

VILLAGE OF MYRNAM



**Regular Council Meeting
May 17, 2023**

ADOPTION OF AGENDA

1. Call to order

2. Adoption of Agenda

3. Adoption of Minutes

- a. April 19, 2023 Regular Council Meeting
 - b. April 26, 2023 Special Council Meeting
-

4. Open Forum

5. Administrative Reports

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

6. Correspondence

7. Old Business

8. Bylaws and Policies

- a. 2023 Tax Rate Bylaw
-

9. New Business

- a. Reservoir – Tender Results
 - b. Roles and Responsibilities of Municipal Officials
 - c. 2023 Sidewalk Project
-

10. Council Member Reports

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

11. Adjournment Next Meeting: June 15, 2023 at 9:00 A.M.

Not required at time of preparation of the agenda: Delegation, and Public Hearing

ADOPTION OF MINUTES

- April 19, 2023 Regular Council Meeting
- April 26, 2023 Special 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

April 13, 2023 – May 10, 2023

Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Checked water meter at property with new owners.
3. Turned on water at one property as they returned from winter holidays.
4. Extended pipe that keeps the level up in the wastewater area.
5. Checked water lines at property (old liquor store) due to sale conditions.

Roads/Sidewalks

1. Added more gravel and repaired previous water break excavation site on Hwy 881.
2. Repaired rut in west alley behind 49 Street, south of 49 Avenue.
3. Repaired shoulder of roads in some locations.
4. Tried out sweeper on new Bobcat for street sweeping; seems to work well even on grass. Need to work on the pivot on the Bobcat.

Other

1. Weekly garbage pickup.
2. Finished removing ice from the arena.
3. Investigate codes on backhoe and burned out the carbon filter.
4. Gopher control.
5. Meeting with Select Engineering re: reservoir.
6. Cleaned HVAC system at CTEC.
7. Cleaned up lots where snow was piled.
8. Took old fuel tank out from water plant building and brought to shop area.
9. Watch over and added water to old burn pile behind the soccer field.
10. Removed fence at water plant in preparation of new reservoir.
11. Removed trees beside curling rink building around the gas meter. *Need to put a roof/cover over the gas meter at the fire hall.
12. Took down the doves from the senior centre so they can paint them.
13. Fixed the rubber boot on the chimney at the fire hall.
14. Assisted with ATCO while they changed out poles. Needed to watch the water and wastewater plants as power was off. Worked on Saturday and took Monday off.
15. Got water tank and pump set up on ¾ ton truck.
16. Watered trees.

ADMINISTRATIVE REPORTS

FINANCIAL REPORT

2. Bank Reconciliation: As of April 30, 2023
3. Cheque Listing: April 13, 2023 – May 10, 2023

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

April 13, 2023 – May 10, 2023

1. Wozniak – Lease Agreement: Wozniak called on May 9th, 2023 for an invoice for the lease. The invoice was sent on the same day. Wozniak is busy seeding but will execute the agreement.
2. 2023 Auction Properties: Hometown Real Estate Co. will be assessing the market value of all properties that will be going up for public auction this year at a rate of \$100 per property. Will be on the June Council Meeting agenda for discussion and decision.
3. CTEC Rental – Myrnam Ukrainian Dance Club: Executed agreement for 2023/2024 dance season.
4. Development Permit: Received and approved a development permit for a garage on a residential zoned property (permitted use).
5. Statistical Information and Financial Information Returns: Submitted prior to deadlines.
6. Debenture Application: Submitted prior to deadline.
7. Bylaw Enforcement:
 - a) Bylaw Enforcement for yard cleanup etc. will commence after the annual spring cleanup day unless official complaints are received.
 - b) One residence was requested to put out a fire on their property due to the fire ban and the hazard it posed. Warning was issued and filed.
 - c) Administration has tried to contact the landowner of the old hospital property to find out what steps will be taken to demolish the building. Waiting for a response.
 - d) Administration had a meeting with the landowner of the heavy-duty mechanic shop (Ziniewicz) regarding a screened fence. The landowner will have a fence put up this year along the north side of the property utilizing the sea cans that are there and is considering putting shrubs along the southside of the property. As for the east side of the property, the property owner will talk with the family to see if they would permit a shared fence (if the Village or Dove Society is successful in obtaining a grant) for the purposes of having a mural on the outside of the fence facing the Dove Connection. The property has seen significant improvement in appearance since early last year.
 - e) Administration has heard many unofficial complaints about the property at the corner of Hwy 45 and RR 91 however no one has submitted written complaints. Administration plans to meet with the landowner to discuss further.
 - f) Old Theatre – Administration has requested an update to the order issued by Alberta Safety Codes Council as the deadline of the order was 30-45 days from March 20, 2023. Their team will be meeting on May 17, 2023 on the matter.
8. Tax Arrears Property (2022): The property that was listed through Hometown Real Estate Co. (the old liquor store) has sold for \$7,500.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

April 13, 2023 – May 10, 2023

9. Tax Roll - Amended 4 properties:
 - a) to acknowledge that one property is not officially amalgamated to the neighboring property (2 properties);
 - b) to acknowledge new property that was previously a road that has been now closed; and
 - c) to acknowledge one property is now exempt as it is now owned by the village.

10. Land by the River: Caveats removed. Village has clear title. Copy of correspondence in Correspondence listing.

11. Snow Removal off Hwy 881: Invoiced Emcon for 50% of the cost of removing snow from Hwy 881 as per discussions between Alberta Transportation (Vermilion Office), Emcon, Public Works and Administration.

12. Grants:
 - a) Canada Summer Jobs: Application approved for one person at 8 consecutive weeks at 35 hours per week and \$16.00 per hour. Advertisement for position is posted.
 - b) Canada Day: Grant approved for \$1,920 (Council was notified in April Correspondence Listing). Administration starting to plan for Canada Day. Myrnam & District Ukrainian Dance Club is unable to do a performance. Administration purchased some outdoor games and a small bouncy house for young children. Contacted the Fire Department to purchase and man the fireworks. Booked 4' barbeque and 10x20' tent from ATCO (Vegreville office).
 - c) Submitted applications based on 2023 Operating and Capital Budget (MSI Operating, MSI Capital, and CCBF (Canada Community Building Fund)).
 - d) FCC AgriSpirit: Submitted application for \$25,000 towards the Dove Connection project.

13. Mutual Aid Agreement (Fire Services): Waiting for feedback from fire chiefs regarding the draft Mutual Aid Agreement presented by the County.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

April 13, 2023 – May 10, 2023

14. Survey: Conducted a needs assessment survey re: Community Garden, as a joint effort with the Dove Society. Results attached.
15. Annual ACE Shareholders Meeting: Attended.
16. Other:
 - a) Organized all current and rescinded bylaws.
 - b) Elmer Haluschuk of EDH Terra Renewables Ltd. will be attending the meeting (during Open Forum) to provide Council with a brief update to his Economic Development Proposal recently presented to Council.
 - c) Administration prepared hand-outs and a video presentation, and helped set up, for the Two Hills AgriDay tradeshow.
 - d) Working with Two Hills Economic Development Officer to have an event in Myrnam during the annual bike rally week.
 - e) Had lunch with CAOs and their assistants for Professional Administrators Day.
 - f) Planning BBQ for National Public Works Day on May 19th.
 - g) No need for personal protective equipment policy as the Personnel Policy already states: The Village will purchase for employee use,
 - a) Two (2) pairs of coveralls each year; b) Safety Glasses; and c) Hard Hats.
17. CAO Action Tracker – attached.

CORRESPONDENCE

April 13, 2023 – May 10, 2023

(all scanned and emailed to each elected official)

1. Alberta Municipal Affairs:
 - a. Intermunicipal Collaboration Framework (ICF) – Ministerial Order regarding extension from every 5 years to every 7 years for review.
 - b. Recall Petition Updates – Ministerial Orders for determination of population. I also included a one-pager regarding Recall of a Municipal Councillor – Information for Albertans, and the Recall of a municipal councillor handbook for your information.
 - c. 2023 Minister’s Award for Municipal and Public Library Excellence
 - d. Restrictive covenants removed from land by the river.
2. Alberta Culture: Cultural Heritage Initiatives Grant (copy provided to Dove Society)
3. Alberta Health Services:
 - a. AHS shows improvement in priority areas (April 27, 2023)
 - b. Update on the improvements to the EMS System in Alberta (April 28, 2023)
4. MLA Jackie Homeniuk-Armstrong:
 - a. Supporting food security programs (April 13, 2023)
 - b. Weekly Constituency Update (April 14 & 28, 2023)
5. Alberta Municipalities: Update on RCMP Retroactive Salary Costs
6. Town of Two Hills: Letter to County of Two Hills No. 21 re: New Fire Agreement
7. St. Paul Education: Board Meeting Highlights (April 12 and May 10, 2023)

CORRESPONDENCE

March 9 – April 12, 2023

(all scanned and emailed to each elected official)

8. Northern Lights Library System: Letter regarding changes to population numbers to calculate funding for public libraries and library systems. 2024 library system levy is anticipated to use Municipal Affairs 2019 Population List (339 for Village of Myrnam). Board to meet later this year to discuss 2024 Budget where they anticipate an increase in the levy by 1.5% resulting in anticipated levy of \$3,654.42 for 2024.
9. ACE Water Corporation: ACE will not be doing a call this year for capital contributions in 2023 as Phase 7 project came in under budget. Note: At the annual shareholders meeting, ACE announced they will not be issuing an invoice for Board Fees in 2023.
10. Go East of Edmonton: Tourism Week Update
11. Investigative Assurance: Proposal for Bylaw Enforcement Services
12. Battle River Watershed Alliance: The Current Newsletter (May 2023)
13. Wellspring Cancer Support Alberta: Introduction Letter
14. Lac La Biche County: Invitation to 2023 Healthier Communities Golf Tournament
15. Yellowhead County: Letter to all Alberta municipalities to band together to postpone the upcoming Provincial Election to focus on current fires across Alberta.

BYLAWS AND POLICIES

Subject: 2023 Tax Rate Bylaw

MGA 353(1) Each council must pass a property tax bylaw annually.

(2) The property tax bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of (a) the expenditures and transfers set out in the budget of the municipality, and (b) the requisitions.

Council adopted the capital and operating budget for 2023 at the last Special Council Meeting.

During budget discussions, Council unofficially approved a \$100 increase to minimum tax to \$600.

Properties majorly affected:

- Minimum tax properties
- Properties with increase to assessments

*Spreadsheet was provided to Council at the last Budget meeting.

2022 Tax Rates: Residential 19.32 Non-Residential 21.25

2023 Tax Rates: Residential 19.9311 Non-Residential 21.3636

NEW BUSINESS

Subject: Reservoir – Tender Results

Tender package went out on April 25, 2023. Posted on Alberta Purchasing Connection on April 27, 2023 (late as CAO had to register to be a member). Local business owner contacted the CAO stating that he was unable to submit a proposal due to bid bond requirement; however, he could provide products and services as a sub-contractor. Tender closed on May 11, 2023 (extended by two days).

Tender submissions were required to include a copy of their bid bond and consent of surety, and there was a single addendum on the project that was required to be recognized by the bidders. Bid amounts exclude G.S.T. and are **unofficial until we go through the tender submissions in detail**. The unofficial results, in ascending order, are as follows:

Grayson Excavating Ltd. (All requirements met) - \$976,545.81

Nova Mechanical Systems Ltd. (All requirements met) - \$1,218,852.00

Nu Edge Construction (All requirements met) - \$1,356,700.00

Kichton Contracting Ltd. (All requirements met) - \$1,611,597.70

GS Construction (All requirements met) - \$1,712,900.00

NEW BUSINESS

Subject: Roles and Responsibilities of Municipal Officials

Administration contacted Alberta Municipal Affairs to see if they were providing opportunities for a refresher course for Roles and Responsibilities of Elected Officials sometime this year at the request of the Mayor and as it is mid-term for Council.

Municipal Affairs does provide workshop sessions for free, however a council resolution is required, and they must provide choices for the optional modules, and three possible dates.

NEW BUSINESS

Subject: 2023 Sidewalk Project

The Village of Myrnam has worked with Loewen Construction in the past with respect to building sidewalks. Administration and Public Works has invited Loewen Construction to submit a quote to assist Public Works in building sidewalks according to the 2023 Capital Budget. Public Works will remove the old sidewalk and supply gravel to build the base for the sidewalk and para-ramps, Loewen Construction will build the curb and gutter, and Public Works will build the sidewalk with asphalt.

This work sharing initiative helps the municipality build sidewalks in a cost-efficient manner.

COUNCIL MEMBER REPORTS

Mayor Donna Rudolf

April 13, 2023 – May 10, 2023

No report provided prior to the Council meeting.

COUNCIL MEMBER REPORTS

Deputy Mayor Raymond Yaremchuk

April 13, 2023 – May 10, 2023

Alberta Central East Water Corporation Board (Appointee)

Attended Annual General Meeting on April 20, 2023

COUNCIL MEMBER REPORTS

Councillor Kurt Ewanec

April 13, 2023 – May 10, 2023

No report provided prior to the Council meeting.

NEXT MEETING(S)

Regular Council Meeting

June 15, 2023

9:00 a.m.

ADJOURNMENT

Thank you for attending the
Regular Council Meeting



peace to us