



Village of Stirling

November 21, 2018

The Village of Stirling Council meeting held at the Stirling Community Centre on November 21, 2018.

In attendance: Councillors Robert Edwards, Matthew Foss, Kevin Nelson and Larry Nilsson,
CAO Mike Selk and Administrative Assistant Aletta Lightfoot.

Mayor Lewington was excused.

CALLED TO ORDER Deputy Mayor Nelson called the meeting to order at 7:00 p.m.

2018-251 AGENDA Councillor Foss moved to adopt the agenda.

Carried

RECOGNITION None.

DELEGATION(S) Stirling Clinic Ltd. representatives Dr. Darin Orr and Jim Seely spoke to Council regarding the opening of a new Medical Clinic in the Village. Darren Orr presented to Council:

- Jim Seely is the Office Manager for a Family Medical Centre in Lethbridge.
- Their clinic sees many patients from Stirling and from surrounding areas such as Raymond, Magrath and Milk River.
- Their plan is to bring in a part-time physician, a dentist, a pharmacy and part-time chiropractor, with the future goal of having a full-time physician available and possibly adding a physiotherapist.
- This would be the first time they start a medical clinic in a small community.
- After four or five years they would be able to recognize the validity of such an endeavour.
- A rough timeline is as follows: currently in the process of purchasing the property and will take approximately one to two months to complete renovations; looking at opening in the early spring of 2019.
- Concerning the amenities offered: the dentist will be open as often as they deem necessary, a physician would be available two or three days per week to start.
- This endeavour will provide economic growth for Stirling, as they will be looking to employ local businesses and people for the renovations, as well as for some staffing, and for cleaning and maintenance.
- They are asking the Village for assistance in the following

areas: 1) No property taxes for 5 years; 2) Village to take responsibility for snow removal in front of the building and the sidewalks; and 3) a two-year extension to finish the pavement in the front of the building.

- Clarification with Administration as to what a tax waiver encompassed.
- Administration confirmed that any tax waiver requests is reviewed on a case-by-case basis, and that the Municipal portion could possibly be waived, however the School Requisition portion and the Senior Foundation portion is set and controlled by the Province of Alberta.

2018-252	<u>MINUTES</u>	Councillor Nilsson moved to adopt the minutes as amended of the November 7, 2018 Council Meeting.	Carried
	<u>BUSINESS ARISING FROM THE MINUTES</u>	None.	
2018-253	<u>ACCOUNTS PAYABLE</u>	Councillor Foss moved to accept accounts payable cheques #20180980-20181002, #20181008-20181017.	Carried
2018-254	<u>BANK RECONCILIATION</u>	Councillor Edwards moved to accept the August 2018, September 2018, and October 2018 bank reconciliation as presented.	Carried
	<u>POLICY #010-10 SHOP & EQUIPMENT USAGE - AMENDMENT</u>	Council discussed the proposed amendment to Policy #010-10.	
2018-255	<u>EQUIPMENT USAGE - AMENDMENT</u>	Councillor Nilsson moved to amend Policy #010-10 as presented.	Carried
2018-256	<u>POLICY #023-18 EMPLOYEE SHOP USAGE - RESCIND</u>	Councillor Edwards moved to rescind Policy #023-18.	Carried
2018-257	<u>POLICY #003-08 EMPLOYEE SHOP & EQUIPMENT USAGE PRIVILEGES</u>	Councillor Edwards moved to amend Policy #003-08 as presented.	Carried

BYLAW NO. 478-18
CODE OF
CONDUCT

Tabled to December 12, 2018 Council Meeting.

HYGGEN –
LANEWAY
TEMPORARY
CLOSURE REQUEST

Tabled to December 12, 2018 Council Meeting.

BYLAW NO. 476-18
RESPONSIBLE CAT
OWNERSHIP

Council discussed.

- Concerns about euthanizing of trapped cats.
- Discussion regarding finding the owner(s), and relocating the cat(s) to an animal shelter instead of euthanizing.
- Cardston has a no-euthanize policy in place where their animals are transferred to a shelter.
- Responsibility of trap and animals caught remains with the plaintiff, helping to mitigate risk to the Animal Bylaw Officer and the Village.
- The Village will make all reasonable attempts to find the owner(s) and only euthanize the cat(s) when all other avenues have been exhausted.

2018-258

Councillor Nilsson moved the amended second reading of Bylaw No. 476-18.

Carried

2018-259

Councillor Edwards moved third reading of Bylaw No. 476-18 as amended from second reading.

Carried

2019 OPERATIONAL
BUDGET

Administration presented the draft Operational Budget for 2019.

- Provincial Budget will be released in March 2019.
- Stirling Capital and Operation Budget for 2018 was approximately \$2.54 million.
- \$998,966 in revenue collected

- 2019 Revenue as follows:
- Tax Revenues: suggested a 2% increase in 2019; % increase to Seniors Foundation and School Requisition components; consistent growth from 2015 onwards; 2018-2019 increase of \$290,000 tax revenue, 0 home developments permits pulled in 2018; permits for home accessory structure and additions have a \$3,000 – \$5,000 impact.

- Modest budget for MSI of \$110,000.
- Modest budget for STEP/CSJ Summer Student Jobs (2017: \$32,000, 2018: \$35,000)
- Administration Services – increase to ATCO & Fortis Franchise fees; ATB revenue of \$36,000; one-time Administration transfer of \$20,000
- Protective Services – new revenue from Stirling Volunteer Fire Department including First Aid Training, callouts, etc.; budgeting \$25,000 of revenue to Capital Budget.
- Operational Services – budgeting slightly less
- Environmental Services (water, sewer, garbage, transfer station, etc.) – proposed fee for increases of: water flat fee - \$3/month (\$30/month), sewer flat fee - \$1/month (\$22/month); will need Water Commission numbers for 2019
- Community Services – decrease in cemetery lot sales
- Development Services – historical
- Library – based on 2018; Library Board working on their 2019 budget.
- Total 2019 Operational Revenue: \$2,139,048.

- 2019 Expenses as follows:
 - Legislative Services – slightly lower; and partial participation to 2019 AUMA
 - Administrative Services – increase of staff wages
 - Protective Services – includes full financial budget for the Stirling Volunteer Fire Dept.
 - Operational Services – increase of Public Works wages; weekend duty schedule; fuel.
 - Environmental Services – 100,000 cubic meters of water not billed out - various reasons for inefficiencies including water to fill the pool, water for public green spaces, unknown leaks in line, water line breaks, etc.
 - Community Services – flat.
 - Community Development – new cost for subdivision work.
 - Recreational Services – includes pool, campground, mosquito fogging, weed control, parks, kiosk, Michelsen Farmstead, Community Hall, park wages, etc. – flat
 - Library – historical.
 - Loan Repayments – calculated on an on-going basis.
 - Requisitions – flat.
 - Total 2019 Operational Expenditures: \$2,088,624.

- 2019 Surplus of \$50,000 with \$25,000 moved to Fire Department revenue, and \$18,000 to Garbage Truck reserve.

Council discussed the 2019 operational budget.

2018-260

Councillor Edwards moved to pass the interim budget for 2019 as presented.

Carried

2018 CAPITAL BUDGET

Administration presented the draft 2019 capital priorities and project and gave an update on the 2018 projects and carry forward to 2019.

Council discussed priorities and scheduled projects for 2019.

Tabled the 2019 capital Budget to the December 12, 2018 Council Meeting.

FIRE DEPARTMENT – CAPITAL EQUIPMENT PURCHASE SBA'S

Administration presented background information:

- Current Self-Contained Breathing Apparatus are no long certified and cannot be used in a structural fire.
- The Stirling Volunteer Fire Department will only purchase a certain number for their fully-trained and certified members, with less experience members receiving alternative safety equipment.
- Chief Robin Fisher is in contact with the County of Warner for partial funding support as per legislative requirements.
- Fire Department already has partial funds towards purchase.
- Village to pay the cost upfront.

2018-261

Councillor Edwards moved to fund the Capital Equipment Purchase of SBAs under a cost sharing model to be determined between the Stirling Volunteer Fire Department and the Village.

Carried

HIGHWAY 3 TWINNING ASSOCIATION – FUNDING REQUEST

Council discussed the request to participate in the Highway 3 Twinning Association.

CHIEF MOUNTAIN
REGIONAL SOLID
WASTE
AUTHORITY –
FUTURE
DIRECTION

Administration presented background information with current transfer stations being owned, operated and improved by individual municipalities. Options towards the possibility of moving towards a Commission include:

- Keeping with the status quo with a small/simple existing fee structure.
- Status Quo Replacement Option: large stations located four central areas (Cardston, Raymond, Magrath and Standoff), nine medium transfer stations located within smaller communities such as Del Bonita, Jefferson, Milk River, Mountain View, Spring Coulee, Spring Glen, Stirling, Warner and Welling, and two small transfer station in New Dayton and Wrentham. Total estimate cost is \$36.6 million over a 40-year life cycle with annual cost implications of approximately \$1 million, \$33.49 per capita.
- Regional Replacement Option: includes Cardston area, Magrath/Raymond/Stirling area, Milk river/Coutts/Warner area and Standoff for a total estimate of \$15.6 million over a 40-year life cycle, with annual cost implications of approximately \$390,000, \$13.07 per capita.
- Regional Transfer Stations with Curbside Collection Option: includes four large transfer station in Cardston area, Magrath/Raymond/Stirling area, Milk river/Coutts/Warner area and Standoff; Curbside collection includes Cardston, Hill Spring, Glenwood, Mountain View, Welling, Raymond, Stirling, Wrentham, New Dayton, Warner, Milk River and Coutts for a total estimate cost of \$15.6 million over a 40-year life cycle with annual cost implications of approximately \$390,000, \$13.07 per capita.
- The Authority continues to fund SEO Scott Barton part-time to continue to review options and gather information for the next year, as the Authority continues to move towards becoming a Commission.

2018-262 ATB AGENCY
MANAGER

Councillor Nilsson moved to name Aletta Lightfoot as interim Bank Manager for the Stirling ATB Financial Agency.

Carried

CAO TRANSITION
PLAN

Currently have received 17 applications for the CAO position.

2018-263

Deputy Mayor Nelson moved to name Scott Barton as interim CAO for the Village of Stirling.

Carried

SCHOOL
MODERNIZATION
FUNDRAISING
UPDATE

- The School Modernization Fundraising Committee will be meeting next week.
- The Village has been requested to provide additional information and documentation for the Community Facility Enhancement Program (CFEP) grant.
- Phase II donation to possibly be presented to the Westwind School Division in the Fall of 2019.
- Door-knocking/fundraising campaign to begin November 26 and running through to December 5, 2018.
- No recent discussion between Administration and Westwind School Division regarding the discrepancy in funds raised vs. amount required.

ROUNDTABLE

Councillor Foss reported:

- Update to the FCSS Board meeting schedule: will continue to meet on the first Wednesday of the month.

Councillor Edwards reported:

- Will be unable to attend the Chief Mountain Solid Waste Authority meeting on December 12, 2018 at 4:00 p.m. Councillor Foss has agreed to attend in his absence.

Councillor Nelson reported:

- Will be unable to attend meetings between December 4 and December 12, 2018

Councillor Nilsson reported:

- Thanked CAO Mike Selk on behalf of Council for his seven years of service to the Village of Stirling, and especially for his help in the past six weeks.

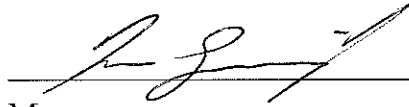
2018-264 CORRESPONDENCE
AND ITEMS FOR
INFORMATION

Councillor Nilsson moved to accept the correspondence as information, as presented.

Carried

Aletta Lightfoot left at 9:48 p.m.

- 2018-265 CLOSED SESSION Councillor Foss moved to go into closed session at 9:49 p.m., as per section 17 of the *Freedom of Information and Protection of Privacy Act*.
Carried
- 2018-266 Councillor Edwards moved to come out of closed session at 10:11 p.m.
Carried
- 2018-267 EMPLOYMENT AGREEMENT Councillor Edwards moved to accept the Employee Agreement dated January 1, 2019 to December 31, 2020 as presented.
Carried
- 2018-268 COUNCIL MEETING DATE Council discussed possible meeting dates for the December schedule.
Councillor Nilsson moved to adopt a December meeting schedule of one Council meeting on December 12, 2018 at 7:00 p.m.
Carried
- 2018-269 ADJOURN Councillor Foss moved to adjourn at 10:13 p.m.
Carried



Mayor



CAO