



VILLAGE OF MYRNAM
BYLAW NO. 2025-13

**A BYLAW OF THE VILLAGE OF MYRNAM IN THE PROVINCE OF ALBERTA TO
DEAL WITH CONDUCT, PROCEDURE AND THE TRANSACTING OF BUSINESS BY
THE COUNCIL OF THE VILLAGE OF MYRNAM**

WHEREAS the Village of Myrnam deems it advisable to establish rules and provisions to regulate the conduct of business in Council meetings and its Committees to maintain order during proceedings, to facilitate the enactment of municipal legislation, and to provide for addressing petitions and submissions to Council.

WHEREAS Section 145 of the *Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26*, as amended, authorizes Council to pass bylaws in relation to the conduct of Council meetings and to regulate the proceedings of Council and Council Committees;

NOW THEREFORE the Council of the Village of Myrnam, in the Province of Alberta duly assembled, enacts as follows:

1.0 Title

1.1 This Bylaw shall be known as the "Council Procedural Bylaw."

2.0 Definitions

2.1 "**Act**" means the *Municipal Government Act, R.S.A. 2000, c.M-26*, as amended.

2.2 "**Agenda**" means the list of items and order of business of any meeting of Council.

2.3 "**Bylaw**" means a bylaw of the Village of Myrnam.

2.4 "**C.A.O.**" means the individual appointed by Council to be the Chief Administrative Officer of the municipality, responsible for the administration of all municipal affairs, and for carrying out the policies and decisions of Council in accordance with the provisions of the *Municipal Government Act*."

2.5 "**Committee**" means a group of one or more persons appointed by Council to consider specified matters and report back.

2.6 "**Confidential Items**" means a portion of a meeting closed to the public under section 197 of the Act, during which Council may discuss confidential matters.

2.7 "**Council**" is the Mayor and Councillors of the Village of Myrnam who are elected pursuant to the provisions of the Act, whose term are unexpired, who have not resigned, and who continues to be eligible to hold office under the Act.

2.8 "**Councillor**" means a member of Council duly elected pursuant to the Local Authorities Election Act.

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- 2.9 **“Delegation”** means an individual or a group granted permission to address Council on a matter.
- 2.10 **“Deputy Mayor”** means the Councillor who is appointed by the Council pursuant to Section 152 of the Act to act as Mayor in the absence or incapacity of the Mayor.
- 2.11 **“Mayor”** means the member of Council elected to office pursuant to Section 150 of the Act.
- 2.12 **“Member”** means a person who is the Mayor, a Councillor, or a person appointed by Council to a Committee, board, or other body established by Council.
- 2.13 **“New Business”** means business that has not been previously introduced at the same or a prior meeting.
- 2.14 **“Old Business”** means business that was introduced at the same or a previous meeting which has not yet been completed.
- 2.15 **“Open Forum”** means a portion of a Council meeting during which members of the public may speak on municipal matters.
- 2.16 **“Public Hearing”** means a meeting of Council convened to hear matters pursuant to Part 17 of the Municipal Government Act or any other matter that Council determines shall be considered at a public hearing.
- 2.17 **“Quorum”** means a majority of members eligible to vote, pursuant to Section 167 of the Municipal Government Act.
- 2.18 **“Robert’s Rules of Order”** means the current edition of Robert’s Rules of Order Newly Revised, a standard reference on parliamentary procedure.
- 2.19 **“Special Meeting”** means a meeting convened by the Mayor pursuant to Section 194 of the Municipal Government Act.

3.0 Application

- 3.1 This Bylaw applies to:
 - (a) all meetings of Council, and
 - (b) subject to the provisions of Section 145 of the Act, boards and authorities established by Council, unless permission has been granted to them to establish their own procedures.
- 3.2 Any matter related to the conduct of a meeting not specifically provided for in this bylaw shall be determined in accordance with the Act. In the event of any conflict between the provisions of this Bylaw and the provisions of the Act or any other relevant authorities, the provisions of the Act shall prevail.

4. Organizational Meetings

- 4.1 Procedures for Organizational meetings are governed by Section 192 of the Act.

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5. Regular Meetings

- 5.1 The regular meetings of Council shall be established by resolution of Council at the annual organizational meeting of Council.
- 5.2 If Council changes the date, time, or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of change to any member of Council not present at the meeting where the change was made, and to the public.
- 5.3 The regular meetings of Council may be recorded by the C.A.O. for the purpose of preparing minutes.
- 5.4 Regular meeting of Council shall commence at 7:00 P.M. and adjourn no later than 9:00 P.M. unless extended by unanimous vote of the members present. Such a motion may extend the meeting until no later than 11:00 P.M.
- 5.5 If there is no quorum present within 30 minutes of the scheduled meeting time, the C.A.O. shall call the roll and record the names of the members present. The meeting shall stand adjourned until the next meeting unless a Special Meeting is called in the meantime.
- 5.6 As soon as a quorum is present after the scheduled start time of the meeting, the Mayor shall take the chair and call the meeting to order.
- 5.7 In the event the Mayor is absent, the Deputy Mayor shall take the chair.
- 5.8 Attendance of Regular Council meetings is governed by Section 174 of the Act.

6. Special Meetings

- 6.1 Special meetings of Council shall be called as required by Council according to the provisions of the Act, and the public shall be given notice.

7. Committee Meetings

- 7.1 Each Committee shall meet at dates and at times recommended by the Committee and approved by Council.
- 7.2 A Committee may be appointed at any time by Council or by the mayor acting upon the instruction of Council, provided only that a motion has been adopted specifying the matter to be addressed and the term of the Committee.

8. Rules of Conduct

- 8.1 The Mayor or other presiding officer shall preserve order and decorum and decide all questions of order or procedure. When making a decision, the Chair shall state the reason. Decisions are subject to appeal to Council and shall be final unless reversed or altered by a majority vote of the members present, without debate.

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8.2 Councillors must not:

- (a) speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, or of Council or any other governing body in Canada;
- (b) use offensive language during Council or Committee meetings or against Council, any Councillor, or any other person;
- (c) discuss a vote of Council after the vote has been taken, except to move to reconsider, renew, or rescind;
- (d) break the rules of Council or disturb proceedings;
- (e) disobey the decision of the Chair or Council or any question of order, interpretation, or practice;
- (f) attempt to influence or communicate with any municipal employees except the C.A.O. or administrative personnel involved with a Committee of which they are a member; any communications must be through the Mayor or C.A.O.

8.3 The Chair may call to order any Councillor who is out of order.

8.4 A Councillor who is called to order must immediately cease speaking but must be given an opportunity to challenge the decision of the Chair before debate is closed. Council will decide the challenge without debate.

8.5 If a Councillor has been warned for breaches of order but continues the behaviour, the Chair may name the Councillor, state the offence, and direct it to be noted in the minutes.

8.6 The Chair may order any member of the public who disrupts the meeting to leave. If the individual refuses, the Chair may request the Royal Canadian Mounted Police to remove them.

8.7 When called upon to decide a point of order or procedure, the Mayor or other presiding officer shall do so without unnecessary comment and shall cite the applicable rule or authority.

8.10. Every Councillor wishing to speak shall address their remarks to the Mayor or other presiding officer.

8.11. When two or more Councillors wish to speak, the Mayor or presiding officer shall determine who speaks first. A motion may be made that a specific person "be now heard" which shall be put without debate.

8.12. Any member may request that the motion under discussion may be read at any time during debate, but not so as to interrupt a member who is speaking.

8.13. No member shall speak more than once to the same question without permission of Council except to:

- (a) ask a question;
- (b) or clarify a portion of their remarks that may have been misunderstood, provided no matter is introduced. A reply is permitted only to a member who has made a substantive motion.

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No member shall speak for longer than ten (10) minutes on any question without Council's permission.

- 8.14 With approval by Council resolution, the Chair may authorize a person in the public gallery to address Council on the matter under discussion, within the time limits specified by the Chair.
- 8.15 Members of the public attending a Council meeting must:
- (a) not address Council without its permission;
 - (b) maintain order and quiet;
 - (c) not applaud or otherwise interrupt proceedings.
- 8.16 A member of the public who violates section 8.16, and continues after being called to order, the Chairperson may order their removal from Council Chambers.

9.0 Proceedings at Meetings

- 9.1 Unless otherwise specified in the Bylaw the order or business for a regular meeting of Council shall be contained in the Agenda for the meeting, which shall be prepared by the C.A.O. in conjunction with the Mayor. Council agenda material shall be provided to members of Council no later than 5:00 p.m. seven days prior to the Council meeting.
- 9.2 The Order of Business in the Agenda shall be as follows:
- (a) Call to Order
 - (b) Adoption of Agenda
 - (c) Public Hearing(s) *(if required)*
 - (d) Adoption of Minutes
 - (e) Delegations(s) *(if required)*
 - (f) Open Forum
 - (g) Information Reports
 - i. Public Works Report
 - ii. Financial Report
 - iii. Chief Administrative Officer Report
 - iv. Other *(if required)*
 - (h) Correspondence
 - (i) Old Business *(if required)*
 - (j) New Business *(if required)*
 - (k) Bylaws and Policies *(if required)*
 - (l) Council Member Reports
 - (m) Confidential Items
 - (n) Adjournment

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- 9.3 The Order of Business established in the foregoing paragraph shall apply unless Council has otherwise determined by a two-thirds majority vote of the members present, and the vote upon a matter of priority of Council business shall be decided upon without debate.
- 9.4 Notwithstanding the standard order of business, the Mayor and appropriate Committee may arrange for all items dealing with the particular subject to be grouped together on the agenda of any individual meeting.
- 9.5 **Adoption of Agenda:** Council must vote to adopt the agenda prior to transacting any other business. Council may:
- (a) add new items to the agenda by a 2/3 majority vote, or
 - (b) delete any matter from the agenda by unanimous vote.
- 9.6 **Adoption of Minutes:** The minutes of each meeting must be circulated to each member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited to ensuring that the minutes are accurate. If there are errors or omissions, Council must:
- (a) pass a motion to amend the minutes; and
 - (b) adopt the minutes as amended, and if there are no errors or omissions, Council must adopt the minutes as circulated.
- 9.7 **Delegation:** A person, or a representative of any group or organization wishing to address Council, shall submit a Delegation Request Form. The form should outline the subject to be discussed, be signed by the individual or group submitting the request, and be delivered or emailed to the office of the C.A.O. The C.A.O. will review the request and either approve or deny it based on relevance and completeness.
- 9.8 When a communication contains a request for an appearance to address the Council, the Council by resolution may hear the person, refer the individual to a Committee or, if the Council deems the matter to be urgent, deal with it at once but such person shall not speak for more than ten (10) minutes unless the time is extended by a majority vote of the Council.
- 9.9 No person or group shall appear as a delegation to Council on the same or on a related subject, unless specifically requested by Council to do so.
- 9.10 When a group or individual wishes to present a petition to Council, it must meet the requirements set out in Part 7 of the Act. If a representative wishes to address Council in support of the petition, this must be clearly indicated within the petition submission.
- 9.11 Before considering a petition, the Council shall first refer it to any appropriate Committee but if the petition concerns a matter which the Council deems urgent, or a personal grievance of the petitioner, the Council may consider and may, if it deems the urgency of the matter so requires, take immediate action thereon.

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- 9.12 When a person or representative of a delegation or group wishes to address the Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate Committee, appoint a Committee to deal with the matter, or deal with the matter itself at the meeting, if approved by 2/3 majority vote of Council.
- 9.13 After a person has spoken as a delegation, any Councillor may, through the Mayor or other presiding officer, ask that person or the C.A.O. relevant questions but may not debate the matter or the answers.
- 9.14 The presentation by a delegation may only be:
- (a) received as information without debate;
 - (b) referred without debate to a Committee or the C.A.O. for a report, or
 - (c) debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.
- 9.15 **Open Forums:** Individual members of the public may address the Council on topics relevant to municipal government for up to two (2) minutes each, with the total Open Forum period not to exceed twenty (20) minutes. The purpose is to give members of the public an opportunity to address Council.
- 9.16 The information or comments heard may or may not be actioned by the Council. After a person has spoken, any Councillor may, through the Mayor or other presiding officer, ask that person or the C.A.O. relevant questions but may not debate the matter or the answers.
- 9.17 Actions by Council may only be:
- (a) receiving the information without debate;
 - (b) referred without debate to a Committee or the C.A.O. for a report; or
 - (c) debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.
- 9.18 **Information Reports:** An information report from a Committee, agency or Administration that does not request Council action other than receipt as information may only be:
- (a) received by Administration no later than 12:00 noon seven days immediately preceding at which it is to be presented,
 - (b) received as information without debate,
 - i. referred to a Committee or the C.A.O. by majority vote without debate, or
 - ii. debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.
- 9.19 **New Business:** Any Councillor or the C.A.O. may introduce a new matter of municipal business if Council approves it by a 2/3 majority vote.

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- 9.20 A New Business item must provide sufficient details regarding the subject matter, allowing Council to determine the appropriate action.
- 9.21 When the New Business item has been given, the C.A.O. will include the proposed motion in the agenda of the meeting for the date indicated in the notice.
- 9.22 **Confidential Items:** The rules of the Council shall be observed under Confidential Items as far as may be applicable.
- 9.23 Where a majority of the members of Council present is of the opinion that the topic of discussion is pursuant to regulations of the MGA or the Freedom of Information and Protection of Privacy Act.
- 9.24 Council moving into Confidential Items may by resolution exclude any person or persons from the meeting.
- 9.25 Council meeting into Confidential Items has no power to pass any resolutions or Bylaws apart from the resolution necessary to revert back to an open meeting.
- 9.26 Any materials presented under Confidential Items must be returned to the C.A.O. before the meeting reverts to an open session, unless the material is directly related to a motion that is made immediately following the Confidential Items portion of the meeting.

10. Voting

- 10.1 After a motion is read or stated by the Mayor or presiding officer, it shall be deemed to be in the possession of the Council but may be withdrawn at any time before debate or decision with the permission of the Council.
- 10.2 A motion to refer, if made, takes precedence over amendments to the main motion and must be decided before the main motion can be debated or amended.
- 10.3 A motion does not require a seconder.
- 10.4 When a motion is before Council, it may be:
- (a) Debated – members may speak to the motion.
 - (b) Amended – by way of a subsidiary motion.
 - (c) Defeated – voted against.
 - (d) Withdrawn – by the mover, with unanimous consent.
 - (e) Laid on the table – set aside temporarily.
 - (f) Referred – sent to a Committee or person for further review.
 - (g) Tabled – delayed to a future time.
 - (h) Call to Vote – ends debate and moves directly to a vote.
- 10.5 A Call to Vote motion is used to end debate on the main question and proceed directly to a vote. The motion may be made in the form similar to: *“Shall we now vote on the main motion.”* If passed by a two-thirds majority, debate ceases, and the main motion is immediately voted on. - If defeated, debate on the main motion continues.

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- 10.6 No motion shall be offered that is substantially the same as one on which a decision has already been made during the same meeting.
- 10.7 A motion to adjourn the Council or the debate shall always be in order; however, a subsequent motion to the same effect shall not be made until some intermediate proceedings have occurred.
- 10.8 Unless otherwise specifically provided in this Bylaw the following motions are debatable:
- (a) A motion arising from any item on the meeting agenda.
 - (b) A motion concerning any item previously tabled.
 - (c) A motion regarding reports to the Council.
 - (d) A motion to Call the Vote.
 - (e) A motion for the second reading or third reading of a Bylaw.
 - (f) A motion to appoint or dismiss a Committee or refer a matter to a Committee.
 - (g) A motion for the Council to meet as Council Committee of the Whole.
 - (h) A motion to amend a Bylaw or any matter arising from a Bylaw.
 - (i) Any other necessary for the business of Council.
- 10.9 When a motion is under consideration, no other motion may be made except:
- (a) To refer the main motion to another party for consideration.
 - (b) To amend the main motion.
 - (c) To table the main motion.
 - (d) To postpone the motion to a future time.
 - (e) To Call to Vote.
 - (f) To adjourn the meeting.
 - (g) To divide a motion with distinct propositions into separate votes.
 - (h) After the Mayor or presiding officer has put the question, no further discussion or motion shall occur until the result is declared.
 - (i) If the Mayor or presiding officer determines that a motion violates Council's rules or privileges, they shall advise Council and cite the applicable rule.
 - (j) Any matter of privilege shall be considered immediately.

11. Public Hearings

- 11.1 Public Hearings shall be held in accordance with the provisions of the *Municipal Government Act*, as amended.
- 11.2 When a Public Hearing is required by legislation or Council direction, notice shall be given in accordance with Section 606 of the *Municipal Government Act*, stating:
- (a) the purpose of the hearing,
 - (b) the date, time, and place at which it will be held, and
 - (c) where and when copies of any related documents may be inspected.

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- 11.3 The Mayor or presiding officer shall chair the Public Hearing and may establish rules of order and time limits to ensure fair opportunity for all interested parties to be heard.
- 11.4 The order of proceedings for a Public Hearing shall generally be as follows:
- (a) introduction of the matter by the Mayor or presiding officer;
 - (b) presentation from Administration outlining the purpose and background of the matter under consideration;
 - (c) those speaking in favour of the proposed bylaw or matter;
 - (d) those speaking against the proposed bylaw or matter;
 - (e) any other person deemed by Council to have an interest in the matter;
 - (f) questions from Council to any presenter through the Chair; and
 - (g) closing remarks from Administration or the applicant, if applicable.
- 11.5 Each person addressing Council shall:
- (a) state their name and address for the record;
 - (b) direct their comments to the Chair; and
 - (c) confine their remarks to the matter under consideration.
- 11.6 Council members may, through the Chair, ask questions of speakers to clarify information but must not debate the matter during the hearing.
- 11.7 After all persons who wish to speak have been heard, the Mayor shall declare the Public Hearing closed. Once closed, no further presentations or submissions may be received, and Council may then debate and make a decision at the same or a subsequent meeting.
- 11.8 If a Public Hearing is adjourned or recessed, Council must announce the date, time, and place at which it will reconvene, and no further notice is required unless the hearing is adjourned *indefinitely*.
- 11.9 Public Hearings conducted electronically shall comply with Section 15 of this Bylaw and ensure that all participants and the public have reasonable opportunity to hear the proceedings and provide input.

12. Reading of Proposed Bylaws and Proceedings

- 12.1 When a proposed Bylaw is read in Council, the C.A.O. shall certify the reading and the date on its face. After third reading and final passage, the C.A.O. shall file and preserve the original bylaw and any amendments.
- 12.2 A Bylaw listed on the agenda shall be introduced by a member moving "That Bylaw No. (quoting the Bylaw No.) be read a first time." After first reading, the bylaw must be debated, referred, or laid over. If the motion for first reading is defeated, the bylaw is struck from the agenda.

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12.3 Every bylaw and its amendments shall be printed or otherwise duplicated and made available to all interested parties. The C.A.O. shall retain the original of each bylaw and record all amendments.

12.4 Immediately after passage, each bylaw shall be sealed with the corporate seal and signed by the Mayor and C.A.O., who shall then securely file it.

13. Committees of Council

13.1 All Committees shall be appointed by motion of Council.

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
- (b) Development Authority
- (c) Bylaw Enforcement Authority

13.3 Committees shall be considered at each Organizational meeting of Council.

13.4 A Committee may be appointed at any time by Council, provided a motion is adopted specifying the matter to be dealt with by the Committee, as well as the Committee's terms.

13.5 Any member of the Council or resident may be appointed to a Committee, even if absent at the time of appointment.

13.6 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.

14. Regulations for Conduct of Business

14.1. The business of Committees shall be conducted in accordance with the rules governing procedure in Council, unless otherwise directed by resolution of Council.

14.2 The general duties of the Committees of Council shall be as follows:

- (a) To report to the Council as requested and whenever necessary, on all matters related to the Committee's duties, and to recommend actions for Council within its terms of reference.
- (b) To observe the rules prescribed by Council's bylaws.
- (c) Council reports shall be presented to Council before being made public.

14.3 It is the duty of the C.A.O. to give notice of all Committee meetings to members and other persons, and to attend or ensure an assistant attends the meetings to the C.A.O. shall ensure that minutes, reports, and requests are recorded.

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15. Meeting by Electronic Means

- 15.1 In accordance with Section 199 of the *Act*, and subject to the limitations outlined in this Bylaw, meetings of Council or Council Committees may be conducted by electronic means, which includes any electronic or telephonic communication method that enables all participants to hear and communicate with each other in real time during the course of the meeting.
- 15.2 Council meetings and Council Committee meetings may be conducted by electronic means only in the following circumstances:
- (a) When the meeting is a Public Hearing conducted under Part 17 of the *Act*; or
 - (b) When a Council member is unable to attend in person due to extenuating circumstances such as illness, absence from the municipality, or other valid reason as determined by Council.
- 15.3 For greater clarity, electronic participation by a Council member under 15.2(b) does not require the meeting to be made electronically accessible to the public. Public access by electronic means is only required for Public Hearings conducted under Part 17 of the *Act*.
- 15.4 The following conditions shall apply to meetings held electronically:
- (a) The type(s) of electronic means authorized under this Bylaw include videoconferencing and teleconferencing platforms that meet the criteria for full participation, audio clarity, and two-way communication.
 - (b) The identity of each participating member must be confirmed using a method authorized by the C.A.O. prior to the start of the meeting.
- 15.5 For meetings not closed to the public:
- (a) A method must be provided for public access and participation, including submission of written or verbal representations as appropriate.
 - (b) All required information, such as agendas and documents, shall be made publicly available before and during the meeting via the municipal website or other publicly posted medium.
 - (c) Public notice of the meeting to be held by electronic means shall include: (i) the date and time of the meeting, (ii) the method by which the public may access the meeting, (iii) the method by which required information is made publicly available, and (iv) any additional details required for public participation, where applicable.
- 15.6 In accordance with Section 197(5) of the MGA, members of the public excluded from a closed meeting shall be considered outside the meeting room.

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15.7 A member participating electronically shall be deemed present for quorum and voting purposes and shall retain all rights and responsibilities as if physically present.

15.8 The C.A.O. shall be responsible for:

- (a) Ensuring all participants can hear and communicate effectively;
- (b) Confirming identities and attendance;
- (c) Providing technical support and troubleshooting; and
- (d) Ensuring public access, notice, and information distribution requirements are fulfilled.

15.9 In the event of a technological failure that prevents participation or public access, the meeting may be recessed or rescheduled at the discretion of the presiding officer.

16. Parliamentary Rules

16.1 In matters not addressed by this Bylaw or other applicable legislation, the rules contained in the most current edition of *Robert's Rules of Order*, or the parliamentary law of Canada shall apply. In such cases, the decision of the Mayor or presiding officer on procedural matters shall be final and accepted without debate.

17. Severability

17.1 Every provision of this Bylaw is independent, and if any provision declared invalid by a Court of competent jurisdiction, all other provisions shall remain valid and enforceable.

18. Repeals

18.1 Bylaw No. 2025-12 be hereby repealed.

19. Effective Date

19.1 This Bylaw shall come into force and take effect upon third and final reading.

That Bylaw No. 2025-13 be given a first reading this 18th day of November 2025.

That Bylaw No. 2025-13 be given a second reading this 18th day of November 2025.

That Bylaw No. 2025-13 be given third and final reading and passed this 18th day of November 2025.

VILLAGE OF MYRNAM

RICK SADOWSKY, MAYOR

ELSIE KIZIAK, C.A.O.