

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL
HELD MONDAY APRIL 27TH, 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 RESIDENT(S):

ABSENT: Public Works Foreman - Jim Watson

Mayor Whittingham called the meeting to order at 7:04p.m.

AGENDA

MOTION #26-86

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

MOTION CARRIED

**CONFIRMATION
OF MINUTES**

MOTION #26-87

Council reviewed the minutes of the April 7th, 2026, special council meeting.

Moved by Councilor Hill to adopt the minutes as presented with amendment.

MOTION CARRIED

MOTION #26-88

Council reviewed the minutes of the April 13th, regular council meeting.

Moved by Councilor Gugala to adopt the minutes as presented.

MOTION CARRIED

DELEGATIONS

No Delegations

NEW BUSINESS

**RFD-2026-19
AMENDING
AGREEMENT
TO THE REGIONAL
EMRGENCY
MANAGEMENT
MOTION #26-89**

The Regional Emergency Management Program Agreement was renewed on June 25th, 2025. The Fee Schedule has been discussed amongst the 3 municipalities requesting an amendment to reflect annual amounts.

Council Hil made a motion to amend "Schedule A" to the Regional Emergency Management Program Agreement with the Municipal District of Willow Creek No. 26 and the Municipal District of Ranchland No. 66.

MOTION CARRIED

**RFD-2026-20
POLICY 03-12
DRESS CODE
MOTION #26-90**

The Town of Stavely does not have a formal policy addressing the dress code at the Town Office or Public Works. Council Martin moved to adopt Policy 03-12 – Dress Code as presented.

MOTION CARRIED

REPORTS

Mayor Whittingham – Nothing to report.

Clr. Norby – Attended Landfill meeting.

Clr. Binmore – PHL – attended meeting, seeking finance for Phase 2 development.

Clr. Gugala – Nothing to report.

Clr. Martin – Attended Golf Meeting – Tournament dates confirmed, clean-up rescheduled to upcoming date.

Clr. Elliot – Attended Golden Age meeting.

Clr. Hill – Nothing to report.

Foreman Watson – Update on projects / equipment / operations:

- Auction site process went well with two items. 3 pt hitch mower went to Medicine Hat, and the JD mower went to Picture Butte.
- Public Works staff working with Shawne Excavating out of High River. We have been repairing curb stops on various properties.
- More water meter installs have been completed.
- Gopher control is still in progress.
- April clean up month has been somewhat busy for the crew.
- Still waiting on parts for repair with the backhoe 4-wheel drive.

CAO Sundquist –

Attended:

- Stavelly Community Small Hall, April 24th, 3-6pm
- Gavin and I met this week and reviewed the first draft of the new LUB

Ongoing:

- I'm exploring a third party company to start processing payroll.
- EFT TIPPS payments automatic debits-taxpayers will be able to choose between the 2nd or 4th Thursday of the month-hope to have all on by June 1st.
- Town of Stavelly Business Continuity Plan is rolling out this week, last completed in 2020 but lacked specific detail. This is being done by both Admin and PW Departments. Town Office staff have met to divide and identify their priorities and have a goal to complete priority items by the end of summer.
- Made some upgrades to the accounting system so that email functionality will work.
- Extensive amount of time spent on dealing with an employment matter.
- 2025 financial statements are complete-I have a couple of outstanding questions for the audit team and we will be connecting this week to ensure that our FIR's are filed by May 1st.
- Stavelly FCSS received a grant to assist with celebrating National Volunteer Week, April 19-25th, 2026. Stavelly Community Small Hall, April 24th, 3-6pm (drop-in), please attend if you can.
- Obtaining access to change codes at Joint Usage Building.
- Demand letters sent on 2 development properties

Completed:

- Survey of Husted Subdivision-papers are at Land Titles
- Our financial statements should be completed within the next couple of weeks.
- 2025 Final FCSS Reporting
- Stavelly FCSS received a grant to assist with celebrating National Volunteer Week, April 19-25th, 2026. Stavelly Community Small Hall, April 24th, 3-6pm (drop-in), please attend if you can.

Upcoming:

- Stavelly School EM Plan-Kelly and I will meet with Stavelly School on April 28th to review.
- Lease renewals-Eskeland & Sundquist

Exercised Natural Person Powers:

- Retaining a third party investigator for our employee on Administrative Leave

CORRESPONDENCE

- Summer Games Invitation
- EM March Stats
- CPO – March Report

Councilor Gugala moved to adopt the correspondence for information.

MOTION #26-91

MOTION CARRIED

BYLAWS/POLICIES

No Bylaws

FINANCIAL

A/P

Moved by Councillor Norby to pay cheques from April 15th – 27th, 2026, in the amount of \$73,859.93.

MOTION #26-92

MOTION CARRIED

CONFIDENTIAL

MOTION #26-93 Councilor Martin moved the meeting in camera at 7:36p.m to discuss ATIA
Section 17 – Disclosure harmful to personal privacy. **MOTION CARRIED**
MOTION #26-94 Councilor Elliott moved the meeting out of camera at 7:53p.m.
MOTION CARRIED

ADJOURNMENT

No further business discussed at this time. The meeting was adjourned at 7:54p.m.

TOWN OF STAVELY



Mayor / Deputy Mayor



Chief Administrative Officer

