

**Agenda**  
**Village of Carmangay**  
**Regular Council Meeting**  
**Carmangay Library**  
**February 18, 2020**  
**6:30 p.m.**

1. Call to Order
2. Guests: Milo Hothe, Clean Energy - Tentative
3. Approval of Agenda for February 18, 2020 Regular Council Meeting
4. Approval of minutes of Regular Council Meeting – December 17, 2019  
Approval of minutes of Regular Council Meeting – January 21, 2020
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
  - A. Draft Strategic Marketing Document
  - B. 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. Closed Session  
FOIP Division 2 Section 16  
ATB Agency Agreement
14. Adjournment.

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

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

Regrets Peggy Hovde@ 6:30 p.m. arrived @ 6:55 p.m.

**GUESTS** Kelsey Chic – 2020 Carmangay Library Budget

**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 Closed Session Personnel.**

**Carried**

**MINUTES**

**Motion made by Mayor Stacey Hovde to approve the minutes of the Organizational Meeting held October 22, 2019, with the removal of e) Vulcan County Subdivision & Appeal Board.**

**Carried**

**Motion made by Deputy Mayor JoAnne Juce to approve the minutes of the Special Meeting of Council held November 12, 2019.**

**Carried**

**Motion made by Deputy Mayor JoAnne Juce to approve the minutes of the Regular Council Meeting held on November 19, 2019.**

**Carried**

***BUSINESS ARISING***

None

***OLD BUSINESS***

None

***PUBLIC WORKS REPORT***

The following Public Works Reports was presented:

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

- Public Works has been focused on snow clearing for the roads and sidewalks.
- There is a sanitary line failure on a connection to a main that will be addressed this week by our staff.
- There was assistance provided to the engineers for the Alberta Municipal Water and Wastewater Program grant application.
- Planning work has started for this coming year projects and future planning.

## **ADMINISTRATOR REPORT**

The following CAO report was presented:

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

- The application for the Municipal Water and Wastewater Project grant has been completed and submitted for consideration. It is our understanding that we will likely hear back in the late spring.
- A Community and Regional Economic Grant application was completed and submitted to apply
- for matching funds to support the research, promotion and launching of a convenience store. We will likely hear back within a few months about the grant.
- We have completed the lease agreement with Telus for the tower and the next step is detailed in the Land Use Bylaw as;
- "Once the information has been reviewed, the Village of Carmangay will either: *Issue a municipal concurrence letter to the applicant or Issue a letter which outlines the municipality's concerns and/or conditions to the applicant and Industry Canada*". The CAO is working with the planning consultant before the application is brought to the MPC to progress with the public consultation as required.
- The CAO is working with the CAO of Vulcan County and both Councils and has setup a meeting to further review the County's position in raising the Fire Services requisition.
- There was an MPC meeting las Friday the 13<sup>th</sup> for a subdivision application and to review the plans for the Old Colony Mennonite Seniors home.

**Motion made by Deputy Mayor JoAnne Juce to accept the reports as received**

**Carried**

## **CORRESPONDENCE**

None

## **FINANCIAL REPORTS**

CAO Patrick Bergen provided the following financial update.

The following is the Villages cash position as at December 13, 2019.

Current Account	\$97,979.04
Investment Accounts	\$ 109,848.56
Total	\$207,827.60

- The below report is the operating financial summary to the end of November 30, 2019.
- There are a few considerations:
  - The budget vs. actual is still tracking to be balanced by year end.
  - The general administration and public works are inflated compared to budget as all the salaries for each are in those areas as opposed to spread across all areas such as water, wastewater etc. This produces overspending in administration and public works and underspending in the other areas.
  - The public works revenue still has some billing left for this year for work in other Villages.
  - We will be reviewing and likely moving some of the public works expenses into the capital budget where they apply against projects. For example, some of the fuel bill should be applied to projects as it was used for them.

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

**Carried**

**NEW BUSINESS**

- a) Council reviewed the Police Costing Model Update as presented by CAO Bergen.

**Motion by Deputy Mayor Joanne Juce to accept Police Costing Model Updated as information.**

**Carried.**

- b) Bylaw # 791 to adopt a Municipal Development plan

**Motion made by Councillor Peggy Hovde to approve 2<sup>nd</sup> reading of Bylaw # 791 to adopt a Municipal Development Plan for the Municipality.**

**Carried.**

**Motion made by Mayor Stacey Hovde to approve 3<sup>rd</sup> reading of Bylaw # 791 to adopt a Municipal Development Plan for the Municipality.**

**Carried.**

- c) IDP Committee members.

**Motion by Councilor Peggy Hovde to appoint Mayor Stacey Hovde as the primary member of the IDP Committee, and Deputy Mayor Joanne Juce as the alternate member.**

**Carried.**

- d) Council reviewed the Lions Club Campground Update as presented by CAO Bergen.

- e) Council reviewed the Action List as presented by CAO Bergen.

**Motion made by Mayor Stacey Hovde to accept Action List as presented.**

**Carried.**

## **REPORTS**

**a) ORRSC**

None.

**b) MARQUIS**

A new CAO has been hired, and the Board is working on the terms of her contract. She will start January 6<sup>th</sup>.

**c) VULCAN DISTRICT SOLID WASTE**

No meeting.

**d) CARMANGAY AND DISTRICT LIBRARY BOARD**

None.

**e) FCSS**

Deputy Mayor Joanne Juce attended an FCSS meeting. FCSS is working toward ensuring that the focus of their services will be in line with government directives. The focus categories include early childhood development and rural mental health. Grants are being applied for.

**f) HALL BOARD**

There was no meeting.

**g) SOUTHGROW**

No Meeting

**h) TWIN VALLEY REGIONAL WATER COMMISSION**

There was no meeting.

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

No Meeting.

**j) HISTORICAL SOCIETY**

There was no meeting.

**k) CHINOOK ARCH**

Deputy Mayor Joanne Juce attended a Chinook Arch meeting.

The 2020 budget was presented. It is very conservative. No wage or salary increases in the coming year, except for cost of living.

Thus far, programming, computer support, and purchases of materials will not be affected.

The CEO presented the Board with a detailed explanation of how libraries in Alberta get funded. This might be a good thing to share with Council at some point.

**I) TEEPEE RING COMMITTEE**

There was no meeting.

**CLOSED SESSION**

**Mayor Stacey Hovde, Deputy Mayor Joanne Juce and Councilor Peggy Hovde along with CAO Patrick Bergen went in closed session for a discussion about personnel under FOIP legislation Division 2, Section 17.**

**Moved by Deputy Mayor Joanne Juce to go into closed session at 7:45 p.m.  
Carried.**

**Moved by Mayor Stacey Hovde to move out of closed session at 8:45 p.m.  
Carried.**

***ADJOURNMENT***

Mayor Stacey Hovde adjourned the meeting at 8:45 p.m.

Next Regular Council meeting – January 21, 2020 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



**Regular Meeting of Council for the  
Village of Carmangay,  
January 21,2020  
at the Carmangay Library**

**CALL TO ORDER** Meeting was called to order by Mayor Stacey Hovde  
@ 6:31 p.m.

**GUESTS** Doug Headrick Director of Protective Services, Vulcan County  
Unable to attend

**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.**  
**Carried**

**MINUTES**

**Motion made by Mayor Stacey Hovde to table the approval of the  
December 17, 2019 Regular Council Minutes.**  
**Carried**

**BUSINESS ARISING**

None

## ***OLD BUSINESS***

None

## ***PUBLIC WORKS and PROJECTS REPORT***

The following Public Works Reports was presented:

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

- Public Works has been focused on snow clearing for the roads and sidewalks.
- Public Works were able to respond to a resident that was seeing water coming up in their basement. The sewer pipe was scoped and found to be functional.
- Further investigation found that there was a water leak on the resident's property that was filtering in. The resident is following up with a fix.
- A schedule has been created for this coming year projects and will be addressed later in the agenda.
- A review of many of the procedures for the water and sanitary systems as well as public works functions has been undertaken to ensure the Village is compliant and efficient.
- Thanks to John and Blake who responded on Christmas Day to concern that there was a water leak. It had been mentioned on Facebook but ended up being just some moisture on the road.

## ***ADMINISTRATOR REPORT***

The following CAO report was presented:

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

- The utility bills were issued earlier this month. There had been a few technical issues that were making the process cumbersome that have been resolved working with the 2 vendors.
- The year end in the accounting system has been completed and the new year started the final year end will be complete one the audit and adjusting entries are done.
- The office has been reconfigured to allow the CAO and Manager, Projects to spend more time in the office for planning and working with Heather and Sandy.
- The CAO and Mayor attended a meeting with the Mayor of Champion, Reeve of Vulcan County, 2 related County Councilors as well as the COA of Vulcan County. The Fire Services Agreement was discussed and will be addressed later in the agenda.

**Motion made by Councillor Peggy Hovde to accept reports a presented.**

**Carried**

***CORRESPONDENCE***

None

***FINANCIAL REPORTS***

CAO Patrick Bergen provided the following financial update.

The following is the Villages cash position as at January 19, 2020.

Current Account	\$53,892.98
Investment Accounts	\$ 54,930.02
<b>Total</b>	<b>\$108,820.00</b>

Administration is working with the auditors to close out 2019 and should have final figures for the operational budget as well as close out figures for the 2019 capital projects for the next Council meeting.

Capital grant funding will be applied for this coming week to provide funds for the capital work in 2020.

Approximately \$ 30,000 of work is planned for other municipalities as well as a quote for another 10K will be outstanding. We continue to grow projects and work for other municipalities as well as improve the efficiency of our process.

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

**Carried**

### ***NEW BUSINESS***

a) Council reviewed the Doctor Retention agreement as presented by CAO Bergen.

**Motion by Mayor Stacey Hovde to table agreement.**

**Carried.**

### b) **Branding**

Council discussed Branding as presented by CAO Bergen, documentation to be brought to the next meeting.

### c) **Fire Services Agreement.**

Council discussed and reviewed the Fire Services Agreement as presented by CAO Bergen.

### d) **ACP GIS Resolution.**

Council reviewed as presented by CAO Bergen.

**Motion made by Councillor Peggy Hovde to accept ACP GIS Resolution as presented**

e) **2020 Project Plan Update**

Council reviewed as presented by CAO Bergen.

**Motion made by Deputy Mayor Joanne Juce to accept 2020 Project Plan Update as presented.**

f) **Action List.**

**Motion made by Mayor Stacey Hovde to accept Action List as presented.**

**Carried**

**REPORTS**

**a) ORRSC**

None.

**b) MARQUIS**

Correction to last month's Committee Report (inaccurate information was provided by Board Members):

An interim CAO has been hired on contract; contract term at this time is 3 months, with option to renew. The CAO has had a couple of weeks of training at other similar seniors' facilities and will begin the actual job on January 20<sup>th</sup>. This contract employee may become permanent fulltime at the end of three months.

**c) VULCAN DISTRICT SOLID WASTE**

None.

**d) CARMANGAY AND DISTRICT LIBRARY BOARD**

None.

**e) FCSS**

None

**f) HALL BOARD**

None.

**g) SOUTHGROW**

None.

**h) TWIN VALLEY REGIONAL WATER COMMISSION**

None

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

None

**j) HISTORICAL SOCIETY**

None

**k) CHINOOK ARCH**

None.

**l) TEEPEE RING COMMITTEE**

There was no meeting.

**CLOSED SESSION**

Mayor Stacey Hovde, Deputy Mayor Joanne Juce, Councilor Peggy Hovde, CAO Patrick Bergen and Manager, Projects Blake Termeer when in closed session under FOIP Division 2 Section 24 for Water Infrastructure

**Moved by Mayor Stacey Hovde to go into closed session at 7:52 p.m.**

**Carried.**

**Moved by Mayor Stacey Hovde to move out of closed session at 8:50 p.m.**

**Carried.**

**ADJOURNMENT**

Mayor Stacey Hovde adjourned the meeting at 8:50 p.m.

Next Regular Council meeting – February 18th, 2020 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 and Projects Report**

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

- Public Works has been focused on snow clearing for the roads and sidewalks.
- The projects team are currently negotiating with 3 other municipalities to do project and ongoing work where it makes sense for both municipalities. The team currently does work in Carmangay and one other municipality. A 4<sup>th</sup> and 5<sup>th</sup> municipalities will be contacted soon to see where there is a good fit to do ongoing and project work.
- The projects team responded to a water break issue in Champion and were able to resolve within a day and a half.
- Part of the boom for the hydrovac truck has been replaced.
- A suspected water leak was investigated for a resident by doing camera work in the sanitary line as well as check the curbstop.
- The project team is currently working on a leak at the Champion water reservoir by utilizing the hydrovac truck.
- The library roof has been reviewed and inspected from the inside as well as the interior roof cavity. It has been confirmed that no visible black mold exists nor are there issues with the rafters. The exterior would face will likely need to be replaced and new quotes have been obtained.



## **8) Administration Report**

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

- Administration have been reviewing the options for the ATB Agency contract that will be coming due this April. This includes options for the space with and without the ATB Agency.
- Administration are focused on the final work to close out 2019 in the accounting system and prepare for the annual audit.
- The Mayor and CAO had a meeting with the Carmangay Outreach school which was very positive for making available community space within the Village.
- The CAO of Carmangay and CAO of Vulcan County were judges for the 4H speech competition.
- Some time was spent assisting the Carmangay Community Centre Association with next steps in their development permit application.
- The CAO did make contact with Vulcan County Development Services to be able to make a presentation (due by February 24<sup>th</sup>) for the Summerland Colony application.

## 9) Correspondence

The office received requests by mail and email from 2 citizens for;

- Printed copies of the 2017 and 2018 financial statements (which are both on the Village website)
- Access to all the bylaws as well as the Council Minutes from the last 2 years (the Council minutes are available on the Village website).

Both requests are being granted and organized by Village administration.

## 10) Financial Report

The following is the Villages cash position as at February 15, 2020.

Current Account           \$53,639.32

Investment Accounts   \$39,993.49

**Total                       \$93,632.81**

Administration have applied for capital grant funding for the 2020 capital projects season.

The auditor will be on site in the next few weeks to do the preliminary work for the annual audit.

The financial report below is based on the interim budget passed in December of 2019. The final budget will be presented to Council at the March or April meeting of Council.

**Village of Carmanqay**  
**Budget versus Actual**  
For the Period Ending January 31, 2020

	<u>Budget</u>	<u>Current</u>	<u>Year to Date</u>
<b>REVENUES</b>			
Taxes including School and Marquis	294,131.00	2,438.02	2,438.02
General Administration	100,560.00	2,568.69	2,568.69
Bylaw Enforcement	750.00	275.00	275.00
Public Works	20,000.00	225.00	225.00
Water Supply and Distribution	116,100.00	18,156.36	18,156.36
Wastewater and Disposal	29,580.00	4,779.05	4,779.05
Waste Management	54,000.00	9,186.95	9,186.95
Development	1,000.00		
Cemetery		1,225.00	1,225.00
<b>TOTAL REVENUES:</b>	<b>616,121.00</b>	<b>38,854.07</b>	<b>38,854.07</b>
<b>EXPENSES</b>			
School, Marquis and Doctor Requisition	59,059.00		
Council and Other Legislative	10,200.00		
General Administration	196,900.00	18,316.89	18,316.89
Emergency and Bylaw	12,350.00		
Public Works	119,532.00	21,715.81	21,715.81
Roads, Streets, Walks and Lighting	21,150.00	1,639.06	1,639.06
Water Supply and Distribution	107,150.00	4,864.04	4,864.04
Wastewater Treatment and Disposal	5,200.00	215.47	215.47
Waste Management	56,500.00	1,080.00	1,080.00
Community Programming	3,000.00		
Development	4,900.00		
Parks and Recreation	7,100.00	129.75	129.75
Culture including Library	4,500.00		
<b>TOTAL EXPENSES:</b>	<b>607,541.00</b>	<b>47,961.02</b>	<b>47,961.02</b>
<b>SURPLUS (DEFICIT)</b>	<b>8,580.00</b>	<b>(9,106.95)</b>	<b>(9,106.95)</b>

## 11) New Business

### A. Draft Strategic Marketing Document

**Suggested Motion: Motion to accept the Draft Strategic Marketing Document as information.**

The document provided under separate cover is a draft document to provide context for a branding exercise and identify the steps to complete the branding and marketing efforts.

### B. Action List

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

Item	Due Date	Update
Oversee and ensure roofing of library is done along with any potential leak damage.	31-Jan-20	New quotes have been received and a vendor is being confirmed.
Do a full building review of the library including upgrading the furnace and create a budget and go forward plan.	31-Jan-20	PW got access and went into the interior roof cavity to see the condition.
Address any maintenance required on the Village entrance sign as well as the wagon.	31-Jan-20	Administration will work with the original vendor to see about restoring the sign.
Create a plan for the new blade site and move the blade to the new location by Summer of 2019.	31-Jan-20	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.
Goal #1: Create fact sheets for each available property and load onto the Village website by spring of 2019.	31-Jan-20	This is in progress as part of the Strategic Marketing Plan

Research and present to Council new options for housing that promotes sustainability by the Fall of 2019 for their consideration.	31-Jan-20	This is in progress as part of the Strategic Marketing Plan
Copy and publish all council meetings dating back to 2013 to the Village website	31-Jan-20	In progress
Copy all popular bylaws to the Village website	31-Jan-20	In progress
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.	31-Jan-20	In progress. MDP is complete
Rewrite Village of Carmangay Procedural Bylaw and bring to Council for consideration	31-Jan-20	Ensure "Closed Session" is used.
Provide final operational numbers as well as capital project numbers to Council for 2019	18-Feb-20	In Progress along with the auditors.
Obtain the old firehall drawings	28-Feb-20	
Confirm ownership of the old fire truck	28-Feb-20	
Investigate the cost of repainting the existing water tower and present to Council for consideration by spring of 2019.	28-Feb-20	

Complete and execute drainage and landscaping for Old Fire Hall	28-Feb-20	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.
Create an inter-municipal development plan as mandated by the MGA by the end of 2019.	28-Feb-20	In progress. MDP is complete
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.	28-Feb-20	Will need to confirm rec board funding to be applied.
Redraft the Council Code of Conduct as a bylaw	28-Feb-20	
Create bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.	28-Feb-20	
Create a bylaw that authorizes the CAO to consolidate bylaws	28-Feb-20	
Ensure all planning documents are defined on the Village website as outlined in the new MGA.	28-Feb-20	
MAP - 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.	28-Feb-20	The current policy will be drafted into a bylaw for Councils consideration.

MAP - The village must pass bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.	28-Feb-20	
MAP - 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.	28-Feb-20	
MAP - 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.	28-Feb-20	
Review draft Codes of Practice	31-Mar-20	
Review draft Public Works Safety Plan	31-Mar-20	
Finish cleanup of commercial lot	31-Mar-20	In progress
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.	31-Mar-20	On hold pending new government budget in the fall of 2019
Finish decommissioning of old water plant and remove unneeded equipment	31-Mar-20	
Complete phase 4 of the water infrastructure effort by spring of 2020.	31-Mar-20	
Ensure the maximum rate of interest to be paid is included in the next ATB Borrowing Bylaw	31-Mar-20	

MAP - 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.	31-Mar-20	
Investigate non functioning curb stop at church	30-Apr-20	
Create an inter-municipal collaboration framework as mandated by the MGA by the end of 2019.	30-Apr-20	
Ensure the DIP and a single minimum tax are defined in the 2020 Tax Rate Bylaw	30-Apr-20	
Amend Bylaw 738 to be in compliance of the MGA per the MAP report.	30-Apr-20	
Establish a bylaw to define the role of the Bylaw Officer and ensure the Bylaw Officer takes the required oath.	30-Apr-20	
Ensure the auditors define the salaries of designated officers (contracted assessor)	30-Apr-20	
Establish an SDAB by bylaw.	30-Apr-20	
MAP - 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.	30-Apr-20	The new Designated Industrial Property tax (less than \$100) will be added into the next tax rate bylaw.



<p>MAP - Bylaw 738 must be amended to address the following:</p> <ul style="list-style-type: none"> <li>• the bylaw must indicate that it is a bylaw of the Village of Carmangay;</li> <li>• the municipality must establish both a local assessment review board and a composite review board; and</li> <li>• the bylaw must be in compliance with legislation.</li> </ul> <p>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.</p>	<p>30-Apr-20</p>	<p>The CAO will need to work with ORSCC to draft a new bylaw that is in compliance with the MGA.</p>
<p>MAP - 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.</p>	<p>30-Apr-20</p>	
<p>MAP - The financial statements must disclose the salaries of all designated officers.</p>	<p>30-Apr-20</p>	

MAP - 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.	30-Apr-20	The CAO will need to work with ORSCC to draft a new bylaw that is in compliance with the MGA.
Grind out all dead stumps in the Village	31-May-20	
Ensure that future updates to the Land Use Bylaw include items defined in the MAP report	31-May-20	
MAP - 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.	31-May-20	The CAO will need to work with ORSCC to ammend the existing bylaw that is in compliance with the MGA.
Complete Sanitary Line Repairs on Pacific	30-Jun-20	Camera work identified an area requiring replacement due to calcification.
Complete ICS 100, 200 and 300 Training	30-Jun-20	
Ensure the tax notices are sent out in accordance with the items identified in the MAP report.	30-Jun-20	
MAP - 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.	30-Jun-20	

MAP - A designated officer must certify the date tax notices were sent.	30-Jun-20	
Finish all the elements of the blade site plan by summer of 2020.	1-Aug-20	
MAP - 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.	1-Sep-21	
MAP - 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.	20-Oct-21	
MAP - 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.	20-Oct-21	