

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL  
HELD MONDAY MARCH 24<sup>TH</sup>, 2025, AT THE STAVELY TOWN OFFICE.**

COUNCIL PRESENT: Mayor: Gentry Hall Councilors: Ramona Whittingham, Janice Binmore, Don Norby, Tim Martin, Dale Gugala and Michael Varey.

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

TOWN RESIDENT(S): Bob Elliot

ABSENT:

---

Mayor Hall called the meeting to order at 7:01 p.m.

**AGENDA**

MOTION #25-63

Moved by Councilor Norby that the agenda be accepted as presented.

**MOTION CARRIED**

**CONFIRMATION  
OF MINUTES**

MOTION #25-64

Council reviewed the minutes of the March 10<sup>th</sup>, 2025, regular council meeting.

Moved by Councilor Martin to adopt the minutes as presented. 

**MOTION CARRIED**

**DELEGATIONS**

BOB – Mosquito Creek Foundation Representative.

**NEW BUSINESS**

**RFD-2025-21  
LRSD ELECTION  
AGREEMENT**

MOTION #25-65

In preparation for the upcoming election in October LRSD is questioning the Town of Stavelly if we want to enter a joint election service agreement as previous years. Councilor Martin moved to have CAO sign the agreement with LRSD to have joint election services.

**MOTION CARRIED**

**RFD-2025-22  
FCSS AFFORDABILITY  
GRANT & WAGE  
TOP-UP  
AGREEMENT**

MOTION #25-66

A new Child Care Subsidy Program for 2025/26 has come into effect resulting in a new Affordability Grant Agreement and Wage Top-Up Agreement for Stavelly Playschool. Councilor Gugala moved to have CAO sign new Child Care Subsidy Program Agreements.

**MOTION CARRIED**

**RFD-2025-23  
FORTIS STREET  
LIGHT INSTALL**

MOTION #25-67

The Town of Stavelly received a quote from FORTIS regarding the street light installation at each crosswalk on 55<sup>th</sup> Ave. Councilor Norby moved to have CAO sign the acknowledgement and quote which will allow FORTIS to proceed and use the funds from the 2025 Capital Budget.

**MOTION CARRIED**

**RFD-2025-24  
POLICY 04-03  
ROAD  
CLASSIFICATION**

MOTION #25-68

The Town of Stavelly does not have a road classification with the boundaries of Town. Councilor Martin moved to adopt Policy 04-03 Road Classification accompanied by a map and legend.

**MOTION CARRIED**

**RFD-2025-25  
POLICY 04-08  
PRIORITY SNOW  
REMOVAL REVISION**

MOTION #25-69

Policy 04-08 indicates priority areas within Town for snow removal. Councilor Whittingham moved to adopt changes to Policy 04-08 Priority Snow Removal to include alleys/laneways as high priority.

**MOTION CARRIED**


## **REPORTS**

**Mayor Hall** – PHYS is currently recruiting, attended ICF Meeting.

**Clr. Whittingham** – PAC Meeting – Ice fishing trip completed, upcoming passion projects. Museum – meeting painting at chapel, insulation of lean-to to begin in Spring.

**Clr. Norby** – Attended Landfill Meeting – completed a successful year.

**Clr. Varey** – ICF March 12<sup>th</sup>. Resident's concerns regarding rock placement for bird's nest. Possible adopt a tree program? Varey will obtain more information from the resident requesting.

**Clr. Binmore** – Requires assistant painting at chapel.

**Clr. Gugala** – Attended Claresholm Health Foundation Cornhole Tournament, Town of Stavelly was well represented at the event.

**Clr. Martin** – Nothing to report.

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

- With the fire events that were in the Stavelly area on Sunday March 9<sup>th</sup>, there was a lot of water hauled from a fire hydrant in town. Estimated to be a little over 50,000 gallons. (190,000 litres) That amount dropped our reservoir down about 20%. Overall, the water plant managed fairly well with the demand. It took about 24 hours to recover.
- Staff have been spending a lot of time at the dog park. A lot of the old dead trees have now been removed.
- Another project that public works will look into is having a mobile backup generator for usage with the following areas: water well, public works building, outdoor arena events, community hall parking lot events, and make it available to the M.D. of Willow Creek for special events.
- Public works would like to acknowledge all the work being done by the administration team. They have been catching up with many outdated policies and providing public works with valued updated information.

### **CAO Sundquist** –

#### **Attended:**

- DEM Course-Vulcan, all day March 19<sup>th</sup>
- Implementation of the Fob System for the new Bulk Water Station-training
- ICF Meeting-MD, March 12 @ MD Office
- Mosquito Creek Housing Foundation Virtual Meeting-March 24<sup>th</sup>

#### **Ongoing:**

- Clean up order given to 5066 50<sup>th</sup>-has gone through Court on March 19<sup>th</sup>, received outcome today at 4:30-still need to meet with Bylaw Team to discuss.
- LUB update continues with ORRSC-dust is collecting on this project right now.
- Cemetery GIS records updates-project should be ready to go online in the next month-Sonya is just cross referencing burial permits.
- Navine will be taking over some Stavelly FCSS Director duties from Angela Crone.
- MAP final report-received, recap for next Council meeting-April 14<sup>th</sup>.
- Upgrades to Stavelly Archery Lanes-expecting quotes for upcoming Council meeting.
- EPR implementation-\$13,000 quote received-working with MD-they have agreed to add the Town of Stavelly as loss payable.
- Election training and preparations-in newsletter and website now.
- Assessments received-will process after Operating Budget is completed.
- Education Tax will increase 13% for the Town
- GOA is conducting a province wide Child Care Assessment with communities-survey live for parents now.

#### **Upcoming:**

- ICS Training in April 8-10, in Lethbridge
- Community Mowing Position 2026-letters out to organizations-awaiting community feedback
- Tree workshop at the Stavelly Golf Course in partnership with MD-April 7<sup>th</sup> at the Stavelly Golf Course



- Tax Arrears-preparations of Land Titles list for caveats by March 31, 2025.
- Capital & Operating Budgets
- AB Munis has an RFP out for benefits providers
- Catalis (Muniware) offered us free EFT service-will be implementing soon.
- TTX with AB Wildfire @ MD of Ranchland-March 27-all afternoon.
- One full day with Audit, went well-another day this week or next
- Stavely Fire Department-new truck is in Fire Hall-March 27<sup>th</sup>
- Clay would like to use the Town lot for selling plants again this year if ok with Council?

#### **CORRESPONDENCE**

- 2024 Map Review
- Minister's Letter – Budget 2025
- Education Property Tax Factsheet with Tax assessment
- Policing Funding Model – Town of Stavely 2024-2025
- Emergency Services – February Stats

Councilor Gugala moved to adopt the correspondence for information.

MOTION #25-70

**MOTION CARRIED**

#### **BYLAWS/POLICIES**

No Bylaws

#### **FINANCIAL**

A/P

Moved by Councillor Norby to pay cheques 20250139-20250157 in the amount of \$72,853.80.

MOTION #25-71

**MOTION CARRIED**

**FEB BANK REC**

MOTION #25-72

Councillor Martin moved to accept the February Bank Rec as presented.

**MOTION CARRIED**

#### **CONFIDENTIAL**

No Confidential Items.

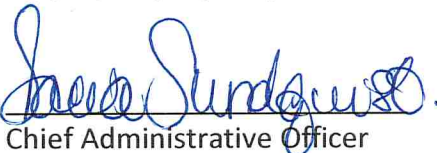
#### **ADJOURNMENT**

No further business discussed at this time. The meeting was adjourned at 8:06pm.

#### **TOWN OF STAVELY**



Mayor / Deputy Mayor



Chief Administrative Officer



