



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, MARCH 9, 2020, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of March 9, 2020
Motion: To adopt the agenda of March 9, 2020

4. ADOPTION OF MINUTES

- 4 a) Adoption of the Public Hearing minutes of February 24, 2020 (addendum 4.a)
Motion: To adopt the Public Hearing minutes of February 24, 2020



- 5 - 8 b) Adoption of Regular Council minutes of February 24, 2020 (addendum 4.b)
Motion: To adopt the Regular Council minutes of February 24, 2020



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

- a) Endeavor Chartered Accountants - Jeff Faupel

7. BYLAWS AND POLICIES

- 9 - 13 a) Bylaw No.1099 Central Alberta Regional Assessment Review Board Bylaw (Repeals Bylaw 985 Amended) (addendum 7.a)



8. NEW BUSINESS

- 14 - 15 a) Proclamation Arbor Day - Mitch Miller (addendum 8.a)



- 16 b) Library Board Re-Appointment - Eric Beresford (addendum 8.b)



- c) 2019 Internal Annual Report to Council

9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
 - i) Strategic Planning & Corporate Affairs Committee minutes of February 24, 2020 (addendum 9.b.i)

- 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 BLAIR
- b) COUNCILOR WILCOX
- c) COUNCILOR GREEN
- d) COUNCILOR ALLAN
- e) COUNCILOR RATZ
- f) COUNCILOR GIL
- g) MAYOR COLBY

11. CORRESPONDENCE

- a) Parkland Airshed Management Zone - PAMZ 2020 Membership (addendum 11.a)



- b) Card of Thanks - Joanne Merrick



12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

17. ADJOURNMENT

MINUTES OF THE PUBLIC HEARING
MUNICIPAL DEVELOPMENT PLAN - BYLAW NO. 1097
MONDAY, FEBRUARY 24, 2020, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

- CALL TO ORDER:** Deputy Mayor Blair called Public Hearing of February 24, 2020, to order at 7:00 p.m.
- ATTENDEES:** Deputy Mayor Blair, Councilors, Wilcox, Green, Allan, Ratz and Gil, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison, and Executive Assistant Brenda Coles.
- ABSENT:** L. Colby
- PURPOSE:** The purpose of this hearing is to receive and consider; the approval of the Town of Carstairs 2020 Municipal Development Plan Updates
- DELEGATIONS:** **1. Urban Systems Ltd. –Presented by Planner Sarah Nielsen,**
File: 3175.0006.01 Town of Carstairs Municipal Development Plan (MDP)
- Planner S. Nielsen gave an oral overview of the Municipal Development Plan updates that included the background, project overview and phases, major changes completed in the document as well as the new section on Agrihoods.
- Reference to CPR documents was made.
- The Town’s new and revised policies, standards and regulations; as the Public Participation Policy.
- The MDP is intended to guide development for the Town over the next decade and it would be reasonable to expect minor updates may be required.
- The MDP was circulated to the appropriate agencies on January 10, 2020, of which eight responded with no concerns or objections.
- GENERAL DISCUSSION:** **Questions**
1. Question: Councilor Wilcox asked the question, where you would find Agrihood Developments as in researching she could not find any in Alberta.
Response: Planner Sarah Nielsen agreed and responded currently they would be found more in the eastern Canada and the United States and that it is very much a collaborative effort with strong connections in the community and enhances mixed use agriculture around residential, commercial and industrial.

2. Councilor Green stated it was a great concept and will be seen in Carstairs over the next ten years.

- Deputy Mayor Blair asked if there were any questions from the gallery, and there were no other questions or concerns presented.

- Deputy Blair thanked S. Nielsen for the presentation and updates to the MDP, stating it was a necessary endeavor and to make the document easier to navigate and use.
- ADJOURNMENT:** Motion by Councilor Allan to adjourn the Public Hearing of February 24, 2020 at 7:11 p.m.

CARRIED

Deputy Mayor, Rick Blair

CAO, Carl McDonnell

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 24, 2020, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

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

ABSENT: L. Colby

CALL TO ORDER: Deputy Mayor Blair called the meeting of February 24, 2020 to order at 7:12 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:

Motion 046/20 Motion by Councilor Wilcox to accept the Regular Council agenda of February 24, 2020, as presented. **CARRIED**

**ADOPTION OF
PREVIOUS MINUTES:**

Motion 047/20 Motion by Councilor Allan to adopt the Regular Council minutes of February 10, 2020, as presented. **CARRIED**

**BUSINESS ARISING FROM
PREVIOUS MEETING:**

Nil

DELEGATIONS:

1. Urban Systems Ltd. – Sarah Nielsen

- Planner Sarah Nielsen presented the Municipal Development Plan (MDP) package to Council and provided the updates to the MDP in detail.

Motion 048/20 Motion by Councilor Gil to accept the Municipal Development Plan (MDP) Updates as information. **CARRIED**

2. Carstairs & District Chamber of Commerce – Darrah Selanders and Chelsea Cairns

- Carstairs Chamber of Commerce President D. Selanders with Executive Director C. Cairns presented the Chamber of Commerce 2020 Strategic Plan and Budget to Council.

Motion 049/20 Motion by Councilor Ratz to accept the Carstairs & District Chamber of Commerce presentation as information. **CARRIED**

BYLAWS & POLICIES:

1. Bylaw No. 1097 Municipal Development Plan (MDP)

- Councilor Wilcox asked if there were any issues as said in the Public Hearing portion and there were no issues.

Motion 050/20 Motion by Councilor Green to give second reading of Bylaw No. 1097 Municipal Development Plan (MDP). **CARRIED**

Motion 051/20 Motion by Councilor Gil to give third and final reading of Bylaw No. 1097 Municipal Development Plan (MDP). **CARRIED**

2. Policy No. 11-006-20 Carstairs Community Development Economic Partnership (CCDEP) Terms of Reference (TOR)

- Councilor Gil spoke to the amendments to the policy.

Motion 052/20 Motion by Councilor Wilcox to adopt Policy No. 11-006-20 Carstairs Community Development Economic Partnership Terms of Reference as amended. **CARRIED**

3. Policy No. 42-003-20 Sanitary Manhole Inspection and Sanitary Line Flushing

- Councilor Gil spoke to the amendments to the policy.

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Motion 053/20

Motion by Councilor Green to adopt Policy No. 42-003-20 Sanitary Manhole Inspection and Sanitary Line Flushing as amended.

CARRIED**NEW BUSINESS:****1. Alberta Municipal Affairs – Grant in Place of Taxes (GIPOT)**

- CAO McDonnell spoke to the point that the Government will be reducing grants and phasing out over the next few years, Administration will need to bring the reduction to Council in the future for the loss of taxes as shown here for the two properties in the amount of \$761.95. Administration will be required to bring to forward to Council annually to have the amount written off.

Motion 054/20

Motion by Councilor Allan to accept as information.

CARRIED**COMMITTEE REPORTS:****1. Legislative & Emergency Services Committee**

- Councilor Allan stated the February 18, 2020 meeting was cancelled.
- Next meeting is on Monday, March 16, 2020.

2. Strategic Planning & Corporate Affairs Committee

- Councilor Ratz gave an oral report on the February 24, 2020 meeting.
- Next meeting is on Monday, March 23, 2020 prior to Council.

3. Policy & Governance Committee

- Councilor Gil indicated the February 10, 2020 meeting minutes are attached.
- Next meeting is on Monday, March 23, 2020 to follow Council.

4. External Relations Committee

- Councilor Allan stated the February 20, 2020 meeting was cancelled.
- Next meeting is on Thursday, March 19, 2020.

5. Mountain View Regional Waste Commission

- Councilor Green stated the February 24, 2020 meeting was cancelled as there was no financial report available due to the books being at the auditors.
- Next meeting is on March 23, 2020, where Councilor Wilcox will attend and will be the alternate for Councilor Green at the meeting in April.

6. Mountain View Regional Water Commission

- Councilor Blair gave an oral report on the February 12, 2020 meeting.
- Next meeting is on March 11, 2020.

7. Mountain View Seniors' Housing

- Next meeting is on March 26, 2020.

8. Municipal Area Partnership

- Next meeting to be held in April of 2020, with the date and time to be determined.

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

- Councilor Ratz stated the next meeting will be held on March 5, 2020 and he will have a report for the next meeting.

10. Central Alberta Economic Partnership (CAEP)

- Next meeting will be held in June of 2020.

Motion 055/20

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

CARRIED**COUNCILOR REPORTS:****Councilor Ratz**

- Has been away on vacation.
- Attended the Strategic Planning and Corporate Affairs Committee meeting on February 24, 2020.

Councilor Wilcox

- Attended the Carstairs Library Board meeting on February 18, 2020.

Councilor Allan

- Attended the Policy and Governance Committee meeting on February 10, 2020.
- Attended the Inter-municipal Development Plan (IDP) meeting with Mountain View County on February 13, 2020 which was hosted by Urban Systems.
- Attended the 33rd Annual Pioneer Supper on February 14, 2020.

Councilor Green

- Attended the Policy and Governance Committee meeting on February 10, 2020.
- Attended the 33rd Annual Pioneer Supper on February 14, 2020.
- Chaired the Carstairs Historical Society Annual General Meeting (AGM) on February 18, 2020.

Councilor Gil

- Attended the Policy and Governance Committee meeting on February 10, 2020.
- Attended the Strategic Planning and Corporate Affairs Committee meeting on February 24, 2020.

Councilor Blair

- Attended Mountain View Regional Water Commission meeting on February 12, 2020.
- Attended the Inter-municipal Development Plan (IDP) meeting with Mountain View County on February 13, 2020 hosted by Urban Systems.
- Attended the Strategic Planning and Corporate Affairs Committee meeting on February 24, 2020.
- Attended the Jason Trottier Fundraiser on February 22, 2020.

Mayor Colby

- No report at this time.

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| Motion 056/20 | Motion by Councilor Gil to accept all Councilor Reports as information. | CARRIED |
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| CORRESPONDENCE: | 1. Mountain View Senior’s Housing 5th Annual Gala Sponsorship |
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| Motion 057/20 | Motion by Councilor Allan to accept as information. | CARRIED |
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| CAO’S REPORT: | 1. On a personal note, thank you to Council for their support and flowers; it was very much appreciated by Charlotte, myself and the family. |
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COUNCILOR CONCERNS: Nil

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| PUBLIC QUESTION: PERIOD: | Nil |
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| MEDIA QUESTION PERIOD: | Nil |
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| 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 <i>Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 29)</i> . |
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- 1. *Development Scarlett Ranch*

- Motion 058/20

Motion by Councilor Allan that Council closes the meeting to the public at 8:11 p.m. to discuss closed session items.

CARRIED
- Motion 059/20

Motion by Councilor Ratz to come out of the closed meeting session 9:01 p.m.

CARRIED
- NEXT MEETING:

Monday, March 9, 2020
- ADJOURNMENT:
- Motion 060/20

Motion by Councilor Wilcox to adjourn the meeting of February 24, 2020, at 9:01 p.m.

CARRIED

Rick Blair, Deputy Mayor

Carl McDonnell, CAO

BYLAW NO. 1099

Being a bylaw of Town of Carstairs, Alberta to establish a Joint Assessment Review Board.

WHEREAS Section 455 of the *Municipal Government Act* permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

The City of Red Deer and the Partner Municipalities jointly wish to establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by their respective taxpayers of a Partner Municipality;

COUNCIL OF THE TOWN OF CARSTAIRS ENACTS AS FOLLOWS:

Short Title

- 1. The short title of this Bylaw shall be the “Central Alberta Regional Assessment Review Board Bylaw”.

Purpose

- 2. The purpose of this bylaw is to establish a joint assessment review board that will enable municipalities to provide a mechanism for citizens to appeal their property assessment and tax notices.

Definitions

- 3. Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the *Municipal Government Act* (MGA).
- 4. In this bylaw the following terms shall have the meanings shown:
 - a. “Board” means the Central Alberta Regional Assessment Review Board;
 - b. “Composite Assessment Review Board” or “CARB” means the Composite Assessment Review Board established in accordance with the MGA hears complaints on assessment notices for property other than the property described in section 3(2)(d) of this bylaw and section 460.1 of the MGA;
 - c. “Designated Officer of the Central Alberta Regional Assessment Review Board (Designated Officer)” means the person appointed to carry out the duties and functions of the clerk of the assessment review boards in accordance with section 456 of the MGA;
 - d. “Local Assessment Review Board” or “LARB” means the Local Assessment Review Board established in accordance with the MGA who hears complaints about assessment notices for:
 - i. residential property with 3 or fewer dwelling units, or
 - ii. farm land, or
 - iii. a tax notice other than a property tax notice, business tax notice or improvement tax notice;
 - e. “Member” means a member of the Central Alberta Regional Assessment Review Board;
 - f. “Minister” means the Minister determined by the Province to be responsible for the MGA;
 - g. “Partner Municipality” means a municipality who enters into an agreement with The City of Red Deer to jointly establish the Central Alberta Regional Assessment Review Board and who enacts a bylaw substantially in the form of this bylaw, as well as The City of Red Deer;
 - h. “Provincial Member” means a person appointed as a provincial member to a CARB by the Minister.

Partner Municipalities

5. The Partner Municipalities, which includes The City of Red Deer, hereby jointly establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board to have jurisdiction in their municipalities and those of the Partner Municipalities.
6. Each Partner Municipality is responsible for establishing filing fees and administering policies in respect of refunding filing fees in accordance with the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation*.

Regional Board Review Committee

7. The Regional Board Review Committee is established and will consist of 5 Administrators who volunteer from the Partner Municipalities.
8. The term for Regional Board Review Committee volunteers is one year.
9. The Regional Board Review Committee may establish their own procedures to carry out their function, but in doing so, they shall have due regard for procedural fairness.
10. The Regional Board Review Committee:
 - a. reviews applications from persons applying to be Members and makes recommendations to the Designated Officer concerning the appointment of Members from the applicants; and
 - b. may make recommendations to the Designated Officer concerning the revocation of appointment of a Member.

Appointment of Board Members

11. The Designated Officer shall appoint not more than 20 citizens-at-large to be Members of the Board.
12. The total number of Members appointed shall be determined by the Designated Officer.

Establishment of Boards

13. The following joint Central Alberta Regional Assessment Review Boards are established:
 - a. a LARB that hears complaints referred to in section 460.1(1) of the *MGA*; and
 - b. a CARB that hears complaints referred to in section 460.1(2) of the *MGA*.

Jurisdiction of the Board

14. The Boards shall have jurisdiction to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board under the provisions of the *MGA* in respect of assessment complaints made by taxpayers of a Partner Municipality.

Terms of Appointment

15. Unless otherwise stated in their appointment letters, all Members are appointed for three year terms.
16. If a vacancy on the Board occurs at any time the Regional Board Review Committee may recommend the appointment of a new person to fill the vacancy for the remainder of that term.
17. A Member may be re-appointed to the Board at the expiration of his/her term.
18. A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
19. The Designated Officer may remove a Member for cause or misconduct, or on the recommendation of the Regional Board Review Committee.

20. Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

Regional Advisory Group

21. Members will elect from among themselves a Regional Advisory Group consisting of up to 4 members, and comprised of one Advisory Group Chair and up to 3 Vice Chairs.
22. The Regional Advisory Group will report to the Designated Officer on all matters affecting the Board and will:
- a. assist the Designated Officer in developing policies governing hearings, conduct of Members, and other Board matters;
 - b. evaluate Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Members;
 - c. ensure other Members are provided mentoring; and
 - d. act as a liaison between the Members and the Designated Officer.
23. The duties of the Regional Advisory Group Chair include:
- a. chairing meetings of the Regional Advisory Group;
 - b. establishing agendas for the Regional Advisory Group meetings in consultation with the Designated Officer;
 - c. liaising with the Designated Officer, Councils, and Partner Municipalities on behalf of the Board;
 - d. appointing a Regional Advisory Group member as Acting Chair of the Regional Advisory Group;
 - e. signing correspondence on behalf of the Regional Advisory Group.
24. If the Regional Advisory Group Chair ceases to be a Member or is unable or unwilling to fulfil the Chair's duties, the Designated Officer may appoint one of the Vice Chairs to serve as Acting Chair until the Chair resumes the Chair's duties or the Members elect a new Chair.

Designated Officer of the Central Alberta Regional Assessment Review Board

25. The position of Designated Officer of the Central Alberta Regional Assessment Review Board to carry out the duties and functions of the Assessment Review Board Clerk is established.
26. The Town of Carstairs jointly appoints The City of Red Deer Legislative Services Manager as the Assessment Review Board Clerk of the Central Alberta Regional Assessment Review Board.
27. The salary of the Designated Officer will be made routinely available in the City of Red Deer annual Financial Statements.
28. The Designated Officer is authorized to enter into agreements on behalf of the Board with other non-partner municipalities to provide Assessment Review Board Services.
29. The Designated Officer:
- a. shall assist the Board in fulfilling its mandate;
 - b. may delegate to an employee, the duties and functions of the Assessment Review Board Clerk provided they have successfully completed the training as prescribed by the Minister;
 - c. shall consult with the Regional Advisory Group to set policies, procedures and directives governing hearing processes, Member conduct and other Board matters;
 - d. shall consult with the Regional Advisory Group and Members on matters affecting the Boards;

- e. shall issue instructions to independent legal counsel for the Boards when required
- f. may, at the request of a Presiding Officer of a panel of the Board sign orders, decisions and documents issued by the Board;
- g. may, at the request of the Chair of the Regional Advisory Group, sign documents issued by the Regional Advisory Group;
- h. may set fees payable for persons to obtain copies of the Board's decisions and documents.

Hearings

- 30. Hearings will be held at such time and place as determined by the Designated Officer.
- 31. The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act and section 464.1 of the MGA.

Commencement of Complaints

- 32. In accordance with the MGA, a taxpayer may commence an assessment complaint by:
 - a. mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the *'Matters Relating to Assessment Complaints Regulation'*, Alberta Regulation 201/2017 (Regulations) and within the time limits specified in the MGA; and
 - b. paying the applicable fee.

Rules of Order

- 33. The Board will conduct hearings in accordance with:
 - a. the provisions of the *MGA* and related regulations;
 - b. principles of natural justice and procedural fairness; and
 - c. its policies and procedures.

Notice of Decisions & Record of Hearing

- 34. After the hearing of a complaint, the Designated Officer shall:
 - a. under direction of the Presiding Officer, assist with the preparation of the decision or order of the Board and the reasons for the decision in compliance with the *MGA*; and
 - b. arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the *MGA* and Regulations.
- 35. The Designated Officer will maintain a Record of Hearing in accordance with the *MGA* and the Regulations.

Delegation of Authority

- 36. In accordance with its authority under MGA, Council hereby delegates to the Designated Officer the authority to:
 - a. appoint members to the Central Alberta Regional Assessment Review Board;
 - b. jointly prescribe the remuneration and expenses payable to each Member of the Board;
 - c. jointly appoint a Member as the Chair of the LARB and the CARB and prescribe the term of office and the remuneration and expenses, if any, payable to the Chair; and
 - d. set fees payable by persons wishing to be involved as a party or intervenor in a hearing before an assessment review board and for obtaining copies of an assessment review board's decisions and other documents.

Reimbursement of Costs

37. The City of Red Deer shall pay for the administrative costs associated with the operation of the Board as set out in the agreement with the City of Red Deer.

Transitional

38. Bylaw 985 Amended is repealed and this Bylaw comes into effect at time of passage.

READ A FIRST TIME THIS 9TH DAY OF MARCH A.D., 2020

READ A SECOND TIME THIS 9TH DAY OF MARCH A.D., 2020

READ A THIRD TIME THIS 9TH DAY OF MARCH A.D., 2020

Mayor, Lance Colby

CAO, Carl McDonnell

Brenda Coles

From: Carl McDonnell
Sent: February 25, 2020 1:11 PM
To: Brenda Coles
Subject: FW: Arbor Day Request

Next Council agenda

From: Mitch Miller [<mailto:aspenlanefarm@hotmail.ca>]
Sent: Tuesday, February 25, 2020 9:33 AM
To: Carl McDonnell
Subject: Arbor Day Request

Feb 25, 2020

The Mayer and Counselors
Carstairs Municipal Council
c/o Carl McDonnell

This letter is to announce the formation of the Arbor Day Committee made up of members of the community and the Carstairs Ag Society, to celebrate Arbor Day. The date chosen for this years celebration is May 07, 2020 to be held at the park site adjacent to the dog park and the Rodeo grounds. Although, planning is still underway, plans include demonstrations , planting of trees in the park area as well as some speakers as to the value of our urban forest present and the future.

Contact has been made to the two schools to invite students to participate in the Arbor Day Celebrations.

This letter is to request that the council make a proclamation that May 07,2020 be proclaimed Arbor Day for Carstairs.

It is also the hope of the committee to make the celebration of Arbor Day an annual event.

Thank you for your time and consideration for this request and hope to see you all at Arbor Day.

Mitch Miller
Carstairs Arbor Day Committee



PROCLAMATION
"Celebrate Arbor Day"
TOWN OF CARSTAIRS ARBOR DAY
MAY 7, 2020

WHEREAS: *Arbor Day is now observed throughout Canada and the world, and*

WHEREAS: *the Arbor Day Committee made up of members of the Community and the Carstairs Ag Society proposes to celebrate Arbor Day in the Town of Carstairs by setting aside a special day for planting trees and have speakers talk to the value of our urban forest and the future, and*

WHEREAS: *trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and*

WHEREAS: *trees are a renewable resource giving us paper, wood for our homes, fuel for fires and countless other wood products, and*

WHEREAS: *trees in our Town, increase property values, enhance the economic vitality of business areas, and beautify our community, and*

WHEREAS: *trees wherever they are planted, are a source of joy and spiritual renewal.*

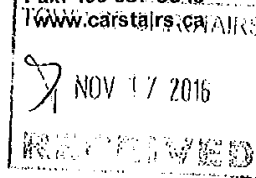
NOW THEREFORE, *I, Lance Colby, Mayor of the Town of Carstairs, do hereby proclaim May 7, 2020, as Arbor Day In the Town of Carstairs, and I urge all residents to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and I urge all residents to plant trees to promote the well-being of this and future generations.*

Dated this 9th day of March, 2020

Lance Colby, Mayor



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



COMMITTEES & BOARDS APPLICATION

Last Name: BERESFORD First Name: ERIC
Address: P.O. Box CARSTAIRS AB T0M 0N0
City Province Postal Code
Home Phone: 403-337- Day-Time Phone: 403-337-
Cell: 403-

1. Appointment To:

- a) Board Member - Carstairs Public Library.
b) For re-appointment March 9, 2020

2. Background Information

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

I have served on the Carstairs Library Board for the
past six years as a Board Member and Vice-Chair for
the past 2 years. I have always been interested in libraries
and their function within a community.

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

I am retired but still active in the Community
Lions for 13 years, and volunteer for special events.
I believe I will be an asset to the Library
Board and continue my past 6 years work on the
Board.

4. Length of Residence:

In the town of Carstairs: 14 years and/or In the town of Carstairs area: per March 3/2020 years

E.W. Beresford
Signature

November 15/2016
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).

**MINUTES OF THE STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
MONDAY, FEBRUARY 24, 2020, 5:30 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilors Blair, Ratz, and Gil, CAO Carl McDonnell, and Executive Assistant Brenda Coles

ABSENT: L. Colby

CALL TO ORDER: Councilor Ratz called the meeting of February 24, 2020, to order at 5:41 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Blair to adopt the agenda of February 24, 2020, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Blair to adopt the minutes of January 27, 2020 as presented.

CARRIED

UNFINISHED BUSINESS: Nil

DELEGATIONS: Nil

NEW BUSINESS: Nil

REPORTS:

1. Committee Plans and Reports

a) 2020 Work Plan

- CAO McDonnell has a copy of the audit will try and book in two weeks for Council to go through with the auditor Jeff Faupel.

b) 2020 Internal Annual Report

- Committee members reviewed and there were no additions or deletions.

c) 2020 Committee Worksheet

- Committee members reviewed and there were no additions or deletions.

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

CARRIED

2. Financial Reports

- CAO McDonnell gave an oral report of the Financial Reports for month ending December 31, 2019.

a) Summary Report

- Under Operating Costs that would include the Golf Course and non-reoccurring expense would the purchase of the Scout Hall, Golf Course, Archer property and Mandalay Estates oversizing.

b) Financial Report

- Under Capital there is a listing of projects that have been completed, as the Mandalay Bay Sanitary, Storm, Water, and Transportation oversizing, and the lift station decommission.

c) Revenue and Expense Report

- There were no concerns or red flags for the various departments.

d) Capital Projects Report

- Under Capital Projects everything came in close to budget, with the decommissioning of Lift station the Town still has the paving left to do.

e) Loans and Debentures

- Councilor Blair gave an oral report of the February 7, 2020 meeting with Endeavor Chartered Account Jeff Faupel regarding the Town Audit. Discussions were held on the Towns financials in regards to reserves, loans, debentures, and off site levies, along with the purchase of the Golf Course.

Motion by councilor Blair to accept the Financial Reports.

CARRIED

3. Development Reports**a) Building Permit Listing**

- In 2020 there have been a total of 7 building permits with 2 new home starts.
- These numbers are pretty consistent for this time of year; anything over 5 permits is normal and permits numbers will start to go up in the spring with the pulling of deck permits.

b) Compliance Listing

- In 2020 there has been 9 compliances year to date.

Motion by Councilor Gil to accept the Planning and Development Reports as information.

CARRIED

4. Planning Reports:**a) Subdivision**

- CAO McDonnell gave an update on the following subdivisions:
- Mandalay Estates
- Eastgate
- Scarlett Ranch
- Carstairs Links
- Homestead
- Marigold
- Havenfield

b) Municipal Development Plan (MDP)

- The Municipal Development Plan Bylaw No. 1097 will go to Public Hearing and then onto Council for second and third reading on February 24, 2020.

c) Planning Procedures

- Nothing to report at this time.

Motion by Councilor Gil to accept the Planning Reports as information.

CARRIED

5. Carstairs Community Golf Course

a) CAO Updates

- The water and sewer lines will not be completed until mid-March because of frost in the ground; they will then be able to tie the water and sewer into the building.
- After that workers will come in and put up the tarp building.
- The renovations inside has been completed with the painting, flooring, tile, and the lease concerns have been addressed.
- The remainder of the dirt, sod and mulch has been trucked off site.
- The inventory has been completed, and the auditors went through the list of disposals.
- The Town will not be renovating the bathrooms this year.
- Outside work to the building that still requires maintenance is the stucco and painting on the club house.
- Benches and bleachers are done and staff has now begun the work on the sheds.
- Plans are to have staff come on line by April 1, 2020 to commence with outside general clean up; depending if there is any flooding, and how fast the grass grows the two departments will share the big mower; with the Golf Course utilizing the mower on the weekend and Parks during the week.

Motion by Councilor Blair to accept the Carstairs Golf Course Report as information.

CARRIED

6. Plans and Studies

a) Asset Plan

- Nothing to report at this time.

b) Recreation and Culture Master Plan

- The first Recreation Committee meeting is on Tuesday, March 10, 2020.
- Members Garry Bratland will be away for the first meeting, and Doug Line will be responsible for minutes and write the final report.

7. Audits

a) Endeavor Chartered Professional Accountants

- Deputy Mayor Blair gave an oral report to Council that he met with Auditor Jeff Faupel on February 7, 2020. He was advised it was a clean audit and there were no adjusting entries this year; nothing unusual we took on new debt, using reserves for new infrastructure, drop in hand for investments and purchases.

8. Budget

- CAO McDonnell advised the Committee that the Provincial Budget will come out on Thursday, February 27, 2020 and then the Town will be able to finalize its Budget.

CORRESPONDENCE: Nil

Strategic Planning & Corporate Affairs Committee Meeting – February 24, 2020

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GENERAL DISCUSSION: Nil

NEXT MEETING: Monday, March 23, 2020

ADJOURNMENT: Motion by Councilor Gil to adjourn the meeting of February 24, 2020, at 6:10 p.m.

CARRIED

Councilor Ratz, Chair Person

Carl McDonnell, CAO



February 12, 2020

Town of Carstairs
P.O. Box 370
Carstairs, AB
T0M 0N0

Attn: Mayor Colby & Town Council
Re: Parkland Airshed Management Zone 2020 Membership

The Parkland Airshed Management Zone (PAMZ) is a multi-stakeholder non-profit organization consisting of industry, provincial government departments, local government, and environmental non-government organizations and the public. It was formed in 1997 to monitor and manage air quality within the west central region of Alberta.

In 2019, PAMZ's achievements included:

- completion of the twentieth year of operating the PAMZ Regional Air Quality Monitoring Program
- issues-based air quality monitoring in Bentley
- community-based air quality monitoring in the City of Red Deer
- participation on a Clean Air Strategic Alliance (CASA) team reviewing existing and developing new provincial ambient air quality objectives for implementation by Alberta Environment and Parks (AEP)
- collaboration with AEP and other regional stakeholders, focusing on understanding and addressing fine particulate matter (PM2.5) exceedences in the region.
- developing and implementing a plan to ensure levels of PM2.5 and other criterion pollutants do not exceed the Canadian Ambient Air Quality Standards in the future

At this time we are extending an invitation to the Town of Carstairs to join other local municipalities such as Clearwater, Lacombe, Mountain View & Red Deer Counties, the City of Red Deer and Bentley and others and join PAMZ. These municipalities have all recognized the benefits of participating in a multi-stakeholder consensus-based process aimed at ensuring air quality in our region is maintained or improved into the future.

We have taken the liberty of enclosing an invoice for the Town of Carstairs's membership fee for 2020, should it decide to become a member of PAMZ. The fee is based on a per capita calculation that is detailed in the attached calculation sheet. If you have any questions about membership in PAMZ please contact the undersigned at your convenience.

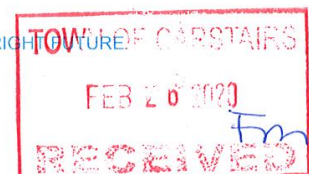
Regards,

Kevin Warren
Executive Director, PAMZ

403.862.7046 Phone
403.238.6604 Fax

P.O. Box 1020
Sundre, Alberta T0M 1X0

BLUE SKIES BRIGHT FUTURE
www.pamz.org



A Little note of Thanks

Carstairs Town Council,



Thank you so much for the beautiful clock in recognition of my 15 years of service. I enjoyed providing the best possible service to the community and actively participating in the growth of our library in the community. I appreciated working with other town of Carstairs staff who assisted me in many ways to help make our library great!

Sincerely, Joanne Merrick

