



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
TUESDAY, NOVEMBER 14, 2023, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of November 14, 2023
Motion: To adopt the agenda of November 14, 2023

4. ADOPTION OF MINUTES

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- a) Adoption of minutes of Council Organization Meeting of October 23, 2023
(addendum 4.a)
Motion: To adopt the minutes of Council Organization Meeting of October 23, 2023



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- b) Adoption of minutes of Regular Council Meeting of October 23, 2023
(addendum 4.b)
Motion: To adopt the minutes of Regular Council Meeting of October 23, 2023



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

7. BYLAWS AND POLICIES

11 - 38

- a) Bylaw 725 for Repeal (addendum 7.a)



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- b) Bylaw 2047-Borrowing Bylaw Capital Equipment Purchase (addendum 7.b)



8. NEW BUSINESS

9. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE

- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) POLICY & GOVERNANCE COMMITTEE
- d) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- e) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- f) MOUNTAIN VIEW SENIORS HOUSING
- g) MUNICIPAL AREA 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

- a) Mountain View Seniors Housing-Thank You (addendum 11.a)



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 COUNCIL ORGANIZATIONAL MEETING
MONDAY, OCTOBER 23, 2023 AT 6:30 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts and Wilcox, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, CAO Rick Blair, & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Colby called the Council Organizational meeting of October 23, 2023, to order at 6:30 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	Motion by Councilor Ratz to adopt the Council Organizational agenda of October 23, 2023 as presented. <div>CARRIED</div>
SELECTION OF DEPUTY MAYOR:	Motion by Councilor Ball to elect Councilor Allan as the Deputy Mayor. <div>CARRIED</div>
APPOINTMENT OF DATES, TIME, AND PLACE FOR COUNCIL:	<div>1. Regular Council Meetings</div> <p>Regular Council meetings will take place on the second and fourth Monday of each month. If Monday is a holiday, then the meeting will be moved to Tuesday. There will be only one meeting during the months of July, August, and December.</p> <p>Council meeting dates are as follows:</p> <ul style="list-style-type: none">• November 14 and November 27, 2023.• December 11, 2023.• January 8 and January 22, 2024.• February 12 and February 26, 2024.• March 11 and March 25, 2024.• April 8 and April 22, 2024.• May 13 and May 27, 2024.• June 10 and June 24, 2024.• July 8, 2024.• August 26, 2024.• September 9 and September 23, 2024.• October 15 and October 28, 2024. <p>Motion by Councilor Wilcox to accept the dates of the regular Council meetings to be the second and fourth Monday of each month, unless it falls on a holiday, then meeting will move to Tuesday. <div>CARRIED</div></p> <div>2. Time and Place</div> <p>Regular Council meetings will be held at 7:00 p.m. in the Council Chambers at the Town of Carstairs Municipal Office.</p> <p>Motion by Councilor Allan to set the time and place of the regular Council meetings to be held at 7:00 p.m. in Council Chambers at the Town of Carstairs Municipal Office. <div>CARRIED</div></p>
SIGNING AUTHORITIES:	<div>1. Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services</div> <p>Motion by Councilor Roberts to authorize that the signing authorities on the Town of Carstairs accounts to consist of Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services. <div>CARRIED</div></p>
COMMITTEES:	<div>1. Legislative & Emergency Services Committee</div> <p>Motion by Councilor Wilcox to appoint Councilors Allan, Ball, and Ratz to the Legislative & Emergency Services Committee. <div>CARRIED</div></p> <div>2. Strategic Planning & Corporate Affairs Committee</div> <p>Motion by Councilor Fricke to appoint Councilors Ball, Fricke, and Roberts to the Strategic Planning Committee. <div>CARRIED</div></p>

APPOINTMENT OF
MEMBERS-AT-LARGE
COMMITTEES:

3. Policy & Governance Committee
Motion by Councilor Roberts to appoint Councilors Fricke, Roberts, and Wilcox to the Policy and Governance Committee.
CARRIED

1. Municipal Planning Commission
Motion by Councilor Ball to appoint Councilors Allan, Roberts, and Wilcox to the Municipal Planning Commission.
CARRIED

Motion by Councilor Allan to appoint Darrah Selanders & Dan Pochapsky to the Municipal Planning Commission.
CARRIED

Motion by Councilor Wilcox to appoint Sherry Humphrey & Kayleigh Van Es to serve as a Secretary to the Municipal Planning Commission.
CARRIED

2. Director of Emergency Management
Motion by Councilor Ratz to appoint Rob McKay as the Director of Emergency Management and Ernie Bradley as Deputy Director.
CARRIED

3. Subdivision & Development Appeal Board
Motion by Councilor Roberts to appoint Councilor Ball to the Subdivision & Development Appeal Board.
CARRIED
Motion by Councilor Fricke to appoint Sandi Roberts & Bev Stevenson to the Subdivision & Development Appeal Board.
CARRIED

Motion by Councilor Wilcox to appoint Sherry Humphrey & Kayleigh Van Es as a Clerk to the Subdivision & Development Appeal Board.
CARRIED

4. Inter-Municipal Subdivision & Development Appeal Board
Motion by Councilor Allan to appoint Councilor Ball to the Inter-Municipal Subdivision & Development Appeal Board.
CARRIED
Motion by Councilor Ratz to appoint Sandi Roberts, & Bev Stevenson to the Inter-Municipal Subdivision & Development Appeal Board.
CARRIED

Motion by Councilor Ball to appoint Sherry Humphrey & Kayleigh Van Es as a Clerk to the Inter-Municipal Subdivision & Development Appeal Board.
CARRIED

5. Carstairs Library Board
Motion by Councilor Fricke to appoint Councilor Wilcox to the Carstairs Library Board.
CARRIED

APPOINTMENT OF
COUNCIL
REPRESENTATION:

1. Municipal Area Partnership
Motion by Councilor Wilcox to appoint Mayor Colby to the Municipal Area Partnership.
CARRIED

2. Mountain View Regional Water Commission
Motion by Councilor Allan to appoint Mayor Colby to the Mountain View Regional Water Commission.
CARRIED

3. Mountain View Regional Waste Commission
Motion by Councilor Fricke to appoint Councilor Wilcox to the Mountain View Regional Waste Commission.
CARRIED

4. Mountain View Senior Housing Authority
Motion by Councilor Ratz to appoint Councilor Fricke to the Mountain View Seniors' Housing Authority.
CARRIED

5. Parkland Regional Library
Motion by Councilor Ball to appoint Councilor Wilcox to the Parkland Regional Library Board.

CARRIED

6. Inter-Municipal Collaboration Committee
Motion by Councilor Allan to appoint Mayor Colby and Councilors Allan and Councilor Ball to the Inter-municipal Collaboration Committee.

CARRIED

**TOWN APPOINTMENTS
(NON-EXCULSIVE):**

1. Solicitors
Motion by Councilor Wilcox to appoint MLT Aikins LLP as the solicitor for the Town of Carstairs.

CARRIED

2. Planners
Motion by Councilor Ball to appoint ISL Engineering & Land Services as the planners for the Town of Carstairs.

CARRIED

3. Building Inspectors
Motion by Councilor Ratz to appoint IJD Inspections Ltd. as the building inspector for the Town of Carstairs.

CARRIED

4. Engineers
Motion by Councilor Roberts to appoint CIMA Canada Inc. and ISL Engineering & Land Services as the engineers for the Town of Carstairs.

CARRIED

5. Assessor
Motion by Councilor Allan to appoint Wild Rose Assessment Service as the assessor for the Town of Carstairs.

CARRIED

6. Auditors
Motion by Councilor Fricke to appoint MNP LLP as the auditors for the Town of Carstairs.

CARRIED

7. Weed Inspectors
Motion by Councilor Ball to appoint Mountain View County as the Weed Inspectors for the Town of Carstairs.

CARRIED

ADJOURNMENT:
Motion by Councilor Ratz to adjourn the Council Organizational meeting of October 23, 2023, at 6:41 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, OCTOBER 23, 2023, 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 23, 2023, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 333/23	Motion by Councilor Wilcox to adopt the Regular Council agenda of October 23, 2023, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES:	
Motion 334/23	Motion by Councilor Ball to adopt the Regular Council minutes of October 10, 2023, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	1. Stonebridge pathway access to Mandalay-Update CAO Blair addressed the pathway update after Council requested pricing and options for the location of a pathway connecting Stonebridge to Mandalay. The East pathway option would cost approximately \$70-85K, while the West pathway option would cost approximately \$18-20K. The pathway would be located next to an engineered storm retention pond, which is registered with AB environment as part of storm system. R. Blair was thanked by Council for the analysis, and explanation.
Motion 335/23	Motion by Councilor Ball to accept the update as information and direct administration to move forward with pricing and timelines for the west path location. CARRIED
DELEGATIONS:	Hugh Sutherland School-Dean Nielsen Principal Dean Nielsen accompanied by Carstairs Elementary School Principal Traci Upshaw and the School Trustee Melissa Copley presented to Council the overview of the plan for both HSS and CES located in Chinooks edge school division. They are establishing a more united front where the schools have a stronger communications and bond. D. Nielsen has been meeting with CAO R. Blair on a regular basis and would like to invite Council to come visit him at any time at HSS. D. Nielsen noted that there is a high staff turnover at HSS and the school is making healthy changes with a new admin team as well as teambuilding activities such as a Teacher scavenger hunt to bring the community to the school. D. Nielsen aspires to instill calmness and a strong parent community connection. HSS has started a Hockey academy which has brought many families to Carstairs to attend, Volleyball is also a popular sport at HSS. Noted that the east gym wall has been an eyesore for years and the school is looking into getting a large digital sign for multiple ways of advertising. The New principal of CES T. Upshaw is looking forward to a more fluid system. T. Upshaw wants to bring a sense of community back to the schools. Creating an easy bridge when children transition from CES to HSS. T. Upshaw mentioned support received from the Carstairs Co-op for the Terry Fox run as well as the AG society and CES's participation in scarecrow trail. She thanked the Carstairs Fire Department for spending almost two whole days in the classrooms educating each class during fire prevention week. Carstairs Peace Officers and R.C.M.P. have also been in the classrooms to educate the children on cyber safety and Halloween safety, bringing a strong community to the school. T. Upshaw mentioned that CES and Carstairs Public Library will be working together as well to become more involved. Stating that the best way to turn a bad day around is to read a book to a kindergarten class.

Mayor Colby commended the community concept and thanked D. Nielsen, T. Upshaw, and M. Copley for coming to present to Council.

Councilor Fricke- thanked them for the presentation, and although she is not active in the education community, it sounds like a great long-term plan is in place.

Councilor Wilcox commented that with her children attending HSS, she has felt the change with the kids and is excited to see where it goes.

Councilor Ball commended the schools for getting the community involved. He also inquired about capacity at the schools and possible timelines for a new school, clarifying with the treasurer that the schools would not do a grade merge, keeping CES a K-4 school and HSS 5-12. Trustee M. Copley responded that HSS is approximately 765 kids and CES is at 450 kids. Both schools are close to capacity; however, other municipalities are in much higher need. Currently, Carstairs sits 5th in line for a new school.

Councilor Ratz is excited about the academies and what that will bring to the town.

Councilor Allan stated that he is very involved with CES and is pleased with how things are going.

Mayor Colby thanked D. Nielsen, T. Upshaw, and M. Copley for the presentation.

Motion 336/23

Motion by Councilor Fricke to accept the Hugh Sutherland School presentation as information.

CARRIED

BYLAWS & POLICIES:

Nil

NEW BUSINESS:

1. Evolution AV Quote

CAO Blair spoke to the quote received for upgrading the Council Chambers Audio Visual setup. The scope of work would include the ability to have video conferencing, recording capability, and better microphones for ease of sound in the room. They included a quote for the boardroom as well, allowing for video conferencing. R. Blair presented the options, stating that price comparisons can be completed, but wanted to make Council aware of the cost with upcoming budget decisions.

Councilor Fricke inquired about the utilization of both Council Chambers and the Boardroom to which R. Blair answered it would be used multiple times a week. Often our current setup is multiple people crammed into an office for video meetings.

Councilor Ratz stated that it is about time to upgrade.

Councilor Roberts is on board with the idea so Council can have full conference-level meetings.

Councilor Allan echoed that the upgrade needs to be done.

Motion 337/23

Motion by Councilor Allan to accept Evolution AV quote for information and to direct administration to collect price comparisons with other companies.

CARRIED

2. Proclamation of Family Violence Prevention Month

Mayor Colby hereby proclaims the month of November 2023 to be Family Violence Prevention Month in Carstairs AB. Check other town's layout.

Motion 338/23

Motion by Councilor Wilcox to accept the proclamation of November being Family Violence Prevention Month 2023.

CARRIED

3. Mountain View Regional Waste Commission 2024 Budget

Councilor Wilcox spoke to the Budget document provided to Council. The board approved the 2024 budget with the following key elements: Landfill tipping fee to remains at \$97.00 charged to municipal and commercial customers. Municipal fee for service set at \$11.46 a 53% decrease over 2023 rates. The biggest driver in the

reduced fees is related to the Commission's decision to close the regional recycling centres in August 2023. Tipping fee for raw metal reduced to \$50.00 per tonne, down 31% from prior years. The Commission's capital budget of \$355,000 is focused on capital renewal of operating equipment and facilitating a change in operating procedure to minimize leachate collection and disposal fees.

CAO Blair inquired about cell life and if the commission is putting aside capital funds, Councilor Wilcox confirmed.

Motion 339/23

Motion by Councilor Fricke to accept the Mountain View Regional Waste Commission 2024 Budget as information.

CARRIED

- COMMITTEE REPORTS:
1. Legislative & Emergency Services Committee

- Next meeting to be scheduled November 2023.
2. Strategic Planning & Corporate Affairs Committee

- Next meeting to be scheduled November 2023.
3. Policy & Governance Committee

- Next meeting to be scheduled November 2023.
4. Mountain View Regional Waste Commission

- Next meeting November 27, 2023.
5. Mountain View Regional Water Commission

- Mayor Colby provided a verbal report on the meeting that occurred on October 11, 2023. Next meeting to be schedule November 2023.
6. Mountain View Seniors' Housing

- Councilor Ratz provided a verbal report of the meeting that occurred on October 19, 2023. Stating that 3rd quarter financials are trending in positive way. Working on board policies and completed evacuation drills, which were successful. Next meeting Organizational Meeting November 16, 2023, Regular Board meeting December 14, 2023.
7. Municipal Area Partnership

- Will provide an update at the next meeting

Motion 340/23

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

CARRIED

- COUNCILOR REPORTS:
- Councilor Allan

- October 19, 2023 met with Mountain View County, Town of Crossfield, Town of Didsbury and the Village of Cremona to discuss R.C.M.P. regional policing.

- October 23, 2023 attended the Organizational Meeting for Council.
- Councilor Ball

- October 13, 2023 attended the open house at the Fire Department. It was very well attended and the fire hall looks great.

- October 20, 2023 attended a Dinner and Dance at the Half Century Club.

- October 23, 2023: Attended the Organizational Meeting for Council.
- Councilor Fricke

- October 11, 2023 attended the Carstairs Chamber of Commerce meeting.

- October 14, 2023 attended the Carstairs Library's Comic Con Event. Which had great attendance and was well organized.

- October 23, 2023: Attended the Organizational Meeting for Council.
- Councilor Ratz

- October 16, 2023 attended Heritage Festival meeting, the festival is looking for more volunteers to ensure success.

- October 19, 2023 attended Mountain View Seniors Housing Board Meeting.

- October 23, 2023: Attended the Organizational Meeting for Council.
- Councilor Roberts

- October 11, 2023 attended Mountain View Regional Water Commission meeting.

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- October 11, 2023 attended the Carstairs Chamber of Commerce meeting.
- October 23, 2023: Attended the Organizational Meeting for Council

Councilor Wilcox

- October 13, 2023 with HSS and FCSS attended a leadership in red deer event.
- October 17, 2023 attended the Carstairs Public Library Board meeting, stating that the Comic Con saw over 350 people which is wonderful for a first ever Comic Con event. Received positive feedback for new flooring and space reconfiguration. The library is working on a space utilization report to bring to Council for future plans. The library met with Traci Upshaw of CES and had a productive conversation regarding shared spaces and snow removal.
- October 23, 2023 met with HSS, FCSS and the Museum to plan a haunted house for Halloween at the Museum.
- October 23, 2023: Attended the Organizational Meeting for Council

Mayor Colby

- October 11, 2023 attended Mountain View Regional Water Commission meeting.
- October 18, 2023 attended Mountain View Regional Water Commission Budget meeting.
- October 19, 2023 met with Mountain View County, Town of Crossfield, Town of Didsbury and the Village of Cremona to discuss R.C.M.P. regional policing.
- October 23, 2023: Attended the Organizational Meeting for Council

Motion 341/23 Motion by Councilor Ratz to accept all Councilor Reports as information.

CARRIED

CORRESPONDENCE:

1. Villas at Stonebridge Glen-Thank-you
Council reviewed a thank-you note from the Board of Directors at the Villas at Stonebridge Glen.

Motion 342/23 Motion by Councilor Ball to accept all Correspondence as information.

CARRIED

CAO’S REPORT:

- October 11, 2023 met with CIMA regarding wastewater Model.
- October 11, 2023 met with Stantec and Kitstone developers regarding water reservoir.
- October 12, 2023 cohosted LGAA & ARM AA zone meeting with Mountain View County, approximately 35 CAO from all over the region were in attendance.
- October 16, 2023 met with developers and residents from Stonegarden regarding site lines, speed limits and speed mitigation.
- October 16, 2023 met with Principal Dean Nielsen to discuss mutual issues, had a refreshing and fruitful conversation. We will be meeting once a month to continue to keep lines of communication open.
- October 16, 2023 met with ISL engineering.
- October 17, 2023 met with staff to discuss special event policies and streamlining the process.
- October 17, 2023 met with MNP regarding having a regional policing study done.
- October 17, 2023 continuing individual budget discussion
- October 19, 2023 met with the CCGC superintendent to discuss the golf course Expected Useful Life policy.
- October 19, 2023 met with Mountain View County, Town of Crossfield, Town of Didsbury, and the Village of Cremona to discuss R.C.M.P. regional policing.
- Ongoing discussions regarding the HSS track and with Mandalay developers.
- Ongoing discussions regarding snow removal at schools: town staff will help out if in a bind, but will not be making it a priority; they need to contract out that service.

Motion 343/23 Motion by Councilor Wilcox to accept CAO’s Report as information.

CARRIED

COUNCILOR CONCERNS:

1. Councilor Wilcox
Received further concerns regarding the pathway in Stonegarden, as well as a noise complaint from residents at Bondar Gate. R. Blair

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	stated that all noise complaints are followed up on, and any issues should be brought forward either by phone or email.	
Motion 344/23	Motion by Councilor Ball to accept Councilor Concerns as information.	CARRIED
PUBLIC QUESTION PERIOD:	1. Dennis Shantz Speaking for residents of Stonegarden, D. Shantz would like to express input on the entry and exit points of the pathway into Mandalay. Residents asked that Shantz report that they would rather move the gazebo than lose the trees located in the vicinity. R. Blair stated that they are not at the point of making that decision just yet but will take suggestions into consideration.	
Motion 345/23	Motion by Councilor Allan to accept public question period as information	CARRIED
MEDIA QUESTION PERIOD:	Nil	
CLOSED MEETING:	CONFIDENTIAL Section 237 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).	
Motion 346/23	Motion by Councilor Allan that Council close the meeting to the public to discuss Third-Party Business Interests as per Section 16 of FOIP at 8:04 p.m.	CARRIED
Motion 347/23	Motion by Councilor Fricke to come out of the closed meeting session at 8:32 p.m.	CARRIED
NEXT MEETING:	Monday, October 23, 2023 at 7:00 p.m.	
ADJOURNMENT:		
Motion 348/23	Motion by Councilor Wilcox to adjourn the meeting of October 23, 2023, at 8:33p.m.	CARRIED

Lance Colby, Mayor

Rick Blair, CAO

BY-LAW NO. 725

A BY-LAW OF THE TOWN OF CARSTAIRS IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE MUNICIPAL COUNCIL OF THE TOWN OF CARSTAIRS TO ENTER INTO AN AGREEMENT WITH THE COUNTY OF MOUNTAIN VIEW #17, TOWN OF SUNDRE, TOWN OF DIDSBURY, TOWN OF OLDS, AND THE VILLAGE OF CREMONA FOR THE PURPOSE OF ESTABLISHING A REGIONAL SOLID WASTE MANAGEMENT AUTHORITY.

WHEREAS UNDER THE PROVISIONS OF SECTION 113 OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26 OF THE REVISED STATUTES OF ALBERTA, 1980 (AS AMENDED) THE COUNCIL MAY PASS A BY-LAW AUTHORIZING THE MAKING OF AN AGREEMENT WITH OTHER MUNICIPALITIES FOR THE PERFORMANCE OF ANY MATTER OR THING CONSIDERED TO BE A MUTUAL BENEFIT TO THE RESPECTIVE MUNICIPALITIES; AND

WHEREAS THE MUNICIPALITIES HAVE JOINTLY PARTICIPATED IN A STUDY TO DETERMINE THE FEASIBILITY ESTABLISHING A REGIONAL SOLID WASTE MANAGEMENT AUTHORITY;

NOW THEREFORE THE MUNICIPAL COUNCIL FOR THE TOWN OF CARSTAIRS COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

THAT THE MAYOR AND TOWN ADMINISTRATOR BE AND ARE HEREBY EMPOWERED TO EXECUTE AN AGREEMENT SIMILAR TO THE FORM ATTACHED AND MARKED EXHIBIT "A" BETWEEN THE TOWN OF CARSTAIRS AND THE PARTICIPATING MUNICIPALITIES.

READ A FIRST TIME THE 4TH DAY OF MARCH, A.D. 1991.

READ A SECOND TIME THE 9th DAY OF MARCH, A.D. 1991

READ A THIRD TIME AND DULY PASSED THE 9th DAY OF MARCH, A.D. 1991


MAYOR CLAYTON


TOWN ADMINISTRATOR

BY-LAW # 828

BEING a By-Law of the Town of Carstairs in the Province of Alberta, to approve the creation of a Regional Waste Management Commission.

WHEREAS, Council of the Town of Carstairs believes it would be desirable for a Regional Waste Management Commission to be established pursuant to the Municipal Government Act;

AND WHEREAS, Council believes it would be advantageous for the Town of Carstairs to be a member of such a Regional Waste Management Commission;

NOW THEREFORE, Council of the Town of Carstairs, duly assembled and pursuant to the Municipal Government Act, Chapter M-26-1 of the Revised Statutes of Alberta, enacts as follows:

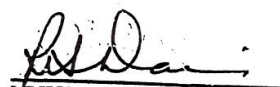
Council of the Town of Carstairs approves and supports the creation of Mountain View Regional Waste Management Commission pursuant to the Municipal Government Act with member municipalities being Mountain View County, Town of Didsbury, Town of Olds, Town of Carstairs, Town of Sundre and the Village of Cremona and such other members as Council deems advisable.

This Bylaw shall come into force and effect on the date of the final passing thereof.

READ A FIRST TIME THIS 5 DAY OF FEBRUARY A.D.,2001.

READ A SECOND TIME THIS 5 DAY OF FEBRUARY A.D.,2001.

READ A THIRD AND FINAL TIME, THIS 5 DAY OF FEBRUARY A.D.,2001.


MAYOR


CHIEF ADMINISTRATIVE

Agreement

**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION
MULTI-MUNICIPALITY WASTE MANAGEMENT AGREEMENT**

**THIS AGREEMENT IS MADE AMONGST THE MUNICIPALITIES LISTED IN
APPENDIX "A"**

WHEREAS

- A. The parties to this Agreement are municipalities as defined under section 1 (s) of the Municipal Government Act.
- B. The parties to this Agreement wish to operate a Regional Waste Management Commission to serve its members;
- C. The parties to this Agreement warrant, represent and acknowledge that the undertaking, warranties and representations in this Agreement and the Bylaws of the Commission attached hereto as Schedule A are and shall be relied upon and acted upon by other municipalities participating in the Regional Waste Management Commission;
- D. The Mountain View Regional Waste Management Commission is bound by the provision of the Municipal Government Act and in the event of a conflict between the provisions of the Municipal Government Act and this Agreement, the provisions of the Municipal Government Act apply.

**NOW THEREFORE THE AGREEMENT WITNESSES AND THE PARTIES HERETO
AGREE AND COVENANT**, to establish and authorize the functioning of a Regional Waste Management Commission, effective May 8, 2001, on the following terms and conditions:

- 1. Mountain View Regional Waste Management Commission
 - 1.1. It is the common intention of all of the parties to the Agreement to jointly minimize and manage waste within their combined geographical boundaries. The joint minimization and management of waste will include acquiring and establishing waste transfer facilities, establishing programs for the collection, handling and disposal of waste, waste minimization and recycling; and undertaking other similar or related initiatives.
 - 1.1.1. The Commission shall operate the Reed Ranch transfer station, the Water Valley transfer station, the Sundre transfer station and the Olds transfer station, including the processing of recyclables at the Olds transfer station.
 - 1.1.2. The Commission shall be responsible for the movement of materials from the transfer stations to the materials destination.
 - 1.1.3. The Commission may operate other waste management facilities and programs within the municipalities when an agreement is made between the municipality and the Commission to operate the facility and/or program.

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Agreement

- 1.2. The parties agree that the Mountain View Regional Waste Management Commission (hereinafter referred to as the "Commission") shall be a body corporate with its duties and powers set out in the By-Laws attached hereto as Schedule A.
- 1.3. The duties and powers of the Commission as stated in the By-Laws may be amended in accordance with the amending procedures set out therein.
- 1.4. The parties hereto agree that the Commission may regulate internal activities and procedures that are not regulated in the By-Laws by resolutions enacted by the Directors of the Commission at general or special meetings of the Commission.
- 1.5. The parties hereto agree to appoint representatives to the Commission in a timely manner in accordance with the terms of part 15.1 602.04 of the Municipal Government Act and the by-laws of the Commission.

2. FUNDING THE COMMISSION

- 2.1. All capital and operating expenses required to construct, maintain, manage, operate, and use the regional solid waste system in excess of any assistance provided by the Provincial Government shall be provided by the participating municipalities as set out in the "Funding Formula" attached hereto as Schedule B.
- 2.2. The "funding formula" must be approved unanimously by all Directors.
- 2.3. The specific capital and operating costs contribution required from each municipality will be detailed in the Commission Budget.
- 2.4. The municipalities agree that they will pay to the Commission their required capital and operating cost contribution as stipulated in the Commission budget when due.
- 2.5. The Commission's capital, operating and borrowing budget must be approved by at least two-thirds of the Directors. The Commission is not authorized to make expenditures or incur debts exceeding its budget without first obtaining the approval of at least two-thirds of the Directors.
- 2.6. Each year's operating budget shall include a transfer to a capital fund which shall be held for the purpose of replacing equipment and buildings as required

Agreement

3. FUNCTIONING OF THE COMMISSION

- 3.1. The parties hereto agree that the Commission may enter into agreements with any individuals, public and private corporations, institutions, organizations, and governments, and otherwise, to provide or obtain services, goods, grants, real and chattel property to ensure that the Commission operates effectively in accordance with the by-laws of the Commission.

4. TERM OF THE AGREEMENT

- 4.1. This agreement is binding upon all participants from the date of signing of this agreement for a period of 10 years.
- 4.2. Any municipality may withdraw from this agreement after 10 years upon giving notice to the Commission in accordance with the terms of the By-laws set out in Schedule A attached hereto.
- 4.3. Any application submitted to the Commission requesting that a municipality become party to this agreement will be dealt with in accordance with the terms of the Bylaws set out in Schedule A attached hereto.

5. CHANGES TO THE AGREEMENT

- 5.1. The parties agree that any changes to the terms of this agreement, including changes to the By-laws set out in Schedule A attached hereto, must be made in writing and approved unanimously by the Directors.

6. ENTIRE AGREEMENT

- 6.1. This agreement, including Schedule A and Schedule B attached hereto, constitutes the entire agreement amongst the parties and there are no representation or warranties, express or implied, statutory or otherwise, and no agreements collateral hereto other than as expressly set forth or referred to herein.

7. AGREEMENT BINDING

- 7.1. This agreement only becomes binding on the parties hereto once all of the participating municipalities approve of the agreement in its current form and in its entirety.

Agreement

8. FURTHER ASSURANCES

8.1. The parties hereto covenant to do and perform all acts and things and execute all documents, instruments and writing which may be necessary or of advantage to enforce this agreement or to ensure the continued, effective operation of the Commission according to the tenor and intent of the agreement and the Constitution of the Commission.

9. SUCCESSORS

9.1. This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors.

10. TIME

10.1. Time shall be of the essence of this agreement.

10.2. The financial year of the Commission shall be the calendar year.

11. CAPTIONS

11.1. The captions appearing in this agreement are inserted for convenience of reference only and shall not affect the interpretation of this agreement.

Agreement

12. COUNTERPARTS

12.1. This agreement may be signed in counterparts and all shall be deemed one original instrument.

IN WITNESS WHEREOF the participants hereto have executed these presents by affixing their corporate seals under the hand of their respective officers duly authorized on that behalf.

MOUNTAIN VIEW COUNTY

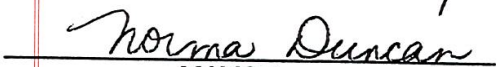
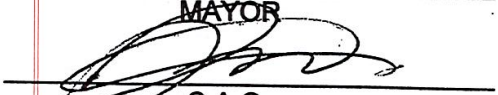
Signed this 7th day of May, 2001.


D. REEVE

COMMISSIONER



TOWN OF OLDS

Signed this 8th day of May, 2001.


MAYOR

C.A.O.

TOWN OF DIDSBURY

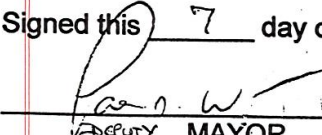
Signed this 4th day of MAY, 2001.



MAYOR

TOWN MANAGER

Agreement

TOWN OF SUNDRE

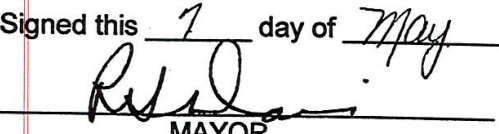
Signed this 7 day of MAY, 2001.



Deputy MAYOR


TOWN MANAGER

TOWN OF CARSTAIRS

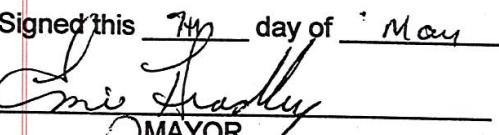
Signed this 7 day of May, 2001.



MAYOR


TOWN MANAGER

VILLAGE OF CREMONA

Signed this 7th day of May, 2001.


MAYOR


MUNICIPAL ADMINISTRATOR

APPENDIX "A"

THE TOWN OF OLDS

THE TOWN OF DIDSBURY

THE TOWN OF CARSTAIRS

THE TOWN OF SUNDRE

THE VILLAGE OF CREMONA

MOUNTAIN VIEW COUNTY

SCHEDULE A

MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT COMMISSION BY-LAWS

WHEREAS the Mountain View Regional Waste Management Commission was created by an Order in Council of the Government of Alberta.

AND WHEREAS the Mountain View Regional Waste Management Commission is empowered by an Order in Council.

AND WHEREAS the Mountain View Regional Waste Management Commission is bound by the provision of the Municipal Government Act and in the event of a conflict between the provisions of the Municipal Government Act and these By-Laws, the provisions of the Municipal Government Act Apply.

NOW THEREFORE these By-laws of the Commission reads as follows:

1. TITLE

- 1.1. These By-laws shall be cited as the By-Laws of the Mountain View Regional Waste Management Commission

2. DEFINITIONS

2.1. In these By-Laws;

- 2.1.1. “Agreement” means the multi-municipality agreement which establishes the Commission, and of which these By-Laws are a part;
- 2.1.2. “Board of Directors” or “Board” means the Board of Directors of the Commission;
- 2.1.3. “Commission” means the Mountain View Regional Waste Management Commission;
- 2.1.4. “Chairperson” means a Director of the Commission, elected to office at a meeting of the Commission, and who is to preside over meetings of the Commission;
- 2.1.5. “Council” means the Council of a municipality;
- 2.1.6. “Minister” means the Minister of Alberta Municipal Affairs;
- 2.1.7. “Director” means a representative appointed by a member municipality in accordance with part 15.1 602.04 of the Municipal Government Act of the Province of Alberta to the Commission;

Bylaws – Schedule A

- 2.1.8. “Waste” means the remains, by-products and discarded materials typically resulting from residential, commercial, institutional, industrial, agricultural and construction activities;
- 2.1.9. “Waste Management Facilities” means land, buildings, personnel, and equipment used in the management of solid waste.
- 2.1.10. “Waste Management System” means the methods and tools used to achieve the purposeful, systematic control of the generation, storage, collection, transport, separation, treatment, processing, recycling, recovery and disposal of solid waste.
- 2.1.11. “Funding Formula” means a formula detailing the contribution levels of member municipalities to the operating and capital expenses of the waste management system, approved unanimously by all Directors, and attached as Schedule “B” to the Agreement.
- 2.2. In these By-Laws and all bylaws adopted by the Board, unless the context requires otherwise, words importing the singular number shall include the plural and vice versa; words importing the masculine gender shall include the feminine and neutral genders; words importing person shall include bodies corporate, corporations, companies, partnerships, syndicates, trusts and any number of persons.
- 2.3. The headings used in these By-Laws are inserted for reference purposes only and are not to be considered in construing the terms and provisions hereof or to be deemed in any way to clarify, modify or explain the effect of such terms or provision.

3. OBJECTIVES OF THE COMMISSION

- 3.1. The objectives of the Commission are:
 - 3.1.1. To plan, implement, own and operate an integrated waste management system serving the Commission’s members with an environmentally appropriate waste management service at reasonable cost;
 - 3.1.2. To minimize the amount of waste requiring disposal through the application of the 4 Rs in the following order: reduction (at source), reuse, recycling and recovery;
 - 3.1.3. To dispose of residual waste in a manner that will protect public health and safety, and the environment;
 - 3.1.4. To plan, develop and implement an education program that will foster the creation of environmental committees in local communities to encourage waste minimization and proper waste disposal; and
 - 3.1.5. To cooperate with the business community in exploring business and job creation within the region through waste minimization and management activities.

Page 2 of 14

PART 1: MEMBERSHIP**4. MEMBERSHIP IN THE COMMISSION**

4.1. The following municipalities:

- Town of Carstairs
- Village of Cremona
- Town of Didsbury
- Town of Olds
- Town of Sundre
- Mountain View County

are founding members of the Commission as stated in the Order in Council (Appendix "A")

4.2. The founding Directors of the Commission shall be as specified in Ministerial Order No. L:006/01 (Appendix "A").

4.3. A municipality which is not a founding member may become a member of the Commission through the provisions of Section 6: Joining Membership.

4.4. Membership in the Commission is for a minimum of 10 years and thereafter may only be withdrawn pursuant to the provisions of Section 9: Withdrawal/Expulsion from Membership.

4.5. Membership in the Commission is not transferable, assignable or sellable.

5. CLASSES AND VOTING PRIVILEGES OF MEMBERS OF THE COMMISSION

5.1. There shall be Two classes of members of the Commission:

- Ward Class – consisting of a municipality.
- Associate Class – consisting of advisory and consultory groups which have applied to and been approved, or who have been invited by the Commission to have a representative at Commission meetings

5.2. Each Director is entitled to one vote at all general and special meetings of the Commission.

5.3. Associate members are not entitled to vote at any meetings of the Commission.

*Bylaws – Schedule A***6. JOINING MEMBERSHIP**

- 6.1. A municipality which was not a founding member of the Commission pursuant to Section 4.1 may apply for membership in the Commission. The application must be in writing.
- 6.2. An application for membership must receive approval of at least two-thirds of the Board. The Board may have the right to reject any membership applications for any reason.
- 6.3. Following approval of the membership application, the applicant municipality shall pass a bylaw or resolution, accepting in its entirety, the provisions of the agreement establishing the Mountain View Regional Waste Management Commission, and shall forward a certified true copy of that resolution to the Commission.

7. FINANCIAL CONTRIBUTION BY MEMBER MUNICIPALITIES

- 7.1 The funding formula shall be as set out in Schedule B of the Agreement.
- 7.2 The funding formula can be amended or changed with the unanimous approval of all Directors.
- 7.3 Funding formulas take effect on January 1st of the year following approval of the funding formula.
- 7.4 A schedule of Tipping Fees must be approved unanimously by all Directors
- 7.5 The schedule of Tipping Fees must be reviewed annually.

8. FINANCIAL CONTRIBUTION BY NEW MUNICIPALITIES

- 8.1. A new municipality joining the Commission shall pay a capital funding assessment fee equal to the total capital assessment paid by each of the existing Commission members since the creation of the Commission, or such capital assessment as is deemed appropriate and approved by the Board at the time the municipality joins.
- 8.2. A new municipality joining the Commission shall pay an operation funding assessment based on the operations assessment for the year in which it joins prorated to cover only the part of the year in which it was a member.

Bylaws – Schedule A**9. WITHDRAWAL/EXPULSION FROM MEMBERSHIP**

- 9.1. A municipality may withdraw from the Commission after a period of 10 years by providing written notice of its intention to withdraw to the Commission and the other member municipalities. Should a municipality decide not to withdraw after it has given notice it may cancel the notice by a written retraction to the Commission and the other member municipalities.
- 9.2. The notice to withdraw must be received by the Commission and the other member municipalities at least one year prior to the date of withdrawal. The effective date of withdrawal may only be December 31st of any year.
- 9.3. A municipality that withdraws from the Commission loses its rights, effective that date that the notice to withdraw is received by the Commission, to participate in decisions regarding capital budgeting, over expenditure, new members and expulsion of members.
- 9.4. The Commission may expel at any time either before or after the 10 year minimum membership period any member that refuses to meet its financial obligation to the Commission. Written notice of the intention to expel may be served on the Director appointed by the municipality after it has failed to meet its financial obligations to the Commission for a period of sixty (60) days. The Commission may withdraw waste management services to the municipality effective sixty (60) days after the date of service of the notice to expel.
- 9.5. The notice to expel shall be effective sixty (60) days after it has been received by the municipality unless the municipality, in that time period, completely fulfils its financial obligation to the Commission. The notice shall be considered withdrawn on the date that the financial obligation is met.
- 9.6. A municipality that is under notice of expulsion loses all of its rights to participate in Commission decisions effective sixty (60) days from the date it receives the notice to expel until the notice is withdrawn.
- 9.7. A municipality that has withdrawn, or been expelled, from the Commission and wishes to rejoin shall be treated as if it were a new applicant.

Bylaws – Schedule A

10. FINANCIAL CONTRIBUTION BY WITHDRAWING/EXPELLED MUNICIPALITIES

- 10.1. A municipality withdrawing or expelled from the Commission is required to make all payments due under the agreement until the effective withdrawal date.
- 10.2. A municipality expelled from the Commission is required to pay its entire capital assessment due under the agreement for the year in which it was expelled and its operations assessment prorated to cover that part of the year in which it was a member.

PART 2: POWERS AND DUTIES OF DIRECTORS**11. TERM OF APPOINTMENT FOR DIRECTORS OF THE COMMISSION**

- 11.1. The Council of each member municipality shall select a representative to the Commission at the annual organizational meeting for each municipality. A vacancy arising from any cause during the term of appointment shall be filled for the balance of the term at the first regular meeting of the Council after the vacancy occurs.
- 11.2. A director who represents a municipality must be a councillor of the municipality.
- 11.3. If a council who is entitled to appoint a Director refuses to make the appointment or does not make the appointment within reasonable time, the Minister may make the appointment on behalf of the council, in compliance with the Municipal Government Act.

12. ANNUAL GENERAL MEETING OF THE COMMISSION

- 12.1. The Commission shall, at least once in each calendar year and within the period of four (4) months after the expiration of each financial year of the Commission, convene an annual general meeting of its members.
- 12.2. The annual general meeting of the Commission shall be convened on such date and at such place and time as the Commission thinks fit.
- 12.3. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:
 - 12.3.1. To confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - 12.3.2. To receive reports on the activities of the Commission during the last preceding financial year;
 - 12.3.3. To receive and consider the audited financial statements and any reports that are required to be submitted;
 - 12.3.4. To appoint an auditor; and
 - 12.3.5. To elect a Chairman and Vice-Chairman
- 12.4. At least fourteen (14) days written notice of an annual general meeting of the Commission shall be given to each Director and each Director's municipality.

13. SPECIAL MEETING OF THE COMMISSION

- 13.1. The Chairperson may call a special meeting of the Commission at any time and shall always do so upon the written request of at least 25% of the Directors.

Bylaws – Schedule A

- 13.2. Where the Chairperson calls a special meeting of the Commission he shall give at least twenty-four (24) hours notice in writing, or by other means, to each representative and each member municipality, and shall indicate the matters for discussion at the special meeting.

14. ACCOUNTING BY THE COMMISSION

- 14.1. The Commission shall keep distinct and regular accounts of its receipts, payments, assets and liabilities.
- 14.2. The Commission shall use full cost accounting in the preparation of annual financial statements.
- 14.3. The auditors of the Commission shall annually audit the accounts identified in section 14.1 using generally accepted and appropriate audit procedures. The audit shall be completed by March 31.
- 14.4. The audited financial statement shall be approved by the Board before being presented at the annual general meeting of the Commission.
- 14.5. The Auditor shall be appointed by, and is responsible only to the Commission.

15. ANNUAL REPORT

- 15.1. The Commission shall prepare an annual report by March 31 of each calendar year, and/or at such times as requested by Alberta Environment. The report shall be presented at each annual meeting of the Commission, and be sent to each member municipality and the provincial agency responsible for environmental protection.

PART 3: POWERS AND DUTIES OF THE COMMISSION**16. PURPOSE OF THE COMMISSION**

- 16.1. The purpose of the Commission is to manage, control, own, operate and carry out the day to day business of waste management within the boundaries of the member municipalities in an effective and efficient manner and at minimum cost.

17. RESPONSIBILITIES OF THE COMMISSION

- 17.1. In the course of operating the waste management system the Commission will be responsible for planning, implementing and operating programs and activities related to the management, minimization and disposal of waste within the Commission boundaries using powers which include, but are not restricted to:
- Establishing procedure and policy for Commission meetings
 - Establishing policies, regulations and rules relating to waste management.
 - The purchase and operation of waste transfer stations which will service participating municipalities
 - The reduction, reuse, recycling or recovery of waste.
 - Entering into agreements to carry out any of the Commission's purposes.
 - Hiring employees, including management employees, and establishing the terms of employment for those employees, including their layoff or dismissal.
 - Charging and collecting fees to users of the programs, activities or works established by the Commission
 - Establishing committees to research and report to the Commission regarding any aspects of the Commission's mandate or any of the programs proposed or undertaken by the Commission
 - Preparing a budget which will provide the resources to fulfil the Commission's mandate
 - Admission and expulsion of member municipalities.
 - Acquiring, using and disposing of any necessary real or chattel property.
 - Annually setting the remuneration and expense amounts for Commission officers, Commission Directors and representatives to the Commission.

18. OFFICERS OF THE COMMISSION

18.1. The officers of the Commission shall include:

18.1.1. A Chairman

18.1.2. A Vice-Chairman

18.1.3. Any other officer(s) as deemed necessary by the Commission

18.2. The Chairman shall:

- Preside over all meetings of the Commission
- Vote as a normal member of the Commission: and
- Sign all approved minutes and agreements pertaining to the Commission

18.3. The Vice-Chairman shall:

- Preside over all meetings of the Commission in the absence of the Chairman: and
- Assist the Chairman in all duties as required

18.4. The Commission will elect, at its annual general meeting, from among its Directors a Chairperson and Vice-Chairperson. The election will be by majority vote. The election shall be conducted by show of hands. All Directors are required to vote.

18.5. No municipality may have their representative sit as Chairperson more than one term in any five (5) year period unless one of those terms is an incomplete term as the result of the resignation of the chairperson as stipulated under section 19.

19. RESIGNATION BY THE CHAIRPERSON

19.1. When the Chairperson resigns the chair for any cause, the Vice-Chairperson shall act as Chairperson until the next Commission meeting.

19.2. At the next Commission meeting following the resignation of the chair an election shall be conducted to elect a chair.

19.3. If the Vice-Chairperson is elected as Chairperson he shall immediately assume that office and shall have the Commission elect another Vice-Chairperson.

19.4. The Chairperson elected to fill a vacancy in the chair holds the office for the unexpired term of his predecessor.

20. RESIGNATION BY THE VICE-CHAIRPERSON

- 20.1. Where the Vice-Chairperson vacates his office for any cause, the Commission shall elect a new Vice-Chairperson at the next Commission meeting.
- 20.2. The Vice-Chairperson elected during a term of office holds the office for the unexpired term of his predecessor.

21. MISCONDUCT BY AN OFFICER OR COMMISSION DIRECTOR

- 21.1. A Commission officer or Director shall:
 - Disclose when he or his agent, partner, spouse, parent or child has an interest in land, buildings or corporations that could make a financial profit (hereinafter referred to as a pecuniary interest) from an Commission decision;
 - Not participate in a discussion at an Commission meeting where he, his agent, partner, spouse, parent or child has a pecuniary interest in the Commission's decision;
 - Excuse himself from the Commission meeting so as not to be involved with or seen to be involved with making or influencing the Commission's decision where he, his agent, partner, spouse, parent or child has a pecuniary interest in the decision; and
 - Exclude himself from the Commission meeting until the Commission has completed voting on the matter that may affect his or his agent's, partner's, spouse's, parent's or child's pecuniary interest.
- 21.2. A Commission officer or Director shall not misuse Commission funds or monies.
- 21.3. Where an Commission officer or Director has been found to have contravened section 21.1 or section 21.2 by a resolution of the Commission and without in any way affecting, altering, reducing or modifying the Commission's legal rights and remedies:
 - 21.3.1. The Commission shall make a resolution removing the officer or Director from the Commission.
 - 21.3.2. A request will be made to the representative's municipality to appoint a new representative to the Commission.
- 21.4. A Commission officer or Director shall not be absent from three successive Commission meetings without sufficient cause.

Bylaws – Schedule A

- 21.5. Where a Commission officer or Director has been absent from three successive Commission meetings without sufficient cause, as determined by resolution of the Commission, that Director shall be deemed to have resigned from the Commission.

22. GENERAL MEETINGS OF THE COMMISSION

- 22.1. The Commission will meet at least every two months. All meetings shall be open to the public unless closed as allowed by the Municipal Government Act.
- 22.2. The date for each Commission meeting will be the second Tuesday of January, March, May, July, September, and November. Additional meetings may be set at the preceding commission meeting.
- 22.3. The Commission may invite representatives of Alberta Environment and/or the administrative advisors from the participating municipalities and/or employees to attend any meeting of the Commission deemed advisable or necessary.

23. RULES FOR GENERAL OR SPECIAL MEETINGS OF THE COMMISSION

- 23.1. No business shall be transacted at any general or special meeting of the Commission until a Quorum is present. A quorum shall be two-thirds of the Directors.
- 23.2. Decisions of the Commission, other than decisions that require the unanimous approval of the Directors herein, will be binding where two-thirds of the Directors present at a properly called meeting approve the decision. All Directors are required to vote.
- 23.3. Minutes shall be kept of each meeting and approved by the Commission as to accuracy and completeness at the subsequent meeting. A copy of the minutes of each meeting will be distributed to each Director.
- 23.4. The Chairperson and Vice-Chairperson have the right to vote at special and general Commission meetings but they do not have an additional or casting vote.

24. ENTERING INTO AGREEMENTS

- 24.1. The Board may pass a resolution authorizing the Commission to enter into agreements with any individuals, public and private corporations, institutions, organizations, and governments, and otherwise, to provide or obtain services, goods, grants, real and chattel property necessary for the operation of the Commission.

25. BUDGET FOR THE COMMISSION

- 25.1. The Commission shall draft an operating budget and a capital budget annually to be presented to the Director's in September of each year.

Bylaws – Schedule A

- 25.2. The operating budget shall comply with section 602.2 of the Municipal Government Act.
- 25.3. The capital budget shall comply with section 602.23 of the Municipal Government Act.
- 25.4. Budgets must be approved by two-thirds of the Directors.
- 25.5. The schedule of Tipping Fees must be reviewed after approval of the budgets and amended to comply with the budgets.
- 25.6. The schedule of Tipping Fees must be approved by unanimous consent of the Directors.
- 25.7. Upon approval of the budget the Commission shall not incur an expenditure or debt in excess of the budget without the prior approval of the Director's.

26. EMPLOYEES OF THE COMMISSION

- 26.1. The Commission may appoint a manager of the Commission as it deems necessary.

27. COMMITTEES

- 27.1. The Commission may create Advisory Committees and may assign duties to them.
- 27.2. Where an Advisory Committee is created by the Commission:
 - A Committee Chairperson shall be appointed from among the Directors by the Commission Chairperson, subject to confirmation by the Commission
 - Other Committee members shall be appointed by the Commission and may be Directors of the Commission, representatives of advisory or consultary groups, or from the public at large.
 - The number of committee members shall be determined by the Commission
 - Committee participants may meet, adjourn, and otherwise regulate their meetings as they may determine.

SCHEDULE B
**MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT
 COMMISSION**
FUNDING FORMULA

CAPITAL FUNDING ASSESSMENT:

A levy of two dollars (\$2.00) per capita shall be assessed against all members on an annual basis and is due in June of each year for a period of 8 years (Beginning in 2002 and ending in 2009). All funds from this levy shall be earmarked as "Reserve Funds" for the replacement of equipment and development of future waste management sites and services.

OPERATIONAL FUNDING ASSESSMENT:

The cost for administration shall be divided equally over the population of our entire service area and assessed against each member on a per capita basis. These funds shall be earmarked as "Administration Funds" to cover the operational expenses listed below (lines 1 to 22 in the 2001 budget).

- Board
 - CAO
 - Accounting
 - Training
 - Employee Benefits
 - Auditor
 - Solicitor
 - HR - Contract
 - Computer Programming & Maintenance
 - Bank Charges
 - Travel & Sub
 - Employee Recruiting Costs
 - Office Space
 - Office Supplies
 - Telephone
 - Insurance
 - Advertising/Education
 - License & Permit Fees
 - Consulting Fees
 - Postage
- This assessment shall be no more than five dollars (\$5.00) per capita in any given year.

- The total value of administration costs applied against this formula shall in no year exceed \$130 000.00 (one hundred and thirty thousand dollars), regardless of the total value of line items 1 to 22 of the budget.
- Unused "Administration Funds" shall be applied against the following years administrative budget to reduce assessed costs. (ie. 2002 Administrative Costs – unused 2001 Administration Funds = Total Administration Costs / population = Per Capita Assessment)
- After the establishment of an Operating Reserve Fund of no more than \$100000.00 (one hundred thousand dollars), any and all "surplus revenue" shall be applied against administrative costs.
- The Operating Reserve Fund shall not be developed using the Operational Funding Assessment or the Capital Funding Assessment.
- In budget year 2004 the Operational Funding Assessment shall be the Total Administration Costs less twenty percent (20%) of administration costs.
- The per capita assessment for administration costs shall be reduced an additional twenty percent (20%) in each subsequent year until there is no further per capita assessment for administration costs:
 - ◆ 2005 – Total Administration Costs less 40%
 - ◆ 2006 - Total Administration Costs less 60%
 - ◆ 2007 - Total Administration Costs less 80%
 - ◆ 2008 - Total Administration Costs less 100%
- These funds shall be paid in four installments due quarterly in January, April, July, and October.
- Where the Commission provides residential and commercial collection services the base cost for these services shall include an additional 20% cost to be applied against the total administration costs of the Commission (ie. If the base cost for the operation of a truck is \$51.00/hour an additional \$10.20/hour shall be added to cover administration costs for a total base cost of \$61.20/hour)

The balance of costs for operating and capital budgets shall be covered through the application of;

1. Grant Funds;
2. Tipping Fees collected at the gate of Commission Facilities; and

Funding Formula Page 2 of 3

- 3. Revenues generated through the sales of products and provision of services.

Tipping fees shall be reviewed annually in compliance with Section 25.4 and Section 25.5 of the "By-Laws" of the Commission (Schedule "A").

POPULATION:

Population counts for per capita calculations shall be based on year 2000 numbers agreed to by all members until official counts for the next Canadian Census are available from all members after which all per capital calculations shall be base on the most recent Canadian Census counts.

GOALS:

It is the goal of this Commission to eliminate all fund requisitions from our members and move to a full user-pay system as quickly as possible while maintaining reasonable tipping fees for users.

APPENDIX

Municipal Government Act

MOUNTAIN VIEW REGIONAL WASTE MANAGEMENT
COMMISSION REGULATION

Table of Contents

Establishment	1
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Services	3
Operating deficits	4
Sale of property	5
Profit and surplus	6
Conditions	7
Coming into force	8

Establishment 1 A regional services commission known as the Mountain View Regional Waste Management Commission is established.

Members 2 The following municipalities are members of the Commission:

 (a) Town of Olds;

 (b) Town of Sundre;

 (c) Town of Carstairs;

 (d) Town of Didsbury;

 (e) Village of Cremona;

 (f) Mountain View County.

Services 3 The Commission is authorized to provide solid waste management services.

Operating deficits 4 The Commission may not assume operating deficits that are shown on the books of any of the member municipalities.

Sale of property 5(1) The Commission may not, without the approval of the Minister, sell any of its land, buildings or personal property the

2/10110/63/11429

purchase of which has been funded wholly or partly by grants from the Government of Alberta.

(2) The Minister may not approve a sale under subsection (1) unless the Minister is satisfied

- (a) as to the repayment of grants from the Government of Alberta and outstanding debt associated with that portion of the land, buildings and personal property to be sold,
- (b) that the sale would not have a significant adverse effect on the services the Commission provides, and
- (c) that the sale will be properly reflected in the rates subsequently charged to the customers of the Commission.

Profit and surplus

6 Unless otherwise approved by the Minister, the Commission must not

- (a) operate for the purpose of making a profit, or
- (b) distribute any of its surplus to its member municipalities.

Conditions

7 The Minister may make an approval under section 5 or 6 subject to any terms or conditions that the Minister considers appropriate.

Coming into force

8 This Regulation comes into force on March 1, 2001.



ALBERTA
MINISTER OF MUNICIPAL AFFAIRS

MLA Grande Prairie - Smoky

MINISTERIAL ORDER NO. L:006/01

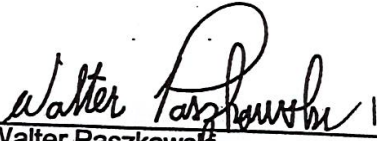
I, Walter Paszkowski, Minister of Municipal Affairs, pursuant to section 602.04 of the Municipal Government Act make the following order:

1. The following persons are appointed as the Board of Directors for the Mountain View Regional Waste Management Commission:

<u>Municipality</u>	<u>Committee Member</u>
Town of Olds	Art Rowland
Town of Sundre	Joe Henze
Town of Carstairs	Rick Blair
Town of Didsbury	Don Watt
Village of Cremona	Donna Kelly
Mountain View County	David Derksen

2. Art Rowland is designated Chair of the Board of Directors.
3. The appointment of the Board of Directors is effective on the establishment of the Commission and expires upon one year.

Dated at Edmonton, Alberta, this 26th day of February, 2001.


Walter Paszkowski
Minister of Municipal Affairs

424 Legislature Building, Edmonton, Alberta, Canada T5K 2B6 Telephone 780/427-3744 Fax 780/422-9550
Northern Alberta Railway Station, Box 329, Sexsmith, Alberta, Canada T0H 3C0 Telephone 780/568-2560, Fax 780/568-3099

Bylaw No. 2047

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, the purpose of this Bylaw is to authorize the Council of the Municipality to incur indebtedness by the issuance of loan(s) or debenture(s) in the amount of \$93,430.51 for the purchase of Capital Equipment (JD Area Mower).

WHEREAS the Council of the Municipality has decided to issue a Bylaw pursuant to Section 253 of the *Municipal Government Act* to authorize the financing, undertaking, and purchase of Capital Equipment (JD Area Mower).

WHEREAS plans and specifications have been prepared and the total cost of the project is estimated to be \$93,430.51 and the Municipality estimates the following contributions will be applied to the projects:

Loan	\$93,430.51
Total Cost	\$93,430.51

WHEREAS in order to complete the project it will be necessary for the Municipality to borrow the sum of \$93,430.51 for a period of five (5) years, from the Alberta Treasury Board and Finance or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this Bylaw;

WHEREAS the estimated lifetime of the project financed under this Bylaw is equal to, or more than ten (10) years;

WHEREAS the principal amount of the outstanding debt of the Municipality on December 31, 2022, is \$3,657,120 no part of the principal or interest is in arrears;

WHEREAS 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. This Bylaw shall be named “**The Borrowing Bylaw Capital Equipment (JD Area Mower)**”.
2. That for Capital Equipment Purchase (JD Area Mower) the sum of Ninety-Three Thousand Four Hundred and Thirty dollars and Fifty-one cents (\$93,430.51) be borrowed from the Alberta Treasury Board and Finance 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 \$93,430.51 is to be paid by the Municipality at large.
3. 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 the purpose of purchasing Capital Equipment (JD Area Mower).
4. 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 five (5) years, calculated at a rate not exceeding the interest rate fixed by Alberta Treasury Board and Finance or another authorized financial institution, on the date of the borrowing and not to exceed nine (9) percent.
5. The Municipality shall levy and raise each year municipal taxes sufficient to pay the indebtedness.
6. The indebtedness shall be contracted on the credit and security of the Municipality.
7. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
8. This Bylaw comes into force and effect from the first day after the date of the third reading thereof.

READ A FIRST TIME THIS 14TH DAY OF NOVEMBER A.D., 2023

READ A SECOND TIME THIS 14TH DAY OF NOVEMBER A.D., 2023

READ A THIRD AND FINAL TIME THIS 14TH DAY OF NOVEMBER A.D., 2023

Lance Colby, Mayor

Rick Blair, CAO



Mountain View Seniors' Housing Foundation
301-6501 51st Street
Olds, Alberta T4H 1Y6
Phone: 403-556-2957

October 5, 2023

TOWN OF CARSTAIRS
BOX 370
844 CENTRE STREET
CARSTAIRS, AB T0M 0N0

Dear Kayleigh,

Thank you for being such a generous supporter of Mountain View Seniors' Housing Foundation through your commitment to our annual golf classic. **As we noted during the dinner wrap up, this year's tournament broke EVERY RECORD we have set during the tournament in the past 12 years! We are thrilled to be able to share with you this year we raised over \$30,000 and have achieved the milestone of raising over \$250,000 in 13 years!** None of this is possible without your giving spirit helping us make a real difference in the lives of others.

Our lodges will now work with their residents and team members to consider the unique needs of the residents at their location. These funds will go towards activities, specialized furniture, and equipment. **As our residents at the tournament noted "what's not to love about living at MVSH, we have the greatest events, and staff there is."** – we don't think there is a better compliment to what we do!

We sincerely appreciate you being part of our amazing communities.

Sincerely,

The Board of Mountain View Seniors' Housing Foundation

*Thank you Team Carstairs!
So grateful for your
ongoing support.
Stacey*

