

**MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, MAY 8, 2023, 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 Willisroft, Rick Blair, & Executive Assistant Kayleigh Van Es

**ABSENT:** Nil

**CALL TO ORDER:** Mayor Colby called the meeting of Monday, May 8, 2023, to order at 7:03 p.m.

**ADDED ITEMS:** **New Business:** SFE - Sanitary Flow modeling

**ADOPTION OF AGENDA:**

Motion 166/23                      Motion by Councilor Wilcox to adopt the Regular Council agenda of May 8, 2023, as amended. **CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**

Motion 167/23                      Motion by Councilor Allan to adopt the Regular Council minutes of April 24, 2023, as presented. **CARRIED**

**BUSINESS ARISING FROM PREVIOUS MEETING:** Nil

**DELEGATIONS:** **Carstairs Heritage Festival-Sharon Lampitt & Pam Montgomery**  
S. Lampitt & P. Montgomery gave a verbal presentation of the upcoming festival on June 4<sup>th</sup>, 2023. S. Lampitt expressed Thanks to Lori King for being their liaison between the festival and the Town. P. Montgomery summarized the event stating that there are 9 confirmed Pipe bands to perform along with a Highland Dance competition, petting zoo, Food vendors, Heavy athletics competition, tug of war competition, Kid zone, and vendor market to name a few. The festival has raised over \$11,000, and requesting the town council for \$3,000 for final costs.  
  
Council expressed thanks for the hard work at making the event successful.



Motion 168/23                      Motion by Councilor Allan to accept the delegation from the Carstairs Heriatge Festival as information and to sponsor 4 Pipe Bands at \$750 a band, for the June 4<sup>th</sup> festival. **CARRIED**

**BYLAWS & POLICIES:** **1. Bylaw No. 2039 Kitstone Land Use Redesignation**  
K. Willisroft spoke to Bylaw 2039. The subject site is located within the southwest portion of the Kitstone Commons Conceptual scheme Phase One. There was a technical error in the land use amendment application previously submitted and approved by Council, therefore LUR-23-02 seeks to redesignate the lands recently designated Special Low Density Residential District (R1S) to Low Density Residential District – Single Detached District (R1). The Low Density Residential District – Single Detached District (R1) is intended to accommodate single detached residential dwellings. The use of this district creates a continuous symmetry with the adjacent Havensfield lots to the west. In summary, the proposed redesignation rectifies a clerical error made on behalf of the applicant. It is recommended that the Land Use Bylaw Redesignation be approved. First reading was given on March 27, 2023.

Motion 169/23                      Motion by Councilor Wilcox to give second reading of Bylaw No. 2039 Kitstone Land Use Redesignation as presented. **CARRIED**

Motion 170/23                      Motion by Councilor Fricke to give third and final reading of Bylaw No. 2039 Kitstone Land Use Redesignation as presented. **CARRIED**

**NEW BUSINESS:** **1. Subdivision Report - Mandalay**  
K. Willisroft spoke to the subdivision report for the Mandalay Subdivision. The application proposes subdividing a portion of SW ¼



Sec. 16 Twp. 30 Range 1, W5M into 33 lots, including 32 low density residential (R1) lots and one municipal reserve (PFR) lot. The purpose of this subdivision is to accommodate residential development within the Mandalay Estates neighbourhood, in alignment with the Mandalay Estates Area Structure Plan (ASP) (2018). The proposed residential lots are an average size of approximately 0.05 ha (0.12 ac) and the municipal reserve lot is 0.783 ha (1.93 ac). The subject site is located within the Mandalay Estates neighbourhood. The site is adjacent to the Carstairs Fire Hall and Campground to the west, and undeveloped land to the north, east, and south.

Councilor Ratz asked if the proposed alleyways or lanes would be responsibility of the town.

Councilor Fricke inquired about landscaping and fence standards. As well as asking how to mitigate traffic from Mandalay onto the 2A.

Motion 171/23

Motion by Councilor Ball to accept the subdivision report for Mandalay as information.

**CARRIED**

## **2. Heritage Fest - Temporary Road Closure Permit**

Motion 172/23

Motion by Councilor Wilcox to accept the Heritage Festivals Temporary Road Closure Permit as information.

**CARRIED**

## **3. Heritage Fest - Parade Permit**

Motion 173/23

Motion by Councilor Ratz to accept the Heritage Festivals Parade Permit as information.

**CARRIED**

## **4. Citizenship Award**

Council unanimously agreed to award two anonymous students for their essay submissions for the Citizenship Awards, valued at \$100 each.

Motion 174/23

Motion by Councilor Wilcox to approve anonymous Essay #1 and Essay #2 as the recipients of the 2023 Citizenship Award.

**CARRIED**

## **5. Richard Dais Scholarship**

Council unanimously agreed to award an anonymous student for their essay submission for the Richard Dias Scholarship, valued at \$600.

Motion 175/23

Motion by Councilor Ratz to approve anonymous Essay #4 as the recipient of the 2023 Richard Dais Scholarship.

**CARRIED**

## **6. Carstairs Nature Space - Pathway**

R. Blair spoke to the Carstairs Nature Space and their request for a pathway to be placed alongside the railroad tracks on town owned land; Stating that it is outside of the CP right of way. The pathway would also be accommodating of overland drainage factors.

Councilor Roberts added that extending the pathway allows for more routes for walkers, runners and cross country skiers.

Councilor Allan asked if this pathway will eventually circle back around the Carstairs Nature Space.

Motion 176/23

Motion by Councilor Fricke to accept the Carstairs Nature space pathway request as information.

**CARRIED**

## **7. SFE Global - Sanitary Flow Monitoring**

R. Blair spoke about the Sanitary Flow Monitoring proposal from SFE Global. The proposal is with regard to infiltration monitoring. Monitors will be put in 4 different locations and monitored over a three-month period. The data collected will provide information on mitigating current and future issues with the sanitary system. The proposal is for \$27,940 plus GST; there are available funds in the operation stabilization fund.

Motion 177/23

Motion by Councilor Ball to approve the expenditure of \$27,940 plus GST to be taken from the operational stabilization fund.

**CARRIED**

**COMMITTEE REPORTS:****1. Legislative & Emergency Services Committee**

- Next meeting May 16, 2023.

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

- Next meeting May 23, 2023.

**3. Policy & Governance Committee**

- Next meeting May 18, 2023.

**4. Mountain View Regional Waste Commission**

- Next meeting to be determined.

**5. Mountain View Regional Water Commission**

- Next meeting May 10, 2023.

**6. Mountain View Seniors' Housing**

- Councilor Ratz gave a verbal report of the meeting that occurred on May 4, 2023. Next meeting June 1, 2023.

**7. Municipal Area Partnership**

- Council reviewed the Key Messages and Minutes of the meeting on April 13, 2023.

Motion 178/23

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

**CARRIED**

**COUNCILOR REPORTS:****Councilor Allan**

- May 6, 2023 attended local Elks garage sale.
- Nothing else to report at this time.

**Councilor Ball**

- Nothing to report at this time.

**Councilor Fricke**

- May 2, 2023 attended the Carstairs Chamber of Commerce Meeting. Discussed the Neighbourhood party and the Chamber was going to contact Lori to get an email to business for registrations as there are 9 businesses and 17 organizations with table registrations but room for 75 more.
- May 5, 2023 attended the Market Junction & Cozy Cup Cafe Grand Opening.

**Councilor Ratz**

- Apr 26, 2023 attended heritage festival meeting.
- May 4, 2023 attended Mountain View Seniors' housing Committee meeting.
- May 5, 2023 attended local Elks garage sale.
- May 5, 2023 attended local Canadian Legion fundraiser.

**Councilor Roberts**

- April 25, 2023 attended the Hydrogen conference.
- May 3, 2023 attended Carstairs Nature space meeting.
- May 5, 2023 met with Denise Miller in regards to tree planting.
- Arbor Day coming up at the Carstairs Nature Space May 13, 2023 with pancake breakfast and other free activities.

**Councilor Wilcox**

- April 25, 2023 attended Carstairs library board meeting. The Board decided to close the library for September 30<sup>th</sup> for Truth and Reconciliation Day.
- April 28, 2023 chaperoned along with town staff the Carstairs Recreation Youth Night at the Flying Squirrel trampoline park in Calgary.
- May 5, 2023 attended the Market Junction & Cozy Cup Cafe Grand Opening.

**Mayor Colby**

- April 25, 2023 attended the Hydrogen conference.
- May 6, 2023 attended local Elks garage sale.

Motion 179/23

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

**CARRIED**



CORRESPONDENCE:

1. Letter of Correspondence - Minister Ellis

Council reviewed the letter provided in regards to Policing and the efforts the Province is making.

2. Letter of Appreciation-Mary Ellen Speers

Council reviewed the letter from a town resident whose home is located close to the structural fire that happened in April; expressing gratitude to the Fire Department members.

3. Thank-you Letter from Olds Hospice Society

Council reviewed the letter of Thanks from the Olds Hospice Society.

Motion 180/23

Motion by Councilor Wilcox to accept the all Correspondence as information.

CARRIED

4. West Carstairs 4H – Facility Request

Council reviewed the letter from West Carstairs 4H requesting a discounted rental rate for the Carstairs Community hall.

As per Town of Carstairs policy the 4H club has already asked for a discounted rate at the arena. The Club is not eligible until 2026.

Motion 181/23

Motion by Councilor Wilcox to approve the letter of request from West Carstairs 4H and authorize administration to provide a discounted rental rate for the Community Hall for June 17, 2023 with the understanding they will not be eligible for a reduced rate again until 2026.

DEFEATED

CAO’S REPORT:

- April 23, 2023 met with company that will be cleaning out the lagoon. Projected to begin early August.
- April 27, 2023 met with CP Rail regarding whistle cessation, third rail removal, fencing, and a North crossing. Grants are available for the improvements. CP has put in a request for removal of railway ties, and scrap metal.
- April 27, 2023 met with Kitstone developers on regarding water infrastructure needs.
- May 2, 2023 met with Brian Pound regarding Kitstone water looping
- May 3, 2023 met with planning and Engineers at CIMA in Calgary regarding a Grant application for lagoon expansion.
- May 4, 2023 met with Carstairs Nature Space to discuss additional pathway.
- May 5, 2023 reviewed Stantec design of the water reservoir and pump station.
- Continue to monitor fire bans with Fire Chief and County as well as monitoring Grand Prairie crew departures.
- Neighborhood Party is May 12, 2023 from 4-8pm.
- May 23-29, 2023 Carstairs cleanup days at the Didsbury Dump.
- In search on another member for Municipal Planning Commission.
- Expecting to see Havensfields conceptual scheme for phases 3-7.
- Planning Council Strategic Planning Session for October 27-29.

Motion 182/23

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

CARRIED

COUNCILOR CONCERNS: Nil

PUBLIC QUESTION

PERIOD: Nil

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 183/23

Motion by Councilor Wilcox that Council closes the meeting to the public at 7:55 p.m. to discuss closed meeting session items.

CARRIED

Motion 184/23

Motion by Councilor Ball to come out of the closed meeting session at 8:39 p.m.

CARRIED

Motion 185/23

Motion by Councilor Wilcox to direct administration to waive sanitary fees for account number 20983004.

**CARRIED**

**NEXT MEETING:**

Tuesday, May 23, 2023 at 7:00 p.m.

**ADJOURNMENT:**

Motion 186/23

Motion by Councilor Ratz to adjourn the meeting of May 8, 2023, at 8:40 p.m.

**CARRIED**



Lance Colby, Mayor



Rick Blair, CAO