Village of Stirling
November 4, 2026 - Regular Meeting of Council - 07:00 PM

1 Regular Council Meeting – Call Meeting to Order

2 Adoption of Agenda

3 Recognition

4 Minutes

4.1 Adoption of Organizational Minutes – October 21, 2026

- Draft Organizational Minutes – October 21, 2026
- Organizational Handbook

4.2 Adoption of Council Minutes – October 21, 2026

- Draft Council Minutes – October 21, 2026

4.3 Business Arising from the Minutes

4.4 Motion Tracker

- Motion Tracker - October 30, 2026

5 Financial Items

5.1 Accounts Payable

- Cheque Listing - November 3, 2026 redacted

5.2 Budget Report

- Budget Report - October 30, 2026

6 Items for Discussion

6.1 Protection of Privacy Act Conversation

- Protection of Privacy Act Conversation

6.2 Policy HR02-26 Payroll and Benefits Policy

- Policy HR02-26 Payroll and Benefits Policy Cover
- Policy HR02-26 Payroll and Benefits Policy
- HR02-26 Schedule B Concession Supervisor - Recreation Coordinator

6.3 Bylaw 587-26: Amending Bylaw 558-25 - Electronic Council Meetings Bylaw

- Bylaw 587-26 Amending Bylaw 558-25 Electronic Council Meetings Bylaw Cover
- Bylaw 587-26 Amending Bylaw 558-25 Electronic Council Meetings Bylaw
- Bylaw 558-25 Electronic Council Meeting Bylaw
- MAP Requirements

6.4 Policy HS09-26: Biohazardous Materials Policy

- Policy HS09-26 Biohazardous Materials Policy Cover
- Policy HS09-26: Biohazardous Materials Policy
- CDR Report OHS-341212-WSP-01-CD-01A Final

6.5 Southgrow Letter of Support

- Southgrow Letter of Support Cover
- Southgrow Letter of Support

7 CAO Report

- CAO Report

8 Council Committee Meeting Reports

9 Correspondence and Items for Information

9.1 Government of Alberta

- Transportation and Economic Corridors - Letter to CAOs

9.2 Family and Community Support Services (FCSS)

- November 2026 Newsletter

9.3 Chief Mountain Regional Solid Waste Services Commission (CMRSWSC)

- 2027 Requisition

10 Closed Session: Section 19 of the Access to Information Act, Statutes of Alberta, 2024, Chapter A-1.4 Privacy Act As per section 20 and 28.

11 Council Highlights

12 Adjournment

Village of Stirling

Meeting Minutes

Organizational Meeting October 21, 2026 - 07:00 PM

The Organizational 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, October 21, 2026, commencing at 7:00 p.m.

IN ATTENDANCE

Councillors Scott Barton, Justin Davis, Matthew Foss, Stacey Maynes and Nikole Norris

Senior Administrative Assistant, Aletta Lightfoot

1 Organizational Meeting – Call Meeting to Order

The Meeting was called to order at 7:01 p.m.

2 Adoption of Agenda

2026-268 **Moved By:** Councillor Foss

That the agenda be adopted as presented.

CARRIED

3 Items for Discussion

3.1 Village of Stirling Corporate Handbook & Pecuniary Interest for Municipal Councillors Handbook

2026-269 **Moved By:** Councillor Davis

That Council reviewed the Village of Stirling Corporate Handbook as well as the Pecuniary Interest for Municipal Councillors Handbook, and has accepted them as information as presented.

CARRIED

3.2 Appointment of the Mayor

2026-270 **Moved By:** Councillor Barton

To appoint Stacey Maynes as Mayor of the Village of Stirling.

CARRIED

3.3 Appointment of the Deputy Mayor

2026-271 **Moved By:** Councillor Foss

To appoint Scott Barton as Deputy Mayor of the Village of Stirling.

DRAFT

CARRIED

3.4 Council Meeting Times

2026-272 **Moved By:** Councillor Davis

That the Village of Stirling Council hold regular Council Meetings held in the Council Chambers, located at the Stirling Community Centre/Lions Hall at 409 - 2 Street on the 1st and the 3rd Wednesdays of each month, beginning at 7:00 p.m., and;

that the Village of Stirling Municipal Planning Commission meetings are held, as required, in the Council Chambers, located at the Stirling Community Centre/Lions Hall at 409 - 2 Street on the 1st Wednesday of each month, beginning at 6:30 p.m., and;

that the Village of Stirling Committee of the Whole meetings are held, as required, in the Council Chambers, located at the Stirling Community Centre/Lions Hall at 409 - 2 Street on the 3rd Wednesday of each month, beginning at 6:30 p.m.

CARRIED

3.5 Legislative Board and Committee Appointments

2026-273 **Moved By:** Mayor Maynes

To approve the following Legislative Board and Committee Appointments:

- Assessment Review Board: Oldman River Regional Services Commission (ORRSC) appointed.

- Municipal Planning Commission (MPC): Mayor Stacey Maynes, Deputy Mayor Scott Barton, Councillor Justin Davis, Councillor Matthew Foss, and Councillor Nikole Norris.

- Regional Subdivision and Development Appeal Board (SBAD): Two members of the Community chosen from appointed members including: Karla Mather-Cocks and Ray Smith.

- Emergency Management Committee: County of Warner Regional Emergency Partnership (CoWREP): Councillor Nikole Norris with Mayor Stacey Maynes as alternate.

- Intermunicipal Collaboration Framework (ICF): Councillor Justin Davis and Councillor Matthew Foss.

- Joint Use Planning Agreement: Mayor Stacey Maynes and Deputy Mayor Scott Barton.

- Regional Assessment Review Board: Councillor Matthew Foss

DRAFT

- Intermunicipal Development Plan (IDP) Committee: Deputy Scott Barton and Councillor Matthew Foss.

CARRIED

3.6 Council Standing Committee/Internal Committee Appointments

2026-274 **Moved By:** Councillor Norris

To approve the following Council Standing Committee/Internal Committee Appointments, as well as approving the community appointments for Community Events Committee, the Municipal Library Board, and the Tourism and Economic Development Committee:

- Community Events Committee: Mayor Stacey Maynes and Councillor Matthew Foss with community members: Nicole Mrak, Jenna Smith, Jessica Thielen, and Camille Tidmarsh.

- Municipal Library Board: Councillor Mathew Foss and alternate Mayor Stacey Maynes with community members: Cordena Bingham, Roselyn Birky, Veneta Cooper, Karla Mather-Cocks, Melissa Olsen, Sharon MacDonald, and Crystal Wilde.

- Tourism and Economic Development Committee: Deputy Mayor Scott Barton and Councillor Nikole Norris with community members: Evan Barr, Ron Bore, Wayne Lowry, and Sandra Nelson.

CARRIED

3.7 External Board and Committee Appointments

2026-275 **Moved By:** Mayor Maynes

To approve the following External Board and Committee Appointments, as presented:

- Chief Mountain Regional Solid Waste Services Commission (CMRSWSC): Deputy Mayor Scott Barton with Councillor Matthew Foss as alternate.

- Chinook Arch Regional Library System (CARLS): Mayor Stacey Maynes.

- Community Futures Lethbridge Region (CFLR): Deputy Mayor Scott Barton.

- Economic Development Lethbridge/CWG: Matthew Foss.

- Family and Community Support Services (FCSS): Councillor Nikole Norris with Mayor Scott Barton as alternate.

- Oldman River Regional Services Commission (ORRSC): Deputy Mayor Scott Barton with Councillor Matthew Foss as alternate.

- Regional 4 Mayors Meeting: Mayor Stacey Maynes.

- Ridge Country Housing Authority (RCHA): Councillor Justin Davis with

Mayor Stacey Maynes as alternate.

- Ridge Regional Public Safety Services Commission (RRPSSC): Councillor Matthew Foss with Councillor Nikole Norris as alternate.

- Ridge Utilities Ltd. (a municipally controlled corporation under the Business Corporations Act) (RUL): Mayor Stacey Maynes and Councillor Justin Davis.

- Ridge Water Services Commission (RWSC): Councillor Matthew Foss and Councillor Justin Davis.

- Southern Alberta Chief Elected Officials: Mayor Stacey Maynes.

- SouthGrow Regional Partnership: Councillor Justin Davis with community member Sandra Nelson.

- Stirling Cemetery Society: Deputy Mayor Scott Barton.

- Stirling Historical Society: Councillor Nikole Norris.

- Warner County Regional Emergency Management Committee: Councillor Nikole Norris with Mayor Stacey Maynes as alternate.

CARRIED

3.8 Appointment of a Property Assessor

2026-276 **Moved By:** Councillor Foss

To appoint Benchmark Assessments as the Village of Stirling's designated Municipal Assessor.

CARRIED

3.9 Appointment of a Financial Auditor

2026-277 **Moved By:** Mayor Maynes

To appoint MWG Chartered Professional Accountants as the Village of Stirling's designated Financial Auditor.

CARRIED

4 Adjournment

2026-278 **Moved By:** Councillor Davis

That the agenda matters have been concluded and that the meeting be adjourned at 7:16 p.m.

These minutes to be approved on the 4th day of November 2026.

CARRIED

DRAFT

These minutes to be approved on the 4th day of November 2026.

_____

Mayor - Stacey Maynes

_____

CAO - Scott Donselaar

DRAFT

Municipal Purposes

Under the Municipal Government Act (Chapter M-26.1 Section 3) the purpose of a municipality is:

(a) to provide good government,
(b) to foster the well-being of the environment,
(c) to provide services, facilities, or other things that, in the opinion of Council, are necessary or desirable for all or part of the municipality, and
(d) to develop and maintain safe and viable communities, and
(e) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

Powers Duties and Functions

A municipality has natural person powers, except to the extent that are limited by the MGA and or any other enactment.

Village of Stirling

Vision Statement

To create a vibrant community that promotes sustainable growth through innovation, community spirit, active engagement and a safe, caring and family-focused lifestyle.

Mission Statement

Collaborate to develop and deliver effective programs and services that enhance the quality of family life beyond what is expected of communities of similar size;

Builds upon our past successes to continually improve infrastructure and be widely recognized for a clean, attractive; and unique community;

Recognizes the importance of our heritage and designation as a National Historic Site to leverage the tourism opportunities it creates;

Operates an innovative and flexible administrative organization that proactively addresses emerging trends and ensures a financially sustainable future;

Facilitates an open, receptive, and participatory governance process where community input and involvement is closely linked to the decision-making process;

Builds collaborative partnerships within the region to drive economic development and support anticipated growth;

Continually improves programs, services, and strategies to promote a safe and secure community.

Corporate and Operational Structure & Requirements

Duties and Powers of Council and Administration

The Village of Stirling structure is subdivided into a *corporate structure*, headed by the Mayor and 4 Councillors, and an *operational structure*, headed by the Chief Administrative Officer. Their functions and purposes are separate, though coordinated.

The guiding principle is that Council sets policy for the benefit of the community as a whole, while the administration carries out that policy under Council's supervision.

The ***Municipal Government Act*** provides that each Councillor has the following specific duties:

- to consider the welfare and interests of the municipality as a whole and to bring Council's attention to anything that would promote the welfare or interests of the municipality;
- to participate generally in developing and evaluating the policies and programs of the municipality;
- to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council;
- to obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the CAO;
- to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public; and
- to perform any other duty or function imposed on Councillors by the ***Municipal Government Act*** or any other enactment or by the Council.

The Chief Elected Official (CEO – Mayor) is a member of Council who presides at meetings of Council and enjoys automatic membership on Council committees and many other decision-making bodies (except planning authorities). The CEO's duties may be enlarged or narrowed by bylaws.

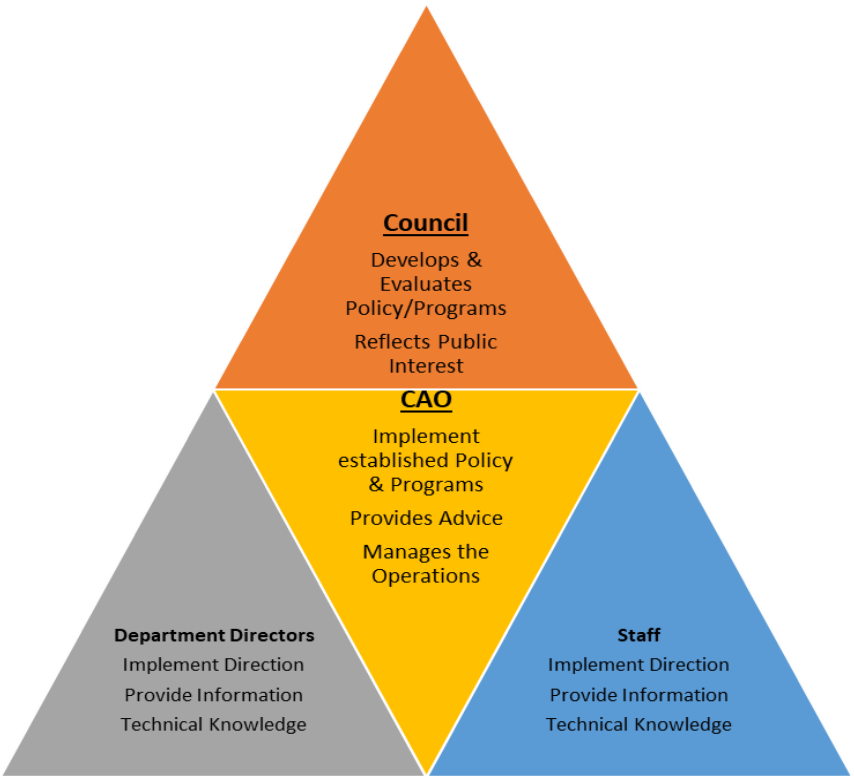
The Chief Administrative Officer (CAO) is the administrative head of the municipality. The officer has the primary responsibility for implementing policy, informing Council on the affairs of the municipality, and performing any other functions that Council or the ***Municipal Government Act*** delegates to him.

Types of Conflict of Interest

Council members are in conflict if they:

- Participate in a matter before Council where they, or their spouse, or dependent children, have a direct or indirect pecuniary (financial) interest. Council members are required to disclose the interest, withdraw from the meeting without voting and not participate in the discussion.
- Use 'insider' information that they have acquired in the performance of their official duties. Members of Council cannot use information that is not available to the public for personal gain or the gain of any other person (e.g. passing on information obtained through internal discussions).

- Receive compensation from any person, business organization for the services they provide as a Council member, or receive compensation to influence another Council member.
- Use their influence as a Council member to influence the municipality to enter into a contract or transaction where they or their immediate family member have a direct or indirect pecuniary (financial) interest.



The ***Municipal Government Act*** provides that each Councillor has the following specific duties:

- ✓ to consider the welfare and interests of the municipality as a whole and to bring Council's attention to anything that would promote the welfare or interests of the municipality;
- ✓ to participate generally in developing and evaluating the policies and programs of the municipality;
- ✓ to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council;
- ✓ to obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the CAO;
- ✓ to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public; and
- ✓ to perform any other duty or function imposed on Councillors by the ***Municipal Government Act*** or any other enactment or by the Council.

Councillors have the following duties:

- ✓ **To consider the welfare and interests of the municipality as a whole** and to **bring to Council's attention anything that would promote the welfare or interests** of the municipality;

- ✓ **To participate generally in developing and evaluating the policies and programs** of the municipality;
- ✓ **To participate in Council meetings** and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- ✓ **To obtain information about the operation or administration** of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
- ✓ **To keep in confidence matters** discussed in private at a Council or Council committee meeting until discussion at a meeting held in public;
- ✓ **To perform any other duty or function imposed on Councillors** by this or any other enactment or by the Council.

Municipal Functions

Council is responsible for;

- Developing and evaluating the policies and programs of the municipality;

Making sure that the powers, duties, and functions of the municipality are appropriately carried out;

- Carrying out the powers, duties and functions expressly given to it under this or any other enactment.
- A Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer (CAO) or a designated officer.

Corporate Services

Responsibilities include operations on a day-to-day basis related to the following matters:

- Federal and provincial legislation
- Bylaw and policy development
- Strategic planning and management
- Coordination of Council, committees, and boards, both internal and external
- Collective agreement management
- Contracts: management and administration of all municipal contracts
- General municipal planning

Administrative Services

Responsibilities include operations on a day-to-day basis related to the following matters:

- Operational administration of the Village Office, which is open Monday through Friday from 8:00am – 4:00pm
- Ridge Utilities Ltd. – the municipally controlled corporation
- Assessment roll management: input, reconciliation, notices, and appeal facilitation
- Tax roll management: maintenance, reconciliation, notices, collection, and recovery process
- Provincial & Federal grant recognition, application, accounting, and reporting
- Financial management: receivables, payables, reconciliation, controlling purchasing, debenture management, ordering and financial statements

- Annual capital and operational budget preparation and reporting
- Personnel management: compensation and benefit administration
- Information management, filing system, Council minutes, correspondence, and information technology administration

Protective Services
Responsibilities include operations on a day-to-day basis related to the following matters:

- Animal control and enforcement
- Bylaw enforcement
- Fire protection services

Economic and Community Development
Responsibilities include operations on a day-to-day basis related to the following matters:

- Development applications and safety code permitting
- Quality management plan administration, applications, and permitting
- Liaise with the Oldman River Regional Services Commission regarding:
    - Subdivision application and processing assistance
    - Land use planning, regulation, and administration
    - General municipal planning
    - Residential subdivision development
- Economic investment and attraction, both residential and non-residential
- Marketing and promotional activities
- Tourism development

Operational Services
Responsibilities include operations on a day-to-day basis related to the following matters:

- Operational administration of Village public works shop
- Equipment pool management
- Labor pool management
- Street maintenance, snow removal, lighting, and signage
- Road construction
- Infrastructure construction
- Infrastructure management plan implementation and administration
- Weed control
- Sidewalk maintenance
- Storm drain maintenance
- Employee safety
- Contract management: management and administration of all municipal contracts
- Capital works projects: coordination, supervision, and administration of budgeted Village capital works projects

Environmental Services
Responsibilities include operations on a day-to-day basis related to the following matters:

- Water treatment and distribution system: operations, maintenance, certification, and upgrade
- Wastewater treatment and collection system: operations, maintenance, certification, and upgrade
- Solid waste contract management: including the transfer station

Community Services
Responsibilities include operations on a day-to-day basis related to the following matters:

- Leisure program development and administration
- Maintenance, operations and budgeted upgrades to the Village parks, playgrounds, and open spaces
- Swimming pool operations, maintenance, and budgeted upgrades
- Human resource management
- Provincial and Federal grant recognition, application, accounting, and reporting
- Facility management: swimming pool, reunion centre, campground, soccer field
- Community group liaison
- Volunteer development
- Municipal library liaison
- Cemetery maintenance and operations
- Public school liaison and joint use agreement administration
- Leisure and community services master planning
- Special event organization and administration

Appointment of Mayor:
Stacey Maynes

Appointment of Deputy Mayor:
Scott Barton

Council Meetings
1st and 3rd Wednesday of each month beginning at 7:00pm, located in the Council Chambers at 409 – 2 Street, Stirling, AB

Municipal Planning Commission
1st Wednesday of the month as required, beginning at 6:30pm, located in the Council Chambers at 409 – 2 Street, Stirling, AB

Committee of the Whole
3rd Wednesday of the month as required, beginning at 6:30pm, located in the Council Chambers at 409 – 2 Street, Stirling, AB

Village of Stirling Corporate Handbook

The corporate structure consists of 5 elected officials, headed by the Mayor. Each Councillor serves on several committees and boards as assigned by Council at their Organizational Meeting, which is held in October of each year.

Legislative Boards/Committees

Committee	***Council Appointee***	***Appointed Official***
Assessment Review Board	*ORRSC is appointed on our behalf	CAO
Municipal Planning Commission	Scott Barton, Justin Davis, Mathew Foss, Stacey Maynes, Nikole Norris	Development Officer – CAO Planner/Development Officer – Bonnie Brunner
Regional Subdivision & Development Appeal Board	2 Members of the Community: Karla Mather-Cocks and Ray Smith	Secretary - Appointed by ORRSC Planner - Appointed by ORRSC
Emergency Management Committee	CoWREP, Nikole Norris, and Stacey Maynes as alternate	DEM – Nikki Paul ADEM – CAO
Intermunicipal Collaboration Framework (ICF)	Justin Davis and Matthew Foss	CAO
Joint Use Planning Agreement	Scott Barton and Stacey Maynes	CAO
Regional Assessment Review Board	Matthew Foss	Appointed by ORRSC
Intermunicipal Development Plan Committee (ORRSC)	Scott Barton and Matthew Foss	Appointed by ORRSC

Council Standing Committees/Internal Committees

Committee	*Council Appointee*	*Community Appointees*
Community Events Committee	Stacey Maynes and Scott Barton	Nicole Mrak, Jenna Smith, Jessica Thielen, Camille Tidmarsh
Municipal Library Board	Matthew Foss with Stacey Maynes as alternate	Cordena Bingham, Roselyn Birky, Karla Mather-Cocks, Veneta Cooper, Melissa Olsen, Sharon MacDonald, Crystal Wilde
Tourism and Economic Development Committee	Scott Barton and Nikole Norris	Evan Barr, Ron Bore, Wayne Lowry, and Sandra Nelson

External Boards/Committees

Committee	*Council Appointee*	*Council Alternate*	*Appointed Official*	*Community Appointees*
Chief Mountain Regional Solid Waste Services Commission	Scott Barton	Matthew Foss	n/a	n/a
Chinook Arch Regional Library Authority	Stacey Maynes	n/a	n/a	n/a
Community Futures Lethbridge	Scott Barton	n/a	n/a	n/a
Economic Development Lethbridge/CWG	Matthew Foss	n/a	n/a	n/a
Family and Community Support Services	Nikole Norris	Scott Barton	n/a	n/a
Oldman River Regional Services Commission (ORRSC)	Scott Barton	Matthew Foss	n/a	n/a
Regional 4 Mayors Meeting (Stirling, Raymond, Magrath, Cardston)	Stacey Maynes	n/a	CAO	n/a
Ridge Country Housing Authority	Justin Davis	Stacey Maynes	n/a	n/a

Ridge Regional Public Safety Services Commission (RRPSSC)	Matthew Foss	Nikole Norris	CAO	n/a
Ridge Utilities Ltd (municipally controlled corp.)	Justin Davis	Stacey Maynes	CAO	Jason Edwards
Ridge Water Services Commission	Matthew Foss	Justin Davis	CAO	n/a
Southern AB Chief Elected Officials	Stacey Maynes	n/a	n/a	n/a
SouthGrow Regional Partnership	Justin Davis	n/a	n/a	Sandra Nelson
Stirling Cemetery Society	Scott Barton	n/a	n/a	n/a
Stirling Historical Society	Nikole Norris	n/a	n/a	n/a
Warner County Regional Emergency Management Committee	Nikole Norris	Stacey Maynes	n/a	n/a

Village of Stirling

Meeting Minutes

October 21, 2026 - 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, October 21, 2026, commencing at 7:00 p.m.

IN ATTENDANCE

Mayor Stacey Maynes, Deputy Mayor Scott Barton, Councillors Justin Davis, Matthew Foss, and Nikole Norris

Senior Administrative Assistant, Aletta Lightfoot

1. Regular Council Meeting – Call Meeting to Order

The Meeting was called to order at 7:17 p.m.

2026-279 **2. Adoption of Agenda**

Moved By: Deputy Mayor Barton

That the agenda be adopted as amended to include:

- Item 11: Closed Session: Section 20 of the Access to Information Act, Statutes of Alberta, 2024, Chapter A-1.4 Privacy Act

Carried

3. Recognition

Council recognized and thanked the Stirling Volunteer Fire Department for hosting its Fire Prevention Open House on October 10, 2026, and for its continued dedication to fire safety and community education.

Council recognized the Stirling Public Library for hosting its 11th annual Haunted Lego event and encourages community members to participate by submitting their creative and spooky creations.

Council welcomed Stacey Maynes as the new Mayor of Stirling and expressed appreciation to Scott Barton, now serving as Deputy Mayor, for his hard work and dedication over the past year and his continued commitment to Council and the community.

4. Minutes

2026-280 **4.1 Adoption of Council Minutes – October 7, 2026**

Moved By: Councillor Foss

That the minutes of the regular meeting of Council held on October 7, 2026 be approved as amended.

Carried

4.2 Business Arising from the Minutes

There was no new business arising from the approved minutes.

4.3 Motion Tracker

Council reviewed the Motion Tracker.

5. Financial Items

2026-281 **5.1 Accounts Payable**

Moved By: Councillor Foss

That accounts payable:

- Cheque #20260096 to Cheque #2026097,
- EFT #20267027 to EFT #20267042

excepting EFT #20267036 be approved.

2026-282 **5.1.1 Accounts Payable: EFT #20267036**

Moved By: Deputy Mayor Barton

That accounts payable EFT #20267036 be approved.

Deputy Maynes abstained

2026-283 **5.2 Bank Reconciliation: September 2026**

Moved By: Deputy Mayor Barton

That the Bank Reconciliation for September 2026 be approved.

Carried

6. Items for Discussion

2026-284 **6.1 OH&S Safety Audit**

Moved By: Councillor Foss

To accept the Alberta OH&S Inspection report as information.

Carried

2026-285 **6.2 Policy HS07-26: Working Alone Stirling Fire Department**

Moved By: Councillor Foss

To approve Policy HS07-26: Working Alone Policy Stirling Fire Department.

Carried

2026-286 **6.3 Policy HS08-26: Working Alone Policy**

Moved By: Deputy Mayor Barton

To approve Policy HS08-26: Working Alone Policy.

Carried

6.4 Council Strategic Planning Session

2026-287 **7. CAO Report**

DRAFT

Moved By: Deputy Mayor Barton

That the CAO Report be accepted as information.

Carried

8. Council Committee Meeting Reports

Mayor Stacey Maynes:

- Chinook Arch Committee Meeting October 8th
- Village's South Meeting October 9th
- Stirling Fire Department Open House - October 10th
- Events Committee Meeting October 18th
    - Festival of Frights October 30th
    - Christmas Festival will be November 30th

Deputy Mayor Scott Barton:

- Stirling Fire Department Open House - October 10, 2026
- Clarence Visser
    - potential of water connection from Stirling to his new development
- AB Munis
    - Municipal Leader's Caucus (virtual) October 28 & 29, 2026
        - Governance principles
        - Financial reporting/longer term financial plans
    - Performance framework
    - Funding opportunities

Councillor Justin Davis:

- Ridge Water Servics Commission
    - Special Meeting with Lethbridge County - Oct 19 discussed expansion of infrastructure to include portions of Lethbridge County specifically for industrial users.

Councillor Matthew Foss:

- Attended Ridge Regional Water Services Commission
    - Special Meeting with Lethbridge County - Oct 19 discussed expansion of infrastructure to include portions of Lethbridge County specifically for industrial users.
- Met with Library Manager
    - Oct 19 completed budget review and completed Library Board/Village agreement to be present to Administration.

Councillor Nikole Norris:

- Stirling Historical Society Meeting
- Stirling Fire Department Open House - October 10, 2026

2026-288 **9. Correspondence and Items for Information**

Moved By: Councillor Foss

That the following correspondence be accepted as information:

Carried

9.1 Ridge Regional Public Safety Services Commission (RRPSSC)

9.2 Call to Action

9.3 Local Government Fiscal Framework (LGFF)

9.4 Family and Community Support Services (FCSS)

9.5 Chief Mountain Regional Solid Waste Services Commission (CMRSWSC)

2026-289 **10. Council Highlights**

Moved By: Councillor Davis

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

- Stirling welcomes Stacey Maynes as its first female Mayor!
- Thank you to Scott Barton for his dedication as Mayor over the past year and his continued service as Deputy Mayor.
- The Stirling Public Library's Haunted Lego Contest is back, with spooktacular prizes!
- Christmas Festival – November 30, 2026.
- Festival of Frights – Trophy presentations on October 30, 2026.

Carried

11. Closed Session: Section 20 of the Access to Information Act, Statutes of Alberta, 2024, Chapter A-1.4 Privacy Act

2026-290 **11.1 Motion to Enter into Closed Session**

Moved By: Councillor Norris

To enter into Closed Session as per Section 20 of the Access to Information Act, Statutes of Alberta, 2024, Chapter A-1.4 Privacy Act at 7:53 p.m.

Senior Administrative Assistant Lightfoot left the meeting at 7:57 p.m.

Carried

2026-291 **11.2 Motion to Come Out of Closed Session**

Moved By: Councillor Foss

To come out of Closed Session at 9:16 p.m.

Carried

2026-292 **12. Adjournment**

Moved By: Councillor Davis

That the agenda matters have been concluded and that the meeting be adjourned at 9:16 p.m.

Carried

These minutes to be approved on the 4th day of November 2026.

Mayor - Stacey Maynes

CAO - Scott Donselaar

DRAFT

Stirling Council Motion Tracker 2026

Number	Topic	Motion	Status	Details
2025-170	Motion from Closed Session	MOVED by Councillor Bikman to direct Administration to further explore feasible stormwater management options and engage with landowners to gather information as discussed during the Closed Session period, and report back to Council with an update.	In Progress	Working on options and proceeding.
2026-134	Stirling Lions Club Delegation	MOVED by Councillor Norris that Administration proceed with the condition assessment as outlined in the Lions Club Presentation, to be undertaken by FWBA Architects in coordination with the Village's Public Works team, local electrical trades, and other specialists as required.	In Progress	Discussed this with Sandra Nelson and she will be following up with David Cocks.
2026-202	Joint Use Planning Agreement with Westwind School Division	MOVED by Councillor Foss that Council direct Mayor Barton to sign the Joint Use Planning Agreement, as amended, with Westwind School Division, following approval and execution of the Agreement by Westwind School Division.	In Progress	Waiting on Westwind to sign and return.

** Motions to approve agendas, minutes, accounts payable or other purely administrative matters are excluded from the tracker.

VILLAGE OF STIRLING

Cheque Listing For Council

2026-Nov-3
10:42:29AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20260098	2026-11-02	RECEIVER GENERAL	468	OCT SRC DEDUCT PP#20	6,554.84	19,539.12
20260098			469	OCT SRC DEDUCT PP#21	6,444.04	
20260098			470	OCT SRC DEDUCT PP #22	6,390.05	
20260098			471	OCTOBER COUNCIL	150.19	
20260099	2026-11-03	WESTWIND WEEKLY NEWS	2027 RENEWAL	2027 RENEWAL	42.00	42.00
20260100	2026-11-03	LOCALITY MEDIA, LLC dba FIRST DUE	11571	FIRE/EMS SOFTWARE	8,738.92	8,738.92
(EFT) 20267061	2026-11-03	AB NEWSPAPER GROUP LTD	910751	JOINT PUBLIC HEARING	430.42	430.42
(EFT) 20267062	2026-11-03	ABC HVACR SERVICES LTD.	11984	DUCTWORK	1,568.70	2,894.77
(EFT) 20267062			12011	RADIANT HEATER	328.90	
(EFT) 20267062			12020	INDUCER MOTOR	997.17	
(EFT) 20267063	2026-11-03	ANNE'S WINDY POPLARS INC., o/a STREET SIDE M/	INV-1033	AUG-OCT PURCHASES	2,958.00	2,958.00
(EFT) 20267064	2026-11-03	BUNZL CLEANING & HYGIENE	1644770	G BAGS/TOILET CLEANER/BLEACH	292.69	292.69
(EFT) 20267065	2026-11-03	CANOE PROCUREMENT GRP, DIVISION OF RMA	47487927	CALCULATOR	75.59	1.69
(EFT) 20267065			74878642	CREDIT - LEGAL PAPER PADS	(73.90)	
(EFT) 20267066	2026-11-03	COOPER EQUIPMENT RENTALS LTD.	W23046075	BOOM LIFT	1,183.15	1,183.15
(EFT) 20267067	2026-11-03		41	JULY - SEPT EXPENSES	175.11	175.11
(EFT) 20267068	2026-11-03		125	NOV CONTRACT	915.00	915.00
(EFT) 20267069	2026-11-03	LAPP	494	PP #21	3,495.54	6,962.37
(EFT) 20267069			495	PP #22	3,466.83	
(EFT) 20267070	2026-11-03		72	MILEAGE	18.08	18.08
(EFT) 20267071	2026-11-03		2271	NOVEMBER CONTRACT	600.00	600.00
(EFT) 20267072	2026-11-03	MICROAGE	30246	M365	384.79	489.79
(EFT) 20267072			30362	BACK-UP	105.00	
(EFT) 20267073	2026-11-03	MPE ENGINEERING LTD.	00003483	SUBPHASE 0003 WATER UPGRADES	8,955.22	8,955.22
(EFT) 20267074	2026-11-03	PASSEY ELECTRIC	260413	REPLACE BALLAST	262.99	262.99
(EFT) 20267075	2026-11-03		3	MILEAGE	37.14	37.14
(EFT) 20267076	2026-11-03		1	EXPENSES	251.00	251.00
(EFT) 20267077	2026-11-03	RAYMOND AUTO PARTS	86388	FUEL CAP	15.03	15.03
(EFT) 20267078	2026-11-03	RAYMOND HOME HARDWARE BUILDING CENTRE	18713	DRYWALL	59.83	189.94
(EFT) 20267078			75905	SNOWBRUSH & SCRAPER	20.98	
(EFT) 20267078			75939	SOFFIT SCREWS	28.33	
(EFT) 20267078			75971	DRYWALL MUD/PATCHES	80.80	
(EFT) 20267079	2026-11-03	RONA INC	619-02680686-01	PAINT ROLLERS	7.92	45.22
(EFT) 20267079			619-26801891	PAINT	37.30	
(EFT) 20267080	2026-11-03	ROYAL LIFESAVING SOCIETY CDN, AB & NWT BRAI	42014	LSA/NL/INST EXAMS	1,180.00	1,612.00
(EFT) 20267080			42453	INSTR RECERT EXAMS	432.00	
(EFT) 20267081	2026-11-03		252	2025-2026 DISC FUND	2,500.00	2,500.00
(EFT) 20267082	2026-11-03		66	FALL FESTIVAL	500.00	500.00
(EFT) 20267083	2026-11-03	SUMMIT MOTORS LTD.	01W14127	SAFETY INSPECTION	3,293.93	3,293.93
(EFT) 20267084	2026-11-03	TELUS COMMUNICATINS INC.	527	FIBRE	248.47	496.57
(EFT) 20267084			528	FIBRE	148.35	
(EFT) 20267084			529	INTERNET	99.75	
(EFT) 20267085	2026-11-03	VOLKER STEVIN CONSTRUCTION LTD.	C08-002818	COLD MIX	661.25	661.25

VILLAGE OF STIRLING

Cheque Listing For Council

2026-Nov-3
10:42:29AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
				Total	**64,061.40**	

*** End of Report ***

VILLAGE OF STIRLING

2026 ACTUAL

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
Taxes Revenues							
1-00-00-100	TAXES-RESIDENTIAL (P/S)	1,485,252.00	1,460,579.32	98.33	1,524,464.27	1,511,287.08	99.13
1-00-00-105	TAXES-RESIDENTIAL (S/S)	9,268.39	8,945.88	96.52	9,664.86	10,662.92	110.32
1-00-00-110	TAXES-VAC RESIDENTIAL (S/S)	38,515.00	40,873.73	106.12	40,873.73	40,342.84	98.70
1-00-00-120	TAXES-COMM (LAND)	0.00	0.00	0.00	0.00	0.00	0.00
1-00-00-121	TAXES-COMM (BLDGS)	30,813.31	32,538.78	105.59	32,282.12	33,769.59	104.60
1-00-00-130	TAXES-LINEAR (POWER-PIPE-TEL)	24,103.73	25,870.69	107.33	24,252.44	25,846.30	106.57
1-00-00-545	REVENUE - RIDGE OVERHEAD CHARGES	10,000.00	24,928.22	249.28	20,000.00	24,000.00	120.00
*	**TOTAL Taxes Revenues**	**1,597,952.43**	**1,593,736.62**	**99.74**	**1,651,537.42**	**1,645,908.73**	**99.66**
Operating Grants Revenue							
1-00-00-731	GRANTS - FEDERAL (OPERATING)	0.00	0.00	0.00	0.00	0.00	0.00
1-00-00-739	GRANTS - MSI CAPITAL (TO OPERATING)	0.00	(428,130.00)	0.00	0.00	0.00	0.00
1-00-00-741	GRANTS - MSI (OPER) + MOST	288,034.00	288,034.00	100.00	288,034.00	288,034.00	100.00
1-00-00-746	GRANTS - PROV OTHER (OPERATING)	0.00	33,536.45	0.00	0.00	51,891.00	0.00
1-00-00-841	GRANTS - STEP	0.00	0.00	0.00	0.00	0.00	0.00
1-00-00-842	GRANTS - INTERNSHIP	0.00	0.00	0.00	0.00	0.00	0.00
1-00-00-843	GRANTS - CSJ & YCW	40,000.00	53,267.00	133.16	40,000.00	66,537.50	166.34
1-23-00-840	FIRE - GRANT (PROV)	0.00	6,700.00	0.00	0.00	11,858.00	0.00
1-23-00-850	EMER.SVC - COUNTY ICF FUNDING	25,000.00	25,000.00	100.00	30,000.00	0.00	0.00
1-32-00-840	STREETS-PROV GRANT	0.00	0.00	0.00	0.00	0.00	0.00
1-42-00-840	SEWER-GRANTS (PROV)	0.00	0.00	0.00	0.00	0.00	0.00
1-43-00-850	TRANSFER STATION-GRANTS (CO)	6,500.00	6,500.00	100.00	6,500.00	0.00	0.00
1-56-00-840	CEMETERY-GRANT PROV	0.00	0.00	0.00	0.00	0.00	0.00
1-72-00-840	REC-GRANTS-PROV	0.00	0.00	0.00	0.00	91.24	0.00
1-72-00-841	REC-GRANTS-FED	0.00	0.00	0.00	0.00	0.00	0.00
1-72-00-850	REC-GRANTS-OPERATION (CO)	30,000.00	36,860.00	122.86	30,000.00	0.00	0.00
1-72-90-410	REC-GRANT AB HIST. FND	0.00	0.00	0.00	0.00	0.00	0.00
*	**TOTAL Operating Grants Revenue**	**389,534.00**	**21,767.45**	**5.59**	**394,534.00**	**418,411.74**	**106.05**
Administrative Services Revenu							
1-12-00-415	ADM-MISC SALES	3,000.00	2,436.86	81.22	3,000.00	1,727.45	57.58
1-12-00-560	ADM-LAND RENTAL	1,000.00	510.00	51.00	1,000.00	390.00	39.00
1-12-00-510	ADM - A/R PENALTIES	1,000.00	1,751.51	175.15	1,000.00	1,036.72	103.67
1-12-00-425	ADM - DONATIONS	100.00	0.00	0.00	0.00	40.00	0.00

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
1-63-00-410	FCSS REV - UTIL	6,000.00	5,500.00	91.66	6,000.00	5,000.00	83.33
1-12-00-410	ADM-RIDGE DEBT REPAYMENT	10,000.00	0.00	0.00	0.00	0.00	0.00
1-00-00-510	REVENUE - TAX PENALTIES	30,000.00	43,284.07	144.28	30,000.00	32,549.16	108.49
1-00-00-542	REVENUE - GAS FRANCHISE	27,871.00	27,154.39	97.42	28,161.00	21,697.36	77.04
1-00-00-543	REVENUE-FORTIS FRANCHISE	62,049.00	61,347.22	98.86	64,099.00	51,673.94	80.61
1-00-00-550	REVENUE - BANK INTEREST	30,000.00	28,326.35	94.42	30,000.00	15,608.50	52.02
1-00-00-551	REVENUE - AAMDC DIVIDEND	0.00	0.00	0.00	0.00	0.00	0.00
1-00-00-590	REVENUE - OTHER	0.00	873.16	0.00	0.00	80,596.19	0.00
1-12-00-400	ADM - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
1-12-00-427	ADM - SCHOOL MODERNIZATION	0.00	0.00	0.00	0.00	0.00	0.00
1-12-60-410	ADMIN - AGENCY	6,400.00	8,800.00	137.50	800.00	800.00	100.00
1-72-20-541	REC - SCHOOL UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00
1-97-00-600	TFR FROM RESERVES (GST)	0.00	0.00	0.00	0.00	0.00	0.00
1-12-00-405	ADM - PAPER BILLING FEE	0.00	380.00	0.00	0.00	2,638.26	0.00
*	**TOTAL Administrative Services**	**177,420.00**	**180,363.56**	**101.66**	**164,060.00**	**213,757.58**	**130.29**
	Protective Service Revenue						
1-00-00-990	ADM - FINES	0.00	0.00	0.00	0.00	5,290.00	0.00
1-23-00-410	EMER. SVC. - VEHICLES	50,000.00	40,285.00	80.57	50,000.00	64,370.00	128.74
1-23-00-412	EMER. SVC - CALLOUT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
1-23-00-415	EMER. SVC- FIRE DONATION	0.00	2,500.00	0.00	0.00	0.00	0.00
1-23-00-420	EMER. SVC - COURSE INSTRUCTION	5,000.00	9,022.40	180.44	6,000.00	0.00	0.00
1-23-00-841	FIRE - GRANTS OTHER	3,368.00	0.00	0.00	0.00	0.00	0.00
1-23-00-425	EMER. SVC - OTHER REVENUE	5,000.00	20,399.00	407.98	5,000.00	12,397.50	247.95
1-26-00-410	BYLAWS - FINES	0.00	100.00	0.00	0.00	0.00	0.00
1-26-00-520	ANIMAL-PERMITS/LICENSES	3,300.00	3,215.00	97.42	3,000.00	3,150.00	105.00
1-23-00-414	EMER. SVC - EQUIPMENT	0.00	11,691.42	0.00	0.00	17,959.25	0.00
*	**TOTAL Protective Service Reven**	**66,668.00**	**87,212.82**	**130.82**	**64,000.00**	**103,166.75**	**161.20**
	Operational Services Revenue						
1-31-00-200	SHOP-DISPOSAL CAPITAL ASSETS	0.00	54,000.00	0.00	0.00	0.00	0.00
1-31-00-410	SHOP-SALE OF SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
1-31-00-960	SHOP-PW CUSTOM WORK	0.00	0.00	0.00	0.00	0.00	0.00
*	**TOTAL Operational Services Rev**	**0.00**	**54,000.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Environmental Services Revenue						
1-41-00-409	WATER DISCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00

VILLAGE OF STIRLING

2026 ACTUAL

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
1-41-00-410	WATER-SALE OF SERVICES	270,000.00	266,954.51	98.87	270,000.00	210,924.21	78.12
1-41-00-411	WATER-SALE OF SERV. RURAL	115,000.00	125,782.33	109.37	115,000.00	95,199.86	82.78
1-41-00-412	WATER-CONNECTION FEES	3,000.00	3,714.86	123.82	3,000.00	9,390.43	313.01
1-41-00-415	WATER-SALE OF GOODS	48,000.00	51,564.62	107.42	48,000.00	43,322.44	90.25
1-41-00-510	WATER-PENALTIES	3,500.00	3,870.08	110.57	3,500.00	2,714.03	77.54
1-42-00-409	SEWER - DISCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
1-42-00-410	SEWER-SALES OF SERVICES	103,488.00	108,373.10	104.72	103,488.00	81,238.28	78.50
1-42-00-412	SEWER-CONNECTION FEES	0.00	0.00	0.00	0.00	0.00	0.00
1-42-00-415	SEWER-SALE OF GOODS	0.00	0.00	0.00	0.00	5,306.00	0.00
1-43-00-409	TRANSFER STN - DISCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
1-43-00-410	TRANSFER STATION-SALE OF SERV	104,000.00	107,349.74	103.22	104,000.00	81,728.38	78.58
1-41-00-413	WATER-RURAL METERS & PITS	0.00	0.00	0.00	0.00	0.00	0.00
1-41-00-414	WATER - RESIDENTIAL METERS	0.00	0.00	0.00	0.00	0.00	0.00
1-42-00-540	SEWER - SOLAR INCOME	0.00	0.00	0.00	0.00	0.00	0.00
1-42-00-411	LIFT STN/FORCEMAIN UPGRADE	42,336.00	41,579.78	98.21	42,336.00	31,532.70	74.48
*	**TOTAL Environmental Services R**	**689,324.00**	**709,189.02**	**102.88**	**689,324.00**	**561,356.33**	**81.44**
	Community Services Revenue						
1-56-00-410	CEMETERY-LOT SALES	5,000.00	(650.00)	(13.00)	4,000.00	9,750.00	243.75
1-56-00-411	CEM-OPENINGS & CLOSINGS & MISC	8,500.00	14,000.00	164.70	10,000.00	9,425.00	94.25
*	**TOTAL Community Services Reven**	**13,500.00**	**13,350.00**	**98.89**	**14,000.00**	**19,175.00**	**136.96**
	Development Services Revenues						
1-30-00-521	BLDG-DEVELOPMENT PERMITS	4,500.00	7,250.78	161.12	4,500.00	3,530.05	78.44
1-66-00-410	SUB-DIV LAND SALES	90,000.00	145,250.00	161.38	0.00	64,313.25	0.00
1-66-00-411	SUB-DIV - FEES	0.00	0.00	0.00	0.00	0.00	0.00
*	**TOTAL Development Services Rev**	**94,500.00**	**152,500.78**	**161.38**	**4,500.00**	**67,843.30**	**1,507.63**
	Recreational Services Revenue						
1-72-01-410	REC-CAMPING/REUNION CENTRE	10,000.00	10,303.12	103.03	8,500.00	8,206.87	96.55
1-72-10-410	REC - SWIM FEES	70,000.00	63,116.60	90.16	65,000.00	62,942.00	96.83
1-72-80-590	REC - COMMUNITY EVENTS REVENUE	0.00	6,485.20	0.00	0.00	12,595.00	0.00
1-72-00-200	REC - MUNICIPAL RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
1-72-00-410	REC - CONCESSION	20,000.00	24,720.15	123.60	22,000.00	29,559.71	134.36
1-72-01-560	REC - PARK FEES (REUNION CTR)	0.00	0.00	0.00	0.00	0.00	0.00
1-72-80-410	REC - TOURISM REVENUE	0.00	1,725.00	0.00	0.00	3,300.00	0.00
1-72-90-770	REC - PROGRAM FEES	0.00	30.00	0.00	0.00	1,485.00	0.00

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
1-72-30-410	REC - COMMUNITY CENTRE	4,500.00	11,215.00	249.22	5,000.00	7,810.00	156.20
1-72-00-420	REC - POOL - WHAT'S POP'N	28,000.00	35,707.46	127.52	30,000.00	39,327.25	131.09
1-72-10-420	REC - NLS COURSE	2,500.00	11,675.00	467.00	5,000.00	13,620.00	272.40
*	**TOTAL Recreational Services Re**	**135,000.00**	**164,977.53**	**122.21**	**135,500.00**	**178,845.83**	**131.99**
**	**TOTAL OPERATIONAL REVENUE**	**3,163,898.43**	**2,977,097.78**	**94.10**	**3,117,455.42**	**3,208,465.26**	**102.92**
	Legislative Services						
2-11-00-110	COUNCIL - FEES & HONORARIUMS	15,000.00	16,354.70	109.03	20,000.00	19,897.00	99.48
2-11-00-130	COUNCIL - EMPLOYER CONTR	100.00	183.80	183.80	150.00	402.90	268.60
2-11-00-211	COUNCIL-COMMITTEE EXPENSE	3,000.00	6,380.62	212.68	3,000.00	1,130.79	37.69
2-11-00-212	COUNCIL - SEMINAR & CONVENTION	4,000.00	10,452.20	261.30	8,000.00	5,824.32	72.80
2-11-00-213	COUNCIL - MILEAGE	1,500.00	1,115.45	74.36	3,000.00	2,199.84	73.32
2-11-00-220	COUNCIL TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
2-11-00-510	COUNCIL-OTHER EXPENSE	18,000.00	4,358.23	24.21	5,000.00	2,551.46	51.02
2-11-00-215	COUNCIL - LEGISLATIVE (RECRUITMENT)	0.00	0.00	0.00	0.00	0.00	0.00
*	**TOTAL Legislative Services**	**41,600.00**	**38,845.00**	**93.38**	**39,150.00**	**32,006.31**	**81.75**
	Administrative Services						
2-12-00-111	ADM-WAGES	245,000.00	255,834.55	104.42	250,000.00	211,234.01	84.49
2-12-00-112	ADM-STAFF	0.00	80.00	0.00	0.00	0.00	0.00
2-12-00-115	ADM-GROUNDS	0.00	1,196.15	0.00	0.00	0.00	0.00
2-12-00-130	ADM-EMPLOYER CONTRIBUTION	80,000.00	87,780.48	109.72	80,000.00	68,247.80	85.30
2-12-00-150	ADM-ELECT & CENSUS FEES	0.00	211.99	0.00	0.00	0.00	0.00
2-12-00-200	ADM-CONTRACTED ADMINISTRATION	15,000.00	16,539.00	110.26	20,000.00	11,666.25	58.33
2-12-00-211	ADM-TRAVELLING	3,000.00	4,027.02	134.23	4,000.00	1,535.96	38.39
2-12-00-215	ADM - BAD DEBTS	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-250	ADM-EQUIP REP & RENTALS	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-251	ADM-BLDG REPAIRS	8,000.00	5,168.42	64.60	4,500.00	4,080.77	90.68
2-12-00-540	ADM-POWER	4,500.00	6,306.12	140.13	4,500.00	4,421.00	98.24
2-12-00-541	ADM-GAS HEATING	2,200.00	2,125.41	96.60	2,200.00	1,112.66	50.57
2-12-00-770	ADM-DEVELOPMENT & PROMO'S	11,500.00	9,850.04	85.65	11,500.00	5,598.02	48.67
2-12-00-810	ADM-BANK & INTEREST	5,500.00	18,268.64	332.15	8,500.00	8,577.02	100.90
2-12-01-215	ADM-TELEPHONE	8,500.00	8,237.76	96.91	8,500.00	5,582.50	65.67
2-12-02-215	ADM-POSTAGE & METER	4,500.00	4,761.42	105.80	4,500.00	2,361.42	52.47
2-12-11-220	ADM-ADVERTISING	1,500.00	579.10	38.60	1,000.00	580.92	58.09
2-12-12-220	ADM-ASSOC FEES	3,700.00	5,268.02	142.37	4,000.00	16,181.86	404.54
2-12-13-220	ADM-REG FEES (LTO-BYLAWS)	410.00	290.00	70.73	410.00	167.44	40.83
2-12-21-230	ADM-AUDIT FEES	10,000.00	13,033.70	130.33	12,000.00	0.00	0.00

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
2-12-22-230	ADM-COMPUTER EXP	30,000.00	36,534.38	121.78	40,000.00	32,247.19	80.61
2-12-23-230	ADM-ENGINEERING FEES	15,000.00	11,370.29	75.80	15,000.00	0.00	0.00
2-12-25-230	ADM-LEGAL FEES	2,000.00	2,445.00	122.25	3,500.00	0.00	0.00
2-12-29-230	ADM- PROFESSIONAL FEES	2,000.00	440.00	22.00	2,000.00	2,874.79	143.73
2-12-30-300	ADM-ASSESSORS FEES	13,993.50	13,366.52	95.51	13,630.00	13,804.00	101.27
2-12-32-274	ADM-INSURANCE	70,000.00	66,856.00	95.50	71,000.00	68,546.00	96.54
2-12-44-200	ADM-JANITOR/GROUNDS CONTRACT	7,200.00	7,200.00	100.00	7,200.00	5,970.00	82.91
2-12-44-510	ADM-JANITOR GOODS	350.00	59.96	17.13	350.00	29.00	8.28
2-12-51-510	ADM-STAT & PRINTING	3,000.00	2,621.45	87.38	3,000.00	1,561.69	52.05
2-12-52-510	ADM-OFFICE SUPPLIES & EXP	2,000.00	3,043.64	152.18	2,000.00	2,284.69	114.23
2-12-05-215	ADM-EXP-FRT-COURIERS	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-118	ADM-SEVERANCE	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-764	ADM-TAXES WRITTEN OFF	0.00	0.00	0.00	0.00	0.00	0.00
2-12-26-230	ADM - SERVICE CHRG/ PENALTIES	0.00	0.00	0.00	0.00	0.00	0.00
2-12-60-427	ADM - SCHOOL MODERNIZATION	0.00	0.00	0.00	0.00	0.00	0.00
2-12-60-410	ADMIN- AGENCY EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-510	ADMIN - SOLAR PANEL PYMTS	0.00	7,155.89	0.00	0.00	0.00	0.00
2-12-33-710	TRF TO RES - OPERATING - 40033710	0.00	0.00	0.00	0.00	0.00	0.00
*	**TOTAL Administrative Services**	**548,853.50**	**590,650.95**	**107.62**	**573,290.00**	**468,664.99**	**81.75**
	Protective Services						
2-23-00-110	EMERG. SERV. - WAGES	0.00	18,925.00	0.00	25,000.00	11,835.85	47.34
2-23-00-130	EMERG. SERV.-EMP CONTB	0.00	0.00	0.00	0.00	0.00	0.00
2-23-00-210	EMERG. SERV.-PERSONAL GOODS	10,000.00	14,766.92	147.66	10,000.00	373.09	3.73
2-23-00-211	EMERG.SERV-TRAVEL/TRAINING	17,000.00	9,085.01	53.44	17,000.00	915.43	5.38
2-23-00-215	EMERG.SERV. - TELEPHONE & TECHNOLOGY	12,000.00	16,897.47	140.81	10,000.00	1,814.40	18.14
2-23-00-230	EMERG.SERV- FEES	330.00	2,070.00	627.27	2,030.00	46,901.77	2,310.43
2-23-00-251	EMERG.SERV.- BLDG. MAINTENANCE	2,500.00	6,332.66	253.30	5,000.00	10,529.31	210.58
2-23-00-510	EMERG.SERV.- GOODS	13,000.00	9,286.97	71.43	13,000.00	5,660.71	43.54
2-23-00-511	EMERG. SERV. - FIRST MED RESPONSE	0.00	0.00	0.00	0.00	0.00	0.00
2-23-00-212	EMERG.SERV.- MEDICAL SUPPLIES	2,000.00	5,687.40	284.37	2,000.00	2,985.93	149.29
2-23-00-520	EMERG.SERV.- RADIO EQUIPMENT	12,000.00	8,024.96	66.87	12,000.00	13,154.08	109.61
2-23-00-540	EMERG.SERV. - POWER	2,500.00	3,809.58	152.38	3,000.00	2,536.11	84.53
2-23-00-541	EMERG.SERV.- GAS	2,500.00	3,106.90	124.27	2,800.00	1,528.38	54.58
2-23-00-573	EMERG.SERV.-911 SERVICE	5,707.20	5,707.20	100.00	5,707.20	4,536.00	79.47
2-23-01-510	EMERG.SVC.- ENG 61-2007 ROSENBAUER	5,000.00	5,542.29	110.84	5,000.00	2,614.14	52.28
2-23-04-510	EMERG.SVC.- SIERRA 1 - 2020 GMC 3500	1,000.00	3,893.04	389.30	1,000.00	758.83	75.88
2-23-05-510	EMER.SVC - TENDER1-1999 INTL TANK 9400	2,500.00	1,993.66	79.74	2,500.00	4,505.40	180.21

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
2-26-00-200	DOGS-CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2-26-00-511	DOGS-OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
2-26-50-200	BY-LAWS ENF-CONTRACTED	0.00	785.00	0.00	0.00	4,321.00	0.00
2-26-50-210	PEACE OFFICER - CONTRACTED	47,527.00	48,658.00	102.37	48,658.00	53,976.00	110.92
2-26-50-510	BY-LAWS ENFORCE-GOODS	0.00	0.00	0.00	0.00	18.47	0.00
2-23-00-530	EMERG SERV - FUEL	5,000.00	4,914.89	98.29	5,000.00	2,659.03	53.18
2-23-00-770	EMERG.SERV.- FIRE BUSH TRUCK - LTD INT	0.00	0.00	0.00	0.00	0.00	0.00
2-23-02-610	EMER.SVC - ENG 3 - 2019 RAM BRUSH	4,500.00	2,305.91	51.24	4,500.00	39.99	0.88
2-23-07-510	EMER.SVC - CR1 - 2015 FORD EXPEDITION	0.00	0.00	0.00	0.00	0.00	0.00
2-21-00-770	POLICE - PROV POLICE FUNDING	68,811.00	58,827.00	85.49	76,520.16	58,827.00	76.87
2-23-08-510	EMER.SVC - ENG 62 - 2004 SPARTAN	4,000.00	2,837.83	70.94	4,000.00	2,729.16	68.22
2-23-36-710	TRF TO RES - FD CAPITAL 40036710	25,000.00	0.00	0.00	25,000.00	0.00	0.00
2-23-00-220	EMER SVC - COUNTY EMER RESPONSE REP	0.00	500.00	0.00	0.00	0.00	0.00
2-23-00-771	EMERG.SERV. - ENMAX SOLAR - LTD INT	516.92	0.00	0.00	0.00	307.31	0.00
2-23-09-510	EMER.SVC - SPU (STRUCTURAL PROTEC UNIT)	0.00	49,249.98	0.00	0.00	7,738.36	0.00
*	**TOTAL Protective Services**	**243,392.12**	**283,207.67**	**116.36**	**279,715.36**	**241,265.75**	**86.25**
	Operational Services						
2-31-00-110	SHOP - WAGES	342,796.01	338,713.49	98.80	319,640.00	274,133.51	85.76
2-31-00-115	SHOP - WEEKEND DUTY	24,000.00	22,519.54	93.83	25,000.00	21,784.90	87.13
2-31-00-130	SHOP - EMP CONTB	112,000.00	113,906.15	101.70	112,000.00	96,787.34	86.41
2-31-00-212	SHOP-SEMINARS & COURSES	15,000.00	11,235.86	74.90	15,000.00	7,508.31	50.05
2-31-00-215	SHOP-TELEPHONE	4,500.00	4,797.35	106.60	4,500.00	2,825.08	62.77
2-31-00-230	SHOP-PW-PROF SERVICE/ENGINEER	0.00	0.00	0.00	0.00	0.00	0.00
2-31-00-251	SHOP-BLDG MAINT	2,000.00	3,387.05	169.35	2,000.00	2,806.17	140.30
2-31-00-273	SHOP-LICENSES (EQUIP)	250.00	508.64	203.45	300.00	90.00	30.00
2-31-00-510	SHOP-OPERATION/TOOLS	5,000.00	9,273.24	185.46	6,000.00	7,311.78	121.86
2-31-00-511	SHOP-CLOTHING ALLOWANCES	2,000.00	1,992.53	99.62	2,000.00	551.40	27.57
2-31-00-512	SHOP - OP BULK FUEL	22,500.00	22,379.68	99.46	20,000.00	14,927.09	74.63
2-31-00-540	SHOP-POWER	1,200.00	(64.34)	(5.36)	800.00	315.99	39.49
2-31-00-541	SHOP-HEATING GAS	4,200.00	4,754.05	113.19	4,200.00	2,322.26	55.29
2-31-00-216	SHOP-FRT-COURIER	0.00	0.00	0.00	0.00	0.00	0.00
2-31-00-210	SHOP-CLEAN UP	0.00	0.00	0.00	0.00	0.00	0.00
2-31-02-510	OP - UNIT 12-86 CASE TRACTOR	500.00	0.00	0.00	0.00	0.00	0.00
2-31-12-510	OP - 2013 GMC - JERRY'S OLD	2,000.00	10.48	0.52	2,000.00	0.00	0.00
2-31-22-510	OP - DNU SOLD - BOBCAT 2011 SR220	2,000.00	1,390.78	69.53	0.00	0.00	0.00
2-31-31-510	OP - DNU SOLD 2003 CHEV 3/4TON	250.00	0.00	0.00	0.00	0.00	0.00

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
2-31-41-510	OP - DNU SOLD 1993 INTL 8100 DUMP	0.00	3,432.07	0.00	0.00	0.00	0.00
2-31-43-510	OP - 2005 INTL 4300 EXT CAB DUMP	3,000.00	5,092.11	169.73	3,000.00	425.94	14.19
2-31-51-510	OP - 2009 GMC3500 - FLAT DECK	2,000.00	17.23	0.86	0.00	35.50	0.00
2-31-52-510	OP - DNU CAT GRADER 120H	0.00	0.00	0.00	0.00	0.00	0.00
2-31-61-510	OP - 76 FD 8000 SANDER	2,000.00	173.99	8.69	0.00	0.00	0.00
2-31-62-510	OP- SOLD - 2017 INTL 4300 GARBAGE TRUCK	0.00	0.00	0.00	0.00	0.00	0.00
2-31-72-510	OP - 2015 JD 410 BACKHOE	5,000.00	17,435.70	348.71	20,000.00	0.00	0.00
2-31-73-510	OP - 2017 BOBCAT MINI E35	500.00	335.85	67.17	2,000.00	1,919.28	95.96
2-31-81-510	OP- DNU SOLD JD 1445 - MOWER	0.00	0.00	0.00	0.00	0.00	0.00
2-31-85-510	OP- JD 5203 TRASH MOWER	2,000.00	671.72	33.58	2,000.00	1,119.56	55.97
2-31-99-510	OP-MISC EQUIP	0.00	1,964.09	0.00	0.00	3,473.42	0.00
2-32-01-110	STREETS-WAGES	0.00	0.00	0.00	0.00	0.00	0.00
2-32-01-130	STREETS-EMP CONTB	0.00	0.00	0.00	0.00	0.00	0.00
2-32-01-200	STREETS-CONTRACTED	18,000.00	675.00	3.75	14,000.00	13,515.00	96.53
2-32-01-510	STREETS-GOODS	14,000.00	7,822.25	55.87	14,000.00	744.11	5.31
2-32-01-511	STREETS-GRAVEL	10,000.00	13,393.02	133.93	10,000.00	188.18	1.88
2-32-01-512	STREETS-SUPPLIES	0.00	2,086.55	0.00	0.00	0.00	0.00
2-32-01-513	STREETS-OIL	26,000.00	98,518.79	378.91	26,000.00	3,303.68	12.70
2-32-01-520	STREETS-EQUIP RENTALS	1,000.00	0.00	0.00	1,000.00	0.00	0.00
2-32-01-540	STREETS-LIGHTING	40,000.00	50,327.94	125.81	40,000.00	38,445.02	96.11
2-31-35-510	OP - 2014 FORD - BRADY	1,000.00	49.99	4.99	500.00	0.00	0.00
2-31-00-831	SHOP - LTD INTEREST	664.24	455.33	68.54	0.00	0.00	0.00
2-32-01-831	STREETS - 3RD STREET PROJ - LTD INT	1,264.97	2,080.74	164.48	1,264.97	738.10	58.34
2-31-00-513	SHOP - STIRLING SAFETY PROGRAM	0.00	1,081.21	0.00	1,000.00	150.00	15.00
2-31-00-514	SHOP - STIRLING BUILDINGS MAINT	0.00	1,729.51	0.00	0.00	1,577.40	0.00
2-31-00-112	SHOP - WAGES - SUMMER EMPLOYMENT	50,000.00	76,869.50	153.73	50,000.00	79,741.01	159.48
2-31-01-510	OP - 2021 FORD XLT SHANE	250.00	158.46	63.38	250.00	197.51	79.00
2-31-01-610	OP - 2021 FORD XLT MASON	250.00	777.78	311.11	250.00	1,043.48	417.39
2-31-35-710	TRF TO RES - CAPITAL - 40035710	20,000.00	0.00	0.00	20,000.00	0.00	0.00
2-31-00-132	SHOP - EMP CONTB SUMMER EMPLOYEE	0.00	0.00	0.00	0.00	0.00	0.00
2-31-00-111	SHOP - OVERTIME	30,000.00	13,340.19	44.46	30,000.00	11,529.76	38.43
2-31-00-840	SHOP - ENMAX SOLAR - LTD INT	585.81	0.00	0.00	585.81	348.27	59.45
2-42-00-840	SEWER - ENMAX SOLAR GRND MOUNT - LTD INT	7,946.28	0.00	0.00	7,946.28	6,439.01	81.03
2-31-00-515	SAFETY - PPE & EQUIPMENT	3,000.00	0.00	0.00	3,000.00	41.93	1.39
2-32-01-530	STREETS - SIDEWALK REHABILITATION	10,000.00	12,219.01	122.19	20,000.00	4,156.71	20.78
2-31-13-010	OP - 2024 HV607 PLOW TRUCK	5,000.00	1,807.75	36.15	4,000.00	1,816.08	45.40
2-31-13-510	OP - 2024 TERRAIN	250.00	0.00	0.00	250.00	735.98	294.39
2-31-83-510	OP - 2023 JD Z994R MOWER	250.00	0.00	0.00	250.00	0.00	0.00
2-31-84-510	OP - 2024 JD Z994 DIESEL MOWER	250.00	0.00	0.00	250.00	44.87	17.94

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
2-31-01-710	OP - 2025 CHEV 3500	0.00	4,238.43	0.00	250.00	842.08	336.83
2-31-21-510	OP - 2025 S76 BOBCAT	0.00	1,863.05	0.00	250.00	621.13	248.45
2-31-86-510	OP - 2024 JD Z720E ZTRAK MOWER	0.00	4.54	0.00	250.00	54.48	21.79
2-31-02-010	OP - GATOR	0.00	1,096.10	0.00	2,500.00	31.45	1.25
*	**TOTAL Operational Services**	**794,407.31**	**854,522.40**	**107.57**	**788,237.06**	**604,642.77**	**76.71**
	Environmental Services						
2-41-00-300	WATER PURCHASES (R I D)	14,000.00	11,003.20	78.59	14,000.00	12,297.60	87.84
2-41-00-510	WATER-GOODS	9,500.00	19,688.67	207.24	9,500.00	12,228.30	128.71
2-41-00-512	WATER-RURAL WEST	5,000.00	1,002.03	20.04	5,000.00	4,342.50	86.85
2-41-00-513	WATER-RURAL EAST	3,000.00	260.58	8.68	3,000.00	4,409.71	146.99
2-41-00-531	WATER-CHEMICALS	800.00	432.06	54.00	800.00	776.57	97.07
2-41-00-831	WATER-DEB (INTEREST)	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-960	WATER - ADMIN	0.00	0.00	0.00	0.00	0.00	0.00
2-41-05-540	WATER-POWER (NEW FILTER PLANT)	0.00	0.00	0.00	0.00	77.15	0.00
2-41-06-540	WATER-POWER (BULK STATION)	3,500.00	4,374.44	124.98	3,500.00	4,242.06	121.20
2-41-13-541	WATER-GAS (NEW FILTER PLANT)	3,500.00	2,972.86	84.93	3,500.00	1,349.97	38.57
2-41-00-520	WATER-EQUIP RENTALS	0.00	0.00	0.00	0.00	0.00	0.00
2-41-10-541	WATER-GAS (BULK STATION)	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-110	WATER-WAGES	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-130	WATER-EMP CONTB	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-200	WATER-CONTRACTED	230,000.00	240,389.96	104.51	230,000.00	213,133.63	92.66
2-41-00-215	WATER-TELEMETER & TELEPHONE	500.00	2,661.64	532.32	500.00	132.00	26.40
2-41-00-250	WATER-EQUIP MAINT	30,000.00	2,830.50	9.43	30,000.00	10,251.49	34.17
2-41-00-251	WATER-BLDG MAINT	500.00	555.80	111.16	500.00	206.15	41.23
2-42-00-110	SEWER-WAGES	0.00	0.00	0.00	0.00	0.00	0.00
2-42-00-120	SEWER - LIFT STN WKND DUTY	0.00	0.00	0.00	0.00	0.00	0.00
2-42-00-130	SEWER-EMP CONTB	0.00	0.00	0.00	0.00	0.00	0.00
2-42-00-200	SEWER-CONTRACTED	10,000.00	7,700.00	77.00	10,000.00	16,705.29	167.05
2-42-00-215	SEWER-TELEPHONE	500.00	2,033.03	406.60	1,200.00	1,609.26	134.10
2-42-00-250	SEWER-EQUIP MAINT	1,370.73	1,288.50	94.00	5,000.00	0.00	0.00
2-42-00-251	SEWER-BLDG MAINT	500.00	0.00	0.00	500.00	0.00	0.00
2-42-00-260	SEWER-LAGOON LEASE	0.00	0.00	0.00	0.00	5,432.46	0.00
2-42-00-510	SEWER-GOODS	1,500.00	926.59	61.77	1,500.00	2,559.79	170.65
2-42-00-520	SEWER-EQUIP RENTALS	0.00	0.00	0.00	0.00	0.00	0.00
2-42-00-531	SEWER-CHEMICALS	4,100.00	0.00	0.00	4,100.00	2,735.00	66.70
2-42-00-540	SEWER-POWER (LIFT STATION)	(65,000.00)	(60,303.49)	92.77	(65,000.00)	(51,252.40)	78.84
2-42-00-541	SEWER-GAS (LIFT STATION)	2,500.00	988.37	39.53	2,500.00	639.53	25.58
2-42-00-831	SEWER - LIFT STATION - LTD INT	35,864.92	25,421.17	70.88	30,016.67	0.00	0.00

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
2-42-00-960	SEWER - ADMIN	0.00	0.00	0.00	0.00	0.00	0.00
2-43-00-110	TRANSFER STATION-WAGES	9,295.00	9,303.84	100.09	9,295.00	8,068.32	86.80
2-43-00-130	TRANSFER STATION-EMP CONTB	700.00	474.80	67.82	700.00	183.99	26.28
2-43-00-200	TRANSFER STATION-CONTRACTED	0.00	2,460.06	0.00	0.00	1,506.29	0.00
2-43-00-215	TRANSFER STATION-RAYMOND CONTRACT	54,600.00	51,405.00	94.14	54,600.00	38,310.00	70.16
2-43-00-510	TRANSFER STATION-GOODS	500.00	5,606.48	1,121.29	500.00	30.00	6.00
2-43-00-540	TRANSFER STATION-POWER	1,200.00	1,341.03	111.75	1,200.00	1,128.39	94.03
2-43-00-541	TRANSFER STATION-HEATING GAS	0.00	0.00	0.00	0.00	0.00	0.00
2-43-00-770	TRANSFER STATION-WASTE MGR FEE	40,832.74	40,832.74	100.00	42,067.35	42,067.36	100.00
2-43-00-831	GARBAGE TRUCK - LOAN (INTEREST)	0.00	0.00	0.00	0.00	0.00	0.00
2-43-00-765	TRANSFER STATION - AMORTIZATION	0.00	0.00	0.00	0.00	0.00	0.00
2-41-37-710	TRF TO RES - RURAL WATER 40037710	3,780.00	0.00	0.00	3,780.00	0.00	0.00
2-43-34-710	TRF TO RES - TRUCK 40034710	0.00	0.00	0.00	0.00	0.00	0.00
*	**TOTAL Environmental Services**	**402,543.39**	**375,649.86**	**93.32**	**402,259.02**	**333,170.41**	**82.82**
	Community Services						
2-51-00-770	F C S S - GRANT	10,356.00	76,815.04	741.74	10,558.08	66,460.00	629.47
2-56-00-110	CEMETERY-WAGES	0.00	0.00	0.00	0.00	0.00	0.00
2-56-00-130	CEMETERY-EMP CONTB	0.00	0.00	0.00	0.00	0.00	0.00
2-56-00-200	CEMETERY-CONTRACTED	0.00	387.50	0.00	0.00	0.00	0.00
2-56-00-510	CEMETERY-GOODS	1,500.00	2,461.50	164.10	2,000.00	5,503.52	275.17
2-56-00-770	CEMETERY-GRANTS (CEM COMM)	0.00	0.00	0.00	0.00	0.00	0.00
2-62-00-510	TOURISM & ECONOMIC DEVELOP. COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
2-62-00-511	COMM SERV - APPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00
2-62-00-512	COMM SERV - MARKETING	6,000.00	2,333.75	38.89	6,000.00	4,400.00	73.33
2-62-00-771	COMM SERV-GRANTS	0.00	0.00	0.00	10,000.00	0.00	0.00
2-63-00-510	FCSS - BLDG MAINTENANCE	10,000.00	1,220.77	12.20	10,000.00	608.05	6.08
2-72-21-110	LIONS HALL - WAGES	0.00	1,552.50	0.00	0.00	0.00	0.00
2-72-21-130	LIONS HALL - EMP CONTB	0.00	99.17	0.00	0.00	0.00	0.00
2-63-00-541	FCSS - UTILITIES	5,100.00	551.68	10.81	5,100.00	1,194.95	23.43
*	**TOTAL Community Services**	**32,956.00**	**85,421.91**	**259.20**	**43,658.08**	**78,166.52**	**179.04**
	Development Services						
2-61-00-151	MPC - MAPPING	0.00	0.00	0.00	0.00	0.00	0.00
2-61-00-211	MPC-OTHER	0.00	0.00	0.00	0.00	0.00	0.00
2-61-00-511	MPC-PERMIT FEES	0.00	387.10	0.00	0.00	379.50	0.00
2-66-00-210	SUB-DIV-PERMIT FEES	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
2-66-00-220	SUB-DIV-ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
2-66-00-490	SUB-DIV-LAND PUR/SALE FEES	90,000.00	220,580.86	245.08	0.00	3,950.12	0.00
2-66-00-492	SUB-DIV-LAND DEB (INT)	0.00	0.00	0.00	0.00	0.00	0.00
2-66-01-750	REQ-OLDMAN RIVER PLANNING	39,966.60	32,941.84	82.42	39,966.60	26,120.60	65.35
*	**TOTAL Development Services**	**129,966.60**	**253,909.80**	**195.37**	**39,966.60**	**30,450.22**	**76.19**
	Recreational Services						
2-27-00-110	MOSQ-WAGES	3,000.00	3,120.00	104.00	3,120.00	2,520.00	80.76
2-27-00-130	MOSQ-EMP CONTB	600.00	534.42	89.07	600.00	435.76	72.62
2-27-00-200	MOSQ-CONTRACTED	0.00	0.00	0.00	0.00	0.00	0.00
2-27-00-510	MOSQ-GOODS	6,000.00	2,218.50	36.97	7,000.00	150.01	2.14
2-27-00-520	MOSQ-EQUIP-PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00
2-28-00-110	WEEDS-WAGES	0.00	0.00	0.00	0.00	0.00	0.00
2-28-00-130	WEEDS-EMPR CONTB	0.00	0.00	0.00	0.00	0.00	0.00
2-28-00-200	WEEDS-CONTRACTED	7,000.00	5,534.71	79.06	7,000.00	0.00	0.00
2-28-00-511	WEEDS-OTHER EXP	0.00	0.00	0.00	0.00	0.00	0.00
2-72-01-110	PARKS-WAGES	0.00	0.00	0.00	0.00	0.00	0.00
2-72-01-130	PARKS-EMP CONTB	0.00	0.00	0.00	0.00	0.00	0.00
2-72-01-200	PARKS-CONTRACTED SERVICES	6,500.00	6,466.85	99.49	6,500.00	12,186.30	187.48
2-72-01-251	PARKS-MAINTENANCE	14,000.00	21,269.95	151.92	24,000.00	(21,209.97)	(88.37)
2-72-01-510	PARKS-GOODS	3,000.00	9,125.04	304.16	3,000.00	18,850.16	628.33
2-72-01-511	PARKS- CENTENNIAL	1,500.00	1,834.21	122.28	1,500.00	1,040.35	69.35
2-72-01-540	PARKS-POWER	5,500.00	10,949.63	199.08	10,000.00	5,972.63	59.72
2-72-01-541	PARKS-GAS	2,000.00	3,199.78	159.98	3,000.00	2,222.33	74.07
2-72-10-110	POOL-SUPERVISOR REC COORDINATOR WAGES	29,365.44	34,032.52	115.89	32,350.97	31,591.70	97.65
2-72-10-111	POOL-LIFE GUARD WAGES	80,000.00	101,010.43	126.26	85,000.00	92,182.50	108.45
2-72-10-130	POOL-EMP CONTB	12,000.00	19,384.42	161.53	14,000.00	19,547.47	139.62
2-72-10-200	POOL-CONTRACTS & FEES	7,000.00	5,487.75	78.39	7,000.00	5,820.38	83.14
2-72-10-215	POOL-TELEPHONE	0.00	300.00	0.00	0.00	0.00	0.00
2-72-10-240	POOL - EVENTS EXPENSES	2,000.00	1,457.55	72.87	2,000.00	2,512.43	125.62
2-72-10-251	POOL - MAINTENANCE	115,000.00	118,016.80	102.62	85,000.00	61,758.67	72.65
2-72-10-510	POOL - GOODS	8,500.00	15,872.82	186.73	10,000.00	37,648.80	376.48
2-72-10-511	POOL - CONCESSION EXPENSES	6,500.00	13,173.63	202.67	10,000.00	14,853.34	148.53
2-72-10-513	POOL - CHEMICALS	8,500.00	6,784.25	79.81	8,500.00	8,853.34	104.15
2-72-10-540	POOL-POWER	5,000.00	10,095.55	201.91	7,000.00	7,391.12	105.58
2-72-10-541	POOL - GAS	6,800.00	8,927.08	131.28	8,200.00	7,124.57	86.88
2-72-10-831	POOL - POOL LOAN - LTD INT	5,644.09	2,760.00	48.90	3,046.94	1,845.08	60.55
2-72-20-541	LIONS HALL- UTILITIES	9,000.00	13,958.06	155.08	11,000.00	9,459.00	85.99
2-72-80-510	REC - COMMUNITY EVENTS COMMITTEE	14,000.00	33,588.49	239.91	15,500.00	21,217.67	136.88

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
2-72-90-110	REC-HISTORICAL WAGES	0.00	0.00	0.00	0.00	0.00	0.00
2-72-90-130	HISTORICA-EMP CONTB	0.00	0.00	0.00	0.00	0.00	0.00
2-72-90-510	REC-HIST(MICHEL) EXPENSES	2,000.00	2,026.94	101.34	17,000.00	4,474.70	26.32
2-72-90-511	REC-HIST(MICHEL) UTILITIES	3,000.00	3,202.89	106.76	3,000.00	2,920.19	97.33
2-72-90-610	REC-HIST/KIOSK EXPENSE	2,000.00	6,008.06	300.40	2,000.00	3,281.13	164.05
2-72-90-770	TOUR - MORMON TRAIL COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-764	REC-LTD INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
2-72-80-511	REC - FIREWORKS	8,000.00	7,647.62	95.59	8,000.00	7,647.62	95.59
2-72-21-772	LIONS HALL - ENMAX SOLAR - LTD INT	1,717.44	0.00	0.00	1,717.44	1,583.55	92.20
2-72-21-773	LIONS HALL - ENMAX SOLAR FCSS - LTD INT	614.04	0.00	0.00	614.04	436.45	71.07
2-72-10-512	POOL - WHATS POPPIN	10,000.00	20,535.49	205.35	15,000.00	22,887.72	152.58
2-72-20-510	LIONS HALL - BLDG MAINTENANCE	15,000.00	14,265.33	95.10	15,000.00	4,522.16	30.14
2-72-11-710	TRF TO RES - RECREATON 40040710	5,000.00	0.00	0.00	5,000.00	0.00	0.00
* **TOTAL Recreational Services**		**405,741.01**	**502,788.77**	**123.92**	**431,649.39**	**391,727.16**	**90.75**
Library Expenses							
2-74-00-100	LIBRARY - REQUISTIONS	0.00	0.00	0.00	34,000.00	34,000.00	100.00
* **TOTAL Library Expenses**		**0.00**	**0.00**	**0.00**	**34,000.00**	**34,000.00**	**100.00**
Loan Payments Principal							
2-23-00-772	EMERG.SERV. - ENMAX SOLAR FH - PRINCIPAL	1,189.82	0.00	0.00	1,189.82	1,114.99	93.71
2-23-00-832	EMERG SERV - FIRE BRUSH TRCK - PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00
2-31-00-841	SHOP - ENMAX SOLAR - PRINCIPAL	1,348.48	0.00	0.00	1,348.48	1,263.63	93.70
2-32-01-832	STREETS - 3RD ST PROJ - PRINCIPAL	12,185.03	0.00	0.00	12,185.03	0.00	0.00
2-42-00-832	SEWER- LIFT STATION - PRINCIPAL	39,427.20	0.00	0.00	17,947.97	0.00	0.00
2-42-00-841	SEWER - ENAMX SOLAR GRND MNT - PRINCIPAL	17,994.18	0.00	0.00	17,994.18	15,177.99	84.34
2-72-10-832	POOL - POOL LOAN - PRINCIPAL	13,528.00	0.00	0.00	6,539.28	0.00	0.00
2-72-21-774	LIONS HALL - ENMAX SOLAR - PRINCIPAL	1,689.88	0.00	0.00	1,689.88	290.56	17.19
2-72-21-775	LIONS HALL - ENMAX SOLAR FCS - PRINCIPAL	1,125.00	0.00	0.00	1,125.00	1,054.14	93.70
* **TOTAL Loan Payments Principal**		**88,487.59**	**0.00**	**0.00**	**60,019.64**	**18,901.31**	**31.49**
Requisitions							
2-80-03-750	REQ-PUBLIC SCHOOL	301,339.02	353,378.78	117.26	381,775.15	286,331.37	75.00
2-80-04-750	REQ-SEPARATE SCHOOL	7,682.48	9,268.39	120.64	9,664.86	0.00	0.00

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
2-80-07-750	REQ-SENIORS FDN	33,000.00	31,786.68	96.32	33,593.96	44,152.04	131.42
2-80-01-750	REQ-DESIGNED INDUSTRIAL	85.01	0.00	0.00	80.00	0.00	0.00
*	**TOTAL Requisitions**	**342,106.51**	**394,433.85**	**115.30**	**425,113.97**	**330,483.41**	**77.74**
**	**TOTAL OPERATIONAL EXPENSES**	**3,030,054.03**	**3,379,430.21**	**111.53**	**3,117,059.12**	**2,563,478.85**	**82.24**
***	**OPERATIONAL SURPLUS / DEFICIT**	**(133,844.40)**	**402,332.43**	**(300.60)**	**(396.30)**	**(644,986.41)**	**162,752.06**
	Capital Grants Revenue						
1-00-00-730	ATB LOAN PROCEEDS	549,888.00	0.00	0.00	504,413.00	0.00	0.00
1-00-00-740	GRANTS - MSI (CAPITAL)	428,130.00	787,530.00	183.94	390,667.00	0.00	0.00
1-00-00-742	GRANTS - FGTF/NDCC	76,046.00	51,000.00	67.06	120,697.00	120,697.00	100.00
1-00-00-743	GRANTS - OTHER COMM. GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
1-00-00-744	GRANTS - BMTG (FORMERLY SIP)	0.00	0.00	0.00	0.00	0.00	0.00
1-00-00-745	GRANTS - ACP	0.00	0.00	0.00	0.00	0.00	0.00
1-00-00-747	GRANTS - PROV OTHER (CAPITAL)	2,144,436.00	504,286.00	23.51	2,508,223.00	986,368.45	39.32
*	**TOTAL Capital Grants Revenue**	**3,198,500.00**	**1,342,816.00**	**41.98**	**3,524,000.00**	**1,107,065.45**	**31.42**
	Amortization						
2-12-00-765	ADM -AMORTIZATION	0.00	12,591.80	0.00	0.00	0.00	0.00
2-23-00-765	PROT SERV - AMORTIZATION	0.00	62,844.33	0.00	0.00	0.00	0.00
2-31-00-765	OP SERVICES - AMORTIZATION	0.00	73,305.97	0.00	0.00	0.00	0.00
2-32-01-765	STREETS - AMORTIZATION	0.00	404,179.29	0.00	0.00	0.00	0.00
2-41-00-765	WATER - AMORTIZATION	0.00	90,646.45	0.00	0.00	0.00	0.00
2-42-00-765	SEWER - AMORTIZATION	0.00	25,851.52	0.00	0.00	0.00	0.00
2-72-01-765	LEISURE SERVICES - AMORTIZATION	0.00	49,475.68	0.00	0.00	0.00	0.00
2-72-10-764	Pool Amortization	0.00	0.00	0.00	0.00	0.00	0.00
2-74-00-765	COMMUNITY SERV - AMORTIZATION	0.00	31,695.95	0.00	0.00	0.00	0.00
*	**TOTAL Amortization**	**0.00**	**750,590.99**	**0.00**	**0.00**	**0.00**	**0.00**
	Capital Acquisitions						
2-12-00-762	ADM-TFRS TO CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
2-23-00-762	EMERG.SERV.-TFRS TO CAPITAL	141,000.00	0.00	0.00	15,000.00	0.00	0.00
2-31-00-762	SHOP-TFRS TO CAPITAL	117,500.00	0.00	0.00	0.00	0.00	0.00
2-32-01-762	STREETS-TFRS TO CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-762	WATER-TFRS TO CAPITAL	3,020,000.00	0.00	0.00	0.00	1,148,468.29	0.00
2-42-00-762	SEWER-TFRS TO CAPITAL	0.00	0.00	0.00	3,509,000.00	1,711.70	0.04
2-43-00-762	TRANSFER STATION-TRFS TO CAP	0.00	0.00	0.00	0.00	0.00	0.00

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2026 ACTUAL

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance	2026 Budget	2026 Actual	2026 % Variance
2-56-00-762	CEMETERY-TFRS TO CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
2-66-00-200	SUB-DIV-CONTRACTED	0.00	14,089.25	0.00	0.00	0.00	0.00
2-72-01-762	PARKS-TFRS TO CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
2-72-10-762	POOL - TFRS TO CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
2-72-20-762	LIONS HALL - TRANSFER TO CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
2-72-90-762	REC - HIST - TRFS TO CAP	0.00	0.00	0.00	0.00	0.00	0.00
2-66-00-762	SUB-DIV-TFRS TO CAP	0.00	0.00	0.00	0.00	0.00	0.00
*	**TOTAL Capital Acquisitions**	**3,278,500.00**	**14,089.25**	**0.43**	**3,524,000.00**	**1,150,179.99**	**32.64**
****	**TOTAL REV OVER EXP**	**(53,844.40)**	**(175,803.33)**	**326.50**	**(396.30)**	**(601,871.87)**	**151,872.79**

*** End of Report ***

STIRLING

Council Meeting – November 4th, 2026

Agenda Item: Protection of Privacy Act Conversation

Strategic Alignment:

Build Community: Infrastructure & Amenities	**Celebrate Community:** Engagement & Pride	**Enhance Community:** Development & Economy
Financial Sustainability: Responsible Financial Management		

Background Information:

Administration wanted to bring forward information for Council in relation to the Protection of Privacy Act and some of the requirements related to its administration. Council members, much like administration are charged with the protection of any and all personal information which is held in their care.

This information includes specifics on salaries earned by staff members who are not required to be reported in the Audited Financial Statements as prescribed by the Municipal Government Act. Wage bands and ranges for each position are allowed to be shared, but the specific earnings of a specific person are not.

The Chief Administrative Officer is designated as the Head of the organization for the Protection of Privacy Act. They are responsible for ensuring the obligations under the Act are met which includes ensuring staff and Council are made aware of their duties, which is what we are doing today. Each staff member and each Council member are, as individual members of the municipality, always responsible for ensuring they adhere to the law, even outside of office hours. Management of this falls to the Senior Administrative Officer position for adherence to the legislation and requests made under the Access to Information Act. This means there are two parties within the Municipal organization who can be asked related to any requests for information or disclosure of information as to whether it is permitted or not.

Administration felt this review would be important as there has been a formal complaint filed in relation to a violation of the Protection of Privacy Act, which will be addressed during the in-camera session, as Administration has been in contact with the Office of the Privacy Commissioner, per legislative requirements.

Recommendation:

That Council accept the Protection of Privacy Act Conversation as information.

Proposed Motion(s):

Moved by _____ to accept the Protection of Privacy Act Conversation as information.

STIRLING

Council Meeting – June 17, 2026

Agenda Item: Policy HR02-26 Payroll and Benefits

Strategic Alignment:

Build Community: Infrastructure & Amenities	**Celebrate Community:** Engagement & Pride	**Enhance Community:** Development & Economy
Financial Sustainability: Responsible Financial Management		

Background Information:

Administration is presenting an updated policy for approval and repeal of Policy HR02-24. This was done, as with the retiring of the Tax and Utility Clerk, the CAO has revamped the Administration Job Descriptions and is changing the Office format, so the two full time Administration Staff are on a full 40-hour work week, instead of the prior 32, with two days of non-overlap.

The part time Administration person will remain as their role for vacation coverage; sick time / medical leave coverage; and coverage during times we know require more staff such as tax time are still needed. The total overall hours may be subject to change and the CAO is contemplating their inheriting other duties potentially around issuance of compliance letters, or some basic development permit work that would relieve time within the CAO role for other higher level functions.

Administration will be posting for the two roles June 18th, 2026 with an anticipated closing date of June 30th, with interviews to follow.

The new job descriptions are attached for Council's information, as they are a schedule of the policy.

The changes made to Schedule A are also attached which reflect the change in responsibilities between the two new roles.

Recommendation:

That Council approve Policy HR02-26 Payroll and Benefits Policy, thereby repealing HR02-24 Payroll and Benefits Policy.

Proposed Motion(s):

Moved by _____ to approve Policy HR02-26 Payroll and Benefits Policy, thereby repealing HR02-24 Payroll and Benefits Policy.

November 4th, 2026

Updated Background Information:

With the completion of the Internal Audit administration is bringing back changes to Policy HR02-24, addressing items which were identified as areas of concern within the internal audit report.

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Administration notes the report indicated the Village is significantly understaffed, based upon what are considered minimum averages for municipal government. During the June 17th, 2026, meeting Administration brought forward changes to the Administration office roles and responsibilities which put more supervisorial responsibilities on the Senior Administrative Assistant and created two job descriptions based around a 40 hour per week workday.

The Senior Administrative Assistant has had to work 40 hours per week to keep up with the job functions which were assigned, as well as provide training and mentoring to our new staff member hired in August to fill the Administrative Assistant role.

Part of this change was to alleviate the CAO role from being the constant office supervisor and empower the Senior Administrative Assistant to make operational decisions for the front office without always having to have the CAO's direct involvement. This approach meets the area identified in the internal audit for having leadership not so centralized.

The internal audit provides for a recommendation of increasing staff levels to 5 FTE within the Administration office on a three-year time frame. Although this would put the Office within what the minimum would be and it is meant to reduce the operational functions of the CAO role, Administration is only seeking the 16 hours provided to assign the Development Officer role to the Administrative Assistant. Given the time sensitive nature of development matters; amount of research required in undertaking an application or compliance letter; this would at present be something that would be done during the overlap with the existing part time party. Having the part time person present would allow the Administrative Assistant to spend those hours focused solely on development matters and be uninterrupted in the process.

The Development Officer role has been broken out as an added duty, similar to that of the Safety Coordinator. This also reduces the risk to the municipality of any CAO transition leading to a candidate not being able to adequately address development, or have to turn to ORRSC and enter into a fee for service arrangement, whereby the costs exceed the amount being offered for compensation to the Administrative Assistant.

It is also easier to recruit for an Administrative Assistant who has a background with development, or the educational background for the role than it is to find a person in an executive level who's had direct exposure or working background with development.

This is one step towards creating a more efficient Administration and removing the risks for the municipal organization during any kind of employee loss or transition, as was identified within the Internal Audit report.

The wage cost for the 16 hours per week based off the highest pay rates for both the Senior Administrative Assistant and the Administrative Assistant breaks down as this:

Senior Administrative Assistant: $13,736.32

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Administrative Assistant: $11,606.40

Total: $25,342.72

The costs reflect the highest level of the wage band and are based around two long term employees who have worked into the high end.

Administration sees this as a cost value which addresses real problems that exist in the organization and have been identified in the Internal Audit report, and supported by the report done by Deputy Mayor Barton.

The next change to Policy HR02-26 Payroll and Benefits Policy is a revision of the Pool Supervisor – Recreation Coordinator role. Administration has changed this function to supervise the Stirling Concession and its employees, while maintaining the recreation coordinator role. The roles hours will remain unchanged, but a focus on actioning a committee for development of the recreation master plan will become the primary focus; with the role then taking on the responsibility of actioning the recreation master plan, based on what action items are identified.

Administration notes the original role was necessary for the supervision and operation of the concession, where the pool operation can be adequately managed through the head life guards a life guards and Director of Operations.

Recommendation:

That Council approve Policy HR02-26 Payroll and Benefits Policy, as well as Schedule B Concession Supervisor – Recreation Coordinator, thereby repealing HR02-24 Payroll and Benefits Policy.

Proposed Motion(s):

Moved by _____ to approve Policy HR02-26 Payroll and Benefits Policy, as well as Schedule B Concession Supervisor – Recreation Coordinator, thereby repealing HR02-24 Payroll and Benefits Policy.

Village of Stirling

Policy HR02-26

Section:	Human Resources	***Subject:***	Payroll and Benefits
Approval Date:	November 4th, 2026		

Payroll and Benefits

Policy Statement:

The Village of Stirling is committed to ensuring a competitive pay structure which is in alignment with the job descriptions for each of its positions. This will ensure the Village is always in a position to attract the best quality candidate into any possible open positions. These scales are applicable to all permanent full and part time employees of the Village of Stirling.

Definitions:

"AM" means Alberta Municipalities.

"Banked Time" means hours in which an employee works which are outside of their normally scheduled hours and are not being claimed as paid overtime.

"Benefits" means all the benefit plan subscribed to by the Village of Stirling and any other benefit provided for by the Village which are eligible to *Full Time* permanent employees.

"CAO" means the Chief Administrative Officer or their designate.

"Casual employee" means an employee who has all the same rights as an employee as defined in this policy, with the exception of vacation or benefits.

"COLA" means a cost of living allowance. This percentage is determined by looking at the published adjusted consumer price index for the Province of Alberta.

"Employee" means any person who is employed on a permanent full time or part time basis with the Village of Stirling.

"Full Time" means any employee who is employed to work between 32 to 40 hours per week.

Village of Stirling

Policy HR02-26

Section:	Human Resources	***Subject:***	Payroll and Benefits
Approval Date:	November 4th, 2026		

"General Holidays" means New Years Day; Family Day; Good Friday; Victoria Day; Canada Day; August Civic Holiday (1st Monday); Labour Day; Truth and Reconciliation Day; Thanksgiving Day; Remembrance Day; Christmas Day; and Boxing Day.

"Leave of Absence" means any unpaid leave an employee takes where their position is vacated for a period of time.

"Overtime" means a period of time where an employee is called into work, outside of their normally scheduled hours, or a period of time where an employee is required to work beyond their regularly scheduled hours.

"Part Time" means any employee who is employed to work less than 32 hours per week.

"Pay Schedule" means the dates on which the employees pay will be deposited into their accounts. The Village pays employees on a bi-weekly basis with the pay date determined by Administration.

"Probationary Period" means a term of six months where a person who is on probation as defined in *Alberta Employment Standards.*

"Sick Time" means time off which is taken by and employee and removed from their sick bank, in accordance with this policy.

A. Probation

1. All new employees shall be subject to the probationary period for the Village.

2. Council or the CAO may elect to waive the probationary period for employees who have been regular seasonal employees with the Village, or those employees whose contracts are done such that they are not subject to the probationary period.

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B. Pay Scales:

1. Pay scales will be established and provided for wage positions based on a 10-year grid for advancement.
2. New employees with no pervious experience will start at the year one grid for their assigned position.
3. Experienced employees will generally start at the year one grid for their assigned position but may be advanced higher in the grid upon completing probation. This advancement will be based on their performance during probation and is at the sole discretion of the CAO.
4. Salaried positions will have separate pay structure assigned to them which will be outlined within the terms of their contracts.
5. Wages assigned to job functions are based upon the existing job descriptions. Wages will only be assessed to look at potential market comparison, or if there are significant changes to the job description, or job responsibilities.
6. Wage scale increases will be done solely based upon any COLA increases as approved by Council in the operating budget. COLA increases will be looked at when the adjusted consumer price index is 0.7% or higher. At that time Council will determine what percentage to apply for grid movement.
7. Wage scales for all employees are attached as Schedule A.

C. Benefits

1. The Village of Stirling provides 100% employer paid benefits for the following benefits for full time permanent employees:
    a. AM Life Insurance Plan (AMLIP)
    b. AM Group Accidental Insurance Plan (GAI2C)
    c. Alberta Health Care Insurance Plan and AM Extended Health Care, Vision Care and Dental Care Plans. (Policy 71180)

d. Retiring Management Employees will receive the AM Group Life retirement life insurance $5,000.00 option paid for by the Employer. Employees may enhance the $5,000.00 amount but are responsible for all extra costs associated with the enhanced policy.

e. AM Employee Assistance Program.

2. The Village of Stirling will pay 75% of the following premiums/costs of these Employer provided benefits:

a. Long Term Disability (AM LTD1) shall be provided by the Employer. This benefit will provide a minimum of two-thirds (2/3) salary after thirteen (13) weeks until the age of sixty-five (65) years for all employees who qualify under the guidelines of the terms of reference, as set down by the insurer.

b. A discretionary fund up to a maximum of $2,500.00 per year.

D. Sick Time

1. Permanent employees shall receive full wages for a period(s) of time not exceeding the accumulated sick time credit. The maximum accumulated sick time is 120 days for full time employees and 60 days for part time employees.

2. Sick time is permitted to be accumulated at a rate of one and one-half (1 ½) days per month for employees who work 2080 hours annually and is prorated based upon positions of lesser annual hours.

3. Unused sick time for any year shall be carried over and accumulated; any time off for sickness shall be deducted from the accumulated sick time allotment.

4. Employees may be required to produce a certificate from a medical practitioner for any illness in excess of three (3) days, certifying that the employee was unable to carry out their duties due to illness.

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E. Vacation

1. Vacation accruals shall be calculated to occur at the start of each year, effective for January 1st, regardless of start date. Vacation accruals shall be calculated based on the following weeks per years of service for full time permanent employees.

    a. First year of service - 2 Week Vacation
    b. Second year of continuous service - 1 Additional Week
    c. Eight years of continuous service- 1 Additional Week
    d. Sixteen Years of continuous service- 1 Additional Week

2. A vacation calendar shall be kept in the office for all employees to schedule vacation time on. Vacation booking shall commence on January 1st and be finalized by March 1st, where employees can write on the calendar their requested vacation time. The Director of Operations will approve all vacation requests made within the Public Works Department. In the event of a conflict the Chief Administrative Officer will have final approval. Vacations for all Administrative Staff will be approved by the Chief Administrative Officer.

3. Any employee requesting vacation in January shall have their request reviewed immediately by the approving authority.

4. In the event of a scheduling conflict the years of service of the two employees will be taken into consideration first and if the years are the same the request will fall to who requested the time off first.

5. Vacation requests made after March 1st shall require 2 weeks notice prior to approval by the approving authority.

6. Employees may carry forward one week of vacation time into the next Calendar year, if the employee intends to use the time prior to April 1st of the year it is to be carried into. Any carry forward must be approved by the CAO. Any unused vacation time will be paid out at the end of the year on the final pay period of the year, subject to the approval of the Chief Administrative Officer.

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F. General Holidays and other Leaves of Absence

1. The Village of Stirling observes all General Holidays, and all Village operations are closed over General Holidays. Matters where staff must be called in shall have the appropriate overtime rates applied for working on a General (Statutory) Holiday, as prescribed by *Alberta Employment Standards*. General Holidays observed are as follows:

    a. New Years Day, Family Day, Good Friday, Victoria Day, Canada Day, 1st Monday in August (Civic Holiday), Labour Day, Truth and Reconciliation Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.

2. Unpaid Leaves of Absence

    a. Applications for an unpaid leave of absence must be in writing and presented to the CAO at least three (3) months prior to the anticipated date of commencement of the leave, or the applicant shall provide reasons as to why this was not possible.

    b. Applications shall indicate the date of departure on leave and the date of return.

    c. Such leaves may be granted by the CAO.

    d. Employees on unpaid leave shall not work for gain during the period of the leave of absence, except with the consent of the CAO.

    e. Employees granted an unpaid leave of absence for a period in excess of thirty (30) days shall cease to earn sick leave and vacation credits at the commencement of such leaves. Any credits earned prior to the leave will be returned to them upon their return.

    f. Employees granted an unpaid leave of absence for a period in excess of thirty (30) days shall make the necessary arrangements to prepay the employee's share of all contributing benefit plans.

3. Bereavement leave shall be provided by the employer in the form of up to 3 consecutive paid working days for the employee to carry out responsibilities incurred by the death of a relative.

    a. Relative shall include: Mother; Father; Brother; Sister; Spouse or Partner; Child; Grandchild; Foster Child; Mother-in-Law; Father-in-Law; Sister-in-Law; Brother-in-Law; Grandparent(s) of both the employee or their Spouse/Partner; Aunts, Uncles and Nieces and Nephews of whether direct relations or In-Laws.

    b. Any leaves requested in excess of the three (3) working days shall be approved by the CAO.

4. Maternity leave is recognized under the *Alberta Employment Standards Code* and any employee who submits for Maternity or Paternity Leave shall adhere to the code standards.

    a. When an employee wishes to return to work after their maternity leave the employee shall provide the Employer at least two weeks notice.

    b. Upon return the employee shall return to their original position.

    c. Should the employee's original position no longer exist they will be placed in a position, within their same business unit, of equal rank and value at their same rate of pay.

G. Overtime

1. Overtime shall be provided for any work done outside of the employees' regular work hours, which exceeds their normal hours for a week. For all full time employees any hours in excess of forty (40) hours per week constitute overtime.

    a. Overtime shall be paid out on the pay cycle it occurred and paid at a rate of one and one-half (1 ½) times the employees' standard hourly rate.

    b. Employees who are called out in off hours shall be paid a minimum of two hours overtime per callout, unless the second callout falls within the

original first two hours. If this occurs the time continues from the first callout during the second callout.

H. Banked Time

1. Any employee who wishes to take banked time instead over overtime may do so at a straight time rate, for any hours worked in excess of their weekly totals.

    a. Employees will only be allowed to carry a maximum of one week's bank time in their employee bank. Part Time Employees are not eligible for Banked Time.

    b. Employees must use half these hours within three months of reaching their cap, or the hours will be paid out at straight time on the pay period following the three (3) months to bring them to half.

    c. No employee will be allowed to accrue any additional banked time until such time as they have space within their cap. Any hours will be transferred to overtime until the cap has space.

    d. Employees may carry over their bank time into the next fiscal year, so long as they are not at their cap and should they be at their cap, are within the three (3) month time frame to use it.

I. Enhanced Duties

1. Enhance duties are extra responsibilities the employer recognizes are not normal work functions for the employee and in many instances require the employee to adjust their schedule or take added responsibility to perform these activities.

2. Enhanced duties will provide the employee with a lump sum allotment which will be broken out over their 26 pay periods for the year. This amount is not eligible for pensionable contributions or overtime.

    a. Mosquito Fogging - Allotment $3,120.00 per Anum ($120.00 Bi-weekly)

        i. The Employee agrees to obtain their certificate; and

ii. Scheduling will be adjusted to accommodate Fogging without the use of overtime or banked time accumulation.

b. Safety Coordinator Uncertified – $2.00 per hour over and above the regular pay rate of their job description.

i. The Employee will administer the Village Health and Safety Program; and

ii. The Employee will obtain all necessary training to achieve CORE status; and

iii. The Employee will ensure all Occupational health and Safety processes for the Village are brought to the CORE standard.

c. Safety Coordinator Certified – $5.00 per hour over and above the regular pay rate of their job description.

i. The Employee will obtain an Occupational Health and Safety Certificate, Diploma or Degree from a recognized University or educational institution, and

ii. Maintain all the aspects of the Health and Safety Program including ensuring the Village maintains standards consistent with the ability to obtain a CORE rating.

d. Development Officer Uncertified - $1.50 per hour over and above the regular pay rate of their job description.

iii. The Employee will be designated as the Village's Development Officer.

iv. The Employee will be responsible for all the duties and responsibilities of the Development Officer as outlined in the Village of Stirling Land Use Bylaw.

v. The Employee will administer all Development Policies within the Village of Stirling.

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e. Development Officer Certified - $3.00 per hour over and above the regular pay rate of their job description.

i. The Employee obtain their Applied Land Use and Planning Certificate; Diploma or Degree in Land Use Planning from a recognized educational institution, and

ii. Perform all the duties assigned to the Development Officer as found in this policy; or any other act, bylaw or policy.

J. Year End Appreciation

1. Each permanent employee shall receive a Year End Appreciation reward of up to two percent (2%) of the employee's base annual wage, based on the employee's performance, attendance and if deemed by the CAO to deserve a reward.

K. Job Descriptions

1. Every permanent position within the Village of Stirling will have a completed job description assigned to it.

2. Job Descriptions will form Schedule B of this Policy.

L. Repeals

1. This Policy Repeals Policy HR02-24.

_____ _____

Mayor – Scott Barton CAO – Scott Donselaar

Village of Stirling

Policy HR02-22

Section:	Human Resources	***Subject:***	Payroll and Benefits
Approval Date:	November 4th, 2026		

Schedule B

Role:
Concession Supervisor / Recreation Coordinator
Outside position up to 40 hours per week.

Role Description:
The Concession Supervisor / Recreation Coordinator will be directly responsible for supervising the operation of the Stirling Concession annually; as well as coordination with community groups; external groups; and other organizations to try and enhance recreation opportunities within the Village of Stirling.

Responsibilities:

- **Concession Supervisory Duties**
  - Report to the Director of Operations on the operation of the pool and concession.
  - Ensure they are in possession of a valid food handling certificate.
  - Provide oversite and scheduling concession staff.
  - Ensure compliance with all Health Regulations in relation to pool and concession operation.
  - Provide mentorship and training to all staff responsible for concession operations.
  - Ensure adherence to the Village financial processes/policies and provide all deposits to Administration.
  - Advertising of the Concession and Events at the pool.

  .
- **Recreation Coordinator Duties:**
  - Work with Community Groups/Associations to build connections with recreation organizations/leagues.
  - Work to develop; evaluate; and achieve objectives within a recreation master plan.
  - Collaborate with existing recreation organizations/leagues to enable Stirling to have participation within said organizations/leagues.
  - Coordinate scheduling of fields/resources to be used by recreational groups and ensure a state of readiness is maintained with the Operations Department
  - Provide feedback on ways the Village might move forward to assist in supporting recreation organizations/leagues.

Core Competencies and Attributes:
- Clear communication skills both written and verbal
- Ability to foster and develop relationships

Village of Stirling

Policy HR02-22

Section:	Human Resources	***Subject:***	Payroll and Benefits
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- Advanced technical skills
- Ability to meet project timelines
- Ability to work in a dynamic environment
- Advanced skills with Microsoft Office products
- General to Advanced skills with Muniware
- Understanding of cash handling procedures
- Understanding of POPA/ATIA and Municipal Administration
- Strong sense of team collaboration Commitment to Safety and adherence to all Safe Work Practices and OH&S Legislation requirements
- Have or able to obtain a valid food handling certificate
- Ability to establish partnerships with external groups

Qualifications:

This role has a wide range of responsibilities, so the qualification range requires knowledge, or the ability to learn, in a wide variety of job responsibilities and competencies.

- Relevant education to the competencies listed
- Previous experience with a municipal government administration
- Previous experience with committees, boards, commissions, and organizations
- Previous financial experience

STIRLING

Council Meeting – November 4th, 2026

Agenda Item: Bylaw 587-26 Amending Bylaw 558-25

Strategic Alignment:

Build Community: Infrastructure & Amenities	**Celebrate Community:** Engagement & Pride	**Enhance Community:** Development & Economy
Financial Sustainability: Responsible Financial Management		

Background Information:

Administration is putting forward Bylaw 587-26 to repeal section 3 subsection i under subsection h. The Municipal Affairs Audit Program requires this section to be repealed in order for the Bylaw to be legislatively compliant per their interpretation of the Municipal Government Act. The section on not participating if they Council member was not the only person in the room, was originally considered by the previous Council, as a safeguard to the privacy requirements of in camera conversations.

Recommendation:

That Council provide at least first reading to Bylaw 587-26 Amending Bylaw 558-25.

Should Council wish to clear this matter they could consider providing second and if having unanimous consent third reading.

Proposed Motion(s):

Moved by _____ to provide at least first reading to Bylaw 587-26 Amending Bylaw 558-25.

VILLAGE OF STIRLING
IN THE PROVINCE OF ALBERTA
Bylaw No. 587-26
Amendment to Bylaw No. 558-25 Electronic Council Meetings Bylaw

A Bylaw of the Village of Stirling in the Province of Alberta to amend Bylaw 558-25 section 3, sub section i of subsection h by repealing this section.

AND WHEREAS section 63(2)(i) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended permits changes to the bylaw, without changing the substance of the bylaw, to repeal section 3 subsection c of Bylaw 558-25:

3. Electronic Meetings Council Members
    h. i. Section Repealed

This Bylaw shall come into force and effect on the date of final passing.

Bylaw No. 558-25 is hereby amended.

READ A FIRST TIME THIS __ DAY OF _____, 2026.

READ A SECOND TIME THIS __ DAY OF _____, 2026.

READ A THIRD AND FINAL TIME THIS __ DAY OF _____, 2026.

_____
Mayor – Stacey Maynes

_____
CAO – Scott Donselaar

VILLAGE OF STIRLING
IN THE PROVINCE OF ALBERTA
Bylaw No. 558-25
Electronic Council Meetings Bylaw

A BYLAW OF THE VILLAGE OF STIRLING IN THE PROVINCE OF ALBERTA TO ESTABLISH PROCEDURES FOR THE CONDUCT OF ELECTRONIC COUNCIL MEETINGS AND USE OF ELECTRONIC MEETINGS DURING PUBLIC HEARINGS.

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, a council may pass bylaws in relation to the orderly procedures of council, council committees and other bodies established by the council;

AND WHEREAS the Municipal Government Act has been amended under Section 199(2.1) to require a bylaw providing for electronic means of attendance at a public hearing;

AND WHEREAS Council may wish to hold meetings as identified in the Council Procedures Bylaw, Bylaw 504-20, and have Council or participatory attendance through electronic means;

NOW THEREFORE the Municipal Council of the Village of Stirling duly assembled enacts as follows:

The Electronic Council Meetings Bylaw

1. **Definitions**
    a. "Council Procedures" means any required or established process within the Council Procedures Bylaw as amended from time to time.
    b. "Device" means a device capable of accessing the link used by the Village for Council and the public to join an electronic meeting.
    c. "Electronic Means" means the same as found in section 199(1)(a) of the *Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26* as amended from time to time.
    d. "Meeting" means the same as found in section 199(1)(b) of the *Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26* as amended from time to time.

2. **General Provision**

    a. The Council Procedures Bylaw shall apply to all aspects of the meetings covered under this bylaw, whether the attendance is in person or done through electronic means.
    b. The Chair may direct the removal any person attending a meeting via electronic means who disrupts the meeting; or for any reason otherwise

found within the Council Procedures Bylaw or any other enactment which permits such removal.

3. Electronic Meetings Council Members

a. Council members may attend a Council meeting by means of electronic means.
b. Meetings to be held by electronic means shall be scheduled at the meeting prior so the following agenda will reflect the meeting being held via electronic means.
    i. Council may opt to hold any or all meetings by electronic means and may elect to do so at the annual organizational meeting.
c. No more than two Council members may attend via electronic means per meeting; unless a superseding order, or emergency directive declares otherwise.
d. Council members attending via electronic means shall have the means to appear via video and will be required to turn their video on at the opening of Council to show they are present. The Council member may then turn their video off if they so choose.
e. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic means remains present.
f. The Chair will announce to any in the gallery that a Council member(s) are attending the meeting by electronic means.
g. When a vote is called, Council members attending the meeting by electronic means shall be asked to state their vote only after all other Council members present at the meeting have cast their vote. If the Council member attend the meeting by electronic means is on video and can be seen for raising their hand to vote they may have their vote counted in that way.
h. If a meeting requires an in camera (closed) session any Council member attending via electronic means shall be required to make a declaration they are the only person present where they are attending the meeting from.
    i. Should the Council member not be the only person present in the location they are attending the meeting from via electronic means they shall be required to not participate in the in camera (closed) session.

4. Administration

a. Administration will be responsible for posting the link for the meeting on the agenda package, prior to the meeting on the Village website.
b. Administration will ensure that the information technology equipment needed to host a meeting via electronic means is always present and available.
c. Administration will be responsible for ensuring closure of attendees during in camera (closed) sessions of meetings held by electronic means.

d. Administration will ensure all recordings are stopped following the approved motion to enter into an in camera (closed) session.
e. Administration will ensure that any recordings of the meetings shall be published as per the requirements of the *Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.*
f. Should the Chief Administrative Officer need to join a meeting by electronic means; they shall follow the same procedure as Council for notification of the request at the meeting prior; and shall follow the same declaration process for noting their attendance, as well as for any in camera (closed) session items.

5. Delegations

a. Any delegation who wishes to attend a meeting by electronic means shall be required to provide their presentation to Administration prior to the agenda package being sent out.
b. The delegation shall have their camera on to show themselves to Council prior to their presentation but may turn it off during their presentation.

6. Public Hearings

a. Individuals are encouraged to preregister to speak to provide hearing efficiency by submitting their contact information to the Village Office by 4:00 pm on the day before the public hearing.
    i. Individuals will be required to provide their contact information to be used in the event they are disconnected from the Public Hearing and to identify them in the hearing proceedings. The Village will make a reasonable attempt to re-connect with any pre-registered speaker in the event that they are disconnected but reserves the right to proceed with the Public Hearing at their discretion.
b. During the Public Hearing process, all individuals will be requested to mute their microphones until they are granted the opportunity to speak by the Chair.
c. The Chair shall open the Public Hearing and introduce the subject of the Hearing by reading the subject Bylaw.
d. The Chair shall request the application be read by the Chief Administrative Officer.
e. The Applicant shall be invited to provide new or additional information for Council's consideration.
f. After the Applicant's presentation, Individuals that would like to speak in the Public Hearing, and that have pre-registered to speak, will be invited to provide their presentations to Council. They will be provided five (5) minutes for their presentation unless and extension is granted by the Chair.
g. After all pre-registered individuals are provided an opportunity to speak to the Bylaw, and the Chair will inquire if there are any further individuals that would like to speak to the proposed Bylaw and determines the order that the additional individuals will speak. They will be provided five (5) minutes for their presentation unless an extension is granted by the Chair.

h. Council is provided the opportunity to ask questions. The questions asked shall be limited to questions concerning the Public Hearing.
i. The Chief Administrative Officer is given the opportunity to provide closing remarks.
j. The Applicant is given the opportunity to provide closing remarks. The applicant may speak in rebuttal to those in opposition during closing remarks providing no new information is provided.
k. Council is asked whether they have any final questions. Council members may not debate the issues before the Hearing is closed.
l. Council may choose to recess a Public Hearing to another time, date or place. However, once the Hearing has been closed no new information may be provided to Council. Council may receive updated information for clarification on subjects discussed as part of the Public Hearing providing new information is not introduced that would create an unfair approval process by restricting the public's ability to provide input.
m. Once the Chair is satisfied that all pertinent information has been provided and that Council has no further questions the Public Hearing will be closed.
n. Council will proceed to consider the Bylaw in accordance with section 216.4 of the *Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.*

7. Severability

a. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.
b. This Bylaw comes into force on the date of the third and final reading.

READ a first time this 7 day of May 2025.

READ a second time this 21 day of May, 2025.

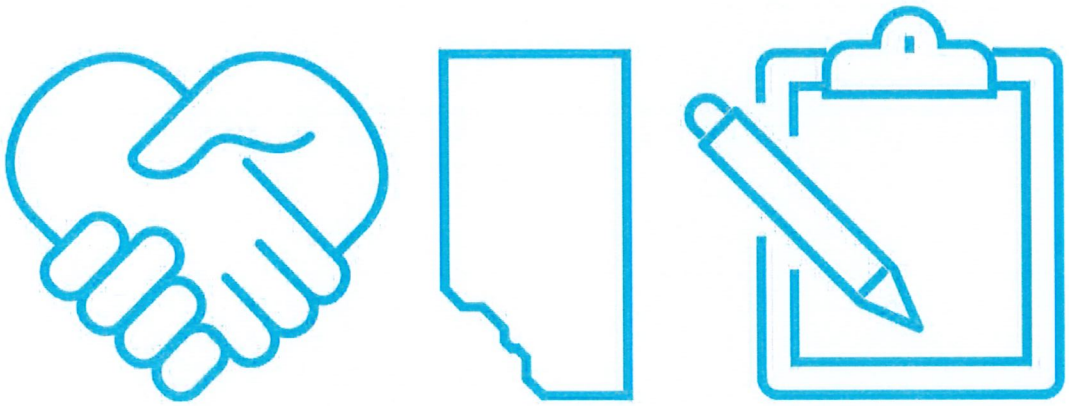
READ a third time and passed this 21 day of May, 2025.

Mayor – Trevor Lewington

CAO – Scott Donselaar

2025-26 Municipal Accountability Program Report

Village of Stirling



Alberta

Municipal Affairs

Village of Stirling 2025-2026 Municipal Accountability Program Report

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

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Classification: Protected A

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Classification: Protected A

Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to assisting municipalities in providing well-managed, accountable local government to Albertans. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency, and accountability, which are essential elements for responsible local government.

The *Municipal Government Act* (*MGA*), which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality, and the viability, safety, and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on continuing to strengthen municipal accountability and transparency, the purpose of this program is to:

- enhance their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- assist municipalities in achieving legislative compliance;
- support municipalities in being well-managed, accountable, and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year review cycles ordered by the Minister under the authority of Section 571 of the *MGA*. Municipalities with populations of 2,500 or less are automatically scheduled for a review once every five years. The Village of Stirling was selected for a municipal accountability program review in the 2025-2026 program year.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed, accountable municipalities, and a strong collaborative relationship between the CAOs and the ministry.

The results of the Village of Stirling review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Municipal Affairs.

Classification: Protected A

Section 2: Executive Summary

2.1 Methodology

The Municipal Accountability Program consists of a review of council meeting minutes, municipal bylaws, and other municipal documents. A site visit or electronic interview with village administration is also included. These components assist in determining areas where the municipality is compliant with legislative requirements, and to identify any areas that require improvement to achieve compliance with the many requirements of the *MGA* and other legislation imposed on municipalities.

Municipal Affairs staff met with village administration on January 27, 2026, by electronic means. This format was used to complete the Municipal Accountability Program review, and to examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

The Village of Stirling is commended for their cooperation and assistance throughout the review. As well as the time commitment required, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by village administration.

2.2 Legislative Compliance and Gaps

The findings of this review are highly encouraging and reflect the municipality's strong commitment to good governance, accountability, and compliance with the legislative framework established under the *MGA*. The results demonstrate that the municipality is not only meeting its mandatory obligations but is also fostering a culture of diligence and responsibility in its operations.

For a detailed list of the areas in which the municipality was found to be legislatively compliant, or discretionary areas not implemented by the municipality, please refer to Appendix A at the end of this report.

Specific areas where the municipality is required to take action to achieve compliance are included below.

- conduct public hearings in accordance with the *MGA*;
- close meetings in accordance with the *MGA* and *Access to Information Act* (*ATIA*);
- meetings conducted by electronic means be in accordance with the *MGA*;
- adopt a capital budget;
- prepare a three-year operating plan and a five-year capital plan; and
- establish a municipal development plan in accordance with the *MGA*.

Pages which detail the legislative requirements and the gaps to be addressed begin on page 8.

2.3 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each Section for responses to the findings on each particular area of non-compliance; however, your municipality is not

Classification: Protected A

required to use this report to provide its responses and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Classification: Protected A

Section 3: Municipal Accountability Program Findings

3.2.2. Public Hearings

Legislative requirements: ***MGA*** **216.4**

1. When council is required to hold a public hearing on a proposed bylaw or resolution, was the public hearing held:
    a. before second reading of the bylaw; or
    b. before council votes on the resolution?
2. Was notice of the public hearing given in accordance with Section 606 or 606.1 of the *MGA*?
3. Was the public hearing conducted during a regular or special council meeting?
4. Do the minutes of the council meeting record the public hearing to the extent directed by the council?
5. Has the municipality conducted more than one public hearing for the same bylaw or resolution that considers residential developments or developments with residential and non-residential developments under Part 17?
    a. If so, what authority in the *MGA* or other enactments did the municipality rely upon to conduct more than one public hearing?

Comments/Observations: Public hearings were held on October 16, 2024, for land use bylaw 549-24 and on March 6, 2024, for road closure bylaw 543-23. Council meeting minutes of October 16, 2024, and March 6, 2024, did not record resolutions opening and closing the public hearings, which may indicate the public hearings were held separately from the council meetings.

Council meeting minutes did not record any written or verbal submissions for the public hearings.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, public hearings must be conducted during regular or special council meetings and not as a separate meeting, to meet legislative requirements.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

There will be minutes from a public hearing held Oct. 7 - first one approved by Nov. 126

Classification: Protected A

3.2.3. Closed Meetings

Legislative requirements: ***MGA*** **197**

1. Are council and council committee meetings held in public, unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Access To Information Act (ATIA)*?
2. Before closing all or a part of the meeting to the public:
    a. Is a resolution passed to indicate what part of the meeting is to be closed?
    b. Does the resolution identify the exception(s) to disclosure under *ATIA* apply to the part of the meeting to be closed?
    c. Are members of the public notified once the closed portion of the meeting is concluded?

Comments/Observations: Council went into closed sessions at their June 4, 2025, and November 5, 2025, council meetings. The resolutions to enter these closed sessions did not include the exception to disclosure applicable under Division 2, Part 1 of the *Access to Information act* as required by Section 197(4) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, resolutions to close the meeting to the public must cite the exception(s) to disclosure applicable to the closed session from Division 2 of Part 1 of the *ATIA*.

Resources: Municipal Affairs has developed an online resource for municipalities regarding closed meetings: Closed Meetings of Council (Municipal Affairs).

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Approved minutes sent.

Classification: Protected A

3.2.6. Meetings by Electronic Means

Legislative requirements: ***MGA*** **199**

1. Does the municipality have a bylaw providing for council meetings or council committee meetings by electronic means?
    a. Does the electronic or telephonic method enable all persons attending to hear and communicate with each other?
    b. Does the municipality have a bylaw providing for public hearings under Part 17 of the *MGA* to be conducted by electronic means?
2. Does the bylaw:
    a. specify the type or types of electronic means by which meetings are authorized to be held;
    b. require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw; and
    c. except in the case of a meeting that is closed to the public in accordance with Section 197 of the *MGA*, specify:
        i. a method by which members of the public may access the meeting and make submissions;
        ii. where information is required to be made publicly available, a method for making the information available before and during the meeting; and
        iii. a method for giving the public notice of the meeting, of the method by which the public may access the meeting, and the method by which the public may access information required to be made public?

Comments/Observations: Bylaw 558-25: Electronic Council Meetings bylaw was adopted on May 21, 2025. Bylaw 564-26 was adopted on February 18, 2026, as an amendment to bylaw 558-25.

Section 3-i of Bylaw 558-25 states a council member shall be required to not participate in the in camera (closed) session of the meeting when the council member is not the only person present in the location where they are attending the meeting electronically.

It is the position of Municipal Affairs that Section 3-i of bylaw 558-25 is in contravention of Section 153(c) of the *MGA* by preventing a member of council from fulfilling their legislated duty of participating in council meetings. Under section 153(e) of the *MGA*, it is the responsibility of the councillor to keep information confidential.

Further, the bylaw does not specify the method how information that must be made public will be made public before and during the meeting.

It was noted the village refers to closed sessions as "in camera." While not a contravention of the *MGA*, terminology should be updated to the "closed session" terminology currently used in the legislation.

Meets Legislative Requirements: No

Recommendations/Action Items: The bylaw must be amended, or repealed and replaced, to enable council members to fulfil their legislated duty to fully participate in council meetings when participating electronically. Additionally, the bylaw must specify the means by which information will be made available before and during the meeting, how the public will be given notice of the meeting, and how the public may access information. All methods for electronic communications used by the municipality must be specified within the bylaw to meet legislative requirements.

Classification: Protected A

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Decision 3(5) to be reported by end of year

Classification: Protected A

3.4.2. Capital Budget

Legislative requirements: ***MGA*** **245, 246**

1. Has a capital budget been adopted prior to January 1 for the calendar year?
2. Does the capital budget include the estimated amount for the following:
    a. the amount needed to acquire, construct, remove, or improve capital property;
    b. the anticipated sources and amounts of money to pay the costs to acquire, construct, remove, or improve capital property; and
    c. the amount to be transferred from the operating budget?

Comments/Observations: Council resolution 2025-353 approved the 2026 interim capital budget on December 3, 2025. The budget includes the amount needed to acquire, construct, remove or improve capital property and the anticipated sources and amounts of money to pay the costs. The *MGA* does not provide for an interim capital budget.

Section 245 of the *MGA* requires that council adopt a capital budget prior to January 1 of each calendar year.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, the village must adopt a capital budget prior to January 1 annually to meet legislative requirements.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

will be approved by 1st of year.

Classification: Protected A

3.4.3. Three-Year Operating and Five-Year Capital Plans

Legislative requirements: ***MGA*** **283.1,** Municipal Corporate Planning Regulation 192/2017

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following:
    a. major categories of expenditures and revenues;
    b. annual surplus/deficit; and
    c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
    a. anticipated expenditures; and
    b. anticipated sources of revenue?
3. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The municipality has not prepared a three-year operating plan and five-year capital plan which includes all matters required by the Municipal Corporate Planning Regulation 192/2017 as required by Section 283.1 of the *MGA*.

Council resolution 2025-336 on November 19, 2025, approved the 2026 interim operating budget which is a combined operating budget and three-year operating plan. The three-year operating plan includes the major categories of expenditures and revenues, and annual surplus/deficit; however, the operating plan does not include the accumulated surplus/deficit as required by the regulation. The operating plan has been updated annually.

Council resolution 2025-353 on December 3, 2025, approved 2026 interim capital budget which is a combined capital budget and five-year capital plan. The five-year capital plan did not include planned capital property additions, anticipated expenditures and anticipated funding sources for all five years as required by Section 3(b) of the Municipal Corporate Planning Regulation 192/2017. The capital plan has been updated annually.

Meets Legislative Requirements: No

Recommendations/Action Items: The village must adopt a financial plan which covers the next three years, and which includes the accumulated surplus/deficit in addition to the major categories of expenditures and revenues and the annual surplus/deficit.

The municipality must also adopt a capital plan which covers the next five years and includes anticipated expenditures and anticipated sources of revenue.

Resources: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: Guide to the new legislative requirements for muncipal financial and capital plans

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Will be approved by end of year.

Classification: Protected A

3.7.1. Municipal Development Plan

Legislative requirements: ***MGA*** **216.4, 606, 606.1 632, 641, 692**

1. Has the municipality adopted a municipal development plan (MDP) by bylaw?
2. Does the MDP address:
    a. future land-use;
    b. future development;
    c. coordination of land use, growth patterns, and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
    d. transportation systems within the municipality and in relation to adjacent municipalities;
    e. provision of municipal services and facilities;
    f. policies respecting municipal reserve lands; and
    g. policies respecting the protection of agricultural operations?

Comments/Observations: Bylaw 528-22 was approved on September 7, 2022, establishing a MDP for the municipality. The plan does not address policies relating to the protection of agricultural operations as required by Section 632(3)(f) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 528-22 must be amended, or repealed and replaced, to include policies respecting the protection of agricultural operations to meet legislative requirements.

Resources: Municipal Affairs has prepared a Guidebook for preparing a municipal development plan.

Municipal Affairs Planning advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

Excused.

Classification: Protected A

Section 4: Conclusion

Your participation and cooperation during the 2026 Municipal Accountability Program review are appreciated. This report is intended to help the Village of Stirling reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed, accountable and transparent local governments.

Classification: Protected A

Appendix A: Legislatively Compliant and Discretionary Requirements Not Implemented

The following topics are included in the Municipal Accountability Program review; however, the Village of Stirling's implementation is legislatively compliant or is not implementing the discretionary legislated authority available through the *MGA*. For both, no further action is required.

Classification: Protected A

3.1 General

1. Municipal Office and Establish or Change Regular Meetings

Legislative requirements: ***MGA*** **193, 204**

1. Has council decided to hold regularly scheduled council meetings at specified dates, times, and places?
    a. Were all the councillors present at the meeting where this resolution was passed?
2. Has the date, time, or place of a regularly scheduled meeting been changed?
3. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?
4. Is there a resolution or bylaw naming a place as the municipal office?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

2. Signing of Municipal Documents

Legislative requirements: ***MGA*** **210, 213**

1. Are minutes of council meetings, and minutes of council committee meetings dealing with a power, duty, or function delegated by council to the council committee signed by:
    a. the person presiding at the meetings; and
    b. a designated officer?
2. Are the bylaws of the municipality signed by:
    a. the chief elected official (CEO); and
    b. a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
    a. by the CEO or by another person authorized by council to sign them, and a designated officer; or
    b. by a designated officer acting alone if so, authorized by council?
4. Are signatures reproduced by any method to sign municipal documents?
    a. If so, has the reproduction of signatures been authorized by council?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3. Orientation Training

Legislative requirements: ***MGA*** **201.1**

1. Did the municipality offer, and each councillor attend, orientation training:
    a. prior to or on the same day as the first organizational meeting (for a general election); or
    b. before the councillor takes the oath of office (following a by-election)?
2. Did the orientation include the following topics:
    a. role of municipalities in Alberta;
    b. municipal organization and function;
    c. roles and responsibilities of council and councillors; and
    d. roles and responsibilities of the CAO and staff?
3. Did the municipality offer, and each councillor attend, orientation training:
    a. prior to or on the same day as the first regularly scheduled meeting (for a general election); or
    b. within 90 days of a councillor taking the oath of office (for a byelection);
4. Did the orientation include the following topics:
    a. key municipal plans, policies, and projects;
    b. budgeting and financial administration;
    c. public participation; and
    d. any other topic prescribed by the regulations?
5. Did council pass a resolution extending the time for this orientation for up to 90 days?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs provides documents to assist CAOs with orientation including:

- What Every Councillor Needs to Know
- Pecuniary and Conflicts of Interest for Councillors
- Closed Meetings of Council
- Procedure Bylaw and Agenda Guide

In addition, Municipal Affairs also provides workshops to set out the roles and responsibilities of council, councillors, the CAO, and staff: Roles and Responsibilities Workshop.

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

4. Provision of Information

Legislative requirements: ***MGA*** **145, 153.1, 208.1(3)**

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?
2. When the chief administrative officer or a person designated by the chief administrative officer provides information to a councillor, has the chief administrative officer provided the information to all other councillors within 72 hours of the information being provided to the councillor?
3. Has the chief administrative officer provided reasons to all councillors for refusing to provide the information requested?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

5. Procedural bylaw

Legislative requirements: ***MGA*** **145**

1. Does the municipality have a procedural bylaw which is compliant with the *MGA*?
2. Has council updated its bylaws respecting procedures for council and council committee meetings?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

6. Establishment, Appointment, and Evaluation of the Chief Administrative Officer

Legislative requirements: ***MGA*** **205(1), 205.1, 206**

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?
3. Has the municipality appointed more than one CAO?
4. Has council provided the CAO with an annual written performance evaluation?
5. Has council passed a bylaw which varies the requirement for a majority of council to make, suspend, or revoke the appointment of a person to the position of CAO?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: The Canadian Association of Municipal Administrators (CAMA) developed a three-step CAO Performance Evaluation Toolkit. The toolkit enhances the CAO / Council relationship and helps local elected officials achieve their strategic goals and objectives. It is available at no cost to member and non-member municipalities.

In addition, Municipal Affairs has prepared a CAO performance evaluation manual to guide elected officials through the CAO evaluation process. It includes a sample template of an evaluation: CAO Evaluation (Municipal Affairs).

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3.2 Meetings and Procedures

1. Public Presence at Meetings and Public Participation

Legislative requirements: ***MGA*** **197(1), 216.1,** Public Participation Policy Regulation 193/2017

1. Are council and council committee meetings held in public?
2. Has a public participation policy been passed?
3. Does the policy identify:
    a. types or categories of approaches the municipality will use to engage the public; and
    b. types and categories of circumstances in which the municipality will engage with the public?
4. Is the public participation policy available for public inspection?
5. Has the public participation policy been reviewed by council in the last four years?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Alberta Municipalities and the Rural Municipalities of Alberta, in partnership with Brownlee LLP, have produced a guidance document containing general information intended to assist municipalities in developing a public participation policy and public notification bylaw: Public Participation Policies and Public Notification: A Guide for Municipalities.

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

4. Organizational Meeting

Legislative requirements: ***MGA*** **150, 152, 159(1), 192**

1. Is an organizational meeting held annually no later than 14 days after the third Monday in October, or before August 31 for summer villages?
2. Is a CEO appointed if the CEO is not elected at large?
3. Is a deputy CEO appointed?
4. Is the CEO appointed as a member of a board, commission, subdivision authority, or development authority under Part 17 of the *MGA* in their own name?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

5. Special Meetings

Legislative requirements: ***MGA*** **194**

1. Has a special council meeting been held:
    a. when the CEO considered it appropriate to do so; or
    b. within 14 days of receiving a request for the meeting, stating its purpose, from a majority of the councillors?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council before the beginning of the meeting?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

7. Authority to Act

Legislative requirements: ***MGA*** **167, 180-185**

1. Are resolutions or bylaws passed in an open public meeting?
2. Is a majority of council present at the meeting to exercise their authority to act under Sections 180 and 181?
3. Is an abstention from voting recorded in the minutes?
4. Is the request for a recorded vote made prior to the vote being taken?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

8. Council Meeting Minutes

Legislative requirements: ***MGA*** **208**

1. Are the minutes recorded in the English language?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are the minutes kept safe?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs provides the following resource to assist CAOs in the preparation of council meeting minutes: The Preparation of Meeting Minutes for Council

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

9. Pecuniary and Conflicts of Interest

Legislative requirements: ***MGA*** **172, 172.1**

1. When a pecuniary, conflict of interest, or perceived conflict of interest is declared:
    a. Is the general nature of the interest disclosed prior to any discussion on the matter?
    b. Has the councillor abstained from voting on any question relating to the matter?
    c. Has the councillor abstained from any discussion on the matter?
    d. Has the councillor left the room where the meeting is being held?
2. Has the abstention from voting and the disclosure of the councillor's interest been recorded in the minutes of meeting?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has prepared Pecuniary and Conflicts of Interest for Municipal Councillors.

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3.3 Bylaw Procedures

1. Delegation of Authority

Legislative requirements: ***MGA* 203**

1. Has council delegated any of its powers, duties, or functions under this or any other enactment or a bylaw to a council committee or any person?
    a. Was the delegation enacted by bylaw?
    b. Does the delegation of authority include any of the following powers, duties, or functions prohibited by legislation:
        i. its power or duty to pass bylaws;
        ii. its power to make, suspend, or revoke the appointment of a person to the position of CAO;
        iii. its power to adopt budgets under Part 8 of the *MGA*;
        iv. its power with respect to taxes under Section 347 of the *MGA*; or
        v. a duty to decide appeals imposed on it by this or another enactment, unless the delegation is to a council committee?
    c. Are the delegations compliant with Section 203 of the *MGA*?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

2. Passing, Revision, Amendment, and Consolidation of Bylaws

Legislative requirements: ***MGA*** **63-69, 187-189, 191, and 692**

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent to consider third reading?
3. Has council, by bylaw, authorized a designated officer to consolidate one or more of the bylaws of the municipality?
4. In consolidating a bylaw, has the designated officer:
    a. incorporated all amendments to it into one bylaw; and
    b. omitted any provisions that have been repealed or which have expired?
5. Are revision bylaws limited to:
    a. consolidation of two or more bylaws;
    b. altering citation; and
    c. changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
6. Does the title of the bylaw indicate that it is a revision bylaw?
7. Has the CAO certified in writing the revision prior to the bylaw being given first reading?
8. Are bylaws or schedules of bylaws amended or repealed in the same way as the original bylaw was enacted?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has created a handbook that includes the procedures to pass, amend, and revise bylaws: Basic Principles of Bylaws.

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3. Bylaw Enforcement Officers

Legislative requirements: ***MGA* 555-556**

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
    a. disciplinary procedures;
    b. penalties; and
    c. an appeal process?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3.4 Municipal Finance

1. Operating Budget

Legislative requirements: ***MGA*** **242-244, 248**

1. Has an operating budget or interim operating budget been adopted prior to January 1 for the calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
    a. the amount needed to provide for the council's policies and programs;
    b. the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove, or improve capital property;
    c. the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board;
    d. the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
    e. the amount of expenditures and transfers needed to meet the municipality's obligations for services funded under an intermunicipal collaboration framework;
    f. if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in Section 28 of the *MGA*;
    g. the amount to be transferred to the capital budget; and
    h. the amount needed to recover any shortfall as required under Section 244 of the *MGA*?
3. Does the operating budget include estimated amounts from each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Has council established procedures to authorize and verify expenditures that are not included in a budget?

Comments/Observations: This area was reviewed and found to be compliant.

Resources Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

4. Auditor, Audited Financial Statements, Financial Information Return

Legislative requirements: ***MGA*** **271, 276, 277 280, 281, Supplementary Accounting Principles and Standards Regulation 313/2000; Debt Limit Regulation 255/2000**

1. Have one or more auditors for the municipality been appointed by council?
2. Have annual financial statements of the municipality been prepared for the immediately preceding year in accordance with
    a. Canadian generally accepted accounting principles for municipal governments approved by the Public Sector Accounting Board; and
    b. any modifications of the principles or any supplementary accounting standards or principles established by the Minister by regulation?
3. Do the financial statements include:
    a. the municipality's debt limit;
    b. the amount of the municipality's debt as defined in the regulations under Section 271 of the *MGA*;
    c. revenues received from the granting of rights over its properties for the purpose of providing a utility service, each as separate entries;
    d. the annual revenues received from the granting of each utility franchise agreement entered into the municipality separately; and
    e. the salaries of councillors, the CAO, and designated officers of the municipality?
4. Does the municipality make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?
6. Has the auditor reported seperately to the council any improper or unauthorized transaction or non-compliance with this or another enactment or bylaw that was noted during the course of the audit?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

5. Borrowing

Legislative requirements: ***MGA*** **251-259,** Debt Limit Regulation 255/2000

1. Does the municipality have any debt?
2. Have all borrowings been authorized by a borrowing bylaw?
3. Does the borrowing bylaw set out:
    a. the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
    b. the maximum rate of interest, expressed as a percentage, the term, and terms of repayment of the borrowing; and
    c. the source or sources of money to be used to pay the principal and interest owing under the borrowing?
4. Was the borrowing bylaw advertised (if required)?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

6. Loans and Loan Guarantees

Legislative requirements: ***MGA*** **264-265**

1. Has the municipality loaned money to another organization?
2. Was the recipient of the loan:
    a. one of the municipality's controlled corporations;
    b. a non-profit organization; or
    c. to a designated seller under the *Gas Distribution Act* as part of the capitalization of the designated seller by its shareholders?
3. Is the loan authorized by bylaw?
4. Does the bylaw authorizing the loan set out:
    a. the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned to be used;
    b. the minimum rate of interest, the term, and terms of repayment of the loan; and
    c. the source or sources of money to be loaned?
5. Was the bylaw authorizing the loan advertised?
6. Has the municipality guaranteed the repayment of a loan of another organization?
7. Was the loan guarantee for:
    a. one of the municipality's controlled corporations; or
    b. a non-profit organization?
8. Is the loan guarantee authorized by bylaw?
9. Does the bylaw authorizing the loan set out:
    a. the amount of money to be borrowed under the loan to be guaranteed and, in general terms, the purpose for which the money is borrowed;
    b. the rate of interest under the loan or how the rate of interest is calculated, the term, and terms of repayment of the loan; and
    c. the source or sources of money to be used to pay the principal and interest owing under the loan if the municipality is required to do so under the guarantee?
10. Was the bylaw authorizing the guarantee advertised?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

7. Disposal of Land

Legislative requirements: ***MGA*** **70, 606, 606.1**

1. Has the municipality ever transferred or granted an estate or interest in:
    a. land for less than its market value; or
    b. a public park or recreation or exhibition grounds?
2. Was the proposal advertised?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3.5 Assessment and Taxation

1. Assessment of Property

Legislative requirements: ***MGA*** **284.2(1), 297, Municipal Assessor Regulation 347/2009**

1. Has a person who has the qualifications as set out in the Regulation been established as a designated officer and appointed to carry out the functions of a municipal assessor?
2. When preparing the assessment of property, does the assessor assign one or more of the following assessment classes to the property:
    a. class 1 – residential;
    b. class 2 – non-residential;
    c. class 3 – farm land; and
    d. class 4 – machinery and equipment?
3. Has the municipality, by bylaw, divided class 1 into sub-classes?
4. Has the municipality, by bylaw, divided class 2 into the sub-classes prescribed by Section 297 of the *MGA*?
5. Is the assessment roll available for inspection?
6. Is there a fee for this?
7. Does the municipality have a bylaw to establish this fee?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

2. Assessment Notices

Legislative requirements: ***MGA*** **303, 308-311**

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Does the assessment notice show the following information:
    a. a description sufficient to identify the location of the property;
    b. the name and mailing address of the assessed person;
    c. whether the property is a parcel of land, an improvement, or a parcel of land and the improvements to it;
    d. if the property is an improvement, a description showing the type of improvement;
    e. the assessment;
    f. the assessment class or classes;
    g. a notation if the property is fully or partially exempt from taxation under Part 10 of the *MGA*;
    h. a notation if a deferral of the collection of tax under Section 364.1 or 364.2 of the *MGA* is in effect for the property;
    i. any other information considered appropriate by the municipality or required by the Minister;
    j. the notice of assessment date;
    k. a statement that the assessed person may file a complaint not later than the complaint deadline; and
    l. information respecting filing a complaint in accordance with the regulations?
3. Have assessment notices been sent no later than July 1, and at least seven days prior to the notice of assessment date?
4. Has a designated officer certified the date on which the assessment notice was sent?
5. Has the municipality published a notice that the assessment notices have been sent?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3. Property Tax Bylaw

Legislative requirements: ***MGA*** **326(1)(a), 353-357**

1. Is a property tax bylaw passed annually?
2. Does the property tax bylaw authorize the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of:
    a. the expenditures and transfers set out in the budget of the municipality; and
    b. the requisitions?
3. Are the requisitions listed within the tax rate bylaw for:
    a. the amount required to be paid into the Alberta School Foundation Fund under Section 167 of the *Education Act* that is raised by imposing a rate referred to in Section 167 of the *Education Act*;
    b. the requisition of school boards under Part 6, Division 3 of the *Education Act*;
    c. the amount required to be paid to a management body under Section 7 of the *Alberta Housing Act*; or
    d. the amount required to recover the costs incurred for matters relating to the assessment of designated industrial property, and any other matters related to the provincial assessor's operations?
4. Are the rates in accordance with the:
    a. assessment classes pursuant to Section 297 of the *MGA*; and
    b. a municipal assessment sub-class bylaw?
5. Are the calculations correct?
6. Is there more than one minimum tax applied?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

4. Tax Notices

Legislative requirements: ***MGA*** **329, 333-336, 357**

1. Does the tax notice show the following information:
    a. a description sufficient to identify the location of the property or business;
    b. the name and mailing address of the taxpayer;
    c. the assessment;
    d. the name, tax rate, and amount of each tax imposed in respect of the property or business;
    e. the total amount of all taxes imposed in respect of the property or business;
    f. the amount of tax arrears, if any;
    g. a notation if the property is the subject of an agreement between the taxpayer and the municipality under
    Section 347(1) of the *MGA* relating to tax arrears;
    h. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a bylaw or agreement made under Section 364.1 of the *MGA* to defer the collection of tax;
    i. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a deferral granted under Section 364.2 of the *MGA*;
    j. any other information considered appropriate by the municipality;
    k. the date the tax notice is sent to the taxpayer;
    l. the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
    m. except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
    n. the name and address of the designated officer with whom a complaint must be filed;
    o. the dates on which penalties may be imposed if the taxes are not paid; and
    p. information on how to request a receipt for taxes paid?
2. Has the municipality prepared and sent tax notices annually before the end of the year in which the taxes were imposed?
3. Has a designated officer certified the date the tax notices were sent?
4. If the property tax bylaw specifies a minimum amount payable as property tax, does the tax notice indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the Alberta School Foundation Fund requisition?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

5. Tax Payment and Tax Penalty Bylaws

Legislative requirements: ***MGA*** **339, 340, 344, 345, 357(1.1)**

1. Has the municipality, by bylaw:
    a. Provided incentives for payment of taxes by the dates set out in the bylaw?
    b. Permitted taxes to be paid by instalments, at the option of the taxpayer?
2. Has the municipality passed a bylaw separate from the property tax bylaw that provides for compulsory tax instalment payments for designated manufactured homes?
3. Has the municipality, by bylaw:
    a. Imposed penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice?
    b. Imposed penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

6. Supplementary Assessments and Taxation

Legislative requirements: ***MGA*** **313, 315, 316, 325.1, 369, 369.1**

1. Does the municipality require the preparation of supplementary assessments for improvements?
2. Is the preparation of supplementary assessments authorized by bylaw?
    a. Was the bylaw or any amendments passed prior to May 1 of the year to which it applies?
3. Has the assessor set an additional notice of assessment date for supplementary assessment notices?
4. Has the municipality prepared and sent supplementary assessment notices for every assessed improvement shown on the supplementary assessment roll before the end of the year?
5. Does the supplementary assessment reflect the value of an improvement not previously assessed or an increase in the value of the improvement since it was last assessed?
6. Is the supplementary assessment prorated to reflect the number of months the improvement was complete, occupied, located, or in operation?
7. Was the supplementary assessment roll prepared before the end of the year?
8. Does the supplementary assessment notice show:
    a. the same information required to be shown on the assessment roll;
    b. the notice of assessment date;
    c. the date the improvement was completed, occupied, moved to the municipality, or became operational;
    d. the statement that the assessed person may file a complaint and the deadline for doing so; and
    e. information with respect to filing a complaint?
9. Has the council, in the same year when a bylaw authorizing supplementary assessments to be prepared in respect of property, passed a bylaw authorizing it to impose a supplementary tax?
10. Does the supplementary property tax bylaw use the same tax rates set in the property tax bylaw?
11. Are the tax rates required to raise the revenue to pay requisitions referred to in Section 175 of the *Education Act* applied as supplementary tax rates?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

7. Assessment Review Boards

Legislative requirements: ***MGA*** **454-456,** Matters Relating to Assessment Complaints Regulation 201/2017

1. Has the municipality, by bylaw, established a local assessment review board?
    a. Are at least three members appointed to this board?
    b. Is the term of office for each member appointed established?
    c. Has council prescribed the remuneration and expenses, if any, payable to each member?
    d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
    e. Have the appointed members received the mandatory training?
2. Has the municipality, by bylaw, established a composite assessment review board?
    a. Are at least two members appointed to this board?
    b. Is the term of the appointment established?
    c. Has council prescribed the remuneration and expenses, if any, payable to each member?
    d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
    e. Have the appointed members received the mandatory training?
3. Has council appointed a person who has received the mandatory training as the clerk of the boards?
4. If the municipality has jointly established the local assessment review board, composite assessment review board, or both with one or more other municipalities:
    a. Have the member councils jointly designated one of the board members as chair?
    b. Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
    c. Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to Assessment Review Boards.

In addition, Municipal Affairs Assessment advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Classification: Protected A

3.6 Tax Recovery

1. Tax Arrears List

Legislative requirements: ***MGA* 412, 436.03**

1. Has a tax arrears list been prepared prior to March 31 annually showing the parcels of land in the municipality in respect of which there are tax arrears?
    a. Have two copies of the list been sent to the Registrar?
    b. Has a copy of the list been sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*? (Treasury Board and Finance)?
    c. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?
2. Has a tax arrears list been prepared showing the designated manufactured homes in the municipality for which there are tax arears for more than one year?
    a. Has the municipality registered a tax recovery lein against each designated manufactured home shown on the tax arrears list?
    b. Were the owners of each designated manufactured home been given written notice that a tax recovery lein has been registered against the designated manufactured home?
    c. Was the owner of each manufactured home community containing one or more designated manufactured homes shown on the tax recovery list notified in writing that a a tax recovery lein has been registered?
3. Have the tax recovery lists been posted in a place that is accessible to the public during normal business hours?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

2. Tax Agreements

Legislative requirements: ***MGA*** **418(4), 436.09(4)**

1. Has the municipality entered into an agreement with the owner of a parcel of land shown on the tax arrears list?
2. Does the period of time for the payment of tax arrears exceed three years?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3. Tax Recovery Auctions

Legislative requirements: ***MGA*** **418-422**

1. Has the municipality offered for sale at public auction any parcel of land shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
2. Did the council set:
    a. for each parcel of land to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
    b. any conditions that apply to the sale?
3. Did the municipality advertise the public auction:
    a. in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date of the public auction; and
    b. in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date of the public auction?
4. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale, and a description of each parcel of land to be offered for sale?
5. Does the advertisement state the municipality may, after the public auction, become the owner of any parcel of land not sold at the public auction?
6. Did the municipality send a copy of the advertisement placed in The Alberta Gazette to:
    a. the owner of each parcel of land to be offered for sale;
    b. each person who has an interest in any parcel to be offered for sale that is evidenced by a caveat registered by the Registrar; and
    c. each encumbrance shown on the certificate of title for each parcel to be offered for sale?
7. Did the municipality adjourn the holding of a public auction to any date within two months after the advertised date?
    a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Affairs has developed a resource for assisting municipalities in A Guide to Tax Recovery in Alberta.

Classification: Protected A

4. Tax Recovery Auctions – Designated Manufactured Homes

Legislative requirements: ***MGA*** **436.08-436.13**

1. Not later than August 1 following the preparation of the tax arrears list, has the municipality in respect to each designated manufactured home (DMH) shown on the tax arrears list sent a written notice to:
    a. the owner of the DMH;
    b. the owner of the manufactured home community where the DMH is located; and
    c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
2. Does the notice state that if the tax arrears are not paid before March 31 in the next year, the municipality will offer the DMH for sale at public auction?
3. Has the municipality offered for sale at public auction any DMH shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
4. Did the council set:
    a. for each DMH to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
    b. any conditions that apply to the sale?
5. Did the municipality advertise the public auction in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 30 days before the date of the public auction?
6. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale, and a description of each DMH to be offered for sale?
7. Did the municipality send a copy of the advertisement to:
    a. the owner of the DMH;
    b. the owner of the manufactured home community where the DMH is located; and
    c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
8. Did the municipality adjourn the holding of a public auction to any date within two months after the advertised date?
    a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

Comments/Observations: The municipality has not conducted any tax recovery auctions.

Resources: Municipal Affairs has developed a resource for assisting municipalities in A Guide to Tax Recovery in Alberta.

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225

Classification: Protected A

3.7 Planning and Development

2. Land-Use Bylaw

Legislative requirements: ***MGA*** **606, 606.1 640, 642(1), 692(4),** Matters Related to Subdivision and Development Regulation 84/2022

1. Is there a land-use bylaw?
2. Does the land-use bylaw:
    a. divide the municipality into districts (zones);
    b. establish a method of making decisions on development permit applications, including provisions for:
        i. the types of development permits that may be issued;
        ii. processing an application for, or issuing, canceling, suspending, or refusing to issue development permits;
        iii. the conditions (contained in the land-use bylaw) that development permits may be subject to;
        iv. how long development permits remain in effect (if applicable);
        v. the discretion the development authority may exercise with respect to development permits; and
        vi. how and to whom notice of the issuance of development permits is to be given?
    c. establish the number of dwelling units permitted on a parcel of land; and
    d. identify permitted and discretionary uses?
3. When an application to amend or change the land-use bylaw is submitted, did the notice of the amendment include:
    a. the municipal address/legal address of the parcel of land;
    b. a map showing the location of the parcel of land;
    c. written notice to the assessed owner of that parcel of land;
    d. written notice to the assessed owner of the adjacent parcel of land;
    e. the purpose of the bylaw amendment or change and public hearing;
    f. the address where the proposed bylaw, and any documents can be inspected; and
    g. the date, time, and place of the public hearing?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3. Subdivision and Development Authorities

Legislative requirements: ***MGA*** **623, 625**

1. Has the municipality, by bylaw, provided for a subdivision authority?
2. Has the municipality, by bylaw, provided for a development authority?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs Planning advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

4. Subdivision and Development Appeal Board

Legislative requirements: ***MGA*** **627,** Matters Related to Subdivision and Development Regulation 84/2022

1. Is a subdivision and development appeal board (SDAB) or intermunicipal subdivision and development appeal board (ISDAB) established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do appointments to the SDAB exclude those who are:
    a. municipal employees;
    b. members of the municipal planning commission; and
    c. individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed to serve on a panel of the board?
    a. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
5. Has council appointed, or authorized the appointment of, one or more clerks of the SDAB?
6. Has the clerk successfully completed the required SDAB training?
7. Are the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the *MGA* and regulation?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

5. Off-site Levies

Legislative requirements: ***MGA*** **648, 648.2**

1. Has the municipality, by bylaw, provided for the imposition and payment of a levy in respect to land that is to be developed or subdivided, and authorized an agreement to be entered into in respect of the payment of the levy?
2. Does the bylaw impose an off-site levy on land owned by a school board that is to be developed for a school?
3. Does the bylaw provide for the payment of capital costs relating to one or more of:
    a. new or expanded facilities for the storage, transmission, treatment, or supplying of water;
    b. new or expanded facilities for the treatment, movement, or disposal of sanitary sewage;
    c. new or expanded storm water drainage facilities;
    d. new or expanded roads required for or impacted by a subdivision or development;
    e. new or expanded transportation infrastructure required to connect, or to improve the connection of, municipal roads to provincial highways resulting from a subdivision or development;
    f. land required for or in connection with any of the above facilities;
    g. new or expanded community recreation facilities;
    h. new or expanded fire hall facilities;
    i. new or expanded police station facilities; or
    j. new or expanded libraries?
4. Does another off-site levy bylaw apply to the same lands for the same purpose?
5. Was the off-site levy bylaw advertised?
6. Does the calculation of the off-site levy:
    a. take into account criteria such as area, density, or intensity of use;
    b. recognize variation among infrastructure, facility, and transportation infrastructure types;
    c. maintain consistency across the municipality for that type of infrastructure, facility, or transportation infrastructure; and
    d. be fair and reasonable in the municipality?
7. Does the bylaw include a requirement for periodic reviews of the off-site levy calculation?

Comments/Observations: The municipality has not implemented this discretionary area of legislation.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

6. Listing and Publishing Policies Used to Make Planning Decisions

Legislative requirements: ***MGA*** **638.2**

1. Are the following published on the municipal website:
    a. an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
    b. a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the *MGA*; and
    c. documents incorporated by reference in any bylaws passed under Part 17?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs Planning advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3.8 Discretionary Bylaws

1. Fees and Charges

Legislative requirements: ***MGA*** **7, 8(1), 61**

1. Has the municipality passed bylaws for municipal purposes respecting matters including:
    a. businesses, business activities, and persons engaged in business;
    b. services provided by or on behalf of the municipality;
    c. public utilities;
    d. establishing fees for licences, permits, and approvals;
    e. establishing fees for licences, permits, and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality; and
    f. charging fees, tolls, and charges for the use of its property, including property under the direction, control, and management of the municipality?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

2. Advertising Bylaw

Legislative requirements: ***MGA*** **606, 606.1**

1. Has the municipality, by bylaw, provided for one or more methods, including electronic means, for advertising proposed bylaws, resolutions, meetings, and public hearings?
2. Did the municipality conduct a public hearing before making the bylaw?
3. Was notice of the proposed bylaw advertised?
4. Is the bylaw available for public inspection?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3.9 For Discussion Only

1. Adding Amounts to the Tax Roll

Legislative requirements: *MGA* 553

1. Is the municipality aware that the following amounts may be added to the tax roll of a property by council:
    a. unpaid cost referred to in Section 35(4) or 39(2) of the *MGA* relating to service connections of a municipal public utility that are owing by the owner of the parcel;
    b. unpaid charges referred to in Section 42 of the *MGA* for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
    c. unpaid expenses and costs referred to in Section 549(5)(a) of the *MGA*, if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
    d. costs associated with tax recovery proceedings related to the parcel;
    e. if the municipality has passed a bylaw making the owner of a parcel liable for expenses and costs related to the municipality extinguishing fires on the parcel;
    e.1 if the municipality has passed a bylaw requiring the owner or occupant of a parcel to keep the sidewalks adjacent to the parcel clear of snow and ice, unpaid expenses and costs incurred by the municipality for removing the snow and ice in respect of the parcel;
    f. unpaid costs awarded by a composite assessment review board under Section 468.1 of the *MGA* or the Land and Property Rights Tribunal under Section 501 of the *MGA*, if the composite assessment review board or the Land and Property Rights Tribunal has awarded costs against the owner of the parcel in favour of the municipality and the matter before the composite assessment review board or the Land and Property Rights Tribunal was related to the parcel;
    f.1 the expenses and costs of carrying out an order under Section 646 of the *MGA*; and
    g. any other amount that may be added to the tax roll under an enactment?
2. When an amount is added to the tax roll of a parcel:
    a. is deemed for all purposes to be a tax imposed under Division 2 of Part 10 of the *MGA* from the date it was added to the tax roll; and
    b. forms a special lien against the parcel of land in favour of the municipality from the date it was added to the tax roll.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

2. Reserve Lands

Legislative requirements: 664.1, 666, 667, 669, 672, 673, 674, 676

1. Does the municipality receive "subdivision approval applications" for approval to subdivide a parcel of land?
2. If so, is the municipality aware that as a subdivision authority, the municipality must require the owner of a parcel of land that is the subject of a proposed subdivision:
    a. to provide part of that parcel of land as municipal reserve, school reserve, or municipal and school reserve;
    b. to provide money in place of municipal reserve, school reserve, or municipal and school reserve; or
    c. to provide any combination of land or money referred above?
3. If money is required to be provided in place of municipal reserve, school reserve, or municipal and school reserve, does the municipality ensure the applicant provide:
    a. a market value appraisal of the land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made as if the use proposed for the land conforms with any use prescribed in a statutory plan or land-use bylaw for that land;
    b. on the basis of what might be expected to be realized if the land were in an unsubdivided state and sold in the open market by a willing seller to a willing buyer on the date on which the appraisal is made; or
    c. if the applicant and the subdivision authority agree, a land value based on a method other than those described above?
4. Has the municipality as a subdivision authority directed that the requirement to provide all or part of the municipal reserve, school reserve, or municipal and school reserve be deferred against:
    a. the remainder of the parcel that is the subject of the proposed subdivision approval; or
    b. other land of the person applying for subdivision approval that is within the same municipality as that parcel of land, or both?
5. Has the municipality ensured if a school board holds an interest in a school reserve, municipal and school reserve, or municipal reserve under this or previous legislation and declares that the reserve is surplus to the school board's needs, the school board must transfer its interest in the land to the municipality where the reserve is located, for the consideration agreed on between them?
6. Has the municipality transferred municipal reserve of its interest in municipal and school reserve to a school board?
7. Did the municipality hold a public hearing in accordance with the legislation and advertise in accordance with the legislation before any of the following occurs:
    a. the sale, lease, or other disposal of municipal reserve, community services reserve, or municipal and school reserve:
        i. by a council; or
        ii. municipal and school reserve by a council and a school board; or
    b. the making of a bylaw requiring the school building footprint of a school reserve, municipal and school reserve, or municipal reserve referred to in above to be designated as community services reserve; or
    c. the disposal of conservation reserve by a municipality as permitted by legislation?
8. Has the municipality sold, leased, or otherwise disposed of a conservation reserve?
9. Has the municipality ensured that lands designated as conservation reserve remains in its natural state?
10. Has the municipality, by bylaw, after giving notice in accordance with the legislation and holding a public hearing in accordance with the legislation:
    a. used an environmental reserve for a purpose not specified in the legislation;

Classification: Protected A

b. transferred an environmental reserve to the Crown or an agent of the Crown for consideration, as agreed;
c. leased or disposed of an environmental reserve other than by a sale for a term of not more than three years; or
d. change the boundaries of an environmental serve or environmental reserve easement in order to correct an omission, error, or other defect in the certificate of title, or to rectify an encroachment problem or other concern?

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

3. Repair of Roads, Public Places, and Public Works

Legislative requirements: ***MGA*** **532**

Is the municipality aware that each municipality must ensure that every road or other public place that is subject to the direction, control, and management of the municipality, including all public works in, on, or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place, or public work; and
- the area of the municipality in which it is located?

1. Is the municipality aware of this Section?
2. Has the municipality considered what it does to support this requirement?
    a. Is the above supported through the annual budget?
3. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in Section 532?

Comments/Observations: The municipality is encouraged to review all policies and practices in place. In the event the policies and practices established set specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate and are being followed.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

4. Joint Use and Planning Agreements (JUPA)

Legislative requirements: ***MGA*** **670.1, 672 and 673,** ***Education Act*** **53.1**

1. Is the municipality aware of the requirement that where a school board is operating within the municipal boundaries of a municipality, the municipality must enter into an agreement with the school board?
2. The agreement must contain provisions:
    a. establishing a process for discussing matters relating to:
        i. the planning, development, and use of school sites on municipal reserves, school reserves, and municipal and school reserves in the municipality;
        ii. transfers under Section 672 or 673 of the *MGA* of municipal reserves, school reserves, and municipal and school reserves in the municipality;
        iii. disposal of school sites;
        iv. the servicing of school sites on municipal reserves, school reserves, and municipal and school reserves in the municipality;
        v. the use of school facilities, municipal facilities, and playing fields on municipal reserves, school reserves, and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them; and
        vi. how the municipality and the school board will work collaboratively;
    b. establishing a process for resolving disputes; and
    c. establishing a time frame for regular review of the agreement, and may, subject to the governing legislation, contain any other provisions the parties consider necessary or advisable?

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

5. Code of Conduct Bylaw

Legislative Requirements: ***MGA*** **145**

1. Is the municipality aware that all codes of conduct bylaws are now repealed?
2. Has council made a bylaw or a resolution under this Act that addresses the behaviour or conduct of councillors or of members of council committees who are not councillors?

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

6. Investments and Accounts

Legislative requirements: ***MGA*** **250, 270**

1. Is the municipality aware that the municipality may only invest in one or more of the following:
    a. securities issued or guaranteed by the Crown in right of Canada or an agent of the crown, or the Crown in right of a province or territory, or an agent of the province or territory;
    b. securities of a municipality, school division, hospital district, health region under the *Regional Health Authorities Act,* or regional services commission in Alberta;
    c. securities that are issues or guaranteed by a bank, treasury branch, credit union, or trust corporation; and
    d. units in pooled funds of all or any of the investments described above?
2. Does the municipality have any investments in shares of a corporation incorporated or continued under the *Canada Business Corporations Act* (Canada) or incorporated, continued, or registered under the *Business Corporations Act*?
    a. If so, was the investment approved by the Minister?
3. Is the municipality aware that all money belonging to or held by the municipality must be deposited into a financial institution designated by council?

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Classification: Protected A

STIRLING

Council Meeting – November 4, 2026

Agenda Item: HS09-26 Biohazardous Materials Policy

Strategic Alignment:

Build Community: Infrastructure & Amenities	**Celebrate Community:** Engagement & Pride	**Enhance Community:** Development & Economy
Financial Sustainability: Responsible Financial Management		

Background Information:

Administration is bringing forward Policy HS09-26 Biohazardous Materials Policy for application of the Stirling Fire Department. This policy was created by Safety Coordinator Heidinger and reviewed by the Fire Chief and Administration. The Policy meets the requirements of the Occupational Health and Safety Act, satisfying the order requirements.

Upon approval Safety Coordinator Heidinger will provide copies of this policy and the preceding policy to the Alberta Occupational Health and Safety Officer, satisfying that part of their order.

Recommendation:

As this is a legislative requirement Administration would recommend Council approve Policy HS09-26 Biohazardous Materials Policy.

Proposed Motion(s):

Moved by _____ to approve Policy HS09-26 Biohazardous Materials Policy.

Village of Stirling

HS09-27

Section:	Health and Safety	***Subject:***	Bio-Hazardous Materials Policy
Approval Date:	November 4th, 2026		

1. PURPOSE

The purpose of this policy is to protect members of the Village of Stirling Volunteer Fire Department from exposure to blood, bodily fluids, infectious materials, contaminated equipment, medical sharps, and other potentially biohazardous materials encountered during emergency response, training, station activities, and equipment maintenance.

This policy establishes minimum requirements for identifying hazards, selecting and using protective equipment, handling and storing materials, cleaning and disinfecting equipment, disposing of waste, reporting exposures, and arranging post-exposure follow-up.

2. SCOPE

This policy applies to all Village of Stirling Volunteer Fire Department members, including the Fire Chief, Deputy/Assistant Chiefs, officers, firefighters, and other members performing Department duties.

It applies at emergency scenes, during patient assistance or rescue, at the fire hall, in Department vehicles, during training, and wherever Department work may involve biohazardous materials. Members are not to provide medical care beyond their training, authorization, and operational procedures.

3. POLICY STATEMENT

All blood and bodily fluids must be treated as potentially infectious, regardless of whether a person is known to have an infection. Members must use routine precautions, perform a risk assessment before contact where practicable, and minimize exposure as far as reasonably practicable.

Only trained and authorized members may handle, package, transport, or dispose of biohazardous materials. The Department will provide appropriate PPE, supplies, safe work procedures, training, and access to a process for prompt exposure reporting and medical assessment.

Members must not take biohazardous waste home, place it in ordinary station garbage, leave it at an incident scene, or dispose of it in a manner that could expose the public, sanitation workers, or other responders.

4. DEFINITIONS

Biohazardous material: Blood, bodily fluids, human or animal tissue, contaminated medical supplies, or other material that may carry an infectious agent and create a risk to health.

Biohazardous waste: Waste requiring special containment or handling because it is saturated with blood or bodily fluids, contains potentially infectious material, or is otherwise designated for controlled disposal by applicable requirements or the receiving service.

Medical sharps: Needles, lancets, scalpel blades, broken contaminated glass, or any object capable of puncturing or cutting skin and potentially exposing a person to infectious material.

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Exposure incident: A needlestick or sharps injury, splash to eyes, nose, or mouth, contact with non-intact skin, or other event in which potentially infectious material may enter the body.

PPE: Personal protective equipment such as disposable gloves, protective eyewear or face shield, mask/respirator where indicated, protective gown/coveralls, and other barrier equipment appropriate to the hazard.

5. RESPONSIBILITIES

5.1 Fire Chief / Employer representative: Ensure this policy is implemented; provide suitable PPE, containers, cleaning supplies, training, and access to approved waste services; ensure exposure incidents are managed and documented; review this policy at least annually and after a significant incident or change in work.

5.2 Officers / supervisors: Confirm members understand and follow the procedure; assess operational hazards; check that supplies are available and in date; arrange safe isolation and cleaning of contaminated equipment; report deficiencies and incidents to the Fire Chief.

5.3 Members: Follow training and procedures; inspect PPE before use; use the required PPE; avoid unnecessary contact; report damaged containers, unsafe conditions, exposures, and near misses immediately; and never handle sharps by hand or recap a used needle.

5.4 Designated exposure contact: The Fire Chief will identify a primary and alternate contact for receiving urgent exposure reports and helping arrange prompt medical assessment. The contact is not a substitute for emergency medical care.

6. IDENTIFICATION AND RISK ASSESSMENT

Before and during a task, members must consider whether blood, bodily fluids, contaminated objects, sharps, or potentially infectious aerosols may be present. Assess the task, route of exposure, likely amount of material, splash or spray potential, ventilation, available assistance, and the member's training.

Examples include patient assistance, vehicle collisions, rescue from a contaminated area, blood or bodily-fluid spills, contaminated clothing or equipment, and discovery of discarded needles.

If the hazard cannot be controlled with the available training, PPE, and equipment, stop or limit the task when safe to do so, isolate the area, and request appropriately equipped assistance. Do not enter an area with a suspected airborne biological hazard unless trained, equipped, and authorized under Department procedures.

7. PERSONAL PROTECTIVE EQUIPMENT AND HYGIENE

Select PPE based on the risk assessment. At minimum, use disposable gloves when contact with blood, bodily fluids, contaminated items, or biohazardous waste is reasonably anticipated. Add eye/face protection and protective clothing when splashes or sprays may occur. Respiratory protection may be required for airborne hazards and must be selected, fitted, maintained, and used under the Department's respiratory protection procedures.

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Inspect PPE before use. Do not use torn, damaged, expired, or contaminated PPE that cannot be safely decontaminated. Change gloves between tasks and between people as needed; gloves do not replace hand hygiene.

Wash hands with soap and water as soon as practicable after removing gloves and after contact with potentially contaminated material. If a sink is not immediately available, use an appropriate hand antiseptic until handwashing is possible. Keep hands away from the face and do not eat, drink, smoke, vape, or handle personal items in contaminated areas.

Remove PPE carefully to avoid touching contaminated surfaces. Place disposable PPE in the appropriate waste stream. Reusable PPE must be cleaned and disinfected according to manufacturer instructions and Department procedures before reuse. Do not take contaminated clothing or equipment home.

8. HANDLING AND USE OF BIOHAZARDOUS MATERIALS

8.1 General: Avoid direct contact. Use tools or barriers where practicable. Keep contaminated and clean equipment separate. Do not squeeze, shake, spray, or otherwise manipulate contaminated items in a way that could create splashes or aerosols.

8.2 Blood and bodily fluids: Use absorbent material and an approved disinfectant suitable for the organism and surface, following the product label and required contact time. Restrict access while cleaning. Do not mix cleaning chemicals. Large spills, unknown substances, or spills beyond members' training or available supplies must be isolated and referred to a qualified cleanup service.

8.3 Contaminated equipment: Place contaminated items in a designated, leak-resistant container or bag for cleaning or controlled transport. Clean visible soil before disinfection where the product instructions require it. Follow the equipment manufacturer's directions; remove equipment from service if it cannot be safely cleaned or its integrity is uncertain.

8.4 Medical sharps: Never pick up a needle or sharp with bare hands, never bend or break a needle, and never recap a used needle. Do not reach into bags or containers to search for sharps. If a sharp is found, restrict access and use a trained, authorized person with an appropriate tool and puncture-resistant sharps container. If no safe equipment or trained person is available, secure the area and request qualified assistance.

8.5 Use of medical devices: Members may use only devices they are trained and authorized to use. Where safety-engineered sharps are available and applicable, use them as instructed. Dispose of single-use devices immediately after use in the appropriate container.

9. STORAGE AND TRANSPORT

Store biohazardous waste in a designated, secure, access-controlled area away from food, clean supplies, public access, and routine work areas. Use compatible, closed, clearly labelled containers that prevent leakage, puncture, and exposure during normal handling. Sharps must be placed directly into approved puncture-resistant sharps containers.

Do not overfill containers. Close and replace them at the manufacturer's fill line or before closure becomes difficult. Never force, compress, or hand-sort waste. Inspect containers routinely and after incidents; isolate any leaking, damaged, or improperly labelled container and notify an officer.

Transport waste only when necessary, in closed, secure, leak-resistant secondary containment that prevents movement and exposure. Do not transport biohazardous waste in the passenger area with members or the public. Arrange transfer to an approved receiving service in accordance with its requirements and applicable provincial and municipal rules. Do not store waste longer than necessary or beyond the receiving service's conditions.

10. SEGREGATION AND DISPOSAL

Separate waste at the point where it is generated. Sharps go only into designated sharps containers. Items saturated with blood or bodily fluids, or otherwise identified as biohazardous waste, must go into suitable labelled biohazard waste packaging. Ordinary waste may be disposed of as regular garbage only when it is not biohazardous and local requirements permit.

Do not place loose sharps, sharps containers, or regulated biohazardous waste into ordinary garbage or recycling. Do not pour blood, bodily fluids, disinfectants, or unknown liquids into a drain unless the material and disposal method are confirmed to be permitted by applicable requirements and local sewer rules.

The Fire Chief or designate will confirm the receiving waste contractor's acceptance criteria, packaging, storage, pickup arrangements, and records. Use an authorized service or other disposal route permitted by applicable requirements. Keep waste transfer or pickup records where provided. Never burn, bury, abandon, or otherwise self-treat biohazardous waste unless specifically authorized and carried out under an approved procedure.

11. CLEANING AND DISINFECTION AFTER AN INCIDENT

Restrict access and identify the contaminated area or item. Notify the officer if the contamination is substantial, unknown, or outside member capability.

Put on PPE selected for the task. Gather the correct spill supplies and labelled disinfectant.

Remove visible material carefully using absorbent materials or tools; avoid splashing, spraying, or creating aerosols.

Apply an appropriate disinfectant according to its label, including dilution and contact time. Do not mix products.

Place used absorbents and disposable PPE into the correct biohazardous waste container; place sharps directly into a sharps container using safe tools and procedures.

Clean and disinfect reusable tools and equipment according to manufacturer instructions. If safe decontamination cannot be confirmed, label and isolate the item and notify an officer.

Remove PPE safely and perform hand hygiene. Replace used supplies and report the cleanup to the officer.

Document the incident, waste generated, equipment affected, and any exposure or near miss using Department records.

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12. EXPOSURE INCIDENT AND POST-EXPOSURE PROCEDURE

Treat every possible exposure as urgent. Do not wait for symptoms or for confirmation that a person has an infection.

Immediately: (a) stop the task when safe; (b) wash exposed skin with soap and water; (c) flush eyes, nose, or mouth with clean running water if splashed; (d) do not scrub aggressively, use bleach, or apply caustic chemicals; and (e) notify the officer / designated exposure contact immediately.

Promptly obtain medical assessment through an emergency department, urgent medical service, or other appropriate healthcare provider, following local emergency guidance. Time-sensitive assessment and preventive treatment may be needed. Do not delay care while completing paperwork or trying to identify the source person.

The Fire Chief or designate will ensure the member is supported in accessing confidential medical assessment, any recommended testing, treatment, vaccination review, counselling, and follow-up. Source-person information or testing must only be handled by authorized healthcare professionals and in accordance with applicable law and privacy requirements.

Complete an incident / exposure report as soon as practicable, recording the date and time, task, type of exposure, PPE used, first aid provided, notifications, and medical referral. Record factual information only. Keep medical information confidential and separate from general operational records. Review the event to identify corrective actions without delaying care.

13. TRAINING AND COMMUNICATION

Before undertaking tasks with foreseeable biohazard exposure, members must receive instruction appropriate to their role on: hazards and routes of transmission; risk assessment; PPE selection, use and removal; hand hygiene; sharps safety; cleaning and disinfection; waste segregation and storage; exposure response; reporting; and limitations of their training.

Training must be refreshed when procedures, equipment, hazards, or applicable requirements change, and when an incident or observed deficiency indicates a need. The Department will maintain training and acknowledgement records. Members must ask an officer for direction when unsure of the correct procedure.

14. SUPPLIES, INSPECTION AND RECORDS

The Department will maintain appropriate supplies based on its hazard assessment, which may include disposable gloves, eye/face protection, protective clothing, hand hygiene supplies, spill materials, approved disinfectants, biohazard labels and bags, puncture-resistant sharps containers, and suitable secondary containment.

An officer or designate will inspect supplies at a frequency established by the Department and after use. Check that packaging is intact, containers are not overfilled, disinfectants are in date and labelled, and PPE is available in suitable sizes. Replace used, damaged, or expired items.

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Maintain, as applicable: member training acknowledgements; supply and inspection records; incident and exposure reports; corrective actions; cleaning / decontamination records for significant events; and waste pickup or transfer records. Access to personal medical information must be restricted.

15. NON-COMPLIANCE AND REVIEW

Members must report unsafe conditions and must not knowingly perform work in a manner that exposes themselves or others to avoidable biohazards. The officer will address deficiencies and may suspend the affected task until safe controls are available.

This policy will be reviewed at least annually, after a significant exposure incident, when the Department's activities or equipment change, or when legislation or public-health guidance changes. The Fire Chief will communicate approved revisions to all members.

16. REFERENCES

Alberta Occupational Health and Safety Code, Part 35 — Health Care and Industries with Biological Hazards, including sections 525.1, 525.2, 526, 527, 528, 529 and 530.

Alberta Occupational Health and Safety Code, Part 18 — Personal Protective Equipment, including respiratory protection requirements where applicable.

Public Health Agency of Canada, routine practices and precautions for preventing transmission of infection; current public-health direction and the receiving waste service's requirements.

This document is a departmental draft for review. The Village must confirm local waste contractor arrangements, operational medical protocols, and current legal requirements before formal approval.

Council Motion #:_____

_____ _____

Mayor – Stacey Maynes CAO – Scott Donselaar

Village of Stirling

HS09-27

Section:	Health and Safety	***Subject:***	Bio-Hazardous Materials Policy
Approval Date:	November 4th, 2026		

APPENDIX A — QUICK RESPONSE CHECKLIST

Before task: assess exposure risk; select and inspect PPE; locate sharps and biohazard containers; identify when to stop and request assistance.

During task: use barriers; avoid splashes; never recap or hand-pick up sharps; keep clean and contaminated items separate.

After task: contain waste correctly; clean and disinfect equipment; remove PPE safely; wash hands; restock supplies; report hazards and exposures.

If exposed: wash or flush immediately; notify the officer / exposure contact; seek prompt medical assessment; complete the exposure report after care is arranged.

Village of Stirling

HS09-27

Section:	Health and Safety	***Subject:***	Bio-Hazardous Materials Policy
Approval Date:	November 4th, 2026		

APPENDIX B — MEMBER ACKNOWLEDGEMENT

I acknowledge that I have received, read, and had an opportunity to ask questions about the Village of Stirling Volunteer Fire Department Biohazardous Materials Policy and Procedure. I understand that I must follow the procedures and immediately report a possible exposure.

Member name: _____ Signature:_____

Date: _____ Instructor / Officer: _____

Contact Report

Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

Legal Name: VILLAGE OF STIRLING operating as VILLAGE OF STIRLING	**Employer Representative/Title:** Nicole Mrak Fire Chief
Work Site Party Name Provided: Stirling Volunteer Fire Department	**Phone Number:** (403) 359-1317
Work Site Address: 202 – 4 AVENUE STIRLING, ALBERTA	**Email Address:** firechief@stirling.ca
Site Name/Description: Fire Hall	**Completed By:** Ashley Bennett

Contact Activities

Item	Details	Date
Inspection	On October 09, 2026, Occupational Health and Safety (OHS) Officer attended the above noted work site to conduct a regulatory inspection under the authority of the OHS Act. The Village of Stirling and Volunteer Fire Department has been identified under the 2026 Mobile Community Services Initiative Program. The inspection was held with the Safety Coordinator and Fire Chief of this location. The following remarks observed/reviewed at the time of inspection: -Obligations of employers as per Section 3, OHS Act. -Obligations of workers as per Section 5, OHS Act. -Internal Responsibility System -Prohibition of discriminatory action as per Section 19, OHS Act. -Reporting of injuries or incidents to OHS with the potential of causing serious injury as per Section 33(4) OHS Act. -Functioning health and safety representative, committees and programs as per Part 2, OHA Act -Terms of reference, minutes, required training, incident investigation reports -Hazard assessment, with worker participation as per	October 9, 2026

	Section 7 OHS Code. -Current emergency response plan as per Part 7, OHS Code. -First aid services and supplies as identified in Part 11, OHS Code. -Employers obligation to ensure workers trained in the safe operation of equipment as per Section 3(2) OHS Act. -Violence and Harassment Prevention Plan as per Section 390, OHS Code. -Personal Protective Equipment as per Part 18, OHS Code. -Biohazards identified as a hazard under Section 7, OHS Code. -Safe guarding as per Part 22, OHS Code. -A copy of the OHS Act, Regulation and Code was available at the work site.	

Order(s) Issued

ORDERS ARE ISSUED UNDER THE AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT AND TAKE EFFECT IMMEDIATELY ON ISSUANCE.

Item	Details	Date
Order Open 01	**OBSERVATION(S)/FINDING(S):** At the time of the inspection, the employer did not have policies and procedures related biohazardous materials. **REQUIREMENT:** The employer must establish policies and procedures dealing with storing, handling, using and disposing of biohazardous materials, in accordance with Section 528(1) OHS Code. **APPLICABLE OHS LEGISLATION:** **Health Care and Industries with Biological Hazards-Policies and Procedures** **528** 528(1) An employer must establish policies and procedures dealing with storing, handling, using and disposing of biohazardous materials. (2) An employer must ensure that workers are informed of the health hazards associated with exposure to the biohazardous material.	**Compliance Date** November 13, 2026
Order Open 02	**OBSERVATION(S)/FINDING(S):** At the time of the inspection, the employer could not provide a record of training for workers who may be	**Compliance Date** November 13,

	exposed to the possibility of musculoskeletal injury are trained in specific measures to eliminate or reduce that possibility. **REQUIREMENT:** The employer must ensure that a worker who may be exposed to the possibility of musculoskeletal injury is trained in specific measures to eliminate or reduce that possibility, as per Section 211.1(1) of the OHS Code. **APPLICABLE OHS LEGISLATION:** **Lifting and Handling Loads-Training to Prevent Musculoskeletal Injury** **211.1** 211.1(1) An employer must ensure that a worker who may be exposed to the possibility of musculoskeletal injury is trained in specific measures to eliminate or reduce that possibility. (2) An employer must ensure that the training referred to in subsection (1) includes (a) identification of factors that could lead to a musculoskeletal injury, (b) the early signs and symptoms of musculoskeletal injury and their potential health effects, and (c) preventive measures including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment.	2026
Order Open 03	**OBSERVATION(S)/FINDING(S):** At the time of the inspection, the employer did not have evidence of providing an effective communication system for any worker working alone. **REQUIREMENT:** The employer must, for any worker working alone, provide an effective communication system, as per Section 394(1) OHS Code. **APPLICABLE OHS LEGISLATION:** **Working Alone-Precautions Required** **394** 394(1) An employer must, for any worker working alone, provide an effective communication system consisting of (a) radio communication,	**Compliance Date** November 13, 2026

	(b) landline or cellular telephone communication, or (c) some other effective means of electronic communication that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work. (1.1) Despite subsection (1), if effective electronic communication is not practicable at the work site, the employer must ensure that (a) the employer or designate visits the worker, or (b) the worker contacts the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work. (2) Repealed (3) Repealed	

This Contact Report was delivered electronically to Mike Heidinger, Nicole Mrak on October 13, 2026.

Issued by Occupational Health and Safety

The *Alberta Occupational Health and Safety Act* requires that orders issued be brought to the attention of all affected workers at the work site as soon as the orders have been received and posted for so long as the orders remain in effect.

Section 45 of the *Occupational Health and Safety Act* allows for orders and some decisions to be appealed. Visit Occupational Health and Safety or call 1-866-415-8690 for more information. The initiation of an appeal does not suspend the order or decision unless a stay is granted. Requests for an appeal must be initiated within 30 days of the initial date of service.

Government of Alberta is committed to ensuring that the OHS Code is regularly reviewed and updated to address health and safety in modern workplaces. For more information on the OHS Code updates, visit alberta.ca/ohs-code-review.aspx or email sfhwimploffice@gov.ab.ca.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: www.alberta.ca/alberta-kings-printer.aspx.

STIRLING

Council Meeting – November 4, 2026

Agenda Item: Southgrow Letter of Support

Strategic Alignment:

Build Community: Infrastructure & Amenities	**Celebrate Community:** Engagement & Pride	**Enhance Community:** Development & Economy
Financial Sustainability: Responsible Financial Management		

Background Information:

Administration is bringing this forward as it is an unusual request being made to have the CAO provide a letter of support to elected officials within the Government of Alberta. The typical process is to request a letter of support from Council, which requires the matter be brought to Council. That being said a letter of support by a CAO does not and although that is the case, the potential for political implications and fact the accept formal process is for Council to make these letters, Administration thought it prudent to ask if this would be something they'd like the CAO to sign and send back.

Recommendation:

Administration has no recommendation around this matter.

Proposed Motion(s):

[MUNICIPAL LETTERHEAD]

October XX, 2026

Honourable Joseph Schow
Minister of Jobs, Economy, Trade and Immigration
Government of Alberta

Dear Minister Schow:

Re: Support for SouthGrow Regional Initiative – Regional Economic Development Partnership

On behalf of the Village of Stirling, I am pleased to provide our support for SouthGrow Regional Initiative's request for a three-year Regional Economic Development Partnership with the Government of Alberta.

The Village of Stirling is a member of SouthGrow and contributes financially to the organization as part of our participation in regional economic development. Through SouthGrow, municipalities across Southern Alberta are able to pool resources and participate in investment attraction, business development, regional initiatives and other economic development activities that would be difficult for many communities to undertake independently.

We support SouthGrow's proposal for the Government of Alberta to match eligible municipal and associate membership contributions on a 1:1 basis, to a maximum provincial contribution of $125,000 annually for three years.

The proposed model recognizes the financial commitment already being made by participating communities while leveraging those local dollars to maintain regional economic development capacity and advance shared provincial and municipal priorities.

We believe continued collaboration between the Government of Alberta, SouthGrow and its member communities can help strengthen rural economic development, attract investment and create opportunities across Southern Alberta.

Stirling supports consideration of SouthGrow's request through the Government of Alberta's Budget 2027 process.

Sincerely,

Scott Donselaar
CAO
Village of Stirling





Chief Administrative Officer Report
Village of Stirling





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Purpose of a Municipality – MGA Section 3

3. The purposes of a Municipality are

(a) to provide good government,

(a.1) to foster the well-being of the environment,

(a.2) to foster the economic development of the municipality,

(b) to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the Municipality,

(c) to develop and maintain safe and viable communities, and

(d) to work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services.

Our Mission

To facilitate the things, that in the opinion of Council, are necessary or desirable for all or part of the Municipality and to maintain a safe, vibrant and welcoming community.

Council's Strategic Vision

Our plan focuses on these main themes:

Pillar 1: Financial Sustainability

Action Item 1.1 Review of External Boards, Commissions and Agencies

May 20, 2026 – provided a review of solid waste management which included the Chief Mountain Regional Solid Waste Services Commission, providing a break down of revenues; expenses and potential forecasting on future expenses and options.

Action Item 1.2 Internal Audit – Operational Review

Materials and data have been collected and will be correlated for submission during June Council Meetings.

June 3rd, I put together a report providing a direct comparison of the Village in way of staffing; finance; and mill rates. The report also looked at growth in the Village and inflation factors in relation to budget as compared to the Audited financial statements and census details.

Action Item 1.2 Internal Audit – Operational Review

I have been working on constructing the detailed audit review to report into Council. The report is following the pillars identified by Council and is utilising academic findings; scientific research; legislative requirements; and best practice documents in its construction.

Action Item 1.2 Internal Audit – Job Descriptions

Materials have been provided on Policy HR02-24 Payroll and Benefits Policy, along with the job descriptions for each position currently with the Village whether filled or unfilled. Policy recommendations were tabled around the operating hours requested by Council on the June 17th, 2026 meeting.

Action Item 1.2 Internal Audit – Deep Dive
Per Council's direction regarding the completed Internal Audit, Administration has prepared a comprehensive research based report on the categories identified by Council as wanting details on presented at the October 7th Meeting, concluding this item.

Pillar 2: Build Community
Action Item 2.5 Decisions on Underutilized Assets
I have engaged David Cocks to provide draft conceptual designs for the entirety of the building which houses FCSS. The direction was to make the space able to be utilized by two groups with as even split as possible of the space. Design plans for the current layout were provided to Cocks for reference.

Pillar 3: Celebrate Community

Pillar 4: Enhance Community

Operational Priorities 2026

Capital Priorities 2026

Potable Water Project – Tender for phase one (Collapsing water treatment plant; construction of new building to house equipment necessary for distribution; repairs to reservoir) to be issued February 13, 2026. Work to commence by May 2026.

- Contractor Bid Meeting Occurred February 24, 2026 – Acting Operations Director Barton was present and reported no significant questions n project scope were raised.
- March 18th the contract was awarded to Porter Tanner for Phase one of the project – Water treatment plant relocation and Potable Water Reservoir Upgrades
- April 16th Contractor Start up meeting held with Village of Stirling; MPE and Porter Tanner. Construction at the reservoir site to occur early May.
- June 2026 Porter Tanner has started construction work at the reservoir site.
- August 2026 Porter Tanner has the new treatment facility in place and is preparing for bypassing water to address the reservoir. The Village will be on direct pressure when this occurs.
- Tentative commissioning of the facility with reservoir is slated for October 20026.

- Valve replacement on the mainline will commence in 2026 and be completed spring of 2027.
    - Valve replacement will commence this month as there is one Air release leaking near the Village and valves will continue to be replaced until the end of October with that part being resumed in Spring of 2027.
- The Village is on a straight line bypass as work on the reservoir is commencing.
    - Reservoir work is underway with an estimated completion date of no later than the end of November, with mid November being the target date.
    - Reservoir work and commissioning is slated to be done the week of November 16th.

Lift Station Project – This project had been waiting on a generator to arrive and be installed since October of last year. The Generator arrived at the end of September and will be installed in October.

- The generator has been installed and the facility is now fully commissioned. The final claim under AMWWP will be made this year, with the last portion of the cost being captured under the 2026 LGFF.

Matters not related to Council's Strategic Plan

- **Water Meters**
    - We are moving towards a cellular read water meter, which we have been informed will reduce our failure rate of the older readers, enable them to be read by activating the reader at the office, and provide more accurate reads as the mechanical components which fail are no longer used to provide the reading. We will be making the changes to meters as they age out or fail.
    - The first install has occurred, and the meter is reading accurately. We can get data by the minute off the program interface.
- **Municipal Audit Program**
    - I have provided all the required updates for MAP being previous Council Minutes on closed meetings; our Public Hearing Minutes; and now another Bylaw Amendment to close those items.
    - I worked with ORRSC and the required changes to the MDP were removed by MAP.
    - We will be complete with the passing of the three year operating and five year capital plans.
- **2027 Budget**
    - I have started work on the 2027 Capital Budget and the 2027 Interim Operating Budgets. I have all department heads providing me numbers for the end of October.

Meetings Attended

- ✓ October 20th I met with Mayor Maynes to review the Organizational Meeting format and items on the Council Agenda
- ✓ October 20th I met with Brant Hyggen, Brad Hyggen, and Director of Operations Still to discuss bills related to their dwelling development
- ✓ October 27th I met with Kristy Mazutinec to discuss rural water
- ✓ October 28th I met with Sandra Nelson to discuss grants; the Kiosk; Remembrance Day and the Lion's casino moneys

Alberta Transportation and Economic Corridors

Traffic Safety Services Division
4999 – 98 Avenue
Twin Atria Building
Edmonton, AB T6B 2X3
Canada
Telephone: 780-913-7581

Dear Chief Administrative Officer:

I am writing on behalf of Transportation and Economic Corridors to advise municipalities of changes to the administration of Alberta's Automated Traffic Enforcement (ATE) program.

Effective October 15, 2026, program administration and oversight of ATE transferred from the Ministry of Public Safety and Emergency Services to Transportation and Economic Corridors under the new Pilot Project (ATE) Regulation. This five-year pilot project will evaluate the effectiveness of ATE as a traffic safety measure while aligning program administration with the department's traffic safety mandate.

While the department will assume responsibility for program administration and oversight, the Minister of Transportation and Economic Corridors will hold decision-making authority under the regulation. The department, in collaboration with the municipality, will assess each approved ATE site at least once every two years to confirm that it continues to meet the exception requirements.

Day-to-day program requirements remain largely unchanged. Existing approved ATE sites, including approved exemption sites, will automatically carry over under the new regulation and do not require reapplication. Applications under review by Public Safety and Emergency Services prior to October 15, 2026, have been transferred to Transportation and Economic Corridors for consideration. Please note that any ATE site application denied by the Minister will not be eligible for reapplication until one year from the date the municipality receives notice of the decision.

Additional information, including the 2026 ATE Manual and application forms, is available here: www.alberta.ca/photo-radar-alberta. My department, in collaboration with the Ministry of Municipal Affairs, will coordinate meetings with municipalities to provide an overview of the ATE program and address any questions.

Thank you for your continued partnership in supporting traffic safety in communities across Alberta.

Sincerely,

Lynn Varty, MAL, CEC, PMP
Assistant Deputy Minister, Traffic Safety Services

Family Violence Prevention Month

November is Family Violence Prevention Month (FVPM), a time to raise awareness, start meaningful conversations, and work together to prevent family and domestic violence. Family violence can affect anyone and includes various forms of abuse, neglect, coercion, or controlling behaviours experienced within families or intimate relationships.

Family Violence in Alberta: Key Facts

- Family violence can affect anyone, including children, adults, seniors, and families from all backgrounds.
- Alberta domestic violence shelters answered more than 59,000 calls for help in 2022–2023, the highest number in a decade.
- Nearly half of the individuals supported by Alberta shelters were children.

Family Violence is Preventable

- Family violence is preventable. By recognizing warning signs, supporting healthy relationships, and connecting individuals to local resources, communities can play an important role in prevention by promoting healthy relationships, recognizing warning signs, and connecting people to support services.

How You Can Help

- Learn the signs of family violence.
- Check in with friends, family members, or neighbours who may need support.
- Share local resources and helpline information.
- Promote healthy, respectful relationships in your home and community.

How to reach out for support:

- 24-hour Family Violence Info Line: Call/text 310-1818 (toll free).
- If you or someone you know is in immediate danger, please call 911.
- FCSS Counselling Services: (587) 370-3728 or counsellingservices@fcss.ca



Michael Fedunec
Counselling Intake Supervisor

SERVING:
Barons I Barnwell I Coalhurst I Coaldale I Coutts I County of Warner I Lethbridge County I MD of Taber I Milk River I Nobleford I Picture Butte I Stirling I Raymond I Taber I Vauxhall I Warner

Chief Mountain
Regional Solid Waste Services Commission
P.O. Box 1711, Cardston, Alberta T0K 0K0 Phone: 403-653-2703 Fax: 403-653-2704

October 21, 2026

Village of Stirling
P.O. Box 360
Stirling, AB
T0K 2E0

Re: 2027 Requisition Rate

Dear Mr. Donselaar,

The Commission has approved the 2027 budget, setting the requisition rate at $34.14 per capita. Your total requisition for the year is $43,323.66.

The first payment of $21,661.83 due by April 30, 2027, and the second payment due by September 30, 2027. Invoices will be provided for each payment, and you will have 60 days to remit payment to avoid penalties.

For any questions, please contact the undersigned at (403)625-0201.

Yours truly,

Marian Carlson
SEO

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