



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, NOVEMBER 8, 2021, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of November 8, 2021
Motion: To adopt the agenda of November 8, 2021

4. ADOPTION OF MINUTES

- 3 - 6 a) Adoption of the Organizational Minutes of October 25, 2021 (addendum 4.a)
Motion: To adopt Organizational Minutes of October 25, 2021



- 7 b) Adoption of Public Hearing minutes of October 25, 2021 (addendum 4.b)
Motion: To adopt Public Hearing Minutes of October 25, 2021



- 8 - 10 c) Adoption of Regular Council minutes of October 25, 2021 (addendum 4.c)
Motion: To adopt the Regular Council minutes of October 25, 2021



5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) Whistle Cessation Assessment (previously distributed)

6. DELEGATIONS

- a) Charles Van Arnam in regards to Stonegarden Drive closure

7. BYLAWS AND POLICIES

- 11 - 12 a) Bylaw 2022 Deer Ridge Land Use Re-designation (addendum 7.a)



8. NEW BUSINESS

- 13 a) Proclamation - Family Violence Prevention Month (addendum 8.a)



9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) EXTERNAL RELATIONS COMMITTEE
- d) POLICY & GOVERNANCE COMMITTEE
- e) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- f) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- g) MOUNTAIN VIEW SENIORS HOUSING
- h) MUNICIPAL AREA PARTNERSHIP
- i) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP
- j) CENTRAL ALBERTA ECONOMIC PARTNERSHIP

10. COUNCILOR REPORTS

- a) COUNCILOR ALLAN
- b) COUNCILOR BALL
- c) COUNCILOR FRICKE
- d) COUNCILOR RATZ
- e) COUNCILOR ROBERTS
- f) COUNCILOR WILCOX
- g) MAYOR COLBY

11. CORRESPONDENCE

12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

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

17. ADJOURNMENT

MINUTES OF THE COUNCIL ORGANIZATIONAL MEETING
MONDAY, OCTOBER 25, 2021 AT 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

PRESENT: Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts and Wilcox, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, and Recording Secretaries Kayleigh Van Es and Amy Phillips

ABSENT: Nil

CALL TO ORDER: Mayor Colby called the Council Organizational meeting of October 25, 2021, to order at 6:57 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Ball to adopt the Council Organizational agenda of October 25, 2021 as amended.

CARRIED

SELECTION OF DEPUTY MAYOR: Motion by Councilor Ratz to elect Councilor Allan as the Deputy Mayor.

CARRIED

APPOINTMENT OF DATES, TIME, AND PLACE FOR COUNCIL:

- 1. Regular Council Meetings**
- Regular Council meetings will take place on the second and fourth Monday of each month. If Monday is a holiday, then the meeting is moved to Tuesday. There will be only one meeting during the months of July, August, and December.
 - Council meeting dates are as follows:
 - November 8 and November 22, 2021.
 - December 13, 2021.
 - January 10 and January 24, 2022.
 - February 14 and February 28, 2022.
 - March 14 and March 28, 2022.
 - April 11 and April 25, 2022.
 - May 9 and May 24, 2022.
 - June 13 and June 27, 2022.
 - July 11, 2022.
 - August 22, 2022.
 - September 12 and September 26, 2022.
 - October 11 and October 24, 2022.

Motion by Councilor Allan to accept the dates of the regular Council meetings to be the second and fourth Monday of each month, unless it falls on a holiday, then meeting will move to Tuesday.

CARRIED

- 2. Time and Place**
- Regular Council meetings will be held at 7:00 p.m. in the Council Chambers at the Town Office.
- Motion by Councilor Wilcox to set the time of the regular Council meetings to be held at 7:00 p.m. in Council Chambers at the Town Office.

CARRIED

SIGNING AUTHORITIES: **1. Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services**

Motion by Councilor Fricke to authorize that the signing authorities on the Town of Carstairs accounts to consist of Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services.

CARRIED

COMMITTEES:

1. Legislative & Emergency Services Committee

Motion by Councilor Roberts to appoint Councilors Allan, Ball, and Ratz to the Legislative & Emergency Services Committee.

CARRIED

2. Strategic Planning & Corporate Affairs Committee

Motion by Councilor Allan to appoint Councilors Ball, Fricke, and Roberts to the Strategic Planning Committee.

CARRIED

3. External Relations Committee

Motion by Councilor Roberts to appoint Councilors Allan, Ratz, and Wilcox to the External Relations Committee.

CARRIED

4. Policy & Governance Committee

Motion by Councilor Ball to appoint Councilors Fricke, Roberts, and Wilcox to the Policy and Governance Committee.

CARRIED

APPOINTMENT OF MEMBERS-AT-LARGE TO COMMITTEES:

1. Municipal Planning Commission

Motion by Councilor Ratz to appoint Councilors Allan, Ball, and Wilcox to the Municipal Planning Commission.

CARRIED

2. Director of Emergency Management

Motion by Councilor Wilcox to appoint Rob McKay as the Director of Emergency Management and Ernie Bradley as Deputy Director.

CARRIED

3. Carstairs Community Development & Economic Partnership

Motion by Councilor Fricke to appoint Councilor Wilcox and alternate Councilor Ratz to the Carstairs Community Development & Economic Partnership.

CARRIED

4. Subdivision & Development Appeal Board

Motion by Councilor Ball to appoint Councilors Fricke, Ratz, and Roberts to the Subdivision & Development Appeal Board.

CARRIED

5. Carstairs Library Board

Motion by Councilor Roberts to appoint Councilor Wilcox and alternate Councilor Fricke to the Carstairs Library Board.

CARRIED

APPOINTMENT OF COUNCIL REPRESENTATION:

1. Municipal Area Partnership

Motion by Councilor Wilcox to appoint Mayor Colby and alternate Councilor Allan to the Municipal Area Partnership.

CARRIED

2. Mountain View Regional Water Commission

Motion by Councilor Ratz to appoint Mayor Colby and alternate Councilor Ratz to the Mountain View Regional Water Commission.

CARRIED

3. Mountain View Regional Waste Commission

Motion by Councilor Fricke to appoint Councilor Wilcox and alternate Councilor Ball to the Mountain View Regional Waste Commission.

CARRIED

4. Mountain View Senior Housing Authority

Motion by Councilor Allan to appoint Councilor Ratz and alternate Councilor Fricke to the Mountain View Seniors’ Housing Authority.

CARRIED

5. Parkland Regional Library

Motion by Councilor Ratz to appoint Councilor Wilcox and alternate Councilor Fricke to the Parkland Regional Library Board.

CARRIED

6. Inter-Municipal Collaboration Committee

Motion by Councilor Roberts to appoint Mayor Colby and Councilors Allan and Ball to the Inter-municipal Collaboration Committee.

CARRIED

TOWN APPOINTMENTS:

1. Solicitors

Motion by Councilor Wilcox to appoint MacPherson, Leslie, & Tyerman LLP as the solicitor for the Town of Carstairs.

CARRIED

2. Planners

Motion by Councilor Allan to appoint ISL Engineering and Land Services as the planners for the Town of Carstairs.

CARRIED

3. Building Inspector

Motion by Councilor Fricke to appoint IJD Inspections Ltd. as the building inspector for the Town of Carstairs.

CARRIED

4. Engineers

Motion by Councilor Ball to appoint CIMA Canada Inc. as the engineers for the Town of Carstairs.

CARRIED

5. Assessor

Motion by Councilor Roberts to appoint Wild Rose Assessment Service as the assessor for the Town of Carstairs.

CARRIED

6. Auditors

Motion by Councilor Ratz to appoint Ascend LLP Chartered Accountants as the auditors for the Town of Carstairs.

CARRIED

ADJOURNMENT: Motion made by Councilor Allan to adjourn the Council Organizational meeting of October 25, 2021, at 7:06 p.m.

CARRIED

Mayor, Lance Colby

CAO, Carl McDonnell

MINUTES OF THE PUBLIC HEARING MEETING
BYLAW NO. 2019 SCARLETT RANCH LAND USE RE-DESIGNATION
MONDAY, OCTOBER 25, 2021, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

- CALL TO ORDER:** Mayor Colby called the Public Hearing meeting of October 25, 2021 to order at 7:06 p.m.
- ATTENDEES:** Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts and Wilcox, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, and Recording Secretaries Kayleigh Van Es and Amy Phillips
- ABSENT:** Nil
- PURPOSE:** **1. Bylaw No. 2019 Scarlett Ranch Re-designation**
The purpose of this Public Hearing is to receive and consider; amending Land Use Bylaw No. 2007 by providing a Land Use Re-designation to rezone 0.46 hectares (1.14 acres) of land, from C1 to R3, located in Lot 15, Block 11 within the SE 1/4 8-30-01-W5M, and 0.99 hectares (2.44 acres) of land from R4 to R3 located in Lot 16, Block 11 within the SE 1/4 8-30-01- W5M, and 0.27 hectares (0.67 acres) of land from R1 to R3, located in Lot 7, Block 6 within the SE 1/4 8-30-01-W5M.
- DELEGATIONS:** Kirk Williscroft
- Provided the Land Use Re-designation Report
- GENERAL DISCUSSION:** Nil
- ADJOURNMENT:** Motion by Councilor Ratz to adjourn the Public Hearings of October 25, 2021, at 7:10 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, OCTOBER 25, 2021, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts and Wilcox, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, and Recording Secretaries Kayleigh Van Es and Amy Phillips
ABSENT:	Nil
CALL TO ORDER:	Mayor Colby called the meeting of October 25, 2021, to order at 7:10 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 342/21	Motion by Councilor Wilcox to accept the Regular Council agenda of October 25, 2021, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES:	
Motion 343/21	Motion by Councilor Ratz to adopt the Regular Council minutes of October 12, 2021, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	Nil
BYLAWS & POLICIES:	1. Bylaw No. 2019 - Scarlett Ranch Re-designation
Motion 344/21	Motion by Councilor Fricke to give third and final reading of Bylaw No. 2019 Scarlett Ranch Land Use Re-designation CARRIED
NEW BUSINESS:	1. RFD - Crazy Christmas Road Closure
Motion 345/21	Motion by Councilor Allan to approve the Carstairs Chamber of Commerce temporary Road Closure Permit for December 3, 2021 CARRIED
	2. Fireworks Event Permit - Carstairs Crazy Christmas
Motion 346/21	Motion by Councilor Ball to approve the Carstairs Chamber of Commerce Fireworks Event Permit for December 3, 2021 CARRIED
	3. Committee & Boards Application - Carstairs Library Board
Motion 347/21	Motion by Councilor Wilcox to appoint Bob Green to the Carstairs Public Library Board for a 2 year term. CARRIED
COMMITTEE REPORTS:	1. Legislative & Emergency Services Committee - Next meeting will follow the Election 2. Strategic Planning & Corporate Affairs Committee - Next meeting will follow the Election 3. External Relations Committee - Next meeting will follow the Election 4. Policy & Governance Committee - Next meeting will follow the Election

- 5. Mountain View Regional Waste Commission
 - Nothing to report at this time
- 6. Mountain View Regional Water Commission
 - Nothing to report at this time
- 7. Mountain View Seniors’ Housing
 - Nothing to report at this time
- 8. Municipal Area Partnership
 - Nothing to report at this time
- 9. Carstairs Community Development & Economic Partnership (CCD&EP)
 - Nothing to report at this time
- 10. Central Alberta Economic Partnership (CAEP)
 - Nothing to report at this time

- COUNCILOR REPORTS:
- Councilor Allan
 - Attended joint Council Orientation on October 22, 2021.
 - Attended Council Orientation on October 23 and 24, 2021
 - Councilor Ball
 - Attended joint Council Orientation on October 22, 2021.
 - Attended Council Orientation on October 23 and 24, 2021
 - Councilor Fricke
 - Attended joint Council Orientation on October 22, 2021.
 - Attended Council Orientation on October 23 and 24, 2021
 - Councilor Ratz
 - Attended joint Council Orientation on October 22, 2021.
 - Attended Council Orientation on October 23 and 24, 2021
 - Councilor Roberts
 - Attended joint Council Orientation on October 22, 2021.
 - Attended Council Orientation on October 23 and 24, 2021
 - Councilor Wilcox
 - Attended Carstairs Library board meeting on Oct 19, 2021
 - Attended joint Council Orientation on October 22, 2021.
 - Attended Council Orientation on October 23 and 24, 2021
 - Mayor Colby
 - Attended joint Council Orientation on October 22, 2021.
 - Attended Council Orientation on October 23 and 24, 2021
 - Thanks to town staff in organizing the Council Orientation Sessions

Motion 348/21 Motion by Councilor Wilcox to accept all Councilor Reports as information.

CARRIED

- CORRESPONDENCE: Nil
- CAO’S REPORT: Nil
- COUNCILOR CONCERNS: Nil
- PUBLIC QUESTION PERIOD: Nil
- MEDIA QUESTION PERIOD: Nil
- CLOSED MEETING SESSION: Nil
- NEXT MEETING: Monday, November 8, 2021

ADJOURNMENT:

Motion 349/21

Motion by Councilor Ball to adjourn the meeting of October 25, 2021, at 7:16 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO

Bylaw No. 2022

BEING a bylaw of the Town of Carstairs of the Province of Alberta 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 3.88 hectares (9.59 acres) of land, from UR to R1 and R2, located in Block A, Plan 9212174 within the NW 1/4 8-30-01-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, the Council of the Town of Carstairs in the Province of Alberta, 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 **Block A, Plan 9212174, NW 1/4 8-30-01-W5M, consisting of 3.88 hectares (9.59 acres) and shall be re-designated from UR (Urban Reserve District) to R1 (Low Density Residential, One Dwelling District) and R2 (Low Density Residential, Two Dwelling District**

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

This By-Law shall come into force and effect on the date of the final passing thereof.

READ A FIRST TIME THIS 8th DAY OF November, A.D, 2021

READ A SECOND TIME THIS XXth DAY OF XXXXXX, A.D., 2021

READ A THIRD AND FINAL TIME THIS XX DAY OF XXXXXX A.D., 2021

Mayor, Lance Colby

CAO, Carl McDonnell

Schedule A





Family Violence Prevention Month

Whereas there are many people in Alberta who experience family violence; and
whereas the effects of family violence may be carried on from generation to generation;
and whereas all Albertans have a role to play in preventing family violence.

Therefore, I Mayor, Lance Colby
do hereby proclaim the

**the month of November 2021 to be
Family Violence Prevention Month in**

Carstairs

I call upon citizens to help those at risk learn where to turn.
I call upon you to make a difference by helping those affected by
family violence know what supports and resources are available to them.
It takes all of us working together to promote healthy relationships
and create safer communities in our province.

In witness whereof, I have here unto set my hand this
08 Day of November, 2021

Lance Colby, Mayor

