

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

ATTENDEES: Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts & Wilcox; 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 28, 2025, to order at 7:00 p.m.

ADDED ITEMS: **1. Alberta Elks Association Request to Correspondence 11.b**

ADOPTION OF AGENDA:
Motion 132/25 Motion by Councilor Allan to adopt the Regular Council agenda of April 28, 2025, as amended. **CARRIED**

ADOPTION OF PREVIOUS MINUTES:
Motion 133/25 Motion by Councilor Wilcox to adopt the Regular Council Meeting minutes of April 14, 2025, as presented. **CARRIED**

BUSINESS ARISING FROM PREVIOUS MEETING: Nil

DELEGATIONS: **1. Planning & Development Update-Kirk Williscroft**
K. Williscroft updated Council on the happenings of the Planning & Development department. The Water Reservoir construction is making progress with prep for concrete scheduled for this Thursday. Pump and generator options are being firmed up this week. The 2A intersection is progressing, with road widening completed last week and prep for concrete this week. Some challenges were encountered with locating the water commission line on the east side, with a possibility of needing to relocate the base for the new light. The Land Use Bylaw has completed circulations and legal counsel review; final touches are underway, with a Public Hearing scheduled for May 12, 2025. Rehab at Scarlett Ranch from the ATCO line is ongoing, with coordination between the developer and ATCO. 17 new homes have been approved to date, with 80 homes currently under construction. Construction at Clover is nearing completion, with 24 units.

Councilor Fricke asked with the road widening if it would affect the septic dump at the campground. K. Williscroft answered that the campground will lose its west-side location of the sanitary dump for the time being, with hopes that, once rehab is complete, there may be room for smaller units.



Councilor Wilcox inquired about an elevation concern in the new development on Dallaire Drive. K. Williscroft answered that the site is not at finished grade yet and was left high for excavating purposes. The grade will be matched according to the engineered design but will be monitored. There is a Utility Right of Way (URW) between the subdivisions/development.

Councilor Ball expressed concern about neighbors experiencing frequent sump pump discharges, wondering if there is a leak nearby, though recognizing it may be a question for Operational Services. CAO Blair answered that there have not been any leaks or infiltration in that area but will speak to Operational Services about the issue.

Councilor Ratz asked what the timeline for the 2A signalization to be completed, K. Williscroft answered that it is expected to be completed by the end of June.

Councillor Allan asked if the fences built on an ATCO line have been addressed. K. Williscroft answered that residents have not had success contacting ATCO for approval. However, K. Williscroft is in contact with a representative and hopes to speed up the process for the affected residents.

Mayor Colby asked when Mandalay will tie into Highway 581. K. Williscroft answered that the tie-in is part of the Phase 2 development and is anticipated for 2026.



Motion 134/25

Motion by Councilor Ball to accept Delegation from Kirk Willisroft update on Planning & Development as information.

CARRIED**BYLAWS & POLICIES:****1. Policy No. 11-027-25 Council Quorum Notification Policy**

The Policy was reviewed at the last Policies & Priorities Committee meeting, with recommendation for adoption.

Councilor Ball suggested a definition change from “Unexcused Absence” to “Absence without notification.” Council was in agreeance.

Motion 135/25

Motion by Councilor Ball to adopt Policy No. 11-027-25 Council Quorum Notification Policy, as amended.

CARRIED**NEW BUSINESS:****1. Letter from Ric McIver-RE: Bill 50****2. Bill 50**

Council reviewed the letter and the proposed changes under Bill 50. CAO Blair noted that Municipal Affairs has shown interest in the bill and is looking to introduce some amendments.

Councilor Ball inquired if anyone had been able to attend the Town Hall meeting referenced in the letter, held on April 16, 2025. Council and Administration were not made aware of the meeting until after the date had passed. CAO Blair commented that the Minister is likely occupied with other pressing matters.

Motion 136/25

Motion by Councilor Fricke to accept the letter from Ric McIver and Bill 50 as information.

CARRIED**3. RFD-Budgeting Software**

Council reviewed the RFD for Questica Budgeting Software to improve operational efficiency.

Motion 137/25

Motion by Councilor Ratz to authorize the investment in Questica Budgeting Software, to be funded through the Operational Stabilization Fund.

CARRIED**4. Parade Permit-Heritage Festival**

Council reviewed the parade permit for the Heritage Festival.

Motion 138/25

Motion by Councilor Roberts to accept the Parade Permit for the Heritage Festival as information.

CARRIED**5. 2025 Seniors Week Declaration**

Mayor Colby made the Declaration in honor of the past, present and future contribution of the seniors of this community and throughout Alberta, I hereby declare June 2-8, 2025 to be Seniors' week in Carstairs.

Motion 139/25

Motion by Councilor Allan to accept the declaration of Seniors' week in Carstairs for June 2-8, 2025.

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

-Minutes of the meeting of April 17, 2025 were reviewed.

2. Mountain View Regional Waste Commission

-Councilor Wilcox provided a verbal report on the meeting held earlier today, April 28, 2025. The Commission received a clean audit. Next meeting July 2025.

3. Mountain View Regional Water Commission

-Next meeting May 14, 2025.

4. Mountain View Seniors' Housing

The Board held its strategic retreat at the Carstairs Fire Department. Attendees expressed appreciation to Fire Chief J. Schaffer for providing the space and a tour of the facility. Positive discussions took place regarding how MVSH can better support seniors within municipal communities. The Board reviewed housing needs assessments for Olds, Didsbury, and Carstairs. There was also discussion on how to bring senior facilities to communities without placing a heavy requisition burden on residents. The next meeting is scheduled for June 19, 2025.

Motion 140/25

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

CARRIED

COUNCILOR REPORTS:**Councilor Allan**

- April 17, 2025, attended the Policies & Priorities Committee meeting.
- Noted that 4 members of the Carstairs Fire Department are now certified on the aerial unit.
- Offered congratulations to Mayor Colby on receiving the King Charles III Coronation Medal for 2025.

Councilor Ball

- Nothing to report at this time.

Councilor Fricke

- April 17, 2025, attended the Policies & Priorities Committee meeting.
- April 18-21, 2025, worked the Advanced Polls for the Federal Election.
- April 24, 2025, attended the MVSH Board Retreat.

Councilor Ratz

- April 17, 2025, attended the Policies & Priorities Committee meeting.
- April 24, 2025, attended the Heritage Festival meeting, where the budget was discussed. A representative from the Heritage Festival may be coming to Council to request sponsorship at the next Council meeting.

Councilor Roberts

- April 17, 2025, attended the Policies & Priorities Committee meeting.

Councilor Wilcox

- April 22, 2025, attended the Carstairs Library Board meeting where they discussed policies, rebranding and continued conversations regarding Parkland Regional Library system.
- April 24, 2025, attended the Parkland Executive meeting.
- April 28, 2025, attended the Mountain View Regional Waste Commission meeting.

Mayor Colby

- April 17, 2025, attended the Policies & Priorities Committee meeting.
- April 28, 2025, attended Regional Policing meeting with Mountain View County, Didsbury, Cremona, and Crossfield.

Motion 141/25

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

CARRIED**CORRESPONDENCE:****1. Thank you note-Kiwanis Music Festival**

Council reviewed the letter of Thanks from Kiwanis Music Festival.

Motion 142/25

Motion by Councilor Wilcox to accept the letter of thanks from the Kiwanis Music Festival as information.

CARRIED**2. Alberta Elks Association-Letter of Request**

Council reviewed the letter of request for sponsorship for an upcoming conference.

Motion 143/25

Motion by Councilor Fricke to accept the letter of request from the Alberta Elks Association as information and direct Administration to facilitate the request by providing an item for their silent auction.

CARRIED**CAO'S REPORT:**

- April 17, 2025, attended the Policies & Priorities Committee meeting.
- April 24, 2025, attended a site visit meeting at the Carstairs Water Reservoir.
- April 24, 2025, met with the developer of 701 Lackner Blvd.
- April 28, 2025, attended Regional Policing meeting with Mountain View County, Didsbury, Cremona, and Crossfield.
- New Fleet has been received, with a total of 6 units so far.
- Meeting with ATEC on April 30, 2025.
- Ongoing work on the Water Reservoir construction, which is the largest construction project for the Town.

Motion 144/25

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

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

Commented on the number of people expressing concerns about the Yellowhead Riding borders.



- 2. **Councilor Wilcox**
Inquired about an event permit that has not yet been addressed. CAO Blair will speak to Community Services regarding the matter.
- 3. **Councilor Ball**
Commented on the ongoing discussions regarding seniors' housing around the Town.
- 4. **Councilor Roberts**
Echoed that seniors' housing, along with the golf course, remains a hot topic for the Town.

Motion 145/25 Motion by Councilor Wilcox 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 146/25 Motion by Councilor Allan that Council close the meeting to the public to discuss Third-Party Business Interests as per Section 16 of FOIP at 7:43 p.m.

CARRIED

Motion 147/25 Motion by Councilor Roberts to come out of the closed meeting session at 8:07 p.m.

CARRIED


NEXT MEETING: Monday, April 28, 2025, at 7:00 p.m.

ADJOURNMENT:
Motion 148/25 Motion by Councilor Ratz to adjourn the meeting of April 28, 2025, at 8:09 p.m.

CARRIED



Lance Colby, Mayor



Rick Blair, CAO