



REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, OCTOBER 27, 2025, 7:00 P.M.

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of October 27, 2025
Motion: To adopt the agenda of October 27, 2025

4. ADOPTION OF MINUTES

- a) Adoption of minutes of October 14, 2025 (addendum 4.a)
Motion: To adopt the minutes of October 14, 2025



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

7. BYLAWS AND POLICIES

- a) Bylaw No. 2063 Reservoir Service Line Borrowing Bylaw (addendum 7.a)



8. NEW BUSINESS

- a) Water Reservoir Update (addendum 8.a)



9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE
b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
c) MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
d) MOUNTAIN VIEW SENIORS HOUSING

- i) Key Messages (addendum 9.d.i)



17

10. COUNCILOR REPORTS

- a) COUNCILOR BALL
- b) COUNCILOR FRICKE
- c) COUNCILOR ROBERTS
- d) COUNCILOR TOLLEY
- e) COUNCILOR SELANDERS
- f) COUNCILOR WILCOX
- g) MAYOR ALLAN

11. CORRESPONDENCE

12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

- a) *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).*

17. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
TUESDAY, OCTOBER 14, 2025, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby; Councilors Allan, Ball, Fricke, Ratz, Roberts & Wilcox; Director of Planning & Development Kirk Williscroft; Director of Legislative & Corporate Services Shannon Allison; CAO Rick Blair & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Colby called the meeting of Monday, October 14, 2025, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA: Motion 289/25	Motion by Councilor Ball to adopt the Regular Council agenda of October 14, 2025, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES: Motion 290/25	Motion by Councilor Wilcox to adopt the Regular Council Meeting minutes of September 22, 2025, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	1. Bylaw No. 1079 Dog Control Bylaw-Amended Council reviewed the amended Bylaw, with changes that were discussed at the previous Council meeting.
Motion 291/25	Motion by Councilor Ball to give first reading of Bylaw No. 1079 Dog Control Bylaw, as amended. CARRIED
Motion 292/25	Motion by Councilor Wilcox to give second reading of Bylaw No. 1079 Dog Control Bylaw, as amended. CARRIED
Motion 293/25	Motion by Councilor Fricke to move to third and final reading of Bylaw No. 1079 Dog Control Bylaw, as amended. UNANIMOUSLY CARRIED
Motion 294/25	Motion by Councilor Allan to give third and final reading of Bylaw No. 1079 Dog Control Bylaw, as amended. CARRIED
	2. Lateral Line Update CAO Blair updated Council on the Mountain View Regional Water Services Commission project of installation of the Lateral Line that will be servicing the new water reservoir. The expenditure was approved by Council in the 2025 budget. Construction will begin in November with completion by the end of November beginning of December. The contract will be signed, and then proceed to the tender stage.
Motion 295/25	Motion by Councilor Fricke to accept the Lateral Line Update as information. CARRIED
	3. Golf Course Fence Project CAO Blair updated Council on the fence along Mandalay and the Golf Course; Council decided previously to split the cost with Mandalay developers. The funds of \$17,860.50 are to be taken out of the operation stabilization fund.
Motion 296/25	Motion by Councilor Roberts to accept the Golf Course Fence Project as information and authorize the purchase of \$17,860.50 to be funded from the operation stabilization fund. CARRIED
DELEGATIONS:	1. Gift Presentation-Lance Colby Councilor Allan presented a gift to Mayor Lance Colby in thanks for his service to the Town of Carstairs for the past 22 years. 2. Gift Presentation-Marty Ratz Councilor Allan presented a gift to Councilor Marty Ratz in thanks for his service to the Town of Carstairs for the past 10 years.
BYLAWS & POLICIES:	Nil

Regular Council Meeting – October 14, 2025

Page 2 of 6

NEW BUSINESS: Nil

COMMITTEE REPORTS:

1. Policies & Priorities Committee

- Next meeting November 2025.

2. Mountain View Regional Waste Commission

- Councilor Wilcox gave a verbal report on the meeting of October 14, 2025. Stating that the per capita budget has been decreased.

3. Mountain View Regional Water Commission

- Councilor Roberts gave a verbal report on the meeting on October 8, 2025. Discussed the 2026 budget.

4. Mountain View Seniors' Housing

- Councilor Fricke provided a verbal report on the final meeting of the current board term on October 9, 2025. The MVSH Foundation reported a record \$50,000 raised at this year's golf tournament. The board reviewed progress and results since 2022 and discussed the 2026 operating budget, which includes a proposed 6% requisition increase. The capital budget will be presented at the November 6, 2025, meeting, once the province provides equalized assessments. I raised the concern that if the 6% increase proceeds, this will mark the third consecutive year of requisition increases, and that this cannot be a solution. I asked that this be recorded in the minutes and noted that the next board should direct administration to review both requisitions and their funding sources. The operating dashboard showed improved performance due to efficiency measures and reduced costs for utilities and the carbon levy. The Government of Alberta will fund the phone system upgrade at Chinook Winds Lodge and reallocate funds under the CMR program to support additional maintenance work across the lodges. October 16th is the annual MVSH staff appreciation event. On October 27, MVSH CAO, Dwayne and I are scheduled to meet with Minister Nixon. The next MVSH Board meeting will be held on November 6, 2025.

Motion 297/25

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

CARRIED

COUNCILOR REPORTS:

Councilor Allan

- Election campaigning.
- October 7, 2025, participated in the Carstairs Municipal Candidate Forum organized by the Carstairs Chamber.

Councilor Ball

- Election campaigning.
- October 7, 2025, participated in the Carstairs Municipal Candidate Forum organized by the Carstairs Chamber.

Councilor Fricke

- Election campaigning.
- September 29, 2025, watched the Airdrie Municipal Candidate Forum.
- October 1, 2025, attended the Crossfield Candidate Forum.
- October 3, 2025, watched the Mountain View County Candidate Forum.
- October 3, 2025, attended the Carstairs Night Market.
- October 3, 2025, participated in the Western University Local Democracy Project survey for local election candidates.
- October 6, 2025, attended the Didsbury Municipal Candidate Forum.
- October 7, 2025, participated in the Carstairs Municipal Candidate Forum organized by the Carstairs Chamber. Thanks to Chamber president Amanda Sewelle, John Cole, and the Library Team for hosting.
- October 9, 2025, sent a letter to MLA Tara Sawyer related to advocacy issues.
- October 9, 2025, attended MVSH Board Meeting.
- October 14, 2025, phone call with an MVSH Sundre resident caregiver.
- October 14, 2025, met with MVSH CAO Stacey Stilling and Board Chair Dwayne Fulton.
- Attending multiple forums showed similar issues between municipalities.

Councilor Ratz

- October 7, 2025, attended the Carstairs Municipal Candidate Forum organized by the Carstairs Chamber.
- October 10, 2025, attended 90th birthday celebrations for Bella Bates.

Councilor Roberts

- Election campaigning.
- October 7, 2025, participated in the Carstairs Municipal Candidate Forum organized by the Carstairs Chamber.
- October 8, 2025, attended Mountain View Regional Water Services Commission meeting.
- Reminder that the Firehall is hosting an Open House on Friday, October 17, 2025, at 6:30 PM.

Councilor Wilcox

- September 11, 2025, attended Parkland Library Board Meeting, discussion of the proposed budget increase for 2026.
- September 14, 2025, attended the Carstairs Library Board's Strategic Planning and Board Meeting, discussion of space solutions. Next meeting October 20, 2025.
- September 22, 2025, lead host of the Culture Days Event and Theatre, with about 300 attendees.
- September 24, 2025, attended the HSS Parent Council, where they prepped for the strike, and the new Council and Trustee candidates Melissa Copley and Amanda Morton spoke.
- Election campaigning.
- September 29, 2025, attended the Airdrie Municipal Candidate Forum.
- October 1, 2025, attended the Crossfield Candidate Forum.
- October 3, 2025, attended Carstairs Night Market.
- October 6, 2025, attended the Didsbury Municipal Candidate Forum.
- October 7, 2025, participated in the Carstairs Municipal Candidate Forum organized by the Carstairs Chamber.
- October 9, 2025, toured the new Inspire Library in Airdrie.

Mayor Colby

- October 7, 2025, attended the Carstairs Municipal Candidate Forum organized by the Carstairs Chamber.

Motion 298/25

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

CARRIED

CORRESPONDENCE:

Nil

CAO'S REPORT:

- September 24, 2025, met with Mountain View Regional Water Services Commission regarding the lateral line.
- September 25, 2025, attended the Carstairs Water Reservoir site meeting. The project is on time and budget.
- September 26, 2025, met with RCMP Assistant Commissioner Wayne Nichols, discussing moving from PPSA to MPSA. Must wait for 2026 census numbers but will continue discussing assets needed and the footprint of the detachment.
- September 27, 2025, attended going-away party for Mayor Colby.
- October 6, 2025, Carstairs Feeder Main meeting.
- October 7 & 14, 2025, met with residents affected by the dog attack incident. This was the catalyst for changing the Dog Control Bylaw.
- October 9, 2025, attended the Carstairs Water Reservoir site meeting.
- Clarification of misinformation about Kitstone development, the development is fully integrated into the town's infrastructure. Developers are working very closely with the town, expecting to see more development before the end of the season.
- Informed Council of the residential assessment being at 88% once Shoppers Drug Mart is completed. There will also be a development starting east of the arena.
- Have been asked to be on the team of interviewers for the new RCMP commander.
- Continuing working with Mountain View County for updating the IDP. Hoping to acquire the Alberta partnership grant to pay for updates.

Motion 299/25

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

CARRIED

COUNCILOR COMMENTS: 1. Councilor Fricke

Reported that while out canvassing, positive feedback was received from residents regarding the beautification of downtown, the efficiency of snow clearing, and the overall level of service provided by the Town. She had a discussion with a resident who believed that Council individually reviews and approves business licenses. She clarified that Council's role in relation to businesses is primarily at the policy level through zoning, land use, and bylaw development, while

administration manages business licensing. She also had an inquiry about the dog bylaw, which was forwarded to administration for review. An additional inquiry was made regarding train whistle cessation, to which she explained the requirements that must be met and noted that cessation could allow trains to increase their speed from 50 km/h to 80 km/h, and that engineers may still sound the horn at their discretion. Positive Feedback was received regarding the golf course, with residents noting that since the Town has taken over and made improvements, they no longer experience water accumulation or flooding in their backyards. A question was raised regarding the town's new GMC trucks, she shared that the fleet model has resulted in cost savings, and that vehicle selection is based on whichever manufacturer provides the most competitive Corporate Purchasing Agreement (CPA). with residents regarding taxation revealed that many were unaware municipalities are required to maintain a balanced budget and cannot post a deficit. Residents expressed appreciation for the accountability this provides. Councilor Fricke expressed appreciation for the opportunity to work alongside a high-performing team and thanked Council and staff for their integrity, respect, and collaboration over the past four years.

2. Councilor Wilcox

Stated that this is her third election cycle and that this one has been the most challenging, with higher-level politics filtering locally. She noted that there has been an increase in misinformation and disinformation, which has been upsetting to see. She commented that it is a tough time, with statistics showing that good people are choosing not to run for office because of this environment, and that this is the first time she has personally felt that impact. She expressed concern about misinformation and disinformation circulating on social media regarding Council and administration. She extended apologies to administration and all town employees for being in the middle during election time and expressed her appreciation for their continued professionalism and support. She further stated that she does not enjoy election time, nor the thought of saying good-bye, as Council has felt like a family. She thanked everyone for their dedication and teamwork.

3. Councilor Ball

Stated that it has been a privilege to serve on Council and expressed appreciation for working with such a wonderful and effective team. Noting that all staff are exceptional and contribute to making Council look good. Concluded by stating that he hopes to have the opportunity to serve again following Monday's election.

4. Councilor Ratz

Thanked the citizens of Carstairs for their support over the past ten years, stating that it has been a privilege to serve the community. He acknowledged that, although at times it has been challenging, particularly when misinformation arises, he would still recommend serving on Council to anyone, as it is an extremely rewarding role. He expressed appreciation to Administration for their continued support, noting that the work of the Town could not be accomplished without them. He also extended thanks to Council members over the past ten years, for their collaboration and commitment.

5. Councilor Roberts

Expressed that he will miss sitting beside Councilor Ratz and will miss seeing Mayor Colby at every meeting. He noted that canvassing has gone very well, with all conversations being positive and civil. He expressed that he is working hard and looks forward to the opportunity to continue serving the community for another four years.

6. Councilor Allan

Stated that working with various Councils over the past fifteen years has been a fantastic experience and, if nothing else, very entertaining. He noted that it has been a positive election cycle with encouraging feedback from residents and expressed that he is looking forward to Monday's results. He commended CAO Blair for the excellent job he has done and extended appreciation to all administration and staff, including Shannon, Kirk, and Pam, for their continued support and dedication.

7. CAO Blair

On a personal note, he expressed immense appreciation for Mayor Colby, acknowledging his dedication and love for the town. He stated that he has been a great leader and that it has been a privilege to work alongside him. He extended his thanks to him and to the rest of Council. He further noted that during this last term, Council has achieved many positive changes within the community. Remarking that, regardless of the outcome on October 20, all members can hold their heads high for their accomplishments, their willingness to engage in robust debate, and their commitment to asking the tough questions before decisions came to Council. He concluded by expressing his gratitude once again.

8. Mayor Colby

Reflected on his 22 years serving as Mayor, stating that when he began in January 2003, he knew very little about the inner workings of municipal government and soon learned that the reality of the role was much different than expected. He emphasized that Council represents all residents equally and that it is impossible to please everyone, noting that the commitment must always be to serve the collective good and make the best decisions possible with the information available at the time. He stressed the importance of trust between Council and the Chief Administrative Officer, recognizing that municipal governance is a business that requires sound judgment and courage to make necessary changes. He recalled that when this Council began, the Town had extremely limited financial resources and a deteriorated building, but through consistent effort and leadership, progress was made “brick by brick.” He stated that he prayed every night for the guidance to lead the community responsibly. He acknowledged administration for providing the data and context that guides Council decisions, while commending Council members for conducting their own research and focusing on governance, strategic planning, and setting appropriate service levels. He noted that Councils inevitably face conflicting issues and opinions but stressed the importance of avoiding personal agendas and working collaboratively as a unified team. Mayor Colby commented that until one serves in the role, it is difficult to fully understand the weight of the decisions Council must make. He emphasized that decisions must always be made in the best interest of the community as a whole and that much of the work done behind the scenes often goes unrecognized. He reminded Council that they are not individuals but part of a team, and that self-interest has no place in municipal leadership. He expressed pride that the Town is fiscally responsible, with strong reserves and the ability to undertake major projects. He affirmed that the Town operates transparently, prioritizes long-term planning, and considers all perspectives when making decisions. He thanked Administration and Town staff for their dedication, stating that “we are only as good as our weakest link” and that the efforts of staff make both Council and the Town look good. Mayor Colby acknowledged the challenge of maintaining the Town’s high level of service and credited the entire team for their hard work. He stated that the success of the municipality is due to collaboration among Council, Administration, and staff, and that he has been privileged to work with exceptional people. He noted that misinformation and disinformation have become growing challenges in municipal governance and have discouraged many good people from seeking office. He encouraged everyone to look inward and continue fostering the sense of community pride that draws people to Carstairs. Mayor Colby concluded by stating that the Town will only continue to succeed through teamwork. He expressed heartfelt gratitude for the opportunity to serve, sharing that he has devoted 22 years to Council and 42 years to living in and loving the Town of Carstairs. He described the Municipal Government Act as “the Bible” of municipal governance and stated that it has been an honor and privilege to serve this community every day.

Motion 300/25

Motion by Councilor Ball to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION
PERIOD:

A resident thanked Council for their time and dedication to the community. Wishing them well in the upcoming election.

Regular Council Meeting – October 14, 2025		Page 6 of 6
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 301/25	Motion by Councilor Wilcox that Council close the meeting to the public to discuss disclosure harmful to personal privacy as per Section 20 of AITA at 7:42 p.m.	CARRIED
Motion 302/25	Motion by Councilor Allan to come out of the closed meeting session at 8:12 p.m.	CARRIED
Motion 303/25	Motion by Councilor Ratz to direct administration to waive the tax penalty for roll # 13108.000.	DEFEATED
NEXT MEETING:	Monday, October 27, 2025, at 7:00 p.m.	
ADJOURNMENT:		
Motion 304/25	Motion by Councilor Roberts to adjourn the meeting of October 14, 2025, at 8:13 p.m.	CARRIED

Lance Colby, Mayor

Rick Blair, CAO

Bylaw No. 2063
OF THE TOWN OF CARSTAIRS
(hereinafter referred to as “the Municipality”)
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$1,500,000.00 for the purpose of the Municipality's contribution towards the Reservoir Service Line.

WHEREAS, the Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Reservoir Service Line.

Plans and specifications have been prepared, and the total cost of the project is estimated to be \$1,500,000.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Loan/Debenture	\$1,500,000.00
Total Cost	\$1,500,000.00

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$1,500,000.00 for a period not to exceed twenty (20) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this Bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of, seventy-five (75) years.

The principal amount of the outstanding debt of the Municipality on December 31, 2024, is \$2,585,410.00, and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained, and the project is in compliance with all *Acts and Regulations* of the Province of Alberta.

NOW THEREFORE, the council of the municipality duly assembled, enacts as follows:

1. That for the purpose of constructing the **Reservoir Service Line**, the sum of One Million, Five Hundred Thousand dollars (\$1,500,000.00) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$1,500,000.00 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely, Reservoir Service Line.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed twenty (20) years, calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or authorized financial institution, on the date of the borrowing, and not to exceed nine (9) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This Bylaw comes into force on the date it is passed.

READ A FIRST TIME THIS 27TH DAY OF OCTOBER A.D., 2025

READ A SECOND TIME THIS XX DAY OF XXX A.D., 2025

READ A THIRD AND FINAL TIME THIS XX DAY OF XXX A.D., 2025

Dean Allan, Mayor

Rick Blair, CAO















ADMINISTRATION OFFICE

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BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Regular Board Meeting of October 9, 2025.

Key Messages

- The Board held their regular meeting in-person at the MVSH Administration Office Boardroom in Olds, Alberta from 1:00-3:00 pm.
- The Board were happy with the work administration is doing with the provincial Capital Maintenance and Renewal program.
- The Board reviewed and approved the 2026 Operating Budget. Municipal requisitions will be communicated soon.
- Administration is working with the Town of Sundre regarding a Utility Right of Way agreement with a residential developer.
- The Board reviewed and updated the Reserve policy, making changes to the target amounts to better enable the organization to quickly address any emergent items that may arise.
- The Board was pleased to create and provide a list of MVSH business successes and progress made since 2022.
- The Board was appreciative of the clear and transparent information provided in both the operations dashboard as well as the ongoing work to identify cost centres (per suite and per resident) within the different programs.
- The Board is looking forward to celebrating the MVSH Staff at the upcoming Staff Appreciation Event on October 16, 2025.
- MVSH Administration and Staff thanked the Board for the dedication shown to our organization during their term and wish them success in the upcoming municipal elections.

Next MVSH Board Meetings

The next regular Board meeting will be held on Thursday November 6, 2025, starting at 1:00 PM in the MVSH Administration Offices boardroom in Olds, Alberta (or by Microsoft Teams if required).

If you require any information or there are any questions related to this communication, please contact a Board Director or Stacey Stilling, CAO for MVSH at 403-556-2957 or by email at stacey.stilling@mvsh.ca