

**MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, JANUARY 8, 2024, 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 Willisroft, CAO Rick Blair, & Executive Assistant Kayleigh Van Es

**ABSENT:** Nil

**CALL TO ORDER:** Mayor Colby called the meeting of Monday, January 8, 2024, to order at 7:00 p.m.

**ADDED ITEMS:** **Added to Bylaws & Policies:**  
**1. Policy No. 12-013-24 Electronic Access to Documents**  
**2. Policy No. 12-036-24 My Online Refund and Exchange**

**ADOPTION OF AGENDA:** Motion 001/24 Motion by Councilor Roberts to adopt the Regular Council agenda of January 8, 2024, as amended.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:** Motion 002/24 Motion by Councilor Allan to adopt the Regular Council minutes of December 11, 2023, as presented.

**CARRIED**

**BUSINESS ARISING FROM PREVIOUS MEETING:** Nil

**DELEGATIONS:** Nil

**BYLAWS & POLICIES:**

**1. Bylaw No. 980 Establishment of the Fire Department-Amended**  
The Bylaw was presented at the Policies & Priorities Committee meeting with the recommendation to send to Council for ratification.

Motion 003/24 Motion by Councilor Ball to give first reading of Bylaw No. 980 Establishment of the Fire Department as amended.

**CARRIED**

Motion 004/24 Motion by Councilor Wilcox to give second reading of Bylaw No. 980 Establishment of the Fire Department as amended.

**CARRIED**

Motion 005/24 Motion by Councilor Fricke to move to third and final reading of Bylaw No. 980 Establishment of the Fire Department as amended.

**UNANIMOUSLY CARRIED**

Motion 006/24 Motion by Councilor Ratz to give third and final reading of Bylaw No. 980 Establishment of the Fire Department as amended.

**CARRIED**

**2. Bylaw No. 2049 Land Use Redesignation-Carstairs Links**  
K. Willisroft presented Bylaw No. 2049 Land Use redesignation for Carstairs Links. The Land Use would be re-designated from R1 (Low Density Residential – Single Detached District) to R2 (Low Density Residential – Two Dwelling District).

Councilor Ball clarified the location of the proposed R2 District.

Councilor Wilcox and Fricke inquired about street parking.

K. Willisroft stated that once circulation is complete, a full plan will be presented, which will include garages with pads, ensuring adequate parking will be available.

No further questions were presented.

Motion 007/24 Motion by Councilor Wilcox to give first reading of Bylaw No. 2049 Land Use Redesignation-Carstairs Links.

**CARRIED**



**3. Policy No. 23-006-24 Uniform Safety Equipment Standards for Carstairs Fire Department-Amended**

The Policy was presented at the Policies & Priorities Committee meeting with the recommendation to send to Council for ratification.

Motion 008/24

Motion by Councilor Allan to adopt Policy No. 23-006-24 Uniform Safety Equipment Standards for Carstairs Fire Department as amended.

**CARRIED****4. Policy No. 26-009-24 Uniform Safety Equipment Standards for Emergency Services-Amended**

The Policy was presented at the Policies & Priorities Committee meeting with the recommendation to send to Council for ratification.

Motion 009/24

Motion by Councilor Fricke to adopt Policy No. 23-006-24 Uniform Safety Equipment Standards for Emergency Services as amended.

**CARRIED****5. Policy No. 62-006-24 Carstairs Facility Requests for Special Rates**

The Policy was presented at the Policies & Priorities Committee meeting with the recommendation to send to Council for ratification.

Motion 010/24

Motion by Councilor Ratz to adopt Policy No. 62-006-24 Carstairs Facility Requests for Special Rates as presented.

**CARRIED****6. Bylaw No. 164 Respecting Nuisances and Untidy Premises - For Repeal**

Motion 011/24

Motion by Councilor Roberts to repeal Bylaw No. 164 Respecting Nuisances and Untidy Premises.

**CARRIED****7. Bylaw No. 334 Control of Fireworks - For Repeal**

Motion 012/24

Motion by Councilor Allan to repeal Bylaw No. 334 Control of Fireworks.

**CARRIED****8. Bylaw No. 622 Provide regulations for control of public places - For Repeal**

Motion 013/24

Motion by Councilor Ratz to repeal Bylaw No. 622 Provide regulations for control of public places.

**CARRIED****9. Bylaw No. 765 Provide for Municipal Purposes of regulations of Nuisances - For Repeal**

Motion 014/24

Motion by Councilor Ball to repeal Bylaw No. 765 Provide for Municipal Purposes of regulations of Nuisances.

**CARRIED****10. Bylaw No. 830 Traffic Bylaw - For Repeal**

Motion 015/24

Motion by Councilor Wilcox to repeal Bylaw No. 830 Traffic Bylaw.

**CARRIED****11. Bylaw No. 850 Amends Bylaw 830 - For Repeal**

Motion 016/24

Motion by Councilor Fricke to repeal Bylaw No. 850 Amends Bylaw 830.

**CARRIED****12. Policy No. 12-013-24 Electronic Access to Documents-Amended**

S. Allison spoke to the amendments to the Policy changing the name and wordsmithing the Policy for the new Online Portal.

Motion 017/24

Motion by Councilor Allan to adopt Policy No. 12-013-24 Electronic Access to Documents as amended.

**CARRIED**



**13. Policy No. 12-036-24 My Online Refund and Exchange**

S. Allison spoke to the amendments to the Policy changing the name and wordsmithing the Policy for the new Online Portal.

Motion 018/24

Motion by Councilor Wilcox to adopt Policy No. 12-036-24 My Online Refund and Exchange as amended.

**CARRIED****NEW BUSINESS:****1. Building Permit Breakdown-2023**

R. Blair discussed the official breakdown of the year 2023. Planning & Development has been a very busy department.

Motion 019/24

Motion by Councilor Ball to accept the Building Permit Breakdown for 2023 as information.

**CARRIED****2. FCM Conference**

R. Blair informed Council of the date and location of the FCM Conference. All are able to attend per policy, Council will report back if they are able to attend.

Motion 020/24

Motion by Councilor Ratz to accept the FCM Conference 2024 as information.

**CARRIED****3. AB Municipalities Conference**

R. Blair informed Council of the date and location of the AB Municipalities Conference. All are able to attend per policy, Council will report back if they are able to attend.

Motion 021/24

Motion by Councilor Fricke to accept the AB Municipalities Conference 2024 as information.

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

- Council reviewed the minutes from the December 19, 2023 meeting.

Motion 022/24

Motion by Councilor Ball to accept the Policies & Priorities Committee meeting minutes from December 19, 2023 as amended.

**CARRIED****2. Mountain View Regional Waste Commission**

- Nothing to report at this time. Meeting to be determined

**3. Mountain View Regional Water Commission**

- Mayor Colby gave a verbal report of the meetings on December 13, 2023 and December 22, 2023.

**4. Mountain View Seniors' Housing**

- Next meeting February 15, 2024. Discussions regarding meeting frequencies being changed from monthly to six times a year. Councilor Fricke will inquire about the motion for changing meeting frequencies.

**5. Municipal Area Partnership**

- Nothing to report at this time.

**6. Red Deer River Municipal Users Group**

- Next meeting January 18, 2024, for the AGM.

Motion 023/24

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



**CARRIED****COUNCILOR REPORTS:****Councilor Allan**

- December 19, 2023 attended the Policies & Priorities Committee meeting.
- December 21, 2023 attended Candy Cane Check stop alongside Emergency Services.
- Busy with Christmas and New Year festivities.

**Councilor Ball**

- December 19, 2023 attended the Policies & Priorities Committee meeting.
- Quiet over the holidays

**Councilor Fricke**

- December 19, 2023 attended the Policies & Priorities Committee meeting.
  - December 21, 2023 attended Candy Cane Check stop.
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**Councilor Ratz**

- December 19, 2023 attended the Policies & Priorities Committee meeting.

**Councilor Roberts**

- December 13, 2023 attended Mountain View Regional Water Commission meeting.
- December 14, 2023 attended Nature Space meeting.
- December 19, 2023 attended the Policies & Priorities Committee meeting.
- December 24, 2023 attended The Rock Church Christmas Dinner and Service.
- December 31, 2023 attended the Legion for New Year's Eve.

**Councilor Wilcox**

- December 19, 2023 attended the Policies & Priorities Committee meeting.
- December 31, 2023 attended and helped out during the Family skate put on by FCSS and Community Services. Had a great turn out of over 200 people.

**Mayor Colby**

- December 13, 2023 attended Mountain View Regional Water Commission meeting.
- December 22, 2023 attended Mountain View Regional Water Commission meeting.
- Busy over Christmas holidays

Motion 024/24

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

**CARRIED****CORRESPONDENCE:****1. Letter from Ric McIver RE: Assessment Model Review**

Council reviewed a letter from Ric McIver.

Motion 025/24

Motion by Councilor Ball to accept the letter from Ric McIver regarding Assessment Model Review as information.

**CARRIED****2. Letter from Ric McIver RE: LGFF Program Launch**

Council reviewed a letter from Ric McIver.

Motion 026/24

Motion by Councilor Fricke to accept the letter from Ric McIver regarding the LGFF Program Launch as information.

**CARRIED****3. Letter from Rebecca Schulz RE: Water Management Plan**

Council reviewed a letter from Rebecca Schulz.

Motion 027/24

Motion by Councilor Roberts to accept the letter from Rebecca Schulz RE: Water Management Plan as information.

**CARRIED****CAO'S REPORT:**

- December 14, 2023 met with ATCO team to discuss encroachments on high-pressure gas line.
- Met with Patton Financial to discuss staff benefit options.
- December 19, 2023 attended the Policies & Priorities Committee meeting.
- December 20, 2023 Interim audit began.
- December 21, 2023 met with Mountain View Regional Water Commission, the Town of Crossfield, and the Town of Didsbury regarding the sale of bulk water to oil field companies. Sales have been put to a halt for the foreseeable future.
- Completed staff evaluations.
- January 4, 2024 met to discuss new payroll system policies and discussed proposals for IT System Upgrades. Integrated Systems was awarded the bid.
- Finished and signed the ISL Engineering contract for 2024.
- Waiting for response to set up a meeting regarding a portable batting cage for Minor Ball.
- Working on reducing the amount of equipment that is being GPS'd.
- Lining problematic Man holes to mitigate infiltration.
- January 8, 2024 met with Stantec to discuss reservoir design. Meeting tomorrow with Kitstone to discuss reservoir agreement. IFT drawings are to be completed April 2024.
- Staff has been working through transitions in municipal software and payroll systems.




- Inquired to Minister Ellis regarding progress on the National Policing Grant application; the application is being processed and will be presented to the minister this week.

Motion 028/24

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

**CARRIED**

**COUNCILOR CONCERNS: 1. Councilor Wilcox**

- Commented on the infographic posted on the website and social media regarding storm ponds and ice safety. The graphic has great information on why you should not be on the ice.

Motion 029/24

Motion by Councilor Ratz to accept all Councilor Concerns as Information.

**CARRIED**

**PUBLIC QUESTION PERIOD:**

Nil

**MEDIA QUESTION PERIOD:**

Nil

**CLOSED MEETING:**

**CONFIDENTIAL** *Section 237 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 030/24

Motion by Councilor Allan that Council close the meeting to the public to discuss third-party personal privacy as per Section 17 of FOIP at 7:48 p.m.

**CARRIED**

Motion 031/24

Motion by Councilor Allan to come out of the closed meeting session at 8:02 p.m.

**CARRIED**

**NEXT MEETING:**

Monday, January 22, 2024 at 7:00 p.m.


**ADJOURNMENT:**

Motion 032/24

Motion by Councilor Ratz to adjourn the meeting of January 8, 2024, at 8:03 p.m.

**CARRIED**

  
Lance Colby, Mayor

  
Rick Blair, CAO