

VILLAGE OF MYRNAM



**Regular Council Meeting
April 19, 2023**

ADOPTION OF AGENDA

1. Call to order
2. Adoption of Agenda
3. Adoption of Minutes
a. March 15, 2023 Regular Council Meeting
b. March 30, 2023 Special Council Meeting
4. Delegations
a. Two Hills RCMP Detachment, Sgt. Daisley – 2022 4 th Quarter Report
5. Open Forum
6. Administrative Reports
a. Public Works Report
b. Financial Report
c. Chief Administrative Officer Report
7. Correspondence
8. Old Business
a. Lease – Wozniak
b. Request to waive utilities and return property – Lot 29 Block 2 Plan 668EO
c. Adjust reserve bid on Lot 29 Block 2 Plan 668EO
9. Bylaws and Policies
a. 2023-04 Borrowing Bylaw – Reservoir
b. 2023-01 Asset Management Policy
10. New Business
a. 2022 Audited Financial Statement
b. 2023 Operating and Capital Budget
c. 2023 Public Land Auction
d. 2023 National Public Works Week and National Administrative Professional Day
11. Council Member Reports
c. Mayor D. Rudolf
b. Deputy Mayor R. Yaremchuk
c. Councillor K. Ewanec
12. Adjournment
Next Meeting: May 17, 2023 at 4:00 P.M.

Not required at time of preparation
of the agenda: Public Hearing

ADOPTION OF MINUTES

- March 15, 2023 Regular Council Meeting
- March 30, 2023 Special Council Meeting

DELEGATION

Sgt. Robert Daisley is presenting the 2022 4th Quarter Policing Report.

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

March 9 – April 12, 2023

Water/Wastewater

1. Water break: Intersection of 50 Street and 49 Avenue – repaired.
2. Water line leak (after the water break) at the same intersection, was an abandoned line which is now capped.
3. Assisted County Shop with sewer issue.

Roads/Sidewalks

1. Snow and ice removal in various locations including the road to the school from Hwy 881 and along 50 Avenue between 50 and 49 Street.
2. Filled hole from latest water break on Hwy 881 a few times.

Other

1. Weekly garbage pickup.
2. Assisted with moving the greenhouse at the school.
3. Cleaned the HVAC system at CTEC.
4. Ordered furnace filters for CTEC.
5. Ice/snow removal at the bulk fuel station.
6. Repair oil pressure on Freightliner.
7. Burned garbage at the transfer site and the pile east of the soccer field.
8. Installed new door at the fire hall.
9. Changed oil on all equipment.

ADMINISTRATIVE REPORTS

FINANCIAL REPORT

1. Actual to Budget: 1st Quarter 2023

Note: No budget established for 2023 yet.

2. Bank Reconciliation: As of March 31, 2023
3. Cheque Listing: March 9 – April 12, 2023

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

March 9 – April 12, 2023

1. CTEC: Team Net Zero – HVAC: Administration sought advice from one of the electricians who worked on the construction of CTEC. The electrician stated *“that the HRVs are controlled by the thermostats for the zones they are in. Upon inspection, I have found that the HRVs have not had their filters changed since installation and is causing the furnaces to run longer and in return the HRVs run longer to move the air within the building. The HRV motors are not variable speed and this cannot be slowed down.”* This information has been forwarded to Robert Tymofichuk who will relay it to Team Net Zero. Public Works has changed out the filters and will be scheduling to check them monthly.
2. Strategic Planning: Although the Community Development Unit (provincial department) stated they are unable to provide strategic planning support to individual Municipalities and other public agencies, Administration has submitted an application in the hopes to work with non-profit organizations within the community for a community strategic plan.
3. Trade Show: The Two Hills Trade Show is on April 22, 2023. The Village of Myrnam has registered. Need to prepare.
4. Other:
 - a) Entering into a Key-Holder Agreement with Two Hills & Area Adult Learning Council for access to CTEC for their courses. They plan on holding 9 evenings of sessions over the next month.
 - b) Mutual Aid Agreement (draft): At the last Joint Municipalities Meeting, the County presented a draft Mutual Fire Aid Agreement to supersede the previous agreement. Administration met with Fire Chief John Fedoriuk to go over the draft mutual aid agreement and compared it to the current agreement. Fire Chief is gathering input from other fire chiefs in the region. Intend to place this item on the agenda for the next Regular Council meeting after feedback is gained from fire chiefs in the region.
5. CAO worked from home and the office between March 20 – April 2, 2023.
6. CAO’s hours are reduced to three days a week (Tues – Thurs) starting the week of April 17 to mid-October.
7. CAO Action Tracker – attached.

CORRESPONDENCE

March 9 – April 12, 2023

(all scanned and emailed to each elected official)

1. Alberta Municipal Affairs:
 1. Approval of 2022/23 ACP – Municipal Restructuring grant of \$100,000.
 2. Letter to the County of Two Hills declining their ACP application for Regional Geographic Information System.
 3. Extension to June 10, 2025 via Ministerial Order for Joint Use and Planning Agreements (JUPA) between municipalities and school boards operating within municipal boundaries. Note that there are no MSR/SR properties within the Village of Myrnam therefore any agreements, if necessary, would be simple.
 4. Letter re: Municipal Census Regulation and Municipal Census Manual
2. Alberta Health Services:
 1. Mauro Chies Announces as New AHS President and CEO
 2. Age-Friendly E-News
3. Alberta Public Safety and Health Services: 2022/23 policing costs and estimate for 2023/24 policing costs.
4. MLA Jackie Armstrong-Homeniuk: Weekly Constituency Update (April 10, 2023)
5. Grant: Canadian Heritage – Celebrate Canada grant approved for \$1,920
6. Library Board Survey: Results of the survey provided as information only.
7. Inspections Group: Building Inspection as requested by Alberta Safety Codes Council. Deadline 30 – 45 days.
8. St. Paul Education: Board Meeting Highlights (March 8, 2023)
9. ATCO: Breakdown of services in 2022 compared to 2021.

CORRESPONDENCE

March 9 – April 12, 2023

(all scanned and emailed to each elected official)

10. Myrnam Elks and Royal Purple: Letter to Myrnam Community regarding a community building to discuss the future of the Elks Hall.
11. Travel-ING On – History Check App: News and Updates
12. Alberta Home Visitation Network Association: Newsletter (Vol. 18 Issue 2)
13. Alberta Precision Laboratories Rural East: Letter sent at request of Council at the last Regular Council meeting.
14. Battle River Watershed Alliance: The Current Newsletters (March and April)
15. VFIS University: Information about their courses. Forwarded to Fire Chief.
16. Lights On Afterschool Alberta: Information on the 7th Annual Lights On Afterschool Alberta celebration on April 21, 2023.
17. Town of Barrhead and Town of Tofield: Letter to the Office of the Minister for Environment & Protected Areas re: Exemption of Newspaper Media from EPR Program Revisions.
18. Council Stats: 2016 – 2023 Provided as information only.

OLD BUSINESS

Subject: Lease - Wozniak

At the last Regular Council Meeting Council moved to table this item to this meeting in order for Administration to continually try to contact Wozniak Bulk Fuel regarding the lease agreement.

Wozniak replied by email on March 17 & 24, 2023 indicating what they wanted changed in the draft lease agreement. Administration responded back on March 20 and April 6, 2023 and requested final comments prior to April 12, 2023.

NEW BUSINESS

Subject: Request to waive utilities and return property – Lot 29 Block 2 Plan 668EO

At the last Regular Council meeting, during Open Forum, a resident requested Council to write-off all outstanding utility invoices and to give the property back. Council tabled the discussion to this Regular Council meeting in order for Administration have time to look into the damages claim.

Administration looked into 1) the history of utility invoices and payments, 2) the claim of damages to another property owned by the same owner, 3) the claim of damages to the property located at Lot 29 Block 2 Plan 668E0, and 4) the purchase of the concrete blocks.

OLD BUSINESS

Subject: Adjust reserve bid on Lot 29 Block 2 Plan 668EO

The assessed value of Lot 29 Block 2 Plan 668EO (old liquor store) is \$13,110; taxes owing is below \$5,500.

Council must also establish a reserve selling price and conditions before it can sell a property. The reserve bid is set at a level that is as close as reasonably possible to the market value of the parcel. In 2022 Council set the reserve bid for this parcel at \$13,500 as the assessed value was \$13,110 and there was no visual of the interior lately.

The 2023 assessment of the property has decreased to \$6,280 due to the interior condition; however, the realtor's professional opinion is that the property should be listed and marketed as close to \$10,000 as possible and consider any offer over \$7,000 as fair market value.

Note: This agenda item may be affected by the decision of Council of agenda item 8(b).

BYLAWS AND POLICIES

Subject: 2023-04 Borrowing Bylaw - Reservoir

A borrowing bylaw is required for long-term borrowing for the reservoir which has been budgeted for in previous and currently proposed budgets.

The reservoir is anticipated to be \$1,038,000 as per proposal from Select Engineering (January 2023). The Village has used \$171,010 in eligible engineering expenses to date (2016-2021 \$169,475.32, 2022 \$1,535). There are approximately \$47,537.68 worth of “ineligible expenses” that may be considered eligible under the federal grant. Note, the village was given \$264,000 from the provincial government as a portion of the municipal portion of the federal Clean Water and Wastewater Fund (CWWF) in March 2018.

Borrowing Bylaw needs second and third reading on or before May 1, 2023 as the submission deadline for the application of a debenture is May 1, 2023 for the June 15, 2023 loan issue date. Advertising as per Section 606 of the MGA was hand-delivered by a designated officer appointed by the CAO who delivered them on April 12, 2023.

The Village needs funds to start paying contractors in June 2023.

- MGA References for Long-Term Borrowing for Capital Project (Reservoir) – 1 pager
- Draft 2023-04 Borrowing Bylaw
- Copy of advertising notice delivered to residences.
- Examples of payment plan on 30 and 40 years

BYLAWS AND POLICIES

Subject: 2023-01 Asset Management Policy

Municipalities in Alberta are empowered to provide a range of services to their communities through provincial legislation, specifically the Municipal Government Act (MGA). A major component of service provision is taking care of the assets that make those services possible. An asset is a physical component of a system that enables a service or services to be provided. For example, pipes are the assets that deliver water service to homes, roads and traffic lights are the assets that make transportation possible, and recreation centres are assets that allow recreation services to be provided to the community. Municipalities have been managing assets for a long time. However, asset management is more than just managing assets — it is a systematic, organized, and integrated approach.

An asset management plan is strongly encouraged but not a mandatory statutory document.

The Council for the Village of Myrnam has committed in the development of asset management by having staff attend entry-level asset management training. Asset Management is a long process and starts with the foundation of understanding why asset management is important. The next step is adopting an asset management policy. After that, there is a lot of information gathering and a strategic plan to put together.

NEW BUSINESS

Subject: 2022 Audited Financial Statement

M. Nelson Ncube will be present during this portion of the meeting to present the 2022 Financial Statement.

NEW BUSINESS

Subject: 2023 Operating and Capital Budget

Budget Meeting is scheduled for April 19th prior to the Regular Council meeting.

After the last Budget Meeting, in which there was an estimated \$25,000 deficit mainly due to the decrease/loss of anticipated revenue from the County of Two Hills; therefore, there were to be changes made to minimum tax, overall tax revenue by 3.5%, and potentially a decrease in staff hours.

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.

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.

The capital budget presented is only for 2023.

Council and Administration will need to work on a written plan for 2024-2028 in the following months.

NEW BUSINESS

Subject: 2023 Public Land 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*.

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.

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).

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

Subject: 2023 National Public Works Week and National Administrative Professional Day

May 21-27, 2023 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.

On April 26, 2023 is National Administrative Professionals Day. This holiday is always celebrated on the Wednesday of the last full week of April.

Attachment(s)

- Letter and additional information provided by Alberta Public Works Association dated March 16, 2023.
- Proclamation for National Administrative Professionals Day

COUNCIL MEMBER REPORTS

Mayor Donna Rudolf

March 9 – April 12, 2023

No report provided prior to the Council meeting.

COUNCIL MEMBER REPORTS

Deputy Mayor Raymond Yaremchuk

March 9 – April 12, 2023

Alberta Central East Water Corporation Board (Appointee)

Attended one meeting.

Annual General Meeting scheduled for April 20, 2023

Regional Landfill Committee (Appointed)

Attended two meetings.

5-year contract with Minburn

COUNCIL MEMBER REPORTS

Councillor Kurt Ewanec

March 9 – April 12, 2023

No report provided prior to the Council meeting.

NEXT MEETING(S)

Regular Council Meeting

May 17, 2023

4:00 p.m.

ADJOURNMENT

Thank you for attending the
Regular Council Meeting



peace to us