

VILLAGE OF MYRNAM



**Regular Council Meeting
August 21, 2025**

ADOPTION OF AGENDA

1.	Call to order
2.	Adoption of Agenda
3.	Adoption of Minutes
a.	July 17, 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
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
9.	New Business
a.	Dog/Cat Catcher
b.	CMTA - \$5,000 Donation to Dove Society
c.	Bylaw Enforcement – Appeal Notice
d.	2025 Municipal Elections: Advance Poll
e.	2025 Municipal Elections: Elector Assistance At Home
f.	2025 Municipal Elections: Special Ballot
g.	2025 Municipal Elections: Organizational Meeting
h.	2025 Council Orientation Session
10.	Adjournment
Next Meeting: September 18, 2025 at 9:00 A.M.	

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

ADOPTION OF MINUTES

Regular Council Meeting of July 17, 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

July 11 to August 14, 2025

Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Completed Main Street Water and Wastewater Replacement Project.
3. Installed a water meter at a residence.

Roads/Sidewalks

1. Completed Road Project on Main Street.

Other

1. Garbage pickup weekly; done by casual laborers during Main Street Project.
2. Filled water barrels weekly.
3. Repaired dump truck.
4. Removed topsoil beside the firehall in preparation for addition.

FINANCIAL REPORT

- | | |
|-------------------------|-------------------------------------|
| 1. Bank Reconciliation: | For month of July 2025 |
| 2. Cheque Listing: | July 11 to August 14, 2025 |
| 3. Tax Collection Rate | To be confirmed at the next meeting |

ADMINISTRATIVE REPORTS

CHIEF ADMINISTRATIVE OFFICER REPORT

July 11 to August 14, 2025

1. Bylaw Enforcement:
 - a. Unsightly Premises: Since July 10th there were 2 grass cutting and weed control orders.
 - b. Traffic: Since July 10th there were 4 orders were issued mainly for parking violations for holiday trailers, or trailers.
 - c. Noise: On June 25th a verbal notice was given for noise violations. Since then, a penalty was issued for continued noise violations.
 - d. CAO will be looking for contractors to do larger cleanups.
2. OHS Inspection: Since the last report OHS has audited the following facilities: Water Plant, Sewer Lift Station, and Public Works Shop and Storage Building. Copy of audit in Correspondence. Administration and Public Works will ensure compliance by the stated deadline.
3. Gopher Control: The Myrnam & District Agricultural Society approached the village with an offer to help get rid of the gophers in the ball diamonds and soccer fields. In collaboration with the Two Hills RCMP detachment, the CAO approved using .22 rifles within municipal boundaries (at the ball diamonds and soccer field).
4. Municipal Affairs, MAP Review: CAO has a meeting on Monday, August 18, 2025, to initiate the MAP Review.
5. Roving Energy Manager Program: See Correspondence. CAO has applied.
6. Insurance Claim: During the Main Street Project there was an incident during a heavy rainstorm, water accumulated in the excavation and went into a break in the sewer line beyond the work area. The break in the sewer line was not known as that area was not exposed yet. Unfortunately, this backed up the sewer line on 50th Avenue and affected two residential properties. One of the property owner's adjusters submitted a demand letter to
7. CAO took days off during the week of August 5 to 7; however, has to work on Mondays August 11 & 18 due to staff holidays and MAP Review.
8. CAO Action Tracker – attached.

CORRESPONDENCE

July 11 to August 14, 2025

(all scanned and emailed to each elected official)

1. Alberta Municipal Affairs:
 - a. Letter from Assistant Deputy Minister: Regarding Bill 20/50 Resources – LAEA Amendments – Nominations and Forms
 - b. Invitation to meet Minister Dan Williams
 - c. Fact Sheet: Amendments to the Community Organization Property Tax Exemption Regulations
 - d. Fact Sheet: 2025-2026 Municipal Accountability Program
2. MLA Jackie Armstrong-Homeniuk:
 - a. Constituency Update – New Regional Health Advisory Councils
3. Occupational Health and Safety – Contact Reports for the following facilities:
 - a. Public Works Shop
 - b. Public Works Storage Building
 - c. Water Treatment Plant
 - d. Waste Water/Sewage Lagoon
4. RCMP – Two Hills Detachment: Community Policing Report from April 1 to June 30, 2025
5. County of Two Hills :
 - a. Letter Re: 2025 Alberta Community Partnership Grant
 - b. Memo to Fire Chiefs Re: Items of Concern and Clarity
6. Alberta Municipalities :
 - a. The Weekly (July 16, 23, 30, August 7 and 13, 2025)
 - b. ABmunis updated recommendations on recall rules (email July 21, 2025)
 - c. Now Open – Roving Energy Manager Program (email August 11, 2025)
 - d. Insurance and Risk Services Semi-Annual Review

CORRESPONDENCE

July 11 to August 14, 2025

(all scanned and emailed to each elected official)

7. Alberta Counsel:
 - a. At a Glance (July 11, 18, 25, August 1, and 8, 2025)
 - b. The News (Issue 227, 228 and 229)
 - c. Alberta 31st Legislature, Session 1 Summary (April 12 to May 14, 2025)
 - d. Bill 50: Bill Analysis and Briefing
8. Regional Economic Development Committee: Agenda of August 5, 2025
9. Eagle Hill Foundation:
 - a. Board Meeting Agenda for July 15, 2025
 - b. Eagle Hill Foundation Recreation Society Organizational Meeting Agenda of May 20, 2025
10. NLLS: Weekly Report (emails July 11, 18, and August 8, 2025)
11. ATCO: Revenue Forecast for 2026 Franchise Fee
12. UCC-APC Newsletter: Latest News from Ukrainian Community in Alberta (email July 10 and 17, 2025)
13. Myrnam Soccer Club: Thank you card

Addition to Correspondence:

- Email from County of Two Hills: Re: New Fire Coordinator

BYLAWS AND POLICIES

Subject: Draft 2025-08 Unsightly Premises Bylaw

At the last Regular Council meeting Council tabled the agenda item in order to give the public more time to provide their input.

Since June 19th, all 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. 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.

Public participation closes on August 20, 2025, at noon giving Administration time to assemble responses.

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

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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NEW BUSINESS

9a

Subject: Dog/Cat Catcher

After the June 19, 2025, Regular Council meeting, Council instructed Administration to find a contractor for the purpose of catching dogs and cats outside of Public Works regular work hours.

Administration has prepared a draft Dog/Cat Catcher Contractor Agreement for Council's review and consideration.

NEW BUSINESS

9b

Subject: CMTA - \$5,000 Donation to Dove Society

The Canadian Motorcycle Tourism Association (CMTA) has an online platform called Grow Biz Skills where they offer over 139 soft skills courses and Microsoft courses.

As part of the funding received from the Small Communities Opportunity Program (SCOP), the Village engaged with CMTA for access to Grow Biz Skills for 5 years, at a cost of \$17,000. Part of the agreement was that CMTA would donate \$5,000 back to the Village, with the intent of the funds be forwarded to a non-profit organization, preferably the Dove Society for the mural project. They would like to have veterans incorporated into the mural.

FYI - Veterans Memorial Gardens & Interpretive Centre is on Treaty 8 Territory, on land donated by the Army Navy Airforce Veterans in Canada. It is owned and operated by the CMTA - Canadian Military Tourism Association.

The \$5,000 has been received by the Village of Myrnam.

Subject: Bylaw Enforcement – Appeal Notice

On June 3rd an order was sent regarding an electrical cord across the alley. On July 31, 2025 a final notice was sent regarding the same.

On August 12, 2025 Administration received an appeal to the order. The reason for the appeal is “I need to run an electrical cord across the alley to my 5th Wheel Trailer to operate the fridge and freezer from time to time. The alley is pretty much unused by anyone but us. I would like to run a cord until I can install an electrical outlet on the north side of the alley.”

Subject: 2025 Municipal Elections: Advance Poll

Local Authorities Elections Act (LAEA)

Advance vote

73(2) ... an elected authority may by resolution provide for holding an advance vote for an election.

(6) The returning officer must determine the days and hours when the advance vote under subsection (2) or (3) is to be held.

Subject: 2025 Municipal Elections: Elector Assistance At Home

Local Authorities Elections Act (LAEA)

Elector assistance at home

79(1) An elected authority may by resolution provide for the attendance of 2 deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by the resolution, in order to take the votes of an elector who, because of physical disability, is unable to attend a voting station or an advance voting station to vote.

Subject: 2025 Municipal Elections: Special Ballot

Local Authorities Elections Act (LAEA)

Application for special ballot

77.1(2) An elected authority may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods: (a) in writing; (b) by telephone; (c) by fax; (d) in person; (e) by e-mail; (f) by secure website.

Subject: 2025 Municipal Elections: Organizational Meeting

Organizational meetings

192(1) Except in a summer village, a council must hold an organizational meeting annually not later than 14 days after the 3rd Monday in October.

The meeting allows Council to swear in elected officials, appoint deputies, establish committees, set meeting schedules, and address other administrative matters. **It also provides an opportunity to ensure compliance with mandatory training requirements for elected officials under MGA Section 202.1, which must be held prior to or on the same day as the first organizational meeting.**

Being an election year, Council may consider delegating administrative aspects of scheduling and notice to the Chief Administrative Officer (CAO) while retaining its statutory responsibilities.

Subject: 2025 Council Orientation

Orientation training

201.1(1) A municipality, in accordance with the regulations, must offer, and each councillor must attend, orientation training

(a) on the following topics, to be **held prior to or on the same day as the first organizational meeting** following a general election required by section 192, or in the case of a councillor elected at a by-election, on or before the day that councillor takes the oath of office:

- (i) role of municipalities in Alberta;
- (ii) municipal organization and function;
- (iii) roles and responsibilities of council and councillors;
- (iv) repealed 2025 c13 s2(7);
- (v) roles and responsibilities of the chief administrative officer and staff,

and

(b) on the following topics, to be **held prior to or on the same day as the first regularly scheduled council meeting, or** in the case of a councillor elected at a by-election, **within 90 days after that councillor takes the oath of office**:

- (i) key municipal plans, policies and projects;
- (ii) budgeting and financial administration;
- (iii) public participation;
- (iv) any other topic prescribed by the regulations.

Council may schedule part one (described in MGA Section 201.1(a)) orientation training on or before the Organizational meeting and extend the time for part 2 (described in MGA Section 201.1(b)) orientation training by up to 90 days.

Munis 101 provided by the Elected Officials Training Program (eoep) encompasses all the training required in one day; information and schedule attached.

COUNCIL MEMBER REPORTS

Mayor Donna Rudolf

July 11 to August 14, 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

Agendas from Regional Economic Development Committee and Eagle Hill Foundation received and within Correspondence.

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

COUNCIL MEMBER REPORTS

Deputy Mayor Raymond Yaremchuk

July 11 to August 14, 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

July 11 to August 14, 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

September 18, 2025

9:00 a.m.

ADJOURNMENT

Thank you for attending the
Regular Council Meeting



peace to us