

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL  
HELD MONDAY JUNE 9<sup>TH</sup>, 2025 AT THE STAVELY TOWN OFFICE.**

COUNCIL PRESENT: Councilors: Ramona Whittingham, Janice Binmore, Don Norby, Tim Martin and Michael Varey.

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

TOWN RESIDENT(S): Bob Elliot

ABSENT: Mayor Gentry Hall & Councilor Dale Gugala

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

**AGENDA**

Moved by Councilor Norby that the agenda be accepted as presented with additions to the correspondence.

MOTION #25-118

**MOTION CARRIED**

**CONFIRMATION  
OF MINUTES**

Council reviewed the minutes of the May 26<sup>th</sup>, 2025, regular council meeting.

Moved by Councilor Binmore to adopt the minutes as presented.

MOTION #25-119

**MOTION CARRIED**

**DELEGATIONS**

No Delegations

**NEW BUSINESS**

**RFD-2025-41  
SALE OF 5003 &  
5005 50 AVE**

Due to Asset Retirement Obligations, the Town of Stavely Council has been considering selling the Old Municipal Building at 5003 & 5005 50 Ave. After reviewing property assessments from local realtors Council Varey moved to offer the current lease holders the first right of refusal of the building which will be listed at \$142,500.00, based on the realtors assessments obtained by the Town.

MOTION #25-120

**MOTION CARRIED**

**RFD-2025-42  
TAXES ON TOWN  
PROPERTY**

Annually the Town of Stavely reviews the cancellation of taxes on the Town Office, Old Town Office, future industrial sub-division and Town owned residential land. Councilor Binmore moved to waive the 2025 municipal taxes on property rolls 17, 18, 208, and 483 totaling \$1,528.21.

MOTION #25-121

**MOTION CARRIED**

**REPORTS**

**Clr. Whittingham** – Attended Museum meeting at the Church. Attended open house at the Chapel. Volunteered at Lobsterfest. PHYs have recruitment tomorrow.

**Clr. Norby** – Landfilled hired Cassie Bishop for the recent job opening.

**Clr. Varey** – Attended Golden Age Meeting.

**Clr. Binmore** – Museum had an Open House. Summer Student has started at the Museum and is enjoying the position. Will attend Royal Purple Meeting on Wednesday to accept Cheque.

**Clr. Martin** – Attended AG Society Meeting – Mustangs Hockey will be utilizing rink this winter. Pro Rodeo has put in a water line to the arena grounds. Midget Wrestling will be held July 26. Attended Lobster Fest.

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

**Projects that are completed:**

RW DF

- Dust control on 52<sup>nd</sup> Street, Rodeo Grounds water line, Street sweeping with the Town of Claresholm.
- New Hydrant was installed by the arena on 51<sup>st</sup> Ave.
- The cement contractor has started work with the specified locations for Phase 1 of sidewalk replacement.
- Weed control contractor was in town spraying weeds at various locations.
- MPE has been working at the water plant. New SCADA has been installed, however there are a few problems to solve so that all operations are in sync with the new software.

#### Upcoming:

- More water valve repair. Working with our contractor that handles most water line repairs for the town.
- Water fill station users will start moving over to the new station, as it is up and running.
- New recycling contractor has started with 5 bins. Within just the 1<sup>st</sup> week of collecting, public works has concerns regarding when the truck comes to pick up. When the truck was in town, they had trouble and left some recycling material on the street. Public works will continue to monitor the pickup procedures (possibly Monday and Thursday).

#### **CAO Sundquist –**

##### **Attended:**

- Remedial Order Clean Up-May 27<sup>th</sup>. We have replace 2 items.
- AEMA Local Authorities Webinar-June 3rd
- Took some time off-half day last Wednesday and all day Thursday, came in early on Friday to accommodate leaving at 2pm for Lobsterfest.

##### **Ongoing:**

- Cemetery GIS records updates-Spreadsheets complete-now just need to transfer info to GIS.
- E360-trouble with delivery & dumping
- Switching all phones to VOIP phones-TELUS is stalled at the moment-June 13<sup>th</sup>
- OH&S list
- Development of ESS Plan with MD of Willow Creek

##### **Completed:**

- Weekly letters to property owners who are violating Community Standards-Bylaw will follow up with all notifications.
- 2025 Tax Notices & Assessments are printed and go into the mail on Wednesday.

##### **Upcoming:**

- Catalis (Muniware) offered us free EFT service.
- Community Standards-amendment to wording
- Secure Elections workers
- Rodeo-Sand Pile for Kids Corral-sponsored by Stavely FCSS & the Town of Stavely
- Wednesday in Picture Butte for AB Munis Caucus.

#### **CORRESPONDENCE**

- Q4 – RCMP Report
- Letter from Deputy Minister – MAP Review acknowledgement
- Claresholm Health Foundation Annual Golf Tournament Invite
- Emergency Management Stats – April
- Invite to Pink Tea Reception for the Famous 5 Maquette “Trailblazers Tour”
- Town of Nanton Resolution – Increase of Gov’t Recreational Funding
- Town Hall – MLA-Coal Mining

Councilor Norby moved to adopt the correspondence for information.

MOTION #25-122

**MOTION CARRIED**

#### **BYLAWS/POLICIES**

##### **TRAFFIC BYLAW #859**

The Traffic Bylaw allows the municipality to delegate authority in respect to the highways under its direction, control and management and transport.

Councilor Binmore moved to give first reading to Bylaw #859.

MOTION #25-123

**MOTION CARRIED**

**2025 TAX RATE  
BYLAW #886**

The Town of Stavely must pass a bylaw that authorizes the rates of taxation to be levied against assessable properties for the 2025 year.  
Councilor Norby moved to give first reading to Bylaw #886.

MOTION #25-124

**MOTION CARRIED**

Councilor Martin moved to give second reading to Bylaw #886.

MOTION #25-125

**MOTION CARRIED**

Councilor Varey moved to give third and final reading to Bylaw #886 since all motions were carried unanimously.

MOTION #25-126

**MOTION CARRIED**

Councilor Binmore moved to give third reading to Bylaw #886.

MOTION #25-127

**MOTION CARRIED**

Bylaw #886 is now in effect

**TOWN OWNED  
PROPERTY  
LANDSCAPE  
MANAGEMENT  
BYLAW #888**

The Town Owned Property Landscape Management Bylaw allows for the Town of Stavely to enforce landscaping within the Town.

Councilor Norby moved to give first reading to Bylaw #888.

MOTION #25-128

**MOTION CARRIED**

Councilor Martin moved to give second reading to Bylaw #888.

MOTION #25-129

**MOTION CARRIED**

Councilor Varey moved to give third and final reading to Bylaw #888 since all motions were carried unanimously.

MOTION #25-130

**MOTION CARRIED**

Councilor Binmore moved to give third reading to Bylaw #888.

MOTION #25-131

**MOTION CARRIED**

Bylaw #888 is now in effect

**FINANCIAL  
A/P**

Moved by Councillor Norby to pay cheques 20250300-20250352 in the amount of \$81,125.84.

MOTION #25-132

**MOTION CARRIED**

**CONFIDENTIAL**

Councilor Martin moved the meeting in camera at 8:08 pm to discuss FOIP Section 18-Disclosure harmful to individual or public safety.

MOTION #25-133

**MOTION CARRIED**

Councilor Varey moved the meeting out of camera at 8:22pm.

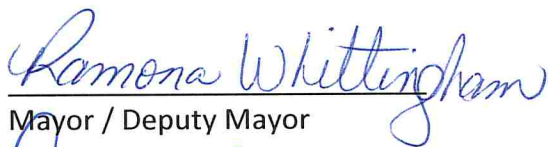
MOTION #25-134

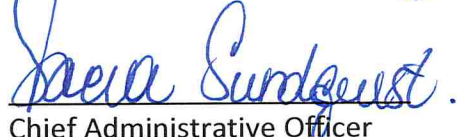
**MOTION CARRIED**

**ADJOURNMENT**

No further business discussed at this time. The meeting was adjourned at 8:23pm.

**TOWN OF STAVELY**

  
Mayor / Deputy Mayor

  
Chief Administrative Officer

