








**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, DECEMBER 9, 2019, 7:00 P.M.**

Page

1. **CALL TO ORDER**
2. **ADDED ITEMS**
3. **ADOPTION OF AGENDA**
 - a) Adoption of agenda of December 9, 2019
Motion: To adopt the agenda of December 9, 2019
4. **ADOPTION OF MINUTES**
 - a) Adoption of minutes of November 25, 2019 (addendum 4.a)
Motion: To adopt the minutes of November 25, 2019

5. **BUSINESS ARISING FROM PREVIOUS MEETING**
6. **DELEGATIONS**
7. **BYLAWS AND POLICIES**
 - a) Borrowing Bylaw No. 1095 Revolving Line of Credit (ASFF) (Addendum 7.a)

 - b) Borrowing Bylaw No. 1096 Revolving Line of Credit (ATB) (addendum 7.b)

 - c) Virtual Services Electronic Access to Documents Policy No. 12-013-19 (addendum 7.c)

 - d) E-Gov Refund and Exchange Policy No. 12-036-19 (addendum 7.d)

8. **NEW BUSINESS**
 - a) 2020 Operating Budget
 - b) Announcement of Changes to Intermunicipal Collaborative Frameworks (ICF) and Intermunicipal Development Plan (IDP) Requirements (addendum 8.b)



25 - 27 c) Request for Decision (RFD) Business Case for Permanent Tags for Dogs and Cats (addendum 8.c)



28 d) Carstairs Facility Request for Special Rates - Hugh Sutherland Class of 2020 Grad Committee - Community Hall for Saturday, March 21, 2020 (addendum 8.d)



9. COMMITTEE REPORTS

a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE

b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE

29 - 32 i) Strategic Planning and Corporate Affairs minutes of November 25, 2019 (addendum 9.b.i)



c) EXTERNAL RELATIONS COMMITTEE

d) POLICY & GOVERNANCE COMMITTEE

e) MOUNTAIN VIEW REGIONAL WASTE COMMISSION

33 - 36 i) Mountain View Regional Waste Commission (MVRWC) Regular minutes of September 23, 2019 (addendum 9.e.i)



f) MOUNTAIN VIEW REGIONAL WATER COMMISSION

g) MOUNTAIN VIEW SENIORS HOUSING

h) MUNICIPAL AREA PARTNERSHIP

i) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP

j) CENTRAL ALBERTA ECONOMIC PARTNERSHIP

10. COUNCILOR REPORTS

a) COUNCILOR BLAIR

b) COUNCILOR WILCOX

c) COUNCILOR GREEN

d) COUNCILOR ALLAN

e) COUNCILOR RATZ

f) COUNCILOR GIL

g) MAYOR COLBY

11. CORRESPONDENCE

12. CAO'S REPORT

13. COUNCILOR CONCERNS

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 disclose in Division 1 Part 1 of *the Freedom of Information and Privacy (FOIP) (s. 16 to 29)*.

1. *Non Budgeted Spending Items Community Hall, Golf Course, and CES*
2. *Carstairs Chamber of Commerce C.A.R.E.S Grant*
3. *Crossfit Carstairs Lease*

17. ADJOURNMENT

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, NOVEMBER 25, 2019, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

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

ABSENT: R. Blair

CALL TO ORDER: Mayor Colby called the meeting of November 25, 2019, to order at 7:00 p.m.

ADDED ITEMS: 8. f) Fireworks Event Permit – Carstairs Crazy Christmas
8. g) Road Closure Permit – Carstairs Crazy Christmas

ADOPTION OF AGENDA:

Motion 380/19 Motion by Councilor Gil to accept the Regular Council agenda of November 25, 2019, as presented.

CARRIED

ADOPTION OF PREVIOUS MINUTES:

Motion 381/19 Motion by Councilor Allan to adopt the Regular Council minutes of November 12, 2019, as presented.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETING:

Nil

DELEGATIONS:

1. Carstairs Public Library – Eric Beresford and Megan Ginther 2020 Operating Budget Presentation

- Chair Eric Beresford presented the Carstairs Public Library's 2020 Operating Budget to Council.
- Library Manager Megan Ginther presented the Library's slide presentation for statistics on attendance, book circulation, programs and the 2020 test programs and services; they are also looking for organizations to partner with.
- The Library has lost four of its board members and has replaced two members with Colleen Donavon, Bob Holmes and the County representative Leslie Morasch.

Motion 382/19 Motion by Councilor Ratz to accept the Carstairs Public Library presentation as information.

CARRIED

BYLAWS & POLICIES:

1. Bylaw No. 1044 Amended - Signs

- This bylaw is to amend the sign portion to allow for under General Provisions section (m) to provide for the recent signage placement concern with the residential property.

Motion 383/19 Motion by Councilor Gil to give first reading of Land Use Bylaw No. 1044 Amended - Signs.

CARRIED

Motion 384/19 Motion by Councilor Wilcox to give second reading of Land Use Bylaw No. 1044 Amended - Signs.

CARRIED

Motion 385/19 Motion by Councilor Green to move to third reading of Land Use Bylaw No. 1044 Amended - Signs.

CARRIED

Motion 386/19 Motion by Councilor Allan to give to third and final reading of Land Use Bylaw No. 1044 Amended - Signs.

CARRIED

2. Bylaw No. 1090 Interest Penalty on Unpaid Receivables to Repeal Bylaw No. 843.

Motion 387/19 Motion by Councilor Ratz to give first reading of Bylaw No. 1090 Interest Penalty on Unpaid Receivables to repeal Bylaw No. 843.
CARRIED

Motion 388/19 Motion by Councilor Wilcox to give second reading of Bylaw No. 1090 Interest Penalty on Unpaid Receivables to repeal Bylaw No. 843.
CARRIED

Motion 389/19 Motion by Councilor Green to move to third reading of Bylaw No. 1090 Interest Penalty on Unpaid Receivables to repeal Bylaw No. 843.
CARRIED

Motion 390/19 Motion by Councilor Allan to give to third and final reading of Bylaw No. 1090 Interest Penalty on Unpaid Receivables to repeal Bylaw No. 843.
CARRIED

1. Bylaw No. 1094 Assessor Bylaw to repeal Bylaw No. 868.

Motion 391/19 Motion by Councilor Gil to give first reading of Bylaw No. 1094 Assessor Bylaw to repeal Bylaw No. 868.
CARRIED

Motion 392/19 Motion by Councilor Ratz to give second reading of Bylaw No. 1094 Assessor Bylaw to repeal Bylaw No. 868.
CARRIED

Motion 393/19 Motion by Councilor Allan to move to third and final reading of Bylaw No. 1094 Assessor Bylaw to repeal Bylaw No. 868.
CARRIED

NEW BUSINESS:

1. Fire Safety Codes Program

- CAO McDonnell stated it falls under the Planning and Development Department and Safety Codes Officer R. McKay.
- Fire Safety Plans will be reviewed at the time a permit application is pulled for residential, commercial and industrial developments. Inspections will be done annually; and investigations will be on a needed basis; occupancy loads will be completed on any major occupancy listed in the AFC. Documents include Construction Renovation and Demolition, Industrial, Business, and Personal Occupancies, a Pre-Inspection Checklist and Maximum Occupant Load.

Motion 394/19 Motion by Councilor Allan to adopt the Fire Safety Codes Program and Appendices.
CARRIED

2. Mountain View County- Carstairs Library Board Appointment

Motion 395/19 Motion by Councilor Wilcox to appoint Lesley Morasch to the Carstairs Library Board for a two year term as the Mountain View County nominated representative.
CARRIED

3. Town of Carstairs Governance Policy

- Amends Under Governance Process, the Annual Council Planning Cycle and Annual Agenda. As well as the changes to the Standing Committees Terms of References in the Appendices.

Motion 396/19 Motion by Councilor Green to approve the Town of Carstairs Governance Policy as amended.
CARRIED

4. Town of Carstairs Corporate Governance Strategies

- Amends the addition regarding the Carstairs Golf Club; updates to the new MGA and Town of Carstairs Bylaws.

Motion 397/19 Motion by Councilor Ratz to approve the Town of Carstairs Governance Strategies as amended.
CARRIED

5. Carstairs Library Board Application – Colleen Donaven

Motion 398/19 Motion by Councilor Gil to appoint Colleen Donaven to the Carstairs Library Board for a three year term.

6. Carstairs Chamber of Commerce – Fireworks Permit for Crazy Carstairs Christmas Event

- Crazy Christmas Fireworks will take place from 7:00 to 8:00 p.m. at the downtown ball diamond located in Memorial Park

Motion 399/19 Motion by Councilor Wilcox to approve the Chamber of Commerce Fireworks Permit for Crazy Carstairs Christmas on Friday, December 6, 2019 at 7:00 p.m. at the Ball Diamond in Memorial Park.

CARRIED

2. Carstairs Chamber of Commerce – Road Closure Application for Crazy Carstairs Christmas Event

- 10th Avenue will be closed from 5:30 p.m. to 10:00 p.m. south from the Carstairs Co-op and north to the Artisan Market.

Motion 400/19 Motion by Councilor Gil to approve the Chamber of Commerce Road Closure for 10th Avenue for the Crazy Carstairs Christmas Event on Friday, December 6, 2019.

CARRIED

COMMITTEE REPORTS:

1. Legislative & Emergency Services Committee

- Councilor Ratz gave an oral report on the November 18, 2019 meeting; minutes are attached.
- Next meeting is on Monday, December 16, 2019.

2. Strategic Planning & Corporate Affairs Committee

- Councilor Ratz gave an oral report on the November 25, 2019 meeting.
- Next meeting is on Monday, January 27, 2020.

3. Policy & Governance Committee

- Councilor Gil gave an oral report of the November 12, 2019 meeting.
- Next meeting is on Monday, December 10, 2019.

4. External Relations Committee

- Councilor Allan gave an oral report on the November 21, 2019 meeting.
- Next meeting is on Thursday, December 18, 2019.

5. Mountain View Regional Waste Commission

- Councilor Green gave an oral report on the November 25, 2019 Organizational and Regular Meeting; with Mary Anne Overwater nominated as the new Chair.

6. Mountain View Regional Water Commission

- No report at this time.

7. Mountain View Seniors' Housing

- Mayor Colby gave an oral report on the November 14, 2019 meeting.
- Next meeting is on Thursday, November 28, 2019.

8. Municipal Area Partnership

- Mayor Colby is now the Chair of MAP.
- Next meeting will be at the call of the Chair.
- Discussion on looking at the beginning of the year to see if any of the other towns have issues to discuss; it is good to touch base and see what the other municipalities priorities are for the upcoming year.

9. Carstairs Community Development & Economic Partnership (CCD&EP)

- Councilor Ratz had nothing to report at this time.
- Next meeting is held on Monday, December 9, 2019.

10. Central Alberta Economic Partnership (CAEP)

- Councilor Ratz gave an oral report on the November 20, 2019 AGM where he and Councilor Gil attended. Meyers Norris Penny (MNP) gave a presentation on development, the key note speaker was Angus Watt of the Angus Watt Advisory Group with a presentation on the economy and recession; the election of new directors was held and there were three directors elected from the Mountain View County and Trochu area.

Motion 401/19

Motion by Councilor Wilcox moved to accept all Committee Reports as information.

CARRIED**COUNCILOR REPORTS:****Councilor Ratz**

- Attended MVSH Finance meeting on November 14, 2019.
- Attended Legislative and Emergency Services Committee meeting on November 18, 2019.
- Attended CAEP AGM on November 20, 2019 in Red Deer.
- Attended Strategic Planning and Corporate Affairs Committee on November 25, 2019.
- Attended CEMA Table Top Exercise on November 20, 2019.

Councilor Wilcox

- Attended Legislative and Emergency Services Committee meeting on November 18, 2019.
- Attended CEMA Table Top Exercise included Mock Media Press and Role of Council on November 20, 2019.
- Attended External Relations Committee meeting on November 21, 2019.
- Attended a meeting on November 22, 2019 with Library Manager Megan Ginther at the Carstairs Public Library.

Councilor Allan

- Attended External Relations Committee meeting on November 21, 2019.

Councilor Green

- Attended Chinooks Edge Elementary School Expansion announcement and in evening attended Nathan Coopers' Legislative Presentation in Olds on November 13, 2019.
- Attended Legislative and Emergency Services Committee meeting on November 18, 2019.
- Attended CEMA Table Top Exercise on November 20, 2019. Really interesting to observe; and the group had many discussions. The group would like to be involved in more table top exercises in the future and there was great participation with Olds, Sundre and Red Deer County.
- Attended MVRWC meeting November 25, 2019.

Councilor Gil

- Attended the CAEP AGM on November 20, 2019 in Red Deer.
- Attended Strategic Planning and Corporate Affairs Committee on November 25, 2019.
- Attended Policy and Governance Committee meeting November 12, 2019.

Councilor Blair

- No report at this time.

Mayor Colby

- Attended Carstairs Elementary School Expansion announcement on November 13, 2019 and met with the Minister. The build includes ten new class rooms and expansion of the gymnasium; looking at the build being completed in late 2021 or early 2022.
- Attended Mountain View Seniors Housing Building Committee meeting on November 20, 2019.

Motion 402/19

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

CARRIED

CORRESPONDENCE: **1. Letter – Town of Olds Re: MAP Council Appointment**
- Mayor Muzychka was re-appointed to the Municipal Area Partnership for a one year term.

Motion 403/19 Motion by Councilor Gil to accept all correspondence as information.

CARRIED

CAO’S REPORT: 1. CAO McDonnell will be off on Friday, November 29, 2019,
Monday, December 2, 2019 and Tuesday, December 3, 2019.

Motion 404/19 Motion by Councilor Ratz to accept the CAO Report as information.

CARRIED

COUNCILOR CONCERNS: 1. Councilor Gil asked the Council members to let COP Chris Mueller know who will be attending the Candy Cane Check Stop on December 19, 2019; it will take place from 1:45 p.m. until 3:00 p.m.

2. Mayor Colby asked if there was any information on the Crazy Christmas and if they knew if there will be the Mayor’s Curling Challenge this year? Mayor Colby will be unable to attend however; Councilor Green will put together a team if requested.

Motion 405/19 Motion by Councilor Gil to accept all Councilor Concerns as information.

CARRIED

PUBLIC QUESTION PERIOD: Nil

MEDIA QUESTION PERIOD: Nil

CLOSED MEETING SESSION:

Section 197 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 29)*.

1. R.C.M.P. Administrative Support Agreement

Motion 406/19 Motion by Councilor Wilcox that Council closes the meeting to the public at 8:30 p.m. to discuss closed session item.

CARRIED

Motion 407/19 Motion by Councilor Gil to come out of the closed meeting session at 8:58 p.m.

CARRIED

NEXT MEETING: Monday, December 9, 2019

ADJOURNMENT:

Motion 408/19 Motion by Councilor Allan to adjourn the meeting of November 25, 2019, at 8:58 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO

Bylaw No. 1095

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, to authorize the temporary borrowing by bank loan in 2020.

WHEREAS, the Council of the Town of Carstairs, in the Province of Alberta, considers it necessary to borrow a sum of money to meet current operating expenditures and obligations of the Corporation.

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrows not more than the sum of five hundred thousand (\$500,000.00) dollars from the ATB Financial Branch, Carstairs, Alberta for the purpose of meeting the current expenditures payable to the Alberta School Foundation Fund for the quarterly payments of the Municipality.
2. The Mayor and Chief Administrative Officer be hereby authorized for and on behalf of the Town of Carstairs,
 - a. To apply to the ATB Financial for the aforesaid loan to the Town of Carstairs and,
 - b. Execute on behalf of the Town of Carstairs such bills, debentures, promissory notes for similar forms or obligations that ATB Financial may require as evidence of and security for, all sums borrowed hereunder,

AND each such bill, debenture promissory note or obligation shall be valid and binding upon the Town of Carstairs according to its tenor, and ATB Financial shall never be bound to inquire whether such officers are observing limitations of their authority as set forth in this Bylaw.

3. **NOTWITHSTANDING THE FOREGOING**, the Mayor and Chief Administrative Officer shall apply such part of the foregoing sum authorized to be borrowed in repayment of previous borrowings of the Town of Carstairs such that all amounts borrowed and outstanding by the Town of Carstairs at any time to ATB Financial and to all other persons, firms and corporations shall not exceed the amount of taxes levied or estimated to be levied by the Town of Carstairs for the current year.
4. **ALL** sums borrowed pursuant to paragraph 2 hereof, shall bear interest at a rate per annum equal to the prime rate of interest charged by ATB Financial and advances in effect from time to time, any change in the prime rate charged by ATB Financial for advances and such interest shall be calculated and due and payable monthly.
5. **ALL** sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than December 31 of the current year, unless hereafter extended by authority of the Council of the Town of Carstairs.
6. **AS** security for payment of money borrowed pursuant to paragraph one, hereof, the Council hereby pledges to ATB Financial the whole of the unpaid taxes and penalties on taxes assessed or levied in any prior years together with penalties thereon, that are owed to the Town of Carstairs and the whole of the taxes from the current year that are now or may become owing to the Town of Carstairs, but such security shall be collateral to the obligation of the Town of Carstairs to repay with interest all sums borrowed from ATB Financial and ATB Financial shall not be bound to recover any such taxes or penalties before being entitled to payment from the Town of Carstairs.
7. In the event the Council of the Town of Carstairs decided to extend the said loan, and ATB Financial is prepared to extend the said loan, any renewal or extension bill, debenture, promissory note or other obligations executed by the officers designated in paragraph two hereof and delivered to ATB Financial, shall be valid and conclusive proof as against the Town of Carstairs of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension bill, debenture, promissory note or other obligations and ATB Financial shall not be bound to inquire into the authority of such officers to execute and deliver any such renewal or extension document.

8. This bylaw shall come into full force and effect on January 1, 2020.

READ A FIRST TIME THIS 9th DAY OF DECEMBER, 2019.

READ A SECOND TIME THIS 9th DAY OF DECEMBER, 2019.

READ A THIRD AND FINAL TIME THIS 9th DAY OF DECEMBER, 2019.

Lance Colby, Mayor

Carl McDonnell, CAO

Bylaw No. 1096

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, to authorize the temporary borrowing by bank loan in 2020.

WHEREAS, the Council of the Town of Carstairs, in the Province of Alberta, considers it necessary to borrow a sum of money to meet current operating expenditures and obligations of the Corporation.

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrows not more than the sum of five hundred thousand (\$500,000.00) dollars from the ATB Financial Branch, Carstairs, Alberta for the purpose of meeting the current operating expenditures and obligations of the Corporation.
2. The Mayor and Chief Administrative Officer be hereby authorized for and on behalf of the Town of Carstairs,
 - a. To apply to the ATB Financial for the aforesaid loan to the Town of Carstairs and,
 - b. Execute on behalf of the Town of Carstairs such bills, debentures, promissory notes for similar forms or obligations that ATB Financial may require as evidence of and security for, all sums borrowed hereunder,

AND each such bill, debenture promissory note or obligation shall be valid and binding upon the Town of Carstairs according to its tenor, and ATB Financial shall never be bound to inquire whether such officers are observing limitations of their authority as set forth in this Bylaw.

3. **NOTWITHSTANDING THE FOREGOING**, the Mayor and Chief Administrative Officer shall apply such part of the foregoing sum authorized to be borrowed in repayment of previous borrowings of the Town of Carstairs such that all amounts borrowed and outstanding by the Town of Carstairs at any time to ATB Financial and to all other persons, firms and corporations shall not exceed the amount of taxes levied or estimated to be levied by the Town of Carstairs for the current year.
4. **ALL** sums borrowed pursuant to paragraph 2 hereof, shall bear interest at a rate per annum equal to the prime rate of interest charged by ATB Financial and advances in effect from time to time, any change in the prime rate charged by ATB Financial for advances and such interest shall be calculated and due and payable monthly.
5. **ALL** sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than December 31 of the current year, unless hereafter extended by authority of the Council of the Town of Carstairs.
6. **AS** security for payment of money borrowed pursuant to paragraph one, hereof, the Council hereby pledges to ATB Financial the whole of the unpaid taxes and penalties on taxes assessed or levied in any prior years together with penalties thereon, that are owed to the Town of Carstairs and the whole of the taxes from the current year that are now or may become owing to the Town of Carstairs, but such security shall be collateral to the obligation of the Town of Carstairs to repay with interest all sums borrowed from ATB Financial and ATB Financial shall not be bound to recover any such taxes or penalties before being entitled to payment from the Town of Carstairs.
7. In the event the Council of the Town of Carstairs decided to extend the said loan, and ATB Financial is prepared to extend the said loan, any renewal or extension bill, debenture, promissory note or other obligations executed by the officers designated in paragraph two hereof and delivered to ATB Financial, shall be valid and conclusive proof as against the Town of Carstairs of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension bill, debenture, promissory note or other obligations and ATB Financial shall not be bound to inquire into the authority of such officers to execute and deliver any such renewal or tension document.

8. This bylaw shall come into full force and effect on January 1, 2020.

READ A FIRST TIME THIS 9th DAY OF December, 2019.

READ A SECOND TIME THIS 9th DAY OF December, 2019.

READ A THIRD AND FINAL TIME THIS 9th DAY OF December, 2019.

Lance Colby, Mayor

Carl McDonnell, CAO



Town of Carstairs

Policy: **Virtual Service – Electronic Access to Documents Policy No. 12-013-19**

Date: **December 9, 2019**

Adopted by: **Council**

Policy Statement:

The Town of Carstairs recognizes the need to provide online or “virtual” access to information to our ratepayers. The scope of these virtual services and their use is provided within the remainder of this document.

Definition:

- a. **Virtual Services or e-Government:** means online or remote functionality and access to individual user accounts and services as assigned and configured by the Town of Carstairs. These services may include:
 - i. **Account Inquiry and Balance Options;**
 - ii. **Tax Certificate access;**
 - iii. **Assessment and Property Inquiries;**
 - iv. **Animal Licensing;**
 - v. **Business Licensing;**
 - vi. **Available Payment Options;**
- b. **Password:** means a string of characters that allows access to a computer system or service.

Registration Requirements:

- a. Town of Carstairs ratepayers and vendors wishing to register to the Town of Carstairs virtual services have two options:
 - i. **Manual Enrolment-** contact the Town of Carstairs and staff are able to enroll a user using a provided email address. Confirmation of account information will be required to confirm identity.
 - ii. **Online Enrolment-** register using the online registration form available on the eGov site. Information from their tax and/or utility bill is required to confirm their account.

Registration Process:

a. Manual Enrolment:

- i. Once the Town of Carstairs staff has enrolled a user, the user will be sent an e-mail with a temporary password. It is highly recommended that the user change their password during the first successful login.

b. Online Enrolment

- i. Users who have provided the Town of Carstairs with an email address can visit the eGov website and complete the online Registration Form..
- ii. Once the form has been completed, a confirmation email will be sent to the email address provided.
- iii. Users will be directed to the eGov site and they can login with the email and password they provided on the registration form.

Password Privacy

- a. The Town of Carstairs does not store or track user password information, nor will it be held liable for use of this information.
- b. Should a registered user forget their password, they have two options:
 - i. Contact the Town of Carstairs and a staff member can have a new temporary password generated and emailed to them
 - ii. On the eGov website at the login page, user is able to enter email address and click "Forgot Password". This will generate a new temporary password to be emailed to them.
- c. Users registered to the virtual service for the Town of Carstairs should not share their login information with anyone else.

End of Policy



Town of Carstairs

Policy: eGov Refund and Exchange
Policy No.12-036-19

Date: December 9, 2019

Adopted by: Council

Policy Statement

The Town of Carstairs understands the necessity to provide information on the return or refund of monies from on-line payments for goods, services or fees related to the business of the Town of Carstairs.

Guidelines:

a. Terms and Conditions:

- i. All payments for eservices shall be in Canadian Currency.
- ii. Tax Certificates are available for request online and payment, and will be sent to you as requested once approved through internal municipality processes.
- iii. Business Licenses are mailed out within three business days once the payment has been processed.
- iv. When completing an order, a printable receipt is displayed on screen to signify that the payment has been processed properly.
- v. The Town of Carstairs currently accepts Visa and MasterCard for credit card processing transactions.

b. Return/Refund Policy

- i. If a customer experiences a problem during the processing of an online transaction or wishes to request a refund to be processed, customer shall email the Town of Carstairs at finance@carstairs.ca or call 403-337-3341 to speak to a representative immediately. The Town of Carstairs will arrange for the appropriate replacement of funds.

c. Privacy Policy

- i. Any personal information that the Town of Carstairs may garner via the eGov website is collected under the authority section 32 (c) of the Freedom of Information and Protection Privacy Act (F.O.I.P). The information is used solely for what is necessary for systems administration, request fulfillment, ensuring customer satisfaction and assessing our information services. Further, the information is kept only for the length of time necessary to fulfill the intended process.

End of Policy:

Carstairs/11/15/19



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

AR99186

To Mayors and Reeves,

Since my appointment as Minister of Municipal Affairs last spring, I have had the opportunity to travel to many communities within Alberta, to hear about your priorities and perspectives. I am very grateful for the way in which you have welcomed me into your communities and shared your thoughts with me. I have also had the pleasure of meeting with many of you during the fall conventions of the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) and, again, I thank you for the gift of your time and wisdom.

One of the consistent messages I have heard over the past several months is concern regarding Intermunicipal Collaborative Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) - both in terms of the challenges you are facing in building these frameworks and plans, and the challenges posed by the legislated deadline for completion of April 1, 2020.

Intermunicipal collaboration is a priority for me, and for the Government of Alberta; all Albertans benefit when our communities collaborate to share services, create efficiencies, and reduce overall costs for their residents. Therefore, my government colleagues and I agree that it is important to maintain the overall requirements for ICFs and IDPs.

We very much appreciate the work that many of you have done to date, but we also recognize that the current legislative requirements are overly complex and onerous. Based on your feedback, I am proposing important changes to the ICF process as well as IDP requirements. These changes will streamline and clarify the process for building ICFs and IDPs, and I believe will make it much easier for all of you to complete the process by April 1, 2020.

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Earlier this week, these changes were introduced to the Legislative Assembly as part of Bill 25, the *Red Tape Reduction Implementation Act*. The bill contains various amendments to reduce red tape affecting municipalities, with the most substantive changes focused on streamlining and clarifying the ICF/IDP requirements. In particular, I am proposing the following important changes:

- Simplifying reporting to the province;
- Enabling municipalities to adopt ICFs by resolution (or bylaw), to recognize the way in which many municipalities typically adopt cost-sharing agreements;
- Simplifying the process of developing an ICF, so municipalities can focus on discussing and reaching agreement on how to share services that benefit residents in both municipalities, instead of spending too much time on meeting specific process requirements that overcomplicate their discussions;
- Streamlining and clarifying the arbitration process, to more closely align ICF arbitrations with the standard provisions of the *Arbitration Act*, and to very clearly limit the scope of an arbitrator's authority; and
- Enabling municipalities to be exempted from the requirement to develop an IDP, where both municipalities agree that one is not necessary.

None of the proposed amendments will require municipalities to go back and make changes to already completed ICFs and IDPs. For those requiring further work, the proposed legislative changes will make it easier to get this work done. As you move forward, I would like to take this opportunity to remind you of a few key points in relation to ICFs:

1. The deadline of April 1, 2020 remains in place. I am expecting all municipalities to meet this deadline. I am prepared to consider short-term extensions of the deadline in exceptional circumstances, or where municipalities simply need an additional one to two months to be able to complete the process. However, beyond these exceptions, I do not intend to provide time extensions; I encourage all municipalities to act accordingly in order to avoid arbitration and retain local control of ICF content.
2. ICFs are about the cost sharing of services that benefit residents in more than one municipality. They are not about revenue sharing, and I do not support any attempt to leverage the ICF negotiations in an effort to extract a revenue sharing agreement.
3. I do expect municipalities to negotiate in good faith, and to make decisions based on concrete facts. If municipal residents utilize a service in meaningful numbers and/or account for a meaningful proportion of those service costs, I would expect the municipality to compensate the municipality providing those services accordingly.
4. Municipal Affairs will not be evaluating individual ICFs to determine whether they are "a good deal" or not. As Minister, my interest is that you have conversations with your neighbours about shared services, and reach an agreement that makes sense at the local level.

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

-3-

I am optimistic that the legislative changes I am proposing will help ease the way for you to fulfill your legislated obligations to complete ICFs by April 1, 2020. However, the success of these negotiations depends on each of you, and your willingness to engage with your municipal neighbours respectfully and with an openness to reasonable compromise. A locally developed solution is always best, so I encourage all of you to take this opportunity to shape these agreements for yourselves, and for the overall betterment of your regions.

Yours very truly,

A handwritten signature in blue ink, appearing to read 'Kaycee Madu'.

Kaycee Madu
Minister

Attachment: Changes to the ICF and IDP requirements

cc: Alberta Urban Municipalities Association
Rural Municipalities of Alberta
Paul Wynnyk, Deputy Minister

Summary of Changes to Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) Requirements, and Q&A Reference

Recently announced changes to ICF and IDP legislation will streamline and simplify the requirements. This summary is intended to provide information about the changes and how the requirements will apply going forward. The information is intended to describe the general nature of the most significant changes, but municipalities should refer to the *Municipal Government Act (MGA)* as amended for complete specifics.

The changes will simplify reporting to the province, allow municipalities to adopt an ICF by council resolution, simplify the ICF content requirements, streamline the *MGA*-prescribed arbitration process that applies when municipalities cannot reach agreement, limit the scope of arbitration to issues of disagreement, and exempt municipalities from the IDP requirement where both municipalities agree.

Comparative Summary of the Changes

| Requirement / Process | Previously | Now |
|--|--|--|
| Municipal neighbours that must adopt an IDP | <p>An IDP exemption was available to municipalities with boundaries composed of crown land by mutual agreement.</p> <p>Agreement was to be made by council resolution, and copies of the resolutions were to be filed with the Minister.</p> | <p>An IDP exemption is now available to all municipalities by mutual agreement.</p> <p>There is no requirement to file copies of the council resolutions with the Minister.</p> <p>Any municipality can revoke its agreement by written notice, in which case the municipalities are required to adopt an IDP within one year.</p> |

This summary is for advisory and reference purpose and does not constitute legal advice

Summary of Changes to ICF and IDP Requirements

| Requirement / Process | Previously | Now |
|--|--|---|
| Contents of an ICF | ICFs were previously required to list all services provided by each municipality; identify how each of those services were best provided, delivered, funded, or discontinued; and set time frames for implementation. | <p>The ICF must now describe the services that benefit residents in more than one of the municipalities.</p> <p>The ICF must identify which municipality is responsible for providing these services and how the service will be delivered and funded.</p> <p>Other services that do not benefit residents in more than one of the municipalities do not have to be listed or addressed in the ICF.</p> |
| Listed services to be addressed in an ICF | ICFs were required to address a specific list of services which included transportation, water and wastewater, solid waste, emergency services, and recreation. | There is now no requirement to address listed services; just the general requirement above to describe services that benefit residents in more than one of the municipalities. |
| Method of creating an ICF | ICFs were required to be adopted by bylaw. | ICFs can now be adopted by bylaw or resolution. |
| Relationship of ICF to IDP | An ICF was not complete until an IDP was also adopted. | The completion of an ICF is now independent of the IDP process. An ICF can be completed before an IDP is completed, or in the absence of an IDP. |
| Filing an ICF and IDP with the Minister | A copy of the ICF and IDP was required to be filed with the Minister. | There is now no requirement to file copies of the ICF or IDP with the Minister. However, the Minister must be notified that the ICF is completed. |
| Arbitration process for ICFs | <p>The <i>MGA</i> and ICF Regulation previously set out a detailed arbitration process that applied where municipalities are not able to create a framework or where a dispute is not resolved within one year.</p> <p>The <i>Arbitration Act</i> did not apply to these arbitrations.</p> | Arbitration still applies where municipalities are not able to create a framework or where a dispute is not resolved within one year. However, the <i>Arbitration Act</i> now applies to the arbitration, except as modified by the <i>MGA</i> . |

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Summary of Changes to ICF and IDP Requirements

| Requirement / Process | Previously | Now |
|-------------------------------------|--|--|
| Arbitration process for IDPs | The ICF arbitration process applied to IDPs. | Where municipalities are not able to agree on an IDP by the due date, the Minister will now refer the matter to the Municipal Government Board for recommendations. The Minister may subsequently order the municipalities to establish an IDP in accordance with the Minister's order. |
| Role of the arbitrator | The arbitrator was required to create the ICF. | The arbitrator is now required to make an award that resolves the issues in dispute. The municipal parties will have the responsibility to create and adopt the ICF in accordance with the arbitrator's award. |

Questions and Answers

Why were the requirements for ICFs changed?

- The original ICF content requirements were very prescriptive; the changes simplify the process and allow municipalities to focus on results that will benefit residents and businesses.
- The original ICF rules set out a complete arbitration process, even though the province already has an established process in the *Arbitration Act*. To be consistent and avoid duplication, ICF arbitrations will follow the *Arbitration Act* process except as modified by the *MGA*.

Are the ICF requirements still mandatory for all municipalities?

- Municipalities are still required to complete ICFs.
- It is in the best interest of municipalities across the province to work together to reduce duplication of services and infrastructure by creating ICFs.

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Summary of Changes to ICF and IDP Requirements

What will happen to ICFs that have been completed, or that are almost completed, using the old rules?

- No new requirements have been added, so ICFs that have been completed following the previous rules will meet the requirements under the new rules.
- Municipalities that are still in the process of negotiating their ICFs should continue on as scheduled, since any results that meet the current requirements will more than meet the new requirements.

Do ICFs address revenue sharing?

- ICFs are only required to address the sharing of costs for services that are intermunicipally delivered or that are provided by one municipality and utilized by the residents of one or more other municipalities.
- ICFs are to be negotiated in good faith based on sharing of costs.
- Municipalities have the autonomy to negotiate revenue sharing agreements on a voluntary basis, but these agreements are not part of the ICF process.

Under the revised requirements, when do we have to complete our ICFs?

- The April 1, 2020 deadline to complete ICFs remains in effect.
- This reflects the priority the Government of Alberta places on intermunicipal cooperation, as a means of ensuring that all Albertans benefit from the efficient delivery of local services.
- Changes to the ICF requirements will streamline the process, which may support earlier completion.
- A one-year extension continues to be available for ICFs between municipal districts and improvement districts; between growth management board members; and between a municipality that is a growth management board member and a municipality within its boundary. This extension is available on the condition that all parties agree by resolution and file copies of the resolutions with the Minister within 90 days of passage.
- The Minister of Municipal Affairs has the authority to authorize additional time extensions; however, the Minister has been very clear that he does not intend to approve extensions except in exceptional circumstances.

This summary is for advisory and reference purpose and does not constitute legal advice

4

Summary of Changes to ICF and IDP Requirements

What happens if we can't come to an agreement with our municipal neighbour on our ICF?

- If the ICF is not completed by the required date, the municipalities involved must refer the matter to an arbitrator.
- A list of private sector arbitrators is available at <https://www.alberta.ca/mediator-and-arbitrator-rosters.aspx> . The roster is not a certification of competency or a credentialing process. It is intended to provide municipalities with a list of arbitrators who have relevant training and experience and who have expressed an interest in intermunicipal arbitration.
- The arbitrator has one year to make an award that resolves the issues in dispute.
- The municipal parties are bound by the arbitrator's award, and must adopt an ICF in accordance with the award.

Where can we get more information or resources to assist with the changes?

- For more information,
Phone: 780-427-2225
Toll-free in Alberta: 310-0000
Fax: 780-420-1016
Email: lgsmail@gov.ab.ca

This summary is for advisory and reference purpose and does not constitute legal advice

5



Box 370
Carstairs, AB T0M 0N0
Phone: 403-337-3341
Fax: 403-337-3343
www.carstairs.ca

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting Date: | December 9, 2019 |
| Title: | Business Case for Permanent Tags for Dogs and Cats |
| Agenda: | Council |

Application & Issue History:

The Town of Carstairs would like to implement a permanent tag system for animal licensing for cats and dogs where there is no fee charged to the resident. Currently animal tags are free for the month of January and then there is a fee schedule in place in the Rates and Fees Bylaw for animals altered and unaltered.

Proposal, Options, Benefits, & Disadvantages:

By implementing the permanent tag system there will be a one-time fee for the purchase of 2,000 tags instead of the annual cost to the Town. Residents will be required to initially license their animals and then advise the Town of any changes. By not charging this gives residents more of an incentive to register their animals.

Operational Impact:

The permanent tags will be handed out along with information that the tag is non-transferable between animals and that if the tag is lost there will be a \$10 replacement fee to cover the tag and administration costs. All bylaws will remain the same.

Budgetary Impact:

By implementating the permanent tag system there will be a reduction in annual costs for the purchase of tags and savings in admin time management for employees maintaining the current animal database in MuniWare.

Recommendations:

To recommend to Council the approval of the Permanent Tags for Dogs and Cats at no cost.

Motion:

Signature of Director: _____



Box 370
 Carstairs, AB T0M 0N0
 Phone: 403.337.3341
 Fax: 403.337.3343
 www.carstairs.ca

Animal License Application

| | | | |
|---|--|---|--|
| Owner Information | | <input type="checkbox"/> New | <input type="checkbox"/> Change of Information |
| Primary Owner: | | | |
| Joint Owner: | | | |
| Mailing Address: | | | |
| Property Address: | | | |
| Home Phone: | | Cell Phone: | |
| Email Address: | | | |
| Animal Information | | | |
| Pet 1 | | | |
| <input type="checkbox"/> Cat <input type="checkbox"/> Dog | | Breed: | Color: |
| Markings: | | Name: | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | | Altered: <input type="checkbox"/> Yes <input type="checkbox"/> No | Year Born: |
| Tattoo or Microchip Number: | | | |
| Veterinary: | | | |
| Pet 2 | | | |
| <input type="checkbox"/> Cat <input type="checkbox"/> Dog | | Breed: | Color: |
| Markings: | | Name: | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | | Altered: <input type="checkbox"/> Yes <input type="checkbox"/> No | Year Born: |
| Tattoo or Microchip Number: | | | |
| Veterinary: | | | |
| Note: For additional pets, please use the Page 2 of this application | | | |
| Authorization | | | |

I Authorize I Do Not Authorize

The publishing of my dog's name, my name and telephone number on the Town of Carstairs eGov website for the purposes of locating me in the event that my animal is found.

I, being the owner of the animal listed in this application, certify that all information on this application is true. I realize that failure to comply with the regulations and conditions set out in the Town of Carstairs Cat and Dog Bylaws can, and will, result in enforcement action against me.

Owner Signature: _____ | Date: _____

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 Director of Corporate Services at the Town Office.

| Additional Animals | | | |
|---|---|-------|------------|
| Pet 3 | | | |
| <input type="checkbox"/> Cat <input type="checkbox"/> Dog | Breed: | | Color: |
| Markings: | | Name: | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | Altered: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Year Born: |
| Tattoo or Microchip Number: | | | |
| Veterinary: | | | |
| Pet 4 | | | |
| <input type="checkbox"/> Cat <input type="checkbox"/> Dog | Breed: | | Color: |
| Markings: | | Name: | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | Altered: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Year Born: |
| Tattoo or Microchip Number: | | | |
| Veterinary: | | | |
| Pet 5 | | | |
| <input type="checkbox"/> Cat <input type="checkbox"/> Dog | Breed: | | Color: |
| Markings: | | Name: | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | Altered: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Year Born: |
| Tattoo or Microchip Number: | | | |
| Veterinary: | | | |
| Pet 6 | | | |
| <input type="checkbox"/> Cat <input type="checkbox"/> Dog | Breed: | | Color: |
| Markings: | | Name: | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | Altered: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Year Born: |
| Tattoo or Microchip Number: | | | |
| Veterinary: | | | |
| Pet 7 | | | |
| <input type="checkbox"/> Cat <input type="checkbox"/> Dog | Breed: | | Color: |
| Markings: | | Name: | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | Altered: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Year Born: |
| Tattoo or Microchip Number: | | | |
| Veterinary: | | | |

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Hugh Sutherland Class of 2020 Grad Committee.

To: Your Worship the Mayor, Town Council and Town administration:

The Hugh Sutherland Graduating Class of 2020 has begun planning this years celebration for the members of the 2020 graduating class. The cost of the celebration falls to the Grads and their families as this is not a school sanctioned event. Because of this, the Grads are required to fundraise to help cover the costs. This year, the Fundraising committee has planned a cabaret for Saturday March 21, 2020. This is a full community event to allow some socialization and music to end the winter. We would like to ask the Town Council if they would consider reducing the rent of the Community Hall so more funds can be allocated to the Grads.

Thank you for your consideration.



Kimberley Good

Fundraising Coordinator

**MINUTES OF THE STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
MONDAY, NOVEMBER 25, 2019, 5:30 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilors Ratz, and Gil, CAO Carl McDonnell, and Executive Assistant Brenda Coles

ABSENT: L. Colby, and R. Blair

CALL TO ORDER: CAO McDonnell called the meeting of November 25, 2019, to order at 5:40 p.m.

ELECTION OF CHAIR: Councilor Gil nominated Councilor Ratz as Chairperson.

Motion by Councilor Gil to accept Councilor Ratz as the Chairperson for the Strategic Planning Committee for the 2019/2020 year.

CARRIED

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Gil to adopt the agenda of November 25, 2019, as presented.

CARRIED

ADOPTION OF MINUTES: Minutes of the September 23, 2019 meeting will need to be carried over to the next meeting as none of the members who attended were present.

CARRIED

UNFINISHED BUSINESS: Nil

DELEGATIONS: Nil

NEW BUSINESS:

1. Parks, Recreation and Culture Master Plan

- Committee members reviewed the Mountain View Region Parks, Recreation and Culture Master Plan and concentrated on the highlights to the Carstairs portion of the document.
- CAO McDonnell gave an oral overview of how the CAO's had done a lot of the work prior to hiring CDC. The plan went to the consultants and they drew up a draft plan and held open houses to acquire information from coaches, rural interests and casual users and then came back to Council to accept the information and then CDC completed the plan.
- CAO McDonnell discussed the Core Services and Non-Core Services, facilities which are private and those which are municipal in the region of the County and Towns of Didsbury, Cremona, Carstairs and Olds. Those facilities that are managed and operated by the municipalities compared to those which are operated by Recreation Boards
- Discussion on who the Committee members should be; the number of members for a quorum and expertise required.
- Committee members discussed the starting point for the subcommittee would be the Committees Terms of Reference.

- To include historical background and financial, and be able to go beyond the box. Would like to bring in new people with new ideas and as well people who are able to ground them to have a mixture of both new and old.

- Will also require feedback from administrative staff to provide the expertise in their area; they would need to be non-voting.

2. Terms of Reference (TOR) Committee

- Committee members would like administration to bring back the completed Terms of Reference for the Parks, Recreation and Culture Master Plan Committee to the January 27, 2020 committee meeting with the following information included;

- Good with a ten year plan, with major and minor projects and time lines for facilities.
- Five committee members including Councilors from the Strategic Planning Committee
- For it to be a working committee and a non-voting committee and the motion has to come back to Council to be ratified.
- It will need a group of committed people to see beyond the ten year span as it will include this Council and the next Council.
- If certain individuals would not be able to come on board or make a long term commitment; then to still be able to utilize them in an advisory capacity.

REPORTS:

1. Committee Plans and Reports

a) 2020 Work Plan

- Committee members reviewed the 2020 Work Plan.

b) 2019 Internal Annual Report

- Committee reviewed the 2019 Internal Annual Report.

- CAO McDonnell stated if the report is approved by the Committee members then it will be put with the other Standing Committee Reports and be sent to Council for approval.

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

CARRIED

2. Financial Reports

- CAO McDonnell gave an oral report on the Financial Reports for month ending October 31, 2019.

a) Summary Report

- The School requisition will be taken out on December 31, 2019.

- The Town is still waiting on the MSI Funding.

- The fourth quarter requisition for Seniors Housing still needs to come out.

b) Financial Report

c) Revenue and Expense Report

d) Capital Projects Report

- The Lift Station and the Mandalay boring is completed.

e) Loans and Debentures

- Nothing to report at this time.

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

CARRIED

3. Development Reports

a) Building Permit Listing

- There have been at total of 106 building permits year to date with 40 new home starts with 11 million in new assessments.

b) Compliance Listing

- There have been a total of 101 compliances year to date; which gives an indication on how many homes have sold so far this year.

4. Planning Reports:

a) Subdivision

- CAO McDonnell gave an update on the following subdivisions:

- Mandalay Subdivision
- Havenfield
- Stone Gardens
- Eastgate Subdivision
- Scarlett Ranch
- Carstairs Links
- Marigold
- Homestead
- Clover
- Carriage Lanes

b) Municipal Development Plan (MDP)

- Nothing to report at this time.

c) Planning Procedures

- Nothing to report at this time.

Motion by Councilor Gil to accept the Planning and Development Reports as information.

CARRIED

5. Plans and Studies

a) Asset Plan

- Nothing to report at this time.

6. Audits

a) Endeavor Chartered Professional Accountants

- Interim Audit will be on December 17, 2019 and December 18, 2019.

7. Budget

a) City Wide

- Nothing to report at this time.

b) Three Year Operating Plan

- Nothing to report at this time.

c) Ten Year Capital Plan
- Nothing to report at this time.

c) Facility and Infrastructure Plan
- Nothing to report at this time.

CORRESPONDENCE: Nil

GENERAL DISCUSSION: Nil

NEXT MEETING: Monday, January 27, 2020

ADJOURNMENT: Motion by Councilor Gil to adjourn the meeting of November 25, 2019, at 6:32 p.m.

CARRIED

Councilor Ratz, Chair Person

Carl McDonnell, CAO



Mountain View Regional Waste Management Commission

Regular Meeting
Mountain View County Office
9:00 a.m.
September 23, 2019

MINUTES

| | | |
|----------------------|----------------------------|---|
| In Attendance | Mary Anne Overwater | Chair, Town of Olds |
| | Bob Green | Town of Carstairs |
| | Bill Windsor | Town of Didsbury |
| | Tim Hagen | Village of Cremona |
| | Greg Harris | Alternate, Mountain View County |
| | Charlene Preston | Alternate, Town of Sundre |
| Staff | Michael Wuetherick | CAO |
| | Ron Cameron | CFO |
| | Ryan Verbonac | Landfill Manager |
| | Lindsay Miller | Office Manager |
| Regrets | Angela Aalbers | Vice-Chair, Mountain View County |
| | Terry Leslie | Town of Sundre |

1. CALL TO ORDER Chair Mary Anne Overwater called the meeting to order at 9:01 a.m.

2. AGENDA

2.1 Addition or Deletions of the Agenda None.

2.2 Adoption of Agenda **Resolution #64-19**
Moved by Bob Green
THAT the agenda for the September 23, 2019 Regular Meeting be adopted as presented.

CARRIED unanimous

3. ADOPTION OF MINUTES

3.1 Minutes of July 22, 2019 Regular Meeting **Resolution #65-19**
Moved by Greg Harris
THAT the MVRWMC Board approve the minutes of the

July 22, 2019 Regular Meeting as presented.

CARRIED unanimous

4. BUSINESS

**4.1 Business
Arising from
Prior Meetings**

Resolution #66-19

Moved by Tim Hagen
THAT the MVRWMC Board accept as information,
Administration's update on the progress of business arising from
previous meetings.

CARRIED unanimous

Resolution #67-19

Moved by Bill Windsor
THAT the MVRWMC Board direct Administration to transfer
\$24,923.22 from Capital Reserves Fund to the unrestricted cash
account. As at September 18, 2019, the Capital Reserve Fund
balance was \$413,808.93.

CARRIED unanimous

**4.2 Landfill
Operations Report**

Resolution #68-19

Moved by Bill Windsor
THAT the MVRWMC Board accept as information
Administration's landfill operations report of tonnage received at
the landfill up to August 31, 2019.

CARRIED unanimous

**4.3 Statement
Of Operations -
August 31, 2019**

Resolution #69-19

Moved by Bob Green
THAT the MVRWMC Board accept as information, the financial
report (Unaudited) for the Commission as at August 31, 2019.

CARRIED unanimous

**4.4 Computer
Upgrade
Authorization**

Resolution #70-19

Moved by Bill Windsor
THAT the MVRWMC Board direct Administration to proceed with
replacement of the Commission's current computer equipment,
at a combined cost not to exceed \$10,000.00

CARRIED unanimous

**4.5 Capital Reserve
Fund Reconciliation
2018 and 2019**

Resolution #71-19

Moved by Tim Hagen
THAT the MVRWMC Board direct Administration to execute the
following reserve transfers as presented with the remaining
balance of the Capital Reserve fund to be \$255,549.08:
1. Transfer of \$61,871.15 from the Capital Reserve Fund to the
general cash account to replenish payments made in 2018 for
debentures on sold assets.

2. Transfer of \$71,465.48 from the Capital Reserve Fund to the general cash account to replenish payments made in 2019 for debentures on sold assets.

CARRIED unanimous

4.6 Olds Transfer Station - Review Of Strategic Alternatives

Resolution #72-19

Moved by Tim Hagen
THAT the MVRWMC Board direct Administration to initiate the process to get an appraisal of the Lands, Equipment and Assets of the Olds Transfer Station and to solicit a minimum of three independent evaluations from commercial realtors and/or property appraisal firms to determine potential assets value.

CARRIED unanimous

Break at 9:57 a.m. to 10:07 a.m.

4.7 Proposed 2020 Operating And Capital Budget

Resolution #73-19

Moved by Charlene Preston
THAT the MVRWMC Board adopt the draft 2020 Operating and Capital budget with budget to be finalized at the November 25, 2019 Regular Meeting with the landfill fee alternatives.

CARRIED unanimous

Lunch Break at 12:05 p.m. to 12:30 p.m.

5. REPORTS

5.1 CAO Report

Resolution #74-19

Moved by Greg Harris
THAT the MVRWMC Board accept as information the CAO report for the period from July 23, 2019 through September 19, 2019.

CARRIED unanimous

6. CONFIDENTIAL ITEMS

6.1 CAO Report On Confidential Matters

Resolution #75-19

Charlene Preston made a motion to go in-camera at 12:39 p.m.

CARRIED unanimous

Ryan Verbonac and Lindsay Miller left meeting at 12:48 p.m.

Resolution #76-19

Charlene Preston made a motion to come out of camera at 1:00 p.m.

CARRIED unanimous

Ryan Verbonac and Lindsay Miller returned to meeting.

Resolution #77-19

Moved by Greg Harris

THAT the MVRWMC Board direct Administration to review the 2019 staff compensation as discussed in camera.

7. NEXT MEETINGS, EVENTS

7.4 November 25, 2019 Organizational Meeting – 9:00 a.m. Mountain View County Office

7.5 November 25, 2019 Regular Meeting – Following Organizational Meeting, Mountain View County Office

8. ADJOURNMENT

Resolution #78-19

Moved by Bob Green

THAT the meeting be adjourned at 1:04 p.m.

CARRIED unanimous



Chair

CAO