

# VILLAGE OF MYRNAM



**Regular Council Meeting  
September 18, 2025**

# ADOPTION OF AGENDA

1. Call to order

---

2. Adoption of Agenda

---

3. Adoption of Minutes

---

a. August 21, 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. New Business

---

a. Library Board Auditor for 2024 Financial Records

---

b. Library Board Budget 2025

---

c. Residential Development Initiative Application 2025-01

---

9. Adjournment

Next Meeting: October 16, 2025 at 9:00 A.M.

**Not required at time of preparation of the agenda:  
Public Hearing, Delegation, and Bylaws/Policies**

# **ADOPTION OF MINUTES**

Regular Council Meeting of August 21, 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

August 15 to September 10, 2025

### Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Worked on sewer system for fire hall addition.
3. Pump shut down for 2 hours; possibly due to brown out.
4. Installed a water meter at a property.
5. Lagoon levels are very low. Isolating cells to find out if there is a leak or if low levels are just due to low discharge levels (no school, etc.) or evaporation due to long stretches of hot weather.

### Roads/Sidewalks

1. Repaired 50 Avenue by the fertilizer plant.
2. Fixed road and cc valves and washout at top of main street.

### Other

1. Garbage pickup weekly.
2. Filled water barrels weekly.
3. All equipment serviced.
4. Cut grass.
5. Pushed up garbage up on hill east of soccer field.
6. Gas line at the fire hall has been moved.
7. Fire Hall Addition construction has started.
8. Advertising sale of heater units (x2) that were purchased for CTEC but never used.

# FINANCIAL REPORT

- |                          |                                 |
|--------------------------|---------------------------------|
| 1. Bank Reconciliation:  | For month of August 2025        |
| 2. Cheque Listing:       | August 15 to September 10, 2025 |
| 3. *Tax Collection Rate: | 82% as of July 31, 2025         |

\*Eight properties are on tax prepayment plan. If all paid by December 31<sup>st</sup> it will bring the tax collection rate to 85%.

\*One property is on a tax arrears payment plan.

\*Two properties are listed for tax auction this year.

\*Municipal Indicator flags municipalities at 90% or less.

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

August 15 to September 10, 2025

1. Bylaw Enforcement:
  - a. Unsightly Premises: Since the last council meeting the Bylaw Enforcement Officer contacted 1 owners/authorized representatives to clean up their properties (x2).
  - b. Traffic: Since the last council meeting the Bylaw Enforcement Officer contacted 3 owners regarding either parking over sidewalk or overhanging trees over sidewalks.
  - c. CAO still needs to find a contractor to do larger cleanups.
2. Grants:
  - a. Roving Energy Manager Program: Approved
  - b. New Horizons: Applied for Phase 2 of Dove Connection (construction of extension to 49 Street)
3. CAO Action Tracker – attached.

# CORRESPONDENCE

**August 15 to September 10, 2025**

(all scanned and emailed to each elected official)

1. Alberta Municipal Affairs:
  - a. Letter from Minister of Municipal Affairs: 2025 CCBF Allocation is \$65,609
  - b. Information Bulletin 04/2025 re: Nomination Day & Elections Database Information
  - c. Ministerial Order No. MAG:006/25 re: cancelled "designated industrial" requisitions
  - d. Preliminary 2026 Equalized Assessment
2. Alberta Infrastructure: Real Property Governance – School Ownership: What We Heard Report and FAQ (email August 28, 2025)
3. Alberta Jobs, Economy, Trade and Immigration: Northern and Regional Economic Development (NRED) Program – Intake 4 Now Open (email September 8, 2025)
4. County of Two Hills :
  - a. Letter Re: Intermunicipal Collaboration Framework with the County of Two Hills
5. WSP: 2024 Groundwater Monitoring and Sampling Report
6. Alberta Municipalities :
  - a. The Weekly (August 20, 27 and September 4 and 10, 2025)
  - b. ABmunis recommendations on the implementation of Bill 50 changes (email August 27, 2025)
  - c. Now Open – Roving Energy Manager Program (email August 11, 2025)
  - d. Insurance and Risk Services Semi-Annual Review
7. Alberta Counsel:
  - a. At a Glance (August 15, 22, 29, and September 5, 2025)
  - b. The News (Issue 230 and 231)
8. Alberta HUB:
  - a. Board/Membership Meeting Agenda for September 19, 2025 (draft)
  - b. NADC report to the Minister (email September 3, 2025)



# CORRESPONDENCE

**August 15 to September 10, 2025**

(all scanned and emailed to each elected official)

9. Two Hills & Area FCSS: Agenda for August 20, 2025 meeting with notes
10. NLLS: Weekly Report (email August 29, 2025)
11. Go East: Final Days and Details for Roadtrip Game Stickers till August 31 (email August 27, 2025)
12. INGON Member Newsletter (August 2025)
13. Northeast Regional Connector Newsletter (August 2025; email August 29, 2025)
14. UCC-APC Newsletter: Latest News from Ukrainian Community in Alberta (email August 29, 2025)
15. Dr. Ted Harvey: Aug29 – Attn. Mayor, Council & Staff – Its time for municipalities to step up & help defend Canada in the US trade-war – Share our op-ed on solidarity & strategies, & our survey invitation with your citizens... (email September 2, 2025)

## Subject: Library Board Auditor for 2024 Financial Records

**Libraries Act**, Section 6 A municipal library board shall

- (a) create and maintain complete and accurate financial records of the board's operations,
- (b) have a person who is not a member of the board and whose qualifications are satisfactory to the council of the municipality review the financial records each calendar year and prepare a financial report in a form satisfactory to the council, and
- (c) submit the financial report to the council of the municipality immediately after the report is completed.

**The Village of Myrnam Library Board Bylaw #2023-10**, Section 6.1 The CAO and/or Council may have financials audited by an independent external auditor appointed by Council.

- The provincial *Libraries Act* requires Council to appoint a qualified reviewer (auditor) for the Library Board's annual financial records.
- The municipal bylaw provides Council with the option of requesting an independent external audit, in addition to the regular review required under the Act.
- This year marks the first time the new Library Board has had to complete its financial reporting requirements. The report was completed and submitted, though Council had not formally appointed an auditor.
- To ensure compliance with the *Libraries Act* and alignment with municipal bylaw, Council must formally appoint a qualified reviewer for the 2024 financial review period and going forward. \* Administration will include the appointment of an auditor for the Library Board on the agenda for the new Council for future years.
- The Library Board had Kathy Fedoriuk conduct the review.

**Subject: Library Board Budget 2025**

**Libraries Act**, Section 5(1) Each year a municipal library board shall prepare a budget and an estimate of the money required during the next fiscal year to provide library services to the public. (2) The budget and estimate shall be submitted to the council of the municipality by the date specified by the council. (3) The council of the municipality may approve the estimate under subsection (1) in whole or in part.

The Village of Myrnam Library Board has prepared its annual budget for the 2025 fiscal year and submitted it to Council for review and approval, as required.

The difference between the ending balance on the financial statement of 2024 (see previous agenda item) and the beginning balance of the 2025 Budget are due to:

1. Librarian Wages for December 2024 were paid in early 2025.
2. Municipal grant of \$678 and provincial grant of \$10,898 was given in 2024, however was for the 2025 financial year.

- The *Libraries Act* requires Council to consider the Library Board’s annual budget and determine what portion of the estimate it will fund.
- Approving the budget supports ongoing library operations and ensures compliance with provincial legislation.
- Council may approve the budget in whole or in part, or request revisions from the Library Board.

## Subject: Residential Development Incentive Application 2025-01

The Village of Myrnam has enacted the ***Residential Development Incentive Bylaw*** to encourage the revitalization of residential properties by offering a tax credit for eligible projects.

An application has been received from authorized representatives, [REDACTED], regarding the demolition of a primary residential building located at 5008 50 Street. The structure has already been demolished following issuance of a development permit.

The applicant is requesting consideration for a tax credit under the Bylaw provision for **“Demolition of primary building only (\$600).”**

### Relevant Bylaw Provisions:

**Section 3.6:** Demolition of a primary building may be eligible for a \$600 tax credit.

**Section 4.1.4:** The applicant must have no outstanding monies owing to the Village.

### Current Status:

- Demolition is completed.
- A development permit was issued prior to demolition.
- Taxes for the 2025 calendar year remain outstanding.
- Application was submitted after the permit was issued.

### Analysis:

- The demolition meets the intent of the bylaw by revitalizing the property.
- **Section 4.1.4:** Not fulfilled — applicant has outstanding taxes. This must be addressed before eligibility.

# COUNCIL MEMBER REPORTS

## Mayor Donna Rudolf

August 15 to September 10, 2025

### Eagle Hill Foundation (Appointee)

### Family & Community Social Services (Appointee)

- Provided agenda for August 20, 2025 Meeting with notes (see Correspondence)

### HUB / Regional Economic Development (Appointee)

### Northern Lights Library System (Appointee)

### Tourism (e.g., GoEast) (Appointee)

### Other

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

# COUNCIL MEMBER REPORTS

## Deputy Mayor Raymond Yaremchuk

August 15 to September 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

August 15 to September 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

October 16, 2025

9:00 a.m.



# ADJOURNMENT

Thank you for attending the  
Regular Council Meeting



peace to us