



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, FEBRUARY 28, 2022, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of February 28, 2022
Motion: To adopt the agenda of February 28, 2022

4. ADOPTION OF MINUTES

- a) Adoption of minutes of February 14, 2022 (addendum 4.a)
Motion: To adopt the minutes of February 14, 2022



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

- a) Rocky Mountain Motorsports
b) Carstairs Museum
c) Carstairs Public Library

7. BYLAWS AND POLICIES

- a) Bylaw 2023 Rates & Fees Amended



8. NEW BUSINESS

- a) Land Use Bylaw Mapping Error (addendum 8.a)



9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
i) Minutes from the February 15, 2022 meeting (addendum 9.a.i)




- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE

3 - 6

7 - 9

10 - 11

12 - 13

- c) EXTERNAL RELATIONS COMMITTEE
 - i) Minutes from the February 17, 2022 meeting (addendum 9.c.i)

- 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 ALLAN
- b) COUNCILOR BALL
- c) COUNCILOR FRICKE
- d) COUNCILOR RATZ
- e) COUNCILOR ROBERTS
- f) COUNCILOR WILCOX
- 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 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, FEBRUARY 14, 2022, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

ATTENDEES: Mayor Colby, Councilors Ball, Fricke, Roberts, Ratz, and Wilcox, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, Former Councilors Blair & Green, Darrah Selanders, and Executive Assistant Kayleigh Van Es

ABSENT: Councilor Allan

CALL TO ORDER: Mayor Colby called the meeting of February 14, 2022, to order at 7:00p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:

Motion 031/22 Motion by Councilor Wilcox to adopt the Regular Council agenda of February 14, 2022, as presented. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:

Motion 032/22 Motion by Councilor Ball to adopt the Public Hearing minutes of January 24, 2022, as presented. **CARRIED**

Motion 033/22 Motion by Councilor Fricke to adopt the Regular Council minutes of January 24, 2022, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING:

Nil

DELEGATIONS:

1. Presentation of Service awards-Rick Blair and Bob Green

Mayor Colby presented former Councilors Blair and Green with a plaque and picture on behalf of the Town of Carstairs Council and Administration.

2. Grey Street Subdivision Report- Kirk Williscroft

Kirk Williscroft spoke to the Subdivision report for Lot 4, 5 block 18 Plan 317JK.

- Councilor Ball-wonders how Alberta transport is relevant in the report.

- Councilor Fricke inquires on the sort of structure required to be built on lot after subdividing.

- Councilor Ratz asks for clarification on the sidewalk in opposed to the property line.

- Councilor Ball suggests a condition of subdividing be the owners have to move the garage and pull a permit for construction of a new home build within 1 year.

Motion034/22 Motion by Councilor Ratz to accept the Grey Street Subdivision report subject to the conditions set by administration. **CARRIED**

BYLAWS & POLICIES:

1. Bylaw No. 2027-Road Closure

- Mayor Colby read Bylaw No. 2027 Grey street lane Closure.

Motion 035/22 Motion by Councilor Roberts to give first reading of Bylaw No. 2027 Road Closure. **CARRIED**

NEW BUSINESS:

1. Library Board Appointment-Lindsay Coates

Motion 036/22

Motion by Councilor Wilcox to appoint Lindsay Coates to the Carstairs Public Library Board for a 3 year term.

CARRIED

2. Letter to Mayors and Reeve from MVSH Board

-Discussed in camera

3. Request for Decision

- CAO McDonnell spoke to the Request for land transfer.
Portion of Plan 2111996, Block 4, Lot 65
Portion of Plan 2111996, Block 4, Lot 66
Portion of Plan 2111996, Block 4, Lot 67
Portion of Plan 2111996, Block 4, Lot 68
Portion of Plan 2111996, Block 4, Lot 69
Plan 2111996, Block 4, Lot 70
To Scarlett Ranch Subdivision for final approval.

Motion 037/22

Motion by Councilor Ball to authorize the Land of the above noted lots to Scarlett Ranch Subdivision.

CARRIED

COMMITTEE REPORTS:

1. Legislative & Emergency Services Committee

- Next meeting February 15, 2022.

2. Strategic Planning & Corporate Affairs Committee

- Next meeting is February 28, 2022.

3. External Relations Committee

- Next meeting February 17, 2022

4. Policy & Governance Committee

- February 8, 2022 meeting postponed
- Next meeting March 8, 2022

5. Mountain View Regional Waste Commission

- Next meeting on February 28, 2022.

6. Mountain View Regional Water Commission

- Mayor Colby gave an oral report on the February 9, 2022 meeting.

7. Mountain View Seniors' Housing

- Councilor Fricke attended the MVSH meeting on behalf of Councilor Ratz on February 2, 2022.

8. Municipal Area Partnership

- Nothing to report at this time.

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

- Councilor Wilcox gave an oral report on the January 26, 2022 meeting.

10. Central Alberta Economic Partnership (CAEP)

- Next meeting to be scheduled in June 2022.

Motion 038/22

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

CARRIED

COUNCILOR REPORTS:

Councilor Allan

- Absent

Councilor Ball

- February 11, 2022 attended audit committee meeting
- CRDT
- February 10, 2022 attended Brownlee meeting via Zoom

Councilor Fricke

- February 2, 2022 spoke to a grade 6 social studies class at HSS over zoom about municipal government
- February 2, 2022 attended Mountain View Seniors Housing

- meeting for Councilor Marty Ratz.
- February 3, 2022 toured the current fire hall.
- February 10, 2022 attended the Alberta Provincial Police transition study in Airdrie.
- February 11, 2022 attended audit committee meeting.

Councilor Ratz

- February 4, 2022 attended AISHA organizational meeting.
- February 8, 2022 attended Mountain View Seniors Housing succession meeting.
- February 11, 2022 attended AISHA meeting.

Councilor Roberts

- Completed Emergency Management training
- Attended a Tree subcommittee meeting for Carstairs Nature space as well as the Carstairs Nature space committee meeting
- February 11, 2022 attended Audit meeting
- Participated in Carstairs Curling club men’s bonspiel

Councilor Wilcox

- January 26, 2022 attended CCDEP meeting.
- February 1, 2022 spoke to a grade 6 social studies class at HSS over zoom about municipal government.
- February 6, 2022 attended Chamber meeting.
- Presented a letter from the Chamber of Commerce for the booking and waiving of rental fee for the hall on March 27th

Motion 039/22

Motion by Councilor Wilcox to waive the fee for the Carstairs Community Hall rental for March 27, 2022 for the Chamber of Commerce.

CARRIED

- February 10, 2022 attended Alberta Provincial Police transition study.
- February 10, 2022 attended Parkland strategic focus group.

Mayor Colby

- Attended Mountain View Regional Water Commission meeting
- February 10, 2022 attended Alberta Provincial Police transition study.

Motion 040/22

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

CARRIED

CORRESPONDENCE:

1. Letter of Support-Town of Carstairs-Enhance Energy Origins

Councilor Fricke spoke to the letter in regards to Carbon sequestration hub.

- Councilor Roberts inquired about hubs locations.
- Councilor Wilcox asked what to expect visually for the hubs.
- Councilor Ball asked for a timeline for operation and wondered if additional cost would be added after operation is underway.

Motion 041/22

Motion by Councilor Roberts to write a letter of Support from the Town of Carstairs to Enhance Energy Origins and forward onto administration for distribution.

CARRIED

2. Bill 21-Provincial Administrative Penalties Act

Motion 042/22

Motion by Councilor Rats to accept Bill 21- Provincial Administrative Penalties Act as information.

CARRIED

CAO’S REPORT:

1. Water issue at local business

CAO McDonnell informed council of a facility having a water leak issue and is requesting a refund of the difference in charges.

Motion 043/22

Motion by Councilor Ratz to advise administration to refund the balance.

CARRIED

COUNCILOR CONCERNS: 1. Councilor Fricke

- Wonders if there is any information on the history of Carstairs being a sister town to Scotland’s Carstairs.

2. Councilor Wilcox

- Stated hockey parents have been requesting a TV screen to display ice time schedule.
- Received complaint of high utility cost to which she directed the resident to send complaints to MLA Nathan Cooper.

3. Councilor Ball

- Commended public works/operations for the work done on the pathways heading past Meadow Park to Carriage Lane subdivisions.

M044/22

Motion by Councilor Fricke to accept Councilor Concerns as information.

CARRIED

PUBLIC QUESTION PERIOD:

1. Darrah Selanders

- intends to apply for the position of CAO and would love support from Council.

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING SESSION:

Motion 045/22

Motion by Councilor Ratz that Council closes the meeting to the Public at 7:51 p.m. to discuss closed meeting items.

CARRIED

Motion 046/22

Motion by Councilor Roberts to come out of the closed meeting session at 8:13 p.m.

CARRIED

Motion 047/22

Motion by Councilor Ball to accept the Letter to Mayors and Reeve from MVSH Board as information and forward on to MVSH administration that the appointment will be annually at the Council Organizational meeting.

CARRIED

NEXT MEETING:

Monday, February 28, 2022.

ADJOURNMENT:

Motion 048/22

Motion by Councilor Wilcox to adjourn the meeting of February 14, 2022, at 8:13 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO

Bylaw No. 2023 - Amended

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, respecting rates to be charged for various goods and services provided by the Town of Carstairs.

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, to amend Bylaw No. 2005.

WHEREAS, section 7 and 8 of the Municipal Government Act, Chapter M-26-1, Revised Statutes of Alberta 2000 and amendments thereto authorize the Council to repeal or amend any bylaws.

WHEREAS, section 8 of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality, by Bylaw, to establish fees for licenses, permits and approvals, and

WHEREAS, section 61(2) of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality to charge fees, tolls and charges for the use of its property, and

WHEREAS, section 481 (1) of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality to establish fees payable by any person wishing to make a complaint to the Assessment Review Board, and

WHEREAS, section 630.1 of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality to establish fees for planning functions, and

WHEREAS, section 6 of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto gives a Municipality natural person powers, which imply the power to charge for goods and services provided,

NOW THEREFORE, Council of the Town of Carstairs duly assembled and pursuant to the Municipality Government Act, Chapter M-26-1 Revised Statutes of Alberta 2000 enacts as follows:

1. This Bylaw may be referred to as the “**2022 Rates and Fees Bylaw**”.
2. That the rates specified in the Schedules attached be charged for the goods and services specified.

Schedule A	Water, Wastewater and Garbage Collection
Schedule B	Administration
Schedule C	Building Development Permit Application
Schedule D	Cemetery
Schedule E	Dog Bylaw
Schedule F	Sports and Recreation
Schedule G	Common Services
Schedule H	Traffic Bylaw
Schedule I	Fire Services
Schedule J	Community Hall
Schedule K	Plotter Printer
Schedule L	Council Remuneration
Schedule M	Cat Bylaw
Schedule N	Noise Bylaw
Schedule O	Cannabis Consumption Bylaw
Schedule P	Smoking and Vaping Bylaw
Schedule Q	Fines for Livestock
Schedule R	Fines Residential Community Standards
Schedule S	Fines Industrial Community Standards
Schedule T	Fines Commercial Community Standards
Schedule U	Special Events
Schedule V	Golf Course Fees

3. That the rates specified attached to this Bylaw may be modified and amended from time to time, as Council desires, by resolution of Council;
4. That this Bylaw shall come into full force and effect on April 1, 2022.

READ A FIRST TIME THIS 28th DAY OF February A.D., 2022

READ A SECOND TIME THIS 28th DAY OF February A.D., 2022

READ A THIRD AND FINAL TIME THIS 28th DAY OF February A.D., 2022

Lance Colby, Mayor

Carl McDonnell, CAO

**SCHEDULE 'A'
WATER AND WASTEWATER AND GARBAGE COLLECTION RATES**

WATER RATES:

1. Metered Single Occupancy

A fixed charge of \$14.00 per month plus a metered consumption charge of ~~\$2.80~~ **\$2.91** per cubic meter.

2. Metered Multiple Occupancy

a) Where a separate meter has been installed for each unit within the building, a fixed charge of \$14.00 per month shall apply to each unit plus a metered consumption charge of ~~\$2.80~~ **\$2.91** per cubic meter.

b) Where only one meter is installed to serve the entire building, a fixed charge of \$14.00 per month shall apply for each unit plus a metered consumption charge of ~~\$2.80~~ **\$2.91** per cubic meter.

3. Flat Rates

For buildings in which a water meter is not installed, the monthly charge shall be \$50.00 per month for each unit within the building.

4. Bulk Water Sales

The charge for water sold in bulk quantities shall be ~~\$5.05~~ **\$5.16** per cubic meter. Users without an account will be charged a flat fee of \$30.00 plus consumption.

5. Sales of Water Meters & Read-outs

Size: Up to 1"	\$425.00 + GST
1"	\$515.00 + GST
2' or greater	Contact the town

6. Additional Charges

Any person who will not require water and sewer service for an extended period of time may request the Town to disconnect the service. The account holder will be required to pay a one hundred dollar (\$100.00) disconnection/reconnection fee in order to resume service, payable in advance.

WASTEWATER RATES:

60% of Water Consumption Fees.

GARBAGE COLLECTION AND DISPOSAL RATES:

Single Family Residence	\$24.00 per month per bin
Multiple Dwelling – per unit	\$24.00 per month per bin
Apartment – per unit	\$24.00 per month per bin
Family Dwelling in Commercial Buildings – per unit	\$24.00 per month per bin
Retail outlets – per unit	\$24.00 per month per bin
Offices – per unit	\$24.00 per month per bin
Hotels/Motels	\$24.00 per month per bin
Restaurants/Coffee Shops	\$24.00 per month per bin
Other businesses – per unit	\$24.00 per month per bin

Additional garbage bin removal service charge may apply (\$100.00).

Administration Mapping Error on Current Land Use Map (since 2019)

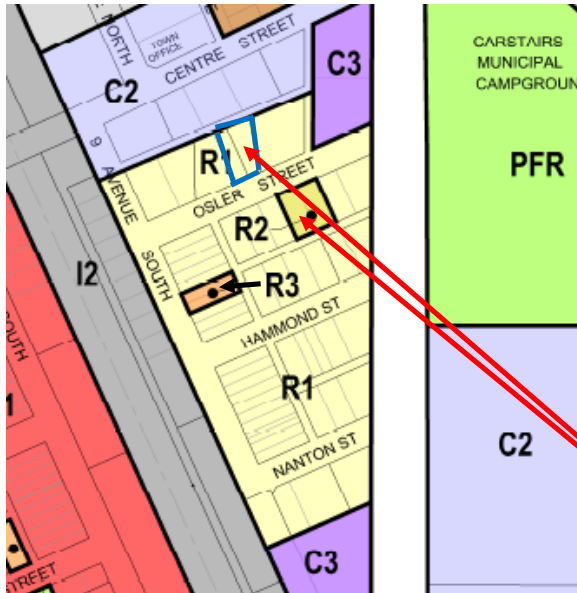
Address	Roll #	Zone on Bylaw 1023 LU map	Zone on current LU map	LU Zone should be
834 Osler Street	682000	R1	R2	R2
830 Osler Street	681000	R1	R2	R1
840 Osler Street	684000	R1	R2	R1
848 Osler Street	685100	R1	R2	R1
856 Osler Street	685000	R1	R2	R1
845 Osler Street	672000	R1	R2	R1
841 Osler Street	671000	R1	R2	R1
837 Osler Street	670000	R1	R2	R1
833 Osler Street	669000	R1	R2	R1
829 Osler Street	668000	R1	R2	R1
825 Osler Street	667000	R1	R2	R1
817 Osler Street	666000	R1	R2	R1
824 Hammond Street	665000	R1	R2	R1
828 Hammond Street	664000	R1	R2	R1
832 Hammond Street	663000	R1	R2	R1
836 Hammond Street	662000	R1	R2	R1
840 Hammond Street	661000	R1	R2	R1
844 Hammond Street	660000	R1	R2	R1
827 Hammond Street	651000	R1	R2	R1
837 Hammond Street	652000	R1	R2	R1
845 Hammond Street	653000	R1	R2	R1
836 Nanton Street	650000	R1	R2	R1
840 Nanton Street	649100	R1	R2	R1
844 Nanton Street	649200	R1	R2	R1
841 Nanton Street	643000	R1	R2	R1
849 Nanton Street	642000	R1	R2	R1
857 Nanton Street	641000	R1	R2	R1

See attached:

Schedule A – Land Use Bylaw 1023 Map dated March 02, 2015

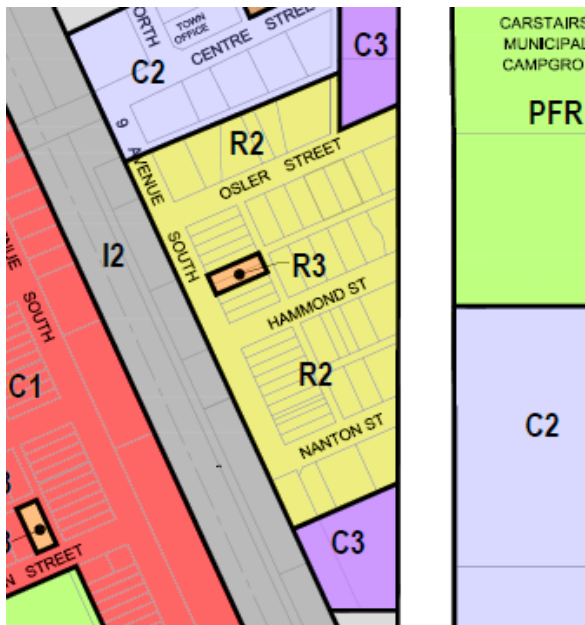
Schedule B – Land Use map on Current LU Bylaw 2007 dated May 14, 2019

Schedule A: From 2015 Bylaw 1023 Map:



Blue indicates where the R2 should be, not black square

Schedule B: From 2019 Bylaw 2007 Map:



**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
TUESDAY, FEBRUARY 15, 2022, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilor Ball, Councilor Ratz, CAO Carl McDonnell, Director of Planning & Development Kirk Williscroft, Sherry Humphrey, and Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby, Councilor Allan

CALL TO ORDER: Councilor Ball called the meeting of February 15, 2022 to order at 7: 27 a.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Ratz to adopt the agenda of February 15, 2022 as presented. **CARRIED**

ADOPTION OF MINUTES: Motion by Councilor Ratz to adopt the minutes of January 18, 2022 as presented. **CARRIED**

UNFINISHED BUSINESS: 1. Municipal annual Internal Review
- The Committee reviewed the following 10 Roll files:
- 631.000
- 742.202
- 1052.000
- 11168.000
- 12027.100
- 13009.000
- 13010.000
- 20054.000
- 20116.000
- 20184.000

DELEGATIONS: Nil

NEW BUSINESS: Nil

REPORTS: 1. Financial Reports
- Nothing to Report

2. Development Reports
CAO McDonnell gave an update on the Development Reports.

- a. Building Permit Listing
- b. Compliance Listing
- c. Building Permit Breakdown
- d. Housing & Commercial Breakdown
- e. Building Permits for internal Review

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

CARRIED

3. City Wide Protective Services Monthly Reports

CAO provided an update on City Wide Reports.

- a. Fire Reports
- b. Bylaw Reports
- c. Combined Reports

Motion by Councilor Ratz to accept the CityWide Protective Services Monthly Reports as information.

CARRIED

4. Quarterly Reports

- a. Royal Canadian Mounted Police (R.C.M.P.)
- CAO McDonnell spoke to the report.
- b. Citizens on Patrol (COP)

Motion by Councilor Ratz to accept the Quarterly Reports as information and request RCMP attend council meeting in the future.

CARRIED

5. Emergency Services

- Nothing to report.

6. Personnel Evaluations

- No evaluations at this time.

GENERAL DISCUSSION: Alberta policing transition report

NEXT MEETING: Next meeting will be March 15, 2022 at 7:30 a.m.

ADJOURNMENT: Motion by Councilor Ratz to adjourn the meeting of February 15, 2022, at 8:10a.m.

CARRIED

Councilor Ball, Chairperson

Carl McDonnell, CAO

**MINUTES OF THE EXTERNAL RELATIONS COMMITTEE
THURSDAY, FEBRUARY 17, 2022, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilor Ratz, Councilor Wilcox, CAO Carl McDonnell, and Executive Assistant Kayleigh Van Es

ABSENT: Mayor Colby, Councilor Allan

CALL TO ORDER: Councilor Ratz called the meeting of February 17, 2022, to order at 7:33 a.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Wilcox to adopt the agenda of February 17, 2022 as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Wilcox to adopt the minutes of January 20, 2022 as presented.

CARRIED

UNFINISHED BUSINESS: Nil

DELEGATIONS: Nil

NEW BUSINESS:

- 1. ICC Agreements**
 - CAO spoke to the agreements.
 - Councilor Ratz wonders if there is anything missing in the agreements.
 - Councilor Ratz and Wilcox agreed to bring Fire Hall supply budget back to the ICC for review.
 - Councilor Wilcox questions the benefitting area.

REPORTS:

- 1. Work Plan**
 - No Changes
 - Councilor Wilcox wonders who is to facilitate a round table meeting.

- 2. Internal Annual Report**
 - No Changes

- 3. Stakeholders Calendar**
 - Nil

- 4. Community Organizations**
 - Nil

- 5. Regional Organizations**
 - Nil

- 6. Communications**
 - Nil

Motion by Councilor Wilcox to accept all Reports as information.

CARRIED

**CONFERENCES &
RESOLUTIONS:**

Nil

CORRESPONDENCE:

Nil

GENERAL DISCUSSION:

- Councilor Wilcox enquired about the Elks running the Community Hall, why the opportunity wouldn't go to other business?
- CAO explained the funds the Elks receive goes back into the community, where other businesses would not.
- Councilor Wilcox met with Mountain View Motorsports.
- Councilor Ratz wondered about a chain hotel coming in to the area once the racetrack is operational.
- CAO mentioned the March 9, 2022 meeting with Didsbury and Crossfield in regards to waste water management model is being rescheduled.
- Meeting with Mountain View County March 1, 2022

NEXT MEETING:

March 17, 2022, at 7:30 a.m.

ADJOURNMENT:

Motion by Councilor Wilcox to adjourn the External Relations meeting of February 17, 2022, at 8:06 a.m.

CARRIED

Councilor Allan, Chairperson

Carl McDonnell, CAO