

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL
HELD MONDAY JUNE 22ND, 2026 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 7:00p.m.

AGENDA

Moved by Councilor Norby that the agenda be accepted as presented with an addition of Bylaw #904-Land Use Amendment.

MOTION #26-138

MOTION CARRIED

**CONFIRMATION
OF MINUTES**

Council reviewed the minutes of the June 8th, 2026, regular council meeting.

Moved by Councilor Elliott to adopt the minutes as presented.

MOTION #26-139

MOTION CARRIED

DELEGATIONS

Gavin Scott & Matt Hall from Oldman River Regional Service Commission.

Bob Elliott moved for Council to go in camera at 7:02pm.

MOTION #26-140

MOTION CARRIED

Tim Martin moved for Council to come out of camera at 7:48pm.

MOTION 326-141

MOTION CARRIED

Gavin Scott & Matt Hall left at 7:50p.m.

NEW BUSINESS

**RFD-2026-35
CAMP KITCHEN
AT CENTENNIAL
PARK**

The Stavely Town Council has been discussing the new construction of the Camp Kitchen at Centennial Park. Councilor Hill made a motion to combine funds on the Approved Capital Budget for Willow Creek Timber Frame Ltd to build a new Camp Kitchen at Centennial Park.

MOTION #26-141

MOTION CARRIED

**RFD-2026-36
POLICY 04-24
PUBLIC WORKS
RATES & CHARGES
MOTION #26-142**

Policy 04-24 Public Works Rates & Charges outlines guidelines and fees associated with labor, equipment, materials and miscellaneous services offered by Public Works. Council Gugala moved to approve Policy 04-24 Public Works Rates & Charges as presented.

MOTION CARRIED

**RFD-2026-37
ALBERTA DAY
GRANT**

The Town of Stavely was awarded the Alberta Day Grant to celebrate Alberta's Birthday. Councilor Binmore moved to host a Community BBQ at Centennial Park August 28th, supply Pine Coulee Fishing Derby with pop/water and chips, and serve ice cream treats to the Stavely Elks Kids Picnic and Movie Night.

MOTION #26-143

MOTION CARRIED

**SUMMER 2026
REGULAR COUNCIL
MEETING DATES**

Council approved Summer Council Meeting Dates as July 13th and August 18th with regular meeting resuming in September.

REPORTS

Mayor Whittingham – Physician recruiting – MD did a tour of the clinic and were made aware of the request of another room for a new doctor, how the electric doors are too heavy and the want of an EV charger.

Clr. Norby – Attended Landfill Meeting – going well. Asked for feedback from Public Works and CAO – requesting increase in communication.

Clr. Binmore – PHL is running well, no concerns.

Clr. Gugala – Nothing to report.

Clr. Martin – Ag Society planted trees at the rodeo grounds.

Clr. Elliot – Attended Golden Age Meeting – willing to work on Gazebo to re-stain and fix stairs.

Clr. Hill – Attended productive meeting with Library President and CAO

Foreman Watson – Update on projects / equipment / operations:

- There was a meeting at the Ag park regarding trees that will be planted in that area. 80 trees that could be up 16ft high. They have requested access to water as their will be a drip line installed. We could meter it, or we can find a volume number based on the length of drip line that is connected to each tree.

- Lots of grounds maintenance work going on currently, and PW is a little behind.

- PW is still working with gopher traps in a number of areas

- Paving company has confirmed that they plan on being in Stavely this summer.

- The Sani-Dump was broke into recently, and a small unknown amount of cash was taken. PW will monitor this more closely going forward. More cameras are being talked about or planned with the M.D. at the town shop that will have more coverage for Sani-Dump, water fill station, and recycle area.

- Having some success with sidewalk clearance and overgrowth of caragana's or shrubs. More work still needs to be done.

- Since we have been using the new garbage bin system (Nov. 2025) according to the numbers, there is an increase with tipping fees at the landfill. Meaning garbage is up approx. 3.5 tonnes per month. Admin and PW will continue to track the tipping fees.

- Hydrasurvey is out at the lagoon this week. They will survey the sludge in 3 ponds and the give us a report. Also compare numbers to 2021 with the last survey.

CAO Sundquist –

Attended:

- Stavely School Assembly-June 17th

Ongoing:

- ADP has taken over completing payroll. Some problems were incurred during the process but seem to be resolved.
- Town of Stavely Business Continuity Plan continues
- Obtaining access to change codes at Joint Usage Building-this has been obtained-working with IT to proceed with CAO access.
- Navine and I are taking Alberta Emergency Alert Training
- Review of Stavely Fire Department forms-employment & SOG's
- New Fire Bylaw and Community Standards Bylaw preparation
- 2026 Capital Grant projects input
- JUPA with LRSD to be completed this next month
- Working with Library Board on their bylaws and policies

Completed:

- ATIA & POPA-requirements must be satisfied by June 11, 2026
- New Assessments Uploaded
- Tax Notices and Assessments were mailed June 18th.

- Husted Subdivision finalized and submitted to Land Titles
- Employment matter continues-investigation completed.

Upcoming:

- Stavely School EM Plan-Kelly and I will meet with Stavely School & LRSD postponed to June 19th
- Water Treatment Emergencies Plan-June 25th @ MD
- MD of Information Officers @ MD-June 22nd
- Sonya vacation-June 24-July 2
- Public Hearing for Land Use Amendment July 13th
- Installation of trees and replacement of fence on Ag Society grounds
- GL mapping with ADP
- Tax Recovery Process continues on 2 properties
- A “musky” smell noticed in the Town Office, particularly in the upstairs, for the past month.
- MPC Meeting-July 6th for a Moved on Dwelling at 329 Buttlet Place and a set back waiver for an Accessory Building at 5060 49 ave

Exercised Natural Person Powers: NIL

CORRESPONDENCE

- Enforcement Services- May Report
 - Claresholm Policing Report
 - Emergency Services May Report
 - Understanding your 2026 Town of Stavely Taxes
- Councilor Gugala moved to adopt the correspondence for information.

MOTION #26-144 **MOTION CARRIED**

BYLAWS/POLICIES

LAND USE A request in zoning change from Commercial to Residential at Lot 29 & 30,
AMENDMENT Block 5, Plan 1223J.
BYLAW #904

 Councilor Gugala moved to give the first reading to Bylaw #904.
MOTION #26-145 **MOTION CARRIED**

FINANCIAL

A/P Moved by Councillor Norby to pay cheques from June 9th – June 22nd 2026
in the amount of \$71,851.60.
MOTION #26-146 **MOTION CARRIED**

CONFIDENTIAL

 Councilor Elliott moved the meeting in camera at 7:02p.m to discuss ATIA
Section 28 – Local Public Body Confidences and Section 29 – Advice from
Officials.

MOTION #26-147 **MOTION CARRIED**

 Councilor Martin moved the meeting out of camera at 7:48p.m.
MOTION #26-148 **MOTION CARRIED**

 Councilor Binmore moved the meeting in camera at 8:48p.m to discuss
ATIA Section 24 – Workplace Investigations.

MOTION #26-149 **MOTION CARRIED**

 Councilor Norby moved the meeting out of camera at 9:13p.m.
MOTION #26-150 **MOTION CARRIED**

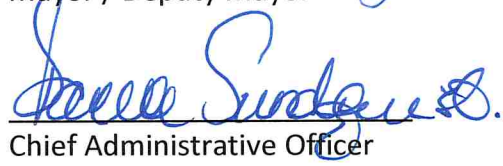
RW
DS

ADJOURNMENT

No further business discussed at this time. The meeting was adjourned at 9:14p.m.

TOWN OF STAVELY


Mayor / Deputy Mayor


Chief Administrative Officer