



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, SEPTEMBER 28, 2026, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

- a) RFD-Arena Boiler to New Business

3. ADOPTION OF AGENDA

- a) Adoption of agenda of September 28, 2026
Motion: To adopt the agenda of September 28, 2026

4. ADOPTION OF MINUTES

- a) Adoption of minutes of September 14, 2026(addendum 4.a)
Motion: To adopt the minutes of September 14, 2026



5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) Library Board Appointment-Pam Barker (addendum 5.a)



6. DELEGATIONS

- a) Carstairs Community Garden Volunteer Executive (addendum 6.a)



- b) Carstairs & District Agricultural Society - Charlie Van Arnam

7. BYLAWS AND POLICIES

- a) Policy No. 12-050-26 Reserves and Accumulated Surplus Policy
(addendum 7.a)



- b) Policy No. 41-006-26 Water Meter Testing Policy (addendum 7.b)



8. NEW BUSINESS

- a) RFD- Arena Boiler (addendum 8.a)



9. COMMITTEE REPORTS

a) POLICIES & PRIORITIES COMMITTEE

i) Minutes of September 15, 2026 meeting (addendum 9.a.i)



b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION

c) MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

d) MOUNTAIN VIEW SENIORS HOUSING

10. COUNCILOR REPORTS

a) COUNCILOR BALL

b) COUNCILOR FRICKE

c) COUNCILOR ROBERTS

d) COUNCILOR SELANDERS

e) COUNCILOR TOLLEY

f) COUNCILOR WILCOX

g) MAYOR ALLAN

11. CORRESPONDENCE

12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. CLOSED MEETING

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

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

16. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 14, 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, September 14, 2026, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA: Motion 278/26	Motion by Councilor Wilcox to adopt the Regular Council Agenda of September 14, 2026, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES: Motion 279/26	Motion by Councilor Tolley to adopt the Regular Council minutes of August 24, 2026, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	1. STARS-Jackie Seeley J. Seeley presented Council with a fundraising proposal for STARS, requesting that the Town of Carstairs become a regional leader and work toward a contribution of \$2 per capita. Councilor Wilcox asked whether STARS would be able to keep up with the increase in population. J. Seeley explained that STARS works collaboratively with other health-care services, including transportation and virtual care, to assess patients, navigate difficult procedures and coordinate all aspects of care. J. Seeley further noted that STARS provides critical care certification and that, at this time, they are able to continue navigating the increasing demand in a variety of ways. Councilor Tolley asked how many patients can be transported by helicopter. J. Seeley advised that, most of the time, one patient is transported; however, depending on the extent of the injuries and the patient's condition, a maximum of two patients may be transported. Councilor Roberts thanked J. Seeley for the presentation. Councilor Ball thanked J. Seeley for the presentation and asked how many donating partners are being asked to provide the 32% increase. J. Seeley explained that the requested increase varies between partners and that STARS also works with community foundations and grant programs to diversify its sources of funding. Councilor Selanders thanked J. Seeley for the presentation. Councilor Fricke thanked J. Seeley and asked whether, with continued growth, STARS has experienced situations where there were no staff available. J. Seeley advised that STARS always has staff on shift and is able to coordinate services as required. Mayor Allan thanked J. Seeley for the presentation and advised that Council would take the request into consideration during budget deliberations. Council agreed to accept the presentation for information.
Motion 280/26	Motion by Councilor Selanders to accept STARS Delegation from Jackie Seeley as information. CARRIED
BYLAWS & POLICIES:	Nil
NEW BUSINESS:	1. Financial Reports-August CAO R. Blair provided Council with an overview of the August financials.

Councilor Fricke asked about the change in library funding due to recent provincial legislation.

Motion 281/26 Motion by Councilor Ball to accept Financial Reports-August as information.

CARRIED

2. Project Updates

CAO R. Blair and K. Williscroft provided Council with project updates on current capital projects.

Annexation: The LPRT has acknowledged the Town's annexation application. The Town is awaiting responses to the Notice of Intent and anticipates the application will be reviewed tomorrow. Following the review, the application will be sent to the County for feedback, followed by discussion at the ICC and then respecting Council.

As of today, insulation has been completed, with cladding over the insulation still outstanding. Once the cladding is completed, commissioning can begin and is anticipated to take approximately two to four days. The plant is expected to be ready by Friday, with ice-making to begin as soon as possible. Ice is anticipated to be ready by September 26 for the opening.

Water Reservoir: K. Williscroft provided an update on the water reservoir project and advised that commissioning is underway. The anticipated opening has been pushed back by approximately one week, with the goal of having the reservoir operational by the end of the month. Landscaping and a ribbon-cutting ceremony will follow. Once the new reservoir is operational, upgrades to the existing reservoir will begin.

McAlpine MacEwan Paving: Paving has been completed and the FACs have been completed.

Scarlett Ranch Pathway: The pathway has been completed. The Town is evaluating beautification options for the area for consideration in the 2027 budget.

Administration Building: IFT drawings have been completed. The next step is a cost analysis for consideration during budget discussions.

Sanitary Sewer Lining Project: The project is nearing completion. The Town is waiting for crops to be harvested before bringing equipment onto the affected areas.

Councilor Fricke asked about the delays commissioning the reservoir and arena. CAO R. Blair advised that the arena was delayed due to ABSA requirements and CIMCO registration of the vessel, resulting in a delay of approximately 10 days. The reservoir commissioning was delayed due to a structural issue with the vault.

Councilor Tolley asked whether the existing reservoir will be taken offline to complete the upgrades. K. Williscroft confirmed that it will. The commissioning process allows for all required testing to be completed to ensure the new reservoir is functioning properly before the existing reservoir is taken offline.

Motion 282/26 Motion by Councilor Fricke to accept Project Updates as information.

CARRIED

3. RFD-Security Upgrades to Administrative Office

Council reviewed the RFD proposing security improvements within the reception area of the Town Office.

Councilor Selanders asked whether there is an existing issue that the proposed improvements are intended to mitigate. CAO R. Blair confirmed that there is a safety concern. Councilor Selanders asked whether there was urgency to complete the improvements or whether they could be incorporated into the planned administration office expansion. CAO R. Blair advised that, from an administration perspective, the matter is a safety concern.

Councilor Tolley asked what other municipalities are doing regarding reception security. R. Blair advised that each municipality is different and has different requirements.

Councilor Wilcox noted that Didsbury has a barrier in place and stated that the improvements would provide protection for staff as well as belongings and information.

Councilor Fricke asked how many quotes had been received. Administration advised that they had reached out to five other companies.

Motion 283/26

Motion by Councilor Ball to direct Administration to proceed with the office reception security improvements as proposed by Peak2crete Contracting Ltd., in the amount of **\$24,150.00**, with funding to be taken from the Operation Stabilization Fund.

CARRIED

4. Library Board Appointment-Pam Barker

Council reviewed the application for the Library Board appointment of Pam Barker.

Councilor Wilcox advised that the application had not yet been brought forward to the Library Board for approval and requested that the appointment be tabled until the Board has had an opportunity to review the application.

Motion 284/26

Motion by Councilor Wilcox to table Library Board Appointment-Pam Barker until Library Board meeting.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee
- Next Meeting September 15, 2026.
2. Mountain View Regional Waste Commission
- Next Meeting September 28, 2026.
3. Mountain View Regional Water Services Commission
- Councilor Roberts provided a verbal report of the Strategic Planning meeting on September 9, 2026.
4. Mountain View Seniors' Housing
- September 10, 2026, attended the MVSH Foundation Golf Tournament at the Carstairs Golf Course with Councillors Selanders and Roberts and Lance Colby. The golf staff did a great job and heard lots of great feedback. This is the third year the tournament has been hosted in Carstairs. Next Board Meeting September 29, 2026.

Motion 285/26

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

CARRIED

COUNCILOR REPORTS:

1. Councilor Ball
- Provided a verbal report.
- September 2, 2026, attended MLA Tara Sawyer's BBQ at the Carstairs Legion.
- September 5, 2026, attended Public Track Day at Rocky Mountain Motorsports and toured the facility.
2. Councilor Fricke
- Provided a verbal report.
- August 25, 2026, attended the Community Connections event, including Meet the Machines and Movie in the Park.
- September 2, 2026, attended MLA Tara Sawyer's BBQ at the Carstairs Legion.
- September 3, 2026, attended the Cheers Liquor Discounter Store Grand Opening.
- September 10, 2026, attended the MVSH Foundation Golf Tournament.
3. Councilor Roberts
- Provided a verbal report.
- August 25, 2026, attended the Community Connections event, including Meet the Machines and Movie in the Park.
- September 9, 2026, attended the Mountain View Regional Water Services Commission meeting.
- September 10, 2026, attended the MVSH Foundation Golf Tournament.
4. Councilor Selanders
- Provided a verbal report.
- August 25, 2026, attended the Community Connections event, including Meet the Machines and Movie in the Park.
- September 10, 2026, attended the MVSH Foundation Golf Tournament.
5. Councilor Tolley
- Provided a verbal report.

- Multiple meetings with CMHA and RMA regarding communication challenges and Arena season start-up.

6. Councilor Wilcox

- Provided a verbal report.
- August 25, 2026, attended the Community Connections event, including Meet the Machines and Movie in the Park.
- September 2, 2026, attended MLA Tara Sawyer’s BBQ at the Carstairs Legion.

7. Mayor Allan

- Provided a verbal report.
- August 25, 2026, attended the Community Connections event, including Meet the Machines and Movie in the Park.
- September 2, 2026, attended MLA Tara Sawyer’s BBQ at the Carstairs Legion.
- September 3, 2026, attended the Cheers Liquor Discounter Store Grand Opening.
- September 5, 2026, attended Public Track Day at Rocky Mountain Motorsports and toured the facility.

Motion 286/26

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

CARRIED

CORRESPONDENCE:

1. Dog Park Proposal-Steven Hamilton

S. Hamilton wrote a letter proposing a walkway, dividing fence, and memorial “love lock” fence. Council reviewed the proposal,

CAO R. Blair stated that Administration conducted research and determined that the current dog park is unable to accommodate a dividing fence due to its size. If Council wishes to establish a separate small dog park, another location would need to be identified. Regarding the proposed pathway, CAO R. Blair noted that the Operations crew already maintains the grass and deals with users who do not clean up after their dogs. Adding a pathway would create additional maintenance requirements for Operations.

Councilor Wilcox, speaking as a dog park user, noted that the area can become icy and questioned whether a pathway would be appropriate. Councilor Wilcox also questioned whether a pathway would create additional user risk and noted that the existing dog park is not large enough to be divided into separate areas. Councilor Wilcox also asked Administration to ensure appropriate "Use at Own Risk" signage is posted.

Councilor Fricke asked whether recycled millings used in other areas around Town could be considered for use as a pathway. CAO R. Blair advised that millings could be used; however, there would be an expectation that the pathway be cleared, and the Town would assume liability for an uncleared pathway. Councilor Wilcox added that, due to the layout of the dog park, the area functions more as an open field rather than a walking path.

Councilor Roberts noted that a pathway would not prevent icing and that users should be encouraged to wear appropriate footwear.

Council discussed the possibility of a memorial "love lock" fence feature. Administration advised that the matter has not yet been reviewed with Operations but could be investigated. Councilor Fricke noted that a process would need to be established for the placement, maintenance, repair and potential removal of locks should any damage occur.

Motion 287/26

Motion by Councilor Roberts to accept Dog Park Proposal as information.

CARRIED

CAO’S REPORT:

- August 25, 2026, met with the Agricultural Society.
- August 26, 2026, met with the IODE regarding space constraints and lease agreements. A Sea-Can will be provided for additional space.
- August 26, 2026, Administration building expansion meeting.
- August 27, 2026, Water Reservoir construction meeting.
- September 9, 2026, met with ATCO regarding franchise renewal.
- September 9, 2026, met with Operations and IJD regarding inspections related to fire separation and associated costs at the Carstairs Curling Rink. The cost for repairs was \$3,675, and the

information was sent to the Curling Rink. Assessments and evaluations were completed; however, no response has been received.

- September 10, 2026, Water Reservoir construction meeting.
- September 10, 2026, attended Regional CAO meeting.
- September 14, 2026, met with D. Nielsen regarding HSS. HSS currently has approximately 900 students and is operating at 112% capacity. D. Nielsen along with T. Upshaw from CESD will attend a Council meeting in October to address Council.
- Seniors Housing Update: NeoForm has received the draft agreement for review and feedback, with a response anticipated by the end of the week. The agreement is expected to be brought forward to Council soon, followed by the ground lease. Government support has been received.

Motion 288/26

Motion by Councilor Tolley to accept the Cao’s Report as information.
CARRIED

COUNCILOR
COMMENTS:

1. Councilor Tolley
-Received a complaint regarding garbage and debris at the southeast corner of the golf course, as well as concerns regarding the drainage swale in the same area.
2. Councilor Fricke
-Also received a concern regarding garbage and the drainage swale and forwarded the concerns to Administration.
-Advised Council of the survey currently available regarding the Airdrie corridor bypass and encouraged residents to provide feedback.

Motion 289/26

Motion by Councilor Wilcox to accept Councilor Comments as information.
CARRIED

PUBLIC QUESTION
PERIOD:

1. Dan Veno
D. Veno informed Council of an incident that occurred on July 15, 2026, in which his truck was struck by a golf ball while he was driving past the golf course. He advised that the golf ball was hit from the 18th hole. D. Veno reported the incident to Golf Course Manager J. Lockert on July 16, 2026, and was asked to provide repair quotes. Following receipt of the repair quotes, both J. Lockert and CAO R. Blair advised D. Veno that the Town would not be compensating him, as there is no way to prove which golfer was responsible or hold the golfer accountable for the incident. D. Veno stated that, while he would appreciate compensation for the damage, his primary concern is the frequency with which golf balls cross the highway. He requested that the Town investigate measures to mitigate the safety concern and ensure that all appropriate safety precautions are being considered. D. Veno requested that Council reconsider the matter and asked for a formal letter confirming that the Town's insurance company has reviewed the concern. D. Veno stated that he wished to have the concern formally recorded in the event of a future incident and expressed concern regarding potential Town liability should another incident occur.

Mayor Allan advised that he would discuss the matter with Council and Administration.

2. Don James
Referred to the April 27, 2026, Council minutes regarding the Rural Renewal Program letter and asked whether the Town had received any further correspondence from other businesses in the community experiencing challenges with reliable employment. Council confirmed that no further correspondence had been received.

Motion 290/26

Motion by Councilor Ball to accept Public Question period as information.
CARRIED

CLOSED MEETING:

1. Section 20-Disclosure Harmful to Personal Privacy
Section 197 of the Municipal Government Act requires that Council and Council Committees conduct their meetings in public unless the matter to be discussed falls under one of the exceptions to disclosure outlined in Division 2 of Part 1 of the Access to Information Act (ATIA), including, but not limited to, matters related to business interests, personal privacy, individual or public safety, confidential evaluations, or law enforcement. (Sections 19 to 34).

Regular Council Meeting – September 14, 2026,		Page 6 of 6
Motion 291/26	Motion by Councilor Tolley that Council close the meeting to the public to discuss Disclosure harmful to Personal Privacy, as per Section 20, of the ATIA, at 8:13 p.m.	CARRIED
Motion 292/26	Motion by Councilor Roberts to come out of the Closed Meeting session at 8:35 p.m.	CARRIED
NEXT MEETING:	Monday, September 28, 2026, at 7:00 p.m.	
ADJOURNMENT:		
Motion 293/26	Motion by Councilor Wilcox to adjourn the meeting of September 14, 2026, at 8:36 p.m.	CARRIED

Dean Allan, Mayor

Rick Blair, CAO



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

COMMITTEES & BOARDS APPLICATION

Last Name: Barker First Name: Pam

Address: Box 1232 Carstairs AB T0M 0N0
City Province Postal Code

Home Phone: 403-852-1085 Day-Time Phone: 403-852-1085

Email: pamatlast@hotmail.com

1. Appointment To:

a) Carstairs Public Library Board - General Member

b) _____

2. Background Information

Provide a brief outline of your experience/education in this area of volunteerism.

I have sat on multiple volunteer boards over the years. Church Boards, Dance Clubs,
TTMAC Board member. I am a great promoter of community events and all the
services our library offers - as my friends! lol I also believe in volunteering and setting
an examble for my kids that volunteering is cool and needed in communities.

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

I have always been a strong supporter of library programs and often take out books, use computers.

I believe in the community spirit the library promotes and enjoy the learning space.

Over the years my family and I have participated in many programs, events at libraries in any town we have lived in.

4. Length of Residence:

In the town of Carstairs: see below years and/or In the town of Carstairs area: 25 years

In town 2001-2015 East of town 2015-2026, back in town Sept 1, 2026

Pam Barker September 8, 2026
Signature Date

Completed applications must be returned to the Town Office.

To be eligible for appointment as a public-at-large member of a Town Board, Commission, Committee, or Task Force, you must be a resident of Carstairs.

Length of appointment is a two year term except as required by statue, or if the appointment is to fill a vacancy.

The personal information requested on this application is being collected in order to assist Council in making appointments to its committees, and is governed by the Freedom of Information & Protection of Privacy Act (FOIPP).



PRESENTATION INFORMATION

Name of person(s)/Group requesting to appear before council:

Carstairs Community Garden Volunteer Executive

Council meeting date requesting:

Sept 28th, 2026

Purpose of presentation:

☐ Information Only ☐ Request Action/Support ☒ Request Funds ☐ Other

If Other Please explain:

we are requesting funding for a gazebo and picnic table at the Carstairs Community Garden to create a welcoming gathering space for residents of all ages. The gazebo would provide shelter and a central meeting place for community events such as our annual Corn and Potato Feast, while encouraging social connection, community engagement, and outdoor enjoyment. This addition would help make the garden an even more inclusive and vibrant hub for our community.

Will you be presenting any documentation/slideshow/media: Yes / No

If yes, Please specify:

We have a 2.5 minute video to use in our presentation.

Have you presented this topic before? No ☐

If yes Please provide details:

☐ Approved	☐



Town of Carstairs

Policy: Reserves and Accumulated Surplus Policy
Policy No. 12-050-26

Date: September 28, 2026

Adopted by: Council

Policy Statement:

The Town of Carstairs is committed to fiscal sustainability and seeks to be transparent about its resources for future operating and capital spending by creating Reserves within the Accumulated Surplus. Reserves support fiscal stability, debt minimization, and flexibility for emerging economic needs while creating dedicated funding sources for current and long-term service delivery and growth.

Reserves help ensure the Town is financially sound, accountable, and transparent in managing public funds.

Purpose:

To determine responsibilities and authorities for Reserves and Accumulated Surplus management.

To outline the effective management of Reserves and Accumulated Surplus and establish or explain the characteristics of each Town Reserve.

Legislative Authority:

This Policy is established pursuant to the Municipal Government Act, RSA 2000, c. M-26, as amended, including sections 3, 201, 243, 245, 246, 248, 250, 268.1, 276, and 283.1, respecting municipal governance, budgeting, expenditures, investments, financial reporting, and long-term financial and capital planning.

Scope:

This Policy applies to all municipal Reserve funds and Accumulated Surplus balances under the control of the Town of Carstairs and establishes the framework for creating, funding, managing, using, reporting, and reviewing Reserves.

Definitions:

“Accumulated Surplus” means the total assets less liabilities of the local government and represents the accumulated excess of revenues over expenses from prior years. Reserves form the restricted portion of the Accumulated Surplus.

“Interest-Bearing” means interest earnings will be applied to Reserve funds that have been deemed Interest-Bearing, as indicated in the Reserve Schedule.

“Internally Restricted Reserves” means Reserves established for internal Town purposes, with allowable uses determined by the Town.

“Reserve Schedule” means an individual schedule for each Reserve that outlines the Reserve's characteristics as described in this Policy.

“Reserves” means funds that are restricted within Accumulated Surplus for designated requirements.

“Town” means the municipal corporation of the Town of Carstairs in the Province of Alberta.

“Unrestricted Surplus” means the unrestricted portion of the Accumulated Surplus that has not been dedicated, designated, or restricted for a specific purpose.

Roles and Responsibilities:**Council**

Council must approve establishing or eliminating Reserves. Council must also approve transfers to and from Reserves through Council resolution, except for transfers to and from the Carry Forward Reserve and interest transfers, which shall be managed administratively.

Chief Administrative Officer (CAO)

The Chief Administrative Officer is responsible for providing direction over the administration of this Policy and ensuring that Reserves are administered in accordance with this Policy and applicable legislation.

Director of Corporate Services

The Director of Corporate Services is responsible for administering all Reserves in accordance with this Policy and the Municipal Government Act. R.S.A. 2000, c M-26, as amended, under the direction of the CAO. The Director of Corporate Services shall manage Carry Forward Reserve transfers at each year-end, and interest transfers on Interest-Bearing Reserves each month. The Director shall provide Reserve reporting to Council in accordance with this Policy, periodically review this Policy and Reserve fund balances, and bring recommendations to Council.

Reserve Management:**1. Reserves**

- a. Establishment and/or elimination of Reserves must be approved by Council through resolution or bylaw in accordance with the Municipal Government Act. R.S.A. 2000, c M-26, as amended.
- b. Transfers to and from Reserves must be approved by:
 - i. Council resolution through the approval of the annual budget; or
 - ii. Council resolution as a standalone item.
- c. Administration will recommend the portion of Accumulated Surplus to be apportioned into Internally Restricted Reserves.
- d. Internally Restricted Reserves shall be Reserves that are in one of five categories:
 - i. Stabilization and Contingency Reserves;
 - ii. Project Reserves;
 - iii. Municipal Lifecycle: Repair, Maintenance, and Replacement Reserves;
 - iv. Specific Purpose Reserves; and
 - v. Utility Reserves.
- e. A Reserve Schedule will be created and approved for each Internally Restricted Reserve in Schedule A of the policy, outlining the following characteristics of each Reserve:
 - i. Reserve Type;
 - ii. Reserve Name;
 - iii. Purpose;
 - iv. Application;
 - v. Funds (if applicable);
 - vi. Funding Source;
 - vii. Optimal Balance (if applicable); and
 - viii. Interest-Bearing.
- f. Reserves are assumed to be ongoing unless otherwise stated in the specified schedule.
- g. Reserves are assumed to have no ceiling unless otherwise stated in the specified schedule.

2. Funding Sources

- a. Restricted reserves may be funded from various sources, including but not limited to:
 - i. Proceeds from the sale of capital assets and land;
 - ii. Approved budget contributions;
 - iii. Carryover of the current year budget funds approved for a specific purpose that was not expended during the year;
 - iv. Annual surplus contributions;
 - v. Investment income; and
 - vi. Other revenue sources.

3. Usage

- a. Restricted surplus funds may only be used for the purposes specified by Council in the approved Reserve Schedules attached as Schedule A to this policy.

4. Interest-Bearing

- a. Reserves will be determined to be Interest-Bearing if there are external requirements based on legislation or agreements, or if the Reserve is intended to maintain future capital purchasing power by offsetting the effects of inflation.
- b. Reserves may be invested in accordance with the Town’s Investment Policy or as dictated by legislation and/or agreement (if applicable).
- c. On a monthly basis, Interest-Bearing Reserves will be allocated a portion of the Town’s investment income calculated by applying the rate the Town receives on its Demand Deposit Account to the Reserve’s balance.

5. Accumulated Surplus

- a. Accumulated Surplus will be allocated to Internally Restricted Reserves based on the following process. Funds will be applied:
 - i. To future known projects that meet the criteria of the applicable Reserve Schedule;
 - ii. To another restricted reserve which has not reached its target balance;
 - iii. To a one-time project for which other funding sources are not available; or
 - iv. Accumulated Surplus not apportioned to Internally Restricted Reserves will remain unrestricted.

6. Reporting

- a. All Reserve balances must be presented in the Town’s annual financial statements and budget documents.
- b. Where appropriate, each Reserve will be supported by a 10-year projection for receipt and disbursement of funds. These projections will be updated annually as part of the budget and long-term capital plan process.

End of Policy

/Carstairs09/26

Signatures:

Policy No. 12-050-26 adopted by Council on September 28, 2026.

Dean Allan, Mayor

Rick Blair, CAO

Schedule “A”
Reserves

Internally Restricted Reserves

Municipal Stabilization and Contingency Reserves

- Operations Stabilization

Project Reserves

- Operating Projects
- Capital Projects

Municipal Lifecycle: Repair, Maintenance and Replacement Reserves

- Life Cycle Plans
 - a) Facilities;
 - b) Fleet & Mobile Equipment:
 - i. Emergency Services; and
 - ii. Town;
 - c) Information Technology Equipment;
 - d) Parks & Open Spaces; and
 - e) Fire Services Non-Mobile Equipment and Facilities

Specific Purpose Reserves

- Land
- Special Project Capital & Equipment Lifecycle

Utility Reserves

- Water
- Sanitary Sewer
- Stormwater

Reserve Schedules

Municipal Stabilization and Contingency Reserves

Reserve Type	Municipal Stabilization and Contingency
Reserve Name	Operations Stabilization
Purpose	To preserve the organization's cash flow and allow for emergent spending.
Application	Not intended to be spent unless necessary for emergent reasons; maintains a bank balance for ebbs and flows in the timing of revenues and expenses.
Funding Source	Year-end surpluses as approved by Council.
Optimal Balance	Not to exceed 1.5 million dollars.
Interest Bearing	No.

Project Reserves

Reserve Type	Project Reserve
Reserve Name	Operating Projects
Purpose	To carry forward the funding for specific operating programs and projects where the service or acquisition was not completed or received by year-end but will occur in the following year. Carrying forward these funds ensures projects can be completed in the following budget year without affecting the following year's tax rate.
Application	Identified operating budget items that remain unexpended in one fiscal year and will be expended in the following fiscal year, as approved by Council following year-end.
Funding Source	Unspent portions of the annual operating budget for programs or projects carried forward as approved by Council. Annual transfer or other sources as approved by Council.
Optimal Balance	As needed.
Interest Bearing	No.

Reserve Type	Project Reserve
Reserve Name	Capital Projects
Purpose	To provide funding for future capital projects, to build tax-supported funding for capital programs, and to assist in meeting the funding requirements for existing capital projects.
Application	Capital projects approved through the Corporate Plan and Long-Term Capital Plan and approved by Council.
Funding Source	Annual budget transfers as approved by Council. Allocation of year-end surplus as approved by Council. Other sources as approved by Council.
Optimal Balance	As needed.
Interest Bearing	No.

Municipal Lifecycle: Repair, Maintenance and Replacement Reserves

Reserve Type	Municipal Lifecycle: Repair, Maintenance and Replacement
Reserve Name	Fleet & Equipment Reserves
Purpose	To provide the necessary funds for the scheduled repair, maintenance, and replacement of existing tangible capital assets.
Application	To fund the replacement, refurbishment and maintenance of the Town's infrastructure assets as approved through the budget, or as presented to Council to smooth out fluctuation impacts in annual costs. Life cycle plans will be used to substantiate the budgeted transfer and ensure the Reserve funds are used optimally.
Funds	a) Facilities b) Fleet & Mobile Equipment i. Emergency Services ii. Town c) Information Technology Equipment d) Parks & Open Spaces e) Fire Services Non-Mobile Equipment and Facilities
Funding Source	Annual transfers or other sources as approved by Council. Allocation of year-end surplus as approved by Council. Proceeds received from the sale of disposed lifecycle assets. Other sources as approved by Council.
Optimal Balance	Optimal balances for each fund within the reserve will be determined by executing life-cycle plans. Plans are reviewed annually as part of the Corporate Planning process.
Interest Bearing	Yes.

Specific Purpose Reserves

Reserve Type	Specific Purpose
Reserve Name	Land
Purpose	To provide funds for the acquisition of future land for commercial and industrial purposes, and for municipal purposes.
Application	To provide funds to purchase land for municipal purposes and to service non-residential development.
Funding Source	Sales of properties and Town facilities. Net proceeds from the disposition of road rights-of-way. Annual transfer or other sources as approved by Council.
Optimal Balance	N/A.
Interest Bearing	No.

Reserve Type	Specific Purpose
Reserve Name	Capital & Equipment Lifecycle
Purpose	To dedicate resources for funding the Town's portion of the XXXXXXXX Field House (example).
Application	Annual xxx Capital requisition.
Funding Source	Operating budget dedications.
Optimal Balance	As Needed.
Interest Bearing	No.

Utility Reserves

Reserve Type	Utility Reserves
Reserve Name	Water
Purpose	To fund utility operations and capital projects identified through the annual capital budget process and supported by the Utility Rate Model approved by Council.
Application	All water operations and capital programs.
Funding Source	Transfers to/from the Utility Operating Budgets as approved by Council as part of the annual budget process. Annual transfer or other sources as approved by Council.
Optimal Balance	As per the Utility Rate Model.
Interest Bearing	Yes.

Reserve Type	Utility Reserves
Reserve Name	Sanitary Sewer
Purpose	To fund utility operations and capital projects identified through the annual capital budget process and supported by the Utility Rate Model approved by Council.
Application	All sanitary sewer operations and capital program.
Funding Source	Transfers to/from the Utility Operating Budgets as approved by Council as part of the annual budget process. Annual transfer or other sources as approved by Council.
Optimal Balance	As per the Utility Rate Model.
Interest Bearing	Yes.

Reserve Type	Utility Reserves
Reserve Name	Stormwater
Purpose	To fund utility operations and capital projects identified through the annual capital budget process and supported by the Utility Rate Model approved by Council.
Application	All stormwater operations and capital programs.
Funding Source	Transfers to/from the Utility Operating Budgets as approved by Council as part of the annual budget process.
Optimal Balance	As per the Utility Rate Model.
Interest Bearing	Yes.



Town of Carstairs

Policy: Water Meter Testing Policy
Policy No. 41-006-26

Date: Month XX, 2026

Adopted by: Council

Purpose:

This Policy establishes a clear, fair, and transparent process for how the Town of Carstairs receives, reviews, and addresses concerns raised by Ratepayers regarding Water Meter accuracy or abnormal water consumption readings.

Legislative Authority:

This Policy is established pursuant to Section 3 of the Municipal Government Act, Revised Statutes of Alberta, 2000, c. M-26, and supports the Town in carrying out its responsibilities to provide good government, deliver services, and foster a safe and viable community.

Scope:

This Policy applies to all concerns submitted to the Town of Carstairs regarding Water Meter accuracy and related billing concerns.

Definitions:

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

"Meter Test" means the examination and testing of a Water Meter by a qualified third-party testing facility to determine its accuracy.

"Ratepayer" means the registered owner, occupant, or customer responsible for payment of a municipal utility account.

"Water Meter" means the device installed by or on behalf of the Town of Carstairs for measuring water consumption.

Roles and Responsibilities:

Chief Administrative Officer (CAO)

The Chief Administrative Officer shall ensure the consistent administration of this Policy and may delegate responsibilities as required.

Administration

Administration shall receive, review, investigate, and document concerns regarding Water Meter accuracy, coordinate Meter Testing where appropriate, and communicate findings and billing adjustments to the Ratepayer.

Ratepayer

The Ratepayer shall submit concerns in writing, provide all information reasonably required by Administration, cooperate with the testing process, and be responsible for applicable costs where the Water Meter is determined to be operating within acceptable accuracy tolerances.

Guidelines:

- 1. Concerns submitted under this Policy shall be handled in accordance with the following principles:
 - a. Transparency: The complaint process and decision rationale are clear and documented.
 - b. Consistency: Similar complaints are treated consistently.
 - c. Accountability: Decisions are supported by evidence, legislation, and policy.

Procedure:

1. Recording Ratepayer Concerns

- a. Concerns regarding Water Meter accuracy must be submitted in writing. Written submissions may be delivered in person, by mail, or by email.

Concerns regarding suspected Water Meter inaccuracies must be submitted within one (1) month of the utility bill containing the disputed consumption.

- b. Upon receipt of a concern from a Ratepayer:
 - i. The Ratepayer will be advised to inspect all toilets, faucets (indoor and outdoor), water softeners, appliances (including dishwashers, refrigerators, and similar devices), and sprinkler systems connected directly to the water system for leaks or malfunctions.
 - ii. The Ratepayer should be advised to have the property inspected by a licensed plumber to identify and address any leaks or malfunctions.
- c. If the Ratepayer has completed the inspections described above and continues to believe there is an issue with the Water Meter, the Town will proceed with a Meter Test.

Prior to testing, the Ratepayer shall sign an acknowledgment confirming responsibility for testing-related costs should the Water Meter be found to be operating within acceptable accuracy tolerances.

2. Meter Testing

- a. The subject Water Meter will be removed and replaced with a temporary meter by an employee of the Town of Carstairs or a licensed plumber. The meter reading at the time of removal shall be documented and retained on file.
- b. The Water Meter will be sent to a third-party testing facility that specializes in meter proving and analysis.
- c. Once the Water Meter has been tested, which typically takes four (4) to eight (8) weeks, it will be returned to the Town of Carstairs with a detailed report of the findings.

3. Outcome

- a. If the testing demonstrates that the Water Meter over-registers consumption by more than three percent (3%), the Water Meter shall be deemed defective, and the Town will be responsible for all costs associated with the Meter Test.
- b. If the testing demonstrates that the Water Meter does not over-register consumption by more than three percent (3%), the Water Meter shall be deemed accurate for the purpose of this Policy, and the Ratepayer will be responsible for all costs associated with the Meter Test. These costs include labor for removal and replacement, shipping, and testing and will be charged directly to the Ratepayer's utility account.

4. Billing Adjustments

- a. Where the Water Meter is confirmed to be defective and has over-registered water consumption, Administration may adjust utility charges for the period affected by the defective meter, for a period not exceeding three (3) months immediately preceding the date on which the concern was reported. Any approved adjustment shall be applied as a credit to the utility account.

5. Communication of Findings

- a. Administration shall provide written notice of the test results and any applicable billing adjustment within ten (10) business days of receiving the testing report.

End of Policy
/Carstairs0X/26

Signatures:
M____/26 Policy No. 41-006-26 adopted at Council on Month XX, 2026.

Mayor, Dean Allan

CAO, Rick Blair



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

REQUEST FOR DECISION (RFD)

Meeting Date:	Sept 28, 2026		
Agenda Item:			
Prepared By:	Paula Schmick-Roy	Department:	Community Services
Request: Additional Funding required for Arena Boiler System			
Purpose:			
To request additional funding to replace the boiler for the arena, Cost of boiler and work is \$26,500 +gst. See notes below for scope of work to be done.			
Background:			
The boiler has been having some issues over the past year, and we have managed to keep it running. By the end of last hockey season, we knew it was unlikely to make it through another full season. Now that the arena is open, we are barely getting lukewarm water. We are unable to do proper hot floods, and we cannot reasonably expect to have enough warm water available for the dressing rooms. This is becoming an immediate operational concern now that we are back open and servicing our regular user groups.			
Discussion/Analysis:			
The proposal is to replace the existing boiler with a new IBC EX500 boiler. The EX500 would provide more capacity than our current boiler and would better meet the demands of the arena. This would also provide some flexibility for future expansion. If a second ice sheet is added in the future, we would only need to install one additional EX500 boiler along with the necessary piping, rather than replacing the system again.			
Recommendation:			
To approve this project to get it done as soon as possible, as we do not have hot water for floods or users in the dressing room.			
Financial Implications:			
☐ No Financial Impact ☐ Within approved budget ☒ Additional funding required			
Details:			
Operational Impact:			
The lack of hot water in the dressing rooms is a sanitary concern and is also impacting our users. In particular, the school Academy students are unable to shower after their ice time before returning to school. The lack of hot water is also affecting ice maintenance. Floods using cold water do not produce the same smooth, high-quality ice surface that can be achieved with hot water. This impacts the overall quality of the ice and the experience for our users.			
Additional Notes:			
The cost of the boiler and work is \$26,500 +gst. This includes the Boiler, pumps, flanges, piping, glycol for the system, expansion tank, electrical and removal of the old equipment.			
Attachments:			
Motion:			
1. Motion by Councilor _____ to direct administration to proceed with funding the Arena Boiler system request with funds to be taken from the Operation Stabilization Fund in the amount of \$27,825.			

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
TUESDAY, SEPTEMBER 15, 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; Library Manager M. Ginther; Director of Community Services Paula Schmick-Roy; Manager of Legislative Services Jessica Pryde; Director of Planning & Development & Deputy CAO Kirk Willisroft; & Executive Assistant Kayleigh Van Es

ABSENT: Nil

CALL TO ORDER: Mayor Allan called the Policies & Priorities Committee meeting of Tuesday, September 15, 2026, to order at 1:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Wilcox to adopt the Policies & Priorities Committee meeting agenda of September 15, 2026, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Ball to adopt the Policies & Priorities Committee minutes of May 19, 2026, as presented.

CARRIED

UNFINISHED BUSINESS: 1. Library Space Needs Assessment

M. Ginther provided the Committee with an update on the Library Space Needs Assessment. The assessment provides information on projected library space requirements based on continued community growth and provides information to support future planning and best practices. M. Ginther advised that the Library is currently making its existing space work; however, additional space is becoming a pressing need to better address community needs and meet best practices. The assessment also considers opportunities to increase programming, accommodate circulated materials, and provide additional meeting rooms, which are currently difficult to schedule. The assessment is intended to serve as an aspirational document to support long-term planning.

Councilor Fricke thanked M. Ginther for the work completed and asked whether the collection material and item count included duplicate items. M. Ginther advised that duplicate items are counted as a single item; however, the Library currently does not retain many duplicate items due to space constraints. Councilor Fricke asked whether the Parkland Library Board provides the computers and software for the Library. M. Ginther advised that the Parkland Library Board provides the computers and software, while the Library provides the monitors, keyboards and mice, as well as additional software. Councilor Fricke asked whether there were design concepts that would allow for future additions to the Library. M. Ginther advised that there were no specific concepts to identify at this time and noted that Edmonton uses a storefront model as one example.

Councilor Selanders noted the projected requirement of approximately 26,000 sq. ft. by 2051 and asked for context to better understand the size. M. Ginther offered perspective that the new Airdrie Library is 53,000 sq. ft. and advised that the projected space would include meeting rooms and community spaces to meet community needs.

Councilor Ball had no questions and thanked M. Ginther for the information, noting

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Policies & Priorities Committee Meeting – September 15, 2026,**Page 2 of 7**

that it would be helpful for future planning.

Councilor Roberts echoed the comments and advised that they had also conducted research on the matter.

Councilor Tolley asked about the storage of donated books. M. Ginther advised that the Friends of the Library have a Sea-Can for storage, as the Library does not have sufficient space for donated materials.

Councilor Wilcox thanked M. Ginther and noted the importance of keeping the Library's future space needs in mind during long-term planning. Councilor Wilcox also noted the need for additional programming space and meeting rooms and asked whether the calculations in the assessment were inclusive of all space requirements. M. Ginther confirmed that they were.

Mayor Allan thanked M. Ginther for the detailed information.

Motion by Councilor Tolley to accept the Library Space Needs Assessment as information.

CARRIED**BYLAW & POLICIES:****1. Policy No. 41-006-26 Water Meter Testing Policy**

C. Fox spoke to the Policy. The Policy establishes a process for how the Town receives, reviews and addresses concerns raised by ratepayers regarding water meter accuracy or abnormal readings.

Councilor Wilcox questioned Section 3(b) and asked whether Operations would explain the meter concerns and findings to the residents. C. Fox confirmed that Operations would investigate the matter thoroughly, including checking for leaks, and advised that the process outlined in the Policy would be considered a last step. C. Fox noted the importance of ensuring residents understand the likelihood and circumstances under which the process would apply.

Councilor Tolley asked whether the Town would cover the \$850 cost if the meter was determined to be inaccurate. C. Fox confirmed that it would.

Councilor Selanders asked about the acknowledgement of the \$850 payment. C. Fox advised that a letter and signage would be provided and that the meter change-out would be signed off once completed.

Councilor Fricke thanked C. Fox for the work on the Policy and referenced discussions at Alberta Municipalities regarding Olds experiencing increased pushback related to meter installations. C. Fox noted that 1,022 meters have been installed in Carstairs and that Olds is using a meter contractor for installations, while Carstairs completes installations in-house. C. Fox advised that installations take approximately 10–15 minutes and that approximately half of the meter installations have been completed, with approximately 1,100 remaining.

Councilor Wilcox asked about compliance in Carstairs compared to Olds and whether the Town has experienced similar concerns. C. Fox advised that the Town has encountered residents who are less engaged but has not experienced the same level of conflict. C. Fox stated that the Town has the supporting research, printouts and educational information available.

The Committee was provided an opportunity to view the water meter program and its features.

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Motion by Councilor Ball to accept Policy No. 41-006-26 Water Meter Testing Policy as presented and forward to the next Council meeting for ratification.

CARRIED**2. Policy No. 12-050-26 Reserves and Accumulated Surplus Policy**

S. Allison spoke to the Policy. The Policy was previously brought forward to the Committee in April. Changes have been made regarding reporting to reference the budgeting and planning process, and an optimal balance has also been added.

Councilor Fricke requested clarification regarding the definition of unrestricted surplus.

Councilor Selanders asked what type of reserve would be used for Library funding. S. Allison advised that a Specific Purpose Reserve would be established. S. Allison explained that the Policy provides direction for future reporting and will allow reserve balances to be identified within the financial reporting. Councilor Selanders also asked for clarification regarding interest-bearing reserves.

Councilor Wilcox questioned Section 6(b) and asked whether the storage of information and reports would be accessible to the public. S. Allison advised that information available to the public would align with the applicable financial reporting requirements and that the Policy establishes the budgeting process for the receipt and disbursement of reserve funds.

Motion by Councilor Fricke to accept Policy No. 12-050-26 Reserves and Accumulated Surplus Policy as amended and forward to the next Council meeting for ratification.

CARRIED**3. Ice Allocation Policy**

P. Schmick-Roy spoke to the current Ice Allocation Standard Operating Procedure. The primary users are local and non-profit youth organizations, followed by secondary and tertiary users based on the percentage of participants, with quaternary use allocated to public skating programs. She advised that there is limited ice availability and that historical records are maintained, including information regarding returned ice. Ice allocations are evaluated on an ongoing basis.

Prime-time ice is available Monday to Friday from 3:30 p.m. to 10:00 p.m. and throughout the day on weekends. Public skating is offered free of charge for approximately five hours per week, including one hour on weekends. Non-prime ice is available before 3:30 p.m. and after 10:00 p.m. Schools make significant use of non-prime ice. The annual ice allocation deadline is June 30, with allocations coordinated around the ice schedule. Tournament and special event requests are also considered. A 21-day cancellation policy is in place to allow cancelled ice to be reallocated.

Councilor Fricke referenced ice allocation policies in Canmore, Devon, Beaumont, Banff, Airdrie, Lloydminster and Camrose and noted that municipalities are given priority in some of these policies. Councilor Fricke questioned whether an all-encompassing policy should be developed.

CAO R. Blair advised that Council could consider bringing the matter forward as a formal policy, while Operations would continue to manage the day-to-day allocation process. CAO R. Blair noted that some municipalities have more than one ice surface and explained that formal Council policies can create accountability and potential liability if circumstances require deviations from the policy. For this reason, the current process is managed as a departmental

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Standard Operating Procedure.**Page 4 of 7**

Councilor Fricke suggested that an overarching policy could address potential conflicts and asked whether a briefing note could outline what has historically been done compared to potential implementation of a formal policy.

CAO R. Blair advised that an overarching policy could be considered to provide direction where conflicts arise.

Councilor Tolley asked whether the 21-day cancellation period applied this year. P. Schmick-Roy confirmed that it did and advised that if another user is found, the original cancelled ice time would not be reinstated if the original user is unable to use the ice.

Councilor Tolley asked whether tertiary user groups are reviewed annually. P. Schmick-Roy advised that the groups are reviewed and added to the list as appropriate. Tertiary users cannot pre-book ice.

Motion by Councilor Wilcox to accept Ice Allocation SOP as information

CARRIED**NEW BUSINESS:****1. Briefing Notes-AB Munis**

J. Pryde provided the Committee with briefing notes for the upcoming Alberta Municipalities conference. The following resolutions were reviewed:

Balancing Incentives Between Locum and Community-Based Physicians & Other Healthcare Workers to Support Family Practice – Administration supports this resolution.

Further Strengthening Governance and Funding Models for Seniors' Lodge Accommodations – Administration supports this resolution.

Derelict Non-Residential Tax Subclass – Administration makes no recommendation.

Modernization of Municipal Investment Authorities Under the Municipal Investment Regulation – Administration supports this resolution.

Provincial Alternative Revenue Optimization Program to Support Productivity, Workforce Readiness, and Industrial Competitiveness – Administration supports this resolution.

Budget Surplus and Municipal Infrastructure Investment – Administration supports this resolution.

Broadening Scope of Off-Site Levies – Administration supports this resolution.

Councilor Selanders asked whether, from the Town's perspective, the current approach could impact growth. CAO R. Blair advised that municipalities need to continue gathering information and providing actual numbers to ensure long-term accuracy, while advocating for different approaches in the community and considering the use of off-site levies.

Expanded Grant Eligibility for Water Infrastructure – Administration supports this resolution.

Limiting the Use of Fresh Water in Hydraulic Fracturing – Administration makes no

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recommendation.**Page 5 of 7**

Police Fines and Penalties Revenue Sharing – Administration supports this resolution.

Regulation of Personal Micromobility Devices (i.e. e-scooters) through the Alberta Traffic Safety Act – Administration supports this resolution.

Family Support for Children with Disabilities Transparency and Timely Access – Administration supports this resolution.

Alignment of Municipal Fiscal Year with Provincial and Federal Budget Cycles – Administration supports this resolution.

Strengthening Auditor Reporting of Financial Irregularities in Municipal Financial Statements – Administration supports this resolution.

Door-to-Door Solar Sales – Administration supports this resolution.

Restoring Provincial Support for Perpetual Conservation Easements – Administration supports this resolution.

Remediation of Contaminated Properties – Administration supports this resolution.

Equitable Provincial Charitable Gaming Model – Administration supports this resolution.

Strengthening Alberta Municipalities' Voice to the Province by Increasing the Resolution Voting Threshold – Administration makes no recommendation.

Investing in Prevention: Strengthening FCSS and Community Well-Being – Administration supports this resolution.

Motion by Councilor Wilcox to accept the Alberta Municipalities Briefing Notes as information.

CARRIED**2. Ice Scheduling and Facility Maintenance System Review**

P. Schmick-Roy spoke to the current Univerus program. The software costs approximately \$8,800 and provides programming that connects to the Town's website, allowing users to view available ice and meeting room bookings. Payments can be made online or processed by staff. P. Schmick-Roy advised that Administration is reviewing other programs that may work more effectively from a financial and administrative perspective.

Councilor Selanders asked whether changing the ice scheduling program would affect program registration. P. Schmick-Roy confirmed that it would.

P. Schmick-Roy advised that a new software system could provide a more user-friendly experience, including online payments. Finley Sport was identified as another potential program. The cost is anticipated to be approximately the same, with no limit on programs or available slots. No additional hardware or software would be required, and training is included. Implementation would take a couple of months and would involve a parallel transition period.

Councilor Wilcox asked whether other departments would be able to use the registration system and whether waivers would be stored within the system. P.

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Policies & Priorities Committee Meeting – September 15, 2026,**Page 6 of 7**

Schmick-Roy confirmed that the new program would provide these capabilities.

Councilor Tolley welcomed the possibility of a change to a more user-friendly system and noted the importance of completing due diligence.

Councilor Wilcox asked about the previous registration process and whether it had been paper-based. Discussion included challenges with the back end of the Univerus system and working with auditors.

Motion by Councilor Tolley to accept the Ice Scheduling and Facility Maintenance System Review as information.

CARRIED**3. LiveBarn Feasibility and Cost Report**

CAO R. Blair spoke to the challenges associated with internet service and advised that LiveBarn is not compatible with Starlink and would require fibre. The cost for fibre installation is estimated at \$50,000 or more, with ongoing internet costs of approximately \$700–\$900 per month. There is no cost to install LiveBarn.

Councilor Fricke asked how privacy concerns are addressed with the system.

Councilor Selanders asked whether the system can be turned on and off. It was confirmed that the system can be turned on and off.

Councilor Tolley stated that the system captures voices, which could be a concern.

Councilor Fricke asked whether there are other Town facilities that require a fibre upgrade and whether a discount could be negotiated.

The Committee discussed looking into other options that may be available.

Councilor Tolley asked whether Administration had approached any user groups regarding sharing the costs. CAO R. Blair advised that this had not yet been done and that Administration could conduct further due diligence and investigate the available options.

Councilor Fricke asked whether there was a way to determine the level of interest in the service and to conduct a cost analysis.

Councilor Ball noted that the cost is related to the required upload speed.

Motion by Councilor Ball to accept LiveBarn Feasibility and Cost Report as information.

CARRIED**REPORTS:****1. Development Reports**

The Committee reviewed the Development Reports. To date, 148 permits have been issued, including 45 new home building permits and 57 compliance certificates.

2. City-Wide Monthly Reports

The Committee reviewed the following City-Wide Monthly reports.

- a. Fire Reports
- b. Bylaw Reports

Classification: Public

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3. Quarterly Facility Utilization Reports

The Committee reviewed the following Utilization reports.

- a. Carstairs Memorial Arena
- b. Carstairs Community Hall
- c. Carstairs Campground
- d. Parks & Sports Fields
- e. Schools Academy & Programs

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

CARRIED

CORRESPONDENCE:

1. Letter-ATV/OHV

The Committee reviewed the letter requesting ATV/OHV use in Town. The Committee agreed not to pursue this avenue at this time.

Motion by Councilor Wilcox to accept the Letter-ATV/OHV as information.

CARRIED

GENERAL DISCUSSION:

Nil

NEXT MEETING:

Tuesday, October 20, 2026

ADJOURNMENT:

Motion by Councilor Wilcox to adjourn the Policies & Priorities Committee meeting of Tuesday, September 15, 2026, at 3:13 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO

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