

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, MAY 11, 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 Willisroft; 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 11, 2026, to order at 7:00 p.m.
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:**
Motion 158/26 Motion by Councillor Tolley to adopt the Regular Council Agenda of May 11, 2026, as presented. **CARRIED**
- ADOPTION OF PREVIOUS MINUTES:**
Motion 159/26 Motion by Councillor Wilcox to adopt the Regular Council Meeting minutes of April 27, 2026, as presented. **CARRIED**
- BUSINESS ARISING FROM PREVIOUS MEETING:**
- 1. Carstairs Public Library Board Appointment Corrections**
CAO R. Blair explained the requirements for appointing to the Carstairs Public Library Board.
- Motion 160/26 Motion by Councillor Fricke to set the term expiry date for appointed member Shannon Wilcox to October 27, 2026. **CARRIED**
- Motion 161/26 Motion by Councillor Roberts to appoint Dwayne Fulton to the Town of Carstairs Library Board with a term expiry date of October 29, 2026. **CARRIED**
- 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-Delegation**
- Motion 162/26 Motion by Councillor Wilcox that Council close the meeting to the public to discuss Business Interest of a Third-Party, as per Section 19, of the ATIA, at 7:02 p.m. **CARRIED**
- Motion 163/26 Motion by Councillor Wilcox to come out of the Closed Meeting session at 8:50 p.m. **CARRIED**
- BUSINESS ARISING FROM PREVIOUS MEETING:**
- 2. IDP/Annexation Discussion**
Following the Closed meeting session Council reviewed the revised IDP/Annexation document.
- Motion 164/26 Motion by Councillor Fricke to accept the proposed changes to the IDP/Annexation document as information. **CARRIED**
- Motion 165/26 Motion by Councillor Roberts to direct administration to continue with the annexation process with the County of Mountain View. **CARRIED**
- BYLAWS & POLICIES:**
- 1. Bylaw No. 2069 Access to Information and Privacy Head and Fees Bylaw-Repeals Bylaw No. 1051**
J. Pryde updated Council on the new legislation which requires a new

Privacy Management Program. The Bylaw was reviewed.

Councillor Selanders clarified the new title.

Motion 166/26 Motion by Councillor Wilcox to give first reading of Bylaw No. 2069 Access to Information and Privacy Bylaw, as amended. **CARRIED**

Motion 167/26 Motion by Councillor Ball to give second reading of Bylaw No. 2069 Access to Information and Privacy Bylaw, as amended. **CARRIED**

Motion 168/26 Motion by Councillor Tolley to move to third and final reading of Bylaw No. 2069 Access to Information and Privacy Bylaw, as amended. **UNANIMOUSLY CARRIED**

Motion 169/26 Motion by Councillor Roberts to give third and final reading of Bylaw No. 2069 Access to Information and Privacy Bylaw, as amended. **CARRIED**

2. Bylaw No. 2070 Records Retention and Disposition Bylaw- Repeals Bylaw No. 1052
The Bylaw was reviewed.

Motion 170/26 Motion by Councillor Wilcox to give first reading of Bylaw No. 2070 Records Retention and Disposition Bylaw, as amended. **CARRIED**

Motion 171/26 Motion by Councillor Selanders to give second reading of Bylaw No. 2070 Records Retention and Disposition Bylaw, as amended. **CARRIED**

Motion 172/26 Motion by Councillor Ball to move to third and final reading of Bylaw No. 2070 Records Retention and Disposition Bylaw, as amended. **UNANIMOUSLY CARRIED**

Motion 173/26 Motion by Councillor Fricke to give third and final reading of Bylaw No. 2070 Records Retention and Disposition Bylaw, as amended. **CARRIED**

3. Bylaw No. 2071 Electronic Transmission of Documents Bylaw- Repeals Bylaw No. 2012
The Bylaw was reviewed.

Motion 174/26 Motion by Councillor Roberts to give first reading of Bylaw No. 2071 Electronic Transmission of Documents Bylaw, as amended. **CARRIED**

Motion 175/26 Motion by Councillor Tolley to give second reading of Bylaw No. 2071 Electronic Transmission of Documents Bylaw, as amended. **CARRIED**

Motion 176/26 Motion by Councillor Ball to move to third and final reading of Bylaw No. 2071 Electronic Transmission of Documents Bylaw, as amended. **UNANIMOUSLY CARRIED**

Motion 177/26 Motion by Councillor Selanders to give third and final reading of Bylaw No. 2071 Electronic Transmission of Documents Bylaw, as amended. **CARRIED**

4. Policy No. 12-014-26 Access to Information and Privacy Administration Policy-Amended
J. Pryde updated Council on the new legislation which requires a new Privacy Management Program. The Policy was reviewed.

Council noted that the Policies could be interpreted as setting parameters around Council compliance, and requested that they be revised for greater clarity and to better align with governance under the MGA.

Motion 178/26 Motion by Councillor Ball to table Policy No. 12-014-26 Access to Information and Privacy Administration Policy. **CARRIED**

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

The same concern regarding compliance was noted.
Councillor Selanders also questioned the charges set in the Policy.

Motion 179/26

Motion by Councillor Tolley to table Policy No. 12-026-26 Tax Information Disclosure Policy.

CARRIED**6. Policy No. 12-028-26 Records Retention and Disposition Policy-Amended**

The same concern regarding compliance was noted.

Motion 180/26

Motion by Councillor Wilcox to table Policy No. 12-028-26 Records Retention and Disposition Policy.

CARRIED**NEW BUSINESS:****1. Heritage Festival Parade Permit**

Council reviewed the permit.

Motion 181/26

Motion by Councillor Selanders to accept the Parade Permit for the Heritage Festival as information.

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

- Next meeting May 19, 2026.

2. Mountain View Regional Waste Commission

- Next meeting in July 27, 2026.

3. Mountain View Regional Water Services Commission

- Next meeting May 13, 2026.

4. Mountain View Seniors' Housing

- Strategic Planning Session April 23, 2026. Next meeting June 25, 2026.

Motion 182/26

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

CARRIED**COUNCILLOR REPORTS:****1. Councillor Ball**

- Provided a verbal report.

2. Councillor Fricke

- Provided a verbal report.

- April 17, 2026, met with MVSH CAO & Board Chair.

- April 21, 2026, attended Policies and Priorities Meeting.

- April 23, 2026, attended the MVSH Strategic Planning Retreat.

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.

7. Mayor Allan

- Provided a verbal report.

Motion 183/26

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

CARRIED**CORRESPONDENCE:****1. Request for Discounted Rate-Carstairs Legion RFD**

Council received a request asking the Town of Carstairs to reduce the rental rate of the Community Hall for the event on July 31, 2026.

Motion 184/26

Motion by Councillor Wilcox to approve the letter of request from The Carstairs Royal Canadian Legion for their upcoming event on July 31, 2026, at the Carstairs Community Hall with the understanding they will not be eligible for a reduced rate again until 2029.

CARRIED**2. Request for Support- Royal Canadian Legion-Military Service Recognition Book RFD**

Council received a request asking the Town of Carstairs for sponsorship of a Military Service Recognition Book.

Motion 185/26

Motion by Councillor Ball to accept the Alberta-NWT Command request as information.

CARRIED

3. Thank You-Kiwanis

Council received a thank you note from a contestant who participated in the Olds Kiwanis Music Festival.

Motion 186/26

Motion by Councillor Selanders to accept the Thank you note from Kiwanis as information.

CARRIED

CAO'S REPORT:

- April 29, 2026, met with CES Principal T. Upshaw to discuss the proposed outdoor learning space.
- April 30, 2026, met with IJD regarding a Contract Update.
- Ongoing meetings with Mountain View County regarding IDP/Annexation, stating that County Council passed a motion to accept the proposed changes and continue with the annexation process with the Town of Carstairs.
- Councillor Tolley previously asked to review ice times at the Carstairs Memorial Arena, an example of the schedule was reviewed, Councillor Tolley notified CAO R. Blair of a proposal from Airdrie to buy available ice time.

Motion 187/26

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

CARRIED

COUNCILLOR COMMENTS:

1. Councillor Wilcox

- Along with L. King was featured in the April 19th, 2026 edition of the Calgary Journal for seniors' programs.

2. Councillor Selanders

- Tax assessments inquiries.

3. Councillor Fricke

- Inquired about the Soil leveling behind the bus park near the HSS, the developer is hauling in loam for storage.
- Census advertising was well received.
- Offered Thanks for the flowers for the loss of her mother-In Law.

4. Mayor Allan

- Tax assessment inquiries.

Motion 188/26

Motion by Councillor Wilcox to accept Councillor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

1. David Grossklaus

Spoke regarding Travis, the assessor with Municipal Assessment Services Group, stating he was very knowledgeable, patient, and easy to work with. However, due to circumstances beyond their control, the supporting documentation required to demonstrate that the assessment was too high needed to fall within a specific timeframe and was unable to be obtained afterward, making an appeal unavailable this year. He thanked Council for their patience and support throughout the process. He also expressed interest in learning more about the formula used to determine mass assessment values and stated he will continue learning about the assessment process.

NEXT MEETING:

Monday, May 25, 2026, at 7:00 p.m.

ADJOURNMENT:

Motion 189/26

Motion by Councillor Tolley to adjourn the meeting of May 11, 2026, at 9:30 p.m.

CARRIED



Dean Allan, Mayor



Rick Blair, CAO