



STIRLING

Village of Stirling

Meeting Minutes

August 20, 2025 - Regular Meeting of Council - 07:00 PM

The regular meeting of the Council of the Village of Stirling was held in the Council Chambers, located at the Stirling Community Centre/Lions Hall at 409 - 2 Street, on Wednesday, August 20, 2025, commencing at 7:00 p.m.

IN ATTENDANCE

Mayor Trevor Lewington, Deputy Mayor Larry Nilsson, Councillors Gary Bikman, Justin Davis, and Matthew Foss

CAO, Scott Donselaar
Municipal Clerk, Aletta Lightfoot

1. Regular Council Meeting – Call Meeting to Order

The Meeting was called to order at 7:00 p.m.

2025-225

2. Adoption of Agenda

Moved By: Deputy Mayor Nilsson

That the agenda be adopted as amended to add Discussion Item:

- 8.12: Library Board Appointment Motion Amendments

Carried

3. Recognition

There were no recognitions.

4. Delegations

4.1 Raymond Royal Canadian Mounted Police Q1 Report

Sgt. Brad Noss gave an update on the 1st Quarter of 2025.

4.2 Fire Chief Transfer of Command

Former Fire Chief Marv Birky had the honour of appointing Nicole Mrak as our new Fire Chief. Following the appointment, CAO Scott Donselaar commenced the formal transfer of command by presenting Fire Chief Mrak with the shoulder epaulette, symbolizing the passing of leadership.

5. Closed Session: Section 19 of the Access to Information Act, Statutes of Alberta, 2024, Chapter A-1.4 Privacy Act

2025-226

5.1 Motion to Enter into Closed Session

Moved By: Councillor Bikman

To enter into Closed Session at 7:07 p.m. as per Section 19 of the Access to Information Act, Statutes of Alberta, 2024, Chapter A-1.4

Mayor Lewington called for a recess at 7:38 p.m.

Carried

6. Minutes

2025-227

6.1 Adoption of Minutes – July 16, 2025

Moved By: Councillor Foss

Councillor Bikman left the meeting at 7:38 p.m.

Councillor Bikman returned to the meeting at 7:40 p.m.

That the minutes of the regular meeting of Council held on July 16, 2025 be approved as presented.

Carried

6.2 Business Arising from the Minutes

There was no new business arising from the minutes.

6.3 Motion Tracker

Council reviewed the Motion Tracker.

7. Financial Items

2025-228

7.1 Accounts Payable

Moved By: Councillor Foss

That accounts payable Cheque #20250085 to Cheque #20250109, EFT #961 to EFT #973, EFT #1015 to EFT #1046, and EFT #1086 to EFT #1110, excepting Cheque #20250106 and EFT #1090, be approved.

Carried

2025-229

7.1.1 Accounts Payable - Cheque # 20250106

Moved By: Councillor Davis

That accounts payable Cheque #20250106 be approved.

Councillor Nilsson abstained

Carried

2025-230

7.1.2 Accounts Payable - EFT #1090

Moved By: Deputy Mayor Nilsson

That accounts payable EFT #1090 be approved.

Councillor Davis abstained

Carried

2025-231

7.2 Bank Reconciliation: June 2025

Moved By: Councillor Foss

That the Bank Reconciliation for June 2025 be approved.

Carried

2025-232

7.3 Budget Report

Moved By: Councillor Davis

That the Budget Report dated August 15, 2025 be accepted as information.

Carried

8. Items for Discussion

2025-233

8.1 Structural Protection Unit Cost Update

Moved By: Councillor Bikman

To accept the Structural Protection Unit Cost Update as information.

Carried

2025-234

8.2 Stirling Kiosk Update and Site Visit

Moved By: Councillor Bikman

That Council direct Administration to develop a detailed costing model for options to:

1. Repair/Restore the National Historic Site Interpretive Centre (aka the Kiosk) and,
2. Develop a historical display to replace the Kiosk at the Michelsen Farmstead;

and further move that Administration conduct public engagement to help inform Council's next Capital Budget.

Carried

2025-235

8.3 2022 to 2025 Strategic Priorities Highlight Sheet Final Report

Moved By: Councillor Davis

To accept the final report on the 2022 to 2025 Strategic Priorities Highlight Sheet Final Report as information.

Carried

2025-236

8.4 Development Officer Report

Moved By: Councillor Davis

To accept the Development Officer Report as information.

Carried

2025-237

8.5 Policy C04 - 25: Council Communication Policy

Moved By: Deputy Mayor Nilsson

To approve Policy C04 - 25: Council Communication Policy as amended.

Carried

2025-238

8.6 2025 Capital Budget Update Report

Moved By: Councillor Foss

To accept the 2025 Capital Budget update report as information, and further direct Administration to amend the Capital Budget to include up to \$43,000.00 to complete the Structure Protection Unit prior to March 31, 2026 using provincial deployment funds received (from operating) to make up the required difference while leveraging donations and creative sourcing options.

Carried

2025-239	8.7 Invitation to meet with the Honourable Dan Williams, Minister of Municipal Affairs Moved By: Councillor Bikman To direct the CAO Donselaar to set up a meeting with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2025 Alberta Municipalities (ABmunis) Fall Convention in November. Carried
2025-240	8.8 Community Events Committee - July and August Minutes Moved By: Councillor Bikman To approve the July 24, 2025 and the August 11, 2025 Community Events Committee minutes as presented. Carried
2025-241	8.9 Ridge Utilities Shareholder Resolution Moved By: Mayor Lewington To accept the Ridge Utilities Shareholder Resolution as information. Carried
2025-242	8.10 Recognizing High School Graduates Moved By: Mayor Lewington That Council direct Administration to develop a policy in Q1 of 2026 for Council consideration that allocates an annual budget line item of \$45 per recipient for recognizing the grade 12 graduates of the Stirling High School each year and allows for Council to identify the combination of gift, scroll and other memento most appropriate to students of each class, and further move that resolution 2025-164 be rescinded. Carried
2025-243	8.11 Settler Days Playbook Moved By: Mayor Lewington That Council direct Administration to work with the Community Events Committee, public works and other stakeholders as appropriate to develop a comprehensive playbook for Settler Days including but not limited to: public safety policies, procedures for sponsor recognition, appropriate financial controls, key contacts, examples of promotional materials and operational notes that can be improved from year to year and report back in Q2 of 2026. Carried
	8.12 Library Board Appointment Motion Amendments
2025-244	8.12.1 Library Board Appointments Motion Amendments - February 5, 2025 Council Meeting Moved By: Deputy Mayor Nilsson To amend the motion respecting library board appointments made at the February 5, 2025 Council meeting to appoint the following individuals to the Village of Stirling Library Board for the specified terms: Cordena Bingham – Term expiry date February 5, 2028 Veneta Cooper - Term expiry date February 5, 2028 Melissa Olsen - Term expiry date February 5, 2028

Carried

2025-245

8.12.2 Library Board Appointments Motion Amendments - March 6, 2024 Council Meeting

Moved By: Councillor Bikman

To amend the motion respecting library board appointments made at the March 6, 2024 Council meeting to appoint the following individuals to the Village of Stirling Library Board for the specified terms:

Rhonda Holden – Term expiry date March 6, 2027

Crystal Wilde – Term expiry date March 6, 2027

Carried

2025-246

8.12.3 Library Board Appointments Motion Amendments - October 16, 2024 Council Meeting

Moved By: Councillor Foss

To amend the motion respecting the library board appointments made at the October 16, 2024 Organizational meeting to appoint the following individuals to the Village of Stirling Library Board for the specified terms:

Councillor Gary Bikman – Term expiry date October 16, 2027

Councillor Matthew Foss – Term expiry date October 16, 2027

Carried

9. CAO Report

Moved By: Councillor Davis

That the CAO Report be accepted as information.

10. Council Committee Meeting Reports

Mayor Lewington:

- Attended a range of Settler Days activities and events including representation of Council in the parade.
- Met with CAO Donselaar to deliver and discuss the approved CAO Review document on July 21st.
- Attended the Community Events Committee meeting on July 28 to conduct a post-mortem review of Settler Days.
- Participated in the seminar on July 28 for prospective candidates in the upcoming municipal election.

Deputy Mayor Nilsson:

- Michelsen Farmstead

Councillor Bikman:

- Community Events Committee
 - Settler Days review
 - Looking for members
- Chief Mountain Regional Solid Waste Services Commission (CMRSWSC)

Councillor Davis:

- Nothing to report

Councillor Foss:

- Nothing to report

2025-247

11. Correspondence and Items for Information

Moved By: Deputy Mayor Nilsson

That the following correspondence be accepted as information:

Carried

11.1 Fortis Alberta

11.2 RCMP

11.3 Municipal Affairs

11.4 Global Builds

11.5 Ridge Regional Public Safety Services Commission (RRPSSC)

2025-248

12. Council Highlights

Moved By: Councillor Davis

To highlight the following from this Council Meeting for immediate public release:

- Congratulations to Fire Chief Nicole Mrak
- Fall Festival will be held Saturday, September 13, 2025
- Thank you to the pool and library for their summer programs

Carried

2025-249

13. Motion to Come Out of Closed Session

Moved By: Councillor Davis

Mayor Lewington ended the recess ended 9:12 p.m., and returned to Closed Session

Councillor Bikman left the meeting at 9:36 p.m.

Councillor Bikman returned to the meeting at 9:38 p.m.

To come out of Closed Session at 10:00 p.m.

Carried

14. Motions from Closed Session

2025-250

14.1 Motion #1 from Closed Session

Moved By: Councillor Davis

To approve the offer dated August 20, 2025 for Lot 19, Block 33, Plan 2411616 in the amount of \$75,000.00 and direct Administration to work with the purchaser to complete the necessary processes and documentation.

Carried

2025-251

14.2 Motion #2 from Closed Session

Moved By: Councillor Foss

To approve the offer dated August 14, 2025 for Lot 21, Block 33, Plan 2411616 in the amount of \$75,000.00 and direct Administration to work with the purchaser to complete the necessary processes and documentation, and further direct Administration to provide a right of first refusal on the additional lot (Lot 20, Block, 33, Plan2411616), should other viable offers be received.

Carried

2025-252

14.3 Motion #3 from Closed Session

Moved By: Councillor Bikman

To direct Administration to connect the project proponent for development along Hwy 846 with other private land owners in Stirling to review alternative locations for potential development.

Carried

2025-253

15. Adjournment

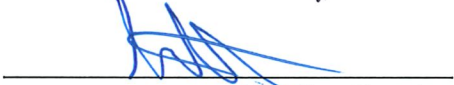
Moved By: Mayor Lewington

That the agenda matters have been concluded and that the meeting be adjourned at 10:02 p.m.

These minutes to be approved on the 3rd day of September 2025



Mayor - Larry Nilsson



CAO - Scott Donselaar