

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, JULY 13, 2026, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE**

ATTENDEES:	Mayor Allan; Councilors Ball, Fricke, Roberts, Selanders, Tolley and Wilcox; Director of Legislative & Corporate Services Shannon Allison; Director of Emergency Services Rob McKay; Deputy CAO and Director of Planning & Development Kirk Willisicroft; 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, July 13, 2026, to order at 7:00 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA: Motion 248/26	Motion by Councilor Wilcox to adopt the Regular Council Agenda of July 13, 2026, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES: Motion 249/26	Motion by Councilor Roberts to adopt the Regular Council Meeting minutes of June 22, 2026, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	Nil
BYLAWS & POLICIES:	1. Bylaw No. 2060 Land Use Bylaw-Amended K. Willisicroft and B. Conger remained available to answer additional questions from Council. Councilor Selanders inquired whether a property owner who lost a manufactured home to a fire and wished to replace it with a similar home would be required to undergo additional approval processes. K. Willisicroft advised that not necessarily; however, if a variance or appeal were required, the application would proceed to the Municipal Planning Commission (MPC). He also noted that all development permits are subject to a two-week appeal period. Councilor Selanders further asked about the intent behind moving manufactured homes from a permitted use to a discretionary use. K. Willisicroft clarified that there is no intent to discourage manufactured homes. Rather, the recommendation is to list manufactured homes as a discretionary use to retain greater development control. Councilor Selanders asked what concerns warranted discretionary approval rather than permitting the use outright. B. Conger explained that the primary consideration is building height. He noted that modular and manufactured homes placed on permanent foundations can result in greater overall building height than anticipated due to the elevation of the foundation and the structure itself. Designating the use as discretionary allows the Town to consider site-specific circumstances and ensure compatibility with surrounding development. Motion 250/26 Motion by Councilor Ball to give second reading of Bylaw No. 2060 Land Use Bylaw, as amended. CARRIED Motion 251/26 Motion by Councilor Tolley to give third and final reading of Bylaw No. 2060 Land Use Bylaw, as amended. CARRIED
NEW BUSINESS:	1. RFD-2026 SIP McAlpine Place & McEwan Drive. K. Willisicroft informed Council that following the dig up of water service connections, it was noted that the sanitary lines need to be replaced. Councilor Wilcox asked whether similar issues are anticipated in other neighbourhoods. K. Willisicroft confirmed that comparable conditions are likely to be encountered in the older areas of Town and noted that Administration will take this into consideration during future capital and budget planning.

Motion 252/26

Motion by Councilor Roberts to direct administration to facilitate the additional request with funds to be taken from the Wastewater Infrastructure Reserve Fund in the amount of \$70,000.

CARRIED**2. Parade Permit-Beef & Barley Days**

Council reviewed the permit for the Parade on July 18, 2026.

Motion 253/26

Motion by Councilor Selanders to accept the Beef & Barley Days parade permit as information.

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

- Next Meeting September 15, 2026.

2. Mountain View Regional Waste Commission

- Next Meeting July 27, 2026.

3. Mountain View Regional Water Services Commission

- Councilor Roberts attended the meeting on July 8, 2026. Next Meeting September 2026.

4. Mountain View Seniors' Housing

Councilor Fricke provided a verbal report on the Mountain View Seniors' Housing Board meeting held on June 25, 2026. She advised that the 2026–2028 Business Plan was approved. The Board also identified priority target population groups under the Stronger Foundations framework to help guide future service delivery and organizational priorities. In addition, the Board reviewed a proposal from CityWide to develop an Asset Management and Maintenance Program. Mountain View Seniors' Housing has been working with the Town of Carstairs Administration to better understand the structure and implementation of a comprehensive asset management program. The next meeting is anticipated to be held at the end of July or in September.

Motion 254/26

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

CARRIED**COUNCILOR REPORTS:****1. Councilor Ball**

- Provided a verbal report.
- July 13, 2026, attended the Public Hearing prior to Council.

2. Councilor Fricke

- Provided a verbal report.
- June 25, 2026, attended MVSH Board meeting.
- July 13, 2026, attended the Public Hearing prior to Council.

3. Councilor Roberts

- Provided a verbal report.
- July 8, 2026, attended Mountain View Regional Water Services Commission meeting.
- July 13, 2026, attended the Public Hearing prior to Council.

4. Councilor Selanders

- Provided a verbal report.
- July 13, 2026, attended the Public Hearing prior to Council.

5. Councilor Tolley

- Provided a verbal report.
- July 13, 2026, attended the Public Hearing prior to Council.

6. Councilor Wilcox

- Provided a verbal report.
- July 13, 2026, attended the Public Hearing prior to Council.

7. Mayor Allan

- Provided a verbal report.
- July 10, 2026, met with Administration from the City of Chestermere to tour the Carstairs Fire Hall.
- July 13, 2026, attended the Public Hearing prior to Council.

Motion 255/26

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

CARRIED**CORRESPONDENCE:****1. Mountain View Football Association-Request**

Council reviewed the letter of request for a discounted rate at the Community Hall for their awards banquet on December 2, 2026.

Motion 256/26

Motion by Councilor Ball to approve the letter of request from Mountain View Football Association for their upcoming event on December 2, 2026, at the Carstairs Community Hall with the understanding they will not be eligible for a reduced rate again until 2029.

CARRIED

2. Scholarship Recipients-Thank you
Council reviewed thank you cards received from scholarship recipients expressing appreciation for the scholarships provided.

Motion 257/26

Motion by Councilor Ball to accept Scholarship Recipient Thank you card as information.

CARRIED

CAO’S REPORT:

- June 24, 2026, met with Scarlett Ranch developers.
- June 24, 2026, met with Mountain View County administration regarding annexation discussions.
- June 25, 2026, met with Kitstone developers.
- Ongoing meetings continue with Neoform regarding the Memorandum of Understanding (MOU). Negotiations are also ongoing with Mandalay developers regarding deep utility installation. Developers are currently unwilling to extend utilities to the property line; Administration is obtaining cost estimates for Council’s consideration.
- Ongoing enforcement of the Encroachment Bylaw.

Councilor Fricke inquired whether, if the Town were to fund the servicing of the utility lots, the costs would be recovered from the developers. CAO R. Blair advised that yes, if the work is completed prior to the next phase of development, the costs would be charged back to the developers when they proceed with that phase. He noted that the next phase of Mandalay development is anticipated to occur in approximately two years.

Motion 258/26

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

CARRIED

COUNCILOR COMMENTS:

- 1. Councilor Fricke**
-Received an inquiry regarding an item hanging from a streetlight in the Meadow Park area.
- 2. Councilor Tolley**
-Congratulated the U13 Chargers Lacrosse team on winning the provincial championship.
-Commended Operations staff for their work maintaining sidewalks and completing intersection painting.
- 3. Mayor Allan**
-Raised concerns regarding weed growth and maintenance in green spaces. CAO R. Blair advised that, while there are no excuses, recent weather conditions have made maintenance activities challenging. He noted that staff are working to address the areas requiring attention and will continue maintenance efforts now that conditions have improved.

Motion 259/26

Motion by Councilor Fricke to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

- 1. Michelle Webb-Carstairs Curling Club President**
M. Webb, President of the Carstairs Curling Club, addressed Council regarding a Building Code Violation Order issued to the Curling Club related to fire separation requirements and other safety code concerns stemming from the requirement to install a Knox Box. She attended to clarify ownership responsibilities and request assistance from the Town. M. Webb advised that the Order issued on June 23, 2026, identified the Town of Carstairs as the owner, creating confusion regarding responsibility for the required work. She noted that while the Curling Club has historically operated and maintained the building under a lease agreement, there is no documentation confirming ownership. She advised that the Town owns the land, while the Curling Club has historically managed the facility, completing maintenance and improvements through fundraising and community partnerships. M. Webb advised that the Curling Club does not have the financial capacity to complete the work required under the Order.
- Councilor Tolley asked whether the Curling Club was seeking the Town to assume ownership and responsibility of the facility or whether they were requesting financial assistance.
- M. Webb advised there is confusion regarding responsibilities in the lease agreement. The lease agreement was reviewed, and it was

confirmed that the Curling Club is responsible for building maintenance. She stated that the Curling Club is willing to work with the Town but is unable to financially address the current requirements.

Councilor Tolley advised that Council would like to resolve the matter but expressed concern regarding establishing expectations for future situations if assistance is provided.

CAO R. Blair advised that the matter escalated from the original Knox Box requirement and emphasized that it is not an “us versus them” situation. He advised that Administration is open to meeting with the Curling Club to discuss potential solutions.

Mayor Allan and Council consented to arranging a meeting with M. Webb to continue discussions and explore options for resolution.

CLOSED MEETING:

1. Section 19-Disclosure Harmful to Business Interest 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 260/26

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 7:34 p.m.

CARRIED

Motion 261/26

Motion by Councilor Ball to come out of the Closed Meeting session at 8:26 p.m.

CARRIED

NEXT MEETING:

Monday, August 24, 2026, at 7:00 p.m.

ADJOURNMENT:

Motion 262/26

Motion by Councilor Ball to adjourn the meeting of July 13, 2026, at 8:27 p.m.

CARRIED



Dean Allan, Mayor

Rick Blair, CAO