



AGENDA

Regular Council Meeting held in Council Chambers at #6, 3rd Ave. W, Empress, AB

On

Wednesday, December 20th, 2023 commencing at 6:30 p.m.

1. Call to Order:
2. Adoption of Agenda: December 20th, 2023 Regular Council Meeting Agenda
(approve agenda as is or with amendments)
3. Adoption of Minutes:
 - a) November 15th, 2023 Regular Council Meeting
(approve minutes as is or with amendments)
 - b) November 29th, 2023 Special Council Meeting
(approve minutes as is or with amendments)
4. Delegations: n/a
5. Reports:
 - a) Committee and Council Reports
 - i. Mayor Johnston
 - ii. Deputy Mayor Martin
 - iii. Councillor Burgess*(that the committee and Council reports, as verbally presented, be accepted, for information)*
 - b) Public Works Report
(That the public works report, as presented in writing, be accepted for information.)
 - b) Financial Report
(that the financial report be accepted for information.)
 - c) CAO Report
 - i. Active Motions List
 - ii. Grants
 - iii. FCSS



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- iv. Blocked sewer lines
- v. Consolidation of Title
- vi. Development Officer
- vii. Procedural Bylaw
- viii. Tax Arrears letters
- ix. Munisoft training
- x. Council Priorities

(that the CAO report, as presented, in writing and verbally, by Chief Administrative Officer Angela Duncan, be accepted for information.)

6. Information and Correspondence:

- a) Christmas message from Palliser Regional Municipal Services.
- b) November 15, 2023 email and poster regarding the January 24, 2024 Mental Health and Wellness Symposium being held in Vermilion.
- c) November 17, 2023 letter from Utility Safety Partners regarding the Final Draft of the New Draft Prevention Legislation for Alberta.
- d) November 23, 2023 letter from Cpl. Robert Morozoff, Oyen RCMP Detachment Commander, regarding the quarterly policing report and crime statistics.
- e) November 15, 2023 letter from ATCO regarding the 2023 Franchise Fee.
- f) November 22, 2023 letter from Alberta Municipalities to the Honourable Ric Mclver, Minister of Municipal Affairs, regarding potential changes to the Local Authorities Election Act.
- g) November 24, 2023 letter from Alberta Municipalities to the Honourable Ric Mclver, Minister of Municipal Affairs, regarding potential changes to the Municipal Government Act.
- h) December 9, 2023 email from John Swist, Alberta Emergency Management Authority, regarding the Emergency Management Preparedness Program.
- i) November 18, 2023 Marigold Library System Board Meeting Highlights.
- j) December 11, 2023 email from the Alberta Recycling Management Authority (ARMA) regarding the upcoming Extended Producer Responsibility Program (EPR).
- k) October 23, 2023 letter from the Special Areas Board regarding the 2023 Industrial Tax Transfer
- l) Christmas message from the Wainwright and District Family and Community Support Services



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- m) December 13, 2023 email from Palliser Regional Municipal Services regarding safety codes permitting changes

7. Old Business: a) Dog Bylaw

At the November 15, 2023 Regular Council Meeting, Council passed second and third reading of the Dog Bylaw 2023-02. However, administration is unable to find first reading for this bylaw. Additionally, there are concerns with the body of the bylaw. As first reading does not appear to have been done and the bylaw has not been signed and sealed, the "new" bylaw 2023-02 is NOT in effect and the previous bylaw 2018-05 remains in effect. In the Council package you will find a history of motions related to the dog bylaw as well as the bylaw that was presented to Council in November.

(That it is acknowledged that bylaw Dog Bylaw 2023-02 was not duly passed and that Dog Bylaw 2018-05 remains in effect and further that administration is directed to draft a new dog bylaw for Council consideration,

Or,

That it is acknowledged that bylaw Dog Bylaw 2023-02 was not duly passed and that Dog Bylaw 2018-05 remains in effect,

Or,

Some other direction as given by Council at meeting time.)

8. New Business: a) Interim 2024 Operating Budget

Each year Council must pass an Interim Operating Budget prior to the end of the previous year, until such time as the final operating and budget is passed. It is normal practice to use half the previous budget for an interim budget. The 2023 Operating Budget is provided for Council's information. Administration will be working towards presenting a first draft of the 2024 Operating and Capital Budget in the new year.



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(that an Interim 2024 Operating and Capital Budget be passed at ½ the 2023 Approved Operating Budget, and that this Interim 2024 Operating Budget cease to have any force and effect once the 2024 Operating and Capital Budget is approved.

Or,

Some other direction as given by Council at meeting time.)

- b) November 21, 2023 email from Marigold Library System regarding Freedom to Read Week Proclamation

The Marigold Library System Board has declared February 18-24, 2024 as Freedom to Read Week and are encouraging member municipalities to support intellectual freedom in Canada by joining them in declaring February 18-24, 2024 as Freedom to Read Week. The email and proclamation are included in the agenda package.

(the Council of the Village of Empress endorses the objectives of the Freedom to Read Week, and recognizes, reaffirms, and defends the rights of the citizens of Empress individually to decide what they will or will not read; and calls on all residents to actively work to achieve these objectives, and in so doing ensure Empress continues to be a Freedom to Read zone in which the freedom to read and the right to seek information will not be violated,

Or,

That the correspondence from the Marigold Library System regarding Freedom to Read Week be accepted for information.)

- c) Water Operator coverage in January

Empress' Water/Sewer Operator will be away during the month of January. Our current operator has been working on training a back-up operator, but he cannot write his certification exam until March. Administration has been working with the Town of Oyen to help fill this gap. As per the email in the agenda package, the Town of Oyen is willing to provide back up coverage at the same rates and mileage, and a similar work schedule as our operator.

(That the Town of Oyen assist the Village of Empress with water and sewer operations, at the same rate and mileage schedule, and a similar



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work schedule as the Empress Operator, while the Empress water operator is away during the month of January,

Or,

Some other direction as given by Council at meeting time.)

- d) December 4, 2023 letter from the Special Areas Board regarding the 2023 Recreation Mill Rate Grant

Each year the Special Areas Board provides a Recreation grant to the Village of Empress. This year's grant is in the amount of \$37,942.70. Administration has looked to see how this grant has been allocated in the past. Historically, \$10,000 has gone to the Empress Bindloss Agricultural Society, \$1000 to the Empress Library, and \$1000 to the Empress Fire Department. If Council has additional information on how this grant has been allocated in the past, they are asked to bring it to our attention. To help with tracking and accountability, administration requests a motion regarding this grant allocation.

(that the Special Areas Board 2023 Recreation Mill Rate Grant in the amount of \$37,942.70 be allocated as follows:

\$10,000 to the Empress Bindloss Agricultural Society

\$ 1,000 to the Empress Library

\$ 1,000 to the Empress Fire Department

And that the remaining funds, in the amount of \$25,942.70 be retained in municipal revenue.

Or,

Some other direction as given by Council at meeting time.)

- e) Christmas Hours

According to Village Policy 12-07 "Paid Holidays" employees are entitled to 5 days off, in a row and inclusive of weekend days, for Christmas. With Christmas falling on a Monday, there is a natural 4-day period from Dec 23-26, 2023 that we will be closed. Council is asked to consider whether we should close on Friday December 22 or Wednesday December 27 to allow 5 days for Village staff. It should be noted that December 27 is garbage day so if Council



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chooses this day to be closed, we will need to push back garbage collection until December 28, 2023.

(that the Village of Empress is closed to the public from December 22 until December 26, 2023, inclusive, to allow village staff 5 consecutive days off for Christmas, as per policy 12-07 "Paid Holidays",

Or,

that the Village of Empress is closed to the public from December 23 until December 27, inclusive, to allow village staff 5 consecutive days off for Christmas, as per policy 12-07 "Paid Holidays" and FURTHER that garbage collection be moved from December 27 to December 28, 2023 and notice be provided to the public.

Or,

Some other direction as given by Council at meeting time.)

9. Closed Meeting Session:

a) Gravel Pit

(Pursuant to section 197(2) of the Municipal Government Act, that Council go into a closed meeting session at _____ p.m. to discuss the following: Gravel Pit - Legal – Solicitor/Client Privilege - FOIPP Act Section 27).

(that the Board come out of closed meeting at _____ p.m.)

(further direction as given by the Board at meeting time)

10. Next meeting: January 17th, 2024

11. Adjournment: