

**MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, JULY 14, 2025, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

**ATTENDEES:** Mayor Colby; Councilors Allan, 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:** Councilor Ball

**CALL TO ORDER:** Mayor Colby called the meeting of Monday, July 14, 2025, to order at 7:00 p.m.

**ADDED ITEMS:** **1. 2026 CIPP Trunk Sewer Discussions to New Business 8.c**

**ADOPTION OF AGENDA:**  
Motion 222/25      Motion by Councilor Fricke to adopt the Regular Council agenda of July 14, 2025, as amended.  
**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**  
Motion 223/25      Motion by Councilor Wilcox to adopt the Regular Council Meeting minutes of June 23, 2025, as amended.  
**CARRIED**

**BUSINESS ARISING FROM PREVIOUS MEETING:** Nil

**DELEGATIONS:** Nil  
**CARRIED**

**BYLAWS & POLICIES:** **1. Bylaw No. 1059 Code of Conduct Bylaw for Repeal**  
Effective May 27, 2025, Bill 50 (Municipal Affairs Statutes Amendment Act, 2025) repeals the legislative requirement for municipalities in Alberta to adopt and maintain a mandatory councilor code of conduct. As a result, municipalities are no longer obligated to have such codes in place.  
  
Motion 224/25      Motion by Councilor Allan to repeal Bylaw No. 1059 Code of Conduct Bylaw.  
**CARRIED**

**NEW BUSINESS:** **1. Subdivision Report-701 10<sup>th</sup> Ave**  
K. Williscroft spoke to the report, stating that the subdivision proposes to subdivide NE ¼ Sec. 8 Twn. 30 Range 1, W5M into 10 residential lots. The subdivision is to accommodate low-density residential development (subsequent to LUR 24-02 approved on February 24th, 2025). As no objections were received from adjacent landowners or referral agencies, Administration recommends that the subdivision be approved, subject to the following conditions: **1.** That the applicant/owner complete all requirements identified by referral agencies including but not limited to: *a.* a stormwater management report if required by AEPA to determine net impacts to surrounding lands, *b.* a sediment control report, *c.* sound attenuation calculations if required, *d.* temporary turnarounds, *e.* back sloping agreements, *f.* and the appropriate permits from Alberta Transportation and Economic Corridors; **2.** That the applicant/owner provide cash-in-lieu of Municipal Reserve in the amount of \$29,500 (10% of the assessed value of the land) to the Town of Carstairs, pursuant to Section 667 of the Municipal Government Act. **3.** That subdivision is carried out by means suitable to the Registrar of the Land Titles Office per Section 81 and 89 of the Land Titles Act; **4.** That prior to endorsement, it is the responsibility of the Applicant to ensure that the submission of a Plan of Survey, including CAD file, the Owner's Consent to Register, and the Surveyor's Affidavit are received by the Town of Carstairs; **5.** That prior to plan endorsement, all existing or newly required access rights-of-way, easements, overland drainage rights-of-way and agreements are to be registered shall be provided to the satisfaction of the Town of Carstairs; **6.** That prior to endorsement all outstanding property taxes be paid, or satisfactory arrangement for payment thereof, to the Town of Carstairs (per Section 654 (1)(d) of the Municipal Government Act); and **7.** That the applicant/owner enter into a development agreement with the Town of Carstairs to include, but not be limited to, the construction of roads and sidewalks, the installation of municipal services, and boulevard landscaping.



Councilor Wilcox requested clarification on the adjacent landowners and asked about the projected timeline. K. Williscroft responded that the adjacent landowners were to the north of the site and east entering into Meadowpark. The timeline is unclear, but the developer is eager to begin the project.

Councilor Fricke asked how the cash-in-lieu is determined. K. Williscroft answered that it is 10% of the assessed value of the property.

Motion 225/25

Motion by Councilor Roberts to accept the Subdivision Report for 701-10<sup>th</sup> Ave as information.

**CARRIED**

**2. Barley Brewfest Invitation**  
Council reviewed the invitation.

Councilor Roberts noted that he will be volunteering at the event and said, "See you all there."

Motion 226/25

Motion by Councilor Wilcox to accept the Barley Brewfest Invitation as information.

**CARRIED**

**3. 2026 CIPP Trunk Sewer Discussions**

CAO Blair reported that a recent flow monitoring analysis identified an area of groundwater infiltration. It is recommended that a lining be installed in the affected pipes between Highway 2A and Havenfield Drive connection. This solution is expected to reduce the volume of groundwater entering the sanitary system, resulting in cost savings for treatment and minimizing disruption to the surrounding area. CAO Blair recommends completing this project in 2026, with funding available from the Sanitary Capital Reserve in the amount of \$212,512.00.

Council agreed that this project needs to be completed.

Motion 227/25

Motion by Councilor Allan to accept the 2026 CIPP Trunk Sewer discussions as information and to direct administration to include the installation of the lining in the 2026 Capital Budget in the amount of \$212,512.00, to be funded by the Sanitary Capital Reserve Fund.

**CARRIED**

**COMMITTEE REPORTS:**

**1. Policies & Priorities Committee**

- Next meeting September 18, 2025.

**2. Mountain View Regional Waste Commission**

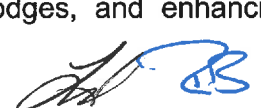
- Next meeting August 2025.

**3. Mountain View Regional Water Commission**

- Councilor Roberts provided a verbal report on the July 9, 2025 meeting. A Strategic Planning Session is scheduled for September 10, 2025.

**4. Mountain View Seniors' Housing**

- Next meeting August 26, 2025. The Alberta Seniors Lodge Program Review was released with several key highlights. There are 149 lodges across the province, providing a total of 10,850 units, primarily serving small and rural communities. These lodges offer affordable housing along with meals, housekeeping, social activities, and limited health services. The average resident age is 83 years, and the main reasons for moving into lodges include access to meals and housekeeping, socialization opportunities, and affordability. Vacancy rates vary significantly, ranging from 1% to 79%, largely due to maintenance issues and aging infrastructure. Demand for lodge accommodations is projected to increase by 67% by 2046, creating challenges related to planning, staffing, services, and facility capacity. The average operating cost per unit is \$2,612 per month, with municipal contributions covering only part of this cost. A strong majority, 91% support a shared funding model between municipalities and the province. Most lodges maintain small financial reserves, which are insufficient for major upgrades. There are notable gaps in infrastructure and services, stemming from aging buildings that require significant maintenance and renewal, as well as residents' desires for improved food quality, recreational opportunities, and access to 24-hour home care. The review's strategic recommendations include providing additional funding to address operational and capital shortfalls, investing in infrastructure upgrades and capacity expansion, updating policies to better support both rural and urban lodges, and enhancing services to improve seniors' quality of life.



Motion 228/25

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

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

- June 25, 2025, attended the Cap and Gown Ceremony.
- June 27, 2025, attended the Grad Banquet.
- July 12, 2025, attended the Adrenalin Motors one-year anniversary.

**Councilor Ball**

- Absent.

**Councilor Fricke**

- June 27, 2025, attended the Grad Banquet.
- July 9, 2025, volunteered at the Town of Carstairs Staff Stampede Breakfast.
- July 12, 2025, attended the Adrenalin Motors one-year anniversary.

**Councilor Ratz**

- Nothing to report.

**Councilor Roberts**

- July 1, 2025, participated in Canada Day festivities around town.
- July 9, 2025, attended the Town of Carstairs Staff Stampede Breakfast.
- July 9, 2025, attended the Mountain View Regional Water Commission meeting.
- Continuing work at the Carstairs Nature Space.

**Councilor Wilcox**

- June 17, 2025, visited the "Men's Shed" a place where men socialize and work on projects to help reduce social isolation and improve mental wellness. Members often undertake woodworking projects or repair bicycles.
- June 25, 2025, attended the Cap and Gown Ceremony, where she spoke both as a town Councilor and a parent.
- June 27, 2025, attended the Grad Banquet.
- June 28, 2025, chaperoned with operations C. Fox for the after-grad party. Thank you to the town for all their hard work in making this possible.
- July 1, 2025, participated in Canada Day festivities around town.
- July 9, 2025, attended the Town of Carstairs Staff Stampede Breakfast.
- July 12, 2025, attended the Adrenalin Motors one-year anniversary.

**Mayor Colby**

- June 25, 2025, attended the Cap and Gown Ceremony, noting how impressive it was that many of the graduates were already working on their futures.
- July 1, 2025, participated in Canada Day festivities around town.

Motion 229/25

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

**CARRIED****CORRESPONDENCE:****1. Letter from the Half Century Club**

Council reviewed the letter outlining the planned renovations for the Club.

Motion 230/25

Motion by Councilor Wilcox to accept the renovation letter from the Half Century Club as information.

**CARRIED****2. HSS Scholarship Recipients-Thank you cards**

Council reviewed the thank you cards received from recipients of the Citizenship Awards and the Richard Dais Scholarship.

Motion 231/25

Motion by Councilor Allan to accept the Thank you cards from HSS Scholarship Recipients as information.

**CARRIED****CAO'S REPORT:**

- June 24, 2025, met with Mountain View County, the Town of Didsbury, Crossfield, and Cremona regarding the Regional Policing model. Mountain View County and the Town of Didsbury expressed interest in exploring a regional model, while no response was received from Crossfield or Cremona on how to proceed.
- June 25, 2025, met with Mountain View Regional Water Commission concerning a new lateral line.
- June 26, 2025, attended on-site meeting at the New Reservoir site.
- July 8, 2025, met with Enterprise regarding fleet.
- July 9, 2025, attended the Town of Carstairs Staff Stampede Breakfast.
- July 10, 2025, met with the trailer park manger to discuss easements and general issues.



- July 14, 2025, met with Patton Financial regarding employee benefits.
- A permit has been issued for the construction of a Shoppers Drug Mart adjacent to the Independent Grocer, which will fill the remaining parcel on that lot. With the estimated timeline for completion in late summer 2026.

Motion 232/25

Motion by Councilor Wilcox to accept CAO's Report as information.

**CARRIED****COUNCILOR COMMENTS: 1. Councilor Fricke**

Received a question regarding residents who qualify for provincial sports recognition at the Memorial Arena. Additionally, a request was made to install a bike rack along Havenfield Drive near the school bus pick-up area. Residents of Havenfield also expressed their appreciation to administration for the progress made on construction of the house in their subdivision.

**2. Councilor Allan**

Received numerous compliments regarding the appearance of the town and extended thanks to all staff for their efforts.

**3. Mayor Colby**

Commended town staff for their excellent work in maintaining the town's appearance in preparation for Beef & Barley Days and expressed enthusiasm for the upcoming weekend's events.

Motion 233/25

Motion by Councilor Roberts to accept Councilor Comments as information.

**CARRIED****PUBLIC QUESTION PERIOD:**

Nil

**MEDIA QUESTION PERIOD:**

Nil

**CLOSED MEETING:**

*Section 107 of the Municipal Government Act requires that Council and Council Committees conduct their meetings in public unless the matter to be discussed falls under one of the exceptions to disclosure outlined in Division 2 of Part 1 of the Access to Information Act (AITA), including but not limited to matters related to business interests, personal privacy, individual or public safety, confidential evaluations or law enforcement. (Sections 19 to 23).*

Motion 234/25

Motion by Councilor Wilcox that Council close the meeting to the public to discuss confidential business information as per Section 17 of AITA at 7:30 p.m.

**CARRIED**

Motion 235/25

Motion by Councilor Roberts to come out of the closed meeting session at 8:30 p.m.

**CARRIED**

Motion 236/25

Motion by Councilor Wilcox to direct administration to refund the penalty fee of \$500.00 to Roll No. 624.000.

**CARRIED****NEXT MEETING:**

Monday, August 25, 2025, at 7:00 p.m.

**ADJOURNMENT:**

Motion 237/25

Motion by Councilor Allan to adjourn the meeting of July 14, 2025, at 8:31 p.m.

**CARRIED**  
Lance Colby, Mayor  
Rick Blair, CAO