

# Village of Myrnam

Minutes of the Regular Council Meeting for the Village of Myrnam held on April 21, 2026, in the Village of Myrnam Council Chambers

**PRESENT:** Mayor Rick Sadowsky, Councillor Simon Patterson, Chief Administrative Officer Elsie Kiziak, Auditor Nelson Ncube, and a total of four people in the gallery throughout the meeting.

**CALL TO ORDER:**

Mayor R. Sadowsky called the Regular Council Meeting to order at 7:05 P.M.

**ADOPTION OF MINUTES:**

**2026-044 MOVED** by Councillor S. Patterson to adopt the following minutes as presented:

- Budget Meeting Minutes of March 17, 2026,
- Regular Council Meeting Minutes of March 17, 2026, and
- Budget Meeting Minutes of March 24, 2026.

**CARRIED**

**Deputy Mayor Paul Myshaniuk joined the meeting at 7:08 P.M.**

**OPEN FORUM:** Two residents submitted a written request to council to expand the Urban Hen Bylaw from having 5 hens on a property less than one acre in size to be able to have up to 10 hens.

**DELEGATION: Ncube & Landry – 2025 Audited Financial Statement**

The auditor, Nelson Ncube of Ncube and Landry LLP, presented the draft 2025 audited financial statements.

**ADMINISTRATIVE REPORTS:**

**Public Works Report**

The Public Works Report was provided to Council in advance for their review and presented by CAO E. Kiziak.

**Financial Report**

The Financial Report consisting of the 1) Reconciliation Statement for the month of March 2026, 2) the Cheque Listing for March 11 to April 14, 2026, and the Quarterly Budget from January to April 8, 2026 (usually to March 31st however some changes were made post March 31) was provided to Council in advance for their review and presented by CAO E. Kiziak.

**Chief Administrative Officer Report**

The Chief Administrative Officer Report was provided to Council in advance for their review and presented by CAO E. Kiziak.

**2026-045 MOVED** by Councillor S. Patterson to accept the Administrative Reports as presented.

**CARRIED**

**CORRESPONDENCE:**

Correspondence was provided to Council prior to the Council meeting.

**2026-046 MOVED** by Mayor R. Sadowsky to accept the Correspondence as presented.

**CARRIED**

**OLD BUSINESS:**

**Telling Your Story: A Community History Video Partnership**

At the April 13, 2026 Regular Council Meeting, Council passed Motion 2026-038 directing Administration to contact the Dove Historical and Beautification Society regarding interest in partnering on the proposed Canadian History Ehx community history video project. The Dove Historical and Beautification Society has met, discussed the proposal, and approved participation in the project. The Dove Society has indicated its interest in forming a sub-committee and has requested that a member of Council be appointed to sit on the sub-committee.

**2026-047 MOVED** by Councillor S. Patterson to appoint Mayor Rick Sadowsky as Council's representative on the Dove Society's sub-committee for the Canadian History Ehx community history video project.

**CARRIED**

**Public Service Concerns and Requests Policy 2026-01**

Public Service Concerns and Requests Policy 2026-01 was previously introduced as Policy 2025-03 and subsequently tabled for further consideration. Changes made during discussion: change two occurrences of "may" to "will" in section 8.

**2026-048 MOVED** by Councillor S. Patterson to approve Policy 2026-01 – Public Service Concerns and Requests Policy as amended by Council.

**CARRIED**

**Office Hours Policy 2022-07**

At the request of Deputy Mayor P. Myshaniuk, this item was brought forward for Council consideration to review current office hours and explore whether extended public-facing hours should be implemented.

**2026-049 MOVED** by Deputy Mayor P. Myshaniuk to amend Office Hours Policy 2022-07 to establish extended office hours by changing the days from Tuesday to Thursday, to be Monday to Friday.

**CARRIED**

**2026-050 MOVED** by Mayor R. Sadowsky to extend the meeting past 9:00 P.M.

**CARRIED**

**Myrnam Ukrainian Dance Club – Donation Request**

Last year the Myrnam & District Ukrainian Dance Club has submitted a request for financial sponsorship to support travel and accommodation costs for two senior dancers, their instructor, and two parent supervisors to participate in a cultural trip to Poland and Croatia in July 2026. This matter has been previously considered by Council on multiple occasions and ultimately deferred to the 2026 budget process. Council has also adopted the Village of Myrnam Donations Policy, establishing eligibility criteria and funding parameters for all donation and sponsorship requests.

**2026-051 MOVED** by Councillor S. Patterson to deny the request from the Myrnam & District Ukrainian Dance Club for financial assistance, as the application does not meet the eligibility criteria under the Village of Myrnam's Donations Policy.

**CARRIED**

**BYLAWS AND POLICIES:**

**Borrowing Bylaw 2026-03**

Municipal Government Act Section 256 authorizes a municipality to borrow for operating expenditures, provided that the total amount of operating borrowing, including outstanding principal, does not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

This bylaw is intended as a contingency borrowing authority (line of credit) for the 2026 calendar year. It is not anticipated that borrowing will be required under normal operations; however, it provides financial flexibility should timing of tax revenue and cash flow needs require short-term financing, particularly near year-end or at the beginning of the fiscal cycle prior to tax revenue collection.

Deputy Mayor P. Myshaniuk wants Council to approve the use of the line of credit before Administration uses it. CAO E. Kiziak will bring the Financial Reports Policy to the next regular council meeting for review.

**2026-052 MOVED** by Mayor R. Sadowsky that Bylaw 2026-03 be now read a first time.

**CARRIED**

**2026-053 MOVED** by Councillor S. Patterson that Bylaw 2026-03 be now read a second time.

**CARRIED**

**2026-054 MOVED** by Deputy Mayor P. Myshaniuk that Bylaw 2026-03 be given consent for third and final reading.

**CARRIED UNANIMOUSLY**

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**2026-055 MOVED** by Mayor R. Sadowsky that Bylaw 2026-03 be now read a third and final time.

**CARRIED**

**TRAVIS MJ Bylaw 2026-04**

Bylaw 2026-06 is presented to support implementation of Council's direction by establishing authority for municipal permit fee recovery through the TRAVIS MJ framework.

**2026-056 MOVED** by Councillor S. Patterson that Bylaw 2026-04 be now read a first time.

**CARRIED**

**2026-057 MOVED** by Mayor R. Sadowsky that Bylaw 2026-04 be now read a second time.

**CARRIED**

**2026-058 MOVED** by Deputy Mayor P. Myshaniuk that Bylaw 2026-04 be given consent for third and final reading.

**CARRIED UNANIMOUSLY**

**2026-059 MOVED** by Mayor R. Sadowsky that Bylaw 2026-04 be now read a third and final time.

**CARRIED**

**Traffic Bylaw 2026-05**

At the December 16, 2025 Regular Council Meeting, Council directed that the Traffic Bylaw be brought forward for review. Subsequent discussions throughout January, February, and March 2026 identified the need to simplify the existing bylaw and separate non-traffic-related provisions into a Community Standards Bylaw. Through Motion 2026-036, Council approved the concept of a revised Traffic Bylaw and a new Community Standards Bylaw and directed Administration to prepare draft bylaws and a Public Participation Plan (PPP). Amendments brought up by Council: add a time limit of 4 hours for section 7.1, and change the bylaw to be rescinded as 2025-05.

**2026-060 MOVED** by Mayor R. Sadowsky to accept Traffic Bylaw 2026-05 as amended at the direction of Council and direct Administration to proceed with public engagement in accordance with an approved Public Participation Plan.

**CARRIED**

**Community Standards Bylaw 2026-06**

At the March 2026 Regular Council Meeting, Council approved Motion 2026-036, directing Administration to proceed with simplification of the Traffic Bylaw and to advance the concept of a Community Standards Bylaw. Council further directed Administration to prepare draft bylaws and a Public Participation Plan for Council’s consideration. The proposed bylaw establishes a consolidated regulatory framework for non-traffic-related municipal standards, including provisions previously contained in the Unsightly Premises, Noise, Curfew, Nuisance, and Public Disturbance bylaws, as well as related provisions relocated from the Traffic Bylaw.

**2026-061 MOVED** by Councillor S. Patterson to accept Community Standards Bylaw 2026-06 as presented and direct Administration to proceed with public engagement in accordance with the Public Participation Plan.

**CARRIED**

**2026 Tax Rate Bylaw 2026-07**

This bylaw establishes the tax rates required to implement the approved 2026 municipal budget.

**2026-062 MOVED** by Mayor R. Sadowsky to defer the 2026 Tax Rate Bylaw 2026-07 to after the approval of the 2026 Operating and Capital Budget.

**CARRIED**

**Master Rates Bylaw 2026-08**

The Master Rates Bylaw establishes all municipal fees and charges for services provided by the Village of Myrnam. It is reviewed periodically to ensure fees reflect current administrative costs, legislative changes, and operational requirements. Due to the changes of recent bylaws

Administration has completed a review of the current Master Rates Bylaw and is recommending updates to improve clarity, ensure compliance with legislation, and align fees with actual service delivery costs.

The proposed amendments include:

- Updating legislative terminology from “FOIP” to “ATIA” (Access to Information Act);
- Introducing a Paper Billing / Administration Fee to recover costs associated with printing and mailing utility invoices, with an exemption option for residents without access to digital communication (subject to declaration form);
- Establishing a Tax Arrears Administration Fee, including costs associated with registration and discharge of caveats on title;
- Establishing a Tax Recovery Administration Fee related to the tax sale process, including required notifications and pre-auction administrative costs;
- Adding TRAVIS-MJ Oversize/Overweight Vehicle Permit fees;

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- Updating references to Traffic Bylaw fee schedules;
- Adding a Community Standards Fee Schedule;
- Adding Fire Services Fees and Fire Inspection Fees.

**2026-063 MOVED** by Councillor S. Patterson that Bylaw 2026-08 be now read a first time.

**CARRIED**

**2026-064 MOVED** by Mayor R. Sadowsky that Bylaw 2026-08 be now read a second time.

**CARRIED**

**2026-065 MOVED** by Deputy Mayor P. Myshaniuk that Bylaw 2026-08 be given consent for third and final reading.

**CARRIED UNANIMOUSLY**

**2026-066 MOVED** by Councillor S. Patterson that Bylaw 2026-08 be now read a first time.

**CARRIED**

**NEW BUSINESS:**

**2025 Audited Financial Statement**

The auditor, Ncube & Landry LLP (Nelson Ncube), has completed the audit of the Village of Myrnam's 2025 financial statements and presented the audited financial statements to Council. There were two minor changes to be made to the financial statements: 1) change the figure of the deferred amount of cash under Note 2, and 2) remove the 2024 salary disclosure amount for line Mayor Rick Sadowsky.

**2026-067 MOVED** by Councillor S. Patterson to approve the 2025 audited financial statements for the Village of Myrnam as presented by Ncube & Landry LLP, Chartered Professional Accountants.

**CARRIED**

**Community Participation Plan – Traffic & Community Standards Bylaws**

Administration has prepared a draft Public Participation Plan for the review of the draft Traffic Bylaw and Community Standard Bylaws.

**2026-068 MOVED** by Mayor R. Sadowsky approve the Public Participation Plan for Traffic Bylaw 2026-04 and Community Standards Bylaw 2026-05 as presented.

**CARRIED**

**Hay Lease 2026: Results of Bids**

Council directed Administration on March 17, 2026 (Motion 2026-039) to tender the 2026 hay lease for NE 10-54-9 W4M (Title 192 087 196).

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Two bids were received; one sealed and one unsealed. Historically, Council has accepted both sealed and unsealed bids for hay leases, and all bids have been considered.

- 2026-069 MOVED** by Councillor S. Patterson to accept the highest bid received for the 2026 hay lease for NE 10-54-9 W4M (Title 192 087 196) to Courtney Burke in the amount of \$1,600.00 for the 2026 haying season.

**CARRIED**

### **2026 Operating Budget and 2027 – 2029 Operating Plan**

Council and Administration have completed multiple budget review sessions on the following dates: November 20, 2025, February 11, 2026, March 17, 2026, and March 25, 2026

- 2026-070 MOVED** by Mayor R. Sadowsky to approve the 2026 Operating Budget and 2027–2029 Operating Plan as presented.

**CARRIED**

### **2026 Capital Budget and 2027 – 2031 Capital Plan**

The current TRAVIS MJ Agreement between the Province of Alberta, Ministry of Transportation and Economic Corridors is expiring on March 31, 2026. The Village of Myrnam has historically participated in the TRAVIS MJ program through an agreement with the Province. Under the current arrangement, the Village does not receive revenue from permits issued within municipal boundaries.

- 2026-071 MOVED** by Mayor R. Sadowsky to approve the 2026 Capital Budget and 2027–2031 Capital Plan as presented.

**CARRIED**

### **Salary Grid**

As part of the 2026 operating budget process, administration completed a review and adjustment of the municipal salary grid. The updated salary grid reflects a general wage increase of 2% applied across all applicable positions. In addition, one position has been reviewed and its salary amended to reflect updated job duties and alignment with comparable municipal classifications.

- 2026-072 MOVED** by Councillor S. Patterson to approve the revised salary grid as presented, effective April 1, 2026.

**CARRIED**

**CAO Contract - Amendment**

The current Chief Administrative Officer (CAO) employment agreement, executed January 19, 2023, is set to expire December 31, 2027. As part of the approved 2026 operating budget, Council included:

- A \$1.00 per hour wage increase; and
- Provision for a retirement benefit package.

**2026-073 MOVED** by Deputy Mayor P. Myshaniuk to approve the draft CAO employment agreement as presented.

**CARRIED**

**2026 Assessment Complaint Date**

Section 310(1) of the *Municipal Government Act (MGA)* requires that assessment notices be mailed no later than July 1 of each year, subject to applicable subsections. Section 310(3) further requires that assessment notices be issued at least seven (7) days prior to the designated assessment notice date. The Village of Myrnam has historically issued assessment notices in mid-May to ensure sufficient time for review by ratepayers and to allow for orderly administration of the assessment complaint process. Administration has pre-scheduled the 2026 assessment notice mailing for May 14, 2026, consistent with prior years' practice and internal assessment preparation timelines.

**2026-074 MOVED** by Mayor R. Sadowsky to approve the 2026 Assessment Complaint Period based on the Administration-scheduled assessment mailing date of May 15, 2026, and establish the final date for filing assessment complaints as July 22, 2026.

**CARRIED**

**Cost Sharing 25% of Asset Management System Project**

The County of Two Hills, Town of Two Hills, and Village of Myrnam were invited by Alberta Municipal Affairs to participate in a pilot project under the Alberta Community Partnership (ACP) grant program for the implementation of an Asset Management Action Plan. The combined municipal portion of the project is 25% of \$1,000,000. The County has proposed several potential cost-sharing methodologies for the municipal portion.

**2026-075 MOVED** by Councillor S. Patterson to defer the decision regarding the cost-sharing methodology for the Alberta Community Partnership Asset Management System Pilot Project to the Joint Municipalities Meeting for further discussion and joint direction among participating municipalities.

**CARRIED**

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**Offer to Purchase – SE-54-9-W4M**

At the January 20, 2026 Regular Council Meeting, Council passed Motion 2026-015 authorizing Administration to proceed with tax forfeiture and list the following properties for sale through a local real estate company. Administration received an expression of interest from a local party to purchase Pt SE 15 54 9 W4M (Tax Roll 42100) for \$3,000, to be used for storage purposes.

**2026-076 MOVED** by Councillor S. Patterson to counteroffer for the purchase of Pt SE 15 54 9 W4M (Tax Roll 42100), for \$3,000.00 without conditions.

**CARRIED**

**2026 Tax Rate Bylaw 2026-07**

Deferred to after the adoption of the 2026 Operating and Capital Budget.

**2026-077 MOVED** by Councillor S. Patterson that Bylaw 2026-07 be now read a first time.

**CARRIED**

**2026-078 MOVED** by Deputy Mayor P. Myshaniuk that Bylaw 2026-07 be now read a second time.

**CARRIED**

**2026-079 MOVED** by Councillor S. Patterson that Bylaw 2026-07 be given consent for third and final reading.

**CARRIED UNANIMOUSLY**

**2026-080 MOVED** by Mayor R. Sadowsky that Bylaw 2026-07 be now read a first time.

**CARRIED**

**COUNCIL REPORTS:**

Council Reports were provided to Administration and presented to Council in advance.

**NEXT MEETINGS:**

Regular Council Meeting is scheduled for May 19, 2026, at 7:00 P.M.

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**ADJOURNMENT:**

With all items on the agenda having been addressed Mayor R. Sadowsky adjourned the Regular Council Meeting at 10:26 P.M.

<b>Chief Elected Official</b>
<b>Chief Administrative Officer</b>