

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 8, 2025, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

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

ABSENT: Councilor Roberts

CALL TO ORDER: Mayor Colby called the meeting of Monday, September 8, 2025, to order at 7:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:
Motion 253/25 Motion by Councilor Allan to adopt the Regular Council agenda of September 8, 2025, as presented.

CARRIED

ADOPTION OF PREVIOUS MINUTES:
Motion 254/25 Motion by Councilor Fricke to adopt the Regular Council Meeting minutes of August 25, 2025, as presented.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETING: Nil

DELEGATIONS: Nil

BYLAWS & POLICIES: Nil

NEW BUSINESS: **1. Carstairs Public Library Board Appointment-Carly Mitchell**
Motion 255/25 Motion by Councilor Ball to appoint Carly Mitchell to the Carstairs Public Library Board for a 2-year term.

CARRIED

2. Review of Council Term 2021-2025
Council reviewed its 4-year mandate, and CAO Blair outlined the many accomplishments over that period. Council implemented major operational, infrastructure, and financial improvements. They changed auditors (saving \$10K/year), banks (achieving better rates and services), and employee benefits (saving \$45K/year with better coverage). They purchased adjacent land for future administration expansion, introduced better utilization of city-wide asset management, and addressed lagoon issues by approving a \$950K project to remove sludge and extend its life. They launched a water loss reduction strategy by replacing old meters and purchasing leak detection devices, reducing water loss by 66% (\$250K/year). Council also reviewed committees and implemented a Policy and Priorities Committee. Planning began for arena ice plant replacement, with savings set aside for an estimated \$820K future cost. The tennis courts were upgraded by creating pickleball and basketball courts, saving \$50K. Golf course operations were improved, doubling net profit to \$361K in 2024 and \$500K so far in 2025. Council negotiated developer pre-payment and provincial grants for a new water reservoir, saving \$2.7M, plus securing an extra \$1.482M and \$1M in grants (a total of \$6M in additional funding). They upgraded IT, internet, payroll, and municipal software, and implemented VOIP. A municipal census confirmed a population of 5,313, enabling grants and policing eligibility. Council also completed a housing needs assessment and a regional policing study with neighboring municipalities. Major IT and infrastructure upgrades were approved, including CAT6 cabling, Wi-Fi boosters, a fleet management program (saving \$30K), and a new fire agreement saving \$50K/year. Assessors were replaced (saving \$45K over 3 years). Significant sanitary infiltration issues costing up to \$250K/year were identified, and lining repairs were approved for 2026. Water meters were pre-ordered, saving \$26K. Council secured \$41,500 from Mountain View County for local projects, approved new budget software for efficiency, and undertook multiple studies including: Housing Needs Assessment, Growth Study, Off-site Levy Update, LUB Review and Update, Regional Policing Study, Water Reservoir Design Update, Fleet Management Review, Lagoon Evaluation Study and Survey, Admin Office Expansion Design and Review, IT Review and RFP, Golf Course Water Review and Evaluation, Salary Grid Development and

Implementation, Arena Structural Review, Drought Study and Policy Review, Water and Sanitary Modeling, and Metering of Storm Water Infiltration Study.

Councilor Wilcox expressed thanks to administration for their hard work in completing the tasks.

Councilor Fricke noted that even through all the changes, Council was able to maintain or reduce the mill rate over the last 4 years, stating that it is beneficial to have these data points to make data-driven decisions. She expressed appreciation to administration for their hard work.

Mayor Colby thanked administration and all staff for making Council look good, noting that the town would not be where it is today without its employees.

Motion 256/25

Motion by Councilor Ball to accept the Review of Council Term for 2021-2025 as information.

CARRIED

3. Financial Update

CAO Blair commented that council has spent 17.6 million dollars on capital projects this term.

S. Allison provided a brief Financial Update as of September 8, 2025, updating Council on the reservoir project. Tax receivables are sitting at \$2.2M outstanding, with \$1.829M in TIPS payments. About 50% of residents are enrolled in the TIPS program.

Motion 257/25

Motion by Councilor Wilcox to accept the Financial Update as information.

CARRIED

4. Community Service Update

Council reviewed the Community Service Update. CAO Blair summarized the report, stating that it was a very successful summer for programming and there were no major issues with ice plant startup.

Councilor Wilcox asked about replacement of the dehumidifier. CAO Blair answered that replacement options would be brought up at the Strategic Planning retreat in the fall.

Mayor Colby offered thanks to L. King and N. Phillips for their hard work with the programs.

Motion 258/25

Motion by Councilor Ratz to accept the Community Service Update as information.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

- Next meeting September 18, 2025.

Motion 259/25

Motion by Councilor Wilcox to cancel the Policies & Priorities Committee meeting and reconvene in November.

CARRIED

2. Mountain View Regional Waste Commission

- Next meeting September 22, 2025.

3. Mountain View Regional Water Commission

- Next meeting September 10, 2025.

4. Mountain View Seniors' Housing

- Councilor Fricke provided a verbal report from the August 26, 2025 meeting. Insurance was renewed for the year with a 4% increase. The Lodge Review Panel findings were reviewed, and it was noted that the RAB program is seeing growth due to increased government funding and MVSH's expansion into Kneehill County. CWL reached 100% occupancy as of June. The Government of Alberta is reviewing waitlists to determine future funding priorities and has increased the eligibility threshold for LAP grants from \$31,230 to \$34,770, allowing more MVSH residents to qualify. The MVSH Foundation Golf Tournament is scheduled for Thursday, September 11, at the Carstairs Golf Club. The next board meeting is October 9, 2025. New board members to be determined following the Municipal Election.

Motion 260/25

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

CARRIED

COUNCILOR REPORTS:

Councilor Allan

- August 28, 2025, attended ICC meeting.
- August 28, 2025, attended the Meet the Machines & Movie in the Park event.
- Nothing else to report.

Councilor Ball

- August 28, 2025, attended ICC meeting.
- Nothing else to report.

Councilor Fricke

- August 26, 2025, attended the MVSH Board Meeting.
- August 28, 2025, attended the Meet the Machines & Movie in the Park event. Hoping for "Cheese" to win the grader naming contest.
- August 28, 2025, met with an individual about Council's role and the municipal election.

Councilor Ratz

- Nothing to report.

Councilor Roberts

- Absent.

Councilor Wilcox

- August 28, 2025, met with an individual about Council's role and the municipal election.
- September 3, 2025, reviewed FCSS new guide for grants for 2026.
- September 5, 2025, attended Carstairs Public Library Board meeting.
- Met with FCSS, Heritage Centre, and the Library to discuss September 22, 2025 event.
- Met with FCSS and Heritage Centre regarding the 3rd annual haunted museum event.

Mayor Colby

- August 28, 2025, attended ICC meeting.
- Nothing else to report.

Motion 261/25

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

CARRIED

CORRESPONDENCE:

1. Rail Safety Week 2025

Council reviewed the letter asking for support during Rail Safety Week from September 15-21, 2025.

Councilor Wilcox asked if this information is passed onto the schools. CAO Blair answered that it was passed onto the Emergency Services department which relayed it to officers and schools.

Motion 262/25

Motion by Councilor Ball to accept the Rail Safety Week letter as information.

CARRIED

2. CCBF Funding Letter

Council reviewed the CCBF letter, noting the allocated amount of \$372,694.

Motion 263/25

Motion by Councilor Ratz to accept the CCBF Funding Letter as information.

CARRIED

CAO'S REPORT:

- August 26, 2025, met with Enterprise Fleet Management.
- August 27, 2025, met with MVRWSC.
- August 28, 2025, attended ICC meeting to discuss future growth.
- August 28, 2025, attended bi-weekly Water Reservoir site meeting.
- Upcoming meetings with MVRWSC, RCMP, Mountain View County and MVSH with Minister Nixon.

Motion 264/25

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

CARRIED

COUNCILOR COMMENTS: 1. Councilor Allan

Commented on the success of the Meet the Machines & Movie in the Park event.

2. Councilor Fricke

Reported an inquiry from a resident regarding efforts to establish another seniors' facility in Carstairs. She updated the resident on advocacy efforts, work with MVSH, and the differing areas of responsibility between the municipality and the province. Councilor Wilcox asks what dollar value is invested with MVSH for rent from the government. Councilor Fricke answered \$40 per month per rental assistance beneficiary.

5. Mayor Colby

Read aloud a Thank-you card from Al Molnar and family.

Motion 265/25

Motion by Councilor Fricke to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

MEDIA QUESTION PERIOD:

Nil

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 266/25

Motion by Councilor Wilcox that Council close the meeting to the public to discuss business interests of a third party as per Section 19 of AITA at 7:39 p.m.

CARRIED

Motion 267/25

Motion by Councilor Ball to come out of the closed meeting session at 8:27 p.m.

CARRIED

NEXT MEETING:

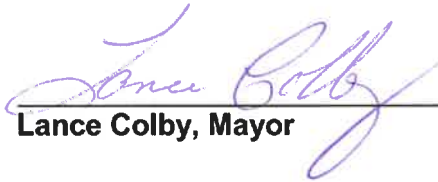
Monday, September 22, 2025, at 7:00 p.m.

ADJOURNMENT:

Motion 268/25

Motion by Councilor Ball to adjourn the meeting of September 8, 2025, at 8:28 p.m.

CARRIED



Lance Colby, Mayor

Rick Blair, CAO