

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL
HELD MONDAY MARCH 23RD, 2026 AT THE STAVELY TOWN OFFICE.**

COUNCIL PRESENT: Mayor: Ramona Whittingham Councilors: Janice Binmore, Don Norby, Dale Gugala, Bob Elliot and Todd Hill.

STAFF PRESENT: TOWN FOREMAN-Jim Watson. CCOC – Navine Medicott

TOWN RESIDENT(S):

ABSENT: CAO-Dacia Sundquist, Councilor Tim Martin

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

AGENDA

Moved by Councilor Norby that the agenda be accepted as presented with addition of Bylaw #895 and RFD-2026-17.

MOTION #26-49

MOTION CARRIED

**CONFIRMATION
OF MINUTES**

Council reviewed the minutes of the March 9th, 2026, regular council meeting.

Moved by Councilor Hill to adopt the minutes as presented.

MOTION #26-50

MOTION CARRIED

DELEGATIONS

Senior Planner at ORRSC – Gavin

Present for Public Hearing of Bylaw #895 – LUB Amendment

Left at 7:12pm

NEW BUSINESS

**RFD-2026-13
RENEWAL &
AMMENDMENT OF
THE WILLOW CREEK
IRP AGREEMENT**

Seeking Council's direction regarding the updated Willow Creek Inter-Municipal Recreational Funding Agreement between the Town of Stavelly, Nanton, Claresholm and Fort Macleod. Councilor Hill moved to approve the renewal agreement with the proposed amendments to update the base year, implement annual averaging, and apply CPI-based inflation caps.

MOTION #26-51

MOTION CARRIED

**RFD-2026-14
OVERGROWN
HEDGES & SHRUBS**

Council provided with a revised list of properties in violation of Bylaw #888 – Town Owned Property Landscape Management. Councilor Elliott made a motion for Administration to prepare Notices for the properties provided by Public Works following Bylaw #888.

MOTION #26-52

MOTION CARRIED

**RFD-2026-15
APPOINTMENT
OF CLERK FOR
THE ISDAB**

The Town of Stavelly must appoint a Clerk for the Chinook Intermunicipal Subdivision and Development Appeal Board (ISDAB) to comply with Bylaw #812 and the Municipal Government Act. Councilor Binmore moved to appoint Oldman River Regional Services Commission as Clerk for the Chinook Intermunicipal Subdivision and Development Appeal Board in accordance with Bylaw No. 812 and section 627.1 of the Municipal Government Act.

MOTION #26-53

MOTION CARRIED

**RFD-2026-16
RAIL COTTAGES
UTILITIS
AMMENDMENT**

Administration is looking for guidance in creating consistent utility billing for Multi-Unit residential properties. Councillor Hill moved to update Bylaw #891 – Master Rates & Fees to include Multi-Unit Residential classification with a charge per-unit, additional definitions and for Administration to review all utility rates and report back with recommendations to ensure appropriate cost recovery.



MOTION #26-54 **MOTION CARRIED**

RFD-2026-17 APPOINTMENT OF MUNICIPAL LIBRARY BOARD MEMBERS As per the Library Act and the Stavely Municipal Library Board, members must be appointed by Council. Councilor Norby moved to appoint Denise Allerdings, Linda Colley, Brydon Saunders and Tanya Law for an additional two-year term, .

MOTION #26-55 **MOTION CARRIED**

REPORTS

Mayor Whittingham – Received an update from Claresholm Medical Clinic that the new doctor is accepting 700 new clients. 2 new doctors on the way. Attended ICF Meeting regarding Recreation Agreement and Police Funding.

Clr. Norby – Nothing to report.

Clr. Binmore – Porcupine Hill continues.

Clr. Gugala – Nothing to report.

Clr. Elliot – Attended Golden Age Meeting. Attended ICF Meeting regarding Recreation Agreement and Police Funding.

Clr. Hill – Nothing to report.

Foreman Watson – Update on projects / equipment / operations:

- Equipment update: Waiting on parts to arrive for the 4-wheel drive repair on the backhoe. Also having some front tire issues with this unit. One tire will need to be replaced.

- Public works staff will review operational procedures on how we are using the various equipment that we have available to use.

- Gopher control has started. We have 4 zones around the community that staff is working away at.

- We did purchase some late season sand from Volker Stevin. This spring we will try and cover up the pile to preserve it for next winter.

- Water/wastewater staff will continue training this spring, which included the Banff conference.

- Water meter replacement will ramp up this spring with both commercial and residential.

- Work is continuing out at the lagoon with our compost pile. This includes adding snow/moisture, also turning the pile to further break it down.

- Capital spending approval is in place to purchase a new John Deere mower. The town will have a used JD mower for sale through our auction process.

CAO Sundquist –

Attended:

- Webinar: Alberta Ombudsman Municipal Webinar - When Bylaw Chooses to Not Enforce-March 10 with Brad Larsen-CPO
- ICF Meeting-Town of Nanton-March 11 @ 6pm-with Ramona and Bob
- Virtual-2026 Hazard Season Briefing-March 12
- Operational Period Briefing at MD-March 19-with Navine

Ongoing:

- LUB Bylaw updates continue-Gavin has told me that the first draft will be ready soon.
- Playschool Teacher-no applicants continues
- Bylaw to serve 11 people with fines for “failure to register their dogs”-5 remain on the list.



- Stavely School EM Plan-Kelly and I will meet with Stavely School in April to review
- Still closing gaps for our 2023 MAP Review-only about 6 small things to satisfy by May
- EFT TIPPS payments-taxpayers will be able to choose between the 2nd or 4th Thursday of the month.
- Town of Stavely Business Continuity Plan is rolling out this week, last completed in 2020 but lacked specific detail.
- Assessments have been received-a 8% increase for the Town of Stavely.
- 3 homes being completed on the north side of 55th.

Completed:

- Tax Assessment Audit was completed by the GOA-received Ministers Approval
- Outstanding taxes of \$41,729.92 was paid last week.

Upcoming:

- Mock EM Scenario March 30-April 1-MD of Willow Creek
- Liaison Officer Training-April 8-9-Okotoks

Exercised Natural Person Powers:

- Childcare Affordability Grant-signed for a 2% increase (playschool related)

CORRESPONDENCE

- February Enforcement Services Report
 - ABSW Bulletin
 - ORRSC Communication
 - February Emergency Services Report
 - Assessment Audit Report 2024 Rol (Tax Year 2025)
- Councilor Gugala moved to adopt the correspondence for information.

MOTION #26-56

MOTION CARRIED

BYLAWS/POLICIES

WASTE BYLAW #897

A Bylaw to provide safe handling and understanding of the Solid Waste program in the Town of Stavely.

MOTION #26-57

Councilor Elliott moved to give second reading to Bylaw #897
MOTION CARRIED

MOTION #26-58

Councilor Norby moved to give third reading to Bylaw #897
MOTION CARRIED
Bylaw #897 is now in effect

WATER & WASTE-WATER BYLAW #898

A Bylaw to regulate the provision, use, operation, and protection of Municipal Water & Wastewater services.

MOTION #26-59

Councilor Binmore moved to give second reading to Bylaw #898
MOTION CARRIED

MOTION #26-60

Councilor Norby moved to give third reading to Bylaw #898
MOTION CARRIED
Bylaw #898 is now in effect

PROCEDURAL BYLAW #899

A Bylaw to regulate the proceeding and conduct of Council and Council Committee Meeting.

MOTION #26-61

Councilor Gugala moved to give the first reading to Bylaw #899
MOTION CARRIED

MOTION #26-62

Councilor Elliott moved to give second reading to Bylaw #899
MOTION CARRIED

MOTION #26-63

Councilor Norby moved to give third and final reading to Bylaw #899 since all motions were carried unanimously.
MOTION CARRIED
Councilor Hill moved to give third reading to Bylaw #899

RW

MOTION #26-64

MOTION CARRIED

Bylaw #899 is now in effect

**BORROWING
BYLAW #900**

A Bylaw to establish the municipal borrowing bylaw for the purpose of general operating expense.

MOTION #26-65

MOTION CARRIED

Councilor Gugala moved to give the first reading to Bylaw #900

Councilor Binmore moved to give second reading to Bylaw #900

MOTION #26-66

MOTION CARRIED

Councilor Elliott moved to give third and final reading to Bylaw #900 since all motions were carried unanimously.

MOTION #26-67

MOTION CARRIED

Councilor Hill moved to give third reading to Bylaw #900

MOTION #26-68

MOTION CARRIED

Bylaw #900 is now in effect

**LAND USE
AMENDMENT
BYLAW #895**

An amendment to the LUB to change land from "Industrial" – IN to "Public Institution" - PI

MOTION #26-69

MOTION CARRIED

Councilor Elliott moved to give second reading to Bylaw #895

Councilor Norby moved to give third reading to Bylaw #895

MOTION #26-70

MOTION CARRIED

Bylaw #895 is now in effect

FINANCIAL

A/P

Moved by Councillor Norby to pay cheques from March 10th, 2026 – March 23rd, 2026 in the amount of \$68,912.30.

MOTION #26-71

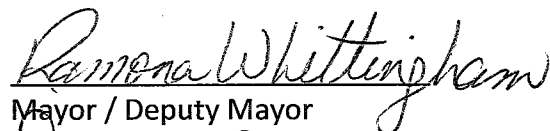
MOTION CARRIED

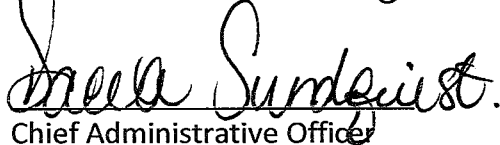
CONFIDENTIAL

ADJOURNMENT

No further business discussed at this time. The meeting was adjourned at 8:11p.m.

TOWN OF STAVELY


Mayor / Deputy Mayor


Chief Administrative Officer