

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 22, 2025, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

ATTENDEES: Mayor Colby; Councilors Allan, Ball, Fricke, Ratz, & Roberts; Director of Planning & Development Kirk Willisroft; Director of Emergency Services Rob McKay; Director of Legislative & Corporate Services Shannon Allison, CAO Rick Blair & Executive Assistant Kayleigh Van Es

ABSENT: Councilor Wilcox

CALL TO ORDER: Mayor Colby called the meeting of Monday, September 22, 2025, to order at 7:00 p.m.

ADDED ITEMS: **1. HSSEF letter of support request to Correspondence 11.d**

ADOPTION OF AGENDA:
Motion 269/25 Motion by Councilor Allan to adopt the Regular Council agenda of September 22, 2025, as amended. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:
Motion 270/25 Motion by Councilor Fricke to adopt the Regular Council Meeting minutes of September 8, 2025, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING: **1. Water Reservoir Update**
Council reviewed the update. The reservoir is now backfilled, and half of the utilities have been completed.

Councilor Fricke commented that the tour of the reservoir was very informative.

Motion 271/25 Motion by Councilor Ball to accept the Water Reservoir update as information. **CARRIED**

DELEGATIONS: **1. Dean Nielsen (HSS) and Tracy Upshaw (CES)**
D. Nielsen, Principal of HSS; T. Upshaw, Principal of CES; and School Board Treasurer M. Copley provided Council with an update on both schools.

T. Upshaw reported on student enrollment, staffing, and facility improvements. CES has 423 students, an increase of 26 since June, with Grade 3 being the largest at 109 students. Three new teachers were hired, bringing the total staff to 41. The school year start-up went smoothly. Summer projects included playground improvements, paving behind the library, moving the fence to expand soccer space, and paving a pathway to the playground and classrooms. The Terry Fox Run was held today with support from Carstairs Emergency Services.

D. Nielsen reported that HSS is over capacity with 850 students, the largest being Grade 10 with 135 students. Seven new staff members were hired. HSS continues to focus on passion-based learning, career readiness programs, internships, outdoor classrooms, robotics, coding, Indigenous learning initiatives, and student engagement. HSS has been recognized for preparing students for careers and is the only school in the province to offer internships for Grade 10 students. The school has a 97% graduation rate and a 99% college/career readiness rate. D. Nielsen expressed appreciation for Council and administrations support.

M. Copley reiterated the strong relationship the Town and schools have built over the past eight years, thanked the current Council for their support, wished good luck to those seeking re-election, and extended appreciation to those not running.

Councilor Allan asked whether CES is at capacity with 423 students. T. Upshaw confirmed there is room for approximately 100 more students. Councilor Allan also inquired about expansion at HSS or the possibility of a middle school. M. Copley noted optimism with current discussions, with capital planning to begin in November.



Councilor Roberts expressed thanks for the passion and energy shown. Councilors Ratz and Ball also expressed thanks.

Councilor Fricke commended T. Upshaw and D. Nielsen for their community involvement and congratulated HSS on its graduation rate. She also wished M. Copley good luck in the upcoming school board trustee election.

Mayor Colby thanked the presenters for their dedication and hard work, noting that it is encouraging to see progress and planning come together.

Motion 272/25

Motion by Councilor Ratz to accept HSS and CES Delegation as information.

CARRIED

2. Gerry Rankin

G. Rankin raised concerns regarding a neighboring property. He noted construction materials scattered in the yard, multiple outbuildings, a sea can on the driveway, and a recent dog attack incident. He expressed that the property was previously well-maintained, but its current state presents safety hazards, negatively impacts property values, and creates fear among neighbors. He requested Council's assistance in enforcing Town Bylaws. G. Rankin also noted that he had previously met with Mayor Colby regarding the dog incident and appreciated the support received.

Mayor Colby thanked G. Rankin for bringing his concerns forward and advised that Administration will review the matter and follow up. G. Rankin expressed appreciation for Council's efforts and was pleased to see the Dog Bylaw on the agenda.

Motion 273/25

Motion by Councilor Ball to accept Gerry Rankin's Delegation as information.

CARRIED

BYLAWS & POLICIES:

1. Review Bylaw No. 1079-Dog Control Bylaw-Amended

R. McKay presented the review of Bylaw No. 1079, Dog Control Bylaw, with proposed amendments. The changes included a revised definition of a vicious dog, authority for the town to impound dogs, and the ability to have a judge evaluate dogs through the court system. The biggest addition allows the Town to place a dog in an approved kennel for evaluation until it can appear before the Crown, with 10 days' notice to the owner for a hearing. Costs to the town associated with this are \$6,000 yearly, whether used or not. With daily charges being the responsibility of the owner. One facility is currently available, and a backup is recommended. A legal team should review the bylaw. The fostering portion will require registered foster homes, and a related policy will come forward. The changes were prompted by three dog attacks involving one specific dog.

Councilor Allan questioned whether this bylaw will protect citizens. R. McKay said that it should. Once a dog is labeled as vicious, it must be muzzled while outside the house.

Councilors Ball and Roberts suggested grammatical corrections.

Councilor Fricke commended R. McKay for his efforts and added that the bylaw should include the right to revoke a dog license. She asked to be guided through the process: when a dog is brought before a judge and ordered to be euthanized, is it done humanely? R. McKay confirmed it would be done at a veterinary clinic. She also asked if there was a way to track vicious dogs from municipality to municipality and notify neighboring towns when such a dog relocates. R. McKay stated that records are kept, and whenever a known address for the dog is obtained, the Town will notify the new municipality.

Councilor Allan asked if the dog in question has left town. R. McKay responded that the owner has moved but frequently visits her parents. Residents must display dangerous dog signs whenever the dog visits.

Motion 274/25

Motion by Councilor Fricke to accept the review of Bylaw No. 1079 Dog Control Bylaw and direct Administration to make the changes and bring it back to Council for ratification.

CARRIED

NEW BUSINESS:

1. August 2025 Financials

S. Allison provided a verbal report on the August 2025 Financials.



Revenue and expenses are on track with the budget. Capital projects were reviewed, with 18 completed, 7 in progress, and 5 not started. Quarterly transfers to reserves are anticipated at the end of September. Cash flow is approximately \$4.6 million, with outstanding taxes under \$400,000, outstanding utilities of \$80,000, and accounts receivable of \$67,000. An interim audit is scheduled for December 1-5, 2025.

Councilor Fricke thanked S. Allison for the update.

Motion 275/25

Motion by Councilor Roberts to accept August 2025 Financials as information.

CARRIED

2. 2026 Franchise Fee Estimate

CAO Blair discussed the 2026 Franchise Fees. Council agreed to maintain the 10 % rate.

Motion 276/25

Motion by Councilor Ball to accept the 2026 Franchise Fees as presented at 10% rate.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

- Next meeting November, 2025.

2. Mountain View Regional Waste Commission

- Next meeting September 22, 2025.

3. Mountain View Regional Water Commission

- Mayor Colby gave a verbal report on the meeting on September 10, 2025. Everything is going well; no drought is expected, financial planning is underway, and rates will most likely rise to finish electricity renovations. Next meeting October 8, 2025.

4. Mountain View Seniors' Housing

- Councilor Fricke provided a verbal report on the Mountain View Seniors Housing Foundation Golf Tournament on September 11, 2025, held at the Carstairs Community Golf Club. There were 120 golfers and 146 for dinner. Special thanks to Lance, Rick, and Kirk for golfing with her. She received great reviews from participants about the condition of the course, the food, and the work that General Manager J. Lockert does. The board meets on October 9, 2025, and it will be the last meeting until after the municipal election.

Motion 277/25

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

CARRIED

COUNCILOR REPORTS:

Councilor Allan

- Nothing to report.

Councilor Ball

- Nothing to report.

Councilor Fricke

- September 10, 2025, helped set up for the MVSH Foundation Golf Tournament.

- September 11, 2025, participated in the MVSH Foundation Golf Tournament with Rick, Lance, and Kirk.

- September 12, 2025, attended the Pre-Season Calgary Hitmen vs. Edmonton Oil Kings game at Memorial Arena — great to see the community promoted like that.

- September 13, 2025, attended Hairday Barbershop grand opening.

- September 16, 2025, attended a dinner meeting with Councilors from the Town of Olds.

- September 22, 2025, attended the Cultural Days event at the Curling Club.

Councilor Ratz

- Nothing to report.

Councilor Roberts

- August 28, 2025, participated in Mountain View Regional Water Services Commission Golf Tournament.

- September 17, 2025, attended AG Society meeting.

- September 22, 2025, prior to Council, attended Indigenous Culture Days event.

Councilor Wilcox

- Absent.

Mayor Colby

- September 10, 2025, attended Mountain View Regional Water Services Commission meeting.

- September 11, 2025, participated in the MVSH Foundation Golf Tournament.

- September 17 & 22, 2025 met with concerned residents, including G. Rankin.

Motion 278/25

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

CARRIED**CORRESPONDENCE:****1. Sponsorship Request-Military Service Recognition Book (Royal Canadian Legion)**

Council reviewed the letter asking for support by sponsoring and advertisement space in the Military Service Recognition Book. Council agreed to continue supporting local.

Motion 279/25

Motion by Councilor Fricke to accept the Sponsorship Request for the Military Service book as information.

CARRIED**2. MVC Letter-Bill 50 and ICF Impacts to Libraries**

Council reviewed the letter from the County that states that while this legislative change made by the province alters the structure of how this service is referenced within these agreements, it does not diminish the importance of our partnerships or our long-standing shared commitment to delivering valued services to our Residents.

3. Distinguished Service Awards

Council reviewed the letters notifying Mayor Lance Colby and CAO Blair of their Distinguished Service Awards.

Motion 280/25

Motion by Councilor Ratz to accept the MVC Letter and Distinguished Service Award notifications as information.

CARRIED**4. HSSEF letter of support request**

Council reviewed the letter of support request.

Motion 281/25

Motion by Councilor Allan to accept the HSSEF letter of support request as information and direct administration to facilitate the request.

CARRIED**CAO'S REPORT:**

- September 10, 2025, met with Operational Services Director C. Fox to review Columbarium plans.
 - September 11, 2025, attended the Carstairs Water Reservoir site meeting.
 - September 11, 2025, participated in the MVSH Foundation Golf Tournament
 - September 15, 2025, met with Kitstone developers.
 - September 16, 2025, met with D. Nielsen and CESD Superintendent.
 - September 17, 2025, met with OH&S representative.
 - September 18, 2025, met with a new candidate to discuss expectations.
 - September 18, 2025, met with E360 to discuss contract negotiations.
 - September 22, 2025, met with Mountain View County for IDP discussions.
 - September 26, 2025, will be meeting with the RCMP to discuss MPSA and regional policing model.
 - September 29, 2025, will be meeting with MVSH.
 - Reminder to Council that October 14 is the last Council meeting of this term and to return their iPads.
- Returning and new Councilors should note the strategic planning retreat on October 24–26 and the AB Muni conference on November 11–14.

Motion 282/25

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

CARRIED**COUNCILOR COMMENTS: 1. Councilor Fricke**

Received many positive remarks on the event tent and condition of the golf course.

Motion 283/25

Motion by Councilor Allan to accept Councilor Comments as information.

CARRIED**PUBLIC QUESTION PERIOD:****1. Erik Vester**

Asked for clarification on the E360 Contract



CLOSED MEETING:

Section 107 of the Municipal Government Act requires that Council and Council Committees conduct their meetings in public unless the matter to be discussed falls under one of the exceptions to disclosure outlined in Division 2 of Part 1 of the Access to Information Act (AITA), including but not limited to matters related to business interests, personal privacy, individual or public safety, confidential evaluations, or law enforcement. (Sections 19 to 24).

Motion 284/25

Motion by Councilor Allan that Council close the meeting to the public to discuss business interests of a third party as per Section 19 of AITA at 8:16 p.m.

CARRIED

Motion 285/25

Motion by Councilor Fricke to come out of the closed meeting session at 8:58 p.m.

CARRIED

Motion 286/25

Motion by Councilor Ball to direct administration to sign a 3-year contract with E360 as presented.

CARRIED

Motion 287/25

Motion by Councilor Roberts to accept the Parkland Regional Library Capital Budget 2026 as presented.

CARRIED

NEXT MEETING:

Tuesday, October 14, 2025, at 7:00 p.m.

ADJOURNMENT:

Motion 288/25

Motion by Councilor Allan to adjourn the meeting of September 22, 2025, at 9:00 p.m.

CARRIED


Lance Colby, Mayor


Rick Blair, CAO