



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

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of Agenda of January 20, 2026
Motion: To adopt the agenda of January 20, 2026

4. ADOPTION OF MINUTES

- a) Adoption of Minutes of December 16, 2025 (addendum 4.a)
Motion: To adopt the minutes of December 16, 2025



5. UNFINISHED BUSINESS

- a) Priorities MVC

6. DELEGATIONS

- a) Chris Pittner-Cleanup order appeal

7. BYLAW & POLICIES

- a) Swearing-in Policy
- b) Social Media Policy

8. NEW BUSINESS

9. REPORTS

- a) DEVELOPMENT
 - i) Permit Listing - Year to Date
 - ii) Compliance Listing - Year to Date
- b) CITY WIDE MONTHLY REPORTS
 - i) Fire Reports
 - ii) Bylaw Reports

3 - 4

- c) EMERGENCY SERVICES
 - i) Carstairs Emergency Management Agency (CEMA) Report
 - ii) Emergency Services Report
- d) QUARTERLY FACILITY UTILIZATION REPORTS
 - i) Carstairs Memorial Arena
 - ii) Carstairs Community Hall
- e) QUARTERLY LISTINGS
 - i) Conducted Studies Listing

10. CORRESPONDENCE

- a) Letter from Municipal Affairs-Dan Williams

11. GENERAL DISCUSSION

12. 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

13. NEXT MEETING

February 17, 2026

14. ADJOURNMENT

**MINUTES OF THE POLICIES & PRIORITIES COMMITTEE MEETING
TUESDAY, DECEMBER 16, 2025, 1:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Mayor Allan, Councilors Ball, Fricke, Selanders, Tolley, Roberts & Wilcox, Director of Corporate & Legislative Services Shannon Allison, Director of Planning & Development & Deputy CAO Kirk Williscroft, CAO Rick Blair, & Recording Secretary Amy Phillips

ABSENT: Nil

CALL TO ORDER: Mayor Allan called the meeting of Tuesday, December 16, 2025, to order at 1:02 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Ball to adopt the Policies & Priorities Committee meeting agenda of December 16, 2025, as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Roberts to adopt the Policies & Priorities minutes of November 18, 2025, as presented.

CARRIED

UNFINISHED BUSINESS: 1. Policy No. 26-022-25 Animal Foster Policy

The Committee reviewed the changes made to the new policy that was brought forward at the last Policies & Priorities Committee meeting.

Discussion of length of term and number of animals.

Motion by Councilor Tolley to accept Policy No. 26-022-25 Animal Foster Policy as presented and forward to Council with the recommendation for ratification.

CARRIED

2. Bylaw No. 1060 Cat Control Bylaw

The Committee reviewed the changes made to the Bylaw to align with the Animal Foster Policy.

Motion by Councilor Fricke to accept Bylaw No. 1060 Cat Control Bylaw as presented and forward to Council with the recommendation for ratification.

CARRIED

3. Bylaw No. 1079 Dog Control Bylaw

The Committee reviewed the changes made to the Bylaw to align with the Animal Foster Policy.

Motion by Councilor Ball to accept Bylaw No. 1079 Dog Control Bylaw as presented and forward to Council with the recommendation for ratification.

CARRIED

4. 2025 Year End Budget Projections and 2026 Budget Review

S. Allison presented Year End Budget Projections for 2025 followed by the 2026 Budget Review.

Motion by Councilor Ball to accept 2025 Year End Budget Projections and 2026 Budget Review as information.

CARRIED

NEW BUSINESS: Nil

1. Financial Reports

The Committee reviewed the Financial Reports for November 30,2025.

- a. Summary Report
- b. Financial Report
- c. Revenue and Expense Report
- d. Capital Project Report

Motion by Councilor Tolley to accept Financial Reports as information.

CARRIED

2. Development Reports

The Committee reviewed the following Development Reports. To date, 200 permits have been issued, including 46 new home builds and 91 compliance certificates.

- a. Permit listing
- b. Compliance listing

Motion by Councilor Fricke to accept Development Reports as information.

CARRIED

3. City Wide Monthly Reports

The Committee reviewed the following reports.

- a. Fire Reports
- b. Bylaw Reports

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

CARRIED

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 Roberts 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 2:03 p.m.

CARRIED

Motion by Councilor Fricke to come out of the closed meeting session at 2:21 p.m.

CARRIED

GENERAL DISCUSSION: Nil

NEXT MEETING: January 20, 2026

ADJOURNMENT: Motion by Councilor Wilcox to adjourn the meeting of December 16, 2025, at 2:22 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO