

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL
HELD MONDAY SEPTEMBER 22ND, 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 7:00p.m.

AGENDA

Moved by Councilor Norby that the agenda be accepted as presented with addition to New Business.

MOTION #25-183

MOTION CARRIED

**CONFIRMATION
OF MINUTES**

Council reviewed the minutes of the September 8th, 2025, regular council meeting.

Moved by Councilor Binmore to adopt the minutes as presented with amendment to Mayor Hall's Report.

MOTION #25-184

MOTION CARRIED

DELEGATIONS

No Delegations

NEW BUSINESS

**RFD-2025-64
MD RECREATIONAL
FUNDS
DISTRIBUTION
MOTION #25-185**

Upon entering an ICF agreement in 2020 with the MD of Willow Creek the Town of Stavely must renew same in a minimum 5-years. Councilor Varey moved to approve the presented \$45,500.00 in funds allocated for the ICF agreement with the MD of Willow Creek.

MOTION CARRIED

**RFD-2025-65
ATCO FRANCHISE
AGREEMENT
MOTION #25-186**

Annually ATCO requests a review of the current Franchise Fees. Councilor Binmore moved to keep the franchise fee at 11% for the year 2026.

MOTION CARRIED

**RFD-2025-66
HUSTED FARMS
LAND COUNTER
OFFER**

Council presented the offer agreed upon during September 8th council meeting for the purchase of 2.6 acres from Husted Farms to which they declined and suggested an additional offer. Councilor Gugala moved to offer Husted Farms \$155,000.00 for their 2.6 acres in order to subdivide and build a new Town Office.

MOTION CARRIED

**RFD-2025-67
ATB AGREEMENT
CHANGES
MOTION #25-188**

Stavely ATB requested amendments to the 2025-2027 Lease Agreement. Councilor Martin moved to approve the proposed amendments of the 2025-2027 ATB Lease Agreement.

MOTION CARRIED

**RFD-2025-68
POLICY 03-02
WAGES & SALRIES
MOTION #25-189**

Policy 03-02 currently references staff wages from 2020 and has not been updated since. Councilor Binmore moved to remove Policy 03-02 Wages & Salaries.

MOTION CARRIED

**DERRICK @ MD
OF WILLOW CREEK**

Councilor Whittingham moved to approve Derrick Krizsan the CAO of the MD of Willow Creek to fill in as the DDEM in the case of an emergency



TO FILL IN AS DDEM during September 27th – October 12th in Dacia Sundquist's absence.
MOTION #25-190 MOTION CARRIED
REPORTS

Mayor Hall – Attended ICF Meeting – reported on waste to energy to MD and would like any regional members to attend. Mayor Hall and Councilor Norby to attend.

Clr. Whittingham – Nothing to report.

Clr. Norby – ORRSC raising rates by 14%

Clr. Varey – Nothing to report.

Clr. Binmore – PHL – finish by October 31st, current waitlist of 48 couples with only 16 units available.

Clr. Gugala – Nothing to report.

Clr. Martin – Attended Ag Society Meeting – Ice is in, and hockey has started. Mustangs helped clean glass and took down chain link fence. Mustangs will be joining public skate. Roast cook was successful with 80 roasts.

Foreman Watson – Update on projects / equipment / operations:

Projects that are completed:

- New streetlights are installed and working at both crosswalks on 55th Ave.
- Grading and gravel work is completed in alleys.
- Curb and crosswalk line painting is mostly completed.
- Old fire truck sold through the towns online auction site. Worked very well.

Upcoming or Continuing:

- SCADA and programming work continues at the water plant.
- Will be decommissioning the old water fill station in October. Also creating new water line to private residence.
- Working on getting new garbage bins ready to go.
- Working on finding new location for the recycle bins, and E-waste building which looks to be the public works yard.

CAO Sundquist –

Attended:

- ICF Recreation-MD of Willow Creek-Sept 10
- MD of WC Elections Training-Navine and I attended-Sept 11
- Flood Hazard Identification-South Zone-Pincher Creek with Jim-Sept 17-18-we did not attend

Ongoing:

- Sales of homes in the Town of Stavelly are going fast-lots of new vacant lot purchases this past month.
- Bylaw continues to regularly visit residences issuing unsightly orders
- STOP ORDER in the Industrial Area was removed - building is progressing
- Seeking Playschool Teacher-don't know what we will do if we cannot find anyone.
- Investigating the allegation of 2 curb stops on one property, working with PW to solve.
- LED sign network has been down since the beginning of September.
- Search for a new Emergency Management Director continues.

Completed:

- EFT set up continues-payroll is complete
- Yolo Meeting with Region-MD has signed up, request for Town of Stavelly expected.
- Elections preparations & election workers secured if needed
- Sale of 5003 & 5005 50th Ave-Recycling Bins will be moved October 3 and we continue to negotiate the sale or replacement of the electronics shed.



- Navine is now full time for the Town of Stavelly-in the role of **Community & Corporate Operations Coordinator** effective October 1, 2025.
- Addressed the public concern over the smell of our Lagoon.
- Candice Greig is going to start cleaning our Town Shop regularly.

Upcoming:

- Departure of Kelly Starling as the Director of Emergency Management for the MD- Sept 26
- Dacia Vacation-Sept 27-Oct 13
- Elections Advance Polls October 15, 4-8pm at the Town Office-if needed
- On Site Interim Audit-Oct 28 & 29
- AB Munis Fall Conference in Calgary November 12-14

CORRESPONDENCE

- Emergency Management Report – August Stats
Councilor Gugala moved to adopt the correspondence for information.

MOTION #25-191 **MOTION CARRIED**

BYLAWS/POLICIES

**WATER & SEWER
UTILITIES BYLAW
#890**

Water Works, Sewer & Plumbing Bylaw #836 was passed in December of 2020 with an amendment in February 2021 with no updates since. Water & Sewer Utilities Bylaw #890 has moved rates to the Master Rates & Fees Bylaw and proposes vacant lots be charged water and sewer fees.

MOTION #25-192 Councilor Norby moved to give second reading to Bylaw #890
MOTION CARRIED

MOTION #25-193 Councilor Whittingham moved to give third reading to Bylaw #890
MOTION CARRIED
Bylaw #890 is now in effect

**MASTER RATES &
FEE BYLAW
#891**

Master Rates & Fee Bylaw #891 references fees associated with a number of items and/or services provided by the Town of Stavelly.

MOTION #25-194 Councilor Martin moved to give the first reading to Bylaw #891
MOTION CARRIED

MOTION #25-195 Councilor Varey moved to give second reading to Bylaw #891
MOTION CARRIED

MOTION #25-196 Councilor Norby moved to give third and final reading to Bylaw #891 since all motions were carried unanimously.
MOTION CARRIED

MOTION #25-197 Councilor Binmore moved to give third reading to Bylaw #891
MOTION CARRIED

Bylaw #891 is now in effect

FINANCIAL

A/P

Moved by Councillor Norby to pay cheques 20250561-20250583 in the amount of \$59,281.74.

MOTION #25-198 **MOTION CARRIED**

AUG BANK REC

MOTION #25-199

Councillor Martin moved to accept the August Bank Rec as presented.
MOTION CARRIED

CONFIDENTIAL

No Confidential Items.

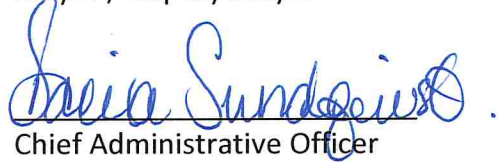
ADJOURNMENT

No further business discussed at this time. The meeting was adjourned at 7:51pm.

TOWN OF STAVELY



Mayor / Deputy Mayor



Chief Administrative Officer