



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, DECEMBER 13, 2021, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of December 13, 2021
Motion: To adopt the agenda of December 13, 2021

4. ADOPTION OF MINUTES

4 - 8

- a) Adoption of minutes of November 22, 2021 (addendum 4.a)
Motion: To adopt the minutes of November 22, 2021



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

7. BYLAWS AND POLICIES

9 - 10

- a) Bylaw 2025 Borrowing Revolving Line (ASFF) (addendum 7.a)



11 - 12

- b) Bylaw 2026 Borrowing Revolving Line (Operating) (addendum 7.b)



8. NEW BUSINESS

13 - 31

- a) Mountain View Regional Parks, Recreation and Culture Master Plan (addendum 8.a)



- b) 2022 Operating Budget

32

- c) Emergency Management Committee Appointment- Lyle Herod (addendum 8.c)



33

- d) Library Board Appointment-Wendy Knudson (addendum 8.d)



34 e) Carstairs Nature Space Committee Appointment - Sharon Styles
(addendum 8.e)



35 f) HSS Grad letter request (addendum 8.f)



9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE

36 - 38

- i) November 22, 2021 Meeting Minutes (addendum 9.b.i)



- c) EXTERNAL RELATIONS COMMITTEE
- d) POLICY & GOVERNANCE COMMITTEE
- e) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- 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 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 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 disclosure in Division 2 of Part 1 of the Freedom of Information and Privacy (FOIP) (s. 16 to 29).

17. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, NOVEMBER 22, 2021, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison, Charles Van Arnam and Executive Assistant Kayleigh Van Es
ABSENT:	Councilor Wilcox
CALL TO ORDER:	Mayor Colby called the meeting of November 22, 2021, to order at 7:01 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 363/21	Motion by Councilor Ball to accept the Regular Council agenda of November 22, 2021, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES:	
Motion 364/21	Motion by Councilor Allan to adopt the Regular Council minutes of November 8, 2021, as amended. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	
	1. Mandalay/Stonebridge Update - CAO McDonnell explained upon the signing of the Construction Completion Certificate the fence will be removed between Stone Garden Drive and Mandalay leaving the barriers to provide only pedestrian traffic. Barriers to be removed in two years' time when Mandalay Final Acceptance Certificates are signed.
Motion 365/21	Motion by Councilor Ball to approve the removal of the fence to provide pedestrian traffic and the removal of barriers to provide vehicular traffic following the Final Acceptance Certificates being signed. CARRIED
DELEGATIONS:	Nil
BYLAWS & POLICIES:	Bylaw No. 2024 Fireworks Bylaw
Motion 366/21	Motion by Councilor Allan to give first reading of Bylaw No. 2024 Fireworks Bylaw. CARRIED
Motion 367/21	Motion by Councilor Ratz to give second reading of Bylaw No. 2024 Fireworks Bylaw. CARRIED
Motion 368/21	Motion by Councilor Roberts to move to third reading of Bylaw No. 2024 Fireworks Bylaw. CARRIED
Motion 369/21	Motion by Councilor Fricke to give third and final reading Bylaw No. 2024 Fireworks Bylaw. UNANIMOUSLY CARRIED
	Bylaw No. 2023 Rates & Fees 2022
Motion 370/21	Motion by Councilor Ball to give first reading of Bylaw No. 2023 Rates & Fees. CARRIED
Motion 371/21	Motion by Councilor Roberts to give second reading of Bylaw No. 2023 Rates & Fees. CARRIED

Motion 372/21 Motion by Councilor Fricke to move to third reading of Bylaw No. 2023 Rates & Fees.

UNANIMOUSLY CARRIED

Motion 373/21 Motion by Councilor Roberts to give third and final reading of Bylaw No. 2023 Rates & Fees.

CARRIED

Policy 78-08-001-21 Playground Inspection

Motion 374/21 Motion by Councilor Allan to adopt Policy 78-08-001-21 Playground Inspection.

CARRIED

NEW BUSINESS:

1. RFD – Ranch Road No Stopping Signage

Motion 375/21 Motion by Councilor Ball to approve RFD - Ranch Road signage changes.

CARRIED

2. RFD – Veterans Way Test Project

Motion 376/21 Motion by Councilor Ratz to approve the Veterans Way test project with a review after six months.

CARRIED

3. Carstairs Nature Space Committee Appointment

Motion 377/21 Motion by Councilor Roberts to appoint Jamie Casebeer to the Carstairs Nature Space Committee.

CARRIED

4. Carstairs Nature Space Committee Appointment

Motion 378/21 Motion by Councilor Allan to appoint Ernie Bradley to the Carstairs Nature Space Committee.

CARRIED

5. Municipal Planning Commission Committee Appointment

Motion 379/21 Motion by Councilor Fricke to appoint Daniel Pochapsky to the Municipal Planning Commission Committee.

CARRIED

6. Lease Agreement

Motion 380/21 Motion by Councilor Ball to approve the Yaruki Judo & Fitness Academy Lease Agreement to 2025.

CARRIED

COMMITTEE REPORTS:

1. Legislative & Emergency Services Committee

- Reviewed minutes of November 15, 2021.
- Next meeting is on Tuesday, December 21, 2021.

2. Strategic Planning & Corporate Affairs Committee

- Reviewed oral report of November 22, 2021.
- Next meeting is on Monday, December 13, 2021.

3. External Relations Committee

- Reviewed minutes of November 10, 2021.
- Next meeting is on Thursday, December 16, 2021.

4. Policy & Governance Committee

- Reviewed minutes of November 9, 2021.
- Next meeting is on Tuesday, December 14, 2021.

5. Mountain View Regional Waste Commission

- Next meeting to be determined.

6. Mountain View Regional Water Commission

- Next meeting is on Thursday, November 30, 2021

7. Mountain View Seniors' Housing

- Reviewed minutes of November 10, 2021.
- Next meetings are on Thursday, January 13, 2022, and Thursday, January 27, 2022.

8. Municipal Area Partnership

- Nothing to report at this time.

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

- Next Meeting is on Wednesday, December 1, 2021.

10. Central Alberta Economic Partnership (CAEP)

- Nothing to report at this time.

Motion 380/21

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

CARRIED

COUNCILOR REPORTS:

Councilor Allan

- Attended External Relations Committee Meeting on November 10, 2021
- Attended Carstairs Remembrance Day Ceremony on November 11, 2021
- Attended Legislative & Emergency Services Committee Meeting on November 15, 2021
- Attended ICC Meeting on November 19, 2021

Councilor Ball

- Attended Carstairs Remembrance Day Ceremony on November 11, 2021
- Attended Legislative & Emergency Services Committee Meeting on November 15, 2021
- Attended ICC Meeting on November 19, 2021
- Attended Strategic Planning & Corporate Affairs Committee Meeting on November 22, 2021

Councilor Fricke

- Attended Policy & Governance Committee Meeting November 9, 2021
- Attended Carstairs Remembrance Day Ceremony on November 11, 2021
- Attended AUMA Convention in Edmonton from November 16 to 19, 2021
- Attended AUMA Legal Course on November 16, 2021
- Attended AUMA Hydrogen Workshop on November 17, 2021
- Met with MLA Nathan Cooper on November 18, 2021
- Attended AUMA Strategic Planning Workshop on November 19, 2021

Councilor Ratz

- Attended External Relations Committee Meeting on November 10, 2021
- Attended Bethany Didsbury for Pre-Remembrance Day Ceremony on November 10, 2021
- Attended and Organized along with the Legion the Carstairs Remembrance Day Ceremony on November 11, 2021. Thanks to the Town & Fire Department for providing bleachers and blankets for a large turnout
- Attended AUMA Convention in Edmonton from November 17 to 19, 2021
- Attended AUMA Advocating for Small Community Workshop on November 17, 2021
- Attended AUMA Trade show on November 18, 2021
- Met with MLA Nathan Cooper on November 18, 2021
- Attended AUMA Economic Development Growth Workshop as well as AUMA General Meeting on November 18, 2021
- Attended MVSH Meeting on November 10 and 19, 2021

Councilor Roberts

- Attended Carstairs Remembrance Day Ceremony on November 11, 2021
- Attended AUMA Convention in Edmonton from November 17 to 19, 2021
- Attended AUMA Hydrogen Workshop on November 17, 2021
- Met with MLA Nathan Cooper on November 18, 2021
- Attended AUMA Strategic Planning Workshop on November 19, 2021
- Attended Strategic Planning & Corporate Affairs Committee Meeting on November 22, 2021

Councilor Wilcox

Nil

Mayor Colby

- Attended Carstairs Remembrance Day Ceremony on November 11, 2021. Great job to Councilor Ratz and the Legion for a great turnout
- Attended ICC Meeting on November 19, 2021

Motion 381/21 Motion by Councilor Roberts to accept all Councilor Reports as information. **CARRIED**

CORRESPONDENCE:

1. Don Holmes - Carstairs Library Board

Motion 382/21 Motion by Councilor Allan to accept Don Holmes' letter as information. **CARRIED**

2. Harry & Dolores Ramsbottom – Letter of Thanks

Motion 383/21 Motion by Councilor Ratz to accept Harry & Dolores Ramsbottom Letter of Thanks as information. **CARRIED**

CAO’S REPORT: Nil

COUNCILOR CONCERNS: Nil

PUBLIC QUESTION PERIOD:

1. Charles Van Arnam gave thanks to Council for the decision to remove the fence from Stone Garden to Mandalay for pedestrian access. He brought up a concern at another property that backs onto the elementary school in regards to traffic patrol and excessive speed occurring in the alley between the two properties.

Motion 384/21 Motion by Councilor Allan to accept Public Question Period as information. **CARRIED**

MEDIA QUESTION PERIOD: Nil

CLOSED MEETING SESSION:

Motion 385/21 Motion by Councilor Allan that Council closes the meeting to the Public at 7:28 p.m. to discuss closed meeting items. **CARRIED**

Motion 386/21 Motion by Councilor Ratz to come out of the closed meeting session at 7:45 p.m. **CARRIED**

NEXT MEETING: Monday, December 13, 2021

ADJOURNMENT:

Motion 387/21

Motion by Councilor Roberts to adjourn the meeting of November 22, 2021, at 7:45 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO

Bylaw No. 2025

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, to authorize the temporary borrowing by bank loan in 2022.

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 tension document.
8. This bylaw shall come into full force and effect on January 1, 2022.

READ A FIRST TIME THIS 13th DAY OF DECEMBER 2021.

READ A SECOND TIME THIS 13th DAY OF DECEMBER 2021.

READ A THIRD AND FINAL TIME THIS 13th DAY OF DECEMBER 2021.

Lance Colby, Mayor

Carl McDonnell, CAO

Bylaw No. 2026

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, to authorize the temporary borrowing by bank loan in 2022.

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 extension document.
8. This bylaw shall come into full force and effect on January 1, 2022.

READ A FIRST TIME THIS 13th DAY OF DECEMBER 2021.

READ A SECOND TIME THIS 13th DAY OF DECEMBER 2021.

READ A THIRD AND FINAL TIME THIS 13th DAY OF DECEMBER 2021.

Lance Colby, Mayor

Carl McDonnell, CAO



Mountain View Regional Parks, Recreation and Culture Master Plan

Final Master Plan Presentation to Carstairs Town Council

Delivered by: Expedition Management Consulting Ltd.

December 13, 2021



VILLAGE OF
Cremona



expedition
MANAGEMENT CONSULTING

Agenda

1. Present highlights from the Final Master Plan
2. Questions



Project Deliverable

A regional parks, recreation, and culture master plan that provides guidance to the municipal partners in making decisions that best meet the needs of the community.

Focus:

- Parks
- Recreation
- Culture



Project Process



1

Phase 1

*Project Startup
& Data
Gathering*



2

Phase 2

*Public and
Stakeholder
Engagement*



3

Phase 3

*Analysis &
Priorities*



4

Phase 4

*Draft Master
Plan*



5

Phase 5

*Final Master
Plan*

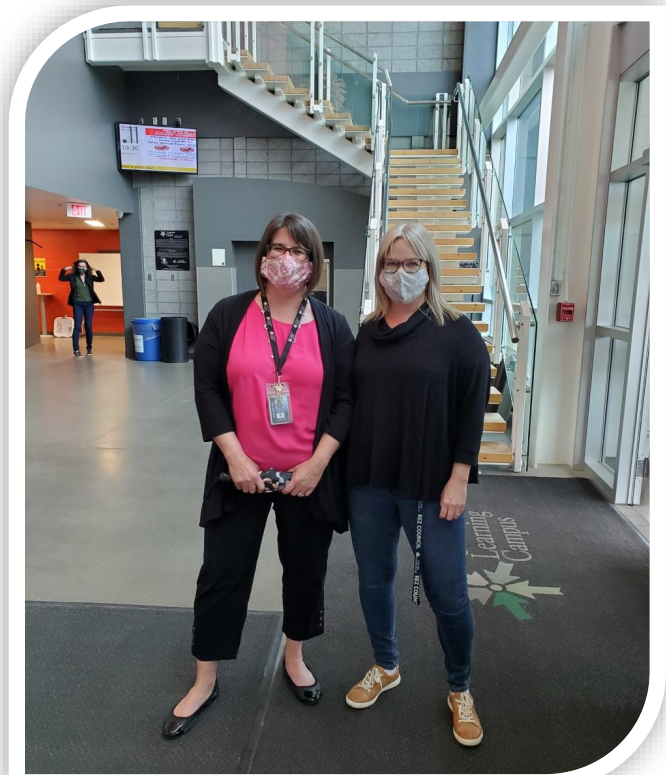
Community Engagement Activities

- Resident survey
- Youth survey
- Stakeholder survey
- Stakeholder and staff interviews
- Community Engagement Sessions
- Youth Engagement Sessions
- Council Input Workshops
- Draft Plan review sessions (in-person and digital)
- In total, the engagement process produced 1,343 touchpoints.



Other Inputs

- Benchmarks and Standards
- Facility Utilization
- Supply
- Growth Projections
- Trends
- Strategic Alignment
- Community Tours
- Consultant Assessments



*Staff at the Community
Learning Campus*

Mountain View Region Today

- Diverse urban and rural communities.
- Strong supply of some facilities (e.g. aquatics, curling rinks, community halls).
- Active user groups delivering programming.
- Regional collaboration.
- High level of community support for parks, recreation and culture.



Mountain View Region Today

- Lower levels of satisfaction with some services.
- Regional population is aging.
- Capacity to increase utilization of some facilities.
- Critical infrastructure is aging.
- Accessibility and inclusion is lacking in some facilities.
- Some organizations struggling with sustainability.



Mountain View Region Tomorrow

- Collaborating to meet facility and program needs.
- Expanding and enhancing programming.
- Positioning parks, recreation and culture to attract and retain residents.
- Linking parks, recreation and culture to tourism and economic development.



Vision Statement

“Our region will come together in the spirit of collaboration to ensure all our community members have the opportunity to enjoy the benefits of parks, recreation and culture. We will strike the balance between preserving local autonomy and enhancing regional service provision.”



Anticipated Outcomes

Implementation of the Master Plan will result in:

1. Parks, recreation and culture services positioned as a core municipal service.
2. Increased resident attraction and retention, increased tourism, and support for economic development.
3. Communities will be working well together to achieve mutual goals.
4. Community members of all ages and abilities will report a high level of satisfaction with facilities and programs.

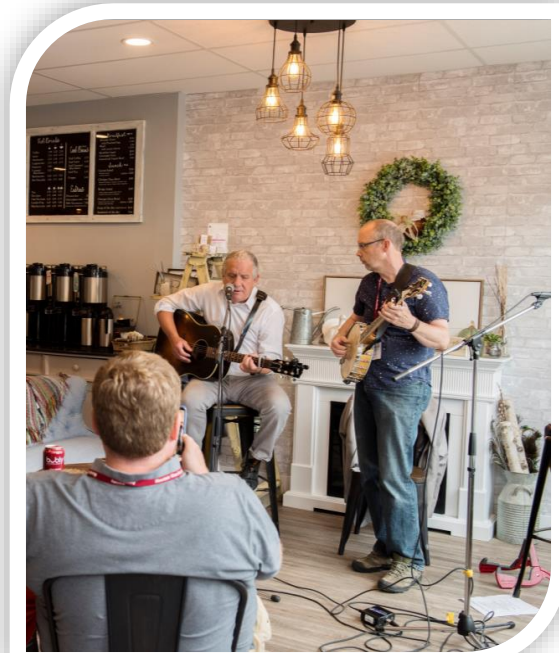


Implementation Plan

The Implementation Plan identifies priority initiatives and recommended actions for the region as a whole and each municipal partner.

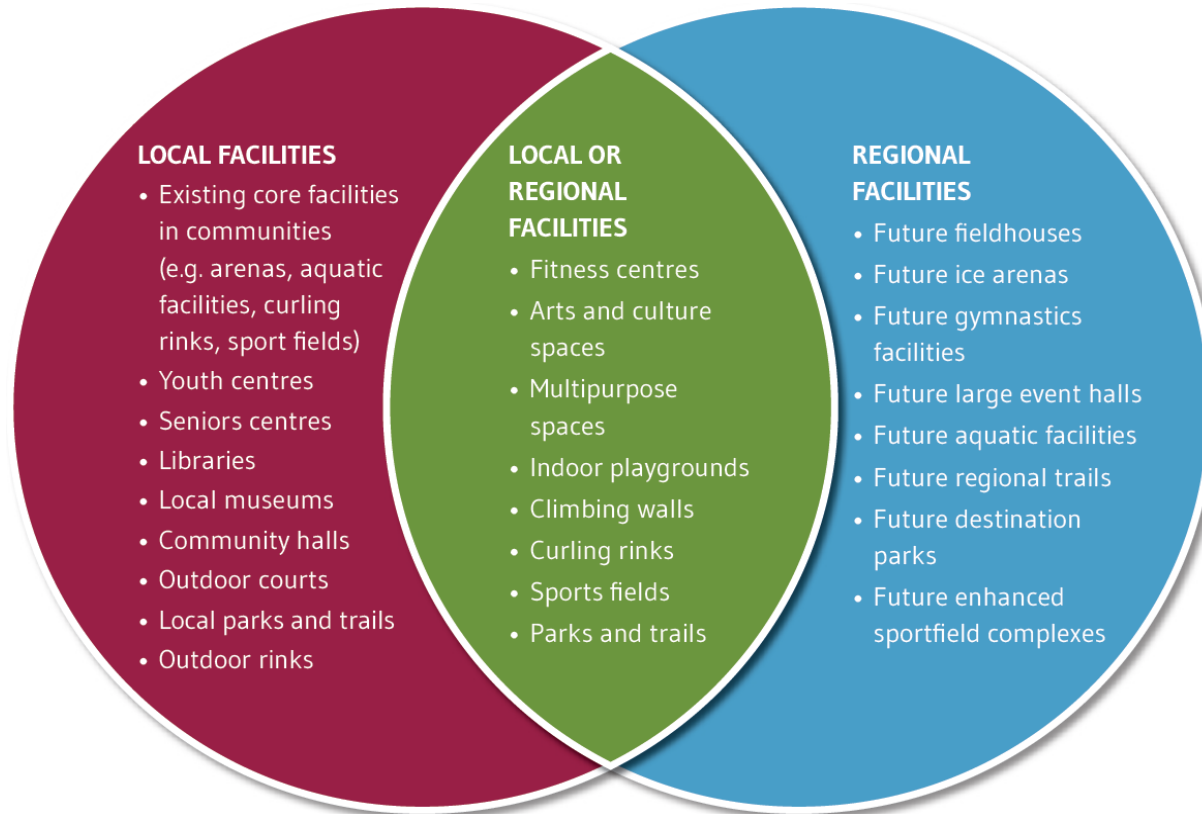
Categories include:

1. Indoor Facility Priorities
2. Outdoor Facility Priorities
3. Programming and Service Delivery Priorities



Top 10 Regional Priorities

1. Establish a Classification for “Local” and “Regional” Facilities

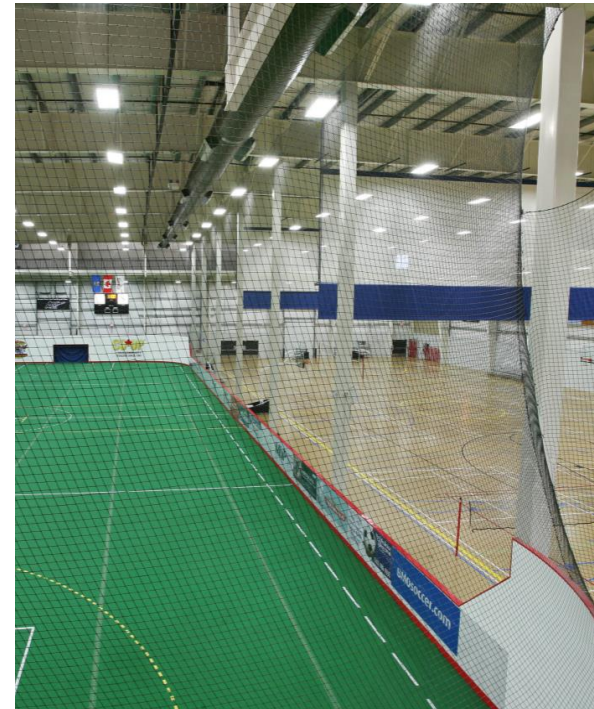


Top 10 Regional Priorities

2. Study the Feasibility of Developing a Regional Multipurpose Leisure Centre

Potential amenities include:

- Fieldhouse
- Court space
- Ice sheet
- Gymnastics
- Indoor playground
- Climbing wall
- Indoor track
- Sport fields (outdoor)



Top 10 Regional Priorities

3. Develop a Master Plan for a Regional Trails Network
4. Increase Utilization of Existing Ice Arenas and Add Additional Ice
5. Improve Facility Accessibility and Overall Inclusivity
6. Seek Opportunities to Strengthen Recreation Funding Agreements
7. Adopt a Capital Project Evaluation Criteria and Process
8. Conduct Facility Condition Assessments
9. Establish a Regional Recreation Task Force
10. Develop a Regional Tourism Strategy



Top Priorities for Carstairs

1. Participate in the Study of a Regional Multipurpose Leisure Centre to Address Indoor Facility Priorities
2. Enhance Access to Aquatics Facilities
3. Develop a Youth Centre
4. Expand the Local Trail System and Improve Connectivity
5. Enhance Park Spaces
6. Develop a Festival and Event Space
7. Explore the Feasibility of Developing an Outdoor Pool
8. Develop Paved Court Spaces
9. Position as a Regional Destination for All-Season Family-Oriented Recreation



Carstairs Memorial Arena

Conclusion

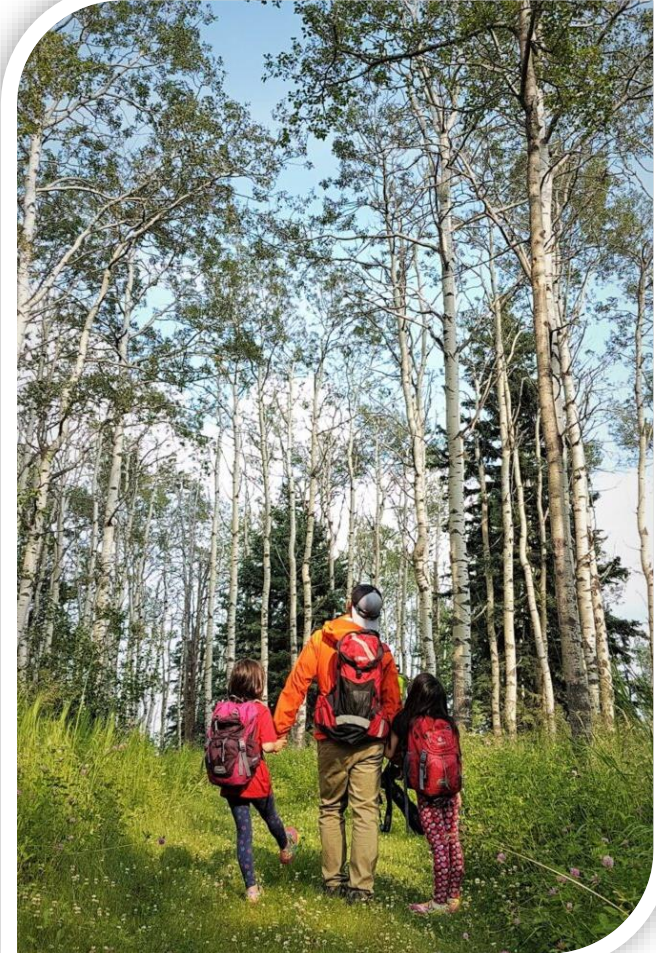
- The plan puts forward a strategic direction that will guide the region towards its vision.
- Implementation will take sustained investment and collaborative effort from a wide variety of stakeholders in the region.



Questions?

Presentation by:

Expedition Management Consulting Ltd.



Thank You

Contact: Justin Rousseau
justin@expeditionconsulting.ca
780-266-7888
www.expeditionconsulting.ca

expedition
MANAGEMENT CONSULTING



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

COMMITTEES & BOARDS APPLICATION



Last Name: Herod First Name: Lyle

Address: 1387 Price Road PO Box 3821 Carstairs AB T0M0N0

Home Phone: 250-499-1099

Day-Time Phone: 250-499-1099

Email: lyle.herod@yahoo.com

1. Appointment To:

- a) Emergency Management Cmtc
b) _____

2. Background Information

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

- Manager of Exercises and Training, 5 years, Emergency Management British Columbia
- Duty shifts in the Provincial Emergency Coordination Centre (PECC) during wildfires and floods as Operations staff and Chief, Advanced planning, Chief Planning Officer
- 40 years in the Canadian Army and an Artillery Officer, retired as Lieutenant-Colonel
- While in the Army, Commanded 5th Canadian Ranger Patrol Group (45 Patrols in Newfoundland and Labrador)
- Qualified Incident Command System (ICS) level 3
- While in the Army commanded elements in numerous domestic responses, such as ice storm in Quebec, floods in Manitoba and Alberta, power blackouts in Ontario, and fires in Labrador, among others.
- Working as a private consultant for Emergency Management enterprises specializing in software and training applications

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

- moved to Alberta two years ago and would like to help my community while drawing on previous experience.

4. Length of Residence:

In the town of Carstairs: 2 years

and/or

In the town of Carstairs area: _____ years

Signature

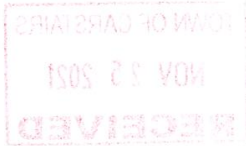
Date

Completed applications must be returned to the Town Office.

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

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

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



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

COMMITTEES & BOARDS APPLICATION

Last Name: KNUDSON First Name: WENDY
Address: P.O. Box 491 CARSTAIRS AB T0M 0N0
City Province Postal Code
Home Phone: 403-507-9654 Day-Time Phone: 403-507-9654

1. Appointment To:

a) LIBRARY BOARD
b) _____

2. Background Information

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

I am a recently retired Chartered Professional Accountant (CPA, CMA)
with extensive experience in financial planning and budgeting
that I believe would be an asset to the Library Board.

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

As a new resident of Carstairs, I am looking to contribute to
the community and to meet like-minded local people. I understand
the importance of libraries; I've been a library user my whole
life. I feel my finance background would allow me to make
a positive contribution.

4. Length of Residence:

In the town of Carstairs: 8 ^{months} _{years} and/or In the town of Carstairs area: _____ years

[Signature]
Signature

November 25/21
Date

Completed applications must be returned to the Town Office.

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

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

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



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

COMMITTEES & BOARDS APPLICATION

Last Name: Styles First Name: Sharon
Address: Box 1298 Carstairs AB T0M 0N0
City Province Postal Code
Cell Home Phone: 403-815-7657 Day-Time Phone: _____
Email: sharon-styles@hotmail.com

1. Appointment To:

- a) Carstairs Nature Space Committee
b) _____

2. Background Information

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

I have a love of the outdoors. Caring for
our own space on our acreage or being out
in the backcountry. I have a lot experience
using social media and will be able to help
the group develop and use social media accounts.

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

I enjoy using the space and would love
to give back by helping to promote and
grow it.

4. Length of Residence:

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

[Signature]
Signature

Dec. 6 /21
Date

Completed applications must be returned to the Town Office.

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

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

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

November 29, 2021

Mr. Carl McDonnell, Mayor Lance Colby and the Carstairs Town Council

The Hugh Sutherland High School graduating class of 2022 planning is in full swing. We are not 100% sure how Grad is going to look this year, but we are hopeful for a normal Grad Banquet that the kids can enjoy.

The 2022 Grad Committee is asking for use of the Carstairs Memorial Arena on June 25, 2022. We ask for access on June 23, 2022 for setup and we will have cleanup done that night after the banquet.

If we are forced to be outside, we are asking if we can use the parking lot to setup a stage and have limited use of the facility bathrooms.

Thank you for your consideration.

A handwritten signature in black ink that reads "Pam Mantai". The signature is written in a cursive, flowing style.

Pam Mantai

Grad 2022 Co-Chair

**MINUTES OF THE STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
MONDAY, NOVEMBER 22, 2021, 5:30PM
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilors Ball, Fricke, and Roberts, CAO Carl McDonnell, and Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby

ELECTION OF CHAIR: Motion by Councilor Ball to appoint Councilor Roberts as Chairperson of the Strategic Planning & Corporate affairs Committee
CARRIED

CALL TO ORDER: Councilor Roberts called the meeting of November 22, 2021 to order at 5:42 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Ball to adopt the agenda of November 22, 2021, as presented.
CARRIED

ADOPTION OF MINUTES: Motion by Councilor Fricke to adopt the minutes of May 25, 2021 as presented.
CARRIED

UNFINISHED BUSINESS: Nil

DELEGATIONS: Nil

NEW BUSINESS: Nil

REPORTS:

1. Committee Plans and Reports

- a) 2021 Work Plan
 - Committee member reviewed the 2021 Work Plan.
 - Committee stated to continue to look further into the future.
 - Committee calls the Meeting of December 13, 2021 to include all Council review the 2022 budget.

- b) 2021 Internal Annual Report
 - Committee members reviewed the 2021 Annual Report.

- c) 2021 Committee Worksheet
 - Committee members reviewed the 2021 Committee Worksheet.

2. Financial Reports

- a) Summary Report
 - CAO McDonnell gave an overview on the budget and how to carry it into 2022.

- b) Financial Report
 - CAO McDonnell reviewed the revenue, debts and reserves.

c) Revenue and Expense Report

- CAO McDonnell reviewed the Revenue and Expense report.

d) Capital Projects Report

- CAO McDonnell gave an overview of the Capital Projects completed year to date and those outstanding.

e) Loans and Debentures

- CAO McDonnell gave an overview of the Loans and Debentures.

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

CARRIED

3. Development Reports

a) Building Permit Listing

- CAO McDonnell provided a summary of the Report.
- As of October 29, 2021, there were a total of 102 building permits with 33 new home starts.

b) Compliance Listing

- CAO McDonnell provided a summary of the Report
- As of October 29 2021, there have been 105 compliances year to date compared to 50 from June 15, 2021.

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

CARRIED

4. Planning Reports:

a) Subdivision

- Nothing to report at this time.

b) Municipal Development Plan (MDP)

- Nothing to report at this time.

c) Planning Procedures

- Nothing to report at this time.

5. Carstairs Community Golf Course

- Nothing to report at this time.

6. Plans and Studies

a) Asset Plan

- Nothing to report at this time.

b) Recreation and Culture Master Plan

- Nothing to report at this time.

7. Audits

- Interim Audit will be on December 16 and December 17, 2021.

8. Budget

- Will Review 2022 Budget at next meeting on December 13, 2021.

CORRESPONDENCE: Nil

GENERAL DISCUSSION: 1. Councilor Ball

- Agrees with the plan to keep an eye on the future
- Inquires about the Kitstone project update.
- Inquires about stacking grant money and how long we can stack it for.

2. Councilor Fricke

- Inquires if the 10-year capital is the vision.
- Requests the 10 year budget plan.

NEXT MEETING: Monday, December 13, 2021, at 5:00p.m.

ADJOURNMENT: Motion by Councilor Fricke to adjourn the meeting of November 22, 2021, at 6:38 p.m.

CARRIED

Councilor Roberts, Chair Person

Carl McDonnell, CAO