



AGENDA

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

Wednesday January 15, 2025 at 6:30 p.m.

1. Call to Order:

2. Adoption of Agenda: January 15, 2025 Regular Council Meeting Agenda

(approve agenda as is or with amendments)

3. Adoption of Minutes:

a) December 18, 2024 Regular Council Meeting

(approve minutes as presented or with amendments)

4. Delegations: a)

5. Reports: a) Committee and Council Reports

- i. Mayor Martin
- ii. Deputy Mayor Burgess
- iii. Councillor Steinley

(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 be accepted for information.)

c) Public Work's Report

(that the public works report be accepted for information.)

d) Chief Administrative Officer's Report

- a) Meetings, etc.
 - i. No meetings to report
- b) New Land Use Bylaw
- c) New CAO contract
- d) CAO hand-over

(that the CAO report be accepted for information.)



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6. Information and Correspondence:

- a) December 12, 2024 email from Alberta Municipalities: Alberta Municipalities appoints new CEO
- b) December 16, 2024 letter from ATCO Electric: 2024 Franchise Fee
- c) December 19, 2025 email from Alberta Municipalities: Fond farewell & parting thoughts from ABmunis CEO Dan Rude
- d) December 27, 2024 letter from Brownlee LLP: Orientation 2025
- e) January 2, 2025 email from Alberta Seniors and Community Social Services: Age-Friendly E-News

(the information and correspondence be accepted for information.)

7. Old Business: a) Village of Empress Land Use Bylaw 2025-01 (LUB)

At the December meeting, Council reviewed the LUB "What We Heard" report and the recommendations report. Further changes were made based on direction from Council at the meeting. The updated bylaw and the request for decision (RFD) have been posted to the website for the public to review. Further changes to the bylaw can be made after the public hearing and second reading of the bylaw. Council should proceed to first reading and set a date for the public hearing, as per section 692(1)(e) of the Municipal Government Act RSA 2000 C M-26.

(that Bylaw 2025-01, being a Bylaw to prohibit or regulate and control the use and development of lands and buildings (Land Use Bylaw), be read a first time.)

AND,

(that a public hearing be held for Bylaw 2025-01, Land Use Bylaw, on _____, 2025 at _____ p.m., at _____, to allow any person who claims they will be affected an opportunity to be heard by Council.

8. New Business: a) Empress Library 2025 Budget

As per the Libraries Act RSA 2000 C-L-11, section 5, the Empress Library must submit a budget to Council who may approve the



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budget in whole or in part. In your package is the budget the library has submitted for Council's consideration.

(That the Empress Library Budget be approved as presented,

Or,

That the Empress Library Budget be partially approved, as discussed at meeting time, and the library be requested to make changes, as discussed at meeting time,

Or,

That the Empress Library Budget be accepted from information and further that the library be asked to submit a new budget for Councils' consideration.)

b) Chief Administrative Officer Confirmation

Council has interviewed and selected a new Chief Administrative Officer. As per the Municipal Government Act RSA 200 C M-26 section 205(1)(2) and 206(1), Council must make a motion to appoint the new CAO and should also make a motion approving the employment agreement.

(that the employment agreement between Gerald (Jerry) Gautreau and the Village of Empress be ratified and it's execution authorized and further that, effective immediately, Gerald (Jerry) Gautreau be appointed as Chief Administrative Officer for the Village of Empress and further that the CAO appointment for Angela Duncan be rescinded.)

c) Signing Authority – ATB Financial

Currently, CAO Duncan, Assistant CAO Loose, and all of Council have signing authority, with two signatures being required for financial transaction, one from Administration and one from Council. This needs to be updated to remove CAO Duncan and approve CAO Gautreau.

(That signing authority be revoked for Angela Duncan and further that signing authority be confirmed as follow: CAO Gerald Gautreau and Assistant CAO Carrie Loose for Administration and Mayor Dawna Martin, Deputy Mayor Kelly Burgess, and Councillor Clint Steinley for Council,



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with two signatures being required for financial transactions, one from Council and the other from Administration.)

d) Online Banking Access – ATB Financial

In consideration of the change in administration, CFO Shelley Vaughan's online banking should be removed, and online banking access should be set up for incoming CAO Gautreau.

(That online banking access for CFO Shelley Vaughan be removed and that CAO Gerald Gautreau be approved for access to online banking.)

d) CAO access to Campground

At Council's direction, Mayor Martin has signed a letter allowing the incoming CAO to utilize the Campground, at no charge, when he is staying in the Campground to do work on behalf of the Village.

(that the January 2, 2025 letter from Mayor Martin to CAO Gerald (Jerry) Gautreau allowing CAO Gautreau to utilize the Village of Empress Campground, at no charge, while staying in the Campground to do work on behalf of the Village, be ratified and it's execution authorized.)

e) Records Disposition

Bylaw 2024-04, Record Retention and Disposition Bylaw, authorizes administration to dispose of certain types of records after a period of time, as determined in the Bylaw. As per the bylaw, all records that are disposed of must be recorded on a list and the list brought to Council for information. The list is then permanently kept with the signed copy of the minutes. In your agenda package is a small list of records that have been disposed of.

(that the list of records that were disposed of on January 8, 2025 be accepted for information.)

9. Closed Meeting Session:

10. Next meeting: February 19, 2025 at 6:30 p.m.



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11. Adjournment: