

**MINUTES OF THE REGULAR MEETING OF THE STAVELY TOWN COUNCIL  
HELD MONDAY MARCH 25<sup>TH</sup>, 2024, AT THE STAVELY TOWN OFFICE.**

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

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

TOWN RESIDENT(S):

ABSENT:

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

**AGENDA**

MOTION #24-54

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

**MOTION CARRIED**

**CONFIRMATION  
OF MINUTES**

MOTION #24-55

Council reviewed the minutes of the March 11<sup>th</sup>, 2024 regular council meeting. Moved by Councilor Binmore to adopt the minutes with adjustment to financial payables.

**MOTION CARRIED**

**DELEGATIONS**

No Delegations

**NEW BUSINESS**

**RFD-2024-15**

**ATB LOAN**

**AGREEMENT**

**RENEWAL**

MOTION #24-56

The ATB Loan Renewal Notice has increased in payments on all our current loans from \$42,174.44 in 2023 to \$57,038.46 in 2024. The CAO finds it in the best interest of the Town to pay off loans 30831325300 & 10266137300 using CAPITAL RESERVE funds-00655964679 for an approximate total of \$70,015.29 + monthly accrued interest. Councilor Varey moved to accept the CAO paying off both loans using the capital reserve funds.

**MOTION CARRIED**

**RFD-2024-16  
PUBLIC WORKS –  
ON CALL POLICY**

MOTION #24-57

The Town of Stavely has not required an "On Call Policy" because the water plant was solely maintained by the Public Works Foreman and was included in his salary. The Town now has a full-time employee (Clay Moss) that is certified to also maintain Stavely's Water Plant. Councilor Martin moved to accept Option 4 listed in the RFD stating 12 hours of lieu time monthly with expectations in regard to winter and summer months.

**MOTION CARRIED**

**2024 INTER-  
MUNICIPAL  
RECREATION  
FUNDING AGREE-  
MENT REVIEW**

MOTION #24-58

The Municipal District of Willow Creek provided Stavely along with our surrounding towns a letter explaining the Intermunicipal Recreation Funding Agreement and how inflation has affected same. Council was made aware of the increase in funds Stavely will be receiving from the MD of Willow Creek which amounts to \$54,200 for the 2024 year.

**MOTION CARRIED**

**EPR UPDATE**

MOTION #24-59

Town council was provided with and update regarding Extended Producer Responsibility (EPR). Alberta's Producer (Circular Material) met with the CAO Assistant regarding the next steps of recycling within the community. Circular Material will be providing draft contracts which explains the communities role of being a provider vs a service provider for council to review prior to September. By the end of November contracts will be signed with Circular Material and will be enforced come April 1<sup>st</sup>, 2025.

**MOTION CARRIED**



## REPORTS

**Mayor Hall** – Mini Golf fundraiser at Community Hall.

**Clr. Whittingham** – PAC Career Fair coming up on April 24<sup>th</sup> at the Community Hall. Golf on the 28<sup>th</sup>. Attended Museum Meeting and discussed the Casino fundraiser night April 22<sup>nd</sup> and 23<sup>rd</sup>.

**Clr. Norby** – Attended Landfill Meeting and discussed Bio Digester

**Clr. Martin** – Nothing to report.

**Clr. Varey** – FCSS

**Clr. Binmore** – PHL, Youth Hall, Wednesday at 3pm Passion Projects

**Clr. Gugala** – Nothing to Report

**Foreman Watson** –

- 1) Water well info: Overhead power line at well #2 has been put underground, so now work if needed can be done on the pump in the well. Also, we will get the observation well operational so that we can monitor water levels this summer. (observation well head was damaged a number of years ago.)
- 2) I attended presentations in Banff two weeks ago. Acti-Zyme was one presenter showcasing what their product can do. (This is what we have been using) Also, received some info from Lethbridge County on lagoon de-sludging that they have been doing. They hired an independent wastewater survey company to handle all the testing. I will follow up with more information about this company.

**CAO Sundquist** –

Attended:

- ICS 300-March 18<sup>th</sup> -20<sup>th</sup>-Coaldale-Cancelled due to lack of enrollment
- Spring 2024 Municipal Leaders Caucus March 14 and 15, 2024-attending virtually-hosted in Edmonton
- March 15 the Stavely Kindergarten Class came for a tour of the Town Office
- Stavely Hall Board Mini Golf Fundraiser

Ongoing:

- ICF Review-Recreational and Fire
- Demolition Order-order has been served
- SFE 2023 completion- (grant reporting)-near completion
- Policy Manual Update

Completed:

- CRA-GST Return audit
- 2023 Audit with Scase & Co
- Angela Crone accepted the position of FCSS Director, she starts April 1<sup>st</sup>.
- Met with new Fire Chief to review my expectations

Upcoming:

- Meet with Rec Board to discuss new agreement or bylaw.
- I will be taking sometime off in April 16-26 to go visit my daughter in Missouri.
- 2023 Property & Linear Tax Assessments have been received
- 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 laws.

**CORRESPONDENCE**

- ABSW Board Meeting & Executive Report – Feb 2023
- ABSW Bulletin
- PERC (Provincial Education Requisition Credit) Program Extension Notification
- Assessment Model Review Steering Committee
- 2024 Police Funding Model
- 2024 Alberta School Foundation Fund

Councilor Gugala moved to adopt the correspondence as information.

MOTION #24-60

**MOTION CARRIED**

**BYLAWS/POLICIES**

**RFD-2024-17**

**BYLAW #870 –  
BORROWING  
BYLAW**

The Town of Stavelly requires a bylaw necessary to borrow certain sums of money for the purpose of general operating expense. Bylaw #870 will repeal Bylaw #862. Councilor Martin moved to give the first reading of Bylaw #870 – Borrowing Bylaw.

MOTION #24-61

**MOTION CARRIED**

Councilor Norby moved to give second reading of Bylaw #870 – Borrowing Bylaw.

MOTION #24-62

**MOTION CARRIED**

Councilor Varey moved to give third and final reading to Bylaw #870 – Borrowing Bylaw.

MOTION #24-63

**MOTION CARRIED**

Councilor Whittingham moved to third reading to Bylaw #870 – Borrowing Bylaw.

MOTION #24-64

**MOTION CARRIED**

**FINANCIAL**

**A/P**

Moved by Councillor Norby to pay cheques 20240129-20240145 in the amount of \$55,056.84.

MOTION #24-65

**MOTION CARRIED**

**FEB BANK REC**

MOTION #24-66

Councilor Gugala moved to accept the February Bank Reconciliation.

**MOTION CARRIED**

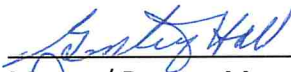
**CONFIDENTIAL**

No confidential items

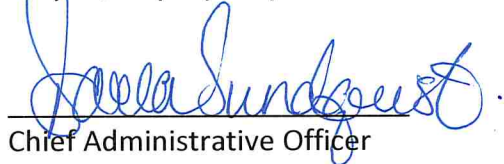
**ADJOURNMENT**

No further business discussed at this time. The meeting was adjourned at 7:50 pm.

**TOWN OF STAVELY**



Mayor / Deputy Mayor



Chief Administrative Officer