

MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, MARCH 10, 2025, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Deputy Mayor Allan, Councilors Ball, Fricke, & Wilcox; Director of Legislative & Corporate Services Shannon Allison; Director of Planning & Development Kirk Willisroft; CAO Rick Blair; Executive Assistant Kayleigh Van Es
ABSENT:	Mayor Colby, Councilor Ratz, & Roberts
CALL TO ORDER:	Deputy Mayor Allan called the meeting of Monday, March 10, 2025, to order at 7:01 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA: Motion 067/25	Motion by Councilor Ball to adopt the Regular Council agenda of March 10, 2025, as presented. <div>CARRIED</div>
ADOPTION OF PREVIOUS MINUTES: Motion 068/25	Motion by Councilor Wilcox to adopt the Regular Council Meeting minutes of February 24, 2025, as presented. <div>CARRIED</div>
BUSINESS ARISING FROM PREVIOUS MEETING:	<div><div>1. Land Use Bylaw Update</div><p>K. Willisroft provided an update on the Land Use Bylaw (LUB) review process. The community engagement phase concluded with a virtual open house held from February 12–28, 2025. During this period, the open house had 277 visitors, and the survey—available both online and in paper form at the town office—received 20 responses. The public feedback collected will inform revisions to the draft LUB. Survey responses addressed topics such as procedural improvements, parking requirements, accessory suites, home-based businesses, and solar panels. Some feedback related to landscape and design was noted but falls outside the scope of the LUB. Next steps include refining the bylaw draft based on the input received, circulating it to relevant referral agencies, and ultimately presenting the final draft for adoption. A Public Hearing will provide residents with an additional opportunity to comment before final approval.</p><p>Councilor Wilcox highlighted that 12 of the 20 respondents were either Council or Administration members, meaning only six residents participated. She inquired whether low engagement levels were a common trend. K. Willisroft confirmed that similar participation rates have been observed in other LUB reviews, though this virtual engagement exceeded typical attendance at in-person open houses. Wilcox also asked if respondents had the opportunity for follow-up discussions with consultants, to which Willisroft confirmed they did, with responses included in the report.</p><p>Councilor Ball requested a timeline for completion. K. Willisroft stated that while no firm timeline is set, the goal is to present the revised draft for first reading on March 24, 2025. Following this, the draft will be circulated, and a Public Hearing will be scheduled. The estimated timeline for completion is 6–8 weeks</p><p>Deputy Mayor Allan thanked K. Willisroft for the update.</p></div> <div>Motion 069/25</div> <div>Motion by Councilor Ball to accept Land Use Bylaw Update as information. <div>CARRIED</div></div> <div>2. Regional Policing Update</div> <p>CAO Blair informed Council that the Regional Policing Study from MNP has been received and distributed to the participating communities for review. The next step is to schedule a meeting with all involved stakeholders in the coming weeks.</p> <div>3. 2025 Budget Update</div> <p>S. Allison provided an update on the 2025 Operating Budget, noting that final requisitions and invoices are still pending. The goal is to present the budget for final approval at the March 24, 2025, meeting.</p>

**4. EPR Update for Commercial Recycling Services**  
S. Allison updated Council on the Extended Producer Responsibility (EPR) program, set to begin on April 1, 2025. This government initiative shifts recycling costs to producers, removing the burden from municipalities. No updates have been received yet regarding public awareness efforts, but information will be shared as it becomes available. S. Allison met with Director of Operations C. Fox to determine the approach for Commercial Recycling Services. Councilor Wilcox expressed uncertainty about whether the program will be ready by the April launch date.

Motion 070/25

Motion by Councilor Wilcox to accept Regional Policing Update, 2025 Budget Update, and EPR Update for Commercial Recycling Services as information.

CARRIED

DELEGATIONS:

**1. MNP LLP-2024 Audit-Cameron LaRocque**  
C. LaRocque presented the financial audit statements up to December 31, 2024, confirming no evidence of fraud and full compliance with applicable laws, financial policies, and regulations. The audit received a clean opinion, the highest possible rating. The statement of financial position indicates that the municipality is in good financial condition and has the resources needed to meet community demands.

Councilor Wilcox thanked MNP for their thorough work and commended S. Allison and the financial team for achieving a clean audit report. Councilor Ball echoed.

Councilor Fricke asked C. LaRocque about the impact of tariffs on local procurement. C. LaRocque responded that MNP will be hosting a tariff webinar on Wednesday, March 12, 2025, noting that many uncertainties remain.

Deputy Mayor Allan thanked MNP for their hard work and congratulated S. Allison and the team on achieving a clean audit opinion.

Motion 071/25

Motion by Councilor Fricke to accept MNP LLP-2024 Audit as information.

CARRIED

BYLAWS & POLICIES:

Nil

NEW BUSINESS:

**1. SDAB Clerk Appointment-Kylie Ranson**

Motion 072/25

Motion by Councilor Wilcox to appoint Kylie Ranson as a Clerk to the Subdivision & Development Appeal Board.

CARRIED

**2. Planning & Development Update**  
K. Williscroft provided a brief update for 2025, reporting that 7 new home permits have been issued, with 84 new homes currently under construction, 45 of which are duplexes. ATCO is completing work in the Scarlett Ranch area and aims to finish this week, with road repairs to follow, depending on weather conditions. Signalization work on Highway 2A is scheduled to begin at the end of the month, with a 2-3 month construction period, also weather permitting.

Councilor Fricke expressed excitement about the upcoming signalization work on Highway 2A.

Councilor Ball asked if contingencies are in place for emergency services to bypass construction and maintain access to the fire hall. K. Williscroft confirmed that coordination with the Fire Department will ensure adequate access to and from the fire hall. Additionally, Mandalay is working to open access onto Highway 580, providing another access point.

Councilor Wilcox commented that at the recent Alberta Municipalities conference, the topic of reducing red tape in new home builds and development was a major focus. She noted that Carstairs' turnaround time is only 1-2 days, compared to 3-4 months in other municipalities. She commended the Planning & Development Department for their efficiency.

Motion 073/25

Motion by Councilor Fricke to accept the Planning & Development update as information.

CARRIED

**3. Assessment Services RFP**  
S. Allison notified Council that a Request for Proposal (RFP) was sent out on March 5, 2025, for assessment services. While the municipality is currently satisfied with the assessment services, it is important to remain diligent and ensure the process remains competitive.

Councilor Wilcox asked if many residents have requested reassessments. S. Allison responded that she has not yet received an update but will have more information by the next Council meeting

Motion 074/25

Motion by Councilor Ball to accept the Assessment Services RFP as information.

CARRIED

COMMITTEE REPORTS:

**1. Policies & Priorities Committee**  
-Next meeting March 20, 2025.

**2. Mountain View Regional Waste Commission**  
-Next meeting April 2025.

**3. Mountain View Regional Water Commission**  
-Next meeting March 12, 2025.

**4. Mountain View Seniors' Housing**  
-Next meeting March 27, 2025. Of note, CAO S. Stilling was nominated and won the 2025 Woman of Influence Award at the Mountain View & Neighbors Women in Business Awards. Additionally, the LAP grant has been increased by 5% this year, bringing it to \$21.50 per resident per day. The Government of Alberta intends to explore indexing this grant for future years. Councilor Wilcox inquired whether the increase would affect the budget. Councilor Fricke confirmed that the budget will need to be redone.

Motion 075/25

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

CARRIED

COUNCILOR REPORTS:

**Councilor Allan**

- February 26, 2025, attended the All Council Stakeholder Information Session with MVSH, RCMP, and neighboring councils.
- February 27, 2025, attended and chaired the ICC meeting, where the County showed support for reviewing the IDP and growth study.
- March 10, 2025, attended the 2024 Audit presentation from MNP LLP prior to the Council meeting.

**Councilor Ball**

- February 27, 2025, attended the ICC meeting.
- March 10, 2025, attended the 2024 Audit presentation from MNP LLP prior to the Council meeting.

**Councilor Fricke**

- February 26, 2025, attended the All Council Stakeholder Information Session with MVSH, RCMP, and neighboring councils.
- March 1, 2025, attended and judged the Mountain View Science Fair in Olds.
- March 5, 2025, participated in the AB Munis President's Summit, which focused on identifying areas for improvement, influencing change, and enhancing communication.
- March 5, 2025, attended the Mid-Size Towns Mayors Caucus, where the group has been actively advocating with the Premier and relevant Ministers. A key focus has been the downloading of provincial tax requisitions and its impact on rural communities. The group is pushing for a more sustainable solution beyond simply raising property taxes.
- March 6-7, 2025, attended the AB Munis Spring Leaders Caucus. It was noted that 31.6% of the provincial education budget is downloaded onto municipalities through property taxes. Canada's economy is forecasted to grow by 0.5% due to tariffs, down from 2%. Manitoba, Saskatchewan, and Alberta are in the New West Partnership, with B.C. potentially joining. Population growth is expected to be half of last year's rate. Tariffs are expected to drive up housing and insurance costs. Mortgage rates may drop to 1.5% by the end of next year. Regulatory approval delays are a major housing issue, though Councilor Fricke highlighted the municipality's quick permit turnaround. The Ministers' Dialogue session covered updates from several ministries, including Public Safety, Justice, Mental Health, Finance, and more. Alberta currently leads the country in per capita housing starts.
- March 10, 2025, attended the 2024 Audit presentation from MNP LLP prior to the Council meeting.

Councilor Ratz

- Absent

Councilor Roberts

- Absent

Councilor Wilcox

- February 26, 2025, attended the All Council Stakeholder Information Session with MVSH, RCMP, and neighboring councils.
- March 3, 2025, attended the Moccasin House board meeting.
- March 5-7, 2025, attended the AB Munis Spring Leaders Caucus with great sessions regarding tariffs and exploring opportunities within Canada to increase the procedures with in Canada, talked a lot of upcoming election and the change in behavior to the public and spread of information and hostility from the public. Notably online and legal channels that could be taken, able to talk with neighboring communities, opportunity parkland using advocacy committee to advocate internally to understand budgets. Of note province looking at mental health vs mental wellness and increasing familiarity to both.

Mayor Colby

- Absent

Motion 076/25

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

CARRIED

CORRESPONDENCE:

1. Letter from Municipal Affairs-Ric McIver-Budget 2025, Provincial Priorities Act  
Council reviewed both letters from R. McIver.

Motion 077/25

Motion by Councilor Ball to accept the Letter from Municipal Affairs-Ric McIver regarding the Budget 2025, and the Provincial Priorities Act as information.

CARRIED

CAO’S REPORT:

- February 25, 2025, met with Directors regarding Commercial Recycling plans.
- February 26, 2025, met with ISL for a pre-construction meeting for the water reservoir construction.
- February 26, 2025, attended the All Council Stakeholder Information Session with MVSH, RCMP, and neighboring councils.
- February 27, 2025, attended the ICC meeting, echoing the support received for looking into the IDP and growth study.
- March 5, 2025, attended a pre-construction meeting with contractors for the water reservoir.
- March 5-7, 2025, attended the AB Munis Spring Leaders Caucus, with great access to the Premier and Ministers, allowing for valuable discussions.

Motion 078/25

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

CARRIED

COUNCILOR COMMENTS:

1. Councilor Fricke  
Had a resident inquire about the assessment appeal process, and after speaking with administration, Councilor Fricke was able to settle their concerns.

2. Councilor Wilcox  
Noted that other communities seem to lack the funding for larger infrastructure and maintenance projects, emphasizing the importance of planning ahead. Councilor Wilcox mentioned that while infrastructure planning may not always be for "fun" projects like pools and recreation centers, being responsible with these plans is crucial, even if it isn't always rewarding in the traditional sense.

Motion 079/25

Motion by Councilor Fricke to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

1. Mike Bergeron  
Expressed concerns about home businesses causing noise at all hours and taking up parking space. CAO Blair asked the resident if they had reached out to Bylaw, as the town has bylaws in place to prevent such complaints from disturbing neighbors. Even if the issues were related to land use bylaw concerns, CAO Blair emphasized that they still needed to be brought to the attention of the bylaw officers for proper action.



**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 080/25

Motion by Councilor Wilcox that Council close the meeting to the public to discuss Third-Party Business Interests as per Section 16 of FOIP at 8:10 p.m.

**CARRIED**

Motion 081/25

Motion by Councilor Ball to come out of the closed meeting session at 8:33 p.m.

**CARRIED**

Motion 082/25

Motion by Councilor Wilcox to award the contract to Alpha Construction Inc. with a bid of \$8,893,500.00 to construct the Carstairs Water Reservoir.

**CARRIED**

**NEXT MEETING:**

Monday, March 24, 2025, at 7:00 p.m.

**ADJOURNMENT:**

Motion 083/25

Motion by Councilor Fricke to adjourn the meeting of March 10, 2025, at 8:34 p.m.

**CARRIED**

  
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Dean Allan, Deputy Mayor  
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Rick Blair, CAO