

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, MAY 25, 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, May 25, 2026, to order at 7:00 p.m.
- ADDED ITEMS:** **1. Heritage Festival to 6.a Delegation**
- ADOPTION OF AGENDA:**
Motion 190/26 Motion by Councillor Fricke to adopt the Regular Council Agenda of May 25, 2026, as presented. **CARRIED**
- ADOPTION OF PREVIOUS MINUTES:**
Motion 191/26 Motion by Councillor Selanders to adopt the Regular Council Meeting minutes of May 11, 2026, as presented. **CARRIED**
- BUSINESS ARISING FROM PREVIOUS MEETING:** Nil
- DELEGATIONS:** **1. Heritage Festival-Eileen Martin, Marty Ratz, Alan Riddle**
E. Martin presented a request to Council on behalf of the Carstairs Heritage Festival seeking sponsorship for the 7th annual festival taking place this Saturday. In past years, sponsorship requests have supported bands and lunches.

This year, the Festival is requesting support for a unique Scottish-themed sporting event featuring heavy athletics and Highland Games competitions. E. Martin advised there is currently no formal provincial championship, and this event would serve as the first Alberta Championship, with hopes of establishing Carstairs as its permanent host location.

To facilitate the event, specialized equipment is required. The structure has been constructed at a cost of \$1,785.00.

Councillor Wilcox thanked the Heritage Festival for their work and joked about not being asked to participate in a tug-of-war team.

Councillor Fricke commended the Heritage Festival for their advocacy and fundraising efforts and asked where summer games are typically held. A. Riddle advised there is currently no official championship, and existing events are generally hosted as standalone competitions.

Motion 192/26 Motion by Councillor Ball to accept the Heritage Festival Delegation as information and direct administration to facilitate the request of \$1,785.00. **CARRIED**
- BYLAWS & POLICIES:** **1. Bylaw No. 2068 Tax Rate Bylaw**
S. Allison presented the Tax Rate Bylaw, advising that the proposed tax rates for 2026 are 7.80 for residential, 12.91 for non-residential, and 12.96 for designated industrial properties. S. Allison noted the residential rate decreased from the previous year, while the non-residential and designated industrial rates increased.

Councillor Selanders requested clarification regarding the special vacant residential classification and the difference between residential and non-residential school foundation fund rates. S. Allison advised that the province establishes the school requisition rates. Councillor Selanders further questioned why the non-residential rate is significantly higher.

Councillor Wilcox asked how residential assessment appeals may affect taxation following the appeal period. S. Allison advised that the budgeted surplus provides a cushion for any impacts resulting from the nine outstanding appeals between June and October. S. Allison

noted that if all appellants were successful in receiving the requested reductions, the overall impact would be approximately \$4,000–\$5,000.

Councillor Tolley asked for clarification regarding the appeal process, noting that property owners are required to pay the original tax amount based on the assessment notice and that adjustments would be made if appeals were approved. Councillor Tolley also requested clarification regarding the mill rate decrease. S. Allison advised the residential mill rate decreased by approximately 11%.

Motion 193/26 Motion by Councillor Wilcox to give first reading of Bylaw No. 2068 Tax Rate Bylaw, as presented.

CARRIED

Motion 194/26 Motion by Councillor Tolley to give second reading of Bylaw No. 2068 Tax Rate Bylaw, as presented.

CARRIED

Motion 195/26 Motion by Councillor Roberts to move to third and final reading of Bylaw No. 2068 Tax Rate Bylaw, as presented.

UNANIMOUSLY CARRIED

Motion 196/26 Motion by Councillor Selanders to give third and final reading of Bylaw No. 2068 Tax Rate Bylaw, as presented.

CARRIED

2. Policy No. 12-014-26 Access to Information and Privacy Administration Policy-Amended

The Policy was reviewed at the last Policies & Priorities Committee meeting; it was recommended to bring to Council for ratification.

Councillor Fricke asked whether the policy applies to third-party contractors, such as the Town's IT provider. J. Pryde advised that the IT contractor does not have access to Town information systems or protected data; however, they may become involved in the event of a security incident or breach response. Councillor Ball noted that the policy does define "contractors."

Councillor Selanders questioned the removal of a referenced Bylaw number, and it was clarified that this allows updates to the bylaw without requiring corresponding changes to all policies.

Motion 197/26 Motion by Councillor Fricke to adopt Policy No. 12-014-26 Access to Information and Privacy Administration Policy, as amended.

CARRIED

3. Policy No. 12-026-26 Tax Information Disclosure Policy-Amended

The Policy was reviewed at the last Policies & Priorities Committee meeting; it was recommended to bring to Council for ratification.

Motion 198/26 Motion by Councillor Tolley to adopt Policy No. 12-026-26 Tax Information Disclosure Policy, as amended.

CARRIED

4. Policy No. 12-028-26 Records Retention and Disposition Policy-Amended

The Policy was reviewed at the last Policies & Priorities Committee meeting; it was recommended to bring to Council for ratification.

Motion 199/26 Motion by Councillor Roberts to adopt Policy No. 12-028-26 Records Retention and Disposition Policy, as amended.

CARRIED

5. Policy No. 12-035-26 Internet Privacy Policy-Amended

The Policy was reviewed.

Councillor Wilcox requested clarification regarding the policy numbering.

Motion 200/26 Motion by Councillor Wilcox to adopt Policy No. 12-035-26 Internet Privacy Policy, as amended.

CARRIED

6. Policy No. 12-042-26 Privacy Officer Policy

The Policy was reviewed. J. Pryde has been designated as the Privacy Officer for the Town of Carstairs.

Councillor Selanders asked about redundancies in the policy. J. Pryde explained that they were included to maintain formatting and consistency across policies. Councillor Ball agreed and supported keeping them for consistency. The rest of Council concurred.

Motion 201/26

Motion by Councillor Ball to adopt Policy No. 12-042-26 Privacy Officer Policy, as presented.

CARRIED

7. Policy No. 12-043-26 Security Classification System Policy

The Policy was reviewed at the last Policies & Priorities Committee meeting; it was recommended to bring to Council for ratification.

Motion 202/26

Motion by Councillor Selanders to adopt Policy No. 12-043-26 Security Classification System Policy, as presented.

CARRIED

8. Policy No. 12-044-26 Privacy Complaints and Request Handling

The Policy was reviewed at the last Policies & Priorities Committee meeting; it was recommended to bring to Council for ratification.

Motion 203/26

Motion by Councillor Wilcox to adopt Policy No. 12-044-26 Privacy Complaints and Request Handling Policy, as presented.

CARRIED

9. Policy No. 12-045-26 Privacy Risk and Impact Management

The Policy was reviewed.

Motion 204/26

Motion by Councillor Fricke to adopt Policy No. 12-045-26 Privacy Risk and Impact Management Policy, as presented.

CARRIED

10. Policy No. 12-046-26 Privacy Breach Management Policy

The Policy was reviewed.

Motion 205/26

Motion by Councillor Tolley to adopt Policy No. 12-046-26 Privacy Breach Management Policy, as presented.

CARRIED

11. Policy No. 12-047-26 Mandatory Privacy Training and Awareness Policy

The Policy was reviewed.

Councillor Selanders asked for clarification on whether mandatory training applies to contractors or volunteers, and what their scope or “purview” would be, as well as how compliance requirements apply to volunteers.

Motion 206/26

Motion by Councillor Ball to adopt Policy No. 12-047-26 Mandatory Privacy Training and Awareness Policy as presented.

CARRIED

NEW BUSINESS:

Nil

COMMITTEE REPORTS:

1. Policies & Priorities Committee

- Minutes of the meeting May 19, 2026 were attached.
Councillor Selanders asked whether the permit listings include denied permits. K. Williscroft advised that they do not, noting that there have been no denied permits this year, and none in previous years that he could recall.

2. Mountain View Regional Waste Commission

- Next meeting in July 27, 2026.

3. Mountain View Regional Water Services Commission

- Councillor Roberts gave verbal report of the meeting on May 13, 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 207/26

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

CARRIED

COUNCILLOR REPORTS:

1. Councillor Ball

- Provided a verbal report.
- Completed POPA training course.
- May 19, 2026, attended Policies and Priorities Committee meeting.

- Looking forward to Heritage fest.

2. Councillor Fricke

- Provided a verbal report.
- May 12, 2026, Completed POPA training course.
- May 12, 2026, attended dinner meeting with CESD Board and Administration.
- May 19, 2026, attended Policies and Priorities Committee meeting.

3. Councillor Roberts

- Provided a verbal report.
- Completed POPA training course.
- May 12, 2026, attended dinner meeting with CESD Board and Administration.
- May 13, 2026, attended Mountain View Regional Water Commission meeting.
- May 19, 2026, attended Policies and Priorities Committee meeting.
- May 22-23, 2026, attended and volunteered at Mountain View Aggie days.

4. Councillor Selanders

- Provided a verbal report.
- Completed POPA training course.
- May 22, 2026, attended Mountain View Aggie Days.

5. Councillor Tolley

- Provided a verbal report.
- May 12, 2026, attended dinner meeting with CESD Board and Administration.
- May 19, 2026, attended Policies and Priorities Committee meeting.

6. Councillor Wilcox

- Provided a verbal report.
- Completed POPA training course.
- May 12, 2026, attended dinner meeting with CESD Board and Administration.
- May 19, 2026, attended Policies and Priorities Committee meeting.
- May 19, 2026, attended Inter-agency meeting.
- May 21, 2026, attended Parkland Library Board meeting.
- May 22, 2026, met with Library Manager to go over Bill 50
- May 23, 2026, attended Mountain View Aggie Days.

7. Mayor Allan

- Provided a verbal report.
- Completed POPA training course.
- May 12, 2026, attended dinner meeting with CESD Board and Administration.
- May 19, 2026, attended Policies and Priorities Committee meeting.

Motion 208/26

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

CARRIED

CORRESPONDENCE:

Nil

CAO'S REPORT:

- May 12, 2026, attended dinner meeting with CESD Board and Administration.
- May 13, 2026, met with Jason Drent regarding pick-up/drop-off locations at Carstairs Elementary School.
- May 13, 2026, met with ISL regarding Administration building Expansion.
- Setting up meetings for landowners for the proposed annexation.
- Open house June 2, 2026 at the Community Hall.
- Informed Council of the need for motions related to programming, commissioning, and PLC work for both the new and old reservoirs, as these items were not included in the contract bid.

Motion 209/26

Motion by Councillor Ball to authorize \$40,000 from Operation Stabilization Fund for the commissioning and programming for the PLC at the new water reservoir.

CARRIED

Motion 210/26

Motion by Councillor Roberts to authorize \$55,000 from the Operational Stabilization Fund for programming and a new PLC at the old reservoir.

CARRIED

- Update on the appeal for 693 10th Ave. The cleanup order was extended for removal for June 15, 2026; however, it was requested to extend to July 30, 2026.

Councillor Fricke confirmed this would be the last time for forgiveness.

Motion 211/26

Motion by Councillor Selanders to extend the appeal period for the cleanup order for 693 10th Ave to July 30, 2026.

CARRIED

- Senior’s housing Golf tournament notification, need to put a team together.
- Carport on Mainstreet has been demolished

Motion 212/26

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

CARRIED

COUNCILLOR COMMENTS:

1. Councillor Tolley

-Lots of positivity regarding 4H.

2. Councillor Ball

-Found interest in a Tim Horton’s news story hiring locals.

3. Councillor Fricke

-Received a complaint regarding garbage at the Golf Course.

-Update regarding the new Minister of Seniors, Community and Social Services.

-HSSEF Golf Tournament inquiry.

4. Mayor Allan

-Received concerns regarding the dog park and off-leash areas.

-Received complaint regarding garbage in Mandalay.

Motion 213/26

Motion by Councillor Fricke to accept Councillor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

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).

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

Motion 214/26

Motion by Councillor Wilcox that Council close the meeting to the public to discuss Business Interests of a Third-Party, as per Section 19, of the ATIA, at 8:11 p.m.

CARRIED

Motion 215/26

Motion by Councillor Ball to come out of the Closed Meeting session at 8:37 p.m.

CARRIED

NEXT MEETING:

Monday, June 8, 2026, at 7:00 p.m.

ADJOURNMENT:

Motion 216/26

Motion by Councillor Roberts to adjourn the meeting of May 25, 2026, at 8:38 p.m.

CARRIED



Dean Allan, Mayor



Rick Blair, CAO