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

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

a) Adoption of agenda of November 23, 2026
**Motion**: To adopt the agenda of November 23, 2026

**4. ADOPTION OF PREVIOUS MINUTES**

4 - 7 a) Adoption of minutes of November 9, 2026(addendum 4.a)
**Motion**: To adopt the minutes of November 9, 2026

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

8 - 11 a) 2027 Budget (addendum 5.a)

**6. DELEGATIONS**

a) Carstairs Heritage Festival-Jan McKnight

12 - 25 b) Carstairs Heritage Centre-John Cole (addendum 6.b)

c) Church Link-Kelly Sikstrom

**7. BYLAWS AND POLICIES**

26 - 61 a) Bylaw No. 2072-Rates & Fees Bylaw 2027 (addendum 7.a)

62 - 68 b) Bylaw No. 2074-Community Standards Bylaw (addendum 7.b)

69 - 72 c) Policy No. 11-032-26-Respectful Engagement Policy (addendum 7.c)



73 - 83 d) Policy No. 12-033-26-Asset Management Policy (addendum 7.d)



**8. NEW BUSINESS**

84 - 85 a) October 2026 Financials (addendum 8.a)




86 - 99 b) RCMP Quarterly Community Policing Reports (addendum 8.b)





**9. COMMITTEE REPORTS**

a) POLICIES & PRIORITIES COMMITTEE

100 - 107 i) Minutes of the November 17, 2026 meeting (addendum 9.a.i)



b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION

c) MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

108 - 121 i) MVRWSC 2026 Report (addendum 9.c.i)



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**

**12. CAO'S REPORT**

**13. COUNCILOR COMMENTS**

**14. PUBLIC QUESTION PERIOD**

**15. CLOSED MEETING**

*Section 197 of the Municipal Government Act permits Council and Council Committees to*

*meet in closed session only when the matter to be discussed falls within an exception to disclosure under Division 2 of Part 1 of the Access to Information Act (ATIA).*

a) *Section 19-Disclosure Harmful to Interests of a Third-Party*

**16. NEXT MEETING**

**17. ADJOURNMENT**

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

**ATTENDEES:** Mayor Allan; Councilors Ball, Fricke, Roberts, Selanders, Tolley and Wilcox; Director of Legislative & Corporate Services Shannon Allison; 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, November 9, 2026, to order at 7:00 p.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:**
Motion 348/26 Motion by Councilor Selanders to adopt the Regular Council Agenda of November 9, 2026, as presented.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**
Motion 349/26 Motion by Councilor Wilcox to adopt the Organizational meeting minutes of October 26, 2026, as presented.

**CARRIED**

Motion 350/26 Motion by Councilor Tolley to adopt the Regular Council minutes of October 26, 2026, as amended.

**CARRIED**

**BUSINESS ARISING FROM PREVIOUS MEETING:**

**1. 2027 Budget**

S. Allison presented the five-year Capital Plan, 10-year Infrastructure Replacement Plan, proposed Capital Budget and Operating Budget, including historical operating actuals versus budget information.

Councilor Selanders discussed the Town's remaining infrastructure backlog and requested consideration of a three-to-five-year infrastructure plan to assist Council with identifying and prioritizing future infrastructure needs. CAO R. Blair explained that infrastructure replacement timelines can be difficult to predict, as assets may remain serviceable beyond their estimated useful life. He noted that Administration considers Tangible Capital Asset (TCA) requirements and reviews underground infrastructure when planning roadwork. Identified replacement needs may be included in the backlog without necessarily being immediate priorities.

Councilor Ball clarified that the infrastructure backlog does not necessarily represent overdue replacements, but rather items that have not yet required replacement. Councilor Selanders also referenced road resurfacing concerns in Carriage Lane and Havenfields. CAO R. Blair advised that roads are evaluated annually and that Carriage Lane involves underlying base infrastructure considerations.

S. Allison reviewed proposed capital projects, grant funding opportunities, applicable funding criteria and anticipated funding sources. Council discussed infrastructure improvements, equipment replacements, road projects, municipal facilities, parks, utilities and other departmental capital requests.

Councilor Ball asked about the life expectancy of the lift station pumps. CAO R. Blair advised that the expected lifespan is approximately 10 years. Councilor Tolley asked whether the pump replacement could be deferred if the Town were to eliminate the lift station. CAO R. Blair confirmed that it could potentially be deferred. Councilor Fricke requested a cost comparison of maintaining the lift station versus its removal, including the potential long-term savings. CAO R. Blair agreed to provide further cost analysis and options for Council's consideration.

Street improvement options, including Pearson Place, Beckner and the lining of Nanton Street, were also discussed.

Councilor Selanders asked how grant funding allocations are

determined. S. Allison explained that allocations are based on a government formula that considers factors such as population and road lengths, with funding subject to specific eligibility criteria and restrictions. S. Allison also reviewed the available grant funding programs and proposed funding sources for the capital projects.

Councilor Ball requested that maintenance costs for Unit 120 be included in the discussion at the November 18 Intermunicipal Collaboration Committee (ICC) meeting.

Councilor Selanders asked about the annual rental cost of the Town's 9th Avenue location. CAO R. Blair advised that the Town pays approximately $23,000 annually.

S. Allison reviewed departmental operating capital requests, including the water meter replacement program, golf course bunker renovations, arena repairs and equipment, and proposed Community Hall booking and scheduling software. Approximately 700 water meters remain to be replaced, with the program funded through designated reserves.

Councilor Tolley asked whether the proposed Community Hall booking software would allow users to make payments at the time of booking. S. Allison agreed to investigate this further.

S. Allison advised that the Town is projected to have approximately $3.1 million in outstanding loans by the end of 2027. She also reviewed the proposed increase to Council remuneration based on updated municipal census figures and projected population growth.

Councilor Roberts noted that several park signs require replacement and requested that Administration investigate options.

Council thanked S. Allison for the presentation.

Motion 351/26 Motion by Councilor Wilcox to accept the 2027 Budget, as information.

**CARRIED**

**DELEGATIONS:** Nil

**BYLAWS & POLICIES:** Nil

**NEW BUSINESS:** **1. Carstairs East Reservoir Ribbon Cutting Ceremony - Date & Time**

Council was advised of the ribbon cutting ceremony for the Carstairs East Reservoir.

Motion 352/26 Motion by Councilor Tolley to accept the Carstairs East Reservoir Ribbon Cutting Ceremony for November 20, 2026, at 1:30 p.m., as information.

**CARRIED**

**COMMITTEE REPORTS:**

**1. Policies & Priorities Committee**
- Next Meeting November 17, 2026.

**2. Mountain View Regional Waste Commission**
- Organizational Meeting and Board meeting December 7, 2026.

**3. Mountain View Regional Water Services Commission**
- Next meeting November 18, 2026.

**4. Mountain View Seniors' Housing**
- Organizational Meeting and Board Meeting November 12, 2026.

Motion 353/26 Motion by Councilor Fricke to accept all Committee Reports, as information.

**CARRIED**

**COUNCILOR REPORTS:**

**1. Councilor Ball**
- Provided a verbal report.
- November 7, 2026, attended Harvestfest at the Community Hall.

**2. Councilor Fricke**
- Provided a verbal report.
- November 5, 2026, attended the MVSH Staff Appreciation Event.
- November 7, 2026, attended Harvestfest at the Community Hall.

**3. Councilor Roberts**
- Provided a verbal report.
- November 3-5, 2026, attended the RMA Conference in Edmonton.
- November 7, 2026, attended Harvestfest at the Community Hall.
-

**4. Councilor Selanders**
- Provided a verbal report.
- October 28 and 30, 2026, attended the candlelight vigil for Keiton.
- November 7, 2026, attended Harvestfest at the Community Hall.

**5. Councilor Tolley**
- Provided a verbal report.
- November 7, 2026, attended Harvestfest at the Community Hall.

**6. Councilor Wilcox**
- Provided a verbal report.
- October 28, 2026, attended the candlelight vigil for Keiton.
- November 7, 2026, attended Harvestfest at the Community Hall.
- November 9, 2026, attended an online meeting with the Carstairs Public Library & Parkland.

**7. Mayor Allan**
- Provided a verbal report.
- October 29, 2026, attended dinner with the Premier.
- November 7, 2026, attended Harvestfest at the Community Hall.
- November 9, 2026, met with the Operations Manager at BMO.

Motion 354/26 Motion by Councilor Wilcox to accept all Councilor Reports, as information.

**CARRIED**

**CORRESPONDENCE:**

**1. Thank You – Mountain View Seniors Housing Golf Tournament**
Mountain View Seniors' Housing sent a thank-you note and photograph to Town Council, expressing appreciation for their continued support. The fundraising efforts raised $46,077.47.

**2. Red Deer River Watershed Alliance - Municipal Support Letter**
The Red Deer River Watershed Alliance (RDRWA) is requesting municipal support to become a funding partner.

CAO R. Blair informed Council that the Town currently supports the Red Deer River Municipal Users Group.

**3. Dental at Home - Support Letter**
Council received a letter from a registered dental hygienist requesting a letter of support to provide recurring community dental care services in Carstairs.

Administration advised that it has not received inquiries or concerns regarding residents being unable to access dental care in the community. With three existing dental offices in Town, Administration does not see a demonstrated need for the proposed service.

Council agreed that the service is not necessarily required at this time but noted that the applicant is welcome to apply for a business license and proceed with establishing a mobile dental business in Town, should they wish to do so.

Motion 355/26 Motion by Councilor Selanders to direct Administration to respond to Dental at Home.

**CARRIED**

Motion 356/26 Motion by Councilor Ball to accept all Correspondence, as information.

**CARRIED**

**CAO'S REPORT:**
- October 27, 2026, met with Kitstone developers.
- October 29, 2026, met with MLA Tara Sawyer and the Premier.
- November 2, 2026, met with Chris Ulmer from Urban Systems.
- November 2, 2026, met with Neoform regarding Seniors facility.
- November 3, 2026, met with Trinus to discuss the IT Roadmap.
- November 4, 2026, attended the monthly Planning & Engineering meeting with ISL.
- November 5, 2026, met with lawyers to review Neoform agreement.
- November 7, 2026, attended Harvestfest to celebrate the 50th Anniversary for the Carstairs and District Agricultural Society.
- November 8, 2026, attended breakfast with Kitstone developers.

Motion 357/26 Motion by Councilor Fricke to accept the CAO's Report, as information.

**CARRIED**

**COUNCILOR COMMENTS:**

**1. Councilor Selanders**
Inquired about the operation of the concession, including its hours of operation and where inquiries should be directed.

CAO R. Blair advised that inquiries could be directed to Community Services. He explained that concessions generally operate during busier seasons and events.

Motion 358/26 — Motion by Councilor Ball to accept Councilor Comments, as information.

**CARRIED**

**PUBLIC QUESTION PERIOD:** Nil

**CLOSED MEETING:**

**1. Section 19 - Disclosure Harmful to Business Interests of a Third Party**
*Section 197 of the Municipal Government Act permits Council and Council Committees to meet in closed session only when the matter to be discussed falls within an exception to disclosure under Division 2 of Part 1 of the Access to Information Act (ATIA).*

Motion 359/26 — Motion by Councilor Roberts that Council close the meeting to the public to discuss Business Interests of a Third Party, pursuant to Section 19 of the ATIA, at 8:26 p.m.

**CARRIED**

Motion 360/26 — Motion by Councilor Selanders to come out of the Closed Meeting session at 8:43 p.m.

**CARRIED**

**NEXT MEETING:** Monday, November 23, 2026, at 7:00 p.m.

**ADJOURNMENT:**

Motion 361/26 — Motion by Councilor Wilcox to adjourn the meeting of November 9, 2026, at 8:44 p.m.

**CARRIED**

_____
**Dean Allan, Mayor**

_____
**Rick Blair, CAO**

**TOWN OF CARSTAIRS**
**2027 BUDGET**

| CAPITAL LISTING | | | | Funding Sources | Grants | Taxes/User Fees | MVC - ICF Funding | Other | Reserves | Loan /Debenture | Total | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GL | Department | Description | Expense | | | | | | | | | LGFF | 914,891.00 |
| | Operational Services | Snow Blower (Replacement) Asset 11982 acquired 2017 useful life ended in 2021 | 233,000.00 | 5 year loan | | | | | | 233,000.00 | 233,000.00 | CCBF | 369,647.00 |
| | Operational Services | Midsize Loader | 270,000.00 | 5 year loan | | | | | | 270,000.00 | 270,000.00 | | |
| | Operational Services | Lift Station Elimination | 800,000.00 | LGFF | 800,000.00 | | | | | | 800,000.00 | | |
| | Operational Services | Street improvement Program (Nanton) | 900,000.00 | LGFF/CCBF | 484,538.00 | | | | 415,462.00 | | 900,000.00 | | |
| | Operational Services | Hydrant Replacements (Highfield Drive & Nanton Street) | 30,000.00 | | | 30,000.00 | | | | | 30,000.00 | | |
| | Operational Services | Sanitary Lining - Trunk Main Infiltration | 320,000.00 | 4-42-00-761-0 | | | | | 320,000.00 | | 320,000.00 | | |
| | Operational Services | Seniors Housing Servicing | 1,100,000.00 | 5 year loan | | | | | | 1,100,000.00 | 1,100,000.00 | | |
| | Operational Services | New tube for harley rake or new tips ($1,600.00) | 5,826.99 | | | 5,826.99 | | | | | 5,826.99 | | |
| | Corporate Services | Administration Building | 1,500,000.00 | Debenture | | | | | | 1,500,000.00 | 1,500,000.00 | | |
| | Golf Course | John Deere Gator TX | 23,000.00 | | | 23,000.00 | | | | | 23,000.00 | | |
| | Golf Course | John Deere 2500E-Cut Triplex Mower (Innisfail) | 5,000.00 | | | 5,000.00 | | | | | 5,000.00 | | |
| | Golf Course | John Deere Quick-Adjust VertCutting Units | 30,000.00 | | | 30,000.00 | | | | | 30,000.00 | | |
| | Golf Course | Turfcare Shop Boiler/Combi Unit | 20,000.00 | | | 20,000.00 | | | | | 20,000.00 | | |
| | Golf Course | Range Ball Dispenser | 25,000.00 | | | 25,000.00 | | | | | 25,000.00 | | |
| | Corporate Services | UPS for Computer Server | 5,300.00 | | | 5,300.00 | | | | | 5,300.00 | | |
| | Arena | Hot Water Tanks x 2 | 12,000.00 | | | 12,000.00 | | | | | 12,000.00 | | |
| | Fire Department | Unit 120 Replacement (Deferred Purchased 56 months)Deposit required 2027 and is shared equally between MVC/Town | 86,500.00 | 4-23-00-710-0 | | | | | 86,500.00 | | 86,500.00 | | |
| | | **TOTAL** | **5,365,626.99** | | 1,284,538.00 | 156,126.99 | - | - | 821,962.00 | 3,103,000.00 | 5,365,626.99 | | |



Classification: Public



AGENDA ITEM #a)

| OPERATING CAPITAL LISTING | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GL | Department | Description | Expense | Funding Sources | Grants | Taxes/User Fees | MVC - ICF Funding | MVC | Reserves | Loan | Total | | |
| 2-23-00-520-1 | Fire | Motorola Radios x 2 | 9,952.10 | | | 4,976.05 | | 4,976.05 | | | 9,952.10 | | |
| 2-23-00-520-1 | Fire | SCBA x 2 | 23,254.00 | | | 11,627.00 | | 11,627.00 | | | 23,254.00 | | |
| 2-23-00-520-1 | Fire | Rapid Intervention Team Kit | 7,724.00 | | | 3,862.00 | | 3,862.00 | | | 7,724.00 | | |
| 2-23-00-520-1 | Fire | Hose Testing Machine | 8,494.05 | | | 4,247.03 | | 4,247.03 | | | 8,494.05 | | |
| 2-23-00-520-1 | Fire | Thermal Imaging Camera | 6,727.00 | | | 3,363.50 | | 3,363.50 | | | 6,727.00 | | |
| 2-23-00-520-1 | Fire | Bunker Gear x 5 | 26,037.85 | | | 13,018.93 | | 13,018.93 | | | 26,037.85 | | |
| 2-26-00-512-0 | Emergency Services | Ballistic Vest | 1,500.00 | | | 1,500.00 | | | | | 1,500.00 | | |
| 2-26-00-215-0 | Emergency Services | Cell Phones x 3 | 4,750.00 | | | 4,750.00 | | | | | 4,750.00 | | |
| 2-26-00-510-0 | Emergency Services | Cenotaph Flag Pole | 4,800.00 | | | 4,800.00 | | | | | 4,800.00 | | |
| 2-24-00-290-0 | Emergency Services | Emergency Stormwater Containment Supplies | 3,200.00 | | | 3,200.00 | | | | | 3,200.00 | | |
| 2-72-08-510-0 | Operational Services | Picnic Tables and Garbage Cans - Firemans & Elks Parks | 7,000.00 | | | 7,000.00 | | | | | 7,000.00 | | |
| 2-32-00-252-0 | Operational Services | Scarlett Ranch Pathway Beautification | 10,000.00 | | | 10,000.00 | | | | | 10,000.00 | | |
| 2-32-00-510-0 | Operational Services | Various Hand/Power Tools | 5,000.00 | | | 5,000.00 | | | | | 5,000.00 | | |
| 2-72-08-534-0 | Operational Services | Shale Ball Diamonds | 6,000.00 | | | 6,000.00 | | | | | 6,000.00 | | |
| 2-32-00-510-0 | Operational Services | Garbage Can Replacement Program | 9,000.00 | | | 9,000.00 | | | | | 9,000.00 | | |
| 2-32-00-510-0 | Operational Services | Color Printer | 1,000.00 | | | 1,000.00 | | | | | 1,000.00 | | |
| 2-72-08-524-2 | Operational Services | Spray Tanks | 1,000.00 | | | 1,000.00 | | | | | 1,000.00 | | |
| 2-32-00-510-0 | Operational Services | Ipads x 2 | 2,000.00 | | | 2,000.00 | | | | | 2,000.00 | | |
| 2-41-00-538-0 | Operational Services | Water Meters | 193,000.00 | | | 193,000.00 | | | | | 193,000.00 | | |
| 2-72-04-524-2 | Golf Course | Stihl 462 Chainsaw | 1,800.00 | | | 1,800.00 | | | | | 1,800.00 | | |
| 2-72-04-524-2 | Golf Course | Stihl 201 Chainsaw | 1,200.00 | | | 1,200.00 | | | | | 1,200.00 | | |
| 2-72-04-510-7 | Golf Course | Kitchen Wares and Supplies | 4,000.00 | | | 4,000.00 | | | | | 4,000.00 | | |
| 2-72-04-510-7 | Golf Course | Appliances | 1,000.00 | | | 1,000.00 | | | | | 1,000.00 | | |
| 2-72-04-530-2 | Golf Course | Bunker Renovation (Replacement program starting 2025 until completed) | 30,000.00 | | | 30,000.00 | | | | | 30,000.00 | | |
| 2-72-06-250-1 | Arena | Compressor #1 Overhaul | 16,000.00 | | | 16,000.00 | | | | | 16,000.00 | | |
| 2-72-06-252-0 | Arena | Water line repairs(year 3 of 3) | 18,000.00 | | | 18,000.00 | | | | | 18,000.00 | | |
| 2-72-06-510-0 | Arena | Speed Bumps | 1,067.96 | | | 1,067.96 | | | | | 1,067.96 | | |
| 2-72-06-510-0 | Arena | Service Cart - Arena Concession | 345.00 | | | 345.00 | | | | | 345.00 | | |
| 2-72-06-510-0 | Arena | 3 in 1 Creeper | 166.00 | | | 166.00 | | | | | 166.00 | | |
| 2-72-06-251-0 | Arena | Drum Fans | 1,906.00 | | | 1,906.00 | | | | | 1,906.00 | | |
| 2-72-06-510-0 | Arena | Stackable Chairs (south meeting room) | 2,080.00 | | | 2,080.00 | | | | | 2,080.00 | | |
| 2-72-06-510-0 | Arena | Folding Tables x 10 | 3,150.00 | | | 3,150.00 | | | | | 3,150.00 | | |
| 2-72-06-510-0 | Arena | Folding Chairs x 50 | 2,000.00 | | | 2,000.00 | | | | | 2,000.00 | | |
| 2-72-06-510-0 | Arena | Chair Dolly | 644.00 | | | 644.00 | | | | | 644.00 | | |
| 2-72-06-252-0 | Arena | Re-key Dressing rooms | 1,000.00 | | | 1,000.00 | | | | | 1,000.00 | | |
| 2-72-05-252-0 | Arena | Baby Change Station | 587.00 | | | 587.00 | | | | | 587.00 | | |
| 2-72-06-251-0 | Arena | Repair/maintain Radiant Heaters | 4,000.00 | | | 4,000.00 | | | | | 4,000.00 | | |
| 2-72-06-252-0 | Arena | Repair Soffit at main entrance | 5,500.00 | | | 5,500.00 | | | | | 5,500.00 | | |
| 2-72-06-510-0 | Arena | Foam Rink Dividers (10) | 5,044.00 | | | 5,044.00 | | | | | 5,044.00 | | |
| 2-74-02-250-0 | Community Hall | Counter replacement | 9,500.00 | | | 9,500.00 | | | | | 9,500.00 | | |
| 2-74-02-510-0 | Community Hall | New Round tables x 8 | 4,600.00 | | | 4,600.00 | | | | | 4,600.00 | | |
| 2-74-02-510-0 | Community Hall | Folding Table Dolly | 650.00 | | | 650.00 | | | | | 650.00 | | |
| 2-74-02-510-0 | Community Hall | 6' Folding Tables x 10 - small room | 3,150.00 | | | 3,150.00 | | | | | 3,150.00 | | |
| 2-62-00-234-0 | Community Services | Finnly Sport Software (8900 subsequent years) | 12,600.00 | | | 12,600.00 | | | | | 12,600.00 | | |
| 2-61-00-239-1 | Planning & Development | Economic Development Gap Analysis | 78,618.25 | | 39,309.12 | 39,309.13 | | | | | 78,618.25 | | |
| | | | **539,047.21** | | **39,309.12** | **458,643.59** | **-** | | **-** | **-** | **539,047.21** | | |



Classification: Public

# TOWN OF CARSTAIRS
# 2027 BUDGET

## LOANS & DEBENTURES

| Description | 2027 Beginning Balance | 2027 BUDGETED Principle Payments | 2027 BUDGETED Interest Payments | 2027 Ending Balance | Term | Years Remaining after 2027 Payment |
|---|---|---|---|---|---|---|
| Debenture ADC - Fire Hall | 1,154,003.83 | 104,905.82 | 23,573.40 | 1,049,098.01 | 15 | 9 |
| Fire Emergency Services Vehicle | 175,642.19 | 50,000.00 | 7,292.73 | 125,642.19 | 10 | 3 |
| Street Sweeper | 56,441.40 | 56,441.40 | 1,548.04 | - | 5 | 0 |
| JD Area Mower | 37,372.20 | 18,686.10 | 1,393.16 | 18,686.10 | 5 | 1 |
| 2024 Equipment Loan | 200,364.94 | 100,182.45 | 7,469.22 | 100,182.49 | 5 | 1 |
| Water Reservoir | 152,953.80 | 30,590.76 | 4,919.19 | 122,363.04 | 5 | 4 |
| Water Service Line | 1,082,121.83 | 36,882.39 | 44,743.94 | 1,045,239.44 | 20 | 18.5 |
| Fleet Lease | 635,358.40 | 148,277.64 | 25,778.76 | 583,940.60 | 5 | 3.5 |
| Jacobsen AR 530 Rough Mower | 83,025.60 | 20,756.40 | 3,503.96 | 62,269.20 | 5 | 3 |
| Snow Blower & Loader | 503,000.00 | 100,600.00 | 21,723.81 | 402,400.00 | 5 | 4 |
| Senior's Housing Servicing | 1,100,000.00 | 220,000.00 | 47,507.34 | 880,000.00 | 5 | 4 |
| Administration Building | 1,500,000.00 | 22,493.91 | 74,124.49 | 1,477,506.09 | 30 | 29 |
| **TOTALS** | **6,680,284.19** | **909,816.87** | **263,578.04** | **5,867,327.16** | | |
| | | (7) | (6) | | | |

(7) = Line 7 on Budget Summary
(6) = Line 6 on Budget Summary

# Reserve Account Tracker - Opening Balance, Transactions & Closing Balance

*Opening balances link to each account's reconciliation sheet. Transactions roll up from the 'Transactions' sheet. Reserve (credit) balances are negative, matching the GL.*

| Account Number | Account Name | Opening Balance (2026) | Debits (Draws / Expenses) | Credits (Levies / Interest / Contributions) | Closing Balance |
|---|---|---|---|---|---|
| 4-00-00-710-0 | Operations Stabilization | (1,131,152.83) | 360,274.67 | (517,180.24) | **(1,288,058.40)** |
| 4-00-00-711-0 | Equipment Capital Reserve | (115,200.00) | 15,000.00 | (100,472.17) | **(200,672.17)** |
| 4-23-00-710-0 | Fire Equipment (Town) | (65,705.30) | - | (85,269.31) | **(150,974.61)** |
| 4-23-00-712-0 | Building Reserves | (51,468.26) | 67,751.38 | (95,180.86) | **(78,897.74)** |
| 4-26-00-491-0 | Policing - Reserve | (167,415.04) | 85,437.75 | - | **(81,977.29)** |
| 4-32-00-760-0 | Cap. Reserve - Roads | (53,672.35) | 57,829.00 | (57,829.00) | **(53,672.35)** |
| 4-32-00-764-0 | Off Site Levy - Transportation | (829,515.98) | - | (91,461.97) | **(920,977.95)** |
| 4-37-00-764-0 | Off Site Levy - Storm | (603,229.51) | - | (18,520.45) | **(621,749.96)** |
| 4-41-00-760-0 | Capital Reserve Water | (840,037.73) | - | (166,643.07) | **(1,006,680.80)** |
| 4-41-00-764-0 | Off Site Levy - Water | (611,277.38) | 2,901,493.12 | (2,360,454.05) | **(70,238.31)** |
| 4-42-00-760-0 | Capital Reserve Sanitary | (394,444.39) | - | (138,115.91) | **(532,560.30)** |
| 4-42-00-761-0 | Reserves - Wastewater Infrastructure | (463,218.26) | 282,512.00 | (244,060.66) | **(424,766.92)** |
| 4-42-00-764-0 | Off Site Levy - Sewer | (1,066,137.23) | - | (62,583.98) | **(1,128,721.21)** |
| 4-43-00-292-0 | Reserves - Solid Waste | (47,795.02) | - | - | **(47,795.02)** |
| 4-72-00-714-0 | Capital Reserve Recreation | (1,633.49) | - | - | **(1,633.49)** |
| 4-72-04-710-0 | Reserves - Golf Carts | (2,243.46) | - | - | **(2,243.46)** |
| **Total** | | **(6,444,146.23)** | **3,770,297.92** | **(3,937,771.67)** | **(6,611,619.98)** |

## Carstairs and District Historical Society
## Projected Revenue and Expenses
## January through December 2026

| Revenue | $ to Dec 31st | Actual as of Oct 31st |
|---|---|---|
| Admission Donations | 59 | 59 |
| Bank Interest | 936 | 780 |
| Canada Summer Jobs Grant | 8,409 | 8,409 |
| Casino | 32,969 | 32,969 |
| Concert Sales | 4,600 | 3,740 |
| Fundraisers | | |
| Canada Helps | 314 | 264 |
| Misc fundraisers | 10,080 | 10,080 |
| Fundraisers-Other | 530 | 530 |
| GST Rebate | 127 | 0 |
| Individual Donations W/Tax Receipt | 1,000 | 1,000 |
| Individual Donations-Other | 3,953 | 3953 |
| Investment Interest | 2,254 | 1,878 |
| Memberships | 70 | 70 |
| Mountain View County | 6,000 | 6,000 |
| Museums Alberta | 25,000 | 25,000 |
| Town of Carstairs | 58,905 | 45,062 |
| **Total Income** | **155,206** | **139,794** |

| Expense | $ to Dec 31st | Actual as of Oct 31st |
|---|---|---|
| Advertising and Promotion | 731 | 731 |
| Bank Service Charges | 231 | 193 |
| Casino Expense | 755 | 755 |
| Concert Expenses | 2,400 | 1,800 |
| Custodial | 2,000 | 1,418 |
| Dues and Subscriptions | 540 | 315 |
| Fundraising | 4,340 | 4340 |
| GST Expense | 200 | 127 |
| Insurance | 12,286 | 12,286 |
| Office Supplies | 1,417 | 1,217 |
| Professional Fees | 2,300 | 1,962 |
| Programs & Events | 2,489 | 2,489 |
| Repairs and Maintenance | 2,341 | 2,142 |
| Salaries | | |
| MERC | 8,063 | 6,879 |
| Salaries | 76,313 | 65,641 |
| Utilities | 8,647 | 7,065 |
| Volunteer Appreciation | 294 | 294 |
| **Total Expenses** | **125,347** | **109,654** |
| **Net Revenue** | **29,859** | **30,141** |

9:50 AM
2026-11-13
Accrual Basis

# Carstairs and District Historical Society
## Balance Sheet
As of 31 October 2026

| | 31 Oct 26 |
|---|---|
| ASSETS | |
| Current Assets | |
| Chequing/Savings | |
| ATB Chequing 1625 | 47,675.71 |
| Casino Account 2301 | 30,285.18 |
| Casino Business Savings 178 | 10,675.91 |
| Casino Savings | 15.39 |
| GIC 5900 | 11,205.77 |
| Investments | 17,500.00 |
| T Bill Savings Account 4278 | 81,067.64 |
| Total Chequing/Savings | 198,425.60 |
| Total Current Assets | 198,425.60 |
| Fixed Assets | |
| Admin Building | 270,000.00 |
| Building - Museum | 150,000.00 |
| Building Upgrades | 14,520.89 |
| Cormode House Property | 105,000.00 |
| Museum Collection | 69,421.95 |
| Total Fixed Assets | 608,942.84 |
| Other Assets | |
| Prepaids | 573.87 |
| Westview Co-op Shares | 142.60 |
| Total Other Assets | 716.47 |
| TOTAL ASSETS | **808,084.91** |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 1,192.75 |
| Total Accounts Payable | 1,192.75 |
| Other Current Liabilities | |
| GST/HST Payable | -185.83 |
| Total Other Current Liabilities | -185.83 |
| Total Current Liabilities | 1,006.92 |
| Total Liabilities | 1,006.92 |
| Equity | |
| Opening Bal Equity | 347,754.67 |
| Retained Earnings | 429,182.62 |
| Net Income | 30,140.70 |
| Total Equity | 807,077.99 |
| TOTAL LIABILITIES & EQUITY | **808,084.91** |

To Be Ratified at 2027 CDHS AGM (Feb)

## Carstairs and District Historical Society
## 2027 Provisional Budget
## Based on 2026 Projected Revenue and Expenses

| Revenue | $2026 Projection | $2027 Provisional Budget |
|---|---|---|
| Admission Donations | 59 | 1200 |
| Bank Interest | 936 | 936 |
| Canada Summer Jobs Grant | 8,409 | 8,500 |
| Casino | 32,969 | 0 |
| Concert Sales | 4,600 | 5,000 |
| Fundraisers | | |
| Canada Helps | 314 | 300 |
| Misc fundraisers | 10,080 | 10,000 |
| Fundraisers-Other | 530 | 550 |
| GST Rebate | 127 | 130 |
| Individual Donations W/Tax Receipt | 1,000 | 1,000 |
| Individual Donations-Other | 3,953 | 2,800 |
| Investment Interest | 2,254 | 2,300 |
| Memberships | 70 | 120 |
| Mountain View County | 6,000 | 6,000 |
| Museums Alberta | 25,000 | 25,000 |
| Town of Carstairs | 58,905 | 61,285 |
| **Total Income** | **155,206** | **$125,121** |

| Expense | $2026 Projection | $2027 Provisional Budget |
|---|---|---|
| Advertising and Promotion | 731 | 1000 |
| Bank Service Charges | 231 | 230 |
| Casino Expense | 755 | 0 |
| Concert Expenses | 2,400 | 2,400 |
| Custodial | 2,000 | 2,000 |
| Dues and Subscriptions | 540 | 600 |
| Fundraising | 4,340 | 4,400 |
| GST Expense | 200 | 200 |
| Insurance | 12,286 | 13,000 |
| Office Supplies | 1,417 | 5,000 |
| Professional Fees | 2,300 | 2,600 |
| Programs & Events | 2,489 | 2,500 |
| Repairs and Maintenance | 2,341 | 2,400 |
| Salaries | | |
| MERC | 8,063 | 8,600 |
| Salaries | 76,313 | 77,000 |
| Utilities | 8,647 | 9,000 |
| Volunteer Appreciation | 294 | 300 |
| **Total Expenses** | **125,347** | **$131,230** |
| Net Revenue | **29,859** | **-$6,109*** |

* Note the projected 2027 deficit of $6,109 will be covered using the surplus generated by the 2026 casino fundraiser.

# A Comprehensive Institutional Plan
# CARSTAIRS HERITAGE CENTRE
# 2027 to 2031



Updated Nov 2026, to be ratified at the CDHS AGM Feb 2027

**Note:**

1. *The 5-Year Plan is to be reviewed and updated annually during the first Quarter of Society and Museum operations. The original 5-Year Plan was developed in February 2011 and has been updated annually since this original edition.*
2. *Additional planning documents (work plan and/or action plan) may be required to actuate the 5-Year Plan and will be created/reviewed as necessary.*

## BACKGROUND

**Profile**

The Carstairs & District Historical Society (CDHS) is a non-profit, registered charity incorporated under the Alberta Societies Act in 1986. It is a membership organisation, and membership is open to all individuals, families and organisations with an interest in Local, Regional and Western Canadian History and Heritage.

The CDHS operates **The Carstairs Heritage Centre** to help fulfill its Mandate & Mission:

> *To collect, preserve, record, and interpret objects and materials relevant to Carstairs and District from the time of the first settlement to the present day; to preserve cultural traditions and maintain the local knowledge of the community.*

Further supporting the Museum's and CDHS key values/principles*:

> *The collection will be presented with integrity and relevancy to the community and without bias, for educational and cultural enjoyment for present and future generations.*
>
> **Note: Please see Policy Manual A-1, Schedule 1 for "Commonly Held Values."*

Vision Statement:

> *The vision of the Carstairs and District Historical Society is to be a relevant, unbiased community asset that provides inspiration, knowledge and curiosity to the individuals, organisations, and businesses of the Carstairs area*

Equity Statement:

> *The Carstairs & District Historical Society is committed to building an environment of equity, diversity, and accessibility for staff, volunteers, visitors, and the broader community by incorporating the diverse experiences, voices, and contributions of all people connected to this place and its heritage. This includes implementing best practices with respect to equitable recruitment and hiring, building an inclusive work environment, as well as honoring diversity with community engagement and learning.*

The CDHS is supported by its membership, the Town of Carstairs, Mountain View County, and the Alberta Museums Association. Additional funds and support are provided through various grants; generous individual, corporate, private donations; and annual fundraisers.

The Carstairs Heritage Centre would not be possible without the support of the Community of Carstairs & District, and the work of our countless volunteers.

Updated Nov 2026, to be ratified at the CDHS AGM Feb 2027

**Governance**

The Carstairs Heritage Centre is staffed by a Curator/Manager, who is employed by the Carstairs and District Historical Society (CDHS). CDHS is overseen by a Governance Board. The Board consists of a President, a Vice President, a Secretary, a Treasurer, and elected Directors.

**5-Year Plan**

The 5-Year Plan is the key planning tool for the CDHS and Carstairs Heritage Centre. It is both an institutional plan and year-to-year operations guide – combining strategic objectives and operational goals.

The Plan is renewed annually by the board of the CDHS and the Carstairs Heritage Centre Curator/ Manager. A provisional 5-year plan is presented to the Town Council during the CDHS's council delegation. This is an opportunity for review and input from council members. It is then reviewed annually by Society membership and further voted at the AGM (February) which is open to the public. After approval by the Board and Society, the 5-Year Plan is published online, and hardcopies are made available at the Carstairs Heritage Centre for any interested party. A follow-up presentation (per request) with Q&A to Town Council and/or County Council is the final step for approving the document for the year.

**Museum & Grounds**

The present facilities include: Visitor Information Centre (Administration Building), Main Museum (Roulston Hall, Knox Church, Ing Gallery, Pointen Gallery, & North Gallery), 3 carriage houses (each about 560 square feet, suitable for large displays in the summer), The McCaig House (pioneer homestead) and garage (250 square feet).

The Carstairs Heritage Centre collection includes:

- 3907 Artifacts
- 2092 Newspapers, dating back to 1905
- 804 folders of Textual Archival Material
- 5,098 Archival Photographs

Updated Nov 2026, to be ratified at the CDHS AGM Feb 2027

**Operations & Programming**

**Museum Open Hours**

Summer Hours (June, July, August): Monday through Sunday: 10am-4pm

Winter Hours: Monday-Friday: 10am-4pm
**Additional hours are available by appointment.*

**Current Programming**

- **Educational Programs**
  - *The Five Things*– onsite program
  - *Grade 3 Edu-Kit* – outreach program
  - *Grade 5 The Great Depression* - onsite program
  - *The Home Front (Remembrance Day)* – onsite or outreach program
  - *The History of Public Utilities is Carstairs*
- **Outreach**
  - *What is it?*
  - *Carstairs - 1883-1903*
  - *Good News, Bad News & No News.*
  - *Chinook Winds Lodge Visits*
  - *Flash Back Friday*
- **Entertainment**
  - Reminisce Speaker Series – a guest speaker series based in personal experience in a topic area
  - Scavenger Hunt
  - Concert Series
  - Pointon Art Gallery - Art Galas.
  - Pop up Yoga
  - Family Crafts (bird houses, pumpkin carving, gingerbread house)

**Events & Activities**

- Pioneer Supper (February)
- Carstairs Block Party (May)
- Carstairs and District Historical Society Open House (May)
- Aggie Days (May)
- Carstairs Heritage Festival (June)
- Canada Day (July)
- Beef & Barley Days (July)
- Carstairs Horticultural Show (August)
- Walk the Block (August)
- The Carstairs Show and Shine (August)
- Mountain View Indigenous Culture Days (September)
- Night at the Museum (October)
- Remembrance Day (November)
- Crazy Carstairs Christmas (December)

Updated Nov 2026, to be ratified at the CDHS AGM Feb 2027

**2026 YEAR REVIEW**

**Projects & Operations**

- ✓ Visitor Information Centre re-accreditation (annual)
- ✓ Successful Reapplication to the Alberta Museums Association Registered Museum Program (good until 2031)
- ✓ Erected Flagpole
- ✓ Fresh limestone for garden pathways
- ✓ Received grants to support two summer students.
- ✓ North Gallery
  - Improved Indigenous history exhibit
  - Improved Military Exhibit

**Collections Management**

- ✓ Continuing accessions, cataloguing, or deaccession of Orphaned Items
- ✓ Inventory location and cataloguing – (updated over 1000 artifacts in the year 2026)
  - Finished renumbering and relabeling of the Collection to bring up to a Museum Standard
  - located 800+ artifacts with unknown locations
- ✓ Ongoing collection audit (creating space for more artifacts)
- ✓ Ongoing storage facilities re-organization planning/mapping

**Programming**

- ✓ Partnered with local organizations for events including, Mountain View Moccasin House, The Chinook Winds Lodge, Carstairs FCSS, Mountain View Country Family Resource Network, The HSS Leadership group, the Carstairs AG Society, the Carstairs Legion, The Carstairs Elks Lodge, The Carstairs Ag Society and The Carstairs Library.
- ✓ Educational Programming for Grade 3s and Grade 5s and Grade 8s.
- ✓ Hosted Library Reading Camp, Day Care, Carstairs Rec, Day Care Groups.
- ✓ Hosted 6 concerts
- ✓ Hosted 3 family craft events

**Exhibits & Display**

- ✓ Maintaining the museum's social media presence
- ✓ Continued the redevelopment of the North Gallery
- ✓ Art Gallery
- ✓ Offsite (Library Exhibits)
  - Carstairs Baseball
  - Little Women

**Facilities & Maintenance**

- ✓ Pest control
- ✓ Improved water drainage
- ✓ Planted an additional 22 new perennials/bulbs into the garden
- ✓ Improved railing on church entrance and west exit.

Updated Nov 2026, to be ratified at the CDHS AGM Feb 2027

**2027 YEAR OBJECTIVES AND PRIORITIES**

In 2027, the Carstairs Heritage Centre will continue working to strengthen and expand its educational programming. Work is already underway, with the museum hosting the Rural Roots Homeschool Group on the first Thursday of each month throughout the school year. Additionally, the Curator/Manager is developing educational kits to prepare Grade 3 and Grade 5 students for their visits to the museum. These kits will include background information and activities designed to enrich students' understanding of local history. As the Alberta Government implements its new curriculum, the museum will continue to ensure its educational programs align with current provincial learning objectives.

An application will be submitted to the Canada Cultural Spaces Fund to support the purchase and installation of specialized equipment to purchase a new scanner. Hundreds of photographs in the museum's collection are awaiting digitization, and this equipment will help preserve these important historical resources while improving public access to the collection.

The Carstairs & District Historical Society will undertake a formal review of its organizational policies. This initiative has two important objectives. First, it will ensure that society's policies remain relevant and address any gaps that may have emerged as the community and organization have changed. Second, the review will provide an opportunity to strengthen the Board of Directors' understanding of the society's operations to ensure that the organization continues to effectively fulfill its mission and mandate.

Finally, the Carstairs Heritage Centre will continue building on its advertising and promotional efforts. An advertising campaign has already begun to increase awareness and attendance at the museum's concert series. In 2027, the museum hopes to expand these efforts to reach a broader audience, strengthen the Centre's visibility as a local tourism destination, and encourage more visitors to explore both the museum and the community of Carstairs.

Updated Nov 2026, to be ratified at the CDHS AGM Feb 2027

## Category 1: Projects and Operations

| Category 1 Activities/Goals | Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee) | Timelines (end of fiscal) | | | | |
|---|---|---|---|---|---|---|
| | | 2027 | 2028 | 2029 | 2030 | 2031 |
| Restorative conservation of the Knox Presbyterian Church | Primary – B, C/M<br>Secondary – VT | X | X | X | | |
| Improving tracking volunteer hours ysing Track it Forward | Primary – C/M<br>Secondary – VT | X | X | X | X | X |
| Increasing society membership (membership drives, perc sect) | Primary – B, C/M<br>Secondary – VT | X | X | X | X | X |
| Advertising signage on the QE II | Primary – B, C/M | | X | X | | |
| Town of Carstairs heritage signage | Primary - C/M<br>Secondary – VT; SS | | | X | X | |
| Grow volunteer program – develop volunteer job descriptions. | Primary – C/M | X | X | X | X | X |
| Museum publication series | Primary – VT, C/M | | | X | X | X |
| Maintain museum's online presence (website, Facebook, etc.) | Primary – C/M, SS | X | X | X | X | X |
| Conduct a formal policy review | Primary - C/M, B | X | X | | | |
| Improve museum's accessibility | Primary - C/M<br>Secondary – VT; SS | X | X | X | X | X |
| Develop a one-page sustainability plan | Primary - C/M, B | X | | | | |
| Purchase archival grade scanner | Primary - C/M | X | | | | |

## Category 2: Partnership and Funds Development

Updated Nov 2026, to be ratified at the CDHS AGM Feb 2027

| Category 2 Activities/Goals | Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee) | Timelines (end of fiscal) | | | | |
|---|---|---|---|---|---|---|
| | | 2027 | 2028 | 2029 | 2030 | 2031 |
| **Annual fundraising event (Pioneer Supper)** | **Primary: Com** | X | X | X | X | X |
| **Strengthen and explore community partnerships – library, playschool, 4H, etc.** | **Primary – C/M** | X | X | X | X | X |
| **Develop and implement marketing and promotion plan** | **Primary – C/M**<br>**Secondary - B** | X | X | | | |
| **Partner with local businesses to synergize local tourism** | **Primary – C/M**<br>**Secondary - Com** | X | X | X | | |
| **Research and source new granting opportunities** | **Primary – C/M** | X | X | X | X | X |
| **Reference organizational structure plan to hire second staff member** | **Primary- B , C/M** | | | X | X | |
| **Develop and execute fundraising action plan** | **Primary – B**<br>**Secondary - Com** | X | X | X | X | X |
| **Remain agile to seek and meet new fundraising opportunities** | **Primary – B**<br>**Secondary - Com** | X | X | X | X | X |
| **Grow relationship with local Indigenous community** | **Primary – C/M**<br>**Secondary - B** | X | X | X | X | X |
| **Secure funding for printer/scanner upgrades** | **Primary – C/M** | X | | | | |

Updated Nov 2026, to be ratified at the CDHS AGM Feb 2027

## Category 3: Collections Management

| Category 3 Activities/Goals | Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee) | Timelines (end of fiscal) | | | | |
|---|---|---|---|---|---|---|
| | | 2027 | 2028 | 2029 | 2030 | 2031 |
| Archives cataloguing | Primary: SS, VT, C/M | X | X | X | X | X |
| Ongoing collections work – and upgrading to museum standard | Primary: C/M<br>Secondary: VT | X | X | X | X | X |
| Ongoing database and paper gift record reconciliation | Primary: VT<br>Secondary: C/M | X | X | | | |
| Photo digitization | Primary: SS<br>Secondary C/M | X | X | | | |
| Pursue newspaper digitization/ preservation project (as able to be funded) | Primary: C/M,<br>Secondary: VT | | | X | | |
| Collection inventory | Primary: VT<br>Secondary: C/M | X | X | | | |
| Audit storage facilities and develop plan | Primary: C/M | X | | | | |
| Upgrade storage facilities | Primary: C/M<br>Secondary: VT | | X | X | | |
| Make call for 80s 90s artifacts | Primary: C/M | X | X | | | |

Updated Nov 2026, to be ratified at the CDHS AGM Feb 2027

## Category 4: Programming

| Category 4 Activities/Goals | Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee) | Timelines (end of fiscal) | | | | |
|---|---|---|---|---|---|---|
| | | 2027 | 2028 | 2029 | 2030 | 2031 |
| Improve advertising and marking | Primary: VT<br>Secondary: C/M | X | X | X | X | X |
| Develop programming for homeschool families | Primary: C/M | X | X | | | |
| Continued development of upper grade (grade 5-12) programming | Primary: C/M<br>Secondary: VT | X | X | X | | |
| Formal review of educational programing | Primary: Com | X | X | | | |
| Develop materials for grade 3 and 5 classrooms. | Primary: C/M | X | | | | |
| Resume guest speaker series | Primary: Com | X | X | X | X | X |
| Build out Carstairs oral history project | Primary: C/M<br>Secondary: B, VT | X | X | X | X | X |
| Annual fieldtrips | Primary: C/M | X | X | X | X | X |
| Grow performing arts series | Primary: Com | X | X | X | X | X |
| Develop public tours and interpretive themes (adult and youth – e.g. scavenger hunt) | Primary: C/M<br>Secondary: SS | X | X | | | |
| Develop public programming and increase number of in-house events. (incl: summer programming) | Primary: C/M<br>Secondary: Com | X | X | X | X | X |

Updated Nov 2026, to be ratified at the CDHS AGM Feb 2027

**Category 5: Exhibits & Display**

| Category 5 Activities/Goals | Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee) | Timelines (end of fiscal) | | | | |
|---|---|---|---|---|---|---|
| | | 2027 | 2028 | 2029 | 2030 | 2031 |
| Develop plan for Ing Gallery Space – rotating/traveling | Primary: C/M | X | X | X | X | X |
| Pointen Gallery– rotating art exhibits | Primary: C/M | X | X | X | X | X |
| Improve Create an Indigenous History Exhibit | Primary: C/M | X | X | | | |
| Develop a satellite exhibit at the Memorial arena | Primary: C/M<br>Secondary: SS | | | X | X | |
| Research Carstairs 19th century history, improve exhibits | Primary: C/M<br>Secondary: SS | X | X | | | |
| Develop 3 new exhibits (Annually) for the Library Satellite display | Primary: C/M<br>Secondary: SS | X | X | X | X | X |
| Develop a satellite display at other third-party sites (I.e. Curling rink) | Primary: C/M<br>Secondary: SS | | | X | X | X |
| Develop exhibits for special events | Primary: C/M<br>Secondary: SS | X | X | X | X | X |
| Develop an online photo archive | Primary: C/M<br>Secondary: SS | | X | X | X | |
| Improve grounds, specifically the garden path and controlling weeds | Primary: C/M<br>Secondary: SS, VT | X | | | | |

# Bylaw No. 2072

**BEING** a Bylaw of the Town of Carstairs in the Province of Alberta, respecting rates to be charged for various goods and services provided by the Town of Carstairs and repealing Bylaw No. 2056.

**WHEREAS** sections 7 and 8 of the Municipal Government Act, RSA 2000, c M-26, as amended, authorizes a municipality to pass bylaws and establish fees, rates, tolls and other charges in relation to municipal services, programs, licenses, permits, approvals and other matters within municipal jurisdiction;

**AND WHEREAS** section 61(2) of the Municipal Government Act, RSA 2000, c M-26, as amended, authorizes a municipality to charge fees, tolls, and other charges for the use of property it owns or controls;

**AND WHEREAS,** section 481 (1) of the Municipal Government Act, RSA 2000, c M-26, as amended, authorizes a municipality to establish fees payable in respect of complaints to an Assessment Review Board;

**AND WHEREAS,** section 630.1 of the Municipal Government Act, RSA 2000, c M-26, as amended, authorizes a municipality to establish fees for planning and development functions;

**AND WHEREAS,** Council considers it desirable to establish rates and fees for municipal services, programs, permits, licenses, applications and other matters;

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

1. This Bylaw may be referred to as the **"2027 Rates and Fees Bylaw"**.

2. That the rates specified in the Schedules attached be charged for the goods and services specified. All rates are subject to GST where applicable

| | |
|---|---|
| Schedule A | Water, Wastewater and Garbage Collection |
| Schedule B | Administration |
| Schedule C | Building Development Permit Application |
| Schedule D | Cemetery |
| Schedule E | Dog Bylaw |
| Schedule F | Sports and Recreation |
| Schedule G | Traffic Bylaw |
| Schedule H | Fire Services & Establishment of a Fire Department Bylaw |
| Schedule I | Community Hall |
| Schedule J | Plotter Printer |
| Schedule K | Council Remuneration |
| Schedule L | Cat Bylaw |
| Schedule M | Noise Bylaw |
| Schedule N | Cannabis Consumption Bylaw |
| Schedule O | Smoking and Vaping Bylaw |
| Schedule P | Livestock Bylaw |
| Schedule Q | Community Standards Bylaw |
| Schedule R | Special Events Bylaw |
| Schedule S | Golf Course Fees |
| Schedule T | Hobby Kennel License Bylaw |
| Schedule U | Discharge of Projectiles Bylaw |
| Schedule V | The Fireworks Permission Bylaw |
| Schedule W | Animal Trapping Bylaw |
| Schedule X | Business License Bylaw |
| Schedule Y | Illegal Discharge of Sump Pumps |
| Schedule Z | Fire Pit Bylaw |
| Schedule AA | Injurious Occupation Bylaw |
| Schedule AB | Water Bylaw |

3. That the rates specified attached to this Bylaw may be modified and amended from time to time, as Council desires, by resolution of Council;

4. That this Bylaw shall come into full force and effect on January 1, 2027

**READ A FIRST TIME THIS 23rd DAY OF NOVEMBER A.D., 2026**

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

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

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

_____

**Dean Allan, Mayor**

_____

**Rick Blair, CAO**

**SCHEDULE 'A'**
**WATER AND WASTEWATER AND GARBAGE COLLECTION RATES**

**WATER RATES:**

**1. Metered Single Occupancy**

Metered consumption charge of $3.96 per cubic meter.
Water Infrastructure/Maintenance Fee $15.00 per month

**2. Metered Multiple Occupancy**

Where a separate meter has been installed for each unit within the building, a Water Infrastructure/Maintenance Fee of $15.00 per month shall apply to each unit plus a metered consumption charge of $3.96 per cubic meter.

Where only one meter is installed to serve the entire building, a Water Infrastructure/Maintenance Fee of $15.00 per month shall apply for each unit plus a metered consumption charge of $3.96 per cubic meter.

**3. Flat Rates**

For buildings without a water meter, or with an inoperable meter, the monthly charge shall be $75.00 per unit plus all base fees.

**4. Bulk Water Sales**

The charge for water sold in bulk quantities shall be $7.25 per cubic meter.

**5. Sales of Water Meters & Read-outs**

| | | |
|---|---|---|
| Size: | Up to 1" | $575.00 |
| | 1" | Contact the town |
| | 2" or greater | Contact the town |

**6. Additional Charges**

a. Any person who will not require water and sewer service for an extended period of time may request the Town to disconnect the service. The account holder will be required to pay a one-hundred-dollar ($100.00) disconnection/reconnection fee to resume service, payable in advance.

b. No person, other than those authorized by Utility Services, may operate a curb stop. Any attempt to turn the curb stop will result in a Two thousand Five Hundred-dollar ($2,500.00) fine to the person(s) who have signed the Town of Carstairs Development permit.

**WASTEWATER RATES:**

60% of Water Consumption Fees
Wastewater Infrastructure/Maintenance Fee per month $6.24

**GARBAGE COLLECTION AND DISPOSAL RATES:**

| | |
|---|---|
| Single Family Residence | $24.00 per month per bin |
| Multiple Dwelling – per unit | $24.00 per month per bin |
| Apartment – per unit | $24.00 per month per bin |
| Family Dwelling in Commercial | |
| Buildings – per unit | $24.00 per month per bin |
| Retail outlets – per unit | $24.00 per month per bin |
| Offices – per unit | $24.00 per month per bin |
| Hotels/Motels | $24.00 per month per bin |
| Restaurants/Coffee Shops | $24.00 per month per bin |
| Other businesses – per unit | $24.00 per month per bin |

An additional garbage bin removal service charge may apply ($100.00).

Replacement Garbage Bin $105.00

**SCHEDULE 'B'**
**ADMINISTRATION FEES**

1. **The fee for NSF or returned cheques is:**

   $20.00

2. **The fee for photocopying is:**

   $0.30 per page.

   A fee of $0.20 per sheet is charged to any volunteer of an organization requesting photocopying. Should the organization provide its own paper, the photocopying cost is $0.15 per sheet.

3. **The fee for FAX service is:**

   | | |
   |---|---|
   | To send local Faxes: | $1.00 per page |
   | Sending long-distance Faxes: | $2.00 per page |
   | To receive Faxes: | $1.00 per page |

4. **The fee for an assessment appeal is:**

   Residential $50.00
   Non-Residential $650.00

5. **The fee for a Tax Certificate is:**

   $40.00

6. **The fee for Tax Recovery Registration is:**

   $50.00 plus registration costs.

   - The administration fee for the auction is the cost plus 10% of the total sale price.

7. **The fee for dog licenses is:**

   No charge permanent tag
   $200.00 restricted dog
   $100.00 hobby license
   $ 30.00 per day boarding fees
   $ 10.00 replacement tag

8. **The fee for cat licenses is:**

   No charge permanent tag
   $ 30.00 per day boarding fees
   $ 10.00 replacement tag

9. **Tax Penalty**

   | | |
   |---|---|
   | Current Taxes: | July 1st – 14% |
   | Arrears (All Outstanding Balances): | January 1st – 14% |

| | |
|---|---|
| **10. Utility Account Penalty:** | 1.5% per month, 18% per annum<br>- current amounts<br><br>1.5% per month, 18% per annum<br>- outstanding amounts |
| **11. Accounts Receivable:** | 1.5% per month, 18% per annum |
| **12. Business Licenses:** | $100.00 Resident License<br>$125.00 Non-Residential License<br>$300.00 Peddler & Hawkers License |
| **13. Special Event License:** | $25.00 Temporary Vendor License (per day) |

**14. Campground Fees:**

$35.00 per power site
$28.00 per non-power site
$10.00 firewood per wheelbarrow load
$1.00 showers on timer
$5.00 sewage dump

**15. Personal Vehicle Allowance:**

As per Canada Revenue Agency – Reasonable per kilometer allowance

**16. Tax/Utility Invoice Reprint Charge:** $5.00 per invoice (1st Free)

**17. Paper Billing Charge:** $2.00 per bill

**18. ATIA/POPA Fees:**

| | |
|---|---|
| General Information Application Fee | $25.00 |
| General Information Continuing Request | $50.00 |
| Time for Locating, Retrieving & Redacting Records | $6.75 per quarter hour |
| Additional fees may apply under the ATIA/POPA regulations. | $50.00 per occurrence |

**19.** Emergency Services Continual Non-Compliance Order fee (Charged after the 2nd order issued in a year) $50.00 per occurrence

**SCHEDULE 'C'**
**BUILDING AND DEVELOPMENT PERMIT APPLICATION RATES**

These rates apply to both new buildings and structures and to alterations and repairs to existing buildings and structures. Development permit Fees are based on the prevailing fair market value of construction/project costs (excluding land) and are non-refundable.

| Type | Building Permit Fee | Provincial Fee | Development Permit |
|---|---|---|---|
| Single-family, duplex, multi-family | $5.50 per $1,000 of construction value, up to $1,000,000. Thereafter $4.20 per $1,000<br>Minimum construction cost:<br>+2000 sq. ft, $350,000<br>-2000 sq. ft, $300,000 each | $4.50 for permits $114.31 or less, 4.0% levy over $114.31.<br>To a maximum of $560 as per the Safety Codes Fee Schedule. | $1.50 per $1,000 construction value up to $150,000 – Thereafter, $1.00 per $ 1,000 of construction value.<br>Minimum charge: $100.00 |
| Additions and Renovations – all types | $5.50 per $1,000 of construction value, up to $1,000,000. Thereafter $4.20 per $1,000<br>Minimum charge: $110.00 | $4.50 for permits $114.31 or less, 4.0% levy over $114.31.<br>To a maximum of $560 as per the Safety Codes Fee Schedule. | $1.50 per $1,000 construction value up to $150,000 – Thereafter, $1.00 per $ 1,000 of construction value.<br>Minimum charge: $100.00 |
| Manufacture/Modular Home without attached garage | $5.50 per $ 1,000 of construction value, up to $1,000,000. Thereafter $4.20 per $1,000.<br>Minimum charge: $110.00 | $4.50 for permits $114.31 or less, 4.0% levy over $114.31.<br>To a maximum of $560 as per the Safety Codes Fee Schedule. | $1.50 per $1,000 construction value up to $150,000 – Thereafter, $1.00 per $ 1,000 of construction value.<br>Minimum charge: $100.00 |
| Manufactured/ Modular Home with attached garage | $5.50 per $ 1,000 of construction value, up to $1,000,000. Thereafter $4.20 per $1,000.<br>Minimum charge: $110.00 | $4.50 for permits $114.31 or less, 4.0% levy over $114.31.<br>To a maximum of $560 as per the Safety Codes Fee Schedule. | $1.50 per $1,000 construction value up to $150,000 – Thereafter, $1.00 per $ 1,000 of construction value.<br>Minimum charge: $100.00 |
| Residential Garage or Accessory Building over 144 sq. ft. | $5.50 per $ 1,000 of construction value, up to $1,000,000. Thereafter $4.20 per $1,000.<br>Minimum charge: $110.00 | $4.50 for permits $114.31 or less, 4.0% levy over $114.31.<br>To a maximum of $560 as per the Safety Codes Fee Schedule. | Minimum charge: $100.00 |
| Decks | $75.00 | $4.50 for permits $114.31 or less, 4.0% levy over $114.31.<br>To a maximum of $560 as per the Safety Codes Fee Schedule. | $1.50 per $1,000 construction value up to $150,000 – Thereafter, $1.00 per $ 1,000 of construction value.<br>Minimum charge: $50.00 |
| Solid Fuel Burning Appliance | $75.00 | $4.50 for permits $114.31 or less, 4.0% levy over $114.31.<br>To a maximum of $560 as per the Safety Codes Fee Schedule. | Minimum Charge: $50.00 |
| Shed (on skids) Under 144 sq. ft. | No Charge | No Charge | No Charge |
| Industrial, Commercial, Assembly buildings (includes additions, renovations, | $5.50 per $1,000 of construction value, up to $1,000,000. Thereafter $4.20 per $1,000 | $4.50 for permits $114.31 or less, 4.0% levy over $114.31. | $1.50 per $1,000 construction value up to $250,000 – |

| | | | |
|---|---|---|---|
| accessory buildings, etc.) | Minimum charge: $110.00 | To a maximum of $560 as per the Safety Codes Fee Schedule. | Thereafter, $1.00 per $ 1,000 of construction value.<br>Minimum charge: $250.00 |
| Application for small (single lot) Land Use Re-designation (per lot) | No charge | No charge | $500.00 plus the cost of advertising – to be paid after the first reading of the bylaw |
| Certificate of Compliance (Real Property Report) | No Charge | No Charge | $100.00 |
| Demolition: Removal of the building | No Charge | No Charge | $75.00 |
| Application to the MPC for discretionary uses, relaxation of the Land Use Bylaw regulations or any other matter requiring the determination of the MPC | | | $250.00 |
| Subdivision of Development Appeals | | | $200.00 |
| Parking Pad<br>Sign | No Charge | No Charge | $50.00<br>$50.00 |
| Permit Transfer | | | $100.00<br>Subject of Development Officer approval |
| Extra Inspection | | | $275.00<br>Subject to the Building Inspector's discretion |
| New Home Excavation before permit application | | | $500 – 1st Offence |

**Policy Document Review Fee Schedule**

| TYPE OF DOCUMENT | FEE |
|---|---|
| Conceptual Scheme Review minimum fee per application (up to a ¼ Section, and pro-rated on a per-hectare basis above that) | $8,000.00 |
| Conceptual Scheme Review: additional fee per hectare over 65 ha | $100.00 |
| Conceptual Scheme amendment fee | $3,000.00 |
| Area Structure Plan Reviews minimum fee per application (up to ½ section of land, and pro-rated on a per-hectare basis above that) | $10,000.00 |
| Area Structure Plan Review additional fee per hectare over 130 ha | $100.00 |
| Area Structure Plan amendment fee | $4,000.00 |
| Advertising Fee | $200.00 |

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.

** Pre-application fees will be based on an hourly rate as per the current Planning Agreement

**Land Use Re-designation Fee Schedule**

| TYPE OF DOCUMENT | FEE |
|---|---|
| Flat fee for the first 5 lots, if outside an Area Structure Plan Area | $5,000.00 |
| Flat fee for the first 5 lots, if inside an Area Structure Plan Area | $3,000.00 |
| Plus, a per-lot fee for each additional lot up to 50 lots | $300.00 |
| Plus, a per-lot fee for each additional lot after 50 lots up to 100 lots | $150.00 |
| Plus, a per lot fee for each additional lot thereafter | $100.00 |

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.

** Pre-application fees will be based on an hourly rate as per the current Planning Agreement.

**Site Servicing Permit Fee Schedule**

| TYPE OF DOCUMENT | FEE |
|---|---|
| Flat fee for the first 5 units, | $4,000.00 |
| Plus, a per lot fee for each additional unit up to 50 units | $225.00 |
| Plus, a per lot fee for each additional unit after 50 lots, up to 100 units | $110.00 |
| Plus, a unit fee for each additional unit thereafter | $75.00 |

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.
** Pre-application fees will be based on an hourly rate as per the current Planning Agreement

**Subdivision Application Fee Schedule**

| TYPE OF DOCUMENT | FEE |
|---|---|
| Small Lot Subdivision (1 to 5 lots): | |
| Flat fee, 1 – 2 lots | $2,500.00 |
| Flat fee, 3 – 5 | $4,000.00 |
| Large Lot Subdivision (6 or more lots): | |
| Flat fee for the first 5 lots | $2,500.00 |
| Each additional lot thereafter | $200.00 |
| Phased approvals – fee per phase | $250.00 |
| Endorsement Fees – *excluding reserve and utility parcels* | |
| Per lot fee, first 10 lots | $500.00 |
| Per lot fee for each additional lot | $100.00 |
| Per unit fee for Building Condominium Plan | $150.00 |
| Subdivision Approval Time Extension or Re-activation Requests – each request | $250.00 |
| Subdivision Appeal Fee | $1,000.00 |

* Additional fees may be required if the plan area is located within the Newly Annexed Lands.
** Pre-application fees will be based on an hourly rate as per the current Planning Agreement

**OFFSITE LEVIES:**

**Transportation:**

**Water:**
$1,266.90 per lot.
$15,450.00 per residential hectare.
$10,815.00 per industrial and commercial hectare.
$152.00 per unit

**Sewer:**
$3,082.22 per lot.
$35,664.00 per residential hectare.
$24,964.80 per industrial and commercial hectare.
$369.86 per unit

**Storm:**
$849.68 per lot.
$10,621.00 per residential hectare.
$7,434.70 per industrial and commercial hectare
$101.96 per unit

**Transportation:**
$741.20 per lot.
$9,265.00 per residential hectare.
$6,485.50 per industrial and commercial hectare
$88.94 per unit

* Fees are subject to change based on Development Agreement conditions

**SCHEDULE 'D'**
**CEMETERY RATES**

| **Burial Plots:** | | **Rate** |
|---|---|---|
| | Resident | $2,200.00 |
| | Non-Resident | $2,750.00 |
| | | |
| | | |
| **Columbarium:** | | **Rate** |
| | Resident | $1,910.00 |
| | Non-Resident | $2,390.00 |
| **Open/Close Fees:** | | **Rate** |
| | Burial Plots | $500.00 |
| | Columbarium | $250.00 |
| **Disinterment Fee:** | | **Rate** |
| | Casket | $1,000.00 |
| | Urn | $600.00 |

**SCHEDULE 'E'**
**DOG BYLAW**

| SECTION | OFFENCE | 1st Offense | 2nd * | 3rd ** |
|---|---|---|---|---|
| 3(a) | Running at large | $200.00 | $400.00 | $600.00 |
| 3(b) | Failure to immediately remove defecation from property, not the owners | $100.00 | $200.00 | $300.00 |
| 3(c) | Allow premises to become littered with dog feces | $100.00 | $200.00 | $500.00 |
| 3(a) | Bite a person | $500.00 | $750.00 | $1,000.00 |
| 3(b) | Injure a person | $500.00 | $750.00 | $1,000.00 |
| 3(c) | Chasing a person | $150.00 | $300.00 | $500.00 |
| 3(d) | Biting at, barking at, and chasing livestock, bicycles, automobiles, or other vehicles | $150.00 | $300.00 | $500.00 |
| 3(e) | Barking, howling, or disturbing the peace | $150.00 | $300.00 | $500.00 |
| 3(f) | Damage to property or other animals | $500.00 | $750.00 | 1,000.00 |
| 3(g) | Upsetting waste receptacles | $100.00 | $200.00 | $300.00 |
| 3(h) | Be in an area of a park cultivated for floral plant display | $100.00 | $200.00 | $300.00 |
| 3(i) | Be in any swimming, bathing or wading pool that is provided for the use of the public | $100.00 | $200.00 | $300.00 |
| 4(a) | Failure to obtain license for a restricted dog | $200.00 | $400.00 | $600.00 |
| 4(b) | Failure to confine restricted dog | $250.00 | $500.00 | $1,000.00 |
| 4(c) | Failure to harness or leash restricted dog | $250.00 | $500.00 | $1,000.00 |
| 5(g.i) | Fail to have a vicious dog tattooed or microchipped within 10 days | $300.00 | $600.00 | $1,000.00 |
| 5(g.ii) | Fail to have dog vicious dog spayed or neutered within 10 days | $300.00 | $600.00 | $1,000.00 |
| 5(g.iii) | Fail to license vicious dog within 10 days | $500.00 | $1,000.00 | $1,500.00 |
| 5(h.i) | Fail to inform new owner dog is declared "Vicious Dog" | $500.00 | $750.00 | $1,000.00 |
| 5(h.ii) | Fail to notify Town of change of owner/death of dog | $200.00 | | |
| 5(h.iii) | New Owner Fail to obtain Vicious Dog License within 3 days | $500.00 | $750.00 | $1,000.00 |
| 5(h.iv) | Fail to obtain Annual "Vicious Dog" License | $500.00 | $750.00 | $1,000.00 |
| 5(h.v) | Fail to ensure Vicious Dog wearing tag when off property | $200.00 | $400.00 | $600.00 |
| 5(j.i) | Fail to confine Vicious Dog indoors | $500.00 | $1,000.00 | $1,500.00 |
| 5(j.ii) | Fail to confine Vicious Dog in pen | $500.00 | $1,000.00 | $1,500.00 |
| 5(k) | Pen not meeting minimum requirements | $200.00 | $500.00 | $1,000.00 |
| 5(l.i) | Fail to muzzle Vicious Dog when off property | $500.00 | $1,000.00 | $1,500.00 |
| 5(l.ii) | Fail to secure Vicious Dog to secure leash, no longer the 1 meter, off property | $500.00 | $1,000.00 | $1,500.00 |
| 5(l.iii) | Fail to ensure Vicious Dog under control of competent person | $500.00 | $1,000.00 | $1,500.00 |
| 5(m.i) | Vicious Dog attack or bite person or animal | | | Court |
| 5(m.ii) | Vicious Dog chase person or animal | | | Court |
| 5(m.iii) | Vicious Dog Injure or cause injury to person or animal | | | Court |
| 5(m.iv) | Vicious Dog Damage/Destroy property | $500.00 | $750.00 | $1,000.00 |
| 5(m.v) | Vicious Dog Run at Large | $500.00 | $750.00 | $1,000.00 |
| 5(m.vi) | Notify the Town Vicious Dog running at large | $150.00 | $300.00 | $500.00 |
| 5(n) | Fail to post Vicious Dog sign within 5 days of order declaring | $250.00 | $500.00 | $1,000.00 |
| 5(q) | Fail to post Vicious Dog sign while dog on premises | $250.00 | $500.00 | $1,000.00 |



Classification: Public

| | | | | |
|---|---|---|---|---|
| 7(a) | Failure to report dog with rabies | $250.00 | $500.00 | $1,000.00 |
| 7(b) | Failure to confine dog with rabies | $500.00 | $500.00 | $1,000.00 |
| 7(c) | Failure to keep confined dog with rabies for 10 days | $250.00 | $500.00 | $1,000.00 |
| 8 | Unsecure animal in vehicle | $250.00 | $500.00 | $1,000.00 |
| 9(a-h) | Failure to obtain license for dog | $250.00 | $500.00 | $1,000.00 |
| 9(i) | Failure to obtain hobby license for dog | $250.00 | $500.00 | $1,000.00 |
| 12 | Interference with or obstruction of animal control officer | $500.00 | $500.00 | $1,000.00 |
| 13(a) | Untying an animal | $250.00 | $500.00 | $750.00 |
| 13(b) | Negligently or willfully open a gate, door, or other opening in a fence or enclosure in which an animal has been confined | $250.00 | $500.00 | $750.00 |
| 13(c) | Tease, torment or annoy an animal | $250.00 | $500.00 | $750.00 |

**SCHEDULE 'F'**
**SPORTS AND RECREATION**

**BALL DIAMONDS:**

- $100.00 per day per diamond for tournament
- $5.00 per player for minor baseball
- $220.00 per season per adult team
- $29.00 per game per local adult
- $35.00 per game per non-local adult

**SOCCER FIELDS:**

- $5.00 per player for minor soccer
- $100.00 per day per soccer pitch for Tournaments

**GAZEBO**:

- $100.00 per day

**CONCESSION:**

-$100.00 per day

**ARENA ICE RENTAL RATES:**

**2027 Season May 1- April 30**

| League | Rate (Per Hour) |
|---|---|
| Local Youth | $110.00 |
| Local Adult | $141.75 |
| Local Youth Tournament/Competition | $139.65 |
| Local Youth Camp/Development | $119.00 |
| Local Adult Tournament/Competition | $146.00 |
| Non-Local Youth | $145.00 |
| Non-Local Adult | $175.00 |
| Non-Local Camp/Development | $142.85 |
| Non-Local Tournament/Competition | $185.00 |
| Non-Prime Ice* | $91.90 |

***Non-Prime Ice consists of the following:**

- Bookings which start after 10:00 p.m. Sunday – Thursday
- Bookings which end before 3:30 p.m. all weekdays except holidays or days without school

All ice bookings include up to two dressing rooms and will be billed 15 minutes for ice maintenance at the end of the scheduled on-ice activities.

**Small Meeting Room**

| | |
|---|---|
| Full Day | $50.00 |
| Hourly | $20.00 |

**Fitness Room**

| | |
|---|---|
| Hourly | $15.00 |

**Off-Season Floor Rentals (April-August)**

| | |
|---|---|
| Hourly | $50.00 |

**ANNUAL ARENA ADVERTISING RATES:**

| | |
|---|---|
| One time Board installation fee | $300.00 |
| Rink Board | $250.00 |
| Zamboni Board Top | $550.00 |
| Zamboni Board Small top/front | $400.00 |
| Floor Graphics | $550.00 |
| Banner | $300.00 |
| In Ice Graphics | $500.00-1500.00 |

**SCHEDULE 'G'**
**TRAFFIC BYLAW**

| **SPEED** | | **1st Offense** | **2nd*** | **3rd**** |
|---|---|---|---|---|
| 43(a) | >40k where not posted | $100.00 | $200.00 | $500.00 |
| 43(b) | Speed in School/Playground Zone | $100.00 | $200.00 | $500.00 |
| 43(c) | Speed in Alley | $100.00 | $200.00 | $500.00 |
| 43(d) | Speed in parking lot | $100.00 | $200.00 | $500.00 |
| **TSA and Parking** | | | | |
| 5(a) | Violate TSA / regs | $100.00 | $200.00 | $500.00 |
| 6 | Park other than parallel | $100.00 | $200.00 | $500.00 |
| 12 | Double Park | $100.00 | $200.00 | $500.00 |
| 13 | Obstruct Driveway | $100.00 | $200.00 | $500.00 |
| 14(a) | Park on a crosswalk | $100.00 | $200.00 | $500.00 |
| 14(b) | Park within 5 m of a crosswalk | $100.00 | $200.00 | $500.00 |
| 15 | Park < 5m from Intersection | $100.00 | $200.00 | $500.00 |
| 16 | Park < 5m from hydrant | $100.00 | $200.00 | $500.00 |
| 17 | Park where prohibited by sign | $100.00 | $200.00 | $500.00 |
| 20 | Park on road >72hrs | $100.00 | $200.00 | $500.00 |
| 21 | Park on Sidewalk or boulevard | $100.00 | $200.00 | $500.00 |
| 22 | Vehicle for sale on town land | $100.00 | $200.00 | $500.00 |
| 23 | Unattached Trailer | $100.00 | $200.00 | $500.00 |
| 24 | Park/Drive on Playground/Greenspace | $100.00 | $200.00 | $500.00 |
| 27 | Obstruct Alley | $100.00 | $200.00 | $500.00 |
| 28 | Park where prohibited by device/signal | $100.00 | $200.00 | $500.00 |
| 29 | Park non-designated Town land | $100.00 | $200.00 | $500.00 |
| 30 | Truck/Bus park residential | $100.00 | $200.00 | $500.00 |
| 31 | Engine running after allotted time | $100.00 | $200.00 | $500.00 |
| 33 | Park obstructing traffic on hwy., a doorway, emergency vehicle access and worksite | $100.00 | $200.00 | $500.00 |
| 35(a) | Vehicle Unattended on Jack | $100.00 | $200.00 | $500.00 |
| 35(b) | Park disabled vehicle on street | $100.00 | $200.00 | $500.00 |
| 37 | Fail to park within confines of driveway | $100.00 | $200.00 | $500.00 |
| 38 | Drain vehicle fluids on street | $100.00 | $200.00 | $500.00 |
| 39(a) | Not acquire special permit | $100.00 | $200.00 | $500.00 |
| 39(b) | Handicapped Parking | $100.00 | $200.00 | $500.00 |
| **Trucks and Truck Routes** | | | | |
| 36 | Off Truck route (moving) | $100.00 | $200.00 | $500.00 |
| 41 | Metal cleats, etc. unauthorized | $100.00 | $200.00 | $500.00 |
| 42 | Operate Engine retarder brake | $100.00 | $200.00 | $500.00 |
| **Bicycles, Motorcycles, OHV** | | | | |
| 44 | On sidewalk Blvd unauthorized | $100.00 | $200.00 | $500.00 |
| 45 | Obstruct sidewalk use with bicycle | $100.00 | $200.00 | $500.00 |
| 46 | Motorcycle on sidewalk | $100.00 | $200.00 | $500.00 |
| 47 | Obstruct sidewalk use with motorcycle or OHV | $100.00 | $200.00 | $500.00 |
| 49 | Operate OHV unauthorized | $100.00 | $200.00 | $500.00 |
| 50 | Operate unlicensed vehicle unauthorized | $100.00 | $200.00 | $500.00 |
| **Fire Vehicles** | | | | |
| 52 | Follow < 30 m of Emerg. vehicle | $100.00 | $200.00 | $500.00 |
| 53 | Park < 30 m of Emerg. vehicle | $100.00 | $200.00 | $500.00 |
| 54 & 55 | Vehicle Interfere with Emerg. | $100.00 | $200.00 | $500.00 |
| 56 | Tamper with fire equipment | $250.00 | $500.00 | $1,000.00 |
| **Parades/processions** | | | | |
| 57 | Parade/procession violation | $100.00 | $200.00 | $500.00 |
| **Pedestrians / Sidewalks** | | | | |
| 59 | Interfere with flow of traffic | $100.00 | $200.00 | $500.00 |
| 60 | Part of group obstructing access | $100.00 | $200.00 | $500.00 |
| 61 | Climb fence, etc. unauthorized | $100.00 | $200.00 | $500.00 |
| 62 | Street auction unauthorized | $100.00 | $200.00 | $500.00 |
| 63 | Merchandise obstruct street | $100.00 | $200.00 | $500.00 |
| 64 | Permit article to interfere traffic | $100.00 | $200.00 | $500.00 |
| 65 | Ski/tob. Inconsiderate manner | $100.00 | $200.00 | $500.00 |
| 66 | Stand/Sit/Lie on roadway | $100.00 | $200.00 | $500.00 |
| 67 | Hitchhike | $100.00 | $200.00 | $500.00 |
| 68 | Elec. Cord cross s/w or road, unless 6'2 ft off the ground on a secure post | $100.00 | $200.00 | $500.00 |

| | | | | |
|---|---|---|---|---|
| 69(a) | Violate Order to vacate the area | $250.00 | $500.00 | $1,000.00 |
| 69(b) | Interfere with Emerg. Person | $250.00 | $500.00 | $1,000.00 |

**SCHEDULE 'H'**
**FIRE SERVICES**

Rates may change in accordance with the Alberta Infrastructure Fee Schedule.

***Rates apply to all Fire Services rendered by the Town of Carstairs Fire Department.**

| | |
|---|---|
| Unit 110 | Command Truck |
| Unit 111 | Medical Unit |
| Unit 120 | Pumper |
| Unit 130 | Pumper/Rescue |
| Unit 131 | Rescue |
| Unit 140 | Rapid Attack Vehicle |
| Unit 141 | Rapid Attack Vehicle |
| Unit 160 | Tender Truck |
| Unit 170 | Aerial Unit |
| Unit 181 | Investigation Unit |

**Fire Investigations**

| | |
|---|---|
| Structure Fires: | $795.00 flat rate<br>Over 8 hours $100.00/hour |
| Vehicle Fires: | $496.00 flat rate<br>Over 5 hours $100.00/hour |
| Any other Fire: | $295.00<br>Over 3 hours' $100/hour |

Outside Resources Cost + 10%

| | | |
|---|---|---|
| 48 | Non-Compliance of a lock box requirement | $1,500.00 |

**SCHEDULE 'I'**
**COMMUNITY HALL**

| | |
|---|---|
| **Auditorium** | |
| Auditorium only | $350.00 |
| Auditorium with Kitchen | $475.00 |
| Auditorium with kitchen (up to 5 hours) | $250.00 |
| **Small Meeting Room** | |
| Full Day (up to eight hours use) | $100.00 |
| Half Day (up to four hours use) | $50.00 |
| Hourly Rate | $20.00 per hour |
| **Bar** | $100 |
| **Kitchen** | $175.00 per day |
| **Funerals** | |
| Includes Auditorium, Small Meeting Room and Kitchen | $200.00 |
| **Anniversaries, Birthdays, Celebrations, Bridal Showers, Craft Sales** (Auditorium) | $250.00 |

- Includes:
  - Up to five hours
  - Kitchen Use

**Wedding Package** $800.00

- Includes:
  - Friday noon set up
  - Saturday (all day)
  - Sunday until 2 pm (to allow for gift opening and clean up)
  - Use of:
    - Auditorium
    - Stage (includes sound system)
    - Small meeting room
    - Bar Room
    - Kitchen (includes use of available dishes & equipment)
    - Tables (no linens)
    - Chairs

**SCHEDULE 'J'**
**PLOTTER PRINTER RATES**

**NOT FOR PROFIT**

| | Black | Color |
|---|---|---|
| Plain Paper 24 x 150 | $0.80 / ft | $1.20 / ft |
| Plain Paper 36 X 150 | $0.85 / ft | $1.25 / ft |
| Plain Paper 42 X 150 | $0.90 / ft | $1.30 / ft |
| Photo Paper 42 X 150 | $3.50 / ft | $4.00 / ft |
| Scrim Vinyl 36 X 40 | $15.00 / ft | $16.00 / ft |
| 11 X 17 | $0.75 / ft | $1.00 / ft |

**PUBLIC**

| | Black | Color |
|---|---|---|
| Plain Paper 24 x 150 | $1.25 / ft | $1.65 / ft |
| Plain Paper 36 X 150 | $1.30 / ft | $1.70 / ft |
| Plain Paper 42 X 150 | $1.35 / ft | $1.75 / ft |
| Photo Paper 42 X 150 | $5.00 / ft | $6.00 / ft |
| Scrim Vinyl 36 X 40 | $18.00 / ft | $20.00 / ft |
| 11 x 17 | $1.00 / ft | $1.25 / ft |

** $20.00/hour setup fee applies to every print, minimum 1 hour

**SCHEDULE 'K'**
**COUNCIL REMUNERATION**

1. **Mayor**

   - Monthly Salary of $ 2,640.00

2. **Deputy Mayor**

   - Monthly Salary of $ 2,296.80

3. **Councilors**

   - Monthly Salary of $ 2,032.80

4. **Mileage Rate**

   As per the Canada Revenue Agency, reasonable per-kilometre allowance

5. **Meeting Per Diem – Two Hours or Less**

   - $90.00 for two hours or less per diem plus additional $30.00 per hour for travel time

6. **Meeting Per Diem – Half Day**

   - $180.00 for half-day per diem plus an additional $30.00 per hour for travel time

7. **Meeting Per Diem – Full Day**

   - $360.00 for full-day per diem plus an additional $30.00 per hour for travel time

**SCHEDULE 'L'**
**CAT BYLAW**

| SECTION | OFFENCE | 1st Offense | 2nd * | 3rd ** |
|---|---|---|---|---|
| 1(a) | Run at large | $200.00 | $400.00 | $600.00 |
| 1(b) | Failure to immediately remove defecation from property not the owners | $100.00 | $200.00 | $300.00 |
| 1(c) | Allow premise to become littered with cat feces | $100.00 | $200.00 | $500.00 |
| 1(d) | Damage Property/Animal or Person | $200.00 | $400.00 | $600.00 |
| 2(a) | Failure to report cat with rabies | $250.00 | $500.00 | $1,000.00 |
| 2(b) | Failure to confine cat with rabies | $500.00 | $500.00 | $1,000.00 |
| 2(c) | Failure to keep confined cat with rabies for 10 days | $250.00 | $500.00 | $1,000.00 |
| 3 | Failure to license cat | $250.00 | $400.00 | $600.00 |
| 6(a) | Interfere with enforcement officer | $200.00 | $400.00 | $1,000.00 |
| 6(b) | Open vehicle to attempt or allow animal to escape | $200.00 | $400.00 | $1,000.00 |
| 6(c) | Remove or attempt to remove cat from possession of enforcement officer | $400.00 | $800.00 | $1,200.00 |
| 11(a)(i) | Entice cat to run at large | $200.00 | $400.00 | $600.00 |
| 11(a)(ii) | Tease cat in trap | $250.00 | $500.00 | $1,000.00 |
| 11(a)(iii) | Throw/poke object in trap with cat inside trap | $500.00 | $1000.00 | $2,000.00 |
| 11(a)(iv) | Fail to check trap hourly | $250.00 | $500.00 | $1,000.00 |
| 11(a)(v) | Leave trap unattended | $250.00 | $500.00 | $1,000.00 |
| 11(a)(vi) | Leave trap set between 16:00 - 08:00 hrs. Fri to Mon or Tues on a long weekend. | $250.00 | $500.00 | $1,000.00 |
| 11(a)(vii) | Fail to deliver in 24 hrs. | $250.00 | $500.00 | $1,000.00 |

**SCHEDULE 'M'**
**NOISE BYLAW**

| SECTION | OFFENCE | 1st Offense | 2nd * | 3rd ** |
|---|---|---|---|---|
| 3 | General Prohibition | $100.00 | $200.00 | $400.00 |
| 4 | Domestic Noise | $100.00 | $200.00 | $400.00 |
| 6(a) | Residential Noise between 9 pm and 7 am weekdays | $100.00 | $200.00 | $400.00 |
| 6(b) | Residential Noise between 9 pm and 8 am weekends | $100.00 | $200.00 | $400.00 |
| 7 | Vehicle Noise | $100.00 | $200.00 | $400.00 |
| 8 | Commercial and Industrial Noise | $100.00 | $200.00 | $400.00 |
| 9(a) | Construction Noise between 9 pm and 7 am weekdays | $200.00 | $300.00 | $500.00 |
| 9(b) | Construction Noise between 9 pm and 8 am weekends | $200.00 | $300.00 | $500.00 |

**SCHEDULE 'N'**
**CANNABIS CONSUMPTION BYLAW**

| Section | Description of Offence | Minimum Penalty | Specified Penalty |
|---|---|---|---|
| 8 | Smoke, vape, or consume cannabis in public place | $50.00 | $100.00 |

**SCHEDULE 'O'**
**SMOKING & VAPING BYLAW**

| Section | Description of Offence | Minimum Penalty | Specified Penalty |
|---|---|---|---|
| 3 | Smoke or vape where prohibited | $50.00 | $100.00 |
| 4 | Permit person to smoke or vape where prohibited | $50.00 | $200.00 |

**SCHEDULE 'P'**
**LIVESTOCK BYLAW**

| SECTION | OFFENCE | 1st Offense | 2nd * | 3rd ** |
|---|---|---|---|---|
| | Veterinary Fee – Amount Expended | | | |
| 3(a)(b)(c) | Keep Livestock in prohibited area | $100.00 | $250.00 | $400.00 |
| 5(a) | Allow animal to run at large | $250.00 | $400.00 | $400.00 |
| 6(a) | Leave animal unattended while tethered in a public place | $300.00 | $450.00 | $450.00 |
| 6(b) | Animal unsupervised while tethered on private property | $250.00 | $500.00 | $500.00 |
| 6(c) | Animal left unattended in vehicle or trailer improperly | $250.00 | $500.00 | $500.00 |
| 6(c)(iii) | Animal left unattended in vehicle when weather conditions not suitable | $250.00 | $500.00 | $500.00 |
| 8(a) | Having beehive without approval | $100.00 | $250.00 | $500.00 |
| 8(b) | Failure to adhere to Beekeeping guidelines | $100.00 | $250.00 | $500.00 |
| 10(a)(i) | Obstruct or interfere with officer | $500.00 | $800.00 | $1,000.00 |
| 10(a)(ii) | Open Van, Vehicle or Trailer | $250.00 | $500.00 | $1,000.00 |
| 10(a)(iii) | Remove or attempt to remove impounded animal | $250.00 | $500.00 | $800.00 |
| 10(b)(i) | Untie, loosen or free restrained animal | $250.00 | $500.00 | $800.00 |
| 10(b)(ii) | Open gate, door or opening allowing animal to run at large | $250.00 | $500.00 | $800.00 |
| 10(b)(iii) | Entice an animal to run at large | $250.00 | $500.00 | $800.00 |
| 10(b)(iv) | Tease an animal in an enclosure | $250.00 | $500.00 | $800.00 |
| 10(b)(v) | Tease or poke an animal in an enclosure | $250.00 | $500.00 | $1,000.00 |
| | Animal Kennel Services – Amount Expended | | | |

**SCHEDULE 'Q'**
**COMMUNITY STANDARDS BYLAW**

| SECTION | OFFENCE | 1st Offense | 2nd | 3rd /Subsequent |
|---|---|---|---|---|
| 4(a)(i) | Accumulation of Materials | $100.00 | $250.00 | $500.00 |
| 4(a)(ii) | Open or exposed storage of industrial fluids | $100.00 | $250.00 | $500.00 |
| 4(a)(iii) | Attract or harbor pests | $100.00 | $250.00 | $400.00 |
| 4(b) | Accumulate Building Materials whether old or New | $100.00 | $250.00 | $500.00 |
| 4(c) | Water, Eavestroughs and Downspouts | $100.00 | $250.00 | $500.00 |
| 4(d)(ii) | Noxious Weeds | $100.00 | $250.00 | $500.00 |
| 4(d)(iii) | Allow grass or weeds to exceed 15 centimetres | $100.00 | $250.00 | $500.00 |
| 4(e)(i) | Shall prune, remove or otherwise maintain trees and shrubs that interfere with or endanger traffic control devices, utility lines, | $100.00 | $250.00 | $500.00 |
| 4(e)(ii) | plant trees or shrubbery on Town Lands, or shrubbery to be planned on Town Lands | $100.00 | $250.00 | $500.00 |
| 4(e)(iii) | Trees shall not overhang into adjacent property. | $100.00 | $250.00 | $500.00 |
| 4(f)(i) | Owner of premises shall remove and clear away all snow, ice, dirt or other obstructions within 72 hours | $100.00 | $250.00 | $500.00 |
| 4(f)(ii) | place or allow to be placed obstruction on any sidewalk, street or roadway | $100.00 | $250.00 | $500.00 |
| 4(g) | Maintenance of building structures and fences | $100.00 | $250.00 | $500.00 |
| 4(h) | owner of a Premise on which a structure is erected or under construction shall display the number assigned to the property | $100.00 | $250.00 | $500.00 |
| 4(i) | owner or occupier of a premise shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling | $100.00 | $250.00 | $500.00 |
| 4(j) | Graffiti removal | $100.00 | $250.00 | $500.00 |
| 4(k) | No person shall place deposit, or throw any litter | $100.00 | $250.00 | $500.00 |
| 4(l) | All private or general contractors are responsible for keeping property in reasonable condition and not allow debris from blowing around onto private or public property | $100.00 | $250.00 | $500.00 |
| 4(m) | No person shall place, pile or store any material or equipment on town-owned property | $100.00 | $250.00 | $500.00 |
| 5(a) | Loiter in a public place and thereby obstructing another person | $100.00 | $250.00 | $500.00 |
| 5(b) | Shall not stand, or jump or sleep on public benches, tables, planters, sculptures, or similar public amenities | $100.00 | $250.00 | $500.00 |

| | | | | |
|---|---|---|---|---|
| 5(c) | No Person shall apply Graffiti to any Public Place or Public Amenity | $100.00 | $250.00 | $500.00 |
| 5(d) | Shall not urinate or defecate in a public place except in a facility designated for that purpose | $100.00 | $250.00 | $500.00 |
| 5(e) | No Person shall spit in or upon a public place | $100.00 | $250.00 | $500.00 |
| 5(f) | Shall not throw, place, or leave human or animal waste in a public place other than in the receptacle intended | $100.00 | $250.00 | $500.00 |
| 5(g) | Shall not engage in conduct in a public place that is reasonably likely to cause damage to public property | $100.00 | $250.00 | $500.00 |
| 5(h) | Shall not use any device, equipment, or technology in a manner intended to harass, intimidate, or unreasonably interfere with another Person's use and enjoyment of their property | $100.00 | $250.00 | $500.00 |
| 5(i) | Conduct in a Public Place while impaired by alcohol, cannabis, or another intoxicating substance that causes a nuisance, disturbance, harassment, intimidation, or interference with another Person's lawful use of the Public Place | $100.00 | $250.00 | $500.00 |
| 7(a) | Automobile parts must be kept within the confines of secure fencing and not in view of the public | $100.00 | $250.00 | $500.00 |
| 7(b) | Charity collection sites | $100.00 | $250.00 | $500.00 |
| 7(c) | Compost sites | $100.00 | $250.00 | $500.00 |
| 8(a) | Outdoor storage | $100.00 | $250.00 | $500.00 |

**SCHEDULE 'R'**
**SPECIAL EVENT BYLAW**

| SECTION | DESCRIPTION | Per Event | 1st Offense | 2nd | 3rd /Subsequent |
|---|---|---|---|---|---|
| 3(b) | Special Event Application Fee | $100.00 | | | |
| 3(c) | Special Event Damage Deposit | $250per venue/park | | | |
| 9(a) | Failure to obtain a Special Event Permit | | $250.00 | $500.00 | $750.00 |
| 9(a) | Failure to comply with Special Event Permit | | $500.00 | $2,000.00 | $5,000.00 |

**SCHEDULE 'S'**
**GOLF COURSE FEES**

| | |
|---|---|
| **Membership Category:** | |
| 7 Day unlimited | $1,850.00 |
| 5-Day (Mon-Fri excluding holidays) | $1,400.00 |
| Youth Membership (Ages 18-25) | $700.00 |
| Intermediate (Ages 26-35) | $1,050.00 |
| Over 80 (Age 80+) | $1,000.00 |
| Individual Restricted After 3 pm | $750.00 |
| Family Restricted After 3 pm (same household, max of two adults up to four people) | $1,250.00 |
| Junior (17 years and younger) | $250.00 |
| Golf Canada Membership | $60.00 |
| **Green Fee Rates:** | |
| **Monday – Thursday** | |
| **18 Hole Green Fee Rates** | |
| Regular Green Fee | $60.00 |
| Senior Green Fee (60+) | $52.00 |
| Junior Green Fee (Age 17 & under) | $35.00 |
| **9 Hole / Twilight Green Fee Rates** | |
| Regular Green Fee | $35.00 |
| Twilight (after 3 pm) | $45.00 |
| Junior Green Fee (Age 17 & under) | $20.00 |
| **Weekday Special Rates** | |
| Guest with member Green Fee | $50.00 |
| 2 for 1 Green Fee Each (Golf Canada Card, Golf Pass) | $30.00 |
| Parent with Junior member (After 6 pm) | $20.00 |
| **Friday – Saturday – Sunday & Holidays** | |
| **18 Hole Green Fee Rates** | |
| Regular Green Fee | $70.00 |
| Junior Green Fee (Age 17 & under) | $35.00 |
| **9 Hole / Twilight Green Fee Rates** | |
| Regular Green Fee | $40.00 |
| Twilight (After 3 pm) | $45.00 |
| **Weekend & Holiday Special Rates** | |
| Guest with member Green Fee | $60.00 |
| 2 for 1 Green Fee (Golf Canada Card, Golf Pass) | N/A |
| Parent with Junior member (After 6 pm) | $20.00 |
| 10 Game Pass (valid anytime) | $550.00 |
| **Public / Non-pass Holder Rates:** | |
| 18-hole Regular ½ Cart | $20.00 |
| 18-hole Regular Full Cart | $40.00 |
| 9-hole / Twilight Power Cart ½ Cart | $12.00 |
| 9-hole / Twilight Power Cart Full Cart | $24.00 |
| **Member Power Cart Packages:** | |
| 18-hole 10 Power Cart Seats | $190.00 |
| 18-hole 20 Power Cart Seats | $360.00 |
| 18-hole 30 Power Cart Seats | $510.00 |
| 9-hole 10 Power Cart Seats | $110.00 |
| 9-hole 20 Power Cart Seats | $210.00 |
| 9-hole 30 Power Cart Seats | $300.00 |
| **Yearly Unlimited Power Cart Passes** | |
| Yearly Single Cart | $700.00 |
| **Driving Range** | |
| Large Basket | $12.00 |
| Medium Basket | $10.00 |
| Small Basket | $6.00 |
| Yearly Range Pass | $300.00 |

**SCHEDULE 'T'**
**HOBBY KENNEL AND COMMERCIAL BREEDING KENNEL**

| SECTION | OFFENCE | FINE |
|---|---|---|
| 3 (f) | Failure to renew kennel license | $250.00 |
| 3 (k) | Maintaining kennel after license suspended or revoked (per day) | $100.00 |

**SCHEDULE 'U'**
**DISCHARGE OF PROJECTILES BYLAW**

| SECTION | OFFENCE | 1st Offence | 2nd** | 3rd** |
|---|---|---|---|---|
| 3. (a) | Discharge Device | $50.00 | $100.00 | $200.00 |
| 3. (b) | Discharge at Property | $100.00 | $200.00 | $400.00 |
| 3. (c) | Discharge at Animal | $400.00 | $800.00 | $1600.00 |
| 3. (d) | Discharge at person | $500.00 | $1000.00 | $2000.00 |

**SCHEDULE 'V'**
**THE FIREWORKS PERMISSIONS BYLAW**

| SECTION | OFFENCE | 1st Offence | 2nd** | 3rd** |
|---|---|---|---|---|
| 3(a) | Wholesale, display for sale, offer for sales, sell, possess or store any fireworks | $100.00 | $300.00 | $500.00 |
| 3(b) | Set off, discharge or otherwise handle fireworks | $100.00 | $300.00 | $500.00 |
| 3(c) | Set off fireworks in a place or manner that creates a danger or constitutes a nuisance to any person or property. | $100.00 | $300.00 | $500.00 |
| 3(d) | Discharge or set off fireworks on a highway, road allowance or park | $200.00 | $500.00 | $1000.00 |
| 3(e) | Discharge or set off fireworks within 200 meters of any place where explosives or flammable liquids or combustible liquids or substances are manufactured or stored. | $200.00 | $500.00 | $1000.00 |
| 3(f) | Discharge or set off fireworks during a fire ban. | $500.00 | $1000.00 | $1,500.00 |
| 3(g) | Sell fireworks to any person without seeing that person's Driver's License or other photo identification issued by the Governments of Canada or Alberta. | $100.00 | $200.00 | $300.00 |
| 3(h) | Sell fireworks to anyone under the age of 18 years. | $100.00 | $250.00 | $500.00 |
| 3(i) | Person under the age of 18 years purchase or be in possession of fireworks | $100.00 | $250.00 | $500.00 |
| 3(j) | Set up, set off, fire, discharge or energize a pyrotechnics display | $250.00 | $500.00 | $1,000.00 |

**SCHEDULE 'W'**
**ANIMAL TRAPPING BYLAW**

| SECTION | OFFENCE | 1st Offence | 2nd** |
|---|---|---|---|
| 2 | Use any form of animal trap for the purpose to trap animals | $250.00 | Court |

**SCHEDULE 'X'**
**BUSINESS LICENSE BYLAW**

| SECTION | OFFENCE | 1st | 2nd | 3rd |
|---|---|---|---|---|
| 4(b) | Penalties for not obtaining a business License (within 12 months) | $500.00 | $1,000.00 | $1,500.00 |
| 4(h) | Failure to provide/display business license | $100.00 | $250.00 | $500.00 |
| 4(i) | Operating an event without an event license | $100.00 | $250.00 | $500.00 |
| 5(a) | Failure to obtain event license | $100.00 | $250.00 | $500.00 |
| 5(b) | Operating on town property without a business license | $500.00 | $1,000.00 | $1,500.00 |
| 5(c)(i) | Operating business within 3 metres of a building or car park entrance or exit | $100.00 | $250.00 | $500.00 |
| 5(c)(ii) | Operating business within 10 metres of an intersection | $100.00 | $250.00 | $500.00 |
| 5(c)(iii) | Operating business within 3 metres of a back alley or lane | $100.00 | $250.00 | $500.00 |
| 5(c)(iv) | Failure to leave 2.5-metre pedestrian passageway | $100.00 | $250.00 | $500.00 |
| 5(c)(v) | Operating business where the sidewalk is less than 3.5 metres wide | $100.00 | $250.00 | $500.00 |
| 5(c)(vi) | Operating business within 25 metres of a residential property line | $100.00 | $250.00 | $500.00 |
| 5(d) | Operating business on public road | $100.00 | $250.00 | $500.00 |
| 5(e) | Operating business without a letter of authorization from land owner | $100.00 | $250.00 | $500.00 |
| 6(c) | Obstructing or hindering vehicle or pedestrian traffic | $100.00 | $250.00 | $500.00 |
| 6(d) | Operating in an unsafe location for patrons | $100.00 | $250.00 | $500.00 |
| 6(e) | On street furniture and equipment | $100.00 | $250.00 | $500.00 |
| 6(f) | Hindering access to properties or emergency vehicles | $100.00 | $250.00 | $500.00 |
| 6(g) | Causing disturbance, nuisance or distraction for motorists and pedestrians | $100.00 | $250.00 | $500.00 |
| 6(h) | Failure to adhere to setbacks | $100.00 | $250.00 | $500.00 |
| 6(i) | Failure to adhere to street restrictions | $100.00 | $250.00 | $500.00 |
| 6(j) | Operating business in residential district | $100.00 | $250.00 | $500.00 |
| 7(a) | Operating business without a non-resident business license | $100.00 | $250.00 | $500.00 |
| 7(b) | Operating business without written permission from event organizer | $100.00 | $250.00 | $500.00 |
| 8(a) | Operating without a business license | $100.00 | $250.00 | $500.00 |
| 8(b) | Operating business not on town public area | $100.00 | $250.00 | $500.00 |
| 8(c) | Performance over 1 hour per location | $100.00 | $250.00 | $500.00 |
| 8(d) | Using sound amplification | $100.00 | $250.00 | $500.00 |
| 8(e) | High-risk or dangerous act | $100.00 | $250.00 | $500.00 |
| 8(f) | Performance not suitable for a general family audience | $100.00 | $250.00 | $500.00 |
| 8(g) | Not obtaining written permission from event organizer | $100.00 | $250.00 | $500.00 |
| 8(h) | Blocking pedestrian or vehicle traffic | $100.00 | $250.00 | $500.00 |

**SCHEDULE 'Y'**
**ILLEGAL DISCHARGE OF SUMP PUMPS BYLAW**

| SECTION | OFFENCE | 1st | 2nd | 3rd |
|---|---|---|---|---|
| 2 | Discharging a sump pump or yard drain into the Town Sanitary sewer. | $500.00 | $1,000.00 | $1,500.00 |
| 3 | Connecting downspouts, eaves troughing, piping or other means of rooftop drainage to a foundation drain or weeping tile. | $500.00 | $1,000.00 | $1,500.00 |
| 4 | Discharge storm water from a drainage system servicing or affecting an affected property into a public sanitary sewer or other wastewater disposal system. | $500.00 | $1,000.00 | $1,500.00 |
| 5 | Permit sump pump discharge hose to drain directly onto neighboring properties, lanes or streets, onto sidewalks, onto boulevards, ditches, or into the floor drain of the property owner. | $500.00 | $1,000.00 | $1,500.00 |

**SCHEDULE 'Z'**
**FIRE PIT BYLAW**

| SECTION | OFFENCE | 1st | 2nd | 3rd |
|---|---|---|---|---|
| 3(a&b) | Burning waste | $250.00 | $500.00 | $1,000.00 |
| 5(a) | Burning of wet or treated wood | $250.00 | $500.00 | $1,000.00 |
| 5(b)(i) | No person/non competent person in charge of fire | $250.00 | $500.00 | $1,000.00 |
| 5(b)(ii) | Create a fire risk or damage to persons or property<br>Create a nuisance<br>Non-extinguished fire without supervision | $250.00 | $500.00 | $1,000.00 |
| 5(c)(i) | Less than 3-metre clearance | $250.00 | $500.00 | $1,000.00 |
| 5(c)(ii) | Combustible enclosed sides | $250.00 | $500.00 | $1,000.00 |
| 5(c)(iii) | No spark arrester | $250.00 | $500.00 | $1,000.00 |
| 5(c)(iv) | Height over 0.6 metres | $250.00 | $500.00 | $1,000.00 |
| 5(c)(v) | Over 1 metre in width | $250.00 | $500.00 | $1,000.00 |
| 5(d)(i) | Less than 1 metre of clearance from buildings, property lines or combustible materials. | $250.00 | $500.00 | $1,000.00 |
| 5(d)(ii) | Constructed of non-heat- and flame-resistant material | $250.00 | $500.00 | $1,000.00 |
| 5(d)(iii) | Fireplace chimney height less than 2.5 metres | $250.00 | $500.00 | $1,000.00 |
| 5(d)(iv) | Fireplace with no regulation screen | $250.00 | $500.00 | $1,000.00 |
| 5(d)(v) | Base of fire burning area less than 0.3 metres above grade | $250.00 | $500.00 | $1,000.00 |
| 5(d)(vi) | Fire chamber exceed 1.25 metres in width<br>Fire chamber less than 0.4 metres in depth<br>Fire chamber more than 0.6 metres in depth | $250.00 | $500.00 | $1,000.00 |

**SCHEDULE 'AA'**
**INJURIOUS OCCUPATION BYLAW**

| SECTION | OFFENCE | 1st | 2nd | 3rd |
|---|---|---|---|---|
| 3(a) | Person engaged in Injurious Occupation | $250.00 | $500.00 | $1,000.00 |
| 3(b) | Allowing Injurious Occupation on property | $250.00 | $500.00 | $1,000.00 |

**SCHEDULE 'AB'**
**WATER BYLAW**

| SECTION | OFFENCE | 1st | 2nd | 3rd |
|---|---|---|---|---|
| 9.6 | Violates Provision of the Bylaw | $500.00 | $1000.00 | $2500.00 |

# Bylaw No. 2074

**BEING** a Bylaw of the Town of Carstairs, in the Province of Alberta, to regulate Community Standards, Nuisances, Safety and Livability Issues throughout the municipality.

**WHEREAS**, section 7 of the Municipal Government Act, RSA 2000, c. M-26, as amended, authorizes a municipality to pass bylaws respecting the safety, health and welfare of people and the protection of people and property;

**AND WHEREAS**, the Municipal Government Act authorizes a municipality to address nuisances and unsightly property;

**AND WHEREAS** Council considers it desirable to establish consistent Community Standards throughout the Town of Carstairs;

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

1. This Bylaw may be referred to as **"Community Standards Bylaw".**

2. **APPLICATION**

   a. This Bylaw applies to all Premises within the Town of Carstairs.

   b. Where a provision specifically references a Residential District, Commercial District, or Industrial District, that provision applies only to those Districts.

   c. The zoning of a Premise shall be determined in accordance with the Town of Carstairs Land Use Bylaw.

3. In this Bylaw:

   a. **"Automobile Parts"** includes, but is not limited to, any vehicle part or collection of vehicles parts, or one or more vehicles that are dilapidated, derelict or not in operable condition;

   b. **"Boulevard"** means the strip of land between the curb and the property line;

   c. **"Charity Collection Site"** means an area accessible to the public which is marked by signs identifying a charity and the area for the collection of donated goods and which contains a receptacle or bin for the collection of donated goods;

   d. **"Commercial District"** means land districted for commercial purposes under the Town's Land Use Bylaw;

   e. **"Development Authority"** means the Person or body designated as the Development Authority by the Town;

   f. **"Fence"** includes a privately built fence and a developer-built community screening fence;

   g. **"Good Repair"** means a condition where something is free from significant damage or rot or other significant deterioration;

   h. **"Graffiti"** means words, figures, letters, drawings or stickers applied, scribbled, scratched, etched, sprayed or attached on or to the surface of any Premises, Structure, or other property;

   i. **"Industrial District"** means land districted for industrial purposes under the Town's Land Use Bylaw;

   j. **"Lane"** means an alley intended primarily for access to the rear of the Premises;

   k. **"Litter"** means garbage, refuse, waste, debris, discarded materials, animal waste, or any other material that has been improperly disposed of;

   l. **"Loitering"** means remaining in a Public Place while engaging in conduct that obstructs, impedes, intimidates, harasses, or interferes with another person's reasonable use of the Public Place;



Classification: Public

m. **"Municipal Tag"** means a notice issued by a Peace Officer identifying an alleged contravention of this Bylaw and providing an opportunity to voluntarily pay the specified penalty;

n. **"Occupier"** means a Person in possession of or having control over a Premise;

o. **"Owner"** includes a corporation, other legal entity, or individual having charge or control of a Premise and includes the owner of real property as registered at the Land Titles Office;

p. **"Peace Officer"** means a Bylaw Enforcement Officer appointed by the Town of Carstairs, a Community Peace Officer appointed under provincial legislation, a member of the Royal Canadian Mounted Police, or any other law enforcement officer authorized to enforce this Bylaw;

q. **"Person"** means an individual, corporation, partnership, association, organization, trustee, executor, administrator, or legal representative;

r. **"Pest"** means any animal, rodent, bird, reptile, or insect which causes, or could reasonably be expected to cause, annoyance or damage, or injury to any Person, or animal, or plant;

s. **"Premises"** includes the external surface of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or structures;

t. **"Remedial Order"** means an order written pursuant to Section 545 and Section 546 of the Municipal Government Act;

u. **"Public Amenity"** means any bench, planter, monument, sculpture, waste receptacle, picnic table, sign, fence, playground equipment, or other improvement located within a Public Place;

v. **"Public Place"** means any highway, road, street, lane, alley, sidewalk, trail, park, playground, public facility, municipally owned land, or any place that the public is authorized or permitted to access;

w. **"Residential District"** means land districted for residential purposes under the Town's Land Use Bylaw;

x. **"Structure"** means a building, garage, shed, fence, retaining wall or other improvement erected or placed in, on, over or under land, whether or not it is affixed to the land;

y. **"Unsightly Property"** means property that is improperly maintained and is detrimental to the surrounding area due to the accumulation or storage of materials, refuse, rubbish, debris or similar items;

z. **"Vehicle"** means a motor vehicle as defined by the Traffic Safety Act;

aa. **"Weed"** means a wild plant that grows in an unwanted place and is usually of vigorous growth.

4. **GENERAL COMMUNITY STANDARDS**

a. **Accumulation of Materials**

No Owner or Occupier shall allow a Premise to become Unsightly Property by permitting the accumulation of:

a. garbage or waste;

b. bottles, cans, boxes, or packaging materials;

c. household furniture;

d. derelict Vehicles;

e. Automobile Parts;

f. machinery or appliance parts;

g. yard waste;

h. appliances, refrigerators, or freezers;



Classification: Public

i. animal remains or animal waste; or

j. Weeds.

ii. No Owner or Occupier shall allow the open storage of industrial fluids, including engine oil, brake fluid, or antifreeze.

iii. No Owner or Occupier shall permit conditions that attract or harbor Pests.

b. **Outdoor Storage of Building Materials**

i. No Owner of real property shall allow on the Premise the accumulation of building materials, whether new or used, unless the Owner or Occupier can establish that a construction or renovation undertaking is being carried out on the Premise or that the materials are required in the normal course of the permitted business.

ii. This Section does not apply to building materials that are being used in conjunction with a valid and active Town of Carstairs Development Permit or Building Permit.

c. **Water, Drainage, Eavestroughs and Downspouts**

i. No Owner of a Premise shall allow a flow of water from a hose, eave or similar device on the Premise to be directed towards an adjacent Premise.

ii. The Owner of any parcel upon which a drainage course, swale, ditch, culvert, or stormwater facility (whether grassed, concrete-lined, or otherwise) is situated shall maintain said course in a manner satisfactory to the Development Authority to ensure the continued flow and operational capacity of the drainage system. Such maintenance shall include, but is not limited to, the removal of debris and sediment, the control of vegetation, and the repair of any structural deterioration. The Owner shall not obstruct, divert, or alter any such drainage course without prior approval of the Development Authority. Failure to maintain the drainage course as required may result in the Development Authority undertaking the necessary work and recovering all associated costs from the Owner.

d. **Weeds and Grass Control**

i. The CAO may appoint Weed Inspectors in accordance with the Weed Control Act.

ii. Owners shall control Noxious Weeds and destroy Prohibited Noxious Weeds as required by the Weed Control Act.

iii. Grass and Weeds shall not exceed 15 centimeters in height.

iv. This Section shall also apply to vacant lots within Residential Districts and to any Boulevard that lies directly between the boundary of a parcel of land and an adjacent highway, road or alley.

e. **Trees and Shrubs**

i. Owners shall maintain trees and shrubs so that a minimum clearance of 2.4 meters (8 feet) is provided where they may interfere with roads, sidewalks, alleys, utility infrastructure, or traffic control devices.

ii. No Person shall plant trees or shrubbery on Town Lands or cause trees or shrubbery to be planted on Town Lands without prior written authorization from the CAO.

iii. Trees and shrubs shall not overhang onto adjacent property.

f. **Sidewalk Maintenance**

i. The Owner or Occupier of any Premise within the Town of Carstairs shall remove and clear away all snow, ice, dirt or other obstructions from the sidewalk adjoining such premises within seventy-two (72) hours.

ii. No Owner shall place or allow to be placed any obstruction on any sidewalk, street or roadway without written consent of the Town of Carstairs.

g. **Maintenance of Buildings, Structures and Fences**



Classification: Public

i. Owners and Occupiers shall keep Buildings, Structures and Fences in Good Repair.

ii. Good Repair includes:

a. structurally sound foundations;

b. exterior walls maintained free of significant damage;

c. roofs maintained to prevent deterioration;

d. doors and windows maintained in working condition;

e. exterior finishes maintained free of significant deterioration;

f. stairs, porches, balconies, decks and their structural members kept safe for their intended use.

iii. Vacant Buildings must be secured against unauthorized entry.

h. **Addressing**

i. Every developed Premise, or Premise on which a building is under construction, shall display the municipal address assigned to the Premise.

ii. Address numbers must be clearly visible from the adjacent roadway and be a minimum of 75 mm (3 inches) in height.

i. **Light**

i. No Owner or Occupier of a Premise shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling house.

j. **Graffiti Removal**

i. Owners must ensure that any Graffiti applied to their property is removed or covered.

ii. Graffiti that is offensive in nature shall be removed within twenty-four (24) hours.

iii. All other Graffiti shall be removed within one (1) week.

k. **Littering**

i. No Person shall place, deposit, or throw Litter on any public or private property except in a proper waste receptacle.

l. **Construction Sites**

i. During the construction, renovation or demolition of a building, contractors shall keep the Premises in a reasonable condition so as not to constitute a nuisance and shall secure all debris to prevent it from being blown onto adjacent property.

m. **Storage on Town Property**

i. No Person shall place, pile or store any material or equipment on Town owned property without first obtaining approval for such purpose from the CAO for the Town of Carstairs.

5. **PUBLIC CONDUCT**

a. No Person shall Loiter in a Public Place in a manner that obstructs, impedes, intimidates, harasses, or interferes with another Person's reasonable use of the Public Place.

b. No Person shall stand, jump or sleep on public benches, tables, planters, sculptures, or similar public amenities.

c. No Person shall apply Graffiti to any Public Place or Public Amenity.

d. No Person shall urinate or defecate in a public place except in a facility designated for that purpose.

e. No Person shall spit in or upon a public place.



Classification: Public

f. No Person shall throw, place, or leave human or animal waste in a public place other than in a receptacle intended for that purpose.

g. No Person shall engage in conduct in a public place that is reasonably likely to cause damage to public property.

h. No Person shall use any device, equipment, or technology in a manner intended to harass, intimidate, or unreasonably interfere with another Person's use and enjoyment of their property.

i. No Person shall engage in conduct in a Public Place while impaired by alcohol, cannabis, or another intoxicating substance that causes a nuisance, disturbance, harassment, intimidation, or interference with another Person's lawful use of the Public Place.

6. **RESIDENTIAL DISTRICT STANDARDS**

a. No additional Residential District Standards apply beyond those contained in this Bylaw.

7. **COMMERCIAL DISTRICT STANDARDS**

a. **Automobile Parts**

i. All Automobile Parts must be kept within the confines of secure fencing and not in view of the public.

b. **Charity Collection Sites**

i. No Person shall dump or deposit household garbage, refuse, or other waste at a Charity Collection Site.

c. **Compost Sites**

i. No Person shall dump or deposit household garbage, branches or other waste at the Town of Carstairs Compost Site contrary to posted signage.

8. **INDUSTRIAL DISTRICT STANDARDS**

a. **Outdoor Storage**

i. Outdoor storage associated with a permitted business operation may be permitted on a Premise.

ii. Materials, equipment, products, supplies and parts stored outdoors shall be maintained in an orderly manner.

iii. All materials, equipment, products, supplies and parts stored outdoors shall be kept within the confines of secure fencing and not in view of the public.

9. **REMEDIAL ORDERS AND APPEALS**

a. Every Remedial Order written with respect to this Bylaw must:

i. Indicate the Person to whom it is directed;

ii. Identify the property to which the Remedial Order relates by municipal address or legal description;

iii. Identify the date the Remedial Order was issued;

iv. Identify how the Premise fails to comply with this Bylaw or another Bylaw;

v. Identify the specific provision of the Bylaw the Premise contravenes;

vi. Identify the nature of the remedial action required to be taken to bring the Premise into compliance;

vii. Identify the time within which the remedial action must be completed;

viii. Indicate that if the required remedial action is not completed within the time specified, the Town may take whatever action or measures are necessary to remedy the



Classification: Public

contravention;

ix. Indicate that the expenses and costs referred to in this Section may be attached to the tax roll of the property if such costs are not paid by the specified time;

x. Indicate that an appeal lies from the Remedial Order to the Town Council, if a notice of appeal is filed in writing with the Chief Administrative Officer within seven days of the receipt of the Remedial Order.

xi. Every Person who fails to comply with a Remedial Order issued pursuant to this Bylaw within the time set out in the Remedial Order commits an offence.

10. **ENFORCEMENT AND OFFENCES**

a. **Offences**

i. Any Person who contravenes any provision of this Bylaw by:

a. doing any act which the Person is prohibited from doing; or

b. failing to do any act the Person is required to do;

ii. is guilty of an offence.

b. **Municipal Tags**

i. A Peace Officer may issue and serve a Municipal Tag on any Person the Peace Officer has reasonable and probable grounds to believe has contravened a provision of this Bylaw by:

a. personally serving the Municipal Tag on the Person; or

b. mailing a copy of the Municipal Tag by prepaid mail to the Person's last known address.

ii. A Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:

a. the name of the Person to whom the Municipal Tag is issued;

b. the particulars of the contravention;

c. the specified penalty established in the Rates and Fees Bylaw;

d. that the specified penalty must be paid within thirty (30) days of the issuance of the Municipal Tag to avoid prosecution; and

e. any other information required by the Chief Administrative Officer.

c. **Violation Tickets**

i. If a Municipal Tag has been issued and the specified penalty has not been paid within the prescribed time, a Peace Officer may issue a Violation Ticket to the Person to whom the Municipal Tag was issued.

ii. A Peace Officer may, in lieu of issuing a Municipal Tag, issue a Violation Ticket.

iii. A Peace Officer is authorized under Part 2 of the Provincial Offences Procedure Act to issue a Violation Ticket to any Person whom the Peace Officer has reasonable and probable grounds to believe has committed an offence under this Bylaw.

iv. Where a Violation Ticket is issued, the Violation Ticket shall:

a. specify the fine established in the Rates and Fees Bylaw; or

b. require the Person to appear in Provincial Court.

11. **FINES AND PENALTIES**

a. A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:



Classification: Public

i. not less than the specified penalty established in the Rates and Fees Bylaw;

ii. and not exceeding $10,000.00.

b. Any Person who commits a second or subsequent offence under this Bylaw, within one (1) year of conviction of a first offence under this Bylaw, is liable on summary conviction to a fine not less than the increased amount set out in the Rates and Fees Bylaw.

12. **GENERAL PROVISIONS**

a. Nothing in this Bylaw requires the Town to enforce every contravention. The Town may consider operational, financial, staffing, and practical factors when determining enforcement priorities.

b. Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial enactment, regulation, other Town bylaw, or lawful order. The provisions of this Bylaw are intended to complement, and not replace or duplicate, requirements established under federal and provincial legislation or other municipal bylaws. Matters not specifically regulated by this Bylaw may be governed by other applicable legislation, including areas such as privacy and surveillance, alcohol and cannabis consumption, smoking and vaping, public health and safety, traffic safety, animal control, and related matters.

13. **REPEAL**

a. Bylaw No's 996, 999, and 1000 are hereby repealed.

14. **ENACTMENT**

a. This Bylaw comes into full force and effect upon the third and final reading.

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

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

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

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

_____
**Dean Allan, Mayor**

_____
**Rick Blair, CAO**



Classification: Public

**Town of Carstairs**

**Policy:** **Respectful Engagement Policy**
**Policy No. 11-032-26**

**Date:** **November 23, 2026**

**Adopted by:** **Council**

**Policy Statement:**

The Town of Carstairs recognizes that public participation, differing viewpoints, and constructive criticism are important elements of local government and welcomes feedback, questions, concerns, complaints, and advocacy regarding municipal matters.

The Town supports the public's right to express concerns and opinions; however, all interactions with the Town must be conducted respectfully. The Town is committed to maintaining a safe, respectful, and productive environment for Council, Administration, volunteers, contractors, and members of the public.

Harassment, intimidation, threats, discrimination, abusive conduct, disruptive behavior, and unreasonable or vexatious communications will not be tolerated. Nothing in this Policy is intended to prevent individuals from expressing concerns, criticism, disagreement, or unpopular opinions in a respectful manner.

**Purpose:**

This Policy establishes standards of conduct and expectations for respectful communications and public engagement between members of the public and representatives of the Town of Carstairs.

**Legislative Authority:**

This Policy is established pursuant to Section 3 of the Municipal Government Act, RSA 2000, c. M-26, and supports the Town's obligation to maintain a safe and respectful environment for employees and those conducting municipal business.

Nothing in this Policy replaces or modifies the Town's Public Participation Policy. The Public Participation Policy governs how the Town conducts public engagement and consultation activities, while this Policy establishes standards of conduct applicable during those interactions.

**Scope:**

This Policy applies to all interactions between members of the public and the Town of Carstairs, including communications, public engagement activities, Council meetings, public hearings, municipal facilities, services, and programs.

**Definitions:**

**"Administration"** means employees of the Town of Carstairs authorized to administer and enforce this Policy.

**"Authorized Representative"** means the President, Chair, or other duly elected officer of an organization, or an individual formally designated in writing by an organization and acknowledged by the Town to communicate or act on the organization's behalf.

**“Bullying”** means repeated conduct, comments, actions, or behaviors intended to intimidate, degrade, humiliate, undermine, or otherwise negatively affect another individual.

**"Council"** means the elected Council of the Town of Carstairs.

**"Disruptive Behavior"** means conduct that interferes with municipal operations, public participation processes, Council meetings, public hearings, or the delivery of municipal services.

**"Harassment"** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, communication, bullying, or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation to another individual, or adversely affect that individual's health, safety, or participation in municipal activities.

**"Member of the Public"** means any resident, property owner, business owner, ratepayer, visitor, organization, or individual interacting with the Town.

**"Public Engagement Activity"** means any meeting, open house, survey, hearing, consultation, workshop, event, or process intended to obtain public input regarding municipal matters.

**"Respectful Communication"** means communication that is courteous, professional, constructive, and free from abusive, threatening, discriminatory, or harassing conduct.

**"Town Representative"** means a member of Council, employee, contractor, consultant, volunteer, or person acting on behalf of the Town.

**"Unreasonable or Vexatious Conduct"** means conduct that, because of its nature or frequency, places an unreasonable demand on municipal resources, interferes with the Town's ability to provide services, or serves no reasonable purpose other than to harass, frustrate, disrupt, or delay municipal operations.

**Roles and Responsibilities:**

**Council**
Council shall support respectful public discourse and the consistent application of this Policy and the Town's Procedural Bylaw.

**Chief Administrative Officer (CAO)**
The Chief Administrative Officer or designate is responsible for the administration of this Policy and may authorize appropriate corrective measures where a violation of this Policy has occurred.

**Administration**
Administration shall promote respectful public engagement, make reasonable efforts to resolve concerns through communication and education, document incidents where necessary, and administer this Policy in a fair and consistent manner.

**Members of the Public**
Members of the public shall conduct themselves respectfully, comply with applicable Town bylaws, policies, and procedures, and follow lawful directions provided by authorized Town Representatives.

**Standards:**

1. The following behaviors are expected when interacting with the Town:
    a. Treat all individuals with courtesy and respect.
    b. Express concerns and disagreements in a constructive manner.
    c. Follow established procedures for meetings, hearings, and public engagement activities.
    d. Respect the rights of others to participate in municipal processes.
2. The following behaviors are considered unacceptable:
    a. Threats or acts of violence.
    b. Harassment, intimidation, bullying, or discrimination.
    c. Abusive, profane, or aggressive language.
    d. Personal attacks directed toward Council, Administration, contractors, volunteers, or members of the public.
    e. Yelling, shouting, or other disruptive behavior.
    f. Conduct that interferes with Town operations or public participation processes.
    g. Damage to municipal property.
    h. Knowingly providing false or misleading information.

i. Excessive, repetitive, frivolous, unreasonable, or vexatious communications.

j. Repeatedly raising matters that have already been reviewed and responded to by the Town without presenting new information.

k. Submitting large volumes of correspondence intended to overwhelm municipal resources or disrupt Town operations.

**Procedure:**

**1. Council Meetings and Public Hearings**

a. Members of the public attending Council meetings, Committee meetings, public hearings, or public engagement activities shall comply with the Town's Procedural Bylaw and any directions provided by the Chair or Presiding Officer.

b. Where an individual engages in conduct deemed unacceptable under this Policy or improper conduct under the Town's Procedure Bylaw, the Chair or Presiding Officer may:

i. issue a warning;
ii. direct the individual to discontinue the conduct;
iii. terminate the individual's speaking opportunity;
iv. require the individual to leave the meeting or event location; or
v. recess or adjourn the meeting where necessary to restore order and maintain a safe environment.

**2. Authorized Organizational Representatives**

a. To promote clear, accountable, and effective communication, the Town will only recognize communications made on behalf of an organization, society, board, committee, association, or similar entity when they are submitted by:

i. the President, Chair, or other duly elected officer of the organization; or

ii. an individual formally designated in writing by the organization and acknowledged by the Town.

b. Written authorization must be provided on behalf of the organization and shall identify the authorized representative and the extent of their authority.

c. The Town may request evidence of authorization at any time and may refuse to accept instructions, requests, decisions, representations, or official correspondence from individuals whose authority has not been verified.

d. An individual providing administrative, advisory, legal, consulting, or other support to an organization shall not be considered an authorized representative unless designated in accordance with this section.

**3. Response to Unacceptable Conduct**

a. Where unacceptable conduct occurs, the Town may implement one (1) or more of the following measures:

i. provide verbal direction or a verbal warning;
ii. issue a written warning;
iii. end a meeting, conversation, telephone call, email exchange, or other communication;
iv. require communications to occur through a designated Town Representative;
v. require communications to be submitted through a specified method;
vi. establish reasonable limits regarding the frequency or method of communication;
vii. restrict or control access to municipal facilities where necessary to protect the safety of staff, members of the public, municipal property, or municipal operations and where authorized by law;
viii. remove an individual from a Town facility, meeting, event, or engagement activity where authorized by law; or
ix. contact law enforcement where circumstances warrant.

**4. Unreasonable Conduct and Vexatious Communications**

a. The Chief Administrative Officer or designate may determine that communications are unreasonable or vexatious where the nature or frequency of communications places an unreasonable demand on Town resources or interferes with the Town's ability to provide services.

b. In making such a determination, the Chief Administrative Officer may consider whether an individual:

   i. repeatedly raises the same issue after the Town has provided a final response;
   ii. submits excessive volumes of correspondence regarding the same matter;
   iii. refuses to accept a decision or explanation provided by the Town;
   iv. directs repetitive, abusive, hostile, or harassing communications toward Town Representatives; or
   v. uses Town processes in a manner that unreasonably interferes with municipal operations; or
   vi. repeatedly attempts to circumvent established municipal processes after being directed to the appropriate process for addressing a concern.

c. Where communications are determined to be unreasonable or vexatious, the Chief Administrative Officer or designate may:

   i. limit communications to a single point of contact;
   ii. require communications to occur through a specified method;
   iii. establish a communication schedule;
   iv. consolidate responses to repetitive submissions; or
   v. decline to respond to matters that have been previously addressed and for which no new information has been provided.

d. Any restrictions implemented under this section shall be reasonable, proportionate, and shall not unreasonably prevent access to municipal services.

**5. Documentation**

a. Administration may document incidents, warnings, restrictions, and corrective measures implemented under this Policy.

b. Records created pursuant to this Policy shall be maintained in accordance with the Town's records retention practices and applicable legislation.

**6. Review of Restrictions**

a. Any person subject to a communication restriction under Section 3(c) may submit a written request for reconsideration to the Chief Administrative Officer within thirty (30) days of receiving notice of the restriction.

b. Upon review of the request, the Chief Administrative Officer may confirm, amend, or remove the restriction.

c. The decision of the Chief Administrative Officer shall be final for the purposes of administering this Policy.

**End of Policy**
/Carstairs11/26

**Signatures:**
M_____/26 Policy No. 11-032-26 adopted at Council on November 23, 2026.

_____
**Mayor, Dean Allan**

_____
**CAO, Rick Blair**

**Town of Carstairs**

**Policy:** **Asset Management Policy**
**Policy No. 12-033-26**

**Date:** **November 23, 2026**

**Adopted by:** **Council**

**Policy Statement:**

The Town of Carstairs is committed to managing its assets in a responsible, sustainable, and financially prudent manner to support the delivery of municipal services both now and in the future. Asset management practices will be integrated into planning, budgeting, investment, and operational decision-making to maximize value, manage risk, and support established Levels of Service.

**Purpose:**

The purpose of this Policy is to establish the guiding principles and responsibilities for asset management across the Town of Carstairs and to support the sustainable delivery of municipal services through effective lifecycle management of municipal assets.

**Scope:**

This Policy applies to Council, Administration, and all employees involved in the planning, acquisition, operation, maintenance, rehabilitation, replacement, disposal, and management of Town-owned assets.

The Policy applies to all physical assets owned or managed by the Town of Carstairs, including but not limited to roads, sidewalks, bridges, water and wastewater infrastructure, stormwater systems, fleet, parks, facilities, technology systems, public spaces, public art, trees, and other municipal infrastructure.

**Definitions:**

**“Asset”** means an item, thing or entity that has potential or actual value to an organization. The value can be tangible or intangible and financial or non-financial.

**“Asset Management (AM)”** means an integrated process, bringing together skills, expertise and activities of people; with information about a community’s physical assets; and finances; so that decisions can be made, supporting sustainable delivery.

**"Asset Management Group"** means the cross-departmental team established by the Town to support, coordinate, and monitor the implementation of the Asset Management Program.

**“Asset Management Policy”** means a document that outlines the process for managing an organization's assets. It can be applied to physical, financial, and human resources. Organizational goals are often aligned with the content of this document.

**“Asset Management Program”** means a dedicated application which is used to record and track an asset throughout its life cycle, from procurement to disposal.

**“Asset Management Practices”** means the decision-making and investment planning guidelines to facilitate the realization of adequate funding over the life cycle of the asset.

**“Level of Service”** means the social and economic goals of the community and may include the following parameters: safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost and availability. The defined Levels of Service are any combination of the above parameters deemed important by the municipality.

**“Key Performance Indicators (KPI)”** means a quantifiable measure used to evaluate the success of an organization, employee, etc. in meeting objectives of performance.

**Roles and Responsibilities:**

**Council**
Council is responsible for establishing the Town's strategic priorities and service expectations as they relate to municipal assets. Council shall approve the Asset Management Policy and any amendments thereto, provide the necessary funding and resources to support the Asset Management Program, and approve asset investments through annual, multi-year, and long-range financial planning processes.

**Chief Administrative Officer (CAO)**
The Chief Administrative Officer or designate is responsible for providing corporate leadership and oversight of the Asset Management Program and for ensuring the principles and objectives of this Policy are implemented throughout the organization.

**Asset Management Planner**
The Asset Management Planner is responsible for coordinating the Town's Asset Management Program and providing corporate leadership in asset management practices. This includes developing and maintaining asset management policies, plans, and supporting processes; monitoring and reporting on asset condition and performance; coordinating implementation activities; supporting departments in asset management decision-making; and reporting on the progress and effectiveness of the Asset Management Program to the CAO and Council.

**Asset Management Group**
The Asset Management Group is responsible for providing strategic oversight and cross-departmental coordination in support of the Asset Management Program. The Group shall facilitate collaboration and information sharing between departments, support the development and maintenance of asset management policies, procedures, and practices, monitor levels of service and performance measures, and promote alignment between the Asset Management Program, the Town's Strategic Plan, and long-term financial planning objectives.

**Administration**
Administration, including all Town employees with responsibilities for municipal assets, is responsible for supporting and implementing the Asset Management Program through the use of approved asset management processes, systems, and practices. Town staff shall maintain accurate asset information, participate in asset management initiatives and continuous improvement activities, support Levels of Service assessments and long-term planning, and incorporate asset management principles into operational and capital decision-making.

**Principles:**

The following outlines fundamental Asset Management (AM) principles that will be developed over time and implemented across all Town departments for application when making decisions pertaining to the infrastructure assets the Town owns.

1. **Service Delivery to Customers**

    a. The Town will clearly define Level of Service objectives, through a Level of Service framework and in specific Asset Management plans, that balance community expectations and regulatory requirements with risk, affordability, and available resources, and will do the following:
        i. Manage assets appropriately in order to efficiently and effectively deliver the defined Levels of Service
        ii. Monitor and periodically review Level of Service objectives to ensure that they meet or support community and Council expectations and other strategic objectives.
        iii. The Town will implement an AM system that incorporates risk-based and information-driven decision-making frameworks that appropriately considers the potential impacts of asset failure on service delivery.
        iv. The Town will ensure that decisions regarding the need for new assets are made with appropriate due diligence; and that these needs are evaluated with a focus on service delivery to the community and supported with a valid business case that articulates cost and benefits.
        v. The Town will ensure transparency and accountability to the community on service delivery. This will include regular communications to Council to share information on service performance as well as technical information such as asset condition.
        vi. The Town will comply with all relevant legislative, regulatory and statutory requirements.

2. **Long-Term Sustainability and Resilience**

    a. The Town’s AM decision-making will consider the needs of both current and future generations and the potential challenges associated with changing community demographics and expectations related to service delivery, as well as potential modifications

to legislative requirements. The Town will consider the triple bottom line, including social, environmental, and economic impacts when making strategic AM decisions.

b. The Town will consider succession planning/contingency planning for key roles within Administration to ensure stability and resilience of the AM program.

**3. Holistic "Big Picture" Approach**

a. To support AM decision-making, the Town will take steps to connect the appropriate departments, functions and support activities in order to build effective working relationships and encourage information sharing. These departmental services and strategic planning functions shall support coordinated and sustainable asset management decision-making.

b. AM decision-making will drive optimum value for the community by focusing on the "big picture". The Town will therefore ensure that decisions are made collaboratively and consider all life cycle stages and the interrelationships between asset performance, operational performance and overall service performance. Decision-making will also recognize the interconnected nature of asset systems and how decisions about one set of assets may potentially interact with or affect assets controlled by other departments or functions.

**4. Fiscal Responsibility and Asset Management Decision-Making**

a. The Town will develop and maintain appropriate plans for infrastructure renewal for the purchase or construction of new infrastructure and for the decommissioning of redundant infrastructure. This includes:
   i. Developing long-term projections of investment needs;
   ii. Applying rigorous analysis, including consideration of risk, to identify short-term investment needs;
   iii. Implementing processes to ensure that proposed investment plans address needs efficiently and effectively;
   iv. Implementing processes to address the operational budget implications of capital investment.
   v. Exploring efficiency opportunities where appropriate, including new technologies;
   vi. Analysing investment plans and associated funding requirements and putting in place mechanisms to ensure long-term financial sustainability.

b. The Town will evaluate relevant asset investment decisions based on consideration of the whole-life costs associated with managing those assets through their life cycle.

c. The Town will develop prioritized capital investment plans that reflect community and stakeholder expectations with regards to Level of Service and other strategic objectives.

d. The Town's recommended Estimated Useful Life (EUL) schedules are contained in Appendix "A" and shall be used to support asset management planning, lifecycle forecasting, and financial reporting.

**5. Innovation and Continual Improvement**

a. The Town views continual improvement as a key part of our AM approach and will focus on driving innovation in the development of tools, techniques, and solutions.

b. The Town will assess the AM competencies required to implement the AM system and provide the necessary support, education, and training to AM staff.

c. The Town will review the AM Policy in conjunction with its review of the AM strategy, every four to five years.

**Reporting and Accountability:**

1. Successful implementation of the Asset Management Program requires ongoing assessment and monitoring of progress. It also requires transparency and accountability in reporting on progress to Council and the public. The Asset Management Group will establish and monitor appropriate Key Performance Indicators (KPIs) for applicable asset categories and measure performance against established objectives and Levels of Service.

2. Annual reporting shall be provided to Council and will include information regarding asset condition, performance, investment needs, and overall progress of the Asset Management Program.

**End of policy**
Carstairs/11/26

**Signatures**

M_____/26 Policy No. 12-033-26 adopted at Council on November 23, 2026

_____
**Mayor, Dean Allan**

_____
**CAO, Rick Blair**

## Appendix "A"

**Recommended Estimated Useful Life**

| | |
|---|---|
| ***Audio & Visual*** | |
| • Audio/Visual Systems | 10 Years |
| • Digital Cameras | 10 Years |
| • Microphones | 10 Years |
| • Portable Sound Systems | 10 Years |
| • Projector Screens | 10 Years |
| • Projectors | 10 Years |
| • Score Clocks | 10 Years |
| • Smart Boards | 10 Years |
| • Sound Systems | 10 Years |
| • Television Receivers | 10 Years |
| • Televisions | 10 Years |
| • Security Systems | 10 Years |
| ***Bathroom Partitions*** | |
| • Metal/Wood | 25 Years |
| ***Building Inventory*** | |
| • Counters | 20 Years |
| • Cupboards | 20 Years |
| • Plaques | 50 Years |
| • Safes | 50 Years |
| • Sanitizing Stations | 10 Years |
| • Trophy Cases | 50 Years |
| ***Ceiling Finishes*** | |
| • Drywall | 20 Years |
| • T-Bar | 20 Years |
| ***Communications*** | |
| • Base Station Radios | 10 Years |
| • Batteries | 10 Years |
| • Cell Phones | 4 Years |
| • Chargers | 10 Years |
| • Cordless Phones | Disposable |
| • Desk Phones | 10 Years |
| • Pagers | 10 Years |
| • Portable Radios | 10 Years |
| ***Computer Equipment*** | |
| • Backup Battery Packs | 5 Years |
| • Back Servers | 5 Years |
| • Computer Servers | 5 Years |
| • Computers | 4 Years |
| • External USB Drives | 5 Years |
| • Gaming Units | 5 Years |
| ***Computer Equipment cont.*** | |
| • GPS Units | 5 Years |
| • iPads/ Tablets | 4 Years |
| • Laptops | 4 Years |
| • Modems | 5 Years |
| • Networking Equipment | 5 Years |
| • Radio Readers | 5 Years |
| • Software | 10 Years |
| • Square POS Terminal | 5 Years |
| • Water Read Equipment | 5 Years |
| • Webcams | Disposable |
| ***Dehumidifier Units*** | |
| • Dehumidifier | 15 Years |
| ***Doors*** | |
| • Electric roll Up | 20 Years |
| • Exterior | 15 Years |
| • Interior | 20 Years |

| | |
|---|---|
| • Roll Up | 20 Years |
| ***Eavestrough System*** | |
| • Gutters & Down Spouts | 20 Years |
| ***Electrical*** | |
| • Panels | 50 Years |
| • Power Boxes | 50 Years |
| • Transformers | 50 Years |
| • Water Systems | 15 Years |
| ***Elevators*** | |
| • Elevator Lift | 50 Years |
| ***Equipment*** | |
| • Area Slicer | 15 Years |
| • Aerators | 15 Years |
| • Ball Picker | 15 Years |
| • Box Grader | 10 Years |
| • Deck Trailer | 15 Years |
| • Diamond Drag | 10 Years |
| • Dump Trailer | 15 Years |
| • Front Broom | 10 Years |
| • Front Forks | 15 Years |
| • Front Grapple | 15 Years |
| • Front Loader Buckets | 15 Years |
| • Man Lifts | 15 Years |
| • Mowers (PTO) | 10 Years |
| • Outdoor Zamboni | 10 Years |
| • Portable Water Trailer | 15 Years |
| • Rototiller | 15 Years |
| • Sanders | 15 Years |
| • Sewer Flusher | 15 Years |
| • Snow Blower | 15 Years |
| • Snow Groomer | 15 Years |
| • Soil Conditioners | 15 Years |
| • Spin Spreader | 15 Years |
| • Sprayers | 15 Years |
| • Sweepers | 15 Years |
| • Snow Blades | 10 Years |
| • Utility Trailers | 20 Years |
| ***Exterior Walls*** | |
| • Concrete | 50 Years |
| • Stone | 50 Years |
| ***Facilities*** | |
| • Frame/Metal/Concrete | 50 Years |
| • Leasehold Improvements | 25 Years |
| • Metal Frame | 25 Years |
| • Permanent Structure | 50 Years |
| • Portable Structure | 20 Years |
| ***Fleet*** | |
| • Construction Vehicles | 6000 Hours (300hrs/year) or 20 Years (Option of 5 years after) |
| • Emergency Duties | 20 Years |
| • Light Duties | 20 Years |
| • Medium Duties | 20 Years |
| • Heavy Duties | 25 Years |
| • Fire Department | 20 Years |
| • Golf Carts | 10 Years |
| • Machinery | 20 Years |
| • Year-Round Duties | 20 Years |
| • Rough Mowers | 6000 Hours (400 hrs/year) or 15 years (Option of 5 years after) |
| • Reel Mowers | 4500 Hours (450 hrs/year) or 10 Years (Option of 5 years after) |
| • Seasonal Duties | 20 Years |

| | |
|---|---|
| • Specialty Vehicles | 4000 Hours (200 hrs/year) or 20 Years (Option of 5 years after) |
| • Utility Vehicles | 2000 Hours (200 hrs/year) or 10 Years (Option of 5 years after) |

*Fleet that has exceeded its estimated useful life may remain for an additional five (5) years. Following the period, the asset will no longer be maintained by the Town of Carstairs.*

***Fire Extinguishers***

| | |
|---|---|
| • Fire Extinguishers | 6 Years |

***Fire Suppression Systems***

| | |
|---|---|
| • Overhead Grill Fire Suppression | 20 Years |

***Fire Systems***

| | |
|---|---|
| • Fire Panels | 30 Years |
| • Pull Stations | 50 Years |
| • Sprinkler Systems | 50 Years |

***Fitness & Wellness***

| | |
|---|---|
| • Basketball Nets | 25 Years |
| • Bubble Soccer Sets | 20 Years |
| • Free Weights | 30 Years |
| • Hockey Nets | 10 Years |
| • Outdoor Fitness Equipment | 25 Years |
| • Racing Carts | 5 Years |
| • Stair Climbers | 20 Years |
| • Treadmills | 20 Years |
| • Weight Bars & Racks | 30 Years |
| • Weight Benches | 30 Years |
| • Workout Mats | 30 Years |

***Flooring***

| | |
|---|---|
| • Concrete | 30 Years |
| • Johnsonite Rubber Base | 20 Years |
| • Vinyl | 20 Years |

***Food Services***

| | |
|---|---|
| • Bus Pans | 10 Years |
| • Cook Ware | 10 Years |
| • Crock Pots | 10 Years |
| • Cutlery | Disposable |
| • Dish Ware | 10 Years |
| • Dishwasher Racks | 10 Years |
| • Electric Roaster | 10 Years |
| • Kitchen Utensils | Disposable |
| • Serving Carts | 10 Years |
| • Splash Pans | Disposable |
| • Steam Table Inserts | 10 Years |
| • Storage Bins | Disposable |
| • Toasters | 10 Years |

***Hand Tools***

| | |
|---|---|
| • Backpack Sprayers | 15 Years |
| • Chain Saws | 15 Years |
| • Dollies | 15 Years |
| • Lawn Edgers | 15 Years |
| • Line Painters | 10 Years |
| • Plate Tamper | 10 Years |
| • Push Mower | 10 Years |
| • Roto Rooter | 10 Years |
| • Sod Cutter | 10 Years |
| • String Trimmers | 10 Years |
| • Walkers | 10 Years |
| • Hoses | 5 Years |

***Heating & Air Units***

| | |
|---|---|
| • Air Conditioning Units | 20 Years |
| • Furnaces | 20 Years |
| • Radiant Heaters | 20 Years |

| | |
|---|---|
| • Small Heaters | 20 Years |
| • Wall Heaters | 20 Years |
| ***Ice Plant Systems*** | |
| • Ammonia Detectors | 15 Years |
| • Chillers | 20 Years |
| • Compressors | 20 Years |
| • Condensers | 15 Years |
| • Header Trench & Lines | 30 Years |
| • Pumps | 10 Years |
| • Water Tanks | 30 Years |
| ***Ice Resurfacing Equipment*** | |
| • Curtains | 20 Years |
| • Indoor Turf | 10 Years |
| • Spectator Netting | 20 Years |
| • Laser Levelling System | 10 Years |
| ***Inclined Steps & Floors*** | |
| • Steps | 50 Years |
| • Floors | 50 Years |
| ***Interior Walls*** | |
| • Gypsum Board | 20 Years |
| • Wall Partitions | 20 Years |
| ***Inventory*** | |
| • Barricades | 50 Years |
| • Culverts | 50 Years |
| • Flags | Disposable |
| • Garbage Bins | 15 Years |
| • Generators | 15 Years |
| • Golf Clubs | 15 Years |
| • Janitorial Equipment | 15 Years |
| • Ladders & Step Stools | 15 Years |
| • Laundry Equipment | 15 Years |
| • Parking Curbs | 50 Years |
| • Portable Water Tanks | 15 Years |
| • Power Tools | 10 Years |
| • Pressure Washers | 15 Years |
| • Pull Carts | 15 Years |
| • Pylons | 15 Years |
| • Shop Equipment | 15 Years |
| • Smoke Fans | 15 Years |
| • Snow Fence | 15 Years |
| • Tees & Greens Equipment | 5 Years |
| • Toolboxes | 15 Years |
| • Trash Pumps | 15 Years |
| • Water Pumps | 15 Years |
| ***Irrigation Systems*** | |
| • Irrigation Lines | 20 Years |
| • Irrigation Parts | Disposable |
| ***Kitchen Equipment*** | |
| • Barbecues | 10 Years |
| • Deep Fryer | 15 Years |
| • Dishwashers | 15 Years |
| • Draft Beer Systems | 15 Years |
| • Fans | 15 Years |
| • Freezers | 20 Years |
| • Grills | 15 Years |
| • Hobart Mixers | 15 Years |
| • Hotdog Machines | 15 Years |
| • Ice Machines | 15 Years |
| • Kitchen Appliances | 15 Years |
| • Microwaves | 15 Years |
| • Ovens | 15 Years |
| • Popcorn Machines | 15 Years |
| • Refrigerators | 15 Years |

| | |
|---|---|
| • Sandwich Prep Tables | 15 Years |
| • Stoves | 15 Years |
| • Walk in Coolers | 15 Years |
| • Water Coolers | 15 Years |

***Land***

| | |
|---|---|
| • Land | N/A |
| • Land Held for Resale | N/A |
| • Land Under Alleys | N/A |
| • Land Under Buildings | N/A |
| • Land Under Roads | N/A |
| • Public Facilities & Recreation | N/A |

***Land Improvements***

| | |
|---|---|
| • Crosswalk Lights | 30 Years |
| • Fencing | 20 Years |
| • Parking Lots | 25 Years |
| • Power Gate | 15 Years |
| • Recreation Improvements | N/A |
| • Retaining Wall | 20 Years |

***Lighting Systems***

| | |
|---|---|
| • Indoor Lighting | 45 Years |
| • Outdoor Lighting | 45 Years |

***Medical & First Aid***

| | |
|---|---|
| • AED | 10 Years |
| • Entonox System | 10 Years |
| • Eye Wash Stations | 10 Years |
| • First Aid | 20 Years |

***Office Equipment***

| | |
|---|---|
| • Acrylic Displays | 10 Years |
| • Binding Machines | 10 Years |
| • Black Boards | 20 Years |
| • Blinds | 20 Years |
| • Cash Registers | 10 Years |
| • Christmas Decorations | 10 Years |
| • Labelers | Disposable |
| • Laminators | 10 Years |
| • Paper Cutters | Disposable |
| • Paper Shredders | Disposable |
| • Photo Copiers | 4 Years |
| • Printers | 5 Years |
| • Plotter Printer | 10 Years |
| • Toys | Variable |
| • White Boards | 20 Years |

***Office Furniture***

| | |
|---|---|
| • Beds | Disposable |
| • Book Carts | 10 Years |
| • Bookcases | 20 Years |
| • Closets | 20 Years |
| • Coat Racks | Disposable |
| • Computer Chairs | 20 Years |
| • Couches | 20 Years |
| • Credenza | 20 Years |
| • Desks | 20 Years |
| • Drafting Equipment | 20 Years |
| • Filing Cabinet | 20 Years |
| • Hutch | 20 Years |
| • Musical Equipment | 20 Years |
| • Office Chairs | 20 Years |
| • Platform Stage | 20 Years |
| • Shelving Units | 20 Years |
| • Storage Units | 20 Years |
| • Tables | 20 Years |

***Outdoor Inventory***

| | |
|---|---|
| • Benches | 20 Years |

| | |
|---|---|
| • Concrete Benches | 30 Years |
| • Bleachers | 20 Years |
| • Bleacher Pads | 20 Years |
| • Fire Pits | 20 Years |
| • Flags, Poles & Cups | 10 Years |
| • Garbage & Recycle Bins | 15 Years |
| • Golf Mats | 10 Years |
| • Patio Furniture | 10 Years |
| • Picnic Tables | 10 Years |
| • Concrete Picnic Table | 30 Years |
| • Concrete Planters | 30 Years |
| • Sunshade | 10 Years |
| • Tents | 10 Years |
| • Weather Stations | 20 Years |
| • Water Fountains | 15 Years |

***Personal Protective Equipment (PPE)***

| | |
|---|---|
| • Hard Hats | Disposable |
| • Hearing Protection | Disposable |
| • Safety Glasses | Disposable |
| • Safety Vest | Disposable |

***Playground Equipment***

| | |
|---|---|
| • Climbing Structure | 25 Years |
| • Crazy Daisy | 25 Years |
| • Creative Space | 25 Years |
| • Monkey Bars | 25 Years |
| • See-Saw | 25 Years |
| • Spica, Twirl Seats & Xrya | 25 Years |
| • Spring Toys | 25 Years |
| • Swings | 25 Years |

***Plumbing***

| | |
|---|---|
| • Alarm Systems | 20 Years |
| • Bathroom Sinks | 20 Years |
| • Boiler Systems | 20 Years |
| • Coin Boxes | 20 Years |
| • Cold Water Systems | 20 Years |
| • Faucets | 20 Years |
| • Garburators | 20 Years |
| • Hot Water Tanks | 20 Years |
| • Kitchen Sinks | 20 Years |
| • Pressure Tanks | 20 Years |
| • Shower Control Boxes | 20 Years |
| • Showers | 20 Years |
| • Urinals | 20 Years |
| • Water Fountains | 20 Years |

***Policing Equipment***

| | |
|---|---|
| • Animal Traps | 15 Years |
| • Body Cameras | 10 Years |
| • Fitness & Wellness | 20 Years |
| • Fleet Equipment | 10 Years |
| • Laser Guns | 10 Years |
| • PPE | 10 Years |
| • Speed Boards | 10 Years |
| • Voice Re-Coder | 10 Years |

***Pump Systems***

| | |
|---|---|
| • Clamps | 10 Years |
| • Dial Out Systems | 10 Years |
| • Diesel Back Up Generator | 10 Years |
| • Meters | 10 Years |
| • Pumps | 10 Years |
| • Valves | 25 Years |

***Roadways***

| | |
|---|---|
| • Boulevards | 30 Years |
| • Curb & Gutter | 30 Years |

| | |
|---|---|
| • Laneways (Gravel) (20 years) | Variable |
| • Para Ramps | 30 Years |
| • Pathway Systems | 20 Years |
| • Pedestrian Bridge | 20 Years |
| • Sidewalks | 30 Years |
| • Signage (20 Years) | Variable |
| • Surface | 20 Years |
| • Turning Lanes | 20 Years |

***Roof Systems***

| | |
|---|---|
| • Fall Protection Systems | 20 Years |
| • Metal | 50 Years |

***Sanitary System***

| | |
|---|---|
| • Lagoon | 45 Years |
| • Lagoon Ponds | 75 Years |
| • Pressure Mains | 75 Years |
| • Sanitary Mains | 75 Years |
| • Sanitary Manholes | 75 Years |

***Storm System***

| | |
|---|---|
| • Grit & Oil Separator | 75 Years |
| • Storm Catch Basins | 75 Years |
| • Storm Flares | 75 Years |
| • Storm Leads | 75 Years |
| • Storm Manholes | 75 Years |
| • Storm Mains | 75 Years |
| • Storm Ponds | 75 Years |
| • Storm Swales | 75 Years |

***Specialized Fire Equipment***

| | |
|---|---|
| • Breathing Apparatus (BA) Cylinders | 15 Years |
| • BA Harness | 15 Years |
| • BA Masks | 5 Years |
| • Bunker Gear | 10 Years |
| • Cardiopulmonary Resuscitation(CPR) Dolls | 10 Years |
| • Fans | 15 Years |
| • Fire Hoses | 15 Years |
| • Fire Nozzles | 15 Years |
| • Gas & Thermal Equipment | 10 Years |
| • Lighting | 15 Years |
| • Water Rescue Equipment | 15 Years |

***Water System***

| | |
|---|---|
| • Curb Stops | 15 Years |
| • Fire Hydrants | 75 Years |
| • Fire Hydrant Leads | 75 Years |
| • Fire Hydrant Valves | 75 Years |
| • Park Service Lines | 75 Years |
| • Park Service Valves | 75 Years |
| • Water Mains | 75 Years |
| • Water Services | 75 Years |
| • Water Valves | 75 Years |

***Windows***

| | |
|---|---|
| • Exterior | 20 Years |
| • Interior | 20 Years |

***Work in Progress (WIP)***

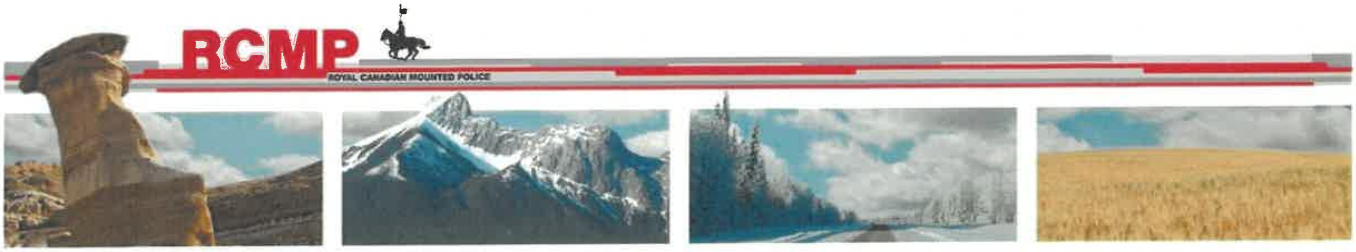
- All WIP will follow the EUL guide within this policy.

# Town of Carstairs
# Financial Statement as at
# October 31, 2026

| OPERATING | Budget | YTD Actual | Variance | % Variance |
|---|---|---|---|---|
| **Revenues** | | | | |
| 2320 - User Fees and Sales of Goods | 6,227,321 | 5,760,999 | (466,322) | -7.49 % |
| 2360 - Licenses and Permits | 284,800 | 265,618 | (19,182) | -6.74 % |
| 2310 - Government Transfers for Operating | 745,123 | 826,632 | 81,509 | 10.94 % |
| 2375 - Gain on Disposal of Tangible Capital Assets | - | 15,100 | 15,100 | 100.00 % |
| 2300 - Municipal Taxes | 9,486,013 | 9,482,490 | (3,523) | -0.04 % |
| 2405 - Other Revenue | 56,900 | 221,899 | 164,999 | 289.98 % |
| 2345 - Franchise and Concession Contracts | 657,704 | 490,704 | (167,000) | -25.39 % |
| 2355 - Penalties and Cost of Taxes | 93,000 | 117,160 | 24,160 | 25.98 % |
| 2330 - Investment Income | 150,000 | 265,898 | 115,898 | 77.27 % |
| **Total Revenues** | 17,700,860 | 17,446,500 | (254,360) | -1.44 % |
| **Expenses** | | | | |
| 1 - Salaries, Wages and Benefits | 5,278,322 | 4,234,413 | (1,043,909) | -19.78 % |
| 2 - Contracted and General Services | 2,786,430 | 2,030,889 | (755,541) | -27.12 % |
| 3 - Materials, Goods, Supplies and Utilities | 3,136,857 | 2,588,830 | (548,026) | -17.47 % |
| 4 - Provision for Allowances | 2,000 | 512 | (1,488) | -74.38 % |
| 5 - Transfers to Individuals and Organizations | 495,107 | 354,133 | (140,974) | -28.47 % |
| 6 - Bank Charges and Short-term Interest | 47,630 | 45,702 | (1,928) | -4.05 % |
| 7 - Interest on Capital Long-term Debt | 153,738 | 97,084 | (56,654) | -36.85 % |
| 9 - Loss on Disposal of Tangible Capital Assets | - | 35,530 | 35,530 | 100.00 % |
| 10 - Requisitions | 3,405,179 | 2,651,373 | (753,806) | -22.14 % |
| **Total Expenses** | 15,305,263 | 12,038,468 | (3,266,795) | -21.34 % |
| **Net Operating** | **2,395,598** | **5,408,033** | **3,012,435** | **125.75 %** |
| **CAPITAL** | | | | |
| Funding Source | | | | |
| Capital Revenue | 2,185,401 | 1,430,737 | (754,664) | -34.53 % |
| Loan Proceeds | 1,652,954 | 1,203,782 | (449,172) | -27.17 % |
| Transfers from Reserves | 2,789,916 | 15,953 | (2,773,963) | -99.43 % |
| **Total Funding Source** | 6,628,270 | 2,650,471 | (3,977,799) | -60.01 % |
| Expenditure | | | | |
| Capital Expenses | 6,515,292 | 5,451,862 | (1,063,430) | -16.32 % |
| Capital Debt Repayment | 693,228 | 609,796 | (83,433) | -12.04 % |
| Offsite Levy Transfer to Reserves | 368,298 | 198,722 | (169,576) | -46.04 % |
| Transfer to Reserves - Future Financial Plans | 1,201,004 | 175,001 | (1,026,003) | -85.43 % |
| **Total Expenditure** | 8,777,822 | 6,435,380 | (2,342,442) | -26.69 % |
| **Net Capital** | **(2,149,552)** | **(3,784,909)** | **(1,635,357)** | **-76.08 %** |
| **Surplus/(Shortfall)** | **246,046** | **1,623,124** | **1,377,078** | |

# Town of Carstairs
## October 31, 2026 Projected to Year End

| OPERATING | Budget | YTD Actual | Variance | % Variance |
|---|---|---|---|---|
| Revenues | | | | |
| 2320 - User Fees and Sales of Goods | 6,227,321 | 6,913,199 | 685,878 | 11.01 % |
| 2360 - Licenses and Permits | 284,800 | 318,742 | 33,942 | 11.92 % |
| 2310 - Government Transfers for Operating | 745,123 | 991,959 | 246,836 | 33.13 % |
| 2375 - Gain on Disposal of Tangible Capital Assets | - | 18,120 | 18,120 | 100.00 % |
| 2300 - Municipal Taxes | 9,486,013 | 11,378,988 | 1,892,975 | 19.96 % |
| 2405 - Other Revenue | 56,900 | 266,278 | 209,378 | 367.98 % |
| 2345 - Franchise and Concession Contracts | 657,704 | 588,845 | (68,859) | -10.47 % |
| 2355 - Penalties and Cost of Taxes | 93,000 | 140,592 | 47,592 | 51.17 % |
| 2330 - Investment Income | 150,000 | 319,078 | 169,078 | 112.72 % |
| Revenues | 17,700,860 | 20,935,800 | 3,234,940 | 18.28 % |
| Expenses | | | | |
| 1 - Salaries, Wages and Benefits | 5,278,322 | 5,081,296 | (197,026) | -3.73 % |
| 2 - Contracted and General Services | 2,786,430 | 2,437,067 | (349,363) | -12.54 % |
| 3 - Materials, Goods, Supplies and Utilities | 3,136,857 | 3,106,597 | (30,260) | -0.96 % |
| 4 - Provision for Allowances | 2,000 | 615 | (1,385) | -69.26 % |
| 5 - Transfers to Individuals and Organizations | 495,107 | 424,960 | (70,148) | -14.17 % |
| 6 - Bank Charges and Short-term Interest | 47,630 | 54,842 | 7,212 | 15.14 % |
| 7 - Interest on Capital Long-term Debt | 153,738 | 116,501 | (37,237) | -24.22 % |
| 9 - Loss on Disposal of Tangible Capital Assets | - | 42,637 | 42,637 | 100.00 % |
| 10 - Requisitions | 3,405,179 | 3,181,647 | (223,531) | -6.56 % |
| Expenses | 15,305,263 | 14,446,161 | (859,102) | -5.61 % |
| **Net Operating** | **2,395,598** | **6,489,639** | **4,094,041** | **170.90 %** |
| **CAPITAL** | | | | |
| Funding Source | | | | |
| Capital Revenue | 2,185,401 | 1,430,737 | (754,664) | -34.53 % |
| Loan Proceeds | 1,652,954 | 1,203,782 | (449,172) | -27.17 % |
| Transfers from Reserves | 2,789,916 | 15,953 | (2,773,963) | -99.43 % |
| Funding Source | 6,628,270 | 2,650,471 | (3,977,799) | -60.01 % |
| Expenditure | | | | |
| Capital Expenses | 6,515,292 | 5,451,862 | (1,063,430) | -16.32 % |
| Capital Debt Repayment | 693,228 | 609,796 | (83,433) | -12.04 % |
| Offsite Levy Transfer to Reserves | 368,298 | 198,722 | (169,576) | -46.04 % |
| Transfer to Reserves - Future Financial Plans | 1,201,004 | 175,001 | (1,026,003) | -85.43 % |
| Expenditure | 8,777,822 | 6,435,380 | (2,342,442) | -26.69 % |
| **Net Capital** | **(2,149,552)** | **(3,784,909)** | **(1,635,357)** | **-76.08 %** |
| **Surplus/(Shortfall)** | **246,046** | **2,704,731** | **2,458,685** | |




Nov 17th 2026

Dr. Dean Allan
Mayor
Town of Carstairs, Alberta

Dear Dr. Allan,

Please find attached the quarterly Community Policing Report for the period of July 1st to September 30th, 2026. This report provides an overview of human resources, financial information, and crime statistics for the Didsbury RCMP detachment, and reflects the ongoing priorities identified by the community we serve.

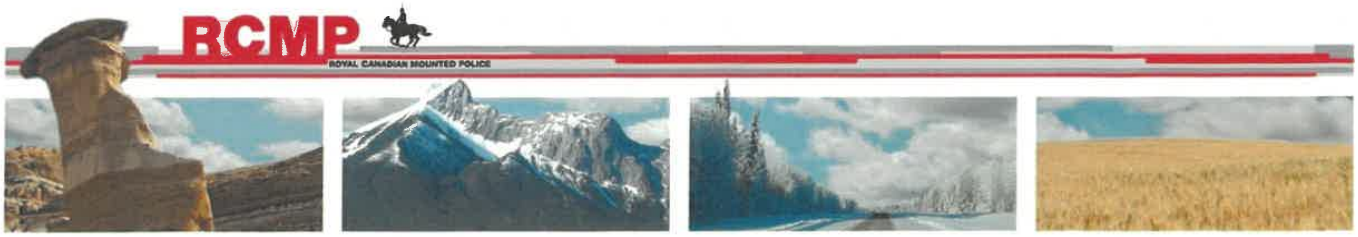
In addition to the information contained in the attached report, I would also like to highlight the importance of continued engagement and collaboration between the RCMP and our municipal partners.

Over the past several weeks, we have had the opportunity to connect with municipal leaders from across Alberta at the Alberta Municipalities' Convention and Trade Show and the Rural Municipalities of Alberta Convention. These events provide valuable opportunities to share perspectives, discuss community priorities and strengthen the partnerships that support effective policing and public safety.

Building strong relationships with municipal leaders is essential to understanding the unique needs of the communities we serve. Open dialogue allows us to exchange information, address questions and work together toward shared goals. We recognize that every community has its own priorities and challenges, and ongoing conversations help ensure we continue to work collaboratively to support safe and healthy communities across Alberta.

We encourage municipal leaders to continue these conversations with their local RCMP detachment commanders and to explore opportunities to engage with RCMP leadership. Detachment commanders can help facilitate headquarter and Real-Time Operations Centre (RTOC) tours, providing further opportunities to learn about RCMP operations, policing priorities and the work our members do to serve their communities.

For questions regarding policing agreements and the costs associated with RCMP services, municipal representatives are encouraged to contact their designated provincial contract representative.




The RCMP values the perspectives and contributions of our municipal partners and remains committed to fostering strong, collaborative relationships through meaningful engagement and open communication. By continuing to share information, listen to one another and work toward common objectives, we can strengthen our partnerships and help ensure the safety and security of the communities we serve.

Should you have any questions or wish to continue these discussions, please do not hesitate to reach out.

Sincerely,

Vince Bacon, S/Sgt.
Detachment Commander
Didsbury Detachment

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# Alberta RCMP - Provincial Policing Report

## Detachment Information

**Detachment Name**
Didsbury

**Detachment Commander**
S/Sgt. Vince BACON

| Report Date | Fiscal Year | Quarter |
|---|---|---|
| November 17, 2026 | 2026-27 | Q2 (July - September) |

## Community Priorities

### Priority #1: Road Safety

**Updates and Comments:**
Reduce collision-causing behaviors (speeding/distracted driving/impaired driving), Joint Check-stop Operations, Impaired Drivers Interventions

A total of 406 traffic stops were conducted in Carstairs during this quarter, demonstrating the Didsbury RCMP Detachment's ongoing commitment to traffic safety, enforcement, and public safety within the community.

Local RCMP members continue to maintain a strong and collaborative working relationship with the Carstairs Community Peace Officer Program. Both organizations regularly support one another through coordinated enforcement initiatives, information sharing, and joint responses to community concerns, contributing to a safer environment for residents and visitors alike.

### Priority #2: Crime Reduction

**Updates and Comments:**
Drug Enforcement Operations / Search Warrants / General Enforcement.
The Didsbury RCMP Detachment executed a search warrant as part of an ongoing investigation involving allegations of child pornography and sexual interference involving a minor. The enforcement

action resulted from a coordinated investigative effort and demonstrates the detachment's commitment to protecting children, supporting victims, and holding offenders accountable. The investigation remains under the direction of the appropriate investigative units and any related court proceedings.

## Priority #3: Visibility, Engagement, Police/Community Relations

**Updates and Comments:**
School lectures (various topics) and visits, Media Releases, Coffee with a Cop, Town Hall Meetings, Red Serge / Public Appearances

Members of the Didsbury RCMP Detachment conducted multiple visits to schools in Carstairs to maintain strong connections with local youth. These proactive engagements focused on crime prevention, relationship-building, and fostering trust between young people and the RCMP. The visits provided valuable opportunities for positive interaction, open dialogue, and the promotion of safe and healthy communities.

Members of the Didsbury RCMP Detachment attended numerous community events throughout the reporting period to strengthen relationships with residents and enhance police visibility. These engagements provided valuable opportunities for positive interactions, trust-building, and open dialogue with community members, supporting the RCMP's commitment to community-based policing and public safety.

## Priority #4: Crime Reduction - Property Crime

**Updates and Comments:**
Compliance Checks and monitoring of Offenders, Joint Operations: Street Sweep/Warrant Round-up involving local partners, Fraud and emerging crime trends lectures.

Didsbury RCMP members conducted numerous curfew checks and arrest warrant executions through regular offender management patrols during the reporting period. These patrols are a mandatory component of the detachment's crime reduction strategy and are primarily conducted during night shifts when offenders are most likely to be non-compliant with court-imposed conditions.
The ongoing proactive enforcement efforts help ensure compliance with release conditions, enhance public safety, and contribute to the identification and apprehension of individuals wanted by the courts.

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These patrols remain an effective tool in reducing recidivism and addressing criminal activity within the community.

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## Community Consultations

### Consultation #1

| Date | Meeting Type |
|---|---|
| August 25, 2026 | Community Connection |
| **Topics Discussed** | |
| Carstairs community connections | |
| **Notes/Comments:** | |
| Two RCMP members attended the event and engaged with members of the public. Police vehicles were on display, providing community members with an opportunity to sit inside and explore various police equipment and resources. Approximately 500 residents interacted with local RCMP members throughout the event, fostering positive community engagement and strengthening relationships between the public and law enforcement. | |

### Consultation #2

| Date | Meeting Type |
|---|---|
| September 10, 2026 | Meeting with Stakeholders |
| **Topics Discussed** | |
| Carstairs emergency services | |
| **Notes/Comments:** | |
| The NCO i/c attended the meeting and met with community partners, Peace Officers, Fire Services personnel, and Town employees to discuss the operational safety plan. The meeting provided an opportunity to coordinate resources, identify potential risks, and ensure a collaborative approach to maintaining public safety. | |

## Consultation #3

| Date | Meeting Type |
|---|---|
| September 4, 2026 | Community Connection |
| **Topics Discussed** | |
| Visit Carstairs Highschool | |
| **Notes/Comments:** | |
| One member attended a youth event in Carstairs, where they assisted with serving lunch and participated in discussions with local youth. The interaction provided an opportunity to build positive relationships, engage in meaningful conversations, and strengthen connections between youth and the RCMP within the community. | |

## Consultation #4

| Date | Meeting Type |
|---|---|
| July 15, 2026 | Community Connection |
| **Topics Discussed** | |
| Tim Hortons Camp Day | |
| **Notes/Comments:** | |
| One member attended the annual Tim Hortons Camp Day event in Carstairs, where they assisted with serving coffee and engaged with community members throughout the day. The event provided an excellent opportunity to foster positive relationships, enhance RCMP visibility within the community, and support a charitable initiative benefiting youth programs. | |

## Consultation #5

| Date | Meeting Type |
|---|---|
| September 24, 2026 | Community Connection |
| **Topics Discussed** | |
| Terri Fox Run, Carstairs | |
| **Notes/Comments:** | |
| One member attended to interact with public, pictures and assist with escort. | |

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## Consultation #6

| Date | Meeting Type |
|---|---|
| September 25, 2026 | Community Connection |
| **Topics Discussed** | |
| Rail safety presentation at Carstairs elementary school | |
| **Notes/Comments:** | |
| Partnership with CP Rail police. Two members attended and offered a presentation to elementary school students regarding rail roads safety tips. | |

## Consultation #7

| Date | Meeting Type |
|---|---|
| July 18, 2026 | Community Connection |
| **Topics Discussed** | |
| Beef and Barley Parade, Town of Carstairs | |
| **Notes/Comments:** | |
| One member attended the community parade and actively participated as part of the parade procession. Throughout the event, the RCMP member engaged with attendees and distributed candy to children along the route, helping to foster positive interactions and strengthen connections between the RCMP and the community. | |

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## Municipal Operations: Human Resources Overview

| Staffing Category | Established Positions | Working | Temporary Absences | Hard Vacancies |
|---|---|---|---|---|
| Regular Members | 10 | 7 | 2 | 1 |
| Detachment Support | 3 | 3 | 0 | 0 |

**Notes:**

1. Data extracted on September 30, 2026 and is subject to change.
2. Once Regular Members are identified under "Temporary Absences" (e.g., Maternity/Paternity leave, medical leave more than 30 days, leave without pay, graduated return to work), they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

**Comments:**
Police Officers: Of the ten established positions, there are seven officers working. There is one hard vacancies.

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## Municipal Operations: Financial Overview

| Municipal Overview | Fiscal Year-to-Date | Revised Plan at Q2 | 2026-27 Financial Plan |
|---|---|---|---|
| Detachment Working FTE Levels | # FTE | # FTE | # FTE |
| Divisionally Pooled Costs (at 100%) | $ # | $ # | $ # |
| Per Capita Rate (at 100%) | $ # | $ # | $ # |
| Partner Share of Pooled Costs (at 70%) | $ # | $ # | $ # |
| Location-Specific Costs | $ # | $ # | $ # |
| **Total Costs after Final Adjustments (at applicable contract share)** | **$** # | **$** # | **$** # |

**Note:** For detailed explanations of the terms and types of costs that are included above, please visit the definitions section on the next page.

**Comments:**
Municipal cost center – Town of Didsbury

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## Definitions

### Municipal Operations: Human Resources Overview

| Term | Definition |
|---|---|
| FTE Utilization | A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the Detachment/unit. |
| 2026-27 FTE Utilization Plan | Reflects the number of working FTEs planned to be in-place for the current fiscal year. |
| Revised Plan at Q2 | This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year. |

### Municipal Operations: Financial Overview

| Term | Definition |
|---|---|
| Fiscal Year-to-Date (YTD) | Reflect the actual expenditures that have been processed or working FTE levels to-date. This does not include any financial or human resource transactions that have not yet been processed. |
| Revised Plan at Q2 | Reflects any adjustments to the forecasted spending plan for the relevant category, to better align with realized expenditures throughout the year. |
| 2026-27 Financial Plan | Reflects the initial financial plan set for each category of expenditure for the current fiscal year. |
| Detachment Working FTE Levels | Reflects the number of working Regular Members (i.e., police officers) anticipated to be in-place for the current fiscal year. |
| Divisionally Pooled Costs | Reflects the total of all divisionally pooled costs for Alberta municipalities with a population below 15,000. It includes both direct and indirect costs, including but not limited to the cost categories below:<br>• Direct Costs:<br>  ○ Member Pay, including pay for Regular Members, planned and retroactive pay increases, and overtime pay;<br>  ○ Operational equipment, including member equipment, informatics, vehicles, and vehicle fit-up; and/or<br>  ○ Unit operations, including fuel costs, training, secret expenses, and other operations and maintenance costs.<br>• Indirect Costs:<br>  ○ Employee Benefits (i.e., Superannuation, Canada Pension Plan, and Employment Insurance);<br>  ○ Recruiting operations, Cadet training (at Depot Division), and the Police Dog Service Training Centre; |

| Term | Definition |
|---|---|
| | ○ Common IT services, including management of the Police Records and Occurrence System;<br>○ Complaints and accountability mechanisms through the Civilian Review and Complaints Commission for the RCMP, the RCMP External Review Committee, and enhanced reliability and accountability programs; and/or<br>○ Other divisional and regional administration services. |
| Per Capita Rate | This is an average cost per member rate determined by pooling applicable costs for Alberta municipalities with a population below 15,000 and dividing the total by the combined working FTE level for those same municipalities. |
| Partner Share of Pooled Costs | Reflects the portion of the pooled costs that the Contract Partner pays. |
| Location-Specific Costs | Reflects costs that are specific to location and are not included in the pooled per capita rate. These costs may include:<br>• Accommodation-related costs, for space occupied in RCMP-owned buildings;<br>• Overtime pay;<br>• Guarding costs (e.g., with the Corps of Commissionaires);<br>• Isolated Post Allowances; and/or<br>• Public Service Employee pay. |
| Total Costs after Final Adjustments | Reflects the total costs of all expenditure categories including any cost adjustments. |

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Alberta RCMP Criminal Analysis Section - Strategic Analysis and Research Unit

**Didsbury Provincial Detachment**
**Crime Statistics (Actual)**
**January to September: 2022 - 2026**

All categories contain "Attempted" and/or "Completed"

October 5, 2026

| CATEGORY | Trend | 2022 | 2023 | 2024 | 2025 | 2026 | % Change 2022 - 2026 | % Change 2025 - 2026 | Avg File +/- per Year |
|---|---|---|---|---|---|---|---|---|---|
| Offences Related to Death | | 1 | 1 | 3 | 0 | 0 | -100% | N/A | -0.3 |
| Robbery | | 5 | 0 | 0 | 1 | 0 | -100% | -100% | -0.9 |
| Sexual Assaults | | 6 | 11 | 9 | 5 | 7 | 17% | 40% | -0.4 |
| Other Sexual Offences | | 2 | 11 | 8 | 5 | 1 | -50% | -80% | -0.8 |
| Assault | | 31 | 45 | 62 | 59 | 23 | -26% | -61% | -0.2 |
| Kidnapping/Hostage/Abduction | | 0 | 5 | 1 | 1 | 0 | N/A | -100% | -0.4 |
| Extortion | | 2 | 7 | 2 | 4 | 5 | 150% | 25% | 0.3 |
| Criminal Harassment | | 17 | 26 | 29 | 28 | 26 | 53% | -7% | 2.0 |
| Uttering Threats | | 23 | 27 | 26 | 19 | 13 | -43% | -32% | -2.8 |
| **TOTAL PERSONS** | | **87** | **133** | **140** | **122** | **75** | **-14%** | **-39%** | **-3.5** |
| Break & Enter | | 41 | 25 | 28 | 22 | 12 | -71% | -45% | -6.1 |
| Theft of Motor Vehicle | | 16 | 24 | 27 | 13 | 6 | -63% | -54% | -3.1 |
| Theft Over $5,000 | | 5 | 3 | 8 | 7 | 4 | -20% | -43% | 0.2 |
| Theft Under $5,000 | | 44 | 40 | 56 | 36 | 28 | -36% | -22% | -3.6 |
| Possn Stn Goods | | 13 | 18 | 15 | 5 | 9 | -31% | 80% | -2.1 |
| Fraud | | 41 | 41 | 55 | 63 | 63 | 54% | 0% | 6.6 |
| Arson | | 3 | 0 | 0 | 2 | 1 | -67% | -50% | -0.2 |
| Mischief - Damage To Property | | 50 | 36 | 34 | 32 | 18 | -64% | -44% | -6.8 |
| Mischief - Other | | 24 | 32 | 22 | 28 | 33 | 38% | 18% | 1.4 |
| **TOTAL PROPERTY** | | **237** | **219** | **245** | **208** | **174** | **-27%** | **-16%** | **-13.7** |
| Offensive Weapons | | 14 | 16 | 11 | 11 | 10 | -29% | -9% | -1.3 |
| Disturbing the peace | | 12 | 12 | 18 | 15 | 10 | -17% | -33% | -0.1 |
| Fail to Comply & Breaches | | 29 | 43 | 22 | 19 | 12 | -59% | -37% | -5.8 |
| **OTHER CRIMINAL CODE** | | 16 | 28 | 31 | 22 | 21 | 31% | -5% | 0.4 |
| **TOTAL OTHER CRIMINAL CODE** | | **71** | **99** | **82** | **67** | **53** | **-25%** | **-21%** | **-6.8** |
| TOTAL CRIMINAL CODE | | 395 | 451 | 467 | 397 | 302 | -24% | -24% | -24.0 |

*The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.*

UNCLASSIFIED

Alberta RCMP

Alberta RCMP Criminal Analysis Section - Strategic Analysis and Research Unit

**Didsbury Provincial Detachment**
**Crime Statistics (Actual)**
**January to September: 2022 - 2026**

All categories contain "Attempted" and/or "Completed"

October 5, 2026

| CATEGORY | Trend | 2022 | 2023 | 2024 | 2025 | 2026 | % Change 2022 - 2026 | % Change 2025 - 2026 | Avg File +/- per Year |
|---|---|---|---|---|---|---|---|---|---|
| Drug Enforcement - Production | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Possession | | 11 | 6 | 3 | 1 | 7 | -36% | 600% | -1.3 |
| Drug Enforcement - Trafficking | | 7 | 4 | 1 | 3 | 3 | -57% | 0% | -0.9 |
| Drug Enforcement - Other | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| **Total Drugs** | | **18** | **10** | **4** | **4** | **10** | **-44%** | **150%** | **-2.2** |
| Cannabis Enforcement | | 0 | 0 | 0 | 1 | 0 | N/A | -100% | 0.1 |
| Federal - General | | 25 | 12 | 16 | 24 | 17 | -32% | -29% | -0.4 |
| **TOTAL FEDERAL** | | **43** | **22** | **20** | **29** | **27** | **-37%** | **-7%** | **-2.5** |
| Liquor Act | | 6 | 13 | 6 | 7 | 3 | -50% | -57% | -1.2 |
| Cannabis Act | | 3 | 1 | 1 | 2 | 4 | 33% | 100% | 0.3 |
| Mental Health Act | | 43 | 62 | 74 | 59 | 48 | 12% | -19% | 0.7 |
| Other Provincial Stats | | 61 | 72 | 69 | 64 | 84 | 38% | 31% | 3.8 |
| **Total Provincial Stats** | | **113** | **148** | **150** | **132** | **139** | **23%** | **5%** | **3.6** |
| Municipal By-laws Traffic | | 0 | 2 | 2 | 4 | 6 | N/A | 50% | 1.4 |
| Municipal By-laws | | 15 | 18 | 13 | 16 | 32 | 113% | 100% | 3.2 |
| **Total Municipal** | | **15** | **20** | **15** | **20** | **38** | **153%** | **90%** | **4.6** |
| Fatals | | 1 | 1 | 1 | 2 | 1 | 0% | -50% | 0.1 |
| Injury MVC | | 37 | 38 | 21 | 29 | 27 | -27% | -7% | -2.9 |
| Property Damage MVC (Reportable) | | 221 | 224 | 189 | 191 | 158 | -29% | -17% | -15.9 |
| Property Damage MVC (Non Reportable) | | 31 | 32 | 31 | 29 | 38 | 23% | 31% | 1.1 |
| **TOTAL MVC** | | **290** | **295** | **242** | **251** | **224** | **-23%** | **-11%** | **-17.6** |
| Roadside Suspension - Alcohol (Prov) | | 28 | 19 | 24 | 23 | 12 | -57% | -48% | -2.8 |
| Roadside Suspension - Drugs (Prov) | | 2 | 2 | 2 | 2 | 3 | 50% | 50% | 0.2 |
| **Total Provincial Traffic** | | **1,486** | **1,201** | **1,639** | **1,837** | **1,070** | **-28%** | **-42%** | **-19.6** |
| **Other Traffic** | | **0** | **1** | **1** | **3** | **1** | **N/A** | **-67%** | **0.4** |
| **Criminal Code Traffic** | | **42** | **39** | **33** | **34** | **23** | **-45%** | **-32%** | **-4.3** |
| **Common Police Activities** | | | | | | | | | |
| False Alarms | | **20** | **24** | **27** | **27** | **28** | **40%** | **4%** | **1.9** |
| False/Abandoned 911 Call and 911 Act | | **47** | **56** | **57** | **13** | **32** | **-32%** | **146%** | **-7.3** |
| Suspicious Person/Vehicle/Property | | **96** | **79** | **115** | **84** | **59** | **-39%** | **-30%** | **-6.9** |
| Persons Reported Missing | | **13** | **11** | **17** | **10** | **10** | **-23%** | **0%** | **-0.7** |
| Search Warrants | | **2** | **5** | **0** | **1** | **2** | **0%** | **100%** | **-0.4** |
| Spousal Abuse - Survey Code (Reported) | | **61** | **83** | **66** | **66** | **48** | **-21%** | **-27%** | **-4.3** |
| Form 10 (MHA) (Reported) | | **10** | **6** | **10** | **5** | **1** | **-90%** | **-80%** | **-1.9** |

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

**IN ATTENDANCE:** Mayor Allan, Councilors Ball, Fricke, Tolley, Roberts, Selanders & Wilcox; Director of Corporate Services Shannon Allison; Director of Operations Corriena Fox; Director of Emergency Services Rob McKay; Manager of Legislative Services Jessica Pryde; Director of Planning & Development and Deputy CAO Kirk Williscroft; and Executive Assistant Kayleigh Van Es

**ABSENT:** Nil

**CALL TO ORDER:** Mayor Allan called the Policies & Priorities Committee meeting of Tuesday, November 17, 2026, to order at 1:00 p.m.

**ADDED ITEMS:** Nil

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

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Wilcox to adopt the Policies & Priorities Committee minutes of October 20, 2026, as presented.

**CARRIED**

**DELEGATIONS:**

**1. Citizens on Patrol-Ernie Bradley**
E. Bradley presented the Committee with Citizens on Patrol statistics and requested a municipal contribution of $2,000.00. He noted that the program is always looking for new members.

Councilor Roberts inquired about the hours of patrol. E. Bradley explained that patrol hours vary depending on volunteer availability.

Councilor Fricke asked whether membership is limited to Carstairs residents. E. Bradley explained that there had been a suggestion from the RCMP to combine three or four communities; however, the volunteers disagreed with this approach.

Councilor Fricke noted that Carstairs is the only community in the region with a Citizens on Patrol program. E. Bradley confirmed this. Councilor Fricke thanked him for the presentation and for helping keep the community safe.

**2. Half Century Club-Jacquie Strong**
J. Strong presented the Committee with statistics and requested an operating grant of $4,000.00 for the year, if possible, to assist with utility costs through the IODE. Utility costs for the year totaled $3,076.92. J. Strong noted that several upgrades have been completed and membership has increased from 111 to 217 members.

Councilor Wilcox noted a stronger online presence and increased promotion of programs at the Half Century Club.

Motion by Councilor Selanders to accept the Citizens on Patrol and Half Century Club delegations as information.

**CARRIED**

**UNFINISHED BUSINESS:**

**1. 2027 Budget**
S. Allison presented the 2027 capital budget projections to the Committee for review and discussion.

*Road Closure Trailer*
Mayor Allan questioned the need for a dedicated road closure trailer, noting that Operations already has signage and is typically the first department called upon, whereas Bylaw is not on call daily. He felt that the proposed cost of $15,000.00 was steep and questioned whether the purchase was necessary.

CAO R. Blair acknowledged the concern but noted the efficiencies of having equipment readily available in one location rather than having to coordinate with Operations and travelling back and forth to the shop. He suggested discussing the proposed setup further with C. Fox to determine whether it would be practical.

C. Fox indicated that she could see both sides of the discussion. She noted that adding more signage and duplicating existing equipment would not necessarily make sense. Operations would also require access to the equipment, and storing everything with Emergency Services may not be practical. The equipment would need to be stored in different locations to accommodate both departments.

Classification: Public

Councilor Selanders asked whether the trailer would be stationed at the Emergency Services building for use during emergencies. CAO R. Blair confirmed this, explaining that the intent was to have equipment readily available for emergency situations rather than having to coordinate with Operations. He reiterated that duplicating signage and barriers was not the objective and that the purchase should only proceed if it provided operational efficiencies.

Councilor Roberts asked whether the trailer would be stored at Operations and used for general signage storage, or whether flexibility at the Operations shop would still be required. C. Fox explained that the proposed setup had not yet been determined. She noted that Operations typically requires approximately 10 barricades or a larger truck to transport equipment for road closures. Councilor Roberts asked whether the equipment would be unloaded when not required for emergencies. C. Fox explained that doing so would defeat the purpose of having the equipment readily available and would reduce the intended efficiencies.

Councilor Selanders inquired about the number of road closures throughout the year. C. Fox advised that there had been six road closures this year. Operations also manages road closures for events, with larger events generally being planned.

Councilor Fricke asked whether Emergency Services had a spill containment trailer and whether the proposed trailer could also support those operations. C. Fox did not believe the proposed barricades and signage would be applicable to spill containment.

Councilor Ball asked how many emergency events had occurred. CAO R. Blair was unsure of the exact number but estimated two or three incidents requiring some barriers. He noted that emergency services must be prepared for various contingencies and emphasized the importance of public safety.

Councilor Ball suggested spending more time with Operations to explore a joint configuration that would allow both departments to work together and share resources. CAO R. Blair agreed that this would be an ideal arrangement for Emergency Services.

The Committee discussed the proposed purchase and the potential efficiencies of a shared arrangement. The Committee agreed, by a vote of 6-1, to strike the Road Closure Trailer from the 2027 capital budget.

*Snow blower/Midsize Loader*
Mayor Allan inquired whether a used unit could be purchased. C. Fox explained that unfortunately, used units are not readily available, as the equipment is more commonly purchased as an attachment. She noted that the existing equipment is no longer a combined unit and remains functional; however, its remaining useful life is uncertain.

Councilor Wilcox asked about the anticipated delivery timeline. C. Fox advised that the turnaround time is approximately two to three months, as the equipment is regularly stocked as a standard model.

Councilor Tolley inquired about the disposal of old equipment. C. Fox explained that equipment is generally sold through auction to recover some of its value, although much of the equipment is used until the end of its useful life, resulting in limited resale value. Equipment could also be advertised locally. Councilor Tolley asked about the expected useful life of the equipment. C. Fox estimated approximately 10 years, depending on snowfall and usage.

Councilor Roberts commented that Carstairs has the best snow removal in the area and noted the importance of maintaining that reputation.

It was noted that the snow blower and midsize loader are required together and cannot be purchased or operated independently for the intended purpose.

S. Allison advised that the purchase would qualify for Local Government Fiscal Framework (LGFF) grant funding.

*Lift Station Repair vs Removal*
C. Fox provided an overview of the lift station repair options, noting that the existing lift station could be removed and line connected to existing infrastructure. The existing pumps have negative remaining useful life.

CAO R. Blair explained that installing two new pumps would provide an estimated seven to ten additional years of service and postpone the need to undertake work

beneath the highway. He noted that the options were to repair the existing lift station or remove and relocate it.

Councilor Roberts asked where the lift station pumps wastewater. C. Fox confirmed that it pumps to Centre Street.

Councilor Wilcox asked about the ongoing maintenance costs associated with the estimated seven to ten-year pump life. C. Fox explained that the system does not have alarms and is not connected to SCADA, requiring staff to attend the site twice daily. She also noted that the pump plugs approximately once per week.

Councilor Selanders inquired about the $100,000 available in reserves and what reserve funding would be available if the project cost was approximately $800,000. S. Allison advised that there was a significant amount in reserves and that several funding options could be considered, including a combination of borrowing and reserves.

Councilor Fricke questioned whether Option 2, with an estimated 80-year useful life, should be deferred for another year. Councilor Fricke also asked whether the estimated cost included installation and associated work. C. Fox confirmed that the estimate included removal, installation and switching over the system.

Councilor Wilcox asked whether an alarm system could be installed to reduce the operational demands on staff. C. Fox confirmed that this was possible but would require work to connect the system to SCADA, with an estimated cost of $50,000. Mayor Allan asked about the actual cost of removing the existing lift station. C. Fox advised that she would investigate the costs and include staff time in the assessment.

Councilor Ball asked about the age of the existing lift station. C. Fox advised that it was constructed in 1980. Councilor Ball noted that the project costs were unlikely to decrease and that obtaining Alberta Transportation's involvement and approval could become more difficult over time. He felt that this was a reasonable time to proceed with the work.

Councilor Fricke asked what would happen if the existing pumps failed. C. Fox explained that a vacuum truck would be required to continuously remove wastewater at an estimated cost of $2,000 per day. She advised that the lead time for replacement pumps was approximately eight to ten weeks.

Councilor Fricke noted that Option 2 would require engineering work and approvals, with the earliest anticipated construction timeframe being spring/summer 2027.

Councilor Tolley asked about the worst-case scenario if the pumps failed after Option 2 was selected. Administration advised that a temporary pump would need to be installed to maintain operations until the removal was completed.

Councilor Fricke raised the question of potential resale value. Discussion took place regarding the initial steps required for Option 2, including engaging engineers and ATEC concurrently.

The Committee was advised that a preliminary design had been completed in 2021 and that further work would be required to advance the project to an Issued for Tender (IFT) package.

Councilor Selanders confirmed that, in the event of pump failure, the estimated $2,000 daily vacuum truck cost would still apply. It was also noted that a temporary emergency pump could be obtained to provide an interim solution.

Councilor Ball expressed support for moving forward with Option 2. CAO R. Blair requested that the additional details be obtained as soon as possible.

The Committee agreed to proceed with further investigation of Option 2 and requested that the associated costs and details be brought forward.

*COLA Discussion*
The Committee discussed the proposed Cost of Living Adjustment (COLA). The current rate was 3.6%, with October figures not yet available.

Councilor Fricke noted that a 2% adjustment would not adequately cover increases in the cost of living, while an adjustment of 4% or higher would be considered aggressive. She referenced comparisons with previous years and other

municipalities.

CAO R. Blair advised that the Town has an established salary grid that is reviewed annually. He would not recommend an adjustment below the proposed range, noting the importance of compensation in retaining staff and maintaining staffing levels and service delivery.

Councilor Fricke suggested considering an adjustment of 3.7% or 3.8%.

Councilor Wilcox supported 3.7% and asked whether staff have access to the salary scales. CAO R. Blair confirmed that staff have access to the salary scales through their respective Directors.

The Committee agreed to use a 3.7% COLA for 2027 budget purposes.

***CAO R. Blair left the meeting at 1:58 p.m. to attend to other municipal business.***

*Street improvement Program (Pearson Place, Beckner Crescent, Nanton Street)*
S. Allison advised that the Street Improvement Program projects would qualify for Canada Community-Building Fund (CCBF) funding.

Councilor Tolley asked which project would be considered the highest priority. K. Williscroft identified Nanton Street as the current priority, noting that the existing sanitary line cannot be lined and that approximately 900 metres of replacement options are being considered.

Mayor Allan asked whether grant funding was available. S. Allison confirmed that some grant opportunities may be available and advised that staff would review available reserves and accounts to identify funding options, including the potential use of debentures.

*Hydrant replacement*
S. Allison advised that the hydrant replacements would be funded through reserves.

Councilor Tolley asked whether costs had decreased, recalling that a previous replacement had been more expensive. C. Fox explained that the proposed work involves only two partial hydrant replacements rather than full replacements.

Councilor Ball asked whether these were the only two non-operational hydrants currently in Town. C. Fox confirmed that they were.

*Sanitary Lining – Trunk Main Water Infiltration*
The Committee reviewed the proposed three-year maintenance program for lining the sanitary trunk main and manholes, including approximately 250 metres of sanitary lining and 5 manholes. The project would be funded through a portion of reserves allocated from user fees and the wastewater infrastructure fee.

*Seniors' Housing Servicing*
K. Williscroft explained that servicing would be required for the proposed seniors' housing facility. As the developer is not yet ready to proceed into the area, discussions have taken place regarding the Town advancing the upfront servicing costs and recovering the expenses through a special off-site levy. He noted that a similar approach had been used for Scarlett Ranch Boulevard.

To maintain the anticipated timeline with NeoForm, the project costs would need to be included in the budget, with work expected to begin Spring 2027.

Councilor Selanders asked about the status of the NeoForm agreement. K. Williscroft advised that there were a few outstanding items, neither of which were major concerns, and that completion was expected within the current or following week. He also noted that staff would meet with Mandalay beforehand to ensure there was a shared understanding of the servicing arrangements and commitment timelines.

Councilor Tolley asked whether the off-site levy would remain tied to the land. K. Williscroft confirmed that it would remain in place for future development.

Councilor Wilcox asked about the possibility of short-term borrowing. Discussion took place regarding the Town borrowing the funds, recovering the costs through off-site levies, and including interest in the amount charged back to development. It was noted that borrowing for less than five years would not require advertising.

Councilor Selanders asked about the applicable interest rate and whether the terms differed for loans of five years or less. It was explained that debentures have fixed interest rates; however, they cannot be paid off early. A short-term loan would therefore be required, with the interest rate based on the prime rate. Although a debenture may offer a lower interest rate, the inability to repay it early would be a consideration.

*Harley Rake*
No comments.

*Administration Building Expansion*
K. Williscroft advised that the design had been issued for tender and was out to contractors for cost estimates. Estimates were anticipated within the current or following week, although these would be high-level estimates. The proposed addition would be located on the north side of the building and would allow Community Services to be relocated into a centralized location.

Councilor Wilcox asked how many offices were currently vacant. K. Williscroft advised that there were two vacant offices.

Councilor Ball clarified whether this included the Mayor's office. It was confirmed that it did not. It was also noted that the boardroom is currently used as a lunchroom and is required for auditors annually.

Councilor Tolley questioned the need for an administration building expansion, noting that the expenditure may not be well received by residents and businesses who are currently facing financial pressures. He suggested considering temporary options, such as portable buildings, if additional space is required in the short term.

K. Williscroft advised that alternative options had not yet been explored, noting that the Town currently leases out another building, costing $24,000 annually.

Councilor Selanders agreed that the proposed expansion was unnecessary at this time and felt the funds could be better allocated elsewhere.

Councilor Wilcox noted that, given the available workarounds for the next year, other priorities should be considered before proceeding with the expansion.

Councilor Ball commented that the lift station project was a higher priority.

Councilor Roberts offered a different perspective, noting that the Town continues to expand its staffing levels to support a rapidly growing community. He felt that consolidating staff within the same building would support future growth and provide opportunities for staff to work together.

The Committee discussed their initial perspectives on the proposed expansion, with varying levels of support. Further information was requested before any decision could be made. Discussion took place regarding privacy requirements for community outreach programs.

Councilor Tolley noted that the Town would not want to face questions about the decision during the next municipal election without having considered the financial implications and available options.

Councilor Roberts asked whether different scenarios could be provided to demonstrate the potential impact on the mill rate. S. Allison explained that the final mill rate would depend on the current year's assessment figures, which were not yet available. Any estimates would therefore be based on the previous year's assessment and could change. She advised that an estimated impact could still be prepared.

Councilor Ball requested that staff provide the most accurate estimate possible.
Mayor Allan indicated that the proposed administration building expansion would remain on the back burner pending further information.

Councilor Fricke asked about the anticipated project timeline. K. Williscroft advised that the project would take approximately eight months from start to completion.

*John Deere Gator, Triplex Mower, VertiCut Unit*
S. Allison advised that the purchase would be funded through golf course revenues and surplus, with no contribution from general municipal taxation.

*Turf Care Shop Boiler*
S. Allison advised the Golf Course to research alternative heating options for the shop to improve efficiency.

*Range Ball Dispenser*
S. Allison advised that the cost would be easily recovered through revenue generated by the driving range.

Councilor Roberts asked what alternative payment method would be used if direct payments were not being considered. K. Williscroft advised that users would access the dispenser using a PIN code or by swiping their membership card.

*UPS for Computer Server and Battery Replacement*
No comment.

*Hot water tanks (2)* - Arena
The Arena is looking to replace two hot water tanks. Councilor Fricke asked whether an industrial on-demand hot water system would be a viable alternative, noting potential benefits such as reduced wait times, increased capacity to accommodate future growth, and space savings. C. Fox agreed that an industrial on-demand system would be worth investigating.

*Unit 120* – Fire Department
A 10% deposit is required to secure the order for the unit, which is scheduled for delivery in 2032. The Town's 50% share of the deposit would be funded from reserves, with the cost shared with Mountain View County (MVC). S. Allison noted that placing the deposit now would lock in the purchase price for the unit, despite the five-year wait until delivery.

*Operating capital*
S. Allison added the foam rink dividers and the Economic Gap Analysis to the Operating Capital listing.

Councilor Tolley recalled that the Town may already own foam rink dividers. Administration was unsure whether the existing dividers were owned by the Town or the Hockey Club. P. Schmick-Roy will investigate the matter further and provide additional information.

Motion by Councilor Ball to accept the 2027 Budget, as information.

**CARRIED**

**NEW BUSINESS:**

**1. Carstairs Economic Development Gap Analysis**
K. Williscroft provided an overview of the proposed Carstairs Economic Development Gap Analysis and the opportunity for 50% grant funding through the NREB for investment attraction. The study would help the Town attract new investment, manage growth, identify gaps in the market, and determine where demand is not being met. The proposed study would follow a 16-week, six-phase approach, examining what is theoretically possible and what is practical for the Town to pursue.

Administration is seeking letters of support for the grant application, which closes Thursday. The grant would provide 50% funding toward the approximate total study cost of $78,000. Administration has also reached out to Mountain View County for support and will be meeting with them at the upcoming ICC meeting.

Councilor Wilcox asked whether the project had gone out for an RFP, noting the Town has a procurement policy with established spending thresholds. K. Williscroft advised that Administration had reached out to organizations and provided its RFP to the businesses contacted.

Councilor Wilcox also asked whether implementation of the recommendations would be carried out by existing staff or require additional staffing. CAO R. Blair advised that Administration would need to review the report and its recommendations before determining whether additional resources would be required. He noted the study would provide valuable information for the Town, developers, and businesses.

Councilor Selanders questioned whether the grant was an annual or one-time opportunity and whether there would be another opportunity to apply in the future. J. Pryde advised that she was unsure whether the grant was offered annually. Councilor Selanders expressed concern about committing funds under a tight timeline, particularly with the proposed consultant being based in Vancouver, the Town having no available commercial land, and the limited opportunity to undertake a more extensive RFP process.

Councilor Fricke noted that the area continues to experience internet and infrastructure constraints and expressed hope that the study would address concerns involving providers such as Shaw and TELUS. She felt an external report would help identify these constraints and provide supporting information. Councilor Fricke also expressed confidence in Administration's ability to complete the research within the proposed timeline.

Councilor Wilcox noted that missing the opportunity would be unfortunate and viewed the study as an important starting point. Councilor Roberts expressed support for proceeding, as did Councilor Tolley.

Councilor Tolley asked Councilor Selanders whether she had other companies in mind to undertake the work, to which Councilor Selanders advised she did not.

Councilor Roberts indicated he was comfortable working with CIMA and noted that grant opportunities can become more limited following an election year. Councilor Fricke reiterated that the study would provide a starting point for future planning.

CAO R. Blair emphasized the value of completing an economic development gap analysis regardless of the timing, noting it would be advantageous to the Town. Councilor Roberts also referenced the success of previous studies.

Mayor Allan acknowledged that the matter had been previously discussed. Councilor Selanders agreed that the study would provide valuable information and help the Town better understand how to work with companies. She also sought clarification that Administration was not requesting funding from the supporting partners at this time. CAO R. Blair confirmed that the Town would welcome any additional support but was not formally requesting funding.

The Committee discussed whether the Town would proceed with the study if the grant application was unsuccessful. CAO R. Blair advised that proceeding without grant funding would be a more difficult decision and recommended waiting for the grant outcome before making a financial commitment.

Motion by Councilor Roberts to accept the Carstairs Economic Development Gap Analysis as information and direct Administration to apply for the NREB Grant.

**CARRIED**

***CAO R. Blair returned to the meeting at 2:50 p.m.***

**BYLAWS & POLICIES:**

**1. Bylaw No. 2072 – Rates & Fees Bylaw 2027**

S. Allison presented the proposed Rates & Fees Bylaw for 2027, outlining legislative changes and proposed additions and adjustments to fees and charges.

Proposed changes included: Water rates increasing to $3.96 per cubic metre; bulk water rates increasing to $7.25 per cubic metre; Access to Information Act (ATIA) and Protection of Privacy Act (POPA) fees; residential, summer, and winter adjustments for cemetery fees; ice rental rates and arena board installation fees; lockbox requirement charges; Council remuneration adjustments; Community Standards Bylaw fines consolidated into one schedule; and golf course fees increased across the board.

Councilor Wilcox suggested establishing a fund or provision within the Cemetery Fees to support families who have experienced the loss of a child, with the intention of providing support within the community. Councilor Tolley asked whether this could be done in partnership with the Elks. CAO R. Blair advised that Administration could investigate the idea and bring back some options. Councilor Fricke asked that any potential implications relating to taxable benefits for families and final affairs be considered.

Councilor Roberts asked whether the Nature Space should be included in the Rates & Fees Bylaw. CAO R. Blair advised that the Nature Space was not yet part of the Town of Carstairs. He suggested that a separate discussion would be required to determine what involvement with the Nature Space could look like.

Regarding the lockbox requirement charge, Councilor Selanders asked whether the matter would go through Safety Codes. CAO R. Blair clarified that the charge was specific to the Fire Bylaw.

Council remuneration adjustments were also presented, using a population of 5,500 as a fair estimate. The proposed adjustments would result in an approximate increase of $230 per month for each member.

Councilor Fricke asked whether wedding and tent rentals had been considered as proposed additions to the golf course fees and questioned the useful life of the event tent, estimated at 10–15 years.

Councilor Tolley asked whether golf memberships would be available for purchase online or in person. K. Williscroft confirmed that both options would be available. Emails would be sent to current members in January, followed by offers to those on the waitlist and then the public. Councilor Tolley questioned whether memberships could be made available during the Christmas season. K. Williscroft noted the potential accounting challenges.

Motion by Councilor Ball to accept Bylaw No. 2072, Rates & Fees Bylaw 2027, as presented and forward it to the next Council meeting for ratification.

**CARRIED**

**2. Bylaw No. 2074 - Community Standards Bylaw**
J. Pryde presented the revisions requested at the previous meeting.

Motion by Councilor Fricke to accept Bylaw No. 2074, Community Standards Bylaw, as presented and forward it to the next Council meeting for ratification.

**CARRIED**

**3. Policy No. 11-032-26 - Respectful Engagement Policy**
J. Pryde presented the changes requested at the previous meeting.

Motion by Councilor Tolley to accept Policy No. 11-032-26, Respectful Engagement Policy, and forward it to the next Council meeting for ratification.

**CARRIED**

**4. Policy No. 12-033-26 - Asset Management Policy**
J. Pryde presented the Policy, outlining several changes, including reformatting and the addition of Appendix A.

Motion by Councilor Ball to accept Policy No. 12-033-26, Asset Management Policy, and forward it to the next Council meeting for ratification.

**CARRIED**

**REPORTS:**

**1. Development Reports**
The Committee reviewed the Development Reports. To date, 181 permits have been issued, including 58 new homes and 71 compliance certificates, representing an increase from the previous year.

Councilor Selanders asked whether the new home building permits included infill developments. Administration confirmed that they did.

Motion by Councilor Roberts to accept the Development Reports as information.

**CARRIED**

**2. City-Wide Monthly Reports**
The Committee reviewed the following City-Wide Monthly Reports:

a. Fire Reports
b. Bylaw Reports

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

**CARRIED**

**CORRESPONDENCE:** Nil

**CLOSED MEETING:** Nil

**GENERAL DISCUSSION:** Nil

**NEXT MEETING:** Tuesday, December 8, 2026

**ADJOURNMENT:** Motion by Councilor Wilcox to adjourn the Policies & Priorities Committee meeting of Tuesday, November 17, 2026, at 3:24 p.m.

**CARRIED**

_____
**Dean Allan, Mayor**

_____
**Rick Blair, CAO**

Classification: Public

# MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

# 2026 REPORT




## A Public Information Report for Member Municipalities and Stakeholders

**Reliable water starts long before it reaches the tap**

Released: Nov 16th 2026

## Executive Overview

The Board has approved a wholesale water rate of **$2.80 per cubic metre effective April 1, 2027**, supporting the continued delivery of safe, dependable water service while addressing the needs of assets that have served the region for more than five decades.

The Mountain View Regional Water Services Commission owns and operates critical treatment, storage, and transmission systems serving six member municipalities, along with industrial, commercial, and private customers throughout the region.

As these assets continue to age, maintenance requirements, transmission line repairs, and operating costs continue to increase. To maintain service levels and support future growth, engineers have identified approximately $140 million in proposed projects over a ten-year horizon. This estimate provides a framework for evaluating future capital priorities and funding requirements.

This report outlines key capital priorities, recent grant funding achievements, factors influencing the approved 2027 wholesale water rate, and the Commission's approach to responsible financial and asset management. The objective is to balance affordability with the ongoing investment required to provide safe drinking water for current and future generations.

50 years after the original system was constructed, the Commission continues to balance affordability, asset renewal, operational sustainability, and future growth while maintaining dependable service across the region.

| 2027 approved rate | 10yr Proposed Capital Plan | System Age |
|---|---|---|
| **$2.80 / $m^3$** | $140 Million | 50 Years |

## A Regional System Built For Reliable Supply

The Mountain View Regional Water Services Commission owns and operates a regional water system serving Bowden, Carstairs, Crossfield, Didsbury, Innisfail, and Olds, together with industrial, commercial, and private customers throughout the region. The system includes the Anthony Henday Water Treatment Plant, regional transmission pipelines, storage facilities, and supporting infrastructure.

The Anthony Henday Water Treatment Plant and original transmission system were constructed in 1975-1976. Ownership and operation transferred to the Commission in 1992. Since then, substantial investments have improved treatment performance, increased system resilience, and supported regional growth.

A reliable water system depends on interconnected treatment, electrical, storage, pumping, transmission, and monitoring infrastructure. Strategic renewal programs help maintain system performance, reduce emergency repairs, and support long-term service delivery for member communities.

Recent transmission line leaks have increased emergency repairs, excavation work, and maintenance costs. These events, together with rising costs for power, treatment chemicals, construction materials, and specialized services, continue to place pressure on operating and capital budgets.

Despite these challenges, the Commission continues to provide dependable drinking water service throughout the region. Planned infrastructure investments are intended to reduce future repair requirements, strengthen operational resilience, and extend the useful life of critical assets.

## The Six Communities We Serve

The Commission is owned by six member municipalities: the Towns of Bowden, Carstairs, Crossfield, Didsbury, Innisfail and Olds. Together, these communities rely on shared treatment and transmission infrastructure to provide dependable regional drinking water service. The system also supplies industrial, commercial and private customers along its service area.

## Major Improvements Since 1992




*Figure 1. Simplified water service chain and the key infrastructure renewal themes (illustrative, not an engineering schematic).*

- 1998 - Conversion from conventional clarifier treatment to microfiltration, followed by treatment membrane upgrades.
- 2002 - Midpoint Reservoir was constructed in the Town of Olds to improve regional water distribution. This facility allows water to be stored and redistributed south to the communities of Didsbury, Carstairs, and Crossfield, strengthening overall system reliability.
- 2015 - SCADA monitoring and controls, plus an additional administration and service building.
- 2016- Transmission line twinning from the plant to Olds and from Didsbury to Crossfield.
- 2017 - Addition of ultraviolet disinfection to complement chlorine disinfection.

## Past Upgrades | Project Photographs



Membrane treatment upgrade



Ultraviolet disinfection equipment



Historical pipeline installation



Midpoint Reservoir construction

## Inside The Commission

Reliable water service depends on more than treatment facilities and pipelines. It also requires a sustainable financial plan that balances today's operating needs with tomorrow's infrastructure requirements. The following information highlights the key financial factors shaping the Commission's long-term planning and investment decisions. The approved 2027 rate supports daily operations, ongoing asset renewal, reserve funding, and long-term service reliability for the six member communities

| | |
|---|---|
| Regional transmission pipeline | Approximately 95 km |
| Annual water delivered (2025) | 3.7 Million Cubic Metres |
| Current maximum treatment capacity | 27,000 $m^3$/day |
| Average / peak daily demand | 10,300 / 14,500 $m^3$/day |
| Storage facilities | Treatment Plant: 3,400 $m^3$ \| Mid-Point Reservoir: 6,800 $m^3$ |
| Major assets maintained | Treatment Plant; Mid-Point Reservoir; regional transmission lines. |
| Original plant and system construction | 1975–1976 |
| Commission assumed ownership / operations | 1992 |
| 2027 Board-approved wholesale rate | $2.80/$m^3$ (effective April 1, 2027) |
| Engineers' 10-year capital estimate | $140 million (2027–2036 schedule) |
| Raw-water storage Phase 1 proposed cell | Approximately 140,000 $m^3$ (planned) |



## Did You Know

Many of Alberta's water systems were constructed in the 1970s and 1980s and are now entering periods of increased maintenance, rehabilitation, and replacement. The Anthony Henday Water Treatment Plant and portions of the regional transmission system date to 1975 and 1976 and continue to provide service today through ongoing renewal and replacement programs.



## Asset Renewal Priorities

The engineers' 2027-2036 Capital Planning Estimate identifies approximately $140 million in proposed projects intended to maintain service levels, support future growth, and renew critical assets throughout the regional water system. This estimate serves as a planning tool for future decision making and should not be interpreted as approved expenditures or immediate spending commitments. Individual projects remain subject to future Board review and approval.



*Raw-water storage site | Aerial view of the existing ponds and surrounding watershed landscape.*

| Priority area | Planned scope | Reliability outcome |
|---|---|---|
| **Power and electrical** | Replace major electrical components; add temporary/emergency power capability | Reduced vulnerability to outages |
| **Raw-water resilience** | Develop raw-water storage ponds | Additional operating flexibility during flooding, turbidity and drought |
| **Treatment membranes** | Microfiltration upgrades, daily testing, membrane replacement | Preserved treatment performance |
| **Controls and security** | SCADA / computer network overhaul and cybersecurity improvements | Improved oversight and operational resilience |
| **Transmission renewal** | Address pipeline leaks and evaluate twinning / system renewal priorities | Reduced break and service-interruption risk |

The capital planning estimate represents proposed investments over a ten-year period. Projects will be evaluated, prioritized, and funded over time as operational requirements, grant opportunities, financing options, and Board decisions evolve. Selected projects from the engineers' estimate (dollars shown are project totals, not annual expenditures):

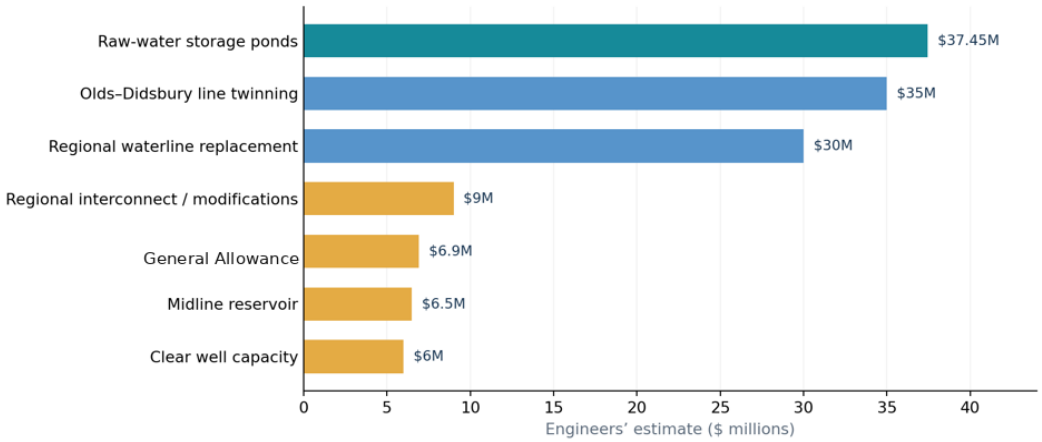


*Figure 2. Selected project totals from the supplied 10-year engineers' estimate; not the full budget.*

| Project / asset | Estimate | Scheduled years |
|---|---|---|
| **Raw-water storage ponds** | $37 Million | 2027–2029 |
| **Line twinning: Olds to Didsbury** | $35 Million | 2031–2032 |
| **Regional waterline replacement** | $30 Million | 2030 |
| **Regional waterline interconnect / modifications** | $9 Million | 2027–2036 |
| **General allowance** | $6.9 Million | 2027–2036 |
| **Midline reservoir** | $6.5 Million | 2031 |
| **Clear well capacity** | $6 Million | 2029 |
| **Electrical upgrades** | $2.8 Million | 2026 |
| **Line twinning: Innisfail** | $2 Million | 2035 |
| **Membrane replacement** | $1.6 Million | 2026–2027 |
| **WTP PLC replacement** | $620,000 | 2027–2030 |

## Annual Capital Schedule

The annual allocations presented in the following schedule illustrate how the ten-year planning estimate is distributed across future years. These allocations represent planning assumptions and should not be interpreted as approved annual expenditures. The totals below represent the year columns in the 10-year engineers' estimate.

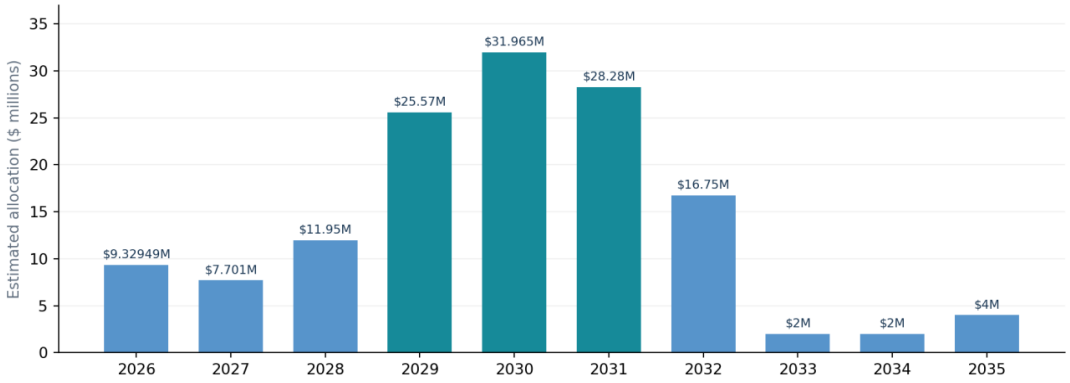


*Figure 3. Annual estimated capital allocations, 2026–2035; proposed figures, not approved expenditures.*

| Year | Estimated capital allocation |
|---|---|
| **2026** | $9.3 Million |
| **2027** | $7.7 Million |
| **2028** | $12 Million |
| **2029** | $25 Million |
| **2030** | $32 Million |
| **2031** | $28 Million |
| **2032** | $17 Million |
| **2033** | $2 Million |
| **2034** | $2 Million |
| **2035** | $4 Million |
| **Total** | $140 Million |

Asset renewal planning allows the Commission to prioritize replacements based on condition, risk, service impacts, and available funding opportunities.

## Funding Partnerships

Provincial grant funding plays an important role in supporting infrastructure renewal, improving operational resilience, and advancing raw-water storage projects while reducing pressure on wholesale water rates. The funding amounts reflected in this report represent approved grant commitments and do not necessarily reflect funds already received or expended. While the Commission's long-term financial plans may include assumptions regarding future grant availability, such funding is not guaranteed. If anticipated grants are unavailable, the Board may need to reconsider project timing, borrowing requirements, reserve utilization, or future rate decisions to maintain the Commission's infrastructure and service objectives.

## Confirmed Provincial Funding

| Funding program | Project | Maximum grant |
|---|---|---|
| 2025 Water for Life | Lateral Supply Lines and SCADA | $1.5 Million |
| 2025 Water for Life | Anthony Henday WTP Electrical Upgrades | $1.5 Million |
| 2026 Drought and Flood Protection | Raw Water Storage Pond - Phase 1 | $6.7 Million |

## Lateral Supply Lines and SCADA Upgrades

The Commission secured provincial funding to support improvements to regional lateral supply lines and its Supervisory Control and Data Acquisition (SCADA) system. These investments support the reliability and efficiency of the regional water distribution network, strengthen system monitoring and control, and help ensure dependable water delivery to member communities.

The project represents an important investment in modernizing regional infrastructure and reducing the risk of service disruptions.

## Anthony Henday Water Treatment Plant Electrical Upgrades

The Commission secured provincial funding to support critical electrical infrastructure upgrades at the Anthony Henday Water Treatment Plant. The project addresses aging electrical equipment, including switchgear, motor control centres, transformers, and associated power distribution systems.

The upgrades are designed to improve electrical reliability, enhance operational safety, and strengthen the plant's ability to maintain essential water treatment operations. The proposed design also incorporates provisions for emergency generator connections, improving the Commission's ability to respond to power interruptions.

These improvements are essential to extending the useful life of the treatment plant, reducing the risk of equipment failures, and supporting a safe, reliable water supply for member communities.

## Raw Water Storage: Phase 1

The Raw Water Storage Pond Project Phase 1 includes detailed design/engineering; a flow-control chamber on the existing 400 mm forcemain; a western raw-water storage cell with approximately 140,000 $m^3$ capacity; a new pump station and related infrastructure; and overflow routing and controls back to the Red Deer River.

## Funding Plan

- Total Phase 1 proposed budget: $9.5 Million
- Provincial grant maximum: $6.7 Million
- Commission contribution: $2.8 Million

## Water rates in regional context

The rates below represent published 2026 wholesale water rates for selected Alberta regional water providers. Comparisons should be interpreted cautiously, as service delivery models differ significantly. The Mountain View Regional Water Services Commission owns and operates the Anthony Henday Water Treatment Plant and related transmission infrastructure, while WILD Water Commission, Aqua 7 Regional Water Commission, and the North Red Deer River Water Services Commission receive treated water from external suppliers. As a result, treatment, operational, and capital replacement responsibilities are not directly comparable.

| Provider | 2026 Rate | Volume $m^3$ |
|---|---|---|
| **MVRWSC** | $2.53/$m^3$ | 3.7 Million |
| **North Red Deer River W.S.C.** | $2.52/$m^3$ | 3.0 Million |
| **WILD Water Commission** | $3.53/$m^3$ | 600,000 |
| **Aqua 7 Regional Water Commission** | $3.69/$m^3$ | 400,000 |

**Interpretation:** The comparison is provided for regional context only and should not be interpreted as a direct comparison of utility performance, efficiency, or service levels. Water rates are influenced by numerous factors, including asset ownership, treatment requirements, debt obligations, capital renewal programs, governance structures, and operating responsibilities. Additional fees or charges may apply depending on the provider.

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**Infrastructure Funding Pressures Across Alberta**

Infrastructure renewal and funding pressures are being experienced by water providers across Alberta.

For example, Calgary City Council endorsed its proposed 2027-2030 water utility rate framework on October 27, 2026. The proposal includes average annual increases of 19.9% for drinking water, 15.2% for wastewater, and 5.8% for stormwater, with the typical combined residential utility bill projected to increase from $119.21 per month in 2026 to $206.94 by 2030.

While municipal utility systems differ from regional wholesale water commissions, the example illustrates the broader infrastructure investment challenges facing Alberta's water sector.

## Rate Consideration

The Commission approved a wholesale water rate of $2.80/m$^3$ effective April 1, 2027, for municipal customers. Retail water rates charged to residents remain the responsibility of individual municipalities and are determined locally based on each municipality's infrastructure, operating, and financial requirements.

As part of the financial review, $4.71/m$^3$ was identified as a potential long-term funding requirement under specific planning assumptions; however, this was not the rate approved by the Board. After considering affordability, community impacts, rate stability, infrastructure requirements, and future funding opportunities, the Board adopted a measured approach with a wholesale rate of $2.80/m$^3$. This decision supports ongoing infrastructure investment while providing a manageable transition for member municipalities and their residents in the face of rising power, material, construction, and operating costs. The financial review also assumes that approximately 13.45% of future project funding will be supported through grants; however, future grant funding is not guaranteed and remains a key consideration in long-term financial planning.

## Funding Long Term Reliability

The financial review considered water sales revenue, reserve balances, borrowing capacity, grant funding opportunities, and long-term infrastructure requirements.

The engineers' capital planning estimate identifies significant infrastructure renewal requirements over the 2027-2036 planning horizon. These figures represent future planning estimates and should not be confused with historical operating or maintenance expenditures.

Beyond supporting current operations, long-term investment in regional infrastructure helps strengthen water security for the communities served by the Commission. Proactive planning and responsible asset management help ensure reliable service, system resilience, and sustainable water supplies for future generations.

## Additional Annual Treatment Plant Capital Repairs

In addition to the engineers' 10-year capital plan, MVRWSC allocates approximately $300,000 annually for capital repairs at the Anthony Henday Water Treatment Plant. At a constant annual allowance, this represents approximately $3.0 million over 10 years. This supplementary allowance is not included in the engineers' $140 Million estimate and should be considered separately in long-term funding requirements; actual annual expenditures will vary.

| Financial measure | Reported value |
|---|---|
| **2027–2036 proposed capital program** | $140 Million |
| **2025 Available borrowing headroom** | $5.6 Million |
| **2025 Unrestricted surplus** | $5.3 Million |
| **Historical Government grant-funded share of projects** | 13.45% |
| **Water rate estimate in financial review** | $4.71/$m^3$ |
| **Rate approved by the Board for April 2027** | $2.80/$m^3$ |
| **Additional WTP capital repairs (outside engineers' plan)** | Approx. $300,000 annually |

Future capital investments are expected to require borrowing and government grant funding. Financial figures are based on the Commission's 2025 audited financial statements; capital costs and funding requirements remain planning estimates.

*Aerial view of the Anthony Henday Water Treatment Facility*



## Protecting Regional Water Security for Future Generations