



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JULY 13, 2026, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of July 13, 2026
Motion: To adopt the agenda of July 13, 2026

4. ADOPTION OF MINUTES

- a) Adoption of minutes of June 22, 2026 (addendum 4.a)
Motion: To adopt the minutes of June 22, 2026



5. BUSINESS ARISING FROM PREVIOUS MEETING

6. DELEGATIONS

7. BYLAWS AND POLICIES

- a) Bylaw No. 2060 Land Use Bylaw-Amended (addendum 7.a)



8. NEW BUSINESS

- a) RFD-2026 SIP McAlpine Place & McEwan Drive (addendum 8.a)



- b) Parade Permit-Beef & Barley Days (addendum 8.b)



9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE
b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
c) MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
d) MOUNTAIN VIEW SENIORS HOUSING

10. COUNCILOR REPORTS

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

11. CORRESPONDENCE

13 - 15

- a) Mountain View Football Association Request (addendum 11.a)



16

- b) Scholarship Recipients-Thank You (addendum 11.b)



12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. CLOSED MEETING

Section 197 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 (ATIA), including but not limited to matters related to business interests, personal privacy, individual or public safety, confidential evaluations or law enforcement. (Sections 19 to 34).

- a) *Section 19-Disclosure harmful to third-party business interests*

16. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, JUNE 22, 2026, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Allan; Councillors Ball, Fricke, Roberts, Selanders, Tolley and Wilcox; Director of Legislative & Corporate Services Shannon Allison; Director of Emergency Services Rob McKay; Deputy CAO and Director of Planning & Development Kirk Williscroft; Manager of Legislative Services Jessica Pryde; CAO Rick Blair & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Allan called the meeting of Monday, June 22, 2026, to order at 7:00 p.m.
ADDED ITEMS:	1. Financial Updates-Shannon Allison to New Business 8.c 2. Letter from MVC to Municipal Affairs to Correspondence 11.c
ADOPTION OF AGENDA: Motion 233/26	Motion by Councillor Fricke to adopt the Regular Council Agenda of June 22, 2026, as amended. CARRIED
ADOPTION OF PREVIOUS MINUTES: Motion 234/26	Motion by Councillor Roberts to adopt the Regular Council Meeting minutes of June 8, 2026, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	1. Bylaw Order Review R. McKay spoke to the Order, advising that Fire Department Bylaw No. 970 requires the installation of a Knox Box to facilitate emergency access. An Order was issued to the Curling Club to ensure compliance with Bylaw No. 980 and applicable Fire Safety Codes requirements. It was noted that under Section 547 of the Municipal Government Act, Council has the authority to confirm, vary, or cancel the Order. Councillor Selanders inquired why the recipient had chosen not to install the required Knox Box. CAO R. Blair advised that Council is only being asked to determine the validity of the Order. Motion 235/26 Motion by Councillor Ball to confirm and accept Bylaw Order as presented CARRIED
	2. Safety Code Review R. McKay spoke to the Order issued to the Curling Club and advised that a review had been completed, resulting in the correction of the compliance date to July 17, 2026, along with minor typographical corrections. Councillor Wilcox inquired how long the matter had been ongoing and sought confirmation that the Order was intended to ensure emergency crews could safely access the building in accordance with applicable codes. CAO R. Blair advised that the first notification regarding the matter was issued in April 2025. Councillor Tolley asked whether the Town's bylaw provides authority to enforce the requirement. CAO R. Blair advised that the Fire Code requires a lock box for emergency access, while the Town's bylaw specifies the approved type of lock box to be installed. Councillor Selanders asked whether compliance is the responsibility of the business operator or the building owner. Administration clarified that the building itself is privately owned, while the land is owned by the Town of Carstairs. Motion 236/26 Motion by Councillor Wilcox to confirm and accept Safety Code Order as presented. CARRIED
DELEGATIONS:	Nil
BYLAWS & POLICIES:	1. Bylaw No. 2060 Land Use Bylaw-Amended K. Williscroft spoke to the proposed amendments to the Land Use Bylaw. He noted that a comprehensive review of the Bylaw was

completed in May 2025 and, as the Land Use Bylaw is intended to be a living document, an annual review has been conducted. The proposed amendments include operational, administrative, and consultant-recommended changes.

Councillor Fricke inquired whether the proposed increase in building height from 12 metres to 16 metres aligns with the Town's ladder truck capabilities. K. Williscroft confirmed that it does.

Councillor Tolley asked why "Power Generation" was being moved from a Permitted Use to a Discretionary Use. CAO R. Blair advised that the amendment would provide Council with greater opportunity for input and consideration of future power generation developments.

Councillor Selanders expressed support for the review process and asked whether Council feedback was preferred prior to First Reading or between Second and Third Readings. K. Williscroft advised that comments could be provided immediately and would be forwarded to the consultant for consideration before the Bylaw proceeds further.

Motion 237/26

Motion by Councillor Fricke to give first reading of Bylaw No. 2060 Land Use Bylaw, as amended.

CARRIED

NEW BUSINESS:

1. Arlene Andrews & Andrea Young Award of Appreciation Presentation

Council presented Municipal Enforcement Officers Arlene Andrews and Andrea Young with Awards of Appreciation in recognition of 16 and 19 years of service respectively.

2. Carstairs Public Library Board Re-Appointment-Jen Awde

Motion 238/26

Motion by Councillor Wilcox to reappoint Jen Awde to the Carstairs Public Library Board for an additional two-year years.

CARRIED

3. Financial Update-S. Allison

S. Allison provided Council with a financial update and introduced the new EUNA financial reporting software. The new reporting format provides a comprehensive summary of operating revenues, expenditures, variance percentages, operating net income, reserve transfers, capital expenditures, and any resulting surplus or shortfall on a single page. It was noted that the format is user-friendly and provides a clear overview of the Town's financial position.

Council acknowledged the efforts of the Finance Department and S. Allison in implementing the new reporting system. S. Allison advised that the Reserve Policy and Investment Policy will be brought forward to a future Policies & Priorities Committee meeting for review.

Councillor Fricke commented positively on the new format and inquired whether the information is automatically generated or manually entered. S. Allison advised that financial data is uploaded from the R&R Financial Software into EUNA, resulting in a less onerous reporting process.

Councillor Roberts thanked Administration for the improved reporting format.

S. Allison also advised Council that property taxes are due June 30, 2026, she reported that approximately 51 percent of taxpayers are enrolled in the Tax Installment Payment System (TIPS). The Town's current bank balance exceeds \$13 million.

Councillor Wilcox asked whether the percentage of outstanding taxes is consistent with previous years. S. Allison advised that the percentage is lower than in prior years and attributed the improvement, in part, to increased participation in TIPS, which has positively impacted tax collection efforts.

Motion 239/26

Motion by Councillor Tolley to accept the Financial Updates as information.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

- Next Meeting September 15, 2026.

2. Mountain View Regional Waste Commission
- Next Meeting July 27, 2026.
3. Mountain View Regional Water Services Commission
- Councillor Roberts attended the meeting on June 10, 2026. Next meeting July 2026.
4. Mountain View Seniors' Housing
- Next Meeting June 25, 2026.

Motion 240/26

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

CARRIED

- COUNCILLOR REPORTS:
1. Councillor Ball
- Provided a verbal report.
2. Councillor Fricke
- Provided a verbal report.
3. Councillor Roberts
- Provided a verbal report.
4. Councillor Selanders
- Provided a verbal report.
5. Councillor Tolley
- Provided a verbal report.
6. Councillor Wilcox
- Provided a verbal report.
- June 12, 2026, attended a meeting regarding women in politics.
- June 15, 2026, advised Council of the appointment of the interim CAO for the Town of Didsbury.
- June 15, 2026, attended the Carstairs Library Board meeting.
- June 18, 2016, attended the Parkland Executive meeting.
7. Mayor Allan
- Provided a verbal report.

Motion 241/26

Motion by Councillor Roberts to accept all Councillor Reports as information.

CARRIED

- CORRESPONDENCE:
1. Letter from Municipal Affairs-LGFF Funding
- Council reviewed correspondence from Municipal Affairs regarding the Town's Local Government Fiscal Framework (LGFF) funding allocations.
2. Thank You Note
- Council reviewed a thank you note expressing appreciation to Town staff for their efforts and contributions during Seniors' Week.
3. Letter from MVC to Municipal Affairs
- Council reviewed correspondence from Mountain View County addressed to Municipal Affairs regarding Bill 28 and its potential impact on library services.

Motion 242/26

Motion by Councillor Wilcox to accept all Correspondence as information.

CARRIED

- CAO'S REPORT:
- June 9, 2026, met with Consultants and Neoform.
- June 13, 2026, met with lawyers regarding Meadowpark easement agreements.
- June 15-19, 2026, attended LGAA Conference. Which included sessions on WCB, and Artificial Intelligence. The Deputy Minister of Municipal Affairs attended and responded to questions regarding municipal transparency and Bill 28. Councillor Wilcox asked whether there had been any discussion regarding Bill 28 or a new Code of Conduct. CAO R. Blair advised that Municipal Affairs continues to indicate updates are forthcoming, it is hoped that additional information will be available before summer break.
- June 17, 2026, met with Chris Ulmer to discuss progress on the IDP/Annexation project.
- Ongoing discussions continue with developers.

Motion 243/26

Motion by Councillor Ball to accept CAO's Report as information.

CARRIED

- COUNCILLOR COMMENTS:
1. All Council
- Received Positive feedback on seniors' facility announcement.
2. Councillor Fricke
- Inquired whether the recent rainfall resulted in issues similar to those experienced in Edmonton. Administration advised that there were no

such issues locally, and that existing systems and mitigation measures performed as intended.

3. Councillor Tolley

-Expressed appreciation for CIMCO and the construction progress of the new ice plant at the arena. CAO R. Blair advised that the only remaining item to be delivered is the condenser, and confirmed the project remains on schedule and on budget.

4. Councillor Wilcox

-Reported complaints regarding availability of facilities and concession services for lacrosse, which have been brought forward to Administration.

Motion 244/26

Motion by Councillor Wilcox to accept Councillor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

Tyler Bishop

T. Bishop provided comment regarding Items 5.a and 5.b, referencing the Alberta Land Titles system and stating that ownership of land generally includes fixtures attached to the land. He questioned the interpretation of ownership rights in relation to lease arrangements and the requirement to install a lock box. He noted that the matter has been ongoing for approximately 14 months and referenced continued disagreement regarding the rationale provided by the fire official in relation to emergency access requirements. He further questioned responsibility for compliance given that the building is owned by the Town but subject to a lease arrangement.

CLOSED MEETING:

1. Section 19-Disclosure Harmful to Business Interest of a Third Party

Section 197 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 (ATIA), including, but not limited to, matters related to business interests, personal privacy, individual or public safety, confidential evaluations, or law enforcement. (Sections 19 to 34).

Motion 245/26

Motion by Councillor Fricke that Council close the meeting to the public to discuss Business Interests of a Third Party, as per Section 19, of the ATIA, at 7:47 p.m.

CARRIED

Motion 246/26

Motion by Councillor Ball to come out of the Closed Meeting session at 8:49 p.m.

CARRIED

NEXT MEETING: Monday, July 13, 2026, at 7:00 p.m.

ADJOURNMENT:

Motion 247/26

Motion by Councillor Tolley to adjourn the meeting of June 22, 2026, at 8:50 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO



TOWN OF CARSTAIRS

Land Use Bylaw

Bylaw No. 2060
Adopted By Council: May 2025
Consolidated To: Bylaw No. _____



Bylaw No. 2060-Amended

BEING a Bylaw of the Town of Carstairs, in the Province of Alberta, to adopt Land Use Bylaw No. 2060.

WHEREAS, Council of the Town of Carstairs wishes to adopt Land Use Bylaw No 2060.

AND WHEREAS, Section 640 of the Municipal Government Act requires that every municipality must pass a Land Use Bylaw.

AND WHEREAS, The Bylaw is consistent with the Municipal Government Act, as amended from time to time.

NOW THEREFORE, Council of the Town of Carstairs, duly assembled and pursuant to the ***Municipal Government Act***, Revised Statutes of Alberta 2000, Chapter M-26, and Section 69 repeals Bylaw No. 2007 and any supplement amendments to Bylaw No. 2007 Amended and adopts Land Use Bylaw No. 2060 amended as above.

This Bylaw amends Bylaw No. 2060.

The Council of Town of the Carstairs does hereby adopt the Town of Carstairs Land Use Bylaw which is attached as Schedule A and forms part of this bylaw.

This Bylaw shall come into force and effect on the date of the final passing thereof.

READ A FIRST TIME THIS 22ND DAY OF JUNE A.D., 2026

READ A SECOND TIME THIS 13TH DAY OF JULY A.D., 2026

READ A THIRD AND FINAL TIME THIS 13TH DAY OF JULY A.D., 2026

Dean Allan, Mayor

Rick Blair, CAO

TOWN OF CARSTAIRS LAND USE BYLAW NO. 2060 – AMENDMENTS

Bylaw No.	Amendment Description	Legal Land Description	Passed
No. 2066	LUR-26-01: 8.59 ha of R2, R3, and PFR to R1	SW ¼ Sec. 16 Twn. 30 Range. 1, W5M Lot 3 Block 2 Plan 2010607	23-Feb-'26
No. ____	One-Year Review of the Consolidated Bylaw: • Development Staff approval of a variance up to 25% now includes height • Edits to 'MPC Authority' to clarify role in Direct Control Districts • Edits to 'Control of Development Permits' to align with Permit content • Edits to clarify the effective date of a Development Permit • Created "Family Day Home" use, separate from Home-Based Business (Class 1) • "Secondary Suites (Internal)" prohibited in Manufactured Homes • Removal of "Attached Dwellings" and "Multiple Housing Developments" terms and restatement of specific residential dwelling types with "Multiple Housing Developments" removed from R3, R4 • "Day Care" removed from Discretionary List & "Family Day Home" added to Discretionary List in R1, R1N, R1M, R2, R3, R4, RMH • "Day Care" added to Discretionary List in C2 • "Power Generation" moved from Permitted to Discretionary List in I1, I2 • Additional R3 Edits: Four-Plex moved from Discretionary to Permitted, Detached Dwelling moved from Permitted to Discretionary List, Edits to front yard garages and driveways • Additional R4 Edits: Apartment moved from Discretionary to Permitted, Building Height increase from 12 to 16 metres, Edits to front yard garages and driveways • Removed Automotive and Autobody Repairs from HBB (Class 2) definition • Minor grammatical edits	Text Amendments	



PO Box 370
844 Centre Street
Carstairs, AB T0M0N0
www.carstairs.ca

REQUEST FOR DECISION (RFD)

Meeting Date:	July 13, 2026		
Agenda Item:	2026 SIP - McAlpine Place & McEwan Drainage		
Prepared By:	Kirk	Department:	Operations

Request: Additional \$70,000 for the project		
Purpose: Repair sanitary service connections		
Background: Following the dig up of water service connections, it was noted that the sanitary lines also need to be replaced		
Discussion/Analysis:		
Recommendation: Approve additional funding		
Financial Implications:		
☐ No Financial Impact	☐ Within approved budget	☒ Additional funding required
Details:		
Funding would come from Wastewater infrastructure reserve fund (4-42-00-761-0)		
Operational Impact: Minor delay in construction		
Additional Notes:		
Attachments:		
Motion:		
Motion by Councillor _____ to direct administration to facilitate the additional request with funds to be taken from the Wastewater infrastructure reserve Fund in the amount of \$_70,000_.		



**Town of Carstairs Appendix D
PARADE AND PROCESSION PERMIT**

Applicant Name: Carstairs Lions Club - Leslie Cunningham
(if organization, include name of designated officer)

Date: July 18, 2026 Times: 11:00am - 12:00pm

Purpose of Parade or Procession:

Parade is part of the Beef & Barley Days town celebration

Intended Route: (attach map)
Muster at corner of Downie St. and 10th Ave to proceed South to Gough Rd.
turn West, culminating at Emergency Services building.
(map attached)

Assembling Area - Start (address):
10th Ave and Downie Street

Assembling Area - Finish (address):
Emergency Services building

Number of participants: 250 participants

Number of Vehicles: 45 vehicles

Number of Horses/Other Livestock: 25 livestock

Are barricades required? (Y) ☒ (N) ☐
Is traffic control required? (Y) ☐ (N) ☒

Is the street sweeper required? (Y) ☒ (N) ☐
Will you be crossing railway line? (Y) ☐ (N) ☒

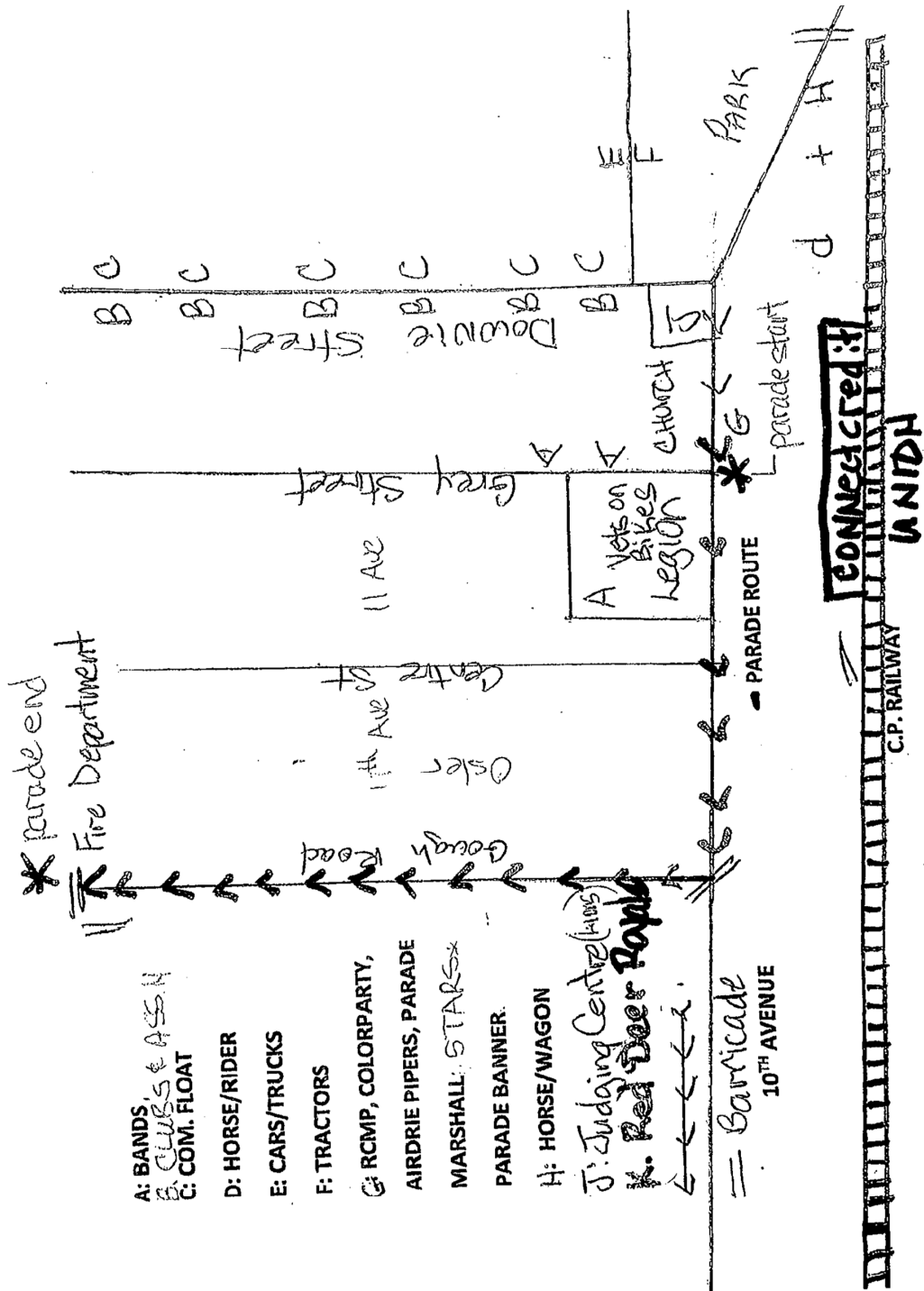
Special conditions, i.e. crowd control:

No throwing candy from moving vehicles or animals.

Signature of Applicant: leslie cunningham

Application Date: July 3, 2026 Approval Date: July 9/26

Signature of Town official: _____



Lunch Legion after 12:00

0.10



Mountain View Football Association
Box 3542
Carstairs, AB T0M 0N0
mvfatreasurer@gmail.com

June 25, 2026

Town of Carstairs
844 Centre St. Box 370
Carstairs, AB T0M 0N0

Dear Paula,

Subject: Request for Special Events Pricing for Non-Profit Organization

On behalf of Mountain View Football Association, I am writing to kindly request consideration for a special events rate for the rental of the Banquet Hall at the Carstairs Community Centre. Our organization is a registered non-profit committed to promoting the development of football by providing safe, inclusive, and well-organized programs that foster skill development, teamwork, sportsmanship, and community engagement, and we are planning our season-ending awards banquet scheduled for December 2, 2026.

As a non-profit, we operate under limited budgets and rely heavily on community support and volunteer efforts. Securing a discounted rental rate would significantly help us manage costs and ensure that our members and guests can enjoy this important annual celebration.

We sincerely appreciate the support the Town of Carstairs provides to local organizations and community events. We hope you will consider our request for a reduced rate or special pricing for our upcoming event.

Thank you very much for your time and consideration. We look forward to your positive response and to continuing our partnership with the town in fostering community spirit.

Warm regards,

Maeghan Heck

*MVFA Treasurer/Registrar
mvfatreasurer@gmail.com
403-816-3265*





PO Box 370
844 Centre Street
Carstairs, AB T0M0N0
www.carstairs.ca

REQUEST FOR DECISION (RFD)

Meeting Date:	July 13, 2026		
Agenda Item:	11.a		
Prepared By:	Kayleigh	Department:	Community Services/Admin

Request:		
To rent the Carstairs Community Hall at the special rate for nonprofit organizations and service clubs for their event.		
Purpose:		
The organization is a registered non-profit committed to promoting the development of football by providing safe, inclusive, and well-organized programs that foster skill development, teamwork, sportsmanship, and community engagement, and we are planning our season-ending awards banquet scheduled for December 2, 2026.		
Background:		
As per Policy No. 62-006-24 Carstairs Facility Request for Special Rates: Reduced rates for eligible parties are one facility only, once every three years. The Football Association has never asked for a discounted ra..		
Discussion/Analysis:		
N/A		
Recommendation:		
That Council grants the request.		
Financial Implications:		
☐ No Financial Impact	☐ Within approved budget	☒ Additional funding required
Details:		
No additional funds, but will only receive minimum charge of \$100.		
Operational Impact:		
No change		
Additional Notes:		
N/A		
Attachments:		
Letter of Request		
Motion:		
Motion by Councillor _____ to approve the letter of request from Mountain View Football Association for their upcoming event on Dec 2, 2026, at the Carstairs Community Hall with the understanding they will not be eligible for a reduced rate again until 2029		

THANK YOU

Thank you for the scholarship!
This money will help pay for
my SAIT tuition.

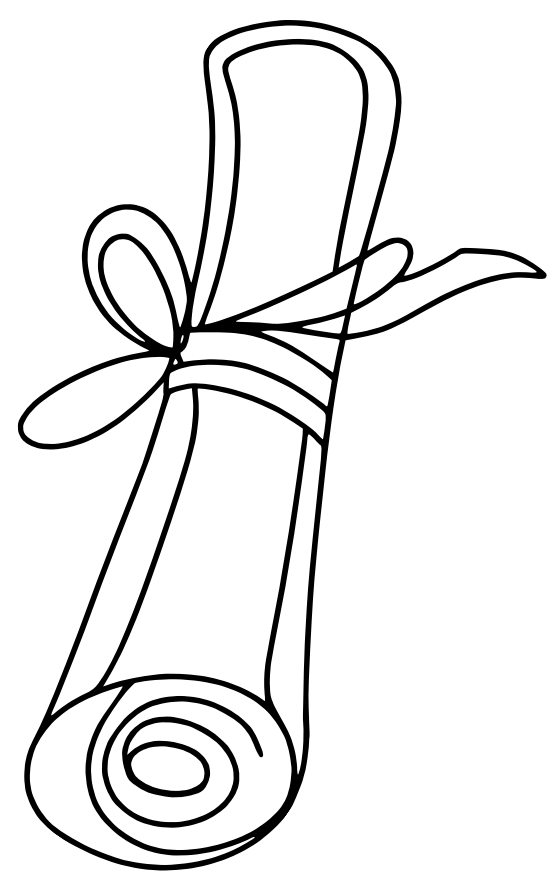
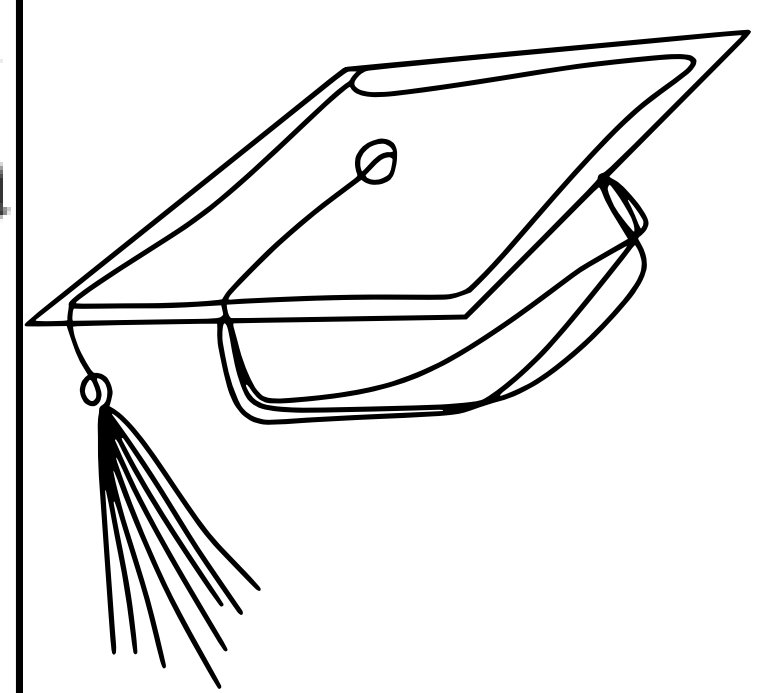
I am very thankful for the
help.

Sincerely,
Selia Ochoa

Dear Town of Carstairs,

Thank you for selecting me as a recipient of the Town of Carstairs
Citizenship Award. I am honoured to receive this recognition and
grateful for your generous support. This award means a great deal
to me, as it recognizes the importance of contributing to my school and
community. Your financial support will assist me as I pursue my
post-secondary education and future goals. Thank you for investing in
local students and encouraging community involvement.

Kind regards,
Mya Daniels



Dear Town of Carstairs

I would like to say thank you for your generous financial
support toward my post-secondary education. I am so
grateful to be part of a community that invests in
its students and support their future success!

Sincerely,
Teagan Beattie