MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL HELD MONDAY SEPTEMBER 14TH, 2026 AT THE STAVELY TOWN OFFICE.

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

STAFF PRESENT: CAO-Dacia Sundquist

ATTENDEES: Michelle Collins, Gentry Hall, Denise Allerdings, Bev Olsen, Terry Olsen, Janet Liske, Evelyn Bylemeer, Carole Macleod, Karen Robbins, Kevin Page and Tanya Law.

DELEGATES (S): Robin Hepher and Dothlyn McFarlane

ABSENT: TOWN FOREMAN-Jim Watson

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

AGENDA

Moved by Councillor Elliott that the agenda be accepted as presented with additions of RFD 2026-55-2026 Tax Sale-Reserve Bid, 5066 50th Street-ATAI s. 29-(Economic and Other Interests of a Public Body) and Social Media Post-Litigation and Legal Matters-ATIA s. 32 (Privileged Information).
MOTION #26-195 **MOTION CARRIED**

CONFIRMATION OF MINUTES

Council reviewed the minutes of the August 17th, 2026, regular council meeting.

Moved by Councillor Martin to adopt the minutes as presented.
MOTION #26-196 **MOTION CARRIED**

DELEGATIONS

Chinook Arch Library System and the partnership with our community. Robin Hepher presented Council with an update the annual Chinook Arch Council Presentation which included the 2025 Impact Report and 2023-2026 Plan of Service.

Robin Hepher and Dothlyn McTarlane left the meeting at 7:20pm.

NEW BUSINESS

RFI-2026-03 – STAVELY MUNICIPAL LIBRARY BOARD – GOVERNANCE & APPOITNMENT REVIEW
Administration provided Council with an overview of the Stavely Municipal Library Board's appointment history, governance and financial reporting requirements. Administration outlined improvements to appointment tracking, recruitment, financial reporting and municipal record keeping going forward.

RFD-2026-50 – STAVELY MUNICIPAL LIBRARY BOARD APPOINTMENT
Administration brought the Library Board appointment back before Council under a clearly identified agenda item to address a procedural concern arising from the August 17, 2026-Regular Council Meeting and to provide Council an opportunity to reconsider its previous decision. Councilor Elliott moved that Council agree to reconsider its August 17, 2026 decision regarding the Stavely Municipal Library Board appointment, with further consideration of the matter to occur following discussion in closed session.
MOTION #26-197 **MOTION CARRIED**

RFD-2026-51 – TAXES OWED ON TOWN OF STAVELY PROPERTIES
Councillor Martin moved to waive the 2026 municipal taxes on Town-owned property Rolls 17, 208 and 483, totaling $791.28.
MOTION #26-198 **MOTION CARRIED**

RFD-2026-52 – 2026/27 ALBERTA COMMUNITY PARTNERSHIP GRANT – REGIONAL INFRASTRUCTURE MANAGEMENT INITIATIVE
Councillor Hill moved that the Town of Stavely supports the submission of a 2026/27 Alberta Community Partnership grant application in support of the Regional Infrastructure Management Initiative project and is prepared to manage the grant project and related compliance requirements. The estimated project cost is $166,667 and is calculated under a 90% provincial grant ($150,000) and 10% municipal contribution ($16,667) cost-share arrangement. Subject to grant approval, the municipal contribution will come from Town of Stavely reserves and/or grants and is anticipated to be phased over the duration of the project.
MOTION #26-199 **MOTION CARRIED**

RFD-2026-53 – ATCO FRANCHISE FEES 2027
Council reviewed the Town's ATCO Natural Gas Franchise for the 2027 calendar year, including estimated revenues and comparative franchise fee rates. Councilor Elliott moved to maintain the ATCO Natural Gas Franchise Fee at 11% for the 2027 calendar year.
MOTION #26-200 **MOTION CARRIED**

RFD-2026-54 – FORTIS FRANCHISE FEE 2027
Councillor Norby moved that Council maintain the Town of Stavely FortisAlberta franchise fee at 6% for 2027.
MOTION #26-201 **MOTION CARRIED**

REPORTS

Mayor Whittingham – Worked the Stavely Golf Course Casino resulting in missed Mayor & Reeves online meeting and Physician recruitment.
Clr. Norby – Attended ORRSC Meeting September 4th, 2026
Clr. Binmore – Nothing to Report.
Clr. Gugala – Nothing to Report.
Clr. Martin – Attended Golf Meeting – discussed caretaker contract. Roast cook wet well, 70 roasts cooked.
Clr. Elliott – Attended Golden Age Meeting – Sept 8th
Clr. Hill – Nothing to Report.

CAO Sundquist –
Attended:
- ESS Team Meeting-August 18th
- Local Amateur Rodeo-August 22nd
- Community BBQ-August 28th

Ongoing:
- Town of Stavely Business Continuity Plan is stalled right now in all departments
- JUPA with LRSD-still reviewing our proposal
- MAP Review-a couple actions still to resolve
- Tax Recovery Process continues on 2 properties-retained legal to process
- House gets moved onto 329 Butte this Wednesday
- Starting to plan the 2027 Celebrations, meeting TBD
- New Camera system is being installed at the Joint Usage Building
- $500+ in bottles stolen 2 weeks ago, damage to the locked door

Completed:
- Server update at Town Office
- PW Casual Hire-Jesse O'Neil

- 2026 Capital Grants are all being reviewed-awaiting official approval
- Booking calendar for the Gazebo, thanks Navine!

Upcoming:

- MDP-MD of WC meeting tonight at the Hall
- FCSS Meeting-Sept 21st
- Liaison Officer Course-Oct 14th & 15th (on waiting list)
- Community Chest Meeting-Oct 28th
- Interim Audit-Oct 28th-29th

Exercised Natural Person Powers:

- Fox Canada Fire Extinguisher Annual Inspection Agreement (to secure pricing)

CORRESPONDENCE

- Enforcement Services – July & August Report
- RHPAP – Year in Review
- Chinook Library Systems Board Report – August 2026
- ABSW Bulletin
- Letter of Support Request – OWC
- Claresholm Legion – Mayor Attendance Request – First Poppy Oct 23rd
- Claresholm Legion – Mayor Attendance Request – Wreath Ceremony Nov 11th
- EM Report – August Stats
- Claresholm Local Press – 100 Year Celebration invite

Councilor Elliott moved to instruct Administration to write a Letter of Support to OWC.
MOTION #26-202 **MOTION CARRIED**

Councilor Gugala moved to adopt the correspondence for information.
MOTION #26-203 **MOTION CARRIED**

BYLAWS/POLICIES

LAND USE BYLAW #906
The Land Use Bylaw is to prohibit or regulate and control the use of land and development of land and buildings in the municipality.

Councillor Binmore moved to give the first reading to Bylaw #906.
MOTION #26-204 **MOTION CARRIED**

FINANCIAL

A/P
Moved by Councillor Elliott to pay cheques from August 18th – September 14th 2026 in the amount of $192,103.13
MOTION #26-205 **MOTION CARRIED**

CLOSED SESSION

Councillor Hill declared a perceived conflict of interest regarding the Stavely Municipal Library Board appointment matter, citing allegations of private history that he believed could create a reasonable perception of bias. Councillor Hill advised that he would abstain from discussion and voting on the matter and left Council Chambers at 7:53 p.m.

Councillor Elliott moved the meeting to closed session at 7:54p.m to discuss RFD-2026-50 – Stavely Municipal Library Board Appointment, pursuant to Section 197 of the Municipal Government Act and Section 20 (Disclosure Harmful to Personal Privacy) of the Access to Information Act.
MOTION #26-206 **MOTION CARRIED**

Councillor Martin moved to return to open session at 8:10pm.
MOTION #26-207 **MOTION CARRIED**

Councillor Martin moved THAT Council reaffirm its decision to rescind Tanya Law's appointment to the Stavely Municipal Library Board.
MOTION #26-208 **MOTION CARRIED**

Councillor Hill returned to Council Chambers at 8:15pm.

Councillor Elliott moved the meeting to closed session at 8:16pm, pursuant to Section 197 of the Municipal Government Act, to discuss RFD 2026-55 2026 Tax Sale – Reserve Bid, pursuant to Section 30 – (Economic and Other Interests of a Public Body) of the Access to Information Act, and Social Media Post – Litigation and Legal Matters, pursuant to Section 32 – (Privileged Information) of the Access to Information Act.
MOTION #26-209 **MOTION CARRIED**

Councillor Gugala moved to return to open session at 8:40p.m.
MOTION #26-210 **MOTION CARRIED**

Councilor Martin moved that Council, having considered the available market valuation information for Roll 132 – 5066 50 Street, establish the reserve bid at $115,000 based on the September 9, 2026 tax recovery valuation prepared by Benchmark Assessment Consultants Inc., and direct Administration to proceed with the tax recovery process in accordance with the Municipal Government Act.
MOTION #26-211 **MOTION CARRIED**

ADJOURNMENT

No further business discussed at this time. The meeting was adjourned at 8:42p.m.

TOWN OF STAVELY

Ramona Whittingham
Mayor / Deputy Mayor

Chief Administrative Officer