



REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, SEPTEMBER 8, 2025, 7:00 P.M.

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of September 8, 2025
Motion: To adopt the agenda of September 8, 2025

4. ADOPTION OF MINUTES

- a) Adoption of minutes of August 25, 2025 (addendum 4.a)
Motion: To adopt the minutes of August 25, 2025



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

7. BYLAWS AND POLICIES

8. NEW BUSINESS

- a) Carstairs Public Library Board Appointment-Carly Mitchell (addendum 8.a)



- b) Review of Council Term October 2021-2025

- c) Financial Update

- d) Community Service Update (addendum 8.d)



9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE
b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
c) MOUNTAIN VIEW REGIONAL WATER COMMISSION

- d) MOUNTAIN VIEW SENIORS HOUSING

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

- a) Rail Safety Week 2025 (addendum 11.a)



- b) CCBF Funding Letter (addendum 11.b)



12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

- a) *Section 107 of the Municipal Government Act requires that Council and Council Committees conduct their meetings in public unless the matter to be discussed falls under one of the exceptions to disclosure outlined in Division 2 of Part 1 of the Access to Information Act (AITA), including but not limited to matters related to business interests, personal privacy, individual or public safety, confidential evaluations or law enforcement. (Sections 19 to 24).*

17. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, AUGUST 25, 2025, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

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

ABSENT: Mayor Colby

CALL TO ORDER: Deputy Mayor Allan called the meeting of Monday, August 25, 2025, to order at 7:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:
Motion 238/25 Motion by Councilor Ball to adopt the Regular Council agenda of August 25, 2025, as presented. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:
Motion 239/25 Motion by Councilor Ratz to adopt the Regular Council Meeting minutes of July 14, 2025, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING: **1. Water loss/Infiltration update**
CAO Blair informed Council about recent improvements in the town’s water loss. Since installing over 400 new meters, water loss has decreased by 10%, indicating that the old meters were not accurate. Additional reductions are expected once the trunk line between Highway 2A and Havenfield Drive is relined.

Councilor Fricke inquired about the estimated dollar savings from the reduction in water loss. CAO Blair estimated the savings at approximately \$20,000.

Councilor Wilcox asked if there has been significant pushback from residents. CAO Blair reported only one case of non-cooperation, even after providing education and justification for the new meters. He noted that some misconceptions remain, particularly when residents see higher bills than before. However, these increases are user-driven, as the new meters provide accurate readings. Previously, inaccurate meters meant some households were underpaying, with the shortfall being subsidized by other taxpayers.

Motion 240/25 Motion by Councilor Fricke to accept the Water loss/Infiltration update as information. **CARRIED**

DELEGATIONS: Nil

BYLAWS & POLICIES: Nil

NEW BUSINESS: **1. Water Reservoir Site Tour**
Attended at 5:30 p.m.

2. July 2025 Financial Reports
Council reviewed the July financial reports. S. Allison provided a summary, noting that revenue and expenses are on track with the budget. Most expenses have been finalized for the period. Of the 30 approved Capital projects, 16 have been completed, 9 are in progress, and 5 have not yet started. Outstanding taxes currently stand at 4.8%. Overall, the Town remains in a strong financial position.

Councilor Fricke inquired about how the outstanding taxes compare to previous years. S. Allison responded that the figure is very similar to previous years and noted that all reminder letters have been sent, with hopes of receiving additional payments.

Councilor Wilcox asked what percentage of residents are using TIPS. S. Allison reported that TIPS enrollment has increased by 4–5% compared to last year, with nearly 2,000 residents now signed up for the program.

Regular Council Meeting – August 25, 2025		Page 2 of 4
Motion 241/25	Motion by Councilor Wilcox to accept the July 2025 Financial Reports as information.	
		CARRIED
COMMITTEE REPORTS:	<p>1. Policies & Priorities Committee</p> <ul style="list-style-type: none">- Next meeting September 18, 2025. <p>2. Mountain View Regional Waste Commission</p> <p>Councilor Wilcox provided a verbal report from the August 21, 2025 meeting. He noted that a contract has been signed with Circular Materials and recycling bins have been placed at each transfer site, with advertising efforts underway as part of an ongoing project. Preliminary budget discussions have begun, and preparations are being made for the construction of the next cell in 2030. In addition, plans are in place to relocate the weight scale and office, as they are currently positioned on the future cell location.</p> <p>3. Mountain View Regional Water Commission</p> <ul style="list-style-type: none">- Next meeting September 10, 2025. <p>4. Mountain View Seniors' Housing</p> <ul style="list-style-type: none">- Next meeting August 26, 2025.	
Motion 242/25	Motion by Councilor Roberts to accept all Committee Reports as information.	
		CARRIED
COUNCILOR REPORTS:	<p>Councilor Ball</p> <ul style="list-style-type: none">- Enjoying summer.- August 25, 2025, attended the Carstairs Water Reservoir site tour prior to the Council meeting. <p>Councilor Fricke</p> <ul style="list-style-type: none">- July 18, 2025, attended the grand opening of Splat Attack Family Fun Centre.- July 19, 2025, volunteered to help Carstairs Chamber with prep for the Pancake Breakfast.- July 20, 2025, volunteered with Carstairs Chamber to cook for the Pancake Breakfast.- July 20, 2025, attended the Beef & Barley Days Parade and Activities.- August 15, 2025, attended the Carstairs Outdoor Market.- August 23, 2025, attended the 7th Annual Carstairs Show & Shine.- August 25, 2025, attended the Carstairs Water Reservoir site tour prior to the Council meeting. <p>Councilor Ratz</p> <ul style="list-style-type: none">- Enjoying summer as well.- August 25, 2025, attended the Carstairs Water Reservoir site tour prior to the Council meeting. <p>Councilor Roberts</p> <ul style="list-style-type: none">- July 18-20, 2025, attended the Beef & Barley Days Parade and Activities.- July 25, 2025, met with Minister Williams and MLA Sawyer with representatives from the Town of Olds, Didsbury, and Mountain View County at the Mountain View County office.- August 23, 2025, attended the 7th Annual Carstairs Show & Shine.- August 25, 2025, attended the Carstairs Water Reservoir site tour prior to the Council meeting. <p>Councilor Wilcox</p> <ul style="list-style-type: none">- July 19-20, 2025, attended the Beef & Barley Days Parade and Activities.- July 21, 2025, attended the Mountain View Regional Waste Commission Meeting.- July 25, 2025, met with Minister Williams and MLA Sawyer with the Town of Olds, Didsbury, and Mountain View County at the Mountain View County office.- July 28, 2025, attended the first budget meeting with Carstairs Library.- August 5, 2025, met with FCSS and the Museum to discuss the indigenous event scheduled for September 22, 2025.- August 21, 2025, attended the Parkland Executive meeting.- August 23, 2025, attended the 7th Annual Carstairs Show & Shine.- August 25, 2025, attended the Carstairs Water Reservoir site tour prior to the Council meeting. <p>Deputy Mayor Allan</p> <ul style="list-style-type: none">- July 19-20, 2025, attended the pancake breakfast, Beef & Barley Days Parade and Activities.- July 25, 2025, met with Minister Williams and MLA Sawyer with the Town of Olds, Didsbury, and Mountain View County at the Mountain View County office.	

- August 15, 2025, attended the Carstairs Outdoor Market.
- Attended the Grand Opening of Clover condos.
- August 23, 2025, attended the 7th Annual Carstairs Show & Shine.
- August 25, 2025, attended the Carstairs Water Reservoir site tour prior to the Council meeting.

Motion 243/25

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

CARRIED

CORRESPONDENCE:

1. Thank You-STARs
Council reviewed the letter thanking Council for their support.

Motion 244/25

Motion by Councilor Fricke to accept the Thank You letter from STARs as information.

CARRIED

CAO’S REPORT:

- July 16, 2025, met with Mountain View Regional Water Services Commission regarding the feeder main.
- July 16, 2025, met with residents and the owner of the trailer park.
- July 16, 2025, Golf Course meeting.
- July 17, 2025, met with Kitstone developers.
- July 20, 2025, attended the Beef & Barley Days Parade.
- August 19, 2025, met with Enterprise.
- Discovered hidden waterline on Lackner.
- August 21, 2025, met with Carstairs Chamber president Amanda Sewell.
- Still waiting on HSS safety assessment.
- ICC meeting on Thursday regarding growth study and IDP.
- Received positive feedback on the entrances into town.
- Golf course financial update. Josh Lockert was appointed as interim GM, doing a great job so far. The course is in the best shape it’s ever been; the event tent, extra carts and paving have enhanced the course and contributed to revenue increases across the board. Revenues are up over \$170,000 compared to this time last year.
- AB munis accommodations and conference booked for November 11-14, 2025.
- Columbarium is almost ready, concrete base to be poured this week. A landscaping plan to come to council for budget deliberations in the fall.
- August 25, 2025, attended Carstairs Water Reservoir Site Tour prior to Council.
- Received thank you card from Al Molnar in appreciation for support for Carols service.

Councilor Wilcox asked if the newly discovered waterline on Lackner will incur additional expenses. CAO Blair confirmed that it will, but was unable to provide an estimate at this time.

Councilor Wilcox is also curious to know how many memberships are local vs. non-local. CAO Blair will provide this information at the next Council meeting. Councilor Wilcox also asked whether there is room to expand memberships. It was noted that this is a delicate balance, as adding more memberships would limit the availability of regular tee times. The Golf Course is currently hosting approximately 5,000 rounds per month.

Motion 245/25

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

CARRIED

COUNCILOR COMMENTS:

1. Councilor Wilcox
Received positive feedback on the flowers and the overall aesthetics of Main Street.
2. Councilor Fricke
Received a concern from a resident regarding public use of Firemen’s Park.

Also received feedback suggesting the town needs a hotel to accommodate larger events.

Motion 246/25

Motion by Councilor Wilcox to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

MEDIA QUESTION
PERIOD:

Nil

CLOSED MEETING:

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Motion 247/25

Motion by Councilor Ball that Council close the meeting to the public to discuss business harmful to personal privacy as per Section 20 of AITA at 7:30 p.m.

CARRIED

Motion 248/25

Motion by Councilor Wilcox to come out of the closed meeting session at 8:23 p.m.

CARRIED

Motion 249/25

Motion by Councilor Wilcox to direct administration to refund the penalty fee of \$500.00 for Roll No. 20994.000.

CARRIED

Motion 250/25

Motion by Councilor Fricke to direct administration to refund the penalty fee of \$500.00 for Roll No. 18040.000.

CARRIED

Motion 251/25

Motion by Councilor Roberts to waive the penalty fee of \$500.00 for Roll No. 28300.000.

CARRIED

NEXT MEETING:

Monday, September 8, 2025, at 7:00 p.m.

ADJOURNMENT:
Motion 252/25

Motion by Councilor Ball to adjourn the meeting of August 25, 2025, at 8:24 p.m.

CARRIED

Dean Allan, Deputy Mayor

Rick Blair, CAO



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

COMMITTEES & BOARDS APPLICATION

Last Name: Mitchell First Name: Carly
Address: 1489 Aldrich Place Carstairs AB T0M 0N0
City Province Postal Code
Home Phone: 403-966-2645 Day-Time Phone: 403-966-2645
Email: C.marie.smith4@gmail.com

1. Appointment To:

- a) join as a member of the Library Board.
b) _____

2. Background Information

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

Working in dental full time and being a mom of
2 small children, I haven't had a chance to serve as I would like to.
Moving in to our forever home and community, and
working a bit more part time, I am hopeful to serve + volunteer.

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

My desire is to join like-minded community members in
defining our library's purpose + direction. I would love to share
in the responsibility of acting as a bridge between the library
and the town to meet goals and set new ones.

4. Length of Residence:

In the town of Carstairs: 8 Months and/or In the town of Carstairs area: _____ years

Carly Mitchell
Signature

Aug 16/25
Date

Completed applications must be returned to the Town Office.

To be eligible for appointment as a public-at-large member of a Town Board, Commission, Committee, or Task Force, you must be a resident of Carstairs.

Length of appointment is a two year term except as required by statute, or if the appointment is to fill a vacancy.

The personal information requested on this application is being collected in order to assist Council in making appointments to its committees, and is governed by the Freedom of Information & Protection of Privacy Act (FOIPPA).

2025 Season Start-Up Report

We started up the plant on August 8th this year. It was a full day for CIMCO as they had to realign the pulley and belts on Compressor #1 and replace the shaft seal on Compressor #2. For next year, we have a couple of new items to address (motor mount on C#1 and the drain line off the water tank).

By 3:00 p.m., both compressors were running – the first smooth start we’ve had in a couple of years. Over the weekend, Operations assisted with slowly opening valves, and by Sunday evening the floor was down to 18°C, ready to start making ice. Heather, Roxanne, and James took the lead on ice making this season.

By Friday, the ice was at the ½-inch mark and ready for paint. Unfortunately, over the weekend humidity spiked, which caused lumps to form on the ice. Painting was postponed until Monday, and after a long day the ice was painted and sealed. On Tuesday we began building the surface up to the regular level of 1.5 inches.

The new ice leveler was delivered the week prior, with training held on August 22nd. With a few adjustments, it should be ready to help us maintain the ice at a consistent 1.5 inches. This should reduce weekly ice maintenance and ease the load on the plant by preventing excessive thickness.

Humidity continues to be a challenge. CIMCO will be scheduled to check our dehumidifier to ensure it’s operating at full capacity. In the meantime, large fans are being kept on the track and running at 100%.

We have already hosted several groups:

- Balanced 3D Hockey Camp (August 25–28)
- Figure Skating and Venom Hockey Academy (late August)
- Minor Hockey conditioning camps (started September 2)
- HSS Hockey & Dance Academy (first week of September)

Next week (September 8), all three Academy groups will be on the ice.

Arena hours will remain 8:00 a.m.–9:00 p.m. weekdays, with weekend hours varying until teams are formed and games begin.

Gym User Groups – Requests Received

- Soccer – Two Saturday morning groups (8:30–9:30 a.m. & 9:30–10:30 a.m.)
- Youth Volleyball – Tryouts underway Sundays; league schedule to follow once teams are finalized
- Recreational Volleyball – Begins September 28; Sundays, 7:00–9:00 p.m. until end of school year
- Pickleball – Request for Tuesdays & Saturdays; availability may be limited due to increased volleyball bookings

Community Event – Hitmen Game

We are selling tickets for the Calgary Hitmen game on September 12th. Tickets are available at the Farm Table, with both CMHA and RMHA also assisting with sales during conditioning camps while the arena office is closed. Proceeds will benefit the Mountain View Emergency Shelter Society in support of Kristen's Place.

We are also hosting an Exhibition Game Sept 21st for the U15AAA Airdrie Extreme Game vs the Calgary Royals and possible a U13AAA Airdrie Extreme vs Sylvan Lake Game the same day. With Airdrie short a facility still this is helping fill some gaps in our open ice.

Summer Program Review

Nicole has had another successful year with the summer programs, welcoming a total of 1,198 attendees.

This year, she introduced a small canteen where kids could purchase toys, stickers, candy bags, and more. A unique feature of the canteen is that all kids count out their own change, turning each purchase into a small math lesson.

The hot lunch program continues to be very popular with both parents and kids, and participation has grown steadily over the past few years. All meals are prepared in-house, with simple, kid-friendly options such as chicken fingers and fries, mac and cheese, pancakes and bacon, ham and cheese sandwiches, and more.

The volunteer program also ran smoothly. Nicole brought in local students to gain hands-on work experience and prepare them for future employment. Assisting with the canteen gave them opportunities to practice everyday skills such as budgeting, money management, and making wise spending decisions (for example, learning that buying 10 candy bags isn't a good choice). As an added benefit, students were also able to earn school credits through their participation.

** See attachments

2025 Summer Camp Report



Total Camp Attendance

1,198

*includes repeats



Daily Average

35

Average Age

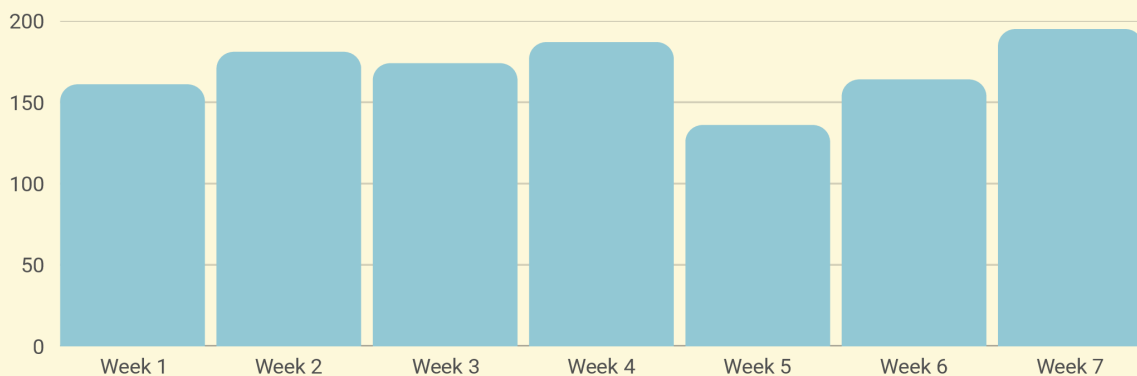
Age 8



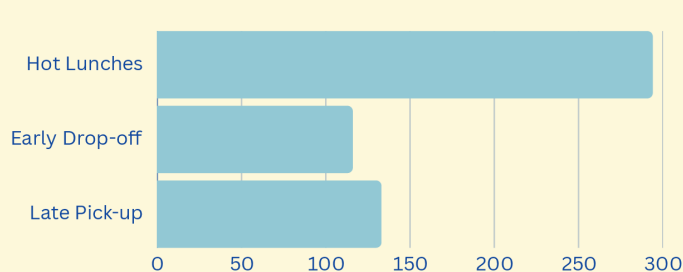
Snack Attack Canteen

\$839.10

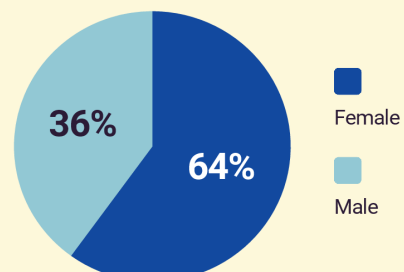
Weekly Attendance Totals



Extra Fees



Gender



Prepared by Nicole Phillips



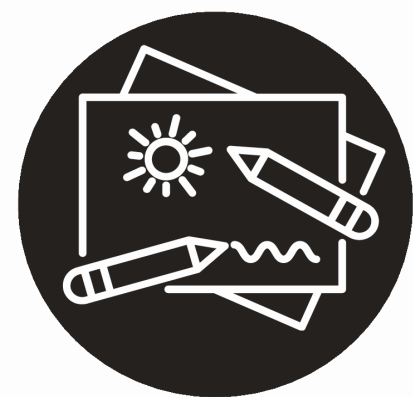
SUMMER CAMP 2025

A SUMMARY



CAMPERS

- Total Kids Enrolments: 1,198
- Age Range: 5 - 11 year old
- Camp Duration: July 7 - August 22



TOP CRAFTS

1. Friendship bracelets
2. Fuse beads
3. Paper Airplanes



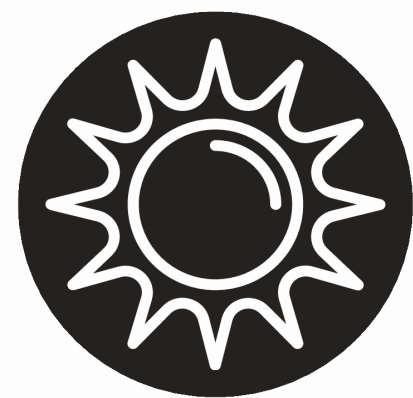
FAVOURITE MOMENTS:

1. Whip cream in the instructors face
2. The "Time Travelling Escape Room"
3. Real Life Mario Kart



TOP GAMES:

1. Infection
2. Doctor Dodgeball
3. Among Us

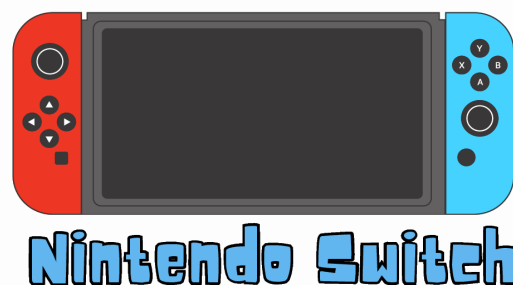


TOP THEME WEEKS

1. Week 7: Endless Summer
2. Week 4: Next Level
3. Week 2: Night at the Museum



We introduced some new items this year:



NEW!



The campers were obsessed with cracking Rubik's Cubes this summer! From 3x3 to 5x5, and even tackling the mind-bending "windmill" challenge!



TOP PICKS:

1. Candy Bag
2. Moon Ball
3. Yo-yo



FAVOURITE MEAL



SPECIAL GUESTS

Allen the Alpaca
YES Program
Mad Science
Happy Designs
Creations



7 DAY TRIPS

Rafter u7 Ranch, Atlas Coal Mine,
Royal Tyrell Museum, Telus Spark,
Landmark Cinemas, Apple Creek
Arcade, Collicut Centre, heritage Park,
Big Fun inflatable Centre



CARSTAIRS RECREATION



@RECREATIONCARSTAIRS



CARSTAIRS.CA

Kayleigh Van Es

Subject: RE: CPKC - Rail Safety Week 2025

Dear Mayor Colby,

RE: Rail Safety Week 2025

Canadian Pacific Kansas City ("CPKC") is asking for your assistance during Rail Safety Week, September 15 to 21, 2025, to help reduce railway-related incidents and make rail safety a priority in your community.

How your community can participate:

1. Engage on CPKC's social channels by liking, sharing, or retweeting our rail safety posts starting September 15 on Facebook, Instagram, LinkedIn or X.
2. Encourage families to play CPKC's interactive [rail safety video game](#) for young children, designed to teach safe behaviour around tracks and trains.
3. Use and share this Operation Lifesaver ("OL") Canada [toolkit](#) for municipalities to promote rail safety locally.
4. Invite your local police service to declare Rail Safety Week on social media and register for [Operation Clear Track](#), North America's largest rail-safety law enforcement initiative.
5. Share OL's [#STOPTrackTragedies](#) videos, which tell personal stories of those impacted by rail incidents, to remind Canadians "it's not worth the risk."

Why your support matters

One incident is too many. CPKC proudly supports [OL Canada](#) to help stop track tragedies. Your commitment to rail safety raises awareness, and helps to reduce avoidable accidents, injuries and damage caused by collisions between trains and vehicles or pedestrians.

What CPKC is doing

The CPKC Police Service will conduct rail safety campaigns in communities across our network, alongside other police agencies and schools, to educate motorists, pedestrians and the public on the shared responsibility for rail safety.

"Rail safety is a daily priority at CPKC, and we remain focused on educating the public across our network on how to stay safe around tracks and trains," said Dale Ruzyski, CPKC Chief of Police Canada. "Our goal is that everyone has the knowledge to make safe choices and get home safe each day."

Together, we can make Canada's rail network even safer.

Should you have any questions or need further information, please contact me at 403 803-9166 or mark.piciacchia@cpkcr.com.

In the event of a rail emergency, call the CPKC Public Safety Communications Centre at 800-716-9132.

Sincerely,



Mark Piciacchia
Manager, Indigenous Relations &
Government Affairs
C 403-803-9166
Building 1
7550 Ogden Dale Rd. SE
Calgary, Alta. T2C 4X9



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR119711

August 8, 2025

His Worship Lance Colby
Mayor
Town of Carstairs
PO Box 370
Carstairs AB T0M 0N0

Dear Mayor Colby:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta \$276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Town of Carstairs, your 2025 CCBF allocation is \$372,694.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at <https://open.alberta.ca/publications/canada-community-building-fund-allocations>.

I look forward to working together with you to support your local infrastructure needs, and building strong, vibrant communities across Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams'.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Rick Blair, Chief Administrative Officer, Town of Carstairs