

# VILLAGE OF MYRNAM



**Organizational and  
Regular Council Meeting  
October 20, 2022**

# **ORGANIZATIONAL MEETING**

# ADOPTION OF AGENDA

<b>1. Call to Order</b>
<b>2. Adoption of Agenda</b>
<b>3. Appointment of Officers</b>
a. Mayor
b. Deputy Mayor
<b>4. Oath of Office</b>
<b>5. Council Meeting Dates</b>
<b>6. Policies:</b>
a. Review: Signing Authority Policy
b. Review: Elected Officials Remuneration and Expenses Policy
c. Review: Mileage for Council and Staff and Appointed Members Policy
d. Review: Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees Policy
<b>7. Appointment to Committees</b>
<b>8. Other Appointments:</b>
a. Subdivision Authority
b. Development Authority
c. <u>Bylaw</u> Enforcement Officer
<b>9. Adjournment</b>

# 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.

# COUNCIL MEETING DATES

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.

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

# POLICIES

## Subject: Review: Signing Authority Policy

Policy for *Signing Authority* was created October 2021 and should be reviewed annually.

# POLICIES

## Subject: Review: Elected Officials Remuneration and Expenses Policy

Policy for *Elected Officials Remuneration and Expenses* was created October 2021 and should be reviewed annually.

# POLICIES

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

Policy for *Mileage for Council and Staff and Appointed Members* was created October 2021 and should be reviewed annually.



# POLICIES

## **Subject: 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* was created October 2021 and should be reviewed annually.

# 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.

Committee	Appointee	Back-Up
*A.C.E. Water Board	Raymond Yaremchuk	
Eagle Hill Foundation		
FCSS		
HUB		
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:

- (a) Assessment Review Board
- (b) Subdivision Authority
- (c) Development Authority
- (d) Subdivision and Development Appeal Board
- (e) Bylaw Enforcement Authority

Note the Village is waiting for a Joint Municipalities Meeting to discuss Joint Assessment Review Board and Intermunicipal Subdivision and Development Appeal Board.

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:

- (a) Assessment Review Board
- (b) Subdivision Authority
- (c) Development Authority
- (d) Subdivision and Development Appeal Board
- (e) Bylaw Enforcement Authority

Note the Village is waiting for a Joint Municipalities Meeting to discuss Joint Assessment Review Board and Intermunicipal Subdivision and Development Appeal Board.

Current appointment for Development Authority is CAO Elsie Kiziak.

Attachment(s)	None
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# 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:

- (a) Assessment Review Board
- (b) Subdivision Authority
- (c) Development Authority
- (d) Subdivision and Development Appeal Board
- (e) Bylaw Enforcement Authority

Note the Village is waiting for a Joint Municipalities Meeting to discuss Joint Assessment Review Board and Intermunicipal Subdivision and Development Appeal Board.

Current appointment for Bylaw Enforcement Authority is CAO Elsie Kiziak.

Attachment(s)	None
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**ADJOURNMENT OF  
ORGANIZATIONAL MEETING**

# **REGULAR COUNCIL MEETING**



# ADOPTION OF AGENDA

<b>1. Call to order</b>
<b>2. Adoption of Agenda</b>
<b>3. Adoption of Minutes</b>
a. September 15, 2022 Regular Council Meeting
<b>4. Open Forum</b>
<b>5. Administrative Reports</b>
a. Public Works Report
b. Financial Report
c. Chief Administrative Officer Report
<b>6. Correspondence</b>
<b>7. Old Business</b>
a. Offer to Purchase - Pt. SE 15-54-8-W4M
<b>8. New Business</b>
a. Offer to Purchase – Portions of Lots 5 and 6 Plan 8221552
b. Offer to Purchase – Portion of SW 14-54-9-W4M
c. Permission to build fence on municipal land – amend civic address
d. Offer to Purchase – 30' x 40' building
e. Unsold Properties
f. New Horizons for Senior Program
g. Celebrate Canada
<b>9. Council Member Reports</b>
a. Mayor D. Rudolf
b. Deputy Mayor R. Yaremchuk
c. Councillor K. Ewanec
<b>10. Next Meeting:</b> Regular Council Meeting November 17, <u>2022</u> at 9:00 a.m.
<b>11. Confidential Items</b>
a. CAO Evaluation
<b>12. Adjournment</b>

# ADOPTION OF MINUTES

- September 15, 2022 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 9 – October 13, 2022

### Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Responded to water plant alarm due to pressure alarm (Aug 13) and level and building/power alarm (Oct 10)
3. Sewer blockage east of 4801 – 47 Street.
4. Cleaned storm drains.
5. Found and removed a bicycle in a storm drain on 47 Avenue.

### Roads/Sidewalks

1. Worked on curbs for curb/sidewalk project.

### Other

1. Continue to pickup garbage weekly.
2. Worked on servicing and repairing backhoe. Ordered pump to replace.
3. Cleaned out eavestrough at old shop on 48 Street.
4. Lowered flags for Queen's death.
5. Assisted insurance company with review of assets.
6. Assisted the County with water break in Duvernay.
7. Worked on valves on the vac truck.
8. Prepared for Public Land and other items Auction. Worked day of the auction.
9. Met with engineers assessing the Reservoir.
10. Looking for pump for sewer cleaner.
11. Located pins on two properties.
12. Attempted to clean the dove statue but it will need rust paint next year.
13. Put sanding box on the truck in preparation for winter conditions.
14. Fixed a flagpole at the Dove Park.
15. Repaired the Backhoe.

# FINANCIAL REPORT

1. Actual Revenues and Expenditures: 3<sup>rd</sup> Quarter
2. Bank Reconciliation: As of September 30, 2022
3. Cheque Listing: September 9 – October 13, 2022

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

September 9 – October 13, 2022

1. Safety Code Orders Updates:
  - a) Theatre – Alberta Safety Codes Authority, being the jurisdictional body, is having the building re-assessed.
  - b) Hospital – Owner will be demolishing the building and has requested an extension to June 2023.
2. Bylaw Enforcement:
  - a) Final Notices and extensions granted.
  - b) Send two letters reminding owners about pets running at large.
3. NLLS: Delegation on November 17, 2022 Regular Council Meeting agenda.
4. Land by the River: Province is looking at removing the recreational and day use caveats before the Village sells the land.
5. CTEC Energy Audit: Students at New Myrnam School have been working on an energy audit of CTEC to help reduce energy costs. As an additional learning experience, the students will be making their presentation to Council in the near future.
6. Auction Results: Most items sold totaling a revenue of \$10,987. Items that were not sold (besides tax properties) were a printer and the 30x40' building (which is on the agenda for discussion. Properties for sale due to tax arrears were not sold; one property had a bid on it (which is on the agenda for discussion).
7. NLLS: Questioned NLLS why they use the 2016 provincial document for the NLLS levy (which for us is the 2011 federal census figures = 360 population). I also proposed a calculation using more current population figures. We sat down to review which also opened discussion regarding the pros and cons of having a library board. NLLS will be presenting Administration with 3-4 scenarios: status quo and two to three options which will show financial implications and outline pros and cons. Once received and reviewed, Administration will forward to Council prior to the next Regular Council meeting where NLLS plans to be a delegate at.
8. Other:
  - a) Attended HUB AGM
  - b) Attended CTEC meeting
  - c) Sat in on Strategic Planning session (x2)
  - d) Attended Role of Board Secretary (free course)
9. CAO Action Tracker – attached.

# CORRESPONDENCE

September 9 – October 13, 2022

(all scanned and emailed to each elected official)

1. 2023 Prime Ministers Award – poster
2. Ministry of Justice:
  - a. Letter requesting municipalities to amend their bylaws to reflect the definition of ‘anti-semitism’.
  - b. Community Policing Grant
3. Alberta Health Services:
  - a. Memorandum – AHS contacting patients on surgical waitlists in the Central Zone
  - b. Health Engagement Tour Update (September 2022)
4. MLA Jackie Armstrong-Homeniuk
  - a. New physician to Two Hills and emergency department returned to 24/7 operation
  - b. Weekly Constituency Updates –September 30
5. Alberta Municipalities:
  - a. News Release (September 1, 2022)
  - b. Updated 2022 Resolutions Book with emergent resolution on the Victim Services Redesign – email (Sept 16, 2022)
  - c. Special Resolutions at AGM – email (Sept 19, 2022)
  - d. Letter to Minister Shandro re: response to Town of Tofield regarding Victim Services
  - e. Introduction from representative for Villages East
6. St. Paul Education Board – Meeting Summaries (Sept 14 and October 12, 2022)

# **CORRESPONDENCE**

**September 9 – October 13, 2022**

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

7. Alberta HUB – Agenda for October 5, 2022 meeting with financials and minutes from previous meeting.
8. North Saskatchewan Watershed Alliance – Letter for contribution
9. LacLaBiche County – Letter and poster regarding Northeast Alberta Mayors, Reeves, and Indigenous Leaders Caucus on October 14, 2022.
10. National Police Federation - Call to Action
11. Peavey Mart 2022 Community Agricultural Grant Announcement – Village was declined.
12. Town of Redwater – Letter to Minister of Municipal Affairs re: Library Funding
13. Lac La Biche County – Media Release (September 21, 2022)
14. Service Line Warranties – Repair Service Plans



# OLD BUSINESS

**Subject: Offer to Purchase – Pt. SE 15-54-8-W4M**

July 21, 2022 Council Meeting: 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).

Motion passed: **2022-127** **MOVED** by Mayor D. Rudolf to offer to purchase the property described as SE 15 – 54-9-W4M, Title # 752 012 917, in lieu of this year's property tax; a value of \$500.

The landowners replied on August 8<sup>th</sup> with a counter-offer: "I am prepared to pay \$100 per year tax for the said above property. Be reminded that this property has no services, no road, and is deemed inhabitable". Administration replied on August 9, 2022 stating the assessed value of \$150 is relative of a 2-acre parcel with no services....Municipal Government Act does not permit municipalities to have more than one minimum tax rate....proposal offered July 26 still stands."

Landowners have presented another letter on September 15 (see attached).

MGA

**357(1)** Despite anything in this Division, the property tax bylaw may specify a minimum amount payable as property tax.

Administration confirmed with Municipal Affairs that the section intends to state that only one (a) minimum tax rate is permitted.

# NEW BUSINESS

## Subject: Offer to Purchase – Portions of Lots 5 and 6 Plan 8221552

Gary Moses, owner of the elevator that is situated on Village owned property was approached earlier this year to start paying a lease for utilizing the property. A draft lease was presented to Gary, as per Council, proposing a lease rate at 50% of what is being proposed to Nutrien and Wozniak's as Gary operates a farming operation not a commercial operation. At the July Regular Council meeting Gary approached Council asking they would consider selling the property; Gary was to get it assessed.

This agenda item is to discuss the proposal to purchase Portions of Lots 5 and 6 Plan 8221552.

The proposal suggests the property real estate value to be in the range of \$8,500 to \$18,900 however the cost of subdividing the property brings the value of the property to \$0 - \$6,500 (see page 14); therefore, they recommended an offer to purchase in the amount of \$1,000 - \$2,500 (pages 1, 14 and 16).

After review of the proposal, it was discovered that Gary Moses has been using all of Lot 5 (1.29 acres) and approximately 0.288 acres of Lot 6 (see attached maps and preview title) as opposed to his assessment/taxes based on a total of 0.789 acres (0.501 acres from Lot 5 and 0.288 acres from Lot 6). Therefore, the total acres being used off both lots is **1.578**. In fact, Gary is encroaching onto Lot 4 which is privately owned land.

# NEW BUSINESS

**Subject: Offer to Purchase – Portion of SW 14-54-9-W4M**

Landowner of 5007 – 45 Street would like to purchase a 50x120' portion directly north of their property. The portion would close an alley (which is not a built up alley but rather a greenspace) and take approximately 30'x 120' of SW14-54-9-W4M.

Attachment(s)

- Letter of proposal with sketch.
- Map outlining the area and proposed purchase area (in red north of 5007-45 Street.

# NEW BUSINESS

**Subject:        Permission to Build Fence on Municipal Land – amend civic address**

At the last Regular Council Meeting Council voted in favor of granting permission to landowners at 4906-50 Street to build a fence on the south side of the trees as indicated with the condition that approval is granted by ATCO due to the power pole within the proposed fenced area.

The civic address is actually 4902-50 Street not 4906 – 50 Street. The maps provided for the agenda item were correct, so it is just the motion that needs to be amended.

Attachment(s)	None
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# NEW BUSINESS

**Subject: Offer to Purchase – 30'x40' Building**

The Village had a 30'x40' insulated building up for sale at the Public Auction on October 1, 2022. The reserve bid of \$35,000 was not met. The highest offer was \$16,500.

Attachment(s)	None
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# NEW BUSINESS

**Subject:        Unsold Properties**

The Village attempted to auction off 3 properties due to tax arrears. Two of the properties received no bids. One property received a bid of \$2,500 well below the reserve bid of \$12,000; Lot A Block 2080ET.

Council has three options when a property is not sold at a public auction:

- 1) Register a tax forfeiture on title. The Village will be on title allowing the Village to rent, license, lease, or dispose of the property at a price as close as reasonably possible to market value in an effort to recoup the arrears and taxes. If the property is not disposed of, the municipality may 15 years after the auction date, remove the tax forfeiture and take title of the property.
- 2) Register a tax forfeiture on title and acquire the property by depositing an amount equal to the reserve bid (market value) into a separate account minus the amount to cover arrears and other costs, with the difference going to the previous owner. Then the municipality can do what it wishes with the property.
- 3) Do nothing. Taxes will continue to accrue and remain on the Village's books as a growing liability. The Village cannot dispose of the property or rent, license or lease it. This option does not let the property revert to the municipality after the 15-year time period.

# NEW BUSINESS

**Subject: New Horizons for Seniors Program**

The New Horizons for Seniors Program is open until November 1, 2022 at 3pm Eastern time.

It is a community-based stream is a federal grant that supports community-based projects that are designed by seniors for seniors to empower seniors in their communities and contribute to improving their health and well-being. Eligible organizations, of which municipalities are, can apply for up to \$25,000 for projects that are led by seniors and are volunteer based. The applicant must meet at least 1 of the program objectives. If the proposed project is requesting capital assistance, it must meet at least 2 program objectives.

# NEW BUSINESS

**Subject: Celebrate Canada**

Celebrate Canada provides funding to community-based activities celebrating and promoting National Indigenous Peoples Day on June 21, Saint-Jean-Baptiste Day on June 24, Canadian Multiculturalism Day on June 27 and Canada Day on July 1. These celebrations enable Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity.

The expected results of Celebrate Canada's support of community-based activities include:

- providing access to celebrations across Canada, to enable all Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity
- creating opportunities for Canadians to participate in celebrations that create a sense of pride and belonging to Canada

**Application deadline is 11:59 pm (Pacific Time) on November 21, 2022.**



# **COUNCIL MEMBER REPORTS**

**Mayor Donna Rudolf**

September 9 – October 13, 2022

No items to report

# **COUNCIL MEMBER REPORTS**

**Deputy Mayor Raymond Yaremchuk**

September 9 – October 13, 2022

No items to report

# **COUNCIL MEMBER REPORTS**

**Councillor Kurt Ewanec**

September 9 – October 13, 2022

No items to report

# **NEXT MEETING**

Regular Council Meetings

November 17, 2022

9:00 a.m.

# **CONFIDENTIAL ITEM(S)**

**Subject: CAO Evaluation**

**Municipal Government Act, 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.

Council was provided a copy of 2022-14 CAO Evaluation Policy prior to the Regular Council Meeting.

# ADJOURNMENT

Thank you for attending the  
Regular Council Meeting



peace to us