



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, MARCH 11, 2019, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of March 11, 2019
Motion: To adopt the agenda of March 11, 2019

4. ADOPTION OF MINUTES

- 3 - 7 a) Adoption of minutes of February 25, 2019 (addendum 4.a)
Motion: To adopt the minutes of February 25, 2019



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

- 8 - 20 a) Endeavored Chartered Accountants - Jeff Faupel
b) Urban Systems - Sarah Nielsen, Scarlett Ranch: Municipal Reserve (MR) to Public Utility Lot (PUL) Designation (addendum 6.a)



7. BYLAWS AND POLICIES

- 21 a) Bylaw No. 1078 Scarlett Ranch Redesignation of Municipal Reserve (MR) to Public Utility Lot (PUL); (2nd & 3rd Reading)



8. NEW BUSINESS

- a) Regional Fire Policy & Governance Review - Final Report

9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
i) Strategic Planning & Corporate Affairs Committee minutes of February 25, 2019 (addendum 9.b.i)

22 - 24



- c) EXTERNAL RELATIONS COMMITTEE
- d) POLICY & GOVERNANCE COMMITTEE
- e) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- f) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- g) MOUNTAIN VIEW SENIORS HOUSING
- h) MUNICIPAL AREA PARTNERSHIP
- i) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP
- j) CENTRAL ALBERTA ECONOMIC PARTNERSHIP

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

- a) Olds College - Heather Steckly - Please Join Us for the Homestead Feast Fundraiser (addendum 11.a)



12. CAO'S REPORT

13. COUNCILOR CONCERNS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

17. ADJOURNMENT

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 25, 2019, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

ATTENDEES: Mayor Colby, Councilors Blair, 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 February 25, 2019 to order at 7:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:

Motion 049/19 Motion by Councilor Gil to accept the Regular Council agenda of February 25, 2019 as presented. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:

Motion 050/19 Motion by Councilor Wilcox to adopt the Regular Council minutes of February 11, 2019 as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING:

Nil

DELEGATIONS:

Nil

BYLAWS & POLICIES:

1. Bylaw No. 1032 Amended - Town of Carstairs Cemetery Bylaw

- Councilor Wilcox spoke to the amendments of the Cemetery Bylaw which included the definition of Military Funeral and revisions suggestions from Alberta Municipal Affairs on the perpetual care and the discussion needed on item number 38.

- Council directed Administration to make necessary changes to the definition of Internment to include one internment as interning one cremation in the casket at the time of burial would be charge only for one perpetual care fee. However, if there two cremations interned with more than one opening then two perpetual care fees would apply.

- In regards to the columbaria if the first urn was held with the second urn and both were interned at the same time, then only one perpetual care fee would be charged, if the urns were interned separately at different times then two perpetual care fees would be charged.

Motion 051/19 Motion by Councilor Green to give first reading of Bylaw No. 1032 Amended. **CARRIED**

Motion 052/19 Motion by Councilor Wilcox to give second reading of Bylaw No. 1032 Amended. **CARRIED**

Motion 053/19 Motion by Councilor Blair to move to third reading of Bylaw No. 1032 Amended. **CARRIED**

Motion 054/19 Motion by Councilor Gil to give third and final reading of Bylaw No. 1032 Amended. **CARRIED**

2. Bylaw No. 1079 the Dog Control Bylaw to Repeal Bylaw No. 975

- Councilor Wilcox spoke to Bylaw 1079 was sent back to the Protective Services Director for review and these changes were brought back.

- Motion 055/19 Motion by Councilor Ratz to give first reading of Bylaw No. 1079.

CARRIED
- Motion 056/19 Motion by Councilor Allan to give second reading of Bylaw No. 1079.

CARRIED
- Motion 057/19 Motion by Councilor Green to move to reading of Bylaw No. 1079.

CARRIED
- Motion 058/19 Motion by Councilor Wilcox to give third and final reading of Bylaw No. 1079.

CARRIED

3. Bylaw No. 1080 Hobby Kennel and Commercial/Breeding Kennel Bylaw to Repeal Bylaw No. 896

- Motion 059/19 Motion by Councilor Blair to give first reading of Bylaw No. 1080.

CARRIED
- Motion 060/19 Motion by Councilor Gil to give second reading of Bylaw No. 1080.

CARRIED
- Motion 061/19 Motion by Councilor Ratz to move to reading of Bylaw No. 1080.

CARRIED
- Motion 062/19 Motion by Councilor Allan to give third and final reading of Bylaw No. 1080.

CARRIED

4. Policy No. 23-001-19 Fire Pump Notification to Repeal Policy No. 2110-2004 Fire Emergency Notification
- Changes to the name of title and some wordsmithing.

- Motion 063/19 Motion by Councilor Allan to amend Policy No. 23-001-19 Fire Pump Notification.

CARRIED

NEW BUSINESS: Nil

COMMITTEE REPORTS:

- 1. Legislative & Emergency Services Committee**
 - Councilor Gil gave an oral report on the February 19, 2019 meeting; minutes are attached.
 - Next meeting is on Monday, March 18, 2019.
- 2. Strategic Planning & Corporate Affairs Committee**
 - Councilor Blair gave an oral report on the February 25, 2019 meeting; minutes will be attached on the next Council agenda.
 - Next meeting is on Monday, March 25, 2019.
- 4. Policy & Governance Committee**
 - Councilor Wilcox gave an oral report on the February 12, 2019 meeting; minutes are attached.
 - Working on updating Policy Binder, and Bylaws; the committee needs to be mindful when making changes.
 - Next meeting is on Wednesday, March 13, 2019.
- 5. External Relations Committee**
 - Councilor Allan gave an oral report on February 21, 2019 meeting; minutes are attached.
 - Next meeting is on Thursday, March 28, 2019.
- 6. Mountain View Regional Waste Commission**
 - Councilor Green gave an oral report on the February 25, 2019 meeting.
 - Next meeting is on March 25, 2019.

7. Mountain View Regional Water Commission

- Councilor Blair gave an oral report on the February 13, 2019 meeting. ISL Engineering provided a project update.
- The next meeting will be on Wednesday, February 28, 2019 at 9:00 a.m.

8. Mountain View Seniors' Housing

- Next meeting is on March 16, 2019 and they will be holding Site Tours on March 7, 2019 and March 8, 2019.

9. Municipal Area Partnership

- Mayor Colby had nothing to report at this time.
- Next meeting is on March 1, 2019 at 11:00 a.m. at the County Office.

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

- Councilor Ratz gave an oral report on the February 20, 2019 meeting.
- Next meeting is on February 28, 2019.

11. Central Alberta Economic Partnership (CAEP)

- Councilor Ratz had nothing to report at this time. AGM is on June 19, 2019.

Motion 064/19

Motion by Councilor Green to accept all committee reports as information.

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

- Attended Policy & Governance Committee meeting on February 12, 2019.
- Attended CCD& EP meeting on February 20, 2019.
- Attended the Seniors' Housing Tour in Calgary on February 22, 2019.

Councilor Wilcox

- Attended Policy & Governance Committee and Heritage Festival meetings on February 12, 2019.
- Attended Legislative & Emergency Services Committee meeting on February 19, 2019.

Councilor Allan

- Attended External Relations Committee on February 21, 2019
- Attended Strategic Planning & Corporate Affairs Committee meeting on February 25, 2019.

Councilor Green

- Attended Legislative & Emergency Services and Parkland Board meetings on February 19, 2019.
- Attended Strategic Planning & Corporate Affairs Committee meeting on February 25, 2019.
- Attended the MVRWC meeting on February 25, 2019.
- Attended the Seniors' Housing Tour in Calgary on February 22, 2019.
- Attended Parkland Regional Library Full Board meeting on February 21, 2019.

Councilor Gil

- Attended Policy & Governance Committee meeting on February 12, 2019.
- Attended Legislative and Emergency Services on February 19, 2019.
- Attended the Off Leash Dog Park Committee meeting.
- Attended the Seniors' Housing Tour in Calgary on February 22, 2019.
- The Community Chest meeting is on February 28, 2019 at the Town Office.
- Councilors Gil and Green will be participating in judging the Science Fair in Olds on March 2, 2019.

Councilor Blair

- Attended the MVRWC meeting on February 13, 2019.
- External Relations Committee meeting on February 21, 2019.
- Attended the Seniors' Housing Tour in Calgary on February 22, 2019.

Mayor Colby

- Attended Strategic Planning & Corporate Affairs Committee meeting on February 25, 2019.
- Attended the Seniors' Housing Tour in Calgary on February 22, 2019.

Motion 065/19 Motion by Councilor Ratz to accept all Councilor reports as information.
CARRIED

CORRESPONDENCE: 1. Card of Thanks – Kiwanis Music Festival

Motion 066/19 Motion by Councilor Allan to accept as information.
CARRIED

2. MVSH Foundation – 4th Annual Powered by the People Gala

Motion 067/19 Motion by Councilor Gil to accept as information.
CARRIED

3. Mountain View Science and Technology Society's Science Fair

- Councilor Gil and Councilor Green attending.

Motion 068/19 Motion by Councilor Gil to accept as information.
CARRIED

CAO'S REPORT: 1. Draft Financial Statement from Auditors will bring to Council on either March 11, 2019 or March 25, 2019 for the final audit.

Motion 069/19 Motion by Councilor Blair to accept the CAO Report as information.
CARRIED

COUNCILOR CONCERNS: Nil**PUBLIC QUESTION PERIOD:**

Charlie Van Arnam commented on how he found Councilor Blair's report on the Water Commission's Twinning of the Lines to be quite interesting, and felt the Town needed to put a report in the paper or on the website to update their residents. Councilor Blair stated that he will talk to John at the Water Commission and see if he will put an article in the Gazette.

MEDIA QUESTION PERIOD:

Nil

NEXT MEETING: Monday, March 11, 2019**CLOSED MEETING: 1. Land Seniors' Housing**

Motion 070/19 Motion by Councilor Blair that Council closes the meeting to the public for Agenda Item 1. Land Seniors' Housing, Section 197(2.1) MGA and FOIP (s. 16-29) at 7:46 p.m.
CARRIED

Motion 071/19 Motion by Councilor Green that Council opens the meeting to the public at 8:29 p.m.
CARRIED

ADJOURNMENT:

Motion 072/19

Motion by Councilor Wilcox to adjourn the Regular Council meeting of February 25, 2019 at 8:30 p.m.

CARRIED

Lance Colby, Mayor

Carl McDonnell, CAO

MEMORANDUM



Date: March 11, 2019
To: Town of Carstairs
cc: Erin Eyre, Urban Systems
From: Sarah Nielsen, Urban Systems
File: MR to PUL 2019-01
Subject: **Scarlett Ranch: Municipal Reserve to Public Utility Lot Designation**

Urban Systems Ltd. (USL) has prepared a bylaw on behalf of the Town of Carstairs for the purposes of changing the legal designation of three lots that are currently held as Municipal Reserve (MR). The Town wishes to designate each of these lots as a Public Utility Lot (PUL).

BACKGROUND

The Town of Carstairs is the owner of all lots to which this bylaw pertains. The lots are part of the Scarlett Ranch neighbourhood, and were initially designated as Municipal Reserve (MR) during the land use and subdivision processes for Phase 3 of the development.

The legal descriptions of the lots are as follows:

Municipal Reserve Lot 1MR, Block 4, Plan 161 0193
Municipal Reserve Lot 1MR, Block 6, Plan 161 0193
Municipal Reserve Lot 20MR, Block 6, Plan 171 0416

The lots were initially designated as MR at the request of the developer. It is understood that these lots were intended to create a back-of-lot buffer that would run parallel to a portion of the development's main collector road, Scarlett Ranch Boulevard. However, a Utility Right of Way Plan* is registered for the area of those lots and the sole use of the lots is for the pipeline right of way; therefore the lands should be changed to a PUL designation.

Urban Systems has confirmed with the Land Titles office that a bylaw redesignating the three lots from MR to PUL is the required process and documentation necessary to make the change. Following a public hearing and three readings of the bylaw, we will be able to submit the documentation to Land Titles and register the changed designation.

** In reviewing the titles for the MR lots in the area, it was identified that a URW, which had not been discharged during the subdivision and endorsement process, was not shown as an instrument on the titles. The Land Titles office was contacted, and on January 24, 2019 Land Titles confirmed that the instrument had been reinstated for Lot 20MR, Block 6 and Lot 1PUL, Block 8. Correspondence confirming this change has been attached to this report.*

Please do not hesitate to contact the undersigned with any questions or concerns.

Suite 101 – 134 11 Ave SE, Calgary, AB T2G 0X5 | T: 403.291.1193

urbansystems.ca

MEMORANDUM

Date: March 11, 2019
File: MR to PUL 2019-01
Subject: Scarlett Ranch: Municipal Reserve to Public Utility Lot Designation
Page: 2 of 2



CIRCULATION

The proposed bylaw, accompanied by an explanation of the proposed changes and reasons for the redesignation, was circulated to adjacent landowners and all appropriate organizations and agencies. Seven responses were received from agencies, none with any objections; however, ATCO Pipelines did respond with a letter containing conditions. All of these responses and ATCO's conditional letter have been attached.

The developer (Scarlett Ranch Inc.) also responded to the circulation with questions regarding the dedication of Municipal Reserve that was accepted with the previous subdivision application, and potential implications of this change on the required dedication for future phases. Urban Systems provided some information to the developer's engineering consultant (CIMA), but understands that the developer spoke with the Town directly and a solution was reached whereby the developer would not be required to provide additional MR dedication in future phases. No correspondence was received after these discussions.

No other responses were received from other adjacent landowners.

RECOMMENDATIONS

Urban Systems recommends that Council hold the Public Hearing and move forward with second and third reading of the bylaw. This recommendation is proposed given that:

- A Utility Right of Way Plan (URW) is registered for the three lots. Where a URW exists, the land should be designated for the purpose of Public Utility, not Municipal Reserve.
- The physical appearance and use of the lots will remain unchanged.

Please do not hesitate to contact the undersigned with any questions.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to read "Sarah Nielsen".

Sarah Nielsen
Planner

Sarah Nielsen

From: Carol Brittain <Carol.Brittain@albertahealthservices.ca>
Sent: March 4, 2019 2:22 PM
To: Sarah Nielsen
Subject: PUL 2019-01

Hi Sarah,

For your files, I would like to confirm that Alberta Health Services, Environmental Public Health has received the above-noted application. At this time we do not have any concerns with the information as provided. Please contact me if the application is changed in any way, or you have any questions or concerns.

Thank you,

Carol Brittain BSc, CPHI(C)
Public Health Inspector II Land Use Specialist
Environmental Public Health
Alberta Health Services, Calgary Zone

Airdrie Regional Health Centre
604 Main Street South, Airdrie, AB T4B 3K7
Direct Line: 403-912-8459 Fax: 403-912-8537 Secretary: 403-943-2296

<http://www.albertahealthservices.ca/eph/eph.aspx>

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Sarah Nielsen

From: Trans Development Red Deer <TransDevelopmentRedDeer@gov.ab.ca>
Sent: February 6, 2019 1:17 PM
To: Sarah Nielsen
Subject: RE: Town of Carstairs: MR to PUL Bylaw

Hi Sarah,
Thank you for the referral and opportunity to comment on Bylaw No.1078.

Alberta Transportation would offer no objections to the redesignation of the noted lots from MR to PUL.

Regards,

Carly Cowles

Assistant Development & Planning Technologist
Delivery Services Division, Central Region
Alberta Transportation
Government of Alberta

Tel 403-340-5025
Fax 403-340-4876
carly.cowles@gov.ab.ca

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From: Sarah Nielsen <sn Nielsen@urbansystems.ca>
Sent: Wednesday, January 30, 2019 9:30 AM
To: circulations@telus.com; Riddell, Christine <christine.riddell@atco.com>; Isabel.Solis@atco.com; 3rdpartyrequest@altalink.ca; landserv@fortisalberta.com; projectmanagersouthernalberta@sjrb.ca; Pervez Sunderani <Pervez.Sunderani@gov.ab.ca>; Trans Development Red Deer <TransDevelopmentRedDeer@gov.ab.ca>; Carly Cowles <carly.cowles@gov.ab.ca>; chr.landapplications@albertahealthservices.ca; Malcolm.Nevers@canadapost.postescanada.ca; atarnoczi@chinooksedge.ab.ca; lgaudette@mvcounty.com; Erin Eyre <eeyre@urbansystems.ca>; Heidi_kalyniuk@cpr.ca; watermtn@telus.net; CirculationsGrowthandImprovement@atco.com
Cc: Rob McKay <robm@carstairs.ca>; Erin Eyre <eeyre@urbansystems.ca>
Subject: Town of Carstairs: MR to PUL Bylaw

	TOWN OF CARSTAIRS
	January 30 th , 2019
DUE DATE:	March 1 st , 2019
FILE NO:	PUL 2019-01
SUBJECT:	SCARLETT RANCH MR TO PUL BYLAW
	Sarah Nielsen, Urban Systems

PROPOSAL:

In accordance with Part 17 of the *Municipal Government Act*, please consider this letter as a formal request for comments, recommendations, and/or requirements with respect to the above noted application.

Urban Systems is acting on behalf of the **Town of Carstairs** for this application. Accordingly, we have enclosed a copy of the plans for the proposed development along with other materials. Please reply directly to snielsen@urbansystems.ca on or before **the 1st day of March, 2019** indicating File No **PUL 2019-01**. If you wish to respond by mail, please send your comments to:

Sarah Nielsen
Urban Systems Ltd.
101- 134 11 Avenue SE
Calgary, AB
T2G 0X5

Sincerely,

Sarah Nielsen
Planner



#101 – 134 11 Avenue SE
Calgary, AB T2G 0X5
T: 403 291 1193 x 4235
C: 403 370 1058

snielsen@urbansystems.ca
urbansystems.ca

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<http://511.alberta.ca/ab/en.html>
<https://twitter.com/511Alberta>

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February 27, 2019

Our File No.: 19-0426

Your File No.: PUL 2019-01
Urban Systems
Planning and Development

SENT: via email

Attention: Sarah Nielsen

RE: Proposed PUL Designation – SE 8-30-1-W5

The Engineering Department of ATCO Pipelines (a division of ATCO Gas and Pipelines Ltd.) has reviewed the above named plan and has no objections subject to the following conditions:

1. Any existing land rights shall be carried forward in kind and registered on any newly created lots, public utility lots, or other properties.
2. Ground disturbances and surface works within 30 meters require prior written approval from ATCO Pipelines before commencing any work.
 - Municipal circulation file number must be referenced; proposed works must be compliant with ATCO Pipelines' requirements as set forth in the company's conditional approval letter.
 - Contact ATCO Pipelines' Land Department at 1-888-420-3464 for more information.
3. Parking and/or storage is not permitted on ATCO Pipelines' pipeline(s) and/or right(s)-of-way.
4. Any revisions or amendments to the proposed plans(s) must be re-circulated to ATCO Pipelines for further review.

If you have any questions or concerns, please contact the undersigned at 780.420.3896 or email Isabel.Solis@atco.com.

Sincerely,
ATCO Pipelines, a division of ATCO Gas and Pipelines Ltd.

A handwritten signature in blue ink, appearing to read 'Isabel Solis-Jarek', is positioned above the printed name.

Isabel Solis-Jarek
Sr. Administrative Coordinator, Operations Engineering

Sarah Nielsen

From: Aldcroft, Erin <erin.aldcroft@fortisalberta.com> on behalf of Land Service <landserv@fortisalberta.com>
Sent: February 28, 2019 10:56 AM
To: Sarah Nielsen
Subject: Town of Carstairs: MR to PUL Bylaw

FortisAlberta has no concerns.

Warm Regards,

Erin Aldcroft

Erin Aldcroft | Land Coordinator

FortisAlberta Inc. | 15 Kingsview Rd. SE Airdrie, AB T4A 0A8 | Tel: 587-775-6331

[Project Status Portal](#) | Check the status of your New Service Connection or Project.

[Get Connected](#) | Getting connected with us is a five-phase process. Learn more here.



From: Sarah Nielsen <sn Nielsen@urbansystems.ca>
Sent: Wednesday, January 30, 2019 9:30 AM
To: circulations@telus.com; Riddell, Christine <christine.riddell@atco.com>; Isabel.Solis@atco.com; 3rdpartyrequest@altalink.ca; Land Service <landserv@fortisalberta.com>; projectmanagersouthernalberta@sjrb.ca; Pervez.sunderani@gov.ab.ca; TransDevelopmentRedDeer@gov.ab.ca; Carly.cowles@gov.ab.ca; chr.landapplications@albertahealthservices.ca; Malcolm.Nevers@canadapost.postescanada.ca; atarnoczi@chinooksedge.ab.ca; lgaudette@mvcountry.com; Erin Eyre <eeyre@urbansystems.ca>; Heidi_kalyniuk@cpr.ca; watermtn@telus.net; CirculationsGrowthandImprovement@atco.com
Cc: Rob McKay <robm@carstairs.ca>; Erin Eyre <eeyre@urbansystems.ca>
Subject: [External Email] DUE MARCH 1 Town of Carstairs: MR to PUL Bylaw

	TOWN OF CARSTAIRS
	January 30 th , 2019
DUE DATE:	March 1 st , 2019
FILE NO:	PUL 2019-01
SUBJECT:	SCARLETT RANCH MR TO PUL BYLAW
	Sarah Nielsen, Urban Systems

PROPOSAL:

In accordance with Part 17 of the *Municipal Government Act*, please consider this letter as a formal request for comments, recommendations, and/or requirements with respect to the above noted application.

Urban Systems is acting on behalf of the **Town of Carstairs** for this application. Accordingly, we have enclosed a copy of the plans for the proposed development along with other materials. Please reply directly to snielsen@urbansystems.ca on or before **the 1st day of March, 2019** indicating File No **PUL 2019-01**. If you wish to respond by mail, please send your comments to:

Sarah Nielsen
Urban Systems Ltd.
101- 134 11 Avenue SE
Calgary, AB
T2G 0X5

Sincerely,

Sarah Nielsen
Planner



#101 – 134 11 Avenue SE
Calgary, AB T2G 0X5
T: 403 291 1193 x 4235
C: 403 370 1058

snielsen@urbansystems.ca
urbansystems.ca



February 22, 2019

Sent via email: snielsen@urbansystems.ca

Urban Systems Ltd.
Attn: Sarah Nielsen
101, 2716 Sunridge Way NE
Calgary, AB T1Y 0A5

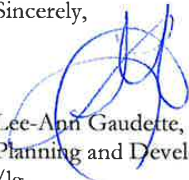
Dear Ms. Nielsen:

Re: Subdivision Application – Scarlett Ranch MR to PUL Bylaw File: PUL 2019-01

Thank you for your email dated October 31, 2017 with respect to the above noted Application. The letter and materials were circulated to the Planning and Development Services Department as well as the Operational Services Department.

There were no comments on this circulation from the Planning and Development Services Department nor the Operational Services Department. Thank you for your consideration to include us in your referral agencies.

Sincerely,



Lee-Ann Gaudette, Administrative Assistant
Planning and Development Services
/lg

T 403.335.3311 1.877.264.9754 F 403.335.9207
1408 - Twp Rd 320 Postal Bag 100 Didsbury, AB, Canada T0M 0W0
www.mountainviewcounty.com

Building Rural Better

Sarah Nielsen

From: Henry Chan <Henry.Chan@sjrb.ca>
Sent: January 30, 2019 12:46 PM
To: Sarah Nielsen
Subject: RE: Town of Carstairs: MR to PUL Bylaw - PUL 2019-01

Please be advised Shaw Cablesystems does not have any objections to the proposed application.

Thank you,

Henry Chan Planning Support

Shaw Communications Inc. 2400 32 Ave NE, Calgary, AB

T: 403-539-1068

E: henry.chan@sjrb.ca

DigShaw Call Line: 1-866-DIGSHAW | W: digshaw.ca



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From: Sarah Nielsen <sn Nielsen@urbansystems.ca>
Sent: Wednesday, January 30, 2019 9:30 AM
To: circulations@telus.com; Riddell, Christine <christine.riddell@atco.com>; Isabel.Solis@atco.com; 3rdpartyrequest@altalink.ca; landserv@fortisalberta.com; Project Manager - Southern Alberta <ProjectManagerSouthernAlberta@sjrb.ca>; Pervez.sunderani@gov.ab.ca; TransDevelopmentRedDeer@gov.ab.ca; Carly.cowles@gov.ab.ca; chr.landapplications@albertahealthservices.ca; Malcolm.Nevers@canadapost.postescanada.ca; atarnoczi@chinooksedge.ab.ca; lgaudette@mvcountry.com; Erin Eyre <eeyre@urbansystems.ca>; Heidi_kalyniuk@cpr.ca; watermtn@telus.net; CirculationsGrowthandImprovement@atco.com
Cc: Rob McKay <robm@carstairs.ca>; Erin Eyre <eeyre@urbansystems.ca>
Subject: Town of Carstairs: MR to PUL Bylaw

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	January 30 th , 2019
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	Sarah Nielsen, Urban Systems

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Sarah Nielsen
Urban Systems Ltd.
101- 134 11 Avenue SE
Calgary, AB
T2G 0X5

Sincerely,

Sarah Nielsen
Planner



#101 – 134 11 Avenue SE
Calgary, AB T2G 0X5
T: 403 291 1193 x 4235
C: 403 370 1058

snielsen@urbansystems.ca
urbansystems.ca

Sarah Nielsen

From: circulations <circulations@telus.com>
Sent: January 30, 2019 9:42 AM
To: Sarah Nielsen
Subject: RE: Town of Carstairs: MR to PUL Bylaw

Good Morning,

TELUS COMMUNICATIONS INC. has no objection to the below circulation.
Thank you,

Mehgan Smith | Real Estate Specialist
Broadband Networks & Implementation (BBNI) | TELUS Falcon | Rights of Way
2930 Centre Avenue NE, Calgary, AB T2A 4Y2
Phone: (403) 384-3066 | circulations@telus.com

Please do NOT e-mail me directly. To avoid delays in processing, send all e-mails to circulations@telus.com.

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From: Sarah Nielsen [mailto:snielsen@urbansystems.ca]
Sent: January 30, 2019 09:30 AM
To: circulations <circulations@telus.com>; Riddell, Christine <christine.riddell@atco.com>; Isabel.Solis@atco.com; 3rdpartyrequest@altalink.ca; landserv@fortisalberta.com; projectmanagersouthernalberta@sjrb.ca; Pervez.sunderani@gov.ab.ca; TransDevelopmentRedDeer@gov.ab.ca; Carly.cowles@gov.ab.ca; chr.landapplications@albertahealthservices.ca; Malcolm.Nevers@canadapost.postescanada.ca; atarnoczi@chinooksedge.ab.ca; lgaudette@mvcountry.com; Erin Eyre <eeyre@urbansystems.ca>; Heidi_kalyniuk@cpr.ca; watermtn@telus.net; CirculationsGrowthandImprovement@atco.com
Cc: Rob McKay <robm@carstairs.ca>; Erin Eyre <eeyre@urbansystems.ca>
Subject: Town of Carstairs: MR to PUL Bylaw

	TOWN OF CARSTAIRS
	January 30 th , 2019
DUE DATE:	March 1 st , 2019
FILE NO:	PUL 2019-01
SUBJECT:	SCARLETT RANCH MR TO PUL BYLAW
	Sarah Nielsen, Urban Systems

PROPOSAL:

In accordance with Part 17 of the *Municipal Government Act*, please consider this letter as a formal request for comments, recommendations, and/or requirements with respect to the above noted application.

Urban Systems is acting on behalf of the **Town of Carstairs** for this application. Accordingly, we have enclosed a copy of the plans for the proposed development along with other materials. Please reply directly to snielsen@urbansystems.ca on or before **the 1st day of March, 2019**, indicating File No **PUL 2019-01**. If you wish to respond by mail, please send your comments to:

Sarah Nielsen
Urban Systems Ltd.
101- 134 11 Avenue SE
Calgary, AB
T2G 0X5

Sincerely,

Sarah Nielsen
Planner



#101 – 134 11 Avenue SE
Calgary, AB T2G 0X5
T: 403 291 1193 x 4235
C: 403 370 1058

sn Nielsen@urbansystems.ca
urbansystems.ca

BYLAW No. 1078

A BYLAW OF THE TOWN OF CARSTAIRS to create Bylaw 1078, Scarlett Ranch Redesignation of Municipal Reserve to Public Utility Lot;

WHEREAS, the Town of Carstairs wishes to redesignate from Municipal Reserve Lots to Public Utility Lots, the lands which are legally known as:

Municipal Reserve Lot 20MR, Block 6, Plan 171 0416
and
Municipal Reserve Lot 1MR, Block 6, Plan 161 0193
and
Municipal Reserve Lot 1MR, Block 4, Plan 161 0193

AND WHEREAS, the requirements of the ***Municipal Government Act*** Revised Statutes of Alberta 2000, Chapter M-26 regarding the advertising of this Bylaw will be complied with;

AND WHEREAS, copies of this Bylaw and related documents will be made available for inspection by the public at the Town office as required by the ***Municipal Government Act*** Revised Statutes of Alberta 2000, Chapter M-26;

AND WHEREAS, a public hearing with respect to this Bylaw was held in the Council Chambers at the Town office on March 11, 2019;

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 enacts as follows:

1. This Bylaw may be referred to as the "Scarlett Ranch Redesignation of Municipal Reserve to Public Utility Lot".

READ A FIRST TIME THIS 28TH DAY OF JANUARY, A.D., 2019

READ A SECOND TIME THIS 11TH DAY OF MARCH, A.D., 2019

READ A THIRD AND FINAL TIME THIS 11TH DAY OF MARCH, A.D., 2019

Lance Colby, Mayor

Carl McDonnell, CAO

**MINUTES OF THE STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
MONDAY, FEBRUARY 25, 2019, 5:30 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Mayor Colby, Councilors Blair, Allan, and Green, CAO Carl McDonnell and Executive Assistant Brenda Coles.

ABSENT: Nil

CALL TO ORDER: Councilor Blair called the meeting of February 25, 2019, to order at 5:48 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Allan to adopt the agenda of February 25, 2019, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Green to adopt the minutes of the January 28, 2019, as presented.

CARRIED

UNFINISHED BUSINESS: Nil

DELEGATIONS: Nil

NEW BUSINESS: Nil

REPORTS:

1. Annual Reports

a) 2019 Work Plan

- Committee reviewed the 2019 Work Plan and there were no additions or deletions at this time.

b) 2019 Internal Annual Report

- Committee reviewed the 2019 Internal Annual Report and there were no changes at this time.

b) 2019 Strategic Planning Worksheet

- The Committee reviewed the 2019 Strategic Worksheet and items will be added as the committee progresses.

2. Financial Reports

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

a) Summary Report

- There were two water breaks on MacEwan Drive due to corroded valves caused by a leak at the Manor's sprinkler system. There is a four inch water pipe that goes down into a 2 inch cast iron pipe that will need to be replaced this summer; probably twenty feet in length.

b) Financial Report

- The Town will be investing quarterly and looking at May or June.

- There has been nothing added to reserves at this time.

- There is no reason to borrow money for operating this year and the Town is in a good position.

- c) Revenue and Expense Report
 - There is nothing new to report on revenue and expense as we are only one month into the year.
- d) Capital Projects Report
 - The Province indicated it will be expending the MSI Funding Agreement for another three years and the Town will still base off of the 860,000.00 dollar amount at this time.
- e) Loans and Debentures
 - Nothing to report at this time.

Motion by Councilor Allan to accept the Financial Reports for month ending January 31, 2019 as information.

CARRIED

3. Development Reports

- a) Building Permit Listing
 - There have been at total of 8 building permits year to date with no new home starts. The Town probably won't see any housing development starts until March or April.
- b) Compliance Listing
 - There have been a total of 14 compliances year to date.

4. Planning Reports:

- a) Subdivision
 - CAO McDonnell gave an update on the following subdivisions:
 - East Gate Subdivision
 - Mandalay Estates
 - Scarlett Ranch
 - North of Parkview
 - Lackner Estates
- b) MDP
 - CAO McDonnell will be meeting with planners on Wednesday, March 6, 2019 and will address the Municipal Development Plan (MDP). The Town will also be working with the County on the Inter-municipal Development Plan (IDP).
- c) Planning Procedures
 - The Town's Planning Procedures were updated in 2018, and may need to be reviewed depending on the new subdivisions being approved.

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

CARRIED

5. Asset Plan

- a) City Wide
 - The Town posted internally for the second position for the Asset Management Department to help with entering information into the City Wide System.

- Directors will need to fill out information sheets for their asset plans for 2019, and projects will become part of Council's budgeting process.
- The GPS unit has been done and is ready for use to catalogue trees into City Wide.
- The 2019 Inventory listing has been sent out to Town Departments and are due back by March 15, 2019 to be inputted into City Wide.

6. Budget

- a) 3 Year Operating Plan
 - Reviewed at the February 11, 2019 Council Financial Planning Session. A. Phillips will be putting together a new budget package this year which will include 2019 and three years ahead.
- b) 10 Year Capital Plan
 - Reviewed at the February 11, 2019 Financial Planning Session.
- c) 5/10 Year Facility and Infrastructure Plan
 - The heaters on the Administration building were changed out.
 - Going forward the Town will be documenting and looking at the life cycles for buildings, and contents such as boilers, electrical and mechanicals. Each department has had a sub-committee set up to look, itemize and do an inventory on. The groups include C. Fox and G. Baustad, S. Allison and J. Ing, D. Ness and R. McKay; L. Fox will then enter information into City Wide and will be able to pull a report prior to budget planning for Council.

Motion by Councilor Green to accept as information.

CARRIED

CORRESPONDENCE: Nil

GENERAL DISCUSSION: Nil

NEXT MEETING: March 25, 2019

ADJOURNMENT: Motion by Councilor Allan to adjourn the meeting of February 25, 2019, at 6:23 p.m.

CARRIED

Rick Blair, Chairperson

Carl McDonnell, CAO

Brenda Coles

From: Carl McDonnell
Sent: Tuesday, March 05, 2019 8:13 AM
To: Brenda Coles
Subject: FW: Please Join Us

[Council correspondence](#)

From: Heather Steckly [<mailto:hsteckly@oldscollege.ca>]
Sent: Wednesday, February 27, 2019 3:58 PM
Subject: Please Join Us

On behalf of Olds College I would like to extend an invitation for you to attend Homestead Feast, our annual fundraising event. Olds College is a distinct, provincially focused institution in agriculture-related fields that supports the teaching and learning of all Albertans. This year's event will support initiatives focused on agriculture technology, which includes the Olds College Smart Farm and Smart Ag Innovation Centre.

Through the use of cutting edge technology these initiatives are providing hands-on learning environments for students, as well as an opportunity for industry to develop, integrate and test new agriculture technology and practices. With your support, Olds College will redefine smart ag practices by working with industry partners in the agriculture and technology sectors to install the latest technologies aimed at improving productivity while efficiently and sustainably using resources.

We hope you can join us at our one-of-a-kind fundraising event, Homestead Feast, in support of initiatives focused on agriculture technology at Olds College. The event will feature a field to fork dining experience showcasing locally produced food and entertainment. Together we will will celebrate Olds College students, alumni, partners and friends.

Friday, April 12, 2019
Reception 5 p.m., Program 6:15 p.m., Dinner 7 p.m.
Alumni Centre, Olds College Campus
Dress: Business casual

Tickets can be purchased at oldscollege.ca/homesteadfeast. For more information please reach out to Heather Steckly at hsteckly@oldscollege.ca or by phone at 403.556.8300.

Sincerely,
Stuart Cullum, President
Olds College

Experience more: oldscollege.ca
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