



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, SEPTEMBER 12, 2022, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of September 12, 2022
Motion: To adopt the agenda of September 12, 2022

4. ADOPTION OF MINUTES

- a) Adoption of minutes of August 22, 2022 (addendum 4.a)
Motion: To adopt the minutes of August 22, 2022



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

- a) Jordan Schaffer & Rob McKay-Carriage Lane Grass Fire

7. BYLAWS AND POLICIES

8. NEW BUSINESS

9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
i) Minutes from the August 22, 2022 meeting (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

3 - 6

7 - 8

- h) MUNICIPAL AREA PARTNERSHIP
- i) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP
- j) CENTRAL ALBERTA ECONOMIC PARTNERSHIP

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

- a) ATCO Franchise agreement (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

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, AUGUST 22, 2022, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

- ATTENDEES:** Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts, Wilcox, Director of Planning & Development Kirk Willisroft, Director of Legislative & Corporate Services Shannon Allison, CAO Rick Blair and Executive Assistant Kayleigh Van Es
- ABSENT:** Nil
- CALL TO ORDER:** Mayor Colby called the meeting of August 22, 2022, to order at 7:02 p.m.
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:**
- Motion 225/22 Motion by Councilor Allan to adopt the Regular Council agenda of August 22, 2022, as presented. **CARRIED**
- ADOPTION OF PREVIOUS MINUTES:**
- Motion 226/22 Motion by Councilor Fricke to adopt the Regular Council minutes of July 11, 2022, as presented. **CARRIED**
- BUSINESS ARISING FROM PREVIOUS MEETING:** Nil
- DELEGATIONS:** Nil
- BYLAWS & POLICIES:**
- 1. Bylaw No. 2030 Land Use Redesignation**
- K. Willisroft spoke to Bylaw 2030 Land Use Redesignation. Referring to 0.72 hectares located in Lots 1-14, Block 10, and Plan 2111948.
- Motion 227/22 Motion by Councilor Wilcox to give first reading of Bylaw No. 2030 Land Use Redesignation. **CARRIED**
- 2. Bylaw No. 2031 Land Use Redesignation**
- K. Willisroft spoke to Bylaw 2031 Land Use Redesignation. Referring to 10.11 hectares located in Lot 4, Block 6, and Plan 1210982.
- Motion 228/22 Motion by Councilor Ball to give first reading of Bylaw No. 2031 Land Use Redesignation. **CARRIED**
- NEW BUSINESS:**
- 1. Scarlett Ranch Phase 6-10 Conceptual Scheme**
-K. Willisroft spoke to the Conceptual Scheme.
- Councilor Wilcox- enquired about parks and walkways. To which K. Willisroft stated that will come at a further point of conceptual plan.
- Motion 229/22 Motion by Councilor Roberts to accept the Scarlett Ranch Phase 6-10 Conceptual Scheme as information.
- COMMITTEE REPORTS:**
- 1. Legislative & Emergency Services Committee**
- Nothing to report at this time. Next meeting September 20, 2022.
- 2. Strategic Planning & Corporate Affairs Committee**
- Councilor Roberts spoke to the meeting that occurred prior to Council today August 22, 2022. Next meeting September 26, 2022
- 3. Policy & Governance Committee**
- Nothing to report at this time. Next meeting September 15, 2022.
- 4. Mountain View Regional Waste Commission**
- Councilor Wilcox spoke to the meeting that occurred on July 25, 2022.
- 5. Mountain View Regional Water Commission**
- Nothing to report at this time. Next meeting is September 14, 2022.

6. Mountain View Seniors' Housing

- Councilor Ratz spoke to the meeting that occurred on July 14, 2022. Next meeting is September 16, 2022.

7. Municipal Area Partnership

- Nothing to report at this time. September 29, 2022.

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

- Nothing to report at this time. September 2022.

9. Central Alberta Economic Partnership (CAEP)

- Nothing to report at this time. Next meeting Fall 2022.

Motion 230/22

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

CARRIED

COUNCILOR REPORTS:

Councilor Allan

- July 16, 2022 participated in the Carstairs Beef & Barley Days Parade, and Festivities.

Councilor Ball

- July 16, 2022 participated in the Carstairs Beef & Barley Days Parade, and Festivities.
- August 11, 2022 attended the Marvel Trivia night at the Carstairs Golf Course put on by the Carstairs Public Library.
- Has been attending the Carstairs Rock Church, the church is hosting a fall kick off Tailgate party on September 18, 2022.
- August 22, 2022 attended Strategic Planning & Corporate Affairs Committee Meeting.

Councilor Fricke

- July 16, 2022 participated in the Carstairs Beef & Barley Days Parade, Pancake Breakfast and other festivities.
- July 22, 2022 attended the Barnyard biscuits Bakery & Pet supply soft opening.
- July 27, 2022 attended the Home church Carstairs Block Party.
- August 12, 2022 attended Mega Dollar Mart Grand opening.
- August 22, 2022 attended Strategic Planning & Corporate Affairs Committee Meeting.

Councilor Ratz

- July 14, 2022 attended Mountain View Seniors Housing Meeting.
- July 16, 2022 participated in the Carstairs Beef & Barley Days Parade, and Festivities.

Councilor Roberts

- July 13, 2022 attended Mountain View Regional Water Commission Meeting.
- July 16, 2022 participated in the Carstairs Beef & Barley Days Parade, and Festivities.
- July 19, 2022 attended a Carstairs Nature Space meeting.
- July 20, 2022 attended a Fortis AB information session.
- August 7, 2022 attended Club Championship Ceremonies at the Carstairs Golf Club.
- August 17, 2022 participated in the Walk the Block event put on by the Carstairs Public Library.
- August 20, 2022 attended the AG Society Horticultural show and Craft sale.
- August 22, 2022 attended a Carstairs Nature Space meeting.
- August 22, 2022 attended Strategic Planning & Corporate Affairs Committee Meeting

Councilor Wilcox

- July 16, 2022 participated in the Carstairs Beef & Barley Days Parade, and Festivities.
- July 19, 2022 with Carstairs Recreation hosted a youth night.
- July 25, 2022 attended Mountain View Waste Commission meeting.
- August 16, 2022 attended a Moccasin group meeting
- August 17, 2022 with Carstairs Recreation hosted another youth night.
- August 18, 2022 attended the Parkland Advocacy meeting.

- August 19, 2022 attended the AG Society Horticultural show and Craft sale.

Mayor Colby

- July 13, 2022 attended the Mountain View Water Commission meeting.
- July 16, 2022 participated in the Carstairs Beef & Barley Days Parade, and Festivities.
- August 12, 2022 attended Mega Dollar Mart Grand opening.

Motion 231/22

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

CARRIED

CORRESPONDENCE:

1. Letter from Gord Hira - 12th Ave Stop Signs

Council received a letter in request for replacing the current yield signs with stop signs along 12th avenue N at the intersections of Osler, Center and Grey Street.

Motion 232/22

Motion by Councilor Allan to accept the Letter from Gord Hira as information and pass onto the Legislative and Emergency Services committee for review.

CARRIED

2. Alberta Police Service Email

Mayor Colby spoke to the email sent from the Alberta Police Service.

Councilor Ball-wonders if we should reach out to Minister of Justice Shandro for more information.

Mayor Colby stated that meeting with the Minister of Justice Shandro could occur at the AM convention in September 2022.

Motion 233/22

Motion by Councilor Allan to accept the email for Alberta Police Service as information.

CARRIED

3. Carstairs Fire Station Grand Opening Invitation

Motion 234/22

Motion by Councilor Ratz to accept the Carstairs Fire station Grand Opening Invitation as information.

CARRIED

CAO'S REPORT:

1. Busy with Planning and Development.

2. Normal Business operations.

3. Meeting with RCMP at AM convention.

Motion 235/22

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

CARRIED

COUNCILOR CONCERNS:

Councilor Roberts

- Questioned the reason behind the no parking across the street from the Twisted Lizard restaurant. To which CAO Blair mentioned sight lines and it being a trucking route parking causes a safety risk.

Councilor Fricke

- Received feedback from business owner that they would like to see a single source place where community events are posted.

Motion 236/22

Motion by Councilor Allan to accept all Councilor Concerns as information.

CARRIED

PUBLIC QUESTION PERIOD:

Pam Montgomery- Questioned the Conceptual Scheme for Scarlett ranch and wondered if there would be an Open house held for further questions. To which K. Willisroft answered there would be advertising and a public hearing prior to approval.

Motion 237/22

Motion by Councilor Roberts to accept public question period as information.

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING: *Section 107 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 238/22 Motion by Councilor Ball that Council closes the meeting to the public at 7:35 p.m. to discuss closed meeting session items.

CARRIED

Motion 239/22 Motion by Councilor Ball to come out of the closed meeting session at 8:19 p.m.

CARRIED

Motion 240/22 Motion by Councilor Allan to waive sewer fees for the months of May and June for account number 677012.

CARRIED

NEXT MEETING: Monday, September 12, 2022 at 7:00 p.m.

ADJOURNMENT:

Motion 241/22 Motion by Councilor Fricke to adjourn the meeting of August 22, 2022, at 8:20 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO

**MINUTES OF THE STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
MONDAY, AUGUST 22, 2022, 5:30PM
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilors Ball, Fricke, Roberts, CAO Rick Blair, and Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby

CALL TO ORDER: Councilor Roberts called the meeting of August 22, 2022 to order at 5:47 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Ball to adopt the agenda of August 22, 2022, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Fricke to adopt the minutes of June 27, 2022 as presented.

CARRIED

UNFINISHED BUSINESS: **1. Carstairs Recreation Analysis-Progress Update**
CAO Blair spoke to the document in progress.

Councilor Ball was in agreeance with looking at the whole picture, not just sporting facilities.

Councilor Fricke enquired if the town had missed out on any events due to a lack of facilities. CAO Blair commented that since the gym expansion there hasn't been any that the town is aware of.

Councilor Roberts mentioned he would like to see what the booklet goals we have completed from the previous Recreation Plan.

Motion by Councilor Ball to accept the Carstairs Recreation Analysis as information, and advise administration to gather Utilization reports for further review.

CARRIED

NEW BUSINESS: Nil

REPORTS: **1. Committee Plans and Reports**

- a) 2022 Work Plan
- b) 2022 Internal Annual Report
- c) 2022 Committee Worksheet

2. Financial Reports

CAO Blair summarized the Financial reports. Nothing outstanding to report.

- a) Summary Report (Ending July 31, 2022)
- b) Financial Report (Ending July 31, 2022)
- c) Revenue and Expense Report (Ending July 31, 2022)
- d) Capital Projects Report (Ending July 31, 2022)

Motion by Councilor Ball to accept the Financial Reports as information, and circulate to the rest of Council.

CARRIED

3. Development Reports

CAO Blair spoke to the reports, development is still very busy at this time.

a) Building Permit Listing (Ending August 12, 2022)

b) Compliance Listing (Ending August 15, 2022)

Motion by Councilor Fricke to accept the Development Reports as information.

CARRIED

4. Planning Reports:

-Nothing to report at this time.

5. Carstairs Community Golf Club

-Nothing to report at this time.

GENERAL DISCUSSION: Councilor Ball-mentioned the post on the back stop at Diamond 5 located at Tiny LaFluer Park is still missing. CAO Blair assured the issue has been address and the post is on order.

Councilor Fricke-inquired if Google had completed the update of Google Maps to which CAO Blair confirmed.

NEXT MEETING: Monday September 26, 2022, at 5:30 p.m.

ADJOURNMENT: Motion by Councilor Ball to adjourn the meeting of August 22, 2022, at 6:34 p.m.

CARRIED

Councilor Roberts, Chair Person

Rick Blair, CAO



August 26, 2022

Town of Carstairs
PO Box 370
Carstairs, AB T0M 0N0

Attention: Mr. Rick Blair, Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement

Pursuant to our franchise agreement, your municipality has the option to change the franchise fee percentage in 2023. A request to change the franchise fee must be received by ATCO Gas in writing prior to November 1, 2022. If you are considering changing the franchise fee in 2023, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Carstairs a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Carstairs, this percentage is 25.00%.

In 2021, our Delivery Tariff revenue in the Town of Carstairs was \$1,019,894. Our forecast Delivery Tariff revenue for 2023 is \$1,311,452. Therefore, based on the current franchise fee percentage, your forecast 2023 franchise fee revenue would be \$327,863.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at Jamie.Jaques@atco.com.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Jamie Jaques', is written over a blue line.

Jamie Jaques
Manager, Calgary
ATCO Natural Gas Division

