

**MINUTES OF THE COUNCIL ORGANIZATIONAL MEETING
MONDAY, OCTOBER 23, 2023 AT 6:30 P.M.
CARSTAIRS MUNICIPAL OFFICE**

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

ABSENT: Nil

CALL TO ORDER: Mayor Colby called the Council Organizational meeting of October 23, 2023, to order at 6:30 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Ratz to adopt the Council Organizational agenda of October 23, 2023 as presented.

CARRIED

SELECTION OF DEPUTY MAYOR: Motion by Councilor Ball to elect Councilor Allan as the Deputy Mayor.

CARRIED

**APPOINTMENT OF DATES,
TIME, AND PLACE FOR
COUNCIL:**

1. Regular Council Meetings

Regular Council meetings will take place on the second and fourth Monday of each month. If Monday is a holiday, then the meeting will be moved to Tuesday. There will be only one meeting during the months of July, August, and December.

Council meeting dates are as follows:

- November 14 and November 27, 2023.
- December 11, 2023.
- January 8 and January 22, 2024.
- February 12 and February 26, 2024.
- March 11 and March 25, 2024.
- April 8 and April 22, 2024.
- May 13 and May 27, 2024.
- June 10 and June 24, 2024.
- July 8, 2024.
- August 26, 2024.
- September 9 and September 23, 2024.
- October 15 and October 28, 2024.

Motion by Councilor Wilcox to accept the dates of the regular Council meetings to be the second and fourth Monday of each month, unless it falls on a holiday, then meeting will move to Tuesday.

CARRIED

2. Time and Place

Regular Council meetings will be held at 7:00 p.m. in the Council Chambers at the Town of Carstairs Municipal Office.

Motion by Councilor Allan to set the time and place of the regular Council meetings to be held at 7:00 p.m. in Council Chambers at the Town of Carstairs Municipal Office.

CARRIED

SIGNING AUTHORITIES: **1. Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services**

Motion by Councilor Roberts to authorize that the signing authorities on the Town of Carstairs accounts to consist of Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services.

CARRIED

COMMITTEES:

1. Legislative & Emergency Services Committee

Motion by Councilor Wilcox to appoint Councilors Allan, Ball, and Ratz to the Legislative & Emergency Services Committee.

CARRIED

2. Strategic Planning & Corporate Affairs Committee

Motion by Councilor Fricke to appoint Councilors Ball, Fricke, and Roberts to the Strategic Planning Committee.

CARRIED



3. Policy & Governance Committee

Motion by Councilor Roberts to appoint Councilors Fricke, Roberts, and Wilcox to the Policy and Governance Committee.

CARRIED

**APPOINTMENT OF
MEMBERS-AT-LARGE
COMMITTEES:****1. Municipal Planning Commission**

Motion by Councilor Ball to appoint Councilors Allan, Roberts, and Wilcox to the Municipal Planning Commission.

CARRIED

Motion by Councilor Allan to appoint Darrah Selanders & Dan Pochapsky to the Municipal Planning Commission.

CARRIED

Motion by Councilor Wilcox to appoint Sherry Humphrey & Kayleigh Van Es to serve as a Secretary to the Municipal Planning Commission.

CARRIED

2. Director of Emergency Management

Motion by Councilor Ratz to appoint Rob McKay as the Director of Emergency Management and Ernie Bradley as Deputy Director.

CARRIED

3. Subdivision & Development Appeal Board

Motion by Councilor Roberts to appoint Councilor Ball to the Subdivision & Development Appeal Board.

CARRIED

Motion by Councilor Fricke to appoint Sandi Roberts & Bev Stevenson to the Subdivision & Development Appeal Board.

CARRIED

Motion by Councilor Wilcox to appoint Sherry Humphrey & Kayleigh Van Es as a Clerk to the Subdivision & Development Appeal Board.

CARRIED

4. Inter-Municipal Subdivision & Development Appeal Board

Motion by Councilor Allan to appoint Councilor Ball to the Inter-Municipal Subdivision & Development Appeal Board.

CARRIED

Motion by Councilor Ratz to appoint Sandi Roberts, & Bev Stevenson to the Inter-Municipal Subdivision & Development Appeal Board.

CARRIED

Motion by Councilor Ball to appoint Sherry Humphrey & Kayleigh Van Es as a Clerk to the Inter-Municipal Subdivision & Development Appeal Board.

CARRIED

5. Carstairs Library Board

Motion by Councilor Fricke to appoint Councilor Wilcox to the Carstairs Library Board.

CARRIED

**APPOINTMENT OF
COUNCIL
REPRESENTATION:****1. Municipal Area Partnership**

Motion by Councilor Wilcox to appoint Mayor Colby to the Municipal Area Partnership.

CARRIED

2. Mountain View Regional Water Commission

Motion by Councilor Allan to appoint Mayor Colby to the Mountain View Regional Water Commission.

CARRIED

3. Mountain View Regional Waste Commission

Motion by Councilor Fricke to appoint Councilor Wilcox to the Mountain View Regional Waste Commission.

CARRIED

4. Mountain View Senior Housing Authority

Motion by Councilor Ratz to appoint Councilor Fricke to the Mountain View Seniors' Housing Authority.

CARRIED



5. Parkland Regional Library

Motion by Councilor Ball to appoint Councilor Wilcox to the Parkland Regional Library Board.

CARRIED

6. Inter-Municipal Collaboration Committee

Motion by Councilor Allan to appoint Mayor Colby and Councilors Allan and Councilor Ball to the Inter-municipal Collaboration Committee.

CARRIED

**TOWN APPOINTMENTS
(NON-EXCULSIVE):**

1. Solicitors

Motion by Councilor Wilcox to appoint MLT Aikins LLP as the solicitor for the Town of Carstairs.

CARRIED

2. Planners

Motion by Councilor Ball to appoint ISL Engineering & Land Services as the planners for the Town of Carstairs.

CARRIED

3. Building Inspectors

Motion by Councilor Ratz to appoint IJD Inspections Ltd. as the building inspector for the Town of Carstairs.

CARRIED

4. Engineers

Motion by Councilor Roberts to appoint CIMA Canada Inc. and ISL Engineering & Land Services as the engineers for the Town of Carstairs.

CARRIED

5. Assessor

Motion by Councilor Allan to appoint Wild Rose Assessment Service as the assessor for the Town of Carstairs.

CARRIED

6. Auditors

Motion by Councilor Fricke to appoint MNP LLP as the auditors for the Town of Carstairs.

CARRIED

7. Weed Inspectors

Motion by Councilor Ball to appoint Mountain View County as the Weed Inspectors for the Town of Carstairs.

CARRIED

ADJOURNMENT:

Motion by Councilor Ratz to adjourn the Council Organizational meeting of October 23, 2023, at 6:41 p.m.

CARRIED



Lance Colby, Mayor



Rick Blair, CAO