

# VILLAGE OF MYRNAM



**Regular Council Meeting  
December 15, 2022**

# ADOPTION OF AGENDA

<b>1. Call to order</b>
<b>2. Adoption of Agenda</b>
<b>3. Adoption of Minutes</b>
a. November 17, 2022 Regular Council Meeting
b. November 21, 2022 Special Council Meeting
<b>4. Delegation</b>
a. NLLS – Value Statement Presentation
<b>5. Open Forum</b>
<b>6. Administrative Reports</b>
a. Public Works Report
b. Financial Report
c. Chief Administrative Officer Report
<b>7. Correspondence</b>
<b>8. Old Business</b>
a. Reservoir
b. Lease - Wozniak
<b>9. Bylaws/Policies</b>
a. 2022-10 Annual Operating Borrowing Bylaw
b. 2022-03 Road Closure Bylaw – second and third reading
c. 2022-15 CTEC Rental Policy
<b>10. New Business</b>
a. 2023 Interim Operating Budget
b. 2023 Interim Capital Expenditures
c. Public Participation – 2023 Service Levels
d. NLLS Population Levy and Potential Library Board
e. Appointment of Auditor
<b>11. Council Member Reports</b>
a. Mayor D. Rudolf
c. Deputy Mayor R. Yaremchuk
d. Councillor K. Ewanec
<b>12. Confidential Items</b>
a. CAO Contract
<b>13. Adjournment</b>

# ADOPTION OF MINUTES

- November 17, 2022 Regular Council Meeting
- November 21, 2022 Special Council Meeting

# DELEGATION

NLLS requested to meet with Council to present their Value Statement.

Over the last few months, the Mayor, CAO and NLLS have had discussions regarding the 2023 levy using 2016 population figures and NLLS operating as our library board vs operating our own library board. The discussion of population figures and library board may or may not also be discussed, at the discretion of Council. Information provided by Administration is for Council information.

# 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 11 – December 8, 2022**

### **Water/Wastewater**

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

### **Roads/Sidewalks**

1. Snow removal from roads and sidewalks.

### **Other**

1. Continue to pickup garbage weekly.
2. Repair two hydraulic hoses on the backhoe.
3. Moved the greenhouse out of the way so that the 30x40 building could be moved.
4. Prepared the lot beside the firehall for annual tree lighting.
5. Checked on the Servus Credit Union building.
6. Gathered Christmas decorations for Dove Park.

# FINANCIAL REPORT

1. Bank Reconciliation: As of November 30, 2022
2. Cheque Listing: November 11 – December 8, 2022

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

November 11 – December 8, 2022

1. Safety Code Orders Updates:
  - a) Theatre –An Order was issued by Alberta Safety Codes Council to the landowner on October 28, 2022 for 1) deficiencies to be corrected, or 2) demolish with deadline of 30 – 45 days.
2. Grants:
  - a) Submitted grant application for Summer Student. The Dove Society is in the process of applying for a federal business number in order to apply as they get 100% of the wages reimbursed.
  - b) Seeking grants for the fire department for a quad; forwarded to Fire Department.
3. Bylaw Enforcement: Sent out three letters for owners to remove trailers and unregistered vehicles or vehicles that have not moved every 48 hours from the roadway.
4. Budget: Started working on 2023 Operating Budget
5. Servus Credit Union: Property purchased and paid in full.
6. Staff Evaluations: CAO conducted annual staff evaluations during the second week of December 2022.
7. Christmas Party: Joint party with the Myrnam Ag. Society and the Fire Department January 14, 2023 at the Myrnam Senior Centre.
8. Holidays: CAO intends taking the following dates off to catch up on banked hours:
  - Dec 9, 12, 16, 23 – Jan 6
9. Other:
  - a) Attended Asset Management Cohort Workshop in Slave Lake (mandatory).
  - b) Attended online training sessions and Coffee Chats with Municipal Affairs the week of November 28 – December 2, 2022 (not mandatory).
  - c) Attended mandatory training session for new Alberta Emergency Alert platform.
  - d) Attended meeting with Mayor, Principal and Vice-Principal of New Myrnam School.
  - e) Administration sent out Christmas cards to: Premier Danielle Smith, Deputy Premier and Minister of Infrastructure Nathan Neudorf, Minister of Municipal Affairs Rebecca Schulz, and all members of Council and CAOs from the County of Two Hills and Town of Two Hills, Wendy McConachie (contractor for Dove Park in 2022), and staff. Copy of card attached.
10. CAO Action Tracker – attached.



# CORRESPONDENCE

November 11 – December 8, 2022

(all scanned and emailed to each elected official)

1. Alberta Public Safety and Emergency Services – Letter in response to municipalities requesting information and clarification on a number of items related to the provincial changes to victim services.
2. MLA Jackie Armstrong-Homeniuk:
  - a. Weekly Update: November 18, and December 2, 2022
3. Alberta Municipalities:
  - a. 2023 Renewal of Benefits
  - b. Proposal for LGFF Allocation – Email and Attachments
4. Northeast Alberta Information HUB:
  - a. Board of Directors for 2022-2023
  - b. ATCO New Connections & Costs Presentation
  - c. MCSNet Presentation on Services
5. NLLS – Email regarding 2023 levies, and 2023 Budget
6. Go East of Edmonton – Email, and AGM presentation
7. Town of Ponoka – Letter to Minister of Health regarding ambulance service and effect on volunteer fire department
8. Christmas Greetings:
  - a. Wainwright Assessment Group Ltd.
9. Thank you Card:
  - a. Dove Society for donating items for silent auction at the Spaghetti Supper

# OLD BUSINESS

**Subject:           Reservoir**

Select Engineering has prepared a summary of options for Council to consider with respect to the reservoir.

Administration and Public Works are taking another opportunity to meet with a company that has products to rehabilitate concrete prior to the council meeting. An update will be provided at the meeting.

Also, the Village is investigating whether we can direct feed into the distribution system from ACE which should reduce the cost of renting or purchasing a tank. Further discussions will need to be discussed with ACE.

Attachment(s)

- Select Engineering letter outlining 3 options for Council to consider.
- Attachment: 2013 Report from GeoMetrix Group Engineering
- Attachment: Urban Systems' Cost Estimate for Reservoir Sizing

# OLD BUSINESS

**Subject: Lease - Wozniak**

At the last regular Council meeting Council made the following motion: **MOVED** by Deputy Mayor R. Yaremchuk for Administration to send a registered letter to Terry Wozniak requesting to respond to the proposed lease agreement by December 7, 2022. **CARRIED**

Terry Wozniak, of Wozniak Bulk Fuel Sales, responded with a letter on December 7, 2022.

# BYLAWS AND POLICIES

**Subject: 2022-10 2023 Line of Credit Borrowing Bylaw**

## MGA Section 256 Borrowing for Operating Expenditures

(1) This section applies to a borrowing made for the purpose of financing operating expenditures. (2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made. (3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

# BYLAWS AND POLICIES

**Subject: 2022-03 Road Closure Bylaw – second and third reading**

## MGA Road closure Section 22

(1) No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw. (2) A bylaw closing a road must be advertised. (3) A bylaw closing a road made by the council of a municipality that is not a city has no effect unless it is approved by the Minister of Transportation before the bylaw receives second reading. (4) Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or that person's agent must be given an opportunity to be heard by the council.

Public Hearing and first reading of the bylaw was conducted on January 20, 2022 and then sent to the Minister's office for approval. There were no persons in favor or against the road closure (between Kitt's two properties on 50 Avenue west of Hwy 881).

The Minister of Transportation and Economic Corridors has signed the bylaw on November 24, 2022. The bylaw can now proceed with second and third reading.

# BYLAWS AND POLICIES

**Subject: 2022-15 CTEC Rental Policy**

The Village does not have a policy or rental agreement form for renting space at CTEC.

Administration has drafted a simple policy, and a draft application form.

# NEW BUSINESS

**Subject: 2023 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

# NEW BUSINESS

**Subject: 2023 Interim Capital Expenditures**

Adoption of capital budget Section 245

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

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



# NEW BUSINESS

## Subject: Public Participation – 2023 Service Levels

In accordance with Section 216.1 of the Municipal Government Act, the Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public. Council adopted Public Participation Policy 2021-01 on October 21, 2021.

Section 4 of the Public Participation Policy identifies when to develop and implement a plan:

- when new programs or services are being established;
- when existing programs and services are being reviewed;
- when identifying Council priorities;
- when gathering input or formulating recommendations with respect to budget;
- when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or

For the 2022 Budget, Council invited the community to participate in a Municipal Budgeting Survey.

At the Annual Public Meeting held on November 21, 2022 there were 12 members in the gallery (10 were residents/business owners). There were some concerns regarding the level of service provided for snow removal on sidewalks.

# NEW BUSINESS

**Subject: NLLS Population Levy and Potential Library Board**

See information provided under Agenda Item #4(a).

Challenging population levies can reduce the levy.

Having a library board can potentially reduce cost towards library board.  
Need a board of 5 people with maximum of 2 from council.

# NEW BUSINESS

**Subject: Appointment of Auditor**

## **MGA - Auditors**

**280(1)** Each council must appoint one or more auditors for the municipality.

Last year Council went out for tender for Auditing Services. Ncube and Landry LLP were the successful bidders. Council moved to have Ncube and Landry be the auditors for the 2021 year.

Ncube and Landry's bid was \$7,500 each year for 3 years.

# **COUNCIL MEMBER REPORTS**

**Mayor Donna Rudolf**

November 11 – December 8, 2022

No items to report

# **COUNCIL MEMBER REPORTS**

**Deputy Mayor Raymond Yaremchuk**

November 11 – December 8, 2022

No items to report

# **COUNCIL MEMBER REPORTS**

**Councillor Kurt Ewanec**

November 11 – December 8, 2022

No items to report

# **NEXT MEETING**

Regular Council Meetings

January 19, 2023

9:00 a.m.

# **CONFIDENTIAL ITEM(S)**

**Subject: CAO Evaluation**

At the March 17, 2022 Regular Council meeting Council extended the CAO contract to December 31, 2022.

At the November 17, 2022 Regular Council meeting, Council provided the CAO with an Annual Performance Evaluation letter.



# ADJOURNMENT

Thank you for attending the  
Regular Council Meeting



peace to us