

**MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, MARCH 25, 2024, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

**ATTENDEES:** Deputy Mayor Allan, Councilors Ball, Fricke, 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:** Mayor Colby

**CALL TO ORDER:** Deputy Mayor Allan called the meeting of Monday, March 25, 2024, to order at 7:06 p.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:**

Motion 123/24 Motion by Councilor Wilcox to adopt the Regular Council agenda of March 25, 2024, as presented.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**

Motion 124/24 Motion by Councilor Wilcox to adopt the Public Hearing minutes of March 11, 2024, as presented.

**CARRIED**

Motion 125/24 Motion by Councilor Ball to adopt the Regular Council minutes of March 11, 2024, as amended.

**CARRIED**

**BUSINESS ARISING FROM PREVIOUS MEETING:**

Nil

**DELEGATIONS:**

**1. MNP LLP – 2023 Audit**

Shawn Pilling of MNP LLP presented the 2023 audit. Stating that no notable deviations or issues were encountered. Commending S. Allison for a clean audit with no financial modifications required. It is rare to have no asset retirement obligations, but the town has done an excellent job with environmental infrastructure. There has been no evidence of fraud, and they are in compliance with all applicable laws, financial policies, and regulations. The auditors' judgment as of December 31, 20 financial statements presents a fair and clean audit opinion. The statement of financial situation demonstrates that the municipality is in good financial condition and has the necessary services to meet the demands of the community.

Councilor Wilcox thanked the auditors for their work. Offering huge kudos to S. Allison and the team for a clean audit with no adjustments.

Councilor Fricke thanked the auditors for their presentation and offered kudos as well to S. Allison and the financial team.

Council thanked the auditors for the presentation.

Motion 126/24 Motion by Councilor Fricke to accept the 2023 Audit from MNP LLP as information.

**CARRIED**

**BYLAWS & POLICIES:**

**1. Policy No. 12-008-24 Employee Computer/Cell Purchase Policy-Amended**

Policy No. 12-008-24 Employee Computer/Cell Purchase Policy was presented at the Policies & Priorities Committee meeting with the recommendation to send to Council for ratification.

Motion 127/24 Motion by Councilor Ball to adopt Policy No. 12-008-24 Employee Computer/Cell Purchase Policy, as amended.

**CARRIED**

**2. Policy No. 12-030-24 Safety Policy-Amended**

Policy No. 12-030-24 Safety Policy was presented at the Policies & Priorities Committee meeting with the recommendation to send to Council for ratification.

Motion 128/24 Motion by Councilor Ratz to adopt Policy No. 12-030-24 Safety Policy, as amended.

**CARRIED**



**3. Bylaw No. 646 Loitering Bylaw- For Repeal**

Motion 129/24

Motion by Councilor Wilcox to repeal Bylaw No. 646 Loitering Bylaw.  
**CARRIED**

**NEW BUSINESS:**

**1. Surety Bond RFD**

Council reviewed a request for decision asking to allow developers to use surety bonds as development security. Recommendation that Council endorse the use of surety bonds as an acceptable form of development security in the Town of Carstairs.

Motion 130/24

Motion by Councilor Ball to approve the RFD and endorse the use of Surety Bonds as development security in the Town of Carstairs.  
**CARRIED**

**2. Employee Handbook**

Council reviewed the employee handbook.

Motion 131/24

Motion by Councilor Ratz to adopt the Employee Handbook as presented.  
**CARRIED**

**3. Health & Safety Manual**

Council reviewed the Health & Safety Manual.

Motion 132/24

Motion by Councilor Roberts to adopt the Health & Safety Manual as presented.  
**CARRIED**

**COMMITTEE REPORTS:**

**1. Policies & Priorities Committee**

-Council reviewed the minutes of the March 21, 2024, meeting.

**2. Mountain View Regional Waste Commission**

-Next meeting April 22, 2024.

**3. Mountain View Regional Water Commission**

- Councilor Roberts gave a verbal summary of the meeting on March 20, 2024.

**4. Mountain View Seniors' Housing**

-Next meeting on March 28, 2024, will review the year-end audit report. Councilor Fricke attended the ASCHA conference in Calgary, focusing on lodge modernization targeting the replacement and development of rural lodges with smaller rooms and chronic vacancies.

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

-Councilor Roberts gave a verbal summary of the meeting on March 21, 2024.

Motion 133/24

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

**COUNCILOR REPORTS:**

**Councilor Ball**

-March 21, 2024 attended Policies & Priorities committee meeting.

**Councilor Fricke**

-March 12, 2024, attended day 2 of the ASCHA conference in Calgary.

-March 13, 2024, attended day 3 of the ASCHA conference in Calgary.

-March 14, 2024 attended the Prairie Mountain Health Advisory Council Community Engagement Webinar.

-March 21, 2024 attended Policies & Priorities Committee meeting.

-March 25, 2024, attended the Audit Presentation prior to Council.

**Councilor Ratz**

- March 20, 2024, attended Heritage Festival Committee meeting.

-March 21, 2024 attended Policies & Priorities Committee meeting.

-March 25, 2024, attended the Audit Presentation prior to Council.

**Councilor Roberts**

-March 4, 2024, attended Municipal Planning Committee meeting.

-March 6, 2024, attended CNS meeting.

-March 6, 2024, attended Drought Committee meeting.

-March 8, 2024, attended Junior Gardener meeting.

-March 16, 2024, attended Golf Show in Calgary.

- March 18, 2024, attended Meet & Greets at RMA in Edmonton meeting.
- March 20, 2024, attended Mountain View Regional Water Commission meeting.
- March 21, 2024, attended Red Deer River Municipal Users Group meeting.
- March 22, 2024, attended Arbor Day planning meeting.
- March 23, 2024, attended Concert at the Museum where they received a grant to support their concert series.
- March 25, 2024, attended the Audit Presentation prior to Council.

**Councilor Wilcox**

- March 15, 2024, attended a youth environmental scan in Olds.
- March 18, 2024 attended Carstairs Library Board meeting.
- March 20, 2024, attended MPC meeting.
- March 21, 2024, attended Parkland Executive Meeting.
- March 21, 2024, attended Policies & Priorities Committee meeting.
- March 25, 2024, attended the Audit Presentation prior to Council.

**Deputy Mayor Allan**

- March 13-15, 2024 attended the Municipal Leaders Caucus in Edmonton.
- March 20, 2024 attended MPC meeting.
- March 21, 2024 attended Policies & Priorities Committee meeting.
- March 25, 2024, attended the Audit Presentation prior to Council.

Motion 134/24

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

**CARRIED**

**CORRESPONDENCE:**

**1. Rosebud Health Foundation-Request for sponsorship**

Council reviewed the letter from the Rosebud Health Foundation, looking for sponsorship at the 2<sup>nd</sup> Annual Spring Fling on April 20, 2024.

Councilor Fricke would like to see more of a report on how it is integrated into the community, Council agreed to have administration look into it further before offering sponsorship.

Motion 135/24

Motion by Councilor Fricke to direct administration to further investigate the Rosebud Health Foundation and revisit the sponsorship request.

**CARRIED**

**CAO'S REPORT:**

- March 12, 2024, met with Circular Materials to discuss the transition to Extended Producer Recycling (EPR).
- March 13 -15, 2024, attended the Municipal Leaders Caucus met with Minister Nixon and had a brief meeting with Minister Ellis, thanking him for the Policing Grant and letting him know of the progress. Discussions on Cyber security, as it is high on all municipalities' radars, possible droughts and scenarios.
- March 18-19, 2024, meetings regarding budget.
- March 19, 2024, with Kirk met with Mike Stasiuk of the Town of Canmore concerning development and how to deal with developers.
- March 20, 2024, MPC meeting.
- March 20, 2024, met with the owner of an illegal rental suite. Will be looking into how to deal with these situations in the future.
- March 21, 2024, met with the lawyer regarding the Reservoir agreement with Kitstone.
- March 21, 2024, Policies & Priorities meeting.
- March 25, 2024, attended the Audit Presentation prior to Council.
- March 25, 2024, received an email from the Carstairs Museum stating that due to changes made in Bylaw No. 2017, the Museum was awarded grant money.

Motion 136/24

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

**CARRIED**

**COUNCILOR CONCERNS: 1. Councilor Wilcox**

It was echoed that cyber security is currently a hot topic. Also highlighting that Carstairs needs a youth facility; it would be wise to start thinking about a location for this in the near future.

Motion 137/24

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

**CARRIED**



**PUBLIC QUESTION**

**PERIOD:**

**Trevor Marshall of 803 Beckner Crescent**

Presented again, asking why three residents at 803, 835, and 837 Beckner Crescent were not included as adjacent landowners, as he believed by the MGA they should have been. Deputy Mayor Allan stated that because a road separates the properties, they are not contiguous and so do not qualify as adjacent landowners under the MGA. T. Marshall also questioned why his documents were not presented to Council during the public hearing on March 11, 2024. It was answered that there was no new information presented, and because he was speaking on behalf of the letters, they did not need to be distributed. T. Marshall was not satisfied with the answers provided.

**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 138/24

Motion by Councilor Wilcox that Council close the meeting to the public to discuss third party privacy as per Section 16 of FOIP at 7:45 p.m.

**CARRIED**

Motion 139/24

Motion by Councilor Wilcox to come out of the closed meeting session at 7:58 p.m.

**CARRIED**

**NEXT MEETING:**

Monday, April 8, 2024 at 7:00 p.m.

**ADJOURNMENT:**

Motion 140/24

Motion by Councilor Ball to adjourn the meeting of March 25, 2024, at 7:59 p.m.

**CARRIED**



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**Dean Allan, Deputy Mayor**



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**Rick Blair, CAO**