REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JANUARY 27, 2025, 7:00 P.M.

Page

1. **CALL TO ORDER**

2. **ADDED ITEMS**

3. **ADOPTION OF AGENDA**

   a)   Adoption of agenda of January 27, 2025
        Motion: To adopt the agenda of January 27, 2025

4. **ADOPTION OF MINUTES**

a)   Adoption of minutes of January 13, 2025(addendum 4.a)
        Motion: To adopt the minutes of January 13, 2025
        🔗

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

6. **DELEGATIONS**

7. **BYLAWS AND POLICIES**

a)   Policy No 11-022-25 Council and CAO Attendance at Conferences and
        Development Sessions-Amended (addendum 7.a)
        🔗

8. **NEW BUSINESS**

   a)   Capital Budget 2025

9. **COMMITTEE REPORTS**

   a)   POLICIES & PRIORITIES COMMITTEE

i)   Minutes of the meeting on January 16, 2025 (addendum 9.a.i)
                🔗

   b)   MOUNTAIN VIEW REGIONAL WASTE COMMISSION

   c)   MOUNTAIN VIEW REGIONAL WATER COMMISSION

   d)   MOUNTAIN VIEW SENIORS HOUSING

   e)   CARSTAIRS PUBLIC LIBRARY

10.   COUNCILOR REPORTS

a)   COUNCILOR ALLAN

b)   COUNCILOR BALL

c)   COUNCILOR FRICKE

d)   COUNCILOR RATZ

e)   COUNCILOR ROBERTS

f)   COUNCILOR WILCOX

g)   MAYOR COLBY

11.   CORRESPONDENCE

12.   CAO'S REPORT

13.   COUNCILOR COMMENTS

14.   PUBLIC QUESTION PERIOD

15.   MEDIA QUESTION PERIOD

16.   CLOSED MEETING

a)   Section 197 of the MGA states that Council and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1of the Freedom of Information and Privacy (FOIP) (s. 16 to 29).

17.   ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, JANUARY 13, 2025, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Roberts & Wilcox; Director of Legislative & Corporate Services Shannon Allison; Director of Planning & Development Kirk Williscroft; CAO Rick Blair; Executive Assistant Kayleigh Van Es
ABSENT:	Councilor Ratz
CALL TO ORDER:	Mayor Colby called the meeting of Monday, January 13, 2025, to order at 7:00 p.m.
ADDED ITEMS:	Nil

ADOPTION OF AGENDA:
Motion 001/25

Motion by Councilor Wilcox to adopt the Regular Council agenda of January 13, 2025, as presented.

CARRIED

ADOPTION OF PREVIOUS MINUTES:
Motion 002/25

Motion by Councilor Allan to adopt the Regular Council Meeting minutes of December 9, 2024, as presented.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETING: Nil

DELEGATIONS:

1. William Stevenson-MP Candidate
W.Stevenson formally introduced himself to Council as the Conservative Party nominee for Member of Parliament for the Yellowhead Riding. He emphasized his accessibility and willingness to engage with Council.

All Council members offered congratulations and best wishes for his campaign.

Motion 003/25

Motion by Councilor Ball to accept the Delegation from William Stevenson as information.

CARRIED

BYLAWS & POLICIES:

1. Bylaw No. 773 Subdivision and Development Appeal Board-For Repeal
CAO Blair explained that this outdated bylaw is now covered by current Bylaw No. 1065.

Motion 004/25

Motion by Councilor Wilcox to repeal Bylaw No. 773 Subdivision and Development Appeal Board Bylaw.

CARRIED

2. Bylaw No. 2010 Municipal Elections Bylaw-Amended
S. Allison outlined amendments to remove references to electronic voting machines, which are no longer permitted, and ensure alignment with current legislation.

Councilor Fricke inquired about time and budget contingencies, to which S. Allison responded that reverting to the non-electronic process is manageable.

Motion 005/25

Motion by Councilor Ball to give first reading of Bylaw No. 2010 Municipal Elections Bylaw, as amended.

CARRIED

Motion 006/25

Motion by Councilor Wilcox to give second reading of Bylaw No. 2010 Municipal Elections Bylaw, as amended.

CARRIED

Motion 007/25

Motion by Councilor Fricke to move to third and final reading of Bylaw No. 2010 Municipal Elections Bylaw, as amended.

UNANIMOUSLY CARRIED

Motion 008/25

Motion by Councilor Allan to give third and final reading of Bylaw No. 2010 Municipal Elections Bylaw, as amended.

CARRIED

3. Bylaw No. 2058 Land Use Redesignation-693 10 Ave South
K. Williscroft outlined a proposed amendment to Land Use Bylaw No. 2007 to rezone 0.809 hectares (2 acres) at 693 10th Ave South from Medium-Density Residential (R3) to Low-Density Residential (R1).

Councilor Wilcox asked about potential dwelling counts. K. Williscroft estimated five to six units.

Motion 009/25   Motion by Councilor Roberts to give first reading of Bylaw No. 2058 Land Use Redesignation-693 10 Ave South Bylaw, as presented.
                                                                                      CARRIED

4. Bylaw No. 2059 Land Use Redesignation-701 10 Ave South
K. Williscroft presented a proposed amendment to Land Use Bylaw No. 2007 to rezone 0.938 hectares (2.32 acres) at 701 10th Ave South from Medium-Density Residential (R3) to Low-Density Residential (R1).

Motion 010/25   Motion by Councilor Allan to give first reading of Bylaw No. 2059 Land Use Redesignation-701 10 Ave South Bylaw, as presented.
                                                                                      CARRIED

NEW BUSINESS: **1. Planning & Development Permit Breakdown**
K. Williscroft reported 71 new home starts in 2024.

Councilor Fricke praised the department's efficient permit processing, echoed by Councilor Wilcox.

Motion 011/25   Motion by Councilor Fricke to accept Planning & Development Permit Breakdown as information.
                                                                                      CARRIED

2. IDP Review
CAO Blair initiated discussions with the County and flagged concerns about the current Intermunicipal Development Plan (IDP). A review will be conducted, supported by an internal growth study with ISL.

Motion 012/25   Motion by Councilor Wilcox to accept IDP Review as information.
                                                                                      CARRIED

3. Election 2025
S. Allison informed Council of changes to the municipal election process, including nomination requirements. Information is available online and at the municipal office.

Motion 013/25   Motion by Councilor Ball to accept Election 2025 as information.
                                                                                      CARRIED

COMMITTEE REPORTS: **1. Policies & Priorities Committee**
-Next Meeting January 16, 2025.
2. Mountain View Regional Waste Commission
-Councilor Wilcox gave verbal report for the meeting on December 11, 2024. Next meeting in April 2025.
3. Mountain View Regional Water Commission
-Mayor Colby gave verbal report of the meeting on December 11, 2024. Water Connection Policy to come to all towns for review, will discuss at P&P. Water for Life Grant application is with the Minister for review.
4. Mountain View Seniors' Housing
-Key Messages from the December 12, 2024 meeting were reviewed.
-Councilor Fricke gave verbal report of the meeting on December 12, 2024. The 2025 Capital Budget and 4-year forecast as amended, was approved. Significant increase in occupancy at Chinook Winds Lodge from last year at 57% to 97% occupied. Next meeting is February 20, 2025.

Motion 014/25   Motion by Councilor Roberts to accept all Committee Reports as information.
                                                                                      CARRIED

COUNCILOR REPORTS: **Councilor Allan**
-December 11, 2024, attended the Town Staff Christmas Breakfast. Was well attended and well organized.
Councilor Ball
-December 11, 2024, attended the Town Staff Christmas Breakfast. A great turnout and really enjoyed the event.
Councilor Fricke
-December 11, 2024, attended the Town Staff Christmas Breakfast. Also enjoyed the event.
-December 12, 2024, attended the MVSH Board Meeting.

Councilor Roberts
-December 11, 2024, attended the Town Staff Christmas Breakfast.
Councilor Wilcox
-December 11, 2024, attended the Town Staff Christmas Breakfast. By far the best one Carstairs has hosted.
-December 11, 2024, attended the Mountain View Regional Waste Commission meeting.
-December 12, 2024, attended the Parkland Executive meeting.
-December 31, 2024, attended the New Year's Eve skate party at the Carstairs Memorial Arena, put on by Lori and the team; there were over 250 participants.
-January 6, 2025, attended the Southern Alberta Victims Services Society meeting.
Mayor Colby
-December 11, 2024, attended the Mountain View Regional Water Commission meeting.

Motion 015/25	Motion by Councilor Wilcox to accept all Councilor Reports as information.
	CARRIED
CORRESPONDENCE:	**1. SDAB/ISDAB Resignation-Sandi Roberts**
	Council reviewed a resignation letter from Sandi Roberts.
Motion 016/25	Motion by Councilor Allan to accept the letter of resignation from Sandi Roberts as information.
	CARRIED
	2. Letter of Request-Carstairs Playschool
	Council reviewed a request for a reduced rental rate for an event on May 30, 2024.
Motion 017/25	Motion by Councilor Fricke to approve the letter of request from Carstairs Playschool for their upcoming event on May 30, 2024, at the Carstairs Community Hall with the understanding they will not be eligible for a reduced rate again until 2029.
	CARRIED

CAO'S REPORT:

-December 10, 2024, met with MNP regarding the Regional Policing Study.
-December 11, 2024, attended the Town Staff Christmas Breakfast.
-December 16, 2024, met with Enterprise.
-December 17, 2024, met with Mandalay developer and ATEC regarding signalization.
-January 6, 2025, met with Enterprise.
-January 8, 2025, met with Scarlett Ranch developers to discuss the condo site and phase 6.
-January 8, 2025, met with Jeff Holmes of Mountain View County.
-January 8, 2025, met with MNP on final draft of the Regional Policing Study.
-January 9, 2025, met with town Planning & Engineers.
-Planning to pass capital and operating budget at next council meeting.
-Received a policy from the Mountain View Regional Water Commission for review.
-Water Reservoir to go to tender this week.

Motion 018/25	Motion by Councilor Roberts to accept CAO's Report as information.
	CARRIED
COUNCILOR COMMENTS:	**1. Mayor Colby**
	Wished everyone a Happy New Year and expressed enthusiasm for 2025.
PUBLIC QUESTION PERIOD:	Nil
MEDIA QUESTION PERIOD:	Nil
CLOSED MEETING:	*Section 107 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).*

Regular Council Meeting – December 9, 2025   **Page 4 of 4**

Motion 019/25	Motion by Councilor Wilcox that Council close the meeting to the public to discuss Third-Party Personnel Privacy as per Section 16 of FOIP at 7:39 p.m.

CARRIED

Motion 020/25	Motion by Councilor Wilcox to come out of the closed meeting session at 8:11 p.m.

CARRIED

NEXT MEETING: Monday, January 27, 2025, at 7:00 p.m.

ADJOURNMENT:

Motion 021/25	Motion by Councilor Ball to adjourn the meeting of January 13, 2025, at 8:12 p.m.

CARRIED

_____
Lance Colby, Mayor

_____
Rick Blair, CAO

Town of Carstairs

Policy:	**Council and CAO Attendance at Conferences and Development Sessions** **Policy No. 11-022-25**
Date:	**January 27, 2025**
Adopted by:	**Council**

Policy Statement:
That the Council of the Town of Carstairs (Town) encourages and supports the attendance of Councilors and Chief Administrative Officer (CAO) or Designate at annual conferences, seminars and other special development and training sessions during their tenure.

Purpose:
To provide Councilors and Chief Administrative Officer or Designate with the opportunity to attend conferences and training sessions which support their role.

Principles:
1. Town of Carstairs considers it important that Councilors and Administrator, during their tenure develop a knowledge and awareness of issues pertaining to their mandate of effectively representing their electorate.

2. Council recognizes that certain conferences must be available for all Council members and CAO to attend, while at some conferences the Town need only be represented by a few Councilors or CAO.

3. This policy does not cover meetings and events inside and outside the Town boundaries which require Council or CAO attendance in carrying out their normal duties as Administrator, Councilor or Committee related appointments.

Guidelines:
1. All Councilors and Chief Administrative Officer are entitled to attend the following conferences and meetings:

    a. Provincial AB Municipalities Spring and Fall Conferences

    b. Elected Officials Symposium

    c. Elected Officials Education Program

    d. All Public Events hosted by a Committee of Council.

2. The CAO, Mayor and three Councilors are approved to attend the annual conference of the Federation of Canadian Municipalities (FCM) when hosted in Eastern Canada. Councilors attending the conference will be appointed at the annual Organization Meeting preceding the conference. All Councilors will be permitted to attend FCM when the FCM Conference is held in Western Canada, which includes Manitoba and all provinces and territories to the West.

3. The CAO and All Councilors are approved to attend the annual conference of the Alberta Municipalities (AB Munis).

4. The CAO, Mayor and two Councilors are approved to attend the annual RMA Conference. ~~On an individual basis,~~ either in the spring or fall. Councilors attending the conference will be appointed at the annual Organization Meeting preceding the conference.

5. A maximum of two Councilors per year are approved to attend out-of-province conferences, excepting other than the annual conference of the Federation of Canadian Municipalities. The Mayor's approval is required prior to registrations.

6. The Mayor may approve Councilor's attendance at a provincial conference as long as costs will be within the approved annual budget. The Deputy Mayor may approve the Mayor's attendance at a provincial conference as long as costs will be within the approved annual budget.

Town of Carstairs
Policy No. 11-022-25
Page 1 of 2

7. When approval cannot be granted, the request may be brought before Council for consideration.

8. Per Diem will be paid for the duration of the conference or meeting including time for travel to and from the conference.

9. Expense reimbursement for the duration of the conference or meeting may be claimed as the actual costs with supporting receipts or a pre-established rate, i.e. mileage rate.
   Costs eligible for reimbursement:

   Councilor
   - Registration
   - Travel
   - Accommodation and meals

   Spouse
   - Registration
   - Fifty percent (50%) airfare
   - Meals

   Chief Administrative Officer
   - Registration
   - Travel
   - Accommodation and meals

   Spouse
   - Registration
   - Fifty percent (50%) airfare
   - Meals

Procedure:
1. Councilors will be canvassed by administration as to their desire to attend conferences. Councilors and administration will attempt to ensure that registration occurs before early incentive registration deadlines (if available).

2. A Councilor will be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances as accepted/approved by Mayor or Deputy Mayor.

3. Administration will register and book rooms for all Councilors far enough in advance for conventions in Guideline 1.a) to ensure that Councilors are at the conference hotel other than where a rotation policy exists for room allocation.

4. For all other events where Council approves all or some of its members to attend, administration would, depending on the amount of lead time, do the same as above.

5. In cases where there is insufficient lead time to book Councilors into a host hotel, a close alternative will be found.

Reporting:
1. Councilors of a representative of Councilors who attend a conference are expected to provide Council with a written summary.

2. Conference materials or handouts which are of a benefit to all Councilors shall be copied and made available to them.

End of Policy
/Carstairs 01/25

Signatures
M____/24 Policy No. 11-022-25 was adopted by Council on January 27, 2025.

_____
Mayor, Lance Colby

_____
CAO, Rick Blair

MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
THURSDAY, JANUARY 16, 2025, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

IN ATTENDANCE:	Mayor Colby, Councilors Allan, Fricke, Ratz, & Roberts, Director of Planning & Development Kirk Williscroft, FCSS Coordinator Lori King, CAO Rick Blair & Executive Assistant Kayleigh Van Es
ABSENT:	Councilors Wilcox & Ball
CALL TO ORDER:	Mayor Colby called the meeting of Thursday, January 16, 2025, to order at 1:01 p.m.
ADDED ITEMS:	Nil

ADOPTION OF AGENDA:

Motion by Councilor Ratz to adopt the Policies & Priorities Committee meeting agenda of January 16, 2025, as presented.

CARRIED

ADOPTION OF MINUTES:

Motion by Councilor Fricke to adopt the Policies & Priorities minutes of November 21, 2024, as presented.

CARRIED

UNFINISHED BUSINESS: **1. Admin Expansion Discussions**
CAO Blair updated the Committee on the status of the administrative building expansion.

2. Utility Bill Concern
The Committee reviewed a recurring letter regarding utility bill concerns. Administration sought guidance on how to address the issue moving forward. The committee agreed that 60% of consumption represents a fair and reasonable charge.

DELEGATIONS: **1. Land Use Bylaw Update-ISL-Brian Conger**
B. Conger updated the Committee on the changes to the Land Use Bylaw.

Councilor Fricke praised the user-friendly layout and inquired about the use of vague terms versus more specific language.

Councilor Ratz appreciated the user-friendly format and thanked B. Conger for the presentation.

Councilor Roberts requested clarification with an example of discretionary use.

Councilor Allan stated that all questions had been answered and expressed thanks for the presentation.

Mayor Colby thanked B. Conger for the effort and time dedicated to the presentation.

2. FCSS Funding-Lori King
L. King provided a summary of the FCSS grant applications for 2025, highlighting that 16 requests were submitted, totaling $51,851.01.

CAO Blair praised L. King for her diligence in securing appropriate funding for community groups, expressing strong satisfaction with her work.

Policies & Priorities Committee Meeting – January 16, 2025   **Page 2 of 3**
Councilor Allan left at 1:55 p.m.

BYLAWS & POLICIES: **1. Policy No. 11-022-25 Council & CAO attendance at Conferences Policy**
The amended policy was presented to Council on November 25, 2024, and was referred back to the Committee for further review.

Motion by Councilor Fricke to accept Policy No. 11-022-25 Council & CAO attendance at Conferences Policy as amended and forward to Council with the recommendation for adoption.
                                                                                   CARRIED

NEW BUSINESS: **1. Growth Study Discussions**
CAO Blair updated the Committee on a growth study that is needed to update the Intermunicipal Development Plan.

2. Business License Listing
The Committee reviewed the 2025 Business License Listing, noting that 332 businesses have been invoiced to date.

Councilor Fricke expressed satisfaction with the growth of businesses in the town.

REPORTS: **1. Development Reports**
The Committee reviewed the Development Reports so far for 2025.

a. Building Permit Listing
b. Compliance Listing

2. City Wide Protective Services Monthly Reports
The Committee reviewed the following reports for the months of November and December 2024.

a. Fire Reports
b. Bylaw Reports

3. Emergency Services
The Committee reviewed the following reports.

a. Emergency Services Report
b. Carstairs Emergency Management Agency (CEMA) Report

4. Utilization Reports
The Committee reviewed the following reports for 2024.

a. Carstairs Memorial Arena
b. Carstairs Community Hall

Motion by Councilor Ratz to accept all reports as information.
                                                                                   CARRIED

CORRESPONDENCE: **Nil**

GENERAL DISCUSSION: **1. CAO Notes**
a. Received second draft from MNP on Regional Policing Study.
b. Must respond to Mountain View Regional Water Commission regarding Policy by January 24, 2025.

NEXT MEETING: February 20, 2025

Policies & Priorities Committee Meeting – January 16, 2025   **Page 3 of 3**
ADJOURNMENT: Motion by Councilor Fricke to adjourn the meeting of January 16, 2025, at 2:46 p.m.

CARRIED

_____
Lance Colby, Mayor

_____
Rick Blair, CAO

Carstairs Library Board, Town of - Carstairs   2024

AB Library Statistics
Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

AGENDA ITEM #i)

AGENDA ITEM #i)

Carstairs Library Board, Town of - Carstairs   2024

Survey Report
The Alberta Public Library Survey captures current year information.

This information is used in the *Alberta Public Library Directory*, which is produced by the Public Library Services Branch and is available at https://open.alberta.ca/publications/6656702.

Approval
The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the above regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution *before* it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board
	2025-01-20

Library Board
The legal name of the library board.

	Name of library board
	Town of Carstairs Library Board

Name of Library
Provide the name of the library operated by the library board.

	Name of library
	Carstairs Public Library

Library Phone, Email, Website
Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

	Library phone	Library email	Library website
	403-337-3943	carstairs@prl.ab.ca	prl.ab.ca/carstairs

Carstairs Library Board, Town of - Carstairs 2024

Library Address
Report the current address of the library.

	Street address	P.O. box	City/town, etc.	Province	Postal code
	1402 Scarlett Ranch Blvd	941	Carstairs	AB	T0M 0N0

Contacts
Library Manager: Provide the name and work email of the person charged with the management of the daily operations of the library.

Respondent: If a person <u>other</u> than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	Megan Ginther	mginther@prl.ab.ca
Respondent (if different than above)		

AGENDA ITEM #i)

Carstairs Library Board, Town of - Carstairs   2024

Board Governance - Board Members
Provide the full names, contact information, and term expiry date for all current board members (i.e. members at the time of filling in this report). Indicate the board chair by entering their information in the first line of the table. While names of board members are public information, phone numbers and email addresses are strictly for the use of Public Library Services Branch and are not made available to the public.

Please note that the library board term expiry date must reflect the individual's appointment as made by municipal council and <u>must</u> be provided for all board members, including those members who are also councillors. The board term expiry date *should not* reflect the individual's date of recruitment, the date of their first board meeting, the date they were elected chair (or any other officer position), or any other date.

The *Libraries Act* requires all board members to be appointed by municipal council. Appointments are made by council resolution and therefore will be recorded in council meeting minutes. When an appointment is made, the municipality may also provide documentation (e.g. a letter) that includes the relevant information (i.e. resolution number, date of appointment, and the term length/expiry date).

Please see the *Appointments to the Municipal Library Board* or *Appointments to the Intermunicipal Library Board* fact sheets (https://www.alberta.ca/public-library-board-development.aspx) for more information.

If you are unsure about board member appointments and term expiry dates, contact your municipality for more information. If there is no record of appointments by council for some or all board members, please contact Public Library Services Branch at libraries@gov.ab.ca or 780-427-4871 for support.

	Name	Phone	Email	Library board term expiry (year/month/day)	Councillor?
Chair	Jen Awde	587-433-3063	jen.awde@gmail.com	2026-06-12	No
Board Member 1	Wendy Knudson	403-507-9654	wendy.knudson@gmail.com	2025-11-26	No
Board Member 2	Shannon Wilcox	587-966-3831	shannonw@carstairs.ca	2025-10-25	Yes
Board Member 3	Dwayne Fulton	403-337-8275	dfulton@mvcounty.com	2025-11-15	No
Board Member 4	Donna Maxwell	403-337-3405	dmmaxwell27@gmail.com	2026-09-25	No
Board Member 5	Marjorie Jantzen	403-506-5671	chocolatequilter@gmail.com	2027-11-29	No
Board Member 6					
Board Member 7					
Board Member 8					
Board Member 9					

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Carstairs Library Board, Town of - Carstairs   2024

Carstairs Library Board, Town of - Carstairs   2024

Annual Report
This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

Board Governance
Provide the actual dates (e.g. Jan 28, Feb 13) of board meetings held during the reporting year. All library boards are required by the Libraries Act to meet at least once every four months (Part 5, Section 33(1)).

Provide the amount of time board members volunteered on library board business during the reporting year, e.g. board meetings, committee meetings (a 2 hour board meeting with 5 members in attendance would equal 10 volunteer hours).

Any volunteer work *in the library* by board members should be recorded in the *Personnel - Volunteers* section.

Dates of board meetings held (e.g. Jan 28, Feb 13)	Board volunteer hours
Jan 15, Feb 19, Mar 18, Apr 15, May 20, Jun 17, Sep 16, Oct 21, Nov18	196

Library Hours
Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:
1. Actual count of hours open per year.
2. Estimate:
   If the library hours were the same all year: 50 x total hours per week
   If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	2,350

Personnel
Paid and unpaid staff that worked in the library during the reporting year.

Carstairs Library Board, Town of - Carstairs   2024

Staff

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	1	2,080.00
Library technician	1	1,456.00
All other credentials (e.g. high school, Library Operations Certificate, diploma, other university degree)	5	4,916.00
Total	7	8,452.00

Volunteers

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	8	75.00

Collections

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

AGENDA ITEM #i)

Carstairs Library Board, Town of - Carstairs   2024

Collection management

Report the number of print and non-print items acquired and withdrawn during the reporting year. <u>Do not</u> include e-content.

	Items acquired	Items withdrawn
Print items	1,453	329
Non-print items	99	23
Total	1,552	352

Print and non-print items

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. <u>Do not</u> include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	16,990	2,593	19,583

Electronic equipment for loan

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	n.a.	11	11

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E-content
If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. <u>Do not</u> count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

	E-books	E-audiobooks	All other e-content combined	Total e-content items
	n.a.	n.a.	n.a.	0

Total collections
Total library collection.

	Total physical collection	Total e-content collection	Total library collection
	19,594	0	19,594

Library board contributions
If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

	Library board contribution
	$1,717.11

Circulation
This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

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Circulation

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.
For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

<u>Do not</u> include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
	44,330	3,835	52	2,886	3,207	2,397	56,707

Interlibrary loan

Interlibrary loan (ILL) is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	[1]21,060	[2]15,090
Outside of Alberta	1	3
Total	21,061	15,093

In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

There are two possible calculations for each:
1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	1,426

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Library Access
This section will cover the ways that library users access the library and the range of services available to them.

Cardholders
Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	970

Visits
Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:
1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	18,886	15,549

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Information Services

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:
1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

Total informal technology assistance transactions	Total reference transactions
2,050	6,150

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

Total number of exams
31

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Meeting space
Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	57

Public Workstations
Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan.*

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	6	n.a.	6

Public workstation and wi-fi sessions
Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:
1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	1,870	36,252

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Facility

Provide Information on the building the library was housed in during the reporting year.

Facility ownership

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:
• Municipality
• Band or Settlement
• School board (when a library is housed in a school)
• Library board
• Society or other charitable group
• Private business or company
• Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If your library board operates multiple service points in various facilities, please select all that apply.

If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

Facility ownership
Municipality

Facility size

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space.

In order to convert a measurement of square feet to square metres, multiply square footage by 0.09.

Library Area (Sq. Meters)
278.0

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Facility status

These fields are to report on the status of the library facility(ies) during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

• meets a community need;

• is hosted/presented by the public library;

• is set for a designated time and place;

• has a defined purpose;

• has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and

• may involve a registration process and/or some promotion of the event.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

For hybrid programs (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

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In-person programs
Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

Participants should also be counted on a per session basis. If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	148	2,516
Young adult	35	246
Adult	104	677
Multigenerational	12	219
Total	299	3,658

Digital literacy programs
Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	33	116

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Outreach programs
Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An **outreach program** is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach sessions	Total # of participants
	63	4,710

Virtual programs
Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

Synchronous virtual programs
Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.
Sessions: Count the total number of synchronous virtual program sessions offered across all platforms.
Participants: For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

Asynchronous virtual programs
Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.
Sessions: Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.
Participants: Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	10	64

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Take-home programs
Report the total number of take-home program sessions and participants (all age categories combined).

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) <u>do not</u> count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

Take-home program sessions: count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.
Take-home program participants: count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	2	82

Total programs
Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	407	8,630

Library Trends
Each year this question will change to capture current trends in Alberta's public libraries.

Does your current plan of service focus on any service responses specifically for seniors? The Plan of Service is a strategic plan that allows a board to connect with the community it serves and give direction to library service so that it aligns with local needs. The most important part of the planning process is the needs assessment—where the board engages with library users and non-users to find out what the most pressing needs are in the community and determines what role the library can play in addressing those needs. The final Plan of Service document includes goals and objectives the library will work to achieve over a set period of time.

Select the answer from the choices below. If you wish to provide additional information please use the notes field.

	Does your current Plan of Service focus on any service responses specifically for seniors?
	No, but we do offer seniors specific programming and/or services

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Accomplishments & Comments
Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

Please <u>do not</u> paste in text from a Word document as LibPAS is not compatible with Word formatting.

	Accomplishments & comments
	The Library Board completed a major policy review and have implemented a 3 year review process to ensure they stay up to date and are being reviewed on a regular basis. We hosted two large community events: Walk the Block in August and Comic Con in October that were opportunities to bring the community together over shared interests. Working together with the other Mountain View Libraries we have collaborated to provide Adult Learning opportunities that are consistent across the region and we have started a Books for Babies program to welcome new babies to the community with a library card and free board book. We won the 2024 Minister's Award for our Tough Topic Kits and were excited to share that news with our community. In the fall 2025 budget process we budgeted for and put out a request for quotes to hire a consultant to help us with our upcoming Plan of Service.

[1], Last year I reversed my Lent and Borrowed numbers, so they don't look aligned this year.(*0-2025-01-07*)

[2], Last year I reversed my Lent and Borrowed numbers, so they don't look aligned this year.(*0-2025-01-07*)

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5 year Statistics:

	Annual Report 2020	Annual Report 2021	Annual Report 2022	Annual Report 2023	Annual Report 2024
Hours Open	1,944	1,998	2,244	2,350	2,350
Staff Hours	6,177	6,608	7,018	7,550	8,452
Volunteer hours	696	755	355	125.5	271
Total Circulation	38,533	51,118	54,368	55,528	56,707
Collection Size	16,925	17,634	17,767	18,061	19,583
Reference Questions	4,900	5,750	6,864	6,660	8,200
Exams Proctored	7	9	3	10	31
In Person visits	9,581	8,623	15,241	15,998	18,886
Website Visits	11,300	18,393	24,760	15,440	15,549
# of programs	191	134	359	318	344
# of program participants	4,339	1,780	2,823	2,600	3,920
# of outreach programs	18	55	49	49	63
# of outreach participants	183	2,912	2,350	3,124	4,710
Active Cardholders	1,341	1,288	1,424	862	970
Meeting Space Bookings	-	-	45	22	57
Newcomer Bags given out	-	49	69	76	90

Kelly Casebeer
Carstairs & District Agricultural Society
Aggie Days Mountain View
Box 926, Carstairs AB T0M 0N0

Town of Carstairs
Box 370, Carstairs, AB, T0M 0N0

January 2, 2025

Subject: Aggie Days Mountain View 2025- Passport Printing Request

The 4th Annual Aggie Days Mountain View will be held in Carstairs on May 23 & 24, 2025.

The event will be located at the Carstairs Curling Club and in the adjacent parking lot and Memorial Park. Last year the Town of Carstairs generously donated time and equipment to print the event passports that guide the students and attendees through the exhibits and encourage them to interact with the exhibitors.

We would like to ask the Town of Carstairs council to review the attached sponsorship request letter and consider once again providing an in-kind sponsorship of passport printing.

We anticipate the need for approximately 500 passports this year.

Your consideration is appreciated, and please accept our invitation for you to attend Aggie Days Mountain View 2025 and enjoy the exhibits.

Kind regards,
Kelly Casebeer
Carstairs & District Agricultural Society, Aggie Days Mountain View
carstairsag@gmail.com

Sponsorship Request

We are excited to announce the 4th Annual Aggie Days Mountain View, taking place on May 23rd and 24th, 2025, in Carstairs. This event is a collaborative effort organized by volunteers from the Agricultural Societies of Carstairs, Cremona, and Didsbury, with support from Mountain View County. Our goal is to create an engaging and informative celebration that highlights the legacy, value, and future of agriculture in our region.

Event Highlights:

- Friday, May 23rd – Welcoming students from Mountain View County (Grades 4-6) for a day of hands-on learning about agriculture.
- Saturday, May 24th – Opening the event to the public for an interactive experience showcasing agricultural initiatives, practices, and innovations.
- The Farm Safety Poster Contest will be held for students aged 5-12, emphasizing the importance of safety on the farm.

At Aggie Days, we aim to bring together a wide range of exhibitors, organizations, and local businesses that represent the diverse aspects of agriculture in our province. This event offers attendees a unique opportunity to engage directly with experts, ask questions, and learn more about how agriculture impacts their daily lives.

Why Sponsor? Your sponsorship will help us expand our exhibitor base, enhance the event's scope, and ensure that we can provide a comprehensive and educational experience for all attendees. It's also a fantastic opportunity to raise awareness of your brand, connect with the community, and support the future of agriculture in Alberta. Sponsors are also welcome to attend the event and participate as exhibitors.

We've outlined our sponsorship and exhibitor opportunities in the form linked below. We hope you'll consider supporting Aggie Days Mountain View 2025 as we work together to inspire the next generation of agricultural leaders.

Thank you for your consideration!

Aggie Days Mountain View Planning Committee
Email: carstairsag@gmail.com

Sponsorship Form

Exhibitor Form