

**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 Williscroft; 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. Williscroft 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.

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.

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.

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