

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

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

**ABSENT:** CAO Rick Blair

**CALL TO ORDER:** Mayor Colby called the meeting of Monday, February 10, 2025, to order at 7:00 p.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:**  
Motion 033/25 Motion by Councilor Fricke to adopt the Regular Council agenda of February 10, 2025, as presented.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**  
Motion 034/25 Motion by Councilor Allan to adopt the Regular Council Meeting minutes of January 27, 2025, as presented.

**CARRIED**

**BUSINESS ARISING FROM PREVIOUS MEETING:**

**1. Land Use Bylaw Update**

K. Williscroft provided an update on the Land Use Bylaw Update, which is currently in the third stage of the process: community engagement. A virtual open house will be launched on February 12 and will remain open until February 28. Advertising for the event will be available on the website, social media, and print media. The virtual open house will feature an interactive room where participants can navigate through and view informational boards. The open house will be accessible to anyone wishing to participate, followed by a survey to gather feedback. Additionally, hard copies of the materials will be available at the office for those unable to access the online version. A "What We Heard" report summarizing the feedback will be presented at the next Council or P&P meeting, helping to refine and recirculate the bylaw update as it moves toward finalization.

Councilors Fricke and Wilcox expressed interest in the feedback that will be received. Councilor Wilcox also praised the layout and clarity of the materials, noting that the verbiage makes the information accessible to all and is looking forward to the community's input.

Motion 035/25 Motion by Councilor Roberts to accept Land Use Bylaw Update as information.

**CARRIED**

**DELEGATIONS:** Nil

**BYLAWS & POLICIES:** Nil

**NEW BUSINESS:** **1. Appointment of Returning Officer**

Motion 036/25 Motion by Councilor Ratz to appoint Shannon Allison as the Returning Officer for the Town of Carstairs 2025 Municipal Election.

**CARRIED**

**2. Appointment of Substitute Returning Officer**

Motion 037/25 Motion by Councilor Wilcox to appoint Rick Blair as the Substitute Returning Officer for the Town of Carstairs 2025 Municipal Election.

**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 February 12, 2025.
- 4. Mountain View Seniors' Housing**  
-Next meeting February 20, 2025.

Motion 038/25 Motion by Councilor Ball to accept all Committee Reports as information.

**CARRIED**



**COUNCILOR REPORTS:**

**Councilor Allan**

- February 3, 2025, attended the Carstairs Fire Hall to present long-term service awards.

**Councilor Ball**

- Nothing to report at this time.

**Councilor Fricke**

- January 29, 2025, attended the Introduction to the Southern Alberta Victim Services Webinar.
- February 8, 2025, attended Holistic Hound's fundraising event supporting Pups with Soul Rescue.

**Councilor Ratz**

- Meeting with Carstairs Heritage Festival Committee on February 13, 2025. A new president has been elected, and the festival will proceed as planned.
- Will be away from February 17 to March 17, 2025.

**Councilor Roberts**

- January 29, 2025, attended the Introduction to the Southern Alberta Victim Services Webinar.
- Meetings with the AG society, Nature Space, and Community Garden Group are underway as they prepare for the year ahead.

**Councilor Wilcox**

- January 20, 2025, attended the Carstairs Library Board meeting; their new website is now live.
- January 29, 2025, chaired the Introduction to the Southern Alberta Victim Services Webinar with 44 attendees.
- January 30, 2025, attended the Parkland Executive meeting.

**Mayor Colby**

- February 3, 2025, attended the Carstairs Fire Hall to present long-term service awards.

Motion 039/25

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

**CARRIED**

**CORRESPONDENCE:**

**1. Beef & Barley Days Firework Request**

Council received a request from the Carstairs & District Agricultural Society for the Town to continue sponsoring fireworks for Beef & Barley Days on July 18, 2025.

Motion 040/25

Motion by Councilor Ratz to approve funding for the 2025 Beef & Barley days Fireworks.

**CARRIED**

**2. Hugh Sutherland School Scholarship Request**

Council reviewed the request regarding scholarship funding.

Motion 041/25

Motion by Councilor Roberts to maintain the current funding model for Hugh Sutherland School Scholarships.

**CARRIED**

**3. Letter of Request-Lynne Dunsmuir**

Council reviewed a request for the Town to acquire a statue for Memorial Park or another location.

Councilor Ball suggested that administration develop a policy regarding the acceptance of art donations for public spaces.

Motion 042/25

Motion by Councilor Ball to accept the request from Lynne Dunsmuir as information and direct administration to gather further details.

**CARRIED**

**CAO'S REPORT:**

(Presented by S. Allison)

- The Town's audit began on February 10, 2025. Audited financial statements are expected by the end of March.
- Work continues on the Operating Budget.
- Attended multiple Elections Alberta webinars. Election Day is October 20, 2025, and new mandatory Council training will follow.

Motion 043/25

Motion by Councilor Allan to accept CAO's Report from S. Allison as information.

**CARRIED**

**COUNCILOR COMMENTS: 1. Councilor Ball**

- Asked whether the repairs on Highway 580 South are the Town's responsibility or the Province's. K. Willisroft confirmed it falls under provincial jurisdiction and that repairs are expected to begin in spring or summer.

**2. Mayor Colby**

- Noted that both Co-op and Independent grocery stores seem to be thriving.

Motion 044/25

Motion by Councilor Wilcox 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).*

Motion 045/25

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 7:29 p.m.

**CARRIED**

Motion 046/25

Motion by Councilor Ball to come out of the closed meeting session at 7:39 p.m.

**CARRIED**

**NEXT MEETING:**

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

**ADJOURNMENT:**

Motion 047/25

Motion by Councilor Ball to adjourn the meeting of February 10, 2025, at 7:40 p.m.

**CARRIED**

  
Lance Colby, Mayor

  
Shannon Allison, Director of Legislative & Corporate Services