



AGENDA

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

Wednesday May 15, 2024 commencing at 6:30 p.m.

1. Call to Order:

2. Adoption of Agenda: May 15, 2024 Regular Council Meeting Agenda

(approve agenda as is or with amendments)

3. Adoption of Minutes:

a) April 17, 2024 Regular Council Meeting

(approve minutes as presented or with amendments)

b) April 30, 2024 Special Council Meeting

(approve minutes as presented or with amendments)

4. Delegations: a) Jonathan Schwartz, Empress Resident

Mr. Schwartz is attending the meeting to discuss his proposed lot purchase and development. For more information, see agenda item 8.d.

(That the discussion with Jonathan Schwartz regarding his proposed lot purchase and development be accepted for information.)

b) Tracy Woitenko, Palliser Regional Municipal Services

Tracy is joining us to discuss Empress' Land Use Bylaw rewrite. The rewrite is still in its initial stages so this is a good opportunity for Council to discuss concerns they have regarding the current Land Use Bylaw, and the direction you would like to take with the new Bylaw. Additionally, Tracy would like to discuss the communication and engagement plan for the rewrite.

(that the discussion with Tracy Woitenko, Palliser Regional Municipal Services, regarding Empress' Land Use Bylaw rewrite be accepted for information.)



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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) Financial Report

- i. Cheque Listing
- ii. Account Balance
- iii. Revenue and Expense Report

(that the financial report, as presented verbally and in writing by Chief Financial Officer, Shelley Vaughan, be accepted for information.)

c) Public Work's Report

(that the public works report, as presented in writing, be accepted for information.)

d) Development Report

(that the Development Report, as presented in writing, be accepted for information)

e) Chief Administrative Officer's Report

- i. Meetings, etc
 - a. Small Communities Committee, Alberta Municipalities, April 17, 2024
 - b. Tracy Woitenko, Palliser Regional Municipal Services, April 23, 2024
- ii. 2024 Taxes
- iii. Water tower
- iv. Shower House and Campground
- v. Canada Summer Jobs Grant and summer work hours
- vi. Special Areas – Bylaw and Community Peace Officer
- vii. Gravel Payments
- viii. 1980's Hospital Title
- ix. Road Closure Bylaw 14-2020

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



AGENDA

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6. Information and Correspondence:

- a) Letter from Palliser Regional Municipal Services and Park Enterprises regarding inspection agency for safety codes services.
- b) May 2, 2024 email from Marigold Library System regarding Marigold Library System Information.
- c) Marigold Library System 2023 Annual Report
- d) Marigold Library System, 2023 Value of Your Investment Report
- e) Marigold Library System, Notes to Council, April 20, 2024
- f) April 30, 2024 letter from That's Empressive
- g) April 22, 2024 email from ATCO regarding the ATCO Community Energy Fund
- h) April 15, 2024 letter from ATCO regarding 2024 Franchise Fees
- i) May 9, 2024 email, key messages and power point from Alberta Municipalities regarding Bill20's changes to the MGA and LAEA

(that the information and correspondence items be accepted for information.)

7. Old Business: a)

8. New Business: a) Municipal Planning Commission Bylaw 2024-03

The Municipal Government Act allows for a municipality, by bylaw, to establish a Municipal Planning Commission (MPC) (MGA 625(1)(a)). The Village of Empress Land Use Bylaw 2013-07 (Part II, section 2) authorizes the establishment of an MPC through bylaw and Part III Section 4 delegates authority to the MPC. Empress does not currently have an MPC Bylaw. A draft bylaw is included in the package. Council is asked to proceed to 1st reading and then determine if changes are needed to the bylaw. If there are no changes, Council may proceed to 2nd and 3rd reading at their discretion.

(That Bylaw 2024-03, Municipal Planning Commission Bylaw be given 1st reading.)

(May proceed to 2nd and 3rd reading at Council's discretion)



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b) Sewer Collection System Assessment

Administration requested and received a Proposal from MPE engineering to do a sewer collection system assessment to assist us in developing a sewer rehabilitation plan. The proposal is included in the package for Council's information. The quote for the work is \$22,000. Funds have been budgeted for this assessment and Empress has an open MSI-C grant for wastewater line upgrades.

(that the proposal for the sewer system collection assessment from MPE Engineering, in the amount of \$22,000 be approved and execution authorized,

Or,

Some other direction as provided at meeting time.)

c) Office Closure Request – Development Training

Palliser Municipal Services is offering virtual development officer training sessions, free of charge. The purpose of these sessions is to build capacity by providing information on the legislative framework and development permit process. There are two training session each taking place over two days. I will be attending in May. Considering current events, I would like our office staff to take the training as well. The June dates work best for them. To facilitate them taking the training, I am requesting that Council authorize Administration to close the Village office on the morning of June 18 – to reopen after lunch at 1 p.m. and on June 20, all day. This closure will be advertised on the website, Facebook page, the Village office and village notice boards.

(that the Village office be closed the morning of June 18, to reopen at 1 p.m. and all day on June 20 to allow administrative staff to attend virtual development officer training sessions being hosted by Palliser Regional Municipal Services,

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The next three agenda items 8.d-f deal with land sales. At Council's discretion you may table these items and address them in closed session, or you may address them in open session so long as names are not discussed.

- d) Purchase Offer 220 3rd Street West – Plan 5043AV, Block 22, Lots 29-30

An offer has been made to purchase 220 3rd St. W. This lot is currently un-serviced, but services are available through an existing line. Current assessment is \$4980 and the lot is listed for sale on our website for \$4800. Empress has owned this lot since 2005, for an unknown reason. There are no taxes owing. This lot is listed for sale on the village website, therefore a purchase price below market value is acceptable. There are no caveats on the title.

This offer is not a straightforward offer and details will be provided to Council separately. Administration is not making a recommendation as to the suitability of this offer. Council is welcome to make a counteroffer.

(direction as provided at meeting time.)

- e) Purchase Offer 618 Center Street – Plan 5043AV, Block 6, Lots 5-6 AND 319 3rd Street West – Plan 5043AV, Block 30, Lots 13-15

An offer has been made to purchase BOTH 618 Center Street AND 319 3rd St. W. Offer amounts will be made available at meeting time. *Note* the next agenda item is a competing offer for 319 3rd St. W.

618 Center Street is currently un-serviced, but services are available through an existing line. Current assessment is \$5230, and the lot is listed on our website for \$4800. This lot was recovered through tax forfeiture in 2008, taxes owing are estimated at \$1590.45, however we are still working to confirm the actual amount. There appears to be a buried basement on this lot. This lot is listed for sale on the village website, therefore a purchase price below market value is acceptable. There are no caveats on the title.

319 3rd St. W is currently un-serviced, but services are available through an existing line. Current assessment is \$5780 and the lot is listed on our website for \$6500. The Village has owned this lot since



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1965 for an unknown reason. This lot is listed for sale on the village website, therefore a purchase price below market value is acceptable. There are no caveats on the title. *NOTE* there is a competing offer on this lot, see the next agenda item.

Administration is not making a recommendation as to the suitability of these offers and Council is welcome to make a counteroffer. If Council chooses to accept one or both of the offers, the following motion is recommended:

that the offer(s) of XXX will be accepted for the purchase of lot(s) XXX. FURTHER that a non-refundable payment in the full amount plus GST and completion of purchase documents is required within 15 business days of the purchaser being notified of the decision. FURTHER that the purchase is AS IS, WHERE IS, including all faults and limitations and no access to the site will be allowed until closing. FURTHER, payment will be accepted by Bank Draft or E-transfer only. Further, the purchaser is responsible to pay the equivalent of pro-rated municipal taxes for the 2024 taxation year.

(Direction as provided at meeting time.)

- f) Purchase Offer 319 3rd Street West – Plan 5043AV, Block 30, Lots 13-15

NOTE there is a competing offer for this lot, see previous agenda item. Offer amount will be made available at meeting time. Administration is not making a recommendation as to the suitability of this offer.

319 3rd St. W is currently un-serviced, but services are available through an existing line. Current assessment is \$5780 and the lot is listed on our website for \$6500. The Village has owned this lot since 1965 for an unknown reason. This lot is listed for sale on the village website, therefore a purchase price below market value is acceptable. There are no caveats on the title. *NOTE* there is a competing offer on this lot, see the previous agenda item.

Council is welcome to make a counteroffer. If Council chooses to accept the offer, the following motion is recommended:

that the offer of XXX will be accepted for the purchase of lot XXX. FURTHER that a non-refundable payment in the full amount plus GST and completion of purchase documents is required within 15



AGENDA

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business days of the purchaser being notified of the decision. FURTHER that the purchase is AS IS, WHERE IS, including all faults and limitations and no access to the site will be allowed until closing. FURTHER, payment will be accepted by Bank Draft or E-transfer only. Further, the purchaser is responsible to pay the equivalent of pro-rated municipal taxes for the 2024 taxation year.

(Direction as provided at meeting time.)

g) Oyen RCMP Detachment – Acknowledgment of Consultation

At the March 19 Council meeting, Corporal Morozoff, Officer in Charge of the Oyen RCMP Detachment, met with Council to discuss various items, including policing priorities. Included in your package is an Acknowledgement of Consultation. Corporal Morozoff has indicated that if there any changes, specific to Empress, that he will consider adding them.

(that the acknowledgement of Consultation from Corporal Morozoff, Officer in Charge of the Oyen RCMP Detachment be accepted for information and further that the CAO is authorized to sign.)

h) Summer Municipal Leaders Caucus

Registration for Alberta Municipalities Summer Municipal Leaders Caucus is now open. Information on the agenda as well as dates and locations can be found in your meeting package. The cost to register is \$110 for the in-person event and \$55 for virtual attendance.

(that Council is authorized to attend the Alberta Municipalities Summer Municipal Leaders Caucus on _____,

Or,

That the correspondence regarding the Alberta Municipalities Summer Municipal Leaders Caucus be accepted for information.)



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- i) Resident Complaint regarding Unsightly Yards and Unsafe Conditions

On April 12 a letter was received from a resident regarding unsightly and unsafe conditions on certain properties in Empress. The letter is included in the package.

(Accept for information or some other direction as provided by Council at meeting time.)

- j) Recognizing Seniors' Week – Community Declaration
The Government of Alberta is encouraging Municipalities to declare Senior's Week from June 3 to 9, 2024, as per the attached email from the Ministry of Seniors, Community and Social Services.

(That in honour of the past, present and future contributions of the seniors of this community and throughout Alberta, Empress hereby declares June 3-9, 2024 to be Seniors' Week in the Village of Empress,

Or,

That the correspondence from the Ministry of Seniors, Community and Social Services regarding Seniors' Week be accepted for information.)

- k) Policy 23-03 Hours of Work Policy

This policy was passed in November of 2023. Administration is finding that the policy is too rigid and does not allow flexibility to meet operational requirements, in particular as it pertains to public works, but also the scheduling of office staff. I am proposing amendments to allow more flexibility in hours and to change the parameters around overtime. In your package is a red-lined and clean version of the policy for Council's review.

(That amendments to Policy 23-03, Hours of Work Policy, be accepted as presented (or amended)

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l) Policy 12-10 Pension Participation Policy

The current pension participation policy is preventing us from providing operational coverage during the summer months. Basically, if village staff exceed an average of 30 hours per week over the year, they must be enrolled in the pension plan. 30 hours a week is very low for pension eligibility. For us to maintain this average, the village would need to hire more summer staff with each of them working fewer hours, which, overall, increases operational costs. Administration is recommending that employees be eligible for pension if they work more than 35 hours per week, on average. I am also recommending a clause giving Council discretion to provide a pension at fewer than 35 hours per week as a staff recruitment and retention tool.

(that amendments to Policy 12-10, Pension Participation Policy, be accepted as presented (or amended),

Or,

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

m) Water Conservation and Restriction Bylaw

With the ongoing drought in Alberta, Deputy Mayor Martin has requested that Council discuss a potential policy or bylaw to address water shortages and restrictions. Administration has reviewed our policies and bylaws and we do not have anything that addresses this issue. Included in your package are the water conservation and restriction bylaws from the Town of Bashaw and the Town of Diamond Valley for your information.

(Direction as provided by Council at meeting time)

n) Canada Revenue Agency (CRA) Account Access

We need to update our CRA account to allow us to manage things like GST returns and any other CRA inquiries. I need to send a letter to CRA to request this and need minutes to support the request.



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(That Angela Duncan be appointed Director for the Village of Empress for the purpose of access with the Canada Revenue Agency (CRA) for information purposes, to file information, and to make account changes and FURTHER that she be authorized to authorize further representatives on the CRA account.)

9. Closed Meeting Session:

- a) Purchase offers, 416 1st Street E, 5043AV 03 11-44
- b) Village owned properties

(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: Purchase Offers, 416 1st Street E, 5043AV 03 11-44 and Village owned properties – disclosure harmful economic and other interests of a public body, FOIPP Act Section 25.)

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

(further direction as given by Council at meeting time)

10. Next meeting: June 19, 2024

11. Adjournment: