

Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Library
October 20, 2020
6:30 p.m.

1. Call to Order
2. Guests: Darryl Scase, Scase and Associates (Auditors)
3. Approval of Agenda for October 20, 2020 Regular Council Meeting
4. Approval of Minutes of September 15, 2020 Regular Council Meeting
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
 - A. 2019 Audited Financial Statements
 - B. Fortis Franchise Fees
 - C. Cemetery Committee
 - D. Byelection
 - E. Appointment of Returning Officer and Deputy Returning Officer
 - F. Election bylaw
 - G. Motion for plebiscite to expand to 5 Councillors
 - H. Assessor Audit
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) Chinook Arch
13. Closed Session

14. Adjournment.

**Regular Meeting of Council for the
Village of Carmangay,
September 15, 2020
at the Carmangay Library**

CALL TO ORDER Meeting was called to order by Mayor Stacey Hovde at 6:35 p.m.

GUESTS None

PRESENT Stacey Hovde, Mayor
JoAnne Juce, Deputy Mayor
Peggy Hovde, Councillor
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 New Business:

g.) Rec Board Funds, and h.) Vulcan County Land Use Bylaw.

Carried

MINUTES

Motion made by Councillor Peggy Hovde to approve the minutes of the Regular Council Meeting held on August 18th, 2020.

Carried

BUSINESS ARISING

None

OLD BUSINESS

None

PUBLIC WORKS and PROJECTS REPORT

The public works was presented as detailed in the agenda.

ADMINISTRATION REPORT

The Administration report was presented as detailed in the agenda.

Motion made by Councillor Peggy Hovde to accept both reports as presented.

Carried

CORRESPONDENCE

None

FINANCIAL REPORTS

The Administration report was presented as detailed in the agenda.

Motion made by Mayor Stacey Hovde to accept the financial report.

Carried

NEW BUSINESS

a) Update on the COVID outbreak

Motion by Deputy Mayor Joanne Juce to accept the COVID outbreak update as information.

Carried.

b) Blade Move Progress

CAO Bergen reviewed the Blade Move Progress with Council.

c) Solar Farm Progress

Motion by Mayor Stacey Hovde to accept the Solar Farm update as information.

Carried.

d) Carmangay Cemetery Not Permitted Work

Motion made by Councillor Peggy Hovde to advertise for members for a Cemetery committee advisory committee that will consult with Carmangay Council about permanent and ongoing maintenance and work at the cemetery according to Bylaw 765.

Carried.

e) Telus Tower Update

Motion made by Mayor Stacey Hovde to accept the Telus Tower Update as information.

Carried.

f) Municipal Sustainability Program Grant

Motion made by Mayor Stacey Hovde to direct the CAO to apply for the Municipal Sustainability Program grant in the amount of \$50,000.00 for future water infrastructure work.

Carried.

g) Recreation Board Funds

Council review the Vulcan County Rec Board funding.

h) Vulcan County Land Use Bylaw

Council discussed the Vulcan County Land Use Bylaw.

REPORTS

a) ORRSC

None.

b) MARQUIS

None

c) VULCAN DISTRICT SOLID WASTE

None

d) FCSS

None

e) SOUTHGROW

None

f) TWIN VALLEY REGIONAL WATER COMMISSION

None

g) MAYORS AND REEVES OF SOUTHWEST ALBERTA

None

h) HISTORICAL SOCIETY

None

i) CHINOOK ARCH

None

j) TEEPEE RING COMMITTEE

None

CLOSED SESSION

None

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 7:50 p.m.

Next Regular Council meeting – October 20th, 2020 at 6:30 p.m. at the Carmangay Library

Mayor Stacey Hovde

Chief Administrative
Officer Patrick Bergen

Public Works Report

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

Dept	Priority	Item	Notes
Water	1	Cap water line into old building (part of water project)	Working on emergency bypass solution first and then will expose the infrastructure
Projects	1	follow up on car charging station	waiting for Peaks and Prairies
PW	1	make up job descriptions	
Projects	1	Whitney sanitary line	landscaping in spring 2021
Sewer	1	Replace residential service	clay pipe plugged with roots twice
Sewer	2	Repair Sewer on Pacific Avenue	camer'd not a priority 1
Roads	2	Confirm all the heavy truck route signs are up	Need to finish truck route sign
Roads	2	Pacific Avenue low spot on road – new base?	clean ditch to the north
Sewer	2	Order new wet well lid	
Water	2	Flush Hydrants/Hydrant Maintenance/Flow Test	
Sewer	2	service lift station pumps	
PW	2	clean up old building site	1 dirt/debris pile left
Projects	2	Major commercial work	in progress, water portion completed
Projects	2	Make up emergency bypass waterline	trying to incorporate into new pump station
Roads	2	Patch Asphalt in front of hotel	will consider with other asphalt work in budget
Sewer	2	Ramp to lagoon to dump vac truck	in progress
Sewer	2	Rebuild distribution boxes	Winter 2020
Water	2	Fix bulk water station	just need to install air gap valve
Projects	2	place gravel for solar farm	Budget stone for 2021
Projects	2	Stage 4 Water distribution plan	In progress
Projects	2	Stage #2 waterlines	possible reallocate dollars for bypass system stage 4B
Projects	2	Stage #3 waterlines	Spring 2021

Projects	2	replace curb/sidewalk for Campground sewer	need to confirm there's budget dollars
Sewer	2	rebuild lift station fence	get chain link quote
Water	3	Torch and remove old filter from the old water plant	rainy day job
Water	3	Order gaskets for hydrants / rebuild hydrants	Will consider through the off season
PW	3	Move building on Pacific Avenue property	winter day job
Water	3	Fix irrigation at library	blown out Oct 7/20
Water	3	Upload Stage 1 water pictures	
PW	3	Meet with ORRSC to update drawings	Considering a GIS provider
Water	3	Final Stage #1 drawings with HMR Engineering	
PW	3	Clean up stairs and build office	Fall 2020
PW	3	Purchase 1/2 ton	Future
PW	3	Weather striping on shop mandors	Fall 2020
Parks	3	Landscaping at old fire hall	
Water	3	Camera lines at old water plant	possible irrigation from river
PW	3	Clean shop yard	Ongoing
Parks	3	Pump out septic tank at TeePee rings	
Parks	3	Fix gate at tipi rings	? May sell/demolish
Water	3	Install commercial services	delayed until 2021 as per customer Sept 18th
Sewer	3	clean out dry well	after station electrical rebuild and solar farm expansion
Sewer	Complete	replace burnt motor on pump #2	new pump ordered from Hagen Electric 3 week delivery
PW	Complete	Move blade	checking on funding, old site leveled and sign was moved also.
Water	Complete	renumber hydrants to match ORSCC asset ID#	for flushing confirmation
PW	Complete	Make up maintenance manuals for each piece of equipment	electronic files are kept

Sewer	Complete	Repair exhaust leak on gas engine	extended out north wall
Water	Complete	Call Capital H2O re chlorine monitor	in Dales court, monitor calibrated but not injection system. Dale changed injection pump
Water	Complete	change PRV in water plant	AE&P directive, butterfly valve now loosened.
Water	Complete	Service WTP generator	oil change and filter, fuel filter check coolant and air filter

Administrator Report

The following are the highlights or recent activity by administration;

Item	Priority	Update
Byelection Mailout for October 21, 2020	1	Need to prepare and be ready to send out
Book space for election date	1	
Create an inter-municipal development plan	1	In progress. MDP is complete
Create bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.	1	
Ensure all planning documents are defined on the Village website as outlined in the new MGA.	1	
MAP - The village must pass bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.	1	
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.	1	

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.	1	
Ensure the maximum rate of interest to be paid is included in the next ATB Borrowing Bylaw	1	
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.	1	Will be at organizational meeting in October
Amend Bylaw 738 to be in compliance of the MGA per the MAP report.	1	
Establish a bylaw to define the role of the Bylaw Officer and ensure the Bylaw Officer takes the required oath.	1	
Ensure the auditors define the salaries of designated officers (contracted assessor)	1	
Establish an SDAB by bylaw.	1	

<p>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.</p>	<p>1</p>	<p>The new Designated Industrial Property tax (less than \$100) will be added into the next tax rate bylaw.</p>
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<p>MAP - Bylaw 738 must be amended to address the following:</p> <ul style="list-style-type: none"> • 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. <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>1</p>	<p>The CAO will need to work with ORSCC to draft a new bylaw that is in compliance with the MGA.</p>
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<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>1</p>	
<p>MAP - The financial statements must disclose the salaries of all designated officers.</p>	<p>1</p>	
<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.</p>	<p>1</p>	<p>The CAO will need to work with ORSCC to draft a new bylaw that is in compliance with the MGA.</p>
<p>Ensure that future updates to the Land Use Bylaw include items defined in the MAP report</p>	<p>1</p>	
<p>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.</p>	<p>1</p>	<p>The CAO will need to work with ORSCC to ammend the existing bylaw that is in compliance with the MGA.</p>

Complete ICS 100, 200 and 300 Training	1	
Ensure the tax notices are sent out in accordance with the items identified in the MAP report.	1	
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.	1	
MAP - A designated officer must certify the date tax notices were sent.	1	
Get nomination papers ready	1	
Follow up with other small municipalities about sharing resources	1	
Create a budget and plan for the downtown parking per Council motion.	2	Will be available for the September 22, 2020
Review and bring back information on having chickens.	2	Will be available for the September 22, 2020

Bring back options for the development of a master plan and high level budget for the McFarland Trail and adjoining lands by working with the community per Council Motion.	2	In Progress
Goal #1: Create fact sheets for each available property and load onto the Village website.	2	This is in progress as part of the Strategic Marketing Plan.
Rewrite Village of Carmangay Procedural Bylaw and bring to Council for consideration	2	Ensure "Closed Session" is used.
Bring a plan for Council's consideration to create opportunities for Carmangay young adults to have their first job per Council Motion.	2	
Address CPR Land Trees	2	
Do a full building review of the library including upgrading the furnace and create a budget and go forward plan.	2	PW got access and went into the interior roof cavity to see the condition.
Copy and publish all council meetings dating back to 2013 to the Village website	2	In progress
Investigate the cost of repainting the existing water tower and present to Council for consideration	2	
Review draft Codes of Practice	2	

Review draft Public Works Safety Plan	2	
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.	2	
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.	2	
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.	2	
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.	3	In Progress

Research and present to Council new options for housing that promotes sustainability.	3	This is in progress as part of the Strategic Marketing Plan
Follow up on Tax Auction property	3	
Follow up on trees for Telus property	CAO	Have confirmed the 5 evergreen trees will be planted in the spring. Will find a vendor for Telus.
Copy all popular bylaws to the Village website	Complete	In progress
Follow up on MCCAC video shoot	Complete	Video will be released in January
Minutes and audio for October 20 meeting	Complete	
Attend the new election webinar	Complete	
Information for Council Candidates	Complete	
Follow up on MSP Grant	Complete	Complete
Identify and document all administration processes	Complete	Complete

<p>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.</p>	<p>Delayed</p>	<p>In progress. MDP is complete</p>
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Correspondence

admin@villageofcarma.ca

From:
Sent: September 28, 2020 4:07 PM
To: admin@villageofcarma.ca
Subject: Cemetery Advisory Committee

Hi Heather!

I was just wondering how I can go about getting my name submitted to be on the Cemetery Advisory Committee.

I have always been involved with the cemetery. My parents used to volunteer at the cemetery, and I used to go with them. Then as a young Mother, I took my children out there to help out. Grandma & Grandpa Volk are buried there, along with 3 of their children, as well as my Mom & Dad. I will also be buried there. I definitely have a vested interest in our cemetery.

Could you please let me know if I need to attend a meeting, submit a written letter, or just what I should do. I do not want to miss out on this opportunity. It is very important to me.

Thank you very much Heather!



September 27, 2020

Carmangay Town Council

Dear Council Members:

We are aware that there is a controversy concerning the volunteer work that _____ has rendered in maintaining and beautifying the Carmangay Cemetery.

We have lived close to this cemetery for forty-five years, and we drive by it every day. We remember the cemetery's condition for most of those years-- before Todd *voluntarily* donated his time, effort, and expense to make this sacred and holy spot much more inviting and pleasant for those who visit. We feel that the cemetery has never looked better.

We believe, as a community, we should all feel much appreciation for Todd's dedication and the service he has given on behalf of the community. Rather than criticize him and find fault for this service, we feel that he should be congratulated and applauded for his efforts.

A few years ago, a graveside service was held _____ a well-known, previous resident of Carmangay. Two or three days before Brian's service, Todd took it upon himself to mow, trim, and prepare the cemetery for this occasion. Even though Todd was unable to attend this service because of previous medical appointments, he still found it important that the cemetery look nice for this occasion. We thought that was very commendable.

Todd has genuine concern for each grave and the families of those who are buried there. He has researched many of the deceased and has made graveside markers to identify them. We know that this has been greatly appreciated by the families of those deceased.

Council, please appreciate Todd's unselfish service and allow him to continue the work that he is so happy to render for all of us.

admin@villageofcarma.ca

From:
Sent: September 22, 2020 1:40 PM
To: admin@villageofcarma.ca
Subject: Cemetery

Stacey, Peggy, Joanne, Patrick:

What, in all honesty do you think a cemetery is for? Is it not for headstones and markers to commemorate the deceased? The markers present a challenge to mow around? The village girls mowed there once and, by the way, did damage. The site has been mowed and trimmed many, many times this year by the volunteer group and Todd. Your claims that you maintain it are a lie.

When you enter into something for revenge purposes, you always end up looking foolish and incompetent.

Possibly, rather than trying to take credit for other people's work, you should work with other people.

Sent from my iPhone

admin@villageofcarma.ca

From:
Sent: September 21, 2020 6:01 PM
To: admin@villageofcarma.ca
Subject: Cemetery

Good Evening,

I am writing in regards to recent concerns regarding the activity at the Carmangay Cemetery and the complete lack of appreciation from the village council. As not only the son of the person responsible, but as a person who grew up in the Village of Carmangay and still consider it to be my home, I am genuinely disgusted with the behaviour of the Village Council. As far as I'm concerned, you should all be deeply ashamed of yourselves.

The memo mentioned "the oversight and maintenance is directly under the Village administration and council". Well if transparency is something you are hoping to achieve, I would be very interested to see a log of any and all maintenance performed at the cemetery by the village itself. If there has been more than an hour per month spent "caring" for the cemetery, I would be shocked. My late Grandmother(who is currently buried there) and I would take buckets of water out to bushes planted at my late grandfathers grave on a weekly basis, and I remember her always mentioning the state of the cemetery at that time. Grass always gone to seed, grass never swept or blown off graves and headstones, etc. Now this was 15-20 years ago, but over the past several years, if it wasn't for the group of volunteers who performed annual cleanups at the cemetery each year, my guess is it would still look the way it did 15 years ago.

As for the point raised about grave markers "presenting a challenge to cut/weed whack around", give me a break. It's a cemetery, there are grave markers throughout the entire area, so the point being made here is redundant and totally unnecessary.

I am totally in awe of the superiority complex that this council seems to have over its citizens. I am disgusted by the lack of appreciation given towards citizens simply trying to make the village a better place. And I believe the council should pull their heads out of their collective asses and give thanks to people who actually give a damn about the place they call home.

Sincerely,

Sent from my iPhone

admin@villageofcarma.ca

From:
Sent: September 21, 2020 2:28 PM
To: admin@villageofcarma.ca
Subject: Cemetery work

From:
Subject: Cemetery work

Message Body:
Hi,

I recently discovered a Facebook post that showed your disgusting remarks about the beautiful structures created at the cemetery. Not to mention not applauding the hard work done by the individuals for free. You state it make mowing difficult. Are you serious? It would take approx 3.5 seconds to weed wack around those crosses. I have been in Carmangay a lot this summer and have notice the work (or lack thereof) work that village does. I lived there for a summer a few years ago. Weeds overgrown on the baseball fields, along street roads etc. Please don't tell me how this hard work by VOLUNTEERS is causing you any grief.

I would think you would thank the volunteers for making the cemetery beautiful not discourage it. You should all be ashamed and stop being a bunch of old bags looking for something to complain about.

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This e-mail was sent from a contact form on Village of Carmangay (<http://www.villageofcarmangay.ca>)

admin@villageofcarma.ca

From:
Sent: September 21, 2020 2:36 PM
To: admin@villageofcarma.ca
Subject: Cemetery

To whom it may concern;

I am absolutely disgusted after reading in the village minutes about the "unsanctioned work" done at the cemetery. As my dad, and I know for a fact if it weren't for him your little villages cemetery would be an overgrown mess. He believes in pride of ownership, as you could probably tell by his immaculately kept yards at his shop and home, both of these properties add value to the village. Although he doesn't own the cemetery, we have a significant amount of family buried there, so of course he would want it to be kept nice. Something the village has neglected to do on their own.

Instead of attacking someone for going out of his way, using his own time and money, to improve part of the village, why not give him a simple thank you? Or perhaps he should be sending the village a bill for all the hard work he's done over the years.

I used to be very proud to come from Carmangay. But since this new council has come in, and all the passive aggressive actions and childish behaviours I have seen firsthand on Facebook, I'm embarrassed. Stop the nonsense,

Sent from my iPhone

admin@villageofcarma.ca

From:
Sent: September 21, 2020 7:16 PM
To: admin@villageofcarma.ca
Subject: ????

To whom it may concern;

What good does it do to ban Todd from all village properties? Do you realize he has given more to that Village in his life than ANY of you self righteous assholes have in your career working there? Please indulge me how this benefits any of you? All he was doing was sprucing you a place where his family is resting, because nobody else would. So he made a few crosses, SO WHAT?! Who does that affect?! He was the only guy out there cutting the grass! Next October can't come soon enough. You guys are the TRUMPS of Carmangay.

!

Sent from my iPhone

Financial Report

Bank Balance as at October 15, 2020:

Current Account:	\$ 226,823.99
Investment Accounts	\$ 40,251.95
Total	\$267,054.94

Current Taxes

There still remains \$26,137.00 in this years taxes to be paid as at October 15, 2020.

There still remains \$38,638.86 in this years taxes to be paid as at September 12, 2020.

There still remained \$51,047.79 in this years taxes to be paid as at August 11, 2020.

Tax Arrears:

There are 11 properties with a total tax arrears as at September 30, 2020 of \$16,288.75

There are 11 properties with a total tax arrears as at August 31, 2020 of \$16,788.75

There are 14 properties with a total tax arrears as at July 31, 2020 of \$16,929.05

There are 19 properties with a total tax arrears as at June 30, 2020 of 17,730.73.

There are 19 properties with a total tax arrears as at May 31, 2020 of 18,772.05.

There were 19 properties with a total tax arrears as at April 30, 2020 of \$19,913.

There were 19 properties with a total tax arrears as at March 31, 2020 of \$20,099.

Utilities Arrears:

There is \$7,211.53 of utility arrears that are 90 days and older as at September 30, 2020. Approximately half of the amount is with one property that is being returned to the bank.

There is \$5,154.95 of utility arrears that are 90 days and older as at August 31, 2020.

There is \$2,408.16 of utility arrears that are 90 days and older as at July 31, 2020.

There is \$2,770.71 of utility arrears that are 90 days and older as at June 30, 2020.

There is \$5,888.01 of utility arrears that are 90 days and older as at May 31, 2020.

There was \$3,716 of utility arrears that are 90 days and older as at April 30, 2020.

There was \$3,265 of utility arrears that were 90 days and older as at March 31, 2020.

Budget vs Actual and Projected to Year End as at September 30, 2020

	Budget	Year to Date	Projected to Year End	Notes
Revenues				
Taxes including School and Marquis	\$ 264,646	\$ 298,671	\$ 298,863	
General Administration	\$ 91,926	\$ 58,558	\$ 116,052	The agency revenue is posted at year end and not included
Bylaw Enforcement	\$ 500	\$ 475	\$ 475	
Public Works	\$ 40,000	\$ 69,083	\$ 100,000	
Water Supply and Distribution	\$ 97,787	\$ 96,094	\$ 115,246	
Wastewater	\$ 25,143	\$ 25,376	\$ 30,451	
Waste Management	\$ 45,900	\$ 47,455	\$ 56,946	
Development	\$ 400	\$ 1,500	\$ 1,500	
Cemetery	\$ 1,450	\$ 2,150	\$ 2,150	
Land Sales	\$ -	\$ 7,700	\$ 12,700	
Total Revenues	\$ 567,752	\$ 607,062	\$ 734,383	
School, Marquis, Doctor Retention	\$ 84,368	\$ 67,994	\$ 72,298	
Council and Other Legislative	\$ 6,000	\$ 5,643	\$ 6,200	
General Administration	\$ 176,001	\$ 183,353	\$ 216,023	
Emergency and Bylaw	\$ 2,878	\$ 3,651	\$ 3,978	
Public Works	\$ 101,700	\$ 244,160	\$ 122,200	Year to Date numbers include amounts to be transferred to Capital
Roads, Streets, Walks and Lighting	\$ 20,511	\$ 27,487	\$ 32,300	
Water Supply and Distribution	\$ 102,900	\$ 119,972	\$ 168,550	
Wastewater	\$ 4,100	\$ 19,237	\$ 21,600	
Waste Management	\$ 56,500	\$ 8,640	\$ 55,500	
Community Programming	\$ 500	\$ 171	\$ 500	
Development	\$ 4,900	\$ 7,515	\$ 8,400	
Parks and Recreation	\$ 4,100	\$ 486	\$ 1,000	
Culture including Library	\$ 3,294	\$ 3,015	\$ 3,200	
Total Expenses	\$ 567,752	\$ 691,322	\$ 711,749	
Surplus (Deficit)	-\$ 0	-\$ 84,259	\$ 22,634	

New Business

A. 2019 Audited Financial Statements

Suggested Motion: Motion to approve the 2019 audited financial statements

The draft 2019 audited financial statements have been provided under separate cover and are publicly available on the Village website.

B. Fortis Franchise Fees

Suggested Motion: Motion to maintain the Fortis franchise fee at 5%.

OR

Motion to increase the Fortis franchise fee rate to 15%.

Background:

A franchise fee is an amount set on an electrical or gas bill that is collected by the retailer and given to the municipality. This percentage has a maximum amount of 20% of the bill.

Administration has confirmed that the franchise fee rate for Atco has been 15%. Fortis though was not set at the same rate. A comparison of franchise fee rates for this area shows the following;

Municipality	Franchise Fee Rate
Carmangay	5%
Champion	15%
Milo	20%
Arrowwood	12%
Vulcan	20%

The average rate for the area is 14%. The rate of 5% was made active January 1, 2018.

At the current rate, the Village of Carmangay can anticipate collecting \$9,792 in 2021 or \$3.45 on an average monthly bill.

If the rate was increased to the regional average of 14%, the Village would collect \$27,416 or \$9.66 on an average monthly bill.

The difference on the new rate of 14% would be an increase in revenue to the Village of \$17,624 and an increase on an average monthly bill of \$6.21.

The process to increase the rate if desired by Council would be:

IMPORTANT ACTIONS AND TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JAN. 1, 2021:

1. Review the attached Franchise Fee Calculator and present your recommendations to Council;
2. If Council is proposing a change in franchise fee, a resulting impact to the customer's annual bill must be advertised in the local newspaper that has the widest circulation within your municipality for two consecutive weeks. (Please use the attached sample advertisement).
3. If increasing your franchise fee, it must stay within the current Franchise Fee Cap of 20 per cent.
4. By Nov. 1, 2020, please email scanned copies of the advertisements to Kayla Law at kayla.law@fortisalberta.com - Due to COVID-19 working precautions, we will only be accepting documentation via email. If this is a concern please contact me directly. Thank you.

C. Cemetery Committee

Suggested Motion: Motion to direct the CAO to draft a Memorandum of Understanding between the Carmangay and Area Historical Society and the Village of Carmangay for both parties' consideration.

Background:

Administration received the following letter from the Carmangay and Area Historical Society.

September 28, 2020

Re: Cemetery Advisory Committee

Dear Village Council,

It is our understanding that the Village of Carmangay Council is putting together a Cemetery Advisory Committee to oversee the general maintenance of the Carmangay Cemetery. The Carmangay & District Historical Society is writing to secure a place on this committee.

One of the roles of the Historical Society for the past many years has been to put together the history of the cemetery in hopes to designate it as a historical site. We have learned in our process that they no longer designate cemeteries but they do designate the story and the role it plays in the area. An example of this would be the Dokkebor Cemetery located south of Arrowwood. It was discovered that there was once a community located there and a great story behind it.

Much time has been spent on the story of the Carmangay Cemetery and so far we know that it was formally started in 1910 as a result of the typhoid epidemic. At that time, the railway was being built in the area and at least 2 burials sites were placed in the cemetery in 1909. There were several burials in 1910 due to the building of the railway. Chronologically the CPR burials are unknown, but 3 sites are marked in the Northeast corner of the yard. The Historical Society has been researching graves and markers in hopes to erect a kiosk of information for tourists when they visit the area. It was decided that a map could be placed in the yard but soon realized that a lot more information was needed. So the research continues and the project is on hold until more information is gathered.

The committee takes great pride in the cemetery and have had many visitors from out of province and country call to visit the cemetery for their research in the genealogy of their families. It goes without saying that the importance is high in having the cemetery kept in exceptional condition for these impromptu visits. Many members of the community have come out in the spring and planted flowers from their own yards that are drought resistant and do not need watered every day just because they care. The weeding, grass cutting and filling of the gopher holes is an ongoing job that volunteers from our society have taken on without recognition because of their belief in the importance of history not only to our community but also of the families to the people that have gone before us.

Carmangay has a cemetery to be proud of and we would like to keep it that way with the care and love that an aging cemetery needs. The Carmangay & District Historical Society would like to be part of the Cemetery Advisory Committee to continue the work of the grounds and the research of history that the cemetery deserves. With the growing numbers to the Historical Society, we definitely have enough members to keep up with the grass and weeds and anything else that is required of this Committee.

Thank you for taking the time to consider our proposal, we look forward to hearing from you in the near future.

Sincerely,



Arlene Hill

Carmangay & District Historical Society Secretary

The Village is required by legislation to be responsible for the Carmangay Cemetery. Primarily, the focus is keeping accurate records as well as being the fiscal agent for those wishing to purchase burial space.

The Carmangay and Area Historical Society has a passion and interest in the cemetery and can operate as the advisory committee and be responsible for maintaining the appearance and planning of the cemetery.

The areas that both parties would work together is; in updating and digitizing all of the cemetery records, long term planning where the Village can budget for any capital upgrades or operational needs, any support the committee would require from the Village to perform their functions.

D. Byelection

Suggested Motion:

Motion to accept the letter of resignation of Deputy Mayor Joanne Juce effective September 27, 2020.

Motion to set December 8, 2020 as the date for the byelection and November 3, 2020 to November 6, 2020 as the nomination window.

Background:

It is with regret that administration must inform Council of the resignation of Deputy Mayor Joanne Juce effective September 27, 2020.

As per Division 5, Section 165 Council will have a period of up to 120 days to hold a byelection to fill the vacant position. An election date will be set at the October 20, 2020 Regular Meeting of Council.

The following is the suggested schedule for the byelection:

September 28, 2020 – The public was advised via Facebook of a council vacancy.

October 14, 2020 – Information for Council Candidates was sent out on Facebook with links to information and bylaws for potential CAO's.

October 20, 2020 – Regular Council Meeting

- Motion to set election date
- Motion to declare a returning officer and a deputy returning officer
- First Reading of a new election bylaw
- Motion for plebiscite with bylaw to expand to 5 Councillors

October 21, 2020 – Candidate packages available at the Village office.

October 21, 2020 – Mailout to all Carmangay citizens announcing there will be a byelection and nomination day opens November 2, 2020.

November 3, 2020 – Nomination Window Opens

November 6, 2020 – Nomination Window Closes

November 17, 2020 – Regular Meeting of Council

December 8, 2020 – Election Day

E. Appointment of Returning Officer and Deputy Returning Officer

Suggested Motion: Motion to appoint Heather O'Halloran as the Returning Officer and Sandy Struck as the Deputy Returning Officer.

F. Election bylaw

Suggested Motion: Motion to pass first reading of Bylaw 796 Carmangay Election Bylaw.

Background:

The below bylaw is intended for the upcoming 2021 election and will not impact in any way the current byelection. To create an election bylaw that is enforceable it needs to be in place before December 31, 2020.

An election bylaw provides clarity and a document that can be adjusted moving forward if required.

VILLAGE OF CARMANGAY

CARMANGAY - ALBERTA

BYLAW 796

A Bylaw of the Village of Carmangay, in the Province of Alberta, to provide for municipal elections in the Village of Carmangay.

WHEREAS The Local Authorities Election Act, RSA 2000, Chapter L-21, as amended (the "Act"), provides for the holding of local elections by municipalities;
NOW THEREFORE the Municipal Council of the Village of Carmangay, Alberta duly assembled, hereby enacts as follows:

1. Title

(1) This bylaw may be cited as "Municipal Election Bylaw."

2. Definitions

(1) Except as otherwise provided for in this bylaw, the terms used in the Act, where used or referred to in this bylaw, have the same meaning as defined or provided in the Act.

In this bylaw:

- a) "Village" means the municipal corporation of the Village of Carmangay, In the Province of Alberta, or the area within the Village of Carmangay's corporate limits, as the context requires;
- b) "Voting Station(s)" means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results.

3. Application

(1) Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.
(2) Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefore.

4. Returning Officer

(1) By default the Chief Administrative Office is the Returning Officer.
(2) Council shall appoint, by resolution, an individual to act as the Returning Officer for the Village (hereinafter referred to as the "Returning Officer" for the purpose of conducting elections under the Act if it is not the Chief Administrative Officer.

5. Nomination Procedure

- (1) The Returning Officer will receive nominations of candidates for the Village of Carmangay elections between the hours of 9:00am and noon on Nomination Day.
- (2) Every nomination form for a candidate for the position as a member of Council for the Village of Carmangay shall be accompanied by a deposit of Twenty Five Dollars (\$25.00)
- (3) The deposit must be provided in cash, certified cheque or money order payable to the Village of Carmangay.
- (4) A candidate's deposit will be returned to him/her in accordance with the Local Authorities Election Act;
 - (a) if the candidate is declared elected,
 - (b) if the candidate obtains a number of votes at least equal to ½ of the total number of votes cast for the candidate elected with the least number of votes,
 - (c) if the candidate withdraws within 24 hours of the close of the nomination acceptance period.
- (5) A Candidate's nomination shall be in the prescribed form and must have at least five (5) signatures from residents in the local jurisdiction who meet the requirements as eligible electors on the date of signing the nomination.

6. Election Day

- (1) The voting station shall be kept open continuously on Election Day from 10:00am to 8:00pm.

This Bylaw shall take effect on the date of third and final reading;

Received first reading this _____ day of _____, 2020

Received second reading this _____ day of _____, 2020

Received third and final reading this _____ day of _____, 2020

 Stacey Hovde, Mayor

Patrick Bergen, Chief Administrative Officer

G. Motion for plebiscite with bylaw to expand to 5 Councillors

Suggested Motion: Motion to direct the CAO to create a plebiscite to be sent out to citizens to consider whether Council should be increase from 3 Councillors to 5 Councillors for the October 2021 election.

Background:

There are benefits and drawbacks to increasing Council to 5.

Benefits

- Council would have a broader representation of its citizens.
- Council would have a broader experience background.
- There would be more people to attend all of the boards and committees.

Drawbacks

- The additional cost of 2 extra Council members is approximately \$4,500 per year.
- Municipal Affairs would be concerned if all of the 5 openings could not be filled.

H. Assessor Audit

Suggested Motion: Motion to accept the assessor audit as information.

Background: An audit of our assessors and processes has not been done for a number of years. Most of the municipalities in Vulcan County underwent the same process.

The report is provided under separate cover. The follow up items are being added to the admin to do list.

September 22, 2020

Mr. Patrick Bergen, CAO

Village of Carmangay

Email: cao@villageofcarma.com

Dear Mr. Bergen,

On behalf of the Minister of Municipal Affairs, we have completed the detailed assessment audit for the Village of Carmangay and are pleased to provide you with a copy of the report. The objective of a detailed assessment audit is to provide the Minister and municipality with an unbiased opinion as to the quality of the 2020 assessment roll and whether the village adequately adheres to assessment standards.

The report identifies where opportunities exist to improve assessment performance and the quality of the assessment roll. Further, the report is intended to act as a basis for action by the village in addressing the findings and recommendations that are included.

Please inform your council that the detailed assessment audit is complete, and of the findings and recommendations in the report. A follow-up to this audit will commence in 2021 to evaluate progress made in addressing the recommendations.

We extend appreciation to the assessor and the municipal staff for their cooperation during the course of the audit. Should you have any questions about the audit or the report, please feel free to contact Verle Blazek, 403 388-1295.

Sincerely,

A handwritten signature in cursive script that reads "Darren Rossiter".

Darren Rossiter

A/Director, Assessment Audit