



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
TUESDAY, OCTOBER 13, 2026, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

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

4. ADOPTION OF MINUTES

- 3 - 7 a) Adoption of minutes of September 28, 2026 (addendum 4.a)
Motion: To adopt the minutes of September 28, 2026


5. BUSINESS ARISING FROM PREVIOUS MEETING

- 8 - 15 a) Parkland Regional Library Proposed 2027 Budget (addendum 5.a)


6. DELEGATIONS

7. BYLAWS AND POLICIES

- 16 a) Bylaw No. 762 Master Agreement Parkland Community Planning Services-
for Repeal


8. NEW BUSINESS

- 17 a) Financials September 2026 (addendum 8.a)

b) Financial Yearly Audited Statements-Commissions & Boards
18 - 33 c) Carstairs Public Library Board Proposed Budget 2027 and Stats
(addendum 8.c)


9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE

- i) Next Meeting October 20, 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

34 - 35

- a) RFD-Carstairs Skating Club-Request



36 - 37

- b) After-Grad Request (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 (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).

- a) Section 19-Disclosure harmful to third-party business interests

16. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 28, 2026, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Allan; Councilors Ball, Fricke, Roberts, Selanders, Tolley and Wilcox; Deputy CAO and Director of Planning & Development Kirk Williscroft; Manager of Legislative Services Jessica Pryde; CAO Rick Blair & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Allan called the meeting of Monday, September 28, 2026, to order at 7:00 p.m.
ADDED ITEMS:	1. RFD-Arena Boiler to New Business 8.a
ADOPTION OF AGENDA: Motion 294/26	Motion by Councilor Wilcox to adopt the Regular Council Agenda of September 28, 2026, as amended. CARRIED
ADOPTION OF PREVIOUS MINUTES: Motion 295/26	Motion by Councilor Selanders to adopt the Regular Council minutes of September 14, 2026, as amended. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	1. Library Appointment-Pam Barker Councilor Wilcox reported that the Library Board met on September 21, 2026, and approved the appointment of Pam Barker for a 3-year term.
Motion 296/26	Motion by Councilor Ball to appoint Pam Barker to the Carstairs Library Board for a 3-year Term. CARRIED
DELEGATIONS:	1. Carstairs Community Garden Volunteer Executive-Mike Sox M. Sox, on behalf of the Carstairs Community Garden Volunteer Executive, presented Council with a video outlining the purpose of the Community Garden and the sense of community it provides. The volunteer group asked if Town Council would consider placing a gazebo in the garden area. The garden currently consists of 244 garden plots and has a waitlist. Councilor Wilcox expressed thanks for the presentation and noted that recreation groups use the space and garden plots for programming, making them a great community resource. Councilor Tolley asked about the length of the waitlist and how applicants are rotated through it. M. Sox explained that an email is sent to those who have expressed interest, with garden plots becoming available on a first-come, first-served basis in early March each year. Councilor Tolley also asked whether the Community Garden Volunteer Executive would consider fundraising for the proposed gazebo. M. Sox responded that the group is in the very early stages of planning and would pursue fundraising if requested but had originally hoped the Town would fund the gazebo. Councilor Selanders thanked the group for the video and expressed surprise at the number of garden plots. Councilor Selanders acknowledged the value of the garden and asked whether the group had considered using the gazebo at Memorial Park for the two events they plan each year. M. Sox responded that they had not considered that option, as the group would prefer a gazebo near the garden. Councilor Fricke thanked M. Sox for the presentation and noted the value of the gardens, having used them in previous years. Councilor Fricke asked whether the addition of a gazebo would impact parking and whether its placement could affect any future expansion of the garden. Mayor Allan thanked M. Sox for the presentation and noted the timing was appropriate with budget preparation beginning. Mayor Allan suggested that the group prepare a formal quote and plan for the proposed gazebo and submit it to Council for consideration during the budget process.

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Motion 297/26	Motion by Councilor Ball to accept Carstairs Community Garden Volunteer Executive Delegation presented by M. Sox as information.	
		CARRIED
	1. Carstairs & District Agricultural Society-Charlie Van Arnam C. Van Arnam, on behalf of the Carstairs & District Agricultural Society, presented Council with an invitation to attend Harvestfest in celebration of the Agricultural Society's 50th anniversary. The event will be held on November 7, 2026, at the Carstairs Community Hall and will include dinner and entertainment. Council was invited to purchase a table, with tickets priced at \$40 per person.	
Motion 298/26	Motion by Councilor Fricke to accept Carstairs & District Agricultural Society Delegation presented by C. Van Arnam as information.	
		CARRIED
BYLAWS & POLICIES:	1. Policy No. 12-050-26 Reserves and Accumulated Surplus Policy The Policy was reviewed at the last Policies & Priorities Committee meeting and was recommended for Council ratification.	
Motion 299/26	Motion by Councilor Tolley to adopt Policy No. 12-050-26 Reserves and Accumulated Surplus Policy, as presented.	
		CARRIED
	2. Policy No. 41-006-26 Water Meter Testing Policy The Policy was reviewed at the last Policies & Priorities Committee meeting and was recommended for Council ratification.	
Motion 300/26	Motion by Councilor Roberts to adopt Policy No. 41-006-26 Water Meter Testing Policy, as presented.	
		CARRIED
NEW BUSINESS:	1. RFD-Arena Boiler Council reviewed the RFD regarding the replacement of the boiler system at the Arena. CAO R. Blair explained that Administration had hoped the existing boiler would remain operational until budget deliberations; however, replacement is now required. The proposed system would also provide the ability to accommodate a future expansion of the facility. Councilor Ball asked about the timeline for the replacement. CAO R. Blair advised that the work is expected to take approximately one week once the required parts are received. Councilor Selanders asked about the life expectancy of a boiler and whether replacement had been identified as a future capital project. CAO R. Blair advised that replacement had been anticipated within the next two to three years and was expected to be brought forward during this year's budget deliberations. Councilor Fricke asked whether the boiler issue was impacting the ice. CAO R. Blair confirmed that the ice had been installed; however, the water is only lukewarm, creating sanitation and health concerns. Mayor Allan confirmed the source of funding for the replacement.	
Motion 301/26	Motion by Councilor Wilcox to direct Administration to proceed with funding the Arena Boiler system request with funds to be taken from the Operation Stabilization Fund in the amount of \$27,825.	
		CARRIED
COMMITTEE REPORTS:	1. Policies & Priorities Committee - Minutes of the September 15, 2026, meeting were attached. Next Meeting October 20, 2026. 2. Mountain View Regional Waste Commission - Next Meeting was scheduled for today September 28, however, did not meet quorum. Next Meeting September 29, 2026. 3. Mountain View Regional Water Services Commission - Next meeting October 21, 2026. 4. Mountain View Seniors' Housing - Next Meeting September 29, 2026.	
Motion 302/26	Motion by Councilor Fricke to accept all Committee Reports as information.	
		CARRIED

Regular Council Meeting – September 28, 2026,

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COUNCILOR REPORTS:

1. Councilor Ball

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.

2. Councilor Fricke

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- September 22, 2026, attended EOEP Council's Role in Service Delivery Pre-Conference Course.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton. Highlights included meetings with senior RCMP leadership, participation in resolutions, attending the Regional Women's Council dinner, the Premier's address, rural healthcare, seniors' care and development, advocacy, and FCSS funding.

3. Councilor Roberts

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton.

4. Councilor Selanders

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- September 22, 2026, attended EOEP Council's Role in Service Delivery Pre-Conference Course.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton. Councilor Selanders thanked fellow Council members and Mayor Allan for introductions and opportunities to make connections and continue learning.

5. Councilor Tolley

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- Expressed thanks to Administration for addressing the Arena boiler issue.

6. Councilor Wilcox

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- September 17, 2026, attended the Parkland Executive Board meeting and requested that the budget be discussed at the next Council meeting.
- September 21, 2026, attended the Carstairs Public Library Board meeting, where the budget and Bill 28 were discussed.
- September 22, 2026, attended EOEP Council's Role in Service Delivery Pre-Conference Course.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton. Highlights included effective communication on contentious issues, communications training, a social media toolkit, the Premier's address, FCSS, advocacy, and opportunities to make valuable connections.

7. Mayor Allan

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton.
- September 27, 2026, attended the Corn and Potato Fest hosted by the Carstairs Community Garden.

Motion 303/26

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

CARRIED

CORRESPONDENCE:

Nil

CAO'S REPORT:

- September 15, 2026, attended the Policies & Priorities Committee meeting.
- Attended Agricultural Society and Curling Club meetings. The Curling Club has hired a contractor to complete the required work.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton. Highlights included discussions with RCMP K Division, the Premier's address, and Municipal Government Act discussions.

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- Provided an update regarding communications with CPKC regarding the railway crossing. Approximately \$8,000 in asphalt work is required, with a full rehabilitation of the crossing anticipated by 2028 at an estimated cost of \$500,000 to the Town. The work would also include removal of the third rail line. A letter has been sent requesting clarification as to why the Town would be responsible for costs associated with the third rail line, and a response from Transport Canada is pending. An RFD regarding the required asphalt work will be brought forward.
- Commissioning and training continue at the new water reservoir. Additional work is required to allow both reservoirs to communicate with each other.
- A concern regarding loitering in Town was brought forward and will be discussed at the next Policies & Priorities Committee meeting.
- Advised that Councilor Roberts requested to attend the RMA Fall Convention and Tradeshow and, in accordance with policy, requires approval by motion of Council.

Motion 304/26

Motion by Councillor Ball to direct Administration to facilitate Councillor Roberts' attendance at the Rural Municipalities of Alberta 2026 Fall Convention and Tradeshow.

CARRIED

Motion 305/26

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

CARRIED

**COUNCILOR
COMMENTS:**

1. Councilor Selanders

Requested information regarding the Town's procurement, purchasing, and travel policies, including requirements for obtaining bids and travel-related expenditures.

2. Councilor Fricke

Advised that a resident had inquired about the proposed seniors' facility in Carstairs. Councilor Fricke also received an inquiry regarding plans for a pump track in Town.

Motion 306/26

Motion by Councilor Ball to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

1. Lindsay and Shawn Coates

L. and S. Coates expressed support for the beautification project behind their property but raised a concern regarding the proposed location of a tree, noting that it would block access through their rear gate. CAO R. Blair advised that he would speak with the Operations Department to ensure access through the gate is maintained.

They also asked how funds collected from the Community Garden plots are used. M. Sox advised that the funds are used for garden maintenance, tilling and testing, and Community Garden events.

In addition, they raised concerns regarding the green space behind their property being used as an off-leash area despite the designated dog park being nearby. Administration advised that Bylaw enforcement requires the activity to be observed. Councillor Roberts noted similar concerns at the Carstairs Nature Space.

2. Bob Green

B. Green raised concerns regarding reports that KayCan may be closing its Carstairs facility and the potential impact a closure could have on employees and the Town's tax base. Administration advised that it had not received information indicating that the facility would be closing.

3. Charlie Van Arnem

C. Van Arnem raised concerns regarding electric scooters and asked whether the Town has enforcement measures in place. Administration advised that the Bylaw had been reviewed and amended to address speed and age requirements. Administration further advised that the Town is awaiting provincial legislation regarding electric scooters and noted the challenges associated with enforcement when infractions are not directly observed.

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Motion 307/26	Motion by Councilor Wilcox to accept Public Question period as information.	CARRIED
CLOSED MEETING:	1. Section 19-Disclosure Harmful to Business Interests of a Third Party <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>	
Motion 308/26	Motion by Councilor Wilcox that Council close the meeting to the public to discuss Business Interests of a Third Party, as per Section 19, of the ATIA, at 7:55 p.m.	CARRIED
Motion 309/26	Motion by Councilor Ball to come out of the Closed Meeting session at 8:11 p.m.	CARRIED
NEXT MEETING:	Tuesday, October 13, 2026, at 7:00 p.m.	
ADJOURNMENT:		
Motion 310/26	Motion by Councilor Ball to adjourn the meeting of September 28, 2026, at 8:12 p.m.	CARRIED

Dean Allan, Mayor

Rick Blair, CAO



Proposed BUDGET 2027

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2027 Budget

Salary uses current grid with step awarded

	Present Budget	Proposed Budget
	2026	2027
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,774
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,234,174	2,485,636
1.4 Alberta Rural Library Services Grant	452,928	386,652
1.5 Interest Income	50,000	46,000
TOTAL Income	3,938,991	4,120,709
Support Materials & Services Direct to Libraries		
2.1 Alberta Rural Library Services Grant	452,928	386,652
2.2 Allotment Funds Issued to Libraries	253,392	254,866
2.3 Computer Maint/Agree. Software licenses	242,398	257,770
2.4 Cooperative Collection Fund	25,000	25,000
2.5 eContent Platform fees, Subscriptions	73,000	73,000
2.6 On Reserve, On Settlement Grant expenses	84,756	84,756
2.7 Freight	1,200	1,200
2.8 Internet Connection Fees	9,600	10,290
2.9 Library Services Tools	8,000	6,500
2.10 Marketing/Advocacy	20,000	20,000
2.11 Member Library Computers	67,092	102,000
2.12 Outlets - Contribution to Operating	600	600
2.13 ILL Postage for libraries	2,300	1,950
2.14 Records purchased Cataloguing	9,000	9,000
2.15 Supplies purchased (mylar, library supplies)	17,600	19,500
2.16 Vehicle expense	58,000	58,000
2.17 Workshop/Training expense	16,000	16,000
PRL Circulating Collections		
2.18 Audio Book	5,000	5,000
2.19 eContent	85,000	90,000
2.20 Large Print	12,000	12,000
2.21 Programming Kits	5,000	5,000
2.22 Professional Development Materials (formerly reference)	3,600	3,600
TOTAL Support Materials & Services Direct to Libraries	1,451,466	1,442,684
Cost of Services		
3.1 Audit	23,500	23,500
3.2 Bank expenses	1,200	1,000
3.3 Bank Investment Fees	4,700	5,000
3.4 Building-Repairs/Maintenance	27,250	27,250
3.5 Dues/Fees/Memberships	13,000	13,000
3.6 Insurance	26,500	27,000
3.7 Janitorial/Snow removal/Outdoor maintenance expense	38,000	37,000
3.8 Photocopy	4,000	7,000
3.9 Salaries	1,844,451	1,877,500
3.10 Salaries - Employee Benefits	391,024	390,000
3.11 Staff Development	18,000	18,000
3.12 Supplies/Stationery/Building	21,400	20,275
3.13 Telephone	11,000	11,000
3.14 Travel	3,500	3,500
3.15 Trustee expense	26,000	20,000
3.16 Utilities	34,000	34,000
TOTAL Cost of Services	2,487,525	2,515,025
TOTAL Expenses (library materials & cost of service)	3,938,991	3,957,709
Capital expense		65,000 Van 60,000 HQ Comp. 30,000 Building 8,000 Equip.
TOTAL Capital Expense		163,000
AMOUNT PER CAPITA REQUISITION	9.99	11.05

Population 224,945 times AMOUNT PER CAPITA
Pop increase of 1,774 over 2026

Notes for the Parkland Regional Library System Budget 2027

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement

Library System Budget

8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.

8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.

8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.

8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2027, the Executive Committee is recommending the \$11.05 budget, which is a \$1.06 increase over the 2026 budget. This budget includes capital expense purchases, which is a change from the old process.

In an effort to maintain the level of reserves as recommended by the auditors and revamp the reserves to correctly reflect the fiscal position of the organization in a more easily understood

format, the Executive Committee recommended that the capital expenses be reflected in the actual budget, rather than using an additional supplement.

The budget assumes that the Government of Alberta operating grant will remain at the 2023 rate of \$4.75 per capita, calculated using the 2019 Alberta Municipal Affairs population list. It also assumes that the Rural Library Services Grant will remain at \$5.60 per capita, based on the same 2019 population figures.

Points within the budget to note include:

- Overall, expenditures, other than capital expenses, are anticipated to increase by 1.44% in 2027. (This does not include the Alberta Rural Library Services Grant which is a direct payment from funds Parkland receives, which is out of PRLS' control and based on funding from the Government)
- For 2027, twenty expense lines are projected to remain unchanged from 2026, nine will see increases, and seven will decrease
- To balance the budget, it will be necessary to increase the municipal requisition/levy by \$1.06. This is primarily to allow the inclusion of capital required for maintaining Parkland's current service structure
- Computer Software License costs are increasing – these costs have been significant, resulting in changes to software licenses in order to protect from dramatic cost increases in this area (line 2.3)
- Internet Connection fees have increased slightly due to pricing beyond Parkland's control (line 2.8)
- Member Library Computers (line 2.11) has changed from reflecting the .30 cent per capita allotment to the actual cost of the computers required for member libraries
- Supplies purchased (line 2.15) reflects the actual cost of these library supplies, which previously had some of the direct costs for the libraries coming from Supplies/Stationery (line 3.12)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- The current salary grid has been used, allowing eligible employees a step up the grid. Four employees have reached the top of the grid and will not be eligible for an increase. No COLA was added. The increase to the salary line equals approximately 1.8%. (line 3.9)

Provincial grants amount to approximately 38.6% of PRLS' total income (lines 1.1, 1.2, 1.4), based on the \$11.05 budget.

**Parkland Regional Library System
Requisition Comparison for 2026 - 2027**

	2026		2027		Requisition change
	billing population	per capita 9.99	billing population	per capita 11.05	2026 to 2027
ALIX	783	7,822.17	783	8,652.15	829.98
ALLIANCE	166	1,658.34	166	1,834.30	175.96
AMISK	219	2,187.81	219	2,419.95	232.14
BASHAW	848	8,471.52	848	9,370.40	898.88
BAWLF	412	4,115.88	412	4,552.60	436.72
BENTLEY	1,042	10,409.58	1,042	11,514.10	1,104.52
BIG VALLEY	331	3,306.69	331	3,657.55	350.86
BIRCHCLIFF SV	211	2,107.89	211	2,331.55	223.66
BITTERN LAKE	216	2,157.84	216	2,386.80	228.96
BLACKFALDS	11,415	114,035.85	11,415	126,135.75	12,099.90
BOWDEN	1,280	12,787.20	1,280	14,144.00	1,356.80
CAMROSE	18,772	187,532.28	19,984	220,823.20	33,290.92
CAMROSE COUNTY	8,504	84,954.96	8,504	93,969.20	9,014.24
CARSTAIRS	5,313	53,076.87	5,313	58,708.65	5,631.78
CASTOR	803	8,021.97	803	8,873.15	851.18
CLEARWATER M D	11,865	118,531.35	12,335	136,301.75	17,770.40
CLIVE	775	7,742.25	775	8,563.75	821.50
CORONATION	868	8,671.32	868	9,591.40	920.08
CREMONA	437	4,365.63	437	4,828.85	463.22
CZAR	248	2,477.52	248	2,740.40	262.88
DAYSLAND	789	7,882.11	789	8,718.45	836.34
DELBURNE	919	9,180.81	919	10,154.95	974.14
DIDSBURY	5,070	50,649.30	5,070	56,023.50	5,374.20
DONALDA	226	2,257.74	226	2,497.30	239.56
ECKVILLE	1,014	10,129.86	1,014	11,204.70	1,074.84
EDBERG	126	1,258.74	126	1,392.30	133.56
ELNORA	288	2,877.12	288	3,182.40	305.28
FLAGSTAFF COUNTY	3,660	36,563.40	3,660	40,443.00	3,879.60
FORESTBURG	807	8,061.93	807	8,917.35	855.42
GULL LAKE	226	2,257.74	226	2,497.30	239.56
HALF MOON BAY SV	65	649.35	65	718.25	68.90
HARDISTY	548	5,474.52	548	6,055.40	580.88
HAY LAKES	456	4,555.44	456	5,038.80	483.36
HEISLER	135	1,348.65	135	1,491.75	143.10
HUGHENDEN	213	2,127.87	213	2,353.65	225.78
INNISFAIL	7,985	79,770.15	7,985	88,234.25	8,464.10
JARVIS BAY SV	213	2,127.87	213	2,353.65	225.78
KILLAM	918	9,170.82	918	10,143.90	973.08
LACOMBE	14,258	142,437.42	14,258	157,550.90	15,113.48
LACOMBE COUNTY	10,283	102,727.17	10,283	113,627.15	10,899.98
LOUGHEED	225	2,247.75	225	2,486.25	238.50
MOUNTAIN VIEW COUNT	12,981	129,680.19	12,981	143,440.05	13,759.86
NORGLNWOLD SV	306	3,056.94	306	3,381.30	324.36
OLDS	9,209	91,997.91	9,209	101,759.45	9,761.54
PAINT EARTH COUNTY	1,990	19,880.10	2,082	23,006.10	3,126.00
PARKLAND BEACH SV	168	1,678.32	168	1,856.40	178.08
PENHOLD	3,484	34,805.16	3,484	38,498.20	3,693.04
PONOKA	7,331	73,236.69	7,331	81,007.55	7,770.86
PONOKA COUNTY	9,998	99,880.02	9,998	110,477.90	10,597.88
PROVOST	1,900	18,981.00	1,900	20,995.00	2,014.00
PROVOST MD	2,071	20,689.29	2,071	22,884.55	2,195.26
RED DEER COUNTY	19,933	199,130.67	19,933	220,259.65	21,128.98
RIMBEY	2,470	24,675.30	2,470	27,293.50	2,618.20
ROCHON SANDS SV	97	969.03	97	1,071.85	102.82
ROCKY	6,765	67,582.35	6,765	74,753.25	7,170.90
ROSALIND	162	1,618.38	162	1,790.10	171.72
SEDGEWICK	761	7,602.39	761	8,409.05	806.66
STETTLER	5,695	56,893.05	5,695	62,929.75	6,036.70
STETTLER COUNTY	5,666	56,603.34	5,666	62,609.30	6,005.96
SUNBREAKER COVE SV	131	1,308.69	131	1,447.55	138.86
SUNDRE	2,672	26,693.28	2,672	29,525.60	2,832.32
SYLVAN LAKE	16,275	162,587.25	16,275	179,838.75	17,251.50
WHITE SANDS	174	1,738.26	174	1,922.70	184.44
	223,171	2,229,478.29	224,945	2,485,642.25	256,163.96

Brief Notes – September 2027**INCOME**

- 1.1 The Provincial Operating Grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita using 2019 population statistics
- 1.2 The On Reserve, On Settlement grant from the PLSB for reserve populations within Parkland's service area. It is calculated at \$10.35 per capita; \$4.75 operating grant used by PRLS and \$5.60 funding for First Nations initiatives (line 2.6)
- 1.3 Estimated requisition to municipalities to balance budget increased to \$11.05 to cover capital purchases
- 1.4 Grant received for service to rural residents at a rate of \$5.60 per capita; based on the PRLS membership agreement, the grant is dispersed directly to member libraries as directed by municipalities and municipal districts that do not appoint a library board
- 1.5 Decrease reflects the changes in interest rates and estimated returns on investments in RBC investment program and the operating bank account

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB, grant entirely dispersed - see line 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased due to dramatic increase costs for maintenance agreements SoftChoice for Microsoft Office suite. Changes implemented to software provided on public computers have mitigated the overall budget increase. Other software providers are also increasing their fees by an average of 5% per year. This line also includes purchases of non-capital hardware and misc. I.T. items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line maintained for eContent platform fees and subscription for the TAL (The Alberta Library) core of eResources and other library license agreement renewals like eMagazines
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the Indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2026 level - for vendor freight costs for library materials, in-house collections, IT equipment, and shipment of computers for repairs and/or replacement parts
- 2.8 Increased to account for price increases for internet service provision to member libraries and HQ
- 2.9 Decreased slightly to \$6,500 – tools to assist with cataloguing library materials like WebDewey, as well as Audio Cine, Survey Monkey, Loomly etc.

- 2.10 Held at 2026 level - used to provide tools for marketing, advocacy, and other initiatives for member libraries and PRLS
- 2.11 This line used to reflect .30 cents per capita (plus the remainder of costs to come from reserves). In 2027, the budget includes the actual cost of providing computers for member libraries without using reserve funds
- 2.12 Held at \$600 - operating funding provided to PRLS' three outlet libraries as set by board policy, if local library outlet's sponsoring society provides matching funds
- 2.13 Reduced to reflect actual cost – includes both interlibrary loan postage reimbursement to libraries and interlibrary Loans sent from HQ for libraries
- 2.14 Purchase cataloguing records
- 2.15 Increased slightly to reflect actual cost - used for purchasing library material processing items such as laminated book covers, multimedia cases, as well as library cards
- 2.16 Held at 2026 level - for the operation of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel prices
- 2.17 Held at \$16,000 - includes costs for all workshops, conferences, projects, and training activities for member libraries, library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2026 level to support the physical audiobook collection
- 2.19 Increased due to demands by libraries and renewal of license agreements includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2026 level \$12,000 to support Large Print collection
- 2.21 Held at 2026 level \$5,000 to build new kits and replace consumables in current kits for programming in member libraries
- 2.22 Held at 2026 level \$3,600 for reference and professional materials in both print and eResources used by member libraries and PRLS staff

COST OF SERVICES

- 3.1 Held at 2026 level. Covers MNP's agreement to provide audit services, as well as costs for annual letter from PRLS lawyers required for the audit
- 3.2 Reduced slightly to \$1,000 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increase slightly to \$5,000 based on review of actual over a three-year period. Management fee for the RBC investment program
- 3.4 Held at 2026 level \$27,250 - actual costs reviewed. Covers maintenance and repair, however not capital repairs or replacement
- 3.5 Held at 2026 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Rural Municipalities of Alberta (RMA) etc.)
- 3.6 Increased slightly to \$27,000 based on actual and anticipated increases - covers five vehicles, general liability, cyber, bond and crime insurance, building and contents, as

well as employee drivers abstracts and reimbursements for business use on personal vehicles. Parkland also pays content insurance for its outlet libraries

- 3.7 Reduced slightly to \$37,000 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Increased to cover increased costs for providing printed material for training. Reflects contract and usage fees for photocopiers
- 3.9 Reflects current staff levels, with eligible staff receiving a step on the grid but no COLA
- 3.10 Reflects predicted costs for staff benefits, including but not limited to LAPP and Blue Cross based on current staff levels
- 3.11 Held at the 2026 amount – to fund PRLS staff attend and travel to continuing education activities such as seminars, conferences and courses, along with staff performance and support items and activities
- 3.12 Supplies line covers the cost of book processing supplies, general office supplies including stationery, and any other building supplies
- 3.13 Held at 2026 level - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2026 level – Based on 5-year review of actual expenses to travel including \$0.57 km reimbursement when staff are unable to use PRLS staff vehicles
- 3.15 Reduced due to the suspension of the Advocacy Committee; includes travel, honorarium and expenses for Executive Committee meetings, external meetings for trustees, and to support trustee activities using virtual and in-person meetings
- 3.16 Held at 2026 level of \$34,000 - based on review of actual costs and then estimated

Also included is a document comparing the change in requisition paid by each municipality in 2026 and 2027.

BYLAW NO. 762

This is a bylaw of the Town of Carstairs to authorize the execution of a Master Agreement between the Town of Carstairs and other municipalities for the establishment of an intermunicipal planning agency.

WHEREAS the Municipal Government Act allows a municipality to enter into an agreement with other municipalities for the performance of any matter or thing judged to be of benefit to them;

AND WHEREAS the Town of Carstairs considers it beneficial to enter into an agreement with certain other municipalities for the provision of land use planning services.

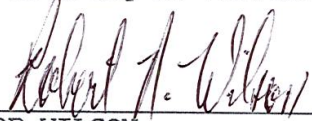
NOW THEREFORE the Council of the Town of Carstairs, in the Province of Alberta, duly assembled, enacts as follows:

1. The Master Agreement establishing a joint municipal committee to be known as the Parkland Community Planning Services, a copy of which is attached hereto, is hereby ratified and approved; and the Mayor and the Municipal Administrator are hereby authorized to execute the said agreement for and on behalf of the Town of Carstairs.
2. This bylaw shall come into full force and effect upon third reading.

INTRODUCED AND GIVEN FIRST READING this 13th day of February A.D., 1995.

GIVEN SECOND READING this 13th day of February ,A.D. 1995.

GIVEN THIRD AND FINAL READING this 13th day of February, A.D.1995.


MAYOR WILSON


ADMINISTRATOR TURNER

**Town of Carstairs
Financial Statement as at
September 30, 2026**

OPERATING	Full 2026 Budget	Sep 2026 YTD Actual	Variance	% Variance
Revenues				
2300 - Municipal Taxes	9,486,013	9,482,490	(3,523)	-0.04%
2310 - Government Transfers for Operating	745,123	798,552	53,429	7.17%
2320 - User Fees and Sales of Goods	6,227,321	5,342,912	(884,409)	-14.20%
2330 - Investment Income	150,000	236,820	86,820	57.88%
2345 - Franchise and Concession Contracts	657,704	428,339	(229,365)	-34.87%
2355 - Penalties and Cost of Taxes	93,000	115,810	22,810	24.53%
2360 - Licenses and Permits	284,800	247,029	(37,771)	-13.26%
2375 - Gain on Disposal of Tangible Capital Assets	-	15,100	15,100	100.00%
2405 - Other Revenue	56,900	221,039	164,139	288.47%
Total Operating Revenues	17,700,860	16,888,090	(812,770)	-4.59%
Expenses				
1 - Salaries, Wages and Benefits	5,278,322	3,684,823	(1,593,499)	-30.19%
2 - Contracted and General Services	2,786,430	1,778,514	(1,007,916)	-36.17%
3 - Materials, Goods, Supplies and Utilities	3,136,857	2,191,909	(944,948)	-30.12%
4 - Provision for Allowances	2,000	514	(1,486)	-74.31%
5 - Transfers to Individuals and Organizations	495,107	332,623	(162,484)	-32.82%
6 - Bank Charges and Short-term Interest	47,630	44,171	(3,459)	-7.26%
7 - Interest on Capital Long-term Debt	153,738	92,827	(60,911)	-39.62%
9 - Loss on Disposal of Tangible Capital Assets	-	35,530	35,530	100.00%
10 - Requisitions	3,405,179	2,554,144	(851,035)	-24.99%
Total Operating Expenses	15,305,263	10,715,054	(4,590,209)	-29.99%
Net Operating	2,395,598	6,173,036	3,777,439	157.68%
CAPITAL				
	Full 2026 Budget	Sep 2026 YTD Actual	Variance	% Variance
Revenue				
Capital Revenue	2,185,400	915,482	(1,269,918)	-58%
Loan Proceeds	1,757,101	1,203,782	(553,319)	-31%
Transfers from Reserves	2,789,916	7,156	(2,782,760)	-100%
Total Capital Revenues	6,732,417	2,126,420	(4,605,997)	-68%
Expenses				
Capital Expenses	6,619,439	4,954,726	(1,664,713)	-25.1%
Capital Debt Repayment	693,228	597,439	(95,789)	-13.8%
Offsite Levy Transfer to Reserves	368,298	189,251	(179,047)	-48.6%
Transfer to Reserves - Future Financial Plans	1,201,004	159,209	(1,041,795)	-86.7%
Total Capital Expenses	8,881,969	5,900,626	(2,981,343)	-33.6%
Shortfall/(Surplus)	(246,046)	(2,398,831)		

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Classification: Public

Carstairs - Actual vs Budget

Page 1

Town of Carstairs Public Library Board

Library 2027 Budget

INCOME

GL	Description	2027 Budget	Change from 2026	2026 Budget
#07	Local Appropriation-Town	\$ 295,999	\$ 54,732	\$ 241,267
#08	Provincial Operating Grant	\$ 31,831	\$ -	\$ 31,831
#09	Transfer from County	\$ 34,000	\$ 517	\$ 33,483
#10	Transfer from other municipality		\$ -	
#11	Transfer from Regional System (Library Services Grant)	\$ 10,248	\$ -	\$ 10,248
#13	Transfer from FCSS	\$ 8,000	\$ -	\$ 8,000
#14	Employment Program Grants (Canada Summer Jobs)	\$ 8,240	\$ (20,325)	\$ 28,565
#15	Other Grants (must list)		\$ -	
#15a	TD Bank Grant	\$ 4,300	\$ 500	\$ 3,800
#15b	United Way Grant		\$ -	
#15c	Engagement Site	\$ 2,500	\$ -	\$ 2,500
#15d	Campus Alberta Central	\$ 1,500	\$ -	\$ 1,500
15e	IODE		\$ -	
15f	CALP Funding	\$ 12,520	\$ -	\$ 12,520
15g	Connect First		\$ -	
#16	Fundraising & Donations	\$ 250	\$ -	\$ 250
#17	Friends Group Donations	\$ 6,000	\$ (2,000)	\$ 8,000
#18	Fines and Fees		\$ -	
#18a	Card Fees		\$ -	
#18b	Fines	\$ 300	\$ -	\$ 300
#19	Program Revenue	\$ 800	\$ -	\$ 800
#20	Room Rentals	\$ 500	\$ 150	\$ 350
#21	Service Revenue (photocopier, contracts, faxing)	\$ 2,500	\$ -	\$ 2,500
#22	GST Refund		\$ -	
#23	Interest and Dividends	\$ 300	\$ -	\$ 300
#24	Transfer from reserve accounts		\$ -	
#25	Other income (must list)		\$ -	
#25a	Postage Reimbursement		\$ -	
#26	Total Reveune	\$ 419,788	\$ 33,574	\$ 386,214

EXPENSE

GL	Description	2027 Budget	Change from 2026	20265 Budget
	<i>Staff Expenses</i>			
#28	Salaries (wages and benefits, WCB)	\$ 339,501	\$ 24,382	\$ 315,119
#28b	CALP Salaries	\$ 12,520	\$ 0	\$ 12,520
#29	Honoraria (volunteers)	\$ 150	\$ -	\$ 150
#30	Staff professional development (include travel & hospitality)	\$ 4,000	\$ -	\$ 4,000
#31	Total Staff Expenses	\$ 356,171	\$ 24,382	\$ 331,789
			\$ -	
	<i>Library Resources</i>		\$ -	
#32	Physical Materials		\$ -	
#32a	Physical Materials library	\$ 5,250	\$ 550	\$ 4,700
#32b	Physical Materials friends	\$ 4,000	\$ (2,000)	\$ 6,000
#32c	Physical Materials grant		\$ -	
#33	Digital Resources (e-content)		\$ -	
#33a	Digital Resources library	\$ 3,000	\$ 1,500	\$ 1,500
#33b	Digital Resources friends	\$ 2,000	\$ -	\$ 2,000
#33c	Digital Resources Grant		\$ -	
#34	Total Library Resources	\$ 14,250	\$ 50	\$ 14,200
			\$ -	

	<i>Administrative Costs</i>		\$ -	
#35	Audit or Financial Review	\$ 250	\$ (50)	\$ 300
#36	Board Expenses		\$ -	
#36a	Travel, course and conference fees	\$ 200	\$ -	\$ 200
#36b	Insurance for board	\$ 2,600	\$ 100	\$ 2,500
#36c	Special Projects-Bill 28 implementation costs	\$ 8,500	\$ 8,500	\$ -
#37	Equipment Rental and Maintenance	\$ 1,500	\$ (500)	\$ 2,000
#38	Contract Fees for services (bookkeeping, minute taker)	\$ 1,200	\$ -	\$ 1,200
#39	Bank Charges	\$ 200	\$ -	\$ 200
#40	Library & Office Supplies (bindery, printing and copier supplies)	\$ 600	\$ 50	\$ 550
#41	Association Memberships (ALTA, LAA, AALT)	\$ 400	\$ 50	\$ 350
#42	Postage & Box rental	\$ 100	\$ -	\$ 100
#43	Program Expense		\$ -	
#43a	Program Library funded	\$ 1,600	\$ -	\$ 1,600
#43b	Program Friends funded		\$ -	\$ -
#43c	Program Grant funded	\$ 8,000	\$ -	\$ 8,000
#44	Telephone and Internet	\$ 1,692	\$ 492	\$ 1,200
#45	Software and licences		\$ -	
#45a	software and licences library funded	\$ 2,500	\$ 200	\$ 2,300
#45b	software and licences grant funded	\$ 1,500	\$ -	\$ 1,500
#46	Other expenses (please list)		\$ -	
#47	Total projected administration expense	\$ 30,842	\$ 8,842	\$ 22,000
			\$ -	
	<i>Building Costs</i>		\$ -	
#48	Insurance for building	\$ 5,700	\$ 100	\$ 5,600
#49	Janitorial & Maintenance		\$ -	
#49a	Janitorial contract and supplies	\$ 5,700	\$ 200	\$ 5,500
#50	Utilities	\$ 6,500	\$ -	\$ 6,500
#51	Occupancy Costs		\$ -	
#52	Rent		\$ -	
#53	Total Building Costs	\$ 17,900	\$ 300	\$ 17,600
			\$ -	

	<i>Transfer Payments</i>		\$	-	
#54	Transfer to other library boards (please list)	\$	25	\$	25
#55	Contract payments to library societies			\$	-
#56	Total Transfer payments	\$	25	\$	25
#57	Total Operating Expenses	\$	419,188	\$	33,574
				\$	-
#58	Loan Interest and Payments	\$	-	\$	-
#59	Transfer to other accounts (capital, operating reserves)	\$	-	\$	-
				\$	-
	<i>Capital Expenses</i>			\$	-
#60	Building repairs and Renovation (roof, carpeting, walls)			\$	-
#61	Furniture and Equipment			\$	-
#61a	Furniture and Equipment library funded	\$	500	\$	500
#61b	Furniture and equipment Friends funded			\$	-
#61c	Furniture and Equipment Grant funded			\$	-
#62	Computer Hardware (desktops, laptops, printers)			\$	-
#62a	Computer Hardware library funded	\$	100	\$	100
#62b	Computer Hardware Friends funded			\$	-
#62c	Computer Hardware Grant funded			\$	-
#63	Other capital expense (please list)			\$	-
#64	Total Capital Expenditure	\$	600	\$	600
				\$	-
	Total Expenses	\$	419,788	\$	33,574
	Total Revenue	\$	419,788	\$	33,574
	Net Gain or Loss	\$	-	\$	0
				\$	(0)



2027 Library Budget for Consideration

Date: October 5, 2026

Prepared by: Megan Ginther

Summary:

- At the September 21, 2026 meeting of the Library Board, they approved a budget to be presented to The Town of Carstairs Council. They are presenting a budget with an increase on the town requisition, which is a **\$54,732 increase** on the 2026 requisition. The budget details are as follows:

Full Details:

Income

- | | |
|-------------------------------|---|
| GL07 Local appropriation-Town | • 23% (\$54,732) increase over the 2026 town requisition. |
| GL09 Transfer from County | • 2% increase is what we've estimated. When we get the final number we will update |
| GL14 Employment Grants | • -71% we are only requesting one position this year, last year we had 2 students for a one-time project |
| GL 17 Friends Group | • -25% we are expecting a bit less from the Friends for books and programs. |

Expenses

- | | |
|-----------------------------------|---|
| GL 28 Salaries & wages | <ul style="list-style-type: none"> 1.5% COLA increase, plus a step increase for all eligible staff. Hiring a part time (24hrs/wk.) Marketing Position, starting in March 2027. Hiring a part time (20 hrs/wk.) Outreach programming Position, starting in March 2027 |
| GL 32a Physical Materials Library | <ul style="list-style-type: none"> 12% Increase to purchasing materials to address rising costs of books and DVDs |
| GL 32b Physical Materials Friends | <ul style="list-style-type: none"> Decrease to match expected decrease in Friends funding |
| GL 33a Digital Resources Library | <ul style="list-style-type: none"> 100% Increase to purchasing materials to address rising costs of eBooks and eAudiobooks; these collections have very high |



demand and waitlists along with high costs. This will allow us to add 30-45 new digital titles.

GL 35 Audit or Financial Review

- Decreased to match 2026 costs

GL 36b Board Insurance

- 4% increase projected based on 2026

GL 36c Bill 28 Implementation Costs

- This includes equipment to label and house restricted materials, door counter to free staff up to help answer questions and 5 extra hours a week for our desk staff to help transition to the new requirements.

GL 37 Equipment Rental

- Decreased to match 2026 actual numbers for photocopier

GL 40 Library and Office Supplies

- 9% increase for higher cost of paper and office supplies

GL 41 Association Memberships

- 14% increase ALTA and LAA have increased their membership fees. We also moved into a new population category population over 5000.

GL 44 · Telephone and Internet

- 41% increase, we had to negotiate a new phone contract with a modest increase and a 4th phone.

GL 45a Software and Licenses

- 9% increase includes rising costs for our QuickBooks software

GL 48 Insurance Building

- 2% increase projected based on 2026 numbers

GL 49a Janitorial contract and supplies

- 4% increase for increased number of supplies and costs for those supplies based on 2026 usage.



Additional Notes on increases:

Staffing and Wage Increases

- Materials circulation numbers are up **4.3% (2022–2025)**, requiring more staff time to manage holds, requests and shelving.
- Library Visits numbers are up **40.5% (2022–2025)** requiring more staff time to help with welcoming and assisting patrons.
- Classes & Events attendance is up **62% (2022–2025)** which requires more staff time to promote, plan and deliver these programs.
- 2026 numbers are currently on par with 2025 in most areas and with a slight increase in circulation.

Proposed Adjustments:

- **1.5% Cost-of-Living Adjustment (COLA)** + step increases for eligible staff to keep wages competitive.
 - Example: Average library clerk wage in Alberta = **\$22/hr**, Canada = **\$24/hr**. 2027 COLA brings our clerks to **\$18.73/hr**.

New Position Requests:

- Part-time **Marketing Staff** to handle growing promotional needs and to allow us to better connect with the wider community.
 - Staff currently spend **50+ hours/month** on marketing tasks which pulls them away from helping patrons, planning and developing new classes,
- Part-time **Outreach Programmer** to handle growing community outreach requests.
 - Staff currently spend **60+ hours/month** providing outreach classes and events.
 - This includes bi-weekly visits to the Seniors lodge, month visits to the local schools, daycares and playschools, participation in partnership events with local non-profits and operating the Welcome to Carstairs newcomer bag program.

Bill 28 Implementation Costs:

- **Bill 28** included new requirements for libraries on how we handle materials. This will require us to move items from the main collection to a staff area and label them as provincially restricted. This will mostly impact on our adult book and dvd collections.
- It also has age restrictions that will require us to connect with all families with patrons under the age of 15 to ensure they know their options going forward.
- **Our request includes** funding for a new book truck to house provincially restricted items. A door counter to automate our



statistics for library usage freeing staff to help patrons. An extra 5 hours a week for our desk clerk to ensure we have staff available to answer questions and to review materials.

Service Increase Costs:

We are seeking small increases to ongoing expenses to address increased usage and increased supply costs.

2025 results:

- Delivered **412 classes and events** for **4,668 residents** (avg. **11.5 attendees/program**).
- We attended **48 community events** to visit with **3,730 residents**.
- Proctored **32 exams**
- Had **16,804** visits to our website
- **33,290** wifi sessions
- **2,032** residents used our computers
- We were open **2,350 hours** and **visited by 21,418 residents**.
- **964 residents** hold a library membership.

Circulation Growth:

- 2023 → 2025: **+4.3% total circulation**.
- Physical borrowing: **47,241 (2022) → 48,217 (2025) (+2.1%)**.
- Digital Borrowing Surge: 2023: **7,127 borrows** → 2025: **8,490 borrows (+19%)**.
- **Cost Pressures:** Average book prices up **7.94%** (Fall 2021 → Fall 2025).
- **Goal:** Balance physical and digital resources to ensure accessibility and meet evolving user preferences. Ensure that funding grows to match inflationary pressures, so we maintain a collection that meets community needs and interests.

Bill 28 implementation costs

Staffing-most likely cost incurred in 2026						
Collection	time per item (minutes)	number of items	total time needed (minutes)	Total time needed (hours)	hourly staff cost	total cost
Jr Graphic Novels	1.5	902	1353	22.55	\$ 25.00	\$ 563.75
Teen Graphic Novels	2.5	721	1802.5	30.04	\$ 25.00	\$ 751.04
Adult Graphic Novels	2.5	183	457.5	7.63	\$ 25.00	\$ 190.63
Adult DVDS	5	1412	7060	117.67	\$ 25.00	\$ 2,941.67
Teen DVDS	5	8	40	0.67	\$ 25.00	\$ 16.67
Jr DVDS	5	266	1330	22.17	\$ 25.00	\$ 554.17
Adult nonfiction	1.5	2338	3507	58.45	\$ 25.00	\$ 1,461.25
teen nonfiction	1.5	48	72	1.20	\$ 25.00	\$ 30.00
Jr nonfiction	1.5	1679	2518.5	41.98	\$ 25.00	\$ 1,049.38
				302.34		\$ 7,558.54

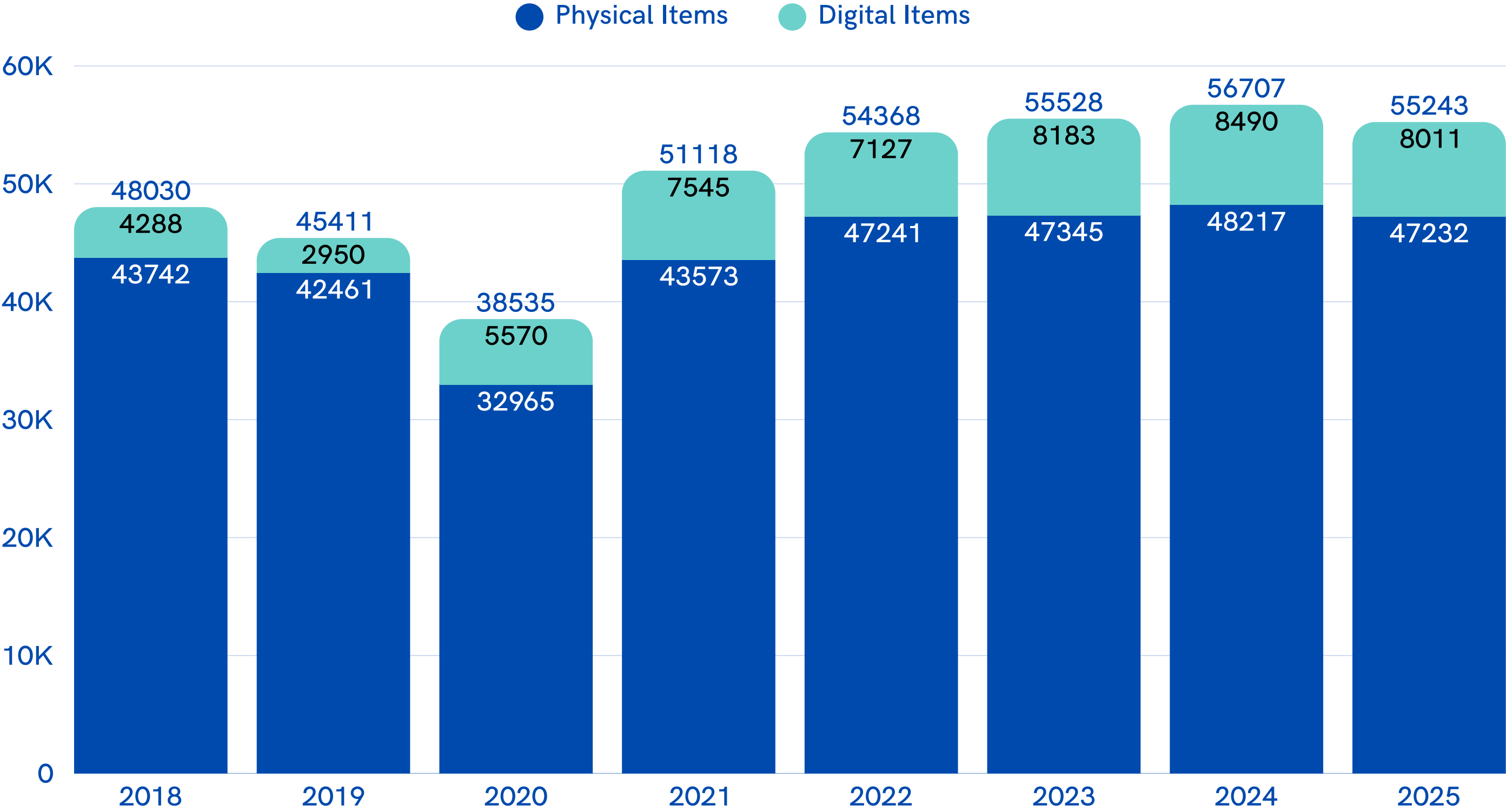
It will probaly be more cost efficient to close to the public for 2-3 days to do the work required rather than bring in staff for extra hours or pull staff off existing tasks.

Some collections have a lower review time since we could skip sections or go faster through items since they are highly unlikely to have sexual content. DVDs will take much longer since we might not be able to use common movie ratings but actually have to google their content. We also can assume that there will be shared lists generated by other libraries that we could use to start the process but items will still need to be found, relabelled and catalogue records updated.

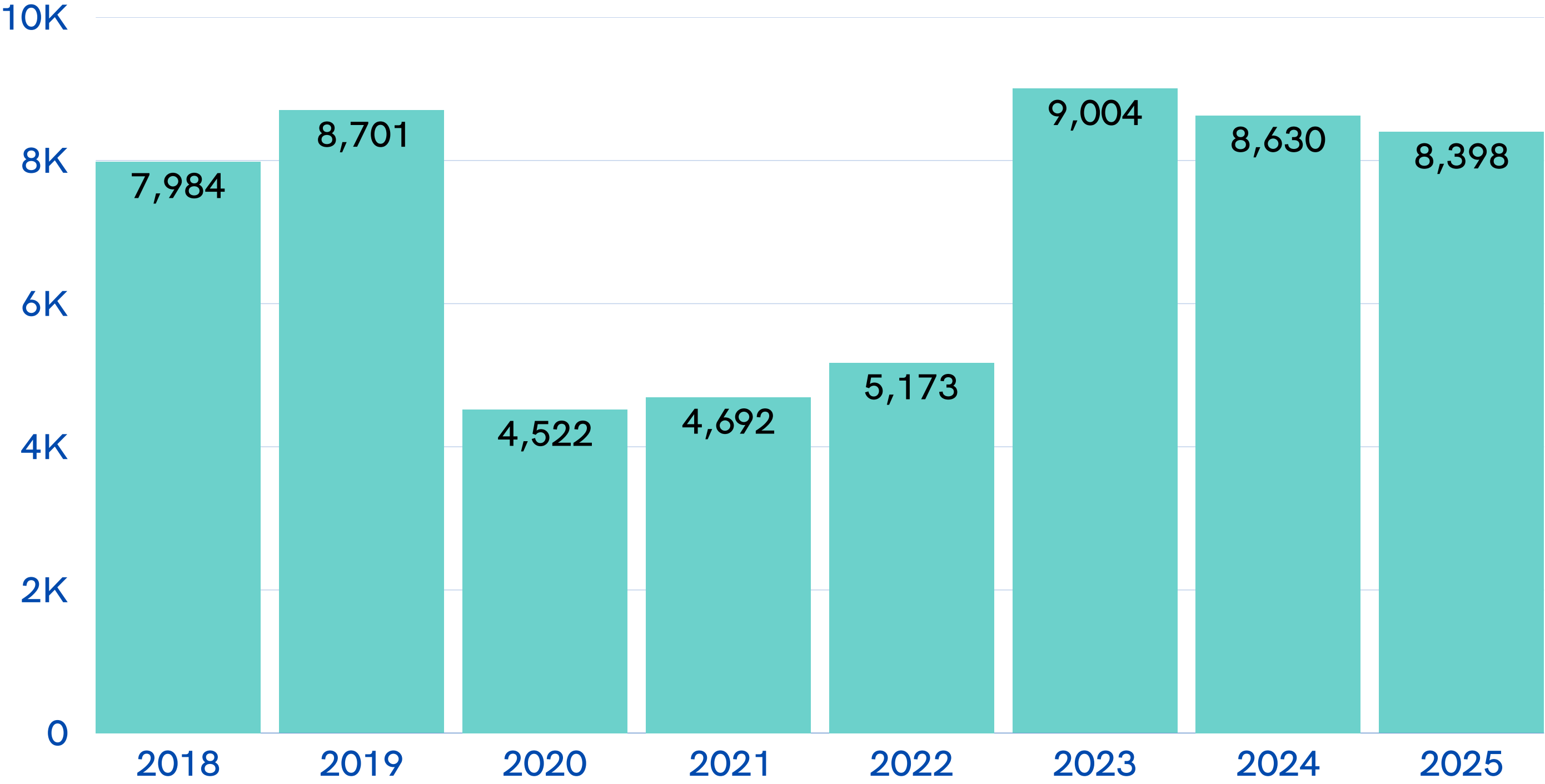
Staffing-for 2027 and ongoing							
position	wage	hours per pay period	base cost per pay period	benefits	Cost per pay period	# of pay periods	wages
Library Clerk	18.73	10	\$ 187.30	9%	\$ 204.16	26	\$ 5,308.08

Equipment -will be needed in 2027				
Item	cost per item	number needed	total cost	weblink
DVD case wallets hard plastic	\$ 46.80	5	\$ 250.00	amazon
Book Cart teal	\$ 1,075.00	1	\$ 1,500.00	carr mclean
Labels	\$ 20.00	3	\$ 100.00	
Book Blanks	\$ 50.00	4	\$ 200.00	amazon
Door Counter	\$ 660.00	1	\$ 700.00	amazon
Book cart computer end	\$ 357.00	1	\$ 375.00	carr mclean
equipment total			\$ 3,125.00	
staffing total			\$ 5,308.08	
total			\$ 8,433.08	

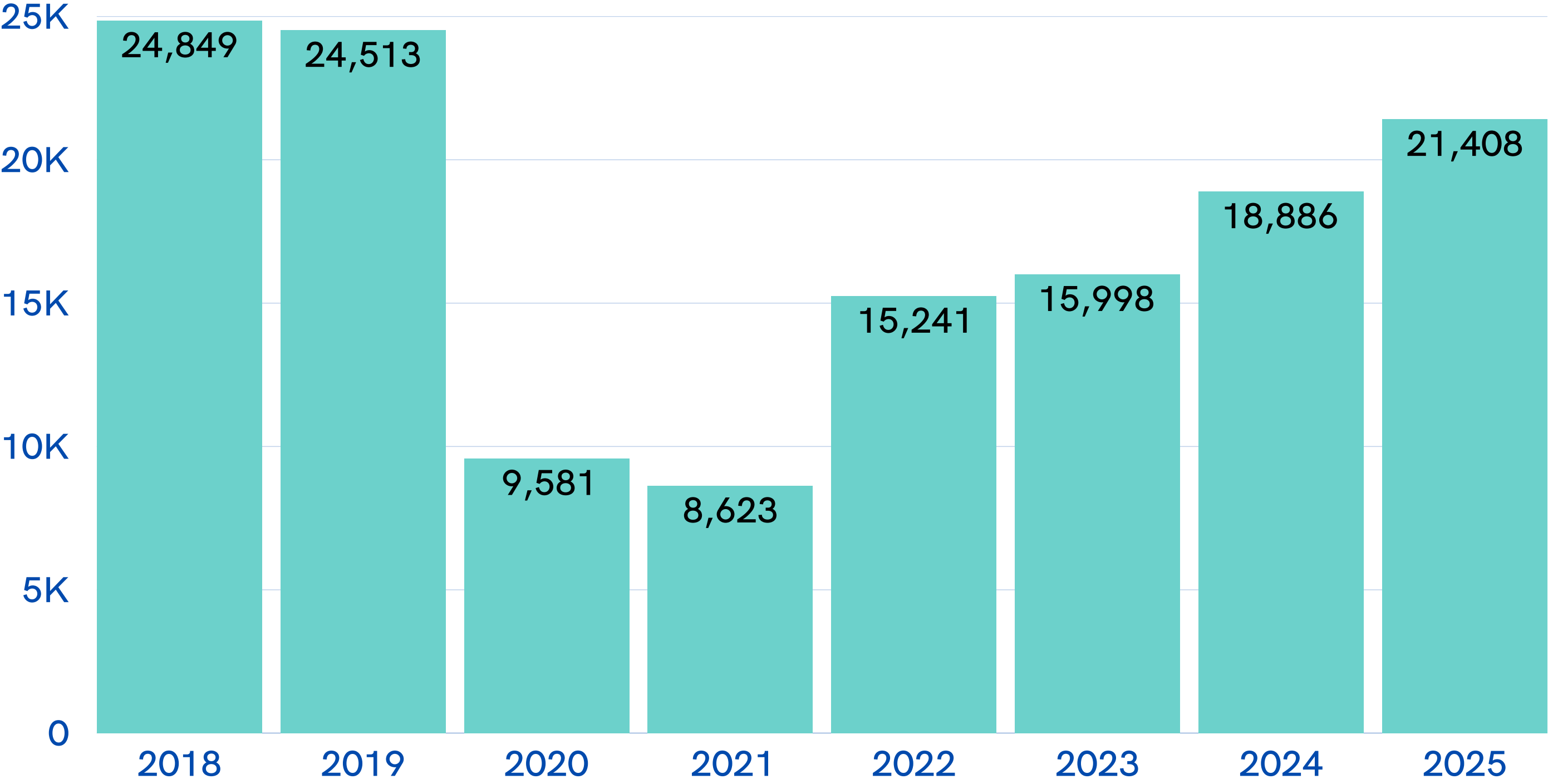
CIRCULATION YEAR END TOTALS



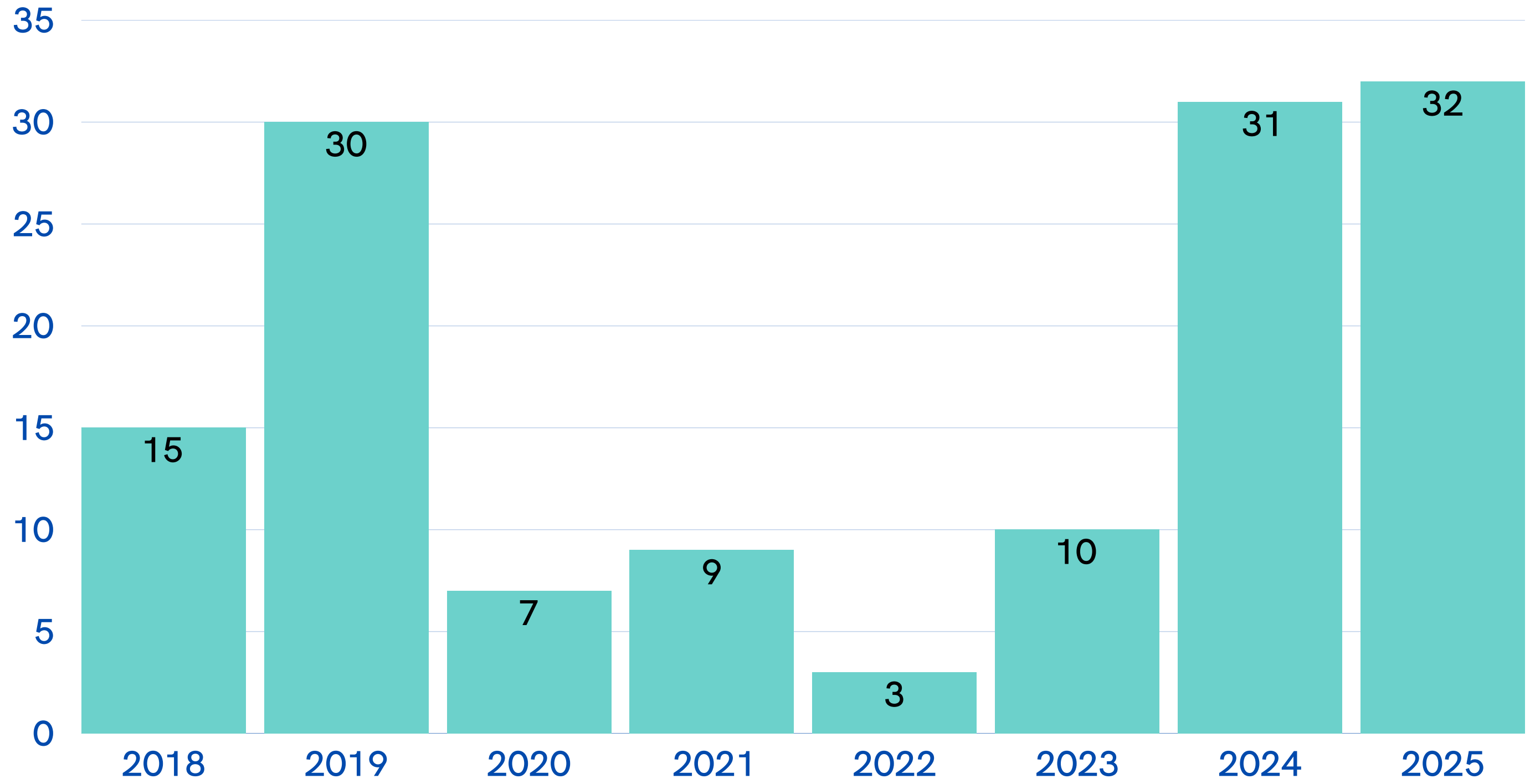
PROGRAM ATTENDANCE YEAR END TOTALS



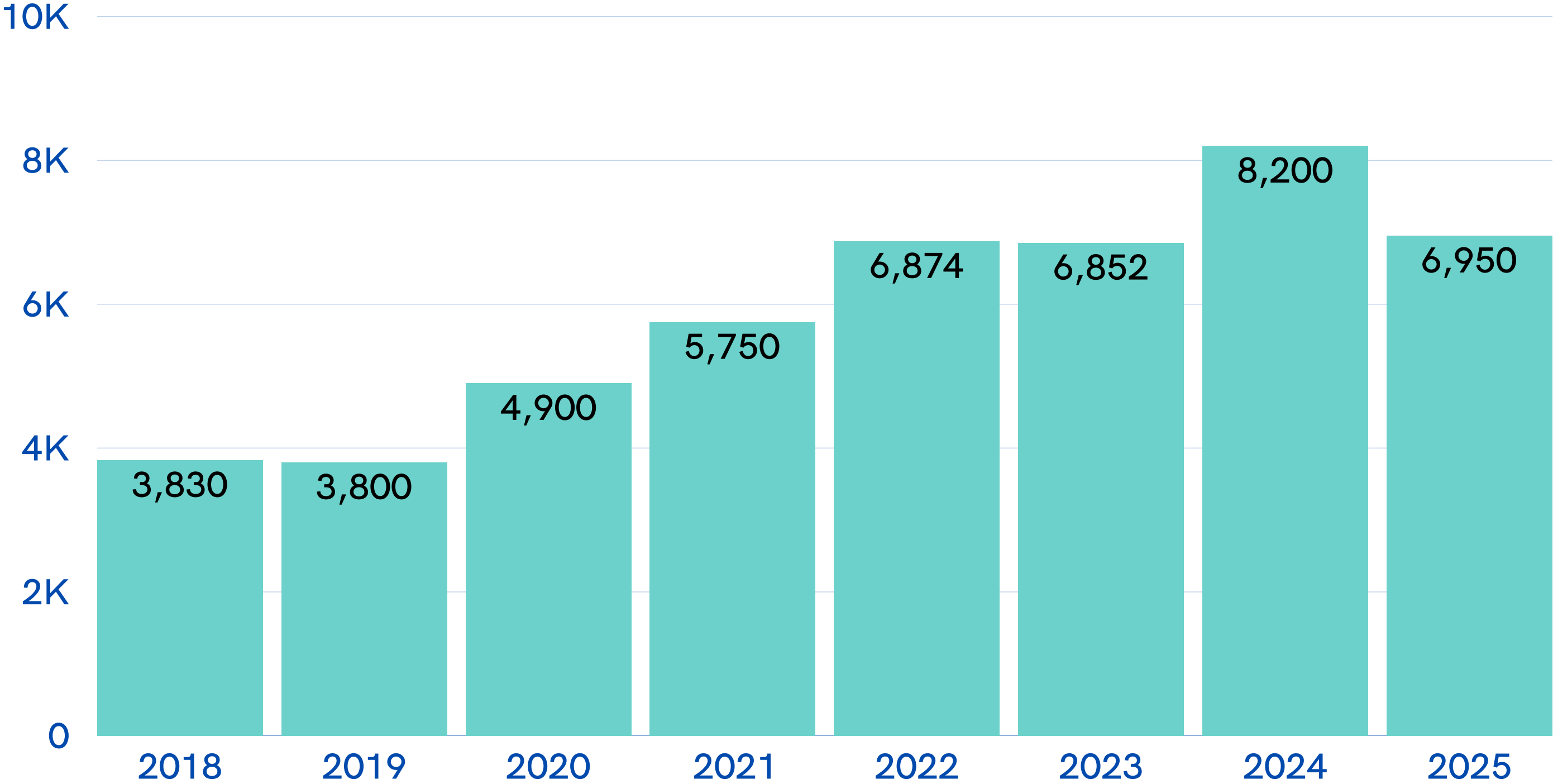
LIBRARY VISITS YEAR END TOTALS



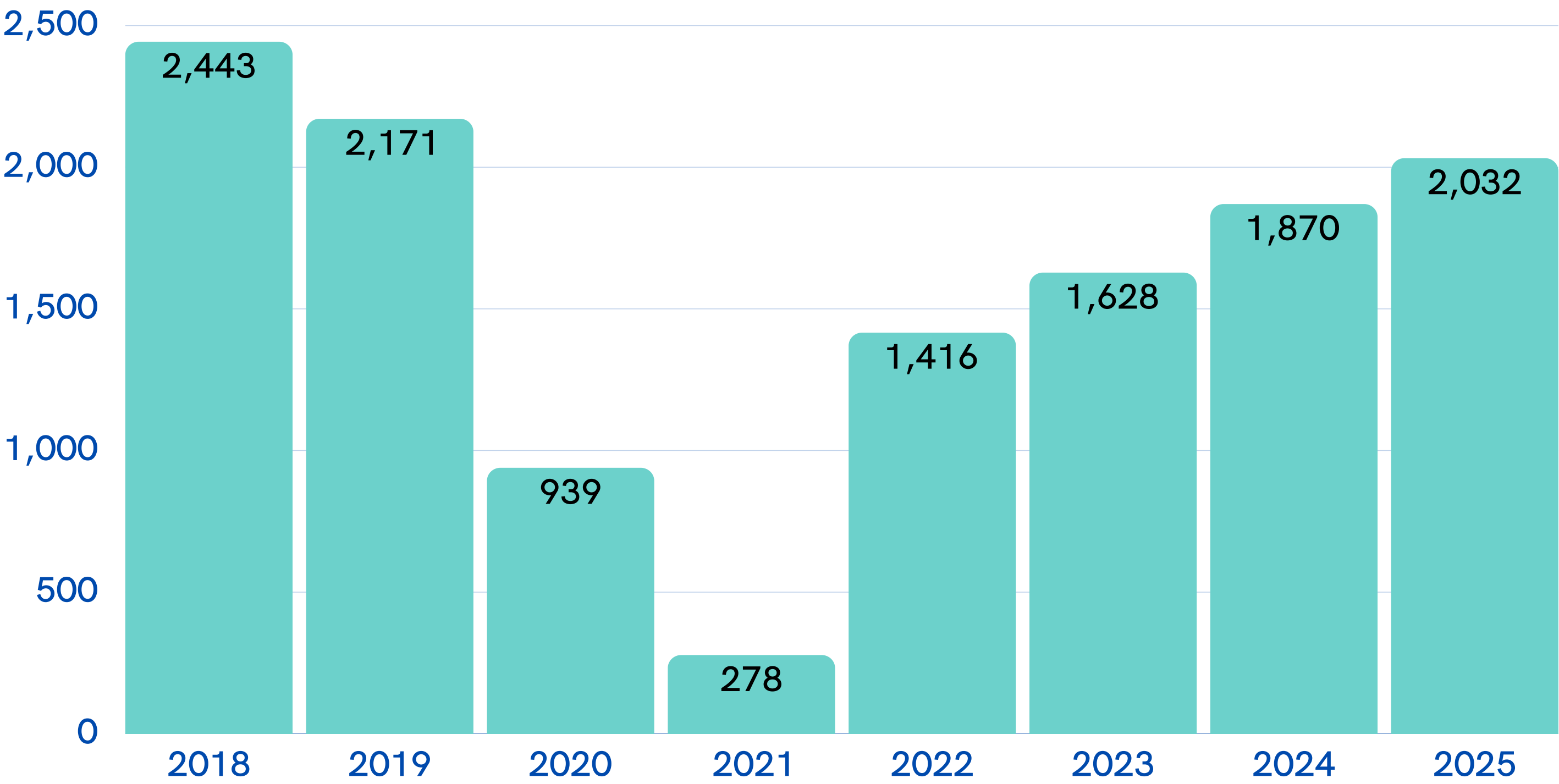
EXAMS PROCTORED



QUESTIONS ANSWERED



COMPUTER SESSIONS



Circulation totals

	Annual Report total	Physical Items	Digital Items
2018	48,030	43,742	4,288
2019	45,411	42,461	2,950
2020	38,535	32,965	5,570
2021	51,118	43,573	7,545
2022	54,368	47,241	7,127
2023	55,528	47,345	8,183
2024	56,707	48,217	8,490
2025	55,243	47,232	8,011

Program Attendance

	Annual Report total
2018	7,984
2019	8,701
2020	4,522
2021	4,692
2022	5,173
2023	9,004
2024	8,630
2025	8,398

Library Visits

	Annual Report total	
2018	24,849	pre covid we were allowed to include outside events like Parenting Fair in our Door Count so these are slightly inflated
2019	24,513	
2020	9,581	
2021	8,623	
2022	15,241	
2023	15,998	
2024	18,886	
2025	21,408	

Exams Proctored

	Annual Report Total
2018	15
2019	30
2020	7
2021	9
2022	3
2023	10
2024	31
2025	32

Questions Answered

	Annual Report Total
2018	3,830
2019	3,800
2020	4,900
2021	5,750
2022	6,874
2023	6,852
2024	8,200
2025	6,950

Computer sessions

	Annual Report Total
2018	2,443
2019	2,171
2020	939
2021	278
2022	1,416
2023	1,628
2024	1,870
2025	2,032



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

REQUEST FOR DECISION (RFD)

Meeting Date:	October 13, 2026		
Agenda Item:	11.a		
Prepared By:	Kayleigh	Department:	Administration

Request:		
The Carstairs Skating Club is appealing to the Town of Carstairs for a discount on the rental fee.		
Purpose:		
To support the Carstairs Skating Club to help keep costs down.		
Background:		
As per Policy No. 62-006-24 Carstairs Facility Request for Special Rates: Reduced rates for eligible parties are one facility only, once every three years.		
Discussion/Analysis:		
nine hours of ice reserved and will return any ice we cannot fill within the three-week guideline.		
Recommendation:		
That Council approve the letter of request		
Financial Implications:		
☐ No Financial Impact	☐ Within approved budget	☒ Additional funding required
Details:		
N/A		
Operational Impact:		
N/A		
Additional Notes:		
N/A		
Attachments:		
Letter of request.		
Motion:		
Motion by Councillor to approve the letter of request from Carstairs Skating Club requesting the waiver of one-day's rental fees for their upcoming Solstice Synchronized Skating Competition on December 6, 2026, with the understanding they will not be eligible for a reduced rate again until 2029.		



**Carstairs
Skating Club**

October 1, 2026

RE: Arena Rental

The Carstairs Skating Club is thrilled to once again be organizing Winterfest for the third year in a row, which will take place on December 6, 2026. Winterfest is an interclub competition that is geared towards CanSkate and StarSkate level 1-3. The purpose of these club competitions is to give competition experience to younger skaters in a positive and fun atmosphere. All skaters are assessed a "Skate to Standard" meaning that everyone receives a ribbon or metal, along with a personalized certificate and report card.

Our registrations have been fairly consistent with enough skaters to fill between 90-120 events. Once again we will have a few vendors and possibly concession food. Carstairs Skating Club is also providing swag bags to each skater and every skater will receive a ribbon (CanSkate levels) or metal (StarSkate levels). Our goal is to create a great experience equal to the larger events many of them have participated in before.

We also have student judges sitting on the panel. Carstairs Skating Club strongly believes in mentoring and fostering a learning environment to encourage skaters to further their training in coaching and assessing. Their attendance helps fulfil their requirement for assessor certification.

Because we wanted to entice skaters to choose our competition over others, we kept the cost down to \$60 and \$65, depending on ability and are trying to keep within a slim budget. The Carstairs Skating Club is appealing to the Town of Carstairs for a discount on the facility rental fee. We currently have around nine hours of ice reserved and will return any ice we cannot fill within the three week guideline. Even if we only fill seven hours of ice, this is a substantial cost for our club.

As chair, I thank you for your consideration. Please contact me at any time if you have questions or concerns.

Kindest Regards
Gail Schwartz
Chairperson of CSC
403 999 8275



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REQUEST FOR DECISION (RFD)

Meeting Date:	October 13, 2026		
Agenda Item:	11.b		
Prepared By:	Kayleigh	Department:	Administration

Request:		
To support 2027 Grads by allowing the after-grad party to use the Old Landfill site and provide Portable Toilets, Generator and light bar for use on June 26, 2027.		
Purpose:		
To support the Graduating Class of 2027.		
Background:		
Historically allowed.		
Discussion/Analysis:		
N/A		
Recommendation:		
That Council continues to allow the after-grad party to occur at the Old Landfill site and provide requested equipment.		
Financial Implications:		
☒ No Financial Impact	☐ Within approved budget	☐ Additional funding required
Details:		
N/A		
Operational Impact:		
Operations department will facilitate the request and deliver requested equipment.		
Additional Notes:		
N/A		
Attachments:		
Letter of request.		
Motion:		
Motion by Councilor _____ to accept the after-grad request from the 2027 graduating class of HSS as information and direct administration to facilitate the request.		

10/2/26, 10:59 AM

After Grad 2027 - Kayleigh Van Es - Outlook



Outlook

After Grad 2027

From JANINE MACGREGOR [REDACTED]

Date Fri 10/2/2026 10:58 AM

To CAO <cao@carstairs.ca>
[REDACTED]

IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender
[REDACTED]

Good morning,

I am writing to request permission to use the old dump site on June 26, 2027, for our local 2027 graduates' after-grad celebration.

As part of the request, we would require access to the site, as well as portable toilets and a light tower/generator.

Please let me know if this is something the Town would be able to accommodate and if there are any requirements, conditions, or additional information needed from us.

Thank you for considering our request. I look forward to hearing from you.

Janine Macgregor
Grad Committee Representative
[REDACTED]