

VILLAGE OF MYRNAM



Regular Council Meeting
November 16, 2023

ADOPTION OF AGENDA

1. Call to order

2. Adoption of Agenda

3. Adoption of Minutes

- a. October 19, [2023](#) Organizational Meeting
 - b. October 19, [2023](#) Regular Council Meeting
-

4. Open Forum

5. Administrative Reports

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

7. Old Business

8. Bylaws/Policies

9. New Business

- a. Summer Temporary Employment Program 2024
 - b. Celebrate Canada 2024
 - c. Annual Public Meeting
 - d. Christmas Party
 - e. Appointment of Auditor
 - f. Investigate incentives for residential and commercial
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10. Council Member Reports

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

11. Confidential Items

- a. CAO Evaluation (FOIPP, Section 17)
-

12. Adjournment Next Meeting: December 21, [2023](#) at 9:00 A.M.

ADOPTION OF MINUTES

- October 19, 2023 Organizational Meeting
- October 19, 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

October 13, 2023 – November 9, 2023

Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Completed investigating potential cc valve or water line issue at 5002 50 Avenue. The issue of low flow is due to the water line within the property being at a greater diameter than the water line from the main to the cc valve.
3. The water system at the plant lost pressure due to a hydrant that was opened by the contractor who was told explicitly not to open it. The loss of pressure interrupted water flow to the distribution system for a few hours. During the loss of pressure, it was discovered that the two automatically controlled pumps required repair resulting in the use of the old manually controlled pump. One pump was repaired the next day.
4. Chlorine levels were low at the southwest end of the village, so water was blown off from a nearby hydrant.
5. Monitored reservoir construction. Dug a trench for the level transmitter.
6. Had cattails cleared from wastewater cells.

Roads/Sidewalks

1. Worked on road valves on Highway 881.

Other

1. Weekly garbage pickup and hauled away garbage from behind the shop.
2. Hauled some screenings from the gravel pit across Hwy 45.
3. Removed portion of private sidewalk as per request.

FINANCIAL REPORT

1. Bank Reconciliation: For month ending October, 2023
2. Cheque Listing: October 13, 2023 – November 9, 2023

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

October 13, 2023 – November 9, 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. Reminder sent on November 6, 2023.

2. Bylaw Enforcement:
 - a) Old Hospital – No update; no letter from landowner yet.

 - b) Old Theatre – Latest update: Alberta Safety Codes Council are working with a legal team now as the previous orders were sent to the son of the legal property owners who are deceased even though they have assumed responsibility.

 - c) Lot 11 Block 17 Plan 2221484 – CAO and landowner are still in discussions regarding the fence. An update was requested on November 6, 2023.

 - d) Enforcement letters: 1 for dumping garbage on public property, 1 for painting freezer and removing seal for use as garbage bin, and 1 for not cleaning up after animal on other private and public property.

3. Grants:
 - a) ATCO has confirmed a grant of \$1,000 to sponsor “movies for a year”. New Myrnam School has offered the use of the school gym for movie nights during the cold months. Administration and New Myrnam School will choose dates for movie nights later this month.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

October 13, 2023 – November 9, 2023

4. Other:
 - a) Attending Municipal Affairs Administrators Training Sessions (all free and done virtually). Administrative Assistant will join in on some sessions.
5. Library Board: Northern Lights Library System (NLLS) has sent working notice (termination) to the librarian effective December 22, 2023. The Village has sent a letter to NLLS requesting to reconsider termination of the librarian and library services until the Village can form a library board. Both letters in Correspondence. The Village has engaged Alberta Municipal Affairs – Public Library Services Branch to attend a meeting with Council, Administration, and any potential library board members to discuss how to form a board, etc. Date TBD. Administration provided financial breakdown to Council via email (copy attached).
6. CAO Action Tracker – attached.

CORRESPONDENCE

October 13, 2023 – November 9, 2023

(all scanned and emailed to each elected official)

1. Government of Canada: 2024 Prime Minister's Awards
2. Province of Alberta: Pamphlet re: Alberta Pension Plan
3. Provincial 2024 Equalized Assessment and comparison to 2023.
4. Alberta Municipal Affairs:
 - a. Performance Indicators results between 2019 – 2021 not meeting benchmarks. Also attached is the response to the Minister with a copy of the Village's 2022 Municipal Indicator Reporting.
 - b. Public Surveys re: Local Authorities Election Act and Municipal Government Act
5. Alberta Seniors, Community and Social Services: Age-Friendly E-News re: Minister's Senior Service Awards 2023, and Supporting an Aging Workforce Through Policy and Inclusion Workshop
6. MLA Honorable Jackie Armstrong-Homeniuk:
 - a. Weekly Constituency Update (emails October 14, 21, and 29, 2023)
7. Resignation of Sgt. David Henry
8. Alberta Municipalities:
 - a. 2024 Group Accident Insurance Renewal
 - b. Notification of upcoming changes for municipalities and recycling
 - c. The Weekly Newsletter (emails October 6, 18 and November 1, and 8, 2023)

CORRESPONDENCE

October 13, 2023 – November 9, 2023

(all scanned and emailed to each elected official)

9. Alberta Counsel:
 - a. At a Glance Newsletter (emails October 13, 20, 27 and November 3, 2023)
 - b. The NEWS Newsletter (October 17 and November, 2023)

10. Northern Lights Library System:
 - a. Copy of letter sent to librarian regarding employment
 - b. Letter from Village in response to the above

11. ACE Water Corp:
 - a. 2024 Water Rate Update
 - b. Fall Newsletter (October 16, 2023)

12. Alberta HUB:
 - a. Various emails not documented.

13. Two Hills FCSS: Agenda Package for October 24, 2023 Board Meeting

14. Two Hills Regional Economic Development Committee: Agenda Package and Minutes of November 1, 2023 Board Meeting.

15. GOEast:
 - a. AGM on November 16, 2023 (x2)
 - b. 2024 Renewal

16. Battle River Watershed Alliance: November Newsletter 2023

17. Letter from resident in support of keeping the library open in Myrnam.

NEW BUSINESS

Subject: Summer Temporary Employment Program 2024

The annual Call for Applications for the Canada Summer Jobs (CSJ) program will be launched during the week of November 20th, 2023, and will end on January 10, 2024 at 11:59 p.m. (Pacific time).

For 2024, CSJ is maintaining its regular parameters and will offer quality jobs during the summer season with an aim to fund over 70,000 jobs for youth.

Not-for-profit employers can receive a wage subsidy up to 100% of the current provincial or territorial minimum hourly wage. Whereas public and private sector employers are eligible to receive a wage subsidy of up to 50% of the current provincial or territorial minimum hourly wage.

Last year the Village applied for one summer student for 10.5 weeks at 40 hours per week at \$9 per hour (50% portion) and was approved for one summer student for 8 weeks at 35 hours a week at \$7.50 per hour (50% portion).

Attachment(s)	None
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NEW BUSINESS

Subject: Celebrate Canada 2024

Celebrate Canada application (for 2024) period is open until November 21, 2023.

The funding is available for activities organized on:

- National Indigenous Peoples Day (Friday, June 21)
- Saint-Jean-Baptiste Day (Monday, June 24)
- Canadian Multiculturalism Day (Thursday, June 27)
- Canada Day (Monday, July 1)

Last year, the Village applied for \$5,000 for activities on July 1, 2023. We successfully received \$1,920.00.

Attachment(s)	None
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NEW BUSINESS

Subject: Annual Public Meeting

There is no legislative requirement, or municipal policies or bylaws, for holding Annual Public Meetings.

Last few Annual Public Meeting dates:

March 22, 2018

May 30, 2019

September 13, 2021

November 21, 2022

Annual Public Meetings can be a good tool for communicating with residents (ex. Budget, Capital Projects, Input into future capital projects and levels of service)

NEW BUSINESS

Subject: Christmas Party

On the agenda for discussion

NEW BUSINESS

Subject: Appointment of Auditor

MGA - Auditors

280(1) Each council must appoint one or more auditors for the municipality.

Two years ago Council went out for tender for Auditing Services. Ncube and Landry LLP were the successful bidders. Council moved to have Ncube and Landry be the auditors for the 2021 and 2022 year.

Ncube and Landry's bid was \$7,500 each year for 3 years (2021 – 2023) although for the 2022 fiscal year Ncube and Landry billed the village \$8,500 stating there was a substantial discount applied and that the cost of services has increased. Ncube and Landry have confirmed in writing that the cost of services will not increase for the 2023 and 2024 fiscal year despite the bid in 2021 was only for 3 years.

Attachment(s)	None
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NEW BUSINESS

Subject: Investigate Incentives for Development

At the August 17, 2023 Regular Council Meeting, Council instructed administration to investigate incentive for property development for both residential and commercial properties. Note, Administration would recommend including industrial properties to the list.

There are a couple of options under the Municipal Government Act (MGA):

Council has property tax relief powers by exercising its discretionary taxation power under section 347 of the MGA. Under this section, Council has the authority to cancel, refund, and defer property taxes for any property or a group of properties, or council may phase in a tax increase or decrease resulting from the preparation of any new assessment. Council can cancel either only municipal property taxes, or both municipal and provincial property taxes. If Council chooses to cancel the provincial portion of the property tax for a property, The Village still has to submit the provincial portion of the taxes to the Province. This option can be done by bylaw, policy, or by motion depending on each circumstance.

Under section 364.2 Council may, by bylaw, for the purpose of encouraging the development or revitalization of properties in an assessment class (non-residential or machinery and equipment) for the general benefit of the municipality, provide for full or partial exemptions from taxation, or provide deferrals for the collection of tax. This option is only for non-residential properties and is based on the whole assessment class (non-residential or machinery and equipment).

Examples of policies and bylaws from other municipalities:

- Two Hills – Policy: Marketing Lots
- Town of Vermilion: Industrial and New Retail Development Programs, and Community Improvement and Infill Program
- Town of Thorsby: Commercial Tax Incentive Bylaw
- Town of Drumheller: Residential Development Incentive Program
- Town of Vegreville: Bylaw implementing non-residential development improvement program.
- City of St. Albert: Property Tax Relief Policy
- Checklist of recommendations to be discussed by Council (will be provided at meeting).

Attachment(s)

COUNCIL MEMBER REPORTS

Mayor Donna Rudolf

October 13, 2023 – November 9, 2023

No items to report

COUNCIL MEMBER REPORTS

Deputy Mayor Raymond Yaremchuk

October 13, 2023 – November 9, 2023

No items to report

COUNCIL MEMBER REPORTS

Councillor Kurt Ewanec

October 13, 2023 – November 9, 2023

No items to report

CONFIDENTIAL ITEMS

Subject: CAO Performance Evaluation, FOIP Section 17

MGA, Section 205.1 re: Performance evaluation

A council must provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative officer's responsibilities under section 207.

Policy 2022-14 sets procedures for CAO's Annual Evaluation Review.

CAO received her performance evaluation by letter last year on November 1, 2022.

NEXT MEETING

Regular Council Meeting

December 21, 2023

9:00 a.m.

ADJOURNMENT

Thank you for attending the
Regular Council Meeting



peace to us