

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 28, 2026, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

ATTENDEES:	Mayor Allan; Councilors Ball, Fricke, Roberts, Selanders, Tolley and Wilcox; 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, September 28, 2026, to order at 7:00 p.m.
ADDED ITEMS:	1. RFD-Arena Boiler to New Business 8.a
ADOPTION OF AGENDA: Motion 294/26	Motion by Councilor Wilcox to adopt the Regular Council Agenda of September 28, 2026, as amended. CARRIED
ADOPTION OF PREVIOUS MINUTES: Motion 295/26	Motion by Councilor Selanders to adopt the Regular Council minutes of September 14, 2026, as amended. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	1. Library Appointment-Pam Barker Councilor Wilcox reported that the Library Board met on September 21, 2026, and approved the appointment of Pam Barker for a 3-year term. Motion 296/26 Motion by Councilor Ball to appoint Pam Barker to the Carstairs Library Board for a 3-year Term. CARRIED
DELEGATIONS:	1. Carstairs Community Garden Volunteer Executive-Mike Sox M. Sox, on behalf of the Carstairs Community Garden Volunteer Executive, presented Council with a video outlining the purpose of the Community Garden and the sense of community it provides. The volunteer group asked if Town Council would consider placing a gazebo in the garden area. The garden currently consists of 244 garden plots and has a waitlist. Councilor Wilcox expressed thanks for the presentation and noted that recreation groups use the space and garden plots for programming, making them a great community resource. Councilor Tolley asked about the length of the waitlist and how applicants are rotated through it. M. Sox explained that an email is sent to those who have expressed interest, with garden plots becoming available on a first-come, first-served basis in early March each year. Councilor Tolley also asked whether the Community Garden Volunteer Executive would consider fundraising for the proposed gazebo. M. Sox responded that the group is in the very early stages of planning and would pursue fundraising if requested but had originally hoped the Town would fund the gazebo. Councilor Selanders thanked the group for the video and expressed surprise at the number of garden plots. Councilor Selanders acknowledged the value of the garden and asked whether the group had considered using the gazebo at the Carstairs Nature Space or the Cook Shack at the Carstairs Campground for the two events they plan each year. M. Sox responded that they had not considered that option, as the group would prefer a gazebo near the garden. Councilor Fricke thanked M. Sox for the presentation and noted the value of the gardens, having used them in previous years. Councilor Fricke asked whether the addition of a gazebo would impact parking and whether its placement could affect any future expansion of the garden. Mayor Allan thanked M. Sox for the presentation and noted the timing was appropriate with budget preparation beginning. Mayor Allan suggested that the group prepare a formal quote and plan for the proposed gazebo and submit it to Council for consideration during the budget process.

Motion 297/26

Motion by Councilor Ball to accept Carstairs Community Garden Volunteer Executive Delegation presented by M. Sox as information.

CARRIED**2. Carstairs & District Agricultural Society-Charlie Van Arnam**

C. Van Arnam, on behalf of the Carstairs & District Agricultural Society, presented Council with an invitation to attend Harvestfest in celebration of the Agricultural Society's 50th anniversary. The event will be held on November 7, 2026, at the Carstairs Community Hall and will include dinner and entertainment. Council was invited to purchase a table, with tickets priced at \$40 per person.

Motion 298/26

Motion by Councilor Fricke to accept Carstairs & District Agricultural Society Delegation presented by C. Van Arnam as information.

CARRIED**BYLAWS & POLICIES:****1. Policy No. 12-050-26 Reserves and Accumulated Surplus Policy**

The Policy was reviewed at the last Policies & Priorities Committee meeting and was recommended for Council ratification.

Motion 299/26

Motion by Councilor Tolley to adopt Policy No. 12-050-26 Reserves and Accumulated Surplus Policy, as presented.

CARRIED**2. Policy No. 41-006-26 Water Meter Testing Policy**

The Policy was reviewed at the last Policies & Priorities Committee meeting and was recommended for Council ratification.

Motion 300/26

Motion by Councilor Roberts to adopt Policy No. 41-006-26 Water Meter Testing Policy, as presented.

CARRIED**NEW BUSINESS:****1. RFD-Arena Boiler**

Council reviewed the RFD regarding the replacement of the boiler system at the Arena. CAO R. Blair explained that Administration had hoped the existing boiler would remain operational until budget deliberations; however, replacement is now required. The proposed system would also provide the ability to accommodate a future expansion of the facility.

Councilor Ball asked about the timeline for the replacement. CAO R. Blair advised that the work is expected to take approximately one week once the required parts are received.

Councilor Selanders asked about the life expectancy of a boiler and whether replacement had been identified as a future capital project. CAO R. Blair advised that replacement had been anticipated within the next two to three years and was expected to be brought forward during this year's budget deliberations.

Councilor Fricke asked whether the boiler issue was impacting the ice. CAO R. Blair confirmed that the ice had been installed; however, the water is only lukewarm, creating sanitation and health concerns.

Mayor Allan confirmed the source of funding for the replacement.

Motion 301/26

Motion by Councilor Wilcox to direct Administration to proceed with funding the Arena Boiler system request with funds to be taken from the Operation Stabilization Fund in the amount of \$27,825.

CARRIED**COMMITTEE REPORTS:****1. Policies & Priorities Committee**

- Minutes of the September 15, 2026, meeting were attached. Next Meeting October 20, 2026.

2. Mountain View Regional Waste Commission

- Next Meeting was scheduled for today September 28, however, did not meet quorum. Next Meeting September 29, 2026.

3. Mountain View Regional Water Services Commission

- Next meeting October 21, 2026.

4. Mountain View Seniors' Housing

- Next Meeting September 29, 2026.

Motion 302/26

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

CARRIED

COUNCILOR REPORTS:

1. Councilor Ball

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.

2. Councilor Fricke

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- September 22, 2026, attended EOEP Council's Role in Service Delivery Pre-Conference Course.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton. Highlights included meetings with senior RCMP leadership, participation in resolutions, attending the Regional Women's Council dinner, the Premier's address, rural healthcare, seniors' care and development, advocacy, and FCSS funding.

3. Councilor Roberts

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton.

4. Councilor Selanders

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- September 22, 2026, attended EOEP Council's Role in Service Delivery Pre-Conference Course.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton. Councilor Selanders thanked fellow Council members and Mayor Allan for introductions and opportunities to make connections and continue learning.

5. Councilor Tolley

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- Expressed thanks to Administration for addressing the Arena boiler issue.

6. Councilor Wilcox

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- September 17, 2026, attended the Parkland Executive Board meeting and requested that the budget be discussed at the next Council meeting.
- September 21, 2026, attended the Carstairs Public Library Board meeting, where the budget and Bill 28 were discussed.
- September 22, 2026, attended EOEP Council's Role in Service Delivery Pre-Conference Course.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton. Highlights included effective communication on contentious issues, communications training, a social media toolkit, the Premier's address, FCSS, advocacy, and opportunities to make valuable connections.

7. Mayor Allan

- Provided a verbal report.
- September 15, 2026, attended the Policies & Priorities Committee meeting.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton.
- September 27, 2026, attended the Corn and Potato Fest hosted by the Carstairs Community Garden.

Motion 303/26

Motion by Councilor Selanders to accept all Councilor Reports as information.

CARRIED

CORRESPONDENCE:

Nil

CAO'S REPORT:

- September 15, 2026, attended the Policies & Priorities Committee meeting.
- Attended Agricultural Society and Curling Club meetings. The Curling Club has hired a contractor to complete the required work.
- September 23-25, 2026, attended AB Munis Fall Conference in Edmonton. Highlights included discussions with RCMP K Division, the Premier's address, and Municipal Government Act discussions.

- Provided an update regarding communications with CPKC regarding the railway crossing. Approximately \$8,000 in asphalt work is required, with a full rehabilitation of the crossing anticipated by 2028 at an estimated cost of \$500,000 to the Town. The work would also include removal of the third rail line. A letter has been sent requesting clarification as to why the Town would be responsible for costs associated with the third rail line, and a response from Transport Canada is pending. An RFD regarding the required asphalt work will be brought forward.
- Commissioning and training continue at the new water reservoir. Additional work is required to allow both reservoirs to communicate with each other.
- A concern regarding loitering in Town was brought forward and will be discussed at the next Policies & Priorities Committee meeting.
- Advised that Councilor Roberts requested to attend the RMA Fall Convention and Tradeshow and, in accordance with policy, requires approval by motion of Council.

Motion 304/26

Motion by Councilor Ball to direct Administration to facilitate Councilor Roberts' attendance at the Rural Municipalities of Alberta 2026 Fall Convention and Tradeshow.

CARRIED

Motion 305/26

Motion by Councilor Wilcox to accept the CAO's Report as information.

CARRIED

**COUNCILOR
COMMENTS:**

1. Councilor Selanders

Requested information regarding the Town's procurement, purchasing, and travel policies, including requirements for obtaining bids and travel-related expenditures.

2. Councilor Fricke

Advised that a resident had inquired about the proposed seniors' facility in Carstairs. Councilor Fricke also received an inquiry regarding plans for a pump track in Town.

Motion 306/26

Motion by Councilor Ball to accept Councilor Comments as information.

CARRIED

**PUBLIC QUESTION
PERIOD:**

1. Lindsay and Shawn Coates

L. and S. Coates expressed support for the beautification project behind their property but raised a concern regarding the proposed location of a tree, noting that it would block access through their rear gate. CAO R. Blair advised that he would speak with the Operations Department to ensure access through the gate is maintained.

They also asked how funds collected from the Community Garden plots are used. M. Sox advised that the funds are used for garden maintenance, tilling and testing, and Community Garden events.

In addition, they raised concerns regarding the green space behind their property being used as an off-leash area despite the designated dog park being nearby. Administration advised that Bylaw enforcement requires the activity to be observed. Councilor Roberts noted similar concerns at the Carstairs Nature Space.

2. Bob Green

B. Green raised concerns regarding reports that KayCan may be closing its Carstairs facility and the potential impact a closure could have on employees and the Town's tax base. Administration advised that it had not received information indicating that the facility would be closing.

3. Charlie Van Arnam

C. Van Arnam raised concerns regarding electric scooters and asked whether the Town has enforcement measures in place. Administration advised that the Bylaw had been reviewed and amended to address speed and age requirements. Administration further advised that the Town is awaiting provincial legislation regarding electric scooters and noted the challenges associated with enforcement when infractions are not directly observed.

Motion 307/26

Motion by Councilor Wilcox to accept Public Question period as information.

CARRIED

CLOSED MEETING:

1. Section 19-Disclosure Harmful to Business Interests 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 308/26

Motion by Councilor 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 7:55 p.m.

CARRIED

Motion 309/26

Motion by Councilor Ball to come out of the Closed Meeting session at 8:11 p.m.

CARRIED

NEXT MEETING:

Tuesday, October 13, 2026, at 7:00 p.m.

ADJOURNMENT:

Motion 310/26

Motion by Councilor Ball to adjourn the meeting of September 28, 2026, at 8:12 p.m.

CARRIED



Dean Allan, Mayor



Rick Blair, CAO