

VILLAGE OF MYRNAM



**Regular Council Meeting
April 21, 2022**

ADOPTION OF AGENDA

1. Call to order

2. Adoption of Agenda

Addition: Water and Wastewater Treatment Services Agreement under New Business

3. Adoption of Minutes

- a. March 17, 2022 Regular Council Meeting

4. Delegation

- a. Gary Moses – History and Costs of the Elevator

5. Open Forum

6. Administrative Reports

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

7. Correspondence

8. Old Business

- a. Caveat on Title Number 192 087 196

9. Bylaws and Policies

- a. 2022-08 Confined Space Policy
- b. 2022-09 Operation & Maintenance of Equipment Policy
- c. 2022-10 Inspection & Maintenance of Roads Policy
- d. 2022-11 Equipment Rental to Other Local Governments Policy
- e. 2022-12 Contracted Trenching and Excavation Policy
- f. 2022-13 Sidewalk, Curb, and Gutter Maintenance Policy

10. New Business

- a. 2022 Operating Budget
 - b. 2022 Capital Budget
 - c. Electricity Contract
 - d. Director of Emergency Management
 - e. Borderlands Emergency Management Mutual Aid Agreement
 - f. Terms of Reference – Maintenance for Dove Park & Planters
 - g. Leases
 - h. Sidewalks – Meeting with residents
 - i. National Police Federation – Call to Action
 - j. St. Paul Search and Rescue Society – Funding Request
 - k. National Public Works Week
 - l. Myrnam Ukrainian Dance Club – Rental Space Request
 - m. Bank Proposals
- Addition: Water and Wastewater Treatment Services Agreement

11. Council Member Reports

- a. Mayor D. Rudolf
- b. Deputy Mayor R. Yaremchuk
- c. Councillor K. Ewanec

12. Confidential Items/Closed Session

13. Adjournment

ADOPTION OF MINUTES

- Regular Council Meeting Minutes of March 17, 2022

DELEGATION

Delegate: Gary Moses

Re: History and Costs of the Elevator

Attachment: None submitted when requested

9.2 When a communication contains a request for an appearance to address the Council, the Council by resolution may hear the person, refer him to a Committee or, if the Council deems the matter to be urgent, deal with it at once but such person shall not speak for more than (10) minutes unless the time is extended by a majority vote of the Council.

9.6 When a person or representative of a delegation or group wishes to address the Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate Committee, appoint a special Committee to deal with the matter, or deal with the matter itself at the meeting, if approved by 2/3 majority vote of Council.

9.7 After a person has spoken as a delegation, any Councillor may, through the Mayor or other presiding officer, ask that person or the Chief Administrative Officer relevant questions but may not debate the matter or the answers.

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 to a maximum of 20 minutes combined. 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

March 11 – April 14, 2022

Water/Wastewater

1. Daily checks of water plant and wastewater area.
2. Power outage at the water plant March 9th.
3. Low temperature alarm at the water plant on March 10th.
4. Sewer issues at 3 residential homes in various locations; two are owner issues, and one is due to low flow. Public Works will be scheduling semi-annual water flushing to reduce issues at residential location with low flow issues.
5. Replaced approximately 15 water meters.

Roads/Sidewalks

1. Removal of snow and ice from roads and sidewalks.

Other

1. Repaired blade on backhoe.
2. Repaired door on bay one at the main shop.
3. Assisted with snow removal at the Myrnam Transfer Landfill Station.

FINANCIAL REPORT

1. Budget to Actual
 - a. January to March 2022

2. Bank Reconciliation
 - a. as of March 31, 2022

3. Cheque Listing: March 11 – April 14, 2022

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

March 11 – April 14, 2022

1. Audit: Auditors are working on it and state it will be prepared by May 1, 2022; which is the same day that each municipality must make its financial statements, or a summary of them, and the auditor's report on the financial statement available to the public in a manner the council considers appropriate (MGA Section 276). This will require a special council meeting to approve the financial statement. If the financial statement is not complete by May 1, 2022, an extension will be required by the Minister of Municipal Affairs.
2. Complaints:
 - (a) Cats roaming and digging in flower beds and garden.
3. Tax Arrears List:
 - (a) Removed Tax Arrears Recovery List on numerous properties, except 4, that were registered through Land Titles between 2002 to 2021 due to either payment of property taxes or properties registered for too long.

Note: Unless the Village comes to an agreement on the purchase/transfer of the lands to the Village for the purposes of a greenspace, the Village will have to restart the tax recovery process i.e., be removed from Land Titles this year and registered by the end of March next year or permission will need to be granted by Municipal Affairs to extend the auction from 2019 to 2022.

Note: One property will have to restart the process i.e., be removed from Land Titles this year and registered by the end of March next year.

- b) Registered 8 properties for Tax Recovery Arrears List to Land Titles this year. Auction for these properties must occur after March 2023.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

March 11 – April 14, 2022

4. Tax Sale 2022 – At this time, there are three properties that may legitimately be sold at an auction. The CAO is working with Municipal Affairs on an approval to extend the tax recovery process on 3 other properties. At the next regular Council meeting, Council will need set an auction date/time, and establish reserve bids.
5. Bylaw: CAO is drafting a Hen Coop Bylaw and the Tax Rate Bylaw for the next Regular Council meeting.
6. Myrnam Elks: At the last Regular Council meeting, Council met with Myrnam Elks who is requesting the Village consider taking over the hall. Myrnam Elks also indicated they were taking the same request to the Myrnam Agricultural Society. CAO contacted Nestor Saskiw who stated that they are still in discussions with the Agricultural Society. This item is still tabled unless Council wants to put it back on the table for discussion and decision. Other idea: Dove Society?
7. Grants:
 - (a) Alberta Beverage Container Recycling Corporation – approved for a combination recycling/garbage bin for the Dove Connection. Ordered.
8. CAO Action Tracker – attached.

CORRESPONDENCE

March 11 – April 14, 2022

(all scanned and emailed to each elected official)

1. Alberta Municipal Affairs – Grant funding request under the Alberta Community Partnership – Municipal Restructuring Grant has not been approved at this time.
2. Alberta Justice and Solicitor General – Annual notification of the Government of Alberta’s legislation for collecting a municipality’s policing cost share under the Police Funding Model Regulation.
3. MLA Jackie Armstrong-Homeniuk – Thanks the Village for their letter to her. She has consulted with Honourable Demetrios Nicolaidis, Minister of Advanced Education and stated his recommendation.
4. MLA Jackie Armstrong-Homeniuk – Weekly Updates and other emails:
 - (a) Weekly Constituency Updates: March 11, 19, 27, and April 10
 - (b) Temporary Residence Pathway for those fleeing the war in Ukraine
 - (c) Alberta Agriculture Hall of Fame
 - (d) Matching donations for sport and recreation programs
 - (e) Information Guide for Ukrainians Arriving in Alberta
5. ATCO – 2021 Franchise Report
6. Village of Innisfree – Request to meet with Council and Administration regarding knowledge and expertise on the school and CTEC building; specifically, how CTEC was funded, cost, on-going maintenance costs, and the Village’s relationship with the school. CAO replied “Due to changes in Council and Administration, we are currently investigating the historical costs associated with the construction of the CTEC facility and what our next steps going forward will be now that we are coming out of the pandemic. Once we have all the information we need for ourselves I’m sure we would love to share our experiences with others.”

CORRESPONDENCE

March 11 – April 14, 2022

(all scanned and emailed to each elected official)

7. Town of Fox Creek – Copy of letter to the Alberta Utilities Commission regarding rising utility fees for both natural gas and electricity for residents and non-profits.
8. Myrnam Elks – Income and Expense Statement for 2019 and 2021
9. Compilation of Fire Department Information – collected from municipalities around Myrnam's population. Summary was previously provided to Council at the Budget Meeting of March 30, 2022.
10. Alberta Beverage Container Recycling Corporation – approval of grant for a combination garbage and recycling container.
11. St. Paul Education – Board Meeting Summary of March 9, 2022
12. Two Hills and Area Wellness Coalition – Newsletter, Volume 4, March 2022
13. Bloom, Centre for Municipal Education
 - (a) 12-part Elected Official On-Demand Webinar Series
 - (b) 2 Day In-Person Municipal Mastery for Elected Officials Course

OLD BUSINESS

Subject: Caveat on Title Number 192 087 196

This item was tabled from the last Regular Council meeting.

March 2017, the Village and K&S entered into an agreement whereby K&S bought a parcel of land for the purposes of operating a fuel business. The business was to be fully operational by April 15, 2022, otherwise the Village would have the option to purchase the property for \$25,000. The agreement also states that the caveat would remain on the title until construction is complete and the fuel station business is operational.

On January 5, 2022, Administration requested a progress update. K&S replied that they are in discussions with Papaschase First Nations and Suncor (Petro Canada) as a partnership, and that things are on the back burner for the next couple of months.

Council will need to decide on whether to extend the agreement, purchase the property, or other option(s) during this discussion.

Attachment(s)

- **Agreement and letter response to the Village regarding progress was provided at the last Regular Council meeting.**

BYLAWS/POLICIES

Subject: 2022-08 Confined Space Policy

Recommended policy to establish a code of practise for working in confined spaces for employees.

- Helps Public Works staff to make decisions more efficiently.
- Protecting staff from acting in a manner that might endanger their employment.
- Protecting staff from acting in a manner that might endanger the safety of themselves and others.
- Help staff to initiate actions and take responsibility without constant reference to management.
- Increase the accountability of the Village and its staff

BYLAWS/POLICIES

Subject: 2022-09 Operation & Maintenance of Equipment Policy

Recommended policy to establish a code of practise for the operation and maintenance of Village owned equipment.

- Helps Public Works staff to make decisions more efficiently.
- Protecting staff from acting in a manner that might endanger their employment.
- Protecting staff from acting in a manner that might endanger the safety of themselves and others.
- Help staff to initiate actions and take responsibility without constant reference to management.
- Increase the accountability of the Village and its staff

BYLAWS/POLICIES

Subject: 2022-10 Inspection & Maintenance of Roads Policy

Recommended policy to provide guidelines regarding the procedures for inspection, maintenance, and repair of roads and traffic control devices.

- Helps Public Works staff to make decisions more efficiently.
- Protecting staff from acting in a manner that might endanger their employment.
- Protecting staff from acting in a manner that might endanger the safety of themselves and others.
- Help staff to initiate actions and take responsibility without constant reference to management.
- Increase the accountability of the Village and its staff

BYLAWS/POLICIES

Subject: 2022-11 Equipment Rental to Other Local Governments Policy

Recommended policy to provide guidelines regarding the procedures for inspection, maintenance, and repair of roads and traffic control devices.

- Helps Public Works staff to make decisions more efficiently.
- Protecting staff from acting in a manner that might endanger their employment.
- Protecting staff from acting in a manner that might endanger the safety of themselves and others.
- Help staff to initiate actions and take responsibility without constant reference to management.
- Increase the accountability of the Village and its staff

BYLAWS/POLICIES

Subject: 2022-12 Contracted Trenching and Excavation Policy

Recommended policy for contractors to prove safe work practises, competency, and qualification of such contractors, for any trenching and excavation projects contracted by the Village.

- Helps Public Works staff to make decisions more efficiently.
- Protecting staff from acting in a manner that might endanger their employment.
- Protecting staff from acting in a manner that might endanger the safety of themselves and others.
- Help staff to initiate actions and take responsibility without constant reference to management.
- Increase the accountability of the Village and its staff

BYLAWS/POLICIES

Subject: 2022-13 Sidewalk, Curb, and Gutter Maintenance Policy

Recommended policy to establish priorities and a system of inspections for maintenance of sidewalks, curbs, and gutters.

- Helps Public Works staff to make decisions more efficiently.
- Protecting staff from acting in a manner that might endanger their employment.
- Protecting staff from acting in a manner that might endanger the safety of themselves and others.
- Help staff to initiate actions and take responsibility without constant reference to management.
- Increase the accountability of the Village and its staff

NEW BUSINESS

Subject: 2022 Operating Budget

MGA:

242(1) Each council must adopt an operating budget for each calendar year.

247 No municipality may pass a property tax bylaw or business tax rate bylaw in respect of a year unless the operating and capital budget for that year have been adopted by council or established by the Minister under section 244.

Council met on three occasions to discuss the operating budget.

The operating budget presented is for 2022-2025. Note that in the fall of this year, Council will be working towards a balanced budget for future years.

NEW BUSINESS

Subject: 2022 Capital Budget

MGA:

245 Each council must adopt a capital budget for each calendar year.

247 No municipality may pass a property tax bylaw or business tax rate bylaw in respect of a year unless the operating and capital budget for that year have been adopted by council or established by the Minister under section 244.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

Council met on two occasions to discuss the capital budget.

The capital budget presented is only for 2022.

Council and Administration will need to work on a written plan for 2023-2027 in the following months.

NEW BUSINESS

Subject: Electricity Contract

Currently the Village is under contract with Enmax to provide electricity to municipally owned buildings at 6.19/kWh and under no contract with Direct Energy for streetlights. Over the last two months, streetlights were rated at 15.04 and 25.54/kWh.

If Council terminated the contract with Enmax, the early termination fee would be \$0.

Alberta Municipalities expects their energy aggregation program to be closer to 6 cents per kWh however that program doesn't start until January 1, 2024 to Dec 31, 2033.

Until then, Alberta Municipalities can offer the following (per kWh):

- 1 year at 9.87
- 2 years at 8.700
- 3 years at 7.922
- 4 years at 7.466
- 5 years at 7.191

Note: In order to enter into a contract with Alberta Municipalities, it has to be all buildings and streetlights.

Alternatively, the Village can stay with Enmax for buildings and enter into a contract with a provider for streetlights or expand on the existing contract with Enmax by adding the streetlights to it.

NEW BUSINESS

Subject: Director of Emergency Management

CAO Elsie Kiziak is currently the Director of Emergency Management (DEM) for the Village of Myrnam.

Brad Straty was the DEM for the Village of Myrnam (resigned 2009).

Brad Straty has moved back to Myrnam and has expressed a desire to resume the position of DEM on a volunteer basis. Brad has 34 years of experience and holds the necessary certificates: Basic Emergency Management (BEM), DEM, ICS 100-300, and many other Alberta Emergency Management Agency courses.

Brad's only request is to be compensated for the costs associated with training and mileage for training.

NEW BUSINESS

Subject: Borderlands Emergency Management Mutual Aid Agreement

As recommended by Ian Fox, Field Officer for Northeast Alberta, and our Regional Director of Emergency Management Elden Kozak, to engage in the Borderlands Emergency Management Mutual Aid Agreement.

The agreement is to provide mutual aid, when required, for resources; not First Response. Examples of resources: equipment, personnel, consumables.

The agreement provides resources at a set fee as opposed to inflated prices during a crisis.

List of communities that are part of the Mutual Aid Agreement are listed on Schedule A.

NEW BUSINESS

Subject: Terms of Reference – Maintenance for Dove Park and Planters

The Village has previously engaged contractors for maintenance of the Dove Park and the village owned planters.

CAO recommends a written contract or terms of reference for the purposes of providing direction and to ensure both parties understand what the expectations are with respect to duties, remuneration, etc.

The ToR outlines the remuneration and reimbursement process which will assist Administration in keeping in line with the budget.

NEW BUSINESS

Subject: Leases

As a new CAO and to assist in the budgeting process, the CAO reviewed all land leases.

- MCSNet – May 2016 to 2041 – in lieu of monthly rent of \$60 per month the Village receives free internet up to \$150 per month.
- Bell – so far can't find a copy of the agreement however they consistently pay (since 2009) between \$2,364.60 (2009-2013) and \$2,592.61 (2014-current) plus minimum tax.
- CTEC – Agreement Apr 1, 2019 to August 31, 2022 at \$1,000 per month from September to June.
- Wozniak Bulk Fuel Station – verbal agreement of \$1,500/year starting 2013 however never paid as apparently the CAO and Wozniak agreed to not charge the lease as Wozniak wasn't making any money.
- Gary Moses (elevator) - agreement drafted in 2009 (with Viterra) at \$1,500/year which was never signed (that we can find) and never paid.
- Nutrien – agreement drafted in 2009 (with Viterra) at \$1,500/year which was never signed (that we can find) and never paid.

NEW BUSINESS

Subject: Sidewalks – Meeting with Residents

During budget deliberations it was informally decided that Council, Administration, and Public Works would meet with property owners adjacent to sidewalks that are being considered for removal as opposed to replacement in current and near future years to gather their input.

NEW BUSINESS

Subject: National Police Federation – Call to Action

The National Police Federation (NPF) is seeking the Village of Myrnam to join their Call to Action to the Government of Alberta to halt the idea of a new provincial police service and to invest the proposed new monies into underfunded critical services within Alberta.

Although the polling that the National Police Federation indicates that 84% of Albertans support retaining the RCMP and believe the Government of Alberta should instead focus on improving Alberta RCMP by addressing the root causes of crime and improving social services.

Apparently, it will cost over 366 million provincial dollars over 6 years, and an additional \$136 million per year, increasing with inflation.

The NPF is insisting to instead put the financial resources towards improving current policing by increasing officers, improving social services, and increase resources in the justice system.

The Province has recently imposed legislation for collecting policing cost share from all municipalities (previously only those whose population was over 5,000). The total revenue generated for 2021 is estimated to be \$33,446,600 of which will be reinvested in Alberta policing initiatives.

NEW BUSINESS

Subject: St. Paul Search and Rescue Society – Funding Request

The St. Paul Search and Rescue Society has been providing Search and Rescue in the region for more than 25 years. Due to the COVID-19 pandemic and subsequent restrictions, the organization had only 2 of the 12 fundraising activities planned for 2020 and 2021 were able to proceed.

Funding Request: \$75

NEW BUSINESS

Subject: National Public Works Week

May 15-21, 2022 is National Public Works Week. The theme this year is “Ready & Resilient”. The American Public Works Association – Alberta Chapter, is seeking Council’s support by recognizing and promoting National Public Works Week.

Recognition and promoting National Public Works Week is commendable and doesn’t need to cost anything financially. Proclamation included in letter and additional information provided.

Internally, we tossed around the idea of having an afternoon bbq and inviting others who work closely with our Public Works Department to show appreciation and to maintain and improve working relationships. Estimated cost = \$50

NEW BUSINESS

Subject: Myrnam Ukrainian Dance Club – Rental Space Request

The Myrnam & District Ukrainian Dance Club is looking for a space to hold practises for the upcoming 2022-2023 season.

List of some identifiable pros and cons were provided.

New Myrnam School was asked for their input. The principal and vice-principal are very much in favor of having the space utilized by community groups. They would consider cost-sharing in enhancing the security of the shop as it would also benefit them.

NEW BUSINESS

Subject: Banking services

The Village of Myrnam sought out banking proposals from our current banking services provider, Servus Credit Union – St. Paul Branch, and now our only local bank, ATB – Myrnam Branch.

Comparing banking proposals allows the Village to be competitive with banking fees and interest rates.

NEW BUSINESS

Subject: Water and Wastewater Treatment Services Agreement

Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System

4.1.4 At all times, the operation of the waterworks system shall be performed by, or under the direction of, a person who holds a valid certificate of qualification at the applicable level as set out in Table 4-1. (One operator with a Small Water Systems Certificate)

Since the Village does not have a certified water/wastewater operator, the Village had been relying on the County of Two Hills to provide the operator.

Under a previous regional collaboration agreement, the Village was provided the backup operator therefore there was no cost to the Village. Gary Dupuis was the backup operator. Since Gary Dupuis is no longer with the Village of Myrnam, and the Village does not have anyone to be the backup operator, the Village will now have to pay for the service.

The County drafted an agreement, in collaboration with the CAO, for Council review and approval.

COUNCIL MEMBER REPORTS

Mayor Donna Rudolf

March 11 – April 14, 2022

Alberta HUB (Backup Appointee)

- Attached agenda/notes/updates working to start a horticulture/sustainable food source at CTEC/school.
- Attended a Zoom “Connect for Food” on March 28th. Still collecting names of local producers.
- Had to miss the April 13 “Connect for Food” meeting at Flat Lake. Adrienne Owens could also not attend. Michael Tarkowski was to attend and provide us with updates.

Eagle Hill Foundation (Appointee)

- Had 3 extra meetings regarding staffing issues.
- Working with Connecting Care.
- Currently seeking a General Manager for Willingdon as the previous one resigned.
- Occupancy is still a challenge.

Family & Community Social Services (Appointee)

- Annual General Meeting on April 22.
- Several programs are being implemented.
- Craft sessions went well.
- Community Awareness Nights were a success.

Northern Lights Library System (Appointee)

- James MacDonald is sending weekly reports.
- Next meeting is May 28th.
- Will setup an open house at the library at that time.

Other

- Attended NE Alberta Mayors, Reeves and Indigenous Leaders Caucus. Attached agenda and notes.

COUNCIL MEMBER REPORTS

Deputy Mayor Raymond Yaremchuk

March 11 – April 14, 2022

Other

Attended the Community Awareness Event in Myrnam on April 13, 2022.

COUNCIL MEMBER REPORTS

Councillor Kurt Ewanec

March 11 – April 14, 2022

No items to report

NEXT MEETING

Regular Council Meeting
May 19, 2022

ADJOURNMENT

Thank you for attending the
Regular Council Meeting



peace to us