

VILLAGE OF MYRNAM



**Organizational and
Regular Council Meeting
October 19, 2023**

ORGANIZATIONAL MEETING

ADOPTION OF AGENDA

1. Call to Order

2. Adoption of Agenda

3. Appointment of Officers

- a. Mayor
 - b. Deputy Mayor
-

4. Oath of Office

5. Council Meeting Dates

6. Policies

- a. Review: Signing Authority Policy
 - b. Review: Elected Officials Remuneration and Expenses Policy
 - c. Review: Mileage for Council and Staff and Appointed Members Policy
 - d. Review: Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees Policy
 - e. Review: Financial Reports Policy
-

7. Appointment to Committees

8. Other Appointments

- a. Subdivision Authority
 - b. Development Authority
 - c. Bylaw Enforcement Officer
-

9. Adjournment

APPOINTMENT OF OFFICERS

MGA:

Section 150(2) The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.

159(1) A chief elected official who is to be appointed under section 150 must be appointed at each organizational meeting of the council, unless otherwise provided by bylaw. (2) The term of office of an appointed chief elected official starts immediately on appointment and ends on the appointment of the next chief elected official. (3) The term of office of an appointed chief elected official may not extend beyond the term of office of that person as councillor.

Section 152 (1) A council must appoint one or more councillors as deputy chief elected official so that (a) only one councillor will hold that office at any one time, and (b) the office will be filled at all times. (2) A deputy chief elected official must act as the chief elected official (a) when the chief elected official is unable to perform the duties of the chief elected official, or (b) if the office of chief elected official is vacant.

Currently Donna Rudolf is Mayor and Raymond Yaremchuk is Deputy Mayor.

OATH OF OFFICE

~MAYOR

~DEPUTY MAYOR

~COUNCILLOR

COUNCIL MEETING DATES

Section 5.1 The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.

Section 5.4 Regular meeting of Council shall commence at 9:00 o'clock A.M. and adjourn no later than 12:00 o'clock P.M., if in session at that hour, unless otherwise determined by a unanimous vote of the members present. Such a motion passed in Council may extend the time of adjournment to no later than 2:00 o'clock P.M.

Currently Regular Council meetings are held on the third Thursday of each month starting at 9:00 a.m.

POLICIES

Subject: Review: Signing Authority Policy

Policy for *Signing Authority* is to be reviewed annually.

POLICIES

Subject: Review: Elected Officials Remuneration and Expenses Policy

Policy for *Elected Officials Remuneration and Expenses* is to be reviewed annually.

POLICIES

Subject: Review: Mileage for Council and Staff and Appointed Members Policy

Policy for *Mileage for Council and Staff and Appointed Members* is to be reviewed annually.

POLICIES

Subject: Review: Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees Policy

Policy for Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees is to be reviewed annually.

POLICIES

Subject: Review: Financial Reports Policy

Policy for *Financial Reports Policy* is to be reviewed annually.

APPOINTMENT TO COMMITTEES

Council Procedural Bylaw 2021-11:

- 13.1 All standing and special committees shall be appointed by motion of Council.
- 13.2 By Resolution of Council committees are to be considered at each Organizational meeting.

Committee	Appointee	Back-Up
*A.C.E. Water Board	Raymond Yaremchuk	
Eagle Hill Foundation		
FCSS		
HUB		
Northern Lights Library System		
Regional Emergency Management Agency		
Regional Landfill		
Tourism (e.g. GoEast)		

OTHER APPOINTMENTS

Subject: Subdivision Authority

Council Procedural Bylaw 2021-11:

Section 13.2: At each organizational meeting following a general municipal election Council shall, as per respective Bylaws, appoint person(s) for the following:

- (a) Assessment Review Board
- (b) Subdivision Authority
- (c) Development Authority
- (d) Subdivision and Development Appeal Board
- (e) Bylaw Enforcement Authority

Note the Village is waiting for a Joint Municipalities Meeting to discuss Joint Assessment Review Board and Intermunicipal Subdivision and Development Appeal Board.

Current appointment for Subdivision Authority is Municipal Planning Services.

Attachment(s)	None
---------------	------

OTHER APPOINTMENTS

Subject: Development Authority

Council Procedural Bylaw 2021-11:

Section 13.2: At each organizational meeting following a general municipal election Council shall, as per respective Bylaws, appoint person(s) for the following:

- (a) Assessment Review Board
- (b) Subdivision Authority
- (c) Development Authority
- (d) Subdivision and Development Appeal Board
- (e) Bylaw Enforcement Authority

Note the Village is waiting for a Joint Municipalities Meeting to discuss Joint Assessment Review Board and Intermunicipal Subdivision and Development Appeal Board.

Current appointment for Development Authority is CAO Elsie Kiziak.

OTHER APPOINTMENTS

Subject: Bylaw Enforcement Officer

Council Procedural Bylaw 2021-11:

Section 13.2: At each organizational meeting following a general municipal election Council shall, as per respective Bylaws, appoint person(s) for the following:

- (a) Assessment Review Board
- (b) Subdivision Authority
- (c) Development Authority
- (d) Subdivision and Development Appeal Board
- (e) Bylaw Enforcement Authority

Note the Village is waiting for a Joint Municipalities Meeting to discuss Joint Assessment Review Board and Intermunicipal Subdivision and Development Appeal Board.

Current appointment for Bylaw Enforcement Authority is CAO Elsie Kiziak.

Attachment(s)	None
---------------	------

**ADJOURNMENT OF
ORGANIZATIONAL MEETING**

REGULAR COUNCIL MEETING

PUBLIC HEARING

A resolution is required to move into a Public Hearing.

1. Call to order

2. Purpose of Public Hearing

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

3. In Favor

Best Practice:

A motion to move agenda #9a from the Regular Council meeting agenda to the Public Hearing portion of this Council meeting.

4. Against

5. Adjournment

Then make a motion to either 1) pass the bylaw or resolution, 2) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or 3) defeat the bylaw or resolution.

A resolution is required to revert back to the Regular Council Meeting.

ADOPTION OF AGENDA

1. Call to order
2. Public Hearing
3. Adoption of Agenda
4. Adoption of Minutes
a. September 14, 2023 Regular Council Meeting
5. Open Forum
6. Administrative Reports
a. Public Works Report
b. Financial Report
c. Chief Administrative Officer Report
7. Correspondence
8. Old Business
a. ATCO Franchise Fee
9. Bylaws/Policies
a. 2023-07 Amending Land Use Bylaw 2018-08 Bylaw
b. 2023-08 Intermunicipal Subdivision and Development Appeal Board Bylaw
c. 2023-09 Joint Assessment Review Boards Bylaw
10. New Business
a. Unsold Auction Properties – Recommendation to change reserve bids
b. Change to Capital Budget 2023
c. FCSS Funding Agreement
11. Council Member Reports
a. Mayor D. Rudolf
b. Deputy Mayor R. Yaremchuk
c. Councillor K. Ewanec
12. Adjournment Next Meeting: November 16, 2023 at 9:00 A.M.

ADOPTION OF MINUTES

- September 14, 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

September 8 – October 12, 2023

Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Vacuumed out storm drains.
3. Checking manholes for debris.
4. Took a fire hydrant to Two Hills as we borrowed one in the past.
5. Removed fire pits and tables from reservoir construction area.
6. Cleared sewer lines at the lagoon.
7. Repaired some road valves.
8. Oversee installation of new reservoir.
9. Started investigating potential cc valve or water line issue at 5002 50 Avenue.

Roads/Sidewalks

1. Finished sidewalks beside Elks Hall.
2. Started moving screenings from pit across from the Myrnam Seed Plant.
3. Filled potholes on Hwy 881.

Other

1. Weekly garbage pickup and hauled away garbage from behind the shop.
2. Final grasscutting complete.
3. Worked on lawn mowers to be put away for winter.
4. Cut trees in parking lot in front of CTEC to make room for ground-mounted solar panels.
5. Pushed in burn pit at the landfill site north of Myrnam and by the soccer field.
6. Worked on and completed the pathway from the lodge to downtown.
7. Took Freightliner to the County Shop for repair.
8. Continued working on sewer cleaner.
9. Put water and fuel tank into other shop. Made room in the other shop for more equipment.

FINANCIAL REPORT

1. Bank Reconciliation: For month ending September, 2023
2. Cheque Listing: September 8, 2023 – October 12, 2023
3. Budget to Actual: January 1 – September 30, 2023

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

September 8 – October 12, 2023

1. Wozniak – Lease Agreement: No update. 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) Old Hospital – No update; no letter from landowner yet.
 - b) Old Theatre – Latest update received on September 28, 2023 that Alberta Safety Codes is actively working with Municipal Affairs towards a solution.
 - c) Lot 11 Block 17 Plan 2221484 – CAO and landowner are still in discussions regarding the fence.
3. Grants:
 - a) ATCO has agreed to sponsor “movies for a year”; amount is between \$600 - \$1,000. They also would like to attend the movie night(s) and bring a popcorn machine and/or provide promotional swag.
 - b) FCC-AgriSpirit Grant – denied.
 - c) Local Food Infrastructure Fund – denied.
4. Other:
 - a) CAO was on holidays September 29 – October 9, 2023
 - b) CAO attended the front desk from October 10 – 12, 2023
 - c) Attended Intermunicipal Council Workshop virtually with Transitional Solutions Inc, and the Town of Two Hills Administration and Council, and Mayor Donna Rudolf.
 - d) Attended Reservoir Pre-Construction meeting.

CAO Action Tracker – attached.

CORRESPONDENCE

September 8 – October 12, 2023

(all scanned and emailed to each elected official)

1. Alberta Municipal Affairs: Extension to 2021 Municipal Accountability Program for compliance for SDAB and ARB.
2. Alberta RCMP: Alberta Police Funding Model Resource Allocation
3. Alberta Health Services:
 - a. Enhanced masking in AHS acute care facilities (email October 11, 2023)
 - b. Two Hills Community Health Services Awareness Meeting Notes for October 17, 2023
4. Ukrainian Canadian Congress: Thanksgiving Newsletter
5. County of Two Hills: Town of Two Hills Governance Study
6. ACE Water Corp: Water Quality Issues (email September 21, 2023)
7. County of Two Hills: Letter regarding motion for Administrators from each municipality to meet to discuss the Mutual Aid Fire Agreement.
8. MLA Honorable Jackie Armstrong-Homeniuk:
 - a. Weekly Constituency Update (emails September 8, 15, 22, and 29, 2023)
9. Alberta Municipalities:
 - a. The Weekly Newsletter (emails September 13, 20, and October 12, 2023)

CORRESPONDENCE

September 8 – October 12, 2023

(all scanned and emailed to each elected official)

10. Alberta Counsel:
 - a. At a Glance Newsletter (emails September 8, 15, and October 6, 2023)
 - b. The NEWS Newsletter (September 21, 2023 and October 3, 2023)
11. Two Hills FCSS: Agenda for September 26, 2023
12. Northern Lights Library System: Re: 2024 Levy
13. St. Paul Education Regional Division: Board Meeting Highlights (September 13 and October 11, 2023)
14. Alberta HUB:
 - a. Various emails not documented.
 - b. General Board Meeting Agenda (draft) for October 26, 2023
15. GOEast:
 - a. Email – New Regional Indigenous Experiences and Video Launch
 - b. Email – Another Summer of Tourism Success
16. Travel Lakeland: Email – What to do in October
17. North Saskatchewan Watershed Alliance: Supporting Watershed Management for a Thriving Village of Myrnam. Includes invoice for recommended contribution.
18. Battle River Watershed Alliance: October Newsletter 2023
19. TC Energy: Pipeline Emergency Response Information for emergency responders and public officials (natural gas)

OLD 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%.

At the last Regular Council Meeting, Council reviewed the letter received by ATCO notifying them of the Distribution Revenue Forecast for 2024 Franchise Fee, the anticipated revenue by percentage from the current 6% up to the maximum 20%, and the listing of franchise fees for municipalities under ATCO and Fortis. Council is proposing a 2% increase to the ATCO Franchise Fee from 6% to 8% which represents an approximate \$3,773.60 increase in annual revenue that is collected by ATCO from its customers within the Village of Myrnam and then forwarded to the Village. The cost to the ATCO customer is estimated to be \$2.47 per month (\$29.64/year) based on an average consumption of 625kWh.

Administration has publicized the notice to increase the franchise fee in the Vermilion Voice, on the Village website, on Facebook, and in the Village newsletter. Residents have had at least 14 days from the publication of the notice to make their concerns known.

Prior to the development of the Council package, the Village has received two notices from two different ratepayers:

1. An email expressing opposition to the increase.
2. A letter of formal notification of concerns regarding the increase with 5 questions.

Residents have the opportunity during this Council meeting (during Open Forum) to express their concerns. The Village has an obligation to respond to all concerns.

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.

At the last Regular Council Meeting Council did first reading to amend the 2018-08 Land Use Bylaw to change the zoning of Lot 29 Block 2 Plan 668EO from Commercial to Residential as the addition proposed by the landowner (a non-profit organization who is adding onto the current building for storing their equipment/supplies and to hold their monthly meetings) would have to build with certain specs if in a Commercial district as per Inspections Group (e.g. steel instead of wood).

A public hearing is mandatory for a change to a statutory bylaw such as the Land Use Bylaw. A public hearing has been advertised in the Vermilion Voice, on the village website, in the village newsletter, and on Facebook. The public hearing was set for October 19, 2023 (at the beginning of this council meeting).

BYLAWS AND POLICIES

Subject: 2023-08 Intermunicipal Subdivision and Development Appeal Board Bylaw

The Land and Property Rights Tribunal (formerly Municipal Government Board) hears subdivision and development appeals where there is a provincial interest. Otherwise, the appeals are heard by the local Subdivision and Development Appeal Board. SDABs hear most subdivision and development permit appeals and stop work order appeals.

Appeal board established

627(1) A council must by bylaw

(a) establish a subdivision and development appeal board, or

(b) authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board, or both.

The Village of Myrnam has been petitioning at the Joint Municipalities Meeting to have an Intermunicipal Subdivision and Development Appeal Board to reduce costs and human resources for each municipality. The County has decided to opt out and the Town of Two Hills has decided to move forward together.

BYLAWS AND POLICIES

Subject: 2023-09 Joint Assessment Review Boards Bylaw

To ensure property owners have a voice in the property assessment system, the *Municipal Government Act* has set out a complaints and appeals system for property owners who have concerns about their assessment.

Local Assessment Review Board (LARB) will hear complaints for residential property with 3 or fewer dwelling units, farmland, or a tax notice other than a property tax notice.

Council must appoint at least 3 persons as members of the LARB. No more than one councillor can be on the board, unless it is a one-member panel. (MGA, Sections 454-454.1)

Composite Assessment Review Board (CARB) will hear complaints for residential property with 4 or more dwelling units or non-residential property.

Joint establishment of assessment review boards

455(1) Two or more councils may agree to jointly establish the local assessment review board or the composite assessment review board, or both, to have jurisdiction in their municipalities.

(2) Where an assessment review board is jointly established,

(a) the councils must jointly designate one of the board members as chair and must jointly prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair, and

(b) the chair may delegate any of the powers, duties or functions of the chair to another board member but not to the provincial member of a panel of the board.

The Village of Myrnam has been petitioning at the Joint Municipalities Meeting to have a Joint Assessment Review Board to reduce costs and human resources for each municipality. The County has decided to opt out and the Town of Two Hills has decided to move forward together.

NEW BUSINESS

Subject: Unsold Auction Properties – Recommendation to change reserve bids

At the last regular council meeting, Council moved to sell the unsold auction properties through Hometown Real Estate Co. at established reserve bids.

After gaining access to two of the properties on the list of homes to be sold, Hometown Real Estate Co. is recommending lowering the reserve bid on the following two properties due to its condition:

- Lot 2 Block 4 Plan 1747EO (4808 51 Avenue) from \$25,000 to \$14–18,000
- Lot 17 Block 9 Plan 2624HW (5009 51 Street) from \$45,000 to \$20,000-29,000

The recommended reserves will still cover any arrears owing to the village.

NEW BUSINESS

Subject: Change to Capital Budget 2023

The 2023 Capital Budget approved the purchase of a tack coat machine for \$25,000 utilizing MSI-Capital grant funding however public works indicate that we will not need to purchase our own tack coat machine at this time and would rather utilize the grant funds to purchase a wing blade for the skid steer for \$14,350.

The village also purchased much-needed signs to either replace or add to our current road system. The signs could be used out of our operational funds, however there are unexpended capital funds that could be used. Signs totaled \$6,100.

Using MSI Capital funding that was allocated for a tack coat machine and moving it to the purchase of a blade and signs.

Use of capital grant funds instead of operational funds for the purchase of signs.

Attachment(s)	None
---------------	------

NEW BUSINESS

Subject: FCSS Funding Agreement

The County of Two Hills, Town of Two Hills, and Village of Myrnam have been jointly funding the cost of FCSS with provincial grant funding that is managed by the Town of Two Hills, for many years without a funding agreement.

FCSS has drafted and is proposing a funding agreement.

There is no change to how the funding is administered or utilized, and there is no change to the funding structure which is defined by the provincial funding agreement.

COUNCIL MEMBER REPORTS

Mayor Donna Rudolf

September 8 – October 12, 2023

No items to report

COUNCIL MEMBER REPORTS

Deputy Mayor Raymond Yaremchuk

September 8 – October 12, 2023

No items to report

COUNCIL MEMBER REPORTS

Councillor Kurt Ewanec

September 8 – October 12, 2023

No items to report

NEXT MEETING

Regular Council Meeting

November 16, 2023

9:00 a.m.

ADJOURNMENT

Thank you for attending the
Regular Council Meeting



peace to us