



REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JANUARY 26, 2026, 7:00 P.M.

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of January 26, 2026
Motion: To adopt the agenda of January 26, 2026

4. ADOPTION OF MINUTES

- a) Adoption of minutes of January 12, 2026 (addendum 4.a)
Motion: To adopt the minutes of January 12, 2026



5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) MVC Priorities

6. DELEGATIONS

7. BYLAWS AND POLICIES

- a) Bylaw No. 2066 Land Use Redesignation-Mandalay (addendum 7.a)



8. NEW BUSINESS

9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE
i) Minutes of January 20, 2026 (addendum 9.a.i)



- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
c) MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
d) MOUNTAIN VIEW SENIORS HOUSING

10. COUNCILOR REPORTS

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- a) COUNCILOR BALL
- b) COUNCILOR FRICKE
- c) COUNCILOR ROBERTS
- d) COUNCILOR SELANDERS
- e) COUNCILOR TOLLEY
- f) COUNCILOR WILCOX
- g) MAYOR ALLAN

11. CORRESPONDENCE

12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. 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 (AITA), 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).

- a) Section 19-Disclosure harmful to business interest of a third party-Delegation
- b) Section 19-Disclosure harmful to business interest of a third party-Correspondence
- c) Section 19-Disclosure harmful to business interest of a third party-Correspondence

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, JANUARY 12, 2026, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Allan; Councilors Ball, Fricke, Roberts, Selanders, Tolley & Wilcox; Director of Legislative & Corporate Services Shannon Allison; Deputy CAO and Director of Planning & Development Kirk Williscroft; CAO Rick Blair & Executive Assistant Kayleigh Van Es
ABSENT:	Nil
CALL TO ORDER:	Mayor Allan called the meeting of Monday, January 12, 2026, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA: Motion 001/26	Motion by Councilor Ball to adopt the Regular Council agenda of January 12, 2026, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES:	
Motion 002/26	Motion by Councilor Roberts to adopt the Public Hearing Meeting minutes of December 8, 2025, as presented. CARRIED
Motion 003/26	Motion by Councilor Selanders to adopt the Regular Council Meeting minutes of December 8, 2025, as presented. CARRIED
Motion 004/26	Motion by Councilor Wilcox to adopt the Special Council Meeting minutes of December 16, 2025, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	1. William Stevenson (Member of Parliament) W. Stevenson attended Council to wish Council a Happy New Year and to offer congratulations on the recent election. He noted the importance of maintaining strong local connections and encouraged Council to reach out as needed. He acknowledged that it has been a hectic year and advised that, while his official office is in Edson, he is only a phone call away. Mayor Allan thanked W. Stevenson for attending.
BYLAWS & POLICIES:	1. Bylaw No. 1060 Cat Control Bylaw-Amended The Amended Cat Control Bylaw was reviewed at the latest P&P meeting and was forwarded to Council for ratification.
Motion 005/26	Motion by Councilor Fricke to give first reading of Bylaw No. 1060 Cat Control Bylaw, as amended. CARRIED
Motion 006/26	Motion by Councilor Wilcox to give second reading of Bylaw No. 1060 Cat Control Bylaw, as amended. CARRIED
Motion 007/26	Motion by Councilor Selanders to move to third and final reading of Bylaw No. 1060 Cat Control Bylaw, as amended. UNANIMOUSLY CARRIED
Motion 008/26	Motion by Councilor Ball to give third and final reading of Bylaw No. 1060 Cat Control Bylaw, as amended. CARRIED
	2. Bylaw No. 1079 Dog Control Bylaw-Amended The Amended Dog Control Bylaw was reviewed at the latest P&P meeting and was forwarded to Council for ratification.
Motion 009/26	Motion by Councilor Tolley to give first reading of Bylaw No. 1079 Dog Control Bylaw, as amended. CARRIED

Regular Council Meeting – January 12, 2026,		Page 2 of 4
Motion 010/26	Motion by Councilor Roberts to give second reading of Bylaw No. 1079 Dog Control Bylaw, as amended.	CARRIED
Motion 011/26	Motion by Councilor Wilcox to move to third and final reading of Bylaw No. 1079 Dog Control Bylaw, as amended.	UNANIMOUSLY CARRIED
Motion 012/26	Motion by Councilor Selanders to give third and final reading of Bylaw No. 1079 Dog Control Bylaw, as amended.	CARRIED
	3. Policy No. 26-022-26 Animal Foster Home Policy The Animal Foster Home Policy was reviewed at the latest P&P meeting and was forwarded to Council for ratification.	
Motion 013/26	Motion by Councilor Fricke to adopt Policy No. 26-022-26 Animal Foster Home Policy, as presented.	CARRIED
NEW BUSINESS:	1. Fortis Distribution Tariff Notice Council reviewed the notice.	
Motion 014/26	Motion by Councilor Roberts to accept the Fortis Distribution Tariff Notice as information.	CARRIED
	2. Planning & Development 2025 Overview K. Williscroft spoke to the overview. In 2025, there were 45 new home builds, six multi-family builds, and five industrial and commercial buildings, for a total of 202 permits issued. The value of construction increased substantially. Councilor Fricke asked whether the multi-family permits were counted as single units. K. Williscroft confirmed that they were, and noted that if counted as individual units, there would be a total of 48 new homes. Councilor Ball asked whether there had been any progress with Kitstone. K. Williscroft advised that progress has been made, noting that Kitstone’s first permit was issued on Friday. He further advised that four new home permits have already been applied for this year. Councilor Wilcox commented on a recent conversation she had with builders in Calgary who are experiencing wait times of six months or more for building permits, and noted the positive reputation Carstairs has for its quick turnaround times. She commended the department for their work.	
Motion 015/26	Motion by Councilor Selanders to accept Planning & Development 2025 Overview as information.	CARRIED
COMMITTEE REPORTS:	1. Policies & Priorities Committee - Minutes of the December 16, 2025, were attached. Next Meeting January 20, 2026.	
Motion 016/26	Motion by Councilor Wilcox to accept Planning & Priorities Committee minutes as information.	CARRIED
	2. Mountain View Regional Waste Commission - Next meeting March 2026. 3. Mountain View Regional Water Services Commission - Next meeting January 14, 2026. 4. Mountain View Seniors’ Housing - Councilor Fricke provided a verbal report from the December 11, 2026, meeting. Ten years of audited financial statements were reviewed. The organization is now in a position where debt is no longer being refinanced. Operating costs are in line with industry standards as identified by ASCHA and the Province. It was noted that the Premier and Minister announced the first increase to the continuing care capital grant in over a decade.	
Motion 017/26	Motion by Councilor Ball to accept all Committee Reports as information.	CARRIED

- COUNCILOR REPORTS:
1. Councilor Ball

- Provided a verbal report.

- December 16, 2025, attended the Policies and Priorities Meeting.

- December 16, 2025, attended the Special Council Meeting.
2. Councilor Fricke

- Provided a verbal report.

- December 11, 2025, attended the MVSH Board Meeting.

- December 16, 2025, attended the Policies and Priorities Meeting.

- December 16, 2025, attended the Special Council Meeting.

- January 9, 2026: Completed Local Authority Elected Officials Emergency Management Training.
3. Councilor Roberts

- Provided a verbal report.

- December 10, 2025, attended the Mountain View Regional Water Commission Meeting.

- December 16, 2025, attended the Policies and Priorities Meeting.

- December 16, 2025, attended the Special Council Meeting.
4. Councilor Selanders

- Provided a verbal report.

- December 16, 2025, attended the Policies and Priorities Meeting.

- December 16, 2025, attended the Special Council Meeting.
5. Councilor Tolley

- Provided a verbal report.

- December 16, 2025, attended the Policies and Priorities Meeting.

- December 16, 2025, attended the Special Council Meeting.
5. Councilor Wilcox

- Provided a verbal report.

- December 11, 2026, attended the Parkland Executive Meeting.

- December 16, 2025, attended the Policies and Priorities Meeting.

- December 16, 2025, attended the Special Council Meeting.
6. Mayor Allan

- Provided a verbal report.

- December 16, 2025, attended the Policies and Priorities Meeting.

- December 16, 2025, attended the Special Council Meeting.

Motion 018/26

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

CARRIED

CORRESPONDENCE:

Nil

- CAO’S REPORT:
- December 16, 2025, attended the Policies and Priorities Meeting.

- December 16, 2025, attended the Special Council Meeting.

- January 6, 2026, met with RCMP regarding the Regional Policing Model. Starting the process of planning the detachment.

- January 6, 2026, met with Chris Ulmer of Urban Systems to discuss the IDP and annexation, review with the ICC in March.

- Working on PowerPoint presentation with J. Holmes of MVC for the January 26, 2026, meeting.

- Water line construction to begin January 19, 2026.

- Still awaiting the School Safety Assessment from CEMA, which was expected in September 2025.

- New Ice Plant has been impacted by Tariffs, so far, an increase of \$13,000.

- MVC has asked for a letter of priorities for the end of the month. Council to discuss at P&P.

- AB Munis Spring Leaders Caucus upcoming in March.

Motion 019/26

Motion by Councilor Roberts to accept CAO’s Report as information.

CARRIED

- COUNCILOR COMMENTS:
1. Councilor Fricke

- Received positive feedback on increased communication.
2. Councilor Selanders

- Received a request from a resident asking if the Town would be willing to bring back a bin system for the Spring Cleanup Day rather than the dump voucher.

- Requested Water rate increase sheet provided at previous meeting.

Motion 020/26

Motion by Councilor Wilcox to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

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CLOSED MEETING:	1. Disclosure harmful to Business Interests of a Third Party-Section 19 <i>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).</i>	
Motion 021/26	Motion by Councilor Tolley that Council close the meeting to the public to discuss Disclosure harmful to Personal Privacy, as per Section 20, of the ATIA, at 7:27 p.m.	CARRIED
Motion 022/26	Motion by Councilor Ball to come out of the closed meeting session at 7:53 p.m.	CARRIED
Motion 023/16	Motion by Councilor Tolley to direct Administration to reduce requested water and sewer fees for Roll No. 12030.101.	CARRIED
NEXT MEETING:	Monday, January 26, 2026, at 7:00 p.m.	
ADJOURNMENT:		
Motion 024/26	Motion by Councilor Wilcox to adjourn the meeting of January 12, 2026, at 7:54 p.m.	CARRIED

Dean Allan, Mayor

Rick Blair, CAO

Bylaw No. 2066

A BYLAW OF THE TOWN OF CARSTAIRS to amend Land Use Bylaw 2060.

WHEREAS, Council of the Town of Carstairs wishes to amend Land Use Bylaw No. 2060 by providing a Land Use Re-designation to rezone ~ 0.506 hectares (1.25 acres) of land located within the SW 16-30-1-5 W5M, being all/part of Lot 3, Block 2, Plan 201 0607 in Schedule A, from Medium Density Residential – Attached Dwelling District (R3), Low Density Residential – Two Dwelling District (R2) and Public Facility and Recreation District (PFR) to Low Density Residential District - Single Detached District (R1).

AND WHEREAS, the requirements of the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26 regarding the advertising of this Bylaw have been complied with;

AND WHEREAS, copies of this Bylaw and related documents were made available for inspection by the public at the Town office as required by the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26;

NOW THEREFORE, Council of the Town of Carstairs duly assembled and pursuant to the *Municipal Government Act* Revised Statutes of Alberta 2000, Chapter M-26 enacts as follows:

Schedule “A”

Land Use District Map would be amended to include SW 16-30-1-5 W5M, being all/part of Lot 3, Block 2, Plan 201 0607, consisting of ~ 0.506 hectares (1.25 acres) and shall be re-designated from Medium Density Residential – Attached Dwelling District (R3), Low Density Residential – Two Dwelling District (R2) and Public Facility and Recreation District (PFR) to Low Density Residential District - Single Detached District (R1).

As shown on the attached map identified as “Schedule A”.

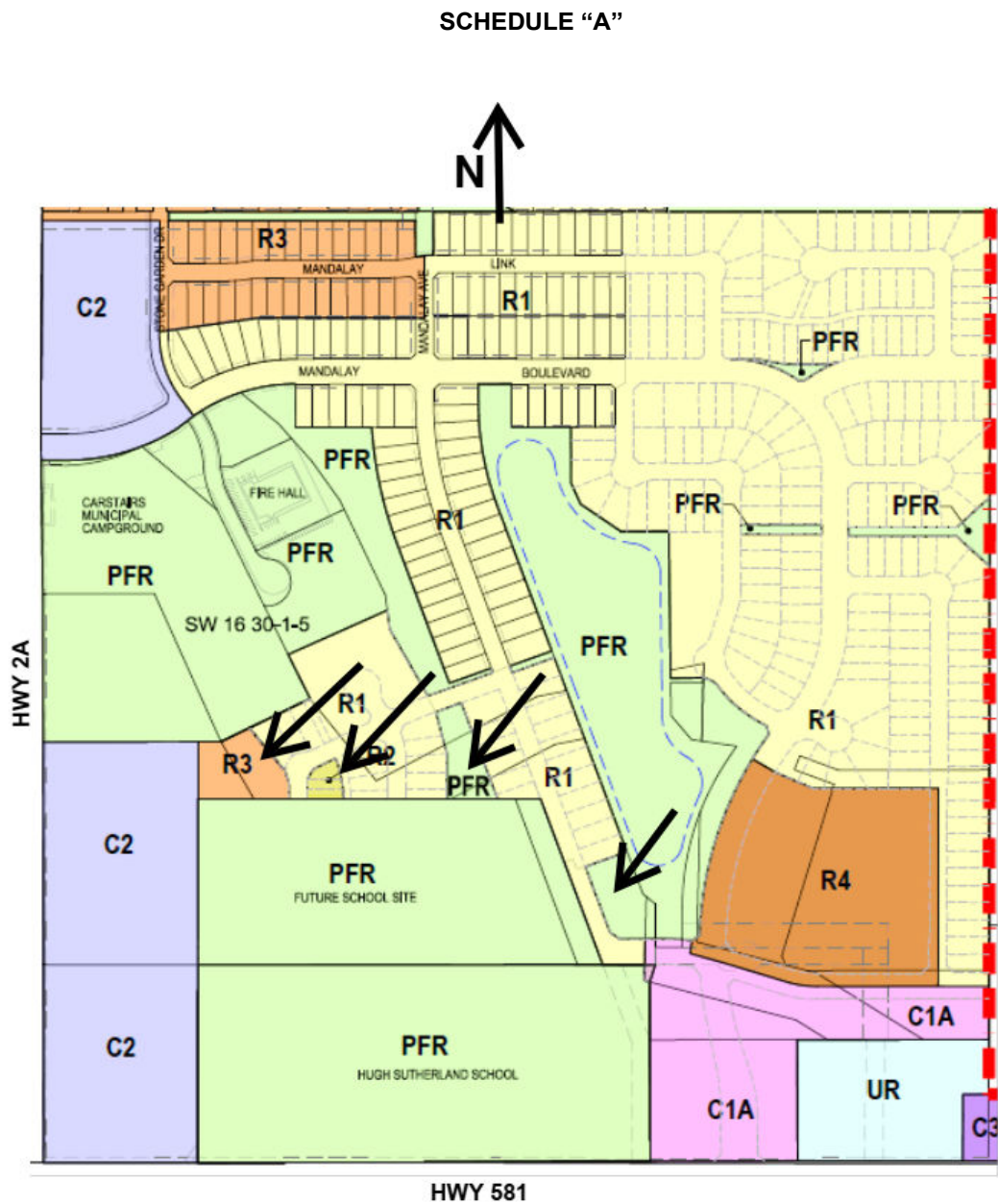
READ A FIRST TIME THIS 26TH DAY OF JANUARY, A.D, 2026

READ A SECOND TIME THIS XX DAY OF XX A.D., 2026

READ A THIRD AND FINAL TIME THIS XX DAY OF XX A.D., 2026

Dean Allan, Mayor

Rick Blair, CAO



**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
TUESDAY, JANUARY 20, 2026, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Mayor Allan, Councilors Ball, Fricke, Selanders, & Roberts; Director of Emergency Services Rob McKay; Director of Planning & Development & Deputy CAO Kirk Willisroft; CAO Rick Blair; & Executive Assistant Kayleigh Van Es

ABSENT: Councilor Tolley and Wilcox

CALL TO ORDER: Mayor Allan called the Policies & Priorities Committee meeting of Tuesday, January 20, 2026, to order at 1:00 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Ball to adopt the Policies & Priorities Committee meeting agenda of January 20, 2026, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Fricke to adopt the Policies & Priorities minutes of December 16, 2025, as presented.

CARRIED

UNFINISHED BUSINESS: 1. Priorities MVC

The Committee reviewed the letter requesting that the municipality provide its top three priorities by January 31, 2026, for MVC Council's consideration. Council will review and let Mountain View County know by January 31, 2026.

Motion by Councilor Selanders to accept the Priorities for MVC as information.

CARRIED

DELEGATIONS:

1. Chris Pittner-Cleanup order appeal

C. Pittner presented an appeal regarding the cleanup order issued for his property located at 693 10th Avenue. The property is currently awaiting subdivision approval, which is required before the modular home referenced in the cleanup order can be relocated and removed from the site.

R. McKay spoke to the cleanup order, noting growing concerns related to the modular home remaining on the lot, particularly as new residential builds are occurring nearby and are facing what has been described as an "unsightly" structure. It was confirmed that there is no record of a development permit being issued for the placement of the modular home on the lot.

Councilor Ball asked whether any work had been completed on the property since the cleanup order was issued. C. Pittner responded that the modular home has been wrapped in Tyvek and that the scaffolding has been removed and the site cleaned up.

Councilor Fricke asked whether the modular home could be considered grandfathered if a permit had existed when the lot was zoned R3. K. Willisroft responded that, under Section 1.4 of the Land Use Bylaw, grandfathering would not apply. The modular home would still require approval through the proper channels, as it is a discretionary use and would need to proceed to the Municipal Planning Commission (MPC) for final approval.

Mayor Allan asked for clarification on the square footage of the modular home. C. Pittner advised that the home is approximately 1,220 square feet.

Policies & Priorities Committee Meeting – January 20, 2026,**Page 2 of 4**

Councilor Fricke asked what options were available to Council when directing Administration on the appeal. CAO Blair advised that Council may direct Administration to deny the appeal, approve the appeal, refer the matter to MPC, or approve the appeal with conditions or parameters.

Councilor Selanders clarified that MPC consideration would occur following subdivision approval. K. Willisroft confirmed this. Councilor Selanders also asked whether the cleanup order was complaint-based, which R. McKay confirmed. Councilor Selanders stated that, in her opinion, the appellant appears to have good intentions and is following the required processes, acknowledging that these processes can take time.

Councilor Ball asked what a reasonable expectation would be for the modular home to be relocated once subdivision approval is granted. K. Willisroft responded that, from a development standpoint, the process is straightforward and, if all approvals proceed as anticipated, relocation could occur by summer.

Councilor Selanders suggested that a timeline be established, with the cleanup order reinstated if no progress has been made by July.

Councilor Fricke confirmed that even if Council approved the appeal, the modular home would still be required to proceed through MPC for approval. K. Willisroft confirmed.

Councilor Ball asked whether the complaint involved any issues other than the relocation of the modular home. R. McKay responded that the complaint pertains solely to the modular home.

Motion by Councilor Ball to approve the appeal submitted by Chris Pittner regarding the cleanup order for 693 10th Avenue, subject to the completion of subdivision approval by the end of March.

CARRIED**BYLAW & POLICIES:****1. Swearing-in Policy**

The Committee reviewed the proposed Swearing-In Policy.

Councilor Selanders asked what provisions are included in the proposed policy that are not already addressed within the existing legislation.

Councilor Fricke asked whether the policy would be more appropriately included as a schedule attached to the current Procedural Bylaw.

Councilor Selanders requested an opportunity to review the current Procedural Bylaw in conjunction with the proposed policy.

Motion by Councilor Ball to accept the Swearing-In Policy as information and direct Administration to make further revisions and return the policy in conjunction with the Procedural Bylaw to a future Policy & Priorities meeting for further review.

CARRIED**2. Social Media Policy**

The Committee reviewed the proposed Social Media policy.

Councilor Fricke requested the addition of provisions related to electronic communication under Section 2, Internal Communications.

Councilor Selanders asked who the policy applies to. CAO Blair advised that the policy applies to all employees and Council.

Policies & Priorities Committee Meeting – January 20, 2026,**Page 3 of 4**

Councilor Ball requested the inclusion of an example disclaimer and asked for clarification regarding photo consent on personal social media accounts. CAO Blair advised that photo consent is only required when images are posted by the Town of Carstairs.

Motion by Councilor Fricke to accept the Social Media Policy as information and direct Administration to make the discussed revisions and bring the policy back to a Policy & Priorities meeting for further review.

CARRIED**NEW BUSINESS:**

Nil

REPORTS:**1. Development Reports**

The Committee reviewed the Development Reports. To date, 10 permits have been issued, including 6 new home builds and 4 compliance certificates.

- a. Permit listing
- b. Compliance listing

Councilor Selanders asked a question regarding compliance requirements for a non-conforming building.

Motion by Councilor Ball to accept Development Reports as information.

CARRIED**2. City-Wide Monthly Reports**

The Committee reviewed the following City-Wide Monthly reports.

- a. Fire Reports
- b. Bylaw Reports

Motion by Councilor Roberts to accept City Wide Monthly Reports as information.

CARRIED**3. Emergency Services**

The Committee reviewed the following Emergency Services reports.

- a. Carstairs Emergency Management Agency (CEMA) Report
- b. Emergency Services Report

R. McKay stated that 4 of 7 Councilors have completed AEMA training.

Motion by Councilor Fricke to accept Emergency Services Reports as information.

CARRIED**4. Quarterly Facility Utilization Reports**

The Committee reviewed the following Quarterly Facility Utilization reports.

- a. Carstairs Memorial Arena
- b. Carstairs Community Hall

Motion by Councilor Selanders to accept Quarterly Facility Utilization Reports as information.

CARRIED**5. Quarterly Listings**

The Committee reviewed the following Quarterly Listing.

- a. Conducted Studies Listing

Councilor Fricke asked whether a review date had been identified for the Municipal Census. CAO Blair advised that conducting a Municipal Census is only beneficial if there has been substantial population growth sufficient to increase grant funding.

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Motion by Councilor Selanders to accept Quarterly Listings Conducted Studies as information.

CARRIED**CORRESPONDENCE:****1. Letter from Municipal Affairs-Dan Williams**

Council reviewed the letter received from Minister Dan Williams, Municipal Affairs.

Motion by Councilor Ball to accept the letter from Minister Dan Williams as information.

CARRIED**GENERAL DISCUSSION:****1. RCMP Policing Priorities**

CAO Blair informed the Committee of an upcoming meeting with the RCMP. He advised that Council's policing priorities will continue to align with the 2025 priorities, as follows: 1. Increased Visibility & Traffic Safety 2. Youth Interaction 3. Crime Prevention (Family Violence Prevention & Education) 4. Drug Prevention & Education.

CLOSED MEETING:**1. Disclosure harmful to Business Interests of a Third Party-Section 19**

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 by Councilor Ball that Council close the meeting to the public to discuss Disclosure harmful to Business Interests of a Third Party, as per Section 19, of the ATIA, at 2:07 p.m.

CARRIED

Motion by Councilor Fricke to come out of the closed meeting session at 2:15 p.m.

CARRIED

Motion by Councilor Roberts to direct Administration to respond to the MVSH letter.

CARRIED**NEXT MEETING:**

Tuesday, February 17, 2026

ADJOURNMENT:

Motion by Councilor Ball to adjourn the Policies & Priorities Committee meeting of Tuesday, January 20, 2026, at 2:16 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO