



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, FEBRUARY 27, 2023, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of February 27, 2023
Motion: To adopt the agenda of February 27, 2023

4. ADOPTION OF MINUTES

- 3 - 6 a) Adoption of minutes of February 13, 2023 (addendum 4.a)
Motion: To adopt the minutes of February 13, 2023



5. BUSINESS ARISING FROM PREVIOUS MEETING

- 7 - 9 a) Policy No. 11-005-23 Council Remuneration & Compensation Policy
(addendum 5.a)



6. DELEGATIONS

- a) Presentation of Staff Service Awards

7. BYLAWS AND POLICIES

- 10 - 11 a) Bylaw 977 Illegal Discharge of Sump Pumps (addendum 7.a)



8. COMMITTEE REPORTS

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
i) Minutes of the meeting on February 15, 2023 (addendum 8.a.i)



- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
c) POLICY & GOVERNANCE COMMITTEE

- 15 - 17 i) Minutes of the meeting on February 16, 2023 (addendum 8.c.i)






- d) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- e) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- f) MOUNTAIN VIEW SENIORS HOUSING
- g) MUNICIPAL AREA PARTNERSHIP

9. COUNCILOR REPORTS

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

10. CORRESPONDENCE

- 18 a) Beef & Barley Days - Fireworks request (addendum 10.a)

- 19 - 20 b) Seniors Week Proclamation (addendum 10.b)

- 21 c) HSS Grad donation Request (addendum 10.c)


11. CAO'S REPORT

12. COUNCILOR CONCERNS

13. PUBLIC QUESTION PERIOD

14. MEDIA QUESTION PERIOD

15. 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).

16. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 13, 2023, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Lance Colby, Councilors Allan, Ball, Fricke, Roberts, and Wilcox, CAO Rick Blair, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, and Executive Assistant Kayleigh Van Es
ABSENT:	Councilor Ratz
CALL TO ORDER:	Mayor Colby called the meeting of Monday, February 13, 2023, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA:	
Motion 045/23	Motion by Councilor Roberts to adopt the Regular Council agenda of February 13, 2023, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES:	
Motion 046/23	Motion by Councilor Ball to adopt the Public Hearing minutes of January 23, 2023, as presented. CARRIED
Motion 047/23	Motion by Councilor Wilcox to adopt the Regular Council minutes of January 23, 2023, as presented. CARRIED
DELEGATIONS:	Presentation of the Queen’s Jubilee Medal – Lance Colby Councilor Allan presented the Queens Platinum Jubilee medal to Mayor Lance Colby.
BYLAWS & POLICIES:	1. Bylaw No. 2035 Rates & Fees Bylaw - Amended R. Blair spoke to the changes to Bylaw No. 2035.
Motion 048/23	Motion by Councilor Allan to give first reading of Bylaw No. 2035 Rates & Fees as amended. CARRIED
Motion 049/23	Motion by Councilor Roberts to give second reading of Bylaw No. 2035 Rates & Fees as amended. CARRIED
Motion 050/23	Motion by Councilor Fricke to move to third and final reading of Bylaw No. 2035 Rates & Fees as amended. UNANIMOUSLY CARRIED
Motion 051/23	Motion by Councilor Ball to give third and final reading of Bylaw No. 2035 Rates & Fees as amended. CARRIED
	2. Bylaw No. 2038 Land Use Redesignation K. Williscroft spoke to the Bylaw No. 2038 Land Use Redesignation. Referring to the Land Use District Map being amended to include Lot 3MR, Block 15, Plan 921 1014 within the SW 1/4 17-30-01-W5M, consisting of 0.026 hectares (0.0716 acres) and shall be re-designated from R1 (Low Density Residential) and UR (Urban Reserve) to R1 (Low Density Residential) and PFR (Public Facility & Recreation).
Motion 052/23	Motion by Councilor Ball to give first reading of Bylaw No. 2038 Land Use Redesignation. CARRIED
NEW BUSINESS:	1. Subdivision Report K. Williscroft spoke to the Subdivision report of Lot 3MR Block 15 Plan 921014. The purpose of the proposed subdivision is to allow the Town to address the fact that the constructed lane traversing the subject site does not align with the registered road right-of-way.

By subdividing the subject site into Areas 1-3, Area 2 will be created to allow for a new road right-of-way to be registered to encompass the constructed lane. Council has put forth a motion to close the existing lane right-of-way to the east of the subject site (as Bylaw No. 2027).

Motion 053/23 Motion by Councilor Wilcox to accept the Subdivision report of Lot 3MR Block 15 Plan 921014 as information. **CARRIED**

2. Request for Extension – Subdivision
K. Williscroft spoke to the extension request of the subdivision of Deer Ridge.

Motion 054/23 Motion by Councilor Allan to accept the Request for extension of the subdivision of Deer Ridge as information and direct administration to facilitate the extension. **CARRIED**

3. SDAB Appointment- Bev Stevenson

Motion 055/23 Motion by Councilor Ball to appoint Bev Stevenson to the Subdivision & Development Appeal Board. **CARRIED**

- COMMITTEE REPORTS:**
- 1. Legislative & Emergency Services Committee**
- Next meeting is on February 15, 2023.
 - 2. Strategic Planning & Corporate Affairs Committee**
- Next meeting is on February 27, 2023.
 - 3. Policy & Governance Committee**
- Next meeting is on February 16, 2023.
 - 4. Mountain View Regional Waste Commission**
- Councilor Wilcox gave a verbal report of the meeting held on January 24, 2023. Next meeting March 27, 2023
 - 5. Mountain View Regional Water Commission**
- Mayor Colby gave a verbal report of the meeting held on February 8, 2023.
 - 6. Mountain View Seniors' Housing**
- Councilor Fricke gave a verbal report of the meeting held on February 2, 2023. Next meeting is March 16, 2023.
 - 7. Municipal Area Partnership**
- Mayor Colby gave a verbal report of the meeting held on January 26, 2023. Next meeting TBA in March.

Motion 056/23 Motion by Councilor Fricke to accept all Committee Reports as information. **CARRIED**

- COUNCILOR REPORTS:**
- Councilor Allan**
- February 10, 2023 Met with Auditors.
 - Councilor Ball**
- Nothing to report at this time.
 - Councilor Fricke**
- January 25, 2023 attended a workshop on effective social media communications.
- February 2, 2023 attended the MVSH Board Meeting.
- February 10, 2023 volunteered at the Carstairs Museum Pioneer Supper and Valentine's Dance.
 - Councilor Ratz**
- Absent
 - Councilor Roberts**
- Nothing to report at this time.
 - Councilor Wilcox**
- January 24, 2023 attended Mountain View Regional Waste Commission Meeting.
- January 26, 2023 attended PRL Board Meeting.
- February 6, 2023 met with MVR Waste Commission CAO.

Mayor Colby
- January 24, 2023 met with RCMP Staff Sgt Brown.
- January 26, 2023 attended MAP meeting.
- February 8, 2023 attended MVR Water Commission meeting.
- February 10, 2023 attended Carstairs Museum Pioneer Supper and Valentine's Dance.

Motion 057/23 Motion by Councilor Allan to accept all Councilor Reports as information.
CARRIED

CORRESPONDENCE: 1. Science Fair Judge Request

Motion 058/23 Motion by Councilor Ball to accept the Letter from Mountainview Science and Technology Society as information.
CARRIED

2. Letter – National Police Federation

Motion 059/23 Motion by Councilor Roberts to accept the letter from the National Police Force as information.
CARRIED

3. Letter – Chinook Hockey League

Motion 060/23 Motion by Councilor Fricke to accept the letter from Chinook Hockey League as information.
CARRIED

CAO’S REPORT:
- January 24, 2023 met with RCMP Staff Sgt Brown.
- January 24, 2023 met with Mitch Miller in regards to the Nature space and Arbor Day.
- January 24, 2023 met with CIMA
- January 25, 2023 met with Mountain View Regional Water Service Commission.
- January 26, 2023 attended MAP meeting.
- January 27, 2023 attended Regional CAO meeting.
- January 30, 2023 met with Train Oilfield to discuss irrigation installation at the Golf Course.
- February 1, 2023 met with CAO of MVC Jeff Holmes to discuss Mutual Aid agreements.
- February 2, 2023 met with Councilor Fricke.
- February 8, 2023 met with Kitstone Developers.
- February 9, 2023 met with business people to discuss potential businesses.
- February 8-10 Auditors on location.
- In process of reviewing bulk water policies and procedures.
- Cancelled utilities to old Vet clinic and getting pricing for demolition.
- Lagoon partnerships.
- Undergoing infiltration and water loss investigations.
- MVSH needs assessment.
- ICF agreement with MVC.
- Started a paperless work order system.
- Policy review for Staff training.
- Firefighter requirement changes.
- AED location map
- New Golf Course GM to start Wednesday, February 15, 2023.

Motion 061/23 Motion by Councilor Wilcox to accept CAO’s Report as information.
CARRIED

COUNCILOR CONCERNS: 1. Councilor Ball
Informed Administration of a tree branch that could become troublesome on the North side of Idaho Street.

2. Councilor Fricke
Stated A business owner had comments in regards to walkability of the business community between 10th Avenue and 9th Avenue. Wondered about a crossing section to improve foot traffic.

Motion 062/23 Motion by Councilor Roberts to accept the Councilor concerns as information.
CARRIED

PUBLIC QUESTION PERIOD: Nil

Regular Council Meeting – February 13, 2023

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 063/23

Motion by Councilor Fricke that Council closes the meeting to the public at 7:42 p.m. to discuss closed meeting session items.

CARRIED

Motion 064/23

Motion by Councilor Wilcox to come out of the closed meeting session at 8:23 p.m.

CARRIED

NEXT MEETING:

Monday, February 27, 2023 at 7:00 p.m.

ADJOURNMENT:

Motion 065/23

Motion by Councilor Roberts to adjourn the meeting of February 13, 2023, at 8:24 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO



Town of Carstairs

Policy: Council Remuneration & Compensation
Policy No. 11-005-23

Date: XXX XX, 20XX (Amends 11-005-18)
October 22, 2018(Amends 11-005-11)
December 6, 2011(Amends 1760-2004)

Adopted by: Council

Policy Statement:

The purpose of this policy is to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This policy provides the provision of remuneration to elected officials.

Definitions:

Basic Rate means the monthly rate paid to Councilors for attendance at the following:

- Regularly scheduled Council Meetings, Special Council Meetings, and Committee of the Whole Meetings.
- Meetings with residents and Community groups (include open houses and public meetings).
- Informal meetings with the CAO and staff and Councilors (eg. Employee service awards, Christmas party and farewell lunches/dinners for staff and Councilors).
- Preparation for Council and Committee meetings.
- Work within the town with residents and business.

CAO means the Chief Administrative Officer.

Council means the Council of the Town of Carstairs, in the Province of Alberta.

Councilors means the individual Council members elected to Council.

Committee means a committee, board or commission to which Council members are appointed.

Per Diem means the daily rate paid to Councilors for attendance at the approved meetings as outlined in Schedule “A”

Expense Claims means any expenses incurred while conducting business on behalf of the Town of Carstairs.

Responsibilities:

- a. CAO
 - i. To ensure Council is aware of this Policy.
 - ii. To ensure that Council completes the required forms properly respecting this Policy.

Guidelines:

- a. The Councilors, Mayor and Deputy Mayor will be paid a Basic Rate based upon data from the current Federal census.
 - i. The Mayor’s rate of remuneration shall be equal to \$.48 per capita.

- ii. The Deputy Mayor^{1-s} will receive 87% of the remuneration paid to the Mayor.
- iii. Councilors shall receive 77% of the remuneration paid to the Mayor.
- b. Expenses incurred by members of Council while conducting Town business shall be reimbursed at rates as defined in the Rates & Fees Bylaw.
 - i. The expense must have a direct benefit to the Town of Carstairs; and
 - ii. The expense must be free of bias and conflict of interest.
 - iii. Per Diems will be paid based on expense claims submitted by the Council members and approved by the CAO.
- c. Basic Rates shall be paid in twelve (12) equal payments. The Basic Rate payments may be made by direct deposit into a bank account identified by the member of Council. Councilors^s must provide Payroll with the appropriate banking information.

Accountability:

- a. Remuneration for all expenses claimed (with the exception of Basic Rate) must be reviewed by the CAO or CAO designate to ensure that expenses claimed are in accordance with this policy. Where remuneration or expenses requested are beyond those outlined in this policy or a conflict arises, the matter shall be referred to the Mayor for resolution.

End of Policy
/Carstairs 02/2023

Signatures:
M__/23 Policy No. 11-005-23 adopted at Council on February 27, 2023

Mayor, Lance Colby

CAO, Rick Blair

SCHEDULE “A”

Activity	Remuneration	Per Diem	Expense
Regular Council Meetings	X		
Budget planning	X		
Boards and Commissions as appointed by Council		X	
Meetings outside of Board and Committee		X	
Meetings or Commission for which no other per Diem is paid			
Council Workshops		X	
Conventions & Conferences		X	
Meetings with other municipalities		X	
Meetings with other government agencies and businesses		X	
Public Planning meetings not held as part of Regular Council Meeting i.e. Area Structure Plan, Land Use Bylaw etc.		X	
Training sessions		X	
Grand openings outside the Town, if formally invited to present a verbal or written presentation		X	
Meetings approved by Council		X	
Travel time			X
Meals while conducting business on behalf of the Town			X
Public Hearings	X		

Bylaw No. 977

BEING a Bylaw of the Town of Carstairs in the Province of Alberta, the purpose of this Bylaw is to regulate storm and or surface water entering Town of Carstairs sanitary sewer system.

WHEREAS Section 7(a) of the Municipal Government Act, ~~Chapter M26RSA 2011 as amended; being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended;~~ A Council may pass bylaws for municipal purposes respecting the following matters of the safety, health and welfare of people and the protection of people and property;

WHEREAS, Section 7(g) of the Municipal Government Act, ~~Chapter M26RSA 2011 as amended; being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended;~~ A Council may pass bylaws for municipal purposes respecting the following matter of public utilities;

WHEREAS, Section 7(g) of the Municipal Government Act, ~~Chapter M26RSA 2011 as amended; being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended;~~ A Council may pass bylaws for municipal purposes respecting the following matter of the enforcement of bylaws made under this or any other enactment;

NOW THEREFORE, ~~the Municipal Council of the Town of Carstairs in the province of Alberta, duly assembled in Council, enacts as follows:~~ Council of the Town of Carstairs duly assembled and pursuant to the Municipality Government Act, Chapter M-26-1 Revised Statutes of Alberta 2000 enacts as follows:

1. This Bylaw ~~shall be named~~ may be referred to as the **“The Illegal Discharge of Sump Pumps Bylaw”**
2. Unless granted permission by the Town of Carstairs no owner or occupier of any premise shall discharge a sump pump or yard drain into any Town sanitary sewer.
3. ~~No Person shall directly connect or allow direct connection of downspouts, eavestroughing, piping or other means of directing roof drainage to a foundation drain or weeping tile.~~
4. No owner shall permit the discharge of storm water from the drainage system servicing or affecting an Affected Property into a public sanitary sewer or other waste water disposal system.
5. ~~No person shall permit sump pump discharge hoses to drain directly onto neighboring properties, lanes or streets, onto sidewalks, onto boulevards, ditches, or into the floor drain of the property owner. The property owner shall ensure that the discharge of their sump pump hose end remains a minimum of 5 feet away from their property line.~~
6. Failure to comply with the Bylaw may result in fines listed below:

OFFENCE	1 st Offense	2 nd *	3 rd **
Failure to Comply	\$250.00	\$350.00	\$500.00

7. ~~The Town may upon reasonable notice and at reasonable times enter buildings or other places which have been connected with the Town sanitary sewer system to ascertain whether or not any storm or surface water is being discharged into the sanitary sewer system, and the Town shall have the power to use any test or other means necessary to determine compliance with this Bylaw and to stop or prevent the discharge of storm or surface water that are liable to injure the sanitary sewer or obstruct the flow of sewage.~~
8. The Town shall issue in writing notices or orders as are necessary to inform the owner where a contravention of this by-law has been observed. The Town of Carstairs may enter buildings or other places connected to the Town of Carstairs sanitary sewer system on reasonable notice and at reasonable times to determine whether or not any storm or surface water is being discharged into the sanitary sewer system, and the Town of Carstairs shall have the power to use any test or other means necessary to determine compliance with this Bylaw and to stop or prevent the discharge of storm or surface water.
9. The property owner MAY drain the sump pump away from the home, onto a grassy area or permeable surface that way the water is absorbed. Water from the sump pump may be used to water grass, trees and shrubs found on your property. It is advised that continual moving of the hose to not over water an area. (Keeping it 5 feet from the property line)

10. This Bylaw shall come into force and effect upon the third and final reading thereof.

READ A FIRST TIME THIS XX DAY OF XXX A.D., 20XX

READ A SECOND TIME THIS XX DAY OF XXX A.D., 20XX

READ A THIRD AND FINAL TIME THIS XX DAY OF XXX A.D., 20XX

Lance Colby, Mayor

Rick Blair, CAO

**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
TUESDAY, FEBRUARY 15, 2023, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilor Allan, Councilor Ball, CAO Rick Blair, Fire Chief Jordan Schaffer, Director of Emergency Services Rob McKay and Executive Assistant Kayleigh Van Es

ABSENT: Councilor Ratz

CALL TO ORDER: Councilor Ball called the meeting of February 15, 2023 to order at 7:25 a.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Allan to adopt the agenda of February 15, 2023 as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Allan to adopt the minutes of December 20, 2022 as presented.

CARRIED

UNFINISHED BUSINESS: 1. Policy No. 11-005-18 Council Remuneration

Councilor Ball made suggestions to wording of the Policy.

Motion by Councilor Allan to accept Policy No. 11-005-18 Council Remuneration as amended and to pass along to Policy & Governance Committee for review.

CARRIED

NEW BUSINESS: 1. Alberta RCMP OCC Program

CAO Blair outlined the program to the committee.

Motion by Councilor Allan to accept the Alberta RCMP PCC Program as information.

CARRIED

2. New Generation 911

CAO Blair outlined the program to the committee.

Motion by Councilor Allan to accept the NG911 as information.

CARRIED

REPORTS: 1. Financial Reports

CAO Blair gave an overview of the Financial Reports up to December 31, 2022. Nothing outstanding to report.

a. Summary Report

b. Financial Report

c. Revenue and Expense Report

d. Capital Report

Motion by Councilor Allan to accept all financial reports as information and circulate to Council.

CARRIED

2. Development Reports

CAO Blair gave an update on Development Reports from the year of 2022 continuing until February 1, 2023. Outlining the obstacles ahead.

- a. Building Permit Listing
- b. Compliance Listing
- c. Building permits for Internal Audit

The following permits have been selected for internal review at the next committee meeting:

- 506.000
- 568.000
- 98.000
- 742.203
- 18402.000

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

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

The Committee reviewed the monthly reports for the year of 2022, up to January 2023.

- a. Fire Reports
- b. Bylaw Reports

Motion by Councilor Allan to accept the City-Wide Protective Services Monthly Reports as information.

CARRIED**4. Quarterly Reports**

The committee reviewed the reports.

- a. Royal Canadian Mounted Police

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

CARRIED**5. Emergency Services**

The committee reviewed the reports.

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

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

CARRIED**6. Personnel Evaluations**

The Committee is still in the process of providing CAO Blair with an evaluation.

GENERAL DISCUSSION: Nil**NEXT MEETING:** March 21, 2023

Legislative & Emergency Services Committee Meeting – February 15, 2023

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ADJOURNMENT:

Motion by Councilor Allan to adjourn the meeting of February 15, 2023,
at 8:19 a.m.

CARRIED

Councilor Ball, Chairperson

Rick Blair, CAO

**MINUTES OF THE POLICY & GOVERNANCE COMMITTEE
THURSDAY, FEBRUARY 16, 2023, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

- IN ATTENDANCE:** Councilors Fricke, Roberts, and Wilcox, CAO Rick Blair, and Executive Assistant Kayleigh Van Es
- ABSENT:** Nil
- CALL TO ORDER:** Councilor Fricke called the meeting of February 16, 2023, to order at 7:28 a.m. **CARRIED**
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:** Motion by Councilor Wilcox to adopt the agenda of February 16, 2023, as presented. **CARRIED**
- ADOPTION OF MINUTES:** Motion by Councilor Roberts to adopt the minutes of January 19, 2022, as presented. **CARRIED**
- UNFINISHED BUSINESS:** **1. Policy No. 11-005-18 Council Remuneration Policy.**
CAO Blair spoke to the changes the Legislative & Emergency Services Committee suggested.

Motion by Councilor Wilcox to accept Policy No. 11-005-18 Council Remuneration & Compensation Policy as amended and refer to Council with the recommendation for adoption. **CARRIED**
- BYLAWS & POLICIES:** **1. Bylaw No. 977 Sump Pump Bylaw**
CAO Blair spoke to the changes to Bylaw No. 977 to better mitigate the infiltration dilemma.

Motion by Councilor Roberts to accept Bylaw No. 977 as amended and refer to Council with the recommendation for adoption. **CARRIED**
- 2. Fire Department Training/Ranking Policy**
CAO Blair spoke about the process of developing a Policy to better manage levels of firefighter training and the compensation that comes with it.

Motion by Councilor Roberts to accept discussions regarding Fire Department Training and Ranking for information. **CARRIED**
- 3. Bulk Water**
CAO Blair spoke to the process of developing a Policy for Bulk water accounts with Cardlock access.

Motion by Councilor Wilcox to accept discussions regarding Bulk water accounts as information. **CARRIED**
- 4. Training Policy**
CAO Blair spoke to the process of developing a Policy regarding payment for external training for employees.

Motion by Councilor Roberts to accept discussions regarding a Training Policy as information. **CARRIED**

Policy & Governance Committee Meeting – February 16, 2023**Page 2 of 3****5. Minimum training**

CAO Blair spoke to the process of developing a Policy implementing mandatory safety for all full time employees.

Motion by Councilor Wilcox to accept discussions regarding mandatory safety training as information.

CARRIED**6. Developer Policy**

CAO Blair spoke to the process of developing a Policy in regards to developers and water usage.

Motion by Councilor Roberts to accept discussions regarding developer water usage as information.

CARRIED**MONTHLY REPORTS:****1. Committee Worksheet**

The Committee reviewed the worksheet, no comments or concerns.

2. Committee Internal Annual Report

The Committee reviewed the Annual Report, no comments or concerns.

Motion by Councilor Roberts to accept the Monthly reports as information.

CARRIED**QUARTERLY LISTINGS:****1. Agreement Listing****2. Policy Listing****3. Bylaw Listing**

The Committee reviewed the listings, no comments or concerns.

Motion by Councilor Roberts to accept the Quarterly Listings as information.

CARRIED**QUARTERLY FACILITY REPORTS – CITY WIDE:****1. Carstairs Memorial Arena****2. Carstairs Community Hall****3. Carstairs Campground**

The Committee reviewed the Quarterly Facility Reports, no comments or concerns.

Motion by Councilor Roberts to accept the Quarterly Facility Reports as information.

CARRIED**GENERAL DISCUSSION:****1. FCSS Funding Update**

The Committee reviewed the updated information for FCSS funding applications.

Hope 4 Mountain View Kids Society - Committee decision was to offer partial funding.

Olds & District Hospice Society - Committee decision was to offer full funding.

Policy & Governance Committee Meeting – February 16, 2023

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Motion by Councilor Roberts to approve FCSS Funding applications as listed.

CARRIED

2. Budgetary Process.

The Committee discussed the email complaint regarding the budgetary process the Committee determined there was no changes that needed to be made to the processes.

Motion by Councilor Wilcox to accept General Discussions of the budgetary process as information.

CARRIED

NEXT MEETING:

March 16, 2023 at 7:30 a.m.

ADJOURNMENT:

Motion by Councilor Roberts to adjourn the Policy & Governance Committee meeting of February 16, 2023, at 8:56 a.m.

CARRIED

Angie Fricke, Committee Chair

Rick Blair, CAO



Kelly Casebeer
Carstairs and District Agricultural Society
Box 926, Carstairs, AB, T0M 0N0

February 9, 2023

Town of Carstairs
Box 370, Carstairs, AB, T0M 0N0

Subject: Beef and Barley Days Fireworks

The Carstairs and District Agricultural Society Beef and Barley Days Committee is planning and preparing for Beef and Barley Days 2023.

The Fireworks Display at Beef and Barley Days is anticipated and enjoyed by the Carstairs and District Community. The Town of Carstairs generously provided the fireworks display for Beef and Barley Days 2022 and it was enjoyed by all. We would like to ask that the Town of Carstairs continue with providing the Fireworks display for Beef and Barley Days on Friday July 14, 2023.

Thank-you in advance for your support,

Kelly Casebeer
Carstairs and District Agricultural Society

From: Seniors Information <Seniorsinformation@gov.ab.ca>

Sent: Monday, February 13, 2023 10:09 AM

To: Seniors Information <Seniorsinformation@gov.ab.ca>

Subject: Celebrate and Declare Seniors' Week 2023!

For 37 years, the Government of Alberta has celebrated the first week of June to honour and recognize seniors for their many contributions to Alberta. This year, seniors' Week is from June 5 – 11. If you are planning an event in your community on June 5, you are encouraged to submit an Expression of Interest by **February 28, 2023**, to help officially kick-off the celebrations. The community with the selected expression of interest will receive a \$5,000 grant to co-host the provincial launch event of Seniors' Week 2023. Please visit <https://www.alberta.ca/seniors-week.aspx> for more information.

As well, all municipalities, First Nations communities and Metis Settlements are invited to officially declare Seniors' Week. Attached is a Community Declaration to show your support and to generate greater awareness of the importance of seniors in Alberta. If your community officially declares Seniors' Week, please send a notification to seniorsinformation@gov.ab.ca by **June 1, 2023**, so your participation can be acknowledged on <https://www.alberta.ca/seniors-week.aspx>

Your community or organization is encouraged to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit <https://www.alberta.ca/seniors-week.aspx> or email at seniorsinformation@gov.ab.ca if you have any questions.

Best regards,

Seniors, Community and Social Services





DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 5 – 11, 2023 to be Seniors' Week in

Community

Official Title

Official Signature

A handwritten signature in black ink, appearing to read "Jeremy Nixon", written over a horizontal line.

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



Hugh Sutherland School
R.R. #1 Carstairs, AB. T0M 0N0
Phone: (403) 337-3326 Fax: (403) 337-3918
Principal: George Thomson
Vice Principal: Tyler Jesse
Vice Principal: Laura Lee Hrabok



February 10, 2023

Dear Town of Carstairs,

The Hugh Sutherland School's Cap and Gown ceremony will be held on June 23, 2023. You have been a generous supporter of our Cap and Gown Ceremony in the past through bursaries, scholarships and awards. Your support of our community's students is greatly appreciated and vital in recognizing their achievements. Please consider providing support again this year.

If you are interested in continuing your sponsorship or if you have questions, feel free to call the school at 337-3326 or email me at tjesse@cesd73.ca.

Once again, thank you for supporting our students and the Cap and Gown Ceremony.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tyler Jesse', is written over a horizontal line.

Mr. Tyler Jesse
Hugh Sutherland School



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