

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL  
HELD MONDAY DECEMBER 15<sup>TH</sup>, 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):

ABSENT:

	Mayor Whittingham called the meeting to order at 7:08p.m.
<b><u>AGENDA</u></b> MOTION #25-252	Moved by Councilor Martin that the agenda be accepted as presented. <b>MOTION CARRIED</b>
<b><u>CONFIRMATION OF MINUTES</u></b> MOTION #25-253	Council reviewed the minutes of the November 24 <sup>th</sup> , 2025 regular council meeting. Moved by Councilor Norby to adopt the minutes as presented. <b>MOTION CARRIED</b>
<b><u>DELEGATIONS</u></b>	No Delegations
<b><u>NEW BUSINESS</u></b> RFD-2025-83 INTERIM OPERATING BUDGET MOTION #25-254	Every Council must adopt an Operating Budget for each calendar year by January 1 <sup>st</sup> as per MGA 242(1). Councilor Norby moved to adopt the 2026 Interim Operating Budget as presented. <b>MOTION CARRIED</b>
<b>RFD-2025-86 CAPITAL BUDGET</b> MOTION #25-255	Every Council must adopt a Capital Budget for each calendar year by January 1 <sup>st</sup> as per MGA 245. Councilor Hill moved to adopt the 2026 Capital Budget as presented. <b>MOTION CARRIED</b>
<b>RFD-2025-87 SDAB &amp; ARB APPOINTMENTS</b> MOTION #25-256	The SDAB board requires municipalities to appoint trained and eligible representative to ensure local representation at hearings. Councilor Martin moved to appoint Gentry Hall, Michael Varey and Don Norby as representatives of the Chinook Intermunicipal SDAB & regional ARB. <b>MOTION CARRIED</b>
<b>RFD-2025-88 COST OF LIVING ALLOWANCE 2026</b> MOTION #25-257	The Town of Stavelly recently passed a clause that the cost of living allowance (COLA) be reviewed annually. Councilor Hill moved to approve a 3% COLA for all eligible Town of Stavelly employees effective January 1 <sup>st</sup> , 2026. <b>MOTION CARRIED</b>
<b>RFD-2025-89 SETTLEMENT OF UTILITY EASEMENT</b> MOTION #25-258	In 2000 a subdivision was created for Plan 7710619 Lot 8 to create 2 lots. As part of the subdivision conditions a 3m easement was to be registered on title for both properties but was not completed. Council Binmore moved to negotiate directly with owner of 4705 52 <sup>nd</sup> St to agree on a settlement of \$10,000 and proceed with the preparation of a Utility Agreement. <b>MOTION CARRIED</b>

**REPORTS**



**Mayor Whittingham** – Received a certificate for participating in the parade. Physician Recruitment continues to recruit new Doctors and Nurses.

**Clr. Norby** – ORRSC meeting upcoming on December 18<sup>th</sup>, nothing new.

**Clr. Binmore** – a Christmas service will be held December 21<sup>st</sup>. Attending PHL meeting December 16<sup>th</sup>.

**Clr. Gugala** – Missed ABSW AGM.

**Clr. Martin** – Missed AG Society Meeting AGM. Rec Board meeting was held, \$13,250 was approved to local groups.

**Clr. Elliot** – Missed Golden Age Meeting.

**Clr. Hill** – Attended FCSS & Library Meeting.

**Foreman Watson – Update on projects / equipment / operations:**

**Projects that are completed:**

- We have used up last years sand and have a new supply for the streets. Sanding truck is working well.
- We are winding down the programming adjustments at the water plant. There will be a transfer pump drive upgrade to be completed in January or February 2026.

**Upcoming or Continuing:**

- Misc tasks at the town office and the recycle shed will continue this month.
- Discussions are back up with M.D. on how we can look at a mobile power supply, that can help at the wells, town shop, and for special events.
- Planning is now underway for 2026 projects, that will include curb stop locations and replacements. Also working on water meter upgrades.
- Public Works will be looking for some input on how we want to address overgrown trees and shrubs that effect sidewalks and alleys from council/administration.

**CAO Sundquist –**

**Attended:**

- Tree Lighting and Gingerbread House Contest-Nov 28th @ 6pm
- Town of Stavelly Christmas Party Dec 5th @ 5pm
- Behaviors and Disasters Webinar, Dec 10th
- Virtual Meeting Dec 3rd, Rural Community Route for BScN @ 7pm
- Virtual Stavelly Museum Meeting-Dec 9th @ 7pm
- MPC, this evening, prior to Regular Council Meeting

**Ongoing:**

- CPO Annual Performance Plan is being rolled out for 2026
- Review of Annual Fire Budget with MD
- Received another home application for 409 Canyon Court-likely will not start until January
- LUB Bylaw updates continue-no ETA of first draft established yet
- Playschool Teacher-will start advertising for in the New Year.
- Obtaining a
- All 2025 LGFF, MSI & CCBF Grants have been submitted-awaiting approval
- Another DP application for a home on Coulee and a large garage on a consolidated lot on 50 ave.

**Completed:**

- ACP Application is ready to submit for the Infrastructure Survey and Capital Plan-prepared by MPE
- Stavelly EAC Annual Meeting
- Annual Benefits Renewal meeting with ABMunis

**Upcoming:**

- Year End Preparations
- Annual Staff Reviews
- Last Joint EM Agency Meeting of 2025, Dec 18th @ MD
- Stavelly Fire Department Christmas Supper, Dec 18th
- Waste to Energy Presentation-MD @ 1pm

**Exercised Natural Person Powers:**

- Catalis Renewal-1 year

**CORRESPONDENCE**

- MD Supper Invite
- ABSW Bulletin
- AB Muni – Property Taxes Reimagined
- Stavelly Recreation Board Minutes & Funding Guidelines
- National Police Federation
- ABSW Fee Proposal
- Emergency Services report – Nov
- Emergency Management Report – Nov
- Golden Age Christmas Sponsorship Request

Councilor Gugala moved to adopt the correspondence for information.

MOTION #25-259

**MOTION CARRIED**

**BYLAWS/POLICIES**

**TRAFFIC BYLAW  
#893**

A Bylaw within the Town of Stavelly to control and regulate vehicles, animal and pedestrian traffic.

MOTION #25-260

Councilor Gugala moved to give the first reading to Bylaw #893.

**MOTION CARRIED**

MOTION #25-261

Councilor Martin moved to give second reading to Bylaw #893.

**MOTION CARRIED**

MOTION #25-262

Councilor Binmore moved to give third and final consent to Bylaw #893 since all motions were carried unanimously.

**MOTION CARRIED**

MOTION #25-263

Councilor Hill moved to give third reading to Bylaw #893.

**MOTION CARRIED**

Bylaw #893 is now in effect.

**ORRSC REGIONAL  
ASSESSMENT  
REVIEW BOARD  
#894**

A Bylaw for the purpose of establishing a Regional Assessment Review Board, the Appointments of the Chair, and the Appointment of the Clerk for the Assessment Review Board.

MOTION #25-264

Councilor Gugala moved to give the first reading to Bylaw #894.

**MOTION CARRIED**

MOTION #25-265

Councilor Elliot moved to give second reading to Bylaw #894.

**MOTION CARRIED**

MOTION #25-256

Councilor Binmore moved to give third and final consent to Bylaw #894 since all motions were carried unanimously.

**MOTION CARRIED**

MOTION #25-267

Councilor Norby moved to give third reading to Bylaw #894.

**MOTION CARRIED**

Bylaw #894 is now in effect.

**FINANCIAL  
A/P**

Moved by Councillor Norby to pay cheques from November 28<sup>th</sup>, 2025 to December 15<sup>th</sup>, 2025 in the amount of \$99,694.16.

MOTION #25-268

**MOTION CARRIED**

**CONFIDENTIAL**

No Confidential items.

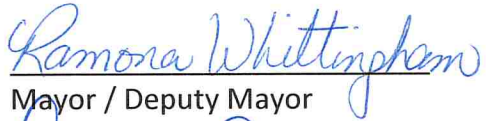
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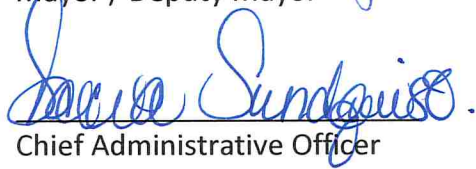


**ADJOURNMENT**

No further business discussed at this time. The meeting was adjourned at 8:32p.m.

**TOWN OF STAVELY**

  
Mayor / Deputy Mayor

  
Chief Administrative Officer