



**REGULAR COUNCIL MEETING AGENDA  
CARSTAIRS MUNICIPAL OFFICE  
MONDAY, APRIL 28, 2025, 7:00 P.M.**

Page

**1. CALL TO ORDER**

**2. ADDED ITEMS**

**3. ADOPTION OF AGENDA**

- a) Adoption of agenda of April 28, 2025  
**Motion:** To adopt the agenda of April 28, 2025

**4. ADOPTION OF MINUTES**

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



**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**6. DELEGATIONS**

- a) Planning & Development Update-Kirk Williscroft

**7. BYLAWS AND POLICIES**

- a) Policy No. 11-027-25 Council Quorum Notification Policy (addendum 7.a)



**8. NEW BUSINESS**

- a) Letter from Ric McIver-Bill 50 (addendum 8.a)



b) Bill 50

[https://docs.assembly.ab.ca/LADDAR\\_files/docs/bills/bill/legislature\\_31/session\\_1/20230530\\_bill-050.pdf](https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-050.pdf)

- c) RFD-Budgeting software (addendum 8.c)  
Motion by Councilor Fricke to accept the Budgeting Software presentation as information and refer the matter to Council for ratification.



- d) Parade Permit-Heritage Festival (addendum 8.d)



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- e) 2025 Seniors Week Declaration (addendum 8.e)



## 9. COMMITTEE REPORTS

18 - 21

- a) POLICIES & PRIORITIES COMMITTEE
  - i) Minutes of the April 17, 2025 meeting (addendum 7.a)
- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- d) MOUNTAIN VIEW SENIORS HOUSING



## 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

22

- a) Thank you note-Kiwanis Music Festival (addendum 11.a)



23 - 24

- b) Alberta Elks Association Request (addendum 11.b)



## 12. CAO'S REPORT

## 13. COUNCILOR COMMENTS

## 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 REGULAR COUNCIL MEETING  
MONDAY, APRIL 14, 2025, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts & 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 meeting of Monday, April 14, 2025, to order at 7:00 p.m.
ADDED ITEMS:	1. Fireman’s Park-Don McCarthy & Gary Klassen to Delegations
ADOPTION OF AGENDA: Motion 107/25	Motion by Councilor Wilcox to adopt the Regular Council agenda of April 14, 2025, as amended.  CARRIED
ADOPTION OF PREVIOUS MINUTES: Motion 108/25	Motion by Councilor Allan to adopt the Regular Council Meeting minutes of March 24, 2025, as presented.  CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	1. Fireman’s Park-Don McCarthy & Gary Klassen Residents living near Fireman’s Park presented concerns to Council regarding the daycare’s daily and disruptive use of the park. They reported that between 20 to 40 children use the space for over six hours a day, particularly during the spring through fall months, with what they feel is inadequate supervision—typically only three to four caregivers. The outhouse on site was described as consistently loud and odorous, especially in the summer, making it difficult for nearby residents to open their windows or enjoy their own yards. Residents also noted that the park’s heavy usage by the daycare monopolizes the space, limiting its availability for other local families. Additional issues raised included disruptive behavior such as stone-throwing on pathways, increased traffic from parents being instructed to use the back alley for pickups, and general disturbance to the peace and privacy of surrounding homes. While they emphasized that they are not asking for the park to be closed, they would like to see more reasonable and shared use of the public space.  In response, Councilor Wilcox asked if the daycare had been approached about these concerns; the residents replied that they had, but no improvements resulted. He also acknowledged concerns about traffic safety and outhouse conditions. Councilor Roberts thanked the delegation and said the matter would be discussed. Mayor Colby assured the group that Council would review and address the concerns brought forward.
Motion 109/25	Motion by Councilor Fricke to accept Delegation from Don McCarthy & Gary Klassen regarding Fireman’s Park as information.  CARRIED
BYLAWS & POLICIES:	1. Bylaw No. 2061 Mill Rate Bylaw 2025 Council reviewed the Bylaw, along with an alternate version that was presented to ensure complete transparency.  Council agreed to proceed with the Bylaw that outlines all components used to calculate the Mill Rate, thereby providing full transparency.
Motion 110/25	Motion by Councilor Ball to give first reading of Bylaw No. 2061 Mill Rate Bylaw 2025, as presented.  CARRIED
Motion 111/25	Motion by Councilor Wilcox to give second reading of Bylaw No. 2061 Mill Rate Bylaw 2025, as presented.  CARRIED
Motion 112/25	Motion by Councilor Fricke to move to third and final reading of Bylaw No. 2061 Mill Rate Bylaw 2025, as presented.  UNANIMOUSLY CARRIED

Regular Council Meeting – April 14, 2025		Page 2 of 5
Motion 113/25	Motion by Councilor Allan to give third and final reading of Bylaw No. 2061 Mill Rate Bylaw 2025, as presented.	CARRIED
	<b>2. Bylaw No. 1055 Procedural Bylaw-Amended</b> Council reviewed the amended Bylaw, with changes made to ensure alignment with current legislation set out by Municipal Affairs.	
Motion 114/25	Motion by Councilor Roberts to give first reading of Bylaw No. 1055 Procedural Bylaw, as amended.	CARRIED
Motion 115/25	Motion by Councilor Ratz to give second reading of Bylaw No. 1055 Procedural Bylaw, as amended.	CARRIED
Motion 116/25	Motion by Councilor Ball to move to third and final reading of Bylaw No. 1055 Procedural Bylaw, as amended.	UNANIMOUSLY CARRIED
Motion 117/25	Motion by Councilor Wilcox to give third and final reading of Bylaw No. 1055 Procedural Bylaw, as amended.	CARRIED
NEW BUSINESS:	<b>1. 2025 RCMP Policing Priorities</b> Council reviewed the 2024 RCMP Policing Priorities, which included Increased Visibility & Traffic Safety, Youth Interaction, and Crime Prevention.  Councilor Fricke proposed isolating Drug Prevention & Education as a separate priority, and Council was in agreement.	
Motion 118/25	Motion by Councilor Allan to set the Town of Carstairs Policing priorities for 2025 to be <b>1. Increased Visibility &amp; Traffic Safety</b> <b>2. Youth Interaction</b> <b>3. Crime Prevention (Family Violence Prevention &amp; Education)</b> <b>4. Drug Prevention &amp; Education</b> .	CARRIED
	<b>2. Appointment of Assessor-Travis Horne of MASG</b> The winning bid for the RFP from Municipal Assessment Services Group offers a cost savings of over \$45,000.	
Motion 119/25	Motion by Councilor Ratz to appoint Travis Horne of Municipal Assessment Services Group as the Assessor in the Town of Carstairs.	CARRIED
	<b>3. March 2025 Financials</b> Council reviewed the Financial Statements for the month of March. S. Allison reported that the first-quarter mill and tax rates are set and on target. We will know later this week about any outstanding grants. All projects have been approved, with both the LGFF and CBFF 2025 grants approved for reservoir funding.  Councilor Fricke inquired about isolating carbon tax-related costs, which are already built into the fuel budget.	
Motion 120/25	Motion by Councilor Wilcox to accept March 2025 Financial as information.	CARRIED
COMMITTEE REPORTS:	<b>1. Policies &amp; Priorities Committee</b> -Next meeting April 17, 2025. <b>2. Mountain View Regional Waste Commission</b> -Next meeting April 28, 2025. <b>3. Mountain View Regional Water Commission</b> -Mayor Colby provided a verbal report on the AGM held on April 9, 2025. The Commission received a clean audit report. Information was shared regarding the drought committee. The RFP for audit services was discussed, along with an update on the Town of Carstairs' population. <b>4. Mountain View Seniors' Housing</b> -Councillor Fricke provided a verbal report from the meeting on March 27, 2025. RSM Canada presented a clean audit. Under the Rental Assistance Benefit program, which housing bodies administer on behalf of the province, MVSH has been expanded to administer this for Kneehill County. Under the social housing budget that MVSH administers for the province, any remaining surplus can now be directly transferred into the reserve account. The social housing program has seen significant growth. From the Ministry's budget update, rent supplements have increased by \$27.8 million due to	

growing waitlists. The LAP grant also saw an increase of \$1.1 million. In the past, the Province combined social housing dollars with lodge funding, but they will now be separated into distinct categories: Rent Supplement, Lodges, and Social Housing. On April 23, 2025, the board and management will hold their strategy meeting at the Carstairs Fire Hall, with a primary focus on expanding senior's facilities in Carstairs. The next meeting is scheduled for May.

Motion 121/25

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

CARRIED

COUNCILOR REPORTS:

- Councilor Allan**
- April 3, 2025, attended a MPC meeting regarding a secondary suite.
  - April 5, 2025, participated Protective Services Jail and Bail Food Drive. Special thanks to to Andrea and Arlene for spearheading the event which raised just over \$9,500 for the Mountain View Food Bank.
- Councilor Ball**
- Nothing to report.
- Councilor Fricke**
- March 27, 2025, attended the MVSH Board Meeting.
  - March 29, 2025, attended the Carstairs Spring Market at the Community Hall.
  - April 2, 2025, participated in the online ABMunis Towns South session. Discussion topics included advocacy priorities, organizational direction, and the upcoming election.
  - April 3, 2025, attended the Alberta Government Webinar on passenger rail. A Master Plan is expected by September 2025.
  - April 5, 2025, participated in the Protective Services Jail and Bail Food Drive. Thank you to everyone who contributed donations. The community raised 2,398 pounds of food, and with the value of food and monetary contributions, a total of **\$9,540.96** was raised for the Mountain View Food Bank.
- Councilor Ratz**
- Nothing to report.
- Councilor Roberts**
- April 2, 2025, attended the AGM at the Carstairs Curling Club.
  - April 3, 2025, attended the MPC meeting.
  - April 5, 2025, attended the Protective Services Jail and Bail Food Drive.
  - April 9, 2024, attended Mountain View Regional Water Commission meeting.
- Councilor Wilcox**
- March 26, 2025, participated in mock interviews with students at Hugh Sutherland School.
  - March 27, 2025, attended the Parkland Executive meeting, where MNP presented a clean audit. Budget discussions included concerns about increasing requests for municipal funding, noting that other libraries have alternative revenue sources. It was expressed that relying solely on the municipality year after year is not sustainable.
  - April 3, 2025, attended the MPC meeting.
  - April 5, 2025, attended the Protective Services Jail and Bail Food Drive. Special recognition to Andrea and Arlene for an excellent job organizing the event.
  - April 9, 2025, participated in online emergency services training.
- Mayor Colby**
- April 5, 2025, attended the Protective Services Jail and Bail Food Drive, noting it was well attended and well received by the community.
  - April 9, 2024, attended Mountain View Regional Water Commission meeting.

Motion 122/25

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

CARRIED

CORRESPONDENCE:

- 1. Letter of Request-Royal Canadian Legion NWT Command**  
Council reviewed the letter of request seeking monetary support.
- Council was in agreement that the funds would be better spent on the local branch.

Motion 123/25

Motion by Councilor Fricke to accept the letter of request from the Royal Canadian Legion as information.

CARRIED

2. Letter of Request- MVCHA

Council reviewed a letter from the Mountain View Christian Homeschooling Association requesting a discounted rate for the Carstairs Community Hall for their event on May 23 and 24, 2025.

Motion 124/25

Motion by Councilor Wilcox to approve the letter of request from MVCHA for their upcoming event on May 23 & 24, 2025, at the Carstairs Community Hall with the understanding they will not be eligible for a reduced rate again until 2029.

CARRIED

3. Letter of Request-HSS 2025 Grad

Council reviewed a letter from the Grad Committee requesting use of the old dump site on June 27, 2025, along with the provision of porta-potties, garbage and recycling services, and spotlights.

Motion 125/25

Motion by Councilor Allan to accept HSS 2025 Grad request as information and direct administration to facilitate the request.

CARRIED

CAO’S REPORT:

- March 27, 2025, met with MNP regarding Policing Study. The final meeting is scheduled for April 28, 2025.
- March 31, 2025, met with Alpha Construction and Engineers to discuss the Carstairs Reservoir Project.
- April 2, 2025, met with ISL Planners & Engineers.
- April 3, 2025, attended the MPC meeting.
- April 10, 2025, attended on-site bi-weekly meeting at the Carstairs Reservoir.
- April 11, 2025, met with representative of the County of Lacombe to tour the Carstairs Fire Hall.
- Infiltration issues are ongoing, with the current rate at 33%. This is resulting in substantial costs due to storm water infiltrating the wastewater treatment system. Investigations and monitoring continue.
- New fleet vehicles have been received from Enterprise.
- 300 new water meters have been installed, now featuring leak detection. Additionally, the new meter installations help address issues with sump pumps discharging into the sanitary system.
- Construction on the Carstairs Water Reservoir project has begun.
- To date, 16 new homes have been built and 23 development compliances and 58 permits have been issued.

Motion 126/25

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

CARRIED

COUNCILOR COMMENTS:

1. Councilor Fricke

Received concerns at the Jail and Bail Event regarding the lack of seniors housing in Carstairs. CAO of MVSH was in attendance and was able to address some of the questions raised.

Motion 127/25

Motion by Councilor Fricke to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

1. Eric Vester

Commented on the malfunctioning crossing light at 10th Avenue onto Scarlett Ranch Blvd, noting it is not functioning as it should. Additionally, mentioned the need for improved lighting or a crosswalk light at the Veterans Way crosswalk near the gazebo.

Motion 128/25

Motion by Councilor Roberts to accept the Public Question Period as information.

CARRIED

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING:

*Section 107 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 129/25

Motion by Councilor Wilcox that Council close the meeting to the public to discuss Third-Party Personal Interests as per Section 17 of FOIP at 8:09 p.m.

CARRIED

**Regular Council Meeting – April 14, 2025**

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Motion 130/25                      Motion by Councilor Wilcox to come out of the closed meeting session at 8:45 p.m.

**CARRIED**

**NEXT MEETING:**                      Monday, April 14, 2025, at 7:00 p.m.

**ADJOURNMENT:**  
Motion 131/25                      Motion by Councilor Ball to adjourn the meeting of April 14, 2025, at 8:46 p.m.

**CARRIED**

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

\_\_\_\_\_  
**Rick Blair, CAO**



Town of Carstairs

**Policy:** Council Quorum Notification Policy  
**Policy No.** 11-027-25

**Date:** April 28, 2025

**Adopted by:** Council

**Purpose:**

This Policy establishes a clear communication process for Carstairs Town Council members to report planned and unplanned absences. Its purpose is to help manage quorum requirements effectively and ensure proper meeting planning.

This Policy is strictly for notification purposes and does not require approval for absences. It is designed to support transparency and operational planning.

**Scope:**

This Policy applies to all members of the Carstairs Town Council, including the Mayor and Councilors.

**Notification Process:**

Council members are asked to notify the CAO and/or Executive Assistant of any planned absences due to vacations, personal leave, or other circumstances that may impact quorum at Council meetings. Unplanned absences, such as those due to illness or emergencies, should be communicated as soon as reasonably possible.

**Definitions:**

**“Absence”** means the inability of a Council member to attend or participate in a scheduled meeting of the Town Council, due to planned (e.g., vacation, personal leave) or unplanned (e.g., illness, emergency).

**“Emergency Absence”** means an absence resulting from unforeseen circumstances that prevent a Council member from attending a meeting (e.g., medical emergency, family emergency).

**“Extended Absence”** means a prolonged period during which a Council member is unable to fulfill their Council duties due to significant circumstances such as illness, personal leave, or other significant reasons, typically lasting more than a few consecutive meetings.

**“Unexcused Absence”** means an absence in which the Council member fails to notify the CAO or Executive Assistant within the required timeframe, or does not provide a valid reason for the absence.

**“Alternative Means of Participation”** means methods that allow a Council member to participate in a meeting without being physically present, including but not limited to telephone, video conferencing, or other remote communication tools, as authorized by Council.

**“Notification”** means the act of informing the CAO or Executive Assistant of a planned or unplanned absence, in writing, and including all required details as specified by this policy.

**“Quorum”** means the minimum number of Council members who must be present either in person or through alternative means of participation for a meeting to proceed and for decisions to be legally binding.



**Guidelines:****1. Notification Requirements**

- a. Advance Notice:
  - i. Council members should submit written notice of any planned absence at least 14 days prior to the scheduled meeting date to the CAO and/or Executive Assistant in writing (e.g., email or formal letter).
- b. Form of Notification:
  - i. Written notification should include the following:
    - Dates of planned absence.
    - Reason for the absence.
    - Any additional relevant information
- c. Late Notification:
  - i. If a Council member is unable to provide 14-day notice due to unforeseen circumstances, they should notify the CAO and/or Executive Assistant as soon as possible, ideally within 48 hours of the scheduled meeting.

**2. Absence Documentation**

- a. Meeting Minutes:
  - i. Absences will be recorded in the official meeting minutes for transparency.

**3. Impact on Quorum**

- a. Minimum Quorum Requirement:
  - i. Quorum is established when more than half of the total number of Council members are present.
  - ii. If fewer than four Council members are available, quorum is not met, and the meeting cannot proceed.
  - iii. Participation through authorized Alternative Means of Participation counts toward quorum, provided all procedural requirements are met.
- b. Alternative Measures for Quorum:
  - i. If quorum cannot be achieved due to member absences, the Mayor or Chief Administrative Officer (CAO) may assess the situation and recommend appropriate actions, including:
    - Rescheduling the meeting to a later date.
    - Adjusting the meeting agenda to address only time-sensitive or administrative matters.
    - Facilitating remote participation for eligible members to help meet quorum requirements.

**4. Impact of Absences on Decision-Making**

- a. Council members who are absent should make every reasonable effort to remain informed of meeting discussions, decisions, and voting outcomes.

**5. Unscheduled Absences**

- a. If a Council member needs to leave a meeting unexpectedly or cannot attend due to unforeseen circumstances, they should notify the CAO and/or Executive Assistant immediately.
- b. If an absence results in the loss of quorum, the meeting will be suspended until quorum is restored.

**6. Emergency Absences**

- a. Notification of Emergency Absence:
  - i. In the event of an emergency absence, the Council member should inform the CAO and/or Executive Assistant as soon as reasonably possible.
  - ii. If quorum cannot be established due to multiple emergency absences, the meeting will be postponed or rescheduled to a later date.

**7. Extended Absences**

- a. For extended absences (e.g., prolonged illness, personal leave), Council members should submit a formal notification to the Council, including the expected duration, to facilitate planning.

- b. In cases of prolonged absence, the Mayor or CAO may suggest temporary adjustments to Councilor responsibilities, which could include the temporary reallocation of tasks among Council members. If necessary and in accordance with the Municipal Government Act, a temporary representative may be appointed for certain duties, subject to Council approval and in alignment with municipal bylaws.

8. Communication during Absences

- a. While on leave, Council members should remain reachable for urgent matters but are not required to participate in routine duties or votes unless they choose to do so.
- b. Council members should make efforts to stay informed of ongoing discussions and may request copies of meeting minutes or recordings during their absence.

9. Consequences of Unexcused Absences

- a. Councilors who miss meetings without prior notice or valid excuse maybe subject to review by the Council for appropriate action in accordance with section 174(1) (d) of the Municipal Government Act, which outlines the grounds for declaring a Council seat vacant due to prolonged or unexcused absences.
- b. Repeated or extended unexcused absences may result in formal disciplinary actions, which could include removal from certain Council duties or responsibilities, or, if the absences meet the criteria under Section 174(1) (d), the Council may declare the seat vacant, leading to a potential by-election or appointment to fill the vacancy.

End of Policy  
/Carstairs04/25

Signatures:  
M\_\_\_\_\_/25 Policy No. 11-027-25 adopted at Council on April 28, 2025.

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

\_\_\_\_\_  
CAO, Rick Blair



April 8, 2025

I am pleased to share that today, our government tabled Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025*. Bill 50 makes amendments to the *Municipal Government Act (MGA)*, *Local Authorities Election Act (LAEA)*, *New Home Buyer Protection Act (NHBPA)*, and the *Safety Codes Act (SCA)* to modernize municipal processes.

The proposed amendments will strengthen local governance and reduce conflict by repealing code of conduct provisions and granting Ministerial authority to establish procedures of council. The amendments also clarify the accountability of chief administrative officers and strengthen oversight authorities of appointed Official Administrators.

Also included are amendments regarding Intermunicipal Collaboration Frameworks (ICFs) which would clarify the required content of ICFs and strengthen the dispute resolution process to ensure ICFs are adopted and implemented effectively.

Changes are also proposed to the *LAEA* to clarify administrative requirements in advance of the October 2025 municipal and school board elections. In addition, we are allowing for the use of elector assistance terminals which enable voters who live with visual or physical impairments to vote independently and privately. We are also proposing amendments to residency requirements so that residents displaced by last year's wildfire in Jasper can vote and run for office, provided they intend to return to the community.

Finally, proposed changes to the *NHBPA* and the *SCA* address stakeholder concerns with the current new home buyer protection program, the quality of new homes, affordability, and red tape.

I invite you to read Bill 50. A copy of the Bill can be found here: <https://www.assembly.ab.ca/assembly-business/bills/bills-by-legislature>. Additional information about the proposed amendments is also available here: [www.alberta.ca/modernizing-municipal-processes](http://www.alberta.ca/modernizing-municipal-processes).

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Classification: Public



I will be hosting a town hall for stakeholders to share additional information and answer questions about the proposed amendments. The town hall will take place virtually on April 16, 2025, at 6:00 PM. Please send the names and email addresses of your representative(s) who will attend to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca). Individuals identified by your organization will receive a link ahead of the town hall.

Sincerely,

Ric McIver  
Minister



Box 370  
Carstairs, AB T0M 0N0  
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www.carstairs.ca

## REQUEST FOR DECISION

<b>Meeting Date:</b>	April 28, 2025
<b>Title:</b>	Questica Budget Software
<b>Agenda:</b>	Council

### **Application & Issue History:**

Corporate Services currently utilizes Excel spreadsheets to prepare the annual Budget. After the 2025 Budget cycle, we began to look for a better, more efficient, and transparent solution. Budgeting software is a standard financial planning strategy within communities of our size.

### **Proposal, Options, Benefits, & Disadvantages:**

Implement Questica Budget Software, will:

- Replace time-consuming, error-prone spreadsheets with a purpose-built system for the public sector to develop and manage operating and capital budgets.
- Directly leverage budget data, narratives, and other information from the budget development tool to efficiently engage Council, provide the ability to make well-informed decisions, and publish information to the community through online, accessibility-compliant interactive visualizations and a budget book.
- Provide a user-friendly system for departments to directly enter and track budgets, eliminating extensive emails, which are easy to miss
- Better prepare for the future by efficiently creating and comparing multiple scenarios.

### **Operational Impact:**

Improve operational efficiency. Allow budgets to be prepared and passed by December 31 for the following year.

**Signature of Director:** \_\_\_\_\_

**Budgetary Impact:**

The initial implementation fee is \$14,500.00, and the annual software fee is \$24,500.00, which will be included in the annual budget.

**Recommendations:**

Invest in Questica to improve the overall annual budget process.

**Motion:**

**Signature of Director:** \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Sall", is written over a horizontal line.



**Town of Carstairs Appendix D  
PARADE AND PROCESSION PERMIT**

Applicant Name:

CARSTAIRS HERITAGE FESTIVAL PARADE OF KILTS

(if organization, include name of designated officer)

Date: June 01, 2025

Times: 11:am - 11:45am

Purpose of Parade or Procession:

To promote the Carstairs Festival heritage day to the citizen of Carstairs and surrounding communities,

Intended Route: (attach map)

Start on 11th Avenue at the Carstairs Curling Rink, proceed north to Osler Street, turn east, proceed to

10th Avenue, turn south, proceed to Gough Road, turn west and proceed to the Emergency

Management Building (old Fire Hall) and parade will disperse.

Assembling Area – Start (address):

Carstairs Curling rink parking lot on 11th Avenue

Assembling Area – Finish (address):

Emergency Management Building on Gough Road

Number of participants: 9 or 10 Pipe bands and 3-5 walking groups

Number of Vehicles: 5-7 vehicles

Number of Horses/Other Livestock: none

Are barricades required? (Y) XX (N) \_\_\_\_\_

Is the street sweeper required? (Y) \_\_\_\_\_ (N) XX

Is traffic control required? (Y) XX (N) \_\_\_\_\_

Will you be crossing railway line? (Y) \_\_\_\_\_ (N) XX

Special conditions, i.e. crowd control:

The Carstairs Elks Club and the MountainView Junior Football Club will be manning the barricades at various locations along the parade route.

Signature of Applicant: \_\_\_\_\_

Application Date: \_\_\_\_\_

April 10/25

Approval Date: \_\_\_\_\_

Signature of Town official: \_\_\_\_\_

Town of Carstairs Special Event Guidelines & Application  
September 2019

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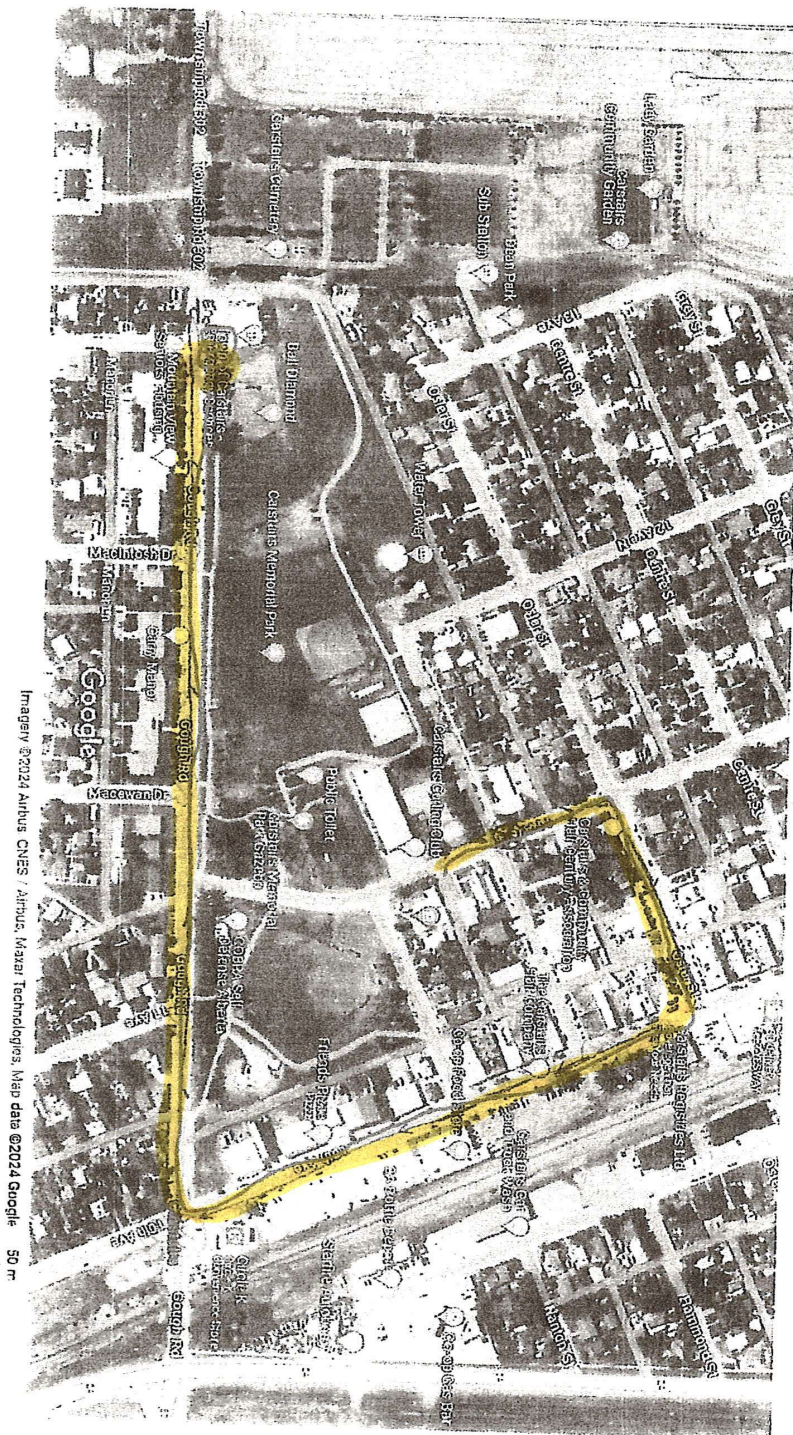
3/15/24, 7:44 AM

Carstairs - Google Maps

Go to Maps

Carstairs

Heritage Festival - Parade Route Map



Imagery ©2024 Airbus CNES / Airbus, Maxar Technologies, Map data ©2024 Google 50 m

<https://www.google.com/maps/place/Carstairs,+AB+T0M+0N0/@51.5635105,-114.1024563,548m/data=!3m1!1e3!1m3m1!1s0x5373f52d2e5c9f60x896a6c75534b8a41b2:3d51.5620654d-114.09.1/1>





# DECLARATION

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In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 2 – 8, 2025 to be Seniors' Week in

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**Community**

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**Official Title**

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**Official Signature**

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**The Honourable Jason Nixon; Minister of Seniors, Community and Social Services**

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING  
THURSDAY, APRIL 17, 2025, 1:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

**IN ATTENDANCE:** Mayor Colby, Councilors Allan, Fricke, Ratz, Roberts, &, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Willisroft, CAO Rick Blair & Executive Assistant Kayleigh Van Es

**ABSENT:** Councilors Ball, & Wilcox

**CALL TO ORDER:** Mayor Colby called the meeting of Thursday, April 17, 2025, to order at 1:00 p.m.

**ADDED ITEMS:** Nil

**ADOPTION OF AGENDA:** Motion by Councilor Roberts to adopt the Policies & Priorities Committee meeting agenda of April 17, 2025, as presented.

**CARRIED**

**ADOPTION OF MINUTES:** Motion by Councilor Fricke to adopt the Policies & Priorities minutes of March 20, 2025, as presented.

**CARRIED**

**UNFINISHED BUSINESS:** **1. Policy No. 11-027-15 Council Quorum Notification Policy**  
R. Blair spoke to the revisions made to the new policy, which had been discussed at the previous meeting. He emphasized the importance of ensuring quorum requirements.

Councilor Fricke expressed agreement with the revised policy.

Motion by Councilor Allan to accept Policy No. 11-027-15 Council Quorum Notification Policy as amended and forward to Council with the recommendation for adoption.

**CARRIED**

**DELEGATIONS:** **1. Liberal Candidate for Yellowhead-Michael Fark**  
M. Fark introduced himself to Council, noting his background as a home builder and as the former General Manager of Municipal Infrastructure in Canmore. Residing in Jasper currently. He shared that entering politics was an unexpected path, driven by concerns around drought conditions, infrastructure deficits, and other pressing issues. He expressed his intent to both ask and answer questions and emphasized his desire to engage meaningfully with municipalities.

Councilor Allan thanked Mr. Fark for attending, noting that having a candidate present to listen to local concerns is appreciated.

M. Fark acknowledged the value of being heard and, as someone who has worked in municipal administration, understands the frustration when local voices are overlooked. He emphasized that he takes those concerns seriously.

Councilor Roberts raised infrastructure needs along the Calgary–Edmonton corridor.

M. Fark inquired whether municipalities are receiving sufficient federal grant support for infrastructure and if that remains a priority. R. Blair mentioned the federal gas tax as the primary funding source, but noted that grant applications like the often come with onerous administrative requirements.

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Councilor Ratz asked how M. Fark would ensure accessibility to municipalities if elected.

M. Fark responded that his intent is to split his time 50/50 between the riding and Ottawa, with regular meetings (preferably in person) with each municipality, ensuring strong presence and accessibility.

Councilor Fricke thanked M. Fark and commented on the district's diversity and rapid growth. She noted that Carstairs is among Alberta's top 20 fastest-growing communities, with over 100 housing starts recorded last year and green stamp approvals often completed within a day. Councilor Fricke expressed concern that more than 30% of the taxes collected are requisitioned by other levels of government, with municipalities having no input or control over these decisions. She highlighted significant infrastructure challenges, including the high costs of lagoon systems and the limited local tax base available to fund large-scale upgrades. She emphasized the need for greater accountability and voiced concern that smaller communities are frequently overlooked in favor of larger urban centers.

M. Fark acknowledged that the riding is one of the most diverse in Canada, spanning tourism, oil and gas, and agriculture sectors. He noted that while the communities are diverse, they share common challenges—particularly in housing affordability and infrastructure. He agreed that provincial mandates should come with funding, and reiterated that housing development depends on having supporting infrastructure in place.

Mayor Colby asked for M. Fark's position on carbon tax and pipeline development, citing concerns around Alberta's economic reliance on oil and gas, and the challenges carbon tax presents to development.

M. Fark responded that the effects of climate change—such as increased wildfires and droughts—are clear and acknowledged the need for a balanced approach. He stated that the Liberal Party does not oppose Alberta's industries and emphasized that while the carbon tax on consumers may not be the most effective tool, the focus should be on taxing larger emitters. He stressed the importance of the government finding balanced, compromise-based solutions and investing in new technologies to reduce emissions, while continuing to support industry and local communities. He thanked Council for their time and noted he would be attending an event at the Half Century Club later that evening.

Motion by Councilor Allan to accept Delegation from Michael Fark, Yellowhead Liberal Candidate as information.

**CARRIED****BYLAWS & POLICIES:****Nil****NEW BUSINESS:****1. Budgeting Software**

S. Allison spoke about the need for a more transparent and efficient budgeting process, one that moves away from reliance on Excel spreadsheets and instead leverages modern technology. She explained that a standardized financial planning strategy—accessible to department heads, administration, and Council—is essential for clarity and accountability. Noting that most municipalities across the province are now using dedicated budgeting software, and she has been in contact with several to learn more about their approaches. Two Canadian companies were mentioned: Public Sector Digest, which is still in its early stages, and Questica (now part of EUNA Solutions), which specializes in local government budgeting and is viewed favorably. Recommending that the Town of Carstairs consider

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investing in budgeting software to streamline the process, reduce guesswork, and ease the administrative burden. A video was shown to illustrate the benefits and capabilities of such platforms.

Mayor Colby inquired about the cost of the proposed budgeting software. R. Blair responded that the estimated startup cost is approximately \$35,000, with an ongoing annual cost of \$25,000.

Councilor Allan expressed support for moving away from Excel spreadsheets in favor of budgeting software. He asked if other options had been considered. S. Allison explained that there are not many budgeting software solutions on the market and confirmed that she had done her due diligence to identify the most suitable options.

Councilor Ratz acknowledged that there is a cost to everything, but stated that if the software improves administrative efficiency, then it would be worth the investment.

Councilor Allan also asked about the ease of transition to the new system. S. Allison responded that the transition process is currently unknown, as administration is awaiting Council's direction to proceed with further investigation.

Councilor Fricke commented that this is a standard cost of doing business and stated that the software appears to be a good system.

Mayor Colby asked about the quality of technical support. S. Allison noted that based on feedback she has received, the support team is consistently responsive and helpful.

Motion by Councilor Fricke to accept the Budgeting Software presentation as information and refer the matter to Council for ratification.

**CARRIED****REPORTS:****1. Development Reports**

The Committee reviewed the Development Reports. To date, there have been 58 permits issued, including 16 new home builds and 24 compliance certificates.

- a. Permit listing
- b. Compliance listing

**2. City Wide Monthly Reports**

The Committee reviewed the following reports for the month of March 2025.

- a. Fire Reports
- b. Bylaw Reports

**3. Emergency Services**

The Committee reviewed the following reports.

- a. Carstairs Emergency Management Agency (CEMA) Report
- b. Emergency Services Report

**5. Quarterly Reports**

The Committee reviewed the RCMP Quarterly Reports.

**6. Quarterly Facility Utilization Reports**

The Committee reviewed the following Utilization Reports

- a. Carstairs Memorial Arena
- b. Carstairs Community Hall

**Policies & Priorities Committee Meeting – April 17, 2025**

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Motion by Councilor Allan to accept all reports as information.

**CARRIED**

**CORRESPONDENCE:** Nil

**GENERAL DISCUSSION:** Nil

**NEXT MEETING:** May 15, 2025

**ADJOURNMENT:** Motion by Councilor Roberts to adjourn the meeting of April 17, 2025, at 1:53 p.m.

**CARRIED**

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**Lance Colby, Mayor**

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**Rick Blair, CAO**



John of Carstairs

Thank you so very much for your financial contribution to our festival! Do stop in at the Fine Arts Centre, Olds from Mar 17 through Mar 27 for a session or two.

Check out [www.oldsmusicfestival.com](http://www.oldsmusicfestival.com) for our 2025 schedule, Concert dates, and the list of all the generous Sponsors like YOU!

Thanks again

Val Schmidt

March 11, 2025



**Alberta Elks Association  
Conference Committee**  
*"Let's Thrive in 2025"*



District 12  
c/o Shellene Fakir  
Box 103  
Cereal, AB  
T0J 0N0

September 27<sup>th</sup>, 2024

To Whom It May Concern:

RE: Alberta Elks Association – 2025 Provincial Conference

District 12 Elks Lodges (Carstairs, Crossfield, Didsbury, Okotoks, Olds, Strathmore and Vulcan) are hosting the 97th Provincial Conference of the Alberta Elks Association in Olds, AB on June 12<sup>th</sup> to 14<sup>th</sup>, 2025. This event will attract members and guests from our Lodges in Alberta, B.C. and the Yukon.

We will be printing an Advertising Booklet and an advertising form is attached if your business or company would be interested in placing an advertisement.

We are also doing a Silent Auction and are accepting donations in the form of gift certificates or items that you are willing to donate.

If you have any questions or require any further information, please do not hesitate to contact us.

Sincerely,  
**Didsbury**  
W. J. Ward  
Conference Chair  
[billward@telus.net](mailto:billward@telus.net)  
403-556-5201

**Carstairs**  
John Mercier - Terry Read  
Conference Co-Chair  
[john.mercier0900@gmail.com](mailto:john.mercier0900@gmail.com)  
403-860-9598

403-556-0882  
[lyn8132@telus.net](mailto:lyn8132@telus.net)



**ALBERTA ELKS ASSOCIATION  
PROVINCIAL CONFERENCE**

*"Let's Thrive in 2025"*

**June 12 – 14, 2025**

**Olds, AB**

**Hosted by District #12**

**ADVERTISING ORDER FORM**

The prices for the Conference Booklet are as follows:

Business Card	\$30.00	½ Page	\$80.00
¼ Page	\$45.00	Full Page	\$150.00

Deadline date for the Booklet is May 1, 2025. Please feel free to digitally design your own ad or message as a PDF and forward to Conference Advertising Chair, Margo Ward

Email – [meward25@telus.net](mailto:meward25@telus.net)

Mail – Box 147, Didsbury, AB T0M 0W0

If you need further information or have questions or concerns, please contact Margo Ward at 403-556-5201 or by email as noted above.

PLEASE FORWARD THE FORM BELOW when submitting your ad and/or cheque along with the name and contact information of the person responsible for the ad format.

Lodge Name \_\_\_\_\_ No. \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_ for a \_\_\_\_\_ sized ad.

I am: (circle one)

1) enclosing the ad **OR** 2) sending it by email **OR** 3) please design one for us.

Please make cheques payable to **Alberta Elks District #12 (Conference 2025)** or send an e-transfer to [district12abelks@gmail.com](mailto:district12abelks@gmail.com) and this section of the completed form **NO LATER THAN MAY 1, 2025.**