



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JUNE 22, 2026, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of June 22, 2026
Motion: To adopt the agenda of June 22, 2026

4. ADOPTION OF MINUTES

- 3 - 6
- a) Adoption of minutes of June 8, 2026 (addendum 4.a)
Motion: To adopt the minutes of June 8, 2026



5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) Bylaw Order Review
- b) Safety Code Review

6. DELEGATIONS

7. BYLAWS AND POLICIES

- 7 - 9
- a) Bylaw No. 2060 Land Use Bylaw-Amended (addendum 7.a)



8. NEW BUSINESS

- 10
- a) Arlene Andrews & Andrea Young-Award of Appreciation
 - b) Carstairs Public Library Board Re-Appointment-Jen Awde (addendum 8.b)



9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE
 - i) Next meeting September 15, 2026
- 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

11 - 12

- a) Letter from Municipal Affairs-LGFF Funding (addendum 11.a)



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- b) Thank you Note (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).

16. ADJOURNMENT

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, JUNE 8, 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; 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 8, 2026, to order at 7:12 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:
Motion 217/26 Motion by Councillor Ball to adopt the Regular Council Agenda of June 8, 2026, as presented.

CARRIED

ADOPTION OF PREVIOUS MINUTES:
Motion 218/26 Motion by Councillor Roberts to adopt the Regular Council Meeting minutes of May 25, 2026, as presented.

CARRIED

BUSINESS ARISING FROM PREVIOUS MEETING: Nil

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

2. Section 32-Privileged Information

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 219/26 Motion by Councillor Fricke that Council close the meeting to the public to discuss Business Interests of a Third Party and Privileged Information, as per Sections 19 and 32 of the ATIA, at 7:12 p.m.

CARRIED

Councillor Selanders recused herself from discussion and voting due to a conflict of interest at 7:47 p.m.

Motion 220/26 Motion by Councillor Tolley to come out of the Closed Meeting session at 8:15 p.m.

CARRIED

Motion 221/26 Motion by Councillor Ball to direct administration to pursue the issuance of orders as discussed in closed meeting.

CARRIED

Councillor Selanders re-entered the open meeting at 8:17 p.m.

NEW BUSINESS: **1. Provincial Sports Award Presentation**
Council presented Provincial Sports Awards to local students and coaches who competed at the provincial level in their respective sports for the 2025–2026 season. A total of 95 individuals were recognized for their achievements.

2. Richard Dais Scholarship 2026

Council agreed to grant one anonymous student \$600 for their essay submission for the 2026 Richard Dais Scholarship.

Motion 222/26 Motion by Councillor Wilcox to recommend anonymous essay number five as the winning submission for the 2026 Richard Dais Scholarship.

CARRIED

3. Citizenship Award 2026

Council agreed to grant three anonymous students \$100 each for their essay submissions for the 2025 Citizenship Awards.

Motion 223/26

Motion by Councillor Roberts to recommend anonymous essay numbers one, five, and seven as the winning submissions for the 2026 Citizenship Awards.

CARRIED

BYLAWS & POLICIES:

1. Policy No. 12-048-26 Privacy Management Program

J. Pryde outlined the new Policy.

Motion 224/26

Motion by Councillor Selanders to adopt Policy No. 12-048-26 Privacy Management Program as presented.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

- Next Meeting June 16, 2026.

2. Mountain View Regional Waste Commission

- Next Meeting July 27, 2026.

3. Mountain View Regional Water Services Commission

- Next Meeting June 10, 2026. Strategic Planning Meeting scheduled for September 2026.

4. Mountain View Seniors' Housing

- Special Board Meeting May 26, 2026. Next Meeting June 25, 2026.

Motion 225/26

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

CARRIED

COUNCILLOR REPORTS:

1. Councillor Ball

- Provided a verbal report.

- May 30, 2026, attended Carstairs Heritage Festival.

- June 8, 2026, attended Provincial Sports & Leadership award ceremony.

2. Councillor Fricke

- Provided a verbal report.

- May 26, 2026, attended MVSH Special Board Meeting.

- May 30, 2026, attended Carstairs Heritage Festival.

- May 31, 2026, attended Carstairs Fire Department Open House.

- June 4-7, 2026, attended FCM Annual Conference.

- June 5, 2026, met with Councillor D. Fulton from Mountain View County.

- June 8, 2026, attended Provincial Sports & Leadership award ceremony.

3. Councillor Roberts

- Provided a verbal report.

- May 30, 2026, attended Carstairs Heritage Festival.

- May 31, 2026, attended Carstairs Fire Department Open House.

- June 5, 2026, participated in the HSSEF Golf Tournament.

- June 8, 2026, attended Provincial Sports & Leadership award ceremony.

4. Councillor Selanders

- Provided a verbal report.

- Completed POPA training course.

- June 8, 2026, attended Provincial Sports & Leadership award ceremony.

5. Councillor Tolley

- Provided a verbal report.

- May 30, 2026, attended Carstairs Heritage Festival.

- June 5-7, 2026, attended FCM Annual Conference.

- June 8, 2026, attended Provincial Sports & Leadership award ceremony.

6. Councillor Wilcox

- Provided a verbal report.

- May 25, 2026, attended Parkland Executive meeting.

- May 30, 2026, attended Carstairs Heritage Festival.

- May 31, 2026, attended Carstairs Fire Department Open House.

- June 4-7, 2026, attended FCM Annual Conference.

- June 8, 2026, attended Provincial Sports & Leadership award ceremony.

7. Mayor Allan

- Provided a verbal report.

- May 30, 2026, attended Carstairs Heritage Festival.

- May 31, 2026, attended Carstairs Fire Department Open House.

Regular Council Meeting – June 8, 2026,

- June 8, 2026, attended Provincial Sports & Leadership award ceremony.

Motion 226/26

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

CARRIED

CORRESPONDENCE:

Nil

CAO'S REPORT:

- May 26, 2026, met with developers.
- May 27, 2026, met with planners.
- May 28, 2026, met with RCMP.
- May 28, 2026, met with landowner.
- June 1, 2026, met with CAO of MVSH Stacey Stilling.
- June 1, 2026, met with landowner.
- June 2, 2026, met with RCMP to discuss proposed detachment.
- June 2, 2026, participated in the Open-House at the Community Hall regarding IDP/Annexation. 24 were in attendance.
- June 3, 2026, attended Planning & Engineering meeting.
- June 3-7, 2026, attended the FCM conference.
- June 8, 2026, attended Provincial Sports & Leadership award ceremony.

Motion 227/26

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

CARRIED

COUNCILLOR COMMENTS:

1. Councillor Selanders

-Received a note from residents regarding sump pumps in neighbourhoods.

2. Councillor Fricke

-Received complaint regarding youth on dirt bikes.

3. Councillor Tolley

-Attended a UCP Fundraising dinner.

4. Councillor Wilcox

-Received positive feedback on the Seniors Week activities.

5. Mayor Allan

-Echoed positive feedback for Seniors Week.

Motion 228/26

Motion by Councillor Wilcox to accept Councillor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

1. Rose Warden

Wanted to commend the town staff for the new Town Newsletter. Was wondering if anyone else was having issues receiving it via email, Council all agreed that they were getting the newsletter and advised R. Warden to check her junk mail or contact her internet provider.

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 229/26

Motion by Councillor Ball that Council close the meeting to the public to discuss Business Interests of a Third Party, as per Section 19, of the ATIA, at 8:49 p.m.

CARRIED

Motion 230/26

Motion by Councillor Roberts to come out of the Closed Meeting session at 9:10 p.m.

CARRIED

Motion 231/26

Motion by Councillor Selanders to direct administration to pursue Memorandum of Understanding negotiations with Neoform.

CARRIED

Regular Council Meeting – June 8, 2026,

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NEXT MEETING: Monday, June 22, 2026, at 7:00 p.m.

ADJOURNMENT:

Motion 232/26

Motion by Councillor Tolley to adjourn the meeting of June 8, 2026, at 9:11 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. ____	<p>One-Year Review of the Consolidated Bylaw:</p> <ul style="list-style-type: none"> • 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	



Box 370
Carstairs, AB T0M 0N0
Phone: 403-337-3341
Fax: 403-337-3343
www.carstairs.ca

COMMITTEES & BOARDS APPLICATION

Last Name: Awde First Name: Jen

Address: 27533 Twp Rd 310, Didsbury, Alberta T0M 0W0
City Province Postal Code

Home Phone: 587-433-3063 Day-Time Phone: —

Email: jen-awde@gmail.com

1. Appointment To:

- a) Carstairs Public Library Board.
- b) _____

2. Background Information

Provide a brief outline of your experience/education in this area of volunteerism.

- chair of Carstairs Public Library Board for last 2 years.
- prior, volunteer with Friends of the Carstairs Public Library and on board.
- librarian at Olds College, prior, for 7 years, library/learning commons at Hugh Sutherland School.

3. Why do you wish to serve on this/these committee(s)?

- to continue to see the Carstairs Public Library thrive and be the hub of literacy in the community.

4. Length of Residence:

In the town of Carstairs: _____ years and/or In the town of Carstairs area: 19 years

J. Awde.
Signature

2026/June/17
Date

Completed applications must be returned to the Town Office.

To be eligible for appointment as a public-at-large member of a Town Board, Commission, Committee, or Task Force, you must be a resident of Carstairs.

Length of appointment is a two year term except as required by statute, or if the appointment is to fill a vacancy.

The personal information requested on this application is being collected in order to assist Council in making appointments to its committees, and is governed by the Freedom of Information & Protection of Privacy Act (FOIPP).



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR122590

June 17, 2026

His Worship Dean Allan
Mayor
Town of Carstairs
PO Box 370
Carstairs AB T0M 0N0

Dear Mayor Allan:

I am pleased to confirm the 2026 funding allocations for your community.

For the Town of Carstairs:

- The 2026 Local Government Fiscal Framework (LGFF) Capital allocation is \$779,618.
- The 2026 LGFF Operating allocation is \$81,536.
- The 2026 Build Communities Strong Fund-Community Stream (BCSF-CS) allocation is \$369,647.

LGFF Capital is a legislated program aimed at providing local governments with advanced notice of their future infrastructure funding. As indicated on the program website, in 2027, your community will be eligible for \$914,891. Information on 2028 LGFF Capital allocations will be shared with local governments this fall, after changes in provincial revenues between 2024/25 and 2025/26 have been confirmed. I would like to also inform you that work is underway to develop a new allocation formula for the LGFF Operating program, which will be announced later this year.

As you may be aware, in 2025, the Government of Canada launched the BCSF, which included a renaming of the Canada Community-Building Fund to the Community Stream under the BCSF. Please note that no program or funding changes are being made apart from the name change.

LGFF and BCSF-CS funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at www.alberta.ca/municipal-affairs-funding-programs.

.../2

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Protected A

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I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Williams", with a long horizontal flourish extending to the right.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Rick Blair, Chief Administrative Officer, Town of Carstairs

Classification: Protected A

June
4, 2026

To Town Council and Staff,

Thank you for the royal
treatment for seniors during
Seniors Week and all the
extra programs Lori and
her amazing staff do for us

It is very much appreciated.
Also thanks to your outside
staff for taking such good
care of our walking paths.
Lastrair is one of the best
places to live so

thank you !!

Sincerely,

Anne Strickuk