



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

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of March 23, 2026
Motion: To adopt the agenda of March 23, 2026

4. ADOPTION OF MINUTES

- 3 - 6 a) Adoption of minutes of March 9, 2026 (addendum 4.a)
Motion: To adopt the minutes of March 9, 2026



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

- 7 - 8 a) Rosebud Health Foundation-Peggy Good(addendum 6.a)



7. BYLAWS AND POLICIES

- 9 - 14 a) Bylaw No. 1058 Noise Bylaw-Amended (addendum 7.a)



- 15 - 17 b) Policy No. 11-031-26 Council Technology & Device Policy (addendum 7.b)



- 18 - 21 c) Policy No. 72-04-002-26 Carstairs Community Golf Club Membership Policy (addendum 7.c)



- 22 - 24 d) Policy No. 72-04-006-26 E-Bikes, E-Scooters & Personal Golf Cart Use at the Carstairs Community Golf Club (addendum 7.d)



8. NEW BUSINESS

9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE
 - i) Minutes of the March 17, 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

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- a) Thank You Note-Kiwanis Music Festival (addendum 11.a)


32

- b) Carstairs Public Library Board-Resignation (addendum 11.b)


12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. CLOSED MEETING

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

- a) *Section 19-Disclosure harmful to business interests of a Third-Party*

16. ADJOURNMENT

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

- ATTENDEES:** Mayor Allan; Councilors Ball, Fricke, Roberts, Selanders, Tolley & Wilcox; Director of Legislative & Corporate Services Shannon Allison; Deputy CAO and Director of Planning & Development Kirk Willisroft; CAO Rick Blair & Executive Assistant Kayleigh Van Es
- ABSENT:** Nil
- CALL TO ORDER:** Mayor Allan called the meeting of Monday, March 9, 2026, to order at 7:00 p.m.
- ADDED ITEMS:**
1. Mill Rate Discussion added to **New Business 8.c**
2. Remove **Delegation 6.d**
- ADOPTION OF AGENDA:**
Motion 084/26 Motion by Councilor Wilcox to adopt the Regular Council Agenda of March 9, 2026, as amended. **CARRIED**
- ADOPTION OF PREVIOUS MINUTES:**
Motion 085/26 Motion by Councilor Ball to adopt the Public Hearing Meeting minutes of February 23, 2026, as presented. **CARRIED**
- Motion 086/26 Motion by Councilor Fricke to adopt the Regular Council Meeting minutes of February 23, 2026, as presented. **CARRIED**
- BUSINESS ARISING FROM PREVIOUS MEETING:** Nil
- DELEGATIONS:**
1. MNP LLP-2025 Audit
C. LaRocque presented the financial audit statements for the year ending December 31, 2025, confirming no evidence of fraud and full compliance with applicable laws, financial policies, and regulations. The audit received a clean opinion, the highest possible rating. The statement of financial position indicates that the municipality is in good financial condition and has the resources needed to meet community demands.

Mayor Allan offered thanks to MNP for their hard work as well as to administration on completing the highest possible compliance with a clean audit.
- Motion 087/26 Motion by Councilor Tolley to accept the MNP LLP-2025 Audit as information. **CARRIED**
- 2. Municipal Assessment Services Group-Travis Horne**
T. Horne joined via Microsoft Teams and presented an overview of the Town of Carstairs 2025 Assessments.

Councilor Wilcox asked for clarification on the difference between submitting an inquiry and filing a formal appeal. T. Horne explained that residents are encouraged to contact the assessor first so information can be reviewed and corrected if necessary. If the information is confirmed to be accurate and the resident still disagrees, they may proceed with a formal appeal through the required process.

Councilor Tolley asked questions regarding the overall assessment changes and referenced percentages presented in the assessment trends. T. Horne explained that the figures represent overall market trends and changes to the taxable assessment base, including factors such as sales activity and added assets. He noted that percentages are averages and individual property changes may vary.

Councilor Ball thanked T. Horne for the information provided.

Councilor Selanders also thanked T. Horne for the presentation and noted that her questions had been answered.

Councilor Fricke asked whether, considering the housing pool from 2022–2025 and the spike in home sales during COVID-19, the market may normalize over time. T. Horne indicated that while it is possible,

he was not comfortable predicting future trends and noted that assessments are based on sales data as of July 1 each year. Councilor Fricke also asked if neighboring communities are seeing similar increases. T. Horne stated he had not reviewed specific comparisons but noted that some northern municipalities are experiencing lower increases, while Carstairs' proximity to Calgary makes its market somewhat unique.

Mayor Allan asked whether mass appraisal is conducted only within Carstairs. T. Horne confirmed that assessments are based solely on properties within the municipality. When asked about the relationship between a 10% increase per square foot and the overall assessment change, T. Horne explained that any modeling errors would appear through ratio testing. He added that assessments are validated by comparing assessed values with actual sale prices to ensure they reflect local market trends.

Mayor Allan thanked T. Horne for his presentation.

Motion 088/26

Motion by Councilor Fricke to accept the Municipal Assessment Services Group presentation as information.

CARRIED

3. Hope 4 Mountain View Kids-Lisa Nicholson

L. Nicholson presented the annual report for Hope 4 Mountain View Kids, noting the need to continue raising awareness and strengthening community support as funding conversations become more challenging. A brief program review was provided, indicating that Carstairs submitted six applications totaling \$13,144.90, with 37 applications received overall from a \$65,000 funding pool. L. Nicholson also referenced the Home for Hope initiative and the need for a private, accessible space.

Councilor Fricke thanked L. Nicholson for the presentation and acknowledged the challenges the organization faces due to gaps between provincial jurisdictions. L. Nicholson explained that while the organization operates within the health sector, it does not receive funding from health authorities and often falls between health and education systems.

Councilor Roberts acknowledged the importance of the work being done and recognized the need for the services provided by Hope 4 Mountain View Kids.

Councilor Tolley thanked L. Nicholson and asked about municipal financial support. L. Nicholson explained that most funding comes through FCSS, which mainly covers volunteer costs, with additional monetary support this year from Olds, Sundre, and Mountain View County.

Mayor Allan thanked L. Nicholson for the presentation.

Motion 089/26

Motion by Councilor Selanders to accept the Hope 4 Mountain View Kids Society presentation as information.

CARRIED

BYLAWS & POLICIES:

Nil

NEW BUSINESS:

1. Quarterly Community Policing Reports

Council reviewed the reports.

Councilor Selanders requested clarification on the RCMP's fiscal year.

Councilor Tolley asked when the new commander will be assigned.

Councilor Wilcox expressed interest in knowing how trends are reported.

Motion 090/26

Motion by Councilor Fricke to accept Quarterly Community Policing Reports as information.

CARRIED

2. Tax Assessment Notice Insert

Council reviewed the proposed leaflet, noting that many municipalities have experienced increased costs downloaded from the province. More detailed information for taxpayers was seen as beneficial, and the matter will be brought to the Policies & Priorities Committee for input.

Motion 091/26 Motion by Councilor Roberts to accept the Tax Assessment Notice Insert as information.

CARRIED

3. Mill Rate Discussions

Council discussed options for setting the 2026 mill rate. With increased assessments, the town would have a \$1.7 million surplus. Further options will be reviewed at the Policies & Priorities Committee. Council agreed that lowering the mill rate would significantly benefit ratepayers, and even a 1.1 mill reduction would leave a healthy surplus.

Councilor Tolley asked about the ideal surplus, and CAO Blair stated that \$300–500k has supported strong financial management over the past four years.

Motion 092/26 Motion by Councilor Wilcox to accept Mill Rate Discussion as information.

CARRIED

COMMITTEE REPORTS:

- 1. Policies & Priorities Committee**
- Next meeting March 17, 2026.
- 2. Mountain View Regional Waste Commission**
- Next meeting April 2026.
- 3. Mountain View Regional Water Services Commission**
- Next meeting March 11, 2026. AGM April 8, 2026.
- 4. Mountain View Seniors' Housing**
- Next meeting March 19, 2026.

Motion 093/26 Motion by Councilor Ball to accept all Committee Reports as information.

CARRIED

COUNCILOR REPORTS:

- 1. Councilor Ball**
- Provided a verbal report.
- March 9, 2026, attended the 2025 Audit presentation from MNP LLP prior to the Council meeting.
- 2. Councilor Fricke**
- Provided a verbal report.
- March 9, 2026, attended the 2025 Audit presentation from MNP LLP prior to the Council meeting.
- 3. Councilor Roberts**
- Provided a verbal report.
- March 9, 2026, attended the 2025 Audit presentation from MNP LLP prior to the Council meeting.
- 4. Councilor Selanders**
- Provided a verbal report.
- March 9, 2026, attended the 2025 Audit presentation from MNP LLP prior to the Council meeting.
- 5. Councilor Tolley**
- Provided a verbal report.
- March 9, 2026, attended the 2025 Audit presentation from MNP LLP prior to the Council meeting.
- 6. Councilor Wilcox**
- Provided a verbal report.
- February 26, 2026, attended the Parkland Library Board meeting.
- March 9, 2026, attended the 2025 Audit presentation from MNP LLP prior to the Council meeting.
- 7. Mayor Allan**
- Provided a verbal report.
- March 9, 2026, attended the 2025 Audit presentation from MNP LLP prior to the Council meeting.

Motion 094/26 Motion by Councilor Selanders to accept all Councilor Reports as information.

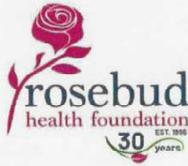
CARRIED

CORRESPONDENCE:

Nil

CAO'S REPORT:

- February 25, 2026, met with Urban Systems regarding IDP/Annexation.
- February 26, 2026, attended on-site construction meeting at Carstairs Water Reservoir.
- February 26, 2026, met with lawyers to discuss legal matters.
- February 26, 2026, met with RCMP to discuss detachment location.
- March 4, 2026, met with Carstairs Pickleball Club.
- March 4, 2026, monthly meeting with ISL Engineers.



Rosebud Health Foundation
Box 962
Didsbury, Alberta
T0M 0W0
www.rosebudhealth.ca

January 13, 2026

Dear Community Partner,

The Rosebud Health Foundation is a nonprofit organization, whose mission is to enhance access to quality healthcare services in the communities we serve, by supporting programs and services at the Didsbury District Hospital Center and throughout Mountain View County.

This year, 2026, we are fortunate to celebrate 30 years of servicing the community. On April 25, 2026, we will be hosting our "Rosebud Spring Fling – 30th Birthday Gala. This event will include an evening that includes dinner, a tribute to our volunteers, live entertainment and a silent auction. This event will be hosted at the Didsbury Memorial Complex – Multi-Purpose Room from 5:30 pm – 12:00 am. We are planning for approximately 250 guests at this function. The funds raised this year will go towards our organization goals. To make this event exciting and extravagant, as we are hoping to, we are asking for your support.

Please consider supporting our event by donating gift certificates, merchandise or services for our silent auction, purchasing tickets, or as a sponsor. Your company name and donation will be listed in the event program, that we will provide to the local media and the evening of the event.

We will gladly pick up your donation, or it can be mailed to us Rosebud Health Foundation, Box 962, Didsbury AB T0M 0W0.

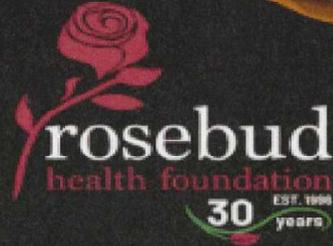
If you have any additional questions, please do not hesitate to contact us via email @ coordinator@rosebudhealth.ca, text or call 403-660-5432.

We thank you in advance for considering our request and for supporting the Rosebud Health Foundation.

Sincerely,

Rosebud Health Foundation
Membership, Advocacy and Communication Committee
Ashley Edwards, Rhonda Hunter, Shauna Urbanowski

Rosebud
Spring Fling



30th Birthday
Gala

5:30PM COCKTAILS
6:30PM DINNER
7:30PM VOLUNTEER TRIBUTE
7:45PM ENTERTAINMENT
WITH FRAID KNOT
SILENT AUCTION

SATURDAY | DOORS OPEN
APR. 25 | 5:15 PM

DIDSBURY MEMORIAL COMPLEX
MULTI PURPOSE ROOM

TICKETS: \$75 EACH
SPONSORED TABLE OF 8: \$1000

COORDINATOR@ROSEBUDHEALTH.CA
OR TEXT 403.660.5432

Bylaw No. 1058 - Amended

BEING a Bylaw of the Town of Carstairs, in the Province of Alberta, the purpose of this Bylaw is to control or prohibit certain activities creating noise and to abate the incidence of noise and to restrict the hours when certain noise may be made.

WHEREAS, section 7. (a)(i) of the Municipal Government Act, RSA 2000, Ch. M-26 as amended, a council of a municipality may pass a Bylaw for the purpose of prohibiting, eliminating or abating noise in the Town of Carstairs;

NOW THEREFORE, the Municipal 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 Noise Bylaw”**.
2. In this Bylaw:
 - a. **“CAO”** means the Chief Administration Officer of the Town of Carstairs or designate.
 - b. **“Daytime”** means the period commencing at the hour of 7:00 a.m. in the morning and ending at the hour of 9:00 p.m. in the evening of the same day;
 - c. **“Holiday”** means any statutory holiday as recognized by the Province of Alberta;
 - d. **“Land Use Bylaw”** means any zoning or development control Bylaw in force from time to time within the town;
 - e. **“Light motor vehicle”** means a motor vehicle which has gross vehicle weight of two and three-quarter (2.75) metric tones, or less, and includes light commercial vehicles, passenger vehicles and motor scooters;
 - f. **“Motorcycle”** means a motor vehicle mounted on 2 or 3 wheels and
 - i. includes those motor vehicles known in the automotive trade as motor
 - ii. cycles and scooters; but does not include a vehicle known as a moped or
 - iii. a vehicle known as a power bicycle;
 - g. **“Municipal Tag”** 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:
 - i. Personally, serving the municipal tag on the person; or
 - ii. Mailing a copy of the municipal tag by pre-paid post to the address provided by a person on a permit application, or a person’s last known postal addressA municipal tag shall be in a form approved by the Chief Administration Officer and shall state:
 - i. The name of the person to whom the municipal tag is issued
 - ii. The particulars of the contravention of the bylaw;
 - iii. The specified penalty for the offence as set out in the Rates and Fees Bylaw;
 - iv. That the specified penalty shall be paid in **thirty** (30) days of the issuance of the municipal tag order to avoid prosecution; and
 - v. Any other information as may be required by the CAO
 - h. **“Night time”** means the period commencing at the hour of 9:00 p.m. and ending at the hour of 7:00 a.m. of the following day;
 - i. **“Non-residential”** means any land, building, structure, or use that is not a residential area or residential building as defined in this Bylaw. This includes, but is not limited to:
 - i. Commercial, industrial, institutional, and utility uses;
 - ii. Schools, churches, hospitals, and government facilities;
 - iii. Agricultural operations within the Town;
 - iv. Vacant lands zoned for non-residential purposes.

A home-based business conducted in a residential building shall not, by itself, render the building non-residential for the purposes of this Bylaw.

- j. **Peace Officer** shall mean a Bylaw Officer who is appointed by the Town of Carstairs, a Peace Officer appointed by the Province of Alberta, a member of the Royal Canadian Mounted Police or any other local policing authority.
- k. **Power equipment** means any mechanically or electrically powered device used for landscaping, construction, maintenance, or similar purposes, including but not limited to lawn mowers, leaf blowers, trimmers, chainsaws, power tools, and generators.
- l. **“Residential area”** means an area defined ~~as such~~ in the Land Use Bylaw **as:**
- R1S Special Low Density Residential District
 - R1 Low Density Residential – Single Detached District
 - R1N Narrow Parcel Residential District
 - R1M Modular Home Residential District
 - R2 Low Density Residential – Two Dwelling District
 - R3 Medium Density Residential – Attached Dwelling District
 - R4 High Density Residential – Multi-Dwelling District
 - RMH Manufactured Home District
- m. **“Residential building”** means a building which is constructed as a dwelling for human beings;
- n. **“Signaling device”** means a horn, gong, bell, claxo or other device producing audible sound for the purpose of drawing attention to an approaching vehicle, including a bicycle;
- o. **“Town”** means the Town of Carstairs or the area contained within the boundaries of the Municipality;
- p. **“Tractor-trailer”** means a combination of vehicles comprised of one or more trailers used for carrying merchandise or equipment, and one truck-tractor use solely for the supplying or power for propelling or hauling the trailer or trailers;
- q. **“Truck”** means a motor vehicle which:
- i. has a gross vehicle weight exceeding two and three-quarter (2.75) metric tons, and
 - ii. is not a tractor-trailer;
- r. **“Violation Ticket”**
- i. If a municipal tag has been issued and the specified penalty on the municipal tag 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 the sole discretion, elect to issue and serve a violation ticket without first issuing a municipal tag.
 - iii. A Peace Officer is authorized to issue a violation ticket, to any person the peace officer believes, on reasonable and probable grounds, has committed an offence under this bylaw, under Part 2 or Part 3 of the Provincial Offences and Procedure Act.
 - iv. If a violation ticket is issued it must be in the prescribed form and must:
 - state the specified penalty for the offence as set out in the Rates and Fees Bylaw; or
 - require the person to appear in Provincial Court with or without the alternative of making a voluntary payment.
- s. **“Weekday”** means any day other than Saturday and Sunday
3. **GENERAL PROHIBITION**
No person shall make, continue making, cause or allow to be made any excessive, unnecessary or unusual noise that disturbs or annoys a reasonable person, or detracts from the comfort, peace or safety of other persons within the town; this does not apply to accidental occurrences **or emergency responses.**

4. DOMESTIC NOISE

Where a Peace Officer determines that a violation against any provisions of this Bylaw has been committed in a residential area, he/she may:

- a. Request that the noise cease and desist, or
- b. Seize anything used to cause the noise, or
- c. In the case of a person or persons in violation of any provision of this Bylaw, order the person or persons to leave the location of the violation unless such person is the owner or occupant of the land.

Where anything is seized pursuant to section 4 (b) of this Bylaw, the seized items shall be returned to the owner at the conclusion of any proceedings brought against the owner.

5. RESIDENTIAL NOISE

No person shall operate any power equipment in any area designated as a residential area between the hours of:

- a. 9:00 p.m. and 7:00 a.m. on weekdays or;
- b. 9:00 p.m. and 8:00 a.m. on Saturday, Sunday and holidays.

6. VEHICLE NOISE

No person shall operate a vehicle of any type on a street in a residential area at any time of the day or night in such a manner as unduly to disturb the residents of the streets in the residential area in which he/she is operating the vehicle.

~~**8. COMMERCIAL AND INDUSTRIAL NOISE- NON-RESIDENTIAL NOISE**~~

~~No person shall cause or permit to be caused continuous or non-continuous sound that exceeds 65 decibels (dBA) at the common property line or nearest sensitive receptor, measured over a one (1) hour period. Conditions may apply dependent on the nature of the land use or business based on approval from the CAO, or their designate. The CAO, or their designate may grant an exemption through Section 15.2, which shall specify duration, conditions, and required mitigation."~~

~~Monitoring will be subject to section 15 and any required Noise Management Plan.~~

9. CONSTRUCTION NOISE

No person shall create or have cause to create a sound from any machine, tools or equipment which may be heard beyond the boundaries of the site on which an activity is being carried on in a residential area between the hours of:

- a. 9:00 p.m. and 7:00 a.m. on weekdays or;
- b. 9:00 p.m. and 8:00 a.m. on Saturday, Sunday and holidays.
- c. The provision of subsection 9 does not apply to any work carried on by the Town or by a contractor carrying out the instructions of the Town.

10. DELEGATION OF AUTHORITY

In this Bylaw, where permission is required from the CAO for carrying on of any noise-making activity, the CAO may delegate any other employee of the Town as having authority to approve the noise-making activity.

11. ENFORCEMENT

A person who is found in breach of any section of this bylaw is guilty of an offence. If a breach persist, renews or a new breach occurs twice from the same location within one twelve (12) month period a 2nd offence charge will be issued. If a breach persist, renews or a new breach occurs three or more times from the same location within one twelve (12) month period a 3rd offence charge will be issued. All fines for this breach are outlined in the Rates & Fees Bylaw.

12. FINES AND PENALTIES

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

- a. not less than the specified penalty established in the Rates and Fees Bylaw;
- b. and not exceeding \$10,000.00.
- c. 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.

13. EXEMPTION WITH PERMISSION OF CAO

The ~~provisions of subsection 10 do not apply on a street or on a public utility carried on by~~ provisions of this Bylaw do not apply to the following:

- a. A town department;
- b. Any type of utility company, or
- c. Any contractor working for those listed in subsection (a) & (b).
- d. The ringing of bells in churches, religious establishments and schools;
- e. The moderate use of musical instruments to call attention to an opportunity to contribute to a collection made for a charitable undertaking first approved by council during the Christmas season or some other time approved by council;
- f. The sounding of a general or particular alarm or warning to announce a fire or other emergency, on-coming trains or a disaster;
- g. The playing of a band in connection with a parade;
- h. The playing of a musical instrument appropriate to street service allowed pursuant to any by-law in a moderate manner;
- i. The sounding of police, fire or ambulance sirens;
- j. The sounding of horns, or claxons on vehicles allowed on the streets for the purpose of and to the extent necessary to give signals or warnings to persons and vehicles using the streets.
- k. Any Special Event Permit/Plan approved by the Licensing Officer or CAO.
- l. ~~Commercial snow removal operations shall not create more noise than is reasonably necessary for the operation of machinery used to clear snow and ice from open parking areas. Such operations may be conducted during the hours reasonably required to promptly clear the area of snow and ice to permit parking.~~

14. GENERAL PROVISIONS

The Town is not required to enforce every breach or contravention of this Bylaw. In deciding whether or not to enforce the Bylaw, the Town may take into account any practical concerns or considerations, including but not limited to the nature and extent of the breach or contravention, any financial or budgetary considerations and the availability of personnel or human resources. Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful.

15. NOISE MANAGEMENT PLAN (NMP)

- a. Requirement for a Plan
 - i. The CAO, or their designate, may require any person applying for or holding a business license, building permit, or development approval for a non-residential use to submit a Noise Management Plan (NMP) for approval, as a condition of issuance or renewal.
 - ii. An NMP shall be required when, in the opinion of the CAO, or their designate the proposed or existing operation has the potential to generate sound that may:
 - Exceed the limits set in this bylaw; or
 - Adversely impact nearby noise-sensitive land uses (e.g., dwellings, schools, hospitals, parks); or
 - Involve regulated noise sources (e.g., mechanical equipment, ventilation systems, loading bays, outdoor entertainment).
- b. Submission and Approval
 - i. A proposed NMP must be submitted in writing and contain the elements specified in Section 15.c.
 - ii. The CAO, or their designate, shall review the proposed plan and may:
 - Approve the plan;
 - Approve the plan with conditions; or
 - Reject the plan with reasons.
 - iii. No operation for which an NMP is required shall commence or continue unless an NMP is approved by the CAO, or their designate.

c. Required Content of a Plan

An approved NMP shall include, at a minimum:

i. Description of Noise Sources:

- A list of all significant noise-emitting equipment, activities, and processes.
- Hours of operation for each noise source.
- Technical specifications (where available), including manufacturer's sound power ratings.

ii. Noise Mitigation Measures:

- Detailed description of permanent physical controls (e.g., acoustic enclosures, barriers, silencers, building insulation).
- Operational controls (e.g., restricted hours for loud activities, designated loading times, speed limits on-site, maintenance schedules).
- A site plan indicating the location of noise sources and mitigation infrastructure.

iii. Monitoring Protocol:

- Equipment: Specification of sound level meter(s) meeting at least Type 2 standards (per ANSI/IEC or CSA standards) and maintained with a valid calibration certificate.
- Measurement Locations: Specific, fixed monitoring points on a site plan. These must include the property line(s) closest to any sensitive receptor. All locations must be accessible for Town verification.
- Measurement Methodology: Reference to standardized procedures (e.g., CSA Z107.56 Procedures for the Measurement of Sound Emitted by Equipment in the Environment). Procedures must state the metric (e.g., LAeq, 1-hour), time periods for measurement, and environmental corrections (if any). All monitoring shall be conducted by a person trained in the use of sound level measurement equipment.
- Frequency: Minimum monitoring schedule (e.g., quarterly, during highest-noise operations, or following any significant process change).

iv. Record Keeping and Reporting:

- All raw monitoring data, calibration records, and field notes shall be retained by the owner/operator for a minimum of three (3) years.
- A Compliance Summary Report shall be prepared quarterly. This report must include dates/times of measurements, locations, weather conditions, measured sound levels, the applicable bylaw limit, and documentation of any exceedances and corrective actions.
- The most recent Compliance Summary Report shall be made available on-site for immediate review by a Town Official upon request.

d. Town Access and Verification

i. A Town Official may, at any reasonable time, enter the property to:

- Verify implementation of the approved NMP;
- Inspect monitoring equipment and records; and
- Conduct independent noise measurements using Town equipment.

ii. The owner/operator shall provide immediate access to the property and all records required under this section.

iii. Where the Town conducts independent monitoring and finds a violation, the reasonable costs of such monitoring may be recovered from the owner/operator.

e. Compliance and Enforcement

i. Implementation of the approved NMP is a mandatory condition of the associated business license, permit, or approval.

ii. Failure to:

- Submit an NMP when required;
- Implement the approved NMP in its entirety;
- Conduct monitoring as per the approved protocol;
- Maintain or provide required records;
- Allow Town access for verification;
- shall constitute a violation of this bylaw.

- iii. Any measured exceedance of the noise limits set in this bylaw constitutes a violation, independent of data contained within the operator's NMP reports. Approval of an NMP does not constitute a waiver of the bylaw's noise limits and may result in revocation or suspension of the associated business license or permit.
- f. Plan Review and Amendment
 - i. The NMP must be reviewed and re-submitted for approval by the CAO, or their designate every three (3) years, or whenever there is a substantial change to the operation that could affect noise emissions.
 - ii. The CAO, or their designate may require an amendment to an approved NMP at any time to address community impacts or to improve its effectiveness.

This Bylaw is to amend Bylaw 1058 that repealed Bylaw No. 973.

This Bylaw shall come in force and effect on the final date of passing thereof.

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

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

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

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

Dean Allan, Mayor

Rick Blair, CAO



Town of Carstairs

Policy: Council Technology & Device Policy
Policy No. 11-031-26

Date: March 23, 2026

Adopted by: Council

Purpose:

The purpose of this Policy is to establish standards for the provision, use, security, and management of technology equipment and software for Members of Council; to ensure Members of Council have access to secure and appropriate technology to fulfill their legislative and governance responsibilities; and to safeguard Municipal Information in accordance with applicable legislation, including the Access to Information Act (Alberta) (“ATIA”), as amended from time to time.

Scope:

This Policy applies to all Members of Council of the Town of Carstairs and to all municipally issued technology devices, as well as any personally owned devices used for municipal business.

Definitions:

“**CAO**” means the Chief Administrative Officer of the Town of Carstairs.

“**Council**” means the elected governing body of the Town of Carstairs.

“**Councilor**” means a duly elected member of Council, including the Mayor.

“**IT Services**” means the Town’s designated information technology service provider or contractor.

“**Municipal Information**” means any information, record, communication, or data created, received, or maintained in the course of conducting municipal business.

Guidelines:

1. Equipment Provision

- a. Equipment standards shall be established by the CAO, in consultation with IT Services. These standards shall be reviewed prior to each new Council term to ensure suitability, sustainability, and compliance with security requirements.
- b. Councilors may be issued the following equipment:
 - i. Smartphone;
 - ii. Laptop or Tablet;
 - iii. Hearing assistance devices (Council Chambers);
 - iv. Assistive technology devices;
 - v. Other approved accessibility-related equipment.
- c. Equipment provided shall be of a standard sufficient to reasonably last the duration of a four-year Council term.
- d. Devices shall be procured in accordance with the Town’s Procurement Policy and shall not be selected based solely on brand preference.

2. Use Of Personal Devices

- a. Councilors may use personal devices for municipal business.
- b. Any personal device used for municipal business, including email or text messaging, is subject to the Access to Information Act (Alberta) (“AITA”) and all applicable Town policies.

- c. Municipal records created or received on personal devices remain Municipal Information and may be subject to access, retention, and disclosure requirements under the Access to Information Act.
- d. Councilors using personal cellular devices may claim reimbursement equivalent to the Town's standard monthly cellular plan rate, in accordance with applicable expense policies.

3. Ownership And Return

- a. All municipally issued equipment remains the property of the Town of Carstairs. Equipment must be returned:
 - i. At the end of a Council term if not re-elected;
 - ii. Upon resignation;
 - iii. Upon removal from office;
 - iv. Upon extended leave if directed by Council.
- b. Upon return, devices shall be secured and processed by IT Services. Before any data is wiped, all Municipal Information must be preserved in accordance with the Town's records retention practices and the **Access to Information Act (Alberta)**. Devices shall then be securely wiped in compliance with the Town's data security standards.
- c. Unless a Councilor chooses to purchase the device, the **Employee Computer/Cell Purchase Policy No. 12-008-24** shall apply, as amended from time to time.

4. Acceptable Use

- a. Councilors shall use municipally issued or municipally funded technology in a professional, ethical, and lawful manner. It is a breach of this policy to use Town technology to:
 - i. Access, store, or distribute pornographic, sexually explicit, obscene, or harassing material;
 - ii. Promote violence, hatred, or discrimination;
 - iii. Engage in illegal activities;
 - iv. Access gambling, dating, escort, or unrelated streaming services;
 - v. Compromise municipal system security.
- b. All users must comply with Workplace policies, and applicable federal and provincial legislation.
- c. Breaches of this policy may result in loss of technology privileges, financial restitution, Code of Conduct proceedings, civil action, or criminal prosecution.

5. Security And Information Management

- a. Municipally issued equipment is for official use and shall not be accessed by unauthorized individuals. Councilors shall:
 - i. Protect devices from loss or theft;
 - ii. Maintain secure passwords and authentication measures;
 - iii. Comply with Town IT security requirements;
 - iv. Immediately report loss, theft, damage, or suspected security breaches to IT Services.
- b. Only IT Services may install or remove software, perform repairs, or modify security settings on municipally issued equipment.
- c. Installing unauthorized software is prohibited.
- d. Councilors acknowledge there is no expectation of privacy when using Town-owned technology or Town systems. Use of Town technology remains subject to the Access to Information Act (Alberta).

6. Expenses

- a. The Town shall budget for the purchase, maintenance, replacement, and required subscriptions associated with municipally issued equipment.
- b. Councilors may be responsible for repair or replacement costs resulting from negligent or reckless damage.
- c. Accessibility-related expenses involving personally owned devices require prior written approval of Council.

7. Extended Absence

- a. In cases of extended leave, continued use of Town-issued devices shall be determined by Council based on:
 - i. Length of absence;

- ii. Nature of leave;
- iii. Security considerations;
- iv. Operational requirements.

b. Council shall consider advice provided by the CAO in making such determinations.

8. International Travel

- a. Councilors travelling outside Canada with devices containing or accessing Municipal Information must notify the CAO in advance.

- b. Access to municipal systems while outside Canada may be restricted to ensure compliance with the Access to Information Act (Alberta) and other applicable privacy legislation.

Roles & Responsibilities:

1. Councilors

- a. Use technology responsibly and in accordance with legislation and policy;
- b. Protect Municipal Information;
- c. Report equipment issues or security incidents promptly;
- d. Return equipment when required.

2. Administration

- a. Provide and maintain equipment;
- b. Ensure compliance with IT standards;
- c. Provide training and technical support;
- d. Implement appropriate security controls.

End of Policy

/Carstairs03/26

Signatures:

M____/26 Policy No:11-031-26 adopted at Council on March 23, 2026.

Mayor, Dean Allan

CAO, Rick Blair



Town of Carstairs

Policy: **Carstairs Community Golf Club Membership
Policy No. 72-04-002-26 Amended**

Date: **March 23, 2026**

Adopted by: **Council**

Policy Statement:

This policy provides information and guidelines to the members of the Carstairs Community Golf Club pertaining to the number of memberships, costs associated, types of memberships, code of conduct of members and cancellation policies needed to be adhered to.

Definitions:

“CCGC” means Carstairs Community Golf Club.

“Memberships” means Individuals that pay annual dues to the Carstairs Community Golf Club based on the type of membership requested.

Guidelines:

Number of Memberships: The number of memberships offered is limited to **four hundred (400)** ~~three hundred and fifty (350)~~ available on an annual basis.

Memberships of the previous year would be given first preference to renew their memberships.

Memberships will be purchased annually and will run January 1st to December 31st of the current year.

Cost of Membership: The cost of the membership is determined on an annual basis as approved by Town Council.

Types of Memberships, Privileges, Restrictions:

1. **Seven-Day Unrestricted Members** –In good standing are entitled to seven-days-a-week playing privileges for an unlimited number of rounds of golf in the year of membership. This membership can also be converted into thirty-six (36) fully transferable green fee passes valid for the current season. 8-day advanced booking privilege.
 - a. **Transferable Green Fee Passes**
 - i. All passes expire at the end of the season.
 - ii. Passes are not required to be used for club tournaments.
 - iii. Passes provide no additional value beyond playing privileges, e.g. No discounts on power carts, merchandise.
 - iv. Non-members using these passes without the presence of a member are only entitled to regular booking privileges for public play.
2. **Five-Day Unrestricted Members** –In good standing are entitled to Monday to Friday playing privileges for an unlimited number of rounds of golf in the year of membership.–Excludes playing privileges on holidays. 8-day advanced booking privilege.
3. **Intermediate Members** –In good standing are entitled to seven-days-a-week playing privileges for an unlimited number of rounds of golf in the year of membership. Intermediate age is between **twenty-six (26)** ~~nineteen (19)~~ and thirty-five (35) years. Member’s age is taken prior to July 1 of the current golf year. 8-day advanced booking privilege.
4. **Youth Members** - In good standing are entitled to seven-days-a-week playing privileges for an unlimited number of rounds of golf in the year of membership. Intermediate age is between **eighteen (18)** and **twenty-five (25)** years. Member’s age is taken prior to July 1 of the current golf year. 8-day advanced booking privilege.

5. **Over 80 years Members** - In good standing are entitled to seven-days-a-week playing privileges for an unlimited number of rounds of golf in the year of membership. Member's age is taken prior to July 1 of the current golf year. 8-day advanced booking privilege.
6. **Restricted Members** –In good standing are entitled to seven-days-a-week playing privileges after **3:00 p.m.** ~~4 p.m.~~ for an unlimited number of rounds of golf in the year of membership. If a family membership, those living in the same household are valid for membership privileges **to a maximum of two (2) adults.** 8-day advanced booking privilege.
7. **Junior Members** –In good standing are entitled to seven-days-a-week playing privileges for an unlimited number of rounds of golf in the year of membership. Weekend playing privileges are restricted to after 2 p.m. This membership is for juniors aged eighteen (18) years and younger. Member's age is taken prior to July 1 of the current golf year. 8-day advanced booking privilege.

Members Obligations:

1. Each Member of the CCGC shall be required to comply with the terms of this Policy, including, but not limited to:
 - a. Payments of all fees and accounts
 - b. Comply with direction given from employees of the CCGC through policies.
2. A member who fails to follow the requirements set out by the policy may be subjected to the following sanctions:
 - a. Loss of golfing privileges.
 - b. Termination of membership in CCGC.

Code of Conduct:

The intention of this section is to establish clear and acceptable behavior expectations for the Carstairs Community Golf Club members, guests, and employees. It is not intended to restrict the rights of anyone but rather to ensure that all members, guests, and employees can expect to be treated with respect while playing, visiting, or working at the CCGC.

All members and players will:

1. Conduct themselves in the appropriate manner in relation to their interactions with fellow members, staff, guests, and the facility.
2. Adhere to and observe proper golf etiquette.
3. Comply with legal legislation and requirements pertaining to outside alcohol and drugs.
4. Respect the Golf Course and facilities.
5. Respect the rights of other players and golf course staff, and not use actions verbal or otherwise that could be construed as abusive, threatening, or aggressive.
6. Not physically abuse, threaten, verbally abuse, or slander others.
7. Be respectful of playing partners and other groups regarding the use of cell phones.
8. Members, guests, and the public are responsible for all damage to private property surrounding or adjacent to the golf course or any of the Facilities.
9. Golf Canada rules shall apply throughout, except where modified by local rules as will be noted on the score card or otherwise posted.
10. Players may be required to be grouped with other players to make up foursomes if such circumstances exist. In any event, the configuration of groups will be in the discretion of the club staff.
11. All available spots on the tee sheet are the property of the club. If a spot(s) in a group is available to be filled, it will be filled on a first-come, first served basis.
12. Any group missing their tee time will forfeit their place and will have to wait for the next available tee time.
13. Players are required to repair all ball marks on the green and to repair all divots on the fairways and throughout the course.
14. Each player on the course is required to have his or her own set of golf clubs.

15. Members and other individuals utilizing the golf course must follow signage set forth throughout the course.

16. Golf course maintenance equipment always has the right of way.

The Club asks every Member/Guest to respect their fellow Members, Guests, our staff, and our premises.

Pro Shop:

1. All members will receive equal treatment and equal opportunity from the Pro Shop staff.
2. All Members are eligible to receive a 10% discount on all regularly priced, in stock items except for balls, tees and consumables. All town of Carstairs residents can be eligible to receive 10% discount on all regularly priced in stock items except for golf balls, tees and consumables. (With Proof of government issued ID)
3. Restricted Gift certificates may only be used for Pro Shop merchandise and not for range, cart rentals, green fees, or storage fees. Restricted Gift Certificates will be honored for the purchase of sale items.
4. Unrestricted Gift Certificates may be used for Pro Shop merchandise, green fees, power cart rentals, driving range. Unrestricted Gift Certificates may also be used in the Ironwood restaurant, halfway house, beverage cart. (Valid for food, alcoholic beverages, non-alcoholic beverages, confectionery and snacks) Unrestricted Gift Certificates will be honored for the purchase of sale items.
5. A receipt must accompany items brought back for refund. There will be no refund issued for sale items; all items purchased on sale are final.
6. All merchandise, club rentals, club storage, memberships exclude GST which will be added to the purchase price.

Dress Code:

Having a minimum dress code promotes responsible use of our first-class golfing facility. All members, their guests, tournament players, caddies and green fee players are required to always wear appropriate attire. As dress is a personal matter and as contemporary golfing attire changes from time to time, questions regarding the acceptability of any apparel can be reviewed with the Club Professionals. All members of the Management Team have the authority to enforce the dress code and request all patrons who do not comply with the dress code regulations to leave the Club premises.

Footwear:

Carstairs Community Golf Club is a soft spike facility.

Member Information:

Each member of the CCGC is required to keep the club informed of any changes to their current mailing address, telephone number or E-mail address.

Smoking Policy:

Carstairs Community Golf Club permits smoking in designated areas only. The Club asks members and guests to not leave cigarette butts on the course, especially greens and tee boxes. We ask smokers to completely extinguish cigarettes and cigars and discard such appropriately, always keeping the environment and fire hazard conditions in mind.

The Restaurant and Patio are non-smoking areas. Smoking areas are provided at the East side of the patio (ashtray at the bottom of the stairs) and the West side of the patio near the ashtray.

Consideration of our members, guests and staff is always expected and much appreciated.

General Club Policies:

Golf Leagues:

- Senior Men's League – Tuesday Morning
- Ladies Day League – Tuesday Morning
- Ladies Night League – Wednesday Evening
- Men's Night League – Thursday Evening

All leagues are organized by CCGC members, and public players. Certain registration fees apply. Certain league green fee rates also apply.

Tee Sheet Booking Rules:

- The maximum playing time is four (4) hours.
- Failure to cancel tee times or adjust player numbers may result in booking restrictions or playing privileges. In extreme circumstances, monetary repercussions are subject to be applied.
- Any five-somes must be pre-approved by the General Manager or Golf Professional.
- Members who abuse tee time privileges will receive official written notification, which can result in loss of booking privileges.
- All players must report to the Pro Shop prior to tee off.
- No golfer may start a round until the Grounds Superintendent has notified the Pro Shop that conditions are suitable.

NON-MEMBERS are allowed to book up to 5 days in advance. The rules set out for members are applicable to non-members as well.

Tee Sheet Cancellation Policy:

All cancellations of tee times must be received 24 hours prior to the tee time being cancelled. In case of abuse a letter will be sent reminding the member of this policy. This letter will be retained at the club office, if a second letter is issued to the same member regarding this policy, the possible suspension of booking privileges for the member involved could occur.

Golf Carts:

Patrons must be a minimum age of eighteen (18) years to rent a power cart. The Grounds Superintendent, in consultation with the Professional Staff, has the authority to limit use of carts on the course.

Public Access:

The Carstairs Community Golf Club will facilitate the public gaining access to the Facilities. The town of Carstairs Council will determine the appropriate fees and charges that the public will be levied in conjunction with the use and benefit of the facilities. The public will be bound by the Rules and Regulations applied to members.

Junior Golf Guidelines:

- Junior Members of the Club will be expected to become familiar with and conform to etiquette and rules of the game of golf.
- All Junior Members are entitled to participate in junior events. Applicable entry fee must be paid in advance of play.
- A parent or guardian may play golf with a junior member for the price of \$10.00 on any evening after 6:00 p.m.

End of Policy

/Carstairs03/26

Signatures:

Policy No. 72-04-002-26 adopted by Council on March 23, 2026.

Dean Allan, Mayor

Rick Blair, CAO



Town of Carstairs

**Policy: E-Bikes, E-Scooters & Personal Golf Cart Use at the Carstairs Community Golf Club
Policy No. 72-04-006-26**

Date: March 23, 2026

Adopted by: Council

Purpose:

The purpose of this Policy is to establish rules for the use of personal transportation devices including e-bikes, e-scooters, and personal golf carts on Carstairs Community Golf Club property, to ensure safety, protect course conditions, and support consistent operations.

Scope:

This Policy applies to all members, guests, staff, tournament participants, and visitors who wish to bring or operate personal transportation devices on Carstairs Community Golf Club property.

Definitions:

“Carstairs Community Golf Club” means the municipal golf facility owned and operated by the Town of Carstairs, including the golf course, cart paths, parking areas, clubhouse grounds, and all related property.

“Club Management” means the designated staff responsible for the daily operations and administration of the Carstairs Community Golf Club.

“Designated Cart Paths” means a paved, gravel, or otherwise marked routes on the golf course intended for the operation of golf carts and other approved transportation devices.

“E-Bike (Electric Bicycle)” means a bicycle equipped with an electric motor that provides propulsion or assistance to the rider and that is designed for use by a single operator.

“E-Scooter (Electric Scooter)” means a powered stand-up or seated scooter equipped with an electric motor and designed for use by a single operator.

“Operator” means an individual who is responsible for controlling and operating a personal transportation device.

“Personal Transportation Device” means any privately owned motorized or electric mobility device brought onto Carstairs Community Golf Club property by a member, guest, or visitor, including but not limited to e-bikes, e-scooters, stand-up scooters, and personal golf carts.

“Personal Golf Cart” means a privately owned motorized or electric cart designed to transport golfers and equipment on a golf course that is not owned, rented, or supplied by the Carstairs Community Golf Club.

“Single-Rider Device” means a personal transportation device designed to be operated by one person only, including e-bikes, e-scooters, stand-up scooters, and similar equipment.

“Trail Fee” means a fee established by the Carstairs Community Golf Club for the use of personal transportation devices on Carstairs Community Golf Club property.

Guidelines:

1. Single-Rider Equipment (E-Bikes, E-Scooters, Personal Scooters, etc.)

a. Trail Fee Requirement

All single-rider devices including e-bikes, e-scooters, stand-up scooters, and similar equipment are subject to a trail fee when used at the Carstairs Community Golf Club.

b. Waiver Requirement

Before operating any single-rider device on the course:

- i. A Carstairs Community Golf Club liability waiver must be completed, signed, and submitted to the Pro Shop prior to tee-off.
- ii. Operators must be at least **18 years of age**.
- iii. Operation is prohibited until all requirements are met and acknowledged by Club Management or staff.

c. General Rules for Use

- i. Operators must always act safely and responsibly.
- ii. Devices must remain on Designated Cart Paths unless otherwise directed by Club Management.
- iii. Operators must follow all course signage, staff instructions, and applicable power cart rules.
- iv. Devices must not damage turf, bunkers, greens, irrigation systems, or other course infrastructure.
- v. The Club reserves the right to deny use of any device due to unsafe conditions, weather, or potential harm to the course.

2. Requirements for Approved Personal Golf Carts

a. General Policy

Personal golf carts are not permitted for regular daily play at the Carstairs Community Golf Club.

b. Special Event Exceptions

Personal golf carts may only be allowed under the following conditions:

- i. The event is designated as a special event by the Carstairs Community Golf Club.
- ii. Prior approval is granted by Club Management.
- iii. The cart meets safety and operational standards set by the Club.

c. Requirements for Approved Personal Carts

If approved for a special event:

- i. A signed liability waiver is required.
- ii. The operator must be at least **18 years of age**.
- iii. The cart must be in good working order, with functional brakes, steering, and safety features.
- iv. The operator is solely responsible for any damage caused by the cart.

Enforcement & Authority:

Carstairs Community Golf Club and the Town of Carstairs management reserve the right to:

- 1. Deny use of any personal transportation device at any time due to safety, course conditions, or non-compliance.
- 2. Remove any person from the course without refund for policy violations or unsafe operation.
- 3. Charge the operator for any damage to course property, including turf, paths, or facilities.

Acknowledgment

Use of any e-bike, e-scooter, single-rider device, or personal golf cart on Carstairs Community Golf Club property constitutes acceptance of all terms and conditions outlined in this Policy.

End of Policy

/Carstairs03/26

Signatures:

M_____/26 Policy No: 72-04-006-26 adopted at Council on March 23, 2026.

Dean Allan, Mayor

Rick Blair, CAO



**PERSONAL E-BIKE / E-SCOOTER
WAIVER & RELEASE OF LIABILITY
Carstairs Community Golf Club**



Participant Information

Name: _____

Phone: _____

Email: _____

Device Type (check one): E-Bike E-Scooter Other

Acknowledgement & Rules: I understand that the use of personal e-bikes and e-scooters at Carstairs Community Golf Club is subject to the following conditions:

- Use is permitted only on designated paths and approved areas
- Riding on greens, tees, or restricted areas is prohibited
- A trail fee and signed waiver are required prior to use
- Riders must not interfere with golfers, staff, or course operations
- Carstairs Community Golf Club may revoke riding privileges at any time for unsafe behavior

Assumption of Risk: I acknowledge that operating a personal e-bike or e-scooter involves inherent risks, including uneven terrain, weather conditions, collisions, and equipment failure. I voluntarily assume all risks, known and unknown, associated with my participation.

Release & Waiver of Liability: In consideration of being permitted to use my personal e-bike or e-scooter on CCGC property, I hereby release and waive all claims against Carstairs Community Golf Club, the Town of Carstairs, and their respective employees, officers, volunteers, and agents for any injury, loss, damage, or death arising from my participation, including claims resulting from negligence, to the fullest extent permitted by law.

Indemnification: I agree to indemnify and hold harmless Carstairs Community Golf Club and the Town of Carstairs from any claims or damage arising from my actions, equipment, or failure to follow Club rules.

Equipment & Conduct: I confirm that my equipment is in safe operating condition, that I am competent at operating it, and that I will follow all posted signage, staff instructions, and applicable laws. Operating an e-bike or e-scooter while impaired by alcohol or drugs is strictly prohibited.

Acknowledgement & Signature: I have read and understand this waiver and sign it voluntarily.

Participant Signature: _____

Date: _____

Parent / Guardian (if participant is under 18)	
Name:	_____
Signature:	_____
Date:	_____

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

IN ATTENDANCE: Mayor Allan, Councilors Ball, Fricke, Selanders, Tolley, Roberts & Wilcox; Director of Legislative & Corporate Services Shannon Allison; CCGC General Manager Josh Lockert; Director of Emergency Services Rob McKay; Fire Chief Jordan Shaffer; Director of Planning & Development Kirk Williscroft; CAO Rick Blair; & Executive Assistant Kayleigh Van Es

ABSENT: Nil

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

ADDED ITEMS: **1. Reserves & Accumulated Surplus Policy to Bylaws & Policies 7.e**

ADOPTION OF AGENDA: Motion by Councilor Wilcox to adopt the Policies & Priorities Committee meeting agenda of March 17, 2026, as amended.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Fricke to adopt the Policies & Priorities minutes of February 17, 2026, as amended.

CARRIED

UNFINISHED BUSINESS: **1. Mill Rate 2026 Discussion**

S. Allison spoke to the assessment values and options of the mill rate.

The Committee discussed options for the 2026 mill rate. With increased assessments, maintaining the current mill rate of 5.2 would result in a projected surplus of \$1.7 million.

The Committee asked when the 2026 mill rate must be set. S. Allison advised that the deadline is May 11, 2026, after all assessment appeals have been filed. To date, 11 assessment adjustments have been made.

Non-residential mill rates have remained the same; however, the Committee discussed the possibility of a reduction. Councilors Fricke and Selanders both supported lowering the non-residential mill rate to achieve a loaded rate under 8 mills.

Councilor Fricke expressed concern about whether a 4.2 mill rate would be sustainable in the coming years. CAO R. Blair indicated that, based on current growth, it would provide a reasonable buffer. However, he cautioned that there are too many variables to guarantee long-term sustainability. He also advised against reducing rates too aggressively, as it can be difficult to increase them later, especially with several significant expenditures anticipated in the future. While the Town has made strong progress in reducing costs, those upcoming expenses must be considered.

Councilor Ball expressed thanks for the presentation. While Councilor Selanders clarified that reserves would be presented as line items rather than included in the surplus.

Motion by Councilor Selanders to accept the Mill Rate 2026 Discussion as information.

CARRIED

DELEGATIONS: Nil

BYLAW & POLICIES:

1. Bylaw No. 1058 Noise Bylaw-Amended

K. Williscroft spoke to the changes made to the Bylaw, including clarification of definitions and the addition of a Noise Management Plan.

Councilor Fricke asked how playground noise, snow removal, paving, and Town utilities would be addressed in the document, as well as how sound levels would be monitored. K. Williscroft outlined the relevant sections and advised that a third party would conduct sound monitoring.

Councilor Ball suggested ensuring consistent language throughout the document, particularly regarding the use of “CAO or designate.”

Councilor Roberts asked whether the Bylaw aligns with County regulations. K. Williscroft responded that it is more closely aligned with the City of Calgary.

Motion by Councilor Tolley to accept Bylaw No. 1058 Noise Bylaw, as amended, and forward it to the next Council meeting for ratification.

CARRIED

2. Policy No. 11-031-26 Council Technology & Device Policy

CAO R. Blair presented the first draft of the Policy.

Councilor Fricke inquired whether notification of international travel is necessary and if different VPNs would be required when working abroad. S. Allison advised that, as there is no direct connection to the server, different VPNs are not required.

Councilor Tolley asked whether Council would consider AppleCare in the future. CAO R. Blair responded that, if Council wishes, quotes can be obtained for further discussion during budget deliberations.

Motion by Councilor Fricke to accept Policy No. 11-031-26 Council Technology & Device Policy as presented and forward it to the next Council meeting for ratification.

CARRIED

3. Policy No. 72-04-002-26 Carstairs Community Golf Club Membership Policy-Amended

J. Lockert spoke to the changes made to the Policy, including clarification of definitions.

Councilor Fricke asked whether there are member obligations such as cancellation fees or deposits. J. Lockert advised that these are not required, and collecting credit card information could create additional administrative challenges. Councilor Fricke also suggested adding “CCGC” as a defined term for the Carstairs Community Golf Club and asked whether the minimum age of 18 for cart rentals is industry standard.

Councilor Wilcox inquired about the split between members and public tee times. J. Lockert advised that tee times are booked approximately 60% to members and 40% to the public, with one tee time per hour reserved for public booking.

Councilor Roberts asked about the change in restricted member access from 4:00 p.m. to 3:00 p.m. J. Lockert explained that the adjustment allows for additional time to accommodate leagues, if needed.

Policies & Priorities Committee Meeting – March 17, 2026,

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Councilor Tolley asked whether the high school uses the course. J. Lockert confirmed that the school uses the course for try-outs and practice and noted that there is interest in providing further support to the team.

Motion by Councilor Wilcox to accept Policy No. 72-04-002-26 Carstairs Community Golf Club Membership Policy, as amended, and forward it to the next Council meeting for ratification.

CARRIED

4. Policy No. 72-04-006-26 E-bikes, E-scooter & Personal Golf Cart Use

J. Lockert spoke to the new Policy, noting it is intended to address potential issues should they arise.

Mayor Allan asked whether there are many requests for the use of personal golf carts. J. Lockert responded that there are occasional requests, primarily for tournaments.

Councilor Fricke asked for clarification on when personal golf carts are permitted. J. Lockert advised that they are only allowed during special events, and that golf course staff would inspect all carts to ensure they are in safe working condition.

Councilor Ball suggested a grammatical revision to the Policy.

Councilor Selanders asked whether the Policy should address remote-control push carts. J. Lockert indicated that this is not currently a concern.

Motion by Councilor Roberts to accept Policy No. 72-04-006-26 E-bikes, E-scooter & Personal Golf Cart Use as presented and forward it to the next Council meeting for ratification.

CARRIED

5. Reserves & Accumulated Surplus Policy

S. Allison presented the new Policy and requested Council's input. It was also noted that a Town Investment Policy is currently in development.

Councilor Ball asked what the optimal balance should be for each reserve and noted the importance of documenting those targets. CAO R. Blair explained that setting fixed caps can create challenges, suggesting it is more effective to review balances annually through budget deliberations, capital replacement planning, and asset management processes.

Councilor Fricke referred to section 6.b., noting that Council Strategic Planning meetings do not occur every year. CAO R. Blair recommended revising the wording to reference budget deliberations instead, as they occur annually.

Motion by Councilor Selanders to accept the Reserves & Accumulated Surplus Policy for information and bring it back to the next Policies & Priorities Committee meeting for further review.

CARRIED

NEW BUSINESS:

1. Electronic Sign Discussion

S. Allison provided an update on the electronic sign donated in 2009, noting that it requires significant maintenance or replacement. Repairs would involve rebuilding the motherboard at an estimated cost of \$5,000. The original cost of the sign was \$17,000; however, the technology is now obsolete. There are also connectivity issues between the sign and the Operations Services building. Replacement of the sign is estimated at a minimum cost of \$25,000. Council was asked to provide directions on whether to proceed with repairs, replacement, or removal.

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Councilor Tolley asked whether school signage could be used for communication purposes. CAO R. Blair confirmed that the schools have offered their signs for Town messaging as needed.

Councilor Tolley suggested notifying the donor family about the need for replacement or removal. S. Allison confirmed that the family will be informed.

Councilor Roberts noted that electronic signs are not a modern communication strategy.

Councilor Wilcox expressed concern that the current sign is not an effective or safe communication method and suggested considering a different location if replacement is pursued.

Councilor Fricke asked about potential electrical remediation requirements. CAO R. Blair advised that this has not yet been investigated and that direction from Council is needed first.

S. Allison suggested limiting the sign's function to displaying the date, time, and temperature until a long-term solution is determined.

Motion by Councilor Roberts to accept Electronic Sign Discussion as information.
CARRIED

REPORTS:

1. Development Reports

The Committee reviewed the Development Reports. To date, 35 permits have been issued, including 10 new home buildings and 7 compliance certificates.

- a. Permit listing
- b. Compliance listing

Motion by Councilor Wilcox to accept all Development Reports as information.
CARRIED

2. City-Wide Monthly Reports

The Committee reviewed the following City-Wide Monthly reports.

a. Fire Reports

J. Schaffer advised that Alberta Health Services (AHS) has revised its medical call response model, shifting to a 60/40 structure and altering response plans. This includes an increase in the classification of high-acuity calls. It is unclear at this time how these changes will impact overall call volumes.

J. Schaffer presented a replacement proposal for Unit 120, originally planned under a 25-year replacement schedule. Due to extended supplier timelines, delivery now takes approximately 50 months compared to 12–16 months prior to COVID-19. Options under consideration include Rocky Mountain Phoenix (RMP) and Commercial Emergency Equipment (CEE). The new truck specifications include a 1,200-gallon capacity, Arctic climate package, enhanced fire suppression, and pump performance upgrades. The current unit is appraised at \$180,000. The projected cost for a replacement is \$1.595 million, with a 10% deposit and delivery expected in 2030. RMP projects a three-year delivery plan, while CEE projects delivery in 2030 at \$1.616 million.

Councilor Fricke asked whether RMP and CEE provide service for the trucks and whether leasing options are available. CAO R. Blair noted that through a loan offers substantial savings.

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Councilor Tolley asked why trucks that remain viable for 25 years would be purchased by others. J. Schaffer explained that the trucks are still certified, and smaller municipalities and Hutterite colonies often purchase them. Managing the fleet and recovering value before the truck reaches the end of its service life are key considerations. Councilor Tolley also asked whether secondhand trucks were explored. CAO R. Blair commented that J. Schaffer is exceptionally skilled at sourcing good deals on trucks.

Councilor Selanders asked whether this truck is heavily used. J. Schaffer explained that it is primarily used for structure fires, and usage is expected to increase as the town grows.

Councilor Fricke asked whether a 10% down payment locks in the price. J. Schaffer confirmed that it does and noted that delaying the order could result in an annual price increase of approximately \$75,000. Councilor Fricke also asked about presenting the proposal to the County, with J. Schaffer indicating this would occur by the end of next week.

Councilor Ball asked whether any issues are anticipated with the current truck before 2030. J. Schaffer stated the truck is in good condition and no critical issues are expected.

Councilor Tolley asked whether deployment of the current truck should be limited. CAO R. Blair advised that it will not be used for wildland deployments. He also noted that the truck is not at the end of its lifecycle but emphasized the importance of long-term planning due to extended procurement timelines.

Motion by Councilor Tolley to accept Fire Reports and Unit 120 Replacement Proposal as information.

CARRIED

b. Bylaw Reports

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

CARRIED

3. Emergency Services

The Committee reviewed the following Emergency Services reports.

a. Emergency Services Report

Councilor Selanders asked how many sites are inspected for fire safety annually. R. McKay responded that approximately 240 sites are inspected each year.

Councilor Fricke asked why OH&S had visited the arena and whether it was related to an incident. R. McKay clarified that it was not incident-related; the visit was part of the province's routine due diligence.

b. Carstairs Emergency Management Agency (CEMA) Report

Motion by Councilor Wilcox to accept Emergency Services Reports as information.

CARRIED

CLOSED MEETING:

1. Disclosure Harmful to Business Interests of a Third Party-Section 19

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

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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).

Motion by Councilor Tolley that Council close the meeting to the public to discuss Disclosure Harmful to Business Interests of a Third Party, as per Section 19, of the ATIA, at 2:53 p.m.

CARRIED

Motion by Councilor Ball to come out of the closed meeting session at 3:05 p.m.

CARRIED

GENERAL DISCUSSION: Nil

NEXT MEETING: Tuesday, April 21, 2026

ADJOURNMENT: Motion by Councilor Selanders to adjourn the Policies & Priorities Committee meeting of Tuesday, March 17, 2026, at 3:06 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO



Team of Caustais.

We have been hard at work planning the 2026 local Music festival! Largely in part due to continued support from wonderful and loyal sponsors like you! Your financial support is invaluable!

Visit "www.oldsmusicfestival.com" for our 2026 schedule, concert dates and Sponsor Recognition.

With many Thanks!

Val Schmidt Treasurer

Marjorie Jantzen

To Whom it may Concern,

Please accept this letter as my formal resignation from the Carstairs Public Library Board, effective May 01, 2026. It has been a privilege to serve on board and contribute to the services the CPL provides.

Due to a recent decision to relocate, I am no longer able to continue in this role. I have great confidence that the Carstairs Public Library will continue to play an important role in the town of Carstairs and that the recent work on the Plan of Service will keep the library at the forefront of a vibrant growing community.

Thank you for the wonderful opportunity to work alongside the board members and library staff.

Sincerely,

Marjorie Jantzen