



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
TUESDAY, OCTOBER 9, 2018, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of October 9, 2018
Motion: To adopt the agenda of October 9, 2018

4. ADOPTION OF MINUTES

- 3 - 7 a) Adoption of minutes of September 24, 2018 (addendum 4.a)
Motion: To adopt the minutes of September 24, 2018



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

- a) Jordan Cleland Consulting Corp. - Town of Carstairs Social Media Review
b) Carstairs Public Library - Presentation on 5 Year Plan and 2019 Budget, Eric Beresford and Joanne Merrick
c) Carstairs and District Historical Society - Presentation on 5 Year Plan and 2019 Budget, Ruth Roedler and Meggi Mah

7. BYLAWS AND POLICIES

- 8 - 10 a) Bylaw No. 1072 Tax Installment Payment Plan Bylaw & Schedule 'A' - Repeals Bylaw No. 910 (addendum 7.a)




- 11 b) Bylaw No. 1073 Tax Penalty Bylaw -Repeals Bylaw No. 832 (addendum 7.b)



8. NEW BUSINESS

9. COMMITTEE REPORTS

- a) EXECUTIVE COMMITTEE

- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
 - i) Strategic Planning & Corporate Affairs Committee meeting
September 24, 2018 (addendum 9.b.i)

- c) PERFORMANCE EVALUATION COMMITTEE
- d) EXTERNAL RELATIONS COMMITTEE
- e) POLICY & GOVERNANCE COMMITTEE
- f) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- g) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- h) MOUNTAIN VIEW SENIORS HOUSING
- i) MUNICIPAL AREA PARTNERSHIP

10. COUNCILOR REPORTS

- a) COUNCILOR RATZ
- b) COUNCILOR WILCOX
- c) COUNCILOR ALLAN
- d) COUNCILOR GREEN
- e) COUNCILOR GIL
- f) COUNCILOR BLAIR
- g) MAYOR COLBY

11. CORRESPONDENCE

12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. COMMITTEE OF THE WHOLE

17. ADJOURNMENT

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 24, 2018, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

ATTENDEES: Mayor Colby, Councilors Blair, Wilcox, Green, Allan, Ratz and Gil, CAO Carl McDonnell, Director of Corporate & Legislative Services Shannon Allison, Director of Protective Services Dave Ness and Executive Assistant Brenda Coles.

ABSENT: Nil

CALL TO ORDER: Mayor Colby called the meeting of September 24, 2018 to order at 7:05 p.m.

**ADDED ITEMS:
ADOPTION OF AGENDA:**

Motion 319/18 Motion by Councilor Blair to adopt the Council agenda of September 10, 2018 as presented. **CARRIED**

**ADOPTION OF
PREVIOUS MINUTES:**

Motion 320/18 Motion by Councilor Allan to adopt the Regular Council minutes of September 10, 2018 as presented. **CARRIED**

**BUSINESS ARISING FROM
PREVIOUS MEETING:**

1. Mountain View County RFP – AFRRCS Equipment
- Enter into a partnership agreement with MVC regarding AFRRCS Equipment; using \$27,000.00 set aside and the remaining to be taken out of the Fire Department reserves.

Motion 321/18 Motion by Councilor Blair to proceed with quote of \$145,425.00 and enter into the agreement with Mountain View County for the AFRRAC Radio equipment purchase for a value maximum of up to \$80,000.00. **CARRIED**

DELEGATIONS: Nil

BYLAWS & POLICIES: 1. Animal Control Services Policy No. 26-006-18
-Councilor Allan gave an overview of the Animal Control Services Policy and Schedules 'A' and 'B'.

Motion 322/18 Motion by Councilor Ratz to approve the Animal Control Services Policy No. 26-006-18. **CARRIED**

2. Fire Hydrant Maintenance & Inspection Policy No. 41-001-18
- Councilor Allan gave an overview of changes to the policy and information is no longer documented on paper; as everything is now being data entered into City Wide.

Motion 323/18 Motion by Councilor Green to approve the Fire Hydrant Maintenance & Inspection Policy No. 41-001-18. **CARRIED**

3. Equipment Operational Services Policy No. 31-002-18
- Councilor Allan gave an overview of the updates to the policy and mostly wordsmithing.

Motion 324/18 Motion by Councilor Blair to accept the update policy the Equipment Operational Services Policy No. 31-002-18. **CARRIED**

4. Sanding, Plowing and Snow Removal Policy No. 32-001-18
- Councilor Allan gave an overview of the changes to the policy and mostly wordsmithing.

Motion 325/18

Motion by Councilor Wilcox to accept the Sanding, Plowing and Snow Removal Policy No. 32-001-18.

CARRIED**5. Water Main Valve Inspection & Maintenance Policy No. 41-002-18**

- Councilor Allan gave an overview of changes to the policy and information is no longer documented on paper; as everything is now being data entered into City Wide.

Motion 326/18

Motion by Councilor Ratz to approve the Water Main Valve Inspection & Maintenance Policy No. 41-002-18

CARRIED**NEW BUSINESS:**

Nil

COMMITTEE REPORTS:**1. Executive Committee**

- Mayor Colby gave an oral report on the September 17, 2018 meeting and minutes are attached.
- Next meeting is on Monday, October 15, 2018.

2. Strategic Planning & Corporate Affairs Committee

- Councilor Blair gave an oral report on the September 24, 2018 meeting.
- Delegate Eric Bloomsquist from 8760 came to the Strategic Planning Committee meeting and did a presentation on energy aggregates for electric and gas. The committee made a recommendation to bring forward the information to Council to make a decision if they want to the Town of Carstairs to enter into an agreement with energy aggregate.
- 8760 would be able to save the Town of Carstairs \$20,000 to \$30,000 annually and advised the Town to lock in Utilities until 2020 to 2021. The Government is building in capacity into 2022 and changing on how they do business with generators of electric and gas, building in capacity into the plants and then sitting on it.
- As well this brings in the carbon tax and there are a lot of unknowns into the market, in the future to be in a larger group as part of an aggregate makes sense.
- Both Mountain View County and Mountain View Senior's Housing are with 8760 and E. Bloomquist stated he will provide administration with a listing of Municipalities currently with them.
- Next meeting is on Monday, October 22, 2018.

Motion 327/18

Motion by Councilor Allan to direct administration to enter into an agreement with 8760 for the electrical and gas energy aggregate.

CARRIED**3. Performance Evaluation Committee**

- Councilor Wilcox gave an oral report on the September 19, 2018 meeting and minutes are attached.
- Councilor Wilcox stated the mindset of the members was to eliminate the Performance Evaluation Committee.
- Committee members reviewed the 2018 Work Plan, Reports for Bylaw and Fire, Utilization of Facilities, COP, R.C.M.P and the 2018 Internal Annual Report.
- They were of the belief that at the October 20, 2018 Council Workshop the Committee would be dispersed and the other committees revamped. Next meeting is TBD after the Council Workshop session.

4. External Relations Committee

- Councilor Gil gave an oral report on the September 13, 2018 meeting and minutes are attached. Currently we have heard back from the Library Board who will attend Council on October 9, 2018, no confirmation from the Museum as yet, and the Chamber of Commerce will attend the November 13, 2018 meeting. As far as the External Relations Committee meeting on October 10, 2018 the Carstairs Legion will attend and we have not heard back from the Ag Society, both the I.O.D.E. and Half Century Club have met with Administration.
- Next meeting is on Wednesday, October 10, 2018.

5. Policy & Governance Committee

- Councilor Allan gave an oral report on the September 11, 2018 meeting and minutes are attached.
- Next meeting is on Tuesday, October 9, 2018.

6. Mountain View Regional Waste Commission

- Councilor Green gave an oral report of the September 24, 2018 meeting. First Board meeting with the New CAO and Financial Advisor, changes to signing authorities; working on the analysis and review of the current system and the needs assessment should be completed by the end of October.
- The new financials and software will be suitable for future needs, the goal is to retain commission history and provide a sustainable system.
- Working with the Town of Olds and they will be engaged on holding the financial contract until year end for audit purposes so the 2018 audit can move forward easy as possible.
- The draft budget will be proposed to the Board at the October 22, 2018 meeting.

7. Mountain View Regional Water Commission

- Councilor Blair gave an oral report on the September 12, 2018 meeting and minutes are attached.
- Next meeting is on October 10, 2018.

8. Mountain View Seniors' Housing

- Mayor Colby gave an oral report on the Finance meeting on September 11, 2018 and the Regular meeting on September 20, 2018. The MVSH Golf Tournament Fundraiser on September 13, 2018 raised over \$17,000.00.
- A meeting was held following the fundraiser to discuss the new life lease levels one, two, and three. There are eight unoccupied life leases currently needing to be filled. The second elevator in Aspen Lodge was completed and they are still in negotiations with Sundre Union.
- The all Council meeting is on October 1, 2018 at 6:30 p.m. with Mayor Colby and Councilor Ratz attending.

9. Municipal Area Partnership

- Mayor Colby had nothing to report at this time.
- Waiting for a meeting date and no agenda has been emailed out as yet.

Motion 328/18

Motion by Councilor Gil to accept all committee reports as information.

CARRIED

COUNCILOR REPORTS:

Councilor Ratz

- Attended Policy & Governance Committee meeting on September 11, 2018 and the Joint Council Dinner meeting with the Town of Crossfield.
- Attended CCD&EP meeting on September 13, 2018. The committee discussed 2019 items; including an Artisan Fair, a Heritage Cultural Fair in May or June, and a Music event with in conjunction with the Horticultural Fair in August.
- Attended the Joint Council Dinner Meeting with the Village of Cremona on September 17, 2018.
- Attended MVSH meeting on September 20, 2018.

Councilor Wilcox

- Attended the Joint Council Dinner meeting with the Town of Crossfield on September 11, 2018.
- Attended External Relations Committee meeting on September 13, 2018.
- Attended the Joint Council Dinner meeting with the Village of Cremona on September 17, 2018.
- Attended the Library Board Budget meeting on September 18, 2018.
- Attended Performance Evaluation Committee meeting on September 19, 2018.

Councilor Allan

- Attended the Policy & Governance Committee meeting on September 11, 2018 and the Joint Council Dinner meeting with the Town of Crossfield.
- Attended the Joint Council Dinner meeting with the Village of Cremona on September 17, 2018.
- Attended Strategic Planning & Corporate Affairs Committee meeting on September 24, 2018.

Councilor Green

- Attended the Joint Council Dinner meeting with the Town of Crossfield on September 11, 2018.
- Attended the External Relations Committee meeting on September 13, 2018.
- Attended the Lacombe Library Board meeting on the 2019 Budget on September 18, 2018.
- Attended Bert Roger’s Celebration of Life on September 16, 2018.
- Attended the Joint Council Dinner meeting with the Village of Cremona on September 17, 2018.
- Attended Carstairs Arena for 5 hours of skills evaluation for Minor Hockey on September 23, 2018.

Councilor Gil

- Attended the Joint Council Dinner meeting with the Town of Crossfield on September 11, 2018.
- Attended the Ag Society meeting on September 12, 2018.
- The Fire Authority meeting scheduled for September was cancelled.
- Attended External Relations Committee meeting on September 13, 2018.
- Attended the Joint Council Dinner meeting with the Village of Cremona on September 17, 2018.
- Attended the Dog Park Committee meeting on September 18, 2018.
- Attended Performance Evaluation Committee meeting on September 19, 2018.

Councilor Blair

- Attended Policy & Governance Committee meeting on September 11, 2018 and the Joint Council Dinner meeting with the Town of Crossfield.
- Attended the Regular MVRWC meeting on September 12, 2018 and the Budget meeting will be on November 14,2018 with discussions on the contract and SRD.
- Attended the Joint Council Dinner meeting with the Village of Cremona on September 17, 2018.
- Attended Strategic Planning and Corporate Affairs meeting on September 24, 2018.

Mayor Colby

- Attended the Joint Council Dinner meeting with the Town of Crossfield on September 11, 2018.
- Attended Bert Rogers Celebration of Life on September 16, 2018.
- Attended the Executive Committee meeting on September 17, 2018 and the Joint Council Dinner with the Village of Cremona.
- Attended SAGE meeting on September 19, 2018 regarding Policing and Enhanced Position for R.C.M.P.; will be talking to Protective Services Director Dave Ness and Staff Sargent Chad Fournier regarding COP and R.C.M. P. patrols in Carstairs.
- Attended the MVSH Golf Tournament Fundraiser and MVSH Life Lease meeting on September 20, 2018.
- Attended Strategic Planning & Corporate Affairs Committee meeting on September 24, 2018.

Motion 329/18

Motion by Councilor Green to accept all Councilor reports as information.

CARRIED

CORRESPONDENCE:

Nil

Bylaw No. 1072

~~BEING a BY-LAW of the Town of Carstairs in the Province of Alberta, to repeal BY-LAW Number 837-a~~ **Bylaw of the Town of Carstairs in the Province of Alberta, the purpose of this Bylaw is to permit taxes to be paid by installments.**

WHEREAS, Section 7 and 8 of the Municipal Government Act, Chapter M-26 RSA 2000 as amended; authorizes the Council to repeal or amend any bylaws.

~~BEING a By Law of the TOWN of CARSTAIRS in the Province of Alberta, to provide for TAX INSTALLMENT PAYMENT PLAN (TIPP) for taxes.~~

WHEREAS, **Part 10 Taxation**; Section 340 of the Municipal Government Act, Chapter M-26 RSA 2000 as amended; Provides for the authority of Council to pass a Bylaw to permit taxes to be paid by installments, at the option of the taxpayer,

~~AND WHEREAS~~, Council of the Town of Carstairs deems it expedient to do so,

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

1. **This Bylaw shall be named the "Tax Installment Plan Bylaw".**
2. In this Bylaw **the following definitions will apply:**
 - "Town"** - means the Town of Carstairs;
 - "Taxes"** - means all taxes levied by the Town and without in any way restricting the generality of the foregoing shall include property taxes, frontage taxes and local improvement taxes;
 - "Taxpayer"** - means a person liable to pay taxes to the Town of Carstairs.
3. ~~A taxpayer may elect to pay taxes on a Monthly Installment basis by signing an agreement with the Town between November 1st of the current taxation year and January 31st of the next taxation year.~~ **A taxpayer may elect to pay taxes on a monthly Installment basis by signing an agreement with the Town. The monthly Installment program runs from January to December of each year and is withdrawn from the Taxpayers bank account on the 15th of each month. These payments will result in the tax account being paid in full by December 15th of the taxation year and shall not be subject to any tax penalties, nor discounts, except as other stated in this bylaw.**
4. ~~The Monthly Installment Agreement will include monthly payments due and payable on the 1st or the 15th day of each month. These payments that result in the tax account being paid in full by December 31st of the taxation year shall not be subject to any tax penalties nor discounts except as otherwise stated in this Bylaw.~~ **A Taxpayer who elects to pay taxes on a monthly installment basis must have all previous years taxes paid prior to signing the Tax Installment Agreement.**

5. ~~A taxpayer who elects to pay taxes on a monthly installment basis must have all previous years taxes paid prior to signing the Monthly Tax Installment Agreement.~~ **The Installment plan begins January 15th. Lump sum payments will be required for each month after the January start date. No agreements will be accepted after the due date shown on the tax notice.**
6. In the event any taxes remain unpaid on the 31st day of December of the year for which they are levied then all taxes owing shall be subject to ~~the Tax Penalty Bylaw of the Town of Carstairs~~ **penalties at the rates set out in the Rates & Fees Bylaw.**
7. A copy of the Tax Installment Agreement is attached as **Schedule "A"** to form part of this Bylaw.
8. This Bylaw shall come into force and effect on the date of final passing.

READ A FIRST TIME THIS XX DAY OF XXXXXXXX A.D., 20XX.

READ A SECOND TIME THIS XXX DAY OF XXXXXXXX, 20XX.

READ A THIRD AND FINAL TIME THIS XXXX DAY OF XXXXXXXX A.D., 20XX.

Lance Colby, Mayor

Carl McDonnell, CAO

SCHEDULE A



Box 370
 Carstairs, AB T0M 0N0
 Phone: 403.337.3341
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 www.carstairs.ca

Pre-Authorized Payment Plan – Taxes

The Tax Installment Payment Plan (TIPP) is a popular program which allows you to pay your property taxes on a monthly basis instead of one payment in June. Your payment automatically comes out of your bank account on the fifteenth day of every month; making budgeting easier and helping you avoid the risk of a 14% penalty.

Please Print Clearly		<input type="checkbox"/> New	<input type="checkbox"/> Revised
Roll Number:	Tax Levy:	<input type="checkbox"/> Personal <input type="checkbox"/> Business	
Monthly Payment:		Initial Payment Required:	
Payment Start Date:		Owner's Name:	
Property Address:		Mailing Address:	
Phone Number:		Email address:	

Direct Debit Information

You **MUST** provide either a **VOID cheque** or bank account verification from your bank

Bank ID:	Transit ID:	Account Number:
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Terms & Conditions – Important: Please Read

- I, the undersigned, owner of the property listed above, agree to the following:
1. I hereby authorize the Town of Carstairs to debit my bank account on the 15th day of each month, starting the month specified above, for payment of property taxes for the above noted roll number.
 2. While on this plan I will notify the Town of Carstairs immediately of any changes to bank account numbers to ensure payments are not rejected.
 3. In the event a payment is dishonored as NSF, I agree to pay a \$40 NSF fee and understand that after two (2) consecutive, dishonored payments, this agreement will be cancelled by the Town of Carstairs and my account will be subject to tax penalties pursuant to the Tax Penalties Bylaw.
 4. I understand that no tax discounts will be granted for the pre-payments of January to June, nor will any tax penalties be levied while I am on this monthly tax payment plan.
 5. I understand that in January and July of each year, my monthly payments may be adjusted based on the current year tax levy, to ensure my tax balance is at a zero balance on the 31st of December.
 6. I understand that this is an agreement between myself and the Town of Carstairs and is NOT TRANSFERABLE to the new owner in the event the property is sold. In the event this property is sold, I agree to notify the Town of Carstairs immediately to arrange for cancellation of this agreement.
 7. I have certain recourse rights if any debit does not comply with this agreement. For example: I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my recourse rights, I may contact my financial institution or visit www.cdnpay.ca
 8. I understand that I may cancel this agreement at any time by signing a cancellation form or providing written notice. I may obtain a sample cancellation form, or further information on my rights to cancel a PAD Agreement, at my financial institution or by visiting www.cdnpay.ca. I further understand that should this cancellation occur after the 30th of June, tax penalties may be applied pursuant to the Tax Penalties Bylaw, unless the full balance is paid with the cancellation.

Signature:	Date:
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The personal information requested on this form is being collected in order to process your application, and is governed by the Freedom of Information & Protection of Privacy Act (FOIPPA). If you have any questions with respect to the collection or release of this information, please contact the Manager of Finance & Administrative Services at Town Office.

Bylaw No. 1073

BEING a Bylaw of the Town of Carstairs, in the Province of Alberta, to provide for the imposition of penalties on unpaid taxes.

WHEREAS, Section 344 (1) of the Municipal Government Act, Chapter M-26 RSA 2000 as amended; a Council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice;

AND WHEREAS, Section 345 (1) of the Municipal Government Act authorizes a municipality to impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed.

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

1. This Bylaw shall be cited as the "Tax Penalty Bylaw".
2. In this Bylaw:

Current Taxes means taxes levied within the current calendar year.

Taxes include all property taxes, business revitalization zone taxes, local improvement taxes, penalties, and unpaid costs, charges and expenses as provided under section 553 of the Municipal Government Act, RSA 2000, c M-26 or any other statute of the Province of Alberta.

Tax Arrears means taxes that remain unpaid after December 31 of the year in which they are imposed.

3. Any **taxes** levied for the current year (**current taxes**) remaining unpaid after June 30 are subject to penalties at the rates set out in the Rates & Fees Bylaw.
4. Any **tax arrears** are subject to penalties at the rates set out in the Rates & Fees Bylaw.
5. Any penalty added to **current taxes** or **tax arrears** shall be added to and form part of the unpaid taxes.
6. This Bylaw is to repeal Bylaw 832.
7. This Bylaw shall come in force and effect on the final date of passing thereof.

READ A FIRST TIME THIS XXND DAY OF XXXXXXX, A.D., 2018

READ A SECOND TIME THIS XXND DAY OF XXXXXXX, A.D., 2018

READ A THIRD AND FINAL TIME THIS XXND DAY OF XXXXXXX, A.D., 2018

Lance Colby, Mayor

Carl McDonnell, CAO

**MINUTES OF THE STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
MONDAY, SEPTEMBER 24, 2018, 5:30 P.M.
CARSTAIRS MUNICIPAL OFFICE**

- IN ATTENDANCE:** Mayor Colby, Councilors Blair, Allan, and Green, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison and Executive Assistant Brenda Coles.
- ABSENT:** C. Tolley
- CALL TO ORDER:** Councilor Blair called the meeting of September 24, 2018 to order at 5:31 p.m.
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:** Motion by Councilor Green to adopt the agenda of September 24, 2018, as presented. **CARRIED**
- ADOPTION OF MINUTES:** Motion by Councilor Allan to adopt the minutes of the June 25, 2018 as presented. **CARRIED**
- UNFINISHED BUSINESS:** Nil
- DELEGATIONS:**
- 1. Tax Penalties – Cameron Tolley**
- The Committee reviewed the Tax Penalty Comparison Listing which showed the Town of Carstairs, Town of Didsbury, Town of Olds and City of Calgary Tax Penalties.
 - Councilor Blair addressed the Tax Penalties stating they are meant to be punitive, and that he supported not changing the Tax Penalties for the Town of Carstairs with the remaining members in agreement.
 - Residents are offered the TIPPS Program for those individuals who prefer to pay on a monthly basis rather than one yearly payment. Those who have issues or are in hardship and need help with their current taxes being subsidized the Town has worked with them and continues to work with those individuals. For individuals however who choose not to pay and are penalizing those who regularly pay their taxes, that 14% is a deterrent to those individuals not paying on time.
- Motion by Councilor Allan to accept as information. **CARRIED**
- 2. 8760 – Director of Business Development - Eric Bloomquist**
- E. Bloomquist provided the committee with a presentation on The RMA and 8670 Expense Management on Alberta Electricity and Natural Gas Markets.
 - His recommendations to the committee was to review with Council and sign 8670 Energy Services Agreement and confirm the strategy for fixed/index and years, and sign "Appendix B" as well be provided by October 2nd to participate in the 2018 Fall Tender.
- Motion by Councilor Green to accept 8670 Expense Management presentation as information and to send to Council for review and for decision. **CARRIED**

NEW BUSINESS:

1. Bylaw No. 1072 to repeal Bylaw No. 910 Tax installment Plan Bylaw

- Director S. Allison spoke to the updated forms and administrative changes to Bylaw No. 1072.

Motion by Councilor Green to recommend sending Bylaw No. 1072 to Council for review and approval.

CARRIED

2. Bylaw No. 1073 to repeal Bylaw No. 832 Tax Penalty Bylaw

- Director S. Allison spoke to the updates stating the old bylaw No. 832 was passed in 2003 and making reference to the changes in fees, and the new Bylaw No. 1073 will make mention to the Rates and Fees Bylaw.

Motion by Councilor Allan to recommend sending Bylaw No. 1073 to Council for approval.

CARRIED

REPORTS:

1. Annual Reports

a. 2018 Work Plan

- Committee reviewed the 2018 Work Plan and there were no other changes or updates at this time.

b. 2018 Internal Annual Report and Worksheet

- Committee reviewed the 2018 Internal Annual Report and Work sheet and asked B. Coles to continue to update.

Motion by Councilor Allan to accept the 2018 Work Plan and Internal Annual Report as information.

CARRIED

2. Financial Reports

- CAO McDonnell gave an oral review of the following Financial Reports for month ending August 31, 2018.

a) Summary Report

- The School and Policing requisitions still need to come out and then we are half way through the requisitions.
- Under Capital Street Improvement Program need to complete paving once the water lines are finished and will be included in the \$700,000. left to pay out.

b) Financial Report

- Grant money for MSI Operating
- Payments came out for debentures
- Reserves have gone up a little bit due to the off sites levies and will be looking at those at the Council Planning Session in October.

c) Revenue and Expense Report

- Under Revenue Penalties and Costs for taxes have been reversed.
- The Campground revenue is down a bit due to the change in weather for the month September.

d) Capital Report

- Grave Thawer has been ordered but is not in yet.
- Cinder Block Dugout Diamond 4, base for dug outs have been poured, will need to settle and cinder blocks can go in and then will put a lid on it. The project will come in a little over budget at \$29,000. not the budgeted amount of \$22,000.
- Hamm Construction Ltd. is working diligently to complete the project and are heading down Centre and 12th Avenue to tie into the Pump House Reservoir.

e) Loans and Debentures

- Debentures have been paid out with the exception of the Lagoon and it will be paid out in November.

Motion by Councilor Green to accept the Financial Reports as information.

CARRIED**3. Development Reports**

a) Building Permit Listing

- There have been at total of 81 building permits year to date with 28 new home starts.

b) Compliance Listing

- There have been a total of 58 compliances year to date.
- Five houses have sold in the last week in Scarlett Ranch Subdivision.
- The Town has 81 R1 lots available for 1 year of inventory.

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

CARRIED**4. Planning Reports:**

a) Subdivision

- CAO McDonnell gave an update on the following subdivisions:
 - Havenfield
 - Lackner
 - Scarlett Ranch
 - Mandalay
- CAO is meeting with the School Board on Tuesday, September 25, 2018 regarding the school site.
- CAO McDonnell and Urban Systems have a meeting with Alberta Transportation on Wednesday, September 26, 2018 in Red Deer.
- Mandalay Estates Open House is scheduled for Wednesday, October 24, 2018 and then will be brought back to Council for 2nd and 3rd reading.

b) MDP

- Nothing to report at this time.

c) Planning Procedures

- Nothing to report at this time.

5. Projects

- Nothing to report at this time.

Motion by Councilor Allan to accept the Planning and Project Reports as information.

CARRIED

6. Budget

- I. Three Year Operating
 - The Corporate Team met on September 18, 2018 to go over operating and will be meeting one more time go over Capital.
- II. Ten Year Capital
 - The Corporate Team will meet on October 2, 2018 to go over the Ten Year Capital Plan.
- III. Buildings
 - No report at this time
 - 1. Mandalay/Carlinton
 - 2. Tri Services
 - 3. Field House
 - 4. Reservoir
 - 5. Lagoon

Motion by Councilor Green to accept the Financial Reports as information.

CARRIED

4. Asset Plan

- a) City Wide
 - Asset Manager L. Fox has set up the final full day training session with City Wide and Carstairs Corporate Team for Wednesday, September 26, 2018.

CORRESPONDENCE: Nil

GENERAL DISCUSSION: Nil

NEXT MEETING: October 22, 2018

ADJOURNMENT: Motion by Councilor Allan to adjourn the meeting of September 24, 2018, at 6:50 p.m.

CARRIED

Rick Blair, Chairperson

Carl McDonnell, CAO