

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, MAY 12, 2025, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

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

ABSENT: Councilor Fricke

CALL TO ORDER: Mayor Colby called the meeting of Monday, May 12, 2025, to order at 7:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:
Motion 149/25 Motion by Councilor Allan to adopt the Regular Council agenda of May 12, 2025, as presented. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:
Motion 150/25 Motion by Councilor Wilcox to adopt the Regular Council Meeting minutes of April 14, 2025, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING: Nil

DELEGATIONS: **1. Heritage Festival-Bob Green**
B. Green provided Council with an update on the upcoming Carstairs Heritage Festival, scheduled for June 1, 2025. Following a successful fundraising year, the committee is requesting \$2,000 in financial support to cover two pipe bands and lunch for volunteers and pipers. A total of 12 bands are scheduled to perform.

Councilor Allan, Ball, Ratz and Roberts had no questions but commended the dedicated group of volunteers.

Councilor Wilcox asked if Bob Green would serve as Parade Marshal; B. Green confirmed and noted that this year's festival is dedicated to Sharon Lampitt.

Mayor Colby praised the committee for their continued hard work and commitment.

Motion 151/25 Motion by Councilor Allan to accept the delegation from the Carstairs Heritage Festival as information, and that Council sponsor two pipe bands and fund the volunteer and piper lunch for a total of \$2,000 in support of the June 1, 2025 festival. **CARRIED**

BYLAWS & POLICIES: **1.Bylaw 2060-Land Use Bylaw**
First Reading of the bylaw was given on March 24, 2025. A Public Hearing was held prior to the Council meeting on May 12, 2025.

Motion 152/25 Motion by Councilor Wilcox to give second reading of Bylaw No. 2060-Land Use Bylaw as presented. **CARRIED**

Motion 153/25 Motion by Councilor Ball to give third reading of Bylaw No. 2060- Land Use Bylaw as presented. **CARRIED**

NEW BUSINESS: **1. April 2025 Financials**
S. Allison presented the financial statements for the month ending April 30, 2025, noting that there was nothing of significance to report. The Town's bank balance is currently \$8.2 million, which includes \$2.6 million in offsite levies. The AMWWP grant has been received, while the remaining LGFF funding is still outstanding. A total of \$2.9 million is currently invested. Borrowing for the water servicing line is on hold in anticipation of securing better short-term debenture rates. A substantial portion of capital projects has been completed, and summer-related expenses and revenues are expected to begin coming through shortly.

Council expressed appreciation for the update.



Motion 154/25

Motion by Councilor Ratz to accept the April 2025 Financials as information.

CARRIED**2. EUNA Contract Update**

S. Allison updated Council on the new budgeting software contract with EUNA/Questica Budget, which was signed on May 7, 2025. A kickoff meeting was held earlier today, and a project implementation manager has been assigned and will meet biweekly going forward. The goal is to have the software fully implemented and ready for use in preparing the 2026 budget by September, with the aim of budget approval in December 2025. The new system is expected to provide more detailed and transparent financial information for both Council and residents.

Motion 155/25

Motion by Councilor Wilcox to accept EUNA Contract update as information.

CARRIED**3. Tax Notice Update**

S. Allison updated Council on the recent tax notices that were sent out. A total of 2,382 tax notices were issued, with 623 sent by email. To date, six adjustments have been made, with a net value of \$233,000. The appeal deadline is set for Friday, May 16, 2025.

Motion 156/25

Motion by Councilor Ball to accept the Tax Notice Update as information.

CARRIED**4. Carstairs Water Reservoir Update**

K. Williscroft provided Council with an update on the progress of the Carstairs Water Reservoir project, along with supporting photos. All four concrete walls are expected to be poured by the end of the month, weather permitting. Despite recent weather conditions, there have been no delays, and the project remains ahead of the submitted schedule. The pumps and generator have been selected and are currently in the shop drawing phase before being submitted for order. The pumps came in under budget, while the generator exceeded the budget.

Councillor Wilcox asked if the costs balanced out. CAO Blair responded that they did not entirely offset, and the Town is currently awaiting a change order to confirm final figures.

Councillor Roberts inquired about the reservoir's capacity, and K. Williscroft confirmed it will be 3,000 cubic metres.

Motion 157/25

Motion by Councilor Roberts to accept the Carstairs Water Reservoir Update as information.

CARRIED**5. ATEC 2A Intersection Update**

K. Williscroft provided Council with an update on the traffic signalization project at the Highway 2A intersection. The road widening is nearly complete, with only concrete repairs and line painting remaining. The median on the north end is two-thirds complete, and design work for the south side is finalized. The east side has been formed and is waiting for concrete pour, which will take approximately three to four days. Despite some weather-related delays, the project is progressing well. Once the concrete work is complete, the light bases and pedestrian signal lights will be installed.

Mayor Colby inquired about the project timeline. While the original completion date was the end of June, K. Williscroft noted that the project is currently ahead of schedule. There were some challenges involving the Water Commission line, but these are being actively managed with the cooperation of the contractors.

Councillor Wilcox raised concerns about pedestrian safety at the crossing, noting that the lack of signage had created confusion. K. Williscroft was notified of the issue and immediately contacted the contractor to arrange for appropriate pedestrian signage.

Motion 158/25

Motion by Councilor Roberts to accept the ATEC 2A intersection Update as information.

CARRIED

6. ATEC HSS School Access Update

R. Blair updated Council on a recent meeting with ATEC regarding access and safety at Hugh Sutherland School (HSS). An on-site observation was conducted at the end of the school day, revealing that the current setup is unsafe. ATEC recommended that the Town partner with Chinook's Edge School Division and hire a safety consultant to collaborate on a safe and effective solution. It was noted that school lands could accommodate additional parking and a bus loop on the east side, which would help relieve current congestion. The access configuration does not conform to ATEC standards due to its proximity to nearby intersections. R. Blair advised that they are waiting for budget estimates from ATEC in order to begin discussions with Chinook's Edge and proceed with hiring a safety consultant.

Councillor Wilcox inquired if the school board trustee had been engaged, to which R. Blair confirmed that they had been. Councillor Wilcox expressed concern that Chinook's Edge had not previously acknowledged the issue and hoped that, following ATEC's involvement, there would be some momentum toward addressing the situation. R. Blair agreed, emphasizing that this should be a top priority. He stated that the Town will remain in contact with ATEC, seek budget information, and press for consultant engagement to move the process forward, underscoring the importance of ensuring student safety.

Councillor Wilcox also asked whether the safety consultant would not only identify the issues but also propose solutions for improvement. R. Blair confirmed that the scope of work would be determined, but the consultant would likely propose both short- and long-term fixes, including addressing vehicle congestion and planning improvements from Mandalay Road to Highway 581.

Councillor Roberts mentioned observing orderly traffic flow during school dismissal in Didsbury, noting that the traffic management there was more effective by comparison.

Motion 159/25

Motion by Councilor Ball to accept the ATEC HSS School Access Update as information.

CARRIED**7. Neighborhood Tradeshow Update**

R. Blair updated Council on the update provided by L. King. The event, held at the Carstairs Memorial Arena on May 9, 2025, featured a total of 63 vendors and welcomed approximately 250 visitors — a decrease from attendance numbers in 2024. Organizers plan to evaluate the event and reassess the potential of combining it with other events to increase engagement and participation.

Motion 160/25

Motion by Councilor Allan to accept Neighborhood Tradeshow Update as information.

CARRIED**8. Grant Update**

R. Blair updated Council on the Alberta Municipal Water/Wastewater Partnership (AMWWP) grant application, which was submitted to address cost escalations related to the new water reservoir and pump station. The original cost estimate for the project was completed eight years ago, and the grant was requested to help cover the difference between that estimate and the current tendered price. A letter was received from Minister Devin Dreeshen confirming that the project will receive AMWWP funding in the amount of \$1,482,507.20. This additional funding comes at a critical time and will significantly help offset the increased project costs. Minister Dreeshen stated:

"Upgrades to water and wastewater infrastructure will improve Albertans' quality of life. Through Budget 2025, we're proud to continue supporting local communities with these impactful investments."

R. Blair has reached out to the Minister's office to express the Town's appreciation. This funding will have a lasting impact by supporting the delivery of clean, reliable water to the Town of Carstairs for many years to come.

Motion 161/25

Motion by Councilor Roberts to accept the Grant Update as information.

CARRIED

COMMITTEE REPORTS:**1. Policies & Priorities Committee**

-Next meeting May 15, 2025.

2. Mountain View Regional Waste Commission

-Next meeting Summer 2025.

3. Mountain View Regional Water Commission

-Next meeting May 14, 2025.

4. Mountain View Seniors' Housing

-Next meeting June 19, 2025.

Motion 162/25

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

CARRIED

COUNCILOR REPORTS:**Councilor Allan**

- April 30, 2025, attended the Volunteer Appreciation Night put on by FCSS staff. Always a fun and well-attended event.

- May 9, 2025, attended the Carstairs Neighborhood tradeshow.

Councilor Ball

- Nothing to report at this time.

Councilor Fricke

- Absent.

Councilor Ratz

- May 8, 2025, attended Carstairs Heritage festival meeting. Noting that the June 1st event is approaching quickly.

- May 9, 2025, attended the Carstairs Neighborhood tradeshow.

Councilor Roberts

- April 30, 2025, attended the Volunteer Appreciation Night hosted by FCSS staff.

- May 5, 2025, attended the +55 Lunch organized by FCSS.

- May 6 & 8, 2025, Attended Carstairs Nature Space Meetings.

- May 9, 2025, attended the Carstairs Neighborhood tradeshow.

Councilor Wilcox

- May 5, 2025, attended the Moccasin House Board Meeting. Collaborating with HSS and FCSS on an Indigenous and Metis Learning Day scheduled for September 22, 2025.

- May 8, 2025 attended Didsbury Community Engagement Meeting with discussions focused on school registration.

- May 9, 2025, attended the Carstairs Neighborhood tradeshow.

Mayor Colby

- April 30, 2025, attended the Volunteer Appreciation Night hosted by FCSS Staff.

- May 9, 2025, attended the Carstairs Neighborhood tradeshow. Noted it as a great opportunity for residents to learn more about the community and extended thanks to all staff who participated in the event.

Motion 163/25

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

CARRIED

CORRESPONDENCE:**1. AB Muni Award Nominations**

Council reviewed the requirements for the awards.

Motion 164/25

Motion by Councilor Allan to nominate Mayor Lance Colby & CAO Rick Blair for AB Munis Distinguished Service award 2025.

CARRIED

CAO'S REPORT:

- April 29, 2025, met with 701 10th Avenue developers.

- April 29, 2025, attended a webinar on the Permanent Elector Register: Municipal Data Portal – Extracting Elector Data.

- April 30, 2025, met with ATEC regarding HSS access.

- May 6, 2025, met with developers.

- May 7, 2025, met with Scarlett Ranch developers.

- May 7, 2025, participated in monthly Planning & Engineering meetings in Calgary.

- May 8, 2025, attended bi-weekly site meeting at the Carstairs Water Reservoir.

- May 8, 2025, met with 701 10th Avenue developers.

- Meeting scheduled with Urban Systems regarding the Growth Study.

Motion 165/25

Motion by Councilor Ratz to accept CAO's Report as information.

CARRIED

COUNCILOR COMMENTS: Nil

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).

Motion 166/25

Motion by Councilor Allan that Council close the meeting to the public to discuss Third-Party Business Interests as per Section 16 of FOIP at 7:44 p.m.

CARRIED

Motion 167/25

Motion by Councilor Roberts to come out of the closed meeting session at 8:09 p.m.

CARRIED

Motion 168/25

Motion by Councilor Allan to direct administration to waive an endeavor to assist for \$26,300.

CARRIED

NEXT MEETING:

Monday, May 26, 2025, at 7:00 p.m.

ADJOURNMENT:

Motion 169/25

Motion by Councilor Ball to adjourn the meeting of May 12, 2025, at 8:10 p.m.

CARRIED



Lance Colby, Mayor



Rick Blair, CAO

