



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JANUARY 13, 2025, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of January 13, 2025
Motion: To adopt the agenda of January 13, 2025

4. ADOPTION OF MINUTES

- 4 - 8 a) Adoption of minutes of December 9, 2024(addendum 4.a)
Motion: To adopt the minutes of December 9, 2024



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

- a) William Stevenson

7. BYLAWS AND POLICIES

- 9 - 13 a) Bylaw No. 773 Subdivision and Development Appeal Bylaw-For Repeal
(addendum 7.a)



- 14 - 19 b) Bylaw No. 2010 Municipal Elections Bylaw-Amended (addendum 7.b)



- 20 - 21 c) Bylaw No. 2058 Land Use Redesignation-693 10 Ave South (addendum
7.c)



- 22 - 23 d) Bylaw No. 2059 Land Use Redesignation-701 10 Ave South (addendum
7.d)



8. NEW BUSINESS

- 24 - 26 a) Planning & Development Permit Breakdown (addendum 8.a)



- b) IDP Review
- c) Election 2025

9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE
- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- d) MOUNTAIN VIEW SENIORS HOUSING
- i) Board Key Messages of December 12, 2024 (addendum 9.d.i)

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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) SDAB, ISDAB Resignation-Sandi Roberts (addendum 11.a)
- b) Letter of Request-Carstairs Playschool (addendum 11.b)

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12. CAO'S REPORT

13. COUNCILOR COMMENTS

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, DECEMBER 9, 2024, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

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

ABSENT: Councilor Roberts

CALL TO ORDER: Mayor Colby called the meeting of Monday, December 9, 2024, to order at 7:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:
Motion 464/24 Motion by Councilor Allan to adopt the Regular Council agenda of December 9, 2024, as presented. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:
Motion 465/24 Motion by Councilor Wilcox to adopt the Regular Council Meeting minutes of November 25, 2024, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING: Nil

DELEGATIONS: **1. Enterprise Fleet Management-Brandon Gillis & Juan Porras**
B. Gillis and J. Porras presented a fleet management proposal to the Council, outlining potential savings of \$30,865.00 over a 10-year period.

Councilor Allan asked about the time frame from placing a factory order to vehicle delivery. B. Gillis estimated this would take about five months. J. Porras added that the plan would allow the Town to maintain operational readiness by ensuring vehicles are always available.

Councilor Ratz inquired about the transition timeline. B. Gillis stated that the full transition would take around six months, during which the existing fleet would remain operational until the new vehicles arrive. Councilor Ball questioned whether the proposal included selling the current fleet and how Enterprise handles "lemon" vehicles. B. Gillis confirmed that Enterprise would manage the sale of the existing vehicles. He explained that "lemon" vehicles are rare due to regular maintenance and partnerships with certified mechanics. If such a situation does occur, Enterprise would use variable lease terms to evaluate whether to repair or replace the vehicle.

Councilor Wilcox asked about the average fleet size Enterprise manages and whether they favor any particular manufacturer. B. Gillis explained that Enterprise typically manages fleets of about 60 units but has experience with fleets ranging from 20 to 300 units. He clarified that Enterprise does not prefer specific manufacturers but considers geographic proximity when choosing suppliers. Councilor Wilcox also asked if the financial benefits extend to non-passenger vehicles and what the initial costs would be for the Town. B. Gillis confirmed that similar benefits apply to non-passenger vehicles and that the initial investment would be lower than the Town's current fleet costs.

Councilor Fricke disclosed her professional association with B. Gillis through her company. She expressed gratitude for the presentation and noted that Enterprise had saved her company \$1.3 million by transitioning 140 vehicles within four weeks without business interruptions.

Mayor Colby thanked Enterprise for their presentation and stated that the Council would review the proposal's details and make a decision at a future date.

B. Gillis thanked the Council for their time, extended holiday wishes, and offered to provide additional information if needed.

Regular Council Meeting – December 9, 2024

Motion 466/24 Motion by Councilor Fricke to accept the Delegation from Enterprise Fleet Management as information.

CARRIED

BYLAWS & POLICIES: 1. Bylaw No. 2057 Operating Line of Credit

Motion 467/24 Motion by Councilor Ball to give first reading of Bylaw No. 2057 Operating Line of Credit, as presented.

CARRIED

Motion 468/24 Motion by Councilor Wilcox to give second reading of Bylaw No. 2057 Operating Line of Credit, as presented.

CARRIED

Motion 469/24 Motion by Councilor Fricke to move to third and final reading of Bylaw No. 2057 Operating Line of Credit, as presented.

UNANIMOUSLY CARRIED

Motion 470/24 Motion by Councilor Allan to give third and final reading of Bylaw No. 2057 Operating Line of Credit, as presented.

CARRIED

NEW BUSINESS: 1. 2025 Operating Budget

S. Allison presented a draft of the 2025 operating budget, providing an overview of the Town’s current financial position. The budget is based on the same assessment values as last year, with no changes to the mill rate. It projects a minor deficit of \$87,000. Payments for the reservoir and transmission line loan, along with other loans and debentures, have decreased by \$300,000, reflecting the addition of the reservoir. Operating revenue shows a reduction of over \$600,000.

Councilor Fricke acknowledged the significant effort S. Allison put into preparing the budget and commended the resulting cost savings.

Councilor Wilcox echoed Councilor Fricke’s appreciation, adding that she valued the forward-looking approach.

Councilor Ball also praised the work done but sought clarification on the lack of associated costs for the Administrative Building Expansion. CAO Blair explained that the project is still in negotiations with engineers, and the figures are expected to be available soon.

Councilor Ratz extended thanks for the work on the budget.

Councilor Allan inquired whether fleet costs would be eliminated if the Town proceeded with Enterprise Fleet Management. CAO Blair confirmed that if the Town chose Enterprise, those costs would transition to leasing expenses.

Mayor Colby expressed gratitude for the effort invested in preparing the budget.

Motion 471/24 Motion by Councilor Wilcox to accept 2025 Operating Budget as information.

CARRIED

Motion 472/24 Motion by Councilor Ball to approve the 2024 Operating Budget as the 2025 Interim Budget.

CARRIED

2. Transfer of Surplus Funds

S. Allison recommends to transfer any surplus to OSF.

Motion 473/24 Motion by Councilor Ratz to approve the transfer of any surplus funds from 2024 to the Operations Stabilization Fund.

CARRIED

3. Golf Course Cabling

Motion 474/24 Motion by Councilor Allan to approve the Golf Course Cabling Project in the amount of \$15,370.00 and fund from the Operations Stabilization Fund.

CARRIED

4. Golf Course Event Tent Paving

Motion 475/24 Motion by Councilor Wilcox to approve the Golf Course Event Tent Paving Project of \$13,314.29 and fund from the Operations Stabilization Fund.

CARRIED

Motion 476/24 **5. Golf Course Storage Shed**
Motion by Councilor Fricke to approve the Golf Course Storage Shed Project of \$9,842.45 and fund from the Operations Stabilization Fund.
CARRIED

COMMITTEE REPORTS:

- 1. Policies & Priorities Committee**
-Next Meeting January 2025.
- 2. Mountain View Regional Waste Commission**
-Councilor Wilcox gave verbal report of the meeting of December 9, 2024. She was appointed to remain Vice Chair.
-Next meeting in April 2025.
- 3. Mountain View Regional Water Commission**
-Next Meeting December 11, 2024.
- 4. Mountain View Seniors’ Housing**
-Next Meeting December 12, 2024.

Motion 477/24 Motion by Councilor Ratz to accept all Committee Reports as information.
CARRIED

COUNCILOR REPORTS:

- Councilor Allan**
-November 30, 2024, attended Adrenalin Motors Christmas Open House.
-November 30, 2024, attended the Grand Re-Opening of Barleys Pub.
-December 3, 2024, attended the Carstairs Library Christmas Party.
-December 4, 2024, participated in the annual Candy Cane Check Stop, with Emergency Services, Carstairs Fire Department and HSS Double Trouble Group.
-December 6, 2024, attended Independent Grocer Grand Opening.
-December 6, 2024, participated in Carstairs Crazy Christmas.
- Councilor Ball**
-December 3, 2024, attended the Carstairs Library Christmas Party.
-December 6, 2024, attended Independent Grocers Grand Opening.
-December 6, 2024, participated in Carstairs Crazy Christmas. Commending the fireworks display.
- Councilor Fricke**
-December 3, 2024, attended the Carstairs Library Christmas Party.
-December 4, 2024, participated in the annual Candy Cane Check Stop, with Emergency Services, Carstairs Fire Department and HSS Double Trouble Group.
-December 6, 2024, attended Independent Grocer Grand Opening.
- Councilor Ratz**
-December 6, 2024, attended Independent Grocers Grand Opening.
-December 6, 2024, participated in Carstairs Crazy Christmas. Commending the fireworks as well.
- Councilor Roberts**
-Absent
- Councilor Wilcox**
-November 30, 2024, attended the “Packs the Peak purple” for Olds Emergency Shelter.
-December 2, 2024, attended the FCSS Regional Meeting.
-December 3, 2024, attended the Moccasin House Christmas party.
-December 4, 2024, participated in the annual Candy Cane Check Stop, with Emergency Services, Carstairs Fire Department and HSS Double Trouble Group.
-December 4, 2024, attended the Southern AB Victims Unit meeting.
-December 5, 2024, attended the Carstairs Library Christmas Party.
-December 6, 2024, attended Independent Grocers Grand Opening. Praising the store’s beauty and variety, while also acknowledging Co-op as a valued resource and strong supporter of the town.
-December 6, 2024, participated in Carstairs Crazy Christmas.
- Mayor Colby**
-December 1, 2024, attended Church Links Choirfest.
-December 6, 2024, attended the Independent Grocer Grand Opening, noting the excellent turnout by residents and Council members. He congratulated Paul and his family on the new store, while also emphasizing the importance of supporting both the new store and Co-Op as key local businesses.

Motion 478/24 Motion by Councilor Wilcox to accept all Councilor Reports as information.
CARRIED

CORRESPONDENCE:

- 1. Municipal Support for the Red Deer River Watershed Alliance**
Council reviewed a letter from RDRWA asking the Town to offer financial contribution in support of the RDRWA.

Regular Council Meeting – December 9, 2024

Motion 479/24 Motion by Councilor Allan to accept the letter from RDRWA as information.

CARRIED

2. Renegades Minor Hockey Association Sponsorship Request
Council reviewed the letter of request.

Motion 480/24 Motion by Councilor Ball to accept the letter from RMHA as information.

CARRIED

3. Water bill concern
The Council reviewed a letter from a resident expressing concerns about water and sewer charges. CAO Blair explained that the Town charges only 60% for sewer fees, compared to most municipalities that charge the full 100%.

Motion 481/24 Motion by Councilor Fricke to accept water bill concern as information.

CARRIED

CAO’S REPORT:

- November 27, 2024, attended the Mountain View Regional Water Commission presentation.
- November 28, 2024, met with Trinus to discuss IT proposals for 2025.
- December 4, 2024, held the monthly Planning & Engineers meeting.
- December 6, 2024, attended Independent Grocers Grand Opening.
- December 6, 2024, participated in Carstairs Crazy Christmas, which was very well attended.
- December 9, 2024, held the monthly meeting with Principal Dean Nielsen. Councilor Fricke asked whether the school’s digital sign is available for Town use; CAO Blair confirmed that it is.
- Received the first draft of the Regional Policing Study and scheduled a meeting this week to discuss the findings.
- Busy with operating budget, staff evaluations, and internal reorganization.

Motion 482/24 Motion by Councilor Ratz to accept CAO’s Report as information.

CARRIED

COUNCILOR COMMENTS: 1. Councilor Fricke

Received positive feedback for the condition of the Golf Course this year, as well as the quality of food and portion sizes at the Ironwood Restaurant. Wishing the restaurant was open year round.

2. Councilor Wilcox

Received Positive feedback on communication on snow removal.

3. Councilor Ball

Also commended the Operations Department for their efforts in snow removal.

4. Councilor Ratz

Echoed the positive feedback about snow removal.

5. Councilor Allan

Also complimented the snow removal, particularly on sidewalks and walkways. Extended congratulations to Peace Officer Andrea for her outstanding work, which earned her recognition from the Calgary Police.

6. Mayor Colby

Wanted to express appreciation to staff for their excellent work throughout the year, emphasizing that the Town would not be where it is without their support. He acknowledged the great community and exceptional staff, wishing everyone a Merry Christmas and a Happy New Year.

Motion 483/24 Motion by Councilor Fricke to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING:

Section 107 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).

Regular Council Meeting – December 9, 2024

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Motion 484/24 Motion by Councilor Wilcox that Council close the meeting to the public to discuss Third-Party Personnel Privacy as per Section 17 of FOIP at 8:01 p.m.

CARRIED

Motion 485/24 Motion by Councilor Ball to come out of the closed meeting session at 8:59 p.m.

CARRIED

NEXT MEETING: Monday, December 9, 2024, at 7:00 p.m.

ADJOURNMENT:
Motion 486/24 Motion by Councilor Allan to adjourn the meeting of December 9, 2024, at 9:00 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO

**BY-LAW # 773
SUBDIVISION AND DEVELOPMENT
APPEAL BOARD BYLAW**

**A Bylaw of the Town of Carstairs,
in the Province of Alberta, pursuant
to the provisions of the Municipal
Government Act, being Chapter M-26.1
of the Revised Statutes of Alberta
1994 and amendments thereto, to
provide for the establishment of
a Subdivision and Development Appeal
Board in the Town of Carstairs.**

WHEREAS, the Municipal Council of the
Town of Carstairs, duly assembled, enacts
as follows:

Title

1. This Bylaw may be cited as the "Sub-
division and Development Appeal Board
Bylaw."

Definitions

2. The following words and terms are defined
as follows:
 - a) "Act" means the Municipal Government Act,
S.A. 1994, C.M-26.1, as amended;
 - b) "Board" means the Subdivision and Develop-
ment Appeal Board of the Town of Carstairs
established pursuant to this Bylaw;
 - c) "Council" means the council of the Town
of Carstairs;
 - d) "Development Authority" means the person
or persons appointed pursuant to
Development Authority Bylaw No. 771.
 - e) "Land Use Bylaw" means Land Use Bylaw
No. 709;
 - f) "Member" means a member of the Subdivision
and Development Appeal Board appointed
pursuant to this Bylaw;
 - g) "Subdivision Authority" means the
Subdivision Authority as established
pursuant to Subdivision Authority
Bylaw No. 770;
 - h) "Town" means the Town of Carstairs.

Establishment

3. The Subdivision and Development Appeal
Board is hereby established.

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BYLAW #773
SUBDIVISION AND DEVELOPMENT
APPEAL BOARD BYLAW**

Membership and Term

4. The Board shall consist of at least five persons, the majority of which shall be citizens-at-large.
5. A Member of the Board shall not include:
 - a) a Member of the Municipal Planning Commission;
 - b) a person who carries out development or subdivision powers on behalf of the Town;
 - c) an employee of the Town.
6. Each Member of the Board shall be appointed for a term specified by Resolution of Council, but in no case shall the appointment be more than one year.
7. Notwithstanding Section 6, a person may be reappointed to the Board upon the expiration of that person's term.
8. In the event of a vacancy, Council may appoint by Resolution of Council a new member to serve for the remainder of the vacating Member's term.
9. If a Member misses three (3) consecutive meetings without the authorization of the Board, the person is disqualified and the position becomes vacant; otherwise, a Member of the Board shall not be discharged without cause.
10. The Chairman and Vice-Chairman of the Board shall be appointed annually by Resolution of Council.

Procedure Matters

11. A quorum for the Board shall consist of a majority of the Members, but councillors may not form the majority of the quorum.
12. In accordance with Part 17 of the Act the Board may establish committees of the Board, but where it does at least one of the Chairman or Vice-Chairman shall be a member.
13. A quorum for a committee of the Board shall consist of a majority of the Members of the committee, but councillors may not form the majority of the quorum.

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BYLAW # 773
SUBDIVISION AND DEVELOPMENT
APPEAL BOARD BYLAW**

Procedure Matters (cont.)

14. In the event of absence or inability of the Chairman to preside at a Board meeting, the Vice-Chairman shall preside, and in the event of the absence or inability of both the Chairman and Vice-Chairman to preside at a meeting of the Board, the members present in constituting a quorum shall elect one of its members to act as Chairman for that meeting.
15. In the event of the absence or inability of the Chairman, Vice-Chairman, or both, to preside as Chairman of a Committee meeting, the members present in constituting a quorum shall elect one of its members to act as Chairman for the meeting.
16. Council shall appoint by Resolution of Council a person or persons to serve as Secretary to the Board, who shall:
 - a) not have a vote;
 - b) give at least five (5) days written notice of a hearing of an appeal to:
 - (i) in the case of an appeal against an order, decision or a failure to make a decision by a development authority, the appellant, the development authority whose decision, order or permit is the subject of the appeal, those owners required under the Land Use Bylaw and any other person the Board considers to be affected;
 - (ii) in the case of an appeal against a decision or a failure to make a decision by the subdivision authority, the applicant for subdivision approval, the subdivision authority, if the land that is the subject of the application is adjacent to the boundaries of another municipality, the municipality, any school authority to whom the application was referred, an adjacent owner who was given notice of the application, and every Government department that was given a copy of the application pursuant to the Subdivision and Development Regulations;

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BYLAW # 773
SUBDIVISION AND DEVELOPMENT
APPEAL BOARD BYLAW**

Functions an Duties

22. The hearings of the Board shall be in public, but the Board may at any time recess and deliberate in private.
23. A request for adjournment of a hearing may be granted at the discretion of the Board, but any adjournment must be to a specific time and date.
24. The Board may adjourn to a specific time and date upon its own volition to request technical information, legal opinions or other information desired by the Board.
25. Upon conclusion of a hearing the Board shall deliberate and reach its decision in private and in doing so shall determine an appeal in accordance with the provision of Part 17 of the Act.
26. The Chairman or acting chairman:
 - a) shall be responsible for the conduct of a meeting;
 - b) may limit a submission if it is determined to be repetitious or inappropriate in any manner.
27. If a Member has direct pecuniary interest in a matter before the Board, or if a Member is aware of any reason which may lead to a possible bias when hearing the matter, the Member shall declare an interest or likelihood of bias to the Board and shall abstain from discussion and voting on the matter, and such abstention shall be recorded in the minutes.
28. The Board shall issue its decision in writing, together with reasons for the decision, within fifteen (15) days of the conclusion of a hearing.
29. A decision of the board is not final until notification of the decision is given in writing.
30. Notwithstanding Section 16.f, an order, decision or approval made, given or issued by the Board may be signed by the Chairman or Vice-Chairman of the Board.
31. If the Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Board on appeal, the Chairman or Vice-Chairman of the Board is authorized to endorse the the subdivision instrument.

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BYLAW # 773
SUBDIVISION AND DEVELOPMENT
APPEAL BOARD BYLAW**

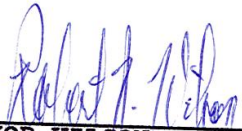
Transition

32. Upon the coming into force of the Bylaw, the Members of the Development Appeal Board appointed pursuant to the Development Appeal Board Bylaw N. 711, who meet the conditions of membership set out in Section 5 of this Bylaw, are continued as Members of the Subdivision and Development Appeal Board until new members are appointed by Council in accordance with the provisions of this Bylaw.
33. Development Appeal Bylaw No. 711 is hereby repealed.

**READ A FIRST TIME THIS 13TH DAY OF
NOVEMBER ,A.D., 1995**

**READ A SECOND TIME THIS 13TH DAY OF
NOVEMBER ,A.D., 1995**

**READ A THIRD AND FINAL TIME THIS 13TH
DAY OF NOVEMBER , A.D, 1995**


MAYOR WILSON


C.A.O. TURNER

Bylaw No. 2010 - Amended

BEING a bylaw of the Town of Carstairs of the Province of Alberta to provide for Municipal Elections in the Town of Carstairs;

WHEREAS, pursuant to the Municipal Government Act (MGA), RSA 2000, Chapter M-26, as amended, Municipalities may by bylaw provide for Municipal Elections within their boundaries;

WHEREAS, under the authorities of and subject to the provisions of the Local Authorities Election Act (LAEA), RSA 2000, Chapter L-21, and amendments thereto, Council may establish, by bylaw, election procedures.

NOW THEREFORE, the Council of the Town of Carstairs in the Province of Alberta, duly assembled, enacts as follows:

Title

1. This bylaw shall be known as the Town of Carstairs **“Municipal Elections Bylaw.”**
2. ~~Definitions~~ In this Bylaw:

Except as otherwise provided for in this bylaw, the terms used in the Local Authorities Election Act (LAEA), where used or referred to in this bylaw, have the same meaning defined or provided in the Act.

- a. **“Advance Vote”** means a vote taken in advance of election day;
- b. ~~“Automated Voting System” means the vote tabulators, memory storage, remote accumulation systems, printers, computers and software used to count votes and generate election results;~~
- c. **“Ballot”** means the paper listing the names of candidates standing for election and questions or bylaws posed to electors, with places for electors to mark their choices;
- d. **“Ballot Box”** means a container for paper ballots that have been marked by the voters. ~~or printed ballot tapes that have been produced by the automated ballot device;~~
- e. ~~“Ballot Tape” means a printed record produced by a master control unit which can be used to manually verify the voting results;~~
- f. **“Candidate”** means an individual who has been nominated to run for election in a local jurisdiction as a councilor or school board trustee;
- g. **“Council”** means the Council of the Town elected pursuant to the Act;
- h. **“Counting Centre”** means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results;
- i. **“Deputy”** means the deputy returning officer;
- j. **“Election Day”** means the day fixed for voting at an election; the third Monday in October in an election year;
- k. **“LAEA”** means the Local Authorities Election Act, RSA 2000, Chapter L-21, as amended;
- l. **“Local Jurisdiction”** means the Town of Carstairs;
- m. **“Nomination Day”** is four (4) weeks before election day of an election year;
- n. **“Presiding Deputy”** means a deputy who has been appointed as a presiding deputy pursuant to section 14 of the LAEA by a returning officer;
- e. ~~“Portable Automated Voting Device” means an automated device (voting machine) designed to automatically record votes for the election;~~
- p. ~~“Register Tape or Results Tape” means the printed record generated from the Master Control Unit or Vote Tabulator which shows;~~
 - i. ~~the number of ballots received;~~
 - ii. ~~the number of votes for each candidate; and~~
 - iii. ~~where there is a vote on a bylaw or question, the number of votes for and against each bylaw or question.~~

- q. **“Returning Officer”** means a person appointed under the Local Authorities Election Act as a returning officer and includes a person acting in the returning officer’s place;
- r. **“Town”** means the municipal corporation of The Town of Carstairs in the Province of Alberta;
- s. ~~“Voting Register”~~ **“Permanent electors register”** means the record of electors, in the prescribed form, who cast a ballot in the election;
- t. **“Voting Station”** means the place where an elector votes.

3. Returning Officer & Substitute Returning Officer

- a. Under the LAEA, section 13 (1), Council shall appoint, by resolution, an individual to act as Returning Officer for the purpose of conducting elections on behalf of the Town of Carstairs.
- b. Under the LAEA, section 13 (2.1), Council shall appoint, by resolution, an individual to act as a Substitute Returning Officer for the purpose of conducting elections on behalf of the Town of Carstairs.

4. Nomination Period

- a. The Returning Officer or designates will receive nominations of candidates for the local jurisdiction general election from January 1 of an election year until 12:00 noon on Nomination Day.

5. Nominations

- a. General Election
 - i. The Returning Officer or designate will receive nominations for the local jurisdiction’s general election within the period beginning on January 1 in the year in which the election is to be held and ending at 12 noon on Nomination Day.
- b. By-Election
 - ii. The Returning Officer or designate will receive nominations for the local jurisdiction general by-election within the period beginning on the day after the Council resolution or bylaw is passed to set election day for the by-election until 12:00 noon on Nomination Day.
- c. Notice of Nomination Day
 - iii. Nomination Day is four (4) weeks before Election Day. The Returning Officer or designate will give notice of nomination day in the prescribed form by publishing a notice under section 26 of the LAEA.
- d. Form of Nomination
 - iv. The nomination of a candidate must be in the prescribed form and signed by at least five (5) persons who are electors eligible to vote in that election and a resident of the Town on the date of signing the nomination. Under Sections 27 & 28 of the Local Authorities Election Act.

~~Receipt of Nomination~~

- ~~i. Nominations shall be received by the Returning Officer, or in the absence of the Returning Officer, by the Substitute Returning Officer, at the Town of Carstairs office:~~

~~located at the Town Administration Building, 844 Centre Street, Carstairs, Alberta;~~

~~during regular business hours of 8:30 a.m. to 4:00 p.m.~~

- e. The Returning Officer or designate shall not accept a nomination;
 - i. that is not completed in the prescribed form;
 - ii. that is not signed by the minimum number of persons required;

- iii. that is not sworn or affirmed by the person nominated;
- iv. if a bylaw has been passed under section 29(1), a nomination not accompanied by the deposit required by the bylaw.

6. Ballot Template

~~6.1 Following the Nomination period, the Returning Officer will ensure ballot templates are prepared for the electronic ballot device.~~

6. Form of Ballot

- a. The Returning Officer will establish the form of the ballot.

7. Voting Hours

- a. Every Voting Station will be kept open continuously on Election Day from 10:00 a.m. until 8:00 p.m.
- b. The Returning Officer will establish the hours of advanced voting and advertise them following the Act.

8. Proof of Elector Eligibility to Vote

- a. Every person who attends a voting station for the purpose of voting must be permitted to vote if;
 - i. The person is named on the permanent electors register, and
 - ii. Produces one piece of identification issued by a Canadian government, whether federal, provincial, or local, or an agency of that government, that contains a photograph of the person, or
 - iii. The person makes a statement that the person is eligible to vote as an elector in the presence of an officer at the voting station, in the prescribed form, and,
 - iv. Validate the person's identity and address of the person's residence in accordance with subsection (3) of the LAEA.

~~Electors of the Town of Carstairs shall produce identification following the Act (pursuant to section 53) to determine whether the person is eligible to vote in an election.~~

9. Advance Voting

- a. an advance vote may be held on any vote held in an election for the local jurisdiction;
- b. the advance vote will be held on dates and **at** locations set by the Returning Officer;
- ~~c. an automated voting system or ballot box may be used to conduct the advance vote;~~
- ~~d. automated voting shall be held in accordance with the voting procedures established in this bylaw;~~
- ~~e. at the end of each day of an advanced vote the presiding deputy shall place the automated voting system into a protective lock mode and physically lock the master control unit;~~
- ~~f. upon the close of the advance vote the Presiding Deputy shall close off the voting by printing additional lines of privacy text, shall remove the printed ballot tape and place the printed ballot tape into a ballot box which shall then be sealed and shall remain like that until opened for the tabulation results on Election Day.~~

10. Incapacitated Elector at Home

- a. If a voter is unable to attend **at** a voting station because of physical incapacity or mobility limitations, that voter may request, at least 48 hours before the end of the advance vote period, to have a deputy attend at the voter's residence to take the vote of the voter.
- b. If the Returning Officer is satisfied that the voter is unable to attend at a voting station due to physical incapacity or mobility limitations, the Returning Officer will;
 - i. advise the voter that the request has been accepted;

- ii. appoint two deputies to attend at the voter's residence; and
- iii. inform the voter of the date and approximate time the deputies will attend the residence.
- c. At the designated time, the deputies will bring ~~the mobile automated voting system or the ballot box~~ inside the residence and register the voter.

~~Automated voting will be held in accordance with the voting procedures established in this bylaw.~~

11. Institutional Voting System

- a. The Returning Officer is authorized to designate the location of one or more institutional voting stations for an election.
- b. The date(s) and times(s) of the institutional vote will be posted at the institution at least two days before the vote is to be taken.
- c. The deputies, accompanied by an institution official, will locate the ~~portable mobile electronic voting device or~~ ballot box in a common area for patients or residents who wish to vote during the designated times.

~~Automated voting will be held in accordance with the voting procedures established in this bylaw.~~

- d. Upon completing the institutional and incapacitated elector voting, the presiding deputy will secure the ~~portable mobile automated voting device or~~ ballot box.

~~**13. Automated Voting Systems**~~

~~13.1 The taking of votes of the electors and the tabulation of election results on any question or in any election conducted by the Town may be done by means of an automated voting system, as directed by the Returning Officer.~~

~~13.2 In the event that an automated voting system is used in the election, the Returning Officer will:~~

- ~~a. satisfy themselves, prior to the date of the election, that the automated voting system has been pre tested and is accurate and in good working order; and~~
- ~~b. take whatever reasonable safeguards may be necessary to secure the automated voting system and any part thereof, including but not limited to; the vote tabulators and the ballot boxes from unauthorized access, entry, use, tampering, or any unauthorized use of the ballot cards or tabulated results.~~

~~13.3 Notwithstanding anything in this bylaw, in the event of:~~

- ~~a. a malfunction of an automated voting system;~~
- ~~b. the unavailability of an automated voting system or any of its components;~~
- ~~c. anything related to the operation of an automated voting system or any of its components.~~

~~13.4 The Returning Officer may make any directions that they think necessary or desirable with respect:~~

- ~~a. to the voting procedures to be used;~~
- ~~b. to the taking of votes;~~
- ~~c. for the counting of the votes; and~~
- ~~d. where required, for a recount.~~

~~**14. Voting Procedures**~~

~~14.1 An electronic voting device may be used to conduct the vote.~~

~~14.2 For each elector eligible to vote a deputy will:~~

- ~~a. explain the voting procedures for the electronic voting device;~~
- ~~b. direct the voting compartment.~~

~~14.3 The voter may only vote by selecting a candidate's name, mark with an X and proceed to scan document electronically.~~

~~15. Electronic Voting Device Failure~~

~~15.1 Notwithstanding sections 27 to 34, the Returning Officer may establish such other procedures as required to facilitate and electronic vote.~~

~~15.2 The voting procedure prescribed in this bylaw may, during an advance vote, as far as is practicable, apply and may be modified as may be necessary upon the direction of the Returning Officer.~~

~~15.3 Each elector must follow the voting procedures as set out in this bylaw and as posted in the voting station, and upon casting his or her ballot, the elector shall leave the voting station.~~

12. Sealing of Ballot Boxes

- a. Prior to the removal of the ballot box(es) from any voting station, the ballot box(es) containing the printed ballot ~~tapes~~ shall be:
 - i. closed and sealed with the presiding deputy's seal so that it cannot be opened without breaking the seal; and
 - ii. marked on the outside with the voting station name and number.

~~16.2 Electronic equipment used to acquire electronic votes is deemed to be a sealed ballot box.~~

~~16.3 The Returning Officer may direct that the locked mobile electronic voting system be delivered to the counting centre for the counting of ballots, or may make any other direction deemed necessary for the storage and disposition of said devices.~~

13. Post Vote Procedures

- a. Immediately after the close of the voting station, the presiding deputy shall, in the presence of at least one deputy and any additional officers that they consider necessary, and the candidates or their agents, if any, ~~and:~~
 - i. produce the required number of the results as directed by the Returning Officer;
 - ii. together with another deputy, certify the results as directed by the Returning Officer;
 - iii. package separately, in ballot boxes, ~~the printed ballot tape along with~~ the voting register and all statements;
 - iv. seal and initial the ballot boxes and ensure they are ready to be delivered to the Returning Officer;

~~Ensure that the deputy supervising the electronic voting system and one other deputy designed by the presiding deputy report the results to the Returning Officer by immediately delivering them to the counting centre.~~

- b. The presiding deputy shall not permit more than one candidate or their agent to be present simultaneously after the voting station is closed.

14. Ballot Counting

- a. The deputy supervising at the counting centre will:
 - i. receive all sealed ballot boxes containing ~~printed ballot tapes or~~ ballots; and
 - ii. after 8:00 p.m. on Election Day, produce the required number of copies of the results, as directed by the Returning Officer, and deliver ~~those tapes to the~~

~~Returning Officer and the sealed ballot boxes containing the printed ballot tape(s) along with the voting register and all statements.~~

15. Recount

- a. If the Returning Officer directs a recount be made, pursuant to the Act, the voting shall be recounted using the ~~printed ballot tapes and~~ ballots, where applicable.

16. Disposition of Election Material

- a. Following the completion of the tabulation of the election results, the Returning Officer shall retain the voting registers and the ballot boxes with their seals unbroken for six (6) weeks from the date of voting.
- b. The Returning Officer, in the presence of two (2) witnesses, opens the ballot boxes and destroys the contents and all elector registers no later than twelve (12) weeks after voting day following the Act.

17. This Bylaw repeals Bylaw No. 1050 Automated Voting Systems Bylaw.

18. This Bylaw shall come into effect upon the Third and Final Reading of the Bylaw.

READ A FIRST TIME THIS 13TH DAY OF JANUARY A.D., 2025

READ A SECOND TIME THIS 13TH DAY OF JANUARY A.D., 2025

UNANIMOUS CONSENT GIVEN TO PRESENT FOR THIRD READING ON THIS 13TH DAY OF JANUARY A.D., 2025

READ A THIRD AND FINAL TIME THIS 13TH DAY OF JANUARY A.D., 2025

Lance Colby, Mayor

Rick Blair, CAO

Bylaw No. 2058

A BYLAW OF THE TOWN OF CARSTAIRS to amend Land Use Bylaw 2007.

WHEREAS, Council of the Town of Carstairs wishes to amend Land Use By-law No 2007 by providing a Land Use Re-designation to rezone 0.809 hectares (2 acres) of land located within the NE 08-30-01-W5M, civic address, 693 10th Ave South, as shown in Schedule A, from Medium Density Residential – Attached Dwelling District (R3) to Low Density Residential District - Single Detached District (R1).

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

AND WHEREAS, copies of this Bylaw and related documents were 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;

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:

Schedule “A”

Map 1 of the Land Use District Map would be amended to include 693 10th Ave South, consisting of 0.809 hectares (2 acres) and shall be re-designated from Medium Density Residential – Attached Dwelling District (R3) to Low Density Residential District - Single Detached District (R1).

As shown on the attached map identified as “Schedule A”.

READ FOR A FIRST TIME THIS 13TH DAY OF JANUARY, A.D, 2025

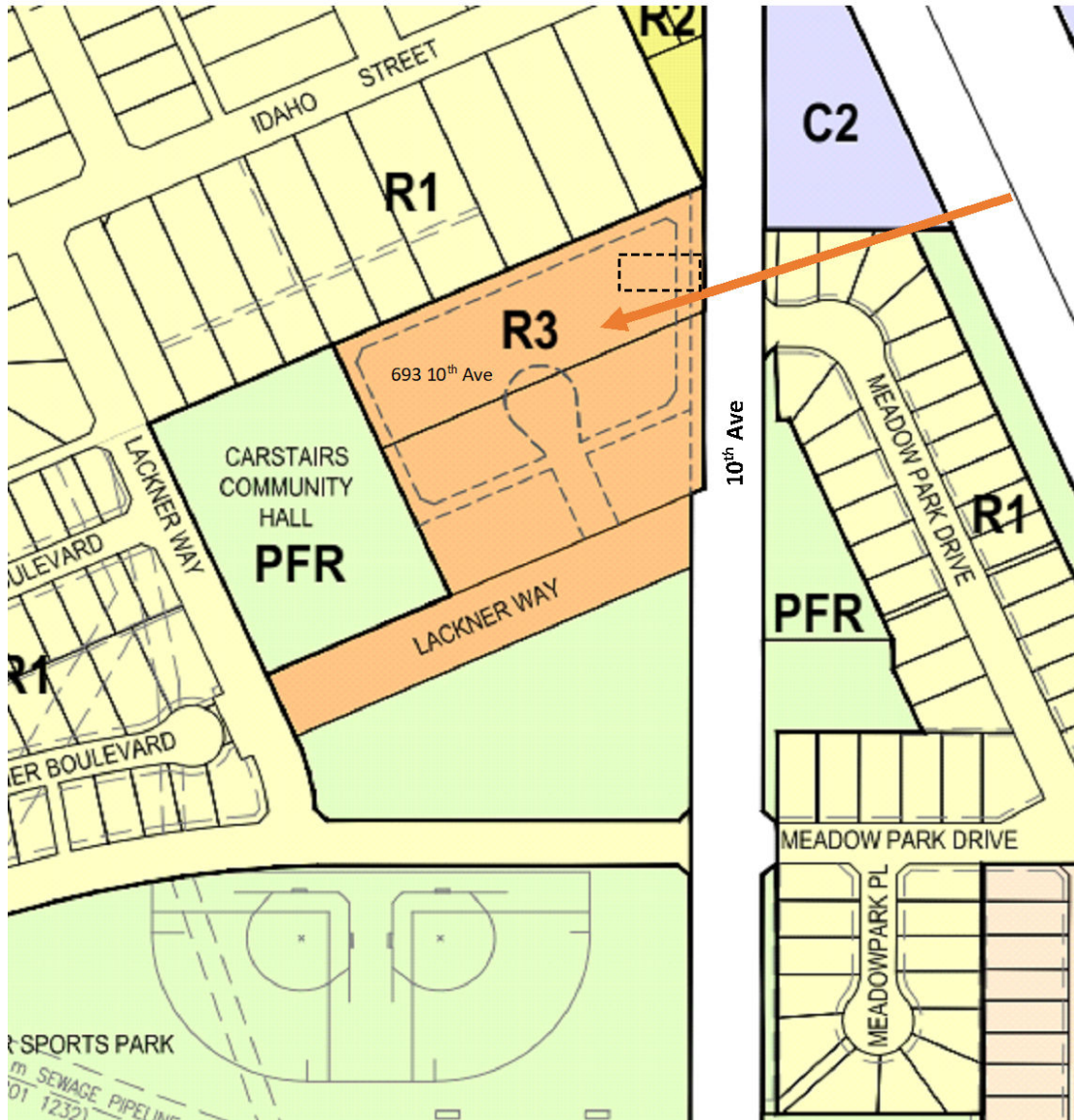
READ A SECOND TIME THIS XX DAY OF XX A.D., 2025

READ A THIRD AND FINAL TIME THIS XX DAY OF XX A.D., 2025

Lance Colby, Mayor

Rick Blair, CAO

Schedule "A"



Bylaw No. 2059

A BYLAW OF THE TOWN OF CARSTAIRS to amend Land Use Bylaw 2007.

WHEREAS, Council of the Town of Carstairs wishes to amend Land Use By-law No 2007 by providing a Land Use Re-designation to rezone 0.938 hectares (2.32 acres) of land located within the NE 08-30-01-W5M, civic address, 701 10th Ave South, as shown in Schedule A, from Medium Density Residential – Attached Dwelling District (R3) to Low Density Residential District - Single Detached District (R1).

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

AND WHEREAS, copies of this Bylaw and related documents were 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;

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:

Schedule “A”

Map 1 of the Land Use District Map would be amended to include 701 10th Ave South, consisting of 0.938 hectares (2.32 acres) and shall be re-designated from Medium Density Residential – Attached Dwelling District (R3) to Low Density Residential District - Single Detached District (R1).

As shown on the attached map identified as “Schedule A”.

READ A FIRST TIME THIS 13TH DAY OF JANUARY, A.D, 2025

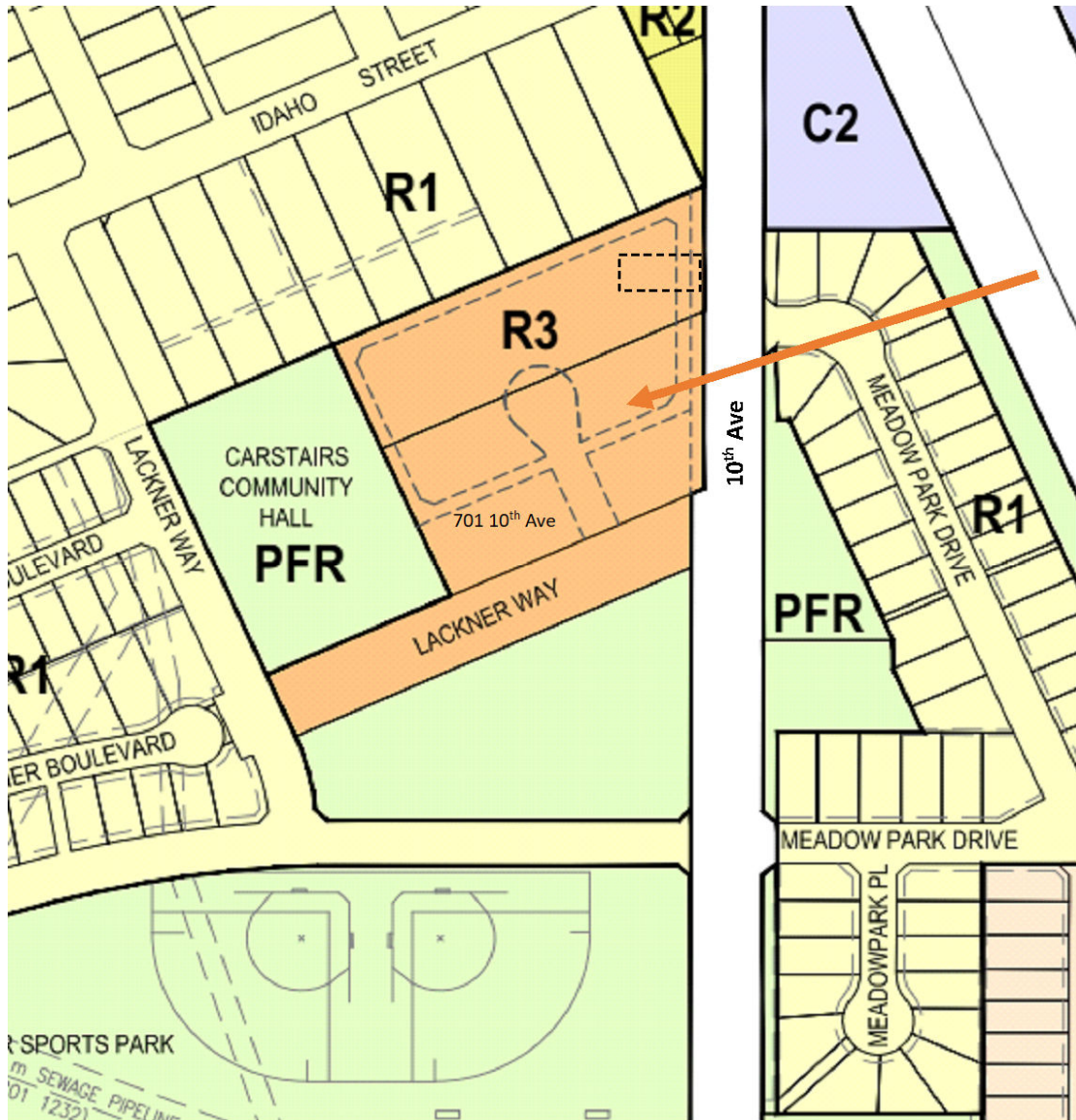
READ A SECOND TIME THIS XX DAY OF XX A.D., 2025

READ A THIRD AND FINAL TIME THIS XX DAY OF XX A.D., 2025

Lance Colby, Mayor

Rick Blair, CAO

Schedule "A"



January 1 – December 31, 2024 Building Permits Breakdown

Type of Permit	# of Permits	Construction Value
Single Family Dwelling	63	\$24,327,000.00
Multi-Family Dwelling	8	\$5,360,000.00
Modular	0	0
Additions and Renovations	93	\$2,478,461.48
Decks and Ramps	26	\$139,844.90
Industrial and Commercial	5	\$227,000.00
Residential Garages	6	\$221,000.00
Other (solar panels, driveway pads, change of occupancy, demolition, & wood Stoves)	59	\$1,126,761.70
Cancellations	4	\$45,813.77
Signs	2	\$100.00
Demolitions	2	\$40,000.00
Totals	268	\$33,965,981.85

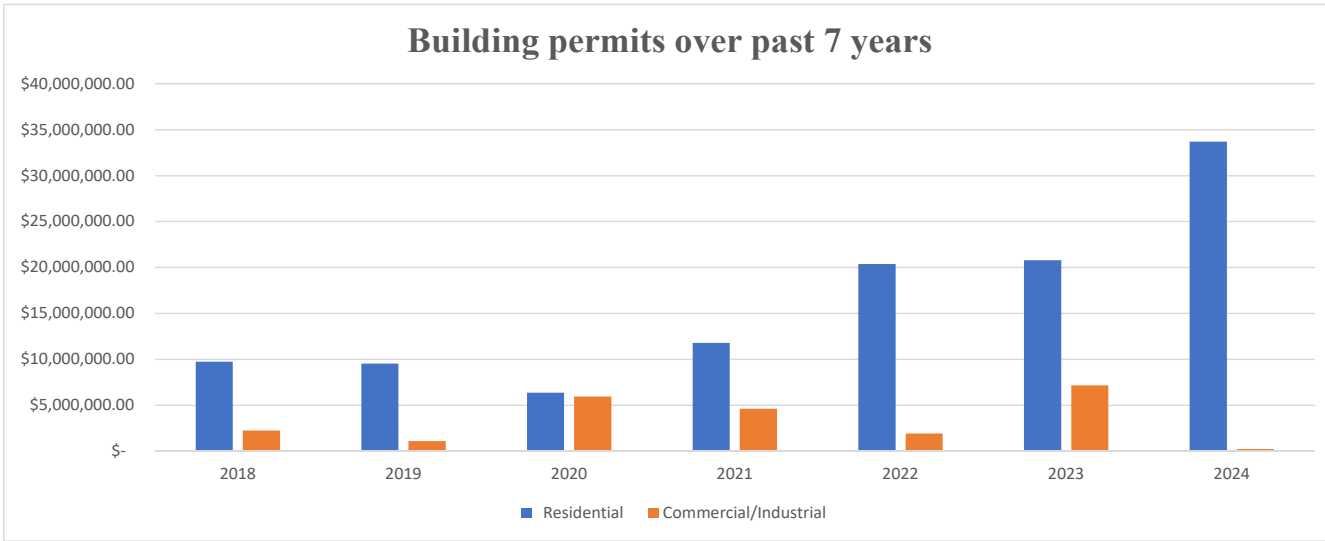
Carstairs Permits 2018-2024

2018 Housing Starts		2019 Housing Starts		2020 Housing Starts		2021 Housing Starts		2022 Housing Starts		2023 Housing Starts		2024 Housing Starts	
# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value
SFD		SFD		SFD		SFD		SFD		SFD		SFD	
30	\$ 8,211,900.00	31	\$ 7,941,460.00	25	\$ 6,354,960.00	38	\$ 11,774,500.00	37	\$ 12,925,000.00	42	\$15,852,000.00	63	\$23,927,000.00
MFD		MFD		MFD		MFD		MFD		MFD		MFD	
8	\$ 1,524,000.00	8	\$ 1,599,000.00	0		0		23	\$ 6,611,899.00	10	\$ 3,550,000.00	8	\$5,360,000.00
Modular								Modular		Modular		Modular	
1	\$ 15,000.00							2	\$ 28,000.00				
39	\$ 9,750,900.00	39	\$ 9,540,460.00	25	\$ 6,354,960.00	38	\$ 11,774,500.00	62	\$ 19,564,899.00	52	\$19,402,000.00	71	\$29,287,000.00
Commercial 2018		Commercial 2019		Commercial 2020		Commercial 2021		Commercial 2022		Commercial 2023		Commercial 2024	
# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value	# of Starts	\$ Value
3	\$ 2,250,000.00	12	\$ 1,105,500.00	8	\$ 5,951,307.00	6	\$ 4,630,000.00	10	\$ 1,910,000.00	5	\$7,160,000.00	5	\$227,000.00

SFD = Single Family Dwelling
MFD = Multi Family Dwelling

Residential & Commercial Permit Value 2018-2024

	2018	2019	2020	2021	2022	2023	2024
Residential	\$ 9,750,900.00	\$ 9,540,460.00	\$ 6,354,960.00	\$ 11,774,500.00	\$ 20,377,195.00	\$ 20,768,159.00	\$ 33,693,168.10
Commercial/Industrial	\$ 2,250,000.00	\$ 1,105,500.00	\$ 5,951,307.00	\$ 4,630,000.00	\$ 1,910,000.00	\$ 7,160,000.00	\$ 227,000.00





ADMINISTRATION OFFICE

#301 6501 51 Street, Olds, Alberta, T4H 1Y6
P: (403) 556-2957 E: admin.assistant@mvsh.ca
F: 587-796-0773

BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Regular Board Meeting of December 12, 2024.

Key Messages

- The Board held their regular meeting in-person at the MVSH Administration Office Boardroom in Olds, Alberta from 1:00-4:00 pm
- The Board reviewed and approved the revised 2025 Capital Budget, and the 2026-2029 Capital Budget Forecast.
- The Board expressed their excitement for the stakeholder presentation that will be provided as part of an all-council meeting which will occur in February 2025. This is a great step and opportunity to strengthen communication and share data with Municipal Councils.
- The Board was pleased with the increased revenue, which is a result of the increase in occupancy levels and the savings for utilities.
- The Board was pleased to see the positive outcomes from the on-going work happening with recruitment and retention strategies within the organization.
- The Board identified a potential opportunity for Administration to explore the option of a contingency process to assist with unbudgeted items/repairs that may arise.
- The Board and Administration continue with the on-going policy review.
- Board members wish to extend their sincere thanks and appreciation to staff and maintenance contractors for all their hard work and dedication to MVSH residents and each other as a team throughout 2024. The Board looks forward to more successes with everyone in 2025!

Next MVSH Board Meetings

The next regular Board meeting will be held on Thursday, February 20, 2025, starting at 1:00 PM in the MVSH Administration Offices boardroom in Olds, Alberta (or by Microsoft Teams if required).

If you require any information or there are any questions related to this communication, please contact a Board Director or Stacey Stilling, CAO for MVSH at 403-556-2957 or by email at stacey.stilling@mvsh.ca

Connect with us!



MVSH.ca



@MountainViewSeniorsHousing



@MountainViewSeniorsHousing

Kayleigh Van Es

From: Rick Blair
Sent: December 12, 2024 2:08 PM
To: Kayleigh Van Es
Subject: FW: ISDAB resignation

From: Sandi Roberts [REDACTED]
Sent: Thursday, December 12, 2024 12:28 PM
To: Rick Blair [REDACTED]
Subject: ISDAB resignation

Hi Rick,

Please accept this as my resignation from ISDAB. I have just been appointed as NRCB Board Chair and will not have time to attend hearings due to my increased workload.

Thank you for the opportunity to have been a Carstairs representative on ISDAB.

Sandi Roberts

Carstairs Playschool Society
PO Box 631
Carstairs, AB T0M 0N0

January 7, 2024

Mayor Colby and Council
Town of Carstairs
PO Box 370
CARSTAIRS, AB T0M 0N0

Dear Town of Carstairs Council:

I am writing on behalf of Carstairs Playschool Society, a community-based not for profit organization dedicated to the families of Carstairs (and surrounding area) and their children focusing on kindergarten readiness, healthy active living, positive play, and socialization.

Our organization has been actively serving the community for many years and has seen a growing demand for our programs and services. As part of our ongoing efforts, we are planning to hold an event on May 30, 2025 at the Carstairs Community Hall and would like to respectfully request that the Town Council consider waiving the rental fee for the space.

The event is our major fundraising event for 2025 and provides the necessary capital to go above and beyond for our families. As a non-profit, our budget is extremely limited, and being able to use the community hall without rental fees would allow us to allocate more resources directly to our programming and services.

We would be grateful for your consideration of our request, given the positive impact our organization has on the community. We are happy to provide any additional information you may need and would appreciate the opportunity to discuss this request further.

Thank you for considering our request, and we look forward to your response.

Sincerely,

Veronica Balanyk
Carstairs Playschool Society Board of Directors
Fundraising Representative