Village of Stirling
October 21, 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 Council Minutes – October 7, 2026

- Draft Council Minutes – October 7, 2026

4.2 Business Arising from the Minutes

4.3 Motion Tracker

- Motion Tracker - October 16, 2026

5 Financial Items

5.1 Accounts Payable

- ATB Statement: Sept 5 - Oct 6, 2026

5.2 Bank Reconciliation: September 2026

- Bank Reconciliation: September 2026 - redacted
- Account Balances: September 2026

6 Items for Discussion

6.1 OH&S Safety Audit

- OH&S Safety Audit Cover
- OH&S Safety Audit 2

6.2 Policy HS07-26 Working Alone Stirling Fire Department

- Policy HS07-26 Working Alone Stirling Fire Department Cover
- Policy HS07-26 Working Alone Stirling Fire Department Policy

6.3 Policy HS08-26 Working Alone Policy

- Policy HS08-26 Working Alone Policy Cover
- Policy HS08-26 Working Alone Policy

6.4 Council Strategic Planning Session

- Council Strategic Planning Session Cover
- 2026 to 2030 Strategic Plan

7 CAO Report

- CAO Report

8 Council Committee Meeting Reports

9 Correspondence and Items for Information

9.1 Ridge Regional Public Safety Services Commission (RRPSSC)

- September Stats - Stirling - redacted
- September Stats - Daily

9.2 Call to Action

- Call to Action

9.3 Local Government Fiscal Framework (LGFF)

- LGFF and Community Stream Spending Timeline

9.4 Family and Community Support Services (FCSS)

- 2026 Community Services - Report to Municipalities

9.5 Chief Mountain Regional Solid Waste Services Commission (CMRSWSC)

- September 2026 Minutes

10 Council Highlights

11 Adjournment

Village of Stirling

Meeting Minutes

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

IN ATTENDANCE
Meeting Link:
https://video.businessconnect.telus.com/join/999820796?pw=2b41ecdd2b34c8b97bf9bb9061e8f424

Public Hearing & Council Meeting:
https://www.youtube.com/watch?v=DN39bXpPvUM

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

Oldman River Regional Commission Services (ORRSC) Senior Planner, Bonnie Brunner
Chief Administrative Officer, Scott Donselaar
Senior Administrative Assistant, Aletta Lightfoot

1. Regular Council Meeting – Call Meeting to Order

The Meeting was called to order at 7:03 p.m.

2026-251 **2. Adoption of Agenda**

That the agenda be adopted as presented.

Carried

3. Public Hearing - Bylaw 586-26: Amendment to County of Warner No. 5 and Village of Stirling Intermunicipal Development Plan

In Attendance:

County of Warner
Reeve Randy Taylor
Deputy Reeve Phil Jensen
Councillor David Cody
Councillor Ross Ford
Councillor Jack Heggie
Councillor David Nilsson
Councillor Shawn Rodgers
Development Officer Nicole Paul

Village of Stirling
Mayor Scott Barton
Deputy Mayor Stacey Maynes
Councillor Justin Davis
Councillor Matthew Foss
Councillor Nikole Norris
CAO Scott Donselaar
Senior Administrative Assistant Aletta Lightfoot

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Oldman River Regional Commissions Services
Senior Planner Bonnie Brunner
Senior Planner Steve Harty

Mayor Scott Barton called the Public Hearing to order at 7:03 p.m.

Senior Planner Steve Harty gave a brief overview of the proposed amendments to County of Warner No. 5 and Village of Stirling Intermunicipal Development Plan at 7:06 p.m.

It was confirmed by both the County of Warner No. 5 and the Village of Stirling that there were no written submissions and that there were no persons registered to speak.

Planning Chairman Ross Ford opened the floor to comments and/or questions at 7:09 p.m.

First person to speak:
Larry Johnson
7:09 p.m.
Mr. Johnson expressed concerns about the proximity of a future poultry confined animal feeding operation close to his property, and expressed that he would prefer it to be located further toward the north. ORRSC Planners provided information that County of Warner Land Use Bylaw No. 930-17 stipulates that no CAFO may be located closer than 800 feet to a neighbouring landowner dwelling.

Second person to speak:
Brian Edwards
7:14pm
Mr. Edwards questioned how close to the highway a poultry CAFO could be located. Feedback from ORRSC Senior Planners provided that Alberta Transportation regulates the permitted proximity of CAFOs to Alberta Highways, and that is out of the County's control.

Third person to speak:
Clarence Visser
7:16pm
Mr. Visser expressed that all of his future poultry CAFO operations would adhere to National Resources Conservation Board regulations.

Mayor Barton called a second time and asked the members of the gallery if they had any questions, comments and/or wished to speak at 7:18 p.m.

Mayor Barton called a third and final time and asked the members of the gallery if they had any questions, comments and/or wished to speak at 7:18 p.m.

Mayor Scott Barton closed the Public Hearing at 7:18 p.m.

At 7:20 p.m. Reeve Taylor noted to all those in attendance that there was a correction to be made with regard to the County of Warner Bylaw numbers which were advertised on some of the Public Notice documents circulated and posted in advance of this Public Hearing. Bylaw numbers 2015-26 and 2016-26 are incorrect, and are to be recorded as Bylaw numbers 1015-26 and 1016-26.

Stirling Council then reconvened for the regular Council Meeting in the Council Chambers at 7:24 p.m.

3.1 Draft Bylaw 586-26: Amendment to County of Warner No. 5 and Village of Stirling Intermunicipal Development Plan

3.2 Public Hearing Notice

3.3 Bylaw 490-20: Bylaw 586-26: County of Warner No. 5 and Village of Stirling Intermunicipal Development Plan

3.4 Registration List

3.5 Westwind Weekly Advertising

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4. Recognition

The regular Council Meeting resumed in the Council Chambers at 7:24 p.m.

Sandra Nelson, on behalf of the Stirling Lions Club, presented the October Citizen of the Month Award to Phil and Marilyn Still.

Council would like to thank everyone who volunteered for the Stirling Fall Festival, and to everyone who came out and celebrated the day.

Council would like to thank everyone who came out to support the (Family and Community Support Servies (FCSS) Clothing Exchange on September 30. There were over 70 volunteers, over 250 people attended, and there were over 150 volunteer hours.

5. Delegations

ORRSC Senior Planner Bonnie Brunner left the meeting at 7:31 p.m.

5.1 Chinook Arch Regional Library Systems

Council received a presentation from Yanet Grajeda of Chinook Arch Regional Library System, highlighting the services and support provided to member libraries. The presentation included an overview of the system's governance, funding, and 2025 achievements, including increased use of digital resources, improvements to technology, and continued support for local libraries.

The presentation also outlined a proposed increase in the municipal membership levy from $7.76 to $8.17 per capita for 2027. The current Plan of Service has been extended through 2027, with a new four-year plan and budget scheduled for 2028–2031.

6. Minutes

2026-252 **6.1 Adoption of Council Minutes – September 16, 2026**

Moved By: Councillor Foss

That the minutes of the regular meeting of Council held on September 16, 2026 be approved as presented.

Carried

6.2 Business Arising from the Minutes

There was no business arising from the approved minutes.

6.3 Motion Tracker

Council reviewed the Motion Tracker.

7. Financial Items

2026-253 **7.1 Accounts Payable**

Moved By: Councillor Foss

That accounts payable:

- Cheque #20260086 to Cheque #20260095,
- EFT #20266924, EFT #20266949 to EFT #20266964, and EFT #20266984 to EFT #202667013

excepting EFT #20266950, 20266953, 20266985, 20266986, 20266990, and 20266998, be approved.

Carried

2026-254 **7.1.1 Accounts Payable: EFT #20266953 and EFT #20266998**

Moved By: Councillor Davis

That accounts payable EFT #20266953 and #20266998, be approved.

Deputy Mayor Maynes abstained

Carried

2026-255 **7.1.2 Accounts Payable - EFT #20266950 and EFT #20266990**

Moved By: Deputy Mayor Maynes

That accounts payable EFT #20266950 and EFT #20266990 be approved.

Councill Davis abstained

Carried

2026-256 **7.1.3 Accounts Payable: EFT #20266985 and EFT #20266986**

Moved By: Deputy Mayor Maynes

That accounts payable EFT #20266985 and EFT #20266986 be approved.

Mayor Barton abstained

Carried

2026-257 **7.2 Bank Reconciliation: August 2026**

Moved By: Councillor Davis

That the Bank Reconciliation for August 2026 be approved.

Carried

2026-258 **7.3 Budget Report**

Moved By: Mayor Barton

That the Budget Report dated October 2, 2026 be accepted as information.

Carried

8. Items for Discussion

8.1 Draft Bylaw 586-26: Amendment to County of Warner No. 5 and Village of Stirling Intermunicipal Development Plan

2026-259 **8.1.1 Draft Bylaw 586-26: Amendment to County of Warner No. 5 and Village of Stirling Intermunicipal Development Plan - Second Reading**

Moved By: Councillor Davis

To provide Second Reading of Bylaw 586-26: Amending Bylaw 490-20 Intermunicipal Development Plan.

Carried

2026-260 **8.1.2 Draft Bylaw 586-26: Amendment to County of Warner No. 5 and Village of Stirling Intermunicipal Development Plan - Third and Final Reading**

Moved By: Deputy Mayor Maynes

To provide Third and Final Reading of Bylaw 586-26: Amending Bylaw 490-20 Intermunicipal Development Plan.

Carried

8.2 Council Delegation: Chinook Arch Regional Library Systems

2026-261 **8.3 Mayor's Deep Dive and Report on Municipal Health (Governance)**

Moved By: Councillor Davis

Deputy Maynes left the meeting at 8:20 p.m.
Deputy Maynes returned to the meeting at 8:22 p.m. and was present for voting

To accept the Mayor's Deep Dive and Report on Municipal Health (Governance) report as information, and to include it in the Strategic Planning Session.

Carried

2026-262 **8.4 2026 Internal Audit Report**

Moved By: Deputy Mayor Maynes

Councillor Davis left the meeting at 8:41 p.m.
Councillor Davis returned to the meeting at 8:43 p.m. and was present for voting

Councillor Norris left the meeting at 8:44 p.m.
Councillor Norris returned to the meeting at 8:45 p.m. and was present for voting

To accept the 2026 Internal Audit Report for Information and to include it in the Strategic Planning Session.

Carried

2026-263 **8.5 Council's Strategic Planning Session for 2027**

Moved By: Councillor Davis

To schedule a Council Strategic Planning Session for Saturday, November 7, 2026 beginning at 10:00am.

Carried

2026-264 **9. CAO Report**

Moved By: Deputy Mayor Maynes

That the CAO Report be accepted as information.

Carried

10. Council Committee Meeting Reports

Mayor Scott Barton:

- AB Munis 2026 Convention
    - Affordable Housing
- Community Futures - Lethbridge Region
- Mayors & Reeves
- Lions Club
- Oct. 10 5:30-7pm - Fire Prevention Open House at Stirling Fire Hall
- Nov 11 - Remembrance Day Ceremony

Deputy Mayor Stacey Maynes:

- Sept 14th Interview with Westwind Weekly
- Sept 19th Fall Festival
- Sept 22nd Effective Meetings Training

- Sept 23-25th AB Munis Conference

Councillor Justin Davis:

- AB Munis 2026 Convention

Councillor Matthew Foss:

- Library Board Meeting

Councillor Nikole Norris:

- Nothing to report

2026-265 **11. Correspondence and Items for Information**

Moved By: Councillor Davis

That the following correspondence be accepted as information:

Carried

11.1 Oldman River Regional Services Commission (ORRSC)

2026-266 **12. Council Highlights**

Moved By: Councillor Davis

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

- Fire Prevention Open House
  Saturday, October 10, 2026
  Stirling Fire Hall
  5:30pm - 7:00pm
  Free BBQ, kids activities, fire truck tours,
  meet the team!
- Mayor and CAO Deep Dive into Municipal Health (Governance) and 2026 Internal Audit
- Joint Public Hearing with County of Warner
- Chinook Arch Regional Library Presentation

Carried

2026-267 **13. Adjournment**

Moved By: Deputy Mayor Maynes

That the agenda matters have been concluded and that the meeting be adjourned at 9:48 p.m.

Carried

These minutes to be approved on the 21st day of October 2026.

Mayor - Scott Barton

CAO - Scott Donselaar

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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	The last communication was at the beginning of summer where Administration noted their contractor could not attend and Cocks could move forward with his assessment.
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.

MONTHLY STATEMENT

SEP 05 to OCT 06, 2026

VILLAGE OF STIRLING *
Account Number:
Alberta BusinessCard®

We'd like to help you:
atb.com
1-800-332-8383

YOUR ACCOUNT SUMMARY

Statement date: October 06, 2026

PREVIOUS CHARGES AND PAYMENTS

Your previous balance	**$12,221.57**
Payments made from Sep 05 to Oct 06 - Thank you	-$12,221.57
Credits	$0.00
Total payments and credits	**-$12,221.57**

NEW CHARGES

Purchases and returns	$10,894.90
Cash advances and cheques	$0.00
Fees and adjustments	$35.00
Interest charges	$0.00
Total new charges	**$10,929.90**
Your new balance	**$10,929.90**

MINIMUM PAYMENT AND CREDIT LIMIT

Minimum payment due	**$328.00**	Your credit limit	**$20,000.00**
Payment due date	**October 27, 2026**	Available credit on Oct 06	**$9,070.10**

Payment Slip

If you're paying by mail, please send this remittance slip with your cheque to:

ATB Financial
P.O. Box 21063
Calgary, AB T2P 4H5

Account number:

Your new balance :	**$10,929.90**
Minimum payment due:	**$328.00**
Payment due date:	**October 27, 2026**
Amount enclosed:	$

PFDATFXH
VILLAGE OF STIRLING *
PO BOX 360
STIRLING AB T0K 2E0

PAYMENTS AND CREDITS

Any payments you made that we received after October 06, 2026 will appear on your next statement.

Date Posted	Description	Amount ($)
Sep 14	PAYMENT - THANK YOU	-12,221.57
Total payments and credits		**-$12,221.57**

PURCHASES AND RETURNS

Date Charged	Date Posted	Description	Amount ($)
Sep 03	Sep 05	THE HOME DEPOT #7170 LETHBRIDGE AB	233.81
Sep 08	Sep 08	CANADIAN TIRE #634 LETHBRIDGE AB	108.09
Sep 09	Sep 09	RAYMOND MERCANTILE CO. RAYMOND AB	60.00
Sep 15	Sep 15	THE HOME DEPOT #7170 LETHBRIDGE AB	33.47
Sep 16	Sep 16	THE HOME DEPOT #7170 LETHBRIDGE AB	274.67
Sep 23	Sep 23	THE HOME DEPOT #7170 LETHBRIDGE AB	1,309.35
Sep 26	Sep 26	AMERICAN EAGLE 1008 LETHBRIDGE AB	110.16
Total for			$2,129.55

Date Charged	Date Posted	Description	Amount ($)
Sep 06	Sep 06	AMZN MKTP CA*534153ES2 TORONTO ON	62.79
Sep 07	Sep 07	AMZN MKTP CA*535J74GY0 TORONTO ON	32.74

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You can make your payment by:

- Autopay (**pre-authorized Debit**)
- **ABM**
- **Telephone** banking
- **Internet** banking
- **Mail**, to the address alongside
- At any **ATB branch**

Please allow enough time for your payment to reach us by the due date.

Mail your payments and enquiries to:

ATB Financial
P.O. Box 21063
Calgary, AB T2P 4H5

MONTHLY STATEMENT
SEP 05 to OCT 06, 2026

VILLAGE OF STIRLING *
Account Number:
Alberta BusinessCard®

PURCHASES AND RETURNS (continued)

Date Charged	Date Posted	Description	Amount ($)
Sep 08	Sep 08	AMZN MKTP CA*532EW2HO0 TORONTO ON	80.77
Sep 08	Sep 08	AMZN MKTP CA*5L7HS64B1 TORONTO ON	10.49
Sep 10	Sep 10	AMZN MKTP CA*533BT2IM2 TORONTO ON	38.83
Sep 10	Sep 10	AMZN MKTP CA*538WZ0RP0 TORONTO ON	12.63
Sep 10	Sep 10	AMZN MKTP CA*530B09RX2 TORONTO ON	86.38
Sep 10	Sep 10	AMZN MKTP CA*5301U1RR0 TORONTO ON	12.63
Sep 10	Sep 10	AMZN MKTP CA*531R98Y50 TORONTO ON	11.54
Sep 10	Sep 10	ADOBE SAN JOSE CA	162.70
Sep 17	Sep 17	VISTA RADIO LTD. - WES COURTENAY BC	420.00
Sep 17	Sep 17	VISTA RADIO LTD. - WES COURTENAY BC	1,050.00
Sep 17	Sep 17	VISTA RADIO LTD. - WES COURTENAY BC	420.00
Sep 17	Sep 17	VISTA RADIO LTD. - WES COURTENAY BC	1,312.50
Sep 20	Sep 20	RCSS #1541 LETHBRIDGE AB	57.34
Sep 27	Sep 27	AMAZON.CA*511QO3JO1 TORONTO ON	245.68
Sep 27	Sep 27	AMZN MKTP CA*515MJ1JO1 TORONTO ON	9.33
Sep 27	Sep 27	AMZN MKTP CA*5165W13U1 TORONTO ON	109.16
Sep 28	Sep 28	MICROSOFT-G187117165 MSBILL.INFO ON	26.93
Sep 29	Sep 29	AMZN MKTP CA*510079430 TORONTO ON	47.24
Sep 29	Sep 29	AMZN MKTP CA*511B50LZ0 TORONTO ON	418.95
Oct 02	Oct 02	AMZN MKTP CA*516WX46P0 TORONTO ON	37.36
Oct 02	Oct 02	AMZN MKTP CA*599790LN1 TORONTO ON	61.00
Oct 02	Oct 02	AMZN MKTP CA*5131T8TD2 TORONTO ON	18.26
Oct 06	Oct 06	AMAZON.CA*596LK01O0 TORONTO ON	58.44
Total			$4,803.69

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PURCHASES AND RETURNS (continued)

Date Charged	Date Posted	Description	Amount ($)
Sep 07	Sep 07	HP *INSTANT INK CA HALIFAX NS	21.51
Sep 08	Sep 08	CPC / SCP 578576 STIRLING AB	108.68
Sep 21	Sep 21	SUTTON PLACE HOTEL E V EDMONTON AB	1,076.40
Sep 22	Sep 22	SUTTON PLACE HOTEL E V EDMONTON AB	807.30
Sep 23	Sep 23	ALBERTA LAND TITLES SP EDMONTON AB	40.00
Sep 25	Sep 25	COMFORT INN & SUITES, EDMONTON AB	562.77
Oct 05	Oct 05	EXTENDED EDUCATION EDMONTON AB	1,345.00
Total			$3,961.66
Total purchases and returns			**$10,894.90**

FEES AND ADJUSTMENTS

Date Posted	Description	Amount ($)
Oct 05	ANNUAL FEE	35.00
Total fees and adjustments		**$35.00**

INTEREST CHARGES

Balance Type	Interest Charged ($)	Annual Interest Rate (%)
Purchases	0.00	4.45 (v)
Cash advances and cheques	0.00	4.45 (v)
Total interest charges	**$0.00**	

(v) - Variable (f) - Fixed

VILLAGE OF STIRLING

Current Outstanding Items

2026-Oct-2
1:45:58PM

Ending Date: 2026-Sep-30

Bank Account Name: GENERAL **Bank Statement Balance: 851,519.29**

Add Outstanding Deposits

Deposit Description	Batch #	Deposit Date	Amount	
BANK DEPOSIT	39429	2026-09-24	132.41	
BANK DEPOSIT	39435	2026-09-24	2,353.25	
BANK DEPOSIT	39458	2026-09-29	15,847.44	
Total Deposits Outstanding			18,333.10	18,333.10

Less Outstanding Cheques

Payee	Cheque #	Cheque Date	Amount	
	20260086	2026-09-25	246.33	
	20260087	2026-09-25	430.50	
	20260088	2026-09-25	122.61	
	20260089	2026-09-25	247.50	
	20260090	2026-09-25	250.00	
	20260056	2026-07-31	2,727.00	
	20260091	2026-09-25	37.27	
	20260092	2026-09-25	413.03	
	20260059	2026-07-31	850.00	
	20250060	2025-06-04	28.17	
	20260029	2026-04-08	214.08	
	20260073	2026-08-24	1,687.50	
	20260076	2026-08-24	82.49	
Total Outstanding Cheques			7,336.48	(7,336.48)

And Adjustments

Description	Item ID #	Date	Amount	
	226813	2026-09-30	(674.86)	
Total Adjustments			(674.86)	(674.86)

Net Outstanding Items:	**10,321.76**
Ending Bank Balance:	**851,519.29**
Total:	**861,841.05**
Bank GL Balance:	**861,841.05**
Unposted GL Adjustment Amount:	**0.00**
Total Bank GL Balance:	**861,841.05**
Difference between Bank GL Balance and Sum of Net Outstanding Items & Ending Bank balance:	**$0.00**

*** End of Report ***

Bank Accounts - Balance as of September 30, 2026

Business - Chequing	$	851,519.29
Business - Public Sector Savings	$	309,782.19
Business - Public Sector Savings	$	481.59
Non-Redeemable GIC	$	228,457.46
Total Deposits	$	1,390,240.53

STIRLING

Council Meeting – October 21, 2026

Agenda Item: Alberta OH&S Inspection

Strategic Alignment:

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

Background Information:

On October 9th, 2026, Safety Coordinator Heidinger accompanied Alberta OH&S of an inspection of the Administration Office and Fire Hall. The inspection provides two requirements to be completed.

1. The first is related to the handling of hazardous waste, which will be a policy developed by Fire Chief Mrak in conjunction with Safety Coordinator Heidinger.
2. The Second is related to working alone policies for Village staff members.

The policies related to staff working alone will meet the legislative requirements of the Act and upon passing satisfy the requirements of the order.

Chief Mrak and Safety Coordinator Heidinger have spoken with the OH&S Officer regarding the timing it will take to implement a policy and training related to hazardous materials and an extension will be granted following the thirty-day deadline.

Recommendation:

That Council accept this report for information as it provides context for the added policies.

Proposed Motion(s):

Moved by _____ to accept the Alberta OH&S Inspection report as information.

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 – October 21, 2026

Agenda Item: HS07-26 Working Alone Policy Stirling Fire Department

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 HS07-26 Working Alone Police Stirling Fire Department for Council approval. The Policy was developed by Safety Coordinator Heidinger and reviewed by Administration prior to submission. The policy brings the Village into compliance with the Occupational Health and Safety Act order related to having a policy and process for working alone.

The policy only pertains to Stirling Fire Department Personnel as their role within the municipal organization exposes them to direct hazards as part of emergency response. Having a specific policy will provide clarity and allow for easier management of it by their Fire Chief and their designates.

Upon approval Safety Coordinator Heidinger will provide copies of this policy and the following 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 HS07-26 Working Alone Policy Stirling Fire Department.

Proposed Motion(s):

Moved by _____ to approve Policy HS07-26 Working Alone Policy Stirling Fire Department.

Village of Stirling

HS07-26

Section:	Health and Safety	***Subject:***	Working Alone Policy Stirling Fire Department
Approval Date:	October 21, 2026		

1. PURPOSE

The purpose of this policy is to protect members of the Village of Stirling Volunteer Fire Department who may perform Department activities while alone.

The policy establishes minimum requirements for:

- Identifying working-alone hazards.
- Preventing firefighters from performing high-risk emergency activities alone.
- Maintaining effective communication.
- Establishing check-in requirements.
- Responding to missed check-ins.
- Responding to emergencies involving a firefighter working alone.
- Training and documentation.

This policy forms part of the Village of Stirling Occupational Health and Safety Program.

2. SCOPE

This policy applies to all **members** of the Village of Stirling Fire Department, including:

- Firefighters
- Officers
- Fire Chief
- Deputy/Assistant Chiefs
- Other Department members performing assigned duties

It applies whenever a member performs Department-related work without another person readily available to provide assistance.

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Examples include:

- Being alone at the fire hall.
- Opening or closing the fire hall alone.
- Equipment inspections.
- Apparatus checks.
- Cleaning or maintenance.
- Administrative work.
- Training preparation.
- Inventory activities.
- Fire prevention activities.
- Working at a Department facility alone.
- Travelling alone for Department business.
- Returning to the fire hall alone after an incident.

3. POLICY STATEMENT

The Village of Stirling is committed to ensuring that volunteer firefighters are not unnecessarily exposed to the additional risks associated with working alone.

Emergency response activities shall not be performed by a firefighter working alone.

A firefighter who is alone shall not enter a hazardous environment, respond to an emergency alone, or perform work where immediate assistance may reasonably be required.

Where working alone cannot be avoided, the firefighter and Department shall use appropriate controls, communication, and check-in procedures.

Alberta requires employers to assess working-alone hazards, implement controls, provide training, and provide effective communication and regular contact appropriate to the hazards.

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4. DEFINITION – WORKING ALONE

For this policy, a firefighter is considered to be ***working alone*** when they are at a work site without another person readily available and qualified to provide assistance in the event of an injury, illness, emergency, or other unsafe situation.

When determining whether assistance is readily available, consideration should be given to:

- Whether someone knows the firefighter needs assistance.
- Whether another person is capable and willing to provide assistance.
- Whether assistance could arrive within a reasonable period of time.

5. RESPONSIBILITIES

5.1 Village of Stirling

The Village shall:

- Maintain this policy.
- Ensure working-alone hazards are addressed through the Department's hazard assessment process. (Schedule B)
- Provide appropriate communication systems.
- Ensure members receive training.
- Support appropriate emergency response procedures.
- Review incidents and near misses.

5.2 Fire Chief

The Fire Chief shall:

- Implement this policy.
- Ensure members understand working-alone requirements.
- Identify activities that must not be performed alone.
- Ensure appropriate hazard assessments are completed.

- Establish the Department's designated contact system.
- Investigate missed check-ins and working-alone incidents.
- Review the policy at least annually.

5.3 Officers

Officers shall:

- Monitor compliance with this policy.
- Ensure firefighters understand the hazards associated with assigned work.
- Stop unsafe working-alone activities.
- Respond appropriately to missed check-ins.
- Report incidents and deficiencies to the Fire Chief.

5.4 Firefighters

Firefighters shall:

- Follow this policy.
- Complete required check-ins.
- Carry an appropriate communication device when working alone.
- Report changes in location or work activity.
- Stop work when conditions become unsafe.
- Report hazards, incidents and near misses.
- Never enter a hazardous area alone.

6. ACTIVITIES THAT MUST NOT BE PERFORMED ALONE

The following activities are **prohibited while working alone** unless a separate procedure specifically authorizes the activity with appropriate controls:

Emergency response

A firefighter shall not:

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- Respond to an emergency incident alone.
- Enter a burning or smoke-filled structure alone.
- Enter a hazardous atmosphere alone.
- Conduct interior firefighting alone.
- Conduct search and rescue alone.
- Perform an emergency rescue alone.
- Enter a confined space alone.
- Perform technical rescue operations alone.
- Perform other activities where immediate assistance is reasonably required.

Other high-risk activities

A firefighter shall not work alone where the hazard assessment determines that assistance is required. If there is uncertainty, the firefighter shall **stop and contact an officer before proceeding.**

7. FIRE HALL – WORKING ALONE

A firefighter may occasionally need to attend the fire hall alone for administrative or routine activities.

Before doing so, the firefighter shall:

1. Notify the designated contact when practicable.
2. Identify their expected activity.
3. Confirm their expected departure time.
4. Carry a charged cellular telephone or approved communication device.
5. Maintain communication capability.

Examples of routine activities that may be performed alone, subject to the hazard assessment, include:

- Administrative work.
- Paperwork.

- Routine inventory.
- Basic housekeeping.
- Low-risk inspection activities.
- Other activities approved by the Fire Chief.

8. APPARATUS AND EQUIPMENT CHECKS

Routine apparatus or equipment inspections performed alone shall be limited to activities that can safely be completed by one person.

The firefighter shall not perform an activity alone if the activity could create a significant risk of:

- Crushing or entrapment.
- Falls.
- Unexpected equipment movement.
- Exposure to hazardous substances.
- Electrical hazards.
- Other hazards requiring immediate assistance.

The manufacturer's instructions and applicable Department procedures shall be followed.

9. COMMUNICATION REQUIREMENTS

A firefighter working alone shall have an effective means of communication.

Acceptable communication methods may include:

- Cellular telephone.
- Department radio.
- Other Department-approved communication equipment.

The firefighter shall ensure the communication device is:

- Charged.

- Readily accessible.
- Operational.
- Within communication range where reasonably practicable.

Alberta identifies radio, landline/cellular telephone, or another effective electronic communication method as acceptable means of communication for workers working alone.

10. CHECK-IN PROCEDURE

Before working alone, the firefighter shall notify the designated contact of:

- Name.
- Location.
- Activity being performed.
- Expected duration.
- Expected departure time.

Routine low-risk activities

For routine, low-risk activities, the firefighter shall:

Check in when starting work.

Check in when leaving.

Extended working-alone activities

Where the firefighter will be alone for an extended period, the Fire Chief or designate shall establish an appropriate check-in interval based on the hazard assessment.

The interval shall be **shorter when the hazards or circumstances warrant it.**

There shall not be a universal check-in interval for every activity; the interval must be appropriate to the hazards involved.

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11. MISSED CHECK-IN

If a firefighter fails to complete a required check-in:

Step 1 – Initial Contact

The designated contact shall attempt to contact the firefighter by:

- Radio.
- Telephone.
- Text message, where appropriate.

Step 2 – Second Contact

If there is no response, the designated contact shall make another attempt and determine:

- Where the firefighter was expected to be.
- What activity they were performing.
- Whether any known hazards were present.
- Whether the firefighter may have left the location.

Step 3 – Escalation

If the firefighter cannot be contacted and there is reasonable concern for their safety, the Fire Chief/designate shall arrange an appropriate welfare check or request emergency assistance.

No firefighter shall enter a potentially hazardous location alone to search for another firefighter.

12. EMERGENCY WHILE WORKING ALONE

If a firefighter experiences an emergency while working alone:

Immediate danger

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The firefighter shall:

1. Move to a safe location if possible.
2. Call **911** when emergency assistance is required.
3. Notify the Fire Chief/designate when safe to do so.

The firefighter shall not remain in an unsafe location simply to maintain communication.

Medical emergency

Call 911 and provide:

- Name.
- Exact location.
- Nature of the emergency.
- Known hazards.
- Access information.

13. ARRIVING AT AN EMERGENCY INCIDENT

A firefighter who arrives first at an emergency scene shall **not enter a hazardous area alone**.

The firefighter shall:

- Establish a safe position.
- Communicate with incoming responders.
- Provide available information to the arriving officer.
- Identify hazards.
- Follow the Department's incident command procedures.

The first-arriving firefighter's role is to establish situational awareness and support safe incident organization—not to enter an environment where assistance is not available.

14. RETURNING TO THE FIRE HALL AFTER AN INCIDENT

If a firefighter returns to the fire hall alone after an emergency incident, the firefighter shall:

- Notify the appropriate officer/designate where practicable.
- Park safely.
- Maintain communication.
- Avoid hazardous maintenance or repair activities while alone.
- Report any injury, exposure, equipment damage or safety concern.

If equipment requires work that cannot safely be performed alone, the work shall wait until another qualified person is available.

15. VEHICLE TRAVEL

When travelling alone for Department business, the firefighter shall consider:

- Weather.
- Road conditions.
- Distance.
- Cellular coverage.
- Vehicle condition.
- Expected arrival time.

For extended or higher-risk travel, the firefighter may be required to establish a check-in schedule.

If the firefighter experiences a vehicle emergency, they shall move to a safe location where possible and contact emergency services or the Department as appropriate.

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16. HAZARD ASSESSMENT

Working-alone activities shall be considered during the Department's hazard assessment process.

The assessment shall consider:

- Type of work.
- Location.
- Time of day.
- Weather.
- Communication availability.
- Distance from assistance.
- Potential injuries or emergencies.
- Fire, chemical, electrical or other hazards.
- Whether another firefighter is required.
- Emergency response time.

If the hazard cannot be adequately controlled, the activity shall **not be performed alone.**

17. TRAINING

All 18 Department members shall receive training on this policy.

Training shall include:

- Definition of working alone.
- Working-alone hazards.
- Communication requirements.
- Check-in procedures.
- Missed check-in response.
- Emergency procedures.
- Prohibited activities.
- Fire hall working-alone procedures.

- Incident reporting.

Training shall be documented.

18. INCIDENT AND NEAR-MISS REPORTING

Any incident, injury, near miss, communication failure, missed check-in, or unsafe working-alone condition shall be reported to the Fire Chief and Safety Coordinator.

The Department shall review the event and determine whether:

- Additional controls are required.
- The hazard assessment needs to be changed.
- Training needs to be updated.
- This policy needs to be revised.

19. EMERGENCY CONTACT INFORMATION

Emergency: 911

Fire Chief: Nicole Mrak

Phone: (403) 359-1317

Deputy/Assistant Chief: Brant Tidmarsh

Phone: (403) 715-9365

Working-Alone Designated Contact: Daniel Rose

Phone: (403) 393-2111

Safety Coordinator: Mike Heidinger

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Phone: (403) 892-8172

Fire Hall: Stirling Fire Department (403) 756-2113

20. WORKING-ALONE LOG

The Fire Chief or their designate will ensure an adequate system is in place to log any personnel who will be working alone. This log shall be filled out by any personnel who access the building for the purposes of working alone.

21. POLICY REVIEW

This policy shall be reviewed:

- At least annually.
- Following an incident or significant near miss.
- Following a change in Department operations.
- Following a significant change in equipment or facilities.
- When Alberta OHS requirements change.
- When a member identifies a deficiency.

Alberta's OHS Code currently includes **Part 28 – Working Alone**, and Alberta's current OHS materials state that working alone must be addressed through hazard assessment and appropriate controls.

22. MEMBER ACKNOWLEDGEMENT

Schedule A contains a member acknowledgement which will be signed and dated by each member of the Stirling Fire Department. A copy of the signed acknowledgement shall be maintained in each member's training records and a copy provided to the Safety Coordinator for their records.

Village of Stirling

HS07-26

Section:	Health and Safety	***Subject:***	Working Alone Policy Stirling Fire Department
Approval Date:	October 21, 2026		

Council Motion #:_____

_____ Mayor – Scott Barton

_____ CAO – Scott Donselaar

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Section:	Health and Safety	***Subject:***	Working Alone Policy Stirling Fire Department
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Schedule A

I acknowledge that I have received and reviewed the Village of Stirling Volunteer Fire Department Working Alone Policy. I understand my responsibilities and agree to follow the requirements of this policy.

Member Name: _____

Signature: _____

Date: _____

Officer/Witness: _____

Signature: _____

Date: _____

VILLAGE OF STIRLING VOLUNTEER FIRE DEPARTMENT
OHS BINDER – WORKING ALONE

Village of Stirling

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Section:	Health and Safety	***Subject:***	Working Alone Policy Stirling Fire Department
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Schedule B

VILLAGE OF STIRLING

VOLUNTEER FIRE DEPARTMENT

WORKING ALONE HAZARD ASSESSMENT

Document No.: FD06 - 26
Assessment Date: _____
Review Date: _____

Firefighter/Member: _____

Position/Rank: _____

Location: ☐ Fire Hall ☐ Fire Scene ☐ Vehicle/Travel ☐ Other: _____

Date/Time Working Alone: From _____ To _____

1. ACTIVITY BEING PERFORMED

☐ Administrative/paperwork
☐ Fire hall inspection
☐ Inventory/equipment check
☐ Apparatus check
☐ Cleaning/housekeeping
☐ Training preparation
☐ Maintenance
☐ Travel/vehicle activity
☐ Other: _____

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Description of work:

_____

_____

_____

2. HAZARD ASSESSMENT

Potential Hazard	Present?	Risk	Controls Required
Medical emergency / illness	☐ Y ☐ N	☐ L ☐ M ☐ H	_____
Slip / trip / fall	☐ Y ☐ N	☐ L ☐ M ☐ H	_____
Fire / smoke / hazardous atmosphere	☐ Y ☐ N	☐ L ☐ M ☐ H	_____
Vehicle / apparatus movement	☐ Y ☐ N	☐ L ☐ M ☐ H	_____
Electrical hazard	☐ Y ☐ N	☐ L ☐ M ☐ H	_____
Mechanical / equipment hazard	☐ Y ☐ N	☐ L ☐ M ☐ H	_____
Hazardous materials / chemicals	☐ Y ☐ N	☐ L ☐ M ☐ H	_____
Violence / threatening person	☐ Y ☐ N	☐ L ☐ M ☐ H	_____
Severe weather	☐ Y ☐ N	☐ L ☐ M ☐ H	_____
Isolated location / poor access to help	☐ Y ☐ N	☐ L ☐ M ☐ H	_____
Poor cellular/radio coverage	☐ Y ☐ N	☐ L ☐ M ☐ H	_____
Other: _____	☐ Y ☐ N	☐ L ☐ M ☐ H	_____

Risk: L = Low | M = Moderate | H = High

_____

3. COMMUNICATION & CHECK-IN

Primary communication method:

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☐ Department radio
☐ Cellular telephone
☐ Firehall telephone
☐ Other: _____

Communication tested and available? ☐ Yes ☐ No

Designated contact: _____

Contact telephone: _____

Check-in required? ☐ Yes ☐ No

Check-in interval: _____

Expected departure/completion time: _____

4. HIGH-RISK / PROHIBITED WORK

Does the activity involve any of the following?

☐ Emergency response
☐ Interior firefighting
☐ Smoke/hazardous atmosphere
☐ Search and rescue
☐ Confined space
☐ Technical rescue
☐ Significant fall hazard
☐ Dangerous equipment requiring assistance
☐ Other activity where immediate assistance may be required

If YES:

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DO NOT PERFORM THE ACTIVITY ALONE.

☐ Work postponed until another qualified person is available.

☐ Activity reassigned.

☐ Additional controls established and approved by Fire Chief/designate.

5. CONTROLS REQUIRED

Check all that apply:

☐ Maintain radio/telephone communication
☐ Notify Fire Chief/designate before starting
☐ Scheduled check-ins
☐ Work only during daylight/normal hours
☐ Keep access/exit route clear
☐ Use required PPE
☐ Do not enter hazardous areas alone
☐ Two-person work required
☐ Emergency services available/911
☐ Other: _____

Additional controls/comments:

_____

_____

_____

6. DECISION

☐ **LOW RISK – APPROVED TO WORK ALONE**

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☐ **APPROVED WITH CONTROLS** listed above

☐ **NOT APPROVED – TWO OR MORE PEOPLE REQUIRED**

☐ **WORK MUST BE POSTPONED**

7. APPROVAL

Firefighter/Member: _____

Signature: _____

Date: _____

Fire Chief/Officer/Designate: _____

Signature: _____

Date: _____

EMERGENCY

911 – Emergency Services

If an emergency occurs while working alone:

CALL 911 when immediate assistance is required.

Move to a safe location when possible and notify the Fire Chief/designate when it is safe to do so. **Do not enter a hazardous location alone to assist another firefighter.**

VILLAGE OF STIRLING VOLUNTEER FIRE DEPARTMENT
OHS BINDER – WORKING ALONE

STIRLING

Council Meeting – October 21, 2026

Agenda Item: HS08-26 Working Alone 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 HS08-26 Working Alone Policy for Village Staff. This policy was created by Safety Coordinator Heidinger and reviewed by 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 HS07-26 Working Alone Policy.

Proposed Motion(s):

Moved by _____ to approve Policy HS08-26 Working Alone Policy.

Village of Stirling

HS08-26

Section:	Health and Safety	***Subject:***	Working Alone Policy
Approval Date:	October 21, 2026		

1. PURPOSE

The purpose of this procedure is to protect Village of Stirling employees who may be required to work alone by identifying hazards, establishing communication and check-in requirements, and providing a clear response procedure if a worker fails to check in or requires assistance.

This procedure applies primarily to the Village's four municipal office employees but also applies to any Village employee who may work alone at a Village workplace or while performing Village duties away from the office.

2. SCOPE

This procedure applies whenever a Village employee:

- Is the only employee present in the municipal office.
- Works at the municipal office before or after normal business hours.
- Works alone at another Village work site.
- Performs Village business away from the office without another Village employee present.
- Performs an inspection or other Village duty where assistance is not readily available.
- Works alone while travelling for Village business.

Working alone is considered a workplace hazard and must be addressed through the Village's hazard assessment process.

3. RESPONSIBILITIES

3.1 Village of Stirling

The Village shall:

- Identify working-alone hazards through the hazard assessment process.
- Establish appropriate controls.
- Provide an effective communication system for workers working alone.
- Establish regular contact/check-in intervals appropriate to the hazards.

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Section:	Health and Safety	***Subject:***	Working Alone Policy
Approval Date:	October 21, 2026		

- Ensure workers are trained in this procedure.
- Review the procedure following an incident, significant change in work, or when otherwise required.

Alberta OHS requirements require an effective communication system and regular contact by the employer or designate at intervals appropriate to the hazards associated with the work.

3.2 Supervisor/Designate

The designated person shall:

- Know which employees are working alone.
- Know the employee's expected location and work activity.
- Complete or review the appropriate hazard assessment.
- Maintain the working-alone check-in system.
- Respond to missed check-ins.
- Initiate emergency assistance when required.
- Document significant working-alone incidents.

3.3 Workers

Workers shall:

- Follow this procedure.
- Complete required check-ins.
- Carry an operational cellular phone or other approved communication device.
- Notify the supervisor/designate when their location or planned work changes.
- Report hazards or unsafe conditions.
- Stop work if conditions become unsafe.
- Contact emergency services when necessary.
- Participate in working-alone training.

Village of Stirling

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4. WORKING-ALONE HAZARD ASSESSMENT

Before working alone, the employee and supervisor/designate shall consider:

Workplace hazards

- Slips, trips and falls
- Fire
- Severe weather
- Power failure
- Medical emergency
- Violence or threatening behaviour
- Working with members of the public
- Working in isolated areas
- Driving or travelling alone
- Working outside the normal office environment
- Any task requiring equipment or activities that could result in serious injury

Questions to consider

1. Where will the employee be working?
2. What work will the employee be performing?
3. How long will the employee be alone?
4. What hazards are present?
5. Could the employee become injured or ill without anyone knowing?
6. How quickly could assistance reach the employee?
7. Is cellular service available?
8. Is another communication method required?
9. Would the work be safer with two people?
10. Should the work be postponed or reassigned?

If the hazard cannot be adequately controlled, the employee shall **not work alone**.

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5. COMMUNICATION SYSTEM

The Village shall provide workers working alone with an effective means of communication.

For normal municipal office duties, the primary communication method shall be:

Primary: Cellular telephone / office telephone

Secondary: Text message, telephone call, or other approved electronic communication.

The communication system must allow the employee to contact the supervisor/designate or emergency services if assistance is required.

6. OFFICE WORKING-ALONE CHECK-IN PROCEDURE

Because the Village municipal office has four office employees, the following system shall be used when only one employee remains at the office.

Beginning work alone

Before the other employees leave, the remaining employee shall notify the designated contact that they are working alone.

The employee shall provide:

- Name
- Location
- Expected work period
- Expected departure time
- Any unusual activities or hazards

During normal office hours

Village of Stirling

HS08-26

Section:	Health and Safety	***Subject:***	Working Alone Policy
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If an employee is unexpectedly left alone during normal office hours, the employee shall notify the designated contact. The employee shall maintain normal telephone access and keep their cellular telephone readily available.

After-hours work

Employees should not routinely work alone outside normal business hours.

If after-hours work is required, the employee must:

1. Obtain supervisor/designate approval where practicable.
2. Notify the designated contact before beginning.
3. Carry a working cellular telephone.
4. Confirm the expected completion/departure time.
5. Check in when leaving the workplace.

7. CHECK-IN FREQUENCY

For routine office work, the Village will use the following minimum check-in system:

Working alone for less than 2 hours:

- Check in when work begins.
- Check in when leaving.

Working alone for more than 2 hours:

- Check in at least every **2 hours**.
- Check in when leaving.

Higher-risk activities:

A shorter check-in interval shall be established based on the hazard assessment.

The supervisor/designate may require more frequent contact whenever circumstances warrant.

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The check-in interval must be appropriate to the hazards associated with the work, rather than simply relying on a fixed interval for every situation.

8. MISSED CHECK-IN PROCEDURE

If an employee fails to make a scheduled check-in:

First missed check-in

The designated contact shall:

1. Attempt to contact the employee by telephone.
2. Attempt contact by text message if appropriate.
3. Allow a reasonable response period based on the employee's location and activity.

Second attempt

If there is no response:

1. Contact the employee again.
2. Contact another Village employee/designate.
3. Determine the employee's expected location and activity.
4. Determine whether there are known hazards or reasons for concern.

Welfare check

If the employee cannot be reached and there is reasonable concern for their safety, the supervisor/designate shall arrange for a welfare check or contact emergency services as appropriate.

Do not enter a potentially dangerous location alone to look for the employee.

Emergency services should be contacted when the circumstances indicate that the employee may be injured, ill, threatened, or otherwise in immediate danger.

Village of Stirling

HS08-26

Section:	Health and Safety	***Subject:***	Working Alone Policy
Approval Date:	October 21, 2026		

9. EMERGENCY PROCEDURE FOR THE WORKER

If an employee working alone experiences an emergency:

Life-threatening emergency

Call 911 immediately.

Provide:

- Your name
- Exact location
- Nature of the emergency
- Any known hazards
- Whether anyone else is present

Remain on the line with emergency services unless instructed otherwise.

Non-life-threatening emergency

Contact the supervisor/designate and request assistance. If the situation becomes unsafe, stop work and move to a safe location if possible.

10. VIOLENCE OR THREATENING PERSON

If an employee working alone encounters a threatening or violent person:

- Do not confront or physically engage the person.
- Maintain a safe distance.
- Leave the area if possible.
- Move to a secure location.
- Call 911 if there is an immediate threat.
- Notify the supervisor/designate as soon as safely possible.
- Report the incident in accordance with the Village Violence and Harassment Prevention Plan.

Village of Stirling

HS08-26

Section:	Health and Safety	***Subject:***	Working Alone Policy
Approval Date:	October 21, 2026		

Working-alone procedures must be coordinated with the employer's violence and harassment prevention measures. Alberta identifies violence as a workplace hazard requiring appropriate controls.

11. WORKING ALONE AT OTHER VILLAGE LOCATIONS

Employees performing Village duties away from the municipal office shall notify the designated contact before leaving.

The employee shall provide:

- Destination
- Purpose of visit
- Expected arrival time
- Expected completion time
- Expected return time
- Contact information
- Any unusual hazards

The employee shall check in upon completion of the activity.

Examples include:

- Facility inspections
- Site visits
- Meetings at isolated locations
- Municipal property inspections
- Travel between Village facilities
- Other duties where the employee may be alone

Village of Stirling

HS08-26

Section:	Health and Safety	***Subject:***	Working Alone Policy
Approval Date:	October 21, 2026		

12. PROHIBITED WORK WHEN ALONE

Employees shall not perform work alone when the hazard assessment determines that another person is required for safety. Where two-person work is required, the work shall be postponed until appropriate assistance is available.

Examples may include work involving:

- A significant fall hazard
- Confined spaces
- Electrical hazards requiring additional workers
- Dangerous equipment
- Activities where immediate assistance is reasonably necessary
- Other high-risk activities identified by the hazard assessment

13. CELLULAR TELEPHONE REQUIREMENTS

When working alone, the employee shall:

- Have a charged cellular telephone available.
- Ensure the telephone has sufficient reception where reasonably possible.
- Keep emergency contact information accessible.
- Report communication problems before beginning higher-risk work.

Employees shall not rely on a cellular telephone where the hazard assessment determines that cellular communication is not an effective means of communication.

14. TRAINING

All Village employees who may work alone shall receive instruction on:

- This Working Alone Procedure.
- Working-alone hazards.
- Required check-in procedures.
- Emergency procedures.

- How to contact emergency services.
- Workplace violence response.
- Reporting hazards and incidents.
- When working alone is prohibited.

Training shall be documented using the Village's OHS training record.

15. RECORD KEEPING

The Village shall retain, as appropriate:

- Working-alone hazard assessments.
- Employee training records.
- Working-alone check-in records where used.
- Records of missed check-ins.
- Incident/near-miss reports.
- Reviews or revisions of this procedure.

16. REVIEW

This procedure shall be reviewed:

- At least annually.
- After a working-alone incident or serious near miss.
- Following a significant change in the workplace.
- Following a change in applicable OHS requirements.
- When workers identify deficiencies in the procedure.

Workers shall be given an opportunity to provide input into the procedure and its controls.

Village of Stirling

HS08-26

Section:	Health and Safety	***Subject:***	Working Alone Policy
Approval Date:	October 21, 2026		

17. DESIGNATED WORKING-ALONE CONTACT

Primary Contact

Name: _____

Position: _____

Telephone: _____

Alternate Contact

Name: _____

Position: _____

Telephone: _____

Emergency: 911

---

18. WORKING-ALONE CHECK-IN LOG

The Fire Chief or their designate will ensure an adequate system is in place to log any personnel who will be working alone. This log shall be filled out by any personnel who access the building for the purposes of working alone.

Village of Stirling

HS08-26

Section:	Health and Safety	***Subject:***	Working Alone Policy
Approval Date:	October 21, 2026		

Council Motion #:_____

_____
Mayor – Scott Barton

_____
CAO – Scott Donselaar

Village of Stirling

HS08-26

Section:	Health and Safety	***Subject:***	Working Alone Policy
Approval Date:	October 21, 2026		

Schedule A

I acknowledge that I have received and reviewed the Village of Stirling Working Alone Procedure. I understand my responsibilities when working alone and know how to obtain assistance in an emergency.

Employee Name: _____

Signature: _____

Date: _____

Supervisor: _____

Signature: _____

Date: _____

Reference: Alberta Occupational Health and Safety Code, Part 28 – Working Alone, including Section 394. The Village shall maintain the current Alberta OHS legislation and review this procedure when requirements change.

Village of Stirling

HS08-26

Section:	Health and Safety	***Subject:***	Working Alone Policy
Approval Date:	October 21, 2026		

Schedule B

VILLAGE OF STIRLING

WORKING ALONE HAZARD ASSESSMENT – MUNICIPAL OFFICE

Document No.:
Assessment Date: _____
Review Date: _____
Employee: _____
Position: _____
Work Area: ☐ Municipal Office ☐ Other: _____
Date/Time Working Alone: From _____ To _____

1. WORKING-ALONE CONDITIONS
Check all that apply:
☐ Employee is the only Village employee in the office
☐ Employee is working before normal office hours
☐ Employee is working after normal office hours
☐ Employee may be dealing with members of the public alone
☐ Employee may be required to leave the office alone
☐ Employee may be performing work away from the office
☐ Employee is travelling alone for Village business
☐ Other: _____

Village of Stirling

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Section:	Health and Safety	***Subject:***	Working Alone Policy
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2. HAZARD ASSESSMENT

Potential Hazard	Present?	Risk Level*	Controls Required
Medical emergency / illness	☐ Yes ☐ No	☐ L ☐ M ☐ H	_____
Slip, trip or fall	☐ Yes ☐ No	☐ L ☐ M ☐ H	_____
Fire / emergency evacuation	☐ Yes ☐ No	☐ L ☐ M ☐ H	_____
Violence / threatening member of public	☐ Yes ☐ No	☐ L ☐ M ☐ H	_____
Severe weather	☐ Yes ☐ No	☐ L ☐ M ☐ H	_____
Power outage / building emergency	☐ Yes ☐ No	☐ L ☐ M ☐ H	_____
Working in isolated area	☐ Yes ☐ No	☐ L ☐ M ☐ H	_____
Travel / vehicle incident	☐ Yes ☐ No	☐ L ☐ M ☐ H	_____
Other: _____	☐ Yes ☐ No	☐ L ☐ M ☐ H	_____

Risk Level: L = Low | M = Moderate | H = High

3. REQUIRED CONTROLS

Communication method:

☐ Office telephone

☐ Cellular telephone

☐ Text message

☐ Other: _____

Primary contact/designate: _____

Telephone: _____

Check-in frequency: _____

For routine office work, the Village's standard check-in interval is **no more than 2 hours**, unless the hazard assessment requires more frequent contact.

Expected check-in times: _____

Expected completion/departure time: _____

Village of Stirling

HS08-26

Section:	Health and Safety	***Subject:***	Working Alone Policy
Approval Date:	October 21, 2026		

4. EMERGENCY RESPONSE

If an emergency occurs:

☐ Call **911** when immediate emergency assistance is required.

☐ Contact the supervisor/designate.

☐ Move to a safe location when possible.

☐ Follow the Village Emergency Response and Violence/Harassment procedures as applicable.

If a scheduled check-in is missed:

1. Designated contact attempts to reach the employee.
2. A second contact attempt is made if there is no response.
3. The employee's expected location and activity are confirmed.
4. If there is reasonable concern for the employee's safety, assistance/welfare check or emergency services are arranged as appropriate.

5. IS WORKING ALONE ACCEPTABLE?

☐ **YES** – Controls above are adequate.

☐ **YES, WITH ADDITIONAL CONTROLS** – Additional controls required below.

☐ **NO** – Employee must not perform the activity alone.

Additional controls / comments:

_____

_____

6. APPROVAL

Employee Signature: _____

Date: _____

Supervisor/Designate: _____

Signature: _____

Date: _____

Next Review: _____

_____

IMPORTANT

Village of Stirling

HS08-26

Section:	Health and Safety	***Subject:***	Working Alone Policy
Approval Date:	October 21, 2026		

This assessment must be reviewed when working conditions change, when a new work process is introduced, when an incident or significant near miss occurs, or at reasonably practicable intervals. Affected workers must be involved in the hazard assessment and control process.

Village of Stirling OHS Binder – Working Alone

Binder recommendation: Put this immediately behind the Working Alone Procedure and keep a completed copy for each employee/activity where the working-alone conditions are different. Alberta's own working-alone resource also specifically recommends considering the location, hazards, communication method, and frequency of contact.

STIRLING

Council Meeting – October 21, 2026

Agenda Item: Council Strategic Planning Session

Strategic Alignment:

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

Background Information:

Administration has brought this back for Council to discuss. Administration would note the CAO is not available for the date of the 7th.

Administration has attached the current strategic plan for reference, as Council indicated they would be looking to refine the existing plan.

Recommendation:

Administration makes no recommendation, as this was Council's request for discussion.

Proposed Motion(s):

Strategic Plan 2026–2030

Building Community Resilience Together

STIRLING

About:
Honouring Our Past, Preparing for the Future

The Village of Stirling is a unique and proud community. Established in 1899 and designated as a National Historic Site.

Stirling has maintained a strong sense of identity rooted in family, faith, cooperation, and neighbourly connection.

With a small-town feel, a K–12 school, strong volunteerism, and a tradition of community events, Stirling remains a place where people know one another and take pride in where they live.

The Village has demonstrated an ability to innovate while staying true to its character. Past accomplishments include investments in core infrastructure, modernization of municipal services, improved digital connectivity through fibre broadband, renewable energy initiatives, and continued support for community facilities and programming.

These efforts have helped position Stirling as a safe, connected, family-focused community with a solid foundation for the future.



Why Strategic Planning Matters:

"Community Road Trip"

The destination matters, but so does the route, the vehicle, the fuel, and the people travelling together. Along the way, conditions change, weather shifts, detours arise, and opportunities appear that weren't visible at the start. A good plan doesn't lock the community into a single rigid path; it provides shared direction, agreed priorities, and the flexibility to adjust as circumstances evolve.

For Stirling, strategic planning:

- Creates clarity about what matters most
- Helps focus limited time, staff, and financial resources
- Aligns Council, administration, volunteers, and partners
- Reduces repeated debates by establishing agreed priorities
- Supports transparency and accountability to residents

This plan is designed to strengthen community resilience; the ability to turn pressure into strength and uncertainty into opportunity.

STIRLING

Vision:

To foster a vibrant, safe community that nurtures innovation, belonging, and a family-focused lifestyle through thoughtful, well-planned growth.

This vision reflects strong alignment among Council. It emphasizes:

- Vibrancy and safety as foundational
- A strong sense of belonging and community connection
- Families and youth as central to community life
- Innovation as a tool, not an end in itself
- Growth that is intentional, well planned, and aligned with community values

The vision serves as the destination for this strategic plan and is the first test or filter for our decision-making.

Core Values

The Village of Stirling upholds a high standard of honesty, fairness, professionalism, transparency, and accountability in delivering reliable, cost-effective services to our residents.

These values define *how* the Village governs and delivers services:

- Honesty and transparency ensure residents can see and understand decisions
- Professionalism and fairness guide consistent and respectful service delivery
- Accountability and fiscal responsibility reinforce value for every tax dollar
- Celebrating the past while owning the future balances heritage with progress

Together, these values form the foundation beneath all strategic priorities.

Strategic Framework:



Each pillar answers a different question:

- *Can we afford it, now and long term?*
- *Does this strengthen daily life and safety?*
- *Does this build pride, belonging, and identity?*
- *Does this guide growth in the right way, at the right pace?*

No pillar stands alone. Decisions should be considered through multiple lenses, not in isolation.

Pillar 1: Financial Sustainability

No.	Key Priorities	Prerequisite	Timeframe	Noteworthy Considerations	Resource Requirements		Roles and Responsibilities	
					Capital	Operational	Responsible	Partners
Intent: To protect the long-term financial health of the Village through responsible stewardship, efficiency, and diversification.								
1.1	Review external boards, commissions, and agencies to access value, cost, and participation.	1.1 and 1.2 are connected	Start with - Chief Mountain; RRPSS; ORRSC and ongoing	Structure reviews with clear evaluation criteria including Cost-benefit and GAP analysis, financial benchmarking and reporting, and service alignment.			Lead - Mayor Council/CAO	
1.2	Conduct an Internal Audit - Operational Review, Benchmark taxation and service levels against comparable communites and the region		CAO to pull job descriptions; comparison community data	Structure reviews with clear evaluation criteria including Cost-benefit and GAP analysis, financial benchmarking and reporting, and service alignment.			Lead - Mayor Council/CAO	
1.3	Strengthen Grant Coordination and partnerships to maximize funding success		Ongoing as project alignment occurs	Active grant searching and coordination			Council/CAO	Community Organizations
1.4	Explore Innovative and non-tax revenue opportunities		Ongoing as opportunities occur	Exploration of Municipal corporations and other potential public-private partnerships			Council/CAO	

Pillar 2: Build Community

No.	Key Priorities	Prerequisite	Timeframe	Noteworthy Considerations	Resource Requirements		Roles and Responsibilities	
					Capital	Operational	Responsible	Partners
Intent: To strengthen the physical and social foundations that support safety, accessibility, and quality of life.								
2.1	Core infrastructure planning to support future growth and annexation		Develop an Infrastructure Plan to facilitate Annexation.	Investment in Core Infrastructure and future planning - Clear decision points on aging infrastructure	Operating expense for engineers to draft plans		Council/CAO	Engineering Consulting Services
2.2	Defined Standards for Infrastructure and Facilities		Engineering Standards for Infrastrcture and Accessibility for Muncipal Facilities. 2026/2027	Investment in Core Infrastructure and future planning - Clear decision points on aging infrastructure	Operating expense for engineers to draft plans		Council/CAO	Engineering Consulting Services
2.3	Accessibility improvements to municipal facilities		Costing options for accessibility upgrades to municipal facilities to meet the municipal standard.	Accessibility upgrades		Capital Dollars for upgrades to improve accessibility.		
2.4	Recreation Master Plan development & implementation	2.4 and 2.5 are connected, create a recreation master plan adhoc committee	Bring back to Council before the end of 2026 to have discussion on how Council will approach this.	Recreation planning and outdoor amenities - Youth, seniors, and active-living facilities - Phased facility investments, inventory and reuse of underutilized assets			Recreation Master Plan Committee/ Council/ CAO	Community groups
2.5	Decisions on underutilized assets (e.g., kiosk, bowling alley)		FCSS/Bowling Alley part of the 2026 Budget. Others to be brought forward in next budget cycles.	Purpose for under utilized assets and facilities		Capital Dollars for retrofitting		
2.6	Long-term road and pavement solutions	2.1 and 2.6 are connected	Paving and storm water management to follow all deep services installation.	Investment in Transportation Infrastructure and long-term surfacing solutions		Capital Dollars in infrastructure planning		

Pillar 3: Celebrate Community

No.	Key Priorities	Prerequisite	Timeframe	Noteworthy Considerations	Resource Requirements		Roles and Responsibilities	
					Capital	Operational	Responsible	Partners
Intent: To strengthen a sense of belonging and connection by telling Stirling's story and supporting community life								
3.1	Marketing Plan		Changed to a marketing plan and to be started in 2027.	Improve community communications and storytelling, event documentation and storytelling tools,	Operating Dollars will be required.			
3.2	Recognition of volunteers, staff, and community groups		Support Lions and FCSS initiatives already taking place	Community recognition initiatives				
3.3	Heritage and National Historic Site Promotions		Part of 3.1 2027	Heritage based tourism promotion				Historic Society
3.5	Community appearance and beautification		Policy for 2027	Beautification/First impressions		Capital dollars for beautification additions in a separate GL		

Pillar 4: Enhance Community

No.	Key Priorities	Prerequisite	Timeframe	Noteworthy Considerations	Resource Requirements		Roles and Responsibilities	
					Capital	Operational	Responsible	Partners
Intent: To guide growth in a deliberate, value-based way that strengthens the community and remains financially sustainable								
4.1	Growth and Annexation Strategy development		Continue to 2030	Annexation Planning and business case development, future growth and economic investment			Council/CAO/ ORRSC	County of Warner
4.2	Economic Development Strategy		On going through TED/Southgrow	Clarification of commercial needs and opportunities, Economic development governance clarity, Community hub and market exploration, placemaking and community hubs,			TED Committee/ Council/CAO/ SouthGrow	
4.3	Land-use and Zoning Updates		Bonnie to attend Council Fall 2026 to discuss ARP or ASP for downtown.	Zoning and revitalization initiatives, incentive aligned with desired development, placemaking and community hubs,	ORRSC contract 2027		Council/CAO/ ORRSC	
4.4	Traffic calming and multimodal safety		2027 Costing Options for resources related to traffic calming; traffic engineering studies for changes to signs or intersection changes.	Community, school, and playground safety	Engineering Costs	Capital item acquisition		

This Strategic Plan is intended to be a **living document.**

Implementation

- Formal approval by Council
- Clear assignment of responsibility
- Integration into annual budgeting and work planning
- Public communication and engagement

Monitoring and Review

- Quarterly progress updates to Council
- Annual strategic review and course correction
- Adjustments in response to:
  - Financial realities
  - Infrastructure needs
  - Community feedback
  - External pressures or opportunities

STIRLING

Flexibility and Resilience

Shifting conditions are expected. Success will be measured not by rigid adherence to a fixed plan, but by the Village's ability to stay aligned with its vision and values while adapting as needed.



STIRLING

This Strategic Plan reflects Stirling's shared commitment to being a great place to call home both today and into the future. It balances ambition with realism, honours the past while embracing change, and provides a clear framework for making thoughtful decisions.

By working within its values, strategic pillars, and statutory plans, the Village of Stirling can continue to turn pressure into strength and opportunity into lasting community benefit.

Council (L to R): Mayor Scott Barton, Deputy Mayor Stacey Maynes, Councillors Justin Davis, Nikole Norris and Matthew Foss





Chief Administrative Officer Report
Village of Stirling





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.

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.

Meetings Attended

- ✓ October 9th meeting with Safety Coordinator Heidenger post OH&S Audit to review what was identified
- ✓ October 13th meeting with Safety Coordinator Heidenger to review policies post Administration review
- ✓ October 14th meeting with Director of Operations Still regarding plough blade costs. Costs for the blade edge and two shoes for the plough were $3,000.00 and also subject to an additional $1,500.00 in tariff charges.
- ✓ October 15th meeting with Water and Wastewater Operator Barton for a water project update
- ✓ October 15th Virtual meeting with Karlie Nelson AMSC for a CEIP update and check in

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Cases by Offence

RRCPO

Date Range 09/01/26 00:00:00 - 09/30/26 23:59:59
Print Date 10/05/26 08:20:20 TZ: Canada/Mountain

RRCPO / STIRLING

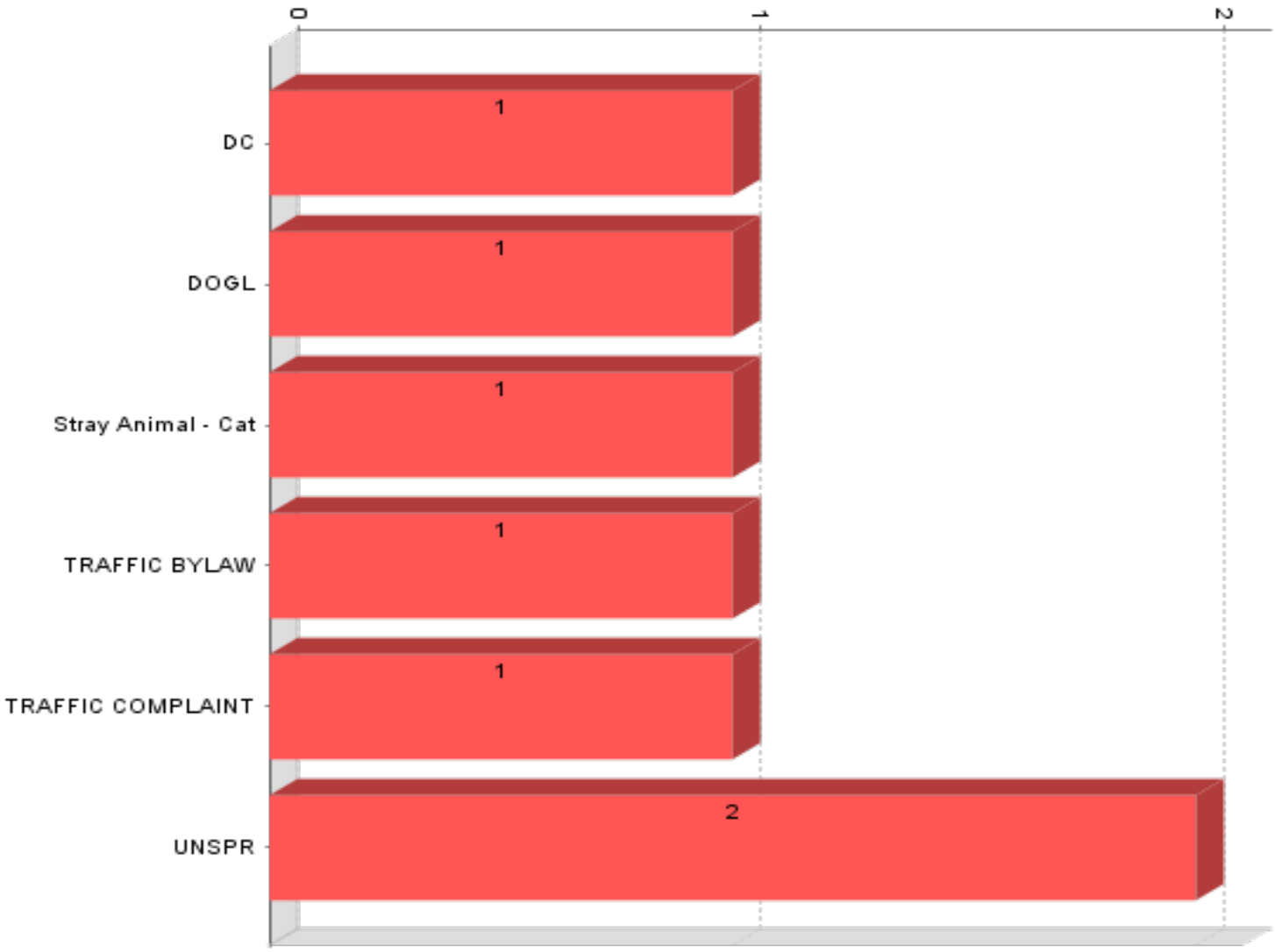
Offence ID	Offence Description	Reporting District	Total
DC	DOG CHASE AFTER VEHICLE	RRPSS	1
DOGL	DOG AT LARGE	RRPSS	1
STRAY ANIMAL -	STRAY ANIMAL	RRPSS	1
TRAFFIC BYLAW	TRAFFIC BYLAW	RRPSS	1
TRAFFIC	TRAFFIC	RRPSS	1
UNSPR	UNSIGHTLY PREMISES	RRPSS	2
		Total	7

Cases by Offence Audit

Case #	Incident Dispo	Location
RR-26-0426	Open	
RR-26-0431	Closed	
RR-26-0433	Closed	
RR-26-0441	Draft	
RR-26-0453	Closed	
RR-26-0460	Closed	
RR-26-0476	Under Investigation	

1 / 2

RRCPO / STIRLING


0
1
2
DC
1
DOGL
1
Stray Animal - Cat
1
TRAFFIC BYLAW
1
TRAFFIC COMPLAINT
1
UNSPR
2

2 / 2

Events by Hour Comparison

Date Range 09/01/26 00:00:00 - 09/30/26 23:59:59
Print Date 10/05/26 08:28:01 TZ: Canada/Mountain

Day Of Week

Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
0000	0	0	0	0	0	0	0	
0100	0	0	0	0	0	0	0	
0200	0	0	0	0	0	0	0	
0300	0	0	0	0	0	0	0	
0400	0	0	0	0	0	0	0	
0500	0	0	0	0	0	0	0	
0600	0	0	0	0	0	0	0	
0700	0	1	2	3	3	1	0	
0800	0	2	5	1	1	1	1	
0900	0	1	4	1	2	5	3	
1000	4	5	2	4	5	2	3	
1100	7	3	9	6	3	6	6	
1200	4	6	5	8	3	4	5	
1300	2	4	5	4	3	3	7	
1400	4	2	8	7	7	4	0	
1500	0	1	2	2	1	2	1	
1600	0	0	0	2	1	0	0	
1700	0	1	2	2	1	1	0	
1800	0	0	2	1	1	2	0	
1900	0	0	0	0	0	0	0	
2000	0	0	1	0	0	0	0	
2100	0	0	0	0	0	0	0	
2200	0	0	0	0	0	0	0	
2300	0	0	0	0	0	0	0	

2026

CALL TO ACTION
TO THE GOVERNMENT OF ALBERTA

Dear Premier,

Albertans deserve safe and healthy communities where residents can rely on essential public safety, health, social, and justice systems. Provincial and municipal governments share responsibility for achieving these outcomes, and municipalities expect the Government of Alberta to be a transparent, accountable, and reliable partner in delivering them.

Municipalities are on the front lines of community safety, working closely with residents, businesses, and law enforcement partners every day. Despite this, municipalities have not been provided with a clear, transparent, and evidence-based plan outlining the full financial, operational, and public safety implications of establishing an Alberta Sheriffs Police Service (ASPS) or transitioning policing responsibilities away from the RCMP. No comprehensive feasibility study, detailed costing model, or long-term funding framework has been made available to inform municipal decision-making or public understanding.

At the same time, Alberta's existing policing and public safety systems are under increasing pressure. Challenges related to rural crime, mental health and addictions, and violent repeat offenders require immediate and sustained investment. Rather than diverting significant public funds towards the creation of a new police service, the Government of Alberta should prioritize strengthening and properly resourcing the systems already in place.

Policing reform must be guided by evidence, transparency, and public confidence. Decisions of this magnitude, affecting community safety, municipal budgets, and taxpayer dollars, must be made in partnership with municipalities and with the clear support of Albertans.

We, the undersigned, call on the Government of Alberta to:

- Cease further investment in and advancement of the Alberta Sheriffs Police Service as a replacement for RCMP municipal policing.
- Release a comprehensive, independent, and publicly available feasibility study, including full lifecycle costing, governance structures, and operational impacts of any proposed policing model changes.
- Seek explicit public support before proceeding with any plan to replace or significantly restructure policing in Alberta.
- Strengthen Alberta's existing policing model by:
  - Increasing RCMP officer levels and resources in communities, while ensuring sustainable and predictable funding; and
  - Invest in the Alberta Sheriffs' existing mandate as a complementary public safety service, including targeted enforcement, rural crime initiatives, and court security.
- Strengthen the justice system by addressing bail reform challenges and repeat violent offending; increasing the number of Crown prosecutors and Provincial Court judges; and ensuring timely access to justice.
- Expand integrated public safety approaches, including police and mental health crisis teams, addiction supports, and community-based crime prevention initiatives that address root causes of crime.

From:
To: Scott Donselaar
Subject: LGFF and Community Stream Spending Timelines
Date: Tuesday, October 6, 2026 3:23:33 PM

Dear Chief Administrative Officers and/or Administrators,

During the Minister's 2026 Summer Tour, several local governments raised concerns about the requirement to spend capital funding within five years of the calendar year in which the funding was allocated.

As you know, this requirement applies to both the Local Government Fiscal Framework (LGFF) Capital and the Build Communities Strong Fund – Community Stream. For example, funding allocated in 2024 must be spent by December 31, 2029. The five-year spending period is intended to balance flexibility and accountability, allowing communities to accumulate funding for larger projects while ensuring infrastructure investments proceed in a timely manner.

Municipal Affairs recognizes that a few smaller communities may need additional time to build up sufficient funding to complete significant infrastructure projects. The Minister has indicated he will consider these requests when they are received.

It is worth noting that in many cases, it may be more cost-effective to proceed with a project earlier by utilizing borrowing to bridge the funding gap. Future grant allocations can then be used to repay the debt, allowing communities to address infrastructure needs sooner and take advantage of current construction prices. It also ensures communities maintain eligibility for annual grant payments, provided program reporting requirements are met.

If you would like to discuss funding options available or need additional information on meeting your local government's spending timelines, please contact a grant advisor toll-free by first dialing 310-0000, then 780-422-7125.

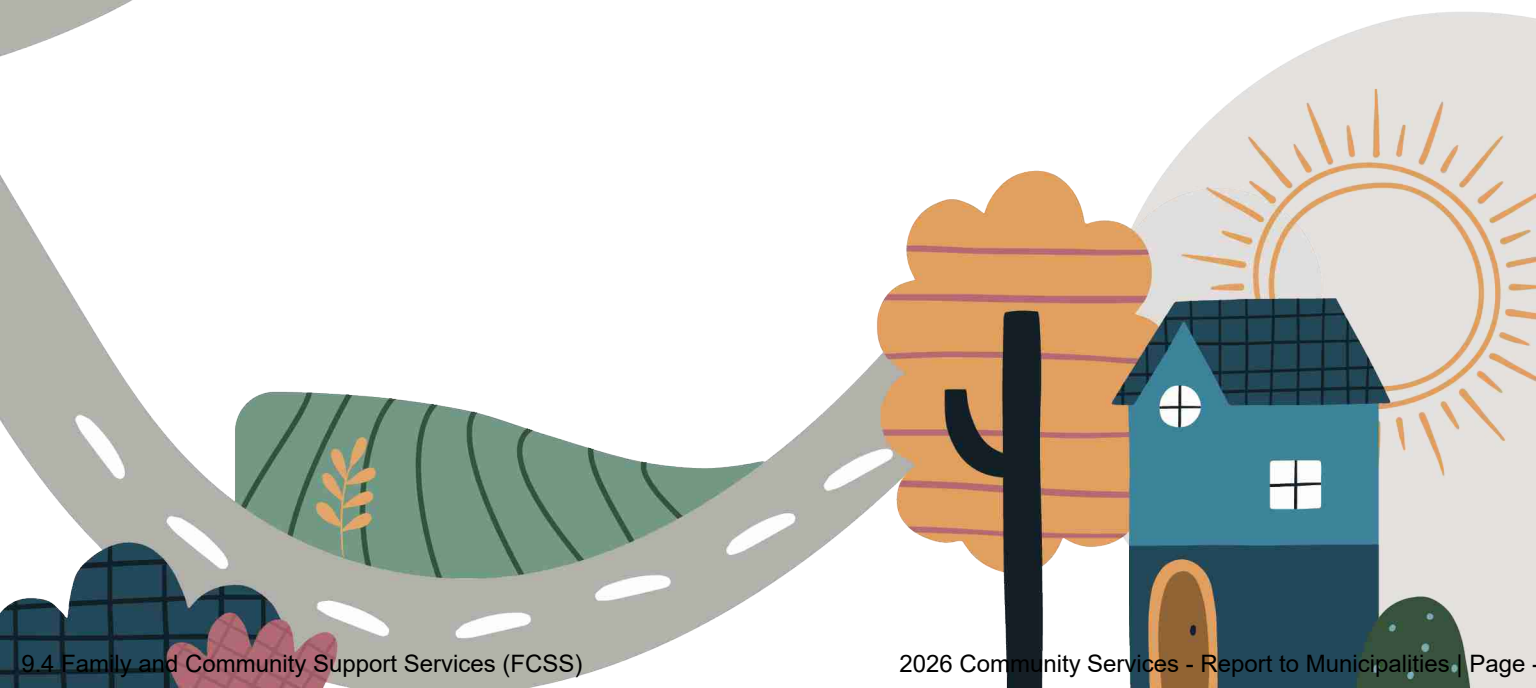
Sincerely,

Victoria Bachmann
Assistant Deputy Minister, Municipal Assessment and Grants

FCSS
Family & Community
Support Services

REPORT TO MUNICIPALITIES

COMMUNITY SERVICES 2026



Introduction

FCSS provides timely, accessible and evidence-informed prevention services that enhance the well-being of individuals, seniors, youth and the community, while strengthening volunteerism and community connections.

Throughout 2025 and 2026, FCSS staff prioritized the following community services goals and sub-goals to align with the FCSS Strategic Plan.

GOAL 1: Timely and Relevant Direct Service Delivery

1.1 Addressing Social Isolation
1.2 Life Skills and Personal Development
1.3 Collaborative Youth Programming

GOAL 2: Enhance Community Spirit

2.1 Community Awareness and Engagement
2.2 Volunteering

GOAL 3: Entry Point for supports

3.1 Information and Referral
3.2 Community Capacity Building

GOAL 4: Capture Impact

4.1 Information Study and Research



Services At a Glance

▶ REGISTERED SERVICES

2,690 CLIENTS

332 NEW CLIENTS

9,006 SERVICE HOURS

5,740 VISITS

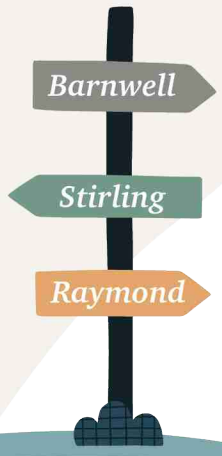
▶ NON REGISTERED SERVICES

Non-Registered Services include entry point supports that help individuals and families access appropriate programs and resources.

117 SERVICE HOURS

412 VISITS

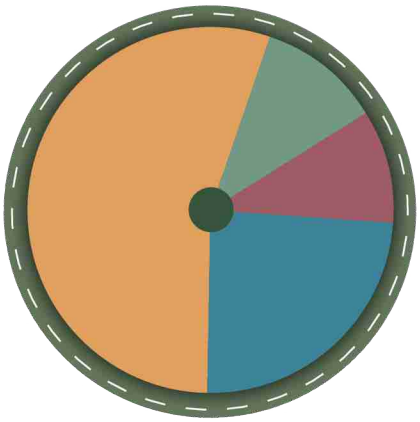
KEY:
Client: *A resident who is registered with BEW FCSS.*
New Client: *A resident who registered for the first time between September 1, 2025 – August 31, 2026.*
Registered Service: *Registration and demographic information are collected.*
Non-Registered Service: *No registration or demographic information is collected.*
Service Hours: *Number of service hours received by clients.*
Service Visits: *Number of times clients received services.*



HOW WE SERVE

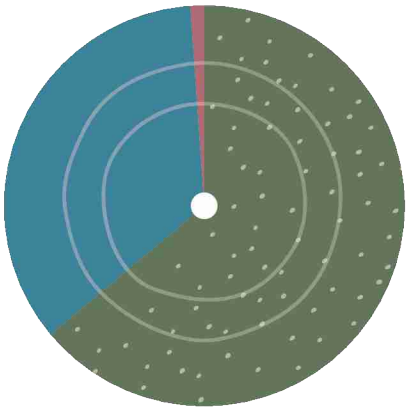
82% IN-PERSON

WHO WE SERVE



AGES:

Children (0-5)	11%
Youth (6-17)	10%
Adult (18-54)	24%
Seniors (55+)	55%



GENDER:

Females	64%
Males	35%
Non-binary or Transgender	1%

CLIENTS SELF IDENTIFY AS:



LGM	12%	Persons with Disability	3%
Agriculture	4%	2SLGBTQ+	1%
Newcomer	3%	First Responder	1%
Indigenous	3%	Other	1%

Goal 1

Timely and Relevant Direct Service Delivery

Deliver accessible and evidence-informed services to meet community needs throughout the lifecycle of residents.

Goal 1.1

ADDRESSING SOCIAL ISOLATION AMONG SENIORS

ACTION: Design and deliver programs to increase the number of social connections (community and natural) to population groups (i.e., newcomers, seniors, men, single/working parents, etc.) that require additional support.

874 SERVICE HOURS

806 SERVICE VISITS

Did you know?

Social connection provides protection against chronic disease and serious illness.

World Health Organization, 2025



Raymond Seniors Week

Seniors Week Events June 2026:

BEW FCSS collaborated with local and provincial partners to coordinate 23 Seniors' Week events across BEW municipalities. Activities were designed to promote social connection, lifelong learning, and intergenerational engagement. These celebrations provided meaningful opportunities for older adults to connect with their communities and celebrate the valuable contributions seniors make throughout the region.

SENIORS' PROGRAMS

Speaker Series, Coffee Chats, and Social Drop-Ins

These programs are designed to increase opportunities for socialization and ongoing education, and empower seniors to age well in place, maintain social connections, and learn how and where to access necessary community, health, and support services.



Celebration Drumming

"*It was a great day! Loved the drumming!!*" *– Senior Client*

Seniors Expo: Coalhurst

The Seniors Expo provided an opportunity for rural seniors to learn about the availability of local services, supports and resources, and empowers them to age well in place, maintain social connections, and access necessary community, health, and support services.



Seniors Expo

"*I liked the meeting of old friends.*" *– Senior Client*

NEW PROGRAM: Passport to Wellness

A four-week registered program designed to engage seniors in maintaining and improving their well-being through fun and educational program sessions that are centred around five themes of preventative, holistic health, and wellness.

"*Great afternoon, well worth the trip. thank you FCSS for providing transport.*" *– Senior Client*



Intergenerational Programs

FCSS intergenerational programming brings children, youth, and seniors together to build meaningful connections, share knowledge, and learn from one another. These relationships help reduce social isolation, strengthen a sense of belonging, and promote empathy, confidence, and understanding between generations. By creating opportunities for different generations to connect, FCSS helps build stronger, more connected communities.



Intergenerational Program

Goal 1.2

LIFE SKILLS AND PERSONAL DEVELOPMENT

ACTION: Design and deliver programs to increase participation by decreasing barriers (i.e. evenings, weekends, childcare, etc.) for participation.



General Interest Courses

95% OF PARTICIPANTS ARE HIGHLY SATISFIED WITH THE COURSES.

1,152 SERVICE HOURS

460 SERVICE VISITS



Goal 1.3

COLLABORATIVE YOUTH PROGRAMMING

ACTION: Design and deliver increased opportunities for youth through collaborative internal and external partnerships.

4,777 SERVICE HOURS

1,587 SERVICE VISITS

Summer Day Camps

FCSS partnered with Big Brothers Big Sisters, Destination Exploration, and Family Ties Association to offer full-day summer programming for children ages 6-12 in our rural communities. Activities are fun, educational and contribute to healthy social, physical and brain development.



Summer Camp

HIGHLIGHT: Colour the Community

When young artists are supported, they gain the chance to build skills, confidence and a stronger sense of identity. That is exactly what happened when local youth had the opportunity to collaborate alongside professional artists and create a beautiful and colourful full-scale mural inside the Community Centre where they live.



Colour the Community

Big Brothers Big Sisters of Lethbridge and District

FamilyTies Association

destination exploration



Do Crew

DO Crew and DO Crew Jr.

Children and youth grades 5-12 learn about leadership, cultivate new skills, and explore ways to give back to their communities through creative initiatives. Do Crew groups support local events, fundraisers, and their communities by providing snacks, facilitating activities, stocking food pantries, community clean-up, and presenting at municipal meetings. Do Crew members in high school, can gain school credit and recognition for their dedicated time and efforts championing civic-minded projects.

Goal 2

Enhance Community Spirit

Recognize the uniqueness of each municipality with an inclusive approach.

Goal 2.1

COMMUNITY AWARENESS AND ENGAGEMENT

ACTION: Participate in community events (i.e., parades, celebrations, resource fairs, meetings, etc.) to increase the visibility of FCSS.

BEW FCSS attended events throughout the summer of 2026 to support local initiatives, participate in celebrations, connect with individuals and families within communities, and raise awareness of programming and services available through the organization.

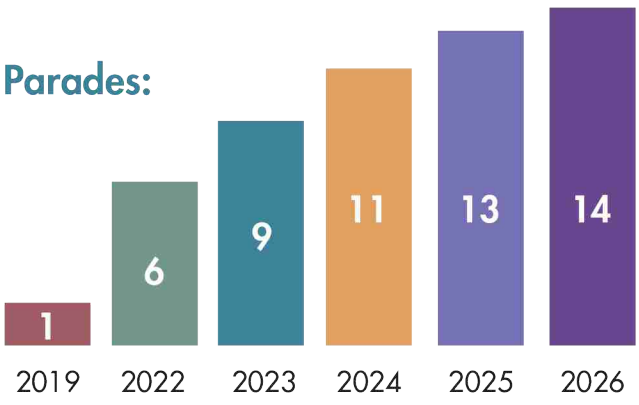
116 EVENTS

96% OF PARTICIPANTS ARE HIGHLY SATISFIED WITH FCSS EVENTS.

Summer Fun, Pop-up in the Park, Family Story Time, Community Socials



Canada Day Celebration





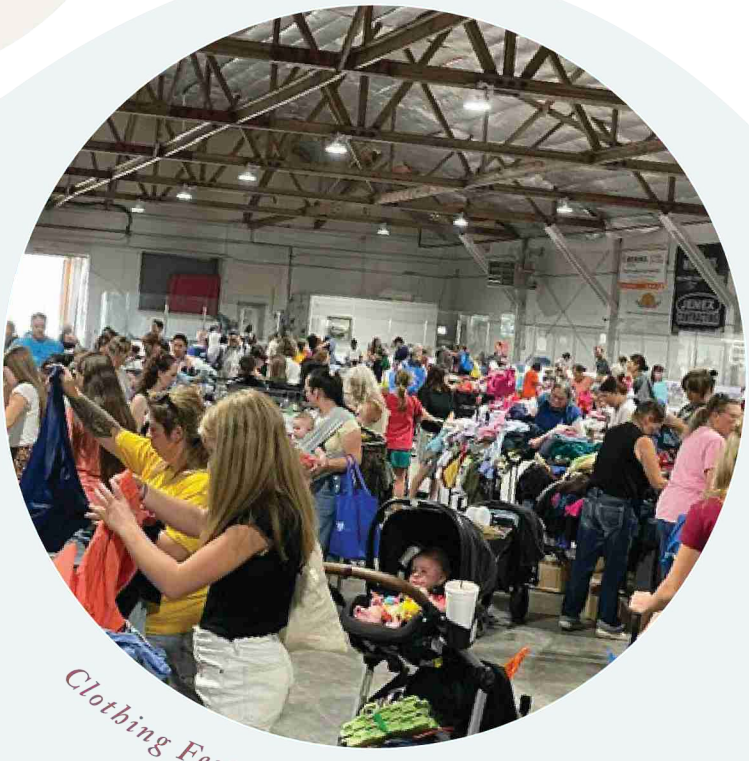


Smile Cookie Week

Tim Horton's Smile Cookie Week

This was the first year of the Smile Cookie Knockout Challenge, fueling the friendly competition between rivaling towns, Taber and Coaldale. With the support and hard work of local businesses, Do Crew and community volunteers, and municipal and BEW FCSS staff, we raised money to support ongoing programming throughout the region.

OVER $32,000 RAISED



Clothing Fest

Back to School and Clothing Fests

Free clothing, toys, household items and back to school supplies were made available to families in multiple locations within the BEW FCSS service area.

6 EVENTS

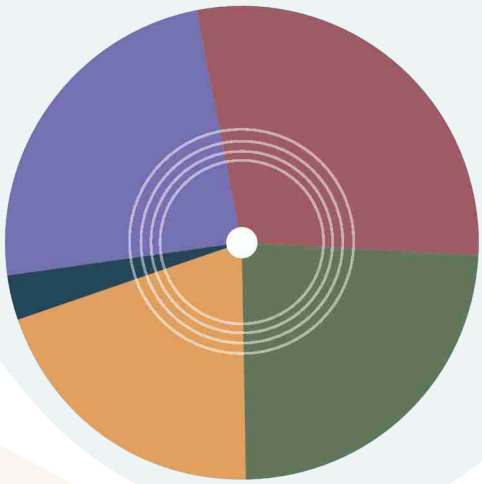
OVER 1,100 PARTICIPANTS

Goal 2.2

VOLUNTEERING

2,716 VOLUNTEER HOURS

ACTION Engage community members and partners (i.e., post-secondary schools, public schools, disability services, etc.) to increase volunteer activity at FCSS.



VOLUNTEER HOURS

- 29% Non-Registered Volunteer
- 24% Meals on Wheels
- 24% Tax Program
- 20% Do Crew
- 3% Other

VOLUNTEER SPOTLIGHT

Community Volunteer Income Tax Program (CVITP)

In 2026, Deb, CVITP volunteer, filed 272 tax returns. This equates to about 300 volunteer hours! This has a profound impact in the local area and in her community by facilitating access to essential government benefits and credits. It significantly reduces poverty by enabling seniors, students and low-income households to receive money for food, housing and childcare, putting dollars back into local economies.



Income Tax Program

Do Crew Volunteer Spotlight

The Vauxhall Do Crew (Senior and Junior) hosted the third annual Penny Carnival, offering games, activities, fun prizes and a free lunch open to all members of the community. The Do Crew and FCSS staff collected 198 boxes of cereal for a Domino Relay activity and then donated them to the Vauxhall and Area Food Bank.



Penny Carnival

Did you know?

Youth involved in community work early in life are much more likely to remain active, civic-minded volunteers as adults. *Statistics Canada, 2025.*

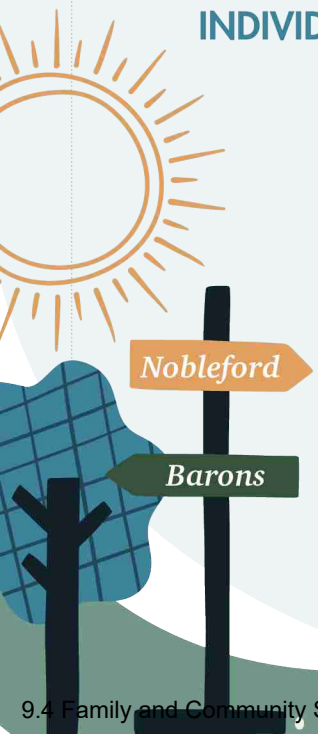
NATIONAL VOLUNTEER WEEK – CHEERS TO VOLUNTEERS

The purpose of the BEW FCSS 'Cheers to Volunteers' Award is to recognize the extraordinary contributions of an individual, group and youth who make a difference by volunteering their time and skills to provide services and programs in our communities.

INDIVIDUAL WINNER: Rita



"Volunteering has always been ingrained in my persona. I like the involvement and fulfilling the need to help. It is nice to meet new people and learn about their interests as well. Communities cannot grow without volunteers. Program development requires volunteers so that communities can become vibrant and fulfill the needs of their residents. I see Coalhurst as being one of those vibrant communities."





GROUP WINNER: My City Care – Taber

"My City Care creates lasting impact in our community. It offers a safe, neutral place for people to come who need help and they always leave better than they arrived. This group empowers others, intentionally seeks out ways to better our community and helps everyone feel like they belong."

- Cheer to Volunteers nominator

YOUTH WINNER: Ernie and Nancy

This year, there was a tie for first place. These two volunteer every day at school in the kitchen, providing healthy snacks and lunches as part of a nutrition program for their fellow students.

"I have always had a yearning to be involved and help others in any capacity, to not only ease the workload but to engage with other community members and get to know them. Experiences that have been the most impactful to me from volunteering have been the positive attitudes demonstrated by the volunteers beside me along with the cherishable memories created." *- Ernie*



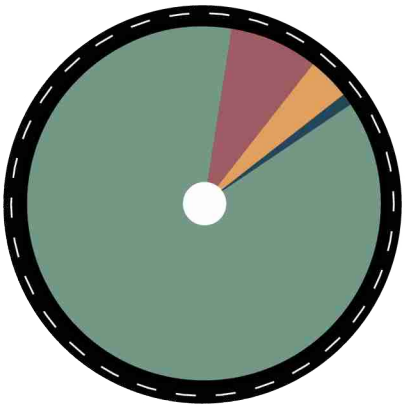
"I saw that there was help needed and helped out where I could. It was important for me to make sure kids were fed if they forgot lunches or didn't have snacks available." *- Nancy*

Goal 3 Entry Point for Supports

Connect residents to supports at the earliest opportunity through a person-centred approach.

Goal 3.1 ▶ INFORMATION AND REFERRAL

ACTION Serve as an entry point for residents, and information guide for partners and stakeholders, to learn more about local and government supports.



412 ENTRY POINT SUPPORTS

TYPES OF SUPPORT PROVIDED

- 87% Referrals and Information
- 8% Paperwork and Documentation
- 4% Advocacy and System Navigation
- 1% Translation Support

BEW FCSS FACILITATED **214** FOOD DELIVERIES

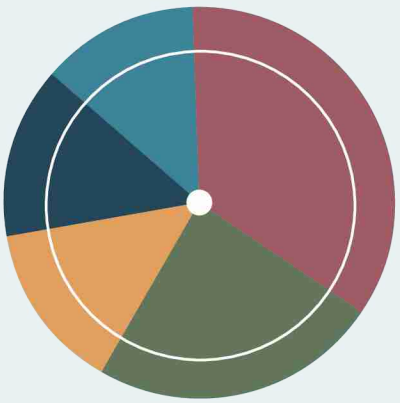
ACTION Support residents to navigate government (local, provincial, and federal) systems to receive assistance and entitled benefits.

2,203 SERVICE HOURS

2,887 SERVICE VISITS

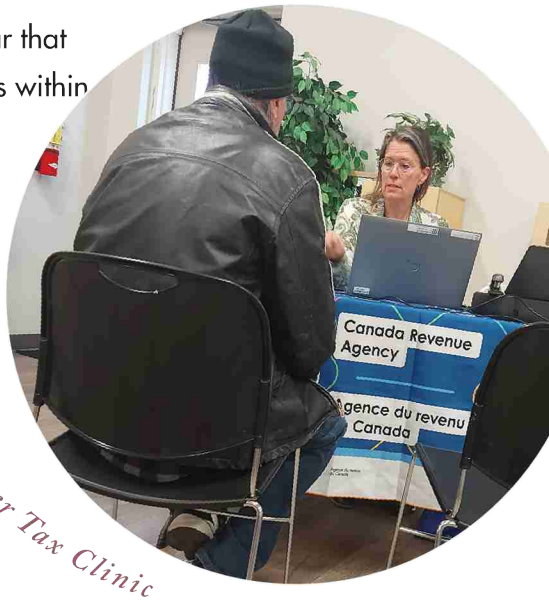
NAVIGATION SUPPORT

- 35% Provincial Benefits
- 24% Income Tax
- 14% Housing
- 14% Other
- 13% Federal Benefits



COMMUNITY VOLUNTEER INCOME TAX PROGRAM

The Community Volunteer Income Tax Program (CVITP) is in partnership with the CRA. This tax season marked the tenth year that BEW FCSS offered the CVIPT to eligible individuals and families within the service region.



Super Tax Clinic

120 TAX CLINICS

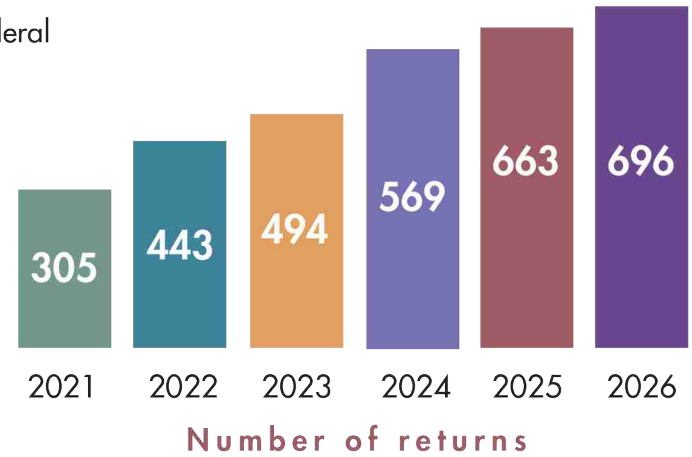
5 SUPER TAX CLINICS

BEW FCSS hosted 5 Super Tax Clinics with representatives from Service Canada and Canada Revenue Agency available to provide in-person support to residents. Community members accessed support to file tax returns, update personal information, apply for federal programs, and more.

$6,955,472

BENEFITS RECEIVED BY ELIGIBLE INDIVIDUALS

(Guaranteed Income Supplement, AISH, Income Support, Alberta Seniors Benefit, WCB, GST, Climate Action Incentive, Canada Child Benefit)



Goal 3.2

COMMUNITY CAPACITY BUILDING

ACTION Create additional opportunities for residents to access supports through inter-agency coordination with intervention-based supports (i.e, poverty, homelessness, and family and sexual violence, etc.).

FCSS is committed to fostering and maintaining strong relationships with community agencies across all 16 municipalities we serve. By connecting and partnering with local organizations, we promote FCSS, expand opportunities for residents to access support, and ensure services are coordinated without unnecessary duplication.

Reaching Home

This 2-year project is funded by the Government of Canada's Reaching Home: Canada's Homelessness Strategy, which is administered by the Rural Development Network. The program is funded from April 2026-March 2028.

New Case Manager: Amanda Royce

49 INDIVIDUALS SUPPORTED



Amanda Royce

17 INDIVIDUALS SUCCESSFULLY HOUSED

*(*data from April 1 – August 31, 2026)*

Support is provided to individuals and families living within the BEW FCSS area who are unhoused or at imminent risk of homelessness.

The Reaching Home Case Manager supports residents with housing attainment, basic needs, information and referrals, and system navigation. She promotes coordinated access and integrated service delivery through local partnerships.

RDN | Gouvernement du Canada | Government of Canada

Goal 4

Capture Impact

Measure the positive impact of programs and services.

Goal 4.1

INFORMATION STUDY AND RESEARCH

ACTION Increase the quality of program and service evaluation.

FCSS is committed to understanding and measuring the impact of the programs and services we provide. To capture this impact, we collect data through client evaluations, assessments, testimonials, and client impact stories. These findings are analyzed to assess program effectiveness and guide future planning and ensure our services continue to meet the needs of the families we serve.

COMMUNITY SERVICES EVALUATION RESULTS

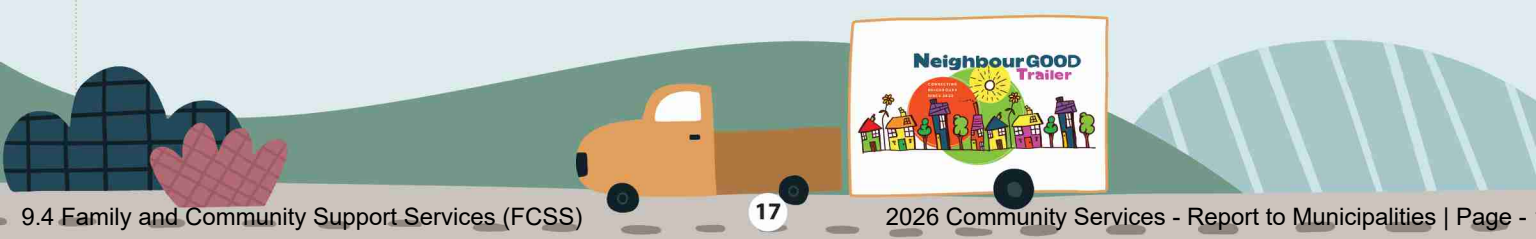
Intergenerational Groups and Community Outreach Services

92% of participants are highly satisfied with these programs.

94% of participants agree these programs are easy to access.

79% of participants agree these programs helped them feel more connected to their community and know where to turn for help.

"I loved being in the program. It helped me connect with other people in the community."



FCSS Youth Leadership Group Programs

96% of participants agree they felt valued in the program.

95% of participants agree the skills they learned will help them in the future.

89% of participants agree the skills they learned in this program will help them in the future.

> *"I felt like I belonged and everybody was fun, kind and welcoming."*

FCSS Youth Camps

83% of participants are highly satisfied with this program.

72% of participants agree they feel better about themselves, as a result of this program.

> *"What an incredible camp and opportunity for the youth in our community. My daughter loved it and learned skills she will use for future art projects. Thank you so much!"*

Community Volunteer Income Tax Program

99% of participants are highly satisfied with the income tax program.

99% of participants agree this program was easy to access.

> *"This is a service that is very much needed for people of lower income and is much appreciated by us!"*



CLIENT TESTIMONIALS

"My favorite part would have to have been all the games and events. The key takeaway for me was that it doesn't take a lot of effort to get people to have fun. I feel like Do Crew got me out of my comfort zone and got me comfortable meeting new people (the transition from the small town of Vauxhall to the college in the city would have been a lot more stressful had I not done this) so thanks a tonne!" – Do Crew Client



Do Crew Grads

"Having access to this program has allowed my family to save $100's of dollars on personal hygiene items and food. These funds have been able to be allocated to doing new things with my children, joining sports/participating in activities they other wise wouldn't be able to."

– Meal Delivery Client

"I'm writing with bittersweet news - my family and I will be relocating to the Village of Breton in northern Alberta at the end of this month. It's hard to say goodbye. My heart feels heavy as I think about leaving. Only half a year, kids have been receiving so much fun with FCSS I still vividly remember the day I first came to register, You welcomed me with such kindness and guided me through everything with patience and grace. That moment marked the beginning of a truly meaningful year working alongside you. I will miss Raymond FCSS deeply. Your support, your friendship have meant so much to me. Thank you for everything you've done, not just for my kids and me, but for everyone whose lives you touch. With love and gratitude."

– Community Services Client



FCSS
Family & Community
Support Services

www.fcss.ca



MINUTES OF THE CHIEF MOUNTAIN REGIONAL SOLID WASTE SERVICES COMMISSION MEETING HELD SEPTEMBER 9, 2026, AT THE TOWN OF MAGRATH.

Members Present:

Wayne Harris – Cardston County
Randy Taylor – County of Warner (Zoom)
Tyler Lindsay – Village of Warner
Tim Court – Town of Cardston
Travis Seaborn – Town of Magrath
Tanya Smith – Village of Coutts
Larry Liebelt – Town of Milk River
Brian Eakett – Town of Raymond

Others Present:

Marian Carlson – SEO
Suzanne Pierson – Secretary/Treasurer
Lee Beazer – Operator

Commenced at 4:33 pm

Larry Liebelt in the Chair.

AGENDA

Tanya Smith moved to approve the agenda. Carried

MINUTES

Wayne Harris moved that the minutes of August 12, 2026, board meeting be adopted as presented. Carried

NEW BUSINESS

SEO Report

The SEO reported that the semi-truck has been purchased and is currently being modified for the skid steer cage. The Operator will meet with the company to go over the modifications.

The SEO advised that the draft 2027-2031 budget has been presented to the Finance Committee and will be on next month's agenda for approval.

The SEO reported that the ad for the truck driver position has been posted and the deadline is Friday, September 11, 2026. There have been five resumes submitted so far.

The SEO reported that the Town of Raymond has sent a letter to Grant Hunter, MLA representative, on the setback allowance for the Raymond Transfer Station.

LL

The SEO advised that Occupational Health and Safety would like to come and perform an inspection. The SEO and Operator will set a time that works for both of them.

The SEO reported that the quote was received for the damage on the transfer station in New Dayton. The quote is just over $39,000 for the repairs and a claim as been started through insurance. Quotes were also received to put a new unit into the station. The board would like to follow through with the insurance claim.

Tim Court moved to approve the SEO's report. Carried

Operator Report

The Operator reported that 995.818 tonnes of waste were delivered to Landfill in August 2026 making the year-to-date total 7,267.543 tonnes.

The Operator advised that they have started to divert waste due to the rain and tonnage.

The Operator reported that the new trailer should arrive around late December or early January.

The Operator advised that there is a hole due to the rain within the cell that needs leveled off. The SEO suggested taking the funds from the general reserve account.

26-26 Wayne Harris moved to have J.I.M. Equipment fill in the hole at the Landfill for up to $6,000 and the funds be taken from the general reserve account. Carried

Tyler Lindsay to approve the Operator's report. Carried

Financial Statement

The Financial Statement for August 31, 2026, was reviewed.

Tanya Smith moved to accept the August 31, 2026, Financial Statement. Carried

Approval of Bills

Bills for August 2026 were reviewed.

Brian Eakett moved to approve the bills for August 2026. Carried

The Secretary/Treasurer presented the year-to-date budget as of August 31, 2026.

Travis Seaborn moved to approve the year-to-date budget as of August 31, 2026. Carried

Tim Court moved to go In-Camera at 5:05 p.m.

Tanya Smith moved to Reconvene at 5:09 p.m.

ADJOURNMENT

Tanya Smith moved the meeting to be adjourned.

Adjournment at 5:09 p.m.

The next Commission board meeting is scheduled for Wednesday, October 14, 2026, at 4:30 p.m. in the Town of Magrath.

Chairman