



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

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

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

**4. ADOPTION OF MINUTES**

- 4 - 7 a) Adoption of minutes of January 11, 2021 (addendum 4.a)  
**Motion:** To adopt the minutes of January 11, 2021



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**6. DELEGATIONS**

- a) Urban Systems Becky Soby - Land Use Bylaw No. 2007 Amended - Food Processing and Packaging, Specialty Food Store  
b) MLA Nathan Cooper

**7. BYLAWS AND POLICIES**

- 8 a) Bylaw No. 2007 Amended Land Use Bylaw - 2nd and 3rd Reading (addendum 7.a)



- 9 b) Bylaw No. 885 Amended Municipal Election Candidates Deposit Bylaw (addendum 7.b)






- 10 - 12 c) Policy No. 26-001-21 Carstairs Community Peace Officer Daily Procedures (addendum 7.c)





- 13 - 14 d) Policy No. 26-002-21 Carstairs Community Peace Officer Vehicle/Equipment (addendum 7.d)






- 15 - 16 e) Policy No. 26-003-21 Carstairs Community Peace Officer Communications and Media Releases (addendum 7.e)  

- 17 - 18 f) Policy No. 26-004-21 Carstairs Community Peace Officer Inter-Agency (addendum 7.f)  

- 19 - 23 g) Policy No. 26-017-21 Use of Force Policy Defensive Baton/OC Spray (addendum 7.g)  

- h) Fire Department Standard Operating Procedures (Packages printed)

## 8. NEW BUSINESS

- 24 a) 2021 Census of Population - Request support of the Census by Resolution. (addendum 8.a)  

- 25 - 34 b) Town of Carstairs Library Board Safety & Use Bylaws (addendum 8.b)  


## 9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
- 35 - 37 i) Legislative & Emergency Services Committee minutes of January 19, 2021 (9.a.i)  

- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) EXTERNAL RELATIONS COMMITTEE
- 38 - 39 i) External Relations Committee minutes of January 21, 2021 (addendum 9.c.i)  

- d) POLICY & GOVERNANCE COMMITTEE
- 40 - 46 i) Minutes of the Policy and Governance Committee Meeting of January 12, 2021 (addendum 9.d.i)  

- 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**
  - 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 disclose in Division 1 Part 1 of the Freedom of Information and Privacy (FOIP) (s. 16 to 29) Item 1. Land Negotiation
  - 17. ADJOURNMENT**

MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, JANUARY 11, 2021, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Blair (via Zoom), Wilcox, Green, Allan, Ratz and Gil, CAO Carl McDonnell, Director of Legislative and Corporate Services Shannon Allison, and Executive Assistant Brenda Coles
ABSENT:	Nil
CALL TO ORDER:	Mayor Colby called the meeting of January 11, 2021 to order at 7:00 p.m.
ADDED ITEMS:	8.c Business Licenses
ADOPTION OF AGENDA:	
Motion 001/21	Motion by Councilor Gil to accept the Regular Council agenda of January 11, 2021, as presented. <b>CARRIED</b>
ADOPTION OF PREVIOUS MINUTES:	
Motion 002/21	Motion by Councilor Allan to adopt the Committee of the Whole minutes of December 14, 2020, as presented. <b>CARRIED</b>
Motion 003/21	Motion by Councilor Ratz to adopt the Regular Council minutes of December 14, 2020, as presented. <b>CARRIED</b>
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	Nil
BYLAWS & POLICIES:	<b>1. Bylaw No. 2011 Town of Carstairs Inter-municipal Development Plan Bylaw</b> - The IDP will go to Mountain View Country Council for first reading on Wednesday, January 13, 2020, and then depending on that the Town and County will hold a Joint Public Hearing on February 10, 2021, and following that it will go back to both Councils for second and third readings.
Motion 004/21	Motion by Councilor Green to give first reading of Bylaw No. 2011 Town of Carstairs Inter-municipal Development Plan Bylaw. <b>CARRIED</b>
Motion 005/21	Motion by Councilor Blair to hold a Special Joint Council Meeting with Mountain View County on February 10, 2021. <b>CARRIED</b>
	<b>2. Bylaw No. 2007 Land Use Bylaw –Amended</b> - The changes to the amended Land Use Bylaw was to allow for food processing and butcher shops in commercial, and industrial locations. It will go to first reading and then a public hearing and come back to Council for second and third readings.
Motion 006/21	Motion by Councilor Allan to give first reading of Bylaw No. 2007 Amended Land Use Bylaw. <b>CARRIED</b>
NEW BUSINESS:	<b>1. Carstairs &amp; District Fire Department New Building Project Proposal</b>
Motion 007/21	Motion by Councilor Wilcox to accept as information. <b>CARRIED</b>

**2. Alberta Community Partnership IC Council Resolution for the Regional Emergency Management Framework**

- Council directed Administration to gather more information, to table it and bring back to the next Council meeting on January 25, 2021.

Motion 008/21

Motion by Councilor Ratz to table to the next Council meeting.

**CARRIED**

**3. Business Licenses**

- Councilor Wilcox spoke to the issue of being approached by business owners and their request to have their 2021 Business License fees waived; with this year and the Pandemic businesses are finding it difficult and are struggling financially.
- CAO McDonnell stated administration would need to reissue Business Licenses and the cost would be nominal.
- Mayor stated it looked like the majority wanted to waive the fee, and asked to put it to a vote; which came back unanimous.

Motion 009/21

Motion by Councilor Wilcox that the Town of Carstairs waive the 2021 Business License fees.

**CARRIED**

**COMMITTEE REPORTS:**

**1. Legislative & Emergency Services Committee**

- Councilor Ratz had no report at this time.
- Next meeting is on Tuesday, January 19, 2021.

**2. Strategic Planning & Corporate Affairs Committee**

- Councilor Ratz had no report at this time.
- Next meeting is on Monday, January 25, 2021.

**3. Policy & Governance Committee**

- Councilor Gil had no report at this time.
- Next meeting is on Tuesday, January 12, 2021.

**4. External Relations Committee**

- Councilor Allan had no report at this time.
- Next meeting is on Thursday, January 21, 2021.

**5. Mountain View Regional Waste Commission**

- Councilor Green had no report at this time.
- Next meeting is on February 22, 2021.

**6. Mountain View Regional Water Commission**

- Councilor Blair had no report at this time. Minutes of the November 25, 2020 MVRWC Regular meeting and Organizational meeting are attached.
- Next meeting is on Wednesday, January 14, 2021.

**7. Mountain View Seniors' Housing**

- Councilor Ratz stated that he had two items to report on; one that there are currently no cases of COVID 19 in any of MVSH facilities, and two that the vaccinations for Chinooks Winds Lodge are expected to be delivered on January 13, 2021 for residents.
- Next meeting will be held on January 28, 2021.

**8. Municipal Area Partnership**

- Mayor Colby had no report at this time.
- Next meeting will be held on January 30, 2021 in Didsbury.

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

- Councilor Ratz had no report at this time.
- Next meeting will be held on January 14, 2021.

**10. Central Alberta Economic Partnership (CAEP)**

- Councilor Ratz no report at this time.
- Next meeting is TBD.

Motion 010/21

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

**CARRIED**

<b>COUNCILOR REPORTS:</b>	<b>Councilor Ratz</b> - Attended MVRWC Personnel Committee meeting on December 15, 2020.
	<b>Councilor Wilcox</b> - Attended Carstairs Public Library Plan of Service on January 7, 2021.
	<b>Councilor Allan</b> - No report at this time.
	<b>Councilor Green</b> - No report at this time.
	<b>Councilor Gil</b> - No Report at this time.
	<b>Councilor Blair</b> - No report at this time.
	<b>Mayor Colby</b> - Participated in the Olds Radio Connected to Carstairs Feature on January 11, 2021. - Attended new meeting with the regional Mayors and they will be meeting again in two weeks' time. - Mayor Colby complimented the Town crew on the snow removal on roadways and the great job they did with decorations and lights, and the work done on all the skating rinks over the holidays.
	Motion 011/21  Motion by Councilor Gil to accept all Councilor Reports as information.  <b>CARRIED</b>
	<b>CORRESPONDENCE:</b> Nil
	<b>CAO'S REPORT:</b> 1. CAO McDonnell had nothing to report at this time.
	<b>COUNCILOR CONCERNS:</b> 1.Councilor Green commented that he had inquiries from residents on the 2021 Business License fees and the Town crew did an incredible job on the snow removal.
	Motion 012/21  Motion by Councilor Gil to accept all Councilor concerns as information.  <b>CARRIED</b>
<b>PUBLIC QUESTION PERIOD:</b>	Nil
<b>MEDIA QUESTION PERIOD:</b>	Nil
<b>CLOSED MEETING SESSION:</b>	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> . 1. Land Negotiation
Motion 013/21	Motion by Councilor Allan that Council closes the meeting to the Public at 7:25 p.m. to discuss closed session items.  <b>CARRIED</b>
Motion 014/21	Motion by Councilor Gil to come out of the closed meeting session at 7:42 p.m.  <b>CARRIED</b>
<b>NEXT MEETING:</b>	Monday, January 25, 2021
<b>ADJOURNMENT:</b>	
Motion 015/21	Motion by Councilor Wilcox to adjourn the meeting of January 11, 2021, at 7:42 p.m.  <b>CARRIED</b>

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**Lance Colby, Mayor**

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**Carl McDonnell, CAO**

**BYLAW NO. 2007 Amended**

**BEING** a Bylaw of the Town of Carstairs, in the Province of Alberta, to adopt Land Use Bylaw No. 2007.

**WHEREAS**, Council of the Town of Carstairs wishes to adopt Land Use Bylaw No 2007 Amended.

**AND WHEREAS**, the intention to pass this Bylaw is to consolidate Bylaw Numbers 1044 Amended, 1045, 1049, 1053, 1069, 1070, 1071, 1089, 2002, 2003, and 2004.

**AND WHEREAS**, the intention to pass this Bylaw is to add “Food Processing and Packaging” to the Discretionary Use in the Industrial Districts (11 and 12) and to add the Definition.

**AND WHEREAS**, the intention to pass this Bylaw is to add “Specialty Food Store” to the Discretionary Uses in all the Commercial Districts; and to add the Definition.

**AND WHEREAS**, a Public Hearing with respect to this Bylaw will be held in the Council Chambers at the Town office on **January 25, 2021**.

**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, Section 69 repeals Bylaw 1044 Amended and any supplement amendments to Bylaw 1044 Amended and adopts Land Use Bylaw No. 2007 Amended as follows;

**As shown on the attached map identified as Schedule “A”**  
Land Use District Map amended to include PLN 31750000101 CPF001 RX  
Land Use Map 2020-10-06.

This Bylaw repeals Bylaw No. 2007.

This Bylaw shall come into force and effect on the date of the final passing thereof.

**READ A FIRST TIME THIS 11<sup>TH</sup> DAY OF JANUARY A.D., 2021**

**READ A SECOND TIME THIS 25<sup>TH</sup> DAY OF JANUARY A.D., 2021**

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

\_\_\_\_\_  
**Lance Colby, MAYOR**

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



**BY-LAW # 885 AMENDED**

**BEING** a By-Law of the Town of Carstairs in the Province of Alberta, for the purpose of requiring every nomination to be accompanied by a deposit for all Municipal Election Candidates.

**WHEREAS**, the Local Authorities Election Act provides the revised that an elected authority may require every nomination to be accompanied by a deposit in the amount specified by bylaw.

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

1. This bylaw may be cited as the "Municipal Election Candidates Deposit Bylaw"
2. Every nomination paper required by the Local Authorities Election Act which nominates a candidate for election as a member of Council of the Town of Carstairs presented to the Returning Officer for the municipal election shall be accompanied by a deposit in the amount of One Hundred Dollars (\$100.00).
3. The deposit must be provided in cash, certified cheque, cash order, or money order as per the Local Authorities Election Act Guidelines and payable to the Town of Carstairs.
4. This Bylaw shall repeal Bylaw 885.
5. This Bylaw shall come into force and effect on the date of the final passing thereof.

**READ A FIRST TIME THIS ~~28<sup>TH</sup> DAY OF JUNE A.D., 2004.~~  
25<sup>TH</sup> DAY OF JANUARY A.D., 2021.**

**READ A SECOND TIME THIS ~~28<sup>TH</sup> DAY OF JUNE A.D., 2004.~~  
25<sup>TH</sup> DAY OF JANUARY A.D., 2021.**

**READ A THIRD AND FINAL TIME THIS ~~28<sup>TH</sup> DAY OF JUNE A.D., 2004.~~  
25<sup>TH</sup> DAY OF JANUARY A.D., 2021.**

\_\_\_\_\_  
**LANCE COLBY, MAYOR**

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**CARL MCDONNELL, CAO**



**Town of Carstairs**

**Policy:** Carstairs Community Peace Officer Daily  
Procedures  
~~26-001-16~~ **26-001-21**

**Date:** **Amended, January 25, 2021**  
~~Original May 24, 2016~~

**Adopted by:** Council

**Policy Statement:**

The purpose of this policy is to establish a frame work that will govern the Carstairs Peace Officers in their daily procedures and duties.

**Definitions:**

- a. **CAO:** Chief Administrative Officer for the Town of Carstairs.
- b. **Director:** A person employed by the Town of Carstairs to oversee and supervise the employees involved in the Protective Services department.
- c. **Peace Officer:** Community Peace Officer who is appointed by the Solicitor General for Alberta, and employed by the Town of Carstairs, as a Peace Officer to uphold Municipal Bylaws and Provincial ACTS.
- d. **RCMP:** Royal Canadian Mounted Police

**Overview:**

These policies are to advise Peace Officers of expectations for their shifts, in addition to any other procedures or policies currently in place. ~~being put into place to provide daily guidelines and offer assistance should the Community Peace Officers be unsure of their limitations and duties.~~

**Purpose, Role and Function:**

- a. The purpose of the Peace Officer program is to have a high Police visibility, ~~be the eyes and ears of the Town of Carstairs,~~ deal with issues such as Traffic

Enforcement, Bylaw ~~as well as crime prevention and community involvement~~, ~~Peace Officers will also~~ offer assistance when requested by the Fire Department or other external agencies such as the RCMP.

## Guidelines:

- a. Each employee ~~in the Peace Officer office~~ will report to the Director upon start of shift ~~before retrieving patrol vehicle and will call or text Director when they have completed their shift to indicate their safety status~~. They will ensure that they sign in with dispatch and keep up with their wellness checks. They will advise dispatch at the conclusion of their shift. Any issues that arise of an urgent nature will be ~~reported to the Director immediately~~. If the Director is unavailable, e.g. holidays or course, the CAO for the Town of Carstairs will be made aware of the same.
- b. Peace Officers employed ~~with~~ the Town of Carstairs will carry on person their Provincial Appointed Identification along with their current Alberta Driver's license at all times ~~when working and in uniform~~.
- c. Peace Officers employed for the Town of Carstairs will wear their uniforms ~~while on-schedule-to-work when on shift~~.
- d. Peace Officers employed with the Town of Carstairs will wear highly visible ~~green~~ reflective vests and/or jackets when conducting traffic stops, attending accident scenes, ~~also during the direction of traffic flow and when directing traffic~~.
- e. Peace Officers employed for the Town of Carstairs will complete a Daily Stat Sheet which will be ~~filed with the Director at the end of each shift tallied each month~~. These sheets along with CityWide files and violation tickets and information gleaned from other sources will be used to evaluate extra patrols and schedule changes. ~~A binder of these sheets will be placed in each patrol vehicle and will be kept stocked to be able to complete daily~~. Reports will be completed daily for review by the Director.  
  
~~Violation tickets and Complaint reports will be completed on a daily basis at the end of each shift. Certain exceptions will apply where the need for a family emergency is called and the employee may have to leave early to which the reports will be completed at the start of next shift on duty.~~  
  
~~Peace Officers employed for the Town of Carstairs will assist each other in their regular duties, without issue, and if the Peace Officers are unable to deal with the issue at hand, the Director will be contacted for further direction. If the Director is unavailable, e.g. holidays or course, the CAO for the Town of Carstairs will be notified of same.~~
- f. Peace Officers employed for the Town of Carstairs will conduct themselves in a professional manner. All information discovered through ~~employment gathered or shared at the office~~ will not be discussed with the general public at any time.
- g. Peace Officers will ensure that they are cognizant of information from the previous shift by reading the pass on log. The information from the log will assist in our intelligence led patrols.

Town of Carstairs  
Policy #26-001-21  
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- h. Peace Officers will ensure during their patrols daily that they include items from the Patrol Log, as well as the other items from the SOP's. If the pace of the day inhibits this, it should be evident upon the completion of the shift log pass on.

**Management:**

- a. The Director of Protective Services for the Town of Carstairs will be accountable for the ~~operational~~ supervision and performance of the Peace Officers for the Town of Carstairs. This will include:
  - i. Safety and operational management of Peace Officers
  - ii. Guidance, direction and education
- b. Peace Officers will be required to keep a valid CPR level "C" and an up-to-date Defensive Tactical training as required every three years.

**End of Policy**

/Carstairs 01/25/21

**Signatures**

**M /21 Policy No. 26-001-21 adopted at Council on January 25, 2021.**

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**Mayor, Lance Colby**

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**CAO, Carl McDonnell**



**Town of Carstairs**

**Policy:** Carstairs Community Peace Officer Vehicle /  
Equipment  
~~26-002-16~~ **21**

**Date:** **Amended January 25, 2021**  
**Original May 24, 2016**

**Adopted by:** Council

**Policy Statement:**

The purpose of this policy is to establish a frame work that will govern the Carstairs Peace Officers in their daily procedures and duties.

**Definitions:**

- a. **CAO:** Chief Administrative Officer for the Town of Carstairs.
- b. **Director:** A person employed by the Town of Carstairs to oversee and supervise the employees involved in the Protective Services department.
- c. **Peace Officer:** Community Peace Officer who is appointed by the Solicitor General for Alberta, and employed by the Town of Carstairs, as a Peace Officer to uphold Municipal Bylaws and Provincial ACTS.
- d. **RCMP:** Royal Canadian Mounted Police

**Guidelines:**

- a. Any equipment being used on a daily basis, e.g. portable radio, laptop, or laser ~~gun~~ **radar**, will be returned to the Protective Services office at the end of each shift and picked up at start of shift.
- b. Peace Officer patrol vehicles will be kept neat and tidy inside and out. Patrol vehicles shall be cleaned ~~on a weekly basis~~ as needed so to present a professional image ~~and will be inspected at random by the Director.~~

- c. All patrol vehicles will be equipped with a full First Aid kit, emergency blankets, fully charged fire extinguisher, snow shovel, snow brush, axe, tire pressure gauge, and power cord **as well as other items as per the inspection sheet.**
- d. **A pre-patrol inspection will be conducted on your vehicle prior to use. Ensure that lights are working as well as emergency equipment and there is no damage that has not previously been accounted for.**
- e. All patrol vehicles will be inspected Bi-Monthly using the patrol vehicle inspection sheet for oil changes, tire repairs/changing, and any warranty work needing completion. **This will ensure that vehicles remain equipped with items required for duty.**
- f. **Any equipment issues or repairs required will be reported immediately to the director to address.**

**End of Policy**

/Carstairs 01/25/2021

**Signatures**

**M /21 Policy No. 26-002-21 adopted at Council on January 25, 2021.**

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**Mayor, Lance Colby**

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**CAO, Carl McDonnell**



**Town of Carstairs**

**Policy:**                **Carstairs Community Peace Officer  
Communications  
26-003-16- 21**

**Date:**                **Amended January 25, 2021  
Original May 24, 2016**

**Adopted by:**        **Council**

**Policy Statement:**

The purpose of this policy is to establish a frame work that will govern the Carstairs Peace Officers in their daily procedures and duties.

**Definitions:**

- a. **CAO:** Chief Administrative Officer for the Town of Carstairs.
- b. **Director:** A person employed by the Town of Carstairs to oversee and supervise the employees involved in the Protective Services department.
- c. **Peace Officer:** Community Peace Officer who is appointed by the Solicitor General for Alberta, and employed by the Town of Carstairs, as a Peace Officer to uphold Municipal Bylaws and Provincial ACTS.
- d. **RCMP:** Royal Canadian Mounted Police

**Guidelines:**

- a. Media requests will be directed to the Director and should the Director be unavailable, e.g. holidays or course, the CAO for the Town of Carstairs will be notified of same.
- b. **If a Peace Officer is approached for a media release with regards to an active investigation, or any other information with regards to the Town of Carstairs, the Director of Protective Services should be informed.**

- c. If a news release is completed, if there is a file number it should be noted on the release as well as the contact information for the primary contact person. Other tips for press releases are on Appendix 'A'.
- d. If information is of a time sensitive nature (i.e. emergency related) information may be provided in the public interest.
- e. Vehicle and personal carry radios will be used for work related communication.  
~~information sharing and not for personal chatter.~~
- f. If any issues or questions ~~should~~ arise, the Director will be ~~advised contacted personally, either by call or text, to resolve the issues as best seen fit.~~ If the Director is unavailable, e.g. holidays or course, the CAO for the Town of Carstairs will be made aware of same.

**End of Policy**

/carstairs01/25/21

**Signatures**

**M /21 Policy No. 26-002-21 adopted at Council on January 25, 2021.**

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**Mayor, Lance Colby**

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**CAO, Carl McDonnell**





**Town of Carstairs**

**Policy:** Carstairs Community Peace Officer Inter Agency  
26-004-16-21

**Date:** Amended January 25, 2021  
Original May 24, 2016

**Adopted by:** Council

**Policy Statement:**

The purpose of this policy is to establish a frame work that will govern the Carstairs Peace Officers in their daily procedures and duties including working with other agencies.

**Definitions:**

- a. **CAO:** Chief Administrative Officer for the Town of Carstairs.
- b. **Director:** A person employed by the Town of Carstairs to oversee and supervise the employees involved in the Protective Services department.
- c. **Peace Officer:** Community Peace Officer who is appointed by the Solicitor General for Alberta, and employed by the Town of Carstairs, as a Peace Officer to uphold Municipal Bylaws and Provincial ACTS.
- d. **RCMP:** Royal Canadian Mounted Police
- e. **Other Agencies:** Businesses and Organizations.

**Guidelines:**

- a. Peace Officers employed for the Town of Carstairs will perform their duties within and immediately around the Town of Carstairs. If a Peace Officer needs to ~~venture-attend~~ another area for Enforcement, ~~course or other purpose, e.g. Ticket Service or Joint Force Operation (JFO),~~ the Director will need to approve. ~~know the situation in order for permission to be granted well in advance for planning purposes.~~ If the Officer will be out of the area for a longer period this should be planned in advance to ensure schedule coverage. If the Director is

unavailable, e.g. holidays or course, the CAO for the Town of Carstairs will be notified of same.

- b. If a situation arises ~~that could potentially be of a Criminal Code nature of Canada matter~~, the Peace Officers for the Town of Carstairs will not ~~become involved offer their services to RCMP unless the RCMP have requested the assistance without prior approval~~ from the Director or CAO for the Town of Carstairs. ~~If the RCMP request assistance, please advise the director for authorization if not urgent and circumstances permit.~~
- c. Peace Officers employed for the Town of Carstairs will assist and attend special events for enforcement purposes, crowd control, and community public relations.
- d. If a Peace Officer for the Town of Carstairs has been fitted for a dress uniform, the dress uniform will be the choice uniform during special events such as parades, school functions, or Remembrance Day ceremonies.
- e. Peace Officers employed for the Town of Carstairs will only assist Carstairs Fire Department ~~as needed if within their scope for calls of Traffic Control or Medical Assists if requested by the Director or the CAO for the Town of Carstairs.~~
- f. ~~When a Peace Officer is required to contact the RCMP for assistance with a call for service, or self generated call, this will usually be facilitated by a call to RCMP Telecoms using 403-335-3381. Inquiry or casual calls are to be directed to the administration line at 403-335-3382.~~

**End of Policy**

/carstairs01/21

**Signatures**

**M /21 Policy No. 26-004-21 adopted at Council on January 25, 2021.**

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**Mayor, Lance Colby**

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**CAO, Carl McDonnell**

Town of Carstairs  
Policy #26-004-21  
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**Town of Carstairs**

**Policy:**                    **Carstairs Community Peace Officer  
Use of Force Policy Defensive Baton/OC Spray  
Policy No.**

**Date:**                    **January 25, 2021**

**Adopted by:**        **Council**

**Policy Statement:**

The Town of Carstairs Enforcement Services personnel may have to use a Defensive Baton or **Oleoresin Capsicum (OC Spray)** (if authorized by their appointment), to protect themselves, or others. This policy will clarify usage and possession requirements.

**Policy:**

**Use of Force:**

- 1.1 – Use of Force, by members, shall meet the requirements of S.25 of the Criminal Code.
- 1.2 – Members shall follow the IMIM Use of Force Model (appendix a) to assist in determining response options to a situation.
- 1.3 – All use of force incidents involving a weapon, injury or fatality towards a person, where a Peace Officer is involved, must be immediately reported to the (AJSG) Alberta Justice Solicitor General.
  - 1.3.1 - The Director shall ensure that an initial report is filed.
  - 1.3.2 – The Director, as the Authorized Employer Representative, shall commence (or cause to commence) an investigation to review the incident and to ensure that all SOP's, policies, procedures and laws are complied with and that the use of force was appropriate

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Policy #26-017-21  
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1.3.3 – The ongoing status and eventual outcome of the investigation shall be reported to the AJSG as required.

**OC Spray:**

2.1 – Peace Officers who have successfully completed the OC Spray training course as approved by the Justice and Solicitor General (JSG) are authorized to carry and use OC Spray while on duty if the authority appears on their peace officer appointment.

2.2 – A peace officer's appointment authorizes him/her to be in possession of OC Spray for the purpose of their duty or employment and does not extend to off-duty activities.

2.3 – All Peace Officers certified in the use of the OC Spray will be re-certified at least every 36 months. by a qualified instructor.

2.4 – When OC Spray has been deployed and the subject(s) has been brought under control, decontamination procedures will be commenced as soon as practicable.

2.5 – OC Spray shall only be carried by Peace Officers while on duty and in uniform.

2.6 – The Director or designate of the Protective Services Department for the Town of Carstairs will maintain a current list of all Peace Officers who have completed the OC Spray course and are authorized to use it.

2.7 – A Peace Officer authorized to carry and use OC Spray:

2.7.1 – When a tactical advantage is not lost, advises the potential target(s) that OC Spray may be used if their behaviour remains uncontrollable;

2.7.2 – Monitors the target(s) and seeks medical assistance if the effects of the OC Spray persist after one (1) hour;

2.7.3 – Submits an Incident Report to the Supervisor and to the Public Security Department on the approved form describing the incident and reasons for utilizing the OC Spray. This also includes any accidental OC Spray discharges.

2.7.4 – Ensure that when off-duty, the OC Spray is secured in a locked cabinet within the Town of Carstairs office. If a peace officer goes off shift at their residence, the OC Spray must be secured within a locked cabinet at home.

2.8 – The Director or Designate shall ensure all Peace Officers required to carry OC Spray are re-certified when required.

**Defensive Baton:**

3.1 – Peace Officers, upon successful certification approved through the JSG, may be issued an extendible baton and will be responsible for its care, use, and storage.

3.2 – All Peace Officers certified in the use of the baton will be required to carry a baton while on duty and in uniform.

3.3 – All Peace Officers certified in the use of the baton will be required to be re-certified at least every 36 months by a qualified instructor.

3.4 – The baton will be carried in an issued scabbard or holster.

3.5 – The baton will be deployed only in the prescribed manner, according to the IMIM Use of Force Model (appendix a).

3.6 – All Peace Officers will immediately report any incident in which the baton was used as a means of force to their Director or Designate on an Incident Report Form and ensure the Public Security Division is notified.

3.7 – Peace Officers who carry authorized batons:

3.7.1 – Must check their baton on (at least) a weekly basis for the following:

3.7.1.1 – Wear and tear on the grip;

3.7.1.2 – Bent shaft and stress fractures;

3.7.1.3 – Abrasions on the tip or a loose tip,

3.7.1.4 – Secure butt cap;

3.7.2 – May make minor adjustments to the retaining clip and the O-ring to ensure the proper opening and closing capabilities;

3.7.3 – Report any defective baton requiring repair or replacement immediately to the Director or Designate. This includes a bent shaft, wear and tear on the handle, and sharp abrasions on the tip;

3.7.4 – Ensure that when off-duty and not in uniform, the baton is secured in a locked cabinet within the office. If the peace officer goes off shift at their residence, the baton must be secured within a locked cabinet.

End of Policy:  
Carstairs 01/25/2021

**Signatures**

**M /21 Policy No. 26-017-21 adopted at Council on January 25, 2021.**

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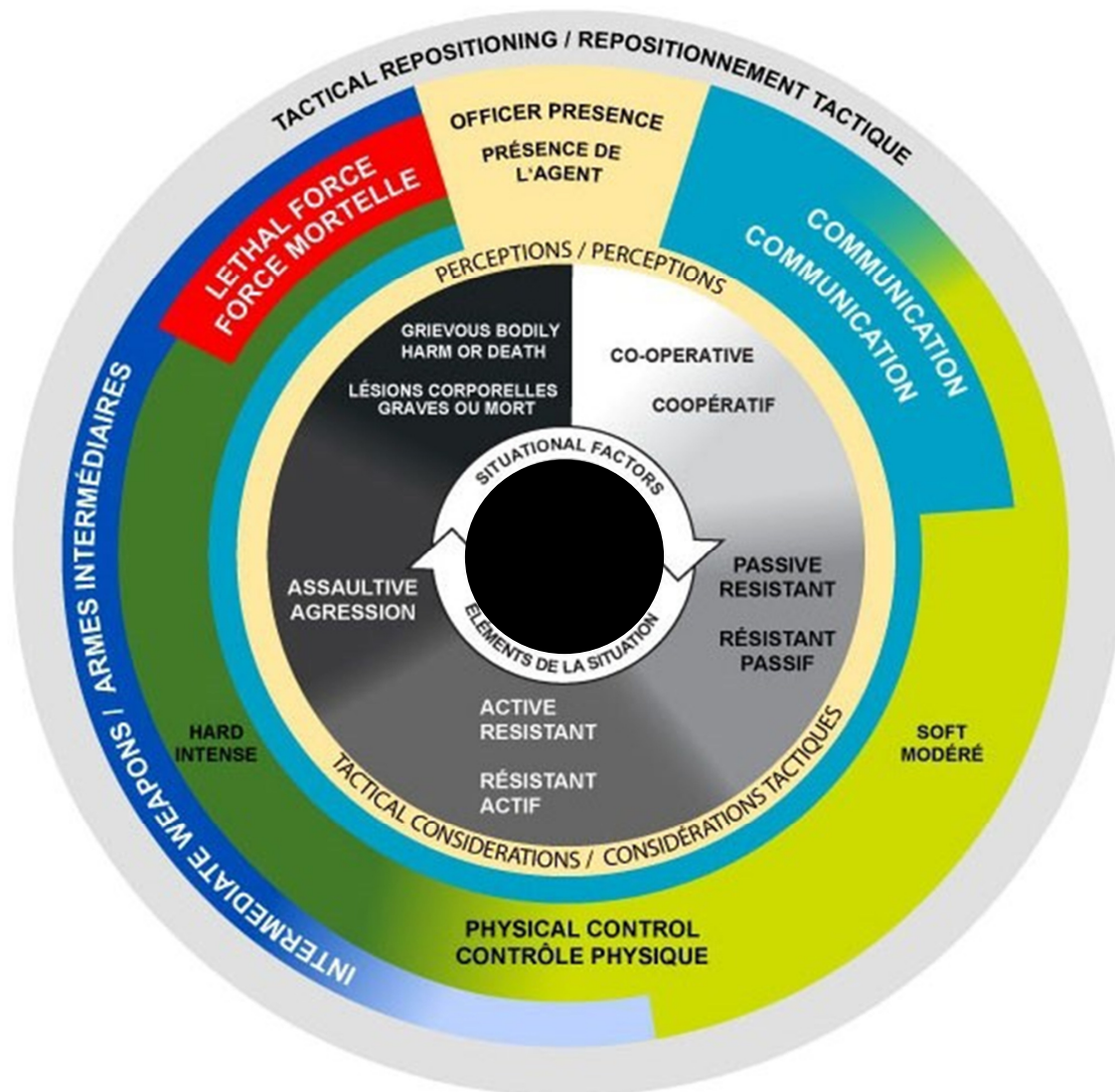
**Mayor, Lance Colby**

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**CAO, Carl McDonnell**

Town of Carstairs  
Policy #26-017-21  
Page 4 of 5

## SCHEDULE 'A'



## Incident Management Intervention Model- IMIM

Town of Carstairs  
Policy #26-017-21  
Page 5 of 5

**From:** "Do Not Reply / <[statcan.DoNotReply-NePasRepondre.statcan@canada.ca](mailto:statcan.DoNotReply-NePasRepondre.statcan@canada.ca)>  
**Date:** January 13, 2021 at 8:10:44 AM MST  
**To:** Lance Colby <[lancec@carstairs.ca](mailto:lancec@carstairs.ca)>  
**Subject:** 2021 Census of Population / Recensement de la population de 2021  
**Reply-To:** [statcan.census-recensement.statcan@canada.ca](mailto:statcan.census-recensement.statcan@canada.ca)

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be [hiring approximately 32,000 people](#) across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of (NAME OF CITY/TOWN/MUNICIPALITY) supports the 2021 Census, and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca). Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at [statcan.censusoutreach.prairies-rayonnementdurec.prairies.statcan@canada.ca](mailto:statcan.censusoutreach.prairies-rayonnementdurec.prairies.statcan@canada.ca).

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby  
Director General, Census Management Office  
Statistics Canada / Government of Canada



## Town of Carstairs Library Board Safety & Use Bylaws

**Date approved by the Town of Carstairs Public Library Board: January 19, 2020**

**Date accepted by the Town of Carstairs Municipal Council: XXXXXXXXXXXX**

The Town of Carstairs Public Library Board enacts the following bylaws pursuant to Section 36 of the *Alberta Libraries Act*.

**1. Definitions in these Bylaws shall mean:**

- 1.1. **Applicant:** the person applying for a library card.
- 1.2. **Building:** the building or facility in which the Library is housed
- 1.3. **Board:** Town of Carstairs Public Library Board
- 1.4. **Cardholder:** the registered user of a current library card
- 1.5. **Cardholder Categories shall include the following:**
  - 1.5.1. **Adult:** any person 18 years and older.
  - 1.5.2. **Juvenile:** any person up to and including 17 years of age.
  - 1.5.3. **TAL Card borrower:** a cardholder from outside the Parkland Library System with a current TAL card.
  - 1.5.4. **ME Libraries borrower:** a cardholder from outside the Parkland Library System whose card is registered in the ME Libraries program.
- 1.6. **Good Standing:** a cardholder with no outstanding overdue items or charges.
- 1.7. **Library Manager:** the person charged by the Board with operation of the Carstairs Public Library.
- 1.8. **Library:** the Carstairs Public Library.
- 1.9. **Library Resources:** any resources, regardless of format, that are held in the Carstairs Public Library's collection, or borrowed by the Carstairs Public Library, and includes but is not limited to books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, toys and games, kits, and electronic databases.
- 1.10. **Loan Period:** the period of time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.

- 1.11. **Non-resident:** any person who does not have a permanent residence within and/or non-residents who cannot provide proof of payment of business or property taxes within the service area (see 1.15).
  - 1.12. **Resident:** any person who has a permanent residence within and/or non-residents who can provide proof of payment of business or property taxes within the service area (see 1.15).
  - 1.13. **TAL card:** the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.
  - 1.14. **ME Libraries:** A provincial program that allows library card holders to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.
  - 1.15. **Service Area:** The Town of Carstairs and the Rural Carstairs Division (Division One) of Mountain View County.
2. **Interpreting the Bylaws**
    - 2.1. The Board is a corporation established under the *Libraries Act* Sect 3(4) as defined by the *Interpretation Act, R.S.A.2000 Chapter I-8*.
3. **Admittance to/Conduct in the Building**
    - 3.1. The building is to be open free of charge to the public for library purposes at the hours posted.
    - 3.2. No person using the library building shall:
      - 3.2.1. Create any unnecessary disturbance for other library users and/or contravene Library Board Policy.
      - 3.2.2. Take away any library item from the building unless the item has been properly checked out in accordance with library circulation policies and procedures.
      - 3.2.3. Go into or stay in the building outside of those time periods chosen for public use, unless approved by a motion of the Board.
      - 3.2.4. Solicit other library users and staff for personal, commercial, religious, or political reasons.
    - 3.3. Except with the permission of the Library Manager or in-charge Staff, no person shall:
      - 3.3.1. Consume food or drink.
      - 3.3.2. Bring any animal, other than a service animal, into the building.
      - 3.3.3. Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, baby carriage, or stroller, into the building.

- 3.4. Persons who do not act in accordance with 3.2 and 3.3 shall be asked to put an immediate stop to their actions. If the action continues, or the seriousness of the action justifies it, library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.
- 3.5. All persons using the library shall comply with applicable public health regulations.
- 3.6. No member of the public is to be left in the library building for any purpose without a staff person or member of the Board present at all times. Town of Carstairs staff or contractors have access to the building in relation to building concerns. Security persons, Law Enforcement or Fire Fighters may have access to the building under special circumstances.

#### **4. Procedures for Acquiring a Library Card**

- 4.1. Any resident or non-resident is eligible to apply for a library card. A library card is issued upon:
  - 4.1.1. Completion of an official Carstairs Public Library card application form.
  - 4.1.2. Presentation of one piece of photo identification bearing the applicant's permanent address if adult is applying for a card. If a juvenile is applying for a card, a parent or legal guardian must present photo identification bearing their permanent address. In special cases the Library Manager has authority to waive this requirement.
  - 4.1.3. Presentation of payment of applicable fees as outlined in Schedule A.
- 4.2. Applicants will receive a library card which:
  - 4.2.1. Is valid from the date of issue to the date of expiry, unless revoked by the Library Manager under 7.3.
  - 4.2.2. Remains the property of the Carstairs Public Library.
- 4.3. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.
- 4.4. An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing.

#### **5. Responsibilities of a Cardholder**

- 5.1. The cardholder named on a library card, will be the only person that may use that card. The cardholder may designate alternate people to access their library records, or collect holds, on their behalf. Possession of the card, or the borrower's card number, is sufficient to denote designated access.

- 5.2. Loss or theft of a current library card must be reported immediately to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported.
  - 5.3. Cardholders must notify the library of any change of contact information as soon as possible.
  - 5.4. The cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card. In the case of a Juvenile card, the parent or legal guardian who signed the Juvenile cardholder's application form, is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.
  - 5.5. A cardholder will return or renew any library items on or before the due date as provided in Schedule B.
- 6. Loan of Library Resources**
- 6.1. There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.
  - 6.2. Loan periods for library resources are set out in Schedule B.
  - 6.3. Library resources may be reserved and/or renewed in accordance with procedures established by the Library Manager, in accordance with procedures established by Parkland Regional Library.
- 7. Penalty Provisions**
- 7.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.
  - 7.2. As per 5.4, cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C.
  - 7.3. A library card may be denied, or revoked, if the cardholder fails to satisfy the conditions prescribed in 6, or has previously shown that they cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/or loss or damage assessments.
  - 7.4. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offence is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offence is set out in Schedule C.
  - 7.5. Any fine or penalty imposed, pursuant to an offence under 7.4, inures to the benefit of the Town of Carstairs Public Library Board, in accordance with the *Libraries Act, s.42*.

**8. Service and Equipment Rental**

- 8.1. Service and Equipment rental fees are listed in Schedule D.

**9. Room Rental Fees**

- 9.1. Charges for the use of library premises not normally used for public library purposes (i.e. the library meeting room) are set out in Schedule E.

**SCHEDULE "A"****Fees for the Issuance of Library Cards**

<b>Card Type</b>	<b>Fee</b>
Resident Adult Card Fee (18 years and older)	\$0.00 per year
Resident Juvenile Card Fee (0-17 years old)	\$0.00 per year
Non-Resident/Temporary Card Fee	\$60.00 per year or \$5.00 per month

## **SCHEDULE "B"**

### **Loan Periods for Library Resources**

All circulating resources are loaned for the periods of time agreed upon by consensus of the members of Parkland Regional Library System, as follows:

1. The following circulating resources are loaned for three weeks:
  - a. Books and audiobooks
  - b. DVDs
  - c. Periodicals (Magazines)
  - d. Realia-Backpacks, Tablets, equipment, games, etc.
  - e. Interlibrary loans
2. The following circulating resources are loaned for 3 months:
  - a. Victor Readers for DAISY books for use by Print Disabled Patrons
3. Renewals or Extension of loan periods:
  - a. Only resources that are not requested for a hold can be renewed
  - b. All circulating resources may be renewed up to 5 times for their normal loan period
  - c. Extended due dates may be granted in the event of vacation, hospitalization or recuperation, or similar absences
  - d. Interlibrary loans can only be renewed under authorization of the owning library.

## **SCHEDULE "C"**

### **Overdue Fines & Procedures for the Return of Overdue Materials**

1. Carstairs Library does not charge overdue fines, however:
  - a. The Integrated Library System automatically accrues fines on overdue items at the rate set by Parkland Regional Library (\$0.25 per day per item).
  - b. Fines will accrue to the purchase cost of the item, as listed in the Integrated Library System.
  - c. When the books are returned in good condition, fines will be waived by library staff.
  - d. Patrons are encouraged to donate cash, in lieu of fines, if they are able.
2. Penalties for lost or damaged items:
  - a. Are simply the purchase cost of the item, as listed in the Integrated Library System.
  - b. When charges on a cardholder's account exceed \$25.00, borrowing privileges are suspended.
  - c. The replacement charge will be waived if an exact replacement copy, in new condition, is provided by the cardholder before the replacement item is purchased.
  - d. Once the item has been replaced, the lost, damaged, or found item becomes the property of the cardholder.
  - e. Replacement charges for damaged books may be waived if it is undetermined as to who caused the damaged, or if the damage may have been pre-existing.



**SCHEDULE "D"****Service & Equipment Fees**

Service	Type		Fee
Printing or Photocopying	Black & White	8 ½ x 11 (letter)	\$0.20/page
		8 ½ x 14 (legal)	\$0.20/page
		11 x 17(ledger)	\$0.50/page
	Colour	8 ½ x 11 (letter)	\$0.50/page
		8 ½ x 14 (legal)	\$0.50/page
		11 x 17 (ledger)	\$1.00/page
Patron provides their own paper or Non-Profits*	Black & White		\$0.10/page
	Colour		\$0.25/page
Faxing			\$2.00/number
Laminating	8 ½ x 11 Laminating Pouch		\$2.00/pouch
	Business Card		\$1.00/card

\* To qualify for the Non-Profit rate, groups must register with the Library Manager or Assistant Manager.

## **SCHEDULE “E”**

### **Meeting Room Rentals**

1. Local non-profit\* organizations, community partners, and individuals, may reserve a meeting room or space at the library, during regular library hours, at no cost.  
*\* To qualify for the Non-Profit rate, groups must register with the Library Manager or Assistant Manager.*
2. For-profit companies, may reserve a meeting room or space at the library, during regular business hours, for a fee of \$10.00 per hour.
3. All meeting space bookings are on a first-come-first-served basis, and can only be booked if the space is not being used for library programming or services at that time.

**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE  
MONDAY, JANUARY 19, 2021, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Mayor Colby, Councilors Ratz, Green, and Wilcox, CAO Carl McDonnell, and Executive Assistant Brenda Coles.

**ABSENT:** Nil

**CALL TO ORDER:** Councilor Ratz called the meeting of January 19, 2021 to order at 7:30 a.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Green to adopt the agenda of January 19, 2021, as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Wilcox to adopt the minutes of January 20, 2020 as presented.

**CARRIED**

**UNFINISHED BUSINESS:** Nil

**DELEGATIONS:** Nil

**NEW BUSINESS:** Nil

**REPORTS:**

**1. Financial Reports**

CAO McDonnell gave the Committee an update on the following Financial Reports for month ending December 31, 2020.

a. Summary Report

- The Town is looking at the qualifying grant for the handicap doors for the arena onto the ice and for replacing the double doors at the golf course.

b. Financial Statement

- CAO McDonnell commented under Debentures the Town will make the final payment for Mandalay in 2021. Under Reserves the water, sewer, and transportation levies will be based on the number of new home starts the Town has. Under Deferred Reserves the new Nature Space; Director J. Ing has been working with Inga Owens and a part of the Nature Space has been sectioned off as an area for trees and shrubs and will be named after Mr. Owens.

c. Revenue and Expense Report

- CAO McDonnell stated overall it was a good year for working on maintenance on Town facilities.  
- Under composting, Olds College is not taking composting anymore so, the Town would need to locate a new facility to haul it to.

d. Capital Report

- CAO McDonnell went through the Capital Listing.  
- The Town did not proceed with doing the Capital Project for 9<sup>th</sup> Avenue South Replace Pole and Additional Light Project in 2020 because they came back with an elevated price.

Motion by Councilor Wilcox to accept the financial reports and circulate to Council.

**CARRIED**

## **2. Development Reports**

### **a. Building Permit Listing**

- The total number of building permits for 2020 is 106 with 25 new home starts; with just under 12 million in builds for the year.
- The total number of building permits for 2021 is 1 with 0 new home starts.
- Councilor Green commented that people are moving from the big city to smaller towns. With the winter we have had there has not been much frost so builders have been able to dig the basements in.

### **b. Compliance Listing**

- The total number of compliances for 2020 is 104 which signify the number of new homes or home that have sold during the year.
- The total number of compliances for 2020 is 4.
- Realtors happy as most of the homes were sales.

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

**CARRIED**

## **3. City Wide Protective Services Monthly Reports**

### **a. Fire Reports**

- Total number of Fire Incidents year to date is 237 and for the month of December are 20.

### **b. Bylaw Reports**

- Total number of Bylaw Incidents year to date for 2020 is 1,155 CPO Citation totals year to date is 235 and CPO Warnings totals year to date is 142. Bylaw Incidents numbers for the month of December is 64.

### **c. Combined Reports**

- Protective Services continues to patrol for the Village of Cremona and has had helped to cover the Town of Didsbury while they are without a CPO-1.
- The Town of Carstairs is advertising for a CPO and we are looking towards the end of February before hiring.

Moved by Green to accept the City Wide Reports as information.

**CARRIED**

## **4. Quarterly Reports**

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

- The Committee reviewed the Protective Services Committee Report for January 13, 2021.
- Discussion around how the overall crime rate went down.

### **b. Citizens on Patrol (COP)**

- Committee members reviewed the COP Report from January to December 2020.

Moved by Councilor Wilcox to accept the RCMP and COP Reports as information.

**CARRIED**

**5. Emergency Services**

a. Carstairs Emergency Management Agency (CEMA) Report  
- Emergency Management Director R. McKay has been handing out Fridge Magnets & Shelter in Place packages going door to door by himself and walking two to three hours per day to get them out.

b. Alberta Emergency Management Agency (AEMA) Report  
- No report at this time.

Motion by Councilor Green to accept all Report as information.

**CARRIED**

**6. Personnel Evaluations**

- No report at this time.

**CORRESPONDENCE:** Nil

**GENERAL DISCUSSION:** Nil

**NEXT MEETING:** Tuesday, February 16, 2021

**ADJOURNMENT:** Motion by Councilor Wilcox to adjourn the meeting of January 21, 2020 at 8:31 a.m.

**CARRIED**

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**Councilor Ratz, Chairperson**

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**C. McDonnell, CAO**

**MINUTES OF THE EXTERNAL RELATIONS COMMITTEE  
THURSDAY, JANUARY 21, 2021, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Mayor Colby, Councilors Allan, Blair, and Wilcox, CAO Carl McDonnell, Fire Chief Jordan Schaffer, and Executive Assistant Brenda Coles.

**ABSENT:** Nil

**CALL TO ORDER:** Councilor Allan called the meeting of January 21, 2021, to order at 7:24 a.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Blair to adopt the agenda of January 21, 2021 as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Wilcox to adopt the minutes of January 23, 2020 as presented.

**CARRIED**

**UNFINISHED BUSINESS:** Nil

**DELEGATIONS:**

**1. Carstairs and District Fire Department  
Standard Operating Guidelines - Fire Chief Jordan Schaffer**

- Fire Chief Jordan Schaffer spoke to the Fire Departments Standard Operating Guidelines (SOG's).
- The Town of Carstairs Personnel Policy also applies to the Carstairs Fire Department.
- Councilor Blair commented it is good to see things being done in the right and proper way with safety and proactive learning.
- Councilor Wilcox asked why there was not an SOG to report to the CAO. There was some question through the ICC on this and Fire Chief Schaffer stated he will always go to CAO.
- Committee Members thanked Fire Chief Schaffer for his work and for attending the meeting. He thanked the Committee for their support and Councils regarding equipment, and radios.

Motion by Councilor Blair to send the Fire Department Standard Operating Guidelines and Procedures onto Council for review and approval.

**CARRIED**

**NEW BUSINESS:** Nil

**REPORTS:**

**1. 2020 Work Plan**

- Committee members reviewed the 2021 Work Plan.
- CAO McDonnell stated the Standing Committees will be meeting between now and May and asked what the External Relations Committee wanted to focus on completing during this time frame.
- The members acknowledged that they would like to review the ICC Agreements, and focus on the Fire Hall Build.
- The members directed Administration to set up an ICC full day meeting with Architectures/Designers to start the process of the new Fire Hall Build. CAO McDonnell named five companies he would contact and then send out a meeting date.

**External Relations Committee Meeting – January 21, 2021**

**Page 2 of 2**

- CAO McDonnell will talk with the Engineer to get the water and sewer pricing.

**2. Internal Annual Report**

- Committee members reviewed the 2020 Internal Annual Report.
- No comments or concerns.

**3. Stakeholders Calendar**

- Committee members reviewed the updated Stakeholders Calendar.
- No comments or concerns.

**4. Community Organizations**

- No report at this time.

**5. Regional Organizations**

- No report at this time.

**5. Communications**

- No report at this time.

**6. Inter-municipal Collaboration Committee (ICC)**

- No report at this time.

**CONFERENCES &  
RESOLUTIONS:**

1. AUMA Resolutions
  - Mayor's Caucus will be held online via Zoom on February 4, 2021 and on February 17, 2021 on Policing.
2. FCM Annual Conference and Trade Show
  - June 3-6, 2021, Montreal, Quebec.
3. FCM Sustainability Communities Conference
  - No information on dates set for 2021.

**CORRESPONDENCE:**

- Nil

**GENERAL DISCUSSION:**

- Nil

**EXT MEETING:**

Thursday, February 18, 2021

**ADJOURNMENT:**

Motion by Councilor Wilcox to adjourn the meeting of January 21, 2021 at 8:08 a.m.

**CARRIED**

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**Councilor Allan, Chairperson**

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**Carl McDonnell, CAO**

**MINUTES OF THE POLICY & GOVERNANCE COMMITTEE  
MONDAY, JANUARY 12, 2021, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Mayor Colby, Councilors Gil, Green, and Allan, CAO Carl McDonnell, Director of Community Services Kirk Willisroft, FCSS Coordinator Lori King, and Executive Assistant Brenda Coles

**ABSENT:** Nil

**CALL TO ORDER:** Councilor Gil called the meeting of January 12, 2021 to order at 7:32 a.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Allan to adopt the agenda of January 12, 2021 as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Green to adopt the minutes of February 10, 2020 as presented.

**CARRIED**

**UNFINISHED BUSINESS:** 1. Policy No. 62-001-18 Carstairs Facility Request for Special Rate Non Profit and Service Clubs Policy No. 62-002-18.

**DELEGATIONS:** **FCSS 2021 Funding Applications-Lori King**

1. Accredited Supports to the Community
  - a. Healthy Families
    - L. King stated that no funds were requested for 2021.
2. Carstairs Playschool Society
  - a. Dramatic Play Centers (New)
    - L. King stated the program was learning through play; they are a registered Society and operate as a non for profit. Under COVID 19 regulations they are running the same as the K to 6 school and are still allowed to operate.

Motion by Councilor Green to approve the Carstairs Playschool Society 2021 FCSS application in the amount of \$2,332.24.

**CARRIED**

3. Carstairs Public Library
  - a. Parenting Walk 2021
    - L. King stated that the library requested funds last year, and the program made changes to allow for the COVID 19 restrictions. The library ran the program with a walk around Town, and the businesses had resources setup outside. The library is planning on running the program the same way in 2021, unless the COVID 19 regulations are lifted, and then it would be run in person at the Community Hall and in conjunction with the Drive-in Movie.

Motion by Councilor Allan to approve the Parenting Walk 2021 FCSS application in the amount of \$1,530.00 upon receiving the 2020 Financial Reporting.

**CARRIED**



**b. Social Engagement for Adults**

– L. King stated it was the same as last year, and they changed the program to allow for the COVID 19 restrictions and sent out kits, provided book clubs, and Zoom meetings throughout the COVID 19 restrictions.

Motion of Councilor Allan to approve the Social Engagement for Adults 2021 FCSS application in the amount of \$2,140.00 upon receiving the 2020 Financial Reporting.

**CARRIED****c. Teen Advisory Board**

– L. King stated the program ran last year. They had one meeting and then the COVID 19 restrictions came in. The program had quite a few teens enrolled. L. King will contact Library Manager Megan Ginther for more information on the program and on how she will be reporting back.

– Committee members will wait for information from FCSS Coordinator L. King prior to making a motion for funding.

**d. Young Learners**

– This program ran last year and was very successful. Normally the program would run in person and the children would build robots. However, with the COVID 19 restrictions the take home kits were supplied (STEAM Kits) and the program is so popular with the youth they have a waiting list to get the kits.

Motion by Councilor Allan to approve the Young Learners FCSS application in the amount of \$2,460.00 upon receiving the 2020 Financial Reporting.

**CARRIED****4. Carstairs Half Century Association****a. Seniors Week**

– L. King stated they were funded \$800.00 last year, and they opened in September and then had to close down due to COVID 19 restrictions.

– They may re-evaluate opening if restrictions are lifted and have been notified they have the option to reapply for the 2021 FCSS Funding.

**5. Chinook's Edge School****a. Programs/Family School Wellness**

– This is the second year the per capita funding has been in place as per the Town policy; with COVID 19 restrictions things have changed and FSW has gone to a new model. Under the new model FSW workers are not offering as many programs, and how we fund may look differently.

– In the past Family School Wellness under FCSS Funding was funded per program and now it is funded \$30 per student. As well as funding for each of the position and there are three positions for \$30,000.00.

– The Town will need to take a look at how the financial reporting comes back and decide if they should stay as per capita or back to per program funding.

Motion by Councilor Green to approve the Family School Wellness 2021 FCSS application in the amount of \$32,520.00 upon receiving the 2020 Financial Reporting.

**CARRIED**

6. Lovely Ladies Conference Day
  - a. Women Empowering Women
    - L. King stated that it was funded last year, however they did not fill out an application. This year they filled out an application and the amount has increased. Previously it was done under Marvelous Mamas but now has been opened up to include all women; the program helps provide connections for women within the community.
    - Councilor Gil stated his concern was that it is a one day conference and did not benefit the community in the long term; as well it was a substantial amount of money for one day. Councilors Allan and Green agreed with the statement.
    - Councilor Green asked the question, if the conference was not able to run due to COVID 19 restrictions what would happen?
    - L. King specified that kits were sent out last year as the conference was cancelled.
    - Councilor Green stated it would help to build up confidence of people of last ten months due to COVID 19 and mental well-being and health of women in this program area who have been affected.
    - Put to a vote, all three Councilors voted against the Lovely Ladies Conference Day as it needs to be a continuous service not a one time for to have real value.
7. Mountain View Emergency Shelter (MVESS)
  - a. Outreach Services
    - L. King commented this service is provided throughout Mountain View County, that MVESS requested funding last year however Carstairs did not fund due to the lack of information provided.
    - L. King commented that she knows of three women from Carstairs that have utilized this program, and all for different services. Her recommendation would be to fund fully or at least partially for advertising.

Motion by Councilor Green to approve the MVESS Outreach Services. 2021 FCSS application in the amount of \$2,500.00 upon receiving the 2020 Financial Reporting.

**CARRIED**

8. Olds & District Hospice Society
  - a. Hospice/Nava-Care
    - L. King stated that it is a new program and they did not complete the full application and resent it to her late last evening, and she has not had an opportunity to review it. They are asking for funding in the amount of \$500.00 for advertising in the Carstairs area in the Gazette, Albertan and to produce brochures for advertising.

– CAO McDonnell stated that with COVID 19 restrictions and with people not being able to access the hospital, the hospice would provide a place for families to go.

Motion by Councilor Allan to approve the Olds & District Hospice Society Hospice/Nava-Care 2021 FCSS application in the amount of \$500.00.

**CARRIED****9. Rainbows****a. Grief and Loss Program**

– L. King indicated that the program helped children cope with divorce and death and the program is extremely well received in the community. The program ended early last year due to COVID 19 restriction and kits were sent out to the children to finish off the program.

– They are hoping to start up the program again in September and in person depending on COVID 19 restrictions.

– Councilor Green commented it was a long term program funded through FCSS and was well-used and successful program, and beneficial to serving children.

Motion by Councilor Green to approve the Rainbows Grief and Loss Program 2021 FCSS application in the amount of \$4,500.00 upon receiving the 2020 Financial Reporting.

**CARRIED****10. Circle of Security – Expecting Application****a. Rainbows Program for Adults**

– L. King commented that the Circle of Security was known in the past as the Reflections Program and is run throughout North America. Currently they are trying to figure out how to do training required for Janet Cornell at Hugh Sutherland School and Carmen Broad at Carstairs Elementary School; we have not received the FCSS Funding application as yet but it is coming.

– CAO McDonnell requested for L. King to have the funding broken out as to how much it is to run the program and how much to do the training.

**11. New Years with Friends – Expecting Application****a. Community Engagement**

– L. King spoke to the 2019 Community New Year's Eve Party at the Community Hall. Question if the funding application should be an external or internal application. FCSS is regulated to provide funding for community engagement and bonding so the application would be able to fall under FCSS funding.

- The previous New Year's Eve event the Town of Carstairs provided the facility and supplemented a \$1000 to reduce cost of tickets. The Committee discussed it is a little more complicated and will need to be put on hold for now.

– Committee members talked about the importance of receiving the Financial Reporting for the 2020 FCSS funding and to know if the money has been expended. L. King stated that the applicants are to have the Financial Reports provide to her by January 31, 2021. The Committee will then meet in February to see if any money will need to be reallocated.

- 12. Letter from Marvelous Mamas**  
– The Committee reviewed the letter and no comments were given.

**BYLAWS & POLICIES:**

**1. Policy No. 26-001-21 Carstairs Peace Officer Daily Procedures – Amended**

Director of Protective Services gave an overview of the changes to the Policies and the last policy is a new.

- The changes to the policy include wordsmithing and making it more professional.

Motion by Councilor Green to forward Policy No. 26-001-21 onto Council for review and approval.

**CARRIED**

**2. Policy No. 26-002-21 Carstairs Community Peace Officer Vehicle Equipment - Amended**

- The changes to the policy include wordsmithing.

Motion by Councilor Allan to forward Policy No. 26-002-21 onto Council for review and approval.

**CARRIED**

**3. Policy No. 26-003-21 Carstairs Community Peace Officer Communications and Media Relations - Amended**

- The changes to the policy include wordsmithing and added examples for press releases. Councilor Gil asked the question should Peace Officers be providing comments to Media. Director D. Ness gave the example of a traffic accident and said when approached by the media instead of saying no comment to state the obvious. Normally the Media Release would come from CAO McDonnell or Director of Protective Services D. Ness.

Motion by Councilor Green to forward Policy No. 26-003-21 onto Council for review and approval.

**CARRIED**

**4. Policy No. 26-004-21 Carstairs Community Peace Officer Inter Agency - Amended**

- The changes to the policy include wordsmithing and tweaking to include working with the R.C.M.P.
- Councilor Gil commented that the Peace Officers would also be potentially working with other agencies outside of the R.C.M.P such as the forestry. Director D. Ness will make the change to include from the RCMP to other Agencies, and will add a definition for the other Agency.

Motion by Councilor Allan to forward amended Policy No. 26-004-21 onto Council for review and approval.

**CARRIED**

**5. Policy No. 26-017-21 Carstairs Community Peace Officer Use of Force Policy Defensive Baton/OC Spray**

- This is a new policy and was found in our files, but had not gone before Committee or Council. The Policy states the information that should be on it per the solicitor general policy and guidelines. This policy has already been approved with IMIM Use of Force Model.

- Committee members requested that OC Spray and Defense Baton be included under the Policy statement. Once the changes have been made to the Policy and it has been approved by Council, Director D Ness will require a copy to send to the Solicitor General.

Motion by Councilor Allan to forward the amended Policy No. 26-017-21 onto Council for review and approval.

**CARRIED****NEW BUSINESS:**

Nil

**MONTHLY REPORTS:****1. 2020 Committee Work Plan**

- Committee members reviewed the 2020 Work Plan and there were no changes at this time.
- CAO McDonnell asked the Committee what recommendations they had for training and information for the new councilors for the fall planning session.
- Councilor Gil stated that all the committees have been doing a good job and if they follow the formula put in place; they will continue to do a good job.
- Committee has worked to bring the Bylaws and Policies current and would like to finalize the ones they are working on. Councilor Gil stated there was some overlap with committee and this Committee is really responsible for the finalization and the recommendation should come from this Committee. CAO McDonnell stated the most overlap is Finance with two of the Committees.

**2. 2020 Internal Annual Report**

- Committee members reviewed the 2020 Internal Annual Report and will continue to work on scaling back to May or June. Committee members stated they would like to clean up the old and finish up and not look at initiating anything new.

Motion by Councilor Allan to accept all Committee reports as information.

**CARRIED****QUARTERLY REPORTS:****1. Agreements Listing**

- Nothing to report at this time.

**2. Policy Listing**

- Nothing to report at this time.

**3. Bylaw Listing**

- Nothing to report at this time.

**QUARTERLY FACILITY REPORTS – CITY WIDE:****1. Carstairs Memorial Arena**

- No report at this time.

**2. Carstairs Community Hall**

- No report at this time.

**3. Parks and Naturalized Areas**

– No report at this time.

**4. Carstairs Campground**

– No report at this time.

**ANNUAL REPORTS:**

**1. Town of Carstairs Governance Policy**

– Nothing to report at this time.

**2. Town of Carstairs Corporate Governance Strategies**

– Nothing to report at this time.

**3. FCSS Funding Applications 2021**

– See under Delegations.

**CORRESPONDENCE:**

Nil

**GENERAL DISCUSSION:**

– CAO McDonnell has a meeting with Minor Hockey and Figure Skating this week, and is awaiting a Provincial decision on January 21, 2021 on recreation restrictions or openings to make a decision if the ice at the arena will come out at the end of February or if the Town will leave the ice in and be able to salvage a bit of the season.

– CAO McDonnell will be on a call with Dr. Hinshaw at 2:00 o'clock today and will see if there is any indication on sports facilities, and recreation opening up. The Town has received calls from other communities who are trying to decide what to do with their facilities around pulling the ice and the financial costs.

**NEXT MEETING:**

– The next meeting will be on Tuesday, February 9, 2021.

**ADJOURNMENT:**

Motion by Councilor Green to adjourn the meeting of January 12, 2021 at 8:44 a.m.

**CARRIED**

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**Councilor Al Gil, Chairperson**

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**CAO Carl McDonnell**