

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

ATTENDEES: Mayor Allan; Councilors Ball, Fricke, 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: Councilor Roberts

CALL TO ORDER: Mayor Allan called the meeting of Monday, April 13, 2026, to order at 7:00 p.m.

ADDED ITEMS: **1. RCMP Requisition Update** to Business Arising from Previous Meeting (5.a.)

2. Council Meeting Date Change to New Business (8.d.)

ADOPTION OF AGENDA:
Motion 122/26

Motion by Councilor Wilcox to adopt the Regular Council Agenda of April 13, 2026, as amended.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**
Motion 123/26

Motion by Councilor Ball to adopt the Regular Council Meeting minutes of March 23, 2026, as presented.

CARRIED

DELEGATIONS:

1. HSS, CES and Chinooks Edge School Division

Principal D. Nielsen of HSS, Principal T. Upshaw of CES, and Treasurer M. Copley of CESD.

M. Copley advised that Carstairs is currently ranked number one on the priority list for a new high school. This ranking is prior to pre-planning, and funding only becomes available once the project is included in the provincial budget. Until then, the project remains in a holding stage. Appreciation was extended to current and previous Council for their support.

M. Copley noted the provincial list typically includes approximately 60 projects. Councilor Tolley inquired whether the Town could lose its position over time; M. Copley advised this is unlikely but not guaranteed.

Councilor Wilcox congratulated those involved and asked whether updated growth numbers are considered. M. Copley advised that the province has changed its approach and is now more open to discussions regarding updated data and justification for school sizing.

Councilor Fricke inquired about influence on school design. M. Copley advised input occurs during engagement sessions, with greater influence during pre-planning. Timelines vary; historically approximately two years for top-ranked projects. D. Nielsen noted HSS is currently at 108% capacity.

Mayor Allan asked whether a new school would include shop and trades spaces. D. Nielsen responded that this would typically be included, as there is a focus on providing a well-rounded facility.

Councilor Wilcox asked whether academy programming influences school design. D. Nielsen stated that schools are not cookie-cutter and are designed to reflect what makes each community unique, with pre-planning funding being critical to formalizing those elements.

Councilor Ball asked whether academies help strengthen the Town's position provincially. M. Copley advised that programs benefiting the broader community help elevate the project and highlight its uniqueness.

T. Upshaw provided an update on Carstairs Elementary School. Enrollment remains steady with anticipated growth. The school continues to expand hands-on learning through a makerspace and career-focused programming. The outdoor classroom project is in Phase 2, with landscaping and seating underway, and Phase 3 planned to include a gazebo. A focus on social-emotional learning is

planned. Vice Principal Pawluk will be retiring, and Jodi Kennedy will be joining the school.

D. Nielsen provided an update on Hugh Sutherland School, highlighting passion-based learning and a Grade 10 internship program with approximately 140 students placed. Seventy percent of participants have applied for post-secondary education compared to a 50% provincial average. Academy programming continues to expand, including hockey, dance/cheer, agriculture, and STEAM, with rodeo, judo, and a medical academy planned. The medical academy will include a partnership with the Cumming School of Medicine.

Councilor Fricke noted the strong alignment between the three entities and the high level of community participation.

Councilor Wilcox commented that initiatives such as academies and potential medical programming are increasing opportunities in smaller communities, which were historically more limited.

Councilor Tolley expressed appreciation for the passion and dedication demonstrated by administration.

Councilor Ball thanked all parties for their willingness to collaborate with the Town and community.

Councilor Selanders echoed appreciation and acknowledged the progress made, noting the positive momentum and value of continued open communication.

Mayor Allan expressed appreciation for the presentation and acknowledged the excellent work being done.

Motion 124/26

Motion by Councilor Ball to accept the delegation from HSS, CES and CESD as information.

CARRIED

BYLAWS & POLICIES:

Nil

BUSINESS ARISING FROM PREVIOUS MEETING:

1. RCMP Requisition Update

CAO R. Blair presented Council with notification of policing cost share under the Police Funding Model.

Councilor Selanders inquired for clarification regarding the budget figures and funding request. S. Allison advised that estimates are required to finalize the budget and that the municipality must cover any shortfall.

Options presented to address the shortfall included adjusting the mill rate, funding through the Operating Stabilization Fund (OSF), or drawing from the policing reserve established in previous years.

Council was in agreement to draw from the policing reserve.

Motion 125/26

Motion by Councilor Fricke to authorize administration to take the shortfall for the 2025/2026 invoice for the Police Funding Model from Policing Reserves in the amount of \$7,156.40.

CARRIED

Motion 126/26

Motion by Councilor Wilcox to fund any shortfall on the 2026/2027 RCMP Policing Funding Model invoice from Policing Reserves.

CARRIED

NEW BUSINESS:

1. Municipal Emergency Plan

Council reviewed the plan.

Councilor Wilcox inquired about the emergency social services chart and cross-training opportunities. CAO R. Blair will clarify.

Councilor Fricke inquired about evacuation procedures and communications. CAO R. Blair advised these are addressed through the Emergency Plan, including the Voyent Alert! system, with approximately 800 users registered.

Councilor Wilcox noted that CEMA is utilizing a province-wide database through Alberta.

Motion 127/26

Motion by Councilor Fricke to accept the Municipal Emergency Plan as information.

CARRIED**2. RFD-Admin Building Expansion**

CAO R. Blair explained that a cost increase is required to complete the IFT package.

Councilor Tolley inquired whether Council is committed beyond obtaining the drawings.

Councilor Selanders expressed interest in a strategic planning session to review projects from a high-level perspective, including identifying opportunities to align projects and achieve cost savings. Concerns were raised regarding proceeding without a clear understanding of Council priorities, including the value of significant expenditures relative to long-term savings. CAO R. Blair advised that a strategic planning session was previously completed in Canmore at Council's direction, which provided comprehensive information across all departments and projects. Councilor Selanders noted a preference for additional opportunities to contribute to the development of priorities.

Councilor Wilcox commented on the volume of information and inquired how project decisions are determined and aligned. Councilor Selanders noted the importance of understanding and influencing priorities as a new Council. CAO R. Blair advised that departmental priorities are established following an election and reviewed again at the two-year mark. Councilor Wilcox noted that additional context, including staff analysis, would be beneficial for new Council members to better understand how current priorities were established.

Councilor Tolley suggested reviewing priorities after one year to reflect the current Council's direction. Mayor Allan noted that the previous Council's direction in Canmore was to complete existing projects prior to initiating new ones.

Councilor Tolley inquired whether proceeding with the IFT package allows flexibility before construction. CAO R. Blair advised that approximately \$60,000 has already been spent, as previously directed by Council, to advance the IFT package. It was further noted that once completed, the plans can be held and used for tender at a later date without requiring rework.

Councilor Fricke noted that completing the planning phase will provide accurate costing, and that Council is responsible for determining service levels. It was further noted that staff analysis has been completed to align resources with projected growth.

Councilor Ball inquired about the primary drivers of cost increases. Administration advised that rising contractor costs, particularly for mechanical and electrical services, are a key factor.

It was noted that priorities were previously reviewed during the Canmore strategic planning session.

Motion 128/26

Motion by Councilor Ball to direct Administration to facilitate the request for additional funding for the IFT finalized package for the Administration Building design, with funds to be taken from the Operational Stabilization Fund in the amount of \$22,000.

CARRIED 5-1*Councilor Selanders Opposed***3. RFD-Arena Ice-Plant Upgrade & Update**

Council reviewed the RFD.

Councilor Wilcox inquired about available grant funding and whether all options had been accessed. Administration advised that LGFF funding is being utilized, noting limitations and eligibility requirements with other grant programs.

Councilor Fricke inquired whether the pricing is secured. CAO R. Blair confirmed that pricing is locked in and the project has commenced.

Councilor Tolley inquired about the plant tonnage, noted at 150 tons, and asked whether donation of the existing ice plant could be considered. CAO R. Blair advised that this will be explored.

Motion 129/26

Motion by Councilor Tolley to direct Administration to facilitate the request for additional funding for the Arena Ice Plant Upgrade, with funds to be taken from the Operational Stabilization Fund in the amount of \$12,493.59.

CARRIED

5. Council Date Change

Administration advised of a correction to Council meeting date May 26, 2026 to May 25, 2026.

Motion 130/26

Motion by Councilor Tolley to amend the Council meeting date from May 26, 2026 to May 25, 2026.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

- Next meeting April 21, 2026.

2. Mountain View Regional Waste Commission

- Next meeting end of April 2026.

3. Mountain View Regional Water Services Commission

- Mayor Allan attended the AGM on April 8, 2026 and provided a verbal report. Council also reviewed a press release regarding the Raw Water Storage Project

4. Mountain View Seniors' Housing

- Next AGM meeting April 23, 2026, Next Board meeting June 25, 2026. ASCHA conference in Edmonton this week.

Motion 131/26

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

CARRIED

COUNCILOR REPORTS:

1. Councilor Ball

- Provided a verbal report.
- March 26 - 27, 2026, attended Alberta Municipalities Spring Leaders Conference.
- March 27, 2026, attended the Town of Blackfalds Arena Tour.

2. Councilor Fricke

- Provided a verbal report.
- March 25, 2026, attended EOEP Course on Council's Role in Strategic Planning.
- March 26 - 27, 2026, attended Alberta Municipalities Spring Leaders Conference.

3. Councilor Roberts

- Absent.

4. Councilor Selanders

- Provided a verbal report.
- March 25, 2026, attended EOEP Course on Council's Role in Strategic Planning. Would like to have another Strategic Planning Session.
- April 18, 2026, attended the Carstairs Chamber meeting.

5. Councilor Tolley

- Provided a verbal report.
- March 26 - 27, 2026, attended Alberta Municipalities Spring Leaders Conference.
- March 27, 2026, attended the Town of Blackfalds Arena Tour.

6. Councilor Wilcox

- Provided a verbal report.
- March 16, 2026, attended Carstairs Library Board meeting.
- March 17, 2026, attended Policies & priorities Committee meeting.
- March 20, 2026, attended Parkland Library Board meeting.
- March 25, 2026, attended EOEP Course on Council's Role in Strategic Planning.
- March 26 - 27, 2026, attended Alberta Municipalities Spring Leaders Conference.
- March 31, 2026, attended Mountain View Regional Waste Commission to sign cheques.

7. Mayor Allan

- Provided a verbal report.
- April 8, 2026, attended Mountain View Regional Water Services Commission AGM. Met with Mayors of Innisfail and Crossfield.
- April 10, 2026, presented to Grade 2 students at Carstairs Elementary School regarding the role of the Mayor and what it is like to serve in the position.

Motion 132/26

Motion by Councilor Selanders to accept all Councilor Reports as

information.

CARRIED

CORRESPONDENCE:

1. HSS After-Grad Request

Council received a letter of request for the use of the Old Landfill site for an event scheduled for June 26, 2026. The request also included the use of porta-pottis, a generator, and a light tower for the event.

Motion 133/26

Motion by Councilor Wilcox to accept the after-grad request from HSS as information and direct administration to facilitate the request.

CARRIED

2. CARA Letter

Council reviewed the letter.

Motion 134/26

Motion by Councilor Ball to accept the letter from CARA as information.

CARRIED

3. 2026 Fire Services Training Program Grant

Council reviewed the letter from Municipal Affairs with notification of receiving a training grant worth \$4,789.

Motion 135/26

Motion by Councilor Tolley to accept the notification letter of the 2026 Fire Services Training Program Grant as information.

CARRIED

4. Assessment Model Review

Council reviewed the policy update.

Motion 136/26

Motion by Councilor Tolley to accept the Assessment Model Review as information.

CARRIED

CAO'S REPORT:

- March 26 - 27, 2026, attended Alberta Municipalities Spring Leaders Conference.
- March 30, 2026, met with Principal D. Nielsen.
- March 31, 2026, met with ATEC to discuss school safety study.
- April 1, 2026, met with ISL Engineering.
- April 13, 2026, met Chris Ulmer of Urban Systems to review IDP/Annexation.
- The Water Reservoir project remains on schedule and on budget, with deliverables expected in May and June and commissioning planned for August 2026. Councilor Tolley inquired when the Memorial Arena parking lot would be cleaned up. CAO R. Blair advised that the area is expected to be cleared within the next week.
- The lateral line has been filled and tested. Cleanup will commence this week, with landscaping and paving to follow, weather permitting.

Motion 137/26

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

CARRIED

COUNCILOR COMMENTS: 1. Councilor Wilcox

- Reported on Bill 28 and noted that discussions with the Carstairs Library are ongoing.

2. Councilor Selanders

- Reported receiving interest in establishing a Seniors' facility committee. Councilor Fricke noted that Mountain View Seniors Housing (MVSH) typically does not include members at large.

Motion 138/26

Motion by Councilor Fricke to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

1. David Grossklaus

D. Grossklaus advised that the assessor has been difficult to contact and noted a 62% increase in assessment over the past four years, requiring an explanation. D. Grossklaus also inquired when the tax calculator would be available on the website. S. Allison advised that the tax calculator will be reinstated following setting of the mill rate.

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

Motion 139/26 Motion by Councilor Wilcox that Council close the meeting to the public to discuss Disclosure Harmful to Business Interest of a Third-Party, as per Section 19, of the ATIA, at 8:28 p.m. **CARRIED**

Motion 140/26 Motion by Councilor Wilcox to come out of the closed meeting session at 8:36 p.m. **CARRIED**

Motion 141/26 Motion by Councilor Ball to accept intensification of site density for Scarlett Ranch Condos. **DEFEATED**

NEXT MEETING: Monday, April 27, 2026, at 7:00 p.m.

ADJOURNMENT:
Motion 142/26 Motion by Councilor Fricke to adjourn the meeting of April 13, 2026, at 8:37 p.m. **CARRIED**



Dean Allan, Mayor



Rick Blair, CAO