

**MINUTES OF THE REGULAR COUNCIL MEETING  
MONDAY, JUNE 23, 2025, 7:00 P.M.  
CARSTAIRS MUNICIPAL OFFICE**

**ATTENDEES:** Mayor Colby; Councilors Allan, Ball, Fricke, Ratz, Roberts & Wilcox; Director of Planning & Development Kirk Williscroft; Director of Legislative & Corporate Services Shannon Allison, CAO Rick Blair, & Executive Assistant Kayleigh Van Es

**ABSENT:** Nil

**CALL TO ORDER:** Mayor Colby called the meeting of Monday, June 23, 2025, to order at 7:00 p.m.

**ADDED ITEMS:** **1. Advanced Poll Dates and times to New Business 8.g.  
2. Growth Study to New Business 8.h.**

**ADOPTION OF AGENDA:**  
Motion 202/25 Motion by Councilor Allan to adopt the Regular Council agenda of June 23, 2025, as amended.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**  
Motion 203/25 Motion by Councilor Fricke to adopt the Regular Council Meeting minutes of June 9, 2025, as presented.

**CARRIED**

**BUSINESS ARISING FROM PREVIOUS MEETING:** Nil

**DELEGATIONS:** **1. HSSEF-Jen Massop & Kim Penner**  
J. Massop and K. Penner from the Hugh Sutherland School Enhancement Fund (HSSEF) appeared before council to request sponsorship for the July 25, 2025 golf tournament, with all proceeds directed toward the rebuild of the HSS playground. The current playground is expected to be deemed unsafe by summer 2026, with a full project plan targeted for fall 2025. A recent community survey showed strong support for a new, accessible playground for grades 5–12. Project costs range from \$500,000 to \$1.2 million, and HSSEF is working with a designer on various options. Early sponsorship is key to unlocking future grant opportunities. To ensure accountability, a trust account will be set up to hold funds raised specifically for the playground project.

Councilor Allan confirmed the July 25, 2025, tournament date and noted from past playground fundraising that timing is key to success.

Councilor Ball acknowledged the project is in its early stages and looks forward to formal proposals. He confirmed that proceeds from the golf tournament will go exclusively toward the playground. J. Massop added that, based on prior feedback, HSSEF has refined its strategy to ensure all tournament funds are dedicated to the playground.

Councilor Wilcox expressed concern about moving forward without a clear plan, scope, or timeline. While she acknowledged the intent of the request, she was hesitant to offer support without more details. She also cautioned against relying on the future construction of a middle school to justify the playground project, noting Carstairs has awaited a new school for some time.

Councilor Fricke thanked HSSEF for the update and inquired about phased fundraising. K. Penner noted that while the phased approach is still under consideration.

Mayor Colby inquired about the proposed playground location. K. Penner confirmed it would be built in the same spot as the existing structure to avoid impacting any future school development.

Councilor Fricke asked if the town can financially support the sponsorship. CAO Blair confirmed the budget can accommodate the request if council approves.

Mayor Colby closed the discussion by thanking J. Massop and K. Penner and confirmed that council will review the request and respond with a decision on golf tournament sponsorship.



Motion 204/25

Motion by Councilor Wilcox to accept HSSEF Delegation as information.

**CARRIED****BYLAWS & POLICIES:**

Nil

**NEW BUSINESS:****1. Parade Permit-Beef & Barley Days**

Council reviewed the parade permit for Beef & Barley Days and noted the route is unchanged from previous years.

Motion 205/25

Motion by Councilor Ball to accept the Parade Permit for Beef & Barley days as information.

**CARRIED****2. Municipal Emergency Plan**

Council reviewed the Town of Carstairs' Municipal Emergency Plan Audit, which received a very positive report.

Councilor Fricke inquired about a mock incident. Councilor Wilcox confirmed a mock train derailment exercise was held in Didsbury, where Carstairs was recognized for setting the gold standard in emergency preparedness and planning.

Motion 206/25

Motion by Councilor Ratz to accept the Municipal Emergency Plan as information.

**CARRIED****3. Financials-May 31, 2025**

Council reviewed financial reports up to May 31, 2025. S. Allison noted the Town is on track with its budget. Property taxes are due June 30. Of 30 approved capital projects, 13 are complete, 8 in progress, and 9 not yet started or invoiced. Mountain View County will contribute to three projects: the laser level, CrossFit wall, and columbarium. As of June 17, tax receivables total \$6.1 million, with about half paid through the TIPS program.

Councilor Fricke asked if about half of taxpayers use the TIPS program. S. Allison confirmed participation is increasing annually. Councilor Fricke also inquired about tax-related feedback this year; S. Allison noted some inquiries but said staff have addressed concerns with minimal pushback.

Motion 207/25

Motion by Councilor Roberts to accept financial reports as of May 31, 2025 as information.

**CARRIED****4. Purchase of Water Meters**

CAO Blair informed Council of the need to pre-purchase 400 water meters for the replacement program due to tariff impacts. The advance purchase will secure availability and result in savings of \$26,000. To date, nearly 500 meters have been installed.

Motion 208/25

Motion by Councilor Wilcox to direct administration to facilitate the purchase of the water meters with funds from the Capital Reserve-Water Fund.

**CARRIED****5. Purchase of Grader**

CAO Blair advised Council of the need to purchase a new grader, with \$100,000 to be allocated from both the Equipment Capital Reserve Fund and the Operations Stabilization Fund.

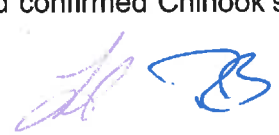
Councilor Wilcox asked about the expected delivery of the new grader. CAO Blair responded that it is hoped to arrive by month-end and noted there is interest in the old grader for resale.

Motion 209/25

Motion by Councilor Ball to direct administration to facilitate the purchase of the grader with funds from the Equipment Capital Reserve Fund and the Operations Stabilization Fund in the amount of \$100,000 from each account.

**CARRIED****6. Library Expansion Discussions**

CAO Blair informed Council that Carstairs Elementary School plans to expand its playground by paving a pad behind the library. CES sought confirmation that the library has no expansion plans in that direction, as the land belongs to the school. With no agreement reserving the land for library use, CES is within its rights to proceed. CAO Blair shared this to prevent misinformation and confirmed Chinook's Edge can move forward with the project.



Councilor Fricke asked about potential implications if the library were to relocate in the future. CAO Blair responded that any such discussions would take place with CES if and when the need arises.

Councilor Wilcox confirmed that the proposed paved pad would not impact current library operations.

Motion 210/25

Motion by Councilor Fricke to accept Library Expansion Discussions as information.

**CARRIED****7. Advanced Poll**

Returning Officer S. Allison informed Council that advance polls for the 2025 Municipal Election are scheduled for Wednesday, October 8, from 1:00 p.m. to 7:00 p.m.

Motion 211/25

Motion by Councilor Wilcox to schedule the Advance Polls for the 2025 Municipal Election on Wednesday, October 8, 2025, from 1:00 p.m. to 7:00 p.m.

**CARRIED****8. Growth Study**

CAO Blair provided an update on the growth study from Urban Systems, noting it is comprehensive and outlines anticipated land needs and growth patterns. The final report includes substantial supporting data and will serve as a valuable resource for future discussions on housing, policing, and other growth-related areas, supporting the Town's ongoing development.

Motion 212/25

Motion by Councilor Allan to accept the Growth Study as information.

**CARRIED****COMMITTEE REPORTS:****1. Policies & Priorities Committee**

- Minutes of the June 12, 2025 meeting were reviewed.

Motion 213/25

Motion by Councilor Ball to accept Policies & Priorities committee minutes as information.

**CARRIED****2. Mountain View Regional Waste Commission**

- Councilor Wilcox provided a verbal report on the June 19, 2025, meeting. The committee reviewed the recycling contract with Circular Materials, currently serving Didsbury, Sundre, and Water Valley. The STIP Grant application for Didsbury truck road project was denied. The amended Capital Budget was approved to fund a new scale due to updated standards. Preliminary budget discussions are set to begin at the next meeting on July 21, 2025.

**3. Mountain View Regional Water Commission**

- Mayor Colby provided a verbal report on the June 11, 2025, meeting. The commission assessed river flow and snowmelt levels amid drought concerns, which have eased due to recent rainfall. Discussions covered waterline leaks and repairs in Bowden and Olds, noting repair costs have risen by at least 20%. Lateral water lines for Carstairs and Didsbury were reviewed in coordination with the province. The commission showed interest in automated testing, improved leak detection, and additional valves to boost emergency preparedness. A Strategic Planning Session is scheduled for September 10, 2025.

**4. Mountain View Seniors' Housing**

- Councilor Fricke provided a verbal report on the June 19, 2025, meeting of Mountain View Seniors' Housing (MVSH). The board reviewed and approved its strategic business plan, emphasizing strong facility and asset management. The plan aims to increase housing capacity through mixed-market and mixed-use models to ensure financial viability, while continuing to improve operational efficiencies. The next meeting is scheduled for August 26, 2025.

Motion 214/25

Motion by Councilor Ratz to accept Mountain View Waste, Water Commissions and Seniors Housing reports as information.

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

- June 12, 2025, attended the Policies & Priorities committee meeting.  
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.

**Councilor Ball**

- June 12, 2025, attended the Policies & Priorities committee meeting.  
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.

**Councilor Fricke**

- June 12, 2025, attended the Policies & Priorities committee meeting.
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.
- June 14, 2025, attended Paul's Your Independent Grocer's participation in the Guinness World Record attempt for the most "cracked wheels of Parmesan Cheese" as a Guinness scrutineer. Loblaw-affiliated stores across Canada took part in the national challenge. Tracy from Paul's successfully cracked a 41-kilogram wheel in 3 minutes. The wheel was valued at over \$2,000.
- June 14, 2025, participated in Barley's Pub first annual scramble.
- June 19, 2025, attended the MVSH board meeting.

**Councilor Ratz**

- June 12, 2025, attended the Policies & Priorities committee meeting.
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.
- June 20, 2025, attended the wrap-up meeting for Carstairs Heritage Festival.

**Councilor Roberts**

- Focused on completing Carstairs Nature Space projects.

**Councilor Wilcox**

- June 12, 2025, attended the Policies & Priorities committee meeting.
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.
- June 13, 2025, attended female elected official's group meeting in Okotoks on AI.
- June 16, 2025, attended Carstairs Library Board meeting; reported full summer programs, strong online survey engagement, 34 new borrowers in May, and 3,829 physical items circulated
- June 19, 2025, attended Parkland Executive meeting.
- June 19, 2025, attended Mountain View Regional Waste Commission meeting.

**Mayor Colby**

- June 11, 2025, attended the Mountain View Regional Water Commission meeting.
- June 12, 2025, attended the Policies & Priorities committee meeting.
- June 12, 2025, met with MVSH CAO Stacey Stilling and MVSH Board Chair Dwayne Fulton.
- June 14, 2025, attended Paul's Your Independent Grocer's participation in the Guinness World Record for most "cracked wheels of Parmesan Cheese".

Motion 215/25

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

**CARRIED**

**CORRESPONDENCE:**

**Nil**

**CAO'S REPORT:**

- June 10, 2025, met with CIMA regarding the ongoing HSS access safety assessment by ATEC, results expected by the end of July.
- June 16, 2025, met with J. Holmes, CAO of Mountain View County.
- June 17-19, 2025, attended the LGAA conference in Canmore, featuring sessions on municipalities over 5,000 population. CAO Blair presented on the Water Reservoir project's financing without large debentures. Topics included data processing, energy plant requirements, and legislative updates on Bill 50 and the Code of Conduct, with further clarification expected before the October election. Discussion also addressed natural person powers reporting, noting Calgary exercises these powers over 2,700 times daily, making individual reporting impractical; the Ministry is expected to set guidelines.
- Meeting tomorrow regarding Regional Policing.
- Meeting this week with Mountain View Regional Water Services Commission to discuss new lateral water line.

Motion 216/25

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

**CARRIED**

**COUNCILOR COMMENTS:**

**1. Councilor Wilcox**

- Asked about the timeline for completing the 2A signalization. CAO Blair responded they expect it to be finished by late this week or early next week.

**2. Councilor Fricke**

- A resident inquired about replacing sand in the golf course bunkers. CAO Blair responded that planning is underway.



- Multiple concerns were raised about the development at 61 Mackenzie Way. K. Williscroft stated the developer has been contacted and an inspection scheduled. The current development extension is valid until mid-July. Councilor Fricke asked about the possibility of another extension; it was confirmed the developer may apply for an additional six months, allowing a full year in total. Councilor Fricke also clarified that the chain of command runs from developer to builder to contractors, and the Town has no control over the developer's choice of lot purchasers.

Motion 217/25

Motion by Councilor Allan to accept Councilor Comments as information.

**CARRIED****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 218/25

Motion by Councilor Wilcox that Council close the meeting to the public to discuss Third-Party Business Interests as per Section 16 of FOIP at 8:07 p.m.

**CARRIED**

Motion 219/25

Motion by Councilor Ball to come out of the closed meeting session at 8:43 p.m.

**CARRIED**

Motion 220/25

Motion by Councilor Allan to direct administration to sponsor the HSSEF Golf Tournament in the amount of \$2,500, contingent on the event taking place.

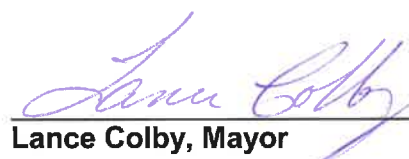
**CARRIED****NEXT MEETING:**

Monday, July 14, 2025, at 7:00 p.m.

**ADJOURNMENT:**

Motion 221/25

Motion by Councilor Ratz to adjourn the meeting of June 23, 2025, at 8:45 p.m.

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