



## REGULAR COUNCIL MEETING MINUTES

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

Held in Council Chambers at #6-3<sup>rd</sup> Avenue W, Empress, AB

PRESENT: Council:

Mayor Dawna Martin  
Deputy Mayor Kelly Burgess  
Councillor Clint Steinley

Administration:

Angela Duncan, Chief Administrative Officer (outgoing)  
Jerry Gautreau, Chief Administrative Officer (incoming)  
Carrie Loose, Assistant Chief Administrative Officer  
Tracy Woitenko, Land Use Bylaw Consultant, Palliser  
Regional Municipal Services (PRMS) (Via Zoom from  
6:54 p.m. until 7:13 p.m.)

Absent:

Delegations:

Public at Large: 8

|    | MOTION #                                       |                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <b>CALL TO ORDER</b>                           | Mayor Martin called the meeting to order at 6:30 p.m.                                                                                                                                                                                                                                                                                                                                                                     |
| 2. | <b>AGENDA</b><br>001-2025                      | <b>MOVED</b> by Mayor Martin that the January 15 <sup>th</sup> , 2025 Regular Meeting Agenda be adopted.<br><b>CARRIED</b>                                                                                                                                                                                                                                                                                                |
| 3. | <b>MINUTES</b><br>002-2025                     | <b>MOVED</b> by Deputy Mayor Burgess that December 18 <sup>th</sup> , 2024 Regular Council Meeting Minutes be approved as presented.<br><b>CARRIED</b>                                                                                                                                                                                                                                                                    |
| 4. | <b>DELEGATIONS</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5. | <b>REPORTS</b><br><br>003-2025<br><br>004-2025 | Deputy Mayor Burgess reported on the following: <ul style="list-style-type: none"><li>• Marigold Library Board meeting</li></ul> <b>MOVED</b> by Councillor Steinley that the Committee and Council reports, as verbally presented, be accepted for information.<br><b>CARRIED</b><br><br><b>MOVED</b> by Mayor Martin that the financial report, as presented in writing, be accepted for information.<br><b>CARRIED</b> |



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|    | 005-2025                                          | <b>MOVED</b> by Deputy Mayor Burgess that the public works report, as presented in writing, be accepted for information.<br><b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|    | 006-2025                                          | <b>MOVED</b> by Mayor Martin that the Chief Administrative Officer report, as presented, in writing and verbally, by Chief Administrative Officer, Angela Duncan, be accepted for information.<br><b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6. | <b>INFORMATION AND CORRESPONDANCE</b><br>007-2025 | <b>MOVED</b> by Deputy Mayor Burgess that the following information and correspondence items be accepted for information:<br>a) December 12, 2024 email from Alberta Municipalities: Alberta Municipalities appoints new CEO<br>b) December 16, 2024 letter from ATCO Electric: 2024 Franchise Fee<br>c) December 19, 2025 email from Alberta Municipalities: Fond farewell & parting thoughts from ABMunis CEO Dan Rude<br>d) December 27, 2024 letter from Brownlee LLP: Orientation 2025<br>e) January 2, 2025 email from Alberta Seniors and Community Social Services: Age-Friendly E-News<br><b>CARRIED</b>                                                                                                                     |
| 7. | <b>OLD BUSINESS</b><br>008-2025<br><br>009-2025   | <b>MOVED</b> by Deputy Mayor Burgess 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.<br><b>CARRIED</b><br><br><b>MOVED</b> by Mayor Martin that a public hearing be held for Bylaw 2025-01, Land Use Bylaw, on March 3 <sup>rd</sup> , 2025 at 6:30 p.m., at the Empress Community Hall, to allow any person who claims they will be affected an opportunity to be heard by Council, and further, that a notice be sent by mail to all tax rolls to advise of this public hearing, and also a posting be made to the website and the Village Facebook page, no less than 2 weeks prior to the hearing.<br><b>CARRIED</b> |
| 8. | <b>NEW BUSINESS</b><br>010-2025                   | <b>MOVED</b> by Councillor Steinley that the Empress Municipal Library Budget be approved as presented.<br><b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



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|     | 011-2025       | <b>MOVED</b> by Clint Steinley 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.<br><b>CARRIED</b>                                                     |
|     | 012-2025       | <b>MOVED</b> by Mayor Martin that signing authority be revoked for Angela Duncan and further that signing authority be confirmed as follows: CAO Gerald Gautreau and Assistant CAO Carrie Loose for Administration and Mayor Dawna Martin, Deputy Mayor Kelly Burgess and Councillor Clint Steinley for Council, with two signatures being required for financial transactions, one from Council and the other from Administration.<br><b>CARRIED</b> |
|     | 013-2025       | <b>MOVED</b> by Deputy Mayor Burgess that online banking access for CFO Shelley Vaughan be removed and that CAO Jerry Gautreau be approved for access to online banking.<br><b>CARRIED</b>                                                                                                                                                                                                                                                            |
|     | 014-2025       | <b>MOVED</b> by Deputy Mayor Burgess that an additional ATB Mastercard be issued to Jerry Gautreau.<br><b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                 |
|     | 015-2025       | <b>MOVED</b> by Mayor Martin that the January 2, 2025 letter from Mayor Martin to CAO Jerry Gautreau allowing CAO Gautreau to utilize the Village of Empress Uptown Campground, at no charge, while staying in the Campground to do work on behalf of the Village, be ratified and it's execution authorized.<br><b>CARRIED</b>                                                                                                                       |
|     | 016-2025       | <b>MOVED</b> by Councillor Steinley that the list of records that were disposed of on January 8, 2025 be accepted for information.<br><b>CARRIED</b>                                                                                                                                                                                                                                                                                                  |
|     |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 9.  | CLOSED SESSION |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|     |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10. | NEXT MEETING   | The next meeting is scheduled for February 19, 2025 at 6:30 p.m.                                                                                                                                                                                                                                                                                                                                                                                      |
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| 11. | ADJOURNMENT | As there was no further business, Mayor Martin adjourned the meeting at 7:26 p.m. |
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Dawna Martin, Mayor

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Jerry Gautreau, Chief Administrative Officer

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