

**MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 23, 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, February 23, 2026, to order at 7:02 p.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA:
Motion 053/26

Motion by Councilor Ball to adopt the Regular Council Agenda of February 23, 2026, as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**
Motion 054/26

Motion by Councilor Roberts to adopt the Regular Council Meeting minutes of February 9, 2026, as presented.

CARRIED

**BUSINESS ARISING FROM
PREVIOUS MEETING:**

1. Bylaw No. 2066 Mandalay Phase 2

K. Williscroft spoke to the Bylaw and the Subdivision report for Phase 2 of the Mandalay Subdivision.

Councilor Fricke asked if this phase would include a roundabout to the Highway 581, K. Williscroft stated that it will be included in the next phase.

Motion 055/26

Motion by Councilor Fricke to give second reading of Bylaw No. 2066 Mandalay Phase 2, as presented.

CARRIED

Motion 056/26

Motion by Councilor Wilcox to give third and final reading of Bylaw No. 2066 Mandalay Phase 2, as presented.

CARRIED

Administration recommended that Council approve the subdivision with the following conditions: **1.** That the applicant/owner prepare and follow Residential Design Guidelines to the satisfaction of the Town of Carstairs; **2.** That subdivision is carried out by means suitable to the Registrar of the Land Titles Office per Section 81 and 89 of the Land Titles Act; **3.** That prior to endorsement, it is the responsibility of the Applicant to ensure that the submission of a Plan of Survey, including CAD file, the Owner's Consent to Register, and the Surveyor's Affidavit are received by the Town of Carstairs; **4.** That prior to plan endorsement, all existing or newly required access rights-of-way, easements, overland drainage rights-of-way and agreements that are to be registered shall be provided to the satisfaction of the Town of Carstairs; **5.** That prior to endorsement all outstanding property taxes be paid, or satisfactory arrangement for payment thereof, to the Town of Carstairs (per Section 654 (1)(d) of the Municipal Government Act); and; **6.** That the applicant/owner enter into a development agreement with the Town of Carstairs to include, but not be limited to, the construction of roads and sidewalks, the installation of municipal services, and boulevard landscaping.

Motion 057/26

Motion by Councilor Tolley to approve the Subdivision Report for Mandalay Phase 2, subject to the conditions listed in Section 7.0, Decision and Conditions of Subdivision, Option D.

CARRIED

2. Bylaw No. 2067 Borrowing Bylaw-2025 Jacobsen Mower

S. Allison advised that it is more cost-effective to borrow funds for the mower rather than lease the equipment.

Mayor Allan asked if there was an option to pay off the loan early. S. Allison confirmed that there is.

Motion 058/26 Motion by Councilor Ball to give first reading of Bylaw No. 2067 Borrowing Bylaw-2025 Jacobsen Mower, as presented.

CARRIED

Motion 059/26 Motion by Councilor Wilcox to give second reading of Bylaw No. 2067 Borrowing Bylaw-2025 Jacobsen Mower, as presented.

CARRIED

Motion 060/26 Motion by Councilor Selanders to move to third and final reading of Bylaw No. 2067 Borrowing Bylaw-2025 Jacobsen Mower, as presented.

UNANIMOUSLY CARRIED

Motion 061/26 Motion by Councilor Roberts to give third and final reading of Bylaw No. 2067 Borrowing Bylaw-2025 Jacobsen Mower, as presented.

CARRIED

DELEGATIONS: Nil

BYLAWS & POLICIES: 1. Bylaw No. 1062 Traffic Bylaw The Bylaw was reviewed at the last Policies & Priorities Committee meeting, with recommendation for adoption.

Councilor Selanders noted the document had not been corrected following changes made at the last P&P meeting. Administration acknowledged the error and confirmed that the correct version will be signed.

Motion 062/26 Motion by Councilor Fricke to give first reading of Bylaw No. 1062 Traffic Bylaw, as amended.

CARRIED

Motion 063/26 Motion by Councilor Wilcox to give second reading of Bylaw No. 1062 Traffic Bylaw, as amended.

CARRIED

Motion 064/26 Motion by Councilor Selanders to move to third and final reading of Bylaw No. 1062 Traffic Bylaw, as amended.

UNANIMOUSLY CARRIED

Motion 065/26 Motion by Councilor Roberts to give third and final reading of Bylaw No. 1062 Traffic Bylaw, as amended.

CARRIED

2. Policy No. 11-029-26 Appeal Policy The Policy was reviewed at the last Policies & Priorities Committee meeting, with recommendation for adoption.

Motion 066/26 Motion by Councilor Ball to adopt Policy No. 11-029-26 Appeal Policy, as presented.

CARRIED

3. Policy No. 11-030-26 Swearing-In Ceremony Policy The Policy was reviewed at the last Policies & Priorities Committee meeting, with recommendation for adoption.

Motion 067/26 Motion by Councilor Tolley to adopt Policy No. 11-030-26 Swearing-In Ceremony Policy, as presented.

CARRIED

4. Policy No. 12-041-26 Communications & Social Media Policy The Policy was reviewed at the last Policies & Priorities Committee meeting, with recommendation for adoption.

Motion 068/26 Motion by Councilor Wilcox to adopt Policy No. 12-041-26 Communications & Social Media Policy, as presented.

CARRIED

NEW BUSINESS: 1. January 2026 Financials S. Allison presented December 31,2025 Year End Financials as well as January 2026 Financial Statements.

Councilor Fricke commented that the new layout makes financials much easier to understand.

Councilor Tolley asked for clarification on unrestricted versus restricted funds and deferred revenue.

CAO Blair stated that Administration will be looking at a Capital Reserve Capacity Bylaw.

Motion 069/26

Motion by Councilor Tolley to accept January 2026 and 2025 Financial Discussions as information.

CARRIED

2. Fleet Summary 2022 & 2025

CAO Blair provided a breakdown of the Town's fleet inventory and tracking, including light-, medium-, and heavy-duty vehicles. The report identifies any anomalies and provides explanations on variances. He advised that this information will be brought to Council on a regular basis for ongoing monitoring and transparency.

Motion 070/26

Motion by Councilor Ball to accept Fleet Summary from 2022 & 2025 as information.

CARRIED

3. MPC Appointment-Tom Humphrey

Motion 071/26

Motion by Councilor Wilcox to appoint Tom Humphrey to the Municipal Planning Commission for a 2-year term.

CARRIED

COMMITTEE REPORTS:

1. Policies & Priorities Committee

- Minutes of the February 17, 2026, meeting were attached. Next meeting March 17, 2026.

2. Mountain View Regional Waste Commission

- Next meeting April 2026.

3. Mountain View Regional Water Services Commission

- Councilor Roberts provided a verbal report of February 10, 2026. Next meeting AGM April 8, 2026.

4. Mountain View Seniors' Housing

- Councilor Fricke provided a verbal report. The Board participated in an all-facility site tour in Sundre, Cremona, Didsbury, Carstairs, and Olds on February 13, 2026. The Board met on February 19, 2026. Asset transfer for Carry Manor was approved by the Government of Alberta, and ownership will be transferred to MVSH. The Board reviewed several policies. Received presentations from the Director of Operations and Director of Maintenance. Attrition rate since the new CAO assumed the role has been reduced by 74%. Next meeting March 19, 2026.

Motion 072/26

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

CARRIED

COUNCILOR REPORTS:

1. Councilor Ball

- Provided a verbal report.
- February 17, 2026, attended Policies & Priorities Committee Meeting.

2. Councilor Fricke

- Provided a verbal report.
- February 13, 2026, MVSH Board Site Tours of all properties in Sundre, Cremona, Didsbury, Carstairs, and Olds.
- February 17, 2026, attended Policies & Priorities Committee Meeting.
- February 19, 2026, attended MVSH Board meeting.

3. Councilor Roberts

- Provided a verbal report.
- February 10, 2026, attended Mountain View Regional Water Services Commission meeting.
- February 17, 2026, attended Policies & Priorities Committee Meeting.

4. Councilor Selanders

- Provided a verbal report.
- February 17, 2026, attended Policies & Priorities Committee Meeting.

5. Councilor Tolley

- Provided a verbal report.

6. Councilor Wilcox

- Provided a verbal report.
- February 17, 2026, attended Policies & Priorities Committee Meeting.
- February 19, 2026, attended Regional Parkland Representatives Board Meeting.

7. Mayor Allan

- Provided a verbal report.

- February 17, 2026, attended Policies & Priorities Committee Meeting.
- February 20, 2026, along with MP William Stevenson, presented Canadian Citizenship Certificates to Carstairs residents.

Motion 073/26 Motion by Councilor Selanders to accept all Councilor Reports as information.

CARRIED

CORRESPONDENCE:

1. Airdrie BMX Donation Request
Council reviewed the request.

Councilor Selanders asked if there is a policy for donation requests. CAO Blair clarified that there is not due to the number of request Council receives.

Motion 074/26 Motion by Councilor Ball to accept Airdrie BMX Donation request as information.

CARRIED

2. Imagine Gymnastics
Council reviewed the request.

Motion 075/26 Motion by Councilor Ball to accept Imagine Gymnastics Donation request as information.

CARRIED

3. PAMZ
Council reviewed the letter from Parkland Airshed Management Zone.

Motion 076/26 Motion by Councilor Roberts to accept the Parkland Airshed Management Zone request as information.

CARRIED

4. HSS Scholarship request
Council reviewed the request.

Motion 077/26 Motion by Councilor Wilcox to maintain the current funding model for Hugh Sutherland School Scholarships.

CARRIED

CAO'S REPORT:

- February 11, 2026, MVRWSC Supply line construction meeting.
- February 12, 2026, meeting with IJD Inspections.
- February 12, 2026, water reservoir construction meeting.
- February 17, 2026, Policies & Priorities Committee meeting.
- February 18, 2026, Carstairs Feeder Main meeting.
- Upcoming February 24, 2026, meeting with Urban Systems regarding IDP/Annexation.
- Upcoming February 26, 2026, meeting with RCMP regarding detachment.
- Reviewing invoices for E360 for clean-up charges for the hydraulic fluid leak.
- Debenture for the Water Service line came in.
- Annual neighborhood party has been turned over to the Chamber of Commerce to a Tradeshow on April 17, 2026.

Motion 078/26 Motion by Councilor Ball to accept CAO's Report as information.

CARRIED

COUNCILOR COMMENTS:

- 1. Councilor Ball**
- Commended Operations crews for the great job done on snow removal.
- 2. Councilor Fricke**
- Commended once again J. Lockert and staff at the Carstairs Community Golf Club for great reputation and being a great location for large event/tournaments.
- 3. Councilor Selanders**
- Received a concern regarding snow removal and distance to the curb and gutters.

Motion 079/26 Motion by Councilor Wilcox to accept Councilor Comments as information.

CARRIED

PUBLIC QUESTION PERIOD:

- 1. Rose Warden**
- Wanted to express admiration for the hard work Council does. She also noted that, when upgrading Elk's Park, consideration be given to keeping the teeter-totters as they are well utilized.

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 20-Disclosure Harmful to Personal Privacy

Motion 080/26

Motion by Councilor Selanders that Council close the meeting to the public to discuss Disclosure Harmful to Personal Privacy, as per Section 20, of the ATIA, at 7:48 p.m.

CARRIED

Councilor Selanders recused herself from discussion and voting due to a pecuniary interest at 7:49 p.m.

Motion 081/26

Motion by Councilor Fricke to come out of the closed meeting session at 8:14 p.m.

CARRIED

Motion 082/26

Motion by Councilor Tolley to revise the encroachment agreement as requested.

DEFEATED

Councilor Selanders re-entered the open meeting at 8:15 p.m.

NEXT MEETING:

Monday, March 9, 2026, at 7:00 p.m.

ADJOURNMENT:

Motion 083/26

Motion by Councilor Ball to adjourn the meeting of February 23, 2026, at 8:16 p.m.

CARRIED

Dean Allan, Mayor

Rick Blair, CAO