

**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 Willisicroft; 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. Willisicroft 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. Willisroft 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. Willisroft 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 three-year term.

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:

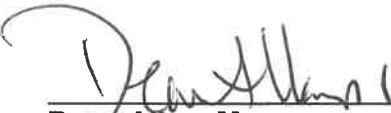
Monday, July 13, 2026, at 7:00 p.m.

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