



**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, NOVEMBER 28, 2022, 7:00 P.M.**

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

- a) Adoption of agenda of November 28, 2022  
**Motion:** To adopt the agenda of November 28, 2022

**4. ADOPTION OF MINUTES**

- a) Adoption of minutes of November 14, 2022 (addendum 4.a)  
**Motion:** To adopt the minutes of November 14, 2022



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**6. DELEGATIONS**

- a) Carstairs Heritage Festival-Sharon Lampitt/Pam Montgomery  
b) Carstairs Heritage Centre-John Cole  
c) Carstairs Public Library-Megan Ginther

**7. BYLAWS AND POLICIES**

- a) Bylaw No. 2036-Kitstone Land Use Redesignation-First Reading  
(addendum 7.a)



**8. NEW BUSINESS**

**9. COMMITTEE REPORTS**

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE  
i) Minutes of the meeting that occurred on November 22, 2022  
(addendum 9.a.i)



3 - 6

7 - 13

14 - 15

- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) POLICY & GOVERNANCE COMMITTEE
- d) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- e) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- f) MOUNTAIN VIEW SENIORS HOUSING
- g) MUNICIPAL AREA PARTNERSHIP
- h) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP
- i) 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 14, 2022, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts, and Wilcox, CAO Rick Blair, Director of Legislative & Corporate Services Shannon Allison, and Recording Secretary Amy Phillips
ABSENT:	
CALL TO ORDER:	Mayor Colby called the meeting of November 14, 2022, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 313/22	Motion by Councilor Allan to adopt the Regular Council agenda of November 14, 2022, as amended. <b>CARRIED</b>
ADOPTION OF PREVIOUS MINUTES:	
Motion 314/22	Motion by Councilor Ratz to adopt the Organization Council minutes of October 24, 2022, as presented. <b>CARRIED</b>
Motion 315/22	Motion by Councilor Wilcox to adopt the Regular Council minutes of October 24, 2022, as amended. <b>CARRIED</b>
BUSINESS ARISING FROM PREVIOUS MEETING:	1. Parkland Regional Library System Budget
Motion 316/22	Motion by Councilor Allan to approve the Parkland Regional Library System 2023 Budget. <b>DEFEATED</b>
DELEGATIONS:	1. Carstairs Half Century Association – Donna Maxwell
Motion 317/22	Motion by Councilor Fricke to accept the Carstairs Half Century Association presentation as information. <b>CARRIED</b>
	2. Carstairs Citizen on Patrol – Danny Morrison
Motion 318/22	Motion by Councilor Ratz to accept the Carstairs Citizen on Patrol presentation as information. <b>CARRIED</b>
BYLAWS & POLICIES:	Nil
NEW BUSINESS:	1. Event Emergency Response Plan
Motion 319/22	Motion by Councilor Ball to adopt the Event Emergency Response Plan. <b>CARRIED</b>
	2. Mountain View Seniors’ Housing Requisition
Motion 320/22	Motion by Councilor Roberts to accept the Mountain View Seniors’ Housing Requisition as information. <b>CARRIED</b>
	3. Carstairs Public Library Board Appointment – Dwayne Fulton
Motion 321/22	Motion by Councilor Allan to appoint Dwayne Fulton to the Carstairs Public Library Board for a three-year term; expiring November 15, 2025. <b>CARRIED</b>

**4. Inter-Municipal Subdivision Development Appeal Board Appointment – Kayleigh Van Es**

Motion 322/22

Motion by Councilor Roberts to appoint Kayleigh Van Es as a clerk on the Inter-Municipal Subdivision Development Appeal Board.

**CARRIED**

**COMMITTEE REPORTS:**

- 1. Legislative & Emergency Services Committee**  
- Next meeting is on November 22, 2022.
- 2. Strategic Planning & Corporate Affairs Committee**  
- Next meeting is on November 28, 2022.
- 3. Policy & Governance Committee**  
- Next meeting is on November 17, 2022.
- 4. Mountain View Regional Waste Commission**  
- Next meeting is on November 28, 2022.
- 5. Mountain View Regional Water Commission**  
- Next meeting is on November 16, 2022.
- 6. Mountain View Seniors' Housing**  
- Councilor Ratz gave an oral report of the meeting on November 3, 2022.  
- Next meeting is on December 1, 2022.
- 7. Municipal Area Partnership**  
- Next meeting is on November 17, 2022
- 8. Central Alberta Economic Partnership**  
- Council would like to withdraw membership

Motion 323/22

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

**CARRIED**

**COUNCILOR REPORTS:**

- Councilor Allan**  
- Attended the Remembrance Day ceremony on November 11, 2022
- Councilor Ball**  
- Attended the Remembrance Day ceremony on November 11, 2022  
- Great job to the Operations department on snow removal
- Councilor Fricke**  
- Attended the MVSH Board and 2023 Budget Meeting on November 3, 2022  
- Attended the Harvestfest put on by Carstairs Ag Society on November 5, 2022  
- Attended the Fundamentals of Parliamentary Procedure with Debi Wilcox on November 10, 2022  
- Attended the Remembrance Day ceremony on November 11, 2022
- Councilor Ratz**  
- Attended the Mountain View Seniors' Housing Board meeting on November 3, 2022  
- Attended the Remembrance Day ceremony at Hugh Sutherland School on November 9, 2022  
- Attended the Remembrance Day ceremony at Chinook Winds Lodge on November 10, 2022  
- Met with MLA Nathan Cooper on November 10, 2022  
- Attended the Remembrance Day ceremony on November 11, 2022  
- Very grateful for the town for their help with snow removal last minute for the ceremony
- Councilor Roberts**  
- Attended the Harvestfest put on by Carstairs Ag Society on November 5, 2022  
- Attended event for Carstairs Nature Space on November 10, 2022

**Councilor Wilcox**  
- Attended the Harvestfest put on by Carstairs Ag Society on November 5, 2022  
- Attended the Remembrance Day ceremony on November 11, 2022

**Mayor Colby**  
- Attended the Harvestfest put on by Carstairs Ag Society on November 5, 2022  
- Attended the Remembrance Day ceremony at Hugh Sutherland School on November 9, 2022  
- Attended the Remembrance Day ceremony on November 11, 2022  
- Meeting with Town of Didsbury Mayor and CAO to discuss RCMP

Motion 324/22                      Motion by Councilor Fricke to accept all Councilor Reports as information.  
**CARRIED**

**CORRESPONDENCE:**                      Nil

**CAO’S REPORT:**                      1. Reviewing bids for the lagoon dredging  
2. Reviewing the IT RFP’s  
3. Finishing up the one-on-one budget meetings with directors  
4. Numerous meetings with the engineers regarding sanitary issues  
5. Will have to look at a sanitary servicing model  
6. Ordered pump for Golf Course irrigation  
7. Had Matrix Solutions to do scan of Golf Course  
8. Posted ads for the hiring of a General Manager  
9. Conducting internal review of water and sewer rates  
10. After the lagoon is dredged, will have to review for future planning

Motion 325/22                      Motion by Councilor Ball to accept CAO’s Report as information.  
**CARRIED**

**COUNCILOR CONCERNS:**                      1. Councilor Fricke brought up a concern about snow removal and wondered if the priority map could be posted on Facebook.  
2. Councilor Fricke received a concern about seniors walking in the cold for their basic necessities and wondered if there are any programs that aid with driving seniors’.  
3. Councilor Wilcox received a concern from the owner of Pawsitive Haven Animal Rescue about having to close their doors and wondered if any funding would be available from the Town of Carstairs.

Motion 326/22                      Motion by Councilor Ratz to accept all Councilor Concerns as information.  
**CARRIED**

**PUBLIC QUESTION PERIOD:**                      Nil

**MEDIA QUESTION PERIOD:**                      Nil

**CLOSED MEETING:**                      *Section 107 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).*

Motion 327/22                      Motion by Councilor Allan that Council closes the meeting to the public at 7:44 p.m. to discuss closed meeting session items.  
**CARRIED**

Motion 328/22                      Motion by Councilor Ball to come out of the closed meeting session at 8:12 p.m.  
**CARRIED**

**NEXT MEETING:**                      Monday, November 28, 2022 at 7:00 p.m.

**ADJOURNMENT:**

Motion 329/22

Motion by Councilor Ratz to adjourn the meeting of November 14, 2022, at 8:12 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO

BYLAW No. 2036

A BYLAW OF THE TOWN OF CARSTAIRS to amend Land Use Bylaw 2007.

WHEREAS, Council of the Town of Carstairs wishes to amend Land Use By-law No 2007 by providing a Land Use Re-designation to rezone 27.49 hectares (67.89 acres) of land from R1 (Low Density Residential), R1N (Narrow Parcel Residential District), R3 (Medium Density Residential), R4 (High Density Residential), PUL (Public Utility Lot), PFR (Public Facility and Recreation District) and C1 (Central Commercial District) to R1S (Special Low Density Residential), R3 (Medium Density Residential), R4 (High Density Residential), PFR (Public Facility and Recreation District) and UR (Urban Reserve), located in Lot 2 & 3, Block 3, Plan 021 2608 & 031 1788 within the NE 1/4 11-30-01-W5M, located as listed below on schedule A;

AND WHEREAS, the requirements of the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26 regarding the advertising of this Bylaw have been complied with;

AND WHEREAS, copies of this Bylaw and related documents were made available for inspection by the public at the Town office as required by the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26;

NOW THEREFORE, Council of the Town of Carstairs duly assembled and pursuant to the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26 enacts as follows:

Schedule “A”

Map 1 of the Land Use District Map would be amended to include Lot 2 & 3, Block 3, Plan 021 2608 & 031 1788 within the NE 1/4 11-30-01-W5M, consisting of 27.49 hectares (67.89 acres) and shall be re-designated from R1 (Low Density Residential), R1N (Narrow Parcel Residential District), R3 (Medium Density Residential), R4 (High Density Residential), PUL (Public Utility Lot), PFR (Public Facility and Recreation District) and C1 (Central Commercial District) to R1S (Special Low Density Residential), R3 (Medium Density Residential), R4 (High Density Residential), PFR (Public Facility and Recreation District) and UR (Urban Reserve)

As shown on the attached map identified as “Schedule A”.

READ A FIRST TIME THIS 28th DAY OF NOVEMBER, A.D, 2022

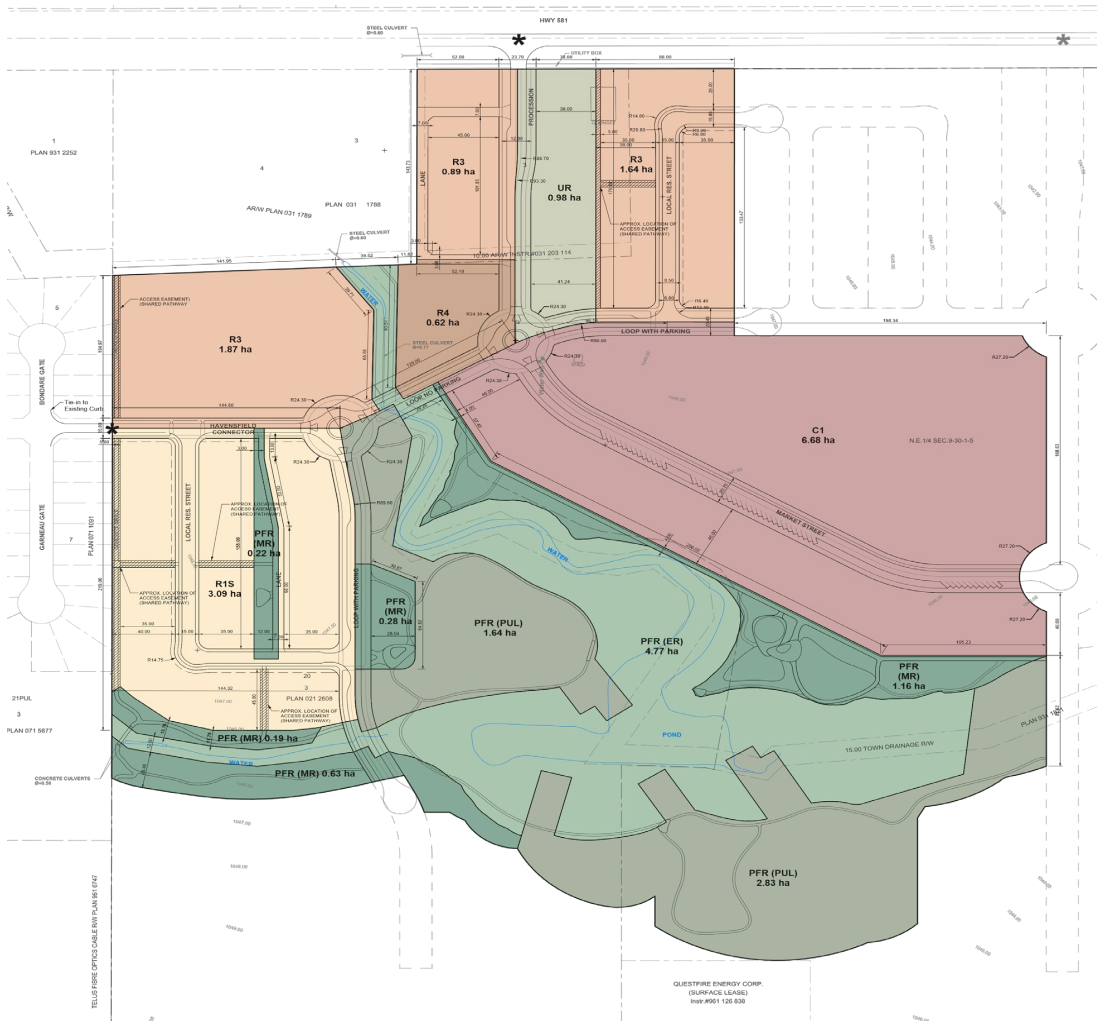
READ A SECOND TIME THIS XXth DAY OF XXXXXXXX, A.D., XXXX

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

\_\_\_\_\_  
Lance Colby, MAYOR

\_\_\_\_\_  
Rick Blair, CAO

SCHEDULE A



LEGEND - LAND USE DESIGNATIONS

- PFR (ER) - PUBLIC FACILITY AND RECREATION DISTRICT (ENVIRONMENTAL RESERVE)**
- PFR (MR) - PUBLIC FACILITY AND RECREATION DISTRICT (MUNICIPAL RESERVE)**
- PFR (PUL) - PUBLIC UTILITY LOT**
- UR - URBAN RESERVE DISTRICT**
- C1 - CENTRAL COMMERCIAL DISTRICT**
- R4 - HIGH DENSITY RESIDENTIAL DISTRICT - MULTI-DWELLING DISTRICT**
- R3 - MEDIUM DENSITY RESIDENTIAL - ATTACHED DWELLING DISTRICT**
- R1S - SPECIAL LOW DENSITY RESIDENTIAL DISTRICT**



#### Applicant Statement

On behalf of General Land and Power, O2 is submitting a Land Use Amendment for Phase One to enable the development of Kitstone Commons (Kitstone) – a vibrant new agrihood community in the Town of Carstairs. A concurrent Conceptual Scheme was submitted October 21, 2022 for Phase One, which comprises 67.89 of Kitstone's 440 acres. The remaining 372.11 acres will be phased through several subsequent conceptual schemes and land use amendments over the next 15-20 years to enable a comprehensive master planned community.

The subject site is situated in the rural heartland of Alberta, located a 40-minute drive from Downtown Calgary. The site is bound by Highway 2A to the west, Highway 581 to the north and Range Road 13 to the east. These roads connect Kitstone to the heart of Carstairs as well as the QE2 highway, providing convenient access to Calgary and other regional destinations. With a rich history in farming and cultivation, the Calgary-Olds Smart Agri-Food Corridor is a leading smart Agri-Food corridor in Canada. This places Carstairs, and Kitstone, in the middle of a tremendous opportunity to help bolster Alberta's food economy. Kitstone's strategic location allows it to become a node that leverages this regional identity through a new wave of domestic production and next-generation investment. In addition, the subject site is uniquely positioned to strike an attractive balance between all amenities and employment of the city and the pace, lifestyle and open space of the rural prairies. The post-pandemic reality has amplified this value proposition, as workforces become increasingly mobile and drawn to quality and affordability over proximity.

Phase One of Kitstone Commons sets the stage to welcome residents and visitors into the Agrihood Community. The agrihood will contain a variety of residential built forms, including single detached, duplex, townhouses and multi-residential, creating a housing opportunity for a variety of residents at different stages of life. A commercial hub will provide an anchor for residents and visitors, drawing investment and activity to the centre of the community through local shops, events and multi-use spaces. The pond and pathway system create a rich natural amenity and form a critical piece of Phase One, providing innovative water management and park amenity to enhance quality of life and connectivity.

The existing policy framework supports the agrihood vision, with the subject site designated 'Agrihood' in the Municipal Development Plan. The intention is to create a strong sense of place centred around community agriculture with small scale commercial agricultural production as a key focus of agrihood communities. The Eastgate Area Structure Plan provides further policy guidance, designating the subject site under 5 designations (residential areas, commercial areas, industrial areas, public open spaces/pathways and other land uses) remaining consistent with the agrihood objective. The subject site is currently designated under various land use districts under Bylaw No. 2007:

- Public Facility and Recreation District (PRF)
- Public Utility Lot (PUL)
- Highway Commercial District (C3)
- Low Density Residential – Single Detached District (R1)
- Narrow Parcel Residential District (R1N)
- Medium Density Residential – Attached Dwelling District (R3)
- High Density Residential – Multi Dwelling District (R4)

The existing land use approvals defined a very specific development pattern based on the high-level conceptual plan for the agrihood. With the preparation of the Phase One Conceptual Scheme, this development pattern has been refined along with the proposed mix and location of uses. While this Conceptual Scheme still aligns fully with the original vision and utilizes many of the same districts, the locations of individual land uses have changed. As a result, a land use amendment application is required to designate the correct portions of the subject site under the most appropriate land use districts.

Phase 1 proposes a range of land use districts which collectively establish a comprehensive introduction to Kitstone Commons. The following land use districts are proposed:

## **R1S - Estates**

The Special Low Density Residential District (R1S) is intended to accommodate single detached residential dwellings on larger parcels at low densities. The use of this district in the Estates block creates a continuous symmetry with the adjacent Havenfields lots to the west.

## **R3 - Pocket Village & Gateway**

The Medium Density Residential – Attached Dwelling District (R3) is used for the Pocket Village and Gateway, enabling flexibility of duplex or triplex style developments while maintaining a lower density and built form of 3 storeys and 12 metres. The R3 district allows for various built forms on the block.

## **R4 - Townhouses**

The Townhouse Site represents a unique corner parcel planned to accommodate higher density development, diversifying the housing stock in Kitstone Commons. The proposed land use district of High Density Residential – Multi - Dwelling District (R4) supports up to three storey developments with a maximum height of 12 metres and a maximum density of 99 units per net hectare. Potential built forms within the district include townhouses, row housing and mixed-use development, creating appropriate flexibility to integrate appropriate higher density development into a rural context.

## **PFR - Open Space**

The Open Space area is a combination of environmental features, stormwater infrastructure and open space. The Public Facility and Recreation (PFR) land use district accommodates all the above uses and is divided into three subcategories. Environmental Reserve (ER) areas designate the preservation of natural space and denote areas to be subtracted from Gross Developable Area; Public Utility Lot (PUL) denotes the functional aspects of servicing and stormwater and Municipal Reserve (MR) designates areas for public recreation which are provided in accordance with the MGA.

## **UR – Urban Reserve**

The Urban Reserve (UR) land use is proposed for a portion of the north Gateway. This land use allows for agricultural activities, allowing this to be both functional cropland and an entrance feature to the agrihood.

## **C1 - Main Street**

The Commercial Main Street is the heart of Kitstone Commons, envisioned to support uses such as a brewery and multi-use space, potential spa/ wellness centre, restaurants and other unique amenities to attract visitors and support future residents. The proposed land use district 'Central Commercial District' (C1) represents the most appropriate district which supports a range of intensive commercial office and/or retail uses as well

In summary, the proposed development is consistent with Municipal Development Plan policies, focusing growth and change through new development supported by existing and new infrastructure and services. The proposed land use amendment enables development that will:

- Create a unique agrihood community, providing the benefits of both rural living in proximity to urban centres
- Increase housing diversity to attract individuals at all incomes and stages of life
- Expand connectivity to Carstairs through pathway connections to support active travel and passive use
- Attract future commercial and industrial development to increase economic development and attract future investment in Carstairs.



## Land Use Redesignation

FOR OFFICE USE ONLY	
Date of Receipt	Accepted by
Fee Submitted	File No.
Decision	

### Application Form and Checklist

The following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all material submitted must be clear, accurate and legible. Only complete applications will be accepted. Thank you for your cooperation. Please be advised that the information and materials required by the "Application Checklist" is part of this application.

#### APPLICANT/OWNER INFORMATION

Name of Applicant \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address (include postal code) \_\_\_\_\_

Telephone (B) \_\_\_\_\_ (H) \_\_\_\_\_ Fax \_\_\_\_\_

Registered Owner (if not applicant) \_\_\_\_\_

Mailing Address (include postal code) \_\_\_\_\_

Telephone (B) \_\_\_\_\_ (H) \_\_\_\_\_ Fax \_\_\_\_\_

*\* By providing your email address on this application form, you are consenting to receive electronic notifications and communications.*

#### LEGAL DESCRIPTION

Lot \_\_\_\_ Block \_\_\_\_ Plan \_\_\_\_\_ in the \_\_\_\_ ¼ section \_\_\_\_ Township \_\_\_\_ Range \_\_\_\_  
West of the \_\_\_\_ meridian

Municipal Address (if applicable) \_\_\_\_\_

Total area of the above parcel of land is \_\_\_\_\_ hectares ( \_\_\_\_\_ acres)

#### AMENDMENT PROPOSED

Existing Land Use District (according to the Land Use Bylaw)

\_\_\_\_\_

Proposed Land Use District

\_\_\_\_\_

To accommodate (describe the proposed development)

---

---

---

**REGISTERED OWNER OR PERSON ACTING ON HIS/HER BEHALF**

I \_\_\_\_\_ hereby certify that ☐ I am the registered owner  
(please type or print full name) ☐ I am authorized to act on behalf  
of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for land use re-designation.

*[Signature]*

Signed

\_\_\_\_\_

Dated

## APPLICANT'S STATEMENT

In the space below (or on a separate piece of paper), please provide a description of the reasons for making the application including a statement about why your request for land use redesignation should be approved by Council. This statement will be included in the Report to Council regarding your land use redesignation application.

[illegible]

## **Application Checklist**

The following information **must be included with your completed application**. If this information is not provided at the time the application is submitted, your application will be deemed incomplete and it will not be processed until the information is provided:

- ☐ Application Fees (as prescribed in Carstairs' **Rates and Fees Bylaw**, as amended).
- ☐ Current copy of the Certificate(s) of Title of affected parcels (within 30 days).
- ☐ Current copies of any restrictive covenants, utility rights-of-way, easements or caveats registered on the Certificate(s) of Title (within 30 days).
- ☐ Coloured photographs (minimum of 4) showing affected lands and adjacent area.
- ☐ Site plan (map) of the lands to be re-designated, showing:
  - north arrow
  - municipal address (i.e. street address)
  - legal address (i.e. plan/block/lot)
  - parcel boundaries
  - access and egress points
  - adjacent street labels
  - floodway and floodplain lines (if applicable)
  - location of existing buildings and setbacks (if applicable)
  - any easements, utility rights-of-way etc. (if applicable)
  - any landfills, sewage treatment and/or sour gas facilities and setbacks within 1.5 kilometres (if applicable)

**The following studies may be required by the Development Authority to be prepared in support of an application for a Land Use Redesignation:**

- ☐ An Area Structure Plan, Area Redevelopment Plan or Conceptual Scheme
- ☐ Geotechnical Report (including Slope Stability Analysis if the slope is greater than 15%)
- ☐ Stormwater Management Plan
- ☐ Water/Wastewater Servicing Strategies
- ☐ Phase 1 Environmental Site Assessment (ESA)
- ☐ Market Study Analysis for commercial sites
- ☐ Traffic Impact Assessment (TIA)
- ☐ Biophysical Assessment

**When a Direct Control District is proposed the following additional items are required:**

- ☐ An explanation of why none of the existing land use districts can be used to achieve the desired use.
- ☐ Draft Direct Control Guidelines.
- ☐ Elevations of existing and proposed development.

**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE  
TUESDAY, NOVEMBER 22, 2022, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

- IN ATTENDANCE:** Councilor Allan, Councilor Ball, Councilor Ratz, CAO Rick Blair, and Executive Assistant Kayleigh Van Es
- ABSENT:** Nil
- CALL TO ORDER:** Councilor Ball called the meeting of November 22, 2022 to order at 7:27 a.m.
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:** Motion by Councilor Allan to adopt the agenda of November 22, 2022 as presented.  
**CARRIED**
- ADOPTION OF MINUTES:** Motion by Councilor Ratz to adopt the minutes of October 18, 2022 as presented.  
**CARRIED**
- UNFINISHED BUSINESS:** Nil
- NEW BUSINESS**
- 1. WCB cost increase**  
CAO Blair spoke to the increase and mentioned the possibility of hiring out a Safety Officer as well as ensuring Policies & Procedures are in place and being properly followed.  
  
Motion by Councilor Ratz to accept the WCB cost increase for information  
**CARRIED**
- 2. Cost of Living Increase**  
CAO Blair spoke to the cost of living increase that needs to be considered when building the budget.  
  
Motion by Councilor Allan to accept the cost of living increase as information.  
**CARRIED**
- REPORTS:**
- 1. Financial Reports**  
CAO Blair gave an overview of the Financial Reports up to October 31, 2022. Nothing outstanding to report.
- a. Summary Report
  - b. Financial Report
  - c. Revenue and Expense Report
  - d. Capital Report
- Motion by Councilor Ratz to accept all financial reports as information and circulate to Council.  
**CARRIED**
- 2. Development Reports**  
CAO Blair gave an update on Development Reports up to November 21, 2022.
- a. Building Permit Listing
  - b. Compliance Listing

**Legislative & Emergency Services Committee Meeting – November 22, 2022**

**Page 2 of 2**

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

**CARRIED**

**3. City Wide Protective Services Monthly Reports**

The Committee reviewed the monthly reports up to October 31, 2022.

- a. Fire Reports
- b. Bylaw Reports
- c. Combined Reports

Motion by Councilor Ratz to accept the City-Wide Protective Services Monthly Reports as information.

**CARRIED**

**4. Emergency Services**

The Committee reviewed the reports

- a. Emergency Services Report
- b. Carstairs Emergency Management Agency (CEMA) Report
- c. Quarterly reports-RCMP Reports

Motion by Councilor Allan to accept the Emergency Services reports as information.

**CARRIED**

**GENERAL DISCUSSION:** Nil

**NEXT MEETING:** December 20, 2022

**ADJOURNMENT:** Motion by Councilor Allan to adjourn the meeting of November 22, 2022, at 8:23 a.m.

**CARRIED**

---

**Councilor Ball, Chairperson**

---

**Rick Blair, CAO**