



**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, OCTOBER 25, 2021, 7:00 P.M.**

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

- a) Adoption of agenda of October 25, 2021  
**Motion:** To adopt the agenda of October 25, 2021

**4. ADOPTION OF MINUTES**

- a) Adoption of minutes of October 12, 2021 (addendum 4.a)  
**Motion:** To adopt the minutes of October 12, 2021



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**6. DELEGATIONS**

**7. BYLAWS AND POLICIES**

- a) Bylaw No. 2019 - Scarlett Ranch Redesignation (addendum 7.a)



**8. NEW BUSINESS**

- a) RFD - Crazy Christmas Road Closure (addendum 8.a)



- b) Fireworks Event Permit - Carstairs Crazy Christmas (addendum 8.b)



- c) Committee & Boards Application - Carstairs Library Board (addendum 8.c)



**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**

**17. ADJOURNMENT**

MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, OCTOBER 12, 2021, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councillors Blair, Green, Allan, Gil, Ratz, and Wilcox CAO Carl McDonnell, Director of Corporate Services Shannon Allison, and Recording Secretary Amy Phillips
ABSENT:	
CALL TO ORDER:	Mayor Colby called the meeting of October 12, 2021, to order at 6:59 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 329/21	Motion by Councilor Blair to accept the Regular Council agenda of October 12, 2021, as presented. <div>CARRIED</div>
ADOPTION OF PREVIOUS MINUTES:	
Motion 330/21	Motion by Councilor Wilcox to adopt the Regular Council minutes of September 27, 2021, as presented. <div>CARRIED</div>
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	Nil
BYLAWS & POLICIES:	Nil
NEW BUSINESS:	<div>1. Co-ownership Agreement – Mountain View County</div>
Motion 331/21	Motion by Councilor Allan to authorize the Mayor and CAO to enter into a Co-ownership Agreement with Mountain View County for the Fire Hall. <div>CARRIED</div>
	<div>2. Committee Terms of Reference Policy – Carstairs Nature Space Committee</div>
Motion 332/21	Motion by Councilor Green to approve the Committee Terms of Reference Policy. <div>CARRIED</div>
COMMITTEE REPORTS:	<div>1. Legislative &amp; Emergency Services Committee</div> <div>- Next meeting will follow the Election</div> <div>2. Strategic Planning &amp; Corporate Affairs Committee</div> <div>- Next meeting will follow the Election</div> <div>3. External Relations Committee</div> <div>- Next meeting will follow the Election</div> <div>4. Policy &amp; Governance Committee</div> <div>- Next meeting will follow the Election</div> <div>5. Mountain View Regional Waste Commission</div> <div>- Councilor Green gave an oral report on the October 12, 2021 meeting</div> <div>6. Mountain View Regional Water Commission</div> <div>- Next meeting is Wednesday, October 13, 2021</div> <div>7. Mountain View Seniors’ Housing</div> <div>- Nothing to report at this time</div> <div>8. Municipal Area Partnership</div> <div>- Next meeting is at the call of the chair</div>

**9. Carstairs Community Development & Economic Partnership (CCD&EP)**  
- Next meeting will follow the Election

**10. Central Alberta Economic Partnership (CAEP)**  
- Virtual meeting on September 1, 2021

Motion 333/21                      Motion by Councilor Gil to accept all Committee Reports as information.  
**CARRIED**

**COUNCILOR REPORTS:**    **Councilor Blair**  
   - Nil

**Councilor Wilcox**  
   - Busy campaigning for upcoming election

**Councilor Green**  
   - Nil

**Councilor Allan**  
   - Nil

**Councilor Ratz**  
   - Nil

**Councilor Gil**  
   - Nil

**Mayor Colby**  
   - Nil

Motion 334/21                      Motion by Councilor Ratz to accept all Councilor Reports as information.  
**CARRIED**

**CORRESPONDENCE:**        **1. Alberta Municipal Affairs – 2020 Municipal Indicator Results**

Motion 335/21                      Motion by Councilor Allan to accept correspondence as information.  
**CARRIED**

**CAO’S REPORT:**                1. Planning Session is scheduled for October 23-24, 2021

Motion 336/21                      Motion by Councilor Ratz to accept the CAO’s Report as information.  
**CARRIED**

**COUNCILOR CONCERNS:**    1. Councilor Green inquired where information can be found on the 2021 Census.

Motion 337/21                      Motion by Councilor Wilcox to accept all Councilor Concerns as information.  
**CARRIED**

**PUBLIC QUESTION PERIOD:**                      Nil

Motion 338/21                      Motion by Councilor Blair to accept the Public Question Period as information.  
**CARRIED**

**MEDIA QUESTION PERIOD:**                      Nil

**CLOSED MEETING SESSION:**                      1. Personnel

Motion 339/21                      Motion by Councilor Blair that Council closes the meeting to the public at 7:10 p.m. to discuss closed meeting items.  
**CARRIED**

Motion 340/21

Motion by Councilor Green to come out of the closed meeting session at 7:14 p.m.

CARRIED

Mayor Colby expressed his gratitude for a great election term and thanked each council member for their dedication and contributions as well as the Town staff for all their hard work.

Deputy Mayor Blair expressed his gratitude for the privilege of being on Council and thanked Council and Staff for another great election term. It was a pleasure to serve and he has immensely enjoyed his time.

Councilor Gil expressed his enjoyment of his years on Council and feels Council and Town Administration have done an extremely well job. He is going to miss Council and Staff.

CAO McDonnell expressed his thanks to all of Council for serving another election term and their contributions in the direction of the Town of Carstairs.

NEXT MEETING:

Monday, October 25, 2021

ADJOURNMENT:

Motion 341/21

Motion by Councilor Blair to adjourn the meeting of October 12, 2021, at 7:22 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO

**Bylaw No. 2019**

**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 Bylaw No. 2007 by providing a Land Use Redesignation 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 as listed 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 **Lot 15 Block 11, SE 1/4 8-30-01-W5M, consisting of 0.46 hectares (1.14 acres) and shall be redesignated from C1 (Central Commercial District) to R3 (Medium Density Residential), and Lot 16 Block 11, SE 1/4 8-30-01-W5M, consisting of 0.99 hectares (2.44 acres) shall be redesignated from R4 (High Density Residential) to R3 (Medium Density Residential) and Lot 7, Block 6, SE 1/4 8-30-01-W5M, consisting of 0.27 hectares (0.67 acres) shall be redesignated from R1 (Low Density Residential) to R3 (Medium Density Residential)**

**As shown on the attached map 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 10<sup>TH</sup> DAY OF SEPTEMBER, A.D, 2021**

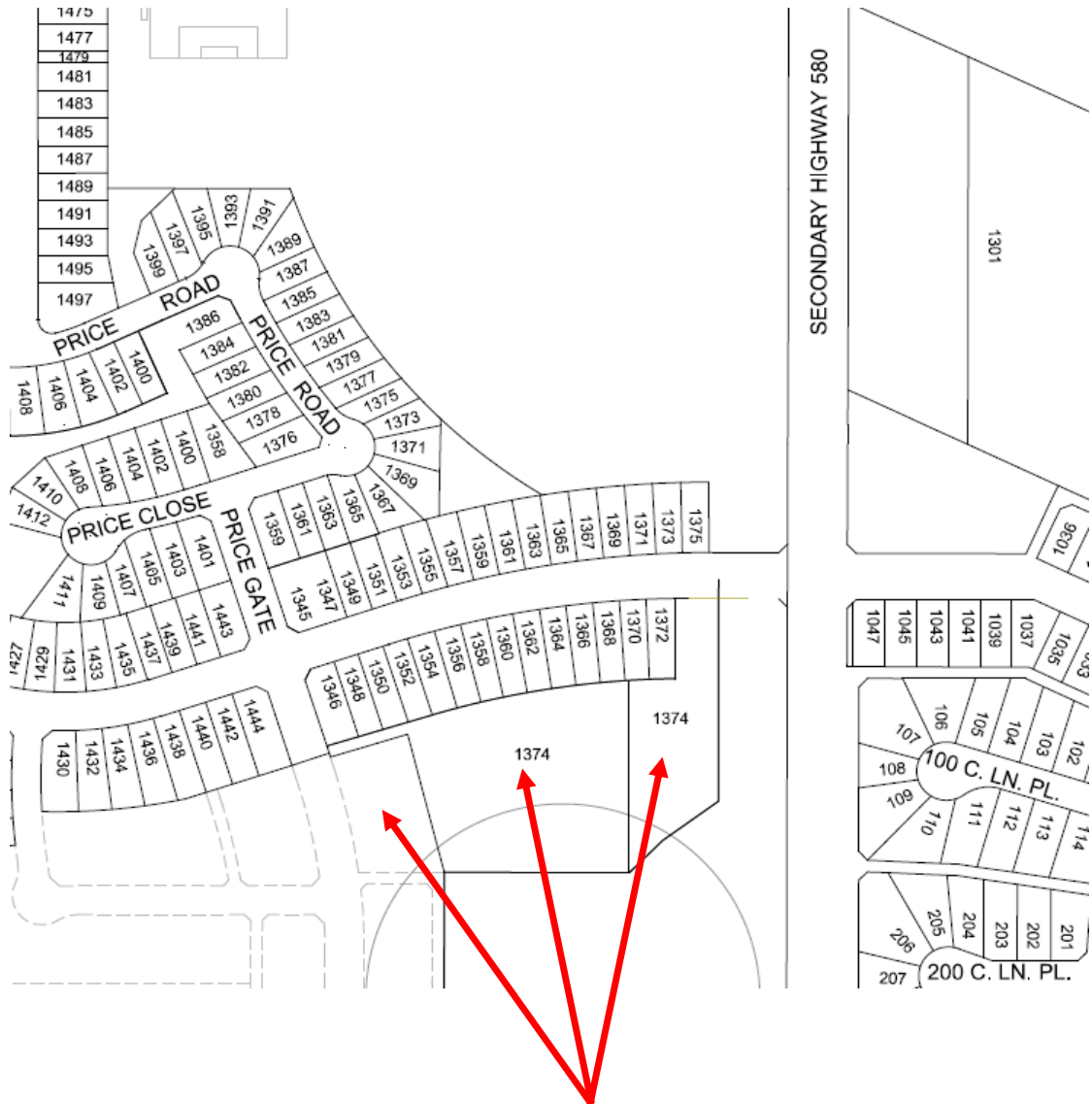
**READ A SECOND TIME THIS 10<sup>TH</sup> DAY OF SEPTEMBER, A.D., 2021**

**READ A THIRD AND FINAL TIME THIS 25<sup>TH</sup> DAY OF OCTOBER A.D., 2021**

\_\_\_\_\_  
**Mayor, Lance Colby**

\_\_\_\_\_  
**CAO, Carl McDonnell**

## Schedule A





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

## **REQUEST FOR DECISION**

<b>Meeting Date:</b>	October 25, 2021
<b>Title:</b>	Carstairs Chamber of Commerce Crazy Christmas Road Closure
<b>Agenda:</b>	Council

### **Application & Issue History:**

Crazy Christmas Event

### **Proposal, Options, Benefits, & Disadvantages:**

Close 10<sup>th</sup> Ave South from Coop grocery store front doors to Centre St. Intersections of Nanton St/10<sup>th</sup> Ave, Hammond St/10<sup>th</sup> Ave and Osler St./10<sup>th</sup> Ave will be barricaded off with no access to 10<sup>th</sup> Ave. Detour route of Veterans Way and 9<sup>th</sup> Ave South to be used for north/south traffic. Authorities to be notified if approved.

### **Operational Impact:**

None

### **Budgetary Impact:**

None

### **Recommendations:**

Approve the Carstairs Chamber of Commerce Temporary Road Closure Permit.

### **Motion:**

Signature of Director: \_\_\_\_\_

A handwritten signature in blue ink, appearing to be "JL", written over a horizontal line.





**TOWN OF CARSTAIRS**

Box 370, 844 Center Street  
Carstairs, AB. T0M 0N0  
(403) 337-3341  
Email: robm@carstairs.ca

**TEMPORARY ROAD CLOSURE PERMIT**

Applicant Name: Carstairs Chamber of Commerce  
(If organization, include name of designated officer)

Applicant Phone #: 403 835 7306 Applicant email: robert.andrews@bmo.com

Start Date: Dec 3 Time: 5:30pm End Date: Dec 3 Time: 9pm

Purpose of Road Closure:  
Carstairs Crazy Christmas  
Carstairs Crazy Christmas  
Carstairs Crazy Christmas

Suggested route: (attach Traffic Accommodation Strategy (TAS) map with signage laid out)  
Looking to have 10th blocked off from the doors of CO-Op To Centre Street

Detour Route suggestion:  
11th ave or 9th ave

Are barricades required?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the street sweeper required?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is traffic control required?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will you be crossing a railway line?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

The Town of Carstairs will notify all Emergency Services

Application Date: Oct 14, 2021

Signature of Applicant: Rob Andrews

**Town of Carstairs Use Only**

Conditions: Barricades to be delivered and picked up by operations only.  
Chamber of Commerce to set up and take down barricades.

Authorities Notified: RCMP ☐ Fire Dept ☐ EMS ☐ Peace Officer / Bylaw Officer ☐ Operations ☐

Approval Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

May 2021



10/14/21, 11:45 AM

Google Earth



<https://earth.google.com/web/@51.56467673,-114.09871803,1060.16087505a,735.62506495d,35y,0h,0t,0r>

1/1





**Town of Carstairs  
Fireworks Event Permit**

**Town of Carstairs Fire Department**  
Box 1170 Carstairs AB, T0M 0N0  
Fax form back to: 403-337-3343  
Phone: 403-337-3341

**Office Use Only**

- ☐ Town owned property  
☐ Permit application reviewed  
☐ Payment received

Under provisions of the Town of Carstairs Fireworks Permission Bylaw #1025, 2015, Carstairs Fire Department hereby authorizes the permit holder to use, set off, or discharge fireworks in accordance with this permit.

**Date of Application:** Oct 21, 2021

**Contact Information**

**Applicant's Name:** Carstairs Chamber of Commerce (Rob) **Email:** robert.andrews@bmo.com

**Address:** Box 1998 **City:** Carstairs **Postal Code:** T0M0N0

**Phone:** 403 478 4900 **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Event Supervisor's Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Date:** Dec 3, 2021 **Times (within one hour):** 7p to 8pm

**Location of Event:** Ball diamond by skate park **Estimated Number of Spectators:** \_\_\_\_\_

- Nature of Event:**
- ☒ Low Hazard Fireworks
  - ☐ High Hazard Fireworks
  - ☐ Ceremonial Firecrackers
  - ☐ Business Related Purposes

It shall be the sole responsibility of the permit holder to ensure compliance with the provisions of the Fire Permissions Bylaw No. 1025, effective as of July 13, 2015 and amendments thereto, and any other federal, provincial or municipal statutes, regulations or bylaws. A copy of this permit shall be kept with the event supervisor for the duration of the event.

*Rob Andrews*

**Applicant's Signature**

\*Applicant certifies full understanding of requirements by signature here.

**Fire Chief or Designate**

**Date of issuance:** \_\_\_\_\_



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

## COMMITTEES & BOARDS APPLICATION

Last Name: GREEN First Name: Bob  
Address: PO Box 1294 CARSTAIRS AB T0M 0N0  
City Province Postal Code  
Home Phone: 403-337-3317 Day-Time Phone: 403 620 2477  
Email: BGREENER2011@GMAIL.COM

### 1. Appointment To:

a) CARSTAIRS PUBLIC LIBRARY BOARD  
b) \_\_\_\_\_

### 2. Background Information

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

I HAVE BEEN ON THE BOARD AS A COUNCILLOR  
REP PREVIOUSLY. I CURRENTLY SIT ON THE  
ALBERT LIBRARY TRUSTEE ASSOCIATION BOARD

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

CONTINUE TO MAKE A CONTRIBUTION TO MAKE  
THE CARSTAIRS LIBRARY A HUB IN OUR COMMUNITY

### 4. Length of Residence:

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

[Signature]  
Signature

OCT 20, 2021.  
Date

Completed applications must be returned to the Town Office.

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

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

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