

# VILLAGE OF MYRNAM



Regular Council Meeting  
December 21, 2023

# ADOPTION OF AGENDA

<b>1. Call to order</b>
<b>2. Adoption of Agenda</b>
<b>3. Adoption of Minutes</b> a. November 16, 2023 Regular Council Meeting
<b>4. Delegation</b>
<b>5. Open Forum</b>
<b>6. Administrative Reports</b> a. Public Works Report b. Financial Report c. Chief Administrative Officer Report
<b>7. Correspondence</b>
<b>8. Old Business</b> a. Investigate incentives for residential and commercial development
<b>9. Bylaws/Policies</b> a. 2023-10 Library Board Bylaw b. 2023-11 Annual Operating Borrowing Bylaw
<b>10. New Business</b> a. 2024 Interim Operating Budget b. Library Board Appointments c. Myrnam Community Hall Association – Lease Agreement d. Small Community Opportunity Program
<b>11. Council Member Reports</b> a. Mayor D. Rudolf b. Deputy Mayor R. Yaremchuk c. Councillor K. Ewanec
<b>12. Confidential Items</b> a. CAO Performance Evaluation (FOIPP, Section 17)
<b>13. Adjournment</b> <b>Next Meeting:</b> January 18, 2024 at 9:00 A.M.

# ADOPTION OF MINUTES

- November 16, 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

November 9 – December 14, 2023

### Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Looked at a water meter at a residence.
3. Reservoir Project:
  - a. Added heat trace to line.
  - b. Backfilled trench for level monitor for reservoir.
  - c. Currently removing water from old reservoir.
  - d. Reservoir project is complete! Just need to purchase and install a backup generator and fencing materials to be installed next spring.
4. Replaced new kits in pumps and cleaned scale from other pumps at the water plant.
5. Worked on cc valve on Highway 881/49 Avenue.
6. Checked on road valves. Sucked out hydrants.
7. Checked on wastewater pond levels.

### Roads/Sidewalks

1. Sanded roads.

### Other

1. Continue to pickup garbage weekly.
2. Replaced ceiling tiles in cafeteria at CTEC.
3. Changed out filters at CTEC. Also, looked at baseboard heater issues.
4. Put up Christmas lights.
5. Cleaned out hydrovac truck.
6. Put sandbox on the truck.
7. Put the blade on the Kubota.
8. Moved more screenings from gravel pit across Highway 45.
9. Repaired sander.

# FINANCIAL REPORT

Bank Reconciliation: For month ending November 2023

Cheque Listing: November 9 – December 14, 2023

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

November 9 – December 14, 2023

1. Wozniak – Lease Agreement: No update; still no executed agreement.
2. Safety Code Orders Updates:
  - a) Theatre – No update.
3. Grants:
  - a) Celebrate Canada – submitted.
  - b) Canada Summer Jobs – submitted. The Dove Society also applied for the parks.
  - c) Tree Canada – application submitted for combination of 56 high bush cranberry and blueberry trees. Dove Society applied for a variety of 34 fruit trees.
  - d) Alberta Municipal Solar Program – completed final documents as solar panels are installed.
  - e) Sustainable Development Goals (SDG) – is a federal grant program to increase awareness of the 17 Sustainable Development Goals of the United Nations (see attached information sheet), support new partnerships to advance action, and identify and implement innovative initiatives to drive progress on the sustainable development goals. CAO submitted an application to conduct an audit of where our community currently sits with respect to the 17 established goals, and to design a sustainability program with specific goals to meet the 17 SDGs with an evaluation criteria. The program would require the input from the general public.
4. Properties under tax arrears process: All but one property have sold.
5. Other:
  - a) CAO took the following holiday days: December 4-7, 2023
  - b) Christmas Card sent to: Premier of Alberta, Minister of Municipal Affairs, the County of Two Hills, and the Town of Two Hills.
  - c) Joint Municipalities Meeting: December 14, 2023
6. CAO Action Tracker – attached.

# CORRESPONDENCE

**November 9 – December 14, 2023**

**(all scanned and emailed to each elected official)**

Highlighted were updates provided to  
Council on Dec 20/23

1. Alberta Municipal Affairs:
  - a. Completion of all items identified in the 2021 Municipal Accountability Program (MAP).
  - b. LGFF Program: Launch information and 2024 allocations and 2025 capital allocations
  - c. ACP Grant: Approval for Town of Two Hills for Regional Asset Management Strategy
  - d. ACP Grant: Approval for Village of Myrnam for Regional Economic Development Strategy
2. Alberta Health Service: Post Event email with next meeting date and attachments:
  - a. Three Streams of Continuing Care System (1 page)
  - b. Healthy Aging Alberta (11 pages)
  - c. Falls Prevention (31 page)
3. MLA Jackie Armstrong-Homeniuk:
  - a. Weekly Update: November 13 and 15, and December 3 and 16, 2022
4. RCMP: Quarterly Policing Report – July 1 to September 3, 2023
5. County of Two Hills: Letter that County approved the Mutual Fire Aid Agreement at their meeting. Enclosed is the agreement for review and consideration (with markup by Myrnam CAO).
6. Alberta Municipalities:
  - a. Email re: materials from ABMunis' Town Hall and Submissions on the LAEA & MGA Consultations with all 3 attachments
  - b. The Weekly – November 16, 22, 29 and December 6 and 13, 2023
7. Alberta Counsel:
  - a. The NEWS – November 28, 2023
  - b. At a Glance – November 10, 24, and December 8, 2023
8. Brownlee Law: Emerging Trends in Municipal Law Seminar 2024
9. Northeast Alberta Alliance for Growth & Opportunity:
  - a. Agenda and notes from Mayor D. Rudolf of November 13, 2023 meeting
  - b. Copy of letter from Lac La Biche to NAAGO re: Law Enforcement Training Centre



# CORRESPONDENCE

Highlighted were updates provided to Council on Dec 20/23

**November 9 – December 14, 2023**

**(all scanned and emailed to each elected official)**

10. Two Hills & Area FCSS: Agenda and notes from Mayor D. Rudolf of November 14, 2023 meeting

11. Northeast Alberta Information HUB:

- a. Board/Membership Meeting Minutes of October 26, 2023
- b. Via Rail Presentation to Saskatoon Council (email of December 14, 2023 with attachments)
- c. Agenda for January 17, 2024 meeting

12. Two Hills Regional Economic Development Committee: Agenda for December 6, 2023 meeting

13. St Paul Education: Board Meeting Highlights of November 8, 2023 and December 13, 2023 meetings

14. NLLS – Email in response to Village letter to continue community library service until a board is formed stating they will continue services without disruption.

15. Go East of Edmonton:

- a. Updates from Go East Tourism AGM Presentation with attachment (email of December 4, 2023)
- b. 2023 Go East Roadtrip Game Results Presentation (email of December 5, 2023)

16. East Central Connector Newsletter: Email of November 21, 2023 with attachment titled Economic Development Funding Resources (November 2023)

17. ATCO: 2023 Business Profile “Shaping the Future” (not scanned or emailed; can be viewed at the village office)

18. Battle River Watershed Alliance: BRWA December Newsletter 223

19. Support Letters:

- a. Sent to the County of Two Hills re: NRED grant for lakes
- b. Sent to the Town of Two Hills re: NRED for regional EDO

20. Thank you: New Myrnam School for donation to Awards Night

21. Christmas Greetings (not scanned or emailed; can be viewed at the village office): Various

# OLD BUSINESS

**Subject: Investigate Incentives for Development**

Tabled from the last Regular Council Meeting to give council members more time to investigate possible incentive.

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).

# BYLAWS AND POLICIES

**Subject: 2023-10 VILLAGE OF MYRNAM LIBRARY BOARD BYLAW**

Northern Lights Library System (NLLS) initially sent working notice (termination) to the librarian effective December 22, 2023. The Village 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 were in Correspondence at the last Regular Council meeting. The Village received confirmation from NLLS on December 11<sup>th</sup> that the Executive decided to keep the library open to the community until the library board is formed.

In the meantime, Village had 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.

A bylaw needs to be passed for the board to be formed. Appointments to the board comes up later during this meeting.

# BYLAWS AND POLICIES

**Subject: 2023-10 LINE OF CREDIT BORROWING BYLAW**

MGA Section 256 Borrowing for Operating Expenditures

- (1) This section applies to a borrowing made for the purpose of financing operating expenditures. (2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made. (3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

# NEW BUSINESS

**Subject: 2024 Interim Operating Budget**

MGA

Adoption of operating budget Section 242

(1) Each council must adopt an operating budget for each calendar year.

(2) A council may adopt an interim operating budget for part of a calendar year. (3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

Expenditure of money Section 248

(1) A municipality may only make an expenditure that is (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council.

Attachment(s)	None
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# NEW BUSINESS

**Subject: Library Board Appointments**

\*Depending on Library Board Bylaw (see agenda item 9a)

## **Libraries Act, Section 4**

(1) A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.

(3) Not more than 2 members of council may be members of the municipal board.

(6) When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.

# NEW BUSINESS

**Subject: Myrnam Community Hall Association – Lease Agreement**

As the Myrnam Community Hall Association has taken over the responsibilities of operating a community hall from the Myrnam Elks, a new lease needs to be entered into by the new association.

# NEW BUSINESS

**Subject: Small Community Opportunity Program**

The Small Community Opportunity Program (the Program) provides grants to tackle challenges and tap into opportunities in rural areas. Indigenous and small communities, as well as non-profit groups they work with, may receive between \$20,000 and \$100,000 for local projects. By building capacity in the agriculture industry and small business, these rural communities will grow their economic footprint.

Applicants may apply for grants between \$20,000 and \$100,000 for each project. The grant may fund up to 90% of eligible project costs and the applicant must fund at least 10%. Grant recipients cannot receive any other Government of Alberta funding for their project or related activities. As well, the program will not accept in-kind contributions.

Application deadline: January 10, 2024

CAO has reached out to Bob Ross, EDO for the Two Hills Region, and to Dave Albright, Director of Two Hills & Area Adult Learning Council to see if we could collaborate on a project for this grant.



# **COUNCIL MEMBER REPORTS**

**Mayor Donna Rudolf**

November 9 – December 14, 2023

No items to report

# **COUNCIL MEMBER REPORTS**

**Deputy Mayor Raymond Yaremchuk**

November 9 – December 14, 2023

No items to report

# **COUNCIL MEMBER REPORTS**

**Councillor Kurt Ewanec**

November 9 – December 14, 2023

No items to report

# CONFIDENTIAL ITEMS

Subject: CAO Performance Evaluation, FOIP Section 17

**Motion to go into In Camera:** that council close the meeting to the public for Agenda item 12.a. CAO Performance Evaluation as per Section 17, FOIP at (enter time) a.m./p.m.

Tabled to this Council Meeting to give Council time to conduct the performance evaluation.

**Motion to revert back to open meeting:** that council open the meeting to the public at (enter time) a.m./p.m.

# NEXT MEETING

Regular Council Meeting

January 18, 2024

9:00 a.m.

# ADJOURNMENT

Thank you for attending the  
Regular Council Meeting



peace to us