

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL
HELD MONDAY JULY 13TH, 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, TOWN FOREMAN-Jim Watson

TOWN RESIDENT(S): Chelsey Hurt, David Olsen and Neil McLeod.

ABSENT:

	Mayor Whittingham called the meeting to order at 7:12p.m.
<u>AGENDA</u>	Moved by Councillor Norby that the agenda be accepted as presented with addition of Bylaw #904.
MOTION #26-151	MOTION CARRIED
<u>CONFIRMATION OF MINUTES</u>	Council reviewed the minutes of the June 22 nd , 2026, regular council meeting.
	Moved by Councillor Gugala to adopt the minutes as presented.
MOTION #26-152	MOTION CARRIED
<u>DELEGATIONS</u>	No Delegations
<u>NEW BUSINESS</u>	
RFD-2026-38 POLICY 04-15 WATER PLANT ON CALL UPDATE	To update the current Water Plant On-Call Policy to reflect operations. Councillor Hill moved to adopt Policy 04-15 – Water Plant On-Call Policy as presented.
MOTION #26-153	MOTION CARRIED
RFD-2026-39 SoW CIRCULAR MATERIALS	Council to review and consider approval of the updated Statement of Work with Circular Materials regarding the Community Depot Operations and Transfer Services come October 1, 2026. Councilor Gugala moved to approve the SoW and direct the CAO to sign the agreement presented.
MOTION #26-154	MOTION CARRIED
RFD-2026-40 EMPLOYEE CODE OF CONDUCT	Council to review the updated Policy 03-11 – Employee Code of Conduct which reflects current legislation, municipal best practices, and the Town’s expectations with staffing characteristics. Council Martin moved to adopt Policy 03-11 – Employee Code of Conduct as presented.
MOTION #26-155	MOTION CARRIED
RFD-2026-41 COMPOST AREA QUOTE	Reviewal of quotes for the ground preparation of the new compost area located east of 51 Ave and West of the Lagoon. Councillor Hill made a motion to award the quote to NLSS.
MOTION #26-156	MOTION CARRIED
RFD-2026-42 STAVELY FIRE DEPARTMENT CODE OF CONDUCT	Policy 03-13 – Stavely Fire Department Code of Conduct is to establish operational, ethical, and professional expectations associated with emergency services. Councillor Binmore moved to adopt Policy 03-13 - Stavely Fire Department Code of Conduct as presented.
MOTION #26-157	MOTION CARRIED
RFD-2026-43 POLICY 03-14 RESPECTFUL	Policy 03-14 – Respectful Workplace, Violence and Harassment Policy establishes and promotes a safe and respectful workplace. Councillor Norby moved to adopt Policy 03-14 - Respectful Workplace, Violence and

RW J

**WORKPLACE,
VIOLENCE &
HARASSMENT
POLICY**

Harassment Policy as presented.

MOTION #26-158

MOTION CARRIED

**RFD-2026-44
STAVELY
MUNICIPAL
LIBRARY BOARD
BYLAWS**

The Stavely Municipal Library Board approved revised bylaws and have submitted them to the Town of Stavely Council for review as per legislation. Councillor Hill made a motion to approve the Stavely Municipal Library Board as presented.

MOTION #26-159

MOTION CARRIED

REPORTS

Mayor Whittingham – Nothing to report.

Clr. Norby – Will be attending Landfill Meeting tomorrow.

Clr. Binmore – Nothing to report.

Clr. Gugala – Attended Health Foundation Golf Tournament on July 11th, 2026

Clr. Martin – Attended Ag Society Meeting – Amateur Rodeo August 22nd, 2026. Potential Roast cook beginning of September

Clr. Elliot – AGM – October 4th, 2026. Golden Age is going well.

Clr. Hill – Attended Library Board Meeting – productive reviewing policies and bylaws.

Foreman Watson – Update on projects / equipment / operations:

- Lots of grounds maintenance work still going on with the ideal growing conditions this summer.
- The Sani Dump was broken into again, and this time we are trying a different lock to see if that helps. Camera surveillance is being planned.
- We have some street valve repair work coming up.
- Still waiting on the 4-wheel drive repair for the backhoe.
- With all the rain recently, very little water is needed from well #1 to the golf course.
- The park camp kitchen building is down, and prep work is in place for the new structure.
- Some tree maintenance work is being done in the park.
- We are having some maintenance issues with the mower that the Ag Society is lending us. This mower primarily cuts grass over at the rodeo grounds. Public works is responsible for maintenance of this unit.

CAO Sundquist –Report

Attended:

- Stavely School for a review of their Emergency Response with LRSD and EM Team-June 19th
- MD of Information Officers @ MD-June 22nd
- Water Treatment Emergencies Plan-June 25th @ MD-attended virtually
- MPC, July 6th Moved on Dwelling at 329 Butte Place and a set back waiver for an Accessory Building at 5060 49 ave

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-to be completed next week.
- Navine and I are taking Alberta Emergency Alert Training-Navine has completed
- 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
- Employment matter continues

Completed:

- GOA Audit of our Assessments-satisfactory
- Husted Subdivision finalized received land titles back-will now process the sale.
- Meet with Stavely Library President to explain the requested changes to their bylaws and what should be in policies & procedures.

Upcoming:

- Tax Recovery Process continues on 2 properties-retained legal to process

Exercised Natural Person Powers:

- Ferg's Annual Agreement

CORRESPONDENCE

- ORRSC – Regional Asset Management Service Initiative
- Stavely Municipal Library Inquiry
- ORRSC Periodical on Dugouts
- Bill 28 Updates

Councillor Hill moved that Council direct Administration to provide written communication to all Council-appointed boards outlining the purpose and rationale for Policy 02-06 – Committee and Board Member Residency Policy, and that the communication also serve as Council's response to the Stavely Library Board's inquiry regarding the Policy.

MOTION #26-160

MOTION CARRIED

Councilor Gugala moved to adopt the correspondence for information.

MOTION #26-161

MOTION CARRIED

BYLAWS/POLICIES**LAND USE****AMMENDMENT****BYLAW #904**

Lots 29 & 30, Block 5, Plan 1223J to change from Commercial (CO) to Residential (R1).

Councillor Hill moved to give second reading to Bylaw #904.

MOTION #26-162

MOTION DEFEATED

FINANCIAL**A/P**

Moved by Councillor Hill to pay cheques from June 22nd to July 13th in the amount of \$139,333.46.

MOTION #26-163

MOTION CARRIED

CONFIDENTIAL

Councillor Gugala moved the meeting in camera at 8:29p.m to discuss ATIA Section 28 – Local Public Body Confidences,

MOTION #26-164

Councillor Binmore moved the meeting out of camera at 8:57p.m.

MOTION #26-165

MOTION CARRIED

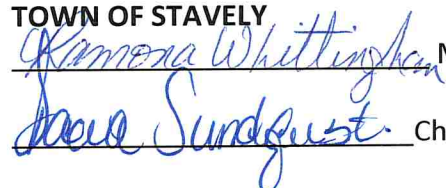
Councillor Bob Elliott moved that Council authorize the Chief Administrative Officer to instruct the Town's legal counsel to pursue a counterclaim on behalf of the Town and/or, where legally appropriate and advisable, on behalf of the Chief Administrative Officer in relation to the current legal proceedings.

MOTION #26-166

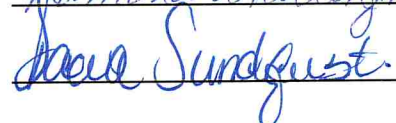
MOTION CARRIED

ADJOURNMENT

No further business discussed at this time. The meeting was adjourned at 9:00p.m.

TOWN OF STAVELY

Mayor / Deputy Mayor



Chief Administrative Officer

