

# VILLAGE OF MYRNAM



**Regular Council Meeting  
November 18, 2025**

# ADOPTION OF AGENDA

## 1. Call to order

## 2. Public Hearing

## 3. Adoption of Agenda

## 4. Adoption of Minutes

- a. October 16, 2025 Regular Meeting
- b. November 3, 2025 Organizational Meeting

## 5. Delegation

- a. Corporal Nicholls – Two Hills RCMP Detachment

## 6. Open Forum

## 7. Administrative Reports

- a. Public Works Report
- b. Financial Report
- c. Chief Administrative Officer Report

## 8. Correspondence

## 9. Old Business

- a. Regionalization of Fire Services
- b. Myrnam Ukrainian Dance Club – Donation Request

## 10. Bylaws and Policies

- a. 2025-11 Amending Land Use Bylaw 2018-08 Bylaw
- b. 2025-13 Council Procedural Bylaw
- c. 2025-14 Subdivision Approving Authority Bylaw
- d. 2025-15 Master Rates Bylaw
- e. Donations Policy 2025-02
- f. Public Participation Policy 2021-01

## 11. New Business

- a. Go East Renewal
- b. Appointment of Auditor for Myrnam Library Board
- c. Daycare – Lease Extension
- d. Canada Summer Jobs
- e. Canadian Heritage - Canada Day Grant
- f. Library Board System Appointment

## 12. Council Reports

## 13. Adjournment

**Next Meeting:** December 16, 2025

# PUBLIC HEARING

## **A BYLAW OF THE VILLAGE OF MYRNAM, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 2018-08**

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**WHEREAS** the Council of the Village of Myrnam, in the Province of Alberta, has adopted Land Use Bylaw 2018-08; and

**WHEREAS** pursuant to section 191 of the Municipal Government Act, RSA 2000, Chapter M-26, as may be amended from time to time, Council may amend a bylaw; and

**WHEREAS** section 686(1) of the Municipal Government Act has been amended to change the period for appealing a subdivision authority's decision from 14 days to 21 days; and

**WHEREAS** Council deems it desirable to amend Land Use Bylaw 2018-08 to ensure compliance with provincial legislation;

**NOW THEREFORE**, the Council of the Village of Myrnam, duly assembled, enacts as follows:

### **1.0 GENERAL**

1.1 Sections 5.2.1 and 6.3.2 of Land Use Bylaw 2018-08 is hereby amended by deleting the words "within 14 days" and replacing them with "within 21 days".

### **2.0 EFFECTIVE DATE**

2.1 This Bylaw shall come into force and effect upon the date of final reading.

**Mayor:**

“This is a Public Hearing for Bylaw No. 2025-11 to amend Land Use Bylaw 2018-08. Notice of the hearing has been given in accordance with section 606 of the *Municipal Government Act*.”

“The purpose of this bylaw is to update the subdivision appeal period from 14 to 21 days, as required by section 686(1) of the *Municipal Government Act*.”

“Is there anyone present who wishes to speak **for** the bylaw?”

“Is there anyone present who wishes to speak **against** the bylaw?”

“Are there any written submissions to be read into the record?”

“If there are no further presentations, I will close the Public Hearing.”

“The Public Hearing for Bylaw No. 2025-11 is now closed.”

# **ADOPTION OF MINUTES**

Regular Council Meeting of October 16, 2025

Organizational Meeting of November 3, 2025

# DELEGATION

## Corporal Nicholls - Two Hills RCMP Detachment

Administration requested a representative from the Two Hills RCMP Detachment to attend a Council meeting to meet with the newly elected Council and provide an overview of policing operations and community priorities.

At this time, Corporal Nicholls is acting as Detachment Commander, following the resignation of Sgt. David Henry.

Corporal Nicholls will present the 2025–2026 2nd Quarter Report, discuss local policing statistics, and respond to any questions from Council.

# 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

October 10 to November 11, 2025

### Water/Wastewater

1. Daily (workdays) checks of water and wastewater systems.
2. Monitoring wastewater levels within the primary cells and annual pond.
3. Fixed a manhole cover in wastewater area.

### Roads/Sidewalks

1. Filled potholes in alleys.
2. Put a culvert along west end of 51 Avenue at alley

### Other

1. Garbage pickup weekly.
2. Repaired sewer pressure cleaner.
3. Had trackhoe repaired.
4. Replaced garbage trailer that was stolen. Attached a standing platform on it.
5. Public Works Assistant took the following training: Ariel Platform (Bucket Truck), Backhoe, and Trackhoe
6. Public Works Assistant is booked for the following training: Confined Space, Hazard Assessment, and Ground Disturbance.
7. Cleaned old shop to make room for new garbage trailer (as it is longer)
8. Assisted the Town of St. Paul with a water break.
9. Changed out blades on the equipment; preparing for snow removal.
10. Moved dirt into the arena.
11. Repairing sander box with new chain; waiting for new control module.
12. Burned the piles east of the arena.
13. Repairing the furnace in the shop; waiting for parts.

# FINANCIAL REPORT

1. Bank Reconciliation:

For month of October 2025

2. Cheque Listing:

October 10 to November 12, 2025

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

October 10 to November 11, 2025

1. Myrnam Fire Hall: The project was at a standstill until the engineers can confirm whether the construction to date is at least meeting Building Code. The Village engineers and the contractor's engineers met to discuss and came to a mutual decision. The contractor is to place extra footings along one side of the building. Construction has resumed.
2. Bylaw Enforcement: No update.
3. CAO Action Tracker – attached.

# CORRESPONDENCE

October 10 to November 11, 2025

(all scanned and emailed to each elected official)

1. Government of Alberta: Alberta Drought and Flood Protection Program
2. Alberta Municipal Affairs:
  - a. 2025-2026 Municipal Accountability Program (MAP) Report with notes by Administration (submitted to Municipal Affairs on November 10, 2025)
  - b. Official 2026 Equalized Assessment

Equalized assessment is a process used by the Province of Alberta to ensure fairness when comparing property values among municipalities. Because each community's assessments may reflect different local markets or timing, the Province "equalizes" them to a common base year.

This equalized value does not affect local taxation—it's used only for provincial purposes such as calculating education property tax requisitions and grants. In short, equalized assessment ensures all municipalities, including Myrnam, contribute fairly to provincial funding based on

3. Alberta Health Services: Memorandum re: Temporary Pause of Community Health Services Awareness Meetings.
4. Alberta Jobs, Economy, Trade and Immigration:
  - a. Northeast Regional Connector Newsletter – October 2025 with attachments
  - b. JETI Tools and Information
5. Alberta Community Development: Strengthening Non-Profits: November Training and Resources (email November 10, 2025)
6. Elections Alberta: Municipal Elections Questions and Complaints from the Public
7. Alberta Assisted Living and Social Services: Age-Friendly E-News (October 8, 2025)
8. MLA Jackie Armstrong – Homeniuk:
  - a. MLA Weekly Column (emails October 12 and 24, and November 1, 2025)
  - b. Speech from the Throne (email October 23, 2025)

# CORRESPONDENCE

**October 10 to November 11, 2025**

(all scanned and emailed to each elected official)

9. Federation of Canadian Municipalities (FCM):
  - a. Advocacy Days 2025 recap (email November 3, 2025)
  - b. FCM Connect (emails November 4 and 12, 2025)
  - c. FCM Communique (emails November 5 and 7, 2025)
  - d. FCM Voice (email November 10, 2025)
  
10. Alberta Municipalities:
  - a. The Weekly (emails October 16, 23 and 29, and November 5, 2025)
  - b. HISA Rate Adjustment (email October 31, 2025)
  
11. Alberta Counsel:
  - a. At A Glance (October 10, 17, 24, and 31, and November 7, 2025)
  - b. The News (Issues 234 and 235)
  - c. Alberta 31<sup>st</sup> Legislature, Session 2 Summary, October 27 to 30 and November 3 to 6, 2025
  - d. Free Webinar: Media Training (email November 12, 2025)
  
12. St. Paul Education Regional Division #1: Board Meeting Highlights (October 8, 2025)
  
13. ACE Water Corp: October 2025 Newsletter
  
14. Alberta HUB:
  - a. Request ACP Grants (email October 20, 2025)
  - b. Re Membership Fees (email October 22, 2025)
  - c. NE Alberta Regional EV Charging Network Advisory Committee (email October 23, 2025)
  - d. Northeast Regional EV Charging Network Initiative (email October 31, 2025)
  - e. Municipal Red Tape Survey. ACC (email October 31, 2025)
  - f. ACTION REQUIRED Re Next meeting date; includes Minutes from September 19, 2025 (email November 11, 2025)

# CORRESPONDENCE

**October 10 to November 11, 2025**

(all scanned and emailed to each elected official)

15. Eagle Hill Foundation Board Meeting of October 14, 2025
16. Two Hills & Area FCSS Board Meeting Agenda of October 15, 2025
17. Northern Lights Library System Weekly Reports (October 17 and 31, 2025)
18. Village of Myrnam Library Board: Minutes of June 24 and October 8, 2025
19. Go East:
  - a. 2025 Tourism Success Report with attachments (email October 14, 2025)
  - b. Your Invitation to the AGM – November 21 (email October 28, 2025)
20. Travel-ING on Tourism Co-op: September and October 2025 Newsletters
21. Ukrainian Canadian Congress Alberta – Latest News from Ukrainian Community in Alberta (email October 9 and November 6, 2025)
22. Canadian Natural Resources Conservation Board: Annual Report 2024-2025
23. Letter to Council from resident Re: Christmas opportunity for 2026 (dated November 11, 2025)

## Subject: Regionalization of Fire Services

The discussion on Regionalization of Fire Services was tabled by the previous Council in June 2025.

No formal action on regionalization has been taken to date.

Administration recommends that this item be brought forward to the next Joint Municipalities Meeting for discussion, with the goal of exploring a collaborative approach to fire services for the region. This could include:

- Reviewing existing fire services and levels of coverage.
- Considering regional cooperation or shared services agreements.
- Exploring funding opportunities through programs such as the Alberta Community Partnership (ACP) grant.

## Subject: Myrnam Ukrainian Dance Club – Donation Request

The Myrnam & District Ukrainian Dance Club has requested financial sponsorship to offset costs for 2 senior dancers, their instructor, and 2 parent supervisors on a trip to Poland and Croatia in July 2026. They will represent the Village of Myrnam by performing traditional Ukrainian dances and participating in cultural workshops.

This request was previously tabled by the former Council at the October 16, 2025 Regular Meeting to allow Administration to develop a donation policy.

A draft policy for ‘donations’ is included later on the agenda for discussion. Council may wish to table this item until after that discussion (requires a motion).

# BYLAWS AND POLICIES

10a

**Subject: Bylaw 2025-11 Amend Land Use Bylaw 2018-08**

As per Municipal Accountability Program (MAP) Report (pages 15-16), the Village needs to update the Land Use Bylaw as the Municipal Government Act (MGA), Section 686(1) requires 21 days for a development permit appeal to the development authority.

The Land Use Bylaw is a statutory document. Any new or amending bylaws require a Public Hearing after the first reading. First reading was done at the October Regular Council meeting.

Advertising requirements, according to the MGA and the Village's Public Notification Bylaw.

A Public Hearing is being conducted at the beginning of this Regular Council meeting.

# BYLAWS AND POLICIES

10b

**Subject: Bylaw 2025-13 Council Procedural Bylaw**

Administration has prepared Bylaw No. 2025-13, a revised Council Procedural Bylaw, to update and clarify procedures for Council meetings.

Proposed revisions include:

- Changing the meeting time in Section 5.4.
- Removing reference to ex officio status in Section 13.6.
- Adding a new section outlining procedures for Public Hearings in accordance with the Municipal Government Act (MGA).
- Change reference from XXX to (a) under section
- Move definition of 'Confidential Items' to after the definition of 'Committee'.

Addition after preparation of agenda:

Reverse order of business Section 9 (b) Public Hearing and 9 (c) Adoption of Agenda

# BYLAWS AND POLICIES

10c

**Subject: 2025-14 Subdivision Approving Authority Bylaw**

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.

Bylaw 2018-04 currently establishes the Subdivision Approving Authority for the Village of Myrnam and includes a detailed fee schedule for subdivision applications and related services.

Administration is recommending an updated bylaw to:

1. Modernize and clarify language.
2. Remove the fee schedule from the bylaw as they are already reference in the Master Rates Bylaw.
3. Ensure alignment with current Municipal Government Act provisions and best practices for delegation of subdivision authority.

# BYLAWS AND POLICIES

**Subject: 2025-15 Master Rates Bylaw**

Administration is recommending updates to the Village of Myrnam's Master Rates Bylaw to reflect:

**Water Rates:** ACE Water Corporation has imposed an increase of \$0.05 per cubic metre, which must be reflected in the Village's rates.

**Photocopying Fees:** The current fee of \$1.00 per page per side for coloured paper is higher than typical costs; a reduction to \$0.50 per page per side is recommended.

**Subdivision Fees:** To align with the rates charged by Municipal Planning Services, the following fees are recommended:

Base application fee: \$750

Per lot fee: \$250

Endorsement fee: \$250 per lot

These changes ensure the Master Rates Bylaw reflects actual costs and market practices.

## Subject: Donations Policy 2025-02

At the October 16, 2025 Regular Council meeting, Council discussed the need for a consistent approach to requests for donations or sponsorships from the Village. Administration was directed to draft a policy to provide clear procedures for evaluating, approving, and recognizing such requests.

The draft policy outline:

- Submission requirements for donation or sponsorship requests.
- Council approval thresholds.
- Reporting and recognition procedures based on the type and value of the request.
- Use of budgeted funds and considerations if funds are fully allocated.

## Subject: Public Participation Policy 2021-01

The Village of Myrnam adopted its Public Participation Policy (Policy No. 2021-01) on October 21, 2021. The Policy was designed to recognize the value of public participation and create meaningful opportunities for Municipal Stakeholders to provide input on decisions affecting the community.

Section 5.4 of the Policy states that it shall be reviewed at least once every four years. This review provides Council the opportunity to ensure the Policy remains effective, relevant, and aligned with current legislation and municipal practices.

## Subject: Go East Renewal

The Village of Myrnam has historically participated in Go East of Edmonton's regional tourism programs to promote the community and its events, attractions, and organizations. For 2026, Go East is offering the Village the opportunity to continue participation in the following programs:

1. Annual Regional Tourism Membership Program – \$300 (same as 2025). Membership provides year-round tourism marketing through the regional tourism website, social media promotion, radio and digital campaigns, tourism development support, and grant programs.
2. Annual Travel Guide Advertising – 1/8 page ad \$575 + GST (up \$25 from last year). Includes display ad in both print and online guides, feature editorial, photos, listings, and bonus advertising in other promotions.
3. Roadtrip Adventure Game – \$400 + \$50 prize contribution. Guarantees visitor engagement during May to September. Membership in the Annual Regional Tourism Program is required to participate.

The total potential investment for 2026 is \$1,275 + GST, plus the \$50 prize contribution. Participation is designed to maximize visitor engagement and tourism promotion for the Village.

# NEW BUSINESS

11b

## Subject: Appointment of Auditor for Myrnam Library Board

Pursuant to the Libraries Act, Section 6, a municipal library board shall:

1. Create and maintain complete and accurate financial records of the board's operations.
2. Have a person who is not a member of the board and whose qualifications are satisfactory to Council review the financial records each calendar year and prepare a financial report in a form acceptable to Council.
3. Submit the financial report to Council immediately after completion.

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

The Library Board had engaged Kathy Fedoriuk to conduct the 2024 financial review.

This agenda item ensures the Library Board remains compliant with provincial legislation and municipal bylaws.

# NEW BUSINESS

11c

## Subject: Daycare – Lease Extension

Myrnam Play Development, operated by the Vermilion Play Development Program (a non-profit charitable society), has submitted a written request to extend its current lease for the daycare premises located at 5107–50 Street, Myrnam, which expired on July 1, 2025.

The existing lease, approved by Council in 2024, provides for the use of a 718.15 sq. ft. dedicated zone with shared access to washrooms and the cafeteria at a rate of \$250 per month. The lease supports weekday operation of daycare and after-school childcare services between 7:30 a.m. and 6:30 p.m.

In their correspondence, Myrnam Play Development requests:

1. A two-year lease extension under the same rental rate and terms; and
2. Approval to expand their leased area by adding Room #105, located immediately east of their current space, to accommodate in-creased community demand and enhance program operations.

Administration has reviewed the request and recommends approval of the two-year lease extension and expansion into Room #105, pending inspection and confirmation of space availability.

• Attachment(s)

- Expired lease agreement.
- Letter re: Request for Lease Extension and Addition of Daycare Space for Myrnam Play Development

# NEW BUSINESS

11d

## Subject: Canada Summer Jobs

The Canada Summer Jobs (CSJ) program is an annual federal initiative that provides wage subsidies to employers to create summer employment opportunities for youth aged 15–30 years. The program supports public sector, private sector, and not-for-profit employers in providing meaningful work experience that helps students and young people develop skills and contribute to their communities.

The Village of Myrnam has successfully participated in the Canada Summer Jobs program in past years to employ seasonal staff for public works, and last year for administration. Note, the Dove Society applies for beautification, grounds maintenance, and the Dove Park. Applications for the 2026 intake are open, with a submission deadline of December 11, 2025.

# NEW BUSINESS

11e

**Subject: Canadian Heritage - Canada Day Grant**

The Celebrate Canada program, administered by the Department of Canadian Heritage, provides funding to support activities that celebrate Canada Day (July 1st) and promote Canadian values, diversity, culture, and pride.

The Village of Myrnam has traditionally applied for and received this grant annually, averaging approximately \$1,950 in funding. These funds typically support community celebrations such as:

- Family and children's activities
- Entertainment and cultural performances
- Decorations and promotional materials

The program is highly competitive; applications for funding far exceed the available financial resources. While some program expenses are eligible, costs related to food, including BBQs, are not eligible for funding under Canada Day events.

The application deadline is November 21, 2025.

Attachment(s)	None
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# NEW BUSINESS

11f

## Subject: Library Board System Appointment

At the recent Organizational Meeting, Council appointed members to various committees and boards. No appointment was made to the Northern Lights Library System (NLLS) board at that time, as the Village of Myrnam had recently formed its new Library Board. Administration and Council assumed that a member of the Village Library Board would begin attending NLLS meetings on behalf of the Village.

Recently, a member of the Village Library Board noted that NLLS board meetings are typically attended by municipal council members and has requested that Council consider formally appointing an elected official to represent the Village on the NLLS board.

# COUNCIL MEMBER REPORTS

## Mayor Rick Sadowsky

October 28 to November 11, 2025

Northeast Alberta Alliance for Growth and Opportunities (A)

Regional Emergency Advisory Committee (A)

Tourism (e.g., GoEast, Alberta Lakeland, Travel-ING) (A)

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NE Alberta HUB (B)

Regional Economic Development Committee (B)

Joint Municipalities

Other

No report present prior to preparation of this council package.

# COUNCIL MEMBER REPORTS

## Deputy Mayor Paul Myshaniuk

October 28 to November 11, 2025

Alberta Central East Water Corporation Board (A)

NE Alberta HUB (A)

Regional Economic Development Committee (A)

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Eagle Hill Foundation (B)

Northeast Alberta Alliance for Growth and Opportunities (B)

Two Hills & Area Family & Community Support Services (B)

Two Hills Adult Learning Council (B)

Two Hills Regional Waste Management Commission (B)

Joint Municipalities

Other

No report present prior to preparation of this council package.

# COUNCIL MEMBER REPORTS

## Councillor Simon Patterson

October 28 to November 11, 2025

Eagle Hill Foundation (A)

Two Hills & Area Family & Community Support Services (A)

Two Hills Adult Learning Council (A)

Two Hills Regional Waste Management Commission (A)

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Regional Emergency Advisory Committee (B)

Tourism (e.g., GoEast, Alberta Lakeland, Travel-ING) (B)

Joint Municipalities

Other

No report present prior to preparation of this council package.

# NEXT MEETING

Regular Council Meeting

December 16, 2025

7:00 p.m.

# ADJOURNMENT

Thank you for attending the  
Regular Council Meeting



peace to us