

**MINUTES OF THE COUNCIL ORGANIZATIONAL MEETING
MONDAY, OCTOBER 27, 2025 AT 6:30 P.M.
CARSTAIRS MUNICIPAL OFFICE**

ATTENDEES: Mayor Allan, Councilors Ball, Fricke, Roberts, Selanders and Wilcox, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft, CAO Rick Blair, & Executive Assistant Kayleigh Van Es

ABSENT: Cam Tolley

CALL TO ORDER: CAO Blair called the Council Organizational meeting of October 28, 2024, to order at 6:33 p.m.

SWEARING IN OF THE MAYOR: Mayor Allan was sworn in by CAO Blair.

SWEARING IN OF ALL COUNCILORS: Councilor Ball was sworn in by Mayor Allan.
Councilor Fricke was sworn in by Mayor Allan.
Councilor Roberts was sworn in by Mayor Allan.
Councilor Selanders was sworn in by Mayor Allan.
Councilor Wilcox was sworn in by Mayor Allan.

SELECTION OF DEPUTY MAYOR: Motion by Councilor Wilcox to elect Councilor Angie Fricke as the Deputy Mayor.

CARRIED

APPOINTMENT OF DATES, TIME, AND PLACE FOR COUNCIL:

1. Regular Council Meetings

Regular Council meetings will take place on the second and fourth Monday of each month. If Monday is a holiday, then the meeting will be moved to Tuesday. There will be only one meeting during the months of July, August, and December.

Council meeting dates are as follows:

- November 10 and November 24, 2025.
- December 8, 2025.
- January 12 and January 26, 2026.
- February 9 and February 23, 2026.
- March 9 and March 23, 2026.
- April 13 and April 27, 2026.
- May 11 and May 26, 2026.
- June 8 and June 22, 2026.
- July 13, 2026.
- August 24, 2026.
- September 8 and September 21, 2026.
- October 13 and October 26, 2026.

Motion by Councilor Ball to accept the dates of the regular Council meetings to be the second and fourth Monday of each month, unless it falls on holiday, then the meeting will move to Tuesday. With only one meeting in July, August, and December.

CARRIED

2. Time and Place

Regular Council meetings will be held at 7:00 p.m. in the Council Chambers at the Town of Carstairs Municipal Office, located at 844 Centre Street, Carstairs.

Motion by Councilor Roberts to set the time and place of the regular Council meetings to be held at 7:00 p.m. in Council Chambers at the Town of Carstairs Municipal Office, located at 844 Centre Street, Carstairs.

CARRIED

SIGNING AUTHORITIES: **1. Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services**

Motion by Councilor Selanders to authorize that the signing authorities on the Town of Carstairs accounts to consist of Mayor or Deputy Mayor with either CAO or Director of Corporate & Legislative Services.

CARRIED



COMMITTEES:**1. Policies & Priorities Committee**

Motion by Councilor Wilcox to appoint all Council members to the Policies & Priorities Committee.

CARRIED

**APPOINTMENT OF
MEMBERS-AT-LARGE
COMMITTEES:****1. Director of Emergency Management**

Motion by Councilor Fricke to appoint Rob McKay as the Director of Emergency Management and Ernie Bradley as Deputy Director.

CARRIED

2. Municipal Planning Commission

Motion by Councilor Ball to appoint Mayor Allan, Councilor Roberts, and Wilcox, Bob Green to the Municipal Planning Commission, with Kylie Ranson as Clerk to the Municipal Planning Commission.

CARRIED

3. Subdivision & Development Appeal Board

Motion by Councilor Wilcox to appoint Councilor Ball, and Bev Stevenson to the Subdivision & Development Appeal Board, with Kylie Ranson as Clerk to the Subdivision & Development Appeal Board.

CARRIED

4. Inter-Municipal Subdivision & Development Appeal Board

Motion by Councilor Fricke to appoint Councilor Ball, and Bev Stevenson to the Subdivision & Development Appeal Board, with Kylie Ranson as Clerk to the Subdivision & Development Appeal Board.

CARRIED

5. Carstairs Public Library Board

Motion by Councilor Roberts to appoint Councilor Wilcox to the Carstairs Library Board.

CARRIED

6. Mountain View Regional Water Services Commission

Motion by Councilor Selanders to appoint Councilor Roberts to the Mountain View Regional Water Services Commission.

CARRIED

6. Mountain View Regional Waste Commission

Motion by Councilor Fricke to appoint Councilor Wilcox and Councilor Ball as alternate to the Mountain View Regional Waste Commission.

CARRIED

7. Mountain View Senior Housing Authority

Motion by Councilor Wilcox to appoint Councilor Fricke to the Mountain View Seniors' Housing Authority.

CARRIED

8. Inter-Municipal Collaboration Committee

Motion by Councilor Wilcox to appoint Mayor Allan and Councilor Ball, Roberts to the Inter-Municipal Collaboration Committee.

CARRIED

10. Parkland Regional Library

Motion by Councilor Roberts to appoint Councilor Wilcox to the Parkland Regional Library Board.

CARRIED

**COUNCIL ATTENDANCE
AT CONFERENCES:**

1. FCM Conference & Trade Show-June 4-7, 2026-Edmonton, AB
Council is unable to commit at this time.

2. FCM Sustainable Communities Conference-Location and Dates TBD.

Council is unable to commit at this time.

3. AB Municipalities Spring Leaders Caucus- Location and Dates TBD.

Council is unable to commit at this time.

4. AB municipalities Summer Leaders Caucus- Location and Dates TBD.

Council is unable to commit at this time.

5. AB Municipalities Convention-November 12-14, 2025-Calgary, AB

Council is unable to commit at this time.



6. RMA Conference-March 16-18, 2026, Locations TBD
Council is unable to commit at this time.

Motion by Councilor Wilcox to accept Council Attendance at Conferences as information.

CARRIED

TOWN APPOINTMENTS:

1. Solicitors

Motion by Councilor Roberts to appoint MLT Aikins LLP non-exclusively as the solicitor for the Town of Carstairs.

CARRIED

2. Planners

Motion by Councilor Ball to appoint ISL Engineering & Land Services non-exclusively as the planners for the Town of Carstairs.

CARRIED

3. Building Inspectors

Motion by Councilor Fricke to appoint IJD Inspections Ltd. as the building inspector for the Town of Carstairs.

CARRIED

4. Weed Inspector

Motion by Councilor Ball to appoint Mountain View County as the Weed Inspectors for the Town of Carstairs.

CARRIED

5. Engineers

Motion by Councilor Wilcox to appoint ISL Engineering & Land Services non-exclusively as the engineers for the Town of Carstairs.

CARRIED

6. Assessor

Motion by Councilor Selanders to appoint Municipal Assessment Services Group-Travis Horne as the assessor for the Town of Carstairs.

CARRIED

7. Auditors

Motion by Councilor Ball to appoint MNP LLP as the auditors for the Town of Carstairs.

CARRIED

ADJOURNMENT:

Motion by Councilor Ball to adjourn the Council Organizational meeting of October 27, 2025, at 6:47 p.m.

CARRIED



Dean Allan, Mayor



Rick Blair, CAO

