

VILLAGE OF MYRNAM



**Organizational Meeting
November 3, 2025**

ADOPTION OF AGENDA

1. Call to Order

2. Adoption of Agenda

3. Appointment of Officers

- a. Mayor
 - b. Deputy Mayor
-

4. Oath of Office

5. Council Meeting Dates, Times, and Places

6. Appointment to Committees

7. Other Appointments

- a. Subdivision Authority
 - b. Development Authority
 - c. Bylaw Enforcement Officer
 - d. Auditor
-

8. Bylaws/Policies

- a. Review: Council Procedural Bylaw
 - b. Review: Signing Authority Policy
 - c. Review: Elected Officials Remuneration and Expenses Policy
 - d. Review: Mileage for Council and Staff and Appointed Members Policy
 - e. Review: Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees Policy
 - f. Review: Financial Reports Policy
 - g. Review: Municipal Office Policy
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9. Adjournment

APPOINTMENT OF OFFICERS

Mayor and Deputy Mayor

MGA, Section 150(2) The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.

MGA, Section 159(1) A chief elected official who is to be appointed under section 150 must be appointed at each organizational meeting of the council, unless otherwise provided by bylaw.

MGA, Section 152 (1) A council must appoint one or more councillors as deputy chief elected official so that **(a)** only one councillor will hold that office at any one time, and **(b)** the office will be filled at all times. **(2)** A deputy chief elected official must act as the chief elected official **(a)** when the chief elected official is unable to perform the duties of the chief elected official, or **(b)** if the office of chief elected official is vacant.

Council Procedural Bylaw 2025-12, Section 13.7: At the first organizational meeting following a general municipal election, Council shall pass a resolution to appoint one of its members as Mayor, one as Deputy Mayor, and one as Councillor. Both the Mayor and Deputy Mayor may be removed or replaced at any time by a majority vote of Council, without cause.

OATH OF OFFICE



VILLAGE OF MYRNAM



OFFICIAL OATH

I, _____, swear (or solemnly affirm)
that I will diligently, faithfully and to the best
of my ability execute according to law the
office of _____.

So help me God.
(omit if solemnly affirming)

Council Meeting Dates, Times and Places

Council Procedural Bylaw 2025-12:

Section 5.1 *The regular meetings of Council shall be established by resolution of Council at the annual organizational meeting of Council.*

Section 5.4 *Regular meeting of Council shall commence at 9:00 A.M. and adjourn no later than 12:00 P.M. unless extended by unanimous vote of the members present. Such a motion may extend the meeting until no later than 2:00 P.M.*

Currently Regular Council meetings are held on the third Thursday of each month starting at 9:00 a.m.

If the day or time changes, then the Procedural Bylaw will need to be updated.

MGA 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.*

Normally the Village combines the annual Organizational Meeting on the same day, immediately before the October Regular Council meeting. This Organizational meeting was an exception because it is an election year therefore it had to be scheduled after mandatory training for elected officials and before the 14 days after the Election.

MGA 193(1) *A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.*

Although it says “may”, Municipal Affairs insists that a motion, including *place*, be made by Council annually at the Organizational meeting as per the Municipal Accountability Program: *A resolution establishing regular council meetings must specify the place of the meeting.*

APPOINTMENT TO COMMITTEES

Council Procedural Bylaw 2021-11:

- 13.1 All standing and special committees shall be appointed by motion of Council.

- 13.2 By Resolution of Council committees are to be considered at each Organizational meeting.

Appointments (2025 – 2026)

Committee	Appointee	Back-Up
A.C.E. Water Board		
Eagle Hill Foundation		
Joint Municipalities	All elected officials and CAO	
NE Alberta HUB		
Northeast Alberta Alliance for Growth and Opportunities	Mayor	
Northern Lights Library System		
Regional Economic Development Committee		
Regional Emergency Advisory Committee		
Tourism (e.g. GoEast, Lakeland)		
Two Hills & Area F.C.S.S.		
Two Hills Adult Learning Council		
Two Hills Regional Waste Management Commission		
Optional: Fire Department Liason		

OTHER APPOINTMENTS

Subject: Subdivision Authority

MGA, Section 623 *A council must, by bylaw, provide for (a) a subdivision authority to exercise subdivision powers and duties on behalf of the municipality, and (b) subject to section 641, a development authority to exercise development powers and perform duties on behalf of the municipality.*

Council Procedural Bylaw 2025-07:

Section 13.2: *At each organizational meeting following a general municipal election Council shall, as per respective Bylaws, appoint person(s) for the following: (a) Subdivision Authority*

Current appointment for Subdivision Authority is Municipal Planning Services.

Attachment(s)	None
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OTHER APPOINTMENTS

Subject: Development Authority

MGA, Section 623 *A council must, by bylaw, provide for (a) a subdivision authority to exercise subdivision powers and duties on behalf of the municipality, and (b) subject to section 641, a development authority to exercise development powers and perform duties on behalf of the municipality.*

Council Procedural Bylaw 2025-07, Section 13.2 *At each organizational meeting following a general municipal election Council shall, as per respective Bylaws, appoint person(s) for the following: (b) Development Authority*

Current appointment for Development Authority is CAO Elsie Kiziak.

Attachment(s)	None
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OTHER APPOINTMENTS

Subject: Bylaw Enforcement Officer

Council Procedural Bylaw 2021-11, Section 13.2: At each organizational meeting following a general municipal election Council shall, as per respective Bylaws, appoint person(s) for the following: **(c)** Bylaw Enforcement Authority

The current appointment for Bylaw Enforcement Authority is CAO Elsie Kiziak.

Note: The Village is also in the process of hiring a dog/cat catcher, which would address animal control matters but not general bylaw enforcement duties.

OTHER APPOINTMENTS

Subject: Auditor

Municipal Government Act, Section 280(1) Each council must appoint one or more auditors for the municipality.

History of Audit Fees:

In late 2021 Council put out a request for proposals (RFPs) from various auditing firms. Only 3 firms submitted RFPs:

JMD \$15,000
 Synergy \$15,750
 Ncube & Landry \$ 7,500

2014	Synergy	13500
2015	Synergy	14500
2016	Synergy	15500
2017	Ncube & Landry	13500
2018	Ncube & Landry	12500
2019	Ncube & Landry	12000
2020	Ncube & Landry	10500
2021	Ncube & Landry	7500
2022	Ncube & Landry	8500
2023	Ncube & Landry	8500
2024	Ncube & Landry	8900

Review: Council Procedural Bylaw

Council Procedural Bylaw should be reviewed annually.

Note, the Council Procedural Bylaw was updated earlier this year to include a section on Meetings by Electronic means as mandated by the Municipal Government Act and earlier this month to remove sections no longer relevant due to changes in the Municipal Government Act (e.g. removal of Code of Conduct, ex-officio).

Consider restating section 13.6 *Ex-officio status is not granted to any other elected official* to read *Ex-officio status is not granted to any elected official* – or removing it in its entirety.

Consider other agenda items within this council package; specifically, Council Meeting Dates, Times and Places, and Appointments to Committees and Other Appointments.

Review: Signing Authority Policy

Policy for *Signing Authority* is to be reviewed annually.

“The purpose of this policy is to designate signing authorities for agreements, contracts, banking and other municipal documents on behalf of the Village of Myrnam to ensure that approved signing authorities are delegated in a manner that permits effective and accountable processing of documents.”

Review: Elected Officials Remuneration and Expenses Policy

Policy for *Elected Officials Remuneration and Expenses* is to be reviewed annually.

“While it is recognized that the primary reason that individuals seek municipal office is public service, members of Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses they incur in fulfilling their responsibilities on Council.”

Review: Mileage for Council and Staff and Appointed Members Policy

Policy for *Mileage for Council and Staff and Appointed Members* is to be reviewed annually.

“In order to be fair and consistent, this policy is intended to provide a standard of mileage rates to and from the ~~Town of Two Hills~~ Village of Myrnam for staff, members of Council or appointed members.”

Review: Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees Policy

Policy for *Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees* is to be reviewed annually.

“Council members’ participation in Federal, Provincial and Regional Board and Committees enables them to bring to Council a broad perspective and understanding of the issues and trends that have an impact on municipal governance throughout Canada. A policy is required to establish a fair and consistent approach to the Village’s support for Council members’ participation in Federal, Provincial and Regional Boards and Committees that have a direct relationship with municipal governance.”

Review: Financial Reports Policy

Policy for *Financial Reports Policy* is to be reviewed annually.

“The purpose of this policy is to provide for communication of financial information to Council, the Administration and the general public.”

Review: Municipal Office Policy

Policy for *Municipal Office Policy* should be reviewed at the beginning of a new council term.

Note: Statutory holidays coincide with the statutory holidays in the Personnel Policy.

“In accordance with Section 204 of the Municipal Government Act, a Council must name a place as its municipal office. In order to comply with the Municipal Government Act and for easy reference, it was best to address the location of the municipal office in a policy.”

**ADJOURNMENT OF
ORGANIZATIONAL MEETING**

NEXT MEETING

Regular Council Meeting

Determined during the Organizational Meeting

ADJOURNMENT

Thank you for attending the
Organizational Meeting



peace to us