

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL  
HELD MONDAY APRIL 8<sup>TH</sup>, 2024, AT THE STAVELY TOWN OFFICE.**

COUNCIL PRESENT: Mayor: Gentry Hall Councilors: Tim Martin, Ramona Whittingham, Janice Binmore, Dale Gugala Don Norby and Michael Varey.

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

TOWN RESIDENT(S): Bob Elliot

ABSENT:

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Mayor Hall called the meeting to order at 7:00 p.m.

**AGENDA**

MOTION #24-67

Moved by Councilor Norby that the agenda be accepted with change.

**MOTION CARRIED**

**CONFIRMATION  
OF MINUTES**

MOTION #24-68

Council reviewed the minutes of the March 25<sup>th</sup>, 2024 regular council meeting. Moved by Councilor Binmore to adopt the minutes with a change under Reports regarding spelling.

**MOTION CARRIED**

**DELEGATIONS**

No Delegations

**NEW BUSINESS**

**RFD-2024-18  
POLICY 05-01  
WATER PLANT  
ON CALL POLICY –  
REVISED**

MOTION #24-69

The Town of Stavely accept revised Policy 05-01 – **WATER PLANT ON CALL POLICY**. By ensuring the policy is clearly voluntarily, offering at least \$45/day and not allowing 2 consecutive weeks worked the Town of Stavely complies with the Government of Alberta Employment Standards- as confirmed by the Government of Alberta Employment Standards staff. Councilor Martin moved to accept the final draft of Policy 05-01.

**MOTION CARRIED**

**RFD-2024-19  
POLICY 01-10  
OVERTIME POLICY  
MOTION #24-70**

The Town of Stavely established an overtime policy for all employees which complies with Alberta Employment Standards. Councilor Varey moved to accept presented policy 01-10-Overtime Policy.

**MOTION CARRIED**

**RFD-2024-20  
TOWN OF STAVELY  
AGREEMENTS**

MOTION #24-71

The Town of Stavely must establish criteria to clearly define the expectations regarding signing of Agreements. Councilor Binmore moved to accept the CAO draft a policy and by which all agreements are to be presented to Council prior to signing by the CAO on behalf of Council.

**MOTION CARRIED**

**RFD-2024-21  
COUNCIL  
CHAMBERS  
& CAO OFFICE  
FURNITURE  
UPGRADES  
MOTION #24-72**

The current Councilor Chamber furniture is from 1977 when it was received as a gift from Canadian Western Natural Gas. Due to the amount of repairs needed and poor ergonomics the CAO is requesting new furniture. Councilor Gugala moved to accept the purchase of upgraded furniture amounting to a maximum of \$8000 which will be included in the 2024 Capital Budget.

**MOTION CARRIED**

**REPORTS**

**Mayor Hall** – Nothing to Report

**Clr. Whittingham** – Nothing to report



Clr. Norby - Nothing to report

Clr. Martin – Was not able to attend AG Society Meeting

Clr. Varey – Attended Golden Age Meeting

Clr. Binmore – Nothing to Report

Clr. Gugala - Nothing to report

**Foreman Watson –**

- 1) Water Conservation plan for our community with regards to an information letter from the provincial government. This will include all major water users, including private households.
- 2) Water fill station site confirmation at the public works yard
- 3) Spring of 2024 street sweeping agreement with outside contractor. What does that look like, and how much will it cost.
- 4) At the lagoon, working on replacing the effluent valve on the 3rd pond. (This will need to be done by middle to end of May.)

**CAO Sundquist -**

Attended:

- Claresholm & District Cornhole Tournament Fundraiser

Ongoing:

- ICF Review-Recreational and Fire
- Demolition Order-still being served
- 2024 Operating & Capital Budget
- New Rec Board Bylaw with Terms of Reference
- 4 Development Permits on the go

Completed:

- Small Community Grants-funds for OH&S position-unsuccessful
- Trees Canada-unsuccessful
- Angela Crone-new FCSS Director started
- Meeting with the Rec Board

Upcoming:

- May 9<sup>th</sup> I booked the Stavely Hall for an evening workshop by the Oldman Watershed Council to present to residents about drought conditions and their lawns.
- Vacation April 16-26
- CLGM Conference in Kananaskis May 14-17

**CORRESPONDENCE**

- Updated Water Sharing Agreements and next steps
- Invitation to participate in Granum & District Canada Day Society Celebration
- Claresholm & District Transportation Society – requesting a letter of support for the Healthy Aging Alberta’s Provincial Assisted Transportation Project Grants

Councilor Gugala moved to adopt the information as presented.

MOTION #24-73

**MOTION CARRIED**

**BYLAWS/POLICIES**

Nothing to Report

**FINANCIAL**

**A/P**

Moved by councillor Norby to pay cheques 20240146-20240179 in the Amount of \$69,631.51.

MOTION #24-74

**MOTION CARRIED**

**CONFIDENTIAL**

MOTION #24-75

Councilor Martin moved the meeting in camera to discuss a FOIP Section 16 topic at 7:22pm.

**MOTION CARRIED**

MOTION #24-76

Councilor Whittingham moved the meeting out of camera at 7:32pm.

**MOTION CARRIED**

MOTION #24-77

Councilor Norby moved to accept the increase of the lease agreement for the land located Lot 1, Block 5, Plan 1711676 – 25.70 +/- Acres and Lot , Block 1, Plan 8810651 – 9.82 +/- Acres from \$150.00 yearly to \$1000.00 yearly.

**MOTION CARRIED**

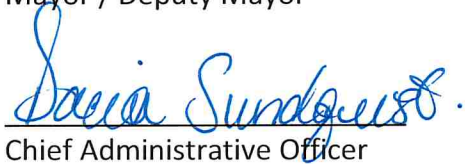
**ADJOURNMENT**

No further business discussed at this time. The meeting was adjourned at 7:39 pm.

**TOWN OF STAVELY**



Mayor / Deputy Mayor



Chief Administrative Officer