MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL HELD MONDAY SEPTEMBER 28TH, 2026 AT THE STAVELY TOWN OFFICE.

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

STAFF PRESENT: CAO-Dacia Sundquist

TOWN RESIDENT(S): Candice Husted, Michelle Collins & Gentry Hall

ABSENT: TOWN FOREMAN-Jim Watson

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

AGENDA

Moved by Councillor Elliott that the agenda be accepted as presented and RFD 2026-58 be moved to Closed Session.
MOTION #26-212 **MOTION CARRIED**

CONFIRMATION OF MINUTES

Council reviewed the minutes of the September 14th, 2026 regular council meeting.

Moved by Councillor Elliott to adopt the minutes as presented with amendment to spelling.
MOTION #26-213 **MOTION CARRIED**

DELEGATIONS

No Delegations

NEW BUSINESS

RFD-2026-56 – COUNCIL AND STAVELY MUNICIPAL LIBRARY BOARD
Council reviewed and discussed Administration's recommendation regarding a potential joint governance meeting with the Stavely Municipal Library Board, including possible facilitation from Alberta Municipal Affairs' Public Library Services Branch. No motion was made and no further direction was provided to Administration.

RFD-2026-60 MD OF WILLOW CREEK NO 26 – PROPOSED BYLAW #2040 LAND USE BYLAW AMMENDMENTS
Councillor Martin moved that Council advise the Municipal District of Willow Creek No. 26 that the Town of Stavely has reviewed proposed Bylaw No. 2040, Land Use Bylaw Amendments, as information and has no comments or concerns regarding the proposed amendments.
MOTION #26-214 **MOTION CARRIED**

REPORTS

Mayor Whittingham – Nothing to report.
Clr. Norby – Nothing to report.
Clr. Binmore – Attended Youth Hall meeting, new siding is completed.
Clr. Gugala – Nothing to report.
Clr. Martin – Unable to attend Golf Meeting.
Clr. Elliott – Will be attending Golden Age Meeting on Sunday.
Clr. Hill – Attended Library Board Meeting. Attended FCSS Meeting, reelected President and Vice-President.

Foreman Watson – Update on projects / equipment / operations:

- Phase 2 of the sidewalk replacement program has been completed.
- Still waiting on the plan from Vanee to determine the best way to complete 4-wheel drive repairs to the backhoe.
- Cement crushing has started at the new compost yard. (and be done within 2 to 3 days) We are unable to crush asphalt this time, and we will look at options for the future to clean up our asphalt pile.
- Public works has been moving water at the lagoon in preparation for our annual discharge. The discharge will start right away, as we want to drain the third pond so that we can do repairs to the valve that allows water to leave the lagoon towards Clearbrook. There is also work to be done at a culvert out in the field. M.D. of Willow Creek crew will work on that. The discharge will take about 3 weeks to complete. Valve work to follow.
- Some repairs/maintenance to the distribution pumps and chlorine pump at the water plant were completed recently.
- New residential water and sewer service was created at 4943 50th Ave. Actually an old service that was re-connected.

CAO Sundquist –

Attended:

- Joint EM Meeting-Virtually-Sept 18th
- I was absent for the FCSS Meeting-Sept 21st
- Fire Hall Community BBQ-Sept 23rd

Ongoing:

- Town of Stavely Business Continuity Plan is stalled right now in all departments
- JUPA with LRSD-still reviewing our proposal
- MAP Review-last action submitted-waiting for sign off by MA
- Tax Recovery Process continues on 2 properties
- $500+ in bottles stolen 2 weeks ago, damage to the locked door

Completed:

- New Camera system is being installed at the Joint Usage Building
- PW Casual Hire-Jesse O'Neil-has now joined the Stavely Fire Department as well
- 2026 Capital Grants are all being reviewed-awaiting official approval
- Sept 1st Tax Penalties- Totaling $12,767.90, with $116,974.22 outstanding

Upcoming:

- Liaison Officer Course-Oct
- Community Chest Meeting-Oct 28th
- Interim Audit-Oct 28th-29th
- 2027-115th Celebrations-meeting set for Nov 24th at Community Hal

Exercised Natural Person Powers:

NIL

CORRESPONDENCE

- Letter of Support for the Waste to Energy ACP Grant
- Safety Smart: Town of Stavely update and 2026/27 support request
- Legacy of our Land Invite
- CLP – 100th Anniversary Commemorative Section
- Clarke – Thank you

Councillor Norby moved that Council direct Administration to provide a letter of support for the Willow Creek Regional Waste Management Services Commission's Alberta Community Partnership (ACP) grant application for the proposed Waste-to-Energy Feasibility Study.
MOTION #26-215 **MOTION CARRIED**

Councilor Gugala moved to adopt the correspondence for information.
MOTION #26-216 **MOTION CARRIED**

BYLAWS/POLICIES

MASTER RATES & FEES BYLAW #905

To establish rates, fees and charges for various goods, licenses, permits and services.

Councillor Binmore moved to give the first reading to Bylaw #905.
MOTION #26-217 **MOTION CARRIED**

Councillor Elliott moved to give second reading to Bylaw #905.
MOTION #26-218 **MOTION CARRIED**

Councillor Martin moved that Council unanimously agree to consider third reading of Bylaw #905.
MOTION #26-219 **MOTION CARRIED**

Councillor Gugala moved to give third reading to Bylaw #905.
MOTION #26-220 **MOTION CARRIED**

Bylaw #905 is now in effect.

WATER CONSERVATION & WATER SHORTAGE BYLAW #908

Council reviewed Bylaw #908, which establishes water conservation measures and staged water restrictions to protect the Town's potable water supply during periods of shortage, emergency, or reduced system capacity.

Councillor Elliott moved to give the second reading to Bylaw #908
MOTION #26-221 **MOTION CARRIED**

Councillor Binmore moved to give the third reading to Bylaw #908
MOTION #26-222 **MOTION CARRIED**

Bylaw #908 is now in effect.

FINANCIAL

A/P

Moved by Councillor Norby to pay cheques from September 15th – 28th in the amount of $56,032.34.
MOTION #26-223 **MOTION CARRIED**

CLOSED SESSION

Councillor Martin moved the meeting to closed session at 7:41p.m to discuss RFD 2026-59 - 2026 Tax Sale – Reserve Bids & Conditions pursuant to Section 197 of the Municipal Government Act and Section 30 (Disclosure Harmful to Economic and Other Interests of a Public Body) of the Access to Information Act and to discuss the petition – legal advice pursuant to Section 197 of the Municipal Government Act and Section 32 (Privileged Information) of the Access to Information Act and to discuss RFD 2026-58 – Fire and Emergency Management Leadership Continuity pursuant to Section 197 of the Municipal Government Act and Section 20 (Disclosure Harmful to Personal Privacy) of the Access to Information Act.
MOTION #26-224 **MOTION CARRIED**

Councillor Binmore moved to return to open session at 8:46p.m.
MOTION #26-225 **MOTION CARRIED**

Councillor Elliot moved that Council, pursuant to Section 419(b) of the Municipal Government Act, approve the following conditions of sale for the 2026 tax recovery public auction for the properties located at 5094 51 Ave, Plan 5744J, Block 6, Lot 37 and 5066 50 St, Roll 132:

1. A 10% deposit is payable by the successful bidder immediately following the sale;
2. The balance of the purchase price is payable in full within 10 business days of the public auction;
3. Failure to complete payment within the required timeframe will result in forfeiture of the deposit and cancellation of the sale;
4. The purchaser is responsible for all costs associated with the transfer and registration of title;
5. The properties are sold on an "as is, where is" basis without representation or warranty by the Town of Stavely; and
6. The purchaser is responsible for conducting their own due diligence regarding the property and it's permitted use.

And that Administration be authorized to incorporate the approved conditions of the sale into the 2026 tax recover public auction advertisement and auction documentation as required by the Municipal Government Act.
MOTION #26-226 **MOTION CARRIED**

ADJOURNMENT

No further business discussed at this time. The meeting was adjourned at 8:47p.m.

TOWN OF STAVELY

Mayor / Deputy Mayor

Chief Administrative Officer