

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. May 17, 2023 Regular 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 a. 2023 Public Land Auction
8. Bylaws and Policies a. 2023-06 Master Rates Bylaw b. 2021-06 Personnel Policy
9. New Business a. Children At Play Sign – 51 Avenue between 46 – 48 Street b. Shelter for Stray Cats
10. Council Member Reports a. Mayor D. Rudolf b. Deputy Mayor R. Yaremchuk c. Councillor K. Ewanec
11. Adjournment Next Meeting: July 20, 2023 at 9:00 A.M.

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

ADOPTION OF MINUTES

- May 17, 2023 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

May 11 – June 8, 2023

Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Assisted property owner with sewer issue.
3. Thought there was a water leak due to high usage, but it turns out that some people were filling their pools.
4. Put new valve at old liquor store property for new owners as per condition of sale.
5. Cleaned out wastewater cell.
6. Checked storm drain on main street.

Roads/Sidewalks

1. Check out sidewalk from Dove Park to Telus building; needs repair. Public Works strongly suggests removing wooden sidewalks for several reasons: difficult for snow removal, slippery during winter, weeds grow through, boards get warped, and gophers run under it.

Other

1. Weekly garbage pickup.
2. Gopher control.
3. Grass cutting.
4. Removed fence from around water plant.
5. Removed cement pad beside curling rink and dirt pile from Elks Park.
6. Checked on HVAC system at CTEC.
7. Cleared gravel from grass where snow piles were.
8. Worked on sewer cleaner installing new motor.

ADMINISTRATIVE REPORTS

FINANCIAL REPORT

1. Bank Reconciliation: As of May 31, 2023
2. Cheque Listing: May 11 – June 8, 2023

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

May 11 – June 8, 2023

1. Wozniak – Lease Agreement: Waiting for executed agreement.
2. Debenture Application: Approved.
3. Bylaw Enforcement:
 - a) Bylaw Enforcement inspection rounds were conducted on May 24th and June 6th. Total of 7 notices was sent out for non-compliance of the Traffic Bylaw; 2 notices and one final reminder was sent out for non-compliance of the Land Use Bylaw; and 52 notices and one final reminder was sent out for non-compliance of the Unsightly Premises Bylaw.
 - b) Old Hospital – Administration has tried to contact the landowner to get an update of when it will be demolished.
 - c) Old Theatre – Matter was tabled to another meeting in mid-June as this is the first time enforcement proceedings respecting a past-due order is being dealt with; learning and logistics.
4. Grants:
 - a) Local Food Infrastructure Fund (Federal Grant): Applied for composting program for the school and community. 100% grant funding was requested.
5. Summer Temporary Student Program: There were 2 applicants. Aiden Clyde was the successful applicant. 35 hours/week for 8 weeks.
6. Reservoir: Anticipate starting construction late August.
7. Mutual Aid Agreement (Fire Services): Administration and the Fire Chief need to propose recommendations. May request to have the item tabled at the Joint Municipalities Meeting.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

May 11 – June 8, 2023

8. Canada Day: July 1, 2023 on Main Street by the Dove Park. Arena will be used as a backup location. Seniors are letting us use the kitchen and washrooms. There will be food and games for all ages. It is undetermined at this time whether the fire department will be setting off fireworks or not. Cst. Ramsey will try to attend the flag-raising.
9. ACE Water Corporation – Operators Meeting: CAO is unable to attend due to the Joint Municipalities Meeting therefore the Public Works Foreman may go in her place.
10. Joint Municipalities Meeting: June 14, 2023 at Jackfish Lake at 12:00 noon; lunch is provided.
11. RCMP: Outgoing Sgt. Robert Daisley and incoming Sgt. David Henry will try to stop by the Council Meeting for introductions.
12. Roles and Responsibilities Workshop: Wednesday, August 16, 2023 at the Village Office between 9 am and 4 pm.
13. 2022 Auction Property: Last two properties sold. Lot A Plan 2080ET sold for \$2,500 as per motion. Lot 29 Block 2 Plan 668EO sold for \$7,500.
14. CAO Action Tracker – attached.

CORRESPONDENCE

May 11 – June 8, 2023

(all scanned and emailed to each elected official)

1. RCMP Alberta (Media Relations): 150th Celebration of the Alberta RCMP
2. Two Hills RCMP: Community Policing Report - 1st Quarter 2023
3. Alberta Municipalities: Municipal Leaders Caucus
4. Alberta HUB:
 - a. AGM on June 22, 2023; Agenda
 - b. Angus Watt 10 Second Headlines
5. Ukrainian Canadian Congress – Alberta Provincial Council: Invitation to Ukrainian Day Celebration and Sponsorship Package 2023
6. Open letter to the Federal and Provincial Governments of Canada (Anonymous letter)

BYLAWS AND POLICIES

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*.

Properties that can move forward with tax recovery proceedings are listed on the attached spreadsheet with recommended reserve bid based on provided market values.

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).

NEW BUSINESS

Subject: 2023-06 Master Rates Bylaw

The 2023 Operating Budget proposed an increase in the debenture fees due to the debenture obtained for the construction of the reservoir.

In order to cover the \$530,000 debenture over 40 years (annual payment of \$31,658.88) it is estimated that with 200 residential/commercial users and 2 multi-unit users the cost per month will be:

Residential/Commercial Users = \$12.95
Multi-Unit Users = \$25.90 (double res/comm users)

Currently the debenture fees (ACE Water Line):
Residential/Commercial Users = \$5.55
Multi-Unit Users = \$11.10 (double res/comm users)

Total Debenture Fees (new bylaw):
Residential/Commercial Users = \$18.50
Multi-Unit Users = \$37.00 (double res/comm users)

First payment for the debenture is December 15, 2023.

NEW BUSINESS

Subject: 2021-06 Personnel Policy – Update to “Hours of Work”

The 2023 Operating Budget proposed a decrease to staff hours in order to balance the budget due to decline in operating grant from the County and other increased expenses.

The current Personnel Policy states:

- 7.14 Outside workers will work Monday to Friday, eight (8) hours a day, five (5) days a week for a forty (40) hour work week, as long as there is work available to do.
- 7.15 Inside workers will, at minimum, work Tuesday to Thursday when the village office is open to the public, to a maximum of thirty-seven and a half (37.5) hours a work week; as long as there is work available to do.

Recommendation to amend sections 7.14 and 7.15, respectively, to read:

Outside Workers will work between Monday to Friday, up to 8 hours a day, up to 5 days a week, up to a maximum of 40 hours a week, as long as there is work available to do. Based on the annually approved budget, the CAO will determine the number of hours each Outside Worker is approved for each calendar year.

Inside Workers will work between Monday to Friday, up to 7.5 hours a day, up to 5 days a week, up to a maximum of 37.5 hours a week, as long as there is work available to do. Based on the annually approved budget, the CAO will determine the number of hours each Outside Worker is approved for each calendar year.

NEW BUSINESS

Subject: Children At Play Sign – 51 Avenue between 46 – 48 Street

Administration received a request to install **Children At Play** signs along 51 Avenue between 46 and 48 Street.

NEW BUSINESS

Subject: Shelter for Stray Cats

Administration received a request to set up a shelter for stray cats and dogs to protect them from coyotes, etc. The resident who put in the request is willing to donate money towards the shelter.

COUNCIL MEMBER REPORTS

Mayor Donna Rudolf

May 11 – June 8, 2023

No report provided prior to the Council meeting.

COUNCIL MEMBER REPORTS

Deputy Mayor Raymond Yaremchuk

May 11 – June 8, 2023

Nothing to report.

COUNCIL MEMBER REPORTS

Councillor Kurt Ewanec

May 11 – June 8, 2023

Nothing to report.

NEXT MEETING(S)

Regular Council Meeting

July 20, 2023

9:00 a.m.

ADJOURNMENT

Thank you for attending the
Regular Council Meeting



peace to us