

MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL
HELD MONDAY NOVEMBER 10TH, 2025 AT THE STAVELY TOWN OFFICE.

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

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

TOWN RESIDENT(S): Dian Katsmar

ABSENT:

Mayor Whittingham called the meeting to order at 7:00p.m.

AGENDA
MOTION #25-231

Moved by Councilor Norby that the agenda be accepted as presented.
MOTION CARRIED

**CONFIRMATION
OF MINUTES**
MOTION #25-232

Council reviewed the minutes of the October 27th, 2025, regular council meeting.
Moved by Councilor Martin to adopt the minutes as presented.
MOTION CARRIED

DELEGATIONS

Dian Katsmar attended to voice some of her concerns about the fact that the Town has some campers still utilizing the RV Park. She was under the understanding that the RV park was “seasonal” meaning only from May-October. Council corrected Dian that the park is open year round, the water service is only turned on from May to October. Council agreed that between the Administration Staff and Public Works team that a close eye would be kept on the situation to ensure the RV Park does not become a spot that potentially attracts an unhoused population. Dian left the Meeting at 7:27p.m.

NEW BUSINESS
RFD-2025-72
COUNCIL &
VOLUNTEER
INSURANCE
COVERAGE 2026
MOTION #25-233

Moved by Councillor Martin that Council acknowledge that it has carried *Volunteer and Accident Insurance* since 2023 to provide coverage in the event of a disaster or emergency services situation; and further that Council continue the policy for the 2026 calendar year at an annual cost of \$250.
MOTION CARRIED

MOTION #25-234

Moved by Councilor Norby that Council continue carrying *Plan D* for Council Volunteer Group Accident Coverage, noting that since 2023 the Town has funded additional accident coverage for Council volunteers which includes death, medical, and lump-sum living benefits; and further that Council continue with Plan D at the annual cost of \$100 per member of Council.
MOTION CARRIED

RFD-2025-80
POLICT 04-22
PRIORITY LEVELS
MOTION #25-235

There is currently no policy in place to outline requirements when a situation arises at Public Works. Councilor Gugala made a motion to adopt Policy 04-22 Priority Levels as presented.
MOTION CARRIED

RFD-2025-81
PATTISON
OUTDOOR
ADVERTISING
LEASE RENEWAL
MOTION #25-236

Since 2020 the Town of Stavely has leased sign space from Pattison Outdoor Advertising, on the north end of town near the Water Treatment Plant. The lease expired at the end of September 2025. There is an increase in the annual lease payments of \$1000 annually. Councilor Norby moved renew the lease for an additional 5 year term.
MOTION CARRIED

820

DECEMBER COUNCIL MEETING
MOTION #25-237
As per the Town's procedural bylaw there is only one Council meeting held in December. Council Gugal moved to hold the December 2025 meeting on the 15th.
MOTION CARRIED

REPORTS

Mayor Whittingham – Attended Community Chest. Laid the wreath on behalf of the Town of Stavelly and the Stavelly School with Councilor Binmore & Hill in attendance also.
Cir. Norby – Nothing to Report.
Cir. Binmore – Nothing to Report.
Cir. Gugal – Attended ABSW Meeting – Regional Business License fees for 2026 will be increasing potentially, more details to come.
Cir. Martin – Attended Ag Society Meeting, arena is busy.
Cir. Elliot – Attended Golden Age Meeting, first meeting he has attended.
Cir. Hill – Nothing to Report.

Foreman Watson – Update on projects / equipment / operations:

Projects that are completed:

- All garbage bins have been distributed throughout the community. Also, public works has discussed the option of assisting residents with removal of old garbage box's or bins that would be either no cost or a minimal cost to the property owner. Residential pick up is on Monday's and commercial pick up is on Tuesday's.
- The annual lagoon discharge is now completed. Effluent water test is completed, and the results are the lowest in 5 years, also fall at or under AB Environment requirements. Discussions are underway with the M.D. of Willow Creek about working on areas of improvement with the water course.
- The E-waste/refundable shed is set up on the west side of the town shop.

Upcoming or Continuing:

- Work on the programming at the water plant is continuing.
- Fall maintenance tasks are continuing.
- Public Works will continue to look at options for water and sewer improvements at 3 locations. South end of 50th St, private property off 55th Ave, and at a location in Park Cres.

CAO Sundquist – CAO report was not provided at this meeting.

CORRESPONDENCE

- Q2 RCMF Report
 - Fort Macleod invite to Santa Clause Parade
 - Casino Royale Fundraiser & Sponsorship Request
 - FORTIS Congratulatory Letter
 - Minister of Affairs Congratulatory Letter
 - ORRSC CAO Announcement
 - ORRSC Fall Periodical
- Councilor Gugal moved to adopt the correspondence for information.
MOTION CARRIED
Councilor Martin moved to provide a sponsorship fee of \$300 to the Casino Royale Fundraiser for the Claresholm Health Foundation.
MOTION CARRIED

BYLAWS/POLICIES

NIL

FINANCIAL

A/P

Moved by Councillor Norby to pay cheques from October 31st – November 10th, 2025, in the amount of \$113,243.86.

MOTION #25-240

MOTION CARRIED

SEPT BANK REC

MOTION #25-241

Councillor Hill moved to accept the September Bank Rec as presented.

MOTION CARRIED

CONFIDENTIAL

Councilor Martin moved the meeting in camera at 8:18p.m. to discuss ATIA Section 20-Disclosure harmful to personal privacy.

MOTION #25-242

MOTION CARRIED

Councilor Binmore moved the meeting out of camera at 8:50p.m.

MOTION #25-243

MOTION CARRIED

ADJOURNMENT

No further business discussed at this time. The meeting was adjourned at 8:53p.m.

TOWN OF STAVELY


Mayor / Deputy Mayor


Chief Administrative Officer

