

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL  
HELD TUESDAY JANUARY 13<sup>TH</sup>, 2025, AT THE STAVELY TOWN OFFICE.**

COUNCIL PRESENT: Mayor: Gentry Hall Councilors: Ramona Whittingham, Janice Binmore, Don Norby and Michael Varey.

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

TOWN RESIDENT(S): Bob Elliot

ABSENT: Councilors Tim Martin & Dale Gugala

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

**AGENDA**

Moved by Councilor Norby that the agenda be accepted as presented with addition of the December Bank Reconciliation.

MOTION #25-01

**MOTION CARRIED**

**CONFIRMATION  
OF MINUTES**

Council reviewed the minutes of the December 9<sup>th</sup>, 2024, regular council meeting.

MOTION #25-02

Moved by Councilor Binmore to adopt the minutes as a presented.  
**MOTION CARRIED**

**DELEGATIONS**

No Delegations

**NEW BUSINESS**

**RFD-2025-02  
CORNER WEDDING  
CHAPEL REPAIR**

The Museum Society of Stavelly & District are requesting 50% of the repairs to the Corner Wedding Chapel’s foundation be covered by the Town of Stavelly. The Town puts away \$11,000 annually for the use on Recreational Facilities. Councilor Norby moved to pay \$7,350.00 from the Town’s savings.

MOTION #25-03

**MOTION CARRIED**

**RFD-2025-03  
COMMUNITY  
FOUNDATION  
GRANT – FCSS  
YOUTH PROGRAM  
MOTION #25-04**

Stavelly FCSS received a grant under the Town of Stavelly for the amount of \$10,000 from the Community Foundation of Lethbridge and Southwestern Alberta for a new Youth Group Program. Councilor Whittingham moved to accept the grant to fund the new Youth Group Program operated by Stavelly FCSS.  
**MOTION CARRIED**

**RFD-2025-04  
ORRSC PROPOSAL -  
DEVELOPMENT  
SUPPORT &  
PROCESSING  
POSITION  
MOTION #25-05**

ORRSC has proposed to develop a position in which its members would utilize to process development-related duties for a monthly fee based off a tier-ranking system. Councilor Varey moved to deny the proposal from ORRSC offering due to the cost.  
**MOTION CARRIED**

**RFD-2025-05  
STAVELY  
COMMUNITY  
CENTER REQUEST  
FOR FUNDS**

The Stavelly Community Center received a CFEP grant that will allow them to purchase property 5117, 52st. This property was bought by the Town of Stavelly in 2023-on behalf of the Stavelly Community Centre while they were waiting to learn if the CFEP grant was successful. The Stavelly Community Centre are requesting assistance from the Town in an additional \$10,000 for matching funds. Councilor Norby moved to suggest the repayment of only \$85,000.00, of the initial \$95,000 loaned, to the Stavelly Community Center with stipulations that the Community Center cover the entire legal costs.



MOTION #25-06

**MOTION CARRIED**

**RFD-2025-06  
ATB LOAN  
AGREEMENT**

Yearly the Town of Stavely must renew the ATB loan agreement. Since the cost of borrowing is 49% of the entire loan amount, if amortized over 11 yrs, Councilor Whittingham moved to pay off the loan with the money in the savings account.

MOTION #25-07

**MOTION CARRIED**

**REPORTS**

**Mayor Hall** – Physician Recruit on December 10<sup>th</sup>, 2024. It was a positive meeting with what appears to be less of a need from more Docs in Claresholm at the moment.

**Clr. Whittingham** – Stavely School received a new principle.

**Clr. Norby** –Landfill Meeting December 10<sup>th</sup>, 2024 – Brenda is the new Manager

**Clr. Varey** –Golden Age Center is planning activities for the new year

**Clr. Binmore** – Nothing to report

**Foreman Watson** – Update on projects & equipment:

1. Regarding our new crosswalk signs/lights, we do have to complete an agreement with Atco Gas Lines over at 50<sup>th</sup> St and 55<sup>th</sup> Ave. The reason is because of the high-pressure gas line in that area. It is just a requirement as we were flagged from the 1<sup>st</sup> call. We can get it signed off. However, it does mean a delay in getting the posts/signs in the ground.
2. The construction of the new fill station is just about complete. We are waiting for some plumbing to get done. We do not have a time line for being in service yet, but we are getting closer. When the new fill station is working, we will keep the old site operational for a while to help make it easier for the transition.
3. Work has started with MPE over at the water plant for replacement/upgrades of the PLC and SCADA system. We hope to have most of that done within the next two months. Work has also started with our electrical contractor out of Lethbridge for the replacement of the VFD's (Variable Frequency Drives) that is the main component that runs the pumps. This will be an ongoing project to eventually get to all 5 drives/pumps. Water plant upgrades are capital items.

**CAO Sundquist** –

**Attended:**

- EPR Meeting with Dump Gump
- Stavely Community Hall Meeting
- Meeting with the Stavely Fire Chief-Stavely's new bush truck will arrive soon.

**Ongoing:**

- Meeting with MPE to Infrastructure Assessment and ACP grant this week.
- Clean up order given to 5066 50<sup>th</sup>-Nov 21<sup>st</sup> deadline-ticket was issued. No update since last meeting.
- LUB update continues with ORRSC.
- Cemetery GIS records update-Sonya
- FORTIS Street Lights at both Pedestrian Crossings on 55<sup>th</sup>- Held up with FORTIS needing to connect with MD-Craig and FORTIS were expected to connect today.
- Sandbox for the new accounting system is up and running
- Town of Stavely-undergoing another GST audit-no update
- Demolition of Lowes house complete-demand for payment sent.
- MAP final report-still outstanding, MA apologies for the delay.
- Upgrades to Stavely Archery Lanes necessary to address RISK SURVEY completed by insurance. Once their Executive meet they will report any requests to Town.
- 11 acres of Watson is currently being subdivided by survey, Town will be able to purchase soon.
- EPR implementation

**Completed:**

- 2025 Payroll updates in MUNIWARE
- Employee annual reviews



Upcoming:

- Year End Reporting continues
- New CAO contract in 2025
- YE Audit booked for February 19 & 20
- Community Mowing Position
- Accessible Council Chambers Revisited

**CORRESPONDENCE**

- MECAP Summary – ABSW
  - Chinook regional Library Board Report
- Councilor Norby moved to accept the correspondence as information.

MOTION #25-08

**MOTION CARRIED**

**BYLAWS/POLICIES**

**BYLAW #881**

**MASTER RATES & FEES**

Bylaw #881 – Master Rates & Fees establishes rates, fees, and charges for various goods, licenses, permits and services offered by the Town of Stavelly.

Councilor Binmore moved to give first reading to Bylaw #881.

MOTION #25-09

**MOTION CARRIED**

Councilor Norby moved to give second reading to Bylaw #881.

MOTION #25-10

**MOTION CARRIED**

Councilor Whittingham moved to give third and final consent to Bylaw #881 since all motions were carried unanimously.

MOTION #25-11

**MOTION CARRIED**

Councilor Varey moved to give third reading to Bylaw #881.

MOTION #25-12

**MOTION CARRIED**

**FINANCIAL**

**A/P**

Moved by Councillor Norby to pay cheques 2024-0708-20250020 in the amount of \$145,960.20.

MOTION #25-13

**MOTION CARRIED**

**NOV BANK REC**

MOTION #25-14

Councillor Norby moved to accept the November bank Rec as presented.

**MOTION CARRIED**

**DEC BANK REC**

MOTION #24-15

Councillor Whittingham moved to accept the December Bank Rec as presented.

**MOTION CARRIED**

**CONFIDENTIAL**

No confidential items

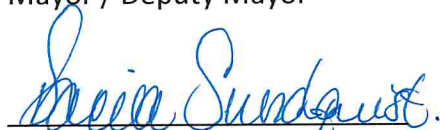
**ADJOURNMENT**

No further business discussed at this time. The meeting was adjourned at 7:44 pm.

**TOWN OF STAVELY**



Mayor / Deputy Mayor



Chief Administrative Officer

