

Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Library
January 22, 2019
6:30 p.m.

1. Call to Order
2. Guests:
3. Approval of Agenda for January 22, 2019 Regular Council Meeting
4. Approval of minutes of Regular Council Meeting – December 18, 2018
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
 - a) Letter from Minister
 - b) Grant Discussion
 - c) Emergency Tabletop Exercise
 - c) Project Updates
 - d) Action List
12. Reports
 - a) ORRSC
 - b) Marquis Foundation
 - c) Vulcan District Solid Waste
 - d) Carmangay & District Library Board
 - e) FCSS
 - f) Hall Board
 - g) SouthGrow
 - h) Twin Valley Regional Water Services Commission
 - i) Mayors and Reeves of Southern Alberta
 - j) Historical Society
 - k) Chinook Arch
 - l) TeePee Ring Committee

13. Executive Session

In Camera for staffing discussion under FOIP Part 1 Division 2 Section 16 and 17

14. Adjournment.

**Regular Meeting of Council for the
Village of Carmangay,
December 18, 2018
at the Carmangay Library**

CALL TO ORDER Meeting was called to order by Mayor Stacey Hovde at 6:30 p.m.

GUESTS

Laurie Lyckman

- Discussed Rec Board Funding.

Nels Petersen

- Discussed Rec Board Funding;
- Verbal Report on G3. Temporary road to be replaced in Spring, completion by December 2019; and
- Discussed Doctor Retention

PRESENT

Stacey Hovde, Mayor

JoAnne Juce, Deputy Mayor

Peggy Hovde, Councilor

Patrick Bergen, Chief Administrative Officer

APPROVAL OF THE AGENDA

Motion made by Deputy Mayor Joanne Juce to approve the agenda as amended with the addition of Library Board Appointment.

Carried

MINUTES

Motion made by Councilor Peggy Hovde to approve the minutes of the Regular Meeting of Council held November 20, 2018.

Carried

Motion made by Deputy Mayor JoAnne Juce to approve the minutes of the Special Meeting of Council held November 30, 2018.

Carried

OLD BUSINESS

None

PUBLIC WORKS REPORT

The following Public Works Reports was presented:

The CAO has been meeting weekly with both Public Works personnel from the Village of Carmangay and the Village of Champion.

In addition to his normal duties John achieved the following:

- Following up on water leak. John found the leak on Sunday which was a vacant house on Whitney Street. John was able to locate and turn off the curb stop. We are making an effort to contact the owner.
- On Sunday, John found that a fuel line on the backup generator at the water plant was leaking. All of the leaked diesel was contained and John shut off the ability for the generator to start. John is getting a part on Monday and will fix the generator.
- Working on the longer term capital plan.
- Scott and John participated in a training session for emergency planning along with Heather and Sandy. All will take an online Incident Command System 100 training. A table top exercise is planned for January 14th.

ADMINISTRATOR REPORT

The following CAO report was presented:

- Preparing for the upcoming change to the accounting and meter reading software. Heather and Patrick have rewritten the general ledger codes to be simpler and easier to understand. The accounting software has been installed on all the office computers.
- The new server has been set up and the laptops for Heather and Sandy.
- A good amount of time was spent reviewing the Equipment list for both municipalities to create a longer term plan for replacement.
- Patrick attended a meeting with all the other CAO's in Vulcan County to review the regional emergency management plan. This meeting was to update the new consultant for the project.
- Patrick met with Teresa from the Carmangay Hall Board to update as to the progress each had made with respect to the potential new community centre. Patrick advised that the Village could be helpful in facilitating the project as a fiscal agent and project manager and was hopeful that the project could be completed with little to no financial contribution from the Village nor ownership of the building.

- Patrick met with Julie from the Carmangay Library Board to get input into what their wants and needs were for an expanded space if that became a possibility in the proposed new community centre.

CORRESPONDENCE

Received correspondence from the Carmangay Horticultural Association as detailed in the agenda.

FINANCIAL REPORTS

CAO Patrick Bergen provided the following financial update.

MONTHLY STATEMENT

Period Ending - November 2018

Function	Revenue	Expense
Interest: Income & Expense	\$49.92	
Taxes	\$6,893.59	
General Administrative		\$10,877.74
Agency Account	\$1,814.07	
Council-meetings/mileage		\$729.10
Council membership		
Natural Gas Rebate	\$771.00	
Fortis Franchise Fee	\$726.90	
Police/AB Gov fines		
County School Requisition		
Bylaw Enforce./Dog licence		\$164.50
Shop/Public Works		\$2,482.50
Roads and Street		\$1,402.41
Water/Sewer/Garbage	\$29,405.75	\$12,883.09
TVRW Admin. Requisition		
TVRW debenture payment		
Dr Retention		
Benchmark Assessment		
Insurance		\$329.52
Marquis		
Scase Audit		
P.O. Rent	\$219.00	
Solid Waste Requisition		
ORRSC		
Ambulance Requisition		
FCSS		
Fire Services Requisition		
Carmangay Library Requisition		\$972.50
Chinook Arch Requisition		
Axia Supernet rent		
Bank charges		\$72.84
GST Recoverable	\$1,920.98	
Mowing		
Parks		
Cemetary		
MPC		
Total Revenue & Expenses	\$41,801.21	\$29,914.20
	\$11,887.01	
Cash in Bank -	\$56,795.07	
Outstanding Cheques	\$13,779.23	
Rec. Board Account	\$2,502.06	
GIC Investment	\$418,366.25	
Total Taxes Outstanding	\$58,191.72	
Taxes 2016/17	\$19,884.18	
Tax Outstanding Prior to 2016	\$3,472.46	

Motion made by Deputy Mayor Joanne Juce to accept the financial report.

Carried

NEW BUSINESS

a) Council reviewed the 2019 to 2021 Operational Budget as presented by CAO Bergen.

Motion by Councilor Peggy Hovde to pass the 2019-2021 Operational Budget.

Carried.

b) Council reviewed the 2019 to 2023 Operational Plan as presented by CAO Bergen.

Motion by Deputy Mayor Joanne Juce to pass the 2019-2023 Operational Plan as presented.

Carried.

c) Council reviewed the 2019 Capital Budget as presented by CAO Bergen.

Motion by Councilor Peggy Hovde to pass the 2019 Capital Budget.

Carried.

d) Council reviewed the 2019 to 2023 Capital Plan as presented by CAO Bergen.

Motion made by Deputy Mayor Joanne Juce to pass the 2019-2023 Capital Plan.

Carried.

e) Council reviewed the G3 Update.

Motion made by Deputy Mayor Joanne Juce to accept the G3 Update as presented.

Carried.

f) Council discussed the 2019 Strategic Plan.

Motion made by Councilor Peggy Hovde to pass the 2019 Strategic Plan with an amendment to remove the Doctor Retention item.

g) Council reviewed the updated action list.

Motion made by Councilor Peggy Hovde to accept the item list as information.

h) Council discussed the Carmangay Rec Board Funding.

i) Council discussed the draft Snow and Ice Removal Policy.

j) Motion made by Councilor Peggy Hovde to remove Alysia Kraeker from the Carmangay Library Board effective December 14, 2018 and add Maureen Dew as a new board member.

REPORTS

a) ORRSC

Councilor Peggy Hovde attended an ORRSC meeting. The meeting indicated that the MDP for Carmangay will be scheduled for January, and that budgeting was approved. Additionally, a future cannabis policy was discussed with Steve Harty

b) MARQUIS

Marquis Board - December 2018

The Strategic Planning meeting in November yielded, among many other items, the following new Vision and Mission Statements:

New Vision and Mission Statements

Vision Statement

Every senior who resides within Vulcan County has the opportunity to stay in our community and age in place.

Mission Statement

The Marquis Foundation provides accommodation, programs, and services that give seniors the opportunity to live in desirable, comfortable, safe and affordable housing.

The proposed requisition for 2019, 2020, and 2021 is \$4879, up from \$3024 in 2018. These additional monies will go into the Operational Reserve, which was depleted in order to pay for the consultants working on the Feasibility Study.

The Feasibility Group has met again with the consultants, who presented concept drawings, and identified a 3-storey, 100,000 sq. ft. facility, plus substantial parking space, as most suitable to meet the needs of Vulcan County Seniors in the future.

The cost of the project is estimated at approx. \$27,000,000 (not including FF&E).

The consultants feel that they have compiled an excellent business case, and that the province will look favorably on a new Seniors Facility in Vulcan, as long as there is some money in the coffers.

c) VULCAN DISTRICT SOLID WASTE

No meeting.

d) CARMANGAY AND DISTRICT LIBRARY BOARD

Deputy Mayor Joanne Juce attended a Carmangay and District Library Board meeting.

The December meeting was primarily a Christmas party and cookie exchange. The 2019 budget was passed. Revenue will continue to cover expenses, despite wage increases and replacement of two computers.

Additional funds are being made available from the Vulcan County Library Board, as well as from the EDF grant.

e) FCSS

Deputy Mayor Joanne Juce attended an FCSS meeting.

FCSS continues to be very active in all aspects of community support.

Staff are involved in the Suicide Prevention Group, the Response to Elder Abuse Group, and the Affordable Housing Committee.

Overall procedures have been streamlined in order to improve services while keeping costs down. Various job descriptions have been changed, while current staff levels have been maintained. No increase to cost of wages is expected, due to these enhanced efficiencies.

An adjustment had to be made to the 2019 budget, but revenue will still cover expenditure. Requisitions should be very close to last year.

The AGM was held, with the entire executive being reelected for another term.

f) HALL BOARD

There was no meeting.

g) SOUTHGROW

Councilor Peggy Hovde attended a Southgrow meeting. MLAs Grant Hunter and Marie Fitzpatrick were present, and discussed a change of electoral boundaries and a new website. Environmental Development Tax through Coop was discussed. Atco also discussed a fiber network.

h) TWIN VALLEY REGIONAL WATER COMMISSION

There was no meeting.

i) MAYORS AND REEVES OF SOUTHWEST ALBERTA

Mayor Stacey Hovde attended a Mayors and Reeves of Southwest Alberta meeting.

j) HISTORICAL SOCIETY

There was no meeting.

k) CHINOOK ARCH

Deputy Mayor Joanne Juce attended a Chinook Arch meeting.

Renovations at the Chinook Arch HQ are proceeding on schedule and on budget.

A new initiative is to provide some PD, which was in this case a very informative presentation on the opioid crisis.

The 2019 budget was amended to allow for the receipt of a Digital Learning grant from the Province, which will assist all Library branches in helping patrons with all of their digital devices.

As part of enhancing a new image, Chinook Arch now has a new logo.

The AGM was also held, with most of the executive re-elected to their previous positions.

l) TEEPEE RING COMMITTEE

There was no meeting.

EXECUTIVE SESSION

Moved by Deputy Mayor Joanne Juce to go in camera at 8:55 p.m.

Carried.

Moved by Councillor Peggy Hovde to move out of camera at 9:15 p.m.

Carried.

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 9:15 p.m.

Next Regular Council meeting – January 22, 2019 at 6:30 p.m. at the Carmangay Library

Mayor Stacey Hovde

Chief Administrative Officer
Patrick Bergen

Agenda Item 7

Public Works Report

Aside from the normal Public Works duties, the following have been accomplished:

- McGills is working on the initial flushing of all of the sanitary lines. This work is part of the infrastructure projects and precedes the camera scoping.
- Assistance was provided to the engineer and Blake, our project manager reviewing the water distribution plant and wastewater lift station.
- A new roll up door was put in at the public works shop. The previous door needed to be fixed at a fairly large cost every 1 to 2 years and was a concern for security.
- Participated in the January 14, 2019 Emergency Operations Centre table top exercise.

Agenda Item 8

Administrative Report

Patrick has been focused on:

- Set up and participated in the January 14, 2019 Emergency Operations Centre tabletop exercise.
- Has been working through the new accounting and meter reading software set up. The accounting software has been installed and all new computers are in place. Heather and Patrick will be working with the vendor to go through all the set up stages over the next 3 weeks. Both the old and new systems will be used until we are comfortable that the set up has been successful.
- Has been working with Blake to build a timeline of projects for the next 2 years.
- Assisted Teresa, the chair of the Carmangay Hall Board, to prepare for their recent meeting and progress with the grant writer moving forward.

Agenda Item 9

Correspondence

The Mayor received a letter from Alberta Municipal Affairs Minister Shaye Anderson per below.



AR95233

His Worship Stacey Hovde
Mayor
Village of Carmangay
PO Box 130
Carmangay AB T0L 0N0

Dear Mayor Hovde and Council,

Thank you for your participation and co-operation in the preliminary review conducted by Municipal Affairs. As you know, the review was undertaken in response to a sufficient petition for an inspection submitted by Village of Carmangay residents.

The purpose of the review and of the screening was to identify the concerns and issues that led to the petition. Municipal inspections are extraordinary measures and are not undertaken lightly. While some issues were noted with respect to the governance and operation of the village, the concerns identified were not of sufficient severity to warrant a municipal inspection of the Village of Carmangay.

I do, however, feel the village would benefit from a voluntary Municipal Corporate Review (MCR) and I will encourage council to make a formal request for one. I also believe council and administration will benefit from a roles and responsibilities workshop during an open public meeting.

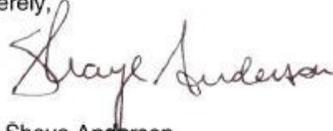
In addition, Municipal Affairs has recently initiated the Municipal Accountability Program (MAP). While this program does not include members of the public, it does consist of a review of municipal compliance with applicable legislative requirements. Given the concerns expressed by residents, a MAP review of the village will be completed in 2019.

Ministry staff will be in contact with your chief administrative officer to provide more details regarding the scope of an MCR, roles and responsibility training, and to coordinate the 2019 MAP review. In the meantime, Municipal Affairs will continue to provide ongoing support to the village in addressing concerns of residents. This will be done through advisory services and training opportunities, at the request of council or your administration.

.../2

Thank you again for your participation in the preliminary review and I look forward to our continued collaboration.

Sincerely,

A handwritten signature in black ink that reads "Shaye Anderson". The signature is written in a cursive style with a large initial 'S'.

Hon. Shaye Anderson
Minister of Municipal Affairs

Agenda Item 10

Financial Report

MONTHLY STATEMENT		
Period Ending - December 2018		
Function	Revenue	Expense
Interest: Income & Expense	\$51.67	
Taxes	\$5,975.08	
General Administrative		\$7,257.61
Agency Account	\$2,087.95	
Council-meetings/mileage		\$910.80
Council membership		\$196.68
Natural Gas Rebate	\$933.18	
Fortis Franchise Fee	\$752.27	
Police/AB Gov fines		
County School Requisition		\$12,846.47
Bylaw Enforce./Dog licence	\$25.00	\$23.50
Shop/Public Works		\$2,100.38
Roads and Street		\$1,374.86
Water/Sewer/Garbage	\$6,482.17	\$8,154.75
TVRW Admin. Requisition		\$8,398.40
TVRW debenture payment		\$1,610.86
Dr Retention		
Benchmark Assessment		
Insurance		
Marquis		
Scase/Civic Solutions		\$5,923.33
P.O. Rent	\$219.00	
Solid Waste Requisition		
ORRSC		
Ambulance Requisition		
FCSS		
Fire Services Requisition		
Carmangay Library Requisition		
Chinook Arch Requisition		
Axia Supernet rent		
Bank charges		\$85.59
GST Recoverable	\$4,254.64	
Mowing		
Parks		
Cemetary		
MPC		
Total Revenue & Expenses	\$20,780.96	\$48,883.23
	-\$28,102.27	
Cash in Bank -	\$44,392.60	
Outstanding Cheques		
Rec. Board Account	\$402.06	
GIC Investment	\$324,236.21	
Total Taxes Outstanding	\$30,726.93	
Taxes 2018/2017	\$23,078.91	
Tax Outstanding Prior to 2016	\$7,648.02	

Agenda Item 11

New Business

A) Letter from Minister

As listed in the correspondence, the Village received a letter from Municipal Affairs Minister Shaye Anderson regarding the preliminary screening for a Municipal Inspection. Municipal inspections are conducted to understand if the Village is run in an irregular, improper or improvident manner. In other words, was there any gross mismanagement or ethical concerns of Council and Administration. In the case of the Village of Carmangay a preliminary screening process indicated that concerns did not exist and there was no need to progress further.

Administration has already followed up with the Municipal advisor and they indicated that the letter sent was fairly typical as a follow up. Municipal Affairs in general has been asking for a number of new requirements from municipalities, especially smaller with the updated Municipal Government Act. Village administration has put a lot of effort into ensuring we are complying with the new requirements. They include:

- A Public Participation Policy which was passed in 2018.
- A 5 Year Capital Plan which was passed for 2018 and 2019.
- A 3 Year Operational Plan which was passed for 2018 and 2019.
- A Strategic Plan which was passed for 2018 and 2019.
- An asset management system which has been in place for a number of years.

The letter did add 3 requests which administration is following up on. They are:

- A voluntary **Municipal Corporate Review**. The municipal affairs advisor admitted that there isn't much documentation on this process that is available. In the discussion document that is publicly available, the Village is already compliant with what was indicated. Administration is always attempting to improve our systems and we can progress with the asset management plan but on the whole the Village is already compliant with this voluntary request.
- A **Roles and Responsibilities Workshop** during an open public meeting. Council has already taken the course but administration can certainly review some of the highlights at an upcoming meeting of Council.
- A **Municipal Accountability Review** in 2019. This is a new program that is being rolled out with a number of municipalities across the province. Details of the Municipal Accountability Program can be seen at <https://rmalberta.com/wp-content/uploads/2018/03/Municipal-Accountability-Program-Summary.pdf>. The review will be conducted outside of the public with the CAO municipal affairs. The review will look at legislative compliance of policies and procedures, almost all of which preceded this Council.

B) Grant Discussion

Administration is always attempting to add revenue when appropriate by applying for grants. The key is to have well defined projects and events that grants can be applied for. There are numerous grants that are available and that is one of the reasons that we elected to contract a grant writer. The Village also attempts to offer assistance to other Carmangay organizations seeking funding. It is most important for grants to be clear about the project or event / initiative that you are seeking funding for.

The projects that are currently under consideration are:

- The new Wind Turbine Blade site. Funding has already been provided by EDF and more grants will be applied for with the assistance of our grant writer.
- The McFarland Trail System.
- The Carmangay Community Centre. Our grant writer will be meeting with the executive of the Carmangay Hall Board to identify the best sources of funding.
- The Carmangay Library. The Library would benefit from a Friends of the Library not for profit that would make it eligible for funding. This is currently under consideration.
- The old MLA Building and other historic buildings. Consideration should be given to identifying any remaining buildings and their use. The MLA building will be brought to a future meeting of Council for consideration.
- A new convenience store. There are a number of ways that this can be started either through a separate commercial entity or a cooperative effort.

C) Emergency Tabletop Exercise

On January 14, 2019, Carmangay administration, public works as well as some members from Champion (who were doing their second tabletop) held an Emergency Operations Centre tabletop exercise. The exercise simulated a disaster that required the participants to operate under an incident command process to work through the issue. The end result was a lengthy list of what worked and didn't work as well as a go forward To Do list.

Both Heather and Sandy have completed their ICS 100 training and John and Scott will be doing theirs soon. Patrick is working through his ICS 100 and 200 training and is signed up for his Director of Emergency Management training in April.

Council will be required to take the Municipal Elected Officials training which will be organized in the coming few months. This is a new requirement by the province.

C) Action List

Item	Date Added	Person Responsible	Due Date	Update
Complete the Fall / Winter Newsletter	17-Dec-18	CAO	31-Jan-19	Have started working on this and hope to have a draft soon.
Provide a laptop computer from existing inventory for Councilor Juce.		CAO	31-Jan-19	
Clean and scope all sanitary lines	22-Jan-19	John / Blake	31-Jan-19	In progress
Investigate a charging station supplied by Southgrow as part of the new blade site	21-Aug-18	CAO	31-Jan-19	Have communicated
Contract a person to continue to update the Facebook page at least twice per month with progress in the Village and upcoming activities. The contracted person will be hired by February 1, 2019.	17-Dec-18	CAO	1-Feb-19	
Investigate pricing and purchase blade for backhoe		Blake / Patrick	15-Feb-19	
Investigate pricing and purchase new PW truck		Blake / Patrick	28-Feb-19	
Obtain the old firehall drawings	21-Aug-18	CAO	28-Feb-19	
Confirm ownership of the old fire truck	21-Aug-18	CAO	28-Feb-19	
Update and bring Bylaw 784 Procedural Bylaw to Council meeting	21-Aug-18	CAO	28-Feb-19	

Bring Bylaw 785 Community Standards Bylaw to Council meeting second and third reading.	21-Aug-18	CAO	28-Feb-19	
Complete installation of a control panel and back up generator in the sanitary lift station	22-Jan-19	Blake	31-Mar-19	In progress
Investigate a charging station supplied by Southgrow as part of the new blade site		Patrick / Blake	31-Mar-19	In progress
Complete transition to new accounting system	17-Dec-18	Heather / Patrick	31-Mar-19	
Complete the flush and scoping of all sanitary lines by the spring of 2019 and present an updated plan for Council consideration by the summer of 2019.	17-Dec-18	CAO	31-Mar-19	
Goal #1: Create fact sheets for each available property and load onto the Village website by spring of 2019.	17-Dec-18	CAO	31-Mar-19	
Investigate the cost of repainting the existing water tower and present to Council for consideration by spring of 2019.	17-Dec-18	CAO	31-Mar-19	
Goal #3: Create a plan and budget to upgrade and define a 3 km (McFarland Trail) pathway for Council's consideration by spring of 2019. Execute the plan by summer and fall of 2020.	17-Dec-18	CAO	30-Apr-19	

Create a new Municipal Development plan with ORRSC as mandated by the MGA by the spring of 2019.	17-Dec-18	CAO	30-Apr-19	
Create a strategy by the spring of 2019 for the upcoming Intermunicipal Collaboration Framework negotiations that defines what current and proposed amenities should be funded with assistance from Vulcan County. Additionally, the infrastructure and core services will be assessed to understand what the expected cost sharing should be. An inventory of all current cost sharing arrangements will be conducted.	17-Dec-18	CAO	30-Apr-19	
Copy and publish all council meetings dating back to 2013 to the Village website	17-Dec-18	Sandy	1-Jun-19	
Copy all popular bylaws to the Village website	17-Dec-18	Sandy	1-Jun-19	
Create a plan for the new blade site and move the blade to the new location by Summer of 2019.	17-Dec-18	CAO	1-Jun-19	
Scope the water lines and infrastructure at and near the water plant	22-Jan-19	Blake	30-Jun-19	
Complete and execute drainage and landscaping for Old Fire Hall		Blake / Patrick	31-Jul-19	
Complete fire hydrant flow testing	22-Jan-19	Blake / John	31-Aug-19	Will be done annually to

				test the water flow in the Village
Pursue a Community and Regional Economic Support (CARES) program grant for economic development which will include a branding exercise as well as update to the Village website.	17-Dec-18	CAO	31-Aug-19	
Complete phase 1 of the water infrastructure effort by summer of 2019.	17-Dec-18	Blake / PW Staff	31-Aug-19	
Research and present to Council new options for housing that promotes sustainability by the Fall of 2019 for their consideration.	17-Dec-18	CAO	30-Sep-19	
Negotiation of the Intermunicipal Collaboration Framework will commence by the end of 2019.	17-Dec-18	CAO	31-Dec-19	
Complete phase 2 of the water infrastructure effort by spring of 2020.	17-Dec-18	Blake / PW Staff	31-Mar-20	
Finish all the elements of the blade site plan by summer of 2020.	17-Dec-18	Blake	1-Aug-20	