

# VILLAGE OF MYRNAM



**Organizational and  
Regular Council Meeting  
October 31, 2024**

# **ORGANIZATIONAL MEETING**

# ADOPTION OF AGENDA

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**1. Call to Order**

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**2. Adoption of Agenda**

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**3. Appointment of Officers**

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- a. Mayor
  - b. Deputy Mayor
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**4. Oath of Office**

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**5. Bylaws/Policies**

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- a. Review: Council Procedural Bylaw
  - b. Review: Code of Conduct Bylaw
  - c. Review: Signing Authority Policy
  - d. Review: Elected Officials Remuneration and Expenses Policy
  - e. Review: Mileage for Council and Staff and Appointed Members Policy
  - f. Review: Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees Policy
  - g. Review: Financial Reports Policy
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**6. Council Meeting Dates**

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**7. Appointment to Committees**

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**8. Other Appointments**

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- a. Subdivision Authority
  - b. Development Authority
  - c. Bylaw Enforcement Officer
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**9. Adjournment**

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# APPOINTMENT OF OFFICERS

MGA:

Section 150(2) The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.

159(1) A chief elected official who is to be appointed under section 150 must be appointed at each organizational meeting of the council, unless otherwise provided by bylaw. (2) The term of office of an appointed chief elected official starts immediately on appointment and ends on the appointment of the next chief elected official. (3) The term of office of an appointed chief elected official may not extend beyond the term of office of that person as councillor.

Section 152 (1) A council must appoint one or more councillors as deputy chief elected official so that (a) only one councillor will hold that office at any one time, and (b) the office will be filled at all times. (2) A deputy chief elected official must act as the chief elected official (a) when the chief elected official is unable to perform the duties of the chief elected official, or (b) if the office of chief elected official is vacant.

Currently Donna Rudolf is Mayor and Raymond Yaremchuk is Deputy Mayor.

# OATH OF OFFICE



**VILLAGE OF MYRNAM**



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## OFFICIAL OATH

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I, \_\_\_\_\_, swear (or solemnly affirm)  
that I will diligently, faithfully and to the best  
of my ability execute according to law the  
office of \_\_\_\_\_.

So help me God.  
(omit if solemnly affirming)

# Review: Council Procedural Bylaw

Council Procedural Bylaw should be reviewed annually.

CAO recommends changing the following sections to read:

5.3 If there is no quorum present within fifteen minutes after the time appointed for the meeting of Council

5.4 As soon as quorum is present after the scheduled meeting time, the Mayor will assume chair and call the members to order.

13.2 remove Assessment Review Board as there is now Joint ARB Bylaw; and remove Subdivision and Development Appeal Board as there is now an Intermunicipal SDAB Bylaw.

# Review: Code of Conduct Procedural Bylaw

Code of Conduct Bylaw should be reviewed annually as per section 16.1 This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

# Review: Signing Authority Policy

Policy for *Signing Authority* is to be reviewed annually.

# Review: Elected Officials Remuneration and Expenses Policy

Policy for *Elected Officials Remuneration and Expenses* is to be reviewed annually.

# Review: Mileage for Council and Staff and Appointed Members Policy

Policy for *Mileage for Council and Staff and Appointed Members* is to be reviewed annually.

# Review: Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees Policy

Policy for *Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees* is to be reviewed annually.

# Review: Financial Reports Policy

Policy for *Financial Reports Policy* is to be reviewed annually.

# Council Meeting Dates

## **Council Procedural Bylaw 2021-11:**

**Section 5.1** The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.

**Section 5.4** Regular meeting of Council shall commence at 9:00 o'clock A.M. and adjourn no later than 12:00 o'clock P.M., if in session at that hour, unless otherwise determined by a unanimous vote of the members present. Such a motion passed in Council may extend the time of adjournment to no later than 2:00 o'clock P.M.

**MGA 192(1)** Except in a summer village, a council must hold an organizational meeting annually not later than 14 days after the 3rd Monday in October.

Currently Regular Council meetings are held on the third Thursday of each month starting at 9:00 a.m.

Normally the Village combines the annual Organizational Meeting with the monthly regular Council meeting. The third Thursday in October 2025 is the 16<sup>th</sup>. Election day is October 20<sup>th</sup>. It is mandatory to choose a date for the Organizational and Regular Council meeting sometime after but within 14 days after the election.

# APPOINTMENT TO COMMITTEES

Council Procedural Bylaw 2021-11:

- 13.1 All standing and special committees shall be appointed by motion of Council.
- 13.2 By Resolution of Council committees are to be considered at each Organizational meeting.

As per Libraries Regulations, Section 32: An appointment shall not exceed a term of 3 years, and an appointee may not serve for more than 9 consecutive years without the approval of 2/3 of all the members of council. If Donna Rudolf, who has been a board member for 11 years and 8 months, is appointed to the board for another term, then it should require a separate motion.

## Current Appointments (2023 – 2024)

Committee	Appointee	Back-Up
*A.C.E. Water Board	Raymond Yaremchuk	
Eagle Hill Foundation	Donna Rudolf	Kurt Ewanec
FCSS	Donna Rudolf	Raymond Yaremchuk
Fire Department Liaison	Raymond Yaremchuk	
HUB / Regional Ec. Dev. Committee	Donna Rudolf	Kurt Ewanec or Raymond Yaremchuk
Northern Lights Library System	Donna Rudolf	Kurt Ewanec
Regional Emergency Management Agency	Kurt Ewanec	Raymond Yaremchuk
Regional Landfill	Raymond Yaremchuk	Kurt Ewanec
Tourism (e.g. GoEast)	Donna Rudolf	Kurt Ewanec or Raymond Yaremchuk

## Appointments (2024 – 2025)

Committee	Appointee	Back-Up
*A.C.E. Water Board	Raymond Yaremchuk	
Eagle Hill Foundation		
FCSS		
Fire Department Liaison		
HUB / Regional Ec. Dev. Committee		
Northern Lights Library System		
Regional Emergency Management Agency		
Regional Landfill		
Tourism (e.g. GoEast)		

# OTHER APPOINTMENTS

## Subject: Subdivision Authority

Council Procedural Bylaw 2021-11:

Section 13.2: At each organizational meeting following a general municipal election Council shall, as per respective Bylaws, appoint person(s) for the following:

(d) Subdivision and Development Appeal Board

### Subdivision authority

A municipality must adopt a bylaw to provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality. A subdivision authority may include one or more of the following:

- Any or all members of Council;
- A designated officer;
- A municipal planning commission;
- Any other person or organization.

Most municipalities assign subdivision authority to a member or members of staff. Some municipalities assign more complex subdivision approvals to a municipal planning commission. Some smaller municipalities contract with a consultant or planning agency to carry out subdivision duties on behalf of the municipality.

Current appointment for Subdivision Authority is Municipal Planning Services.

Attachment(s)	None
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# OTHER APPOINTMENTS

## Subject: Development Authority

Council Procedural Bylaw 2021-11:

Section 13.2: At each organizational meeting following a general municipal election Council shall, as per respective Bylaws, appoint person(s) for the following:

(c) Development Authority

### Development authority

A municipality must adopt a bylaw to provide for a development authority to exercise development powers and carry out duties on behalf of the municipality. A development authority may include one or more of the following:

- A designated officer;
- A municipal planning commission;
- Any other person or organization.

The development authority is usually carried out by one or more staff members. Some municipalities provide that applications for discretionary uses are referred to a municipal planning commission.

Current appointment for Development Authority is CAO Elsie Kiziak.

# OTHER APPOINTMENTS

**Subject: Bylaw Enforcement Officer**

Council Procedural Bylaw 2021-11:

Section 13.2: At each organizational meeting following a general municipal election Council shall, as per respective Bylaws, appoint person(s) for the following:

(e) Bylaw Enforcement Authority

Current appointment for Bylaw Enforcement Authority is CAO Elsie Kiziak.

**ADJOURNMENT OF  
ORGANIZATIONAL MEETING**

# **REGULAR COUNCIL MEETING**

# ADOPTION OF AGENDA

- 1. **Call to order**

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- 2. **Adoption of Agenda**

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- 3. **Adoption of Minutes**
  - a. September 19, 2024 Regular Council Meeting

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- 4. **Open Forum**

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- 5. **Administrative Reports**
  - a. Public Works Report
  - b. Financial Report
  - c. Chief Administrative Officer Report

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- 6. **Correspondence**

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- 7. **New Business**
  - a. Budget Meetings
  - b.
  - c.

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- 8. **Confidential Items**

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- 9. **Adjournment**     **Next Meeting:** November 21, 2024 at 9:00 A.M. (unless changed during the Organizational meeting)

# ADOPTION OF MINUTES

- September 19, 2024 Regular Council Meeting

# OPEN FORUM

Welcome.

Village Council has presented an opportunity for the general public to individually address Council on any topic relevant to municipal government for a period not to exceed 2 minutes per person. Information presented to Council may or not be acted on and will not be debated unless there is a majority vote to do so.

The Open Forum is not a means of expressing insults, accusations or making any personal attacks on any member of Council or Staff. Any person who starts insulting or making accusations or attacks on any member of Council, Council as a Whole, or any Staff member will be kindly asked to remove themselves from Council Chambers.

Once again, welcome.

# ADMINISTRATIVE REPORTS

## PUBLIC WORKS FOREMAN REPORT

September 12 – October 24, 2024

### Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Continue working on infrastructure replacement project on Main Street. Water and Sewer lines are complete.
3. New generator; the electrician and supplier are supposed to commission the startup of the generator on Friday, October 25<sup>th</sup>.
4. Checked all road valves to ensure they are all open and operate.
5. Cleared all sewer lines from any debris due to the main street project.
6. Checked all storm sewer lines.

### Roads/Sidewalks

1. Continue working on infrastructure replacement project on Main Street. A lot more gravel is needed to have a proper grade for the road. Currently waiting for the County to provide gravel and deliver a large packer.

### Other

1. Continue to pick up garbage weekly.
2. Tried to take down the dove statue but cannot as the pipes are rusted together. Restoration will have to commence in the spring of 2025; recommend renting a scissor lift.
3. Getting winter equipment prepared.

# FINANCIAL REPORT

1. Bank Reconciliation: As of September 30, 2024
2. Cheque Listing: September 12 – October 24, 2024
3. \*Quarterly Reporting of Budget to Actual: January to September 2024

\*Includes separate breakdown for Capital Revenue and Expenses

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

September 12 – October 24, 2024

1. Energy Contract: Village has sought out interest from all non-profit organizations within the Village including the lodge as they are able to get the same or similar rate. AB Munis is looking into rates based on non-profit organization's usage. ATCO is in the process of amalgamating all of our streetlights into one account. Administration is looking for the best option for the micro-gen meter at CTEC.
2. Addition to the Firehall: Currently in design phase with BAR Engineering. Once the design phase is completed, then it will go out for tender for construction.
3. Grants:
  - a. Canada Day Grant for 2025; applied.
  - b. Canada Summer Jobs for 2025; will be open Nov. 18 and will close Dec. 19.
  - c. ACP:
    - i. Entered into a contract with Alberta Counsel for the purposes of developing a Regional Economic Development Strategy (ACP Grant).
    - ii. Applied for 2024/25 grant for Regional Infrastructure Master Plan
  - d. Small Community Opportunity Program:
    - i. Scheduling First Aid for approximately 40 people (of which 35 are students from grades 10 to 12 at New Myrnam School) and Food Safe for 10 people to occur over the next couple of months.
    - ii. Negotiating a variety of soft skills online courses, including Microsoft Office courses, to be taken at one's leisure for anyone in the community.
    - iii. Working on scheduling a course calendar for next year for a variety of other courses; including free workshops provided by Labour Force Link.
    - iv. Currently advertising for two young adults to take economic development officer training.

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

September 12 – October 24, 2024

4. 100 Radon: The 100 Radon Test Kit Challenge targets municipalities across Canada where radon testing has thus far been limited, but where there is a potential for homes to have elevated radon levels. The program will provide up to 100 test kits to each participating municipality, to be distributed to citizens for free. An information meeting will be held online on November 13, 2024 at 7 p.m. with the option to do a group online session at CTEC.
5. Bylaw Enforcement: 13 notices were sent since the last report: 2 for traffic, 1 for noise, and 10 for unsightly premises.
6. Contest – Residential Lot: There have been casual discussions regarding a contest for a residential lot. A poster has been made and was given to the Mayor for review before it goes for legal review.
7. Fire Underwriters Survey: Survey was required to be completed this year. Submitted. Administration has set up meeting to discuss rating for Tuesday, October 29, 2024.
8. 2025 Insurance: Pre-Renewal Questionnaire submitted.
9. 2025 Municipal Election: Administration has been working on resources for voters and potential candidates for the upcoming election. Almost complete; waiting for Municipal Affairs to release the updated handbook for Returning Officers.
10. CAO Action Tracker – attached.

# **CORRESPONDENCE**

**September 12 – October 24, 2024**

**(all scanned and emailed to each elected official)**

1. Municipal Affairs: Key Municipal Dates October 1 – December 31, 2024
2. MLA Jackie Armstrong-Homeniuk: Rail Safety Week (email Sept 25, 2024)
3. FCM: AC2024 digital magazine (email Sept 25, 2024)
4. Alberta Municipalities :
  - a. Returning Officer Report re 2024 Alberta Municipalities Board Elections (email Sept 17, 2024)
  - b. The Weekly (September 18, October 2, 10, 17, and 23, 2024)
5. Fire Underwriters Survey Results
6. Alberta Counsel:
  - a. At a Glance (September 20, 27, October 4 and 11, 2024)
  - b. The News (Issues 210, 211 and 212)
7. Village of Myrnam Library Board Minutes (January 25, February 27, April 18, June 6, and August 6, 2024)
8. ACE Regional Water Corporation: Rate for 2025 (email October 24, 2024)
9. Regional Economic Development Committee Minutes (May 29, 2024)
10. Two Hills Family Community Services Society (FCSS) Agenda (September 16, 2024)
11. Northeast Alberta Information HUB:
  - a. Agenda for October 1, 2024
  - b. Minutes for October 1, 2024
12. St. Paul Education Board Highlights (September 11 and October 9, 2024)

# CORRESPONDENCE

September 12 – October 24, 2024

(all scanned and emailed to each elected official)

13. Go East of Edmonton:

- a. 2025 Tourism Programs and Renewal Forms
- b. Support Letter to Go East Regional Tourism Organization to apply to Travel Alberta's Rural Development and Promotion Fund for the Roadtrip Adventures and Experiences Marketing Campaign.

14. Travel Lakeland:

- a. Travel Lakeland hires Project Implementation Manager and Officer Support (email Sept 16, 2024)
- b. Best Breweries and Distilleries (email Sept 16, 2024)
- c. Places to Stay (email Oct 21, 2024)

15. Battle River Watershed Alliance: The Current (October 2, 2024)

16. North Saskatchewan Watershed Alliance: Letter re: Partnering for Myrnam's Sustainable Water Future

17. Support Letter: Town of St. Paul for their application to the Green and Inclusive Community Buildings Program – Clancy Richard Arena Retrofit

# NEW BUSINESS

**Subject: Budget Meetings**

Need to schedule budget meetings. Should schedule two; one for direction first draft and one for finalizing.

Attachment(s)	None
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# COUNCIL MEMBER REPORTS

**Mayor Donna Rudolf**

September 12 – October 24, 2024

**Eagle Hill Foundation (Appointee)**

**Family & Community Social Services (Appointee)**

**HUB / Regional Economic Development (Appointee)**

**Northern Lights Library System (Appointee)**

**Tourism (e.g., GoEast) (Appointee)**

**Other**

No report was presented before the completion of the council package.

# COUNCIL MEMBER REPORTS

## Deputy Mayor Raymond Yaremchuk

September 12 – October 24, 2024

Alberta Central East Water Corporation Board (Appointee)

Family & Community Services (Backup Appointee)

Fire Department Liaison

HUB / Regional Economic Development (Backup Appointee)

Regional Emergency Management Agency (Backup Appointee)

Regional Landfill Committee (Appointed)

Tourism (e.g., GoEast) (Backup Appointee)

Other

No report was presented before the completion of the council package.

# COUNCIL MEMBER REPORTS

## Councillor Kurt Ewanec

September 12 – October 24, 2024

Eagle Hill Foundation (Backup Appointee)

HUB / Regional Economic Development (Backup Appointee)

Northern Lights Library System (Backup Appointee)

Regional Emergency Management Agency (Appointee)

Regional Landfill Committee (Backup Appointee)

Tourism (e.g., GoEast) (Backup Appointee)

Other

No report was presented before the completion of the council package.

# NEXT MEETING

Regular Council Meeting

November 21, 2024

9:00 a.m.

(unless changed during the Organizational meeting)

# ADJOURNMENT

Thank you for attending the  
Regular Council Meeting



peace to us