



AGENDA

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

On

Wednesday June 17, 2026, at 10:00 a.m.

1. **Call to Order:**

2. **Adoption of Agenda:** June 17, 2026, Regular Council Meeting Agenda
(approve the agenda as is or with amendments)

3. **Adoption of Minutes:**
 - a) May 20, 2026, 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 Robson
 - iii. Councillor Kennedy*(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
(that the CAO report be accepted for information.)

6. **Information and Correspondence:**
 - a) Atco Franchise Fee Statement and report



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7. **Old Business:** A) **Bylaw review matrix Action or task List**

B) **Cemetery Policy / Bylaw**

Council asked Administration to bring the Cemetery Bylaw and Policy to the April 15, 2026, Council meeting so that they can review these documents. On April 15 Council gave first reading to the bylaw and therefor it is in your package for review and possible second and third reading.

Option 1 (that the Council give second and third reading to the cemetery bylaw. Or direct administration to revise the bylaw and bring it back to council at a future council meeting.

Option 2 (some other direction as provided by Council at meeting

C) **Advertising Bylaw 2018-2**

The purpose of this report is to provide Council with the rationale and recommendation for adopting the proposed Advertising Bylaw No. 2026-03, which will replace the current Advertising Bylaw No. 2018-02.

8. **New Business:**

A) **Empress Historical Society Letter of request**

The Village received a request from the Empress & District Historical Society seeking financial assistance to support the July 1, 2026 Canada Day Community BBQ at the Historic CPR Station. The event is intended to be open to all residents and visitors and will include food service, games, face painting, and other family-oriented activities that encourage community participation and celebrate Canada Day. The Historical Society has estimated the total cost of providing food and supplies for approximately 100 attendees

Option 1 (THAT Council approve funding in the amount of \$700.00 to the Empress & District Historical Society to support the July 1, 2026 Canada Day CommunityBBQ;



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Option 2 (*some other direction as provided by Council at meeting*)

B) **Empress Infrastructure Audit Report**

The Village of Empress issued Request for Proposal (RFP) No. 2026-01 seeking consulting engineering services to complete an Infrastructure Audit as part of the ongoing Municipal Affairs Viability Review process. The Infrastructure Audit will assess the condition, capacity, and risks associated with the Village's infrastructure assets and provide a prioritized action list, ten-year capital plan, and operating and maintenance plan.

Administration received proposals from four consulting firms: WSP, MPE (a division of Englobe), Lore Advisory Services Inc., and KGS Group. The proposals were reviewed based on their understanding of the project requirements, methodology, team qualifications, relevant experience, corporate capacity, project schedule, and overall value to the Village.

Following Administration's review, WSP was identified as the highest-ranked proponent, demonstrating the strongest overall technical submission, extensive municipal infrastructure audit experience, and a comprehensive methodology tailored to the requirements of the Infrastructure Audit and Viability Review process.

Options for Council Consideration

Option 1

THAT Council award RFP No. 2026-01 – Infrastructure Audit Services to **WSP Canada Inc.** in the amount of **\$137,708.00 plus applicable taxes**, and authorize Administration to finalize and execute the necessary agreement.

Option 2

THAT Council direct Administration to enter negotiations with the next highest-ranked proponent should an agreement with WSP Canada Inc. not be successfully finalized.

Option 3

THAT Council provide alternate direction regarding the award of RFP No. 2026-01 – Infrastructure Audit Services.



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Financial Implications

The Infrastructure Audit is partially funded through an Alberta Community Partnership (ACP) grant awarded by Municipal Affairs. Any costs exceeding available grant funding will be funded through the Village's approved operating and capital budgets.

Administration Comment

The Infrastructure Audit is a critical component of the Municipal Affairs Viability Review and will provide Council, residents, Municipal Affairs, and the Viability Review Team with a comprehensive assessment of the Village's infrastructure assets, associated risks, and future funding requirements. Administration's review concluded that WSP provides the strongest combination of technical expertise, relevant experience, and project delivery capability to successfully complete the assignment.

C) Empress Employee Accommodation Policy

Background

The Village owns a residential property that is used to provide temporary accommodation for Village employees conducting Village business within the municipality. The Village's auditors have recommended that Council establish a formal policy governing the use of employee accommodations. The proposed policy outlines eligibility requirements, booking procedures, fees, occupancy limits, and administrative responsibilities to ensure consistent and transparent management of the property.

This approach shifts the discussion away from *why the house was purchased* and toward *why a policy is being adopted*, namely:

1. Auditor recommendation.
2. Good governance.
3. Consistent administration of a Village asset.
4. Transparency and accountability.
- 5.

For Council's resolution, Administration suggests:

Option 1

Moved by Councillor _____ that Council adopt the Village of Empress Employee Accommodation Residence Policy as presented, effective immediately.



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Option 2 (*some other direction as provided by Council at meeting*)

D) Site-Specific Exemption MPC Recommendation.

Background

Administration received a complaint regarding goats being kept at the subject residential property. The applicant requested consideration of the matter and submitted information indicating that the goats serve as wellness animals for the applicant's partner. Administration was also advised that significant community support exists for allowing the goats to remain.

Council Referral

Council referred the matter to the Municipal Planning Commission (MPC) for review at its May 20, 2026 meeting and directed Administration to provide public notice for an MPC hearing scheduled for May 27, 2026 at 10:00 a.m.

Municipal Planning Commission Review

The Municipal Planning Commission considered the request on May 27, 2026. Following review of the application, the MPC supported Administration's recommendations and proposed conditions respecting the keeping of three (3) goats at 115 Railway Avenue West. The MPC further recommended that any site-specific exemption granted by Council be limited to a period of two (2) years. At the conclusion of the two-year period, the applicant would be required to reapply should Domestic Animal Control Bylaw 7-2015 remain unchanged.

Recommendation

Administration recommends that Council approve the site-specific exemption subject to the conditions recommended by the Municipal Planning Commission.

Option 1

Recommended Council Motion

That Council approve a site-specific exemption to Domestic Animal Control Bylaw 7-2015 to permit the keeping of three (3) goats at 115 Railway Avenue West, legally described as Lots 31-34, Block 20, Plan 5043AV, subject to the conditions recommended by the Municipal Planning Commission, including that the exemption shall expire after two (2) years, at which time the applicant must reapply should the bylaw remain unchanged.

Conditions of Approval

Conditions of Approval

- The exemption shall permit a maximum of three (3) goats on the property.
- The goats shall be maintained for non-commercial purposes only.
- The exemption shall be valid for a period of two (2) years from the date of Council approval.
- Upon expiry of the two (2) year term, the applicant must reapply for consideration should



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Domestic Animal Control Bylaw 7-2015 remain unchanged.

• Council reserves the right to revoke the exemption should ongoing complaints, nuisance issues, or non-compliance with conditions occur.

Option 2 (*some other direction as provided by Council at meeting.*)

E) Review of workbook 3 for the viability review

(That the workbook 3 be accepted for information.)

F) Water well Service

The water operator has identified a need that that the water well that supply's the villages water is in need of a cleaning McAllister Drilling Inc has give a quote of \$9844.80 to provide this service this was not budgeted within this years budget however after looking over the budget administration has identified that this expense can come out of the general account.

Option 1

Moved by Councillor _____ that Council approve McAllister Drilling Inc in the amount of \$9844.80 and make payment from the general account.

Option 2 (*some other direction as provided by Council at meeting*)

G) IT Report and Update

(That the IT update be accepted for information.)

9. **Closed Session:**

ATIA Section 19 Disclosure harmful to a business Interests of a third party.

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10. **Next meeting:** September 16, 2026, at 10:00 am

11. **Adjournment:**