



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JULY 8, 2024, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of July 8, 2024
Motion: To adopt the agenda of July 8, 2024

4. ADOPTION OF MINUTES

- a) Adoption of minutes of June 24, 2024(addendum 4.a)
Motion: To adopt the minutes of June 24, 2024



5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) Extended Producer Responsibility

6. DELEGATIONS

- a) RCMP-Staff Sgt S. Browne
- b) Imagine Gymnastics

7. BYLAWS AND POLICIES

- a) Bylaw No. 2053 Land Use Redesignation-1119 Grey Street



8. NEW BUSINESS

- a) Beef & Barley Days Parade Permit (addendum 8.a)



- b) Census Data



9. COMMITTEE REPORTS


- a) POLICIES & PRIORITIES COMMITTEE

3 - 7

8 - 9

10 - 11



12 - 16

- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- d) MOUNTAIN VIEW SENIORS HOUSING
- 17 i) [Key Messages - June 13, 2024 \(addendum 9.d.i\)](#)

- e) RED DEER RIVER MUNICIPAL USERS GROUP

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

- 18 a) [Thank You-Briellah McDowell \(addendum 11.a\)](#)

- 19 b) [Thank You-Keagan Field \(addendum 11.b\)](#)


12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

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

17. ADJOURNMENT

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, JUNE 24, 2024, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

ATTENDEES: Mayor Colby, Councilors Allan, Ball, Fricke, Roberts & Wilcox, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Willisroft, CAO Rick Blair & Executive Assistant Kayleigh Van Es

ABSENT: Councilor Ratz

CALL TO ORDER: Mayor Colby called the meeting of Monday, June 24, 2024, to order at 7:00 p.m.

ADDED ITEMS: **1. Recycling to New Business 8.d.**
2. Remove RCMP-Sgt S. Browne from Delegation 6.c.

ADOPTION OF AGENDA:
Motion 233/24 Motion by Councilor Wilcox to adopt the Regular Council agenda of June 24, 2024, as amended. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:
Motion 234/24 Motion by Councilor Allan to adopt the Regular Council minutes of June 10, 2024, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING: Nil

DELEGATIONS: **1. Provincial Sports Awards Presentation**
Council presented Provincial Sports Awards to local students and coaches who competed at the provincial level in their respective sports for the 2023-2024 season. There were a total of 51 recipients.

2. Haiti Arise
A representative was not present, Council reviewed the delegation documents, which included a letter requesting support for Haiti Arise's Clothing for a Cause initiative. This local effort places clothing donation bins in public places, and the proceeds fund many of Haiti Arise's initiatives and projects. Council wants to have a representative from Haiti Arise attend a Council meeting to answer additional questions about the program.

Motion 235/24 Motion by Councilor Ball to accept the Haiti Arise Delegation as information. **CARRIED**

BYLAWS & POLICIES: **1. Policy No. 41-005-24 Water Restriction Policy**
CAO Blair spoke about the new policy. Working with the Policies & Priorities Committee, Mountain View Regional Water Services Commission, and Operational Services, the Policy was developed to mirror that of MVRWSC, which supplies the town with water. Through this Policy, the Town can also restrict water if an event arises without the commission's involvement.

Councilor Fricke states that there are a lot of municipalities putting policies like this in place. She thanked the committee for its input and suggestions in developing the policy.

Motion 236/24 Motion by Councilor Fricke to adopt Policy No. 41-005-24 Water Restriction Policy as amended. **CARRIED**

2. Bylaw No. 1081 Livestock Bylaw-Amended
CAO Blair discussed the amendments made to the Livestock Bylaw to facilitate the addition of beekeepers into the community. This will correspond with the beekeeper's application.

Councillor Fricke recognizes the administration's efforts to update the Bylaw.

Councillor Wilcox claims that the modifications reflect what was addressed in the Policies & Priorities Committee meeting.

Councillor Ball had some minor spelling changes.

Regular Council Meeting – June 24, 2024

Motion 237/24 Motion by Councilor Ball to give first reading of Bylaw No. 1081 Livestock Bylaw, as amended.

CARRIED

Motion 238/24 Motion by Councilor Roberts to give second reading of Bylaw No. 1081 Livestock Bylaw, as amended.

CARRIED

Motion 239/24 Motion by Councilor Allan to move to third and final reading of Bylaw No. 1081 Livestock Bylaw, as amended.

UNANIMOUSLY CARRIED

Motion 240/24 Motion by Councilor Wilcox to give third and final reading of Bylaw No. 1081 Livestock Bylaw, as amended.

CARRIED

NEW BUSINESS:

1. Municipal Planning Commission Appointment-Kylie Ranson

Motion 241/24 Motion by Councilor Allan to appoint Kylie Ranson as a clerk for the Municipal Planning Commission.

CARRIED

2. Subdivision Extension Request

K. Williscroft addressed the extension requests for the Homestead Subdivision. The developers are attempting to sell the land and are awaiting particulars. The recommendation is to grant the final extension for 90 days.

Councilor Fricke queried what would happen if the property did not sell by the 90-day limit, to which K. Williscroft said that the subdivision process would have to start over.

Motion 242/24 Motion by Councilor Ball to approve a final 90 day extension for the Homestead Subdivision.

CARRIED

3. Council Meeting Guidelines

CAO Blair discussed the guidelines established for Council meetings. The Guidelines include directions for submitting delegation requests and public question period, as well as a zero-tolerance policy for abuse of spectators and personnel during meetings. Council evaluated the guidelines.

Councilor Wilcox indicated that via conversations at FCM, this is the most effective way to address the abuse that is occurring throughout the province. Stating that she prefers version one.

Council agreed with version one of the guidelines.

Mayor Colby raised the problem of miscommunications being shared on social media and how to respond, proposing that the administration seek an expert to teach Council and staff on the right method moving forward.

All Council members were in agreement.

CAO Blair noted that at the LGAA conference, this was an important topic. There are resources for education for all employees, and administration will investigate options.

Motion 243/24 Motion by Councilor Fricke to approve version one of the Council Meeting Guidelines as presented.

CARRIED

4. Recycling

S. Allison spoke about the Extended Producer Recycling (EPR) Program. The Town of Carstairs has to reach a decision on how to proceed. **Option One:** Opt-In Service Model, in which the municipality continues to run the service but EPR provides payment per stock. The municipality then handles education, queries, and complaints. CAO Blair claims that, while they have offered to pay, they have not specified how much they are willing to pay. **Option Two:** Opt-Out Service Model: Collection services are provided by Circular Materials, who distribute education and handle queries and complaints while maintaining the same level of service. They are willing to participate in current contact negotiations. **A decision is required by August 1, 2024. The program is scheduled to begin April 1, 2025.**

Councilor Wilcox states that from the Mountain View Regional Waste Commission's perspective, it would be best to choose Option Two. Unsure it's a good idea to manage a program we didn't start. Strongly recommending that the Town of Carstairs chooses the Opt-Out Service Model option.

Mayor Colby inquired if we could choose the Opt-In Service Model later if we had originally chosen the Opt-Out Service Model, S. Allison answered yes, although at another phase of the program.

Councilor Wilcox mentioned discussions concerning potential fines for communities under the Opt-In program if loads are contaminated. Another reason to opt out.

Councilor Allan asks why we would switch to Circular Materials when E360 is doing a good job. CAO Blair adds that Circular Materials is the driving force behind EPR and will outsource the services, possibly through E360.

Councilor Fricke questions whether this is mandated by the province. To which S. Allison said yes.

CAO Blair said a decision should be made at the next Council meeting on July 8, 2024.

Mayor Colby inquires about what neighbouring municipalities are doing. CAO Blair has yet to get a definitive decision from his contacts, although the majority are leaning toward the Opt-Out Service Model.

Councilor Ball requests that additional material be circulated so that Council can make an educated decision. CAO Blair said that there is no more information than what has been supplied.

Motion 244/24

Motion by Councilor Wilcox to adopt the Recycling Discussion as information.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

-Next Meeting September 20, 2024.

2. Mountain View Regional Waste Commission

-Next Meeting July 22, 2024.

3. Mountain View Regional Water Commission

-Mayor Colby provided a verbal report from the meeting on June 19, 2024. The plant is working well. The commission is preparing budgets and operating manuals, as well as engaging with the drought committee and negotiating water-sharing contracts.

4. Mountain View Seniors' Housing

- Councilor Fricke provided a verbal report of the meeting on June 13, 2024. According to reports, Chinook Winds Lodge's occupancy rate has risen to 62% as a result of enhanced social media presence. Next meeting is August 22, 2024. The MVSH Foundation Golf Tournament is on September 12, 2024, at the Carstairs Golf Course. Sponsorship letters were mailed out on May 24, 2024.

5. Red Deer River Municipal Users Group

-Next meeting in July.

Motion 245/24

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

CARRIED

COUNCILOR REPORTS:

Councilor Allan

-June 17, 2024, attended MPC meeting.

-June 20, 2024, attended and spoke at the HSS Cap and Gown Ceremony. Notably, Keagan Field received the Richard Dais Scholarship, while Briellah McDowell received the Citizenship Award.

Councilor Ball

-Nothing to report

Councilor Fricke

-June 13, 2024, attended the MVSH Board Meeting.

-June 13, 2024, attended the Female Elected Officials Networking Event. With attendees from Sundre to Duchess AB.

-June 16, 2024, attended the Twisted Lizards' Two-Year Anniversary event.

Councilor Ratz

-Absent

Councilor Roberts

- June 17, 2024, attended MPC meeting.
- June 19, 2024, attended Mountain View Regional Water Commission meeting.
- Noting that Lori is busy with a lot of junior gardeners at the Nature Space.

Councilor Wilcox

- June 13, 2024, attended the Female Elected Officials Networking Event.
- June 17, 2024, attended the Carstairs Public Library Board meeting and discussed difficulties with Parkland Library's website. The Board has also signed a Memorandum of Understanding with the Friends of Carstairs Library Society. The Library has received funds for the Books for Babies program and adult education initiatives.
- June 20, 2024, attended Parkland Executive meeting.

Mayor Colby

- June 19, 2024, attended Mountain View Regional Water Commission meeting.

Motion 246/24

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

CARRIED

CORRESPONDENCE:

1. Bowden Daze Invitation

Council reviewed the invitation to attend the Bowden Daze Parade.

Motion 247/24

Motion by Councilor Ball to accept the Bowden Daze Invitation as information.

CARRIED

CAO'S REPORT:

- June 11, 2024, met with ISL and ACE Architecture regarding the Administrative building expansion.
- June 17, 2024, attended MPC meeting.
- June 17, 2024, met with ISL Planning Department.
- June 18-21, 2024, attended the LGAA conference in Canmore.
- June 24, 2024, received an invitation to the MVSH 14th Annual Golf Classic. Council has budgeted for \$2500 Gold Sponsor.

Motion 248/24

Motion by Councilor Fricke to direct administration to register as a Gold Sponsor for the Mountain View Seniors Housing Foundation's 14th Annual Golf Classic in 2024.

CARRIED

-Regarding a previous motion of Council "Motion by Councilor Wilcox to partner with Mountain View County, sharing costs equally. Funding the town's portion through reserves and short-term borrowing" S. Allison has been researching way to fund the town's portion solely from reserves, saving the town roughly \$43,000 in interest. Council will need to authorize the withdrawal of \$40,000 from Building Reserves due to certain restrictions. The remaining funds will come from Wildfire Deployment and the Operational Stabilization Account. All Council members agreed to save on interest.

Motion 249/24

Motion by Councilor Allan to authorize \$40,000 to be withdrawn from the Building Reserve account as recommended.

CARRIED

-Council was given an update on the Neighborhood Party & Trade Show that occurred on May 10, 2024. The event was restructured to focus more on substantial conversations rather than a large kid zone.

Motion 250/24

Motion by Councilor Wilcox to accept CAO's Report as information.

CARRIED

COUNCILOR CONCERNS: 1. Councilor Allan

-A resident expressed concern over a dirt pile on the owner's property near a new construction site. Administration was made aware, and the issue will be resolved.

Motion 251/24

Motion by Councilor Ball to accept Councilor Concerns as information.

CARRIED

PUBLIC QUESTION PERIOD:

1. Erik Vester

-Asked if the new EPR program will mean the return of the large cardboard recycling bins that the County removed last year. CAO

Blair answered no, not at this phase.

MEDIA QUESTION PERIOD: Nil

CLOSED MEETING: **CONFIDENTIAL** Section 237 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).

Motion 252/24 Motion by Councilor Wilcox that Council close the meeting to the public to discuss Third-Party Business Interests as per Section 16 of FOIP at 7:56 p.m. **CARRIED**

Motion 253/24 Motion by Councilor Ball to come out of the closed meeting session at 8:55 p.m. **CARRIED**

Motion 254/24 Motion by Councilor Ball to direct administration to execute the Water Reservoir Agreement between the Town of Carstairs and Eastgate Development as presented. **CARRIED**

Motion 255/24 Motion by Councilor Wilcox to direct administration to extend the Tax deadline for Tax Roll No. 363.100 to July 9, 2024. **CARRIED**

NEXT MEETING: Monday, July 8, 2024 at 7:00 p.m.

ADJOURNMENT: Motion 256/24 Motion by Councilor Roberts to adjourn the meeting of June 24, 2024, at 8:58 p.m. **CARRIED**

Lance Colby, Mayor

Rick Blair, CAO

BYLAW No. 2053

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

WHEREAS, Council of the Town of Carstairs wishes to amend Land Use By-law No 2007 by providing a Land Use Re-designation to rezone 0.1068 hectares (0.26 acres) of land from R1 (Low Density Residential – Single Detached District) to R1N (Narrow Parcel Residential District), located in Lots 23 & 24, Block 19, Plan 1711L (1119 Grey Street), located as listed below on Schedule A;

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

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

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

Schedule “A”

Map 1 of the Land Use District Map would be amended to include Lots 23 & 24 Block 19, Plan 1711L (1119 Grey Street), consisting of 0.1068 hectares (0.26 acres) and shall be re-designated from R1 (Low Density Residential – Single Detached District) to R1N (Narrow Parcel Residential District).

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

READ A FIRST TIME THIS 8TH DAY OF JULY, A.D, 2024

READ A SECOND TIME THIS XX DAY OF XX A.D., 2024

READ A THIRD AND FINAL TIME THIS XX DAY OF XX A.D., 2024

Lance Colby, Mayor

Rick Blair, CAO

SCHEDULE "A"





Town of Carstairs
PARADE AND PROCESSION PERMIT

Applicant Name: Carstairs Woods: W. Cunningham
(if organization, include name of designated officer)

Date: 20 July '24 Times: 10am - 1pm

Purpose of Parade or Procession:
Beef & Barley Days: community & area
Celebration

Intended Route: (attach map)
Downie + 10th Ave. N → heading south to
Gough Rd. turn West to Emergency Services

Assembling Area – Start (address):
10th Ave + Downie St.

Assembling Area – Finish (address):
Gough Rd + Emergency Services

Number of participants: 1,000

Number of Vehicles: 45

Number of Horses/Other Livestock: 20

Are barricades required? (Y) (N)
Is traffic control required? (Y) (N)

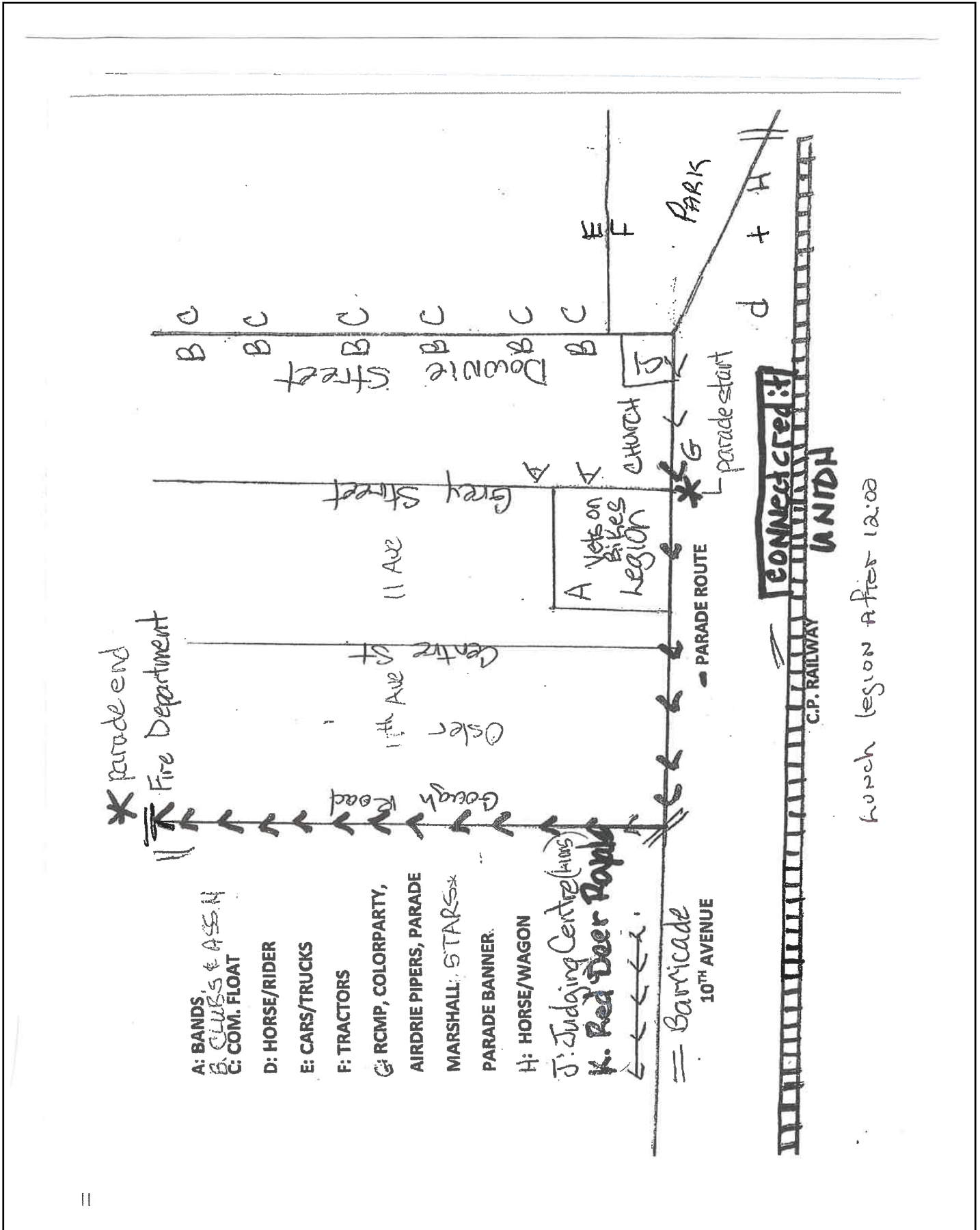
Is the street sweeper required? (Y) (N)
Will you be crossing railway line? (Y) (N)

Special conditions, i.e. crowd control:

Signature of Applicant: [Signature]

Application Date: June 24 '24 Approval Date: _____

Signature of Town official: _____



- A: BANDS
- B: CLUBS & ASSN
- C: COM. FLOAT
- D: HORSE/RIDER
- E: CARS/TRUCKS
- F: TRACTORS
- G: RCMP, COLORPARTY, AIRDRIE PIPERS, PARADE
- H: MARSHALL STARS*
- I: PARADE BANNER
- J: HORSE/WAGON
- K: Judging Centre (HORS)

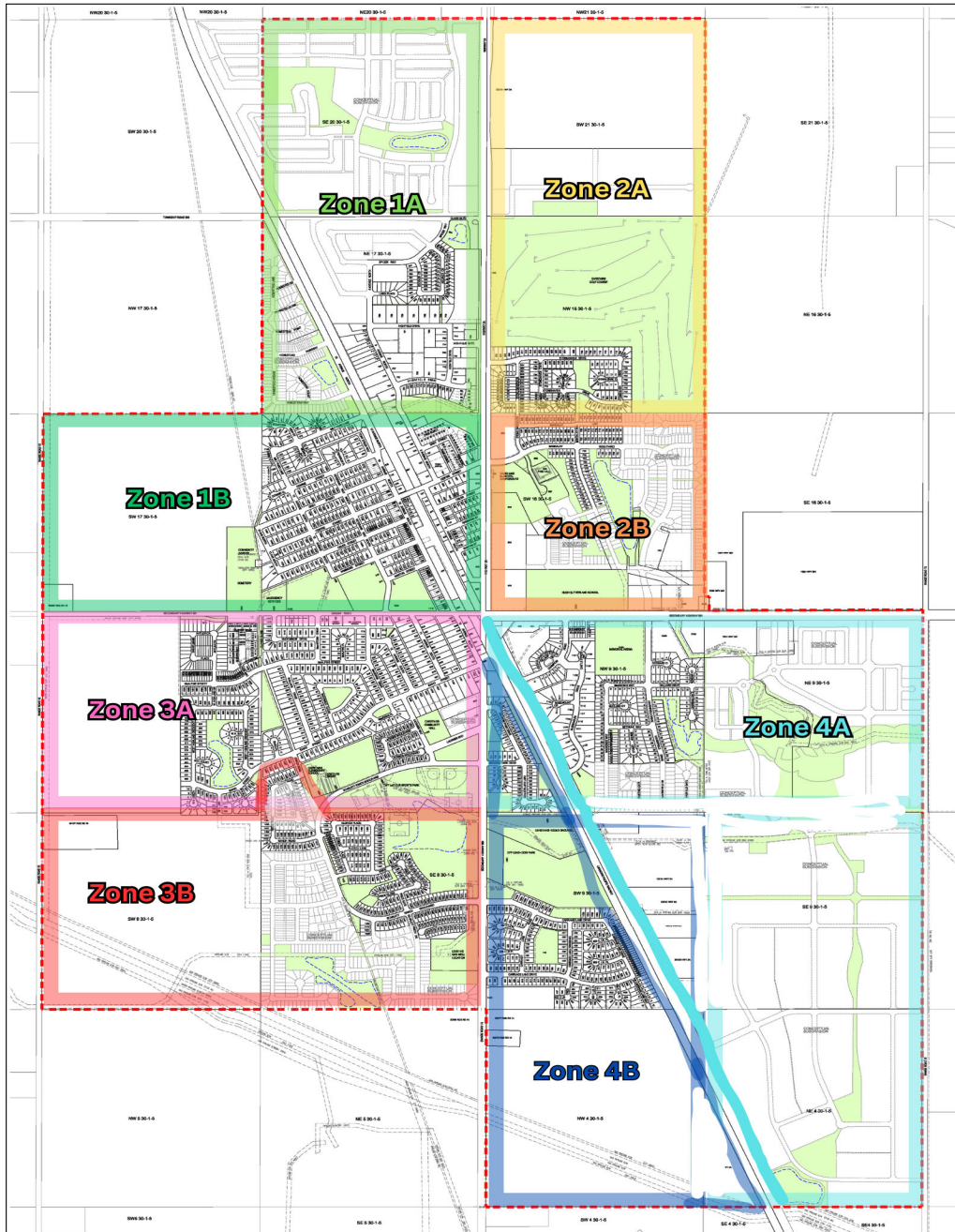
K. Red Deer Pops

Lunch Legion after 12:00

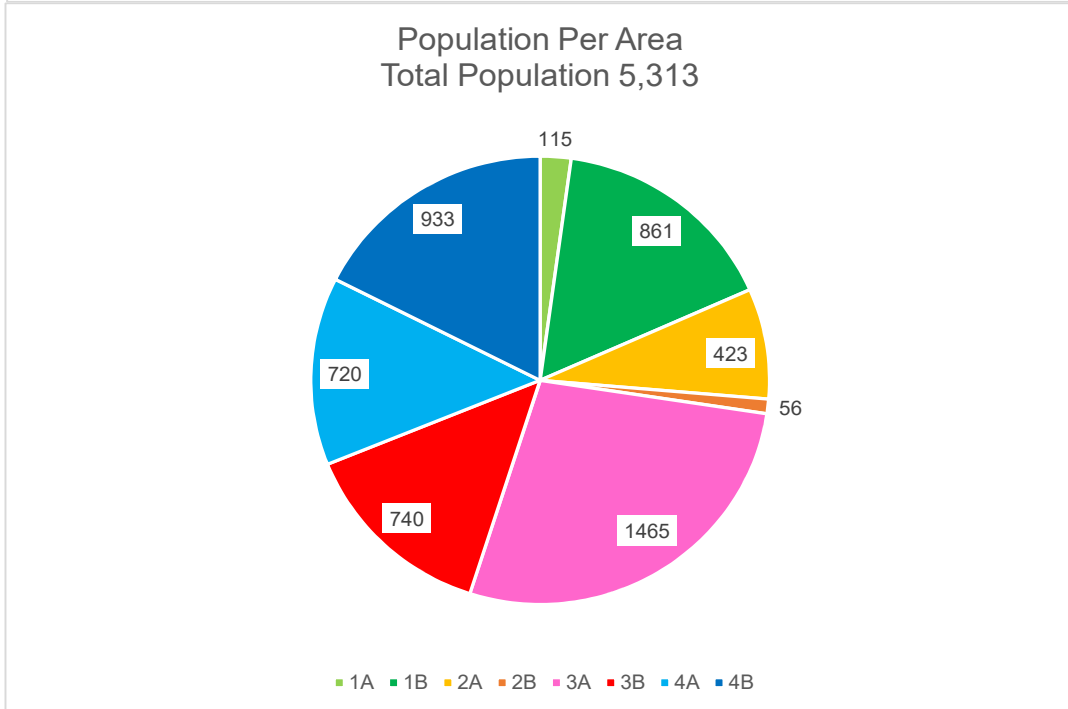
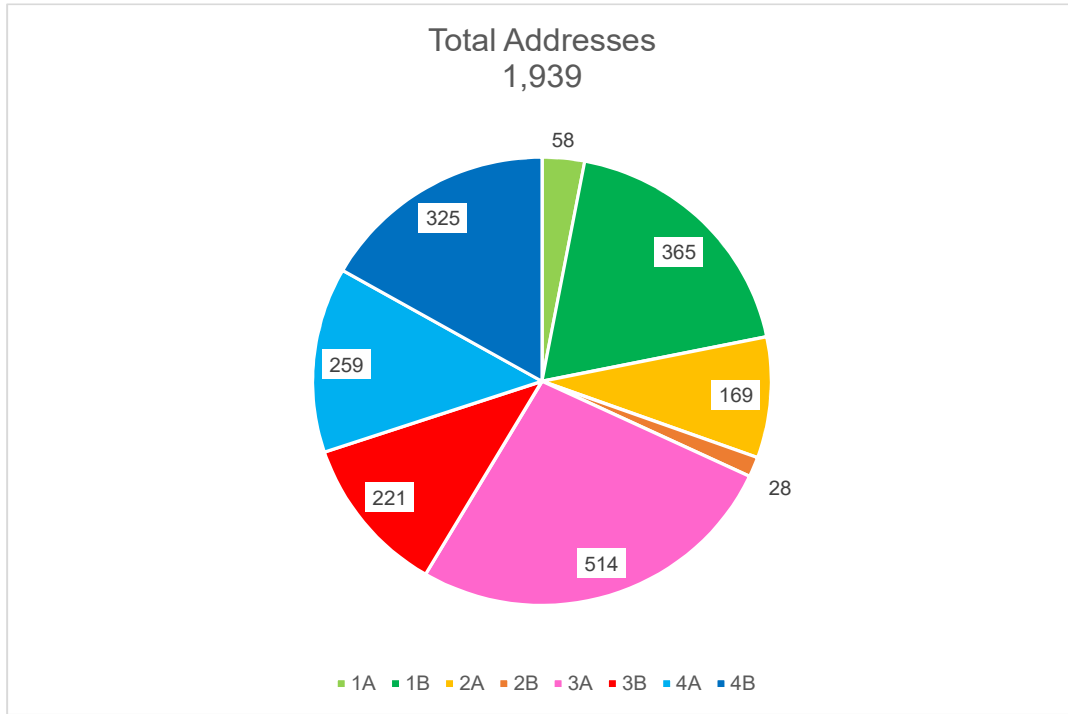
Census Budget

Municipal Census Budget	Estimate	R&R	Actual	Note
Software	\$ 4,700.00			*awaiting final invoice
Tablets x2	\$ 800.00	\$ 409.90	\$ 409.90	
Table Case x2	\$ 100.00	\$ 57.38	\$ 57.38	
Lanyards	\$ 20.00	\$ 16.99	\$ 16.99	
Door Knockers(PINK)	\$ 200.00	\$ 161.00	\$ 161.00	
labels envelopes	\$ -	\$ 52.39	\$ 52.39	
Labels door knocker	\$ 200.00	\$ 156.30	\$ 156.30	
Door Knockers(Notice)	\$ 250.00	\$ 225.00	\$ 225.00	
Paper (SAC letters)	\$ 30.00	\$ 118.22	\$ 118.22	
Envelopes (SAC letters)	\$ 200.00	\$ 144.92	\$ 144.92	
Postage (SAC letters)	\$ 2,500.00		\$ 1,618.89	*not billed out exclusive to Census
Newspaper Ad (12 weeks)	\$ 1,000.00		\$ 1,547.47	*awaiting June invoice, not billed exclusive to Census
.40 per PINK Door Knocker delivery	\$ 1,000.00	\$ 774.40	\$ 774.40	
Travel Expense	\$ -	\$ 26.32	\$ 26.32	
1.50 per dwelling visited	\$ 4,000.00	\$ 1,146.00	\$ 1,146.00	
Total	\$ 15,000.00	\$ 3,288.82	\$ 6,455.18	

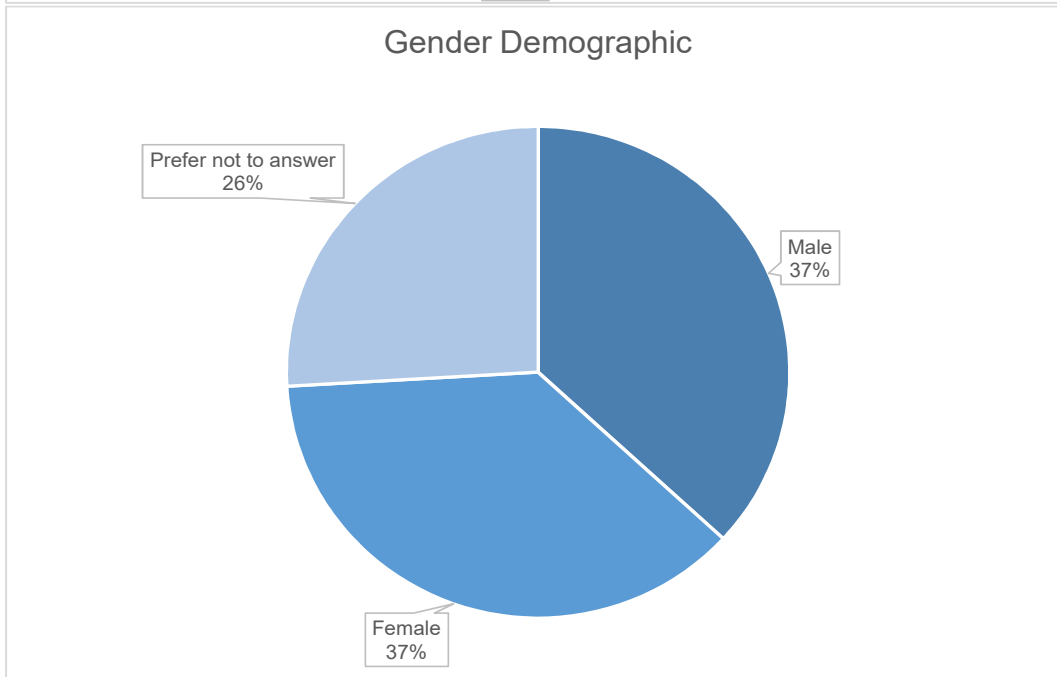
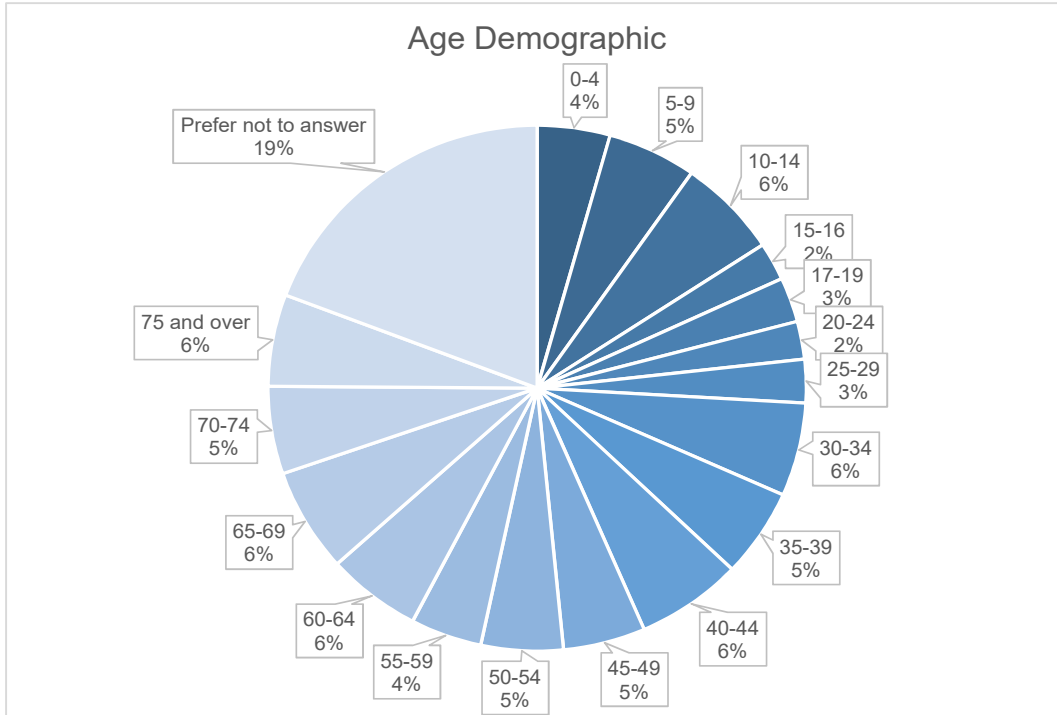
Zone Map



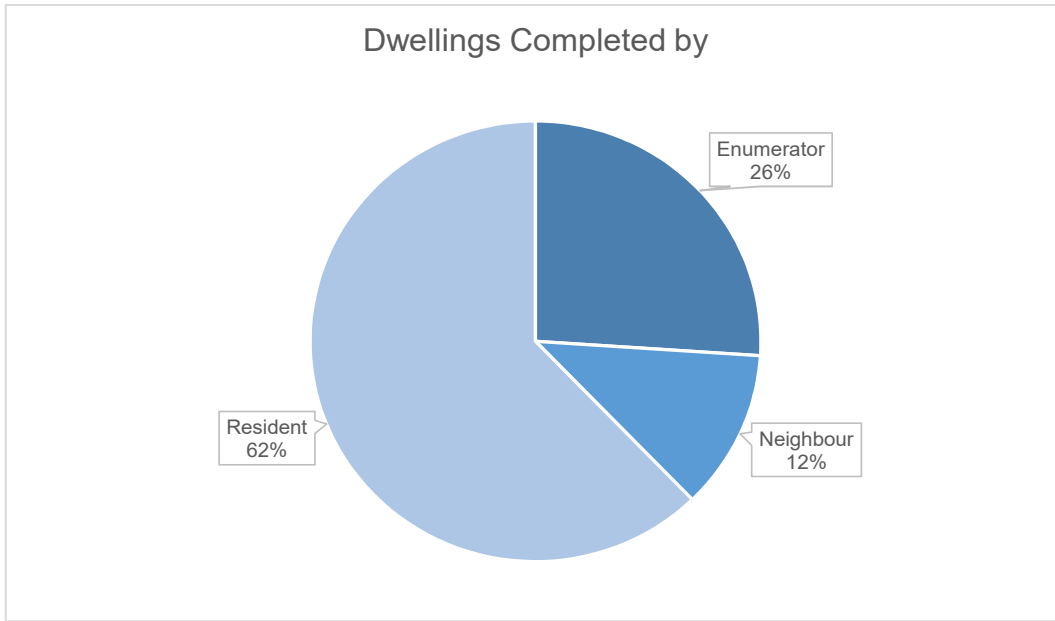
2024 Census



2024 Census



2024 Census





ADMINISTRATION OFFICE

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F: 587-796-0773

BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Regular Board Meeting of June 13, 2024.

Key Messages

- The Board held their regularly scheduled meeting in-person at the MVSH Administration Office Boardroom in Olds, Alberta from 1:00-4:00 pm.
- The Board was pleased to hear that the revenue and expenses are on track with the approved 2024 budget.
- The Board approved the business plan update capturing year 3 (2025) of the 3-year plan for submission to the Government of Alberta by June 30, 2024.
- The Board was pleased to approve the updated Operating Budget policy to meet current regulatory requirements.
- Administration noted to the Board, that the Collective Bargaining Agreement has been countersigned by the Union and official printed copies should be coming soon for staff members.
- The Board was pleased to see the increased occupancy at the Chinook Winds Lodge in Carstairs and hope to see that trend continue.
- The Board sends its sincere thanks to the front-line staff for all the collaboration and planning that goes on behind the scenes all the time, but especially so for Seniors' Week to recognize our residents.
- The Board highlighted the success of Seniors' Week activities at all MVSH Lodge locations, hearing how much enjoyment residents had at the planned events, some of which included: a kickoff buffet breakfast, BBQ's & Hors d'Oeuvres dinners, a fun Booze & Tattoos activity, Bocce Ball Tournament, Author visits, furry visitors, and entertainment by several different local groups and individuals.

Next MVSH Board Meetings

The next regular Board meeting will be held on Thursday, August 22, 2024, starting at 1:00 PM in the MVSH Administration Offices boardroom in Olds, Alberta (or by Microsoft Teams if required).

If you require any information or there are any questions related to this communication, please contact a Board Director or Stacey Stilling, CAO for MVSH at 403-556-2957 or by email at stacey.stilling@mvsh.ca

Connect with us!





Dear: Town of Carstairs

I would like to take this time to thank you for the award. Thank you for all of the support you have shown to both the students and the school over the years, as well as for your time to sponsor this award and look over the submitted essays. I really appreciate the award and will enjoy the help it brings me on my travels as I figure out what exactly I will do with my future.

Best regards,
Briellah McDowell



Dear town of Carstairs and representatives
of Mr. Richard Dais

My name is Keagan Field and I can't believe I can call myself the recipient of this scholarship. The town of Carstairs has been my proud home since moving from Ontario nearly ten years ago. I love seeing how close this community is. The amount of love is unmatched and it's crazy on how we keep growing with these amazing individuals and business'. After I finish my degree I can't wait to come back to Carstairs and hopefully see the amount of change and possible start living here. From the bottom of my heart I am forever grateful, the best regards, Keagan Field.