



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, FEBRUARY 22, 2021, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of February 22, 2021
Motion: To adopt the agenda of February 22, 2021

4. ADOPTION OF MINUTES

4 - 8

- a) Adoption of Regular Council minutes of February 8, 2021 (addendum 4.a)
Motion: To adopt the Regular Council minutes of February 8, 2021



9 - 11

- b) Adoption of Special Council meeting of February 10, 2021 (addendum 4.b)
Motion: To adopt the Special Council minutes of February 10, 2021



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

7. BYLAWS AND POLICIES

12 - 29

- a) Bylaw No. 2011 Intermunicipal Development Plan for 2nd & 3rd Reading and Repeals Bylaw No. 925 IDP 2007 (addendum 7.a)



30 - 31

- b) Bylaw No. 932 "Carstairs Intermunicipal Planning Commission" To Repeal (addendum 7.b)



32

- c) Bylaw No. 933 "Carstairs Intermunicipal Subdivision and Development Appeal Board" To Repeal (addendum 7.c)



8. NEW BUSINESS

33

- a) RFP Disposal of Fire Department Gear (addendum 8.a)



34 - 42 b) Safety Codes Council: Re: 2020 Annual Internal Review Town of Carstairs
- Accreditation No: M00219 (addendum 8.b)



9. COMMITTEE REPORTS

a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE

43 - 45	i)	Legislative & Emergency Services Committee minutes of February 16, 2021 (addendum 9.a)
---------	----	--



b) POLICY & GOVERNANCE COMMITTEE

46 - 49	i) Policy & Governance Committee minutes of February 9, 2021 (addendum 9.b)
---------	---



c) EXTERNAL RELATIONS COMMITTEE

50 - 51	i) External Relations Committee minutes of February 18, 2021 (addendum 9.c)
---------	---



d) STRATEGIC PLANNING & CORPORATE AFFAIRS 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 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 disclosure in *Division 1, Part 1, of the Freedom of Information and privacy (FOIP) (s. 16 to 29)*.

17. ADJOURNMENT

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 8, 2021, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

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

ABSENT: Nil

CALL TO ORDER: Mayor Colby called the meeting of February 8, 2021 to order at 7:01 p.m.

ADDED ITEMS:

ADOPTION OF AGENDA:

Motion 048/21 Motion by Councilor Wilcox to accept the Regular Council agenda of February 8, 2021, as presented. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:

Motion 049/21 Motion by Councilor Green to adopt the Public Hearing minutes of January 25, 2021, as presented. **CARRIED**

Motion 050/21 Motion by Councilor Ratz to adopt the Regular Council minutes of January 25, 2021, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING: Nil

DELEGATIONS: Nil

BYLAWS & POLICIES:

1. Bylaw No. 2013 Homestead Area Structure Plan – 1st Reading – Urban Systems Becky Soby
- Planner B. Soby gave an overview of the report and map; along with the different Residential Land Uses, R1, R2, R3, and RMH.
- Huttco Developments asked for Bylaw No. 2013 Homestead ASP to be given first reading and then it will be sent for a 30 day circulation to adjacent landowners, followed by a public engagement and with COVID restrictions in place they have chosen to do an online website Open House, and will provide a contact email for questions and will advertise and use signage.
- The Homestead ASP will be brought back to public hearing prior to going to Council for second and third reading.

Motion 051/21 Motion by Councilor Allan to give first reading of Bylaw No. 2013 Homestead Area Structure Plan. **CARRIED**

2. Bylaw No. 2012 Electronic Transmission of Documents Bylaw
- CAO McDonnell spoke to the Bylaw stating it allowed the Town to send out the Tax Assessments and Notices via emails; once signed authorization by the resident was given.

Motion 052/21 Motion by Councilor Gil to give first reading of Bylaw No. 2012 Electronic Transmission of Documents Bylaw. **CARRIED**

Motion 053/21 Motion by Councilor Wilcox to give second reading of Bylaw No. 2012 Electronic Transmission of Documents Bylaw. **CARRIED**

Motion 054/21 Motion by Councilor Blair to move to third reading of Bylaw No. 2012 Electronic Transmission of Documents Bylaw. **UNANIMOUSLY CARRIED**

Motion 055/21 Motion by Councilor Rat to give third and final reading of Bylaw No.2012 Electronic Transmission of Documents Bylaw.
CARRIED

3. RFD to Amend the Rates and Fees Bylaw No. 2005 Planning and Development Schedule "C"
- Planning and Developments had an external review in which the recommendation was to approve amending the Rates and Fees Bylaw # 2005 Schedule C, Provincial Fee to include an increase to a maximum of \$560 as per the Safety Codes Fee Schedule.

Motion 056/21 Motion by Councilor Green to give first reading of Bylaw No. 2005 Amended Planning and Development Schedule "C".
CARRIED

Motion 057/21 Motion by Councilor Gil to give second reading of Bylaw No. 2005 Amended Planning and Development Schedule "C".
CARRIED

Motion 058/21 Motion by Councilor Wilcox to move to third reading of Bylaw No. 2005 Amended Planning and Development Schedule "C".
UNANIMOUSLY CARRIED

Motion 059/21 Motion by Councilor Allan to give third and final reading of Bylaw No. 2005 Amended Planning and Development Schedule "C".
CARRIED

NEW BUSINESS: **1. Carstairs Community Development and Economic Partnership – Committee Application Adena Malyk**
- Councilor Ratz spoke to the applicant and asked for a vote.

Motion 060/21 Motion by Councilor Ratz to approve appointing Adena Malyk to the CCDEP Committee for a three year term.
CARRIED

2. Carstairs Public Library Board Application – Sarah Chicquen
- Councilor Green spoke to the applicant and asked for a vote.

Motion 061/21 Motion by Councilor Green to approve appointing Sarah Chicquen to the Carstairs Library Board for a two year term.
CARRIED

COMMITTEE REPORTS: **1. Legislative & Emergency Services Committee**
- Councilor Ratz had nothing to report at this time.
- Next meeting is on Tuesday, February 16, 2021.

2. Strategic Planning & Corporate Affairs Committee
- Councilor Ratz gave an oral report on the January 25, 2021 meeting. Minutes are attached.
- Next meeting is on Monday, February 22, 2021.

3. Policy & Governance Committee
- Councilor Gil had nothing to report at this time.
- Next meeting is on Tuesday, February 9, 2021.

4. External Relations Committee
- Councilor Allan had nothing to report at this time.
- Next meeting is on Thursday, February 18, 2021.

5. Mountain View Regional Waste Commission
- Councilor Green had no report at this time.
- Next meeting is on February 22, 2021.

6. Mountain View Regional Water Commission
- Councilor Blair had nothing to report at this time.
- Next meeting is on February 10, 2021.

7. Mountain View Seniors' Housing
- Councilor Ratz gave an oral report on the January 28, 2021 meeting via Zoom. There have been no further COVID 19 cases, Central Olds and Sundre plan to introduce rapid testing.

They are working on virtual tours to help market the Life Leases and Lodges. There will be a virtual Staff Appreciating meeting on March 21, 2021.

- Next meeting will be held on February 22, 2021.

8. Municipal Area Partnership

- Mayor Colby gave an oral report on the January 30, 2021 meeting.
- Going forward will be attending Mayors of South Central Alberta (MSCA).

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

- Councilor Ratz had no report at this time.
- Next meeting will be held on February 18, 2021.

10. Central Alberta Economic Partnership (CAEP)

- Councilor Ratz had no report at this time.
- Next meeting to be determined. It will probably be a Virtual meeting held sometime in June.

Motion 062/21

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

CARRIED

COUNCILOR REPORTS:

Councilor Ratz

- Attended Mountain View Seniors Housing meeting on January 28, 2021.

Councilor Wilcox

- Attended Parkland Regional Library Advocacy Meeting on January 28, 2021.
- Attended Carstairs Brownies as a guest speaker and talked about Women in Politics on February 4, 2021.

Councilor Allan

- Quiet couple of weeks.

Councilor Green

- Quiet couple of weeks.

Councilor Gil

- Quiet couple of weeks.

Councilor Blair

- Attended MVRWC meetings with the Forensic Engineers and Brownlee LLP on February 8, 2021.

Mayor Colby

- Attended a meeting with Pam Montgomery, and Sharon Lampitt to finish off the video and the letters to give to MLA Nathan Cooper to make copies and forward onto Minister Tyler Shandro and Premier Jason Kenney on behalf of the Carstairs Businesses.

- Attended the Mayors of South Central Alberta (MSCA).

Mayor Hunter sent letter to all parties, MLA Nathan Cooper, Minister Jason Nixon and AUMA President Barry Morishita and Vice President Cathy Heron on behalf of the Southern Alberta Mayors Group.

- Councilor Gil asked the question "what is this group about"? Mayor Colby responded it was about small towns under 5,000 in population in which Mayors came together to discuss problems and concerns and advocate to AUMA. The Mayors comes together as one group to give municipalities a stronger voice to lobby the government.

- The Group has made a video and the Representative will go to Vice President Heron first through AUMA, and then onto the Provincial Government. Councilor Wilcox asked if all of Council would like to be able to see the email as well and be able to view the video. Councilor Ratz stated the video is eighteen minutes in length and will send it out to all of Council.

Motion 063/21

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

CARRIED

CORRESPONDENCE:**1. Letter Mackenzie County – Re: Reopening Recreational and Business Services**

Motion 064/21

Motion by Councilor Ratz to accept the Letter from Mackenzie County as information.

CARRIED**2. Letter James Wilde – Re: Open Pit Coal Mining**

- Councilor Green spoke to the Open Pit Coal Mining and stated that the Energy Minister Sonya Savage has went back to the original policy and had reinstated parts of the 1976 Coal Policy and is now in the process of reviewing the policy in its entirety. Out of the eleven leases that were approved, seven have been reversed and four leases still stand; and the Policy had been reversed at the time they were approved.

- Communities are still getting involved in letting the government know that they have concerns and questions regarding the four remaining leases. Councilor Green stated he would like to send a similar letter to that of High Rivers stating the concern of rescinding the policy that affects public lands and water resources, and requires public consultation first with First Nations, environmental groups, residents of Alberta and property owners and local municipalities. The policy provided protection of water resources and that communities had access to clean drinking water and farmers to protect their livelihoods and that ecosystems remain in their pristine state.

- CAO McDonnell stated now that the 1976 Coal Policy has been reinstated, it might be an option to refer the Open Pit Coal Mining and Policy to one of the Committees to monitor and have Administration bring any information forward to the Committee. Once the Province has acted then the Committee may submit their information to Council.

Motion 065/21

Motion by Councilor Green to bring forward the 1976 Coal Policy and Information to the Legislative Services subcommittee and to be updated by Administration and to bring their recommendations to Council.

CARRIED**3. Letter Municipal District of Bonnyville – Re: Need for a Stronger Canadian Municipal Advocate**

Motion 066/21

Motion by Councilor Wilcox to accept the Letter of Municipal District of Bonnyville as information.

CARRIED**4. Town of High River – Re: Reinstatement of the 1976 Coal Development Policy**

Motion 067/21

Motion by Councilor Green to accept the letter from the Town of High River on the Reinstatement of the 1976 Coal Development Policy as information.

CARRIED**CAO'S REPORT:****1. CAO McDonnell had nothing to report at this time.****COUNCILOR CONCERNS:**

1. Councilor Gil had a concern from a resident who brought up the new Fire Department being moved to the east side of the track. He questioned if a fire truck should be left on the west side of track and to cover the west part of Town in case of a fire. CAO McDonnell commented that they had been in discussion of the possibility of doing this.

2. Councilor Wilcox stated that she had received positive feedback from groups as minor hockey, dance, and skating on how they appreciated that the Town has kept in contact with them on the COVID restrictions and the ice removal at the Memorial Area.

Motion 068/21

Motion by Councilor Gil to accept all Councilor concerns as information.

CARRIED

**PUBLIC QUESTION
PERIOD:**

1. Pam Montgomery thanked the Zamboni Operators who have been clearing off the Scarlett Ranch outdoor Skating Rink and continue to do such a good job despite the freezing temperatures, a huge thank you goes out to them.

2. Pam Montgomery also asked Councilor Ratz if he would like to mention the CCDEP members and their hard efforts.

3. Councilor Ratz praised the efforts of Rod Varney, Sharon Lampitt, Terry Folk and Pam Montgomery for their efforts with CCDEP. These good people braved the weather and visited community businesses to obtain letters and make a video in short notice of one week to send to MLA Nathan Cooper in support of small businesses opening during COVID 19.

4. Councilor Gil asked if anyone else had received a notice in the mail about the need for a Pet Shop in Carstairs and a link to answer a Survey in regards to this.

**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).

Items 1. Financials
Item 2. Personnel
Item 3. Land Purchase

Motion 069/21

Motion by Councilor Allan that Council closes the meeting to the Public at 7:46 p.m. to discuss closed session items.

CARRIED

Motion 070/21

Motion by Councilor Ratz to come out of the closed meeting session at 8:50 p.m.

CARRIED

NEXT MEETING:

Monday, February 22, 2021

ADJOURNMENT:

Motion 071/21

Motion by Councilor Wilcox to adjourn the meeting of February 8, 2021 at 8:50 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO

**MINUTES OF THE SPECIAL COUNCIL MEETING
JOINT PUBLIC HEARING
MOUNTAIN VIEW COUNTY & TOWN OF CARSTAIRS
BYLAW NO. 2011 INTERMUNICIPAL DEVELOPMENT PLAN
WEDNESDAY, FEBRUARY 10, 2021, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

CALL TO ORDER: Mayor Colby called the Town of Carstairs Special Meeting of February 10, 2021 to order at 1:00 p.m.

ATTENDEES: Mayor Colby, Councilors Blair, Wilcox, Green, Allan, (Via Zoom), Ratz, and Gil, CAO Carl McDonnell, Director Planning and Development Rob McKay, and Executive Assistant Brenda Coles

ABSENT: Nil

Reeve Beattie welcomed the Town of Carstairs Mayor, Councilors and staff to the meeting.

Mayor Colby confirmed the following Town Council members are logged in and participating on Zoom.

Councilor Rick Blair
Councilor Shannon Wilcox
Councilor Bob Green
Councilor Dean Allan
Councilor Marty Ratz
Councilor Al Gil

Mayor Colby reconvened the Town of Carstairs Special Council Meeting.

Mayor Colby confirmed that the Town is ready to proceed with the Joint Public Hearing and that Reeve Beattie will Chair the Joint Public Hearings.

Reeve Beattie discussed the process for the electronic meeting.

Reeve Beattie opened the Joint Public Hearing regarding Bylaw No. 01/21 MVC and Carstairs Intermunicipal Development Plan and read the Bylaw.

Mayor Colby opened the Town of Carstairs Joint Public Hearing and read the purpose of Bylaw 2011 – Inter municipal Development Plan.

Margaretha Bloem, Director of Planning and Development Service, Mountain View County, provided a joint presentation that is included in the Agenda package and was shared on the screen. She provided an overview of the proposed IDP Bylaw and discussed the following:

- Area covered by the IDP
- Urban Fringe Area
- Referral Area
- The unique set of Policies applies to each of these areas and they are summarized.
- Environment, Infrastructure, Economic Development, Entranceway Corridor Highway 2A and 581.
- Annexation
- Plan Administration: Referral and Circulation Process, Issues arising from Circulations.
- Dispute Resolution

Margaretha Bloem advised that all correspondence received was provided in the Agenda Package.

Margaretha Bloem confirmed that the Town of Carstairs Administration is present to answer any questions regarding Bylaw No. 01/21 MVC and Carstairs Inter-municipal Development Plan and Town of Carstairs Bylaw 2011.

Reeve Beattie advised that comments from the pre-registered speakers would be heard at this time.

Name: Gwen, Don & Josh Day, Address: SW and NW 7, S9, T30, R1, W 5th – Opposed

Presentation time of 5 minutes.

Gwen Day introduced herself and thanked the Councils for including the shooting facility in the Inter-municipal Development Plan and commended the Committee for the work done. The previous Bylaw 07 was a 20 year growth plan and ended at Range Road 19 east of the property and 10 years later the approach was further to the west of them. They have received complaints from West Highland's residents and the development has not even been completed. Concern that another quarter section west will press their boundaries; stating if the annexation must be done, noting Calgary Airport has put a caveat on each property abutting the airport regarding impacting noise on the area.

G. Day asked that it would be a consideration to put a caveat on each property butting up against their property. In redoing of the development permit circulation, if the Town is developing west further than West Highland that they would be notified of this in writing.

G. Day stated they were not opposed to the whole IDP, only the one quarter to the west, and would prefer not to be included in the fringe area, or referral area or any plans or ASP's, but to remain on the west side of Town as in 2007 IDP.

Reeve Beattie stated that the Wessex Area Structure Plan was rescinded this morning and is no longer a concern.

Name: Vicki Penner, Address: Non-Stated

No comment, V. Penner stated that her only concern was it was getting closer to where she lived.

Reeve Beattie asked if anyone else in the meeting wished to speak. No one came forward or hands raised their hands.

Reeve Beattie asked if Councilors from either Council had any questions.

Council questions resulted in the following information:

Councilor Al Kemmere asked the question, how the County and Town address Gwen Days in regards to the fringe or referral areas.

Director Margaretha Bloem, Planning and Development advised Councils to refer to page 104, policy item 5 conditions. Standard notification would be given to the Days if redesignation under the Land Use occurred is within a half mile radius for the property; a proposal with a more significant impact a mile from the property would receive notification and would be determined by the staff at that time.

Councilor Al Kemmere asked the question, again how the Town of Carstairs would deal with the one mile distance to a specific referral statement. CAO McDonnell responded that within the document the Town would notify MVC and request from them the properties that would need to be circulated to and have either the County circulate the information or the Town would. That this process goes both ways and upon the County receiving the document they would notify the Town of Carstairs for properties to circulate to.

Councilor Peggy Johnson asked for clarity on Page 142 regarding the written comments of TCA Energy. Is the thick purple line at the bottom half of map the pipeline being referred to and for clarity on the developers and landowners for development adjacent to pipelines? Director Margaretha Bloem referred to the TC Energy Pipeline in yellow on Page 146 of the Context Map; advising yes, the yellow line through the south portion of Carstairs and the pipeline is in the development area.

CAO Carl McDonnell stated that the Town would have no objection to notifying the property owner in a one mile radius, as to the placing of caveats on property in regards to noise, the Town would not put on unless it fell under the Town's boundaries; right now it would be up to the County.

Reeve Beattie asked if anyone wished to speak in favour or opposition to the Bylaw. No one came forward.

Reeve Beattie asked a second time if anyone wished to speak in favour or opposition to the Bylaw. No one came forward.

Reeve Beattie asked if Councilors from either Council had any questions. No one came forward.

Hearing no further comments Reeve Beattie closed the Public Hearing for Mountain View County Bylaw No. 01/21 MVC Intermunicipal Development Plan (IDP) at 1:31 pm.

Mayor Colby closed the Public Hearing for the Town of Carstairs Bylaw 2011 Intermunicipal Development Plan (IDP) at 1:31 pm.

The Town of Carstairs Mayor and Councilors left the Zoom Meeting at 1:31 p.m.

ADJOURNMENT:

Mayor Colby adjourned the Special Council meeting of February 10, 2021, at 1:43 p.m.

Lance Colby, Mayor

Carl McDonnell, CAO

BYLAW No. 2011

A BYLAW OF THE TOWN OF CARSTAIRS to adopt the Town of Carstairs/Mountain View County Inter-Municipal Development Plan.

WHEREAS, the requirements of Section 631(1) of the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26, provides that two or more Councils may, by each passing a Bylaw, adopt an Inter-Municipal Development Plan;

AND WHEREAS, Council deems it desirable to adopt an Inter-Municipal Development Plan with Mountain View County;

AND WHEREAS, Council recognizes that the lands contained within the Inter-Municipal Development Plan will remain under the jurisdiction of Mountain View County, and that the Inter-Municipal Development Plan provides a basis for cooperation and communication on matters of mutual interest;

AND WHEREAS, notice of the proposed Bylaw and Public Hearing was given pursuant to Section 606 (2) of the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26;

AND WHEREAS, a joint Public Hearing into the proposed Bylaw is scheduled for and will be held on **February 10, 2021 via electronic means**.

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:

That the Town of Carstairs/Mountain View County Inter-Municipal Development Plan, as attached and forming part of the bylaw be adopted.

This Bylaw repeals Bylaw No. 925.

This Bylaw comes into force and effect on the date of the final passing thereof.

READ A FIRST TIME THIS 11TH DAY OF JANUARY, A.D., 2021

JOINT PUBLIC HEARING ON THIS 10TH DAY OF FEBRUARY, A.D., 2021

READ A SECOND TIME THIS 22ND DAY OF FEBRUARY, A.D., 2021

READ A THIRD AND FINAL TIME THIS 22ND DAY OF FEBRUARY, A.D., 2021

Lance Colby, Mayor

Carl McDonnell, CAO



CARSTAIRS-MOUNTAIN VIEW COUNTY

Intermunicipal Development Plan



Mountain View
C O U N T Y



Table of Contents

1.0 Introduction	2
Background.....	2
Purpose	2
Legislative Context	2
Interpretation of the Plan.....	3
2.0 Strategic Direction.....	4
Principles	4
Key objectives.....	4
3.0 Plan Area	5
4.0 Land Use and Growth Management	6
Agriculture.....	6
Environment	6
Infrastructure.....	6
Economic Development	7
Land Use	7
Annexation	8
5.0 Plan Administration and Implementation	10
Intermunicipal Cooperation Committee.....	10
Plan Adoption and Authority	10
Plan Review and Amendment	10
Procedure to Repeal	11
6.0 Referrals and Circulation Process.....	12
7.0 Dispute Resolution	14

1.0 Introduction

Background

Mountain View County (the County) and the Town of Carstairs (the Town) adopted an Intermunicipal Development Plan in 2007. Since 2007 much has changed with not only the local context, but also provincial planning legislation, defining new requirements for intermunicipal planning under the Municipal Government Act (MGA). This Intermunicipal Development Plan (the Plan) has been developed as a collaborative effort between the County and Town, establishing parameters for the mutually beneficial development of lands and coordination of infrastructure and service delivery in and around the Town.

Land use decisions made by the Town and County affect and influence each other. A lack of collaboration can lead to decisions that introduce potential conflict between urban and rural activities and minimize coordination of infrastructure and service delivery. A strong IDP establishes positive relationships that are bolstered through consistent and open communication, providing opportunities to achieve mutually beneficial goals that improve the quality of life for citizens of the entire area.

Purpose

The purpose of the Plan is to collectively enable appropriate development and support the unique characteristics of both partners. This represents a cooperative framework for addressing matters of joint interest to the Town and County through a comprehensive plan and process that minimizes potential conflict between the partners.

The Plan is a formal, statutory plan and focused on land use and development decisions in the Plan Area. The Plan is a high-level planning document that guides future growth and development and is focused on setting clear expectations and agreements around:

- How development will proceed in the Plan Area
- How the partners will continue to work together
- How infrastructure requirements accommodate development in the Plan Area

Legislative Context

The Plan meets the legislative requirements as spelled out in the MGA, which provides the legislative framework for all Intermunicipal Development Plans in Alberta. The Plan complies with the following requirements outlined in the MGA:

- Future land uses within the area
- The manner of and the proposals for future development in the area
- The provision of transportation systems for the area
- Coordination of relevant intermunicipal programs and services related to the physical, social, and economic development of the area
- Accommodate environmental matters within the area
- A procedure to resolve any conflict between the partners

- A procedure to amend or repeal the plan
- Provisions relating to administration of the plan

The MGA also requires that any Intermunicipal Development Plan be consistent with any approved regional plan. The Plan Area is located within the Red Deer Regional Plan area, which is not yet complete. When the Regional Plan is adopted, the IDP will be reviewed to ensure consistency. Where any policy conflicts exist, this Plan will be amended.

The MGA identifies the Intermunicipal Development Plan as the highest order of municipal statutory plan and all other municipal plans affecting lands within the defined Plan Area shall be consistent with the policy direction contained in the Plan. The Plan has been created to guide all future planning initiatives, which will follow policy direction within this document.

Interpretation of the Plan

The Plan has a forty (40) year timeframe and reflects the current perspective on development conditions. It is a living document that will be updated and adjusted over time to ensure it retains its relevance and remains reflective of the Plan Area.

The Plan is divided into multiple sections to simplify its use, but the Plan needs to be considered as a comprehensive whole to fully understand its application on the Plan Area. Any interpretation of the Plan must acknowledge its long-term nature and implementing the policy direction requires open communication between the partners.

The maps contained within the Plan are intended to provide support and aid the interpretation of the policies. Boundaries and locations denoted by symbols, as illustrated in Figure 2, are approximate and are not intended to define exact locations.

2.0 Strategic Direction

The Plan represents an agreement between the Town and County for lands within the Plan Area over the next 40 years and an opportunity to coordinate shared objectives for future development around the following principles that will serve to harmonize expectations between the partners.

Principles

1. Strengthening intermunicipal relationships with a commitment to working collaboratively through effective and ongoing coordination, and communication.
2. Respecting the autonomy of each other's decisions.
3. Acknowledging the importance of agricultural viability through promoting and agricultural activity.
4. Encouraging ongoing dialogue to understand the unique needs and aspirations of both municipalities and reduce potential conflicts.
5. Promoting orderly development patterns and the coordination of infrastructure requirements within the Plan Area.
6. Supporting economic development that strengthens the region.

Key objectives

- Meet the requirements of the MGA.
- Preservation and protection of Environmentally Significant Areas.
- Provide local context for land use decisions.
- Enable both parties to jointly consider the effects that any development in one municipality might have on the other.
- Promote effectiveness, efficiency, and transparency in coordinating intermunicipal services, facilities, and infrastructure.

3.0 Plan Area

Establishing an effective Intermunicipal Development Plan requires defining a geographic area that reflects both the individual and mutual interests of the partners. The Plan Area is defined in Figure 1 as:

- Fringe Area
 - The Fringe Area are those lands in the County that shall be set aside to accommodate the future growth of the Town over the next forty (40) years. These lands may be annexed into the Town to accommodate the need for residential, commercial, and industrial lands as the need emerges and can be justified based on the criteria highlighted in Section 4.0: Annexation policies.
- Referral Area
 - The Referral Area includes lands in the County that are not intended to accommodate the future Town expansion through annexation over the course of the forty (40)-year plan horizon. Planning matters in these areas shall be referred to the Town.

As part of the process to prepare the Plan, a review of the IDP Study Area was undertaken to identify land use, as well as physical and environmental features that represent constraints on future development opportunities, illustrated in Figure 2, which include:

- Environmentally sensitive areas (i.e. wetlands, steep slopes, etc.) that limit development potential of the land.
- Oil and gas facilities and pipelines, and their associated setbacks, that must be considered as part of any development application.
- Development setbacks that are associated with existing sewage lagoon facilities that limit the type and intensity of development.
- Existing land uses that may generate impacts on the adjacent municipality.

4.0 Land Use and Growth Management

Municipalities are tasked with the responsibility to determine future land use patterns for their jurisdictions under the MGA. Both the Town and County have adopted Municipal Development Plans (MDP) that identify future land uses and policies to guide development of their respective lands. Each municipality has a Land Use Bylaw (LUB) that is used to implement the policy direction through land use and development regulations.

Policies

The following general policies apply to the Fringe Area and Referral Area, as identified in Figure 1.

Agriculture

1. Respect the “right to farm” of agricultural operators to pursue activities associated with extensive agriculture without interference or restriction based on their impact on adjacent uses.
2. No new or expanded confined feeding operation shall be supported within the Fringe Area or the Referral Area as identified in Figure 1.
3. Land use policies in the IDP minimize conflict of future growth needs of the Town and agricultural uses are safeguarded from premature development.

Environment

1. Development proposed on lands identified as Environmentally Significant Areas shall require the appropriate level of environmental site assessment, biophysical analysis, and mitigation strategy in accordance with the County's MDP, Policies and Procedures, and Land Use Bylaw.
2. Development shall include the appropriate management of storm water runoff and drainage so that adjacent lands are not negatively impacted by changes in drainage volumes and patterns.

Infrastructure

1. The Town and County shall share information to ensure a safe and efficient transportation network can be developed and maintained to service the residents and businesses.
2. When subdivisions are approved, all right-of-way requirements will be secured to ensure that long-term transportation and utility plans can be implemented when warranted.
3. The Town and County acknowledge that the growth and expansion of the Town is dependent on the extension of water and wastewater services to development within the Town, and both municipalities agree to work together to ensure the corridors for these services are protected.
4. The County may apply to the Town for connection to municipal water and wastewater services for new developments that require access to these services.
5. The Town agrees to accommodate connection to water and wastewater services through the execution of an agreement under the Master Agreement. Any application for connection to Town water and/or wastewater shall require the development of a sub-agreement and is subject to the requirements of the Mountain View Regional Water Services Commission and Alberta Environment.

6. The Town and County acknowledge that the development of the oil and gas industry has played an integral part in the development of the region. Both municipalities will work with the oil and gas industry to ensure that the orderly development of the Plan Area is not unduly restricted by the development of oil and gas infrastructure, including pipelines.
7. Notice of major infrastructure servicing proposed by one municipality shall be provided to the other.

Economic Development

1. Through the respective MDPs, the Town and County shall ensure that their combined land use patterns provide a suitable inventory of lands for commercial and industrial development. This includes a range of choice for potential activities relative to variable parcel sizes, access and visibility along major travel corridors, available municipal services, and levels of servicing.
2. Both municipalities shall work towards diversification of local economic sectors to increase employment opportunities and increase the size of the non-agricultural and non-residential assessment base.
3. The Town shall focus on residential, commercial, and industrial lots requiring municipal water and wastewater services within the Town boundary, as directed through an ASP, while the County shall focus on residential, commercial, and industrial lots that can be accommodated with on site servicing.
4. The Town and County Administrations may bring forward to ICC development proposals located in the Fringe Area or the Referral Area that benefit both municipalities that is not contemplated in the Plan's Land Use Policies.
5. The quarter sections on either side of Highway 2A and Highway 581 within the Fringe Area and Referral Area shall have special consideration for visual appearance. The County shall apply the County Land Use Bylaw and Business, Commercial and Industrial Guidelines when considering new development permit applications.

Land Use

The following land use policies apply to the IDP Fringe Area and the IDP Referral Area as identified in Figure 1. These policies identify future land use, subdivision and development opportunities and do not require landowners to develop.

Fringe Area Policies

1. The Fringe Area shall be the priority area for future annexations by the Town. It is expected that the lands within the Fringe Area will be annexed to the Town in blocks (one or more quarter sections at a time) based on justified need for additional residential, commercial and industrial lands in accordance with Annexation Policies of the IDP. The timing and identification of portions of the Fringe Area for future annexations shall be determined through consultations between the Town and County.
2. To preserve large blocks of land for efficient, economical design as part of a future urban area and to avoid impeding the ability of the Town to grow, subdivision and development in the Fringe Area shall be limited.

3. Use and development of the lands identified as Fringe Area on Figure 1 shall be based on the current designations under the County's Land Use Bylaw that are in place as of the date the IDP is adopted.
4. Changes in land use designation and subdivision of lands identified as Fringe Area on Figure 1 shall only be considered to facilitate a "first parcel out" from a quarter section in accordance with the Agricultural Land Use Policies of the County's MDP.

Referral Area Policies

1. The lands in the County that are identified as Referral Area on Figure 1 are not intended to accommodate Town growth within the 40 year time frame of the IDP, but are of interest to the Town due to the impact that development on these lands may have on the Town.
2. Planning matters such as proposed changes in land use and subdivision within the Referral Area shall be referred to the Town.
3. Use and development of land within the Referral Area shall be based on the land use designations of the County's LUB.
4. Changes in land use designation and subdivision of lands identified as Referral Area on Figure 1 shall be considered in accordance with the policies of the County's MDP.
5. Changes in land use designation, subdivision, and development in proximity to the shooting facility should consider offsite impacts.

Annexation

At the time this Plan was created, the Town has a land supply within its boundary to accommodate a minimum of twenty years of growth. The Plan acknowledges that growth rates and development pressures for both the Town and County will vary over time, but it is important to provide direction for any planned transition of lands within the Plan Area from one jurisdiction to another.

1. The County recognizes and agrees that annexation of lands from the County by the Town to provide additional land for Town growth shall be needed from time to time.
2. Either municipality may put forward an annexation proposal.
3. Where annexation is proposed by either municipality, efforts shall be made to ensure that affected landowners, meaning those whose land is proposed to be transferred to the Town or the County's jurisdiction, are notified prior to the public.
4. Annexation proposals shall be reviewed by the ICC prior to submission of a Notice of Intent to the respective Councils and the Municipal Government Board.
5. The Town and County shall endeavour to reach an intermunicipal agreement on the annexation prior to submitting the annexation to the Municipal Government Board.
6. In evaluating the appropriateness of an annexation proposal, the following criteria shall be considered and documented in a supporting report. These are the Principles of Annexation, modified from Municipal Government Board - Board Order No. MGB 123/06:

- a) The proposed annexation must not impede the ability of either municipality to achieve rational growth directions, cost effective utilization of resources, fiscal accountability, and attaining all purposes of a municipality, as described in the MGA.
- b) Annexations must be supported by growth projections that demonstrate that the Town does not have sufficient lands within the Town boundary to facilitate twenty (20) years of projected growth.
- c) Annexation proposals must demonstrate consideration of the following:
 - a. Reasonable development densities
 - b. Accommodation of a variety of land uses
 - c. Logical extension of growth patterns
 - d. Logical extension of transportation and infrastructure serving both municipalities
 - e. Reasonable growth options within both municipalities
 - f. Cost-effective, efficient, and coordinated approach to the administration of services for both municipalities
 - g. Sensitivity and respect for key environmental and natural features
- d) Neither the annexation, nor its conditions, should infringe on the autonomy given to municipalities through the MGA, including accommodating existing agricultural and agricultural related uses and their continued operation.
- e) A proposed annexation must consider the financial impact on both municipalities.
- f) A proposed annexation should be aligned with and supported by this Plan (or its replacement) and all other applicable Plans of each municipality, including, but not limited to:
 - a. Red Deer River Regional Plan (as completed and adopted)
 - b. Intermunicipal Collaboration Framework
 - c. Municipal Development Plans
 - d. Economic Development Plans
 - e. Any other related infrastructure master plan
- g) A thorough communication and engagement process must form an essential component of any proposed annexation, ensuring effective consultation occurs with the following key stakeholders:
 - a. Council and Administration of both municipalities
 - b. Affected landowners within the proposed annexation area
 - c. Inter-agency consultation with other institutions providing services in the area (e.g. school board, health authority, utility service providers, etc.)
 - d. Citizens within each municipality
- h) Any conditions of annexation are certain, unambiguous, enforceable, and time sensitive.

5.0 Plan Administration and Implementation

Effective implementation is dependent on ongoing and proactive communication and strong relationships. This section provides clarity on the agreed upon processes, roles, and timelines for collaboration.

Policies

Intermunicipal Cooperation Committee

1. The Intermunicipal Cooperation Committee (ICC) formed under the Town of Carstairs and Mountain View County Intermunicipal Collaboration Framework Master Agreement shall be the primary forum for discussing matters relating to the IDP and shall conduct their meetings and decision making based on protocols and processes outlined in the Master Agreement.
2. The mandate of the ICC with respect to the IDP shall include discussion and consideration of the following:
 - a. Making recommendations to both Councils on intermunicipal matters related to land use planning that are referenced to the ICC by either municipality.
 - b. Monitoring the progress of the IDP.
 - c. Reviewing any proposed annexations.
 - d. Reviewing any proposed amendments to the IDP.
 - e. If necessary, assisting with the resolution of disputes in accordance with the IDP policies.

Plan Adoption and Authority

- The Plan shall be adopted by bylaw by the Town and County in accordance with the MGA.
- In the hierarchy of statutory plans, the Plan shall take precedence over the other municipal statutory plans and policies, except where IDP policies rely on other statutory plans and policies.
- The Town and County shall each bear responsibility for the administration and decisions on all statutory plans and LUB amendments falling within their own jurisdiction. Each municipality shall act as the Approving Authority within their own municipal boundaries.

Plan Review and Amendment

1. The ICC shall authorize Administration to proceed with a review on ten (10)-year intervals, or on an as-needed basis as mutually determined by both Councils.
2. In the circumstance that a repeal of the Plan be considered necessary, both municipalities agree to repeal the existing Plan, replacing it with a new Intermunicipal Development Plan as required.
3. An amendment to the IDP may be proposed by either municipality. Any proposed amendment should first be presented to the Administration of the other municipality to facilitate review. If

supported by the receiving municipality, the proposed amendment shall be forwarded for discussion at an ICC meeting.

4. Upon adoption of the Red Deer Regional Plan, the ICC will review any potential impacts and discuss amendments necessary for compliance.
5. Following the conclusion of any annexation process or change in municipal boundaries, the IDP map and text impacted by the change in municipal boundaries shall be amended.
6. An amendment to the IDP has no effect if not adopted by both municipalities by bylaw pursuant to the MGA.

Procedure to Repeal

1. If either municipality deems the current IDP is no longer workable or not in their interests, the municipality may initiate the process to repeal the current IDP.
2. The following procedure to repeal the current IDP shall be applied:
 - a. The municipality wishing to repeal the current IDP shall give the other municipality written notice of its intention to repeal its bylaw adopting the current IDP.
 - b. Within thirty (30) days of the date of written notice being forwarded to the other municipality, an ICC meeting shall be convened at which meeting the municipality initiating the repeal process shall provide its reasons for doing so.
 - c. Following the ICC meeting, the municipality initiating the repeal process may either withdraw its intention to repeal the current IDP by giving written notice to the other municipality or the two municipalities may agree to proceed with an option as identified by the Municipal Government Act.

6.0 Referrals and Circulation Process

The mutual referral of planning and development applications, policy plans, and other relevant studies is essential to the proper administration of this Plan and for effective coordination of planning across municipal boundaries. This requires establishing a process for the referral of plans, amendments, and applications within the Plan Area.

Policies

1. Notwithstanding that the policies of the IDP only apply to the lands contained within the IDP Area, the Town agrees to refer planning matters to the County when lands are adjacent to the County boundary or as required in the Town's Land Use Bylaw. The matters to be referred shall include:
 - a. Subdivision applications when not located within an area structure plan.
 - b. Land use bylaw amendments and redesignations.
 - c. New area structure plans or amendments to an existing area structure plan.
 - d. New area redevelopment plans or amendments to an existing area redevelopment plan.
 - e. Amendments to the Town's Municipal Development Plan where the lands subject to the amendment is adjacent the Town boundary as shown on Figure 1.
2. The County agrees to refer planning matters that apply to lands within the IDP Area as shown on Figure 1 to the Town. The matters to be referred shall include:
 - a. Subdivision applications.
 - b. New area structure plans or amendments to an existing area structure plan.
 - c. New area redevelopment plans or amendments to an existing area redevelopment plan.
 - d. New Concept Plans or amendments to an existing Concept Plan.
 - e. Amendments to the County's Municipal Development Plan where the lands subject to the amendment is within the Fringe Area or Referral Area as shown on Figure 1.
 - f. Discretionary use development permits within the Fringe Area or Referral Area as shown on Figure 1.
3. Circulations shall be sent to each Administration with the expectation that comments shall be provided from an Administrative perspective. Each municipality shall offer comments from the perspective of specific implications that have a high likelihood of affecting their own planning efforts around land uses, development, and infrastructure and compliance with the IDP policies. General observations and advice on issues that have no bearing on the planning efforts of the commenting municipality shall be avoided.
4. The Administration receiving the circulation shall be given at least 21 calendar days to submit their comments and shall make their comments in writing within the 21 calendar day period, except for discretionary use development permits that shall be circulated at least 14 calendar days. The CAO of the municipality sending the referral may agree to an extension of the review period and where an extension is provided it shall be communicated in writing.
5. When issues are raised through the referral and circulation process, they shall be addressed using the process steps described below. While these steps are underway, the municipality having jurisdiction over the matter should not proceed with making a decision.

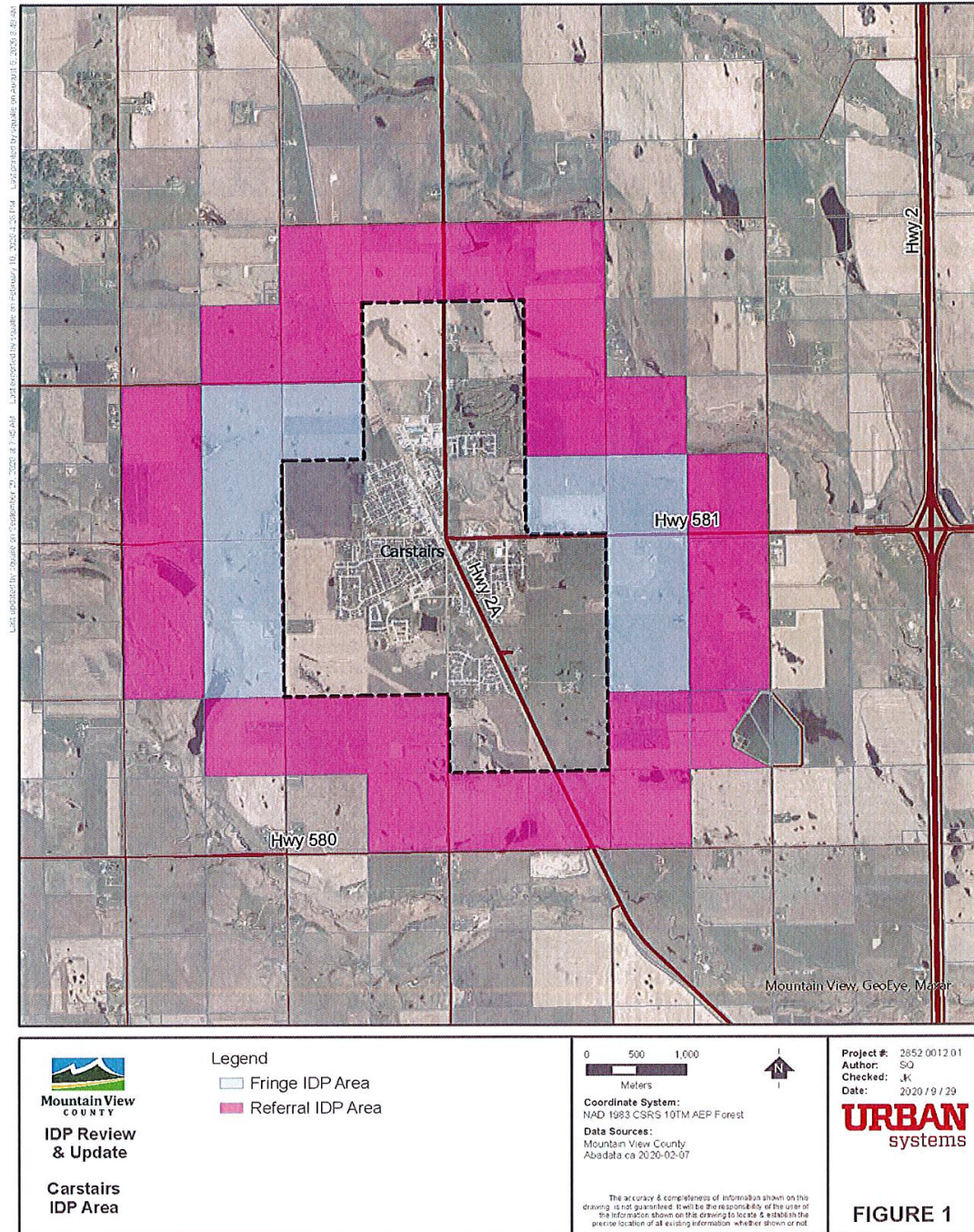
- Step 1: Once an issue is identified, the Administration of the municipality having jurisdiction shall provide the other municipality's Administration with all available information concerning the matter.
- Step 2: The Administration of the commenting municipality shall evaluate the matter and provide written comments to the other municipality.
- Step 3: Every attempt shall be made to discuss the issue with the intent of arriving at a mutually acceptable resolution.
- Step 4: If an agreement or understanding on how to approach the issue is reached, the Administration of the commenting municipality shall indicate same to the Administration of the other municipality in writing. If no agreement can be reached, the matter shall be referred to each Council to determine if the dispute resolution process is to be used. This step shall not apply to referrals of subdivision applications and discretionary use development permits.

7.0 Dispute Resolution

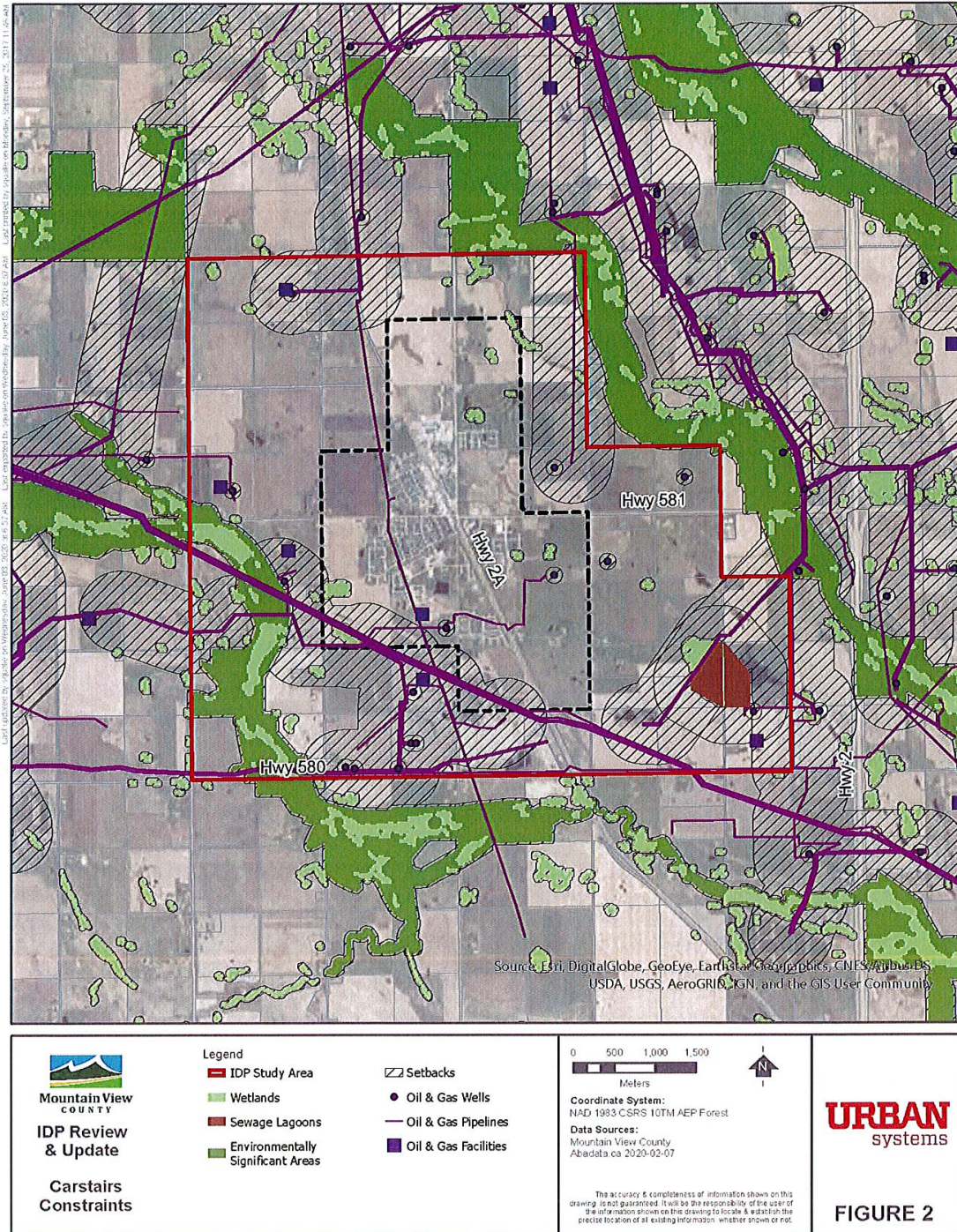
Both Partners acknowledge the preference to avoid and minimize disputes, however despite the best efforts of both municipalities, it is understood that disagreements may arise.

Policies

1. The Town and County agree that disputes relating to matters covered by the IDP shall be restricted to the following:
 - a. Lack of agreement on any proposed amendment to the IDP.
 - b. lack of agreement on any proposed statutory plan, land use bylaw or amendment to either located within or affecting the IDP Area.
 - c. Lack of agreement on an interpretation of the IDP.
2. Lack of agreement on the matters listed above is restricted to a statutory plan, land use bylaw or amendment to either where first reading of a bylaw is given by one Council and which the other Council deems to be inconsistent with the policies of this IDP or detrimental to their planning interests as a municipality.
3. A dispute on a matter not listed above may be referred to the appropriate authority or appeal board that deals with that issue.
4. The dispute resolution process of the IDP may only be initiated by Town Council or County Council.
5. Dispute Resolution will align with Step 1 (Negotiation) and Step 2 (Mediation) of the Intermunicipal Collaboration Framework Master Agreement held between the two parties. If mediation does not resolve the dispute, the Municipality may proceed with the Bylaw adoption process allowing the other Municipality to appeal to the Municipal Government Board at their discretion.
6. The municipality initiating a dispute may withdraw their objections at any time. The municipality initiating the dispute shall provide written confirmation that the dispute is withdrawn to the other municipality.
7. Both municipalities agree that time shall be of the essence when working through the dispute resolution process.



H:\Projects_EDM\2020\12\01\IDP\Design\IDP\Projects\Fm\Projects\IDP_Figure1.spx\Carstairs IDP Area



BYLAW NO. 932

**A BYLAW OF THE TOWN OF CARSTAIRS TO ESTABLISH AN
INTERMUNICIPAL PLANNING COMMISSION**

WHEREAS Section 626 of the Municipal Government Act, R.S.A. 2000, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish an Intermunicipal Planning Commission;

AND WHEREAS said agreement must provide for the procedure and conduct of the Intermunicipal Planning Commission, and the functions and duties of its members;

AND WHEREAS the Council of Carstairs deems it necessary to establish an Intermunicipal Planning Commission to hear subdivision and/or development appeals within the Fringe Area of the Intermunicipal Development Plan between the Town of Carstairs and Mountain View County;

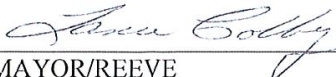
NOW THEREFORE the Council of Carstairs duly assembled, hereby enacts as follows:

1. This Bylaw may be cited as the "Carstairs Intermunicipal Planning Commission Bylaw".
2. An Intermunicipal Planning Commission is hereby established.
3. The Council of the Town of Carstairs is hereby authorized to enter into an agreement with Mountain View County to provide for the following:
 - a) the procedure and conduct of the Intermunicipal Planning Commission and its members;
 - b) the functions and duties of the Intermunicipal Planning Commission; and
 - c) the dissolution of the Intermunicipal Planning Commission

READ A FIRST TIME this 11th day of February, 2008.

READ A SECOND TIME this 11th day of February, 2008.

READ A THIRD AND FINAL TIME this 11th day of February, 2008.


MAYOR/REEVE


CHIEF ADMINISTRATIVE OFFICER

BYLAW NO. 933

**A BYLAW OF THE TOWN OF CARSTAIRS TO ESTABLISH AN
INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

WHEREAS Section 627 of the *Municipal Government Act*, R.S.A. 2000, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS said agreement must provide for the procedure and conduct of the intermunicipal subdivision and development appeal board, and the functions and duties of its members;

AND WHEREAS the Council of the Town of Carstairs deems it necessary to establish an intermunicipal subdivision and development appeal board to hear subdivision and/or development appeals within the Fringe Area of the Intermunicipal Development Plan between the Town of Carstairs and Mountain View County;

NOW THEREFORE the Council of Carstairs duly assembled, hereby enacts as follows:

1. This Bylaw may be cited as the "Carstairs Intermunicipal Subdivision and Development Appeal Board Bylaw".
2. An Intermunicipal Subdivision and Development Appeal Board is hereby established.
3. The Council of the Town of Carstairs is hereby authorized to enter into an agreement with Mountain View County to provide for the following:
 - a) the hearing of subdivision appeals and development appeals within the fringe area as identified in the Carstairs Intermunicipal Development Plan as shown in schedule A;
 - b) the procedure and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members; and
 - c) the functions and duties of the Intermunicipal Subdivision and Development Appeal Board.

READ A FIRST TIME this 11th day of February, 2008.

READ A SECOND TIME this 11th day of February, 2008.

READ A THIRD AND FINAL TIME this 11th day of February, 2008.


MAYOR/REEVE


CHIEF ADMINISTRATIVE OFFICER



Box 370
Carstairs, AB T0M0N0
Phone: 403-337-3341
Fax: 403-337-3343
www.carstairs.ca

REQUEST FOR DECISION

Meeting Date:	Feb 22, 2021
Title:	Council Meeting
Agenda:	Disposal of Fire Department Gear

Application & Issue History:

We have 9 Fire Coats and 10 Fire Pants that are no longer in use by the Carstairs Fire Department.

Proposal, Options, Benefits, & Disadvantages:

Gear to be sent to Lacombe County Fire Department to be stored till it can be shipped to Belize with donations from other Fire Departments.

Operational Impact:

Nil

Budgetary Impact:

Nil

Recommendations:

The Fire Department would like the Town Council to approved the donation of our old gear to the Country of Belize

Motion:

Signature of Director: _____



February 9, 2021

Cathy Lensen
QMP Manager
Town of Carstairs
BOX 370
Carstairs AB T0M 0N0

Dear Cathy Lensen:

**RE: 2020 Annual Internal Review
Town of Carstairs - Accreditation No: M000219**

The Town of Carstairs 2020 Annual Internal Review (AIR) for the building, electrical, fire, gas, and plumbing disciplines has been approved. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review.

Should you have any questions, please do not hesitate to call the Accreditation Department. We can be reached toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

Best wishes,

A handwritten signature in blue ink that reads 'PJBurrows'.

Peter Burrows
Acting Administrator of Accreditation

SM

500, 10405 Jasper Avenue
Edmonton, Alberta T5J 3N4

Phone 780.413.0099 / 1.888.413.0099
Fax 780.424.5134 / 1.888.424.5134

safetycodes.ab.ca



2020

Annual Internal Review

Accredited Municipality

Town of Carstairs



2020 Annual Internal Review
Accredited Municipality

Page 1 of 8



2020- Municipal Accreditation

Accreditation Information

Accreditation ID: M000219
 Municipal Name: Town of Carstairs
 Population Size: 4077
 Municipal Type: Town
 Accredited Disciplines: Building, Electrical, Fire, Gas, Plumbing
 Application Disciplines: Building, Electrical, Fire, Gas, Plumbing

QMP Information

QMP	Disciplines Covered	QMP Approved Date	QMP Manager Name (First name , Last name)	QMP Manager Job Title
333	Fire, Gas, Plumbing, Building, Electrical	2019-11-19	Cathy Lensen	Planning and Development Administration

Operational Activity

Activity	Building	Electrical	Fire	Gas	Plumbing	PSDS	Total
Permits Issued	103	119	0	58	36	0	316
Permits Closed	101	107	0	60	43	0	311
Permits Open	41	41	0	11	9	0	102
Inspection Completed	255	187	197	89	82	0	810
Orders Issued	0	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0	0
Variances Issued	0	0	0	0	0	0	0

QMP Administration

a.	Is an accredited agency under contract to provide safety codes services?	Yes
b.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

Fire Incident Reporting

a.	Number of fire incidents reported.	4
b.	Number of fire incidents resulting in injury or fatality.	0
c.	Number of fire investigations completed.	4
d.	Please verify the following	
i.	Fire incidents resulting in injury or fatality are reported to an SCO.	Yes
ii.	Investigation reports are sent to the Office of the Fire Commissioner.	Yes
iii.	Investigation reports are sent to the Office of the Fire Commissioner within 30 days.	Yes
iv.	The Office of the Fire Commissioner is notified immediately if a fire was of an incendiary origin, or resulted in the loss of life.	Yes





Fire Compliance Inspections

Complete the following as it relates to the technical service delivery standards in Schedule C of the municipality's QMP

Major Occupancy Classification	Inspection frequency in Approved QMP	Inspections completed to Frequency
Major Occupancy Classification	On a request or compliant	Yes
A1- Assembly	On a request or compliant	Yes
A2- Assembly	On a request or compliant	Yes
A3- Assembly	On a request or compliant	Yes
A4- Assembly	On a request or compliant	Yes
B1- Detention		
B2- Treatment		
B3 - Care	On a request or compliant	Yes
C - Residential, = 5 family	On a request or compliant	Yes
C - Residential, 5 to 12 family	On a request or compliant	Yes
C - Residential, 12 to 25 family	On a request or compliant	Yes
C - Residential, = 25 family		
D - Business and personal services	On a request or compliant	Yes
E - Mercantile	On a request or compliant	Yes
F1 - High-hazard industrial		
F2 - Medium-hazard industrial	On a request or compliant	Yes
F3 - Low-hazard industrial	On a request or compliant	Yes
Storage Tank Systems - New construction		
Storage Tank Systems - Alterations or removal		
Storage Tank Systems - Monitoring		

Accredited Agency Contract Information

Agency Name	B	EL	F	G	P	PS	Mun. %	Ag. %	Other
IJD Inspections Ltd.		Yes		Yes	Yes		40	60	
IJD Inspections Ltd.	Yes						20	80	
Town of Carstairs			Yes				100		

Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	Yes
i.	The municipality is not in arrears in its remittance of the Council Levy.	No
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes
iv.	Agency contracts are current and up-to-date.	Yes
v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
a. Overall satisfaction.	Yes			
b. Delivery of permit services.	Yes			
c. Delivery of inspection services.	Yes			
d. Timeliness and responsiveness of service delivery.	Yes			





e.	Competency and knowledge of SCOs.	Yes			
f.	Actions taken to improve the delivery of safety codes services.	Yes			
g.	Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.	Yes			

Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

File Information

Discipline: Electrical	Permit Issue Date:	Permit Closure Date:
Issuing Organization:		
Permit Issuer:	DOP Number:	
Inspecting Organization:		
Inspecting SCO:	DOP Number:	

Discipline: Plumbing	Permit Issue Date:	Permit Closure Date:
Issuing Organization:		
Permit Issuer:	DOP Number:	
Inspecting Organization:		
Inspecting SCO:	DOP Number:	

Discipline: Gas	Permit Issue Date:	Permit Closure Date:
Issuing Organization:		
Permit Issuer:	DOP Number:	
Inspecting Organization:		
Inspecting SCO:	DOP Number:	

Discipline: Building	Permit Issue Date:	Permit Closure Date:
Issuing Organization:		
Permit Issuer:	DOP Number:	
Inspecting Organization:		
Inspecting SCO:	DOP Number:	

Discipline: Private Sewage	Permit Issue Date:	Permit Closure Date:
Issuing Organization:		
Permit Issuer:	DOP Number:	
Inspecting Organization:		
Inspecting SCO:	DOP Number:	

File Review

Building	a.	Construction Document Review	
		Was a construction document review required?	
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	



2020 Annual Internal Review
Accredited Municipality



Building	iii.	Plans were reviewed and approved by an SCO with the proper certification. Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
	c.	Orders	
	i.	Was an order issued?	
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	
	iii.	The inspection reports describe the "work in place" at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	The permit was not closed with an unsafe condition.	
	vi.	Did the inspections identify deficiencies?	
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Electrical	a.	Construction Document Review Was a construction document review required? If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification. Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
	c.	Orders	
	i.	Was an order issued?	
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	





Electrical	iii.	The inspection reports describe the "work in place" at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	The permit was not closed with an unsafe condition.	
	vi.	Did the inspections identify deficiencies?	
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Gas	a.	Construction Document Review	
		Was a construction document review required?	
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
	c.	Orders	
	i.	Was an order issued?	
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	
	iii.	The inspection reports describe the "work in place" at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	The permit was not closed with an unsafe condition.	
	vi.	Did the inspections identify deficiencies?	
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Plumbing	a.	Construction Document Review	
		Was a construction document review required?	
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	





Plumbing	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
	c.	Orders	
	i.	Was an order issued?	
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	
	iii.	The inspection reports describe the "work in place" at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	The permit was not closed with an unsafe condition.	
	vi.	Did the inspections identify deficiencies?	
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Private Sewage	a.	Construction Document Review	
		Was a construction document review required?	
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
	c.	Orders	
	i.	Was an order issued?	
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	
	iii.	The inspection reports describe the "work in place" at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	The permit was not closed with an unsafe condition.	
	vi.	Did the inspections identify deficiencies?	
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	



2020 Annual Internal Review
Accredited Municipality

Page 7 of 8



Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

2. Any other general comments, concerns or issues the municipality would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

External audit was completed January 25th to 29th File review not required

Municipal Acknowledgement and Signature

Signature: Cathy Lensen

Date: 2021-02-08

Job Title: QMP Manager

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

For Safety Council Use Only

Administrator of Accreditation Review and Approval

Signature: *PJ Barrows*

Date: 2021-02-10



**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
TUESDAY, FEBRUARY 16, 2021, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Mayor Colby, Councilors Ratz, Green, and Wilcox, CAO Carl McDonnell, and Executive Assistant Brenda Coles.

ABSENT: Nil

CALL TO ORDER: Councilor Ratz called the meeting of February 16, 2021 to order at 7:26 a.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Green to adopt the agenda of February 16, 2021, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Wilcox to adopt the minutes of January 19, 2021 as presented.

CARRIED

UNFINISHED BUSINESS: Nil

DELEGATIONS: Nil

NEW BUSINESS: Nil

REPORTS: **1. Financial Reports**
CAO McDonnell gave the Committee an update on the following Financial Reports for month ending January 31, 2021.

a. Summary Report

- CAO McDonnell commented that the 2021 Budget had not been adopted as yet; so there is only the actuals. The Tax Installment Program (TIPP's) provides the Town with monthly revenue throughout the year. The Town on average has about 2 to 4 NSF cheques per month.

b. Financial Statement

- CAO McDonnell went through the Revenue and Debts as well as the Reserves; stating there were no principal payments on the loans and the Town has not spent any reserves as yet.

- The Auditors should be ready to present at the March 8, 2021 Council meeting.

c. Revenue and Expense Report

d. Capital Report

- CAO McDonnell stated there was nothing for the Capital Listing; the projects discussed at last week's meeting will be added.

CARRIED

2. Development Reports**a. Building Permit Listing**

- The total number of building permits year to date for 2021 is 9 with no new home starts. Mostly renovations for now, the new home starts will start in late March and early April when they are able to dig basements.
- Councilor Wilcox asked when a permit for renovations would be needed.
- Reply, when anything structural is being done, and for electrical and plumbing.

b. Compliance Listing

- The total number of compliances year to date for 2021 is 9 which signify the number of new homes or home that have sold during the year.

CARRIED**3. City Wide Protective Services Monthly Reports****a. Fire Reports**

- Total number of Fire Incidents year to date for 2021 is 18.
- Councilor Green commented on the two grass fires; and Councilor Ratz noted there were five alarms compared to the fourteen that the Town had last year. The alarms are usually from sensors which go off.

b. Bylaw Reports

- Total number of Bylaw Incidents year to date for 2021 is 41; CPO Citation totals year to date is 3; and CPO Warnings totals year to date is 2.
- We have five interviews over Thursday and Friday, Chris last day 19th, and Dave 1st of March. Have been covering off Cremona & Didsbury.

c. Combined Reports

- Councilor Green asked if Didsbury Patrol should be added to the Combined Report.
- Discussion on the pond areas used for skating and the number of patrols. M. Ponesse has done up a video on pond safety; and is contacting both Airdrie and Lake Louise to determine their procedures for their programs. The pond ice should be good given this last cold spell, until things warm up in the next three weeks. The Town will post the thickness of ice, our water levels do not fluctuate, so are less likely to have air gaps.

4. Quarterly Reports**a. Royal Canadian Mounted Police (R.C.M.P.)**

- No report at this time.

b. Citizens on Patrol (COP)

- No report at this time.

5. Emergency Services**a. Carstairs Emergency Management Agency (CEMA) Report**

- Emergency Management Director R. McKay
- Are we going to be doing another table top exercise? Reply, not probably until September.

- Discussion around staff leaving Protective Services and how that will affect CPO's schedules, along with patrolling Cremona and Didsbury and.
- b. Alberta Emergency Management Agency (AEMA) Report
- No report at this time.

6. Reinstatement of the 1976 Coal Development Policy

- CAO McDonnell supplied a link from the Red Deer River Municipal Users Group (RDRMUG) on an update to the 1976 Coal Mining Policy.
- Councilor Green commented that the Province has not reinstated the full 1976 Coal Development Policy and there are 4-6 leases that the Province is allowing to proceed.
- Councilor Green would like a letter be sent to the Ministers involved on behalf of the Town, asking the Province to be forthcoming on what they are doing.
- Councilor Ratz asked what the reasoning behind the letter is. To provide transparency, clarity of what they are trying to achieve, and who would draft the letter:
- CAO McDonnell stated that Minister Savage is supposed to send out information around a timeframe and comment on what the Province plans to do. He suggested waiting until the letter comes out and reply to it. Until then Administration will gather some information on the 1976 Coal Policy for the next meeting.

Motion by Councilor Wilcox to accept all Reports as information.

CARRIED

7. Personnel Evaluations

- No report at this time.

CORRESPONDENCE: Nil

GENERAL DISCUSSION: Nil

NEXT MEETING: Tuesday, March 16, 2021

ADJOURNMENT: Motion by Councilor Wilcox to adjourn the meeting of February 16, 2021 at 8:15 a.m.

CARRIED

Councilor Ratz, Chairperson

C. McDonnell, CAO

**MINUTES OF THE POLICY & GOVERNANCE COMMITTEE
MONDAY, FEBRUARY 9, 2021, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilors Gil, Green, and Allan, CAO Carl McDonnell, Director of Community Services Kirk Willisroft, FCSS Coordinator Lori King, and Executive Assistant Brenda Coles

ABSENT: L. Colby

CALL TO ORDER: Councilor Gil called the meeting of February 9, 2021 to order at 7:26 a.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Green to adopt the agenda of February 9, 2021 as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Allan to adopt the minutes of January 12, 2020 as presented.

CARRIED

UNFINISHED BUSINESS: 1. FCSS Funding Applications 12.c

DELEGATIONS: See under 12.c FCSS 2021 Funding Applications-Lori King

BYLAWS & POLICIES: 1. Bylaw No. 12 "To Prevent Injury of Trees" To Repeal

This Bylaw is an older Bylaw and is now obsolete.

-

Motion by Councilor Green to forward Bylaw No. 12 onto Council for review and to approve being repealed.

CARRIED

2. Bylaw No. 634 "Off Highway Vehicle" To Repeal

- This Bylaw has been replaced by Bylaw No. 1062 Traffic Bylaw.

Motion by Councilor Allan to forward Bylaw No. 634 onto Council for review and to approve being repealed.

CARRIED

3. Bylaw No. 919 "Public Use of Intoxicating Substance"
To Amend

- The changes to the Bylaw include adding the words "and Cannabis" to the Act and removing the wording "Refer to rates bylaw for fine listings".

Motion by Councilor Green to forward Policy No. 26-003-21 onto Council for review and approval.

Motion by Councilor Allan to forward Bylaw No. 919 Amended onto Council for review and to approve the Administrative changes.

CARRIED

4. Bylaw No. 926 “Air- Gun Paintball” To Amend

- The changes to the policy include removing item 5. “All summary conviction penalties under this bylaw can be found within the rates bylaw” and spelling of the word “first” and remove under Discharge at Property one of the \$400.00.

Motion by Councilor Green to forward Bylaw No. 926 Amended Air-Gun Paintball onto Council for review and to approve the Administrative changes.

CARRIED**5. Bylaw No. 927 “Injurious Occupation” To Amend**

- Under Section 4-Penalties 4.1 remove the wording” which is found in the rates bylaw” and under Penalties Table remove the wording” for Inclusion in the Rates Bylaw”.

Motion by Councilor Allan to forward the Bylaw No. 927 Amended onto Council for review and to approve the Administrative changes.

CARRIED**NEW BUSINESS:**

Nil

MONTHLY REPORTS:**1. 2020 Committee Work Plan**

– Committee members reviewed the changes to the 2021 Work Plan and

2. 2020 Internal Annual Report

– Committee members reviewed the changes to the 2021 Internal Annual Report and

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

CARRIED**QUARTERLY REPORTS:****1. Agreements Listing**

– Committee members reviewed the Agreement Listing for month ending January 31, 2021.

- CAO McDonnell spoke to the Agreement Listing and asked Committee members if they saw any agreements they would like to review to let EA B. Coles know prior to the next meeting.

2. Policy Listing

– Committee members reviewed the Policy Listing for month ending January 31, 2021.

- CAO McDonnell asked the Committee members to review the Policy Listing to send EA B. Coles any that they would like to review ahead of time for the March meeting. Councilor Gil stated they should review the oldest ones first, and those that will come from Administration as required.

3. Bylaw Listing

– Committee members reviewed the Bylaw Listing for month ending January 31, 2021. Councilor Gil would like to review Bylaws 204, 205 and 207. He would like to start at the earliest ones and to keep bringing them forward from there to the Committee.

**QUARTERLY FACILITY
REPORTS – CITY WIDE:**

Reports for the Town Facilities will be coming to the March meeting.

ANNUAL REPORTS:**1. Town of Carstairs Governance Policy**

– Nothing to report at this time.

2. Town of Carstairs Corporate Governance Strategies

– Nothing to report at this time.

3. FCSS Funding Applications 2021**1. Lovely Ladies Conference Day****a) Women Empowering Women**

- Re-submitted their application to Committee; it is a day event which provides ladies of the community an opportunity to enhance their social well-being and long term have resources available, and meet people.

Motion by Councilor Allan to approved the Lovely Ladies Conference Day in the amount of \$2,750.00 tentative on them providing information on who the guest speakers will be and on what topics they are speaking on.

CARRIED

2. New Years with Friends**a) Healthy Functioning within Families**

- L. King stated it is a night of building positive family relationships to balance and connect as a family.

- Creates family connection and support each other with friends, and connects with other families in the community

- Committee members followed Administrations lead and asked to have the application sent back to have the name of the event rebranded and bring it back to committee to review.

3. Mountain View Quilters

- L. King stated for preventative social initiatives to enhance the well-being of individuals, families and communities. And that the Quilting Group met the qualifications of the FCSS guidelines.

Motion by Councilor Green to approved Mountain View Quilters in the amount of \$3,500.00.

CARRIED

4. Teen Advisory Board**a) Letter from M. Ginther Manager, Carstairs Public Library**

– L. King stated that the Teen Advisory Program was well received in the community. Committee members were in agreement.

Motion by Councilor Allan to accept as information, and for L. King to send a tentative letter in regards to the outcomes.

CARRIED

5. Circle of Security – Expecting application February 22, 2021

- a) Community Engagement– Expecting application February 22, 2021

6. 2021 FCSS Tracking Spreadsheet.

- a) Tracking spreadsheet – required no explanations.

- Question does the Committee need to review the Outcome Reports?
- Reply no L. King will review the Outcome reports and she will report if she has received them and is satisfied with the reporting information.
- If the organization has not completed the information then they will not be able to apply for funding the following year.
- L. King will receive all Outcome Reports by the end of January and then she will complete the Provincial Report which is due in March.
- L. King will send out a tentative letter to applicants once they have been approved and then send out the agreements and funding will be released in March, the school is a large amount and will be released quarterly and anything over the amount of \$5,000. 00 will be done in two payments.
- Councilor Gil thanked CAO McDonnell and L. King for the information and now understand where administration comes from; the Committee is enthusiastic in their discussions and in approving the funding applications which will promote Carstairs.

CORRESPONDENCE: Nil

GENERAL DISCUSSION: Nil

NEXT MEETING: The next meeting will be on Tuesday, March 9, 2021.

ADJOURNMENT: Motion by Councilor Allan to adjourn the meeting of February 9, 2021 at 8:25 a.m.

CARRIED

Councilor Al Gil, Chairperson

CAO Carl McDonnell

**MINUTES OF THE EXTERNAL RELATIONS COMMITTEE
THURSDAY, FEBRUARY 18, 2021, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilors Allan, Blair, and Wilcox, CAO Carl McDonnell, and Director of Corporate & Legislative Services Shannon Allison.

ABSENT: Nil

CALL TO ORDER: Councilor Allan called the meeting of February 18, 2021, to order at 7:32 a.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Wilcox to adopt the agenda of February 18, 2021 as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Blair to adopt the minutes of January 21, 2021 as presented.

CARRIED

UNFINISHED BUSINESS: **1. Fire Hall Project**
- CAO McDonnell updated the committee on the requests for pre-qualification for general contractor services.

Motion by Councilor Wilcox to accept for information.

CARRIED

DELEGATIONS: Nil

NEW BUSINESS: **1. Safety Codes Council – 2020 Annual Internal Review**
- Annual Review presented and reviewed by the committee.

Motion by Councilor Wilcox to accept for information.

CARRIED

2. Inter-municipal Collaboration Committee (ICC) Agreements Package

- CAO McDonnell confirmed these agreements are unique to Mountain View County and the Town.

Motion by Councilor Blair to accept for information.

CARRIED

REPORTS: **1. Work Plan**
- To add Doctor Discussions to the 2021 Work Plan

2. Internal Annual Report
- No comments or concerns.

3. Stakeholders Calendar
- No comments or concerns.

4. Community Organizations
- No report at this time.

External Relations Committee Meeting – February 18, 2021

Page 2 of 2

5. Regional Organizations

- No report at this time.

6. Communications

- No report at this time.

**CONFERENCES &
RESOLUTIONS:**

1. AUMA Convention and AMSC Trade Show

- CAO McDonnell believes Convention will be Virtual. Administration to advise once confirmation received.

2. FCM Annual Conference and Trade Show

- CAO McDonnell believes Conference will be Virtual. Administration to advise once confirmation received.

3. FCM Sustainability Communities Conference

- No comments.

CORRESPONDENCE:

- Nil

GENERAL DISCUSSION:

- Nil

NEXT MEETING:

Thursday, March 18, 2021

ADJOURNMENT:

Motion by Councilor Wilcox to adjourn the meeting of February 18, at 8:09 a.m.

CARRIED

Councilor Allan, Chairperson

Carl McDonnell, CAO