



**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, MARCH 28, 2022, 7:00 P.M.**

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

- a) Adoption of agenda of March 28, 2022  
**Motion:** To adopt the agenda of March 28, 2022

**4. ADOPTION OF MINUTES**

- 3 a) Adoption of Public Hearing minutes of March 14, 2022 (addendum 4.a)  
**Motion:** To adopt the Public Hearing minutes of March 14, 2022



- 4 - 7 b) Adoption of Regular Council minutes of March 14, 2022 (addendum 4.b)  
**Motion:** To adopt the Regular Council minutes of March 14, 2022



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**6. DELEGATIONS**

- a) Presentation of Service Awards  
b) Carstairs Heritage Festival - Sharon Lampitt

**7. BYLAWS AND POLICIES**

- 8 - 34 a) Deer Ridge-Subdivision Report (addendum 7.a)



**8. NEW BUSINESS**

**9. COMMITTEE REPORTS**

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE  
i) Minutes from the February 15, 2022 meeting (addendum 9.a.i)



35 - 36

- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) EXTERNAL RELATIONS COMMITTEE
- d) POLICY & GOVERNANCE COMMITTEE
- e) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- f) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- g) MOUNTAIN VIEW SENIORS HOUSING
- h) MUNICIPAL AREA PARTNERSHIP
- i) CARSTAIRS COMMUNITY DEVELOPMENT & ECONOMIC PARTNERSHIP
- j) CENTRAL ALBERTA ECONOMIC PARTNERSHIP

**10. COUNCILOR REPORTS**

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

**11. CORRESPONDENCE**

**12. CAO'S REPORT**

**13. COUNCILOR CONCERNS**

**14. PUBLIC QUESTION PERIOD**

**15. MEDIA QUESTION PERIOD**

**16. CLOSED MEETING**

- a) Section 197 of the MGA states that Council 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 Privacy (FOIP) (s. 16 to 29).

**17. ADJOURNMENT**

MINUTES OF THE PUBLIC HEARING MEETING  
BYLAW NO. 2027 GREY STREET LANE CLOSURE  
MONDAY, MARCH 14, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE

- ATTENDEES:** Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts and Wilcox, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, and Executive Assistant Kayleigh Van Es
- ABSENT:** Nil
- CALL TO ORDER:** Mayor Colby called the Public Hearing meeting of March 14, 2022, to order at 7:00 p.m.
- PURPOSE:** **1. Bylaw No. 2027 Grey Street lane closure**  
The purpose of this Public Hearing is to receive and consider; Bylaw No.2027, Grey Street Lane Closure (west of 1336 Grey Street). Whereas, an application has been made to close the lane connecting Grey Street and the current lane system.
- DELEGATIONS:** Nil
- GENERAL DISCUSSION:** Nil
- ADJOURNMENT:** Motion by Councilor Ball to adjourn the Public Hearing meeting of March 14, 2022, at 7:01 p.m.

CARRIED

\_\_\_\_\_  
Lance Colby, Mayor

\_\_\_\_\_  
Carl McDonnell, CAO

**MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, MARCH 14, 2022, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

**ATTENDEES:** Mayor Colby, Councilors Allan, Ball, Fricke, Roberts, Ratz, and Wilcox, CAO Carl McDonnell, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, Director of Emergency Service Rob McKay and Executive Assistant Kayleigh Van Es

**ABSENT:** Nil

**CALL TO ORDER:** Mayor Colby called the meeting of March 14, 2022, to order at 7:01p.m.

**ADDED ITEMS:** Outstanding account balance on roll numbers 776 and 777.

**ADOPTION OF AGENDA:**

Motion 064/22 Motion by Councilor Wilcox to adopt the Regular Council agenda of March 14, 2022, as amended. **CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

Motion 065/22 Motion by Councilor Allan to adopt the Regular Council minutes of February 28, 2022, as presented. **CARRIED**

**BUSINESS ARISING FROM  
PREVIOUS MEETING:**

Nil

**DELEGATIONS:** **1. 2021 Audit Ascend LLP- Jeff Faupel**

Motion 066/22 Motion by Councilor Ball to accept the 2021 Audit as information. **CARRIED**

**2. Carstairs Agricultural Society**

Charles Van Arnam and Kelly Casebeer provided the presentation on the Carstairs Agricultural Society.

- Councilor Allan commends the Carstairs Agricultural society on their presentation.

- Councilor Ball thanks the Carstairs Agricultural society for their hard work and is looking forward to the projected plans.

- Councilor Fricke commends the Carstairs Agricultural society for hard work and is excited to get back to "normal".

- Councilor Ratz expressed thanks to the Carstairs Agricultural Society.

- Councilor Roberts mentions a possibility of the youth gardening program moving to the Carstairs Nature Space.

- Councilor Wilcox commends the Carstairs Agricultural society for the hard work and for providing the youth gardening program, as well as the fire fighter for a day program.

- Mayor Colby comments on a great presentation and is looking forward to a great summer and to get back to some normality.

Motion 067/22 Councilor Fricke accepted the Carstairs Agricultural Society presentation as information. **CARRIED**

**3. R2 to R1 Mapping issue-Sherrel Greystone**

Speaking on her behalf is her husband Scott Greystone.

- CAO McDonnell spoke to the concern. Explaining that it is a mapping error not a planning error.

**4. R2 to R1 Mapping issue-Amy Perrin**

Concern was resolved with previous statement from CAO McDonnell.

Motion 068/22

Motion by Councilor Allan to accept the R2 to R1 mapping issue delegations as information.

**CARRIED**

**BYLAWS & POLICIES:**

**1. Policy No. 12-020-22 Safety Policy**

Councilor Wilcox spoke to the changes made to the Safety Policy.

Motion 069/22

Motion by Councilor Wilcox to adopt the amendments to Policy No. 12-020-22 Safety Policy as presented.

**CARRIED**

**NEW BUSINESS:**

**1. Letter from the Town of Didsbury**

Motion 070/22

Motion by Councilor Wilcox to accept the letter from the town of Didsbury as information.

**CARRIED**

**2. Carstairs Library Board Appointment - Melissa Dussault**

Motion 071/22

Motion by Councilor Ball to appoint Melissa Dussault to the Carstairs Library Board for a 1-year term.

**CARRIED**

**3. Carstairs Nature Space Appointment - Ron Hildebrandt**

Motion 072/22

Motion by Councilor Roberts to appoint Ron Hildebrandt to the Carstairs Nature Space Committee.

**CARRIED**

**4. Account balance on Roll Number 776, and 777**

Motion 073/22

Motion by Councilor Ratz to wright off the account balance for roll number 776 and 777 as presented by administration.

**CARRIED**

**COMMITTEE REPORTS:**

**1. Legislative & Emergency Services Committee**

- Nothing to report at this time.

**2. Strategic Planning & Corporate Affairs Committee**

- Councilor Roberts gave an oral report of the meeting on February 28, 2022.

**3. External Relations Committee**

- Nothing to report at this time.

**4. Policy & Governance Committee**

- Councilor Wilcox chaired for Councilor Fricke on the March 8, 2022 meeting and gave an oral report of the meeting.

**5. Mountain View Regional Waste Commission**

- Next meeting to be scheduled in April 2022.

**6. Mountain View Regional Water Commission**

- Next meeting March 16, 2022.

**7. Mountain View Seniors' Housing**

- Next meeting March 24, 2022.

**8. Municipal Area Partnership**

- Nothing to report at this time.

**9. Carstairs Community Development & Economic Partnership (CCD&EP)**

- Next Meeting March 16, 2022.

**10. Central Alberta Economic Partnership (CAEP)**

- Next meeting to be scheduled in June 2022.

Motion 074/22

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

CARRIED

- COUNCILOR REPORTS:
- Councilor Allan
  - Nothing to report at this time.
- Councilor Ball
  - Nothing to report at this time.
- Councilor Fricke
  - March 1, 2022 attended a meeting with Mountain View County.
  - March 2, 2022 attended Municipal Corporate Planning & Finance seminar through EEOP.
  - March 9, 2022 attended Municipal Corporate Planning & Finance seminar through EEOP and completed certificate in Municipal Corporate Planning & Finance.
  - March 14, 2022 attended financial Audit presentation.
- Councilor Ratz
  - March 1, 2022 attended a meeting with Mountain View County.
  - March 11, 2022 attended a zoom meeting for AISHA and Mountain View Seniors Housing.
  - March 14, 2022 attended financial Audit presentation.
- Councilor Roberts
  - March 1, 2022 attended a meeting with Mountain View County.
  - March 7, 2022 attended a Carstairs Nature Space Committee Meeting.
- Councilor Wilcox
  - Expressed Thanks to the Council for covering her over holidays
  - March 8, 2022 attended the Policy and Governance committee meeting.
  - March 14, 2022 attended financial Audit presentation.
- Mayor Colby
  - March 1, 2022 attended a meeting with Mountain View County.
  - March 8, 9 and 10, 2022 attended the AUMA Mayors caucus.

Motion 075/22

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

CARRIED

CORRESPONDENCE:

1. Arbor Day 2022

Motion 076/22

Motion by Councilor Ratz to Proclaim May 14, 2022 as Arbor Day 2022

CARRIED

2. Beef & Barley Days

Motion 077/22

Motion by Councilor Allan to accept the letter for Beef & Barley Days Fireworks request as information and forward onto administration.

CARRIED

CAO’S REPORT:

Nil

COUNCILOR CONCERNS:

Nil

PUBLIC QUESTION PERIOD:

Nil

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING SESSION:

Section 197 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 29).

- Motion 078/22

Motion by Councilor Allan that Council closes the meeting to the Public at 7:31 p.m. to discuss closed meeting session items.

CARRIED
- Motion 079/22

Motion by Councilor Ball to come out of the closed meeting session at 8:10p.m.

CARRIED
- NEXT MEETING:

Monday, March 28, 2022, at 7:00 p.m.
- ADJOURNMENT:

Motion 080/22

Motion by Councilor Roberts to adjourn the meeting of March 14, 2022, at 8:11 p.m.

CARRIED

\_\_\_\_\_  
Lance Colby, Mayor

\_\_\_\_\_  
Carl McDonnell, CAO



Integrated Expertise. Locally Delivered.

4015 7 Street SE, Calgary AB T2G 2Y9, T: 403.254.0544 F: 403.254.9186

March 23, 2022

Our Reference: 27752

Client: Town of Carstairs

Attention: Carl McDonnell, Chief Administrative Officer

**Reference: SD-22-03 – Deer Ridge Subdivision Report**


---

**Proposal:** 42 Lot Subdivision

**Legal Description:** Block A Plan 9212174 within NW ¼ 8-30-01-W5M

**Location:** 1511 Gough Road Carstairs

**Applicant(s):** Antler Developments Inc.

**Owner(s):** Cory Brekelmans / 2339043 Alberta Limited

**Land Use Redesignation:** Low Density Residential – Single Detached District (**R1**)  
 Low Density Residential – Two Dwelling District (**R2**)  
 Public Facility & Recreation District (**PFR**)

**Gross Area:** 3.88 ha± (9.59 ac±)

---

**Planning Analysis:** The Applicant is proposing to subdivide Block A Plan 9212174, (the subject site) consisting of approximately 3.88 ha (9.59 ac) (see **Appendix A - Figure 1 – Location Plan**) to create 42 lots: 41 residential lots with one additional lot of approximately 0.42 ha (1.04 ac) on lands designated Public Facility & Recreation District (see **Appendix A - Figure 2 (A-B) – Tentative Plan**).

Of the 41 residential lots, 27 lots are intended for single-detached residential units and 14 are intended for semi-detached residential units.

#### Site Description

The subject site is in west Carstairs. The site is bound on the east and south by existing residential development (the Clover condominium complex and the rear of residences along McAlpine St. respectively). The site's west and north boundaries reflect the corporate boundary of the Town. Per the Carstairs – Mountain View County Intermunicipal Development Plan (IDP), the plan area abuts the Fringe IDP Area.

There are no abandoned wells on site though there is an Atco Pipeline Right of Way. ATCO was circulated on this submission and their comments are included in this report.

The following structures exist on the subject site: a two-storey residence, two shops, one carport, one barn, one outhouse, and nine sheds.





The Applicant has indicated that the residence is vacant and is serviced by a septic field and water well. There are no municipal water, wastewater, or stormwater services located within the proposed development site.

#### Phase 1 Environmental Site Assessment

A Phase 1 Environmental Site Assessment was conducted on the site. Section 2.2.10 of the ESA notes several locations where chemicals have been stored including two above-ground storage tanks. No visible leaks were reported and the ESA did not recommend further investigation or assessment (i.e., a Phase II ESA).

Due to the construction dates of the existing buildings and the potential for the presence of hazardous building materials, the assessment makes certain demolition and construction stage recommendations which the Town can incorporate into a Development Agreement.

#### Planning Context

**Intermunicipal Development Plan:** Per section 6.0 *Referrals and Circulation Process* of the IDP, Mountain View County was circulated on this application due to its proximity to the Fringe IDP Area.

**Municipal Development Plan:** The proposed subdivision is in alignment with the policies of the MDP Plan which designates the subject site as residential.

**Area Structure Plan:** The subject site is not included within an ASP.

**Conceptual Scheme:** The proposed subdivision site is within the Deer Ridge Conceptual Scheme submitted to the Town in December 2021. This submission described the lands, density expectations, provided a land use concept and outlined proposed land use amendments that were subsequently approved in January 2022.

**Land Use Bylaw:** Six lots shown on the Tentative Plan are in contravention of minimum parcel widths for the R1 /R2 land use districts, detailed as follows:

- **Lots 7, 22 and 24** do not meet the minimum parcel width of 11.0m for parcels fronting onto the bulb of a cul-de-sac (per the R1 District).
- **Lot 4** does not meet the minimum parcel width of 16.5m for semi-detached dwelling (per the R2 District).
- **Lots 5 and 6** do not meet the minimum parcel width of 9.0m for detached dwellings (interior lot) or the minimum 11.0m width for parcels fronting onto a bulb of a cul-de-sac (per the R2 District).

The Town has discussed these deficiencies with the Applicant / Developer and will accept the plan as submitted.

#### **Reserve Calculations:**

The reserve requirement for this subdivision is satisfied.

#### **Referral Comments:**

This application was circulated to adjacent landowners and referral agencies. One landowner response was received during the circulation period. Referral comments were received from five agencies as well as the Town's municipal engineering consultant CIMA+. Referral comments are detailed below.

Regulatory Agency Responses

- **ATCO Transmission** high pressure pipelines has no objections.
- **ATCO Gas Distribution** has no objections provided certain development stage conditions are met. These are provided in full in **Appendix C**.
- **Mountain View County** has no objections.
- **CIMA+** has requested that the Developer or their Consultant provide the following information so they could be incorporated into the Town's water model:
  - A CAD file for the proposed site layout that includes watermain(s) alignment and proposed pipe sizes.
  - Anticipated water demand for the proposed development.
  - Design or existing ground contour elevation.

Additionally, CIMA+ asked that the Developer or their Consultant coordinate with shallow utilities providers to ensure that their minimum requirements are met.

- **FortisAlberta** responded that they have no objections, and that the Applicant / Developer can contact Fortis for electrical services at the development stage.
- **TELUS Communications** stated that they had no objections but indicated that protection of future facilities to provide service will be required by way of a TELUS-named utility right of way, a joint use utility right of way or public road.
- **Alberta Transportation** stated that potential increase in traffic on Gough Rd may impact the Gough Rd/Hwy 580 Intersection. Hwy 580 requires a left turn south from Gough Rd so with more traffic on Gough Rd there may be more delay experienced to Hwy 580 traffic making the left turn. Alberta Transportation is not aware of any operational issues currently but may require analysis in the future and recognized that parcels to be created will be well removed from a provincial highway with indirect access to the highway being gained solely by way of the local road system. Therefore, in this instance AT grants a waiver of said Sections 14 and 15(2) of the Subdivision and Development regulations.

Although the waiver of Section 15(2) has been granted, the applicant is advised that no direct access to the highway will be allowed as a result of this application.

AT further indicated that Section 16 of the Regulation only states that Sections 14 and 15 may be varied and although the waivers have been granted for this application, they have been granted under site specific circumstances (indirect access by the local road system). Pursuant to Section 678(2) of the Municipal Government Act, Alberta Transportation requires that any appeal of this subdivision be referred to the Municipal Government Board.

Responses are provided in full in **Appendix C – Regulatory Agencies Responses**.

Adjacent Landowner's Responses

One adjacent land landowner provided comments on the application through the provision of an e-mail.

This e-mail is included in full in **Appendix D – Adjacent Landowner Responses**.



Integrated Expertise. Locally Delivered. 

**Conditions of  
Subdivision:**

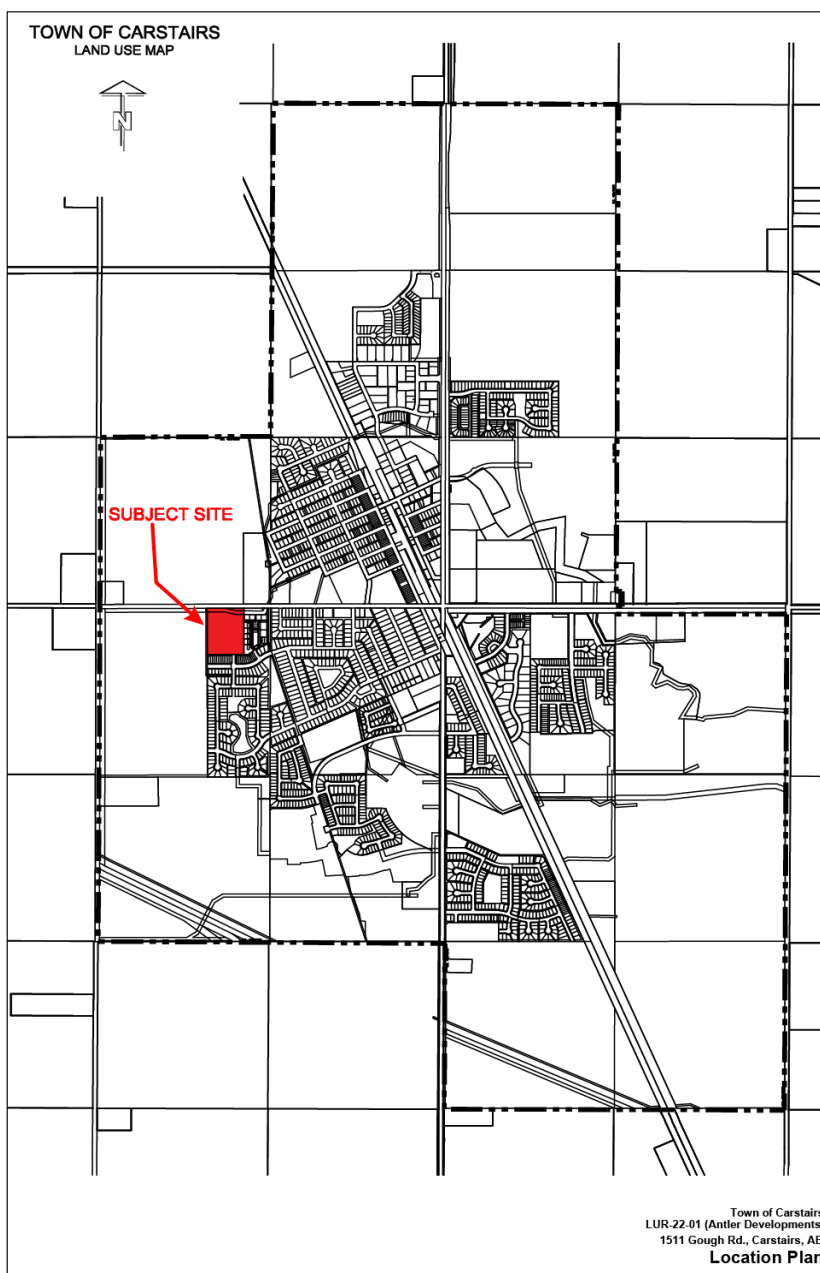
1. That submissions from any referral agencies and/or landowners and their comments (as detailed in Referral Agency Comments or contained herein) be presented to and considered by Council;
2. That subdivision is carried out by means suitable to the Registrar of the Land Titles Office per Section 81 and 89 of the Land Titles Act;
3. That prior to endorsement, it is the responsibility of the Applicant that the submission of a Plan of Survey the Owner's Consent to Register, and the Surveyor's Affidavit are received by the Town of Carstairs;
4. That prior to endorsement, the Applicant provide a CAD file of the Plan of Survey referenced in Condition #3 that includes watermain alignments and proposed pipe sizes and design and existing ground contour elevations;
5. That prior to endorsement all outstanding property taxes be paid, or satisfactory arrangement for payment thereof, to the Town of Carstairs (per Section 654 (1)(d) of the Municipal Government Act);
6. That prior to construction, the applicant/owner enter into a Development Agreement with the Town of Carstairs;
7. That prior to plan endorsement, all existing and required access rights-of-way, easements, overland drainage rights-of-way and agreements to be registered shall be provided to the satisfaction of the Town of Carstairs.



Integrated Expertise. Locally Delivered. ■ ■ ■ ■ ■

# Appendix A

Figure 1 – Location Plan



GOVERNMENT ROAD ALLOWANCE

NW 1/4 SEC. 8 - 30 - 1 - 5

LOT 23MR

LOT 22MR

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 13

LOT 12

LOT 11

LOT 10

LOT 9

LOT 8

LOT 7

LOT 6

LOT 5

LOT 4

LOT 3

LOT 2

LOT 1

LOT 18

LOT 19

LOT 20

LOT 21

LOT 22

LOT 23

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 18PUL

BLOCK 4

PLAN 091 1348

UTILITY R/W

PLAN 101 1712

UNIT 6

BARELAND CONDOMINIUM

PLAN 091 5001

UTILITY R/W PLAN 091 5003

UTILITY R/W PLAN 091 5002

BARELAND CONDOMINIUM

PLAN 171 0648

BARELAND CONDOMINIUM

PLAN 151 0696

BARELAND CONDOMINIUM

PLAN 111 2784

BARELAND CONDOMINIUM

PLAN 101 3794

BARELAND CONDOMINIUM

PLAN 091 5291

LOT 11

LOT 10

LOT 9

LOT 8

LOT 7

LOT 6

LOT 5

LOT 4

LOT 3

LOT 2

LOT 1

LOT 18

LOT 19

LOT 20

LOT 21

LOT 22

LOT 23

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 13

LOT 14

LOT 15

LOT 16

LOT 17

LOT 18

LOT 19

LOT 20

LOT 21

LOT 22

LOT 23

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 13

LOT 14

LOT 15

LOT 16

LOT 17

LOT 18

LOT 19

LOT 20

LOT 21

LOT 22

LOT 23

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 13

LOT 14

LOT 15

LOT 16

LOT 17

LOT 18

LOT 19

LOT 20

LOT 21

LOT 22

LOT 23

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 13

LOT 14

LOT 15

LOT 16

LOT 17

LOT 18

LOT 19

LOT 20

LOT 21

LOT 22

LOT 23

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 13

LOT 14

LOT 15

LOT 16

LOT 17

LOT 18

LOT 19

LOT 20

LOT 21

LOT 22

LOT 23

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 13

LOT 14

LOT 15

LOT 16

LOT 17

LOT 18

LOT 19

LOT 20

LOT 21

LOT 22

LOT 23

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 13

LOT 14

LOT 15

LOT 16

LOT 17

LOT 18

LOT 19

LOT 20

LOT 21

LOT 22

LOT 23

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 13

LOT 14

LOT 15

LOT 16

LOT 17

LOT 18

LOT 19

LOT 20

LOT 21

LOT 22

LOT 23

LOT 24

LOT 25

LOT 26

LOT 27

LOT 28

LOT 29

LOT 30

LOT 31

LOT 32

LOT 33

LOT 34

LOT 1

LOT 2

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

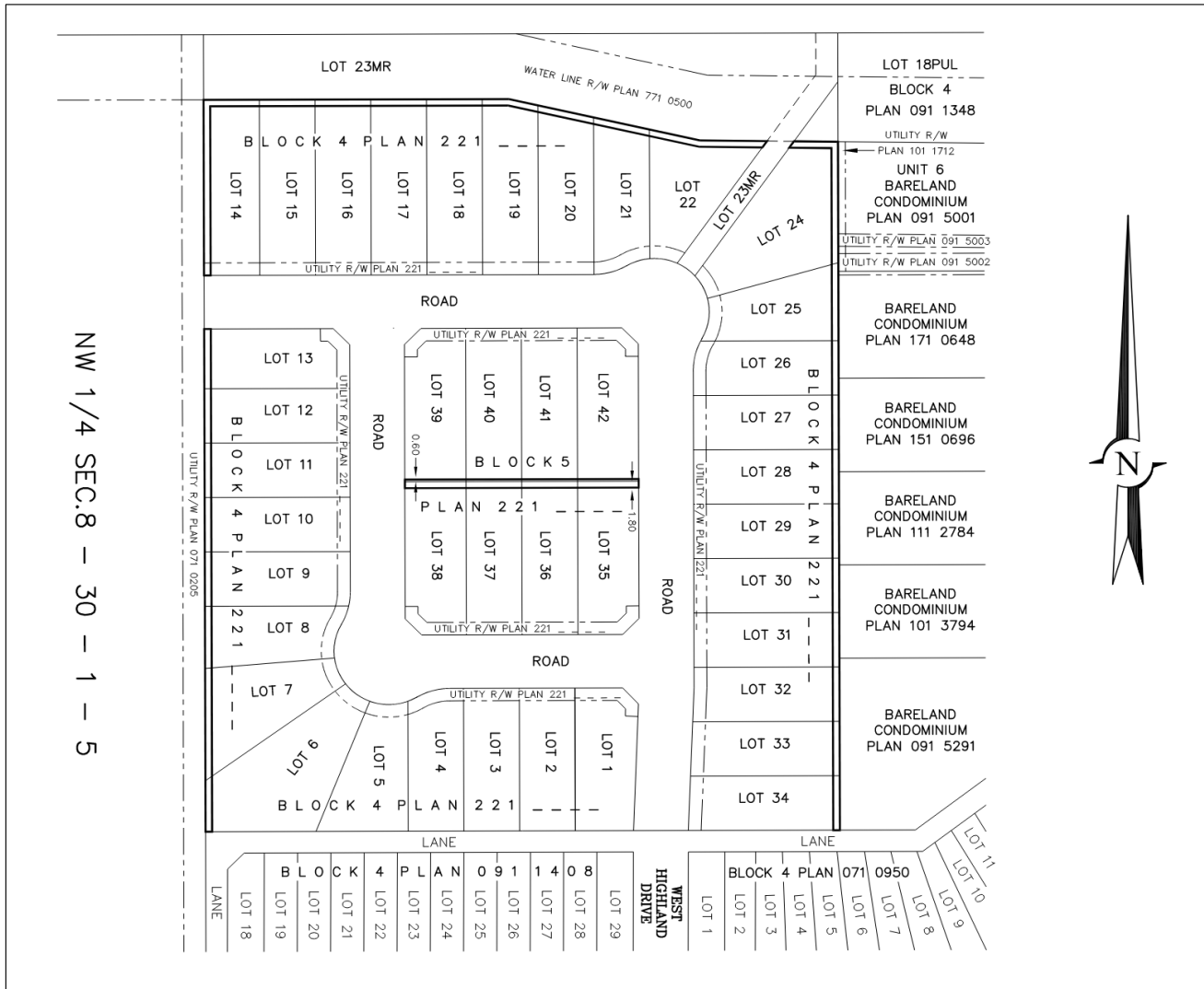
LOT 10

LOT 11



Integrated Expertise. Locally Delivered. ■ ■ ■ ■ ■

**Figure 2B – Overland Drainage Right of Way**



[illegible]





Integrated Expertise. Locally Delivered. ■ ■ ■ ■ ■

## Appendix B

### Site Images



View from southwest corner looking northeast



View from southeast corner looking northwest





Integrated Expertise. Locally Delivered. ■ ■ ■ ■ ■



View from northeast corner looking southwest



View from northwest corner looking southeast



Integrated Expertise. Locally Delivered.

## Appendix C

### Regulatory Agencies Responses

Thank you,

**Isabel Solis-Jarek**

Sr. Administrative Coordinator | Operations Engineering | Gas Transmission  
ATCO Pipelines & Liquids Global Business Unit

**A:** 7210 42 Street, Edmonton, AB T6B 3H1

**E:** [Isabel.Solis@atco.com](mailto:Isabel.Solis@atco.com)

[ATCO.com](https://www.atco.com) [Facebook](#) [Twitter](#) [LinkedIn](#)



---

**From:** Mitch Braun <MBraun@islengineering.com>

**Sent:** Thursday, February 17, 2022 11:47 AM

**Subject:** Carstairs Subdivision Application SD 22-03- Referral for Comment

**\*\*Caution – This email is from an external source. If you are concerned about this message, please forward it to [spam@atco.com](mailto:spam@atco.com) for analysis.\*\***

Good Day,

On behalf of the Town of Carstairs, please see the attached application for subdivision for your review.

Your comments and recommendations to this proposal will be accepted until noon on **March 18, 2022**.

[Planning Background](#)

The application proposes 42 residential lots. The total area of the subject site is 3.88 ha (9.59 ac). The site was recently subject to a land use redesignation and a land use map has been included for reference.

If we have not received your comments within this period, we will process the application as if you have no objections to the proposed application. If you have any questions or would like to request more information, feel free to contact me by e-mail or phone.

**Mitch Braun**

---

**From:** CirculationsGrowthandImprovement <CirculationsGrowthandImprovement@atco.com>  
**Sent:** February 28, 2022 8:51 AM  
**To:** Mitch Braun  
**Subject:** Response to: Carstairs Subdivision Application SD 22-03- Referral for Comment

February 28, 2022

The Distribution Engineering Growth Department of ATCO Gas Distribution has reviewed the above named plan and approves the work provided the following conditions are met:

Right-of-ways will be required for the gas mains within property, and should be 2.4 metres wide if provided for the sole use of ATCO, and 3.5 metres if shared with other shallow utilities. **CITY OF CALGARY ONLY:** [In some areas right of ways should be 2.4 metres if shared with other shallow utilities. In these areas if gas mains are required in the side yard, a right of way of 3.4m is required.] Please note, all costs associated with obtaining the right-of-way will be borne by the developer/owner.

The utility right-of-way requirements within the subdivision may change depending upon actual gas main layout, direction of development and boundary locations of the different construction phases. Final rights-of-way requirements must be satisfied at the time of gas main design.

All right-of-ways are to be registered as general utility rights-of-way granted to Town of Carstairs and are to be registered simultaneously with the legal plan of the subdivision.

A gas main extension will be required to service the proposed development. Natural gas service may be obtained by making formal application with our office in Calgary at 403-245-7888

Before ATCO can process a work order for gas main installation in the area, we must be in receipt of the following:

1. Legal plan.
2. Utility right-of-way plan.
3. Complete set of approved engineering drawings, including profiles, coordinate plan, building grades (if applicable) and the location of all other utilities
4. Construction schedule.
5. A digital file of the computer base plan in the "DWG" or "DGN" format (Autocad 2010) in modelspace.

We require at least nine (9) months to complete the distribution system design, and to process a work order for our Construction Department to schedule. Prior to the installation of gas mains, the area must be within 150 mm (6") of final grade, all obstructions must be removed from the gas main alignment, and the installation of all other underground utilities must be completed.

The developer must ensure that driveways are not constructed prior to the installation of gas mains in the subdivision. If driveways are pre-installed, a sleeve must be provided at the proper depth and alignment for our use. Otherwise, the cost of coring under the driveway or cutting out and replacing the driveway will be invoiced to the developer at the prevailing rates. The locations of sleeves will be confirmed during the design of the gas mains.

For further information and requirements for natural gas servicing, please refer to the "Guide to Natural Gas Servicing" found on the ATCO website.

If gas service is required, to avoid delays, the owner / developer should follow the steps listed on the ATCO website (<https://www.atco.com/en-ca/for-business/natural-gas/products-services/service-requests.html>) or contact ATCO Customer Assistance Centre at 310-5678, or their local ATCO Gas Distribution agency office at their earliest convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 6 months is recommended. Note, each lot / unit is to have a separate service line.

For further information and requirements for natural gas servicing, please refer to the "Guide to Natural Gas Servicing" found on the ATCO website. Applications for new services residential or commercial please go on our website of [GasApplicationsCalgary@atco.com](mailto:GasApplicationsCalgary@atco.com).

There is an existing ATCO service in the area. If it should be necessary to lower, relocate, or make any alteration to our existing service due to this proposal, please contact ATCO Customer Assistance Centre at 310-5678 to discuss a service alteration. Note all alteration costs will be borne by the developer / owner. If the existing service line requires demolition or cutback please contact the Calgary Service Applications at 403-254-6200 or email [GasApplicationsCalgary@atco.com](mailto:GasApplicationsCalgary@atco.com) for an application.

ATCO requires that a suitable alignment be provided within the boulevards of all arterial and major roads for the ATCO Gas Distribution feeder mains.

This development may benefit from ATCO's Construction Energy Services. Contact [naturalgassales@atco.com](mailto:naturalgassales@atco.com) or visit our [Construction Energy Webpage](#) for more Information.

**Contact Alberta One Call where there's any excavation with gas lines in the area**

It will always remain the responsibility of the proponent to verify exact location and depths of nearby facilities by arranging for an in-field location with Alberta One-Call at 1-800-242-3447 or [albertaonecall.com](http://albertaonecall.com). Please contact Alberta One-Call Corporation prior to any surface construction.

- (1) Contact Alberta One Call (1-800-242-3447) for locates to verify alignment of the existing gas facilities.
- (2) Contact ATCO South Operations Dispatch at 403-245-7220 for an inspection of the exposed lines (including hydrovac holes) prior to backfill. Inspection services are available Monday to Friday, 8am – 4pm.
- (3) Hydrovac or hand expose facilities to verify horizontal and vertical alignment of all gas mains in conflict areas. This should be done as soon as possible to determine if the main will need to be relocated.
- (4) If existing gas mains require lowering or relocation due to the proponent's project, notification must be given to our ATCO Gas Distribution Engineering Department with a minimum of one (1) year notice. Forward plans and requirements to the ATCO Gas Distribution Engineering Department at 909 – 11th Ave. SW Calgary, AB, T2R 1L8.

Please refer to the "Working Around Natural Gas" Safety Handbook found on our website at: <https://www.atco.com/en-ca/for-business/natural-gas/safety-business/safety-resources.html>

If you have any **questions or concerns regarding this reply**, please contact our engineer **Raymond Diep**

[Raymond.Diep@atco.com](mailto:Raymond.Diep@atco.com)

**Christine Riddell**

Administrative Coordinator  
Natural Gas Distribution  
Pipelines & Liquids Global Business Unit

T. 403-245-7629

A. 5<sup>th</sup> Floor, 909-11<sup>th</sup> Ave. SW Calgary, AB T2R 1L8

[ATCO.com](http://ATCO.com) [Facebook](#) [Twitter](#) [LinkedIn](#)

---

**From:** Mitch Braun <MBraun@islengineering.com>

**Sent:** Thursday, February 17, 2022 11:47 AM

**Subject:** Carstairs Subdivision Application SD 22-03- Referral for Comment

**\*\*Caution – This email is from an external source. If you are concerned about this message, please forward it to [spam@atco.com](mailto:spam@atco.com) for analysis.\*\***

Good Day,

On behalf of the Town of Carstairs, please see the attached application for subdivision for your review.

Your comments and recommendations to this proposal will be accepted until noon on **March 18, 2022**.

Planning Background

The application proposes 42 residential lots. The total area of the subject site is 3.88 ha (9.59 ac). The site was recently subject to a land use redesignation and a land use map has been included for reference.

If we have not received your comments within this period, we will process the application as if you have no objections to the proposed application. If you have any questions or would like to request more information, feel free to contact me by e-mail or phone.

In your reply, please quote the project number “SD 22-03”.

Thank you

**Mitch Braun, M.E.D., B.C.S. | *Community Planner***  
**ISL Engineering and Land Services Ltd.**  
**T: 403.254.0544 F: 403.254.9186 C: 403.830.3162**

The information transmitted is intended only for the addressee and may contain confidential, proprietary and/or privileged material. Any unauthorized review, distribution or other use of or the taking of any action in reliance upon this information is prohibited. If you receive this in error, please contact the sender and delete or destroy this message and any copies.

**Mitch Braun**

---

**From:** PlanDev <plandev@mvcounty.com>  
**Sent:** March 8, 2022 2:25 PM  
**To:** Mitch Braun  
**Subject:** Carstairs Subdivision Application SD 22-03- Referral for Comment  
**Attachments:** Carstairs SD 22-03 Application .pdf; LUR 22-01\_Land Use Plan and Statistics.pdf

Good afternoon, Mitch,

As per Margaretha Bloem, Director of Planning and Development for Mountain View County, we have no comments or objections to this application as it is located within the Town of Carstairs.

Thank you,

Susan Smyth

---

**From:** Mitch Braun <[MBraun@islengineering.com](mailto:MBraun@islengineering.com)>  
**Sent:** February 17, 2022 11:47 AM  
**Subject:** Carstairs Subdivision Application SD 22-03- Referral for Comment

Good Day,

On behalf of the Town of Carstairs, please see the attached application for subdivision for your review.

Your comments and recommendations to this proposal will be accepted until noon on **March 18, 2022**.

[Planning Background](#)

The application proposes 42 residential lots. The total area of the subject site is 3.88 ha (9.59 ac). The site was recently subject to a land use redesignation and a land use map has been included for reference.

If we have not received your comments within this period, we will process the application as if you have no objections to the proposed application. If you have any questions or would like to request more information, feel free to contact me by e-mail or phone.

In your reply, please quote the project number "SD 22-03".

Thank you

**Mitch Braun, M.E.D., B.C.S. | Community Planner**  
**ISL Engineering and Land Services Ltd.**  
**T: 403.254.0544 F: 403.254.9186 C: 403.830.3162**

\*\*\*\* IMPORTANT NOTICE \*\*\*\* This email originates from outside our organization so please proceed with caution and check the email and/or attachments for possible threats. \*\*\*\* IMPORTANT NOTICE \*\*\*\*



February 25, 2022

EMAIL ONLY:

[kirkw@carstairs.ca](mailto:kirkw@carstairs.ca)

Kirk Willisroft  
Director of Planning & Development  
Town of Carstairs  
844 Centre St. Box 370  
Carstairs, AB T0M 0N0

**Subject: Deer Ridge Conceptual Scheme – Utilities Servicing and Tentative Plan of Subdivision Review**

As requested by the Town of Carstairs (the Town), CIMA+ provides the following comments relative to our 2<sup>nd</sup> review of the Deer Ridge Conceptual Scheme utilities servicing (Sections 4.2 to 4.4) and our initial review of the tentative plan of subdivision.

**A. Conceptual Scheme Deep Utilities Servicing**

1. CIMA+ comment per our Dec. 23, 2021 review that “*A hydraulic water modeling should be undertaken for the proposed development to verify system adequacy at various demand conditions including fire flow.....*” However, since CIMA+ has been directed by the Town to proceed with the update of the Town’s water model, it would be more efficient to include this in our overall system analysis to verify if the proposed pipe sizes are adequate to meet system requirements at various demand conditions rather than asking the Consultant to do a separate water model. Hence, please advise the Developer/Consultant to provide the following information so they could be incorporated into the Town’s water model:
  - a. CAD file for the proposed site layout including watermains alignment and proposed pipe sizes.
  - b. Anticipated water demand for the proposed development
  - c. Design or existing ground contour elevation.
2. No further comments on the conceptual water, wastewater and stormwater servicing at this time since we will have opportunity to review them more in detail once we receive the detailed design drawings at subsequent development review stage.

**B. Tentative Plan of Subdivision**

1. R1 – Single Detached District
  - a. Lots 7, 22 & 24; Block 4 doesn’t meet the Town of Carstairs Land Use Bylaw (LUB) requirement on minimum parcel width of 11.0m for parcels fronting onto the bulb of a cul-de-sac which should also apply for any lot fronting a road bulb even if not in a cul-de-sac.
2. R2 – Two Dwelling District
  - a. Lot 4; Block 4 doesn’t meet the Town of Carstairs LUB requirement on minimum parcel width of 16.5m for semi-detached dwellings (corner lot). However, this lot meets the minimum parcel width of 10.5m for detached dwellings (corner lot).
  - b. Lots 5 & 6; Block 4 doesn’t meet the Town of Carstairs LUB requirement on minimum parcel width of 9.0m for detached dwellings (interior lot). Likewise, they do not meet the minimum 11.0m width for parcels fronting onto a road bulb (refer to item B.1.a comment).
3. Tentative Plan Showing Proposed URW
  - a. Developer/Consultant to coordinate with shallow utilities providers to ensure that their minimum requirements are met.
4. The Town at its discretion may require the Conceptual Scheme report to be updated to reflect any changes on the tentative plan of subdivision that impacts the land use density and yields.

300, 6815 – 8 Street NE, Calgary AB T2E 7H7 CANADA T 403 775-0100 F 403-775-0102  
[cima.ca](http://cima.ca)

**KINCENTRIC**  
**Best Employer**  
CANADA 2019

- 2 -



Please note that CIMA's review of the conceptual utilities servicing and the tentative plan of subdivision is not exhaustive and does not in any way reduces the Consultant and Developer's responsibility in ensuring that the design as well as the tentative plan of subdivision meets the current design standards, LUB and other requirements for the Town of Carstairs as well as Provincial and Federal (where applicable) authorities having jurisdiction.

CIMA+ is available to review the above information at the request of the Town of Carstairs. Please do not hesitate to contact the undersigned if you have any questions or concerns.

Yours sincerely,

Dindo Pangilinan, P.Eng., PMP  
Project Engineer, Infrastructure

DP/  
cc Arlen Babcock, CIMA+  
Steve Dawe, CIMA+

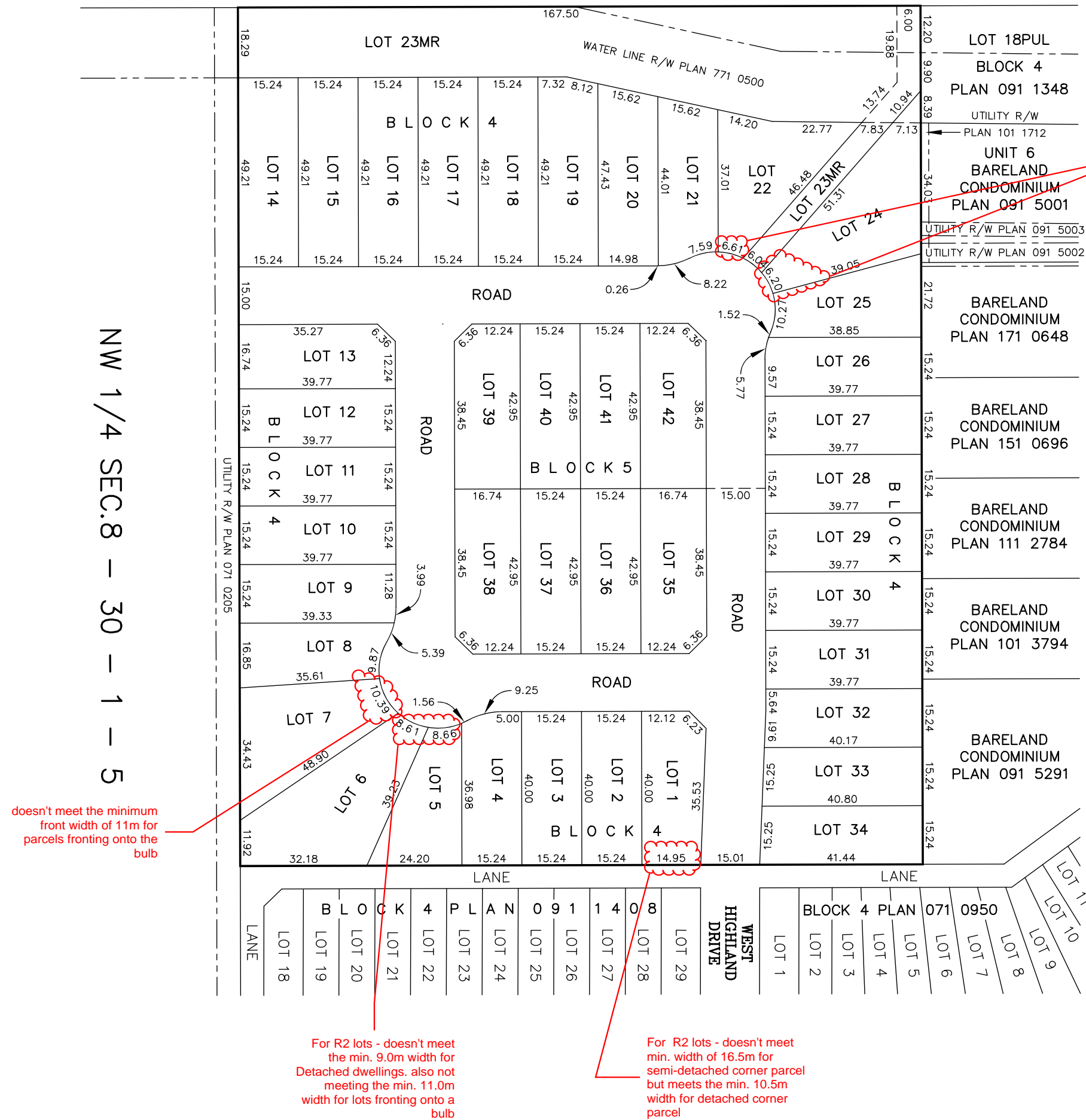
[cima.ca](http://cima.ca)

**KINCENTRIC**  
**Best Employer**  
CANADA 2019




SW 1/4 SEC.17 - 30 - 1 - 5

GOVERNMENT ROAD ALLOWANCE



TOWN OF CARSTAIRS  
TENTATIVE PLAN  
SHOWING PROPOSED SUBDIVISION  
AFFECTING ALL OF  
BLOCK A DESCRIPTIVE PLAN 921 2174  
WITHIN  
NW 1/4 SEC.8 TWP.30 RGE.1 W5M.

REVISION No.	DATE (YYYY/MM/DD)
0	2022/1/27


AREA AFFECTED BY THIS PLAN OUTLINED THUS   
AND CONSISTS OF 42 LOTS AND ROAD CONTAINING  
3.876 HECTARES (9.58 ACRES).  
DISTANCES ARE IN METRES AND DECIMALS THEREOF.

SCALE 1:1000

ACE SURVEYS LTD.  
119 STRATHMORE LAKES COMMON  
STRATHMORE, ALBERTA T1P 1Y7  
PHONE: 403-934-2330  
EMAIL: ACESURVEYS2011@GMAIL.COM  
FILE No.: 22013




REVISION No.	DATE (YYYY/MM/DD)
0	2022/2/3

AREA AFFECTED BY THIS PLAN OUTLINED THUS  AND CONSISTS OF 0.216 HECTARES (0.53 ACRES). ALL RIGHT OF WAYS ARE 3.50m IN PERPENDICULAR WIDTH UNLESS INDICATED OTHERWISE. DISTANCES ARE IN METRES AND DECIMALS THEREOF.

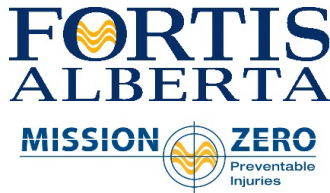
SCALE 1:1000

ACE SURVEYS LTD.  
119 STRATHMORE LAKES COMMON  
STRATHMORE, ALBERTA T1P 1Y7  
PHONE: 403-934-2330  
EMAIL: ACESURVEYS2011@GMAIL.COM  
FILI No.: 22013URW



NW 1/4 SEC.8 TWP.30 RGE.1 W5M.

Page 27 of 36



Tracy Davidson  
Land Department

**FortisAlberta Inc.**  
320 – 17 Ave SW  
Calgary, AB  
T2S 2V1  
Phone# 780-464-8815  
Cell#  
[www.fortisalberta.com](http://www.fortisalberta.com)  
Email:  
[tracy.davidson@fortisalberta.com](mailto:tracy.davidson@fortisalberta.com)

March 4, 2022

ISL Engineering and Land Services Ltd.  
4015 - 7 Street SE  
Calgary, Alberta  
T2G 2Y9

**Attention:** Mitch Braun

**RE: FortisAlberta Condition for Subdivision Approval**

**FortisAlberta Reference No.:** 320108882

**MD File No.:** SD 22-03

**Location/Legal Description:** NW 8-30-1-W5M

**Customer Name:** 2339043 ALBERTA LTD.

Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

Sincerely,



Tracy Davidson

RE: 320108882



**TELUS Communications Inc.**

Right of Way Department  
2930 Centre Avenue NE  
Calgary, AB T2A 4Y2

Telephone 403-384-3066

E-mail [rightofwayab@telus.com](mailto:rightofwayab@telus.com)

February 23, 2022

TELUS File No.: ABS2022-071  
Circulation No.: SD22-03

**TOWN OF CARSTAIRS**

Circulation Control – Planning & Development  
MBRAUN@ISLEENGINEERING.COM

**Attention: MITCH BRAUN**

**RE: TELUS COMMUNICATIONS INC ('TELUS')  
PROPOSED SUBDIVISION REPLY  
PLAN 9212174; BLOCK A  
NW 8-30-1 W5M**

---

Pertaining to the application that has been made for subdivision over the above-mentioned land, TELUS has no objection to the subdivision application. However, protection of future facilities to provide service will be required by way of a TELUS-named utility right of way, a joint use utility right of way or public road.

We ask that you place our above requirement under the conditions of approval for this proposed subdivision.

Yours truly,

*Lisa Mendonsa*

Lisa Mendonsa  
Real Estate Specialist  
Rights of Way  
Real Estate Department



Delivery Services, Transportation  
Central Region, Red Deer District  
4920 - 51 Street  
Red Deer, Alberta T4N 6K8

AT Reference No.: RSDP040169  
AT File Number: Carstairs/Subdivision  
Municipality File Number: SD 22-03

March 3, 2022

ISL Engineering and Land Services Ltd. on behalf of Antler Developments Incorporated

**Subject: Referral for the items identified below within Carstairs ("Municipality")**

Reference / File Number	Description	Location
RSDP040169-1	Subdivision Application	Highway 580 NW-8-30-01-5

This will acknowledge receipt of your circulation regarding the above-noted proposal, which must meet the requirements of Sections 14 and 15 of the Subdivision and Development Regulation, due to the proximity of Highway 580. The department is currently protecting Highway 580 to a Minor Two-Lane standard at this location.

To that end, the parcels to be created will be well removed from a provincial highway with indirect access to the highway being gained solely by way of the local road system. However, due to the potential increase traffic on Gough Rd which may impact the Gough Rd & Hwy 580 Intersection, Hwy 580 requires a left turn south from Gough Rd so with more traffic on Gough Rd there may be more delay experienced to Hwy 580 traffic making the left turn. Alberta Transportation is not aware of any operational issues currently, but we may require analysis in the future.

Therefore, in this instance the department grants a waiver of said Sections 14 and 15(2). Although the waiver of Section 15(2) has been granted, the applicant is advised that no direct access to the highway will be allowed as a result of this application.

Section 16 of the regulation only states that Sections 14 and 15 may be varied and although the waivers have been granted for this application, they have been granted under site specific circumstances (indirect access by the local road system).

Pursuant to Section 678(2) of the Municipal Government Act, Alberta Transportation requires that any appeal of this subdivision be referred to the Municipal Government Board.

If you have any questions, please contact the undersigned Development and Planning Technologist.

Yours truly,

---

Charlene Johnson  
Development and Planning Technologist  
Charlene.Johnson@gov.ab.ca

cc      MCI



Integrated Expertise. Locally Delivered.

## Appendix D

### Adjacent Landowner's Responses

#### Mitch Braun

---

**From:** colton donhauser <colton.donhauser@outlook.com>  
**Sent:** March 8, 2022 10:25 AM  
**To:** Mitch Braun  
**Subject:** Block A Plan 9212174

Hello,

I have live on McAlpine street adjacent to the proposed new developed for over 10 years. I am not opposed to the new development and am happy to see new homes being built in Carstairs, the town I have lived in for 30 + years. My only concern would be to the added amount of traffic to McAlpine. With the addition of homes build in the West Highlands development our street is very busy. There are MANY young families with small children in the area. Daily I watch vehicles roll through the stop sign, or excessively come around the corner. I fear it would just get worse.

A road through this sub division needs to connect DIRECTLY to Gough road.

Thank you.

Colton Donhauser





#214, 11929 40<sup>th</sup> Street SE  
Calgary, AB T2Z 4M8  
PH: (403) 276-2100  
www.leemaher.ca

March 23, 2022

File: 553-01

Kirk Williscroft  
Director of Planning and Development  
Town of Carstairs

**RE: Deer Ridge Subdivision Application – Lot Front Setback Variance Request**

Mr. Williscroft,

On behalf of our Client, Cory Brekelmans of Antler Developments Incorporated, we are submitting a formal request of variance for some of the proposed lots in the Deer Ridge Subdivision.

As some of the pie-shaped lots that front onto bulbs don't meet the required width per Town of Carstairs Land Use Bylaw, we are requesting a variance to the front yard setback on proposed lots 5, 6, and 7 which are located in the southwest corner of the proposed subdivision.

On the attached sketch we have shown the distance from the front property line where the pie-shaped lots will meet the required setbacks per their zoning designation.

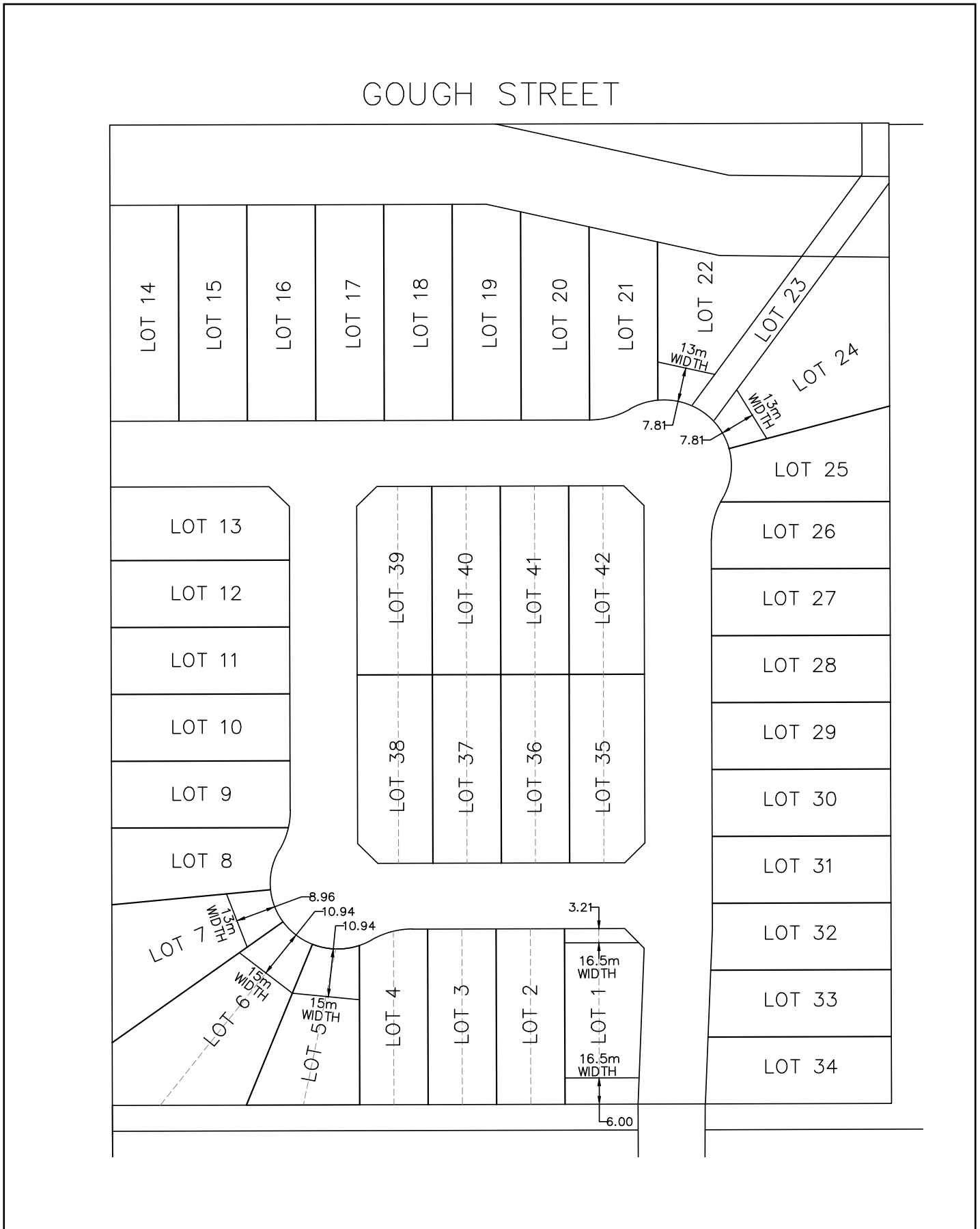
- Lots 5 and 6 are zoned R2 and have a minimum width of 15 meters per the Land Use Bylaw. The 15 meters of width will be achieved at a front setback of 10.94.
- Lot 7 is zoned R1 and has a minimum width of 13 meters per the Land Use Bylaw. The 13 meters of width will be achieved at a front setback of 8.96m.
- Lots 24 and 22 in the northeast corner of the project do not meet the minimum lot opening width per the Land Use Bylaw, however both lots achieve their required 13 meters of width at 7.81m which is less than the maximum setback of 8m.
- Lot 1 has a south boundary width of 15.90 meters which is less than the required width of 16.50 meters, however this lot meets its required width of 16.50 meters at the rear setback distance of 6.0 meters

Thank you,

A handwritten signature in black ink, appearing to read 'Jay Sheen', with a stylized flourish at the end.

Jay Sheen, P.L.Eng, PE  
Principal





**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE  
TUESDAY, MARCH 15, 2022, 7:30 A.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Councilor Allan, Councilor Ball, Councilor Ratz, Director of Emergency Services Rob McKay, CAO Carl McDonnell, and Executive Assistant Kayleigh Van Es

**ABSENT:** Mayor Colby

**CALL TO ORDER:** Councilor Ball called the meeting of March 15, 2022 to order at 7: 30 a.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Ratz to adopt the agenda of March 15, 2022 as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Allan to adopt the minutes of February 15, 2022 as presented.

**CARRIED**

**UNFINISHED BUSINESS:** Nil

**DELEGATIONS:** Nil

**NEW BUSINESS:** Nil

**REPORTS:**

**1. Financial Reports**

CAO McDonnell gave an overview of the Revenue & Expense Report.

Motion by Councilor Ratz to accept the financial reports as information and circulate to council.

**CARRIED**

**2. Development Reports**

CAO McDonnell gave an update on the Development Reports.

a. Building Permit Listing

b. Compliance Listing

Motion by Councilor Allan to accept the Development reports as information.

**CARRIED**

**3. City Wide Protective Services Monthly Reports**

CAO McDonnell provided an update on City Wide Reports.

a. Fire Reports

- Councilor Ball noted an error in year to date numbers listed in the report.

b. Bylaw Reports

- Councilor Ball noted an error in year to date numbers listed in the report.

c. Combined Reports

Motion by Councilor Ratz to accept the CityWide Protective Services Monthly Reports as information.

**CARRIED**

**4. Quarterly Reports**

a. Royal Canadian Mounted Police (R.C.M.P.)  
- Nil

b. Citizens on Patrol (COP)  
- Nil

**5. Emergency Services**

Director of Emergency Services McKay spoke to the following reports:

- a. CEMA report
- b. Meeting Schedule
- c. Emergency Services
- d. Hazard risk

Motion by Councilor Allan to accept the Emergency Services reports as information.

**CARRIED**

**6. Personnel Evaluations**

CAO McDonnell informed the committee that an evaluation needs to be completed before April 2022.

**GENERAL DISCUSSION:** Nil

**NEXT MEETING:** Next meeting will be April 19, 2022 at 7:30 a.m.

**ADJOURNMENT:** Motion by Councilor Allan to adjourn the meeting of March 15, 2022, at 7:52 a.m.

**CARRIED**

---

**Councilor Ball, Chairperson**

---

**Carl McDonnell, CAO**