








**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, MARCH 25, 2024, 7:00 P.M.**

Page

1. **CALL TO ORDER**
2. **ADDED ITEMS**
3. **ADOPTION OF AGENDA**
 - a) Adoption of agenda of March 25, 2024
Motion: To adopt the agenda of March 25, 2024
4. **ADOPTION OF MINUTES**
 - 3 - 4 a) Adoption of the Public Hearing minutes of March 11, 2024 (addendum 4.a)
Motion: To adopt the Public Hearing minutes of March 11, 2024

 - 5 - 8 b) Adoption of the Regular Council minutes of March 11, 2024 (addendum 4.a)
Motion: To adopt the Regular Council minutes of March 11, 2024

5. **BUSINESS ARISING FROM PREVIOUS MEETING**
6. **DELEGATIONS**
 - a) MNP LLP - 2023 Audit
7. **BYLAWS AND POLICIES**
 - 9 a) Policy No. 12-008-24 Employee Computer Purchase Policy-Amended (addendum 7.a)

 - 10 - 11 b) Policy No. 12-030-24 Safety Policy-Amended (addendum 7.b)

 - 12 c) Bylaw No. 646 Loitering Bylaw-For Repeal (addendum 7.c)

8. **NEW BUSINESS**
 - 13 a) Surety Bond RFD (addendum 8.a)



- b) Employee Handbook
- c) Health & Safety Manual

9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE
 - i) Minutes of the March 21, 2024 meeting (addendum 9.a.i)



- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- d) MOUNTAIN VIEW SENIORS HOUSING
- 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

- a) Rosebud Health Foundation request for sponsorship (addendum 11.a)



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

14 - 17

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**MINUTES OF THE PUBLIC HEARING MEETING
BYLAW NO. 2039 CARSTAIRS LINKS LAND USE REDESIGNATION
MONDAY, MARCH 11, 2023, 6:30 P.M.
CARSTAIRS MUNICIPAL OFFICE**

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

ABSENT: Mayor Colby, Councilor Ratz

CALL TO ORDER: Deputy Mayor Allan called the Public Hearing of Monday, March 11,
2024, to order at 6:34 p.m.

PURPOSE: **1. Bylaw No. 2039 Carstairs Links Land Use Redesignation**
The purpose of this Public Hearing is to receive and consider; to
amend Land Use By-law No 2007 by providing a Land Use Re-
designations to rezone 0.54 hectares (1.34 acres) of land from R1 (Low
Density Residential – Single Detached District) to R2 (Low Density
Residential – Two Dwelling District), located in Lots 13 – 22, Block 7,
Plan 141 3119.

DELEGATIONS: **Director of Planning & Development - Kirk Williscroft**
K. Williscroft provided the Land Use Redesignation Report. The
applicant proposes to redesignate NE ¼ Sec. 17 Twn. 30 Range. 1,
W5M, Lots 13-22 Block 7 Plan 1413119 from Low Density
Residential-Single Detached District (R1) to Low Density Residential-
Two Dwelling District (R2). The proposed land use redesignation is
intended to permit semi-detached residential units. The relevant
parcels were originally partitioned into nine parcels in accordance with
the R1 Land Use District. This LUR application was submitted
concurrently with a subdivision application, which seeks to divide the
subject lots into 17 units. The subject site is 0.54 ha (1.34 acres) in
size and is located in north Carstairs. The subject parcels are adjacent
in the north to undeveloped lands, in the east to residential dwellings
along Beckner Crescent, in the south to industrial development, and
in the west to undeveloped land that is part of the Carstairs Links Area
Structure Plan. The subject parcels are located within the Carstairs
Links Area Structure Plan.

PUBLIC QUESTION PERIOD: **Trevor Marshall of 803 Beckner Crescent**
The speaker expressed dissatisfaction with 18 residents who didn't
receive redesignation notifications, arguing that precedent had been
set when all 30 landowners and residents of Carstairs Links were
acknowledged as neighbors. The speaker wishes the zoning remain
R1, as additional traffic entering and departing Beckner Crescent
poses a safety risk.

Garry Dyck of 835 Beckner Cres
Stated hesitation to accept the plans as presented due to changes in
ownership and non-compliance with the original guidelines. There
was supposed to be a berm constructed, but it was never enforced.
He notified Council of his concerns regarding traffic flow through the
development, which only has 20 feet to allow two-way traffic putting
pedestrians at risk. There is no place for a bus to make that turn, and
the current garbage and recycling service, while excellent, will face
similar challenges. He claims that no information has been provided
to the residents concerning the parking and layout of these duplexes,
thus they believe it is being kept from them. The bylaw should be held
to the same standards as other subdivisions, and the owner requests
reconsideration to ensure all parties are satisfied.

Joan Mills of 806 Beckner Crescent
States she is opposing the redesignation of Beckner Crescent due to
traffic, parking, and security concerns. Adding 17 more homes will
result in overcrowding. Additionally, where will the children from the
additional 17 residences go to school?

**Tracy Wright represents herself and Cecile Belliveau of 812
Beckner Crescent**
States that the redesignation will increase noise, traffic, and reduce
privacy, with no resolution for crime control. Expressed concerns that
the redesignation may affect property values, and requests Council
to consider infrastructure, education, fire, and police services.

Vic Yuschyshyn of 831 Beckner Crescent

Expressed concerns regarding traffic, parking, and safety, with questions about square footage, structure plans, and off-street parking.

Ute Pfalzgraf of 829 Beckner Crescent

Concerns were raised about the barrier between Becker Cres and the industrial area, and the potential issue with snow clearing in the proposed R2 district.

Diane Loroff of 807 Beckner Crescent

Expressed concerns about safety. Requesting the installation of stop signs and a reduction in speed limit, as the lack of sidewalks poses a significant risk to residents and children.

Garry Loroff of 807 Beckner Crescent

Understands that the municipality requires a variety of housing types, but does not believe they should all be in the same development. Echoing the gallery's worries, he says R1 should continue as planned, and the Berm should be appropriately constructed to reduce industrial odours.

John Martin of 821 Beckner Crescent

Hopes Council can figure this out. We like it here, and we're all proud to be Carstairs residents.

Residents' concerns were addressed by K. Williscroft, who stated that the lots are currently 15 meters wide and will be 7 meters wide with a proposed sidewalk connecting existing pathways. Snow removal and weed control will continue as if in an R1 district. The lots will have the same setbacks as an R1 district. Councillor Wilcox's concerns about walkways and privacy were addressed, and the bus stop will be determined by Chinooks Edge. The berm will be built once the subdivision is finished. Councillor Wilcox inquired about the possibility of a decrease in property value due to development, but K. Williscroft was unaware of any such decrease. Councillors Ball and Roberts had questions about parking and garages, with each side of the duplex featuring an attached double car garage and a double car parking pad. Ryan Eidick, the subdivision's representative, mentioned that elevations are planned to be lower in the back of the property to ensure privacy. Each unit will be between 1400-1800 square feet.

ADJOURNMENT:

Motion by Councilor Wilcox to adjourn the Public Hearing meeting of March 11, 2023, at 7:33 p.m.

CARRIED

Dean Allan, Deputy Mayor

Rick Blair, CAO

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, MARCH 11, 2024, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

- ATTENDEES:** Deputy Mayor Allan, Councilors Ball, Fricke, & Roberts, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, CAO Rick Blair, & Executive Assistant Kayleigh Van Es
- ABSENT:** Mayor Colby, Ratz
- CALL TO ORDER:** Deputy Mayor Allan called the meeting of Monday, March 11, 2024, to order at 7:34 p.m.
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:**
Motion 103/24 Motion by Councilor Ball to adopt the Regular Council agenda of March 11, 2024, as presented. **CARRIED**
- ADOPTION OF PREVIOUS MINUTES:**
Motion 104/24 Motion by Councilor Fricke to adopt the Regular Council minutes of February 26, 2024, as amended. **CARRIED**
- BUSINESS ARISING FROM PREVIOUS MEETING:** Nil
- DELEGATIONS:** Nil
- BYLAWS & POLICIES:**
- 1. Bylaw No. 2049 Carstairs Links Land Use Redesignation**
Councilor Ball stated that he has heard valid concerns and shared them with the residents of Beckner Cres, and he is hesitant to pass the bylaw at this time. Councilor Ball requested a recorded vote.
- Motion 105/23 Motion by Councilor Wilcox to give second reading of Bylaw No. 2049 Carstairs Links Land Use Redesignation as presented. Councilor Fricke, Roberts and Wilcox approved the motion. Councilor Ball opposed the motion. **CARRIED 3-1**
- Motion 106/23 Motion by Councilor Fricke to give third and final reading of Bylaw No. 2049 Carstairs Links Land Use Redesignation as presented. Councilor Fricke, Roberts and Wilcox approved the motion. Councilor Ball opposed the motion. **CARRIED 3-1**
- Motion 107/23 Motion by Councilor Roberts to take a short recess at 7:37 p.m. **CARRIED**
- Motion 108/23 Motion by Councilor Roberts to reconvene the meeting at 7:47 p.m. **CARRIED**
- 2. Policy No. 11-009-17 Elected Officials Tax Exemption-For Repeal**
- Motion 109/24 Motion by Councilor Wilcox to repeal Policy No. 11-009-17 Elected Officials Tax Exemption. **CARRIED**
- NEW BUSINESS:**
- 1. Carstairs Links Subdivision Application**
K. Williscroft discussed the Carstairs Links subdivision application. The application proposes to subdivide NE ¼ Sec. 17 Twn. 30 Range. 1, W5M, Lots 13-22Block 7 Plan 1413119 into 17 residential parcels ranging between 273.65 m2 and 574.89 m2. The subject parcels have been previously subdivided into 9 parcels to accommodate single-detached residential dwellings. The purpose of this subdivision, from 9 parcels to 17 parcels, is to accommodate semi-detached residential dwellings. The subject parcels are currently designated as R1 under the Town of Carstairs Land Use Bylaw. With respect to subdivision application SD-23-03, and based on Council's guidance, the Subdivision Authority has the following options: **A)** Send the application back to Administration to obtain additional information; **B)** Approve the subdivision application as submitted, subsequent to approval of LUR-23-04; or **C)** Approve the subdivision, subsequent to

approval of LUR-23-04, subject to the following conditions: **1.** That subdivision is carried out by means suitable to the Registrar of the Land Titles Office per Section 81 and 89 of the Land Titles Act; **2.** That prior to endorsement, it is the responsibility of the Applicant to ensure that the submission of a Plan of Survey, including CAD file, the Owner’s Consent to Register, and the Surveyor’s Affidavit are received by the Town of Carstairs; **3.** That prior to plan endorsement, all existing or newly required access rights-of-way, easements, overland drainage rights-of-way and agreements are to be registered shall be provided to the satisfaction of the Town of Carstairs; **4.** That prior to endorsement, all outstanding property taxes be paid, or satisfactory arrangement for payment thereof, to the Town of Carstairs (per Section 654 (1)(d) of the Municipal Government Act); **5.** That the applicant/owner amend the development agreement currently in place with the Town of Carstairs to reflect SD-23-03 and include, but not be limited to, the construction of roads and sidewalks, the installation of municipal services, and boulevard landscaping; and **6.** That prior to endorsement, an updated Traffic Impact Assessment is to be completed and approved by Alberta Transportation and Economic Corridors.

Councilor Roberts inquired how long the TIA and endorsement process would take, K. Willisroft responded that it should be done within a month for the first report

Councilor Fricke inquired whether there are criteria that justify a second entry. K. Willisroft stated that it is determined with the TIA and is handled on a case-by-case basis.

Motion 110/24

Motion by Councilor Roberts to approve the Subdivision application for Carstairs Links based on option C’s 5 conditions. Councilor Fricke, Roberts and Wilcox approved the motion. Councilor Ball opposed the motion.

CARRIED 3-1

2. 2024 Budget Discussions

S. Allison presented a look at the draft budget. Notifying Council of the increases in assessments and expenditures.

Motion 111/24

Motion by Councilor Wilcox to accept the 2024 Budget Discussions as information.

CARRIED

3. Aggie Days request

Council reviewed the request to support the upcoming Aggie Days event, which will take place in Carstairs this year May 24-25. K. Casebeer of the Carstairs & District Agricultural Society is present to address any questions about sponsoring the event, either through a monetary donation or by providing printing services. The event’s major purpose is to provide a great experience for students as well as connect people with agriculture.

Councilor Fricke asked K. Casebeer if the event rotates through host communities, to which K. Casebeer answered yes, the event is hosted between Carstairs, Cremona and Didsbury.

Motion 112/24

Motion by Councilor Wilcox to direct administration to facilitate printing services for the Aggie Days event.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

-Next Meeting March 21, 2024.

2. Mountain View Regional Waste Commission

-Next meeting March 25, 2024.

3. Mountain View Regional Water Commission

-Next meeting March 20, 2024.

4. Mountain View Seniors’ Housing

-Next meeting on March 28, 2024, will review the year-end audit report. Councilor Fricke highlights several Provincial budget changes impacting the Seniors and Housing Ministry, including an increase in LAP grant funding from \$13.23/day to \$20.50/day, increased housing portfolio operating budgets, an increase in Rent Assistance Program, and an increase in Capital Maintenance and Renewal Funding, with \$40 million available in 2024.

Motion 113/24

5. Municipal Area Partnership

Motion by Councilor Wilcox to withdraw from the Municipal Area Partnership and request that our portion of the outstanding funds be returned to the Town of Carstairs.

CARRIED

6. Red Deer River Municipal Users Group

-Next meeting March 21, 2024.

Motion 114/24

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

CARRIED

COUNCILOR REPORTS:

Councilor Ball

-March 11, 2024, attended the Public Hearing prior to Council Meeting at the Carstairs Municipal Office.

Councilor Fricke

- February 27, 2024, toured Chinook Winds Lodge.
- February 27, 2024, attended the Carstairs Heritage Centre's Reminisce Speaker Series.
- March 1, 2024, attended the AB Munis Provincial Budget Overview.
- March 2, 2024, attended the Mountain View Science and Technology Society's Fair as a Judge held in Olds.
- March 7, 2024, attended Hugh Sutherland School's Huey Hoedown event.
- March 8, 2024 met with Stacey Stilling, CAO of MVSH.
- March 9, 2024, attended the District 4-H Communications event as a Judge held in Olds.
- March 11, 2024, attended Day 1 of the ASCHA Conference held in Calgary.
- March 11, 2024, attended the Public Hearing prior to Council Meeting at the Carstairs Municipal Office.

Councilor Roberts

- February 27, 2024, toured Chinook Winds Lodge.
- February 27, 2024, attended the Carstairs Heritage Centre's Reminisce Speaker Series.
- March 4, 2024, attended MPC meeting.
- March 6, 2024, attended the Water Commission Drought Committee meeting.
- March 6, 2024, attended Drought Phone Town Hall with Ministers of Environment, Agriculture, and Forestry meeting.
- March 11, 2024, attended the Public Hearing prior to Council Meeting at the Carstairs Municipal Office.

Councilor Wilcox

- March 4, 2024, attended MPC meeting.
- March 7, 2024, attended Hugh Sutherland School's Huey Hoedown event.
- March 11, 2024, attended the Public Hearing prior to Council Meeting at the Carstairs Municipal Office.

Deputy Mayor Allan

- February 27, 2024, toured Chinook Winds Lodge.
- March 4, 2024, attended MPC meeting.
- March 11, 2024, attended the Public Hearing prior to Council Meeting at the Carstairs Municipal Office.

Motion 115/24

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

CARRIED

CORRESPONDENCE:

1. Mountain View County-Unit 610 Purchase

Council reviewed the letter from Mountain View County Regarding the purchase of Unit 610 from the Olds Fire Department for the Carstairs Fire Department as a Fire Command Unit.

Motion 116/24

Motion by Councilor Ball to accept the letter from Mountain View County-Unit 610 Purchase as information.

CARRIED

2. Carstairs & District Agricultural Society-Beef and Barley Days 2024 Fireworks Display

Council received a letter from the Carstairs & District Agricultural Society requesting that the Town of Carstairs continue to provide a fireworks show for Beef and Barley Days on Friday, July 19, 2024.

Regular Council Meeting – March 11, 2024

Motion 117/24 Motion by Councilor Roberts to approve funding for the 2024 Beef & Barley days Fireworks.

CARRIED

CAO’S REPORT:

- February 27, 2024, met with ISL Engineering for offsite levy review.
- February 27, 2024, met with Metakaolin to discuss the use of a cement additive in Kitstone.
- February 28, 2024, met with A. Phillips and S. Allison to review the new employee handbook.
- February 29, 2024, met with Patton Financial regarding employee benefits.
- March 4, 2024, attended MPC meeting.
- March 6, 2024, met with Fortis representative Christ Burt.
- March 6, 2024, met with ISL for the monthly Planning and Engineering meeting.
- Discussions regarding administrative building expansion.
- March 7, 2024, met with Charlie Van Arnam regarding Carstairs Nature Space plans. Including joint use agreements with the Curling Club and AG society, law enforcement, and a paved pathway to the gazebo.
- March 7, 2024, met with S. Allison regarding the 2024 budget.
- Informed Council on the progress of the Municipal census, we will be looking to staff to help with enumerating and related tasks.
- In the process of setting up a meeting to kick off the MNP police study.
- Will be away at the Municipal Leaders Caucus from March 13 to March 15 with Deputy Mayor Allan.

Motion 118/24 Motion by Councilor Roberts to accept CAO’s Report as information.

CARRIED

COUNCILOR CONCERNS:

- 1. Councilor Fricke & Allan**
Received an email with concerns regarding a business license holder.

Motion 119/24 Motion by Councilor Roberts to accept all Councilor Concerns as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

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 120/24 Motion by Councilor Ball that Council close the meeting to the public to discuss third-party personal privacy as per Section 17 of FOIP at 8:37 p.m.

CARRIED

Motion 121/24 Motion by Councilor Ball to come out of the closed meeting session at 8:52 p.m.

CARRIED

NEXT MEETING:

Monday, March 25, 2024 at 7:00 p.m.

ADJOURNMENT:

Motion 122/24 Motion by Councilor Ball to adjourn the meeting of March 11, 2024, at 8:53 p.m.

CARRIED

Dean Allan, Deputy Mayor

Rick Blair, CAO



Town of Carstairs

Policy: **Employee Computer/Cell Purchase Policy**
Policy No. 12-008-24

Date: **March 25, 2024**

Adopted by: **Council**

Policy Statement Purpose:

The purpose of this policy is to facilitate requests and determine value for the purchase of computer/cell inventory.

Guidelines:

- a. The Town of Carstairs recognizes computer equipment and cell phones to have a ~~three-year~~ **four-year** life expectancy.
- b. Selling equipment ~~prior to~~ **before** the end of its life expectancy can only be authorized by the C.A.O.
- c. Suggested value:
 - Value second year is ~~60~~**75**% of the original purchase price.
 - Value third year is ~~30~~**50**% of the original purchase price.
 - Value fourth year is ~~40~~ **25**% of the original purchase price.
 - **Value fifth year or greater 10% of the original purchase price.**
- d. Purchase requests must be in writing.
- e. The C.A.O. may refuse any offer with just cause.

End of Policy

Carstairs/03/24

Signatures

M_____/24 Policy No. 12-039-24 adopted at Council on March 25, 2024

Deputy Mayor, Dean Allan

CAO, Rick Blair



Town of Carstairs

Policy: **Safety Policy No. 12-030-24**
(Repeals 1800-2004)

Date: **March 25, 2024**

Adopted by: **Council**

Policy Statement:

~~The Town of Carstairs is committed to the protection from accidental loss of all its resources, including employees and physical assets.~~

Purpose:

The Town of Carstairs is committed to the protection from accidental loss of all its resources, including employees and physical assets. The purpose of this policy is to ensure practical and effective measures are in place to protect the health and safety of our employees and the public.

Scope:

The Town of Carstairs requires the cooperation between town employees, volunteers and contractors to eliminate all workplace injuries and work-related illnesses.

Policy:

Working together the Town of Carstairs is committed to preventing occupational illnesses and injuries while maintaining a safe, secure and healthy working environment in compliance with all applicable laws and regulations.

As the employer, the Town of Carstairs is responsible for the health and safety of its workers, contractors and visitors. We will do everything reasonably practical to eliminate or reduce work related hazards. The Town of Carstairs expects its workforce to be familiar with and comply with all safe work practices, safety rules, preventative maintenance measures and relevant health and safety legislation as it relates to our operations.

The Town of Carstairs staff at every level play an important role in making our workplace healthy and safe. Every employee, contractor and volunteer are personally responsible for their own safety as well sharing the responsibility for the safety of others. All employees are responsible for conducting themselves in a safe manner and for identifying and reporting unsafe acts or conditions.

Responsibilities:

1. Chief Administrative Officer

- ~~a. Establishes policies and procedures for safe work practices, hazard control, incident reports and maintenance of equipment.~~
- ~~b. Develops and keep recent a Safety Program Manual for the Town of Carstairs.~~
- c. Undertake a yearly safety review.
- d. Ensures the training of all employees in good safety practices.
- e. Ensures that employees are provided with all necessary personal protective equipment or clothing.
- ~~f. Develops procedures to ensure the documenting of every accident or incident and investigating and reviewing to determine what caused the accident and what needs to be done to rectify the situation so that it doesn't happen again.~~
- g. ~~Develops and enforces~~ Enforces safety rules and requires that employees cooperate with these rules as a condition of employment.

- h. Provides leadership of the safety program and for providing the safeguards required to ensure safe conditions.

2. Health and Safety Committee

- a. Establish policies and procedures for safe work practices, hazard control, incident reports and maintenance of equipment.
- b. Develop and keep a current Safety Program Manual for the Town of Carstairs.
- c. Undertake a yearly safety review of the manual.
- d. Ensure the training of all employees in good safety practices.
- e. Ensure that employees are provided with all necessary personal protective equipment or clothing.
- f. Develop procedures to ensure the documenting of every accident or incident and investigating and reviewing to determine what caused the accident and what needs to be done to mitigate reoccurrences.
- g. Develop and enforces safety rules and requires that employees cooperate with these rules as a condition of employment.
- h. Provide leadership of the safety program and providing the safeguards required to ensure safe conditions.
- i. Must make themselves familiar with the Occupational Health and Safety Act, **Regulations and Code**.

3. All employees

- a. Are responsible and accountable for each and every one of the municipality's overall safety initiatives.
- b. Active participation for the safety excellence of the Town.
- c. Are responsible for whole heartedly cooperating with all aspects of the safety program, including compliance with all rules and regulations and for continually practicing safety while performing their duties.
- d. Must make themselves familiar with the Occupational Health and Safety Act, **Regulations and Code**.

Guidelines:

- ~~1. All mechanical and physical safeguards shall be maintained to at least Occupational Health and Safety standards.~~
- ~~2. Yearly a program of safety inspections will be undertaken to find and eliminate unsafe conditions and practices, to control health hazards and to comply with the safety and health standards for every job.~~
- 3. The Health and Safety Manual is a working and evolving document. The Health and Safety Committee will review and update the manual on an annual basis.
- 4. The safety information in this policy and ~~Safety Program~~ **Health and Safety** Manual does not take precedence over the Occupational Health and Safety **Act, Regulations- and Code**.

End of Policy
Carstairs03/24

Signatures

M_____/24Policy No. 12-030-24 was adopted by Council on **March 25, 2024**

Deputy Mayor, **Dean Allan**

CAO, Rick Blair

BY-LAW 646

A BY-LAW OF THE TOWN OF CARSTAIRS, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATIONS OF LOITERING WITHIN THE TOWN OF CARSTAIRS.


WHEREAS no persons under the age of sixteen (16) years shall remain or loiter on any Highway, as defined in the Highway Traffic Act of Alberta, or Town owned land, within the town limits of Carstairs, Alberta, after the hour of 10:30 p.m. unless that person or persons are accompanied by a parent or legal guardian;

THAT parents or legal guardians of these persons are liable to a fine for persons found committing the offence under this Section.

FINES: First Offence ----- \$10.00
Second Offence ----- \$25.00
Third and Subsequent Offence ----- \$50.00

BY-LAW #36 is hereby repealed.


READ A FIRST TIME THIS 25th DAY OF OCTOBER A.D. 1982.


MAYOR


TOWN ADMINISTRATOR

READ A SECOND TIME THIS 25th DAY OF OCTOBER A.D. 1982.

READ A THIRD TIME THIS 25th DAY OF OCTOBER A.D. 1982 AND DULY PASSED.


MAYOR


TOWN ADMINISTRATOR



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REQUEST FOR DECISION

Meeting Date: March 25, 2024
Title: Surety Bonds as Security in Developments
Agenda:

Application & Issue History:

Administration seeks Council's endorsement to allow Developers to use surety bonds as development security.

Proposal, Options, Benefits, & Disadvantages:

Recent innovations in the surety industry have expanded their bond offerings to land developers. Qualifying developers can now purchase a surety bond to cover the security requirements of municipalities that traditionally accept cash or irrevocable letters of credit from a financial institution. Surety Bonds are also non-revocable and auto-renewable.

Operational Impact:

Minimal administrative impact

Budgetary Impact:

N/A

Recommendations:

That Council endorses the use of surety bonds as an acceptable form of development security in the Town of Carstairs.

Motion:

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
THURSDAY, MARCH 21, 2024, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Deputy Mayor Allan, Councilors Ball, Fricke, Ratz & Wilcox, Director of Legislative & Corporate Services Shannon Allison, Director of Emergency Services Rob McKay, Director of Planning & Development Kirk Willisroft, Planning & Development Administrator Sherry Humphrey, CAO Rick Blair, & Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby, Councilor Roberts

CALL TO ORDER: Deputy Mayor Allan called the meeting of Thursday, March 21, 2024, to order at 1:00 p.m.

ADDED ITEMS: **1. Surety Bond RFD to New Business 7.d**

ADOPTION OF AGENDA: Motion by Councilor Ball to adopt the Policies & Priorities Committee meeting agenda of March 21, 2024, as amended.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Ratz to adopt the Policies & Priorities minutes of February 15, 2024, as presented.

CARRIED

UNFINISHED BUSINESS: **1. Municipal Annual Internal Review**
The Committee reviewed the following roll files for the Planning & Development Audit:

20222.000, 20277.000, 110410.000, 20281.000, 425.000

No deficiencies were noted.

2. 12th Avenue North-Yield Signs to Stop Signs

R. McKay spoke on the installation of stop signs on Veterans Blvd. two years ago. Now there are concerns about only having yield signs on 12th Avenue.

The Committee directed that all signs on 12th Avenue and Veterans Boulevard be changed to stop signs.

3. Health & Safety Manual

R. McKay spoke to the new Health & Safety Manual presented to the Committee.

S. Ball had a concern regarding a section not referencing provincial law.

The Committee agreed that the Health & Safety Manual the Committee agreed that the Health & Safety Manual should include references to provincial and/or federal legislation.

Motion by Councilor Ratz to accept the Health & Safety Manual as amended and forward to Council with the recommendation for adoption.

CARRIED

BYLAWS & POLICIES: **1. Bylaw No. 646 Provide control and regulations of loitering.**
R. McKay brought the Bylaw forward after discovering it while updating the Health & Safety manual.

Policies & Priorities Committee Meeting – March 21, 2024

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Councillor Wilcox stated the redundancy because the Peace officers would be unable to police the timetable established in the bylaw.

Councillor Ratz notes that the bylaw would not hold up in court and that we should look at what other municipalities have in place.

Councillor Wilcox believes that a new bylaw should address all loitering, not simply that of youth.

The Committee directed administration to research what other municipalities have in place and bring back options to the next meeting.

Motion by Councilor Ratz to refer Bylaw No. 646 Loitering Bylaw to Council for repeal.

CARRIED

2. Policy No. 12-008-24 Computer Purchase Policy - Amended

The Committee discussed the policy amendments. S. Allison discussed the addition of cell phones to the policy and the shift from a three-year to a four-year replacement based on IT recommendations.

Councillor Wilcox asked what happened to the laptops and cell phones once they were replaced. S. Allison responded that they are recycled or returned to the store for credit.

Councilor Fricke asks that the policy read Employee Computer/Cell Purchase Policy.

Motion by Councilor Wilcox to accept Policy No. 12-008-24 Employee Computer/Cell Purchase Policy as amended and forward to Council with the recommendation for adoption.

CARRIED

3. Policy No. 12-030-22 Safety Policy-Amended

The Committee considered the policy revisions.

Councilor Fricke and Ball had some grammatical changes.

Motion by Councilor Ball to accept Policy No. 12-030-24 Safety Policy as amended and forward to Council with the recommendation for adoption.

CARRIED

NEW BUSINESS:

1. 2024 Budget Discussions

CAO Blair and S. Allison presented the Draft 2024 budget documents to the committee.

Councilor Ratz stated that over the years we have remained consistent at being responsible with raising taxes.

Councilor Wilcox states that while taxes have to rise, assessment values have also risen.

Councilor Ball states that they can't reduce the level of services just because requisitions have increased.

2. No Stopping Signage

R. McKay proposed the installation of "No Stopping" signs on Scarlett Ranch Blvd. and 10th Ave. Downtown Corners. The committee acknowledged that the crossings are not ideal; nonetheless, there is little sense in constructing signs, and

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it is more advantageous to prepare for future growth away from the downtown core. The Committee authorized administration to place "No Stopping" signs on Scarlett Ranch Blvd but not on 10th Ave, with a focus on future growth and mitigating difficulties.

3. Beekeeper Regulations

R. McKay proposed beekeeping regulations in response to a request; beekeeping is not currently covered in the Animal or Livestock Bylaws.

Councillor Fricke claims that many other towns allow beekeeping and have well-defined regulations and procedures.

Councilor Wilcox and Ball agree and state that a license should be obtained as well as permission from adjacent landowners.

The Committee directed administration to conduct additional research on policy development and report back to the next meeting with recommendations.

4. Surety Bond RFD

The Committee reviewed the RFD, which will be reviewed at the next council meeting.

REPORTS:

1. Development Reports

CAO Blair provided an update on the Development Reports for 2024. So far, there have been 15 new home starts and 27 compliances.

- a. Building Permit Listing
- b. Compliance Listing

2. City Wide Protective Services Monthly Reports

The Committee evaluated the following monthly reports for the Month of February 2024.

- a. Fire Reports.
- b. Bylaw Reports.

3. Emergency Services

The Committee reviewed the following reports.

- a. Carstairs Emergency Management Agency (CEMA) Report
- b. Emergency Services Report

4. Quarterly Reports

The Committee reviewed the following reports.

- a. Royal Canadian Mounted Police (R.C.M.P)

Motion by Councilor Ball to accept all reports as information.

CARRIED

GENERAL DISCUSSION:

1. Secondary Suites,

R. Blair advised the Committee that a policy on secondary suites is required. Stating that options will be presented at the next Committee meeting.

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NEXT MEETING: April 18, 2024

ADJOURNMENT: Motion by Councilor Ball to adjourn the meeting of March 21, 2024, at 2:57 p.m.

CARRIED

Dean Allan, Deputy Mayor

Rick Blair, CAO



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