

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL
HELD MONDAY JANUARY 26TH, 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

MOTION #26-12

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

MOTION CARRIED

**CONFIRMATION
OF MINUTES**

MOTION #26-13

Council reviewed the minutes of the January 12th, 2026, regular council meeting.

Moved by Councilor Hill to adopt the minutes as presented.

MOTION CARRIED

DELEGATIONS

No Delegations

NEW BUSINESS

RFD-2026-06

WATER PLANT

ON-CALL

REVISION

MOTION #26-14

Policy 04-15 states only Level 1 Operators are permitted to check on the Water Plant during weekends. Councilor Hill moved to allow Small Systems Certified employees working towards their Level 1 Operator to participate in weekend on-call rotations.

MOTION CARRIED

REPORTS

Mayor Whittingham – Nothing to report.

Clr. Norby – Attended Landfill meeting – all is going well.

Clr. Binmore – Attended PHL Meeting – all units are full, Phase 2 is beginning. Attended Youth Hall meeting – nothing to report.

Clr. Gugala – Attended ABSW Meeting.

Clr. Martin – Nothing to report.

Clr. Elliot – Attended Golden Age Meeting.

Clr. Hill – Nothing to report.

Foreman Watson – Update on projects / equipment / operations:

Projects that are completed:

- Notes from safety meeting: Regarding mowing this summer, staff will be asked to continually use the mulch attachment that is on the mower for area safety. This also means cutting the grass a little higher to prevent debris being thrown from the cutting deck.
- Public works recommends that no more vac truck dumping at our compost pile. There will be a new area created in the north industrial area that can accommodate vac truck mud from our community only.
- Staff will continue to make minor adjustments inside our shop to comply with all OH&S regulations

Upcoming or Continuing:

- Recycle shed reno's are nearing completion.
- Annual inspections or updates are being completed at the town shop regarding heating/plumbing. Also, updates are being completed for our SCADA system at the water plant.

DS/RW

- Public works staff is noticing an increase in garbage at the arena. Primarily when there is a weekend event at both the arena and archery lanes. All the bins are being stored by the arena. We may add bins for the archery lanes, which be in a different location.

CAO Sundquist –

Attended:

- Review of Annual Fire Budget with MD & Stavely Fire Chief-January 20th
- Virtual RhPAP communities meeting with ABMunis and RMA-Ramona and I attended-Jan 22

Ongoing:

- CPO issues-temporary residents living in RV's, stop order was served to 5065 52 ave to cease habituating in the RV in the driveway-trailer was removed during the night last Thursday. Municipal Enforcement Updated their barking dog log to a package that gives great explanation to why the barking dog log is required. Thanks for your input on this project Janice.
- Year End Audit Prep-Auditors on site Feb 17-18, 2026
- Review of Annual Fire Budget with MD & Stavely Fire Chief-February 5th
- Discussions with MD regarding the Stavely Fire Service-review of a 2008 agreement/bylaw
- LUB Bylaw updates continue-no ETA of first draft established yet
- Playschool Teacher-no applicants-Cindy agreed to stay on until June. LRSD is not interested in having the Playschool as part of the School. FCSS will have to make a decision whether to continue running Playschool in the Fall.
- All 2025 LGFF, MSI & CCBF Grants have been submitted-awaiting approval
- Year End Preparations for Audit
- Bylaw to serve 11 people with fines for "failure to register their dogs".
- Outstanding utilities will result in water shut offs in 2026

Completed:

- Have asked all staff to book out holidays at least 1 week in advance or they may not be granted in 2026.
- Q4-2025 GST
- Signing of the Bylaw Officer Oath with new CPO for MD-Levi Draper
- FOX Energy-Annual Fire Extinguisher Checks
- First Draft of the Utility Easement from lawyer & survey ordered
- Garbage, Water and Sewer charges preparations

Upcoming:

- Emerging Trends Conference-Virtual-February 12th
- Charging of Water/Sewer & Waste on vacant or inactive properties
- CAO Vacation Day-February 13th
- Endpoint Waste Presentation-Claresholm Council Chambers @ 3:30pm

Exercised Natural Person Powers:

- Esite-Odata-Park Enterprises, Town & Safety Codes Agreement

CORRESPONDENCE

- Police Funding Model 5 Year Estimate
- Mosquito Creek Foundation Email – GOA Operational review
- Oldman River Watershed – Annual Report
- Oldman River Watershed – Annual Donation
- ABSW January Bulletin
- EOEP Newsletter
- Willow Creek Regional Landfill – Invitation to Participate
- Subdivision Notification – Husted Farms
- Emergency Management – December Report
- Municipal Enforcement - December Report
- Chinook Arch Regional Library System – Board Report

Councilor Elliott moved to adopt the correspondence for information.

MOTION #26-15

MOTION CARRIED

MOTION #26-16 Councilor Binmore moved to provide an annual donation of \$276 to the Oldman River Watershed.
MOTION CARRIED

BYLAWS/POLICIES

WASTE BYLAW #892 REVIEW The Waste Bylaw was brought to the attention of Council to review.

WATER & UTILITY BYLAW #892 REVIEW The Water & Utility Bylaw was brought to the attention of Council to review.

FINANCIAL Councilor Norby moved to pay all payables from January 15-26 in the amount of \$38,044.39.
MOTION CARRIED

CONFIDENTIAL

MOTION #26-17 Councilor Martin moved the meeting in camera at 8:05p.m to discuss ATIA Section 20-Disclosure to Personal Privacy.
MOTION CARRIED

MOTION #26-18 Councilor Norby moved the meeting out of camera at 8:35p.m.
MOTION CARRIED

UTILITY CHARGES ON VACANT LOTS Councilor Gugala made a motion to approve CAO's list of exempt properties ensures the vacant water and sewer charges are applied as intended, supports equitable billing practices, and provides administrative clarity prior to implementation on January 1, 2026.

MOTION #26-19 **MOTION CARRIED**

WASTE CHARGES Councilor Gugala made a motion to direct Administration to charge the additional 38 residential and 8 non-residential property owners the applicable monthly waste service fees in accordance with Bylaw #892, effective January 1st, 2026 captured as part of the Town's annual "Utility Capital Contribution".

MOTION #26-20 **MOTION CARRIED**

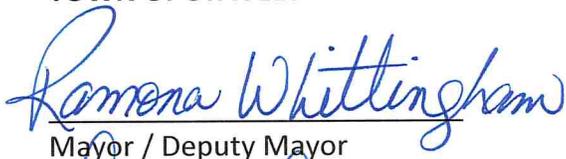
COMMUNITY GROUP WASTE CHARGES Councilor Elliott made a motion to direct Administration to begin charging the Stavely Golf Course, Stavely Golden Age, Stavely Youth Hall, Stavely Arena Stavely Community Hall a \$25 monthly service charge for garbage.

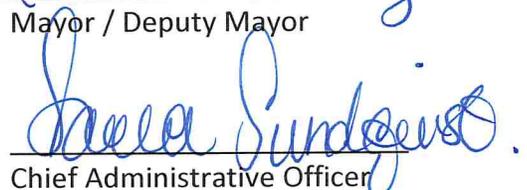
MOTION #26-21 **MOTION CARRIED**

ADJOURNMENT

No further business discussed at this time. The meeting was adjourned at 8:45p.m.

TOWN OF STAVELY


Mayor / Deputy Mayor


Chief Administrative Officer

