

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

1. Call to Order
2. Guests: None
3. Approval of Agenda for October 22, 2019 Regular Council Meeting
4. Approval of minutes of Regular Council Meeting – September 17, 2019
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
  - A. Municipal Accountability Program Report Response
  - B. Table Bylaw 791 Public Hearing to November 19, 2019
  - C. Doctor Retention Agreement
  - D. Action List
12. Reports
  - a) ORRSC
  - b) Marquis Foundation
  - c) Vulcan District Solid Waste
  - d) Carmangay & District Library Board
  - e) FCSS
  - f) SouthGrow
  - g) Twin Valley Regional Water Services Commission
  - h) Mayors and Reeves of Southern Alberta
  - i) Historical Society
  - j) Chinook Arch
  - k) TeePee Ring Committee
13. In Camera
  - FOIP Division 2 Section 21 and 25
  - Vulcan County Fire Services Agreement
  - Telus Tower Agreement

14. Adjournment.

**Regular Meeting of Council for the  
Village of Carmangay,  
September 17, 2019  
at the Carmangay Library**

**CALL TO ORDER** Meeting was called to order by Mayor Stacey Hovde at 6:32 p.m.

**GUESTS** None

**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 of September 17, 2019 Regular Council Meeting.**

**Carried.**

**MINUTES**

**Motion made by Councillor Peggy Hovde to approve the minutes of the Regular Meeting of Council held August 20, 2019.**

**Carried.**

**BUSINESS ARISING**

None

**OLD BUSINESS**

None

***PUBLIC WORKS REPORT***

CAO Bergen reviewed the public works as detailed in the agenda.

***ADMINISTRATOR REPORT***

CAO Bergen reviewed the administrator report as detailed in the agenda.

**Motion made by Deputy Mayor JoAnne Juce to accept the public works and administration reports as presented.**

**Carried.**

***CORRESPONDENCE***

None

***FINANCIAL REPORT***

**Motion made by Councillor Peggy Hovde to accept financial report as presented.**

**Carried.**

***NEW BUSINESS***

- a) Public Hearing for Bylaw 789 a bylaw to redesignate the below noted lands legally known as Lot 13, and Lots 14 and 15, Block 4, Plan 570X (located at 516 Grand Avenue) from "Commercial – C" to "Public – P" to enable the land and building to be used for public space and assembly by the Carmangay Community Center Association was opened at 6:47pm.

Resident Kym Nichols of 318 Grand Ave. spoke in favour of the bylaw.

The Public Hearing for bylaw 789 was closed at 6:49pm.

- b) Public Hearing for Bylaw 790 a bylaw to designate the below noted lands described as that portion of undeveloped lane that lies between Lots 14 and 15 inclusive, Block 4, Plan 570X and Lot 17, Block 4, Plan

570X, to "Public – P", as shown on the map attached hereto, to accommodate the future use and building expansion of the Carmangay Community Center Association was opened at 6:50pm.

Resident Kym Nichols of 318 Grand Ave. spoke in favour of the bylaw.

The Public Hearing for bylaw 790 was closed at 6:52pm.

- c) Council discussed the Atco and Fortis franchise fees.
  
- d) **Motion by Deputy Mayor Joanne Juce to pass second reading of Bylaw 786 Regional Emergency Management.**  

**Carried.**

**Motion by Councillor Peggy Hovde to pass third reading of Bylaw 786 Regional Emergency Management.**  

**Carried.**

- e) **Motion by Deputy Mayor Joanne Juce to table the request to increase the Village portion of the Rec Board requisition until the October meeting.**  

**Carried.**

- f) **Motion by Councillor Peggy Hovde to pass 2nd reading of Bylaw 788 Community Standards Bylaw.**  

**Ca  
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ed.**

- g) **Motion by Councillor Peggy Hovde to direct staff to provide a timer and light the Carmangay Water Tower year round.**  

**Carried.**

- h) **Motion made by Deputy Mayor Joanne Juce to direct staff to proceed with the Branding Project Plan as listed within the September 17, 2019 Agenda.**  

**Carried.**

- i) **Motion made by Councillor Peggy Hovde to direct the CAO to get quotes for the replacement of the library roof and meet with the library board for further information.**

**Carried.**

- j) **Motion made by Deputy Mayor Joanne Juce to pass first reading of Bylaw 791 Village of Carmangay Municipal Development Plan and schedule a public hearing for October 15, 2019 at 6:30pm at the Carmangay Public Library.**

**Carried.**

- k) **Motion made by Mayor Stacey Hovde to pass second reading of Bylaw 789 Carmangay Hall Land Rezoning.**

**Carried.**

**Motion made by Councillor Peggy Hovde to pass third reading of Bylaw 789 Carmangay Hall Land Rezoning.**

**Carried.**

- l) **Motion made by Deputy Mayor Joanne Juce to pass second reading of Bylaw 790 Road Closure.**

**Carried.**

- m) **Motion made by Mayor Stacey Hovde to accept the action list as information.**

**Carried.**

## **REPORTS**

### **a) ORRSC**

No Meeting

## **b) MARQUIS**

New service / emotional support animal policy in place - to allow self-contained housing residents to have the above, providing all medical and other criteria are met. Ordinary pets still not permitted. No animals permitted at the Lodge.

New confidentiality policies put in place for Board. Annual Self-contained Housing Residents meeting held. No concerns other than the early morning noise from the lawn mowers at the golf course.

Finances are stable. Still a lot of vacancies at the Lodge. Government grants being used for upgrades at both the Lodge and in the Self-contained Housing units. Still looking at how to improve quality of the experience for the residents.

## **c) VULCAN DISTRICT SOLID WASTE**

No Meeting

## **d) CARMANGAY AND DISTRICT LIBRARY BOARD**

No Meeting

## **e) FCSS**

No Meeting

## **f) SOUTHGROW**

Mayor Stacey Hovde and Councillor Peggy Hovde attended the South Grow quarterly meeting held In Stirling. Besides the regular meeting presentations were give by:

- Mayor of Stirling Re: History of Stirling and information on there Stirling Wind Project
- Mike Warkentin : update on the Lethbridge and District Exhibition (Exolution Project)
- Mayor Barry Morishito of Brooks and also president of AUMA Re: Regionalization

**g) TWIN VALLEY REGIONAL WATER COMMISSION**

No Meeting

**h) MAYORS AND REEVES OF SOUTHWEST ALBERTA**

Mayor Stacey Hovde was unable to attend the meeting due to other obligations.

**i) HISTORICAL SOCIETY**

No Meeting

**j) CHINOOK ARCH**

No Meeting

**l) TEEPEE RING COMMITTEE**

Potentially a meeting with the Siksika contact next week to discuss their potential interaction with us regarding the Tipi Rings Park.

**CLOSED SESSION**

**Motion made by Councillor Peggy Hovde to go into closed session at 7:40pm.**

**Carried.**

**Motion made by Mayor Stacey Hovde to come out of closed session at 8:30pm.**

**Carried.**

**Motion made by Councillor Peggy Hovde to CAO to progress the Telus proposal for a tower to subdivision and rezoning and to negotiate with Telus for a lease agreement.**

**Carried.**

***ADJOURNMENT***



**Meeting was adjourned by Mayor Stacey Hovde at 8:30pm.**

Next Regular Council meeting – October 23, 2019 at 6:30 p.m. at the Carmangay Library.

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Mayor Stacey Hovde

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Chief Administrative  
Officer Patrick Bergen

## **7) Public Works Report**

In addition to their normal duties, Public Works was focused on the following:

- Public works (Projects) have completed the sanitary and waterline replacements on Whitney Street. There is still some landscaping to be put in place that will be completed in the spring.
- Public works (Projects) have completed work on flushing and scoping a neighbouring municipality's sanitary lines.
- John will work with Champion public works staff to take down some of the identified trees in the Village in the coming week or two. They will focus first on trees that have already been agreed to by the affected resident as well as Council as needing to come down.
- Public works (Projects) is communicating this week with 2 other municipalities to begin doing work in their municipalities.
- Work has started this week to flush and scope all the sanitary lines in the Village of Carmangay.

## **8) Administration Report**

In addition to normal duties, Patrick was focused on the following;

- Patrick was on holidays from September 27<sup>th</sup> to October 8<sup>th</sup> inclusive. Many thanks to staff while he was away for how smooth the Village was kept operating.
- Patrick completed the MAP Report response and will begin the work of the 13 items that were added to the Action List to be compliant.
- Patrick attended the Vulcan County Communications meeting.
- Patrick attended a meeting on Friday, September 20, 2019. Most of the work was focused on filling roles and communications. There will be a meeting of the Advisory board at the Vulcan County Communications meeting. At that meeting they will be updated as to the progress of the agency and plans.
- Patrick attended a meeting with the other CAO's regarding common issues. There was a presentation by Data Scavenger for an online storage solution for files. The goal would be to put all files in the cloud as well as a folder where all Villages could share documents. The folder structure would be standardized so that each municipality could back up or access another Villages with permission in case of a staff shortage etc. Patrick will create a project plan and progress the idea which will include applying for an ACP grant.

## 9) Correspondence

There was no correspondence.

## 10) Financial Report

The following is the Villages cash position as at October 20, 2019.

Current Account        \$165,479.80

Investment Accounts \$ 76,451.78

**Total                    \$241,938.58**

Administration will be bringing forward a draft capital plan and operating plan for Council's consideration at the November council meeting. There has been work to understand the best go forward plan for the water facility as the next steps are to put a second line under the tracks as well as upgrade the pumping, management and electrical systems.

Administration is continuing to work towards better and more transparent reporting which will include the revenue and expenses of the Public Works (Projects) department as well as better project tracking.

**Village of Carmangay**  
**Budget versus Actual**  
For the Period Ending September 30, 2019

	<u>Budget</u>	<u>Current</u>	<u>Year to Date</u>
<b>REVENUES</b>			
Taxes including School and Marquis	306,239.00	(198.53)	306,376.03
General Administration	101,328.00	2,354.24	20,232.16
<u>Bylaw</u> Enforcement	700.00		775.00
Public Works	5,700.00	7,570.00	9,090.00
Water Supply and Distribution	110,300.00	19,443.64	96,070.47
Wastewater and Disposal	28,000.00	4,848.86	23,562.40
Waste Management	53,000.00	8,230.38	44,249.38
Development	500.00		1,200.00
Parks and Recreation		1,660.00	10,859.49
Cemetery			225.00
<b>TOTAL REVENUES:</b>	<b>605,767.00</b>	<b>43,908.59</b>	<b>512,639.93</b>
<b>EXPENSES</b>			
School, Marquis and Doctor Requisition	59,310.00		30,515.01
Council and Other Legislative	11,750.00	100.00	4,667.00
General Administration	167,440.00	23,988.13	143,150.74
Emergency and Bylaw	12,850.00	70.50	11,147.12
Public Works	56,575.00	18,949.28	95,952.09
Roads, Streets, Walks and Lighting	29,400.00	772.99	12,626.23
Water Supply and Distribution	153,280.00	1,038.78	65,575.44
Wastewater Treatment and Disposal	21,800.00	349.30	2,897.58
Waste Management	67,900.00		6,480.00
Community Programming	3,192.00		
Cemetery	100.00		
Development	5,900.00		3,515.36
Parks and Recreation	13,270.00	922.47	9,601.14
Culture including Library	3,000.00		2,472.50
<b>TOTAL EXPENSES:</b>	<b>605,767.00</b>	<b>46,191.45</b>	<b>388,600.21</b>
<b>SURPLUS (DEFICIT)</b>	<b>0.00</b>	<b>(2,282.86)</b>	<b>124,039.72</b>

## **11) New Business**

### **A. Municipal Accountability Program Report Response**

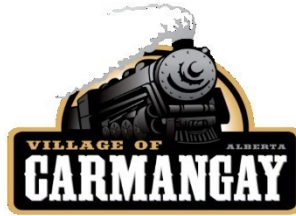
#### **MOTION to accept the Municipal Accountability Program Response Letter as information.**

Municipal Affairs has initiated a program that will be exercised in all small municipalities to review the work of administration. The Municipal Accountability Program (MAP) reviews bylaws, policies and procedures of administration to ensure they are in compliance with legislative requirements.

The MAP review was completed for the Village of Carmangay in late June. The report indicated that "Overall the review findings are positive." The report did identify that there were some legislative gaps that needed to be addressed. Village administration has prepared a response letter that identifies the response action and timeline to remediate each item. Many of the items detail areas of non-compliance that have existed for many years. Administration is positive about the opportunity to bring these areas into compliance.

The report and response were added to the Village website as well as Facebook.

The response letter is:



Patrick Bergen  
Chief Administrator  
Village of Carmangay  
119 Carman St,  
Carmangay, AB T0L 0N0

Copy via email to [MAP@gov.ab.ca](mailto:MAP@gov.ab.ca)  
Municipal Affairs – Municipal Services and Legislation  
Attention: Debbie McCann  
17<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton, AB T5J 4L4

October 16, 2019

Debbie McCann,

Thank you for the time invested in coming to visit the Village of Carmangay and review our processes and documentation. Our administration found the information very helpful in continuing to operate in compliance of the MGA, especially with respect to some of the new requirements.

Please accept this response letter to the Municipal Accountability Report that will provide solutions by Village of Carmangay administration to address legislative gaps, identified in the report within the next year.

**1) Per section 204 of the MGA, a resolution of council is required to name a place as the village's municipal office.**

*This item is complete. At the August 20, 2019 Regular Meeting of Council the following motion was made and passed by Council.*

**Motion by Councillor Peggy Hovde to designate the Village of Carmangay office as 119 Carman St, Carmangay, AB T0L 0N0.**

**Carried.**

*The minutes can be viewed on the Village of Carmangay website.*

- 2) "Closed session" should be used instead of "executive session" to reflect the terminology used in the MGA. Exceptions to disclosure under the FOIPP Act must be cited so the public is aware of what is being discussed in the closed session. Names of those who attended the closed session, and the reasons for their attendance must be recorded in the minutes.**

*Moving forward the Village of Carmangay administration will reflect the requirement as listed in all future agendas and meeting minutes. The Village of Carmangay Procedural Bylaw will also be updated by January 31, 2020 to reflect "Closed Session" on the agenda template instead of "Executive Session"*

- 3) Meetings may only be conducted through electronic communications in accordance with the requirements of section 199 of the MGA.**

*Village of Carmangay Council meetings are always held in public and are advertised in accordance with the MGA. There have been rare occasions where committees have held meetings electronically in the past, for convenience sake. The Village will ensure that this practice is discontinued moving forward.*

- 4) All decisions of council must be formalized through a council resolution or bylaw that is passed in an open public meeting, with a quorum present.**

*As indicated in the report, "At the June 18, 2019 meeting of council observed, there were decisions of council that were not formalized through a resolution. An example of this occurred when council accepted several items as information without a resolution."*

*Administration has ensured since that time that all items of information are accepted through a resolution. Evidence of this is available in subsequent meeting minutes on the Village website.*

- 5) The minutes are to be documented in accordance with the requirements of section 208(1)(a) of the MGA, without note or comment.**

*While the current administration has reduced significantly the notes and comments within the minutes that were quite expansive in previous years, the process is now to produce minutes*



*that have no notes or comment. This is evidenced by viewing the most recent minutes available on the Village website.*

- 6) To be compliant, a council code of conduct bylaw, meeting the required provisions stated in the Code of Conduct for Elected Officials Regulation must be adopted.**

*The Ethical Code of Conduct of Council Policy was passed by resolution at the October 18, 2016 regular meeting of Council. Administration will redraft the Council Code of Conduct as a bylaw and present it to Council by February 28, 2020 for consideration.*

- 7) The village must pass bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.**

*Village of Carmangay administration will research and prepare bylaws to establish the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers. The Village contracts this work through the Oldman River Regional Services Commission, so the roles are technically contracted positions. Administration will work with ORRSC and Municipal Affairs to ensure that the bylaws are correct and bring them for Council consideration by February 28, 2020.*

- 8) Borrowing bylaw 781 must be amended to include the maximum rate of interest to be paid in accordance with section 251(2)(b) of the MGA.**

*It has been the past practice of administration to pass borrowing bylaws as written and provided by our financial institution. Although the Village has no debt the bylaws provide for funding if it is required in the future. Any future borrowing bylaws will have the maximum rate of interest included within the bylaw. The updated borrowing bylaw will be presented for Council consideration by March 31, 2020.*

- 9) Moving forward, the village must ensure that the tax rate bylaw calculations are correct and only one minimum tax is levied. Also, the property tax bylaw must account for all requisitions imposed, including requisitions for designated industrial properties (DIP), in accordance with section 359(1) of the MGA.**

*The 2020 tax rate bylaw will be completed and presented to Council prior to April 20, 2020. The designated industrial properties tax (a new change from municipal affairs) is a very small amount (less than \$100) and was missing on the 2019 tax rate bylaw. They will be included in the 2020 Tax Rate Bylaw. The bylaw will also only have one minimum tax.*

- 10) Bylaw 738 must be amended to address the following:**

- **the bylaw must indicate that it is a bylaw of the Village of Carmangay;**
- **the municipality must establish both a local assessment review board and a composite review board; and**
- **the bylaw must be in compliance with legislation.**

In addition, a designated officer must be appointed as the clerk of the assessment review boards and all members appointed to assessment review boards, as well as the clerk, must complete the mandatory training. Since all members of the regional board should have the same bylaw, it would be advisable to work with all member municipalities of the regional assessment review board, as well as their legal counsel, to ensure that member bylaws are consistent and comply with the requirements of the MGA.

*As indicated in the report, Bylaw 738 was passed on May 5, 2012. The Village will work with ORRSC and other member municipalities to draft a new bylaw that is in compliance with the MGA and the recommendations from the report. The new bylaw will be presented to Council for consideration by April 30, 2020.*

- 11) The municipality is required to establish a bylaw in accordance with sections 555 and 556 of the MGA if the municipality has a bylaw enforcement officer or bylaw enforcement provisions. Any person who is enforcing bylaws must take the official oath.**

*Village of Carmangay administration will draft a bylaw for Council consideration by April 30, 2019 and have the contracted bylaw officer take an official oath to continue to provide contracted bylaw service for the Village.*

- 12) The bylaw should be amended to be consistent with council's decision to hold council meetings at 6:30 p.m. "Executive session" should be replaced with "closed session".**

*The Procedural Bylaw will be updated and will include the 2 changes indicated in the report. The procedural bylaw will be brought to Council for consideration by January 31, 2020.*

- 13) Council must pass a bylaw that authorizes the CAO or a designated officer to consolidate one or more bylaws in accordance with section 69(1) of the MGA.**

*Administration notes from the report "The village generally repeals and replaces bylaws rather than revising or amending; however, land use bylaw 742 has been amended and consolidated up to and including October 2015. A designated officer may only make a consolidation of bylaws when council has delegated the authority by bylaw in accordance with section 69(1) of the MGA. In each case, the amendment was advertised and received a public hearing prior to being passed."*

*To administration's knowledge, there has never been a bylaw that authorizes the CAO to consolidate bylaws. Administration will draft and bring a bylaw for Council's consideration by February 28, 2019 to address this requirement.*

- 14) Council must appoint an auditor for the village, and moving forward the village must submit their financial statements and auditor's report to the minister by May 1 of the year following the year for which the financial information return and statements have been prepared.**

*Council will be passing a resolution to appoint auditors at the October 23, 2019 regular meeting of Council. Administration will work with the auditor to ensure deadlines are met.*

**15) The financial statements must disclose the salaries of all designated officers.**

*Administration recognizes the following comments from the report; “The salaries of councillors and the CAO are contained within the annual financial statements. It was noted that the salary and benefit disclosure does not include an amount for the assessor who is appointed as a designated officer.”*

*Administration appreciates understanding that the assessor is defined as a designated officer and will work with the auditor to ensure the amount paid to the assessor is included on the annual financial statements starting with the 2019 financial statements. The 2019 financial statements will be completed and communicated by April 30, 2020.*

**16) Moving forward, the tax notice content on the combined notice must be updated to include information on how to request a receipt for taxes paid, and the name and address of the designated officer with whom a complaint must be filed.**

*Administration has just rolled to a new accounting system this year and appreciates the feedback to address the content on the tax notices. The 2020 tax notices will be sent out by June 30, 2020 and be correct.*

**17) A designated officer must certify the date tax notices were sent.**

*Administration recognizes that there is a requirement to notify the public through normal communication channels that the tax and / or assessment notices have been sent out. The 2020 tax notices will be sent out by June 30, 2020 and be communicated.*

**18) The village must, by bylaw, establish an SDAB which meets all legislative requirements of Sections 627 and 628 of the MGA, and the accompanying regulations 43/2002 and 195/2017.**

*Currently the Village contracts the SDAB to the Oldman River Regional Services Commission and it is rarely used. Administration will work with Municipal Affairs as well as ORRSC to draft a bylaw that complies with the MGA and accompanying regulations. The bylaw will be brought to Council prior to April 30, 2020 for consideration.*

**19) The land use bylaw must be amended to include appendix A which establishes a fee schedule, or alternatively, a rates and fees bylaw must be passed to establish fees applicable to the land use bylaw.**

*Administration will work with ORRSC to ensure that the Land Use Bylaw has been amended to be in compliance. The Municipal Development Plan is nearing completion and there are some upcoming changes from the new MGA that need to be incorporated into the Land Use Bylaw as well. Administration will bring all these amendments to Council for consideration by May 31, 2020.*

**20) The village website must be updated to include a comprehensive list and summary of all planning policies and their relationships with other planning documentation and decisions.**

Administration recognizes that this is a requirement of the new MGA. There has been much focus over the last year and a half to be compliant with the new MGA by putting in place; a public participation policy, 3 year operational plan, 5 year capital plan, a nearly completed Municipal Development Plan, as well as working towards an Intermunicipal Development Plan and Intermunicipal Collaboration Framework. Administration will work with ORRSC and Municipal Affairs to ensure all of the information required will be available on the Village website by February 28, 2020.

**21) The returning officer and deputy returning officers must take the official oath or statement prescribed in the Local Authorities Election Forms Regulation, before performing the duties of a returning officer or deputy returning officer.**

*Village administration will ensure that the next municipal election in 2021 will comply with the Local Authorities Election Forms Regulation as requested in the report.*

**22) Moving forward, the village must retain the ballot account in accordance with section 100(1.1) of the LAEA for all by-elections and general elections for the duration of the council term.**

*Village administration will ensure that the next municipal election in 2021 will comply with the Local Authorities Election Forms Regulation as requested in the report.*

**23) The village is required to dispose of election materials in accordance with section 101 of the LAEA and ensure that the appropriate affidavit is completed following the destruction of the materials.**

*Village administration will ensure that the next municipal election in 2021 will comply with the Local Authorities Election Forms Regulation as requested in the report.*

Regards,

Patrick Bergen  
CAO, Village of Carmangay

**B. Table Bylaw 791 Public Hearing to November 19, 2019**

**Suggested Motion: Motion table Bylaw 791 Village of Carmangay Municipal Development Plan public hearing for November 19, 2019 at 6:30pm at the Carmangay Public Library.**

Administration would like the time to do a final review and promote the draft MDP to the public ahead of a public hearing. Administration will require the 2 weeks of public notification ahead of a public hearing.

**C. Doctor Retention Agreement**

**Discussion Item**

The doctor retention program agreement will expire at the end of this year. The Village supplies just over \$4k to the program each year. At the Vulcan County Communications meeting there was some discussion as the effectiveness and requirement of the program.

Does Council wish to continue with the program?

**D. Action List**

**Suggested Motion: Motion to accept the Action List as information.**

<b>Action List      Updated October 22, 2019</b>		
<b>Item</b>	<b>Due Date</b>	<b>Update</b>

<b>Fix meter reading software issue with vendor</b>	<b>30-Sep-19</b>	<b>Complete</b>
<b>Complete phase 1 of the water infrastructure effort by summer of 2019.</b>	<b>30-Sep-19</b>	<b>Complete</b>
<b>Clean and scope all sanitary lines</b>	<b>30-Sep-19</b>	<b>The flushing of the lines has been completed and the camera work will be done by our staff. Pacific has been cameraed and the rest will be done through the season.</b>
<b>Advertise Public Hearing 791</b>	<b>31-Oct-19</b>	

<b>Investigate non functioning curb stop at church</b>	<b>31-Oct-19</b>	
<b>Complete fire hydrant flow testing</b>	<b>31-Oct-19</b>	<b>Will be done annually to test the water flow in the Village</b>
<b>Complete Sanitary Line Repairs on Pacific</b>	<b>31-Oct-19</b>	<b>Camera work identified an area requiring replacement due to calcification.</b>
<b>Review draft Codes of Practice</b>	<b>31-Oct-19</b>	
<b>Review draft Public Works Safety Plan</b>	<b>31-Oct-19</b>	

<p><b>Create a plan for the new blade site and move the blade to the new location by Summer of 2019.</b></p>	<p><b>31-Oct-19</b></p>	<p><b>The land has been rezoned and MPC has approved the blade portion of the site. The balance of the plan will be brought to the MPC later this year.</b></p>
<p><b>Goal #1: Create fact sheets for each available property and load onto the Village website by spring of 2019.</b></p>	<p><b>15-Nov-19</b></p>	
<p><b>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.</b></p>	<p><b>15-Nov-19</b></p>	



<p><b>Research and present to Council new options for housing that promotes sustainability by the Fall of 2019 for their consideration.</b></p>	<p><b>15-Nov-19</b></p>	
<p><b>Copy and publish all council meetings dating back to 2013 to the Village website</b></p>	<p><b>30-Nov-19</b></p>	
<p><b>Copy all popular bylaws to the Village website</b></p>	<p><b>30-Nov-19</b></p>	

<p><b>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.</b></p>	<p><b>30-Nov-19</b></p>	<p><b>The MDP is nearing completion and the IDP will be the next document to complete prior to the ICF.</b></p>
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<b>Obtain the old firehall drawings</b>	<b>30-Nov-19</b>	
<b>Confirm ownership of the old fire truck</b>	<b>30-Nov-19</b>	

<b>Investigate the cost of repainting the existing water tower and present to Council for consideration by spring of 2019.</b>	<b>30-Nov-19</b>	
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<p><b>Complete and execute drainage and landscaping for Old Fire Hall</b></p>	<p><b>30-Nov-19</b></p>	<p><b>The drainage rock has been put in place around the building. The site will be graded to allow water to drain away from the building.</b></p>
<p><b>Complete ICS 100, 200 and 300 Training</b></p>	<p><b>31-Dec-19</b></p>	
<p><b>Create an inter-municipal development plan as mandated by the MGA by the end of 2019.</b></p>	<p><b>31-Dec-19</b></p>	

<b>Create an inter-municipal collaboration framework as mandated by the MGA by the end of 2019.</b>	<b>31-Dec-19</b>	
<b>Rewrite Village of Carmangay Procedural Bylaw and bring to Council for consideration</b>	<b>31-Jan-20</b>	

<b>Redraft the Council Code of Conduct as a bylaw</b>	<b>28-Feb-20</b>	
<b>Create bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.</b>	<b>28-Feb-20</b>	

<b>Create a bylaw that authorizes the CAO to consolidate bylaws</b>	<b>28-Feb-20</b>	
<b>Ensure all planning documents are defined on the Village website as outlined in the new MGA.</b>	<b>28-Feb-20</b>	



<p><b>Finish cleanup of commercial lot</b></p>	<p><b>31-Mar-20</b></p>	<p><b>In progress</b></p>
<p><b>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.</b></p>	<p><b>31-Mar-20</b></p>	<p><b>On hold pending new government budget in the fall of 2019</b></p>
<p><b>Finish decommissioning of old water plant and remove unneeded equipment</b></p>	<p><b>31-Mar-20</b></p>	

<b>Complete phase 4 of the water infrastructure effort by spring of 2020.</b>	<b>31-Mar-20</b>	
<b>Ensure the maximum rate of interest to be paid is included in the next ATB Borrowing Bylaw</b>	<b>31-Mar-20</b>	
<b>Ensure the DIP and a single minimum tax are defined in the 2020 Tax Rate Bylaw</b>	<b>30-Apr-20</b>	
<b>Amend Bylaw 738 to be in compliance of the MGA per the MAP report.</b>	<b>30-Apr-20</b>	
<b>Establish a bylaw to define the role of the Bylaw Officer and ensure the Bylaw Officer takes the required oath.</b>	<b>30-Apr-20</b>	

<b>Ensure the auditors define the salaries of designated officers (contracted assessor)</b>	<b>30-Apr-20</b>	
<b>Establish an SDAB by bylaw.</b>	<b>30-Apr-20</b>	
<b>Grind out all dead stumps in the Village</b>	<b>31-May-20</b>	
<b>Ensure that future updates to the Land Use Bylaw include items defined in the MAP report</b>	<b>31-May-20</b>	
<b>Ensure the tax notices are sent out in accordance with the items identified in the MAP report.</b>	<b>30-Jun-20</b>	
<b>Finish all the elements of the blade site plan by summer of 2020.</b>	<b>1-Aug-20</b>	