



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

Page


**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**


- a) Adoption of agenda of February 9, 2026  
**Motion:** To adopt the agenda of February 9, 2026

**4. ADOPTION OF MINUTES**

- 3 - 5 a) Adoption of minutes of January 26, 2026 (addendum 4.a)  
**Motion:** To adopt the minutes of January 26, 2026  



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**6. DELEGATIONS**

- 6 - 7 a) MNP-Audit Service Plan-Cameron LaRocque  
b) Carstairs Pickleball Club-Deb Gordeyko (addendum 6.b)  


**7. BYLAWS AND POLICIES**

**8. NEW BUSINESS**

- 8 - 34 a) Subdivision Report-693 10th Ave (addendum 8.a)  
  
b) Fluid Spill Update

**9. COMMITTEE REPORTS**

- a) POLICIES & PRIORITIES COMMITTEE  
Next meeting February 17, 2026  
b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION  
c) MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION  
d) MOUNTAIN VIEW SENIORS HOUSING

**10. COUNCILOR REPORTS**

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

**11. CORRESPONDENCE**

35 - 43

- a) HSSEF Golf Tournament (addendum 11.a)



44 - 45

- b) Integrated System Technologies Quote (addendum 11.b)



**12. CAO'S REPORT**

**13. COUNCILOR COMMENTS**

**14. PUBLIC QUESTION PERIOD**

**15. CLOSED MEETING**

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

- a) *Section 19-Disclosure harmful to business Interests of a third-party*

**16. ADJOURNMENT**

MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, JANUARY 26, 2026, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE

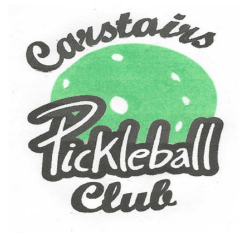
ATTENDEES:	Mayor Allan; Councilors Ball, Fricke, Roberts, Selanders, Tolley & Wilcox; Director of Legislative & Corporate Services Shannon Allison; Deputy CAO and Director of Planning & Development Kirk Williscroft; CAO Rick Blair & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Allan called the meeting of Monday, January 26, 2026, to order at 7:02 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA: Motion 025/26	Motion by Councilor Ball to adopt the Regular Council agenda of January 26, 2026, as presented.  <b>CARRIED</b>
ADOPTION OF PREVIOUS MINUTES: Motion 026/26	Motion by Councilor Ball to adopt the Regular Council Meeting minutes of January 12, 2026, as presented.  <b>CARRIED</b>
BUSINESS ARISING FROM PREVIOUS MEETING:	<b>1. MVC Priorities</b> Council discussed current priorities for the term.  Councilor Selanders inquired whether a capital plan was in place. CAO Blair advised that as the identified projects have not yet been approved, they are not currently included in the capital plan.  Councilor Wilcox suggested providing Mountain View County with a list of Council priorities, noting that many items have interrelated components and may shift priority depending on circumstances.  Councilor Ball suggested that the phrase “ <i>in no particular order</i> ” be included in the correspondence, in agreement with Councilor Wilcox’s comments regarding changing variables.  Council reached consensus that the following items would be priorities for the current Council term: Annexation, Intermunicipal Development Plan (IDP), Twinning of the Memorial Arena, Field House, RCMP Detachment, Seniors Housing Facility, and a New Library.  Motion 027/26 Motion by Councilor Ball to accept Mountain View County Priorities for discussion and direct Administration to draft a letter to MVC identifying the following priorities, <i>in no particular order</i> , for the current Council term: Annexation, Intermunicipal Development Plan (IDP), Twinning of the Memorial Arena, Field House, RCMP Detachment, Seniors Housing Facility, and a New Library.  <b>CARRIED</b>
DELEGATIONS:	Nil
BYLAWS & POLICIES:	<b>1. Bylaw No. 2066 Land Use Redesignation-Mandalay Phase 2</b> The Bylaw proposes to amend Land Use Bylaw No. 2060 by providing a Land Use Re-designation to rezone ~ 0.506 hectares (1.25 acres) of land located within the SW 16-30-1-5 W5M, being all/part of Lot 3, Block 2, Plan 201 0607 in Schedule A, from Medium Density Residential – Attached Dwelling District (R3), Low Density Residential – Two Dwelling District (R2) and Public Facility and Recreation District (PFR) to Low Density Residential District - Single Detached District (R1).  Councilor Fricke asked whether the developer was still planning to construct multifamily units. K. Williscroft stated that the developer has changed its original vision for the site and is now proposing all R1 development. Councilor Fricke asked whether the proposed redesignation still conforms to the density requirements of the Municipal Development Plan (MDP). K. Williscroft confirmed.  Councilor Selanders requested clarification regarding the zoning map. Councilor Ball noted that the subdivision was originally zoned prior to the inclusion of the new school site, and that the proposed amendment

Regular Council Meeting – January 26, 2026,		Page 2 of 3
	addresses residual zoning districts resulting from that change. Councilor Selanders expressed concern regarding the reduction of higher-density residential options in the area.	
Motion 028/26	Motion by Councilor Ball to give first reading of Bylaw No. 2066 Land Use Redesignation-Mandalay Phase 2, as presented.	
		CARRIED
NEW BUSINESS:	Nil	
COMMITTEE REPORTS:	<b>1. Policies &amp; Priorities Committee</b> - Minutes of January 20, 2026, were attached. Next Meeting February 17, 2026.	
Motion 029/26	Motion by Councilor Ball to accept Policies & Priorities committee report as information.	
		CARRIED
	<b>2. Mountain View Regional Waste Commission</b> - Next meeting March 2026.	
	<b>3. Mountain View Regional Water Services Commission</b> - Councilor Roberts provided a verbal report from the January 14, 2026, meeting. Next meeting in February 2026	
	<b>4. Mountain View Seniors' Housing</b> - Next meeting February 19, 2026.	
Motion 030/26	Motion by Councilor Ball to accept all Committee Reports as information.	
		CARRIED
COUNCILOR REPORTS:	<b>1. Councilor Ball</b> - Provided a verbal report. - January 20, 2026, attended the Policies and Priorities Meeting. - January 26, 2026, attended the All-Council Joint ICC Meeting at Mountain View County. <b>2. Councilor Fricke</b> - Provided a verbal report. - January 20, 2026, attended the Policies and Priorities Meeting. - January 26, 2026, attended the All-Council Joint ICC Meeting at Mountain View County. <b>3. Councilor Roberts</b> - Provided a verbal report. - January 20, 2026, attended the Policies and Priorities Meeting. - January 26, 2026, attended the All-Council Joint ICC Meeting at Mountain View County. <b>4. Councilor Selanders</b> - Provided a verbal report. - January 20, 2026, attended the Policies and Priorities Meeting. - January 26, 2026, attended the All-Council Joint ICC Meeting at Mountain View County. <b>5. Councilor Tolley</b> - Provided a verbal report. <b>5. Councilor Wilcox</b> - Provided a verbal report. - January 18, 2026, sent correspondence to Parkland Regional Library regarding ongoing issues. - January 19, 2026, attended Carstairs Public Library Board meeting. - January 26, 2026, attended the All-Council Joint ICC Meeting at Mountain View County. <b>6. Mayor Allan</b> - Provided a verbal report. - January 20, 2026, attended the Policies and Priorities Meeting. - January 22, 2025, attended meeting with RCMP regarding Carstairs detachment. - January 26, 2026, attended the All-Council Joint ICC Meeting at Mountain View County.	
Motion 031/26	Motion by Councilor Ball to accept all Councilor Reports as information.	
		CARRIED
CORRESPONDENCE:	Nil	
CAO'S REPORT:	 - January 14, 2026, attended Carstairs Water Supply Line Meeting. - January 15, 2026, attended Carstairs Water Reservoir Site Meeting. - January 20, 2026, attended the Policies and Priorities Meeting. - January 21, 2026, attended Carstairs Water Supply Line Meeting. - January 22, 2026, met with RCMP regarding Carstairs detachment.	

Regular Council Meeting – January 26, 2026,		Page 3 of 3
	The RCMP does not recognize Municipal Census numbers but is willing to begin work before Federal Census numbers are finalized in 2027.	
	- January 26, 2026, attended the All-Council Joint ICC Meeting at Mountain View County.	
Motion 032/26	Motion by Councilor Ball to accept CAO's Report as information.	<b>CARRIED</b>
<b>COUNCILOR COMMENTS:</b>		
	<b>1. Councilor Roberts</b>	
	- Discussed a Crosswalk concern with a resident.	
	<b>2. Councilor Tolley</b>	
	- Received a Crossing Guard concern from residents.	
Motion 033/26	Motion by Councilor Ball to accept Councilor Comments as information.	<b>CARRIED</b>
<b>PUBLIC QUESTION PERIOD:</b>		
	Nil	
<b>CLOSED MEETING:</b>		
	<i>Section 197 of the Municipal Government Act requires that Council and Council Committees conduct their meetings in public unless the matter to be discussed falls under one of the exceptions to disclosure outlined in Division 2 of Part 1 of the Access to Information Act (ATIA), including, but not limited to, matters related to business interests, personal privacy, individual or public safety, confidential evaluations, or law enforcement. (Sections 19 to 34).</i>	
	<b>1. Disclosure harmful to Business Interests of a Third Party-Section 19-Delegation</b>	
	<b>2. Disclosure harmful to Business Interests of a Third Party-Section 19-Correspondence</b>	
	<b>3. Disclosure harmful to Business Interests of a Third Party-Section 19-Correspondence</b>	
	<b>4. Disclosure harmful to Business Interests of a Third Party-Section 19-Correspondence</b>	
Motion 034/26	Motion by Councilor Ball that Council close the meeting to the public to discuss Disclosure harmful to Business Interests of a Third Party, as per Section 19, of the ATIA, at 7:26 p.m.	<b>CARRIED</b>
Motion 035/26	Motion by Councilor Ball to come out of the closed meeting session at 8:31 p.m.	<b>CARRIED</b>
<b>NEXT MEETING:</b>		
	Monday, February 9, 2026, at 7:00 p.m.	
<b>ADJOURNMENT:</b>		
Motion 036/26	Motion by Councilor Ball to adjourn the meeting of January 26, 2026, at 8:32 p.m.	<b>CARRIED</b>

\_\_\_\_\_  
Dean Allan, Mayor

\_\_\_\_\_  
Rick Blair, CAO



Carstairs Town Council  
Rick Blair CAO

Over the past few years, the Carstairs Pickleball Club and its executives have been working alongside the Town of Carstairs to help build the Pickleball courts. The club has successfully fundraised and contributed over \$12,000 for that purpose. However, we still need to do more work on the courts to bring them up to proper Pickleball Canada standards.

The Club is now ready to coordinate another fundraiser's campaign to continue with the additional improvements.

As a result, the Club is seeking the Town of Carstairs' support and approval for the following improvements before going ahead with its fundraising activities.

- Courts surfacing – a specialized “plexipave acrylic coating plus a special colour texture coat.” The coating is very expensive (\$34,000) and would need to be protected from careless abuse
- 4-foot Fences between the courts – This is necessary to stop balls from flying into other courts, and to prevent personal injury.
- Gate – The gate would be a deterrent to people going on the courts for non-pickleball use. The gate could be locked in the winter.
- Various signage would include:
  - a sign on the gate to say: ‘No rollerblades, bicycles, scooters or outdoor shoes on the courts’
  - a sponsor sign (or banner) to thank the sponsors who donate a large amount of money
  - a sign to indicate when the Carstairs Pickleball Club is playing. This gives passersby information of when to join in the Club's organized group play.
- Paid advertising on fences and courts

The cost of these improvements is estimated to be around \$60,000. We anticipate improvements will be appreciated by everyone in the community and they will successfully increase the utilization of the courts by players of all levels. We hope you will look upon those improvements favorably and give us your written support accordingly.

Yours truly,

Deb Gordeyko  
403-585-4256  
dag1803@gmail.com





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

**February 9, 2026**

**Our Reference:** 27752  
**Client:** Town of Carstairs  
**Attention:** Rick Blair, Chief Administrative Officer  
**Reference:** SD-26-01 – Subdivision Report

## 1.0 Subdivision Application Details

**Proposal:** 5 Lot Residential Subdivision and remainder  
**Legal Description:** NE ¼ Sec. 8 Twn. 30 Range 1 W5M  
**Location:** Carstairs, AB  
**Applicant(s):** Sheila Harms & Chris Pittner  
**Landowner(s):** Christopher Lee Pittner and Sheila Louise Harms  
**Land Use Designation:** Low Density Residential – Single Detached District (R1)  
**Gross Area:** 0.809 ha (2 ac)

## 2.0 Planning Analysis

### Subdivision Proposal

Subdivision Application SD-26-01 proposes to subdivide NE ¼ Sec. 8 Twn. 30 Range 1, W5M into 5 residential lots plus the remainder. The purpose of this subdivision is to accommodate low density residential development (subsequent to LUR 24-02 approved on February 24<sup>th</sup>, 2025). The 5 lots being proposed range between 0.073 ha (0.18 ac) or 733.1 m<sup>2</sup> to 0.085 ha (0.21 ac) or 848.5 m<sup>2</sup>. The remainder will be 0.40 ha (1.0 ac).

### Subject Site Conditions

The subject site is 0.809 ha (2 ac) and is located in the central southern portion of Carstairs (see **Appendix A – Location Plan**). The proposed subdivision is located adjacent to dwellings, a park as well as the Carstairs 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 proposed subdivision has five parcels that will be accessed via cul-de-sac from Lackner Place, which is located on the south portion of the subject site. What is identified as Lackner Place in the tentative plan was part of the previously approved subdivision SD-25-01, which was approved by Council on July 14<sup>th</sup>, 2025. A road access agreement, Registered Document 251175945, was sworn in on July 4<sup>th</sup>, 2025. The





remainder will have access via the east portion of the parcel off of 10<sup>th</sup> Avenue. The access to the remainder is existing.

### 3.0 Policy Alignment

#### Municipal Development Plan

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

#### 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, which encourages a variety of housing types in the plan area.

#### Land Use Bylaw

The subject site has been zoned Low Density Residential District – Single Detached District (R1).

The proposed parcels meet the minimum parcel area of 420 m<sup>2</sup> for interior parcels and 464 m<sup>2</sup> for corner parcels outlined in the LUB.

The frontage of Lot 7, Block 1 at 10.90 m falls slightly short of 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 toward 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**.

There were no comments received from adjacent landowners.

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



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

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

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

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

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

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

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

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

ATCO has planned work in the area. Contact Shaggy Asomugha, [Shaggy.Asomugha@atco.com](mailto:Shaggy.Asomugha@atco.com), at your earliest convenience for more information. Ref: Project **1132577**

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

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

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

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

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

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

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

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

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

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

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

- **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.

Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions. (**T. Davidson**)



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- **Telus:** Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities. **(J.Bourdage)**
- **Rogers:** On behalf of Rogers Communications Canada Inc. We have reviewed the SD-26-01 and have no objections with the proposal. **(H. Mahood)**
- **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(s) 581, 2A and 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 are met, therefore no variance is required.

**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 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:**
  - Registered drainage easements need to be shown on the legal plan
  - Registered utility right of ways will be required at the front of the lots to be shown in the legal plan
  - Consistent fencing around the perimeter of the site will be required
  - Overland drainage calculations are required for stormwater management
  - Back sloping agreements and boundary grading may be required with adjacent land owners
  - Flush outs on the watermain will be required if it dead ends in the cul de sac
  - Line assignments that follow the subdivision to the south are required on this subdivision



- Construction access plan may be required to minimize disruption of residents as there is only one access point (**K. Denischuk**)

## 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 options:

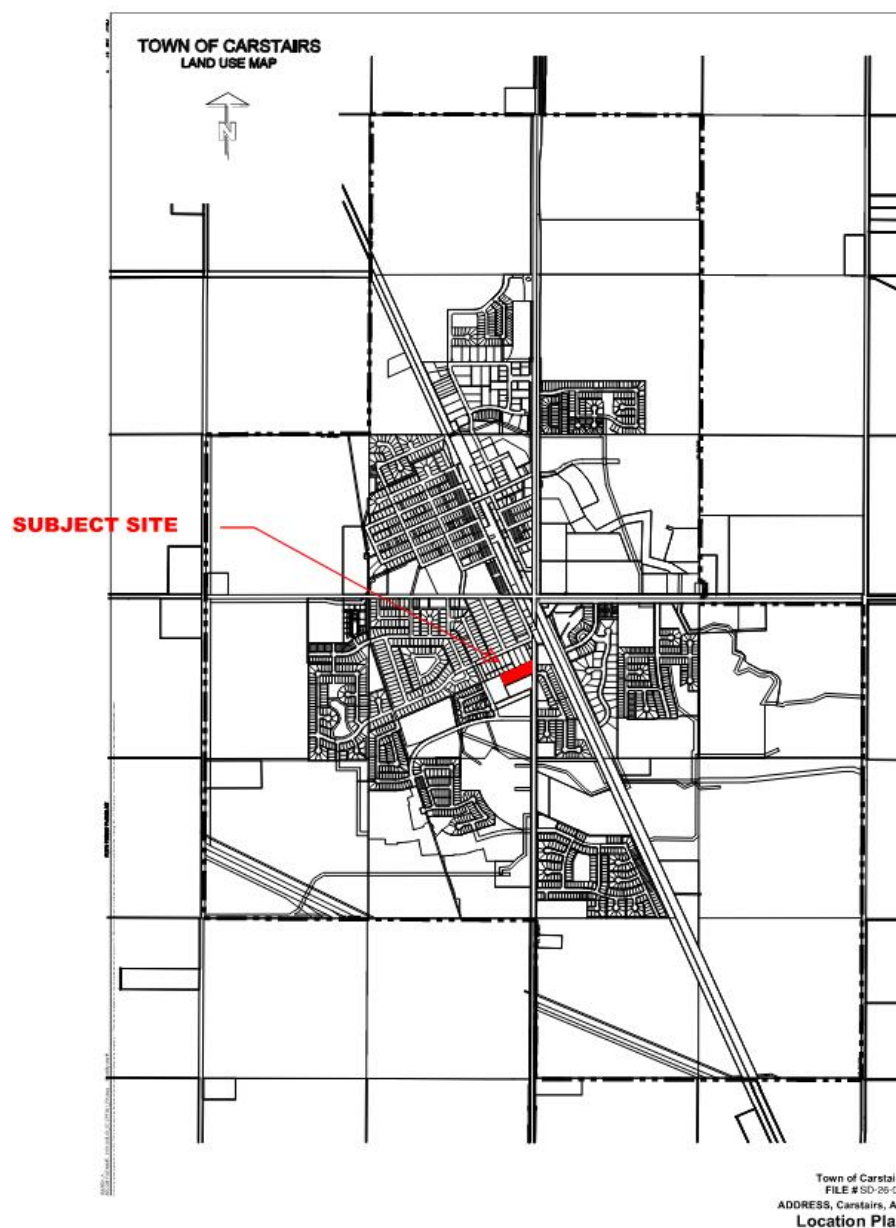
- A) Refuse to approve the subdivision;
- B) Send the application back to Administration to obtain additional information;
- C) Approve the subdivision application as submitted; or
- D) Approve the subdivision subject to the following conditions:
  1. That the applicant/owner complete all requirements identified by referral agencies including but not limited to:
    - a. Appropriate right-of-ways for utilities as required,
    - b. Adequate physical features, such as landscaping or berming, to ensure compatibility with the adjacent provincial highway
    - c. That the applicant/owner obtain appropriate permits from Alberta Transportation and Economic Corridors, such as a Roadside Development Permit.
  2. That all outstanding fees relating to endorsement be paid, or satisfactory arrangement for payment thereof, to the Town of Carstairs.
  3. That the applicant/owner provide cash-in-lieu of Municipal Reserve in the amount of \$42,800 (10% of the assessed value of the land) to the Town of Carstairs, pursuant to Section 667 of the Municipal Government Act.
  4. That subdivision is carried out by means suitable to the Registrar of the Land Titles Office per Section 81 and 89 of the Land Titles Act;
  5. That prior to endorsement, it is the responsibility of the Applicant to ensure that the submission of a Plan of Survey, including CAD file, the Owner's Consent to Register, and the Surveyor's Affidavit are received by the Town of Carstairs;
  6. That prior to plan endorsement, all existing or newly required access rights-of-way, easements, overland drainage rights-of-way and agreements are to be registered shall be provided to the satisfaction of the Town of Carstairs;
  7. That prior to endorsement all outstanding property taxes be paid, or satisfactory arrangement for payment thereof, to the Town of Carstairs (per Section 654 (1)(d) of the Municipal Government Act); and
  8. That the applicant/owner enter into a development agreement with the Town of Carstairs to include, but not be limited to, the construction of roads and sidewalks, the installation of municipal services, and boulevard landscaping.



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## Appendix A

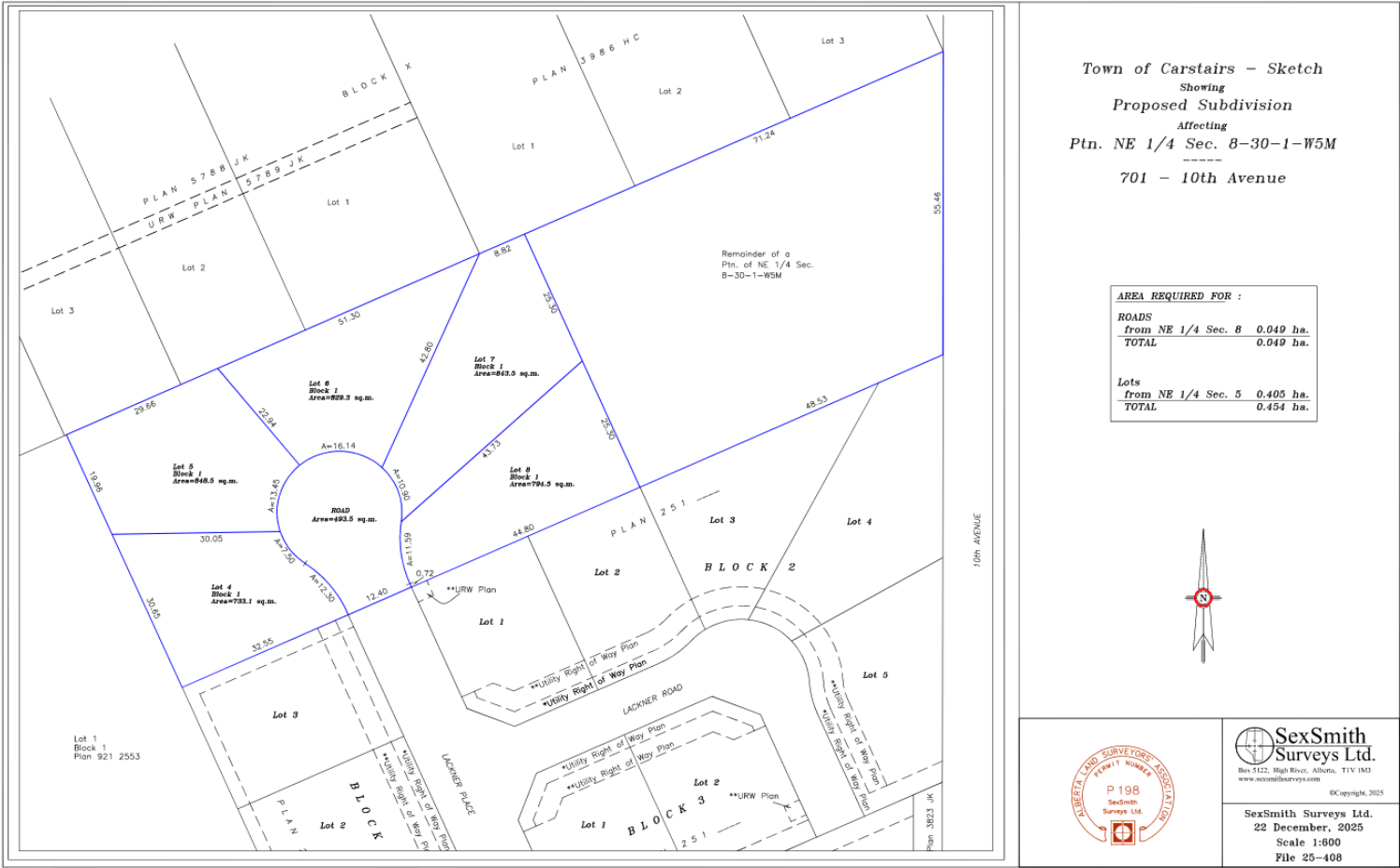
Figure 1 – Location Plan





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Figure 2 – Tentative Site Plan







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## Appendix B

### Site Images







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# **Appendix C**

## **Referral Responses**




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**Carstairs Subdivision Application SD-26-01 - Referral for Comment**

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**From** CirculationsGrowthandImprovement <CirculationsGrowthandImprovement@atco.com>  
**Date** Fri 1/30/2026 10:50 AM  
**To** Natalie Tremblay <NTremblay@islengineering.com>

 1 attachment (286 KB)  
Response - SD-26-01.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:** Monday, January 12, 2026 10:38 AM  
**Subject:** Carstairs Subdivision Application SD-26-01 - Referral for Comment

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

Good Day,

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

Your comments and recommendations to this proposal will be accepted until noon on **January 27th, 2026**.

Planning Information

The Town of Carstairs has received an application which proposes to subdivide NE ¼ Sec. 8 Twn. 30 Range 1, W5M into 5 lots plus the remainder. 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-26-01"

Thank you,

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

**ISL Engineering and Land Services Ltd.**

4015 7th Street SE

Calgary, AB T2G 2Y9

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

[NTremblay@islengineering.com](mailto:NTremblay@islengineering.com) [islengineering.com](http://islengineering.com)

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**January 30, 2026**

**Circulation Package: SD-26-01**

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

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

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

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

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

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

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

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



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

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

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

ATCO has planned work in the area. Contact Shaggy Asomugha, [Shaggy.Asomugha@atco.com](mailto:Shaggy.Asomugha@atco.com), at your earliest convenience for more information. Ref: Project **1132577**

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

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

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

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



developer / owner. If the existing service line requires demolition or cutback please submit a request through [Quick Connect](#) or email [GasApplicationsCalgary@atco.com](mailto:GasApplicationsCalgary@atco.com) for more information.

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

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

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

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

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

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

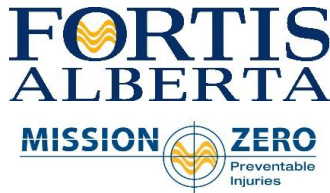
Kind regards,

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

P. 403 476 0626

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





Tracy Davidson  
Land Department

**FortisAlberta Inc.**  
320 – 17 Ave SW  
Calgary, AB T2S 2V1  
  
Phone# 780-464-8815  
Cell#  
[www.fortisalberta.com](http://www.fortisalberta.com)  
Email:  
[tracy.davidson@fortisalberta.com](mailto:tracy.davidson@fortisalberta.com)

January 20, 2026

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

**Attention:** Natalie Tremblay

**RE: FortisAlberta Condition for Subdivision Approval**

**FortisAlberta Reference No.:** 320167667

**MD File No.:** SD-26-01

**Location/Legal Description:** NE 8-30-1-W5M

**Customer Name:** Christopher Lee Pittner and Sheila Louise Harms

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](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tracy Davidson', is written over a horizontal line.

Tracy Davidson

RE: 320167667





---


**320167667 Carstairs Subdivision Application SD-26-01 - Referral for Comment**

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**From** Tracy Davidson <tracy.davidson@fortisalberta.com>  
on behalf of  
Land Service <landserv@fortisalberta.com>

**Date** Tue 1/20/2026 7:47 AM

**To** Natalie Tremblay <NTremblay@islengineering.com>

 2 attachments (4 MB)

Agency\_Circulation Package\_\_SD-26-01.pdf; Easements - 320167667 - Subdivision NE 08-30-01-W5M Town of Carstairs SD-26-01.pdf;

Good morning,  
Please see our attached letter regarding no concerns.

Thank you,

**Tracy Davidson** | Land Coordinator

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



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

---

**From:** Natalie Tremblay <NTremblay@islengineering.com>

**Sent:** Monday, January 12, 2026 10:38 AM

**Subject:** [CAUTION] Carstairs Subdivision Application SD-26-01 - Referral for Comment

**THINK BEFORE YOU CLICK:**

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

Good Day,

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 **January 27th, 2026**.

Planning Information

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

Thank you,

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

**ISL Engineering and Land Services Ltd.**

4015 7th Street SE

Calgary, AB T2G 2Y9

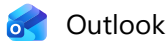
T: 780.438.9000 C: 403-561-9580

[NTremblay@islengineering.com](mailto:NTremblay@islengineering.com) [islengineering.com](http://islengineering.com)

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Outlook

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**RE: Carstairs Subdivision Application SD-26-01 - Referral for Comment**

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**From** Kevin Denischuk <KDenischuk@islengineering.com>**Date** Mon 1/19/2026 8:17 AM**To** Natalie Tremblay <NTremblay@islengineering.com>**Cc** Brian Conger <BConger@islengineering.com>

Natalie,

I am not sure if you have a letter started or how you are compiling comments, below are engineering comments on this application.

- Registered drainage easements need to be shown on the legal plan
- Registered utility right of ways will be required at the front of the lots to be shown in the legal plan
- Consistent fencing around the perimeter of the site will be required
- Overland drainage calculations are required for stormwater management
- Back sloping agreements and boundary grading may be required with adjacent land owners
- Flush outs on the watermain will be required if it dead ends in the cul de sac
- Line assignments that follow the subdivision to the south are required on this subdivision
- Construction access plan may be required to minimize disruption of residents as there is only one access point

Let me know if you have any comments or clarifications.

Kevin

**Kevin Denischuk, P.Tech.(Eng.)** | *Manager, 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:** January 12, 2026 10:38 AM**Subject:** Carstairs Subdivision Application SD-26-01 - Referral for Comment

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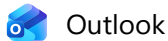
In your reply, please quote the project number "SD-26-01"

Thank you,

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

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**RE: Carstairs Subdivision Application SD-26-01 - Referral for Comment**

---

**From** Hussain Mahmood <HMahmood@legacydesigntech.com>

**Date** Fri 1/16/2026 8:48 AM

**To** Natalie Tremblay <NTremblay@islengineering.com>

**Cc** Project Manager - Northern Alberta <ProjectManagerNorthernAlberta@rci.rogers.com>; NABtransmittals <NABtransmittals@legacydesigntech.com>; Mohammad Amin <mamin@legacydesigntech.com>

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

Good morning,

On behalf of Rogers Communications Canada Inc. We have reviewed the SD-26-01 and have no objections with the proposal.

Thank you

**Hussain Mahmood**

Project Coordinator – Design

**LEGACY**

M: 780-919-4043

E: hmahmood@legacydesigntech.com

A: 26875 Acheson Rd, Acheson, AB, T7X6B2

W: www.legacydesigntech.com

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**From:** Natalie Tremblay <NTremblay@islengineering.com>

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**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](mailto:NTremblay@islengineering.com) [islengineering.com](http://islengineering.com)

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## Transportation and Economic Corridors Notification of Referral Decision

### Subdivision in Proximity of a Provincial Highway

<b>Municipality File Number:</b>	SD-26-01	<b>Highway(s):</b>	581, 2A, 580
<b>Legal Land Location:</b>	QS-NE SEC-08 TWP-030 RGE-01 MER-5	<b>Municipality:</b>	Carstairs
<b>Decision By:</b>	Cheryl Marcynuik	<b>Issuing Office:</b>	Central Region / Red Deer
<b>Issued Date:</b>	January 27, 2026	<b>Appeal Authority:</b>	Land and Property Rights Tribunal
<b>RPATH Number:</b>	RPATH0069125		
<b>Description of Development:</b>	Proposed subdivision NE ¼ Sec. 8 Twn. 30 Range 1, W5M into 5 lots plus the remainder. 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.		



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(s) 581, 2A and 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 are met, therefore no variance is required.

**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 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 January 27, 2026 on behalf of the Minister of Transportation and Economic Corridors





---

**Re: Carstairs Subdivision Application SD-26-01 - Referral for Comment**

---

**From** circulations . <circulations@telus.com>

**Date** Wed 1/14/2026 9:06 AM

**To** Natalie Tremblay <NTremblay@islengineering.com>

Good Day,

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

Regards,

**Joanne Bourdage**

**Real Estate Specialist | TELUS Land Solutions Team**

**Customer Network Planning (CNP)**

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

**The future is friendly®**

[circulations@telus.com](mailto:circulations@telus.com)

On Mon, Jan 12, 2026 at 10:38 AM Natalie Tremblay <[NTremblay@islengineering.com](mailto:NTremblay@islengineering.com)> wrote:

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

Thank you,

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

**ISL Engineering and Land Services Ltd.**

4015 7th Street SE

Calgary, AB T2G 2Y9

T: 780.438.9000 C: 403-561-9580

[NTremblay@islengineering.com](mailto:NTremblay@islengineering.com) [islengineering.com](http://islengineering.com)

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

## REQUEST FOR DECISION (RFD)

<b>Meeting Date:</b>	February 9, 2026		
<b>Agenda Item:</b>	11.a		
<b>Prepared By:</b>	Kayleigh	<b>Department:</b>	Administration

### Request:

For Council to approve sponsorship and participate in a team for the HSSEF Golf Tournament

### Purpose:

To participate and sponsor a team for the HSSEF Tournament on June 5, 2026.

### Background:

The Hugh Sutherland School Enhancement Foundation (HSSEF) is a dedicated non-profit organization committed to enhancing the educational experience of students at Hugh Sutherland School. Sponsorship dollars directly support HSSEF.

In 2025 Council advised administration to facilitate sponsoring the HSSEF Golf Tournament in the amount of \$2,500, Gold Sponsor.

The Package includes:

- Prominent logo placement on all Golf Tournament advertisements
- Hole Signage
- Social Media Recognition
- 4 Player Tickets

### Discussion/Analysis:

Other package options include:

- Presenting Sponsor \$5000
- Silver Sponsor \$1000
- Bronze Sponsor \$500

### Recommendation:

That Council approves the sponsorship request from HSSEF for the budgeted amount.

### Financial Implications:

☐ No Financial Impact    ☒ Within approved budget    ☐ Additional funding required

### Details:

Council approved the 2026 Budget with the allotted HSSEF Sponsorship fund to be \$2500

### Operational Impact:

Council will need to decide on participants for the Tournament on June 5, 2026.

### Additional Notes:

n/a

### Attachments:

2026 HSSEF Sponsorship Package

### Motion:

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



Hugh Sutherland School  
Enhancement Foundation

# Sponsorship PACKAGE

2026



JUNE 5<sup>TH</sup>, 2026

CARSTAIRS COMMUNITY GOLF CLUB

CARSTAIRS, ALBERTA

# **A Letter to OUR SPONSORS**

On behalf of the Hugh Sutherland School Enhancement Foundation, we are thrilled to invite you to be part of a special event—the **Inaugural Hugh Sutherland School Enhancement Foundation Golf Tournament!** This exciting tournament will take place on June 5<sup>th</sup>, 2026 at the Carstairs Community Golf Club, bringing together community leaders, businesses, and individuals committed to enhancing educational opportunities for students at Hugh Sutherland School.

The Hugh Sutherland School Enhancement Foundation is dedicated to supporting and enriching the educational experiences of our students through improved resources, programs, and facilities. This golf tournament serves as a key initiative to raise funds that directly impact the future of our school and its students.

As a valued community partner, we invite you to **sponsor this event and showcase your commitment to education and youth development.** Your support will not only contribute to an incredible day of networking and fun but will also help us provide enhanced learning opportunities for students of all ages.

Each sponsorship tier comes with unique promotional benefits, ensuring high visibility for your business among a wide audience. We truly appreciate your time and consideration and look forward to welcoming you as a valued supporter of the Hugh Sutherland School Enhancement Foundation Golf Tournament.

Thank you for joining us in making a difference in the lives of our students!



*Jennifer Massop*

**JENNIFER MASSOP**  
Chair, HSSEF

*Kimberley Presser*

**KIMBERLEY PRESSER**  
Fundraising Liaison

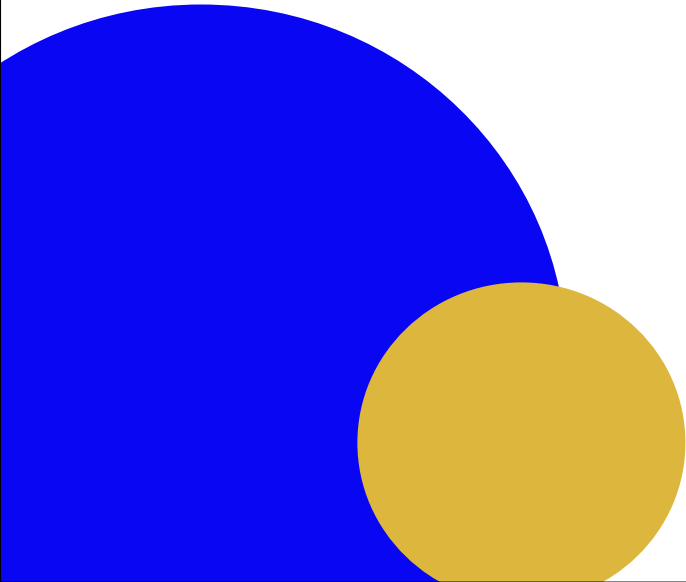


## **ABOUT Us**

The Hugh Sutherland School Enhancement Foundation (HSSEF) is a dedicated non-profit organization committed to enhancing the educational experience of students at Hugh Sutherland School. Our mission is to provide funding and support for innovative programs, upgraded facilities, and essential resources that empower students to achieve their full potential.

HSSEF works closely with school administrators, educators, parents, and the local community to identify areas where additional financial support can make a meaningful impact. Through fundraising initiatives, community partnerships, and generous donor contributions, we strive to create an enriched learning environment that fosters academic success, personal growth, and future opportunities for all students.

We believe that education is the foundation of a thriving community, and with the support of businesses, families, and individuals, we can ensure that every student at Hugh Sutherland School has access to the best possible learning opportunities. Whether through enhanced technology, extracurricular activities, scholarships, or facility improvements, HSSEF is committed to making a lasting difference in the lives of students today and for generations to come.



R.R.1 2000 Hwy 581  
Carstairs, Alberta T0M0N0  
403-337-3326

## WHY sponsor?

**Put your brand in the spotlight:** Sponsoring the HSSEF Golf Tournament gets your name front and center with Mountain View County's top professionals, entrepreneurs, and decision-makers. This is your chance to showcase your brand in a high-energy, high visibility setting where business meets fun. Your logo will be seen before, during, and after the tournament across multiple channels, ensuring your brand stands out in all the right ways.

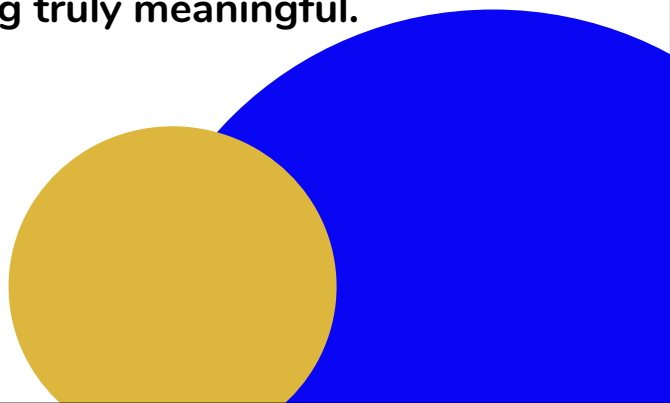
**Make an impact while having a blast:** This isn't just another networking event, it's a premium golf experience with a purpose. Support Hugh Sutherland School all while enjoying a day filled with golf, refreshments, and great company. You get to give back while doing something your love. Talk about a win-win!

**Next-level networking:** Get exclusive access to Mountain View County's top professionals, industry leaders, and key decision-makers. From business leaders to high-profile professionals, this event is the perfect place to connect, collaborate, and grow your network in a relaxed, social setting. Whether you're making deals on the fairway or chatting over cocktails, you're in the right place to build meaningful connections.

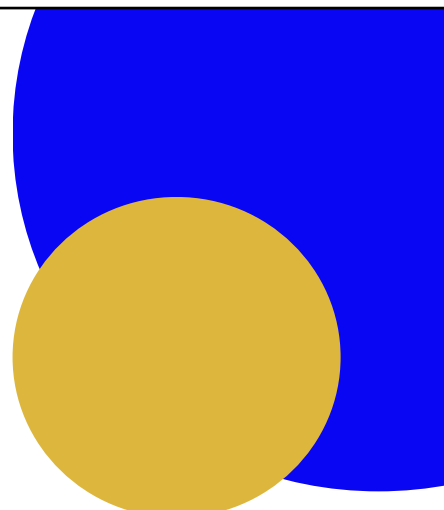
**Be part of something bigger:** Your sponsorship dollars directly support HSSEF. You're not just signing up for a day on the greens, you're making a lasting impact on the community.

**Team perks & unforgettable experiences:** Want to treat your team or clients to a day they won't forget? Sponsoring gives you the opportunity to bring your crew for a top-tier golf experience, strengthen connections, and enjoy some friendly competition, all while supporting an incredible cause.

**Join us for a tournament that delivers more than just golf—it's an experience, an opportunity, and an investment in something truly meaningful.**



# Sponsorship Package



## Presenting Sponsor

- Exclusive title sponsor recognition
- Premium logo placement on all Golf Tournament advertisements
- Hole signage
- Social Media recognition
- 8 Player Tickets included

**\$5,000**

## Gold Sponsorship Package

- Prominent logo placement on all Golf Tournament advertisements
- Hole signage
- Social Media recognition
- 4 Player Tickets included

**\$2,500**

## Silver Sponsorship Package

- Logo placement on all Golf Tournament advertisements
- Hole signage
- Social Media recognition
- 2 Player Tickets included

**\$1,000**

## Bronze Sponsorship Package

- Logo placement on all Golf Tournament advertisements
- Hole signage
- Social Media recognition
- 1 Player Tickets included

**\$500**



# On-Course Activities

## Hole-in-One Prize

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- Hole signage
- Must provide proof of insurance
- Must provide 2 volunteers

## Hole Activation Station

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- Hole signage
- Must provide on-course activity and volunteers

## Food / Beverage Station

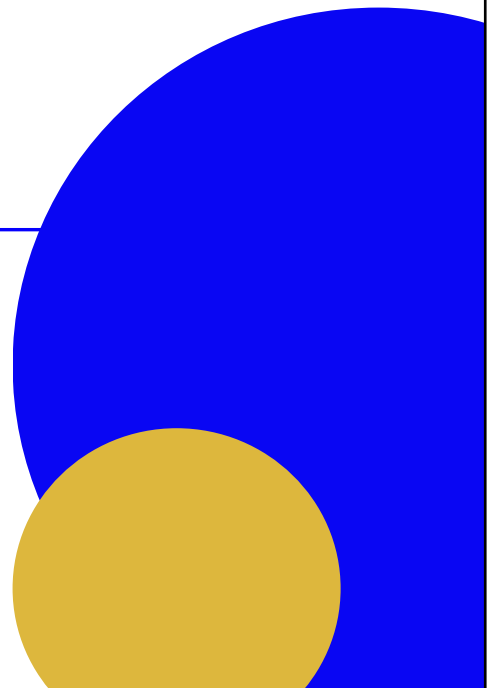
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- Must provide appropriate licensing
- Must provide attendees

## Silent Auction Item

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- Item to be auctioned off during the online silent auction



# Registration

FOURSOME \$500	SINGLE GOLFER \$150	STUDENT RATE \$75
<ul style="list-style-type: none"> <li>• Includes 4 Playing positions with 2 carts</li> <li>• 18-hole round of golf with access to the driving range</li> <li>• Welcome Tee Gift</li> <li>• Light refreshments for breakfast</li> <li>• On-course skills competitions</li> <li>• Post-Tournament lunch buffet to unwind and refuel</li> <li>• Award ceremony</li> <li>• Networking opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Includes 1 Playing position with shared cart</li> <li>• 18-hole round of golf with access to the driving range</li> <li>• Welcome Tee Gift</li> <li>• Light refreshments for breakfast</li> <li>• On-course skills competitions</li> <li>• Post-Tournament lunch buffet to unwind and refuel</li> <li>• Award ceremony</li> <li>• Networking opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Includes 1 Playing position with shared cart</li> <li>• 18-hole round of golf with access to the driving range</li> <li>• Welcome Tee Gift</li> <li>• Light refreshments for breakfast</li> <li>• On-course skills competitions</li> <li>• Post-Tournament lunch buffet to unwind and refuel</li> <li>• Award ceremony</li> <li>• Networking opportunities</li> </ul>



Scan Here to Register



## **Meet our Sponsorship TEAM**



**We are looking  
forward to  
working with  
YOU.**

**JENNIFER MASSOP**

250-918-8286  
hssefs@gmail.com

**KIMBERLEY PRESSER**

587-897-8007  
hssefplayground@gmail.com





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

**REQUEST FOR DECISION (RFD)**

<b>Meeting Date:</b>	February 9, 2026		
<b>Agenda Item:</b>	11.b		
<b>Prepared By:</b>	Kayleigh	<b>Department:</b>	Administration

<b>Request:</b>		
To upgrade Council Chambers Audio/Video feed.		
<b>Purpose:</b>		
To add the capability for Audio/Video feed for Video Conferencing.		
<b>Background:</b>		
Alan with Integrated System Technologies has installed the upgrades to the Council Chambers and board room. The original job was completed in 2024.		
<b>Discussion/Analysis:</b>		
Alan has a concern of capability of the existing PC; however, we do not feel it is a concern. This is a basic upgrade.		
<b>Recommendation:</b>		
That Council approves the expenditure to upgrade the A/V for Video Conferencing.		
<b>Financial Implications:</b>		
<input type="checkbox"/> No Financial Impact	<input type="checkbox"/> Within approved budget	<input checked="" type="checkbox"/> Additional funding required
<b>Details:</b>		
1	Crestron DM-NVX-D20 4K Network Video Decoder	
1	logena USB3.0 HDMI to USB Encoder	\$635.00
1	Lot Required 22/2 Shielded Audio Cable	\$56.00
1	Lot Required CAT6 Network	\$126.00
1	Lot Shop Supplies, Cable Ties, Audio Connectors, RJ45 Crystals, HDMI Cable	\$36.00
1	Acer 1X4 Universal USB Extender	\$29.00
1	Crestron Programming of Above	\$420.00
1	Labour to install above, program, test	\$1060.00
<b>Total</b>		<b>\$3252.00</b>
<b>Operational Impact:</b>		
This will allow Council to host and participate in Video Conferencing calls in Council Chambers as well as have the ability to stream meetings.		
<b>Additional Notes:</b>		
n/a		
<b>Attachments:</b>		
Integrated System Technologies Inc. Quote for Addition of A/V Feed for Video Conferencing Capability.		
<b>Motion:</b>		
Motion by Councilor _____ to direct administration to facilitate the purchase to upgrade the addition of A/V Feed for Video Conferencing Capability with funds to be taken from the Operational Stabilization Fund in the amount of \$3252.		

**INTEGRATED SYSTEM TECHNOLOGIES INC.**

Suite 312, 370 - 5222 130<sup>th</sup> Ave S.E.  
Calgary, Alberta T2Z 0G4  
Ph: 403 452-7177

Web: [www.integratedsystemtechnologies.ca](http://www.integratedsystemtechnologies.ca)

**February 3, 2026**

**The Town of Carstairs  
844 Centre Street  
Carstairs, Alberta**

**Attn: Kayleigh Van Es**

**Re: Addition of Audio/Video Feed for Video Conferencing Capability**

Dear Kayleigh,

As per your request, I am pleased to propose the following for your perusal.

1- Crestron DM-NVX-D20 4K Network Video Decoder	\$890.00
1- Iogena USB3.0 HDMI to USB Encoder	\$635.00
1- Lot Required 22/2 Shielded Audio Cable	\$56.00
1- Lot Required CAT6 Network Cabling	\$126.00
1- Lot Shop Supplies, Cable Ties, Audio Connectors, RJ45 Crystals, HDMI Cable	\$36.00
1- Acer 1X4 Universal USB Extender	\$29.00
1- Crestron Programming of Above	\$420.00
1- Labour to install above, program, test	\$1060.00
<b>Total Cost of Above</b>	<b>\$3252.00</b>

**Notes to Above-**

With the above configuration, you will be able to select any video source from the Crestron Touchpanel to send to the far end of your video conferencing call.

My only concern with this is the capability of the existing PC under the desk. It is being required to perform a high number of simultaneous functions, and many of those functions are dealing video which is very PC processor intensive.

I trust this is the information you are seeking. Please do not hesitate to contact me if you have any questions or concerns regarding the information contained in this proposal.

Yours truly,  
Integrated System Technologies, Inc.

Alan Crabbe