MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL HELD MONDAY AUGUST 17TH, 2026 AT THE STAVELY TOWN OFFICE.

COUNCIL PRESENT: Mayor: Ramona Whittingham Councillors: Janice Binmore, Don Norby, Tim Martin, Dale Gugala, Bob Elliott and Todd Hill.

STAFF PRESENT: CAO-Dacia Sundquist, TOWN FOREMAN-Jim Watson

PUBLIC IN ATTENDANCE: Denise Allerdings, Terry Olsen, Chelsey Hurt, Linda Colley, Tanya Law, Shlane Broomfield, Kendra McKibben, Robin Hepher, Randy Perusse and Brad Larson.

ABSENT:

Mayor Whittingham called the meeting to order at 7:02p.m.

AGENDA

Moved by Councillor Norby that the agenda be accepted as presented with addition of the June Bank Rec.

MOTION #26-172 **MOTION CARRIED**

CONFIRMATION OF MINUTES

Council reviewed the minutes of the July 13th, 2026, regular council meeting.
Moved by Councillor Binmore to adopt the minutes as presented.

MOTION #26-173 **MOTION CARRIED**

Council reviewed the minutes of the July 13th, 2026, public hearing meeting.
Moved by Councillor Gugala to adopt the minutes as presented.

MOTION #26-174 **MOTION CARRIED**

Council reviewed the minutes of the July 28th, 2026, special council meeting.
Moved by Councillor Hill to adopt the minutes as presented.

MOTION #26-175 **MOTION CARRIED**

DELEGATIONS

Chelsey Hurt- appeared before Council as a delegation regarding Policy 02-06 – Council-Appointed Board Residency Policy and presented for approximately 15 minutes.

Stavely Municipal Library Board / Chinook Arch Regional Library System
Representatives of the Stavely Municipal Library Board and Chinook Arch Regional Library System appeared before Council regarding Policy 02-06 – Council-Appointed Board Residency Policy. Terry Olsen, Robin Hepher, Denise Allerdings, Tanya Law and Chelsey Hurt spoke during the delegation.

Denise Allerdings, Terry Olsen, Chelsey Hurt, Linda Colley, Tanya Law, Shlane Broomfield, Robin Hepher and Kendra McKibben left at 7:28p.m.

NEW BUSINESS

RFD-2026-45-COMPOST AREA CAPITAL BUDGET

Administration presented a request to increase the 2026 Compost Area Capital Budget to address actual project costs and to crush the existing concrete and asphalt stockpiles at the lagoon for reuse at the new compost area and future municipal projects. The proposed crushing would process approximately 2,260 tonnes of material and provide recycled aggregate for municipal use.

RW

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Councillor Binmore moved to increase the 2026 Capital Budget by $55,000 to include NLSS's project cost and Shawnee's concrete and asphalt crushing.
MOTION #26-176 **MOTION CARRIED**

RFD 2026-46 – ALBERTA SOUTHWEST 2026 FEES
Council reviewed the proposed 2026 Alberta SouthWest Regional Alliance fee structure, maintaining the membership fee at $1.25 per capita and allowing municipalities to retain $20 from each Regional Business Licence sold. Based on Stavely's population of 564, the membership fee is $705, with an estimated net cost of $445 based on licences sold as of July 20.
Councillor Norby moved to approve the Alberta SouthWest Regional Alliance 2026 membership fee of $1.25 per capita and confirm that the Town of Stavely will retain $20 from each Regional Business Licence sold.
MOTION #26-177 **MOTION CARRIED**

RFD 2026-48 – ORRSC UPDATED MEMBER SERVICES AGREEMENT
Council reviewed the updated Oldman River Regional Services Commission Member Services Agreement, which was developed to modernize and clarify the roles and responsibilities of ORRSC and its member municipalities and better reflect the Commission's current services and organizational structure.

Councillor Gugala moved to approve the updated Oldman River Regional Services Commission Member Services Agreement as presented and authorize the Mayor and Chief Administrative Officer to execute the Agreement on behalf of the Town of Stavely.
MOTION #26-178 **MOTION CARRIED**

RFD 2026-49 – LRSD JOINT USE AND PLANNING AGREEMENT
Council reviewed the proposed Joint Use and Planning Agreement between the Town of Stavely and Livingstone Range School Division. The agreement provides a framework for joint use of municipal and school facilities and addresses governance, facility operations, maintenance and future school site and reserve land planning.

The proposed Schedule "A" identifies Centennial Park and the Town Ball Diamonds/Sports Fields as Town-operated facilities available for joint use, while Town-owned facilities operated by independent organizations were recommended to remain outside the agreement at this time.

Councillor Hill moved to approve the Joint Use and Planning Agreement between the Town of Stavely and Livingstone Range School Division.
MOTION #26-179 **MOTION CARRIED**

REPORT FOR INFORMATION

RFI-2026-01 PW & WTP CONTINUITY PLAN	Administration created a Town of Stavely Public Works & Water Services Continuity Plan for council to review. This document is supported by operational manuals, procedures and management documents.
RFI-2026-02 CRITICAL ASSET REGISTER – PW & WTP	Administration created a Town of Stavely Critical Asset Register for Public Works and the Water Treatment Plant. This document identifies and prioritizes essential infrastructure, facilities, equipment, systems, and external resources.

REPORTS
Mayor Whittingham – Nothing to report.
Clr. Norby – Attended Landfill meeting.
Clr. Binmore – Nothing to report.
Clr. Gugala – Attended ABSW meeting.
Clr. Martin – Attended AG Society meeting.
Clr. Elliot – Attended 2 Golden Age meeting.
Clr. Hill – Nothing to report.

Foreman Watson – Update on projects / equipment / operations:

- Rain event on July 16th caused overland flooding in a few locations around town. Primarily at the intersection of 50th street and 52nd ave, also east towards the rodeo grounds.
- Contractor Shawne was in town working on street valves and curb stops.
- Work has commenced at the new compost yard.
- The fill station was down for about a week as ConX was trying to solve the problem.
- There is now an additional camera installed at the shop to view the sani dump and fill station. There is also a new lock at the sani dump that has worked so far.
- Backhoe update is that we are hoping parts will arrive the first part of September
- We are noticing high water usage in the community. Somewhat connected to increased outdoor watering.
- Work will be commencing at the park for the new camp kitchen.
- Phase 2 sidewalk replacement will start soon.
- Public works staff are dealing with injuries and time off. We are looking at options to make sure we are staffed appropriately.

CAO Sundquist –

Attended:

- Stavely Golf Club Glow Ball-August 8
- Stavely Elks Golf Tournament-August 9
- Glen Keeley Bull riding Golf Tournament-August 14th
- Glen Keeley Bull Riding Event-August 15th

Ongoing:

- Town of Stavely Business Continuity Plan is stalled right now in all departments-will continue to develop for all departments
- Fire Hall Access has been changed
- Statements of Defences have been filed
- MAP Review-a couple actions still to resolve
- Tax Recovery Process continues on 2 properties-retained legal to process
- Land Use Bylaw Updating-first reading scheduled for Sept-notification to MD has been sent
- Several Development Permits on the go-building at 329 Butte Place has commenced
- Municipal Tags have started to be issued instead of Bylaw tickets in some cases
- Town Office Building-AC Unit needs to be replaced and the ceiling in my office had a substantial leak in the last rain storm.
- MSI Funding-change in Capital priorities-the $185K we have reserved for Town Office upgrades needs to be spent by 2028-I will be utilizing this amount on other projects and will replace that funding within the LGFF for 2027.

Completed:

- JUPA with LRSD to be completed this next month
- GOA Audit of our Assessments-satisfactory
- Husted Subdivision finalized-signing and payment made today.
- Q2 GST

Upcoming:

- ESS Team Meeting-August 18th
- EM Monthly Training-August 27th
- Community Standards Bylaw Update

Exercised Natural Person Powers: NIL

CORRESPONDENCE

- Letter from Chelsey Hurt
- EM Report – June Stats with Fire Practice Stats
- Cowley Dino Days Festival 2026 Invite
- Summer 2026 Edition of the ORRSC Periodical on Urban Forests
- EM Report – July Stats with Fire Practice Stats
- ABSW Bulletin
- Request for Support – Application to Host the 2028 Southern Alberta Summer Games from MD of Willow Creek
- Enforcement Services – June Report

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Councillor Norby moved that the Town of Stavely provide a Letter of Support to the MD of Willow Creek No. 26 in support of its proposal to host the 2028 Southern Alberta Summer Games.

MOTION #26-180 **MOTION CARRIED**

Councilor Gugala moved to adopt the correspondence for information.

MOTION #26-181 **MOTION CARRIED**

BYLAWS/POLICIES

ESTABLISHING A SUBDIVISION AUTHORITY, DEVELOPMENT AUTHORITY & MUNICIPAL PLANNING COMMISSION – BYLAW #907

Bylaw No. 907 establishes and updates the Town of Stavely's Subdivision Authority, Development Authority and Municipal Planning Commission, including their respective powers, duties, membership and responsibilities for subdivision and development matters. The Bylaw replaces and rescinds Bylaw No. 635, which was last updated in 1995.

Councillor Gugala moved to give the first reading to Bylaw #907

MOTION #26-182 **MOTION CARRIED**

Councillor Binmore moved to give second reading to Bylaw #907

MOTION #26-183 **MOTION CARRIED**

Councillor Norby moved that Council unanimously agree to consider third reading of Bylaw No. 907.

MOTION #26-184 **MOTION CARRIED**

Councillor Hill moved to give third reading to Bylaw #907

MOTION #26-185 **MOTION CARRIED**

Bylaw #907 is now in effect

WATER CONSERVATION & WATER SHORTAGES – BYLAW #908

Bylaw No. 908 establishes measures to promote responsible water use and provides a framework for implementing water conservation measures and restrictions during periods of water shortage, emergency, drought, infrastructure limitations or reduced water system capacity. The Bylaw provides for escalating levels of water restrictions, identifies prohibited or restricted water uses, and establishes the Town's authority to implement and enforce restrictions as conditions require.

Councillor Elliott moved to give the first reading to Bylaw #908 and direct Administration to review the proposed bylaw with Councillor Elliot to address comments and potential revisions prior to the bylaw being presented to Council for consideration of second reading.

MOTION #26-186 **MOTION CARRIED**

FINANCIAL

A/P Moved by Councillor Norby to pay cheques from July 14th – August 17th 2026 in the amount of $149,011.21.

MOTION #26-187 **MOTION CARRIED**

MAY BANK REC Councillor Hill moved to accept the May Bank Rec as presented.

MOTION #26-188 **MOTION CARRIED**

JUNE BANK REC Councillor Elliott moved to accept the June Bank Rec as presented.

MOTION #26-189 **MOTION CARRIED**

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CLOSED SESSION:

Councillor Martin moved that Council move into closed session at 8:42p.m

MOTION #26-190 **MOTION CARRIED**

Councillor Binmore moved that Council return to the open meeting at 9:09p.m.

MOTION #26-191 **MOTION CARRIED**

Councillor Hill made a motion to rescind Tanya Law's appointment from the Stavely Library Board effective immediately.

MOTION #26-192 **MOTION CARRIED**

Councillor Norby moved that Council establish the reserve bid for the tax recovery property located at 5094 – 51 Avenue, legally described as Plan 5744J, Block 6, Lot 37, at $34,000 for the 2026 tax sale.

MOTION #26-193 **MOTION CARRIED**

Councillor Norby moved that Administration obtain additional valuation information for the tax recovery property located at 5066 – 50 Street and bring the matter back to Council for consideration of the reserve bid.

MOTION #26-194 **MOTION CARRIED**

ADJOURNMENT

No further business discussed at this time. The meeting was adjourned at 9:12p.m.

TOWN OF STAVELY

Ramona Whittingham

Mayor / Deputy Mayor

Dana Sundquist

Chief Administrative Officer