

VILLAGE OF MYRNAM



**Regular Council Meeting
July 17, 2025**

ADOPTION OF AGENDA

- 1. **Call to order**

- 2. **Adoption of Agenda**

- 3. **Adoption of Minutes**
 - a. June 19, 2025 Regular 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. 2025 Tax Arrears Land Auction – amended motion required

- 8. **Bylaws and Policies**
 - a. Draft 2025-08 Unsightly Premises Bylaw
 - b. Draft 2025-09 Noise, Nuisance, and Public Disturbances Bylaw
 - c. Draft 2025-10 Facade Improvement Incentive Bylaw
 - d. Personnel Policy – Update to include “Violence”

- 9. **New Business**
 - a. E-911 Call Answer Services and Fire Dispatch Agreement
 - b. Fire Hall Addition – RFP Results
 - c. Intermunicipal Collaboration Framework: Request to extend

- 10. **Confidential Items**

- 11. **Adjournment** **Next Meeting:** August 21, 2025 at 9:00 A.M.

**Addition to the agenda:
ATB – Short-term rental space**

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

ADOPTION OF MINUTES

Regular Council Meeting of June 19, 2025

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

June 14 – July 10, 2025

Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Main Street Water and Wastewater Replacement Project.
3. There was an incident where a portion of the old sewer line within the construction zone collapsed. It was during a rainstorm. Mud and silt had gone into the sewer main clogging up the main lines along 50 Avenue affecting 2 residential properties.

Roads/Sidewalks

1. Continued monitoring and pushing up gravel being hauled in.
2. Gravel under contract from the last Regular Council meeting is all hauled in.

Other

1. Garbage pickup weekly; done by a casual labourer and a summer student during Main Street Project.
2. Filling water barrels weekly.
3. Grass cutting and weed control.
4. Note: The Dove Society has a summer student to maintain all the planters, Dove Park, and green spaces.

FINANCIAL REPORT

- 1. Budget to Actual: January to June 30, 2025
- 2. Bank Reconciliation: As of June 30, 2025
- 3. Cheque Listing: June 13 to July 10, 2025

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

June 14 – July 10, 2025

1. Bylaw Enforcement:
 - a. Unightly Premises: Since June 5th, 10 orders were issued mainly for maintenance of grass and/or weeds. One property was given a final notice to board up broken windows, and another property was given a final notice to remove all items from the property (trailers and garbage).
 - b. Traffic: Since June 5th, 2 orders were issued mainly for parking violations for holiday trailers, trailers, or oversized vehicles.
 - c. Noise: One property received a phone call regarding noise complaints from neighbours.
 - d. Derelict Properties: To advance the enforcement of orders to remedy or demolish, the CAO has sought a demolition cost estimate. Attached is a preliminary quote for the demolition of the old hospital and theatre. Asbestos testing costs are approximately \$300 per building for the first 3 samples and \$75 per sample thereafter, plus mileage (est. \$220 per trip). It is estimated that asbestos testing could be about \$1,500 per building, if done at the same time. Administration remains concerned about the potential for non-payment, which could result in bad debt expenses. This could be added to the agenda for further discussion. CAO requested an update on two other derelict properties for an update.
2. Real Property Governance: K-12 School Ownership Changes – Attended online session; presentation in Correspondence.
3. OHS Inspection: Myrnam's first inspection was held on June 17, 2025 where they went through the Village administration building. OHS provided a report (see Correspondence). The Village has since created two documents which have been reviewed and approved by OHS in their follow up (see Correspondence): Hazard Assessment by task, and an Emergency Response Plan. OHS also recommends that the Personnel Policy be updated to include "violence" (on agenda for discussion). The next OHS meeting will be held with Public Works on July 25, 2025 to go through the storage building on 48 Street, the water plant and reservoir, and the lift station.

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

June 14 – July 10, 2025

4. Small Communities Opportunities Program: Recently completed a bookkeeping course for 6 individuals. Planning on a backhoe operating course and an excel training course for the fall. There will be one more session for first aid training.
5. Municipal Affairs: Attended presentation regarding Bills 50 and 51 enabling Infrastructure to own all new and replacement K-12 school real property.
6. Police Funding Model Review – Focus Group: Attended virtually.
7. ACE – 20 Year Anniversary: attended.
8. Canada Summer Jobs: Hired Duramax Stepanick as labourer for the Public Works department, and Emma Medynski as administrative assistant in the office.
9. Canada Day: Community event was held on July 1, 2025, with help from summer students, administrative staff and elected officials. Event was very well attended.
10. CTEC – changed energy provider to Camrose Energy through Solar Alberta for higher rates when power goes back to the grid during the summer months.
11. CAO Action Tracker – attached.

CORRESPONDENCE

June 14 – July 10, 2025

(all scanned and emailed to each elected official)

1. Alberta Municipal Affairs:
 - a. Information Bulletin 03/2025: Key Municipal Dates July 1 – September 30, 2025
 - b. Presentation: Real Property Governance: K-12 School Ownership changes
2. Occupational Health and Safety Report (pre-and post-reports)
3. MLA Jackie Armstrong-Homeniuk:
 - a. Constituency Update (email June 20 and 27, 2025)
4. Alberta Municipalities :
 - a. Feedback on School Site Ownership (email June 17, 2025)
 - b. Registration Open for Peace River Summer MLC (email July 7, 2025)
 - c. The Weekly (June 25, July 3, and 9, 2025)
 - d. Alberta Day 2025 – grant approved in amount of \$1,500 (email June 20, 2025)
5. Alberta Counsel:
 - a. At a Glance (June 20, 27 and July 4, 2025)
 - b. The News (Issue 225 and 226)
6. HUB:
 - a. Board Meeting Minutes of June 25, 2025
 - b. General Meeting Minutes of June 25, 2025
 - c. Annual General Meeting Agenda and Minutes of June 26, 2025
 - d. 2025-26 Board of Directors
 - e. Annual Report 2024-2025 (includes Minutes of June 26, 2024, Operations Plan 2025 – 2026, and 2024 Financial Statement)
 - f. Presentation: Natural Gas Power: Alberta's Emerging Gold Rush
 - g. Northeast Alberta Commercial-Industrial Investment Attraction Asset Plan – Asset Research & Communications Plan Report

CORRESPONDENCE

June 14 – July 10, 2025

(all scanned and emailed to each elected official)

7. FCSS: Agenda of June 18, 2025
8. NLLS: Weekly Report (emails June 13 and July 4, 2025)
9. Go East: Go East of Edmonton on Global TV, NHL Sportsnet and More Marketing Success (email June 24, 2025)
10. Travel Lakeland: Indigenous History Month – 100 Vegreville World Record Attempt – Cracking the Code – Things to Do (email June 24, 2025)
11. UCC-APC Newsletter: Latest News from Ukrainian Community in Alberta (email July 7, 2025)
12. Responses to letters received from a concerned resident (x2).

Addition to Correspondence:

- Letter from new Commanding officer of the Alberta Royal Canadian Mounted Police (RCMP), Trevor Daroux.
- Letter from Minister of Municipal Affairs: Request for MAP review has been approved

OLD BUSINESS

Subject: 2025 Tax Arrears Land Auction – amended motion required

At the last Regular Council meeting, Council reviewed and made a motion based information presented regarding 2025 Tax Arrears Land Auction. There was a slight error in a document presented to Council pertaining to one of the property's legal description.

What was read "SE15 54 8 W4M" should have been "SE15 54 9 W4M". Note that this error only occurred when presenting information to Council; this did not have any effect on the tax arrears procedures held to date.

A correction to the motion is required.

BYLAWS AND POLICIES

Subject: Draft 2025-08 Unsightly Premises Bylaw

At the last Regular Council meeting Council adopted a Public Participation Plan for the review of the Unsightly Premises Bylaw, the Noise, Nuisance, and Public Disturbances Bylaw, and the Façade Improvement Incentive Bylaw.

The three bylaws have been put out to the public in the following manner: newsletter (July), website, Facebook on Village of Myrnam – Events and Public Notices page, and posters throughout the village. Surveys were developed for each draft bylaw.

Administration extended the deadline to submit public input from July 10th to July 16th in order to give more time for people to provide their input.

Results of the survey and all received responses will be provided during the Council meeting.

An Open House was also an option for the public to seek information and provide input on Tuesday, July 8th from 4 pm to 7 pm.

BYLAWS AND POLICIES

Subject: Draft 2025-09 Noise, Nuisance, and Public Disturbances Bylaw

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BYLAWS AND POLICIES

Subject: Draft 2025-10 Façade Improvement Incentive Bylaw

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BYLAWS AND POLICIES

Subject: Personnel Policy – Update to include “Violence”

As part of the recent visit from Occupational Health and Safety (OHS), the officer strongly recommended to update the Personnel Policy to include “violence” as a definition and throughout the document alongside “harassment”.

Administration has updated the policy by 1) multiple minor clerical changes (e.g. words typed together, too vs to, griever vs grievor, etc.) and changes to include “violence”. The changes to include “violence” is found in the following:

- Definitions – Harassment, Personal Harassment, Sexual Harassment and Violence
- 5.1|
- 9.7 dd)
- Heading of Section 22
- 22.2 (twice)
- 22.3 to 22.5
- 22.7 and 22.7 a, b, and d
- 22.9
- 22.16
- 22.17
- 22.19
- 22.22

No changes recommended in any Appendix.

NEW BUSINESS

9a

Subject: E-911 Call Answer Services and Fire Dispatch Agreement

Last year the County of Two Hills #21 notified all member municipalities of the Joint Municipalities Meeting that they are transitioning 911 away from East Central 911 and Strathcona 911 to Bonnyville Regional Fire Authority (BRFA).

Due to staff transitions, etc. the Village of Myrnam and Town of Two Hills were left without proper coverage within their respective municipalities. Call-ins from cellphones were being picked up (without a contract from BRFA and landlines were being picked up from East Central 911). This may or may not cause issues in the future.

Village administration has reached East Central 911 and BRFA to try to resolve the situation.

- Letter to the County of Two Hills (April 16, 2025)
- Letter to the Village of Myrnam (July 9, 2025)

NEW BUSINESS

9b

Subject: Fire Hall Addition – RFP Results

See results and recommendation (email June 23, 2025)

Administration reviewed the RFP results. As the costs came in much higher than anticipated, especially compared to a preliminary estimate of \$180,000, Administration connected with two local contractors to submit an estimate.

Both estimates are attached.

Attachment(s)

- Results of tender and recommendation (email June 23, 2025)
- Estimate from BK Contracting Ltd.
- Estimate from Friesen Buildings

Subject: Intermunicipal Collaboration Framework: Request to extend

At the last Regular Council meeting, CAO E. Kiziak brought to the table ***Intermunicipal Collaboration Framework*** for discussion among elected officials as the current framework is overdue for review.

The County of Two Hills stated that they will be proposing to have the framework extended as the County of Minburn proposed with them (their own framework).

Notable:

Bill 50: *Municipal Affairs Statutes Amendment Act*

Bill Analysis and Briefing

1. Intermunicipal Collaboration Frameworks (ICFs)

Legislation Affected: Municipal Government Act (MGA)

Key Changes:

- Mandatory services must be addressed in ICFs; arbitration limited to these.
 - Cost-sharing data must be shared.
 - Capital cost inclusion requires prior agreement on participation and input by all participating municipalities on design of, and decision whether to build the facility.
 - Arbitrators' decisions must be implemented as ICFs; Minister may impose if not adopted.
 - Any two bordering Rural municipalities may opt out of an ICF by mutual agreement after first reviewing all existing agreements between them.
 - Administrative clarifications and new definitions added.
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COUNCIL MEMBER REPORTS

Mayor Donna Rudolf

June 14 – July 10, 2025

Committee/Agency Appointments

Eagle Hill Foundation

Family & Community Social Services

HUB / Regional Economic Development

Northern Lights Library System

Regional Economic Development Committee

Tourism (e.g., GoEast, Lakeland)

Backup/Alternate Appointments

Other

No report was presented before the completion of the council package.

COUNCIL MEMBER REPORTS

Deputy Mayor Raymond Yaremchuk

June 14 – July 10, 2025

Committee/Agency Appointments

Alberta Central East Water Corporation Board

Fire Department Liaison

Regional Landfill Committee

Backup/Alternate Appointments

Family & Community Services

HUB / Regional Economic Development

Regional Economic Development Committee

Regional Emergency Management Agency

Tourism (e.g., GoEast, Lakeland)

Other

No report was presented before the completion of the council package.

COUNCIL MEMBER REPORTS

Councillor Kurt Ewanec

June 14 – July 10, 2025

Committee/Agency Appointments

Regional Emergency Management Agency

Backup/Alternate Appointments

Eagle Hill Foundation

HUB / Regional Economic Development

Northern Lights Library System

Regional Economic Development Committee

Regional Landfill Committee

Tourism (e.g., GoEast, Lakeland)

Other

No report was presented before the completion of the council package.

NEXT MEETING

Regular Council Meeting

August 21, 2025

9:00 a.m.

ADJOURNMENT

Thank you for attending the
Regular Council Meeting



peace to us