

**Agenda**  
**Village of Carmangay**  
**Regular Council Meeting**  
**Carmangay Library**  
**May 21, 2019**  
**6:30 p.m.**

1. Call to Order
2. Guests: Scase and Partners – 2019 Audited Financial Statements
3. Approval of Agenda for May 21, 2019 Regular Council Meeting
4. Approval of minutes of Regular Council Meeting – April 16, 2019
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
  - A. Acceptance of Audited Financial Statements
  - B. Appointment of Regional Emergency Management Advisory Committee Member
  - C. Update on Projects
  - 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. Executive Session
14. Adjournment.

**Regular Meeting of Council for the  
Village of Carmangay,  
April 16, 2019  
at the Carmangay Library**

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

**GUESTS** Steve Harty (ORRSC) – Cannabis Bylaw

Steve Harty discussed the Cannabis Bylaw, and provide Bylaw 788 for Council consideration. Mr. Harty additionally reviewed the village’s draft Municipal Development Plan

**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 April 16, 2019 with the addition of New Business (H) Administration Item and (I) Bylaw 787: Zoning Bylaw.**

**Carried.**

**MINUTES**

**Motion made by Councillor Peggy Hovde to approve the minutes of the Special Meeting of Council held March 19, 2019.**

**Carried.**

**BUSINESS ARISING**

None

***OLD BUSINESS***

None

***PUBLIC WORKS REPORT***

Public Works were focused on:

***ADMINISTRATOR REPORT***

The CAO was focused on:

***CORRESPONDENCE***

CAO Patrick Bergen received correspondence regarding the potential charging station.

***FINANCIAL REPORT***

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

**Carried.**

***NEW BUSINESS***

a) **Motion made by Deputy Mayor JoAnne Juce to pass first reading of Bylaw 787 Tax Rate Bylaw.**

**Carried.**

**Motion made by Councilor Peggy Hovde to pass second reading of Bylaw 787 Tax Rate Bylaw.**

**Carried.**

**Motion made by Deputy Mayor JoAnne Juce for permission to move to third reading of Bylaw 787 Tax Rate Bylaw.**

**Carried Unanimously.**

**Motion made by Deputy Mayor JoAnne Juce to pass third reading of Bylaw 787 Tax Rate Bylaw.**

**Carried.**

b) Council reviewed the provided update on the Peaks to Prairies Car Charging Station.

c) **Motion made by Councilor Peggy Hovde to authorize the Mayor to sign the letter to the Carmangay Horticultural Association for the donated \$4,000.00 for the wind turbine blade.**

**Carried.**

d) **Motion made by Deputy Mayor JoAnne Juce to authorize the Chief Administrative Officer to extend the agreement between the Carmangay Lions Club and the Village of Carmangay for more than one year.**

**Carried.**

e) **Motion made by Councilor Peggy Hovde to put in a sanitary line from the south edge of the Carmangay Camground to the manhole on the corner of Whyte Street and Grand Avenue for a cost not to exceed \$10,000.00.**

**Carried.**

f) **Motion made by Mayor Stacey Hovde to make available the \$200,000.00 credit facility as required to provide interim funding as needed for Project 2019-001 Stage #1 Whitney Armstrong Loop.**

**Carried.**

g) Council reviewed the provided action list and provided comments.

h) Council reviewed Administrative Item (?)

## **REPORTS**

### **a) ORRSC**

No meeting.

### **b) MARQUIS**

Deputy Mayor JoAnne Juce attended a Marquis Foundation Meeting. The Peter Dawson Lodge continues to have substantial vacancies, so funding continues to be a bit of a challenge. The outlying communities' self-contained housing units have fewer vacancies than previously, so there is some relief financially. Repairs and maintenance funded by a provincial grant continue (including Carmangay).

The Vulcan Affordable Housing Committee gave us a presentation, suggesting that a partnership might be mutually beneficial. There is some indication that the Marquis Foundation is actually supposed to be concerned with affordable housing in general, not just for Seniors.

There are some new procedures mandated by the Provincial Government, intended to provide more protection for vulnerable Seniors, including new rules about communications with management and staff of lodges, assisted living facilities, etc.

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

No meeting.

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

Deputy Mayor JoAnne Juce advised that the Carmangay Library now has a Friends of... Association to participate in fund raising, etc. An Executive has been elected. The first meeting will involve discussions and planning for the initial fund-raisers.

The Library Board / Manager have been requested to provide all details of the new air-conditioner/furnace that will be installed this year, including specifications and pricing.

#### **e) FCSS**

Deputy Mayor JoAnne Juce advised that FCSS is seeking additional board members-at-large via a poster and word of mouth campaign. So far, we have two new volunteers, and would like to see 2 - 3 more join the board.

FCSS is also sponsoring a new Rural Mental Health Initiative, aimed at preventive measures for the rural population, whose situation is often vastly different from that of urban residents.

#### **f) HALL BOARD**

Councillor Peggy Hovde attended a Carmangay Hall Board meeting.

#### **g) SOUTHGROW**

Councilor Peggy Hovde attended a Southgrow Meeting.

Councilor Peggy Hovde attended a workshop about regional tourism, where Roger Brooks presented about communities and their unique qualities. Raising taxation 5 cents per capita, broadband, and the CARES grant were all discussed.

#### **h) TWIN VALLEY REGIONAL WATER COMMISSION**

Mayor Stacey Hovde was unable to attend the TVRWC meeting.

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

Mayor Stacey Hovde attended a Mayors and Reeves of Southwest Alberta meeting. MP John Barlow attended, where he discussed the pressing opioid crisis in Alberta municipalities, and the Chinese Canola Situation.

#### **j) HISTORICAL SOCIETY**

No meeting.

#### **k) CHINOOK ARCH**

Deputy Mayor JoAnne Juce advised that Renovations at the Chinook Arch HQ are complete. The renovated space is very fresh and modern, with a really upbeat feeling. There will be a Grand Opening festivity at the end of May.

We were presented with the audit, which showed that all financials were in order.

However, due to an unexpected reduction in funds of about \$160,000, some budget cuts have been made, to ensure continued operations without cutting services.

Most communities have their fund-raising initiatives already working at full force for the summer season.

#### **I) TEEPEE RING COMMITTEE**

Deputy Mayor JoAnne Juce advised that the First Nations consultants are once again eager to meet, after some fall-off of interest. Hopefully, end of April.

She is also working with Canadian Badlands Tourism to see what is involved in a Frisbee Golf Course.

#### **m) PEAKS TO PRAIRIE LAUNCH**

Deputy Mayor JoAnne Juce attended the Vulcan Tradeshow.

**Motion made by Councilor Peggy Hovde to move to the Executive Session at 8:57 p.m.**

**Motion made by Councilor Peggy Hovde to move out of the Executive Session at 9:03 p.m.**

#### ***ADJOURNMENT***

Mayor Stacey Hovde adjourned the meeting at 9:05 p.m.

Next Regular Council meeting – May 21, 2019 at 6:30 p.m. at the Carmangay Library.

---

Mayor Stacey Hovde

---

Chief Administrative  
Officer Patrick Bergen

## **7) Public Works Report**

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

- Public works completed the first mowing of the season.
- John and Scott assisted with the campground sanitary line project. There was a large savings using Village staff and equipment to do the work versus having it contracted out.
- John continued to work on frozen sanitary lines and luckily at least one line thawed on its own.

## **8) Administration Report**

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

- Patrick attended the Regional Emergency Advisory Committee meeting. This meeting moving forward will be made up of elected officials. There is a Regional Emergency Agency Committee that Patrick is part of that is tasked with the work of regional emergency planning and training.
- Patrick attended the Vulcan County Communications meeting in Vulcan.
- Munisoft provided 3 days of final training for the new accounting software for both Villages. Carmangay received a \$1,000 credit with Munisoft by doing the training at the same time as Champion. There is still a small list of finish up items to complete but it is fully functional.
- There has been some work to understand how feasible an irrigation system may be and where it would make sense to put one in.
- Heather and Patrick manned a booth at the Vulcan Ag Society Information Exposition. Many thanks to the Ag Society for setting this up. We had a number of people come by and ask questions.

## **9) Correspondence**

The office received 2 letters from residents.

The first letter had some concerns about public works staff wearing hard hats and glasses when working on projects. The all now are doing that and that was communicated back to the resident via email. The second concern was about the step in front of the office being a trip hazard. This is being addressed as well with yellow paint to highlight the step and was also communicated back to the resident via email.

The second letter requested the CAO to allow audio recording during Council meetings. The CAO made an error in the past in granting the ability to record to one resident that was in a communications course. Bylaw 780 does not permit audio recording during a meeting as detailed below. The CAO is not allowed to offer permission as it would require a change of bylaw by Council. The CAO will make a better effort to post the audio recordings sooner.

The intended bylaw and policy changes have been on hold since the Carmangay Advocacy Group petition that brought about the Municipal Inspection screening and now the Municipal Accountability Review.

This information was relayed to the resident.

Additionally, the following letter was received by the Carmangay Library Board

April 15<sup>th</sup>, 2019

To Village Council,

Library volunteers, staff, patrons, and our library service area of residents believe an expanded library will provide the necessary space to meet the current and future needs of our library patrons. Our current library has some deficiencies that prevent it from being the library it should be.

We envision extra space that can be used for programming or community meetings as well as some space to fill office and administration needs.

There is currently a steering committee in place to start a "Friends of the Library Group". Their primary focus will be funding a library expansion. However, this group is in its infancy and is still a ways off from raising the funds needed to complete this project. Through partnerships we hope to make this dream a reality.

We look forward to working with you on this project.

Sincerely,

Julie Tremblay  
for/ The Village of Carmangay Library Board

## 10) Financial Report

Administration has completed the transition to the new accounting software. Below is the new Financial report. The financial report is set up to show the 2019 operating budget and progress to date. There are still a few tweaks as to how revenue and expenses are recorded and some items capitalized that will get smoothed out. The intention of this report is for Council to see and understand where areas of the operation are tracking better or worse than budgeted.

The following is the Villages cash position and taxes owed.

<b>Current Account</b>	\$ 57,783.14
<b>Investment Accounts</b>	\$ 134,157.98
<b>Total Cash Available</b>	<b>\$ 191,941.12</b>
<b>Total Taxes Owing</b>	<b>\$ 16,259.80</b>

One important note is with regards to the provincial funding for MSI Operating, MSI Capital and Gas Tax Fund Grants. While we were able to apply and have confirmed that we will receive funding from previous years for the MSI Capital and Gas Tax Fund grants we will not receive funding for the 2019 allocations until a provincial budget is passed in the fall.

Administration believes we can continue with our capital plan with the backlog of funds until the current year funding is put in place.

## Operational Budget and Results to April 30, 2019

	Annual Budget	Period	Year To Date	Notes
Taxes not including ASFF, Marquis	\$ 306,239		\$ (172)	
General Administration	\$ 101,328	\$ 591	\$ 1,589	
Bylaws Enforcement	\$ 700	\$ 100	\$ 425	
Public Works	\$ 5,700			
Water Supply and Distribution	\$ 110,300	\$ 533	\$ 37,168	Bulk water sales of \$525 from G3
Wastewater Treatment and Disposal	\$ 28,000	\$ 34	\$ 9,156	
Waste Management	\$ 53,000	\$ 61	\$ 17,655	
Development	\$ 500			
Parks and Recreation		\$ 1,113	\$ 1,113	Campground Revenue will be transferred to the Lions Club
<b>Total Revenue</b>	<b>\$ 605,767</b>	<b>\$ 2,432</b>	<b>\$ 66,934</b>	
School Tax, Doctors and Marquis	\$ 59,310		\$ 17,668	
Council and Other Legislative	\$ 11,750		\$ 1,978	
General Administration	\$ 167,440	\$ 9,897	\$ 13,037	
Emergency and Bylaw	\$ 12,850		\$ 188	
Public Works	\$ 56,575	\$ 14,423	\$ 38,331	There are some items that may be capitalized.
Roads, Streets, Walks, Lighting	\$ 29,400		\$ 4,057	
Water Supply and Distribution	\$ 153,280	\$ 4,971	\$ 12,691	Don't have TVRWC bill for April in
Wastewater Treatment and Disposal	\$ 21,800		\$ 305	
Waste Management	\$ 67,900	\$ 1,080	\$ 3,240	
Community Programming	\$ 3,192			
Cemeteries and Crematoriums	\$ 100			
Development	\$ 5,900		\$ 1,855	
Parks and Recreation	\$ 13,270	\$ 112	\$ 234	
Culture: Libraries, Museums, Halls	\$ 3,000		\$ 1,472	
<b>Total Expense</b>	<b>\$ 605,767</b>	<b>\$ 30,483</b>	<b>\$ 95,056</b>	
<b>Net Revenue/Expense</b>	<b>\$ -</b>	<b>\$ (28,051)</b>	<b>\$ (28,122)</b>	

## **11) New Business**

### **A. Acceptance of Audited Financial Statements**

#### **Suggested Motion**

**Motion to accept the 2019 audited Financial Statements.**

### **B. Appointment of Regional Emergency Management Advisory Committee Member**

The Vulcan Regional Emergency Management Plan is being developed. There are 2 committees that are required to meet at least annually; the Regional Emergency Management Advisory Committee and the Regional Emergency Agency Committee.

The Regional Emergency Advisory Committee is made up of 1 elected official from each municipality in Vulcan County and provide oversight to the plan and agency committee.

#### **Suggested Motion**

**Motion to appoint Mayor Stacey Hovde as a member of the Vulcan Regional Emergency Management Advisory Committee.**

## **C. Update on Projects**

### **2018-001 Wastewater Lift Station and Reporting System**

**Budget \$125,000**

Most of the work for this project has been completed. The control panel has been ordered and is now available. It is estimated to be completed in the new few weeks and will be below budget. Final numbers should be available by next Council meeting.

### **2018-003 Clean and Scope all Sanitary Lines**

**Budget \$20,000**

All sanitary lines have been flushed. The Village now owns the camera technology to scope the lines as part of the larger infrastructure work. The Village staff will complete the camera work and will do all future camera work. It is estimated to be completed later this summer and as needed and will be below budget.

### **2019-001 Whitney Armstrong Loop**

**Budget \$250,000**

The trees that were causing root incursions or that were deemed unsafe have been removed from Whitney Street. Work will commence in June and should take approximately a month to complete. The Village did purchase some tools and equipment to complete this project that will be used for future capital and operational work. It is estimated that this project will be under budget.

### **2019-002 2<sup>nd</sup> CP Crossing**

**Budget \$300,000 over 2019 and 2020**

The engineering and initial work to secure the crossing below the tracks has begun. It is hoped to start this work in late 2019 or spring of 2020.

### **2019-009 Purchase of Blade / Snow Bucket for Backhoe**

**Budget \$15,000**

These funds are no longer needed as this equipment was incorporated into the costs of the new backhoe.

### **2019-009 Purchase of 112 Carman Street Lot**

**Budget \$14,125**

This lot purchase was added to the capital plan through a motion of Council on February 19, 2019. The lot was purchased for \$12,500, under budget, and the legal work will be completed by Village staff.

**2019-013 New Sanitary Line for Carmangay Campground**

**Budget \$10,000**

This project was added to the capital plan through a motion of Council at the April 16, 2019 Council meeting. The sanitary line is complete up to the campground and the Lions Club have contracted the Village to complete the work inside the campground at the Lions cost. The work will be complete by the end of May and is estimated to be under budget.

## D. Action List

**Action List** Updated May 20, 2019

Item	Due Date	Update
Kill all roots for stumps in the Village	30-Apr-19	Complete. The stumps will be removed in the spring of 2020.
Review and update a bylaw index. Create a list of outdated bylaws to be brought to Council to be rescinded.	30-Apr-19	Complete
Put in missing truck route signs	24-May-19	
Replace missing 30Km sign at entrance	24-May-19	
Complete sanitary line into campground	28-May-19	Sanitary line is complete from Grand Avenue and Whyte Street to just inside the campground. Remainder will be completed this coming week.
Deal with Baby's Breath	31-May-19	
Finish cleanup of commercial lot	31-May-19	
Complete the plan for where the charging station will be on the blade site	31-May-19	
Complete installation of a control panel and back up generator in the sanitary lift station	31-May-19	Backup generator will be delayed to be in conjunction with the water plant work. The control panel has arrived for installation
Goal #1: Create fact sheets for each available property and load onto the Village website by spring of 2019.	31-May-19	
Clean and scope all sanitary lines	31-May-19	The flushing of the lines has been completed and the camera work will be done by our staff.
Copy and publish all council meetings dating back to 2013 to the Village website	1-Jun-19	
Copy all popular bylaws to the Village website	1-Jun-19	

Create a plan for the new blade site and move the blade to the new location by Summer of 2019.	1-Jun-19	The location on the site has been selected and a draft plan has been done for MPC approval. The land is in the process of being rezoned.
Create a plan for the remainder of trees that need to be removed and ones that should be considered prior to the sidewalk repairs and bring to Council	15-Jun-19	
Complete a sidewalk replacement plan and bring to Council for consideration	15-Jun-19	
Create a new Municipal Development plan with ORRSC as mandated by the MGA by the spring of 2019.	30-Jun-19	The draft of the MDP has been reviewed by Council.
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.	30-Jun-19	
Scope the water lines and infrastructure at and near the water plant	6/30/2019	
Obtain the old firehall drawings	31-Jul-19	
Confirm ownership of the old fire truck	31-Jul-19	
Investigate the cost of repainting the existing water tower and present to Council for consideration by spring of 2019.	31-Jul-19	
Complete and execute drainage and landscaping for Old Fire Hall	31-Jul-19	

Update and bring Bylaw 784 Procedural Bylaw to Council meeting	15-Aug-19	Delayed pending Municipal Accountability Review
Bring Bylaw 785 Community Standards Bylaw to Council meeting second and third reading.	15-Aug-19	Delayed pending Municipal Accountability Review
Clean out old water plant	31-Aug-19	
Complete fire hydrant flow testing	31-Aug-19	Will be done annually to test the water flow in the Village
Complete phase 1 of the water infrastructure effort by summer of 2019.	31-Aug-19	
Goal #3: Create a plan and budget to upgrade and define a 3 km (McFarland Trail) pathway for Council's consideration by spring of 2019. Execute the plan by summer and fall of 2020.	30-Sep-19	
Research and present to Council new options for housing that promotes sustainability by the Fall of 2019 for their consideration.	30-Sep-19	
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.	1-Oct-19	On hold pending new government budget in the fall of 2019
Complete ICS 100, 200 and 300 Training	31-Dec-19	
Negotiation of the Intermunicipal Collaboration Framework will commence by the end of 2019.	31-Dec-19	
Create an inter-municipal development plan as mandated by the MGA by the end of 2019.	12/31/2019	
Create an inter-municipal collaboration framework as mandated by the MGA by the end of 2019.	12/31/2019	

Complete phase 2 of the water infrastructure effort by spring of 2020.	31-Mar-20	
Grind out all dead stumps in the Village	31-May-20	
Finish all the elements of the blade site plan by summer of 2020.	1-Aug-20	