

**Agenda for the
Regular Meeting of the Vauxhall Town Council
Monday February 3, 2025
6:00p.m. – Vauxhall Council Chambers**

<u>Agenda Item</u>	<u>Action</u>
1. Call to Order	
2. Adoption of Agenda	For Adoption
3. Delegations	Receive <u>all</u> for Information
4. Council Minutes	
a) Rescind Resolution 25:14	
b.) Regular Meeting of Council January 20, 2025	For Adoption
External Minutes	
c.) OldMan River Services Commission November 14, 2024	Receive as Information
5. Policy(s)	
a.) Policy No. 050-2025 Christmas Bonus Policy	For Adoption
6. Bylaw(s)	
a.) Bylaw No. 1004-25 Chief Administrative Officer	2 nd Reading
7. Financials	
8. New Business	
a.) Appointment – Library Board Member	For Adoption
b.) Budget Request– Sanitary/Treatment Equipment Purchase	For Adoption
9. Reports	
a.) Council Activity Report–November 2024 to January 2025	Receive <u>all</u> for Information
b.) Action List	
i.) Action List January 2025	
ii.) Action List in Progress 2025	
c.) Upcoming Events and Meetings	
10. Information and Correspondence	Receive <u>all</u> for Information
a.) FCSS – Cheers to Volunteers Awards	
b.) Policy No. 032-2018 Asset Management Policy – Review	
11. Closed Session Pursuant to Section 197(2) of the Municipal Government Act and Section 16 of Division 2 of Part 1 of FOIPP - Disclosure harmful to business interests of a third party (16) and 24 Advice from Officials (21) - Vauxhall Recreation Facilities	
12. Adjournment	

A regular meeting of Council of the Town of Vauxhall, was held in Council Chambers on Monday January 20, 2025, at 6:00 p.m.

PRESENT

MAYOR: Kimberley Cawley

DEPUTY MAYOR: Marilyn Forchuk

COUNCILLORS: Shelley Deleeuw
Kimberly Dorin
Russell Norris
Henry Zacharias

ABSENT:

ALSO PRESENT:

Chief Administrative Officer: Cris Burns
Asst. CAO/Office Manager: Mindy Dunphy

CALL TO ORDER:

Mayor Cawley called the meeting to order at 6:00 p.m.

Adoption of Agenda

RES: 25:10

MOVED by Councillor Norris to adopt the agenda as amended.

CARRIED

Additions:

7e) Sammy & Samantha Journey Facebook

Delegation

RES: 25:11

MOVED by Deputy Mayor Forchuk to receive as information:

- R.C.M.P

CARRIED

Minutes

RES: 25:12

MOVED by Councillor Zacharias to adopt the following minutes as presented.

- Regular Meeting of Council January 6, 2025

CARRIED

External Minutes

RES: 25:13

MOVED by Councillor Deleeuw to accept the following minutes as information

- Municipal Planning Commission January 13, 2025
- Vauxhall Public Library October 9, 2024

CARRIED

Bylaw 1001-24
Code of Conduct for Members
of Council Bylaw

RES: 25:14

MOVED by Councillor Norris that Bylaw 1001-24 a bylaw to establish a Code of Conduct for Members of Council, be given third (3rd) and final reading as amended.

CARRIED

Bylaw 1002-25
Bylaw Enforcement
Officer Bylaw

RES: 25:15

MOVED by Deputy Mayor Forchuk that Bylaw 1002-25 a bylaw of the Town of Vauxhall in the Province of Alberta to provide for the appointment, empowerment and discipline of Bylaw Enforcement Officers within the Town of Vauxhall, be given first (1st) reading as presented.

CARRIED

Bylaw 1002-25
Bylaw Enforcement
Officer Bylaw

RES: 25:16

MOVED by Councillor Norris that Bylaw 1002-25 a bylaw of the Town of Vauxhall in the Province of Alberta to provide for the appointment, empowerment and discipline of Bylaw Enforcement Officers within the Town of Vauxhall, be given second (2nd) reading as presented.

CARRIED

Bylaw 1002-25
Bylaw Enforcement
Officer Bylaw

RES: 25:17

MOVED by Councillor Zacharias that Bylaw 1002-25 a bylaw of the Town of Vauxhall in the Province of Alberta to provide for the appointment, empowerment and discipline of Bylaw Enforcement Officers within the Town of Vauxhall, be presented for third (3rd) and final reading.

CARRIED

Bylaw 1002-25
Bylaw Enforcement
Officer Bylaw

RES: 25:18

MOVED by Councillor Zacharias that Bylaw 1002-25 a bylaw of the Town of Vauxhall in the Province of Alberta to provide for the appointment, empowerment and discipline of Bylaw Enforcement Officers within the Town of Vauxhall, be given third (3rd) and final reading as presented.

CARRIED

Bylaw 1003-25
Consolidation Bylaw

RES: 25:19

MOVED by Deputy Mayor Forchuk that Bylaw 1003-25 a bylaw to authorize the consolidation of bylaws, be given first (1st) reading as presented.

CARRIED

Bylaw 1003-25
Consolidation Bylaw

RES: 25:20

MOVED by Councillor Norris that Bylaw 1003-25 a bylaw to authorize the consolidation of bylaws, be given second (2nd) reading as presented.

CARRIED

Bylaw 1003-25
Consolidation Bylaw

RES: 25:21

MOVED by Councillor Deleeuw that Bylaw 1003-25 a bylaw to authorize the consolidation of bylaws, be presented for third (3rd) and final reading.

CARRIED

Bylaw 1003-25
Consolidation Bylaw

RES: 25:22

MOVED by Councillor Deleeuw that Bylaw 1003-25 a bylaw to authorize the consolidation of bylaws, be given third (3rd) and final reading as presented.

CARRIED

Bylaw 1004-25
Chief Administrative
Officer Bylaw

RES: 25:23

MOVED by Councillor Norris that Bylaw 1004-25 a bylaw of the Town of Vauxhall in the Province of Alberta to establish the position of Chief Administrative Officer; to establish and define the powers and duties of the Chief Administrative Officer and delegate powers, duties and functions to the Chief Administrative Officer, be given first (1st) reading as presented.

CARRIED

Financials

RES: 25:24

MOVED by Deputy Mayor Forchuk to accept the following as information:

- AMSC Mastercard as of January 7, 2025
- Operating Budget to Actual – January 20, 2025

CARRIED

Oldman Watershed
Council

RES: 25:25

MOVED by Councillor Deleeuw to approve a donation of \$344.00 to the Oldman Watershed Council and to donate \$344.00 towards the Bow River Basin Council for 2025.

CARRIED

Vauxhall Library
Fireplace

RES: 25:26

MOVED by Councillor Deleeuw to approve the Vauxhall Public Library's installation of a fireplace and to contact Park Enterprises (Safety Codes) and comply with any permit requirements.

CARRIED

New Business

RES: 25:27

MOVED by Deputy Mayor Forchuk to accept the following as information.

- Invitation to the Town of Taber 120th Anniversary Event
- Regional Fire Services
- Sammy & Samantha Journey Facebook

CARRIED

Reports

RES: 25:28

MOVED by Councillor Norris to accept the following as information.

- Action List In Progress 2024
- Upcoming Events and Meetings

CARRIED

Information and
Correspondence

RES: 25:29

MOVED by Councillor Norris to accept the following as information.

- Municipal Affairs – Capital Funding
- ABMUNIS 2024 Year in Review
- VDCC Bi-Weekly Newsletter

CARRIED

Closed Meeting

RES: 25:30

MOVED by Councillor Zacharias that council move to closed session to discuss:

- Section 197(2) of the Municipal Government Act and Section 16 of Division 2 of Part 1 of FOIPP – Disclosure harmful to business interests of a third party (16) and 24 Advice form Officials (21) – Vauxhall Recreation Facilities.
- Section 197(2) of the Municipal Government Act and Section 17 and 24 of Division 2 of Part 1 of FOIPP – Disclosure harmful to personal privacy and Advice form Officials – Personnel at 6:46 p.m.

Mayor Cawley left chambers at 7:23 p.m. due to a pecuniary interest

Mayor Cawley returned to chambers at 7:41 p.m.

Closed Meeting

RES: 25:31

MOVED by Councillor Zacharias that council return to open meeting at 8:52 p.m.

CARRIED

8:53 p.m. Meeting recessed to allow return of public.

8:54 p.m. Meeting resumed with no public present.

RES: 25:32

MOVED by Councillor Zacharias to direct Administration to draft a Christmas Bonus Policy for Employees.

CARRIED

RES: 25:33

MOVED by Councillor Norris to approve the retroactive pay as it aligns with the Christmas Bonus Policy for Employees.

CARRIED

RES: 25:34

MOVED by Councillor Norris to direct Administration to gather information in collaboration with the Vauxhall Curling Association on current and historical data that illustrates the current demand of the curling and skating rink, along with 5-to-10-year capital investment plan for recreation projects. Including any additional information from Vauxhall Curling Association describing how any failures from aged infrastructure of the Pandemic may have affected membership.

CARRIED

RES: 25:35

MOVED by Deputy Mayor Forchuk to direct Administration to use information and communication technology such as a survey, information available at the Administrative Office and other media sources to engage public consultation for the Hockey and Curling Slab Replacement.

CARRIED

Adjournment

Meeting Adjourned at 9:07 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

4c.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES
November 14, 2024; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November 14, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee

- Gordon Wolstenholme, Chair
- Don Anderberg, Vice Chair, Virtual
- Scott Akkermans
- David Cody
- Brad Schlossberger
- Christopher Northcott, Virtual
- Neil Sieben

Staff

- Lenze Kuiper, Chief Administrative Officer
- Raeanne Keer, Executive Assistant
- Stephanie Sayer, Accounting Clerk

Chairman Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

Moved by: Scott Akkermans

THAT the Executive Committee adopts the November 14, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Christopher Northcott

THAT the Executive Committee approves the October 10, 2024 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. Chief Administrative Officer Performance Evaluation

Moved by: Don Anderberg

THAT the Executive Committee moves Agenda Item 4.a – Chief Administrative Officer Performance Evaluation to Closed Session under the *Freedom of Information and Protection of Privacy Act* under Section 19: Confidential Evaluations.

CARRIED

b. Board of Directors – Election and Organizational Meeting

R. Keer stated that the Organizational Meeting and Elections will be at the Board of Directors meeting scheduled for December 5, 2024. She stated that nomination forms will be distributed on November 15, 2024 to the Board.

The Committee discussed who would be interested in submitting their names forward for re-election.

c. Subdivision Activity – As of October 31, 2024

L. Kuiper presented Subdivision Activity as of September 30, 2024 to the Committee.

d. Budget

(i) 2025 Operating Budget and 3-Year Rolling Budget

S. Sayer presented the original budget proposed by the Executive Committee following the October 17, 2024 Budget Workshop which used the 2024 Total Equalized Assessment (TEA) values, the proposed budget with the 2025 TEA values, and an amended budget which Administration believes captures the goals set out by the Executive Committee following the Budget Workshop with the intent to keep the fee increase as equitable as possible.

The Committee reviewed additional budget scenarios with various mill rates and fee ceilings.

Moved by: Don Anderberg

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the draft 2025 Operating Budget, with the .025 Mill Rate increase, the Floor of \$5,000 and the Ceiling increasing 35% to the Board of Directors for approval as presented.

CARRIED

(i) 2025-2029 Capital Budget & Plan

R. Keer and S. Sayer presented the 2025-2029 Capital Budget and Plan to the Committee.

The Committee discussed reviewing the Capital Plan in greater detail in 2025.

Moved by: Neil Sieben

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the draft 2025-2029 Capital Budget and Plan to the Board of Directors for approval, as presented.

CARRIED

5. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits for September 2024 to the Committee.

Moved by: Scott Akkermans

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for September 2024, as presented.

CARRIED

b. Financial Statements

L. Kuiper presented the Balance Sheets and Comparative Income Statements for September 2024 and the Details of Account for September 2024 to the Committee.

Moved by: Scott Akkermans

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for September 2024 and the Details of Account for September 2024, as presented.

CARRIED

6. New Business

There was no new business for discussion.

Moved by: David Cody

THAT the Executive Committee moves into Closed Session to prevent the disclosure of:

- Confidential Evaluations, Section 19 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED AT 7:30 PM

7. Closed Session

a. Succession Plan & Organization Summary

Closed Session to prevent the disclosure of confidential evaluations under Section 19 of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 7.a – Succession Plan & Organizational Summary: Lenze Kuiper, Chief Administrative Officer, R. Keer, Executive Assistant, and S. Sayer, Accounting Clerk.

b. Chief Administrative Officer Performance Evaluation

Closed Session to prevent the disclosure of confidential evaluations under Section 19 of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to section 197(6) of the *Municipal Government Act*, there were no members of Administration in attendance for Agenda Item 7.b – Chief Administrative Officer Performance Evaluation.

Moved by: David Cody

THAT the Executive Committee moves into Open Session.

CARRIED AT 8:01 PM

8. CAO's Report

L. Kuiper presented CAO Report to the Committee.

9. Round Table Discussions

Committee members and staff reported on various projects and activities in their respective municipalities.

- 10. Next Meeting – Board of Directors – December 5, 2024;
Executive Committee – December 12, 2024
Executive Committee – January 9, 2025**

11. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 8:12 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



**Town of Vauxhall
Council Memo**

00.

**Town of Vauxhall
Request for Decision**

Date: January 23, 2025
Information provided by: Administration
Topic: Appointment – Library Board Member
Background:

Attached is a letter received for an appointment to the Vauxhall Library Board.
Bylaw #808 Establish a Municipal Library appointments to the board shall be for a term of three years.

Proposed Motion

Moved by _____ to appoint Lucille Norris to serve as a member on the Vauxhall Library Board to January 23, 2028

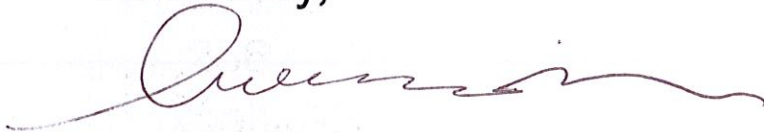
Moved by _____

Jan 22,2025
Box 256
Vauxhall, AB

Town of Vauxhall,
To whom it may concern,

Hello,
I would like to request that I be added as a member to
the Vauxhall Library Board; I would be glad to serve
our community in this way.

Yours truly,

A handwritten signature in dark ink, appearing to read 'Lucille Norris', with a long, sweeping horizontal flourish extending to the right.

Lucille Norris

	<u>Date</u>	<u>Meeting</u>	<u>Facility</u>
<u>Mayor Cawley</u>	December 16 2024	Council	Chambers
<u>Councillor Deleeuw</u>	November 23 2024	JEDC	MD Office
	November 28 2024	VDCC	Vx Library
	December 16 2024	Council	Chambers
<u>Councillor Dorin</u>	December 16 2024	Council	Chambers
<u>Deputy Mayor Forchuk</u>	December 9 2024	MPC	Chambers
	December 16 2024	Council	Chambers
<u>Councillor Zacharias</u>	December 9 2024	MPC	Chambers
	December 16 2024	Council	Chambers
<u>Councillor Norris</u>	November 28 2024	Housing Authority	Taber
	December 5 2024	ORRSC	ORRSC Office
	December 9 2024	MPC	Chambers
	December 9 2024	Veterans Memorial Hwy	MD Office
	December 16 2024	Council	Chambers

	<u>Date</u>	<u>Meeting</u>	<u>Facility</u>
<u>Mayor Cawley</u>			
	January 20 2025	Council	Chambers
<u>Councillor Deleeuw</u>			
	January 6 2025	Council	Chambers
	January 9 2025	Vx Library	Library
	January 20 2025	Council	Chambers
<u>Councillor Dorin</u>			
	January 6 2025	Council	Chambers
	January 20 2025	Council	Chambers
<u>Deputy Mayor Forchuk</u>			
Attended for Cllr Deleeuw	November 6 2024	FCSS	Zoom
	January 6 2025	Council	Chambers
	January 13 2025	MPC	Chambers
	January 8 2025	VRFA	Fire Hall
	January 9 2025	Vx Library	Library
	January 20 2025	Council	Chambers
<u>Councillor Zacharias</u>			
	January 6 2025	Council	Chambers
	January 13 2025	MPC	Chambers
	January 8 2025	VRFA	Fire Hall
	January 20 2025	Council	Chambers
<u>Councillor Norris</u>			
	January 6 2025	Council	Chambers
	January 13 2025	MPC	Chambers
	January 20 2025	Council	Chambers

Events 2025

Date	Time	Events	Location	Councillor (s) attending (if applicable)
2025-03-06 & 07		Spring Municipal Leaders Caucus	Westin Hotel, Edmonton	
2025-03-15	5:30PM	Guided Journeys Foundation	Vauxhall Community Hall	
2025-03-28	6:00PM	Jets 19th Annual Home Run Ball	Vauxhall Community Hall	
2025-05-01 & 02		Public Risk Conference	TBD	
2025-06-11, 12, 25 & 26		Summer Municipal Leaders Caucuses	Various Locations	
2025-11-12 to 14		Alberta Municipal Convention and Trade Show	Calgary TELUS Convention Centre	

Meetings 2025

Date	Time	Meeting	Location	Councillor(s)Member
2025-02-10	3:00 PM	Water Commission	Council Chambers	Cllr.Norris
2025-02-10	6:00 PM	Special Meeting	Council Chambers	All of Council
2025-02-12	6:00 PM	JEDC	MD Office-Reeves Room	Mayor Cawley & Cllr. Deleeuw
2025-02-18	6:00 PM	Council Meeting	Council Chambers	All of Council
2025-04-09	7:00 PM	Regional Fire Authority	Vx Fire Hall	DM Forchuk & Cllr. Zacharias
2025-04-16	7:00 PM	Vx Public Library	Library	DM Forchuk & Cllr. Deleeuw
2025-05-14	6:00 PM	JEDC	MD Office-Reeves Room	Mayor Cawley & Cllr. Deleeuw
2025-08-13	6:00 PM	JEDC	MD Office-Reeves Room	Mayor Cawley & Cllr. Deleeuw
2025-09-17	7:00 PM	Vx Public Library	Library	DM Forchuk & Cllr. Deleeuw
2025-10-08	7:00 PM	Vx Public Library	Library	DM Forchuk & Cllr. Deleeuw
2025-11-12	6:00 PM	JEDC	MD Office-Reeves Room	Mayor Cawley & Cllr. Deleeuw



CHEERS TO VOLUNTEERS AWARDS

Nominate an individual, youth, or group who has made a significant positive impact in your community

For one of THREE
 ✨ **Outstanding Volunteer Awards!** ✨

Nomination Deadline: Friday, March 14th



ELIGIBILITY

- ✓ Live and volunteer within the FCSS service area, including the communities within the MD of Taber, County of Warner, and Lethbridge County.
 - Please note that City of Lethbridge residents are **not** eligible to receive this award.
- ✓ Exemplify a spirit of volunteerism and the ability to inspire others.

INFORMATION

Cindy Lauwen
 403-915-7063 (call/text)
 volunteerservices@fcss.ca

SUBMIT NOMINATION





ASSET MANAGEMENT POLICY

Policy Statement:

The Town shall adopt and apply asset management (AM) practices to provide for the effective fiscal and physical management of current and future assets to ensure safe, reliable and sustainable services to customers.

Purpose:

The objective of this policy is to lay out the Asset Management Program (AMP) principles with the aim of:

- Enabling informed decision-making by Council, staff and community.
- Improving decision-making accountability and transparency.
- Support a culture where all employees take part in incorporating the Asset Management Framework into the management of the community assets.
- Ensuring that the Town's services and infrastructure are provided:
 - o In a safe, reliable and sustainable manner
 - o Within approved levels of service
 - o That will support residents, visitors and the environment; and,
 - o In alignment with the corporate vision and goals
- Ensuring that risk, level of service, condition, and inventory are considered to inform and prioritize programming decisions at all levels of decision making.

Assets Covered by the Policy

This policy applies to all physical and financial assets under the control of the Town in categories including Roads and Streets, Water, Wastewater, Storm, Facilities, Vehicles, Machinery and Equipment.

Definition

Asset Management is an integrated approach involving planning, finance, engineering, maintenance and operations to maximize benefits, reduce risk and provide safe and reliable levels of service to community users.

Our Principles

- **Corporate Alignment:** Alignment with corporate vision and goals will be enabled through this policy the asset management framework.
- **Life Cycle Management:** Assets will be managed recognizing the whole of life ownership costs.
- **Build Organizational Resiliency:** Document policies and procedures to mitigate business risks and ensure core business processes can sustain staff and resource changes.
- **Community Input:** Incorporate relevant and appropriate community input into the development of asset management plans for levels of service targets as set out in the Public Participation Policy.

Responsibilities and Relationships

Town Council

- Review and adopt the Asset Management Policy
- Approve levels of service incorporating risk, financial, community input that align with the community vision and goals:

CAO and management team

- Implement the Asset Management Policy
- Procedures that implements the Asset Management Policy; and,
- Annually report to Town Council on the status of the Asset Management.