstairs Nature Space projects.

Councilor Wilcox

- June 12, 2025, attended the Policies & Priorities committee meeting.
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.
- June 13, 2025, attended female elected official's group meeting in Okotoks on AI.
- June 16, 2025, attended Carstairs Library Board meeting; reported full summer programs, strong online survey engagement, 34 new borrowers in May, and 3,829 physical items circulated
- June 19, 2025, attended Parkland Executive meeting.
- June 19, 2025, attended Mountain View Regional Waste Commission meeting.

Mayor Colby

- June 11, 2025, attended the Mountain View Regional Water Commission meeting.
- June 12, 2025, attended the Policies & Priorities committee meeting.
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.
- June 14, 2025, attended Paul's Your Independent Grocer's participation in the Guinness World Record for most "cracked wheels of Parmesan Cheese".

Motion 215/25

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

CARRIED

CORRESPONDENCE:

Nil

CAO'S REPORT:

- June 10, 2025, met with CIMA regarding the ongoing HSS access safety assessment by ATEC, results expected by the end of July.
- June 16, 2025, met with J. Holmes, CAO of Mountain View County.
- June 17-19, 2025, attended the LGAA conference in Canmore, featuring sessions on municipalities over 5,000 population. CAO Blair presented on the Water Reservoir project's financing without large debentures. Topics included data processing, energy plant requirements, and legislative updates on Bill 50 and the Code of Conduct, with further clarification expected before the October election. Discussion also addressed natural person powers reporting, noting Calgary exercises these powers over 2,700 times daily, making individual reporting impractical; the Ministry is expected to set guidelines.
- Meeting tomorrow regarding Regional Policing.
- Meeting this week with Mountain View Regional Water Services Commission to discuss new lateral water line.

Motion 216/25

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

CARRIED

COUNCILOR COMMENTS:

1. Councilor Wilcox

- Asked about the timeline for completing the 2A signalization. CAO Blair responded they expect it to be finished by late this week or early next week.

2. Councilor Fricke

- A resident inquired about replacing sand in the golf course bunkers. CAO Blair responded that planning is underway.

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- Multiple concerns were raised about the development at 61 Mackenzie Way. K. Williscroft stated the developer has been contacted and an inspection scheduled. The current development extension is valid until mid-July. Councilor Fricke asked about the possibility of another extension; it was confirmed the developer may apply for an additional six months, allowing a full year in total. Councilor Fricke also clarified that the chain of command runs from developer to builder to contractors, and the Town has no control over the developer's choice of lot purchasers.

Motion 217/25

Motion by Councilor Allan to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING:

Section 107 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).

Motion 218/25

Motion by Councilor Wilcox that Council close the meeting to the public to discuss Third-Party Business Interests as per Section 16 of FOIP at 8:07 p.m.

CARRIED

Motion 219/25

Motion by Councilor Ball to come out of the closed meeting session at 8:43 p.m.

CARRIED

Motion 220/25

Motion by Councilor Allan to direct administration to sponsor the HSSEF Golf Tournament in the amount of \$2,500, contingent on the event taking place.

CARRIED

NEXT MEETING:

Monday, July 14, 2025, at 7:00 p.m.

ADJOURNMENT:

Motion 221/25

Motion by Councilor Ratz to adjourn the meeting of June 23, 2025, at 8:45 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO

BYLAW NO. 1059

BEING A BYLAW OF THE TOWN OF CARSTAIRS IN THE PROVINCE OF ALBERTA TO REGULATE THE CONDUCT OF COUNCIL.

WHEREAS Section 146.1 of the *Municipal Government Act* provides that a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

WHEREAS the *Code of Conduct for Officials Regulation, AR 2000/2017* provides that a Code of Conduct must contain certain provisions;

WHEREAS the Town of Carstairs Council recognizes that the constituents of the Town of Carstairs elected Members of Council for the purpose of providing effective leadership for the Town of Carstairs and its residents;

WHEREAS each individual Councillor of the Town of Carstairs Council hereby commits to upholding this Code of Conduct for the purpose of ensuring that Councillors of the Town of Carstairs maintain appropriate conduct when carrying out their roles as Councillors;

WHEREAS this Code of Conduct must be reviewed every four years from date of passing; and

WHEREAS the Chief Administrative Officer Bylaw is incorporated by reference into the Code of Conduct.

SHORT TITLE: This Bylaw shall be called the "Council Code of Conduct".

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1.0 GUIDING PRINCIPLES

1.1 Council will review this Code of Conduct annually at the Organizational Meeting, to ensure that the Bylaw is current and remains relevant to the day to day conduct of Council and individual Councillors.

1.2 Councillors are expected to formally and informally review this Code of Conduct, and their adherence thereto on a regular and ongoing basis.

2.0 MUNICIPAL PURPOSES

- 2.1 The purposes of the Municipality of Carstairs are to:
- a) to provide good government;
 - b) to foster the well-being of the environment;
 - c) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
 - d) to develop and maintain safe and viable communities and
 - e) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

3.0 DEFINITIONS

3.1 "Chief Administrative Officer" has the meaning prescribed under the Municipal Government Act, and may be referred to as the **CAO**.

3.2 "Conflict of Interest" means an occurrence where a Councillor's personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudice, close mindedness or undue influence.

A Conflict of Interest occurrence also includes using the Councillor's position, confidential information or Town of Carstairs employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor's family, friends or business associates.

3.3 "Complained of Councillor" means the councillor against whom a complaint has been made under this code of conduct. This person may be referred to as the CC.

3.4 "Councillor(s)" has the meaning described under the *Municipal Government Act*, including an individual elected member of the Town of Carstairs Council and the chief elected official (Mayor).

3.5 "Council" means the Town of Carstairs Council.

3.6 "Closed Meeting" means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present.

3.7 "MGA" means the *Municipal Government Act*.

3.8 "Pecuniary Interest" means those occurrences as prescribed in the *Municipal Government Act*, R.S.A. 2000 Chapter M-26.

3.9 The "Town" means the municipality of Carstairs.

4.0 CODE OF CONDUCT FOR COUNCILLORS

The Council has adopted the following principles to ensure that all Councillors act honestly, in good faith and in the best interests of the Town. The purpose of this Bylaw is to establish effective governance through proper conduct.

The Town of Carstairs Councillors each agree and commit to the following rules of conduct:

4.1 To act honestly and in good faith at all times,

4.2 To engage in respectful, fulsome and healthy debate on matters in Council meetings, and subsequently, to support the decision of Council,

4.3 To respect all opinions of other Councillors,

4.4 To publicly express personal opinions in such a manner that maintains respect for Council, other Councillors and any decisions made by Council or a Council committee,

4.5 To ensure that any public statements are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council as a whole, unless given express written authorization by Council to represent Council's position on an issue,

4.6 To strictly follow the Pecuniary Interest requirements provisions of the *MGA* R.S.A. 2000 Chapter M-26,

4.7 To avoid occurrences which may result in a Conflict of Interest,

4.8 To avoid occurrences where it may be perceived that the Councillor is using their position on Council to gain a personal or pecuniary benefit,

4.9 To refrain from seeking the award of written service or supply contracts; to refrain applying for positions of employment with the Town, while holding the position of Councillor in order to avoid any public perception that the Councillor is using their position on Council to gain a personal or pecuniary benefit. It is acknowledged and agreed that the Town will not award any written service or supply contracts nor make offers of employment to any person who holds the position of Councillor,

4.10 To incur expenses in a responsible and reasonable manner,

4.11 To act with professionalism, and respect when interacting with other members of Council, administration, members of the public and other government officials,

4.12 To consider the welfare and interests of the Town as a whole, and to bring to Council's attention anything that would promote the welfare or interests of the Town,

4.13 To actively participate in all Council and Council committee meetings and meetings of other bodies to which they are appointed by the council in good faith,

4.14 To obtain information about the operation or administration of the Town from the CAO,

4.15 To participate generally in developing and evaluating the policies and programs of the Town,

4.16 To keep in confidence all matters discussed in private at a Council committee meeting until that matter is discussed at a public meeting,

4.17 To demonstrate fairness, accountability and open mindedness on all matters,

4.18 To refrain from improper use of their position as a Councillor to:

4.18.1 gain, or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person,

4.18.2 cause, or attempt to cause, detriment to the Town, the Town Council or any individual Councillor, cause, or attempt to cause, detriment to any member of the Town administration or staff, or

4.18.3 seek personal benefit or gain from any information obtained through their position as a Councillor.

4.19 A council or a councillor must not exercise a power or function or perform a duty that is by this, or other enactment or bylaw, specifically assigned to the CAO or a designated officer. (*MGA Section 201 (2)*),

4.20 To perform any other duty or function imposed on councillors by this or any other enactment or by the council,

4.21 To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities,

4.22 To participate in orientation training and other training opportunities with regard to the roles and responsibilities of Council.

4.23 Adhere to the code of conduct.

5.0 CODE OF CONDUCT IN PRACTICE

5.1 Council Decisions

5.1.1 Council meetings are the appropriate forum for healthy and fulsome debate and discussion of matters before Council,

5.1.2 All Councillors must be given a full opportunity to address issues before Council in a full, open and professional manner, to encourage and promote healthy debate of issues,

5.1.3 Council decisions are made by majority vote by the Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision,

5.1.4 While an individual Councillor may publicly state that they did not vote with the majority of Council on an issue, this must be made in a manner that respects Council, Council's decision and other members of Council,

5.2 Councillor Expenditures

5.2.1 When incurring expenditures, Councillors shall act responsibly and respect that public money must be used for the public good,

5.2.2 Councillors shall avoid waste, abuse and inappropriate expenditure in the use of public monies and resources,

5.2.3 Councillors shall be open and accountable with respect to all expenditures,

5.2.4 Councillors shall strictly adhere to all Town guidelines addressing expenditures and reimbursement.

5.3 Dealings with Town administration, staff and members of the public

5.3.1 Councillors shall respect the professional opinion of Town administration and staff,

5.3.2 Councillors shall not abuse relationships or dealings with Town administration or staff by attempting to take advantage of their position as Councillors. Councillors will, at all times, refrain from behaviour which may be perceived to be bullying of staff,

5.3.3 All requests for information shall be directed through the CAO,

5.3.4 Councillors may meet with the CAO at any time. However, Councillors must not meet with any staff member(s), nor discuss municipal business at any time, without the CAO present, unless authorized by the CAO.

5.3.5 Councillors will treat all people with professionalism, courtesy and respect.

5.3.6 Councillors will treat all people in good faith and without bias and shall not discriminate against any person on the basis of:

5.3.6.1 differences in personal opinions, or

5.3.6.2 race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.

5.3.7 It is the sole responsibility of the CAO to hire, discipline, and terminate staff, and that all information pertaining to staff employment matters is confidential. No member of Council, either as an individual or as a group, shall interfere with the CAO role in the hiring, disciplinary action, or termination of any staff member, by way of coercion, persuasion, threats, intimidation, bullying, or any other form of influence. The CAO shall immediately report any incident of this nature to Council as a whole.

5.4 Pecuniary Interest

5.4.1 It is the individual responsibility of each Councillor to be aware of the Pecuniary Interest provisions and the disclosure and procedure requirements as established in *MGA*,

5.4.2 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any occurrence which may result in Pecuniary Interest, at their own expense,

5.4.3 If a Councillor believes that they may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council or a Council Committee, they shall follow the Pecuniary Interest disclosure and procedure requirements as established in the *MGA* including:

5.4.3.1 Stating the general nature of their Pecuniary Interest at the meeting prior to any discussion of the matter. This will be done on every occasion that the matter arises before Council or Council committee,

5.4.3.2 Refraining from discussing the matter with Council,

5.4.3.3 Subject to 5.4.3, leaving the room in which the meeting is held prior to the matter being discussed until discussion and voting on the matter has concluded,

5.4.3.4 The decision with respect to whether or not the Councillor may have a Pecuniary Interest is the individual Councillor's decision to make, in accordance with the *MGA*.

5.4.4 Where a Councillor believes that they may have a Pecuniary Interest in a matter before Council or a Council committee, they should:

5.4.4.1 Notify the Mayor or Chair of the meeting before the matter is considered that the Councillor has a Pecuniary Interest in the matter,

5.4.4.2 Complete the "Disclosure of Pecuniary Interest" form attached as Schedule "A" prior to the consideration of the matter at the meeting. The "Disclosure of Interest" form shall be received by the Mayor or Chair of the meeting, be read into the meeting minutes and delivered by the Mayor or the Chair to the CAO or his designate. The CAO shall file and maintain the "Disclosure of Interest" forms.

5.5 Conflict of Interest

5.5.1 Receipt and giving of gifts can result in a perceived Conflict of Interest. With the exception of token and minor gifts (having an estimated value under \$50.00), Councillors shall provide a written declaration to the CAO detailing the acceptance of any gifts including estimated value and the donor of the gift, form attached as Schedule "B",

5.5.2 While token and minor gifts can be accepted by Councillors, substantial or material gifts, (over \$50.00), should either be rejected by Councillors or accepted on the condition that the gift is accepted on behalf of Council and donated to a local charity,

5.5.3 This policy does not apply to gifts donated to the Town, nor to gifts or hospitality that are normally received as a matter of protocol or social obligations that normally accompany the position of Councillor and which are not related to any particular transaction or activity of the Town of Carstairs or decision by Council,

5.5.4 Councillors shall not engage in any activity, which is incompatible or inconsistent with the discharge of a Councillor's duties and obligations as an elected official in the Town,

5.5.5 The decision with respect to whether or not the Councillor may have a Conflict of Interest is the individual Councillor's decision to make,

5.5.6 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any situation that may result in a Conflict of Interest.

5.6 Use and Disclosure of Information

5.6.1 Councillors must not use information gained through their position on Council for any private or personal benefit or gain,

5.6.2 Councillors shall inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25* with respect to the access to, gathering, use and disclosure of information,

5.6.3 Councillors must not release, disclose, publish or comment on confidential information including any information received during a Closed Meeting until such information is disclosed at a public meeting. This obligation continues in perpetuity,

5.6.4 Councillors must not release information that is subject to solicitor-client privilege unless expressly authorized by Council or required by law to do so,

5.6.5 Councillors must not misuse confidential information gained by virtue of their position as Councillor that is not in the public domain, including e-mails and correspondence from other Councillors or third parties, such that it may cause harm, detriment or embarrassment to the Town, Council, other Councillors, Town of Carstairs administration or staff, members of the public or third parties, or such that it may create a benefit to themselves, the Town, Council, other Councillors, Town administration or staff, members of the public or third parties.

6.0 SANCTIONS FOR BREACHING THE CODE OF CONDUCT

6.1 If a Councillor fails to adhere to the Code of Conduct, any or all of the following sanctions may be imposed:

6.2.1 Letter of reprimand addressed to the councillor,

6.2.2 A request to the councillor to issue a letter of apology,

6.2.3 Publication of the letter of reprimand or request for apology and the councillor's response,

6.2.4 Require the councillor to attend training,

6.2.5 Suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the *MGA*,

6.2.6 Suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the *MGA*,

6.2.7 Suspension or removal of the chief elected official's presiding duties under section 154 of the *MGA*,

6.2.8 Suspension or removal from some or all of council committees and bodies to which council has the right to appoint members,

6.2.9 Reduction or suspension of remuneration as defined in section 275.1 of the *MGA* corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

This code of conduct, or sanctions imposed under this code of conduct shall not prevent any councillor from fulfilling the legislated duties of a councillor.

7.0 COMPLAINT PROCESS FOR BREACHING CODE OF CONDUCT

7.0.1 Any elector of the Town of Carstairs may make a complaint alleging a breach of the code of conduct. Complaints regarding a councillor's conduct be submitted in writing to Council through the CAO, using the form attached as Schedule "C",

7.0.2 Where a contravention of any provision in this Code of Conduct is alleged, Council shall, upon request of any member of Council, hold a special meeting of Committee of the Whole within 30 days of the complaint, to determine if the Council member has breached this policy. All discussions surrounding both alleged and substantiated violations of this code shall be conducted in a council meeting in a public or Closed Meeting of Council, with the intent that the discussion shall remain confidential under the appropriate sections of the *Freedom of Information and Protection of Privacy (FOIP) Act*,

7.0.3 The CC shall be given opportunity to address Council at the meeting referred to in section 7.02, and will be provided with sufficient time to address the alleged breach of confidentiality. The CC shall be permitted to introduce evidence, including witnesses to support their position, and may be represented by legal counsel. Should the CC have legal counsel, then the Town shall have the right to legal representation. Should Council determine that a member has potentially breached the Code of Conduct, Council shall rise and report that such a determination has been made, and shall, at a special open Council session called for that purpose, pass a Resolution that shall require the member to appear before a Committee of the Whole Closed Meeting to be sanctioned,

Town of Carstairs
Bylaw #1059
Page 6 of 12

7.0.4 The Sanction shall be ratified by Resolution at a Regular Meeting of Council,

7.0.5 All Sanctions under this By-Law shall be fair and in keeping with the severity of the infraction, giving due regard to the Councillor's previous conduct,

7.0.6 Nothing in this Section restricts or attempts to countermand a Councillor's legal right to challenge a decision by Council through established legal channels.

8.0 SEVERABILITY

8.0.1 Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole or any part thereof, other than the part so declared to be invalid.


READ A FIRST TIME THIS 22ND DAY OF JANUARY A.D., 2018.

READ A SECOND TIME THIS 22ND DAY OF JANUARY A.D., 2018.

READ A THIRD AND FINAL TIME THIS 22ND DAY OF JANUARY A.D., 2018.



Mayor, Lance Colby



CAO, Carl McDonnell

SIGNATURE

The undersigned member of Council hereby acknowledges receipt of a copy of By-law ____-18, being the Mayor and Councillor’s “Code of Conduct By-law”.

PRINTED NAME

Signature of Member of Council

Date of Signature Acknowledgement of Receipt of Code of Conduct Bylaw

NOTE: The member of Council acknowledges that two copies of the By-law were provided to the member. One signed copy of the By-law was returned to the clerk and the duplicate copy was retained by the member of Council.

Schedule "A"
Disclosure of Pecuniary Interest Form

Name of Councillor: _____

Date of Council/Committee Meeting: _____

Agenda Item No.: _____

Agenda Item Description: _____

Describe general nature of Pecuniary Interest:

Dated this ____ day of _____, 20__.

Signature of Councillor: _____

Schedule "B"

GIFTS & GRATUITIES POLICY REGISTER

DATE: _____

GIFT GIVEN TO: _____

GIFT FROM: _____

GIFT: _____

VALUE: _____

DISPOSITION: _____

COMMENTS: _____

Signature

Mayor/Chief Administrative Officer

TOWN OF CARSTAIRS

Council and Committee Member Code of Conduct Complaint Protocol

Formal Complaint Form / Affidavit

I, _____ (please print) of the Town of Carstairs, in the Province of Alberta, do solemnly swear/affirm, and declare that the following contents of this affidavit as subscribed are true and correct:

Civic Address: _____,

Mailing Address: _____,

Of the City/Town of _____, in the Province of _____, Postal Code _____

I have personal knowledge of the facts as set out in this Affidavit because (insert reason e.g. I work for..., I attended a meeting at which..., etc.) I have reasonable and probable grounds to believe that _____ (name of member) has contravened section(s) _____ of the Council Code of Conduct for the Town of Carstairs. The particulars of which are as follows:

(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached Schedule "A" form and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit "A", "B", etc., and attach them to this Affidavit.)

☐ Please see the attached Schedule "C"

This Affidavit is made for the purpose of requesting that this matter be reviewed by the Council and/or the Chief Administrative Officer of the Town of Carstairs and for no other purpose.

SWORN BEFORE ME at the Town of _____,)

in the Province of Alberta,

this _____ day of _____, 20_____

_____) NAME
_____))

A Commissioner for Oath in and _____)
for the Province of Alberta _____)

Note: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. The Criminal Code of Canada provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years. (Section 131, 132), or by summary conviction (Section 134). Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

Formal Complaint of the Council Code of Conduct

(if more than one page is required, please photocopy this blank page and mark each additional page as "2 of 2", "2 of 3", etc. in the top right corner.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. A vertical red margin line runs down the left side of the page. The paper appears to be part of a notebook or binder, as evidenced by the hole punches along the left edge. There are no markings, text, or drawings on the page.

SWORN BEFORE ME at the Town of _____,)

in the Province of Alberta,

this _____ day of _____, 20_____) _____

)

)

)

)

A Commissioner for Oath in and)

for the Province of Alberta)

NAME



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

July 14, 2025

Our Reference: 27752
Client: Town of Carstairs
Attention: Rick Blair, Chief Administrative Officer
Reference: SD-25-01 – Subdivision Report

1.0 Subdivision Application Details

Proposal: 10 Lot Residential Subdivision
Legal Description: NE ¼ Sec. 8 Twn. 30 Range 1 W5M
Location: Carstairs, AB
Applicant(s): 506927 Alberta Limited.
Landowner(s): 506927 Alberta Limited.
Land Use Designation: Low Density Residential – Single Detached District (R1)
Gross Area: 0.94 ha (2.32 ac)

2.0 Planning Analysis

Subdivision Proposal

Subdivision Application SD-25-01 proposes to subdivide NE ¼ Sec. 8 Twn. 30 Range 1, W5M into 10 residential lots. The purpose of this subdivision is to accommodate low density residential development (subsequent to LUR 24-02 approved on February 24th, 2025). The 10 lots being proposed range between 0.058 ha (0.14 ac) or 567 m² to 0.092 ha (0.23 ac) or 931 m².

Subject Site Conditions

The subject site is 0.94 ha (2.32 ac) and is located in central southern portion of Carstairs (see **Appendix A – Location Plan**). The proposed subdivision is located adjacent to dwellings, a park as well as the Community Hall which is to the immediate west of the subject site. (see **Appendix B – Site Photos**).

The subject lands are relatively flat.

Surrounding Land Use

Lands surrounding the subject site are designated as Low Density Residential - Single Detached District (R1), Low Density Residential - Two Dwelling District (R2), Public Facility and Recreation District (PFR) and Commercial Service District (C2).

Subject Site Access

The subject site has existing access points from the west side of Lackner Way, there is no direct access off of 10th Avenue. There is a Road Closure Bylaw registered on Lackner Way for access via 10th Avenue. There are currently cement pillars blocking this access. This access shall remain closed.



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.

The MDP states that the overall design density for the existing and future residential areas of the Town should average between 12 and 25 dwelling units per gross developable hectare (5 to 10 units per acre). The proposed subdivision is slightly under the density target but aligns with the land use.

South Carstairs Area Structure Plan (2007)

The proposed subdivision is located within the South Carstairs (Scarlett Ranch) Area Structure Plan (ASP). In Figure 3 – Future Land Use and Road System of the ASP, the site is identified as Residential (Detached) which is in alignment with the proposed subdivision application. The proposed application is in alignment with Policy 4.2 a) of the ASP.

Land Use Bylaw

The subject site is Low Density Residential District – Single Detached District (R1).

The proposed Parcels meet the minimum parcel area of 420 m² for interior parcels and 464 m² for corner parcels outlined in Land Use Bylaw.

Eight of the ten parcels meet the minimum parcel widths within the R1 District.

The frontages of Block 2, Lots 3 and 4, at 9.99 m and 10.0 m, do not meet the 11 m width for parcels fronting onto the bulb of a cul-de-sac; however, they fall within the 25% variance identified in section 1.12(c) of the LUB, and widen towards the rear of the parcel.

The widths and areas of each proposed lot are outlined in **Figure 2 – Tentative Plan of Subdivision**.

4.0 Reserve Calculations

The Town will require cash-in-lieu in municipal reserve dedication for the remainder of NE ¼ Sec. 8 Twn. 30 Range 1 W5M.

5.0 Circulation

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

Referral Responses

- **ATCO:** 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.

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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.

A gas main extension will be required to service the proposed development. Natural gas service may be obtained by making formal application with our office in Calgary at 403-245-7888.

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.

We require at least nine (9) 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 403-245-7888 with a minimum of one (1) year notice to enable an adequate and timely response. Note all alteration costs will be borne by the developer / owner. "If working around existing gas main, please contact our Edmonton Land Group at email address Crossings@atcogas.com to obtain a crossing/proximity agreement.

There are high pressure gas transmission facilities in the work area. Please contact Vicki Porter at 780-420-8012 for more information.

If gas service is required, to avoid delays, the owner / developer should follow the steps listed on the ATCO website (<https://www.atco.com/en-ca/for-business/natural-gas/products-services/service-requests.html>) 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 contact ATCO Customer Assistance Centre at 310-5678 to discuss a service alteration. Note all alteration costs will be borne by the developer / owner. If the existing service line requires demolition or cutback please contact the Calgary Service Applications at 403-254-6200 or email GasApplicationsCalgary@atco.com for an application.

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 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 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 at: <https://www.atco.com/en-ca/for-business/natural-gas/safety-business/safety-resources.html>

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: Erika Mariz Calata, erikamariz.calata@atco.com (**A. Gregorashuk**)

- **FortisAlberta:** Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.



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Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions. (**L. Jamieson**)

- **Telus:** In order to protect any future facilities that will be placed to service this development, TELUS would like to be named within the General Right of Way agreement that is registered, if a General Right of Way will not be registered, please have the developer contact circulations@telus.com to initiate a TELUS Right of Way Agreement. (**T. Roberts**)
- **ATEC:** This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway 581, 2A, 580.

Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation. The requirements of Section 19 of the Regulation are not met. All direct highway accesses shall be removed, and access shall be solely through Lackner Way. The Lackner Way / Highway 580 intersection shall remain closed. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

1. 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, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act.
2. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.
3. The existing highway accesses shall be removed as a condition of subdivision approval. Access shall be provided via the municipal road. A permit is required from Transportation and Economic Corridors to remove this access.
4. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Transportation and Economic Corridors.

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

- **ISL Engineering:**
 - Parcel will need to complete a traffic impact analysis



- Parcel will need to complete a stormwater management report
- Parcel will need to complete an erosion and sediment control report
- Sound attenuation calculations will need to be completed for lots adjacent to the highway. Depending on results of calculations, that may impact the type of fence that is required
- Uniform fencing is required on east and west sides of property adjacent to public right of ways
- Town to review street names and if 2 roads can have the same name
- Temporary turnarounds will be required for fire and school bus access
- Town to review minimum requirement for MR dedicated land within development and if this meets the minimum
- Backsloping agreements will need to be completed and a copy of the agreement provided to the Town (**K. Denischuk**)

Due to circulation comments from ATEC, and the Town's decision to permanently remove access from Lackner Way to 10th Avenue, a traffic impact analysis is not a requirement at this time and is not included as a condition of approval.

Likewise, the stormwater management report may be required if AEPA determines its need due to concerns of the net impact to surrounding land.

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; and
- Submissions from landowners and referral agencies were considered as noted herein.

7.0 Decision and Conditions of Subdivision

With respect to this application, and based on Council's guidance, the Subdivision Authority has the following 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 complete all requirements identified by referral agencies including but not limited to:
 - a. a stormwater management report if required by AEPA to determine net impacts to surrounding lands,
 - b. a sediment control report,
 - c. sound attenuation calculations if required,
 - d. temporary turnarounds,
 - e. backsloping agreements,
 - f. and the appropriate permits from Alberta Transportation and Economic Corridors.



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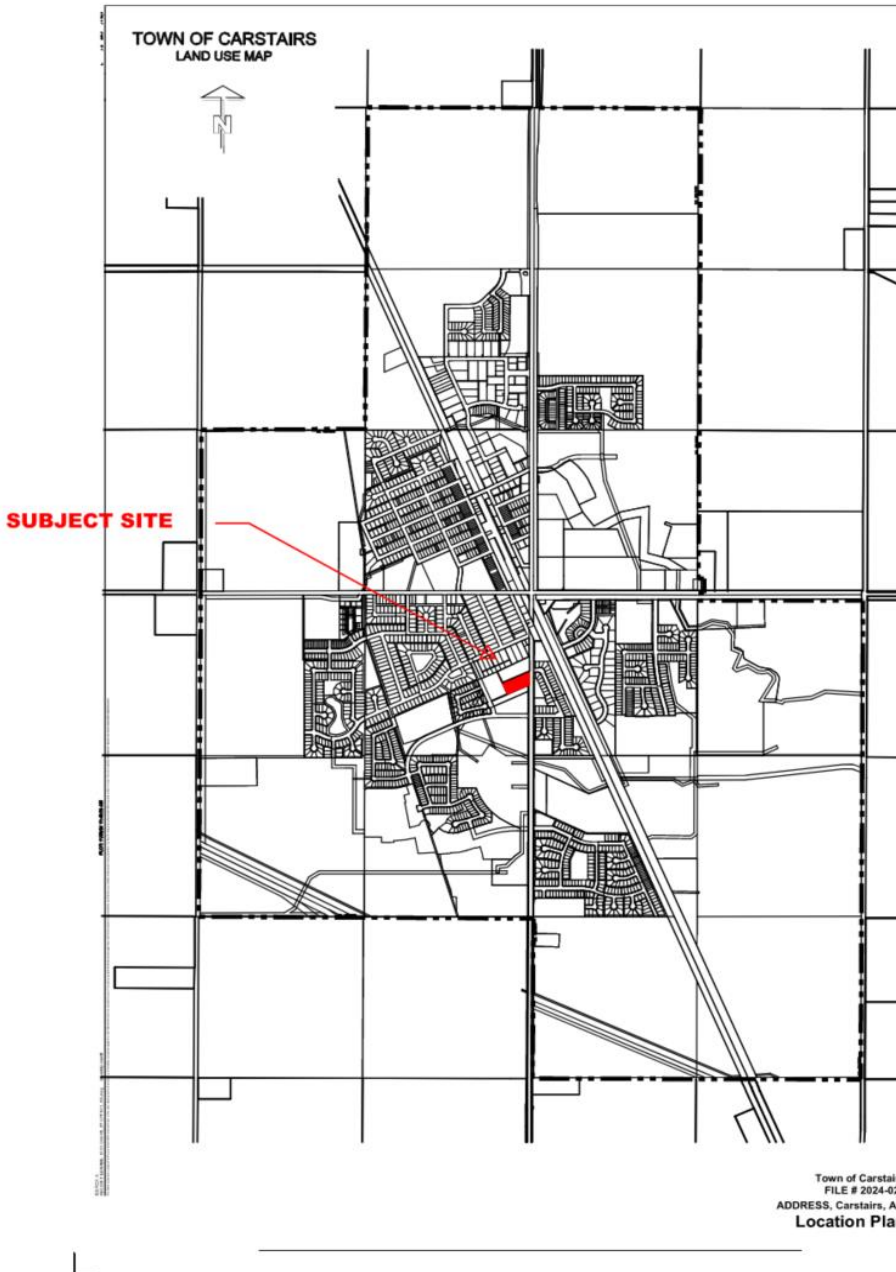
2. That the applicant/owner provide cash-in-lieu of Municipal Reserve in the amount of \$29,500 (10% of the assessed value of the land) to the Town of Carstairs, pursuant to Section 667 of the Municipal Government Act.
3. That subdivision is carried out by means suitable to the Registrar of the Land Titles Office per Section 81 and 89 of the Land Titles Act;
4. 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;
5. 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;
6. 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
7. 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

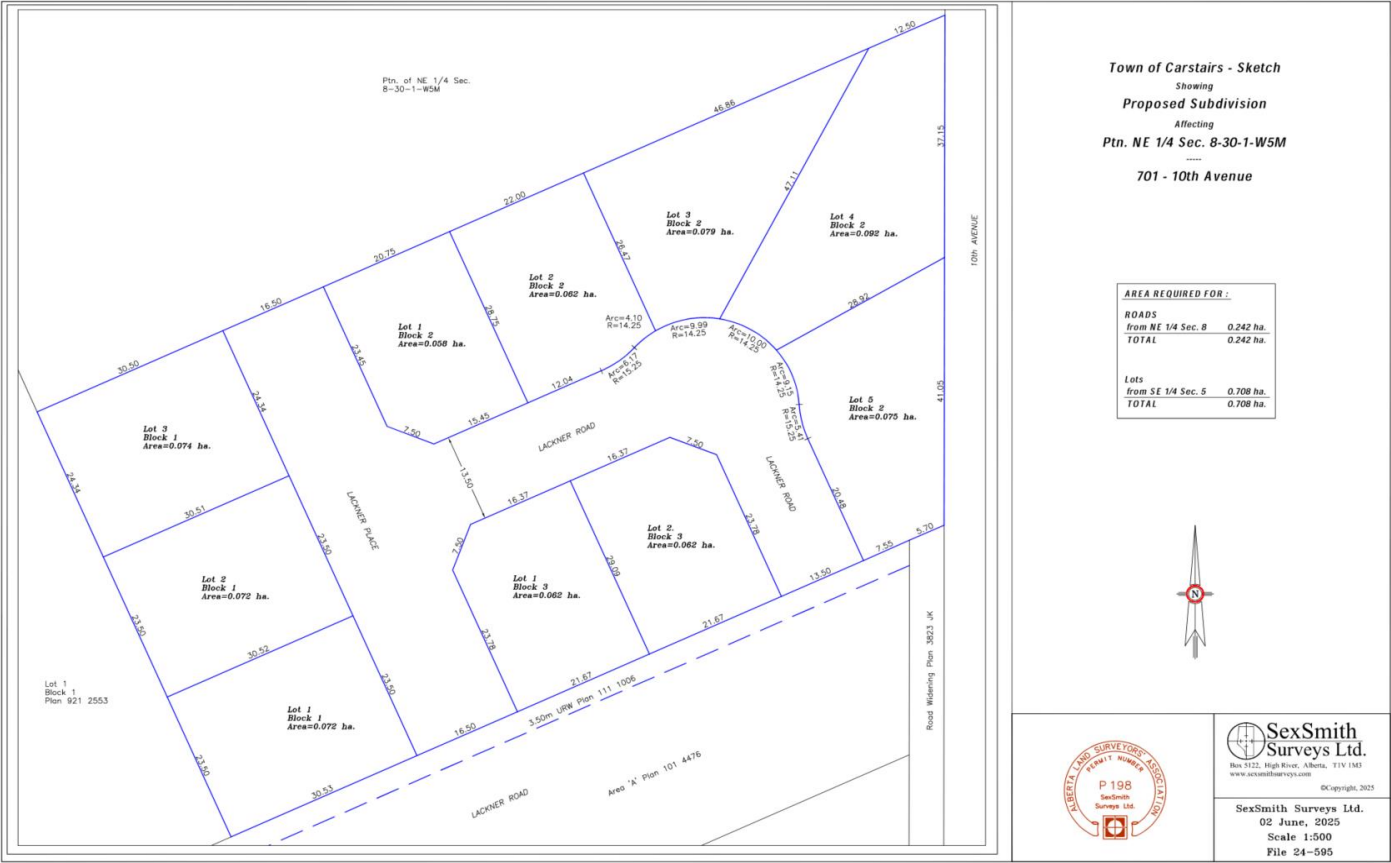
Figure 1 – Location Plan





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Figure 2 – Tentative Site Plan





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Appendix B

Site Images





Integrated Expertise. Locally Delivered. 

Appendix C

Referral Responses

July 4, 2025

Circulation Package: SD-25-01

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:

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Please refer to the “Working Around Natural Gas” Safety Handbook found on our website at:
<https://www.atco.com/en-ca/for-business/natural-gas/safety-business/safety-resources.html>

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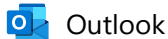
If you have any **questions or concerns regarding this reply**, please contact our engineer: **Erika Mariz Calata**, erikamariz.calata@atco.com

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.com](https://www.atco.com) [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)




Carstairs Subdivision Application SD-25-01 - Referral for Comment

From CirculationsGrowthandImprovement <CirculationsGrowthandImprovement@atco.com>

Date Fri 7/4/2025 11:26 AM

To Natalie Tremblay <NTremblay@islengineering.com>

 1 attachment (170 KB)

Response - SD-25-01.pdf;

Good morning,

Please see the attached response for this circulation.

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.com](https://www.atco.com) [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

-
In the spirit of reconciliation, we acknowledge the traditional territories and homelands on which many of our ATCO operations and facilities are located. We honour and respect the diverse history, languages, ceremonies, and culture of the Indigenous Peoples who call these areas home.

honour and respect the diverse history, languages, ceremonies, and culture of the Indigenous Peoples who call these areas home.

From: Natalie Tremblay <NTremblay@islengineering.com>

Sent: Tuesday, June 17, 2025 11:02 AM

Subject: Carstairs Subdivision Application SD-25-01 - Referral for Comment

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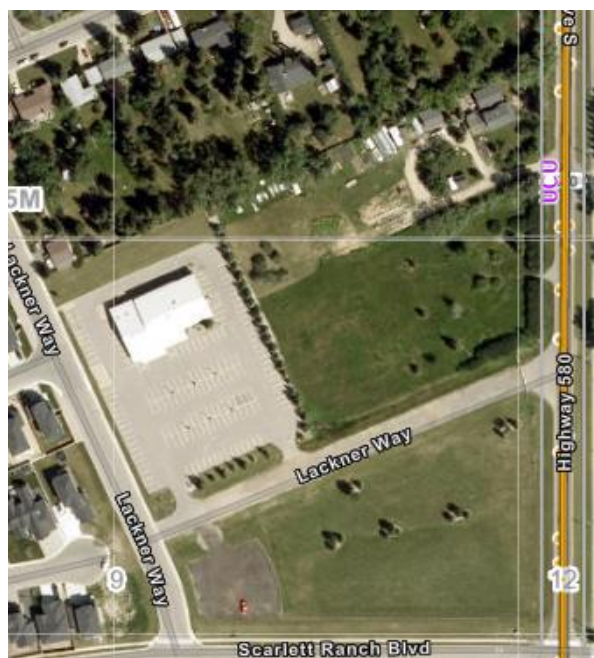
Good Day,

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

Transportation and Economic Corridors Notification of Referral Decision

Subdivision in Proximity of a Provincial Highway

Municipality File Number:	SD-25-01	Highway(s):	580, 581, 2A
Legal Land Location:	QS-NE SEC-08 TWP-030 RGE-01 MER-5	Municipality:	Carstairs
Decision By:	Cheryl Marcynuik	Issuing Office:	Central Region / Red Deer
Issued Date:	2025-07-02	Appeal Authority:	Land and Property Rights Tribunal
RPATH Number:	RPATH0051915		
Description of Development:	Proposed Subdivision of 10 Lots Low Density Residential - Single Detached District (R1)		



This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway 581, 2A, 580.

Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 of the Regulation are not met. All direct highway accesses shall be removed, and access shall be solely through Lackner Way. The Lackner Way / Highway 580 intersection shall remain closed. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

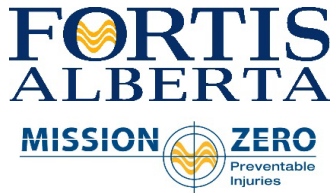
Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

1. 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, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act.
2. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.
3. The existing highway accesses shall be removed as a condition of subdivision approval. Access shall be provided via the municipal road. A permit is required from Transportation and Economic Corridors to remove this access.
4. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Transportation and Economic Corridors.

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 2025-07-02 on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*



Logan Jamieson
Land Department

FortisAlberta Inc.

Phone# 587-775-6201
Cell#
www.fortisalberta.com
Email:
Logan.Jamieson@fortisalberta.com

June 27, 2025

ISL Engineering and Land Services Ltd.
4015 - 7 Street SE
Calgary, Alberta
T2G 2Y9

Attention: Natalie Tremblay

RE: FortisAlberta Condition for Subdivision Approval

FortisAlberta Reference No.: 320159908

MD File No.: SD-25-01

Location/Legal Description: NE 08-30-01 W5

Customer Name: 506927 Alberta Ltd.

Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

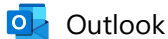
Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

Sincerely,

Logan Jamieson

Logan Jamieson

RE: 320159908



320159908 Carstairs Subdivision Application SD-25-01 - Referral for Comment

From Logan Jamieson <Logan.Jamieson@fortisalberta.com>
on behalf of
Land Service <landserv@fortisalberta.com>

Date Fri 6/27/2025 2:56 PM

To Natalie Tremblay <NTremblay@islengineering.com>

 2 attachments (3 MB)

SD_25_01_Circulation_Package.pdf; Easements - 320159908 - Subdivision NE 08-30-01 W5 ISL Engineering and Land Services Ltd SD-25-01.pdf;

Good afternoon,

After review, it was determined that an easement is not required by FortisAlberta for this property.

Take care

Logan Jamieson | Land Coordinator Student, Land Department

FortisAlberta | 15 Kingsview Rd. SE Airdrie, AB T4A 0A8 | 403-514-4261



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: Tuesday, June 17, 2025 11:02 AM

Subject: [CAUTION] Carstairs Subdivision Application SD-25-01 - Referral for Comment

You don't often get email from ntremblay@islengineering.com. [Learn why this is important](#)

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,

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

Your comments and recommendations to this proposal will be accepted until noon on **July 8th, 2025**.

Planning Information

The Town of Carstairs has received an application which proposes to subdivide NE ¼ Sec. 8 Twn. 30 Range 1, W5M into 10 lots. The subject site is currently designated Low Density Residential - Single Detached District (R1). The purpose of this subdivision is to accommodate low density residential development.

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 "SD-25-01"

Thank you,

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

ISL Engineering and Land Services Ltd.

4015 7th Street SE

Calgary, AB T2G 2Y9

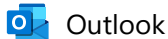
T: 780.438.9000 **C:** 403-561-9580

NTremblay@islengineering.com islengineering.com

The Right Team for Your Project

Integrated Expertise. Locally Delivered.

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RE: Carstairs Subdivision Application SD-25-01 - Referral for Comment

From Kevin Denischuk <KDenischuk@islengineering.com>

Date Tue 6/24/2025 8:47 AM

To Natalie Tremblay <NTremblay@islengineering.com>

Cc Kimberley Kimball <KKimball@islengineering.com>

Hi Natalie,

Engineering comments are below:

- Parcel will need to complete a traffic impact analysis
- Parcel will need to complete a stormwater management report
- Parcel will need to complete an erosion and sediment control report
- Sound attenuation calculations will need to be completed for lots adjacent to the highway. Depending on results of calculations, that may impact the type of fence that is required
- Uniform fencing is required on east and west sides of property adjacent to public right of ways
- Town to review street names and if 2 roads can have the same name
- Temporary turnarounds will be required for fire and school bus access
- Town to review minimum requirement for MR dedicated land within development and if this meets the minimum
- Backsloping agreements will need to be completed and a copy of the agreement provided to the Town

Let me know if you have any questions with these comments.

Kevin

Kevin Denischuk, P.Tech.(Eng.) | *Lead, Construction Services, Municipal & Community Development*
ISL Engineering and Land Services Ltd.

T: 403.254.0544 **C:** 403.801.4586

From: Natalie Tremblay <NTremblay@islengineering.com>

Sent: June 17, 2025 11:02 AM

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ISL Engineering and Land Services Ltd.

4015 7th Street SE

Calgary, AB T2G 2Y9

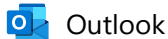
T: 780.438.9000 **C:** 403-561-9580

NTremblay@islengineering.com islengineering.com

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Re: Carstairs Subdivision Application SD-25-01 - Referral for Comment

From circulations . <circulations@telus.com>

Date Fri 6/20/2025 11:33 AM

To Natalie Tremblay <NTremblay@islengineering.com>

Good Day,

In order to protect any future facilities that will be placed to service this development, TELUS would like to be named within the General Right of Way agreement that is registered, if a General Right of Way will not be registered, please have the developer contact circulations@telus.com to initiate a TELUS Right of Way Agreement.

Thank you,

Tanya Roberts

**Sr. 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 Tue, Jun 17, 2025 at 11:02 AM Natalie Tremblay <NTremblay@islengineering.com> wrote:

Good Day,

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

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In your reply, please quote the project number "SD-25-01"

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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Kick off Carstairs Beef & Barley Days 2025 with a cold one in hand and your community all around you at the first annual Barley Brewfest. Coming in hot and crisp- celebrating the rich roots of our local agriculture with a showcase of Alberta's finest craft breweries, meaderies and distillers.

This event is hosted by the Carstairs & District Agricultural Society.

Pre-purchased tickets include TWO TOKENS to be redeemed with event vendors. Tickets purchased at the door, do not include tokens.



BARLEY BREWFEST

FRIDAY JULY 18TH, 2025

5PM – 9PM

Carstairs Curling Rink

350 11th Ave

Largest Small Town Beerfest in Central Alberta



Tickets \$10



Worldwide Pipeline
Rehabilitation

5743 68th Ave NW
Edmonton, Alberta T6B 3P8

Tel: (780) 413-0200
Fax: (780) 413-0777

July 10, 2025

File: W-25-98

ISL Engineering and Land Services Ltd.

Attention: Mr. Kevin Denischuk, P.Tech.(Eng.)

RE: Town of Carstairs – 2026 CIPP Trunk Sewer

Further to the above, we are pleased to provide you with the following price for the Supply and Install of Insituform CIPP Lining and GeoSpray Geopolymer Manhole Rehabilitation attached at the end of this letter for the ISL Engineering and Land Services Ltd.

Our Rehabilitation price is based on the following parameters:

1. Information provided to us by ISL Engineering and Land Services Ltd.:
 - Email and phone communication between May 28, 2025 to July 10, 2025.
 - Drawings were made available.

Insituform® has made the following assumption:

- 1 Day for pipe measurements (no mainline bypass, during low flows)
- 2 Day(s) for pipe preparation, 2 Day(s) for lining (with mainline bypass)
- 3 Day(s) for GeoSpray geopolymer manhole rehabilitation (no mainline bypass)
 - Rungs to be replaced (if required)
 - No invert rehabilitation to eliminate mainline bypass during rehab.
- Design Condition – Fully Deteriorated. 9.0mm Liner Thickness.
- Installation of the Insitutube® will be done in accordance with ASTM F1216 and/or ASTM F1743.
- Minimum four (4) weeks is required for material procurement.
- The pricing includes for expected flows utilizing one 6" primary pump with one 6" for redundancy based on flow information provided.
- Traffic control based on road signage. No flaggers included.
- Scope reduction may result in revised Unit Rates.

As a result, should any discrepancies be found between the assumptions stated above and the actual field conditions, Insituform® will confirm or adjust this proposal, or may have to advise that lining may not be possible.

2. ISL Engineering and Land Services Ltd. and the Town of Carstairs would be required to provide the following at no cost to Insituform®:
 - Unobstructed, road surface access to the pipe at both end and intermediary manholes and/or access points.

From: Insituform Technologies® Ltd.

Page 1 of 3

Date: 7/10/2025

To: ISL Engineering and Land Services Ltd.

File: W-25-98

- Rig matting or restoration is not included in Insituform®'s pricing (if required).
 - Anticipate completing the work when the ground is dry or frozen to minimize impact. (Snow removal by other, if required.)
 - Access to a local hydrant for duration of pipe preparation and lining operations along with associated costs for water. *(Clean water from an adjacent/nearby hydrant.)*
 - Access to local debris dumping site to dispose of materials (contaminated or otherwise) removed from the pipe. *(Provide (on-site) location (within municipal limits) to dispose of materials (contaminated or otherwise) removed from the pipe.)*
 - Obtain all necessary approvals, permits, access, etc., as required to allow work on private and/or public properties.
 - Advising affected citizens, business, and operational departments (as required).
 - All open-cut excavations (if required).
 - All surface restoration (if required).
3. Based on current backlog, Insituform® can complete this work in 2025 or 2026 as required by the Town of Carstairs. This can be confirmed prior to award with a tentative schedule. Note: Pipe measurements recommended to be completed minimum 2 months prior to the pipe preparation/CIPP rehabilitation to allow adequate time for design approval and material procurement. GeoSpray application when ambient temperature is above 5 °C.
4. Insituform® will be paid by ISL Engineering and Land Services Ltd. or Town of Carstairs no more than 45 days after Insituform® has reached substantial completion for the work detailed in this proposal.
5. The pricing stated herein is open for acceptance for a period of 90 days, after this time the pricing and crew availability will need to be revisited.

If you have any questions, or would like clarification, please do not hesitate to contact the undersigned at (780) 982-4717.

We look forward to working with you and ISL Engineering and Land Services Ltd. on this project.

Yours truly

INSITUFORM TECHNOLOGIES® LIMITED



Andrew Foster
Vice President & Area Manager Canada West
Attachment:

From: Insituform Technologies® Ltd.

Page 2 of 3

Date: 07/10/25

To: ISL Engineering and Land Services Ltd.

File: W-25-98

ISL Engineering and Land Services Ltd.**Town of Carstairs – 2026 CIPP Trunk Sewer****Insituform® Rehabilitation Pricing****July 10, 2025**

Insituform® is pleased to provide ISL Engineering and Land Services Ltd. with the following price for the supply and installation of Insituform® CIPP and GeoSpray Geopolymer in the Town of Carstairs.

Description	Qty	Units	Unit Price	Total
Mobilization / Demobilization	1	Lump Sum	\$ 10,470.00	\$ 10,470.00
Bypass	1	Lump Sum	\$ 48,740.00	\$ 48,740.00
Traffic Control	1	Lump Sum	\$ 2,590.00	\$ 2,590.00
Pipe Measurements w/ CCTV V1 Inspection	1	Lump Sum	\$ 5,500.00	\$ 5,500.00
Pipe Preparation w/ CCTV V2 Inspection	210	m	\$ 47.00	\$ 9,870.00
450mm CIPP Rehabilitation w/ CCTV V3 (MH 25 to MH 24)	210	m	\$ 423.00	\$ 88,830.00
GeoSpray Geopolymer Manhole Rehabilitation (MH 25 & MH 24)	2	Each	\$ 23,256.00	\$ 46,512.00
Sub-Total (excluding taxes):			\$	212,512.00

From: Insituform Technologies® Ltd.

Page 3 of 3

Date: 07/10/25



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

Our Reference: 28776

Town of Carstairs844 Centre Street, Box 370
Carstairs, Alberta,
T0M 0N0

Attention: Kirk Williscroft, Deputy CAO, Director of Planning and Development

Dear Kirk:

Reference: Flow Monitoring Memorandum**1.0 Introduction**

ISL Engineering and Land Services Ltd. (ISL) recently completed a Flow Monitoring Analysis (FMA) for the Town of Carstairs, Alberta (The Town). The study is intended to locate the likely area of significant infiltration under dry events, or groundwater infiltration (GWI), and to quantify how much GWI is being treated in the lagoon. The excess water entering the sanitary system, often referred to as GWI, typically comes from groundwater seeping into sewer pipes through cracks, leaky joints, or deteriorated infrastructure. Analyzing this flow is crucial because excessive infiltration can overwhelm wastewater systems, leading to environmental issues, increased treatment costs, and reduced system efficiency. To compliment the FMA, the Town requested ISL to prepare a supplementary technical memorandum regarding the findings of the FMA and recommendations for infiltration reduction. The Town is looking for recommendations on how to combat areas of significant GWI in Carstairs based on the data collected in the FMA, supplemented with recommendations for additional areas of investigation to further pinpoint sources of GWI.

The purpose of this memorandum is to quantify the potential GWI within the sanitary system and to document if rehabilitating the sewer system that ultimately discharges to the lagoon is more cost effective than continuing to treat excess sewage due to GWI. The following key tasks were undertaken to achieve this objective:

- Revisit prior flow monitoring (FM) results – recommend and monitor additional sites in areas with anecdotally high GWI contributions.
- Summarize mitigation measures for GWI, focusing on rehabilitating the suspected locations or leaving as status quo and accepting a higher treatment cost.
- Outline the next possible steps for the Town to manage GWI (investigation, mitigation, etc.).

2.0 Groundwater Infiltration Overview**2.1 Sources Groundwater Infiltration**

The main sources of GWI typically are:

- **Improperly Connected Infrastructure:** an improper connection lets water from sources other than sanitary fixtures and drains to enter the sanitary sewer collection system. This represents groundwater that does not need to be treated. It is noted that some of these connections exist in older developments that were permitted under prior standards. These are a challenge to get rid

of as they exist on- lot, generally outside the reach of the municipality to deal with.

- At minimum grade, a 200 mm diameter sanitary sewer can adequately move the domestic sanitary sewage from up to 200 homes, but only eight sump pumps operating at full capacity or six homes with downspouts connected to the sanitary sewer collection system will overload the capacity of the same 200 mm sewer.

- A single sump pump can contribute over 26,400 L of water to sanitary collection sewer systems in a 24- hour period, the equivalent of the average daily

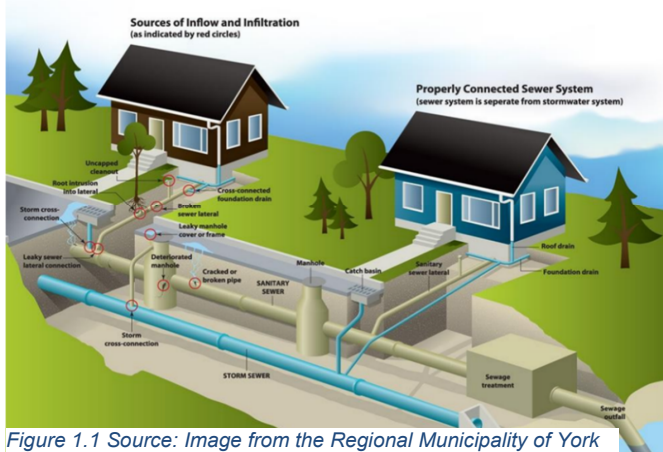


Figure 1.1 Source: Image from the Regional Municipality of York

flow from over 25 homes.

- **Aging Infrastructure:** on average sanitary sewers are designed to last 30 to 50 years. As pipes age, cracks and leaks can form along the pipes and at connections. Groundwater can enter these cracks or leaks wherever sanitary collection sewer systems lie beneath water tables or the soil above the sanitary sewer collection systems become saturated.
- **Environmental Degradation:** the intrusion of roots into sanitary sewer collection systems not only damages pipes, but it also creates a physical barrier, effectively reducing flow capacity within the system.

2.2 Consequences of Groundwater Infiltration

Any water entering the sanitary collection sewer system increases the operation and maintenance costs of sanitary sewer infrastructure and exposes property owners to health risks, and property and environmental damage.

Increased volumes in sanitary sewers can lead to:

- Increased cost of transporting and treating higher sewage volumes.
- More frequent maintenance of sanitary sewer infrastructure.
- Reduced capacity in the sanitary sewer collection system can lead to expensive upgrades, growth restrictions, and increased utility costs for residents.
- Increased risk of sanitary sewer backups into basements and streets creating potential health concerns, and property damage.

Keeping groundwater out of the sanitary sewer collection system is critical for the protection of properties, neighbourhoods, cost of treatment and the environment.

2.3 Pinpointing GWI Problem Areas

The chosen method for pinpointing potential GWI contributions in the sanitary sewer system was flow monitoring. The process involves setting up flow monitoring in different areas of the

town to track water levels and to track unusual increases in flow rates. By analyzing this data, problem areas can be pinpointed, the severity of infiltration can be assessed, and repairs or upgrades to the sewer infrastructure can be prioritized. This helps communities maintain efficient wastewater systems and avoid costly overflows, backups, or treatment. This study supplements the findings of the flow monitoring exercise by providing further context into potential sources of GWI, and solutions to mitigate the GWI.

2.4 Mitigation Measures

Once GWI sources have been identified, a municipality should consider several mitigation options. Depending on the location and severity of issues, there are several mitigation strategies ranging from full sewer replacement and upgrades to less invasive options such as installing sewer and manhole liners, and disconnecting known infiltration sources, such as weeping tiles or sump pumps.

3.0 Background

Lagoon Trunk

The Town of Carstairs is currently facing infiltration in the wastewater system, leading to excess volumes of flow being treated at the lagoon. This study supplements the findings of flow monitoring by providing further context into potential sources of GWI, and solutions to mitigate the GWI.

Flow Monitoring Programs

In 2023, CIMA+ (via SFE Global) completed an analysis of the situation providing flow monitors and reviewing the data, which showed unusually consistent flows, making the peak and low periods difficult to distinguish. Following this, two additional flow monitors were installed by ISL (via BotCorp). In 2010, AECOM performed a Master Servicing Study which was created to update all previous servicing studies and drainage plans, and to update and combine all into a singular report. A map of the Existing Sanitary Truck Mains (AECOM, 2010) has been used for **Figure 3.1** and **Figure 3.2** to show the locations of flow monitoring Station 1 and Station 2 along with the flow monitoring catchment areas.

A series of photos within the two manholes used to install the two flow monitoring stations were taken by BotCorp while completing the installations. **Figure 3.1.a** shows the sewer upstream, **Figure 3.1.b** shows the sewer downstream, and **Figure 3.1.c** shows the manhole for Station 1. **Figure 3.2.a** shows the sewer upstream, **Figure 3.2.b** shows the sewer downstream, and **Figure 3.2.c** shows the manhole for Station 2.

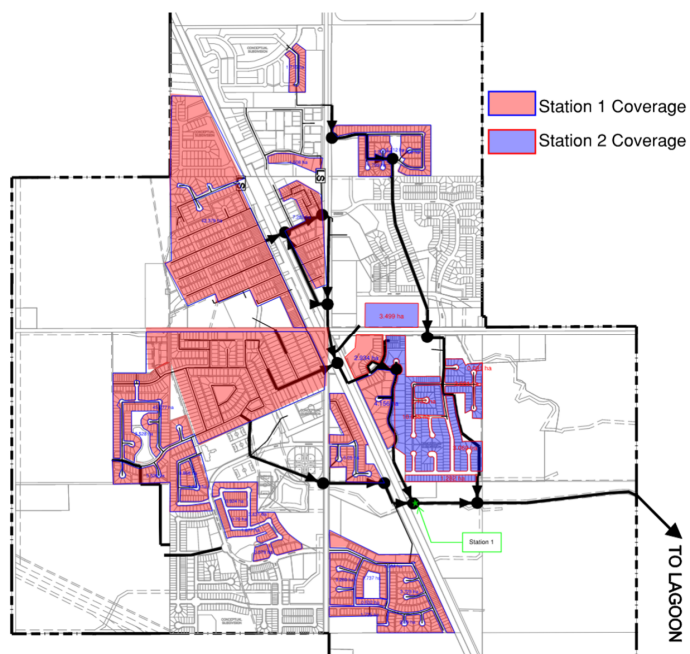


Figure 3.1 Station 1 Location



Figure 3.1.a Upstream



Figure 3.1.b Downstream



Figure 3.1.c Manhole

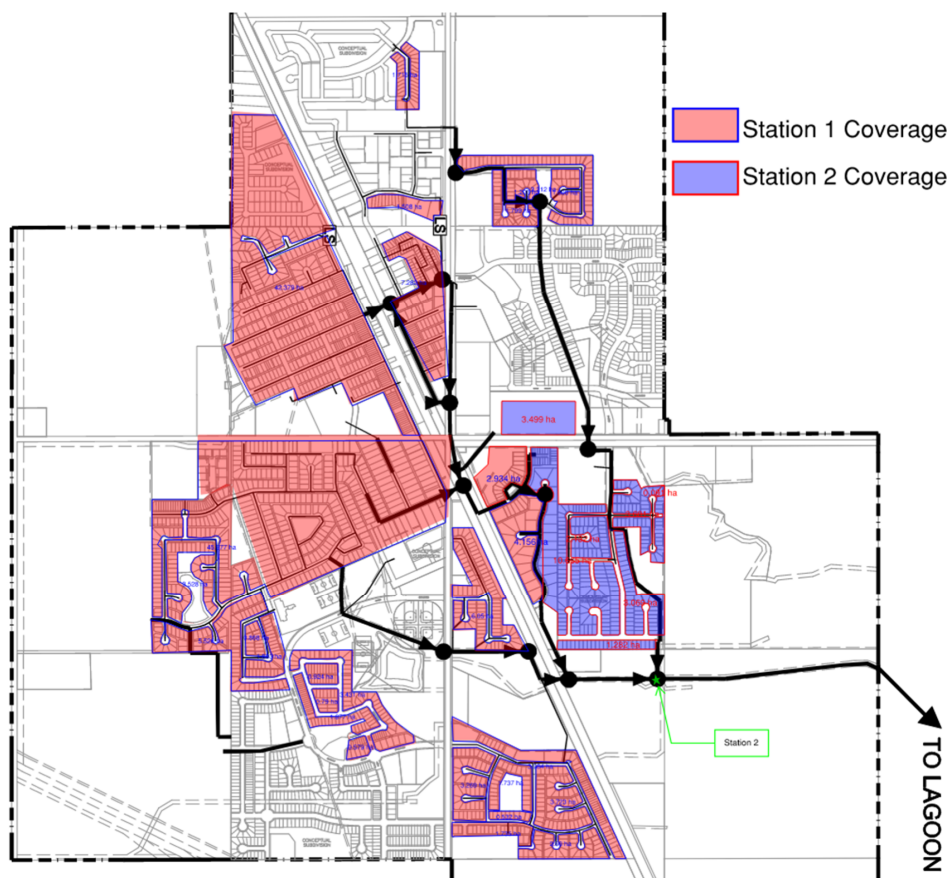


Figure 3.2 Station 2 Location



*Figure 3.2.a Upstream**Figure 3.2.b Downstream**Figure 3.2.c Manhole*

4.0 Analysis

4.1 Flow Monitoring Data

BotCorp was engaged to install flow monitors in two locations in Carstairs, with both manhole locations to the east of Highway 2A. A map of the Existing Sanitary Truck Mains (AECOM, 2010) has been referenced in this report to show which areas we have accounted for with each station. **Figure 4.1** displays the coverage for the flow monitoring catchment for both Station 1 and 2. Based on the monitor install locations, Station 2 results will not affect the outcome of the GWI results, as both monitoring stations cover the area in Station 1, due to the upstream of station 1 and down stream of station 2. The areas that are not highlighted are projected future developments.

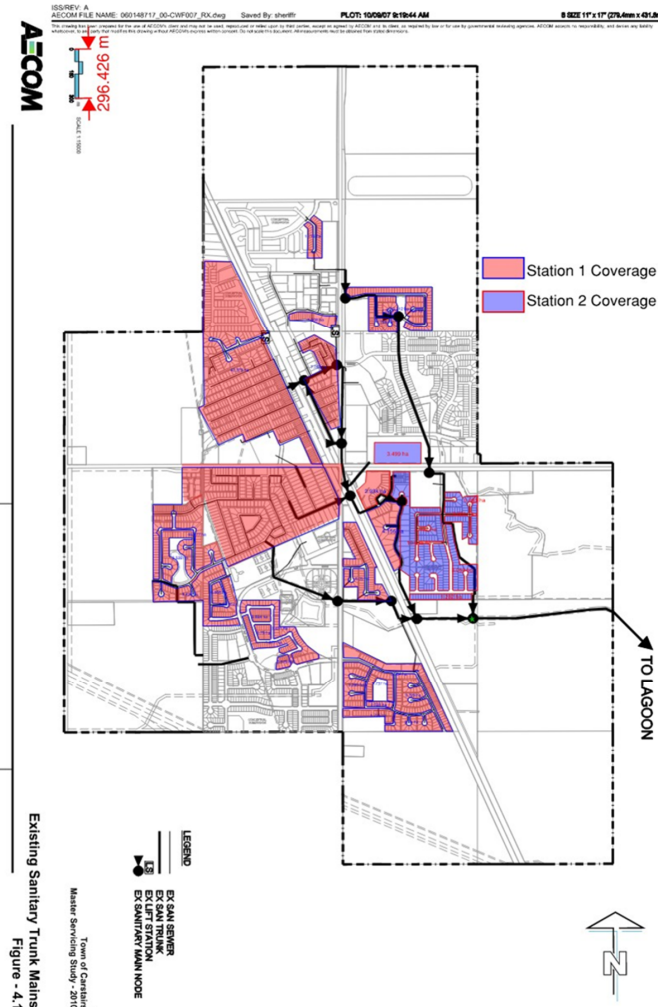


Figure 4.1 Station 1 and Station 2 Coverage

4.2 Infiltration Rate Review

To test the GWI rates generated in the lagoon trunk system, the flow monitoring data was reviewed. **Table 4.2** displays the generalized minimum flow for both stations and summarizes the GWI rates observed through flow monitoring. **Figure 4.3** shows a hydrograph between January 28th 2025, to February 28th 2025, displaying the minimum and maximum flow levels from the town's usage throughout the day. The observed GWI rates represent the measured peak flow (L/s), divided by the corresponding total upstream catchment area (noting that these are identical for Stations 1 and 2). The City of Calgary recommends accommodating a GWI rate of no larger than 0.033 L/s/ha. Sites in the two tables below are categorized red or green for whether they exceed or meet this criterion.

Table 4.2 Observed GWI Rate based on Flow Monitoring Data

FM Site	Generalized Minimum Flow	Groundwater Flow ¹	Upstream Area	GWI Rate ²
		L/s	ha	L/s/ha
Station 1	4.00	3.20	151	0.0212
Station 2	7.50	6.00	151	0.0397

¹ Groundwater flow assumed to be 80% of the generalized minimum flow observed across the flow monitoring period.

² Green shading indicates rates below the 0.033 L/s/ha guideline whereas red shading depicts rates above the 0.033 L/s/ha.



Figure 4.3 Flow Monitoring Graph

The results from **Table 4.2** above suggest that between Stations 1 and 2, there is an approximate increase of 2.50 L/s, despite there being no additional sanitary sewer tie-ins between these two stations. This therefore indicates that the increase in flow is attributed to GWI, likely due to the creek crossing between these two stations. Though at Station 1 the GWI rate is below 0.033 L/s/ha, this guiding criterion is exceeded at Station 2.

5.0 Historic Performance Issues

A critical factor that influences the GWI rates is environmental conditions, such as snow melting and rainfall. From these environmental factors, large volumes of groundwater can infiltrate into the wastewater collection system, leading to possible contamination, capacity concerns, increased treatment costs and potential overflows. Increased water demand from growing populations can strain the lagoons flow, potentially leading to excessive quantities during dry periods. Residential activities can also contribute to pollution through GWI containing fertilizers, pesticides, and other chemicals, which can degrade water quality and harm aquatic ecosystems. Improper waste disposal and GWI can introduce debris and contaminants into the lagoon, resulting in the demand for more intensive sewage treatment.

In 2023, a study was conducted by CIMA+ via SFE Global (*2023 Sanitary Sewer Flow Monitoring*) to analyze the Sanitary Sewer Flow for sections of main in Town that are north of the area that was studied by Botcorp. This data helps us understand the expected flow that is contributing to this trunk main that leads to the lagoon. We can compare the data from in Town to the data we found leading out of Town to help determine the amount of infiltration. This report included flow graphs, summary reports, and maintenance records that incorporated data to show flow rates, peak usage times, minimum usage times, potential infiltrations and any additional factors that could impact the system's efficiency.

Table 5.1 displays a summary of the results from the 2023 CIMA+ report which were taken in Town north of where Botcorp had set up their monitors.

Table 5.1 Station flow

CIMA +		
Date	Station	Flow L/s
Jun-23	FM1	1.01
Jul-23		4.81
Aug-23		0
Jun-23	FM2	12.74
Jul-23		15.11
Aug-23		0.71
Jun-23	FM3	2.12
Jul-23		0
Aug-23		0
Jun-23	FM4	-2.36
Jul-23		2.44
Aug-23		-3.3

6.0 Cost of Treatment Estimate

The analysis above suggests that station 1 is below the City of Calgary criteria of 0.033 L/s/ha, station 2 exceeds the criteria, there is evidential GWI infiltration, as seen in **Table 4.2**, where a focus on GWI reduction measures should be performed. Several possible recommendations pertaining to GWI reduction can be considered by the Town, which can be reviewed in Section 7.

Cost Estimate

Table 6.1 highlights the cost of excess treatment, due to GWI. The government of Canada had a study from 2023 from across Canada and stated the average cost for treating lagoons is approximately \$1.50/cubic meter. Using the calculation of what flow was expected to pass by these flow meters based on SFE's report, and these 2 stations, below is a chart showing the increased amount of cost for treating groundwater.

Table 6.1: Cost Breakdown

Station	Flow	Estimated Cost of Treatment
	L/s	\$/yr
Station 1	3.20	\$151,000/yr
Station 2	6.00	\$283,000/yr
Groundwater Increase	2.80	\$132,000/yr

Breakdown of the calculation can be found in Appendix A. This amount is rounded to the nearest \$1,000 based on estimated amount of infiltration.

7.0 Conclusions and Recommendations

Given the cost breakdown/calculations in Section 6.0, the Town is spending approximately \$132,000 a year to treat excess water that has infiltrated into the system based on an assumed average treatment cost of \$1.50/cubic meter and analyzing the data between the 2 stations that were measured in January 2025. ISL recommends installation of lining into the pipes from Highway 580 (west of Station 1) to the Havenfield Drive connection (Station 2). The flow rates in the SFE report completed in 2023 are smaller than the flow monitoring completed in 2025 so there is still further infiltration entering the system, but the area identified in this report is significant and the smaller areas can be investigated further at a future date. The recommendation will allow the Town to save on treating excessive groundwater entering the sanitary system while also having the least amount of disruption to its surroundings. To begin the project, pricing can be obtained for the Town to consider. CCTV work is typically included when lining is completed so there is minimal advantage to the Town to complete further CCTV at this time. If the Town agrees with this report, ISL can confirm lining pricing from a contractor that is able to complete this work. Based on past projects, lining of this section of main as well as the 2 manholes is estimated to be \$175,000.

Further measures to help locate and reduce infiltration include:

Net Reduction in GWI from Flow Monitoring: Flow monitoring on the back end once mitigation measures have been implemented can provide a clear picture of the net reduction in GWI. By comparing flow data before and after the implementation of these measures, the Town can identify significant changes and improvements. Detailed analysis of the flow rates can help pinpoint specific areas where interventions have been most effective.

Delta for Dry Weather Conditions Between Pre-Remediation Measures and Post-Remediation Measures: The delta between pre-remediation and post-remediation flows at the Lagoon is a critical indicator that requires long-term trends. By analyzing the differences in flows under these two periods of time, the Town can assess the effectiveness of its mitigation measures over time. This approach involves tracking and comparing inflow volumes during the two time periods to provide insights into how well the sanitary sewer collection system handles excess water due to infiltration following remediation.

8.0 References

Alberta Environment. 2012. Standards and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems.

SFE Global – 2023 Sanitary Sewer Flow Monitoring Report for CIMA+ – Carstairs, Alberta

AECOM – 2010 Town of Carstairs, Master Servicing Study

Government of Canada publications on treating Sanitary Lagoons, 2023 study

9.0 Authorization

This document entitled “Carstairs Flow Monitoring for Infiltration Under Dry Events – Technical Memorandum ” has been prepared by ISL Engineering and Land Services Ltd. (ISL) for the use of the Town of Carstairs. The information and data provided herein represent ISL’s professional judgment at the time of preparation. ISL denies any liability whatsoever to any other parties who may obtain this report and use it, or any of its contents, without prior written consent from ISL.

Appendix A:

Calculations:

Assumption: \$1.50/m³ for Treating Sewage Lagoons (2023 Government of Canada study)

Flow Differential from Station 1 to Station 2: 2.8L/s

60s x 60min = 3600s/hr

3600s x 24hr = 86400s/day

86400x 365 days = 31536000s/yr*From Flow Monitoring data*

2.8L/s

31536000s/yr x 2.8L/s = 100,825,128 L/yr x 0.001 m³/L = 88,300.8m³/yr

88,300.8m³/yr x \$1.50 per m³ = **\$132,451.20/yr**



Carstairs and Community Half Century Association
P.O. Box 1043
Carstairs, AB, T0M 0N0

June 23, 2025

Dear Mayor Colby and Town Council

Re: Half Century improvements

As required by Clause 12 of the terms of lease of the Half Century building, this will advise that the Board intends to do some upkeep in the building over the summer months. The town council supported this work when we applied for a New Horizons senior grant last year. After an extended waiting period our application was accepted as an appropriate project, but there was no money available to provide a grant to help offset the cost. We have now tried to obtain this grant three times and although our project is acceptable there has not been money available to fund it. As a result, we have decided to go ahead with some parts of the project and fund it ourselves.

Therefore, over the summer months we plan to do the following:

- replace two furnaces that heat the Half Century space in the building. This may require some work to the ducting in the furnace room
- replace the water heater that supplies both the Half Century and the IODE portion of the building
- replace the refrigerator in the Half Century kitchen
- do some minor electrical work, replacing two ceiling fans with lighted ceiling fans
- add an electric "OPEN" sign at the front door of the Half Century area

I trust this is acceptable, and that this letter fulfills our responsibility to advise the town of our plans, which do not involve any change to the structure of the building.

Yours,

Donna Maxwell, President
Carstairs and Community Half Century Association

I would like to personally thank the town of Carstairs for awarding me with the Citizenship award. Being able to use this money to pursue my dreams in criminal justice!

THANK YOU!

Gabrielle Wilcox



Dear Town of Carstairs,

I am writing with great enthusiasm upon receiving the Town of Carstairs Citizenship Award. I am truly honored to have been selected as a 2025 recipient.

My time in the Carstairs community has allowed me to develop skills essential for success, and I am eager to put them to use in post-secondary and career settings.

I am passionate about pursuing studies in Dance and kinesiology at the University of Calgary, and this award allows for security in making this happen.

Thank you for your generosity. I am forever changed by your support.

Sincerely,
London Williams

Dear Town of Carstairs

Thank you so much for your generosity and financial support. This will tremendously help me with my basketball fees next year! This truly means a lot to me.

- Georgia

Town of Carstairs,

This award is so incredibly beneficial to my career path and my future goals. I am so thankful for this award.

This is amazing to feel seen and appreciated for my citizenship in Carstairs.

Thank you so much, your generosity is greatly appreciated!

- Chloe Darby