MINUTES OF THE COUNCIL ORGANIZATIONAL MEETING
MONDAY, OCTOBER 26, 2026 AT 6:30 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES: Mayor Allan; Councilors Ball, Fricke, Roberts, Selanders, 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: Councilor Tolley

CALL TO ORDER: Mayor Allan called the Council Organizational meeting of Monday, October 26, 2026, to order at 6:30 p.m.

SELECTION OF DEPUTY MAYOR: Motion by Councilor Wilcox to appoint Councilor Angie Fricke as the Deputy Mayor.

CARRIED

APPOINTMENT OF DATES, TIME, AND PLACE FOR COUNCIL:

1. Regular Council Meetings
Regular Council meetings will take place on the second and fourth Monday of each month. If Monday is a holiday, then the meeting will be moved to Tuesday. There will be only one meeting during the months of July, August, and December.

Council meeting dates are as follows:

- November 9, November 23, 2026
- December 14, 2026
- January 11, January 25, 2027
- February 8, February 22, 2027
- March 8, March 22, 2027
- April 12, April 26, 2027
- May 10, May 25, 2027
- June 14, June 28, 2027
- July 12, 2027
- August 23, 2027
- September 13, September 27, 2027
- October 12, October 25, 2027

Motion by Councilor Roberts to accept the dates of the regular Council meetings to be the second and fourth Monday of each month, unless they fall on holiday, then the meeting will move to Tuesday. With only one meeting in July, August, and December.

CARRIED

2. Time and Place

Motion by Councilor Ball to set the time and place of the regular Council meetings to be held at 7:00 p.m. in Council Chambers at the Town of Carstairs Municipal Office, located at 844 Centre Street, Carstairs.

CARRIED

SIGNING AUTHORITIES:

1. Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services
Motion by Councilor Fricke to authorize that the signing authorities on the Town of Carstairs accounts to consist of Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services.

CARRIED

COMMITTEES:

1. Policies & Priorities Committee
Motion by Councilor Selanders to appoint all Council members to the Policies & Priorities Committee.

CARRIED

APPOINTMENT OF MEMBERS-AT-LARGE COMMITTEES:

1. Director of Emergency Management
Motion by Councilor Fricke to appoint Rob McKay as the Director of Emergency Management and Ernie Bradley as Deputy Director.

CARRIED

Classification: Public

2. Municipal Planning Commission
Motion by Councilor Ball to appoint Mayor Allan, Councilor Roberts, and Wilcox, Bob Green and Tom Humphrey to the Municipal Planning Commission, with Kylie Ranson as Clerk to the Municipal Planning Commission.

CARRIED

3. Subdivision & Development Appeal Board
Motion by Councilor Roberts to appoint Councilor Ball to the Subdivision & Development Appeal Board, with Kylie Ranson as Clerk to the Subdivision & Development Appeal Board.

CARRIED

4. Inter-Municipal Subdivision & Development Appeal Board
Motion by Councilor Selanders to appoint Councilor Ball to the Subdivision & Development Appeal Board, with Kylie Ranson as Clerk to the Subdivision & Development Appeal Board.

CARRIED

5. Mountain View Regional Water Services Commission
Motion by Councilor Wilcox to appoint Councilor Roberts and Mayor Allan as alternate to the Mountain View Regional Water Services Commission.

CARRIED

6. Mountain View Regional Waste Commission
Motion by Councilor Fricke to appoint Councilor Wilcox and Councilor Ball as alternate to the Mountain View Regional Waste Commission.

CARRIED

7. Mountain View Senior Housing Authority
Motion by Councilor Ball to appoint Councilor Fricke to the Mountain View Seniors' Housing Authority.

CARRIED

8. Inter-Municipal Collaboration Committee
Motion by Councilor Wilcox to appoint Mayor Allan and Councilor Ball and Roberts to the Inter-Municipal Collaboration Committee.

CARRIED

9. Carstairs Public Library Board
Motion by Councilor Roberts to appoint Councilor Wilcox and Mountain View County Councilor Fulton to the Carstairs Library Board with term expiring October 26, 2027.

CARRIED

10. Parkland Regional Library
Motion by Councilor Fricke to appoint Councilor Wilcox to the Parkland Regional Library Board.

CARRIED

TOWN APPOINTMENTS:

1. Solicitors
Motion by Councilor Ball to appoint MLT Aikins LLP non-exclusively as the solicitor for the Town of Carstairs.

CARRIED

2. Planners
Motion by Councilor Roberts to appoint ISL Engineering & Land Services non-exclusively as the planners for the Town of Carstairs.

CARRIED

3. Building Inspectors
Motion by Councilor Ball to appoint IJD Inspections Ltd. as the building inspector for the Town of Carstairs.

CARRIED

4. Weed Inspector
Motion by Councilor Roberts to appoint Mountain View County as the Weed Inspectors for the Town of Carstairs.

CARRIED

5. Engineers
Motion by Councilor Ball to appoint ISL Engineering & Land Services non-exclusively as the engineers for the Town of Carstairs.

CARRIED

6. Assessor
Motion by Councilor Fricke to appoint Municipal Assessment Services Group-Travis Horne as the assessor for the Town of Carstairs.

CARRIED

7. Auditors
Motion by Councilor Selanders to appoint MNP LLP as the auditors for the Town of Carstairs.

CARRIED

COUNCIL ATTENDANCE AT CONFERENCES:

1. FCM Sustainable Communities Conference – February 8-11, 2027 – Ottawa, ON
For Eastern Conferences the Mayor, CAO and 3 Councilors may attend.

Council discussed attendance at the FCM Sustainable Communities Conference. No members expressed interest in attending.

2. FCM Conference & Trade Show - June 10-13, 2027 – Halifax, NS
For Eastern Conferences the Mayor, CAO and 3 Councilors may attend.

Motion by Councilor Ball to appoint Mayor Allan, CAO R. Blair, Councilor Wilcox, Fricke, and Selanders to attend the FCM Conference & Trade Show 2027.

CARRIED

3. AB Municipalities Spring Leaders Caucus – April 7-8, 2027 – Edmonton, AB
For Western Conferences the Mayor, CAO and 6 Councilors may attend.

4. AB Municipalities Convention – September 22-24, 2027 - Edmonton, AB
For Western Conferences the Mayor, CAO and 6 Councilors may attend.

ADJOURNMENT:

Motion by Councilor Wilcox to adjourn the Council Organizational meeting of October 26, 2026, at 6:47 p.m.

CARRIED

REOPENING OF MEETING:

Following the adjournment, additional information regarding the RMA Conference was brought forward.

Motion by Councilor Fricke to reopen the Council Organizational Meeting for Monday, October 26, 2026, at 7:01 p.m.

CARRIED

ADDITIONAL AGENDA ITEM:

1. RMA Spring/or Fall Convention -Date & Location TBD
For RMA Conferences, the Mayor, CAO and 2 Councilors may attend.

Motion by Councilor Wilcox to appoint Deputy Mayor Fricke, CAO R. Blair, Councilors Roberts, and Wilcox to attend the RMA Convention either in the spring or fall.

CARRIED

ADJOURNMENT:

Motion by Councilor Roberts to adjourn the Council Organizational meeting of October 26, 2026, at 7:02 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO