

# VILLAGE OF MYRNAM



Regular Council Meeting  
July 21, 2022

# ADOPTION OF AGENDA

1. Call to order
2. Adoption of Agenda
3. Adoption of Minutes
  - a. June 16, 2022 Regular Council Meeting
4. Delegation
  - a. Two Hills RCMP Detachment – 2022 Annual Directives
5. Open Forum
6. Administrative Reports
  - a. Public Works Report
  - b. Financial Report
  - c. Chief Administrative Officer Report
7. Correspondence
8. Old Business
9. Bylaws and Policies
  - a. Urban Chicken Coop Bylaw
  - b. CAO Evaluation Policy
10. New Business
  - a. Tax Arrears Auction
  - b. SPERD Lease Agreement
  - c. Myrnam and District Agricultural Society – Lease
  - d. ACP Grant
  - e. MP Shannon Stubbs – Request for 3 important issues impacting economic development
  - f. Reservoir
  - g. Offer to Purchase - Lot A Block 1 Plan 5769KS
  - h. Offer to Purchase - Pt. SE 15-54-8-W4M
  - i. NG9-1-1 Network Agreement
  - j. CTEC – Mortgage
  - k. High River - A Coal Policy for Alberta – 2022 and Beyond
  - l. Alberta Municipalities – Distinguished Service Award
11. Council Member Reports
  - a. Mayor D. Rudolf
  - b. Deputy Mayor R. Yaremchuk
  - c. Councillor K. Ewanec
12. Next Meeting: August 18, 2022 at 9:00 a.m.
13. Confidential Items/Closed Session
14. Adjournment

# ADOPTION OF MINUTES

- June 16, 2022 Regular Council Meeting

# DELEGATION

Two Hills RCMP Detachment – Sgt. Robert Daisley - 2022  
Directives

- Directives to be presented at the 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 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

June 10 – July 13, 2022

### Water/Wastewater

1. Daily (work days) checks on water plant and lift station.
2. Cleared plugged up storm drain on 47 Avenue and 49 Street.
3. Responded to power outage.
4. Raising valves 50 Ave/48 Str in preparation for asphalt.

### Roads/Sidewalks

1. Hired sweeper from the Town of Two Hills Sweeper broke down after doing about 80% of the roads.
2. Preparing intersection at 50 Avenue and 48 Street for application of hot asphalt to be applied July 15, 2022.

### Other

1. Grass cutting and weed whacking on all public areas including wastewater area, and arena.
2. Garbage pickup weekly.
3. Gopher control. Started using foam equipment rented from the County; product didn't foam up properly. Used propane method.
4. Routine maintenance of grass cutting equipment.
5. Installed back window protector and beacon light on new truck.
6. Fixed light switch in the old shop.
7. Filled up planter reservoirs.
8. Pushed in burn pit at the landfill transfer site.
9. Moved dirt out of empty lot on 50 Avenue.
10. Removed garbage from village lot.
11. Brought down and put back tables from the arena for Canada Day.
12. Picked up fallen tree.
13. Tree trimming along Hwy 881.
14. Filled flower planter reservoirs.

# FINANCIAL REPORT

1. Budget to Actual – Quarterly Report:
  - a. January 1 – June 30, 2022  
(See note #10 under CAO Report)
2. Bank Reconciliation:
  - a. as of June 30, 2022
3. Cheque Listing:
  - a. June 10 – July 13, 2022

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

June 10 – July 13, 2022

1. Combined Assessment and Tax Notice:
  - (a) 43% tax revenue received as of July 12, 2022
2. Lease Negotiations: Since Administration is not getting a response in a timely manner:
  - (a) Nutrien – sent letter with draft agreement
  - (b) Gary Moses – sent letter with draft agreement
  - (c) Wozniak Bulk Fuel – sent letter with draft agreement
3. Bylaw Enforcement: Inspection conducted on June 28 and 29, 2022:
  - a) Sent out 28 notices for grass cutting and weed control.
  - b) Sent out 4 notices regarding holiday trailer either on street, alley or partially over sidewalk
4. Sidewalk Removal – Resident Responses (west side): See attached.
5. Safety Code Orders Updates:
  - (a) Hospital – Previous owner stated that the new owner plans to demolish all or part of the building by the end of July; however, Administration sent letter and copy of the request for compliance to the new owner requesting a plan and timeline for demolition.
  - (b) Theatre – sent an email requesting a definite timeline for compliance (boarding windows, and either demolishing or restoration)

Note: deadline to respond was July 13, 2022. There was no response so official Orders will be imposed by Safety Codes Officer(s) through Inspections Group.

6. Canada Day - July 1, 2022. Event went fairly well. RCMP in attendance saluting the flag raised by Councillor R. Yaremchuk. Food was prepared by volunteers Elsie Kiziak, Jodi Bannister, and Margaretha Klassen. Setup and decorating were done by volunteers Mayor D. Rudolf, Councillor R. Yaremchuk, and Johan Klassen. There was approximately 55 people in attendance.



# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

June 10 – July 13, 2022

7. Municipal Accountability Program (MAP) – compliance has been extended to June 2023 for the following items:
  - (a) Content of Tax Notices: that the 2022 notice didn't include information on how to request a receipt for taxes paid. This will be rectified next year (2023); a draft has already been created for 2023 to include the information required regarding re-ceipts.
  - (b) Assessment Review Board (ARB) – (approaching Joint Municipalities to establish a joint ARB) (see attached Request for Decision)
  - (c) Subdivision and Development Appeal Board (SDAB) - (approaching Joint Municipalities to establish an intermunicipal SDAB) (see attached Request for Decision)
  - (d) CAO Evaluation (due by September 27, 2022)
8. Phones – Northern Lights Library Board were selling their excess VOIP compatible phones. Village purchased 1 switchboard and 6 desktop phones for \$110. Spare desktop phones are for backups and possibly CTEC or the firehall.
9. Grant: Submitted an Expression of Interest to the Alberta Real Estate Foundation for a grant in the amount of \$9,000 to assist the school with their solar array project.
10. Financials – started cleaning up accounts as time permits; approximately 50-60% complete. Budget is entered and balanced however some items still need to be changed; specifically:
  - (a) Wages for Public Works
  - (b) Employer payroll expenses and liabilities
  - (c) Benefits
11. GST – Remitted rebate for GST paid from January to June 2022.
12. Adult Learning Council/FCSS: Administration has contacted Two Hills & Area Adult Learning Council, who is in partnership with Two Hills FCSS on upcoming Foundational, Community Capacity Building, and General Interest programming to see if there is interest in having programming in Myrnam and to offer rental space at CTEC. There will be a Needs Assessment conducted later this year to find out what programming should be offered in Myrnam. There is some interest in utilizing space at CTEC. Ongoing discussions.
13. Aggregated Electricity Contract (for starting in 2024) was to be on the table for discussion at this Regular Council meeting however the deadline was June 30th. The next RFP starts sometime in July therefore it will be placed on the agenda for the August Regular Council meeting.
14. Lane Closure Bylaw 2022-03 – contacted the Minister of Transportation's office for status of the lane closure – still in progress.
15. Dove Park – Swing was ordered by the Dove Society, paid for by the Village; to be reimbursed by the Society. Manufacturer is planning to deliver the swing on Monday or Tuesday (July 18 or 19).
16. CAO Action Tracker – attached.

# CORRESPONDENCE

**June 10 – July 13, 2022**

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

1. Correspondence between the Village and Alberta Transportation (2017-2020) regarding water line from the ACE PRV to the Reservoir. It appears that federal funding for the replacement of the reservoir was approved at \$800,000 with the municipal portion being 50% (\$800,000), and no provincial funding; however, due to the letters and meetings with the province, the province has committed \$264,000 to cover a portion of the municipal's share of the reservoir project.
2. Alberta Municipal Affairs – Email regarding 2021-2022 Annual Report with link to the report.
3. Alberta Municipal Affairs – Ministerial Order to cancel or reduce Designated Industrial Requisition. The Village's requisition is
4. Alberta Treasury Board and Finance – Current loan application dates and application requirement.
5. Alberta Seniors and Housing – Affordable Housing Needs Assessment
6. Alberta Seniors and Housing – Minister's Seniors Service Award
7. Alberta Health Services – What they have heard regarding Emergency Medical Services Community Engagement Survey, and Future Planning
8. MLA Jackie Armstrong-Homeniuk
  - a. Weekly Constituency Updates – June 10, 17, 24, and July 4, 8
  - b. Stars of Alberta Volunteer Awards
  - c. Summer 2022 Update
  - d. Veterans Association Edmonton 1st Annual Charity Golf Tournament
9. St. Paul Education – Board Meeting Summary – June 15, 2022 – Administration also attached page 1 of the May 24, 2022 minutes from the Town of Two Hills.
10. Alberta HUB
  - a) Annual General Meeting Minutes of June 27, 2022
  - b) Listing of the Board of Directors
  - c) Northeast Alberta Information HUB Board/Membership Meeting Minutes of June 27, 2022
11. Alberta Municipalities/Suncorp Valuations – Insurance valuation will be conducted this year.
12. Matthewson & Co. – Upcoming Webinars
13. MCSnet – Information regarding GigAir (at request of Administration)
14. County of St. Paul – Copy of their letter to the Alberta Utilities Commission

# **BYLAWS and POLICIES**

**Subject: 2022-07 Urban Hen Bylaw**

Tabled from the last Regular Council meeting.

There has been some desire from residents and members of council and staff to permit raising of chickens.

CAO has drafted a bylaw for Urban Hen Coops.

Survey was extended to July 13, 2022. Results attached.

# URBAN HEN BYLAW SURVEY RESPONSES

Survey was conducted electronically. Notice of survey was in the May and June 2022 Newsletters and posted on the village website.

- # of responses 7
- 5 of 7 respondents reviewed the draft bylaw
- 3 respondents say 5 hens are sufficient; 1 said 12 is a healthy flock; 3 said zero
- 1 respondent said only residential properties should be permitted to keep hens; 3 respondents said all types of properties should be permitted to keep hens; 1 skipped answering the question; 2 said None.
- 4 respondents said owners of hens should be permitted to sell products derived from hens; 2 said owners of hens should not be permitted to sell products derived from hens; 1 skipped answering the question
- 2 respondents said there should be an annual fee; 4 respondents said there should be no annual permit fee; 1 skipped answering the question
- If there was a fee 1 respondent suggested \$50; 1 respondent suggested \$25; 1 said \$0; 4 skipped answering the question
- 3 respondents stated there shouldn't be a limited amounts of permits issued annually; 1 respondent stated limit should not exceed number of dwellings; 1 skipped answering the question; 2 respondents said 0/None
- 3 respondents said we should have the bylaw; 3 said we shouldn't; 1 skipped answering the question
- Comment provided:
- This is a rural area and the bylaws should reflect that reality. Also it would be nice to have the children in the village to participate in 4 H, and other farming activities.
- I am not in favor of the hen bylaw in the Village of Myrnam
- This will promote avian flu, pests, coyotes, etc. Is the Village prepared to manage these issues as they arise and reported.

# BYLAWS and POLICIES

Subject: CAO Policy

*MGA Section 205.1 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.*

The Village doesn't appear to have any formal procedure or policy in place for conducting CAO Evaluations.

The proposed draft policy was taken from the template prepared by Canadian Association of Municipal Administrators (CAMA).

# NEW BUSINESS

## Subject: Tax Arrears Auction

MGA Sections 411, 436.02 and 438 allow a municipality to attempt to recover tax arrears by following the legislated requirements of the MGA and in accordance with any other Act or common law right.

Procedures for tax arrears recovery are outlined in a document provided by Alberta Municipal Affairs titled A Guide to Tax Recovery in Alberta.

As indicated to Council previously, a review of tax arrears notifications from 2002 to 2021 was conducted by Administration which resulted in many discharge notifications as payments were made. A few properties remain to have their taxes unpaid. Administration sought a Ministerial Order to proceed with 3 properties that were on the tax notification list for multiple years, with no progress on the completion of the tax arrears process. The Village will only be proceeding with 1 of the properties on the Ministerial Order as the Power of Attorney on the other lots is donating the lots to the Village (Demchuk lots between the Fire Hall and the Church).

Properties that can move forward with tax recovery proceedings are listed on the attached spreadsheet.

Council must offer the identified properties for sale at a public auction between April 1 and March 31st of the next year. Council must also establish a reserve selling price and conditions before it can auction a property. The reserve bid is set at a level that is as close as reasonably possible to the market value of the parcel. Examples of conditions are full payment by cash or certified cheque, or partial payment on the day of the auction with full payment to be made within 30 to 60 days following the auction.

<b>Attachment(s)</b>	<ul style="list-style-type: none"><li>• Spreadsheet of properties to be auctioned</li><li>• Publication Dates for the Alberta Gazette (post Council meeting to the end of the year)</li><li>• Portion of the Alberta Gazette (Part I, June 30, 2022) showing examples of advertisements for public</li></ul>
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# NEW BUSINESS

There are strict rules for advertising for the auction:

- Must specify date, time, and location
- Must describe each parcel of land for sale
- Must include all terms and conditions of the sale
- Must state that the municipality may, after the auction, become the owner of any parcel of land not sold at the auction
- Must be advertised in the Alberta Gazette not less than 40 days and not more than 90 days before the auction.
- Must be advertised in one issue of a newspaper having general circulation in the municipality not less than 10 days and not more than 20 days before the date of the auction.

The municipality must select a person to conduct the auction (CAO or otherwise).

An auctioneer, councillors, the CAO, and any employees of the municipality are restricted from bidding on, or acting as an agent in buying the property. However, a designated officer or employee can be directed by council to bid for or buy a parcel of land for the municipality if it wishes to become the owner. Note, should the municipality wish to acquire clear title to a property, the property can be purchased by the municipality by paying the market value of the property. When a tax forfeiture parcel of land has been offered for sale but not sold at a public auction and has been designated as a 'tax forfeiture' on its certificate of title the municipality may, after 15 years after the date of the auction, request to Land Titles to issue a new title in the name of the municipality.

In the meantime, Administration will continue to encourage the affected ratepayers to make full payment of their tax arrears or enter into a formal payment agreement as per MGA s. 418(4). Entering into such an agreement would allow the removal of their property from the public auction list; up to the time of public auction commencing.

After Council sets the auction date/time, letters are sent to the affected property owners advising them of the public auction sale, as mandated by MGA s. 418(1).

# NEW BUSINESS

The Village also has items that can be sold at the same time. List compiled between Administration and Public Works department:

- Land by the North Saskatchewan River
- Paint Booth
- 30x40' Building
- Fire Truck
- Tables and Chairs
- Windows
- Rolls of plastic
- Filter Tank

Administration would prefer a date in mid-Fall, before the snow but not when Public Works is busy getting summer/fall projects completed.



# NEW BUSINESS

**Subject: SPERD Lease Agreement**

The current lease with St. Paul Education Regional Division #1 for use of the CTEC Building expired June this year. SPERD seeks to renew a lease.

SPERD utilizes the CTEC building to expand on their programming e.g., hydroponics, solar projects, and more. This creates better opportunities for current students (Jr. & Sr.) and enables growth opportunities for school enrollment. Sustainable or increasing enrollment helps keep our school open and our community more viable.

Draft lease agreement, prepared by SPERD, offers an increase to the rent from \$1,000 per month (excluding July and August) to \$2,100 per month including July and August.

# NEW BUSINESS

**Subject: Myrnam & District Agricultural Society Lease**

The current lease with the Ag. Society expired June this year. The Society seeks to renew a lease.

In the meantime, since the Ag. Society had the lease for the last 15 years and even prior to that, Administration provided a written notice to the Society that the lease has been temporarily extended to December 31, 2022 as the Society needed it for their liquor license for Fair & Fun Day.

The Ag. Society operates and maintains the arena.

Drafted lease agreement includes the use of the old soccer field for the purposes of an Off-Leash Dog Park to be operated by the Village of Myrnam.

# NEW BUSINESS

**Subject: Alberta Community Partnership Program**

The Government of Alberta is now accepting applications for all components under the 2022/2023 ACP program.

Deadlines are as follows:

- Municipal Internship - October 1, 2022
- Intermunicipal Collaboration - December 16, 2022
- Municipal Restructuring – January 16, 2023
- Mediation and Cooperative Processes – February 3, 2023
- Strategic Initiatives – February 3, 2023

The Village applied through the Municipal Restructuring stream last year but was denied as the Town of Two Hills is considering applying for the same in 2023.

# NEW BUSINESS

**Subject: MP Shannon Stubbs – Request for 3 important issues impacting economic development**

Shannon Stubbs, MP and Shadow Minister for Rural Economic Development and Rural Broadband Strategy - Lakeland, Damien C. Kurek, MP and Deputy Shadow Minister for Rural Economic Development and Rural Broadband Strategy – Crowfoot, and Jacques Gourde, MP and Shadow Minister for Rural Economic Development and Rural Broadband Strategy – Lotbiniere are requesting our input by providing them with three most important issues impacting our economic development as a rural community.

# NEW BUSINESS

**Subject:       Reservoir**

There are varying prices for varying types of options (new vs rehabilitation). In addition, if the Village went with a liner option, then the roof is recommended be replaced first. Before the roof is replaced, the Village has to have the roof removed.

Administration (CAO) is requesting the assistance of Select Engineering strictly for the purposes of weeding through the information and providing recommendations to Council, and to assist in the preparation of proposal or quote documents.

CAO Elsie Kiziak has worked with Select Engineering in the past who focuses on assisting smaller municipalities. Select Engineering has verbally agreed to assist Myrnam in recommending the best options and obtaining the best price for Council. Note, Select Engineering and CAO E. Kiziak were able to construct a new reservoir under budget when they worked for the Town of Two Hills.

**Attachment(s)**

- Quote from Spence Corporation for lining
- Quote from Greatario for Tank Replacement and Dome Roof
- Quotes from Sandborn Roofs Inc. for Dome Roof

# NEW BUSINESS

**Subject: Offer to Purchase – Lot A Block 1 Plan 5769KS**

Owner of Lot A Block 1 Plan 5769KS is proposing to sell their property to the Village of Myrnam to foolproof itself for future development as it is no longer feasible for them to pay the minimum tax (2022 - \$500).

The owner was in discussions with the previous CAO about the possible development of a utility corridor. Current Administration and Public Works is unaware of what kind of utility corridor it could be.

Historically, the Village owned a Well, pump and equipment that was on the property. It was decommissioned many years ago.

Property information: 30 x 225' that is adjacent to a dead-end road that isn't being used as a road anymore; 47 Street south of 47 Avenue. Could consider closing the road.

Public Works wouldn't mind the extra area this property could provide for storage of snow from roads in the area.

# NEW BUSINESS

**Subject: Offer to Purchase – Pt. SE-15-9-W4M**

Owner of Pt. SE-15-9-W4M (all that portion lying south of and cut off by the Road, as shown on Road Plan 3642AU) is proposing to sell their property to the Village of Myrnam due to the increase in minimum tax. The property has historically not paid the appropriate minimum tax; owner paid what the tax rate was according to the assessed value (\$2.15 in 2021).

Property information:

2 acres surrounded by unused municipal roads. Could consider closing the roads.

Public Works recommends that the Village could assume the property in the event of future development or storage. Note that the property could not be serviced for sewer due to elevation.

# NEW BUSINESS

**Subject: NG9-1-1 Network Agreement**

Telus has announced that East Central PSAP (Public Service Answering Point) a.k.a. East Central 911, has communicated to Telus that they are ready to start the planning and onboarding process to the NG9-1-1 network.

In order for East Central 911 to complete its transition, all local governing authorities served by East Central 911 are required to execute the CRTC-approved NG9-1-1 agreement.



# NEW BUSINESS

**Subject: CTEC Mortgage**

Currently, the Village has a variable rate mortgage with Servus Credit Union. As interest rates are fluctuating and increasing, it may be wise to lock into a fixed rate.

Servus has offering the following fixed rates, as of July 13, 2022:

- 1 year – 6.10%
- 2 year – 3.0%
- 3 year – 3.0%
- 4 year – 5.95%
- 5 year – 5.95%

Note, rate may change by the time the Council meeting is held.

Administration is seeking out different rates from different banks and will present them at the Council meeting.

# NEW BUSINESS

**Subject: High River - A Coal Policy for Alberta – 2022 and Beyond**

The Village of Myrnam received a letter from the Town of High River requesting support for A Coal Policy for Alberta – 2022 and Beyond

# NEW BUSINESS

**Subject: Alberta Municipalities – Distinguished Service Award**

Alberta Municipalities Awards recognizes leaders in municipalities across Alberta. These awards will acknowledge and congratulate leaders who have demonstrated innovation and distinction in their respective municipalities and communities.

Alberta Municipalities Awards include:

- Distinguished Service Award
- Award of Excellence
- Municipal Environment Award
- Dedicated Chief Administrative Officer Award (co-sponsored by the Society of Local Government Managers)

Deputy Mayor/Councillor Raymond Yaremchuk has served 20 ½ years on the Village of Myrnam Council (Oct 2001 to current).

# COUNCIL MEMBER REPORTS

## Mayor Donna Rudolf

June 10 – July 13, 2022

### Other

Volunteered decorating, set-up, and tear-down for Canada Day.

Attended Northeast Alberta Mayors, Reeves, and Indigenous Leaders Caucus. Topics discussed:

- Policing
- Highway 28
- Municipal Sustainability Initiative (MSI)
- Broadband
- Healthcare
- Doctor Retention and Recruitment
- Future Alberta Municipalities Participation
- Future MLA Participation

# COUNCIL MEMBER REPORTS

## Deputy Mayor Raymond Yaremchuk

June 10 – July 13, 2022

### Alberta Central East Water Corporation Board (Appointee)

Attended ACE Board Meeting to go over policies

### Other

Volunteered set-up, barbequing, and tear-down for Canada Day.

# **COUNCIL MEMBER REPORTS**

**Councillor Kurt Ewanec**

June 10 – July 13, 2022

No items to report

# NEXT MEETING

Regular Council Meeting  
August 18, 2022

# ADJOURNMENT

Thank you for attending the  
Regular Council Meeting



peace to us