

VILLAGE OF MYRNAM



**Regular Council Meeting
December 19, 2024**

ADOPTION OF AGENDA

-
1. **Call to order**

 2. **Adoption of Agenda**

 3. **Adoption of Minutes**
 - a. November 21, 2024 Regular Meeting

 4. **Open Forum**

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

 6. **Correspondence**

 7. **New Business**
 - a. 2025 Interim Operating Budget
 - b. Proposal – Regionalization of Fire Services
 - c. NLLS – Board Appointment

 8. **Confidential Items**
 - a. CAO Performance Evaluation

 9. **Adjournment** **Next Meeting:** January 16, 2025 at 9:00 A.M.

**Not required at time of preparation of the agenda:
Delegation, Public Hearing, Old Business, or Bylaws and Policies**

ADOPTION OF MINUTES

November 21, 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

November 15 to December 12, 2024

Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.

Roads/Sidewalks

1. Snow removal; including on Highway 881
2. Sanded roads when icy.

Other

1. Garbage pickup weekly.
2. Repaired axle on GMC.
3. Replaced tires on Bobcat.
4. Burned piles by soccer field.
5. Put up Christmas lights.
6. Removed black knot on a tree.
7. Trying to repair large bi-fold door at CTEC.
8. Arranged repairing minor deficiencies at CTEC (cracks in bulkhead, peeling drywall tape in wall corners, and repair to wall due to installing sink for the daycare).
9. Public Works and Administration are looking at hiring casual workers to get the rest of the water meters installed.
10. Public Works and Administration are working on obtaining estimates for various potential projects for 2025.

FINANCIAL REPORT

- 1. Bank Reconciliation: As of November 30, 2024
- 2. Cheque Listing: November 15 to December 12, 2024

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

November 15 to December 12, 2024

1. Municipal Indicators – CAO had a virtual meeting with Municipal Affairs. Report will be forwarded to Council in the near future.
2. Fire Chief Meeting – CAO had a meeting with Fire Chief John Fedoriuk and Deputy Fire Chief Jessie Fedoriuk. Topics discussed: 2025 Budget, Fire Underwriters Survey, Addition to the Fire Hall, Regionalization proposed by the County.
3. Energy Contract: The following non-profits organizations have engaged in a contract for aggregated energy with the Village of Myrnam through ABMunis:
 - Curling Club
 - Myrnam River Ridge Riders
4. Contest – Residential Lot: As indicated in the CAO Action Tracker, Administration had final legal review on the contest rules and forms. Administration has almost finished setting up the contest webpage; just waiting for ability to process the entry fee. The school has been approached to create advertising videos for social media.
5. Christmas Lights: Administration purchased \$1,000 worth of Christmas lights for the large tree within the Dove Park and for streetlights on Main Street. The Dove Society donated \$500 to the Village towards the Christmas lights.
6. 2025 Municipal Election: No update from the last report: 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.

ADMINISTRATIVE REPORTS

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November 15 to December 12, 2024

7. Regional Economic Development Committee – By request, CAO Kiziak attended a meeting to review the Deliverable #1 of the Regional Economic Strategy for the Village of Myrnam prepared by Alberta Legal Counsel. Recommendations for correction or revision were collaborated on by the committee and will be forwarded to Alberta Counsel by the committee. Note that a copy of the Deliverables #1 has been provided to all of Council under Correspondence.
8. Small Community Opportunities Program (SCOP) - The Village has been working with Two Hills Adult Learning Council to put on training programs in 2025; so far, an Air Brakes course is scheduled for February 2025. The Village has also been working with the school for first aid training; one round of training has been completed with 20 students; another round is tentatively scheduled for the end of January/beginning of February. Administration and Dave Albright from Two Hills Adult Learning Council are working on a variety of other courses for 2025 calendar year. The Village tried to host a Food Safe course, however there was very little interest at the time.
9. Joint Municipalities Meeting – Attended on December 3, 2024.
10. New Myrnam School – Had a meeting to discuss janitorial concerns regarding CTEC usage with rentals and daycare.
11. CAO Action Tracker – attached.

CORRESPONDENCE

November 15 to December 12, 2024

(all scanned and emailed to each elected official)

1. Alberta Municipal Affairs:
 - a. Municipal Indicators: how each municipal indicator is calculated and what the result means chart.
 - b. Meeting request with Minister McIver – ABmunis Spring Municipal Leaders Caucus 2025
2. Alberta Public Safety and Emergency Services: Invitation to information sessions on changes to policing legislation (email Dec 6, 2024)
3. Ukrainian Canadian Congress - Alberta: A Story of Resilience
4. MLA Jackie Armstrong-Homeniuk: Grant Information (email Dec 11, 2024)
5. Two Hills RCMP Detachment: Body Worn Cameras (email Nov 25, 2024)
6. FCM: Renew Membership (email Dec 11, 2024)
7. Alberta Municipalities :
 - a. Opportunity to Serve on the AMSC Board (email Dec 3, 2024)
 - b. The Weekly (Nov 20, 27, Dec 4, 2024)
 - c. 2025 Renewal Employee Benefits Plan
8. Alberta Counsel:
 - a. At a Glance (November 15,22, 29, and Dec 5, 2024)
 - b. The News (Issues 214, 215)
 - c. Alberta 1st Legislature, Session 1 Summary (Nov 18-21, 25-28, and Dec 2-4)

CORRESPONDENCE

November 15 to December 12, 2024

(all scanned and emailed to each elected official)

9. St. Paul Education Board Highlights (November 13, 2024)
10. Village of Myrnam Library Board Minutes (November 14, 2024)
11. Eagle Hill Foundation Recreation Society Meeting Minutes of September 17, 2024
12. Two Hills Family Community Services Society (FCSS) Agenda for November 18, 2024
13. GoEast:
 - a. Annual General Meeting & Special Guest Presentations Agenda of November 20, 2024
 - b. AGM Presentations and Updates (email Dec 6, 2024)
 - c. Roadtrip Adventure Game Winners 2024 (email Dec 6, 2024)
14. Travel Lakeland: Newsletter (email Nov 19, 2024)
15. Regional Economic Strategy – Village of Myrnam – Deliverable #1
16. Christmas Greetings:
 - a. MLA Jackie Armstrong-Homeniuk
 - b. Select Engineering
 - c. Azgard Solar

NEW BUSINESS

Subject: 2025 Interim Operating Budget

MGA

Adoption of operating budget Section 242

- (1) Each council must adopt an operating budget for each calendar year.
- (2) A council may adopt an interim operating budget for part of a calendar year.
- (3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

Expenditure of money Section 248

- (1) A municipality may only make an expenditure that is (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council.

Note: There are no anticipated capital purchases prior to the adoption of the 2025 Budget; therefore, Administration is not requesting an interim capital budget; and further, an interim capital budget is not a requirement of the Municipal Government Act.

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Note: There are no anticipated capital purchases prior to the adoption of the 2025 Budget; therefore, Administration is not requesting an interim capital budget; and further, an interim capital budget is not a requirement of the Municipal Government Act.

Administration has been working on the 2025 operating budget however many figures outside of our control (levies) have not yet been determined; and Council has not been able to meet to discuss the draft budget.

NEW BUSINESS

Subject: Proposal – Regionalization of Fire Services

At the Joint Municipalities meeting of September 4, 2024 “CAO, Sally Dary, informed the Committee of the intent to simplify fire services by moving to a regional agreement, in line with what is used by surrounding areas”. The motion passed was “that a regional agreement be investigated further.”

The County of Two Hills provided the Village of Myrnam with a draft agreement for review.

Financial benefits/drawbacks are to be determined throughout this investigating process.

The agreement is proposed to be for 3 or 5 years although there is an opportunity to opt-out by mutual consent or by non-compliance.

NEW BUSINESS

Subject: NLLS – Board Appointment

The Village of Myrnam has received a request from the Northern Lights Library System Board for the Village to appoint a representative to sit on the Board as the current board member is now considered resigned due to missing more than 3 consecutive meetings.

Meetings missed: February 23, May 22, September 11, and November 29

Questions posed to – and answered by NLLS:

- Does the representative have to be an elected official of the member municipality? **no**
- If not, can it be an existing member of the municipal library board? **yes**
- If not, can it be anyone? **Yes over the age of 18**
- How often are the meetings? **3-4 times a year**
- Where are the meetings located? **Online via zoom or in person (x2)**
- Conference information. **n/a**
- Any other requirements of the system library board member? **No unless rep is elected to the Executive Committee**
- Does NLLS pay the system library board member to attend meetings? **no**
- Does NLLS pay mileage? **Yes (Federal Govt rates)**

NEW BUSINESS

Subject: Returning Officer for 2025 Municipal Elections

The next municipal general election will be held on October 20, 2025.

The nomination period for the 2025 general election will begin on January 1, 2025, and run until 12:00 p.m. on nomination day: Monday, September 22, 2025.

Although a municipal council doesn't have to appoint a Returning Officer until June, the CAO (who usually ends up being the Returning Officer for the Village of Myrnam) is recommending a motion for the appointment of the Returning Officer as candidates can file as of January 1st

Local Authorities Elections Act, Section 25

Candidates can begin to file nomination papers with the returning officer on January 1 in the year of a general election.

CAO Elsie Kiziak has experience as a Returning Officer and has conducted municipal elections over the last 21 years. CAO Kiziak has also worked in various capacities in provincial elections.

COUNCIL MEMBER REPORTS

Mayor Donna Rudolf

November 15 to December 12, 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

November 15 to December 12, 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

November 15 to December 12, 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.

CONFIDENTIAL ITEMS

Subject: CAO Performance Evaluation

MGA, Section 205.1 re: Performance evaluation

A council must provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative officer's responsibilities under section 207.

Policy 2022-14 sets procedures for CAO's Annual Evaluation Review.

CAO received her performance evaluation by letter last year on December 21, 2023.

NEXT MEETING

Regular Council Meeting

January 16, 2025

9:00 a.m.

ADJOURNMENT

Thank you for attending the
Regular Council Meeting



peace to us