

VILLAGE OF MYRNAM



**Regular Council Meeting
September 14, 2023**

ADOPTION OF AGENDA

1. Call to order

2. Adoption of Agenda

3. Adoption of Minutes

a. August 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. Potential Library Board

8. Bylaws/Policies

a. 2023-07 Amending Land Use Bylaw 2018-08 Bylaw

9. New Business

a. ATCO Franchise Fee

b. 2023/24 Alberta Community Partnership Grant Application Resolutions

c. Unsold Auction Properties/Bid for Lot 12 Block 3 Plan 2859ET

d. Lease Agreement – Curling Rink

e. Letter from resident re: Sidewalk

10. Council Member Reports

a. Mayor D. Rudolf

b. Deputy Mayor R. Yaremchuk

c. Councillor K. Ewanec

11. Adjournment Next Meeting: October 19, 2023 at 9:00 A.M.

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

ADOPTION OF MINUTES

- August 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

July 14 – August 10, 2023

Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Checked on cc valves in various locations for repair/replacement.
3. New reservoir tanks have been ordered and will be ready on September 13th. Construction start date has been moved to September 18, 2023. Grayson anticipates to complete construction in 3 weeks.

Roads/Sidewalks

1. Removed sidewalks along 50 Avenue from 44 to 47 Street and replaced with topsoil, fertilizer and grass.
2. Installed two new stop signs at 51 Avenue and 47 Street and replaced other signs.
3. Added more clay on hole on 881 by 49 Avenue.
4. Placed asphalt on sidewalks from 2022 sidewalk project.
5. Worked on base of new pathway and started laying down asphalt.
6. Contractor for 2023 Sidewalk project is having major issues with staffing and was unable to do the work earlier this year. On September 6, 2023 the contractor indicated he could do the project now except that the concrete company puts in an additive which can make concrete flake. Project is delated to 2024.

Other

1. Weekly garbage pickup.
2. Steam cleaned carpets in Council Chambers.
3. Cut grass at water and wastewater plants.
4. Ordered and started hauling reject gravel from pit across seed plant.
5. Replaced starter in truck.
6. Discussion with school on placement of solar panels. The initial location between CTEC and the school is not big enough. Considering the northwest section of the parking lot in front of CTEC. Need to remove some trees. Public Works and the school is also mindful of snow piles.
7. Worked on sewer cleaner.
8. Installed handrails on sidewalk on 50 Street (north of ATB) to address safety concerns.
9. Summer student done.

ADMINISTRATIVE REPORTS

FINANCIAL REPORT

1. Bank Reconciliation: As of August 31, 2023
2. Cheque Listing: August 11, 2023 – September 7, 2023

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

July 14 – August 10, 2023

1. Wozniak – Lease Agreement: Still waiting for executed agreement. Administration spoke with Wozniak during the last week of August who stated he will send the signed agreement soon.
2. Bylaw Enforcement:
 - a) Work was conducted on properties who have not complied with bylaw enforcement letters sent July 13, 2023.
 - b) Old Hospital – No update; no letter from landowner yet.
 - c) Old Theatre – No updates. Matter was going to be reviewed with the subject matter expert in July for the potential option in compliance and enforcement; extended to Monday, September 11, 2023.
 - d) Met with landowner of property at southeast corner of Myrnam. Landowner is in the middle of cleaning it up and lining up buildings for sale to make it look neater. Extension granted to March 15, 2023 to have all debris and buildings removed. In the meantime, the landowner may apply for proper usage being a major home business license on the property.
3. Grants:
 - a) Alberta Grant received in the amount of \$1,500 for the purchase of equipment for movie showing.
 - b) Put in a request to ATCO to sponsor movie nights for 1 year to help cover the cost of movie licensing and balance of equipment purchase.
 - c) Canada Summer Jobs – program for summer is complete; successfully received payment.
 - d) Pre-application for Green Municipal Fund (through Federation of Canadian Municipalities) was successful for eMissions Software to 1) prioritize accessible green revenue streams, calculate and report emissions from community buildings, and 3) manage and monitor energy and emission efficiency.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

July 14 – August 10, 2023

4. 2023 Public Lands Auction:
 - a) Village bid on and purchased 3 properties west of the firehall in the amount of \$7,000.00 which covers most of the arrears owing; leaving bad debt of \$1,916.46.
 - b) 5 properties unsold; on this agenda for discussion/decision.

5. Other:
 - a) CAO took August 31st off as holidays.
 - b) CAO attended the front desk from August 15 – 30 due to staff holidays.
 - c) Attended virtual meeting with Administrators from the County of Two Hills and Town of Two Hills to go over some recommended changes to the draft fire services mutual aid agreement.
 - d) Provided Transitional Solutions Inc. with relevant documents for Regional Governance Study.
 - e) Hosted movie night (Footloose (2011)) on Alberta Day at the arena. Ag. Society donated the use of the arena. Also set off the fireworks that were not used on Canada Day.

6. CAO Action Tracker – attached.

CORRESPONDENCE

July 14 – August 10, 2023

(all scanned and emailed to each elected official)

1. Alberta Municipal Affairs: Comparison of the preliminary 2024 Equalized Assessment to current 2023 Equalized Assessment (Myrnam – page 6)
2. Alberta Health Services: Lab Integrations Begins Today (email September 1, 2023)
3. Alberta Seniors: Age-Friendly E-News – Nominations for 2023 Minister’s Senior Service Awards
4. MLA Honorable Jackie Armstrong-Homeniuk:
 - a. Weekly Constituency Update (emails August 11, 18, 25 and September 1, 2023)
5. County of Two Hills: Letter regarding motion for Administrators from each municipality to meet to discuss the Mutual Aid Fire Agreement.
6. Alberta Municipalities:
 - a. The Weekly Newsletter (emails August 16, 30, and September 7, 2023)
7. Alberta Counsel:
 - a. At a Glance Newsletter (emails August 11, 18, 25, and September 1, 2023)
 - b. The NEWS Newsletter (emails August 22 with correction and September 6, 2023)
 - c. Free Webinar “Alberta’s Mandate Letters – A Deep Dive” (email August 25, 2023)
8. Federation of Canadian Municipalities: Housing Accelerator Fund (email August 18, 2023)
9. Alberta HUB:
 - a. Various emails not documented.
 - b. General Board Meeting Agenda (draft) for August 25, 2023
 - c. Survey of Rural Challenges – results
 - d. Alberta CAN – Regional Investment Initiative Presentation (December 6, 2022)
10. Two Hills FCSS:
 - a. Director Report (August 2023)
 - b. 2023 Program/Work Plan
 - c. 2023 Preventative Budget
 - d. Social Needs Assessment
11. Municipal Planning Services: Notification of rate changes effective September 1, 2023
12. Battle River Watershed Alliance: September Newsletter 2023
13. Alberta Home Visitation Network Association – Connections Newsletter - Vol.19 Issue 1

OLD BUSINESS

Subject: Potential Library Board

Background:

January 2023 - tabled until after Northern Lights Library System municipal representatives from the County and Town of Two Hills meet with the Mayor and CAO.

February 2023 - Mayor Rudolf and CAO met with County and Town of Two Hills representatives for Northern Lights Library System. After review of the financial breakdown, it was mutually decided that an intermunicipal library board would not be in the best interest for the region. This leaves the discussion with the Village on whether or not to form a Myrnam Municipal Library Board.

Administration to create a list of responsibilities for a potential library board and to seek out interest from the community for volunteers to sit on the municipal library board if one is to be created.

March 2023 – Administration conducted a survey from library board members for villages across the Province.

May 17, 2023 – Advertised for library board members on Facebook and website.

No letters of interest received as of September 7, 2023 except from New Myrnam School in support of the library receiving support needed from the Village to create a library board.

CAO Kiziak has received two informal expressions of interest via message on Facebook or on her personal messaging system, however nothing has been received by the office. The Facebook and website links lead to information on how to express interest.

BYLAWS AND POLICIES

Subject: 2023-07 Amending Land Use Bylaw 2018-08 Bylaw

The Myrnam River Ridge Riders purchased Lot 29 Block 2 Plan 668EO and intended on placing a heated addition on the back of the current building for the purposes of storing their equipment and supplies and to hold their monthly meetings.

The company who provides compliance monitoring services in the building, electrical, plumbing, and gas disciplines states that since the location of the property is within a commercial district that certain building specs need to be met.

The Association is requesting the district to be changed from Commercial to Residential.

There is a public hearing process outlined in the Municipal Government Act and the Land Use Bylaw 2018-08 after first reading.

If first reading is given at this meeting, the public hearing can be scheduled to occur during the next regular Council meeting in October. After the Public Hearing, Council may give second and third reading.

Attachment(s)

- Letter from Myrnam River Ridge Riders Association
- Land Use Bylaw Amendment Application
- Excerpts from the Land Use Bylaw (LUB) 2018-08 relating to amending the LUB
- Excerpts from Municipal Government Act relating to amending the LUB
- Draft Bylaw #2023-07 to amend the LUB

NEW BUSINESS

Subject: ATCO Franchise Fees

Annually, as per franchise agreement, the Village of Myrnam may apply for a change to the franchise fee percentage.

At this time, the Village's franchise fees are set at 6%.

Attachment(s)

- Letter from ATCO re: Distribution Forecast for 2024 Franchise Fee
- Financial Summary of franchise fee increase by percentage
- ATCO and Fortis Franchise Fee Riders (2022)

NEW BUSINESS

Subject: 2023/24 Alberta Community Partnership Grant Application Resolutions

The Town of Two Hills has obtained a grant specialist from MPE and is requesting support in the form of resolutions for the following:

- Town of Two Hills' application to the Alberta Community Partnership (ACP) program for a Regional Asset Management Strategy Project.
- Village of Myrnam to submit an application to the Alberta Community Partnership (ACP) program for a Regional Economic Development Strategy Project.

Attachment(s)

- ACP Intermunicipal Collaboration Application form for the Town of Two Hills' Regional Asset Management Strategy project (draft).
- ACP Intermunicipal Collaboration Application form for the Village of Myrnam's Regional Economic Development Strategy project (draft).

NEW BUSINESS

Subject: Unsold Auction Properties/Bid for Lot 12 Block 3 Plan 2859ET

The Village attempted to auction off 8 properties due to tax arrears. The Village purchased 3 properties. Five of the properties received no bids. After the auction, one property received a bid of \$3,000 (below the reserve bid of \$5,000; Lot 12 Block 3 Plan 2859ET).

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: Lease Agreement – Curling Rink

The lease of the curling rink between the Village of Myrnam and the Myrnam Curling Club expires on November 10, 2023.

The last lease agreement was an extension of the previous lease agreement for 10 years (November 2013 to 2023).

The previous lease was from 2003 to 2013.

Attachment(s)

- Lease Agreement for the term 2003 – 2013
- Extension to Lease Agreement for the term 2013 – 2023
- Draft Lease Agreement 2023 - 2033

NEW BUSINESS

Subject: Letter from resident re: Sidewalk

A letter was received by a resident requesting Council to replace the sidewalk at 5002 – 50 Avenue due to its poor condition.

Attachment(s)

- Letter from resident
- Copy of Policy 2022-03 titled Sidewalk, Curb, and Gutter Maintenance Management Policy

COUNCIL MEMBER REPORTS

Mayor Donna Rudolf

July 14 – August 10, 2023

No report provided prior to the Council meeting.

COUNCIL MEMBER REPORTS

Deputy Mayor Raymond Yaremchuk

July 14 – August 10, 2023

No report provided prior to the Council meeting.

COUNCIL MEMBER REPORTS

Councillor Kurt Ewanec

July 14 – August 10, 2023

No report provided prior to the Council meeting.

NEXT MEETING(S)

Regular Council Meeting

October 19, 2023

9:00 a.m.

ADJOURNMENT

Thank you for attending the
Regular Council Meeting



peace to us