

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL  
HELD MONDAY JANUARY 12<sup>TH</sup>, 2026 AT THE STAVELY TOWN OFFICE.**

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

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

TOWN RESIDENT(S):

ABSENT: Tim Martin

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Mayor Whittingham called the meeting to order at 7:06p.m.

**AGENDA**

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

MOTION #26-01

**MOTION CARRIED**

**CONFIRMATION  
OF MINUTES**

Council reviewed the minutes of the December 15<sup>th</sup>, 2025 regular council meeting.

Moved by Councilor Elliott to adopt the minutes as presented.

MOTION #26-02

**MOTION CARRIED**

**DELEGATIONS**

No Delegations

**NEW BUSINESS**

**RFD-2026-01**

**FCSS BOARD**

**MEMBER**

**APPOINTMENT**

MOTION #26-03

An opening for the FCSS Board opened last year. An application to join the board was received via email. Councilor Elliott moved to approve Kristein Johnson as a member of the FCSS Board.

**MOTION CARRIED**

**RFD-2026-02**

**POLICY 01-07**

**SIDEWALK &  
STREET INSPECTION**

MOTION #26-04

Policy 01-07 – Sidewalk & Street Inspections was created in 2005 and remains current to this day. It's currently located in the Council section of policies. Councilor Hill made a motion to move Policy 01-07 to the Public Works section renaming it Policy 04-23 – Sidewalk & Street Inspections.

**MOTION CARRIED**

**RFD-2026-03**

**REVIEW POLICY**

**01-08 – PUBLIC**

**PARTICIPATION**

MOTION #26-05

As per the MGA 216.1 every municipality must establish a public participation policy for the municipality. Our current policy must be reviewed prior to March 2026. The policy was reviewed by all of Council. Councilor Binmore made a motion to extend Policy 01-08 – Public Participation for an addition 4 years.

**MOTION CARRIED**

**RFD-2026-04**

**AMENDMENTS &**

**UPDATES TO**

**REGIONAL**

**MUNICIPAL**

**EMERGENCY**

**MANAGEMENT**

**PLAN & APPENDICES**

MOTION #26-06

Pursuant to Bylaw No. 883 the Emergency Advisory Committee must meet at least once per year and advise Council on the development and status of plans and programs. Councilor Elliott moved to adopt the amendments and updates of the Regional Municipal Emergency Management Plan and Appendices as presented with direction of the Director of Emergency Management.

**MOTION CARRIED**

**RFD-2026-05**

**REMOVAL OF**

**POLICY 04-10 –**

Policy 04-10 – Water Meters was created to establish responsibility of payment for water meter. Councilor Gugala moved to remove Policy 04-10 – Water Meters due to it being outlined in Bylaw #890 – Water &

**WATER METERS**  
**MOTION #26-07**

Sewer Utility Bylaw Section 4.  
**MOTION CARRIED**

## REPORTS

**Mayor Whittingham** – PAC – new water station completed, Mustangs assisted the school, the new superintendent will be attending next meeting.

**Clr. Hill** – Attended Library, FCSS and Fire meetings – nothing to report.

**Clr. Norby** – No Landfill meeting since last Town Council meeting, SDAB.

**Clr. Elliott** – Will be attending Golden Age Meeting tomorrow evening.

**Clr. Binmore** – Nothing to report.

**Clr. Gugala** – ABSW – nothing to report.

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

#### **Projects that are completed:**

- Work is being done on a sewer line in Park Cres. This does involve digging out to the main in the cul-de-sac.

- There has been shop projects going on in the last 4 weeks. That includes work on the grader and re-doing some plumbing in the wash bay.

#### **Upcoming or Continuing:**

- With an upcoming safety meeting, public works will review our safety protocols on grass cutting. This will impact on the type of mower that we would want to purchase in the spring.

- With warmer temperatures, staff will continue to work on upgrades to the recycle shed.

- Maintenance/repairs are being performed on the backhoe, and the F-650 truck.

- Through the newsletter, public works will continue to encourage people to bag their household garbage. This is important, as some residents will drop loose garbage into their bin. However, on garbage day, the loose garbage will blow around when the bin is being dumped into the truck.

- Public Works will start the process of looking into regulations that are imposed on municipalities that have a compost yard. Neighbouring communities are having issues with provincial and federal regulations.

### **CAO Sundquist –**

#### **Attended:**

- Last Joint EM Agency Meeting of 2025, Dec 18<sup>th</sup> @ MD
- Stavelly Fire Department Christmas Supper, Dec 18<sup>th</sup>
- Waste to Energy Presentation-MD @ 1pm

#### **Ongoing:**

- CPO issues-temporary residents living in RV's and barking dogs-meeting with CPO this week
- Year End Audit Prep-Auditors on site Feb 17-18, 2026
- Review of Annual Fire Budget with MD & Stavelly Fire Chief-January 21<sup>st</sup>.
- Discussions with MD regarding the Stavelly Fire Service-review of a 2008 agreement/bylaw-February 5<sup>th</sup>.
- Received another home application for 524 Coulee Trail and garage on 4943 50 ave-starting in March, weather permitting
- LUB Bylaw updates continue-no ETA of first draft established yet
- Playschool Teacher-no applicants-potential for Playschool closure February 1, 2026.
- Investigating the allegation of 2 curb stops on one property, working with PW to solve and have now consulted legal advice-legal advice received, survey to be done and agreement being created.
- All 2025 LGFF, MSI & CCBF Grants have been submitted-awaiting approval
- Garbage charges are supposed to be charged whether the service is utilized or not-has not been.

*JS RW*

**Completed:**

- Stavelly EAC Annual Meeting
- Annual Benefits & Wages input to accounting system for 2026
- Total Compensation packages provided for all staff
- Annual Staff Reviews
- MD has another CPO that started today
- Subdivision Application (with Husted Farms) submitted today

**Upcoming:**

- Year End Preparations for Audit
- Q4-2025 GST
- Recovery Branch Presentation-January 29<sup>th</sup> with Navine and Jim-virtual
- Emerging Trends Conference-Virtual-February 12<sup>th</sup>
- Charging of Water/Sewer on vacant properties
- Taking a Vacation Day-February 13<sup>th</sup>

**Exercised Natural Person Powers: NIL**

**CORRESPONDENCE**

- Joint Supper Meeting invite – MD of Willow Creek – February 25<sup>th</sup>, 2026 at Stavelly Golden Age Center. The MD will be having their Coffee with Council following the joint supper.
- Letter from the Office of the Speaker
- Police Funding Model update

Councilor Gugala moved to adopt the correspondence for information.

MOTION #26-08

**MOTION CARRIED**

**BYLAWS/POLICIES**

No Bylaws

**FINANCIAL**

**A/P**

Moved by Councillor Norby to pay cheques from December 23<sup>rd</sup>, 2025 – January 12<sup>th</sup>, 2026 in the amount of \$160,661.56.

MOTION #26-09

**MOTION CARRIED**

**NOV BANK REC**

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

MOTION #26-10

**MOTION CARRIED**

**DEC BANK REC**

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

MOTION #26-11

**MOTION CARRIED**

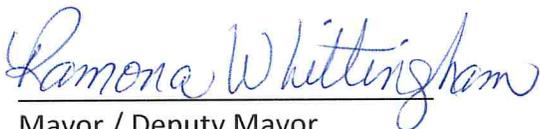
**CONFIDENTIAL**

No Confidential items.

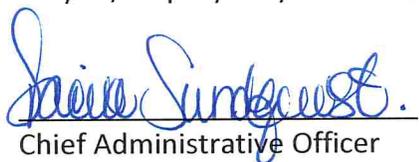
**ADJOURNMENT**

No further business discussed at this time. The meeting was adjourned at 7:53p.m.

**TOWN OF STAVELY**



Mayor / Deputy Mayor



Chief Administrative Officer

