

Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Library
December 17, 2019
6:30 p.m.

1. Call to Order
2. Guests: Carmangay Library Board
3. Approval of Agenda for December 17, 2019 Regular Council Meeting
4. Approval of minutes of Organizational Council Meeting – October 22, 2019
Approval of minutes of Special Council Meeting – November 12, 2019
Approval of minutes of Regular Council Meeting – November 19, 2019
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
 - A. Police Costing Model Update
 - B. MDP 2nd and 3rd Reading
 - C. IDP committee members
 - D. Lions Club Campground Update
 - E. 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

14. Adjournment.

**Organizational Meeting of Council for the Village
Of Carmangay, October 22,2019 at 6:30 p.m. at
The Carmangay Library**

ADMINISTRATOR CALL TO ORDER: Meeting was called to order at 6:29 p.m.

PRESENT:

Stacey Hovde
JoAnne Juce
Peggy Hovde
Patrick Bergen, Administrator

ELECTION OF MAYOR: **Motion made by Deputy Mayor JoAnne Juce to re-appoint Stacey Hovde to the position of Mayor.**

Carried

ELECTION OF DEPUTY MAYOR: **Motion made by Councilor Peggy Hovde to appoint JoAnne Juce to the position of Deputy Mayor.**

Carried

COUNCIL MEETING DATE: **Motion made by Mayor Stacey Hovde that the Council meeting dates will continue to be the third Tuesday of each month at 6:30 p.m.**

Carried

BANKING INSTITUTION/SIGNING AUTHORITY

Motion made by Deputy Mayor JoAnne Juce that the banking institution for the Village remain the ATB Financial, Vulcan, AB., and that any one of the three Councilors with the Administrator will have signing authority

Carried

APPOINTMENT OF AUDITOR

**MOTION TO APPOINT SCASE AND CO. AS THE
AUDITORS FOR THE 2019 FINANCIAL AUDIT.**

Carried

COMMITTEES:

- a) ORRSC – Peggy Hovde/alternate JoAnne Juce
- b) Marquis Foundation – JoAnne Juce/alternate Peggy Hovde
- c) Vulcan District Waste Commission – Stacey Hovde/alternate Peggy Hovde
- d) Carmangay Library Board – JoAnne Juce
- e) Vulcan County Subdivision & Appeal Board – Peggy Hovde
- f) FCSS – JoAnne Juce
- g) Regional Emergency Management – Stacey Hovde
- h) Health Care Workers Recruitment & Retention – Peggy Hovde
- i) South Grow – Peggy Hovde/alternate Stacey Hovde
- j) Twin Valley Regional Water Services – Stacey Hovde/alternate Peggy Hovde
- k) Mayors and Reeves of Southern Alberta – Stacey Hovde
- l) Rec Board – Stacey Hovde
- m) Municipal Planning Commission – Stacey Hovde, JoAnne Juce & 3 members-at-large
- n) Historical Society – JoAnne Juce
- o) Chinook Arch – JoAnne Juce
- p) Teepee Ring Committee – JoAnne Juce

**Motion made by Councillor Peggy Hovde to
approve the above Committee appointments.**

Carried

ADJOURNMENT:

**Motion made by Mayor Stacey Hovde to
adjourn the Organizational meeting at 6:50 p.m.**

Carried

Mayor

Chief Administrative Officer

**Special Meeting of Council for the
Village of Carmangay,
November 12, 2019
at the Library**

CALL TO ORDER Meeting was called to order 6:30 p.m.

GUESTS Blake Termeer Manager, Projects

PRESENT Stacey Hovde, Mayor
JoAnne Juce, Deputy Mayor
Peggy Hovde, Councillor
Patrick Bergen, Deputy CAO

APPROVAL OF THE AGENDA

Motion made by Deputy Mayor JoAnne Juce to approve the agenda.
Carried

APPROVAL OF THE MINUTES

Minutes will be tabled to November 19,2019 Regular Council Meeting

PUBLIC WORKS REPORT - None

BUSINESS ARISING FROM THE MINUTES - None

OLD BUSINESS - None

ADMINISTRATOR REPORT - None

FINANCIAL REPORTS - None

NEW BUSINESS

**Motion made by Councillor Peggy Hovde to accept the Water Infrastructure
Go
Forward Plan as information.**

Carried

Motion made by Mayor Stacey Hovde to accept the Telus Tower Lease Agreement as information

Carried

Motion made by Deputy JoAnne Juce to accept Library roof info as information.

Carried

REPORTS - None

CORRESPONDENCE - None

CLOSED SESSION - None

ADJOURNMENT

The Chair adjourned the meeting at 7:25pm.

Next Regular Council meeting – November 19th at 6:30 pm at the Library

Mayor

Chief Administrative Officer

**Regular Meeting of Council for the
Village of Carmangay,
November 19, 2019
at the Carmangay Library**

CALL TO ORDER Meeting was called to order by Mayor Stacey Hovde at 6:30 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 for November 19,2019, Regular Council Meeting.

Carried

MINUTES

Motion made by Councilor Peggy Hovde to approve the minutes of the Regular Council Meeting held November 19, 2019.

Carried

Approval of minutes of Organizational Council Meeting held October 22, 2019.-
Tabled

Approval of minutes of Special Council Meeting held November 12, 2019. -Tabled

BUSINESS ARISING

None

OLD BUSINESS

None

PUBLIC WORKS REPORT

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

ADMINISTRATOR REPORT

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

Motion made by Deputy Mayor JoAnne Juce to accept the reports as presented.

Carried

CORRESPONDENCE

A letter was received from Municipal Affairs as displayed in the agenda.

FINANCIAL REPORTS

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

Carried

NEW BUSINESS

a) Open Public Hearing for Draft Municipal Development Plan Bylaw 791 at 6:54 p.m.

No one spoke in favor

No one spoke opposed

Closed Public Hearing at 6:56 p.m.

b) CAO Bergen spoke of Letter of support for Cemetery Kiosk from the Historical Society.

Motion made by Peggy Hovde to invite Historical Society Members for a presentation at the next meeting held December 17, 2019.

Carried

c) Council reviewed the 2020 to 2022 Operational Plan as presented.

Motion made by Deputy Mayor JoAnne Juce to pass the 2020 to 2022 Operational Plan.

Carried

d) Council reviewed the 2020 Interim Operational Budget as presented

Motion made by Mayor Stacey Hovde to pass the 2020 Interim Operational Budget.

Carried

e) Council reviewed the 5-year capital plan

Motion made by Councilor Peggy Hovde to accept the 2020 to 2024 Capital Plan.

Motion made by Deputy Mayor Joanne Juce to accept the 2020 Capital Budget.

f) Council reviewed the proposed Christmas hours

Motion made by Councillor Peggy Hovde to accept Christmas hours as amended.

Carried

REPORTS

a) ORRSC

There was no meeting.

b) MARQUIS

The Lodge continues to have vacancies, while the self-contained units and Villas in Vulcan have a long waiting list. Finances are in relatively good shape.

In addition to the election of the Chair, and Vice- Chair for the coming year the Board also chose 3 Board members for the Wage, Finance and Audit Committee and 3 Board members for the Policy Review Committee (same ones for both).

The CAO has given notice, so the Board needs to hire a new CAO to start in the new year. That person will need to be up to speed by January 31, 2020. They are actively seeking that new person. The former CAO may remain on board in a different capacity.

c) VULCAN DISTRICT SOLID WASTE

There was no meeting

d) CARMANGAY AND DISTRICT LIBRARY BOARD

The 2020 budget is almost complete. Thus far the Library seems to be Ok financially.

November has been earmarked for a celebration of Indigenous traditions. Christmas programming is almost finalized. The Library will decorate a tree on Nov 24 for the Light up the Park on Dec 1.

Some time was spent at the last meeting on revising and updating Library Policies to better reflect new labor laws and OH&S regulations. This will be an ongoing process until all Policies have been reviewed and approved by the Board.

e) FCSS

FCSS has received their funding from the Province and will be able to complete the year without significant cutbacks.

The revamp of the Youth Centre, plus new staffing, has created an increase in attendance by Vulcan's teens. Unfortunately, there continue to be occasional sewer backups, which cause shutdowns. The age of the building may be the problem.

Joan Peterson has been hired as the new Community Liaison.
The FCSS Director will be attending the Provincial FCSS AGM later in November.

We are reminded that the Holiday Train will be arriving in Vulcan on December 10, at 3:15. Activities and entertainment are planned, with FCSS assisting some of these.

f) HALL BOARD

There was no meeting.

g) SOUTHGROW

There was no meeting.

h) TWIN VALLEY REGIONAL WATER COMMISSION

There was no meeting.

i) MAYORS AND REEVES OF SOUTHWEST ALBERTA

There was no meeting.

j) HISTORICAL SOCIETY

No Meeting

l) Chinook Arch

There was no meeting.

m) Teepee Ring Committee

There was no meeting.

EXECUTIVE SESSION

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 8:17 pm

Next Regular Council meeting – December 17, 2019 at 6:30 pm at the
Library

Mayor Stacey Hovde

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.
- 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.

8) Administration Report

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

- The application for the Alberta 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: o 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 last Friday the 13th for a subdivision application and to review the plans for the Old Colony Mennonite Seniors home.

9) Correspondence

None

10) Financial Report

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

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

	<u>Budget</u>	<u>Current</u>	<u>Year to Date</u>
REVENUES			
Taxes including School and Marquis	306,239.00		306,376.03
General Administration	101,328.00	1,208.57	83,802.70
<u>Bylaw</u> Enforcement	700.00		775.00
Public Works	5,700.00	14,245.08	23,335.08
Water Supply and Distribution	110,300.00	17,679.13	113,955.17
Wastewater and Disposal	28,000.00	4,654.48	28,239.60
Waste Management	53,000.00	8,956.14	53,246.65
Development	500.00		1,200.00
Parks and Recreation			10,827.58
Cemetery			225.00
TOTAL REVENUES:	605,767.00	45,531.49	624,982.81
EXPENSES			
School, Marquis and Doctor Requisition	59,310.00	4,798.00	48,159.48
Council and Other Legislative	11,750.00	1,065.57	8,810.14
General Administration	167,440.00	18,282.64	173,866.66
Emergency and Bylaw	12,850.00	23.50	11,170.62
Public Works	56,575.00	29,816.21	180,062.22
Roads, Streets, Walks and Lighting	29,400.00	2,844.75	21,006.93
Water Supply and Distribution	153,280.00	7,781.77	100,887.47
Wastewater Treatment and Disposal	21,800.00	3,160.59	6,617.07
Waste Management	67,900.00	1,080.00	10,800.00
Community Programming	3,192.00		
Cemetery	100.00		
Development	5,900.00		4,039.86
Parks and Recreation	13,270.00	536.43	14,240.33
Culture including Library	3,000.00		3,459.36
TOTAL EXPENSES:	605,767.00	69,403.82	583,120.15
SURPLUS (DEFICIT)	0.00	(23,872.33)	41,862.66

11) New Business

A. Police Costing Model Update

Suggested Motion: Motion to accept the police costing model update as information.

According to the attached calculations done by the Alberta government, Carmangay will need to pay \$4,342 in January 2021 transitioning to \$13,036 in years 4 and 5 of the program. This funding bump applies to all counties and small municipalities to provide additional policing. Initially the first payment was going to be due in 2020 but this was adjusted as many municipalities had already completed their budgets.

This will obviously have a big impact alongside the County's request to increase the fire services requisition.

B. MDP 2nd and 3rd Reading

Suggested Motion: Motion to pass 2nd reading of Bylaw 791 the Carmangay Municipal Development Plan.

Suggested Motion: Motion to pass 3rd reading of Bylaw 791 the Carmangay Municipal Development Plan.

Bylaw 791 is a bylaw that allows the Village of Carmangay to adopt a new Municipal Development Plan which is a statutory document to provide a comprehensive, long- range land use and community plan pursuant to the provisions of the Municipal Government Act.

The draft MDP was first discussed publicly at the August 2, 2019 Special Meeting of Council. A full copy of the draft MDP was provided on the Village website in the Agendas section at that time.

The first reading of the bylaw was passed on September 17, 2019.

Advertising of this public hearing was provided in the November 6th and 13th issues of the Vulcan Advocate as well as on Friday November 15, 2019 via a mailout to all residents, on the Facebook page as well as Village website. Subsequently, the 2nd and 3rd readings were promoted and those interested were asked to email the CAO or make a presentation.

To date, administration has not received any correspondence nor were there any speakers about the Municipal Development Plan.

VILLAGE OF CARMANGAY

IN THE PROVINCE OF ALBERTA

BYLAW NO. 791

BEING A BYLAW OF THE VILLAGE OF CARMANGAY, IN THE PROVINCE OF ALBERTA, TO ADOPT A MUNICIPAL DEVELOPMENT PLAN FOR THE MUNICIPALITY.

WHEREAS, the Municipal Government Act requires every municipality to adopt a municipal development plan by bylaw;

AND WHEREAS, the purpose of Bylaw No. 791 is to provide a comprehensive, long- range land use and community plan pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended;

AND WHEREAS the Council of the Village of Carmangay has prepared of a long-range plan to fulfill the requirements of the Municipal Government Act and address the applicable strategies as outlined in the South Saskatchewan Regional Plan, and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council duly assembled does hereby enact the following:

1. Bylaw No. 791 being the Municipal Development Plan is hereby adopted.
2. This Bylaw comes into effect upon the third and final reading.

READ a **first** time this 17th day of September, 2019.

Mayor – Stacey Hovde

Chief Administrative Officer – Patrick Bergen

READ a **second** time this 17th day of December, 2019.

Mayor – Stacey Hovde

Chief Administrative Officer – Patrick Bergen

READ a **third** time and finally PASSED this 17th day of December, 2019.

Mayor – Stacey Hovde

Chief Administrative Officer – Patrick Bergen

C. IDP committee members

Suggested Motion: Motion to appoint _____ as the primary member of the IDP committee and _____ as the alternate member of the IDP committee.

An intermunicipal development plan committee will be set up with the CAO of Vulcan County, the local Vulcan County Councillor, members from the Vulcan County development team, members from ORRSC as well as the CAO from the Village of Carmangay. The IDP committee will work through the background information and draft document to create a final draft for both Councils consideration.

D. Lions Club Campground Update

The Lions club have been managing the campground and administration wanted to provide some feedback prior to renewing the arrangement for the upcoming year.

There have been benefits in having the Lions work on upgrading the park including a new dump station and sanitary line and expanding the boundary to the south. The revenue that the Lions have received has certainly been much less than the expenditures that have been borne by the Lions Club.

The primary concern from administration has been in the time spent managing the campers and some of the expenditures. Much of the revenue that has come in has been from those working on G3 and have paid in the office. All complaints have also been handled at the office. The contractor who did the washrooms was also paid out of the office as the Lions payments required a meeting which would have been too long of a delay for the contractor.

In addition to the work completed by the Lions Club there is still some significant management work done by the office with no attached revenue.

Does Council have any feedback about the arrangement for the campground?

E. Action List

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

Item	Due Date	Update
MAP - a resolution of council is required to name a place as the village's municipal office	8/20/2019	Complete - Motion was passed at the August 20, 2019 Meeting of Council
Fix meter reading software issue with vendor	9/30/2019	Complete
Complete phase 1 of the water infrastructure effort by summer of 2019.	9/30/2019	Complete
Clean and scope all sanitary lines	9/30/2019	Complete - The flushing of the lines has been completed and the camera work will be done by our staff. Pacific has been camerad and the rest will be done through the season.
MAP - "Closed session" should be used instead of "executive session" to reflect the terminology used in the MGA.	10/22/2019	Complete - The agenda template has been updated. The procedural bylaw will still need to be updated to reflect the new terminology moving forward.

<p>MAP - Meetings may only be conducted through electronic communications in accordance with the requirements of section 199 of the MGA.</p>	<p>10/22/2019</p>	<p>Complete - All committee meetings moving forward will be held in person.</p>
<p>MAP - All decisions of council must be formalized through a council resolution or bylaw that is passed in an open public meeting, with a quorum present.</p>	<p>10/22/2019</p>	<p>Complete - Council and the CAO had missed accepting reports as information but that is not the case moving forward.</p>
<p>MAP - The minutes are to be documented in accordance with the requirements of section 208(1)(a) of the MGA, without note or comment.</p>	<p>10/22/2019</p>	<p>Complete - Council minutes have been written without note or comment for a period of time and will moving forward.</p>
<p>MAP - Council must appoint an auditor for the village, and moving forward the village must submit their financial statements and auditor's report to the minister by May 1 of the year following the year for which the financial information return and statements have been prepared.</p>	<p>10/22/2019</p>	<p>Complete - Council passed a resolution at the October 22, 2019 Organizational Meeting.</p>
<p>Advertise Public Hearing 791</p>	<p>10/31/2019</p>	<p>Complete</p>

Complete fire hydrant flow testing	10/31/2019	Complete - Will be done annually to test the water flow in the Village. Identified an issue in the water plant that has been addressed so unable to complete full hydrant test in 2019
Create a plan for the new blade site and move the blade to the new location by Summer of 2019.	1/31/2020	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.	1/31/2020	
Research and present to Council new options for housing that promotes sustainability by the Fall of 2019 for their consideration.	1/31/2020	
Copy and publish all council meetings dating back to 2013 to the Village website	1/31/2020	In progress
Copy all popular bylaws to the Village website	1/31/2020	In progress

<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>1/31/2020</p>	<p>In progress. MDP is complete</p>
<p>Rewrite Village of Carmangay Procedural Bylaw and bring to Council for consideration</p>	<p>1/31/2020</p>	<p>Ensure "Closed Session" is used.</p>
<p>Obtain the old firehall drawings</p>	<p>2/28/2020</p>	
<p>Confirm ownership of the old fire truck</p>	<p>2/28/2020</p>	
<p>Investigate the cost of repainting the existing water tower and present to Council for consideration by spring of 2019.</p>	<p>2/28/2020</p>	

Complete and execute drainage and landscaping for Old Fire Hall	2/28/2020	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.	2/28/2020	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.	2/28/2020	Will need to confirm rec board funding to be applied.
Redraft the Council Code of Conduct as a bylaw	2/28/2020	
Create bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.	2/28/2020	
Create a bylaw that authorizes the CAO to consolidate bylaws	2/28/2020	
Ensure all planning documents are defined on the Village website as outlined in the new MGA.	2/28/2020	

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.	2/28/2020	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.	2/28/2020	
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.	2/28/2020	
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.	2/28/2020	
Review draft Codes of Practice	3/31/2020	
Review draft Public Works Safety Plan	3/31/2020	

Finish cleanup of commercial lot	3/31/2020	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.	3/31/2020	On hold pending new government budget in the fall of 2019
Finish decommissioning of old water plant and remove unneeded equipment	3/31/2020	
Complete phase 4 of the water infrastructure effort by spring of 2020.	3/31/2020	
Ensure the maximum rate of interest to be paid is included in the next ATB Borrowing Bylaw	3/31/2020	
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.	3/31/2020	
Investigate non functioning curb stop at church	4/30/2020	
Create an inter-municipal collaboration framework as mandated by the MGA by the end of 2019.	4/30/2020	

Ensure the DIP and a single minimum tax are defined in the 2020 Tax Rate Bylaw	4/30/2020	
Amend Bylaw 738 to be in compliance of the MGA per the MAP report.	4/30/2020	
Establish a bylaw to define the role of the Bylaw Officer and ensure the Bylaw Officer takes the required oath.	4/30/2020	
Ensure the auditors define the salaries of designated officers (contracted assessor)	4/30/2020	
Establish an SDAB by bylaw.	4/30/2020	
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.	4/30/2020	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"> • 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>4/30/2020</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>4/30/2020</p>	

MAP - The financial statements must disclose the salaries of all designated officers.	4/30/2020	
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.	4/30/2020	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	5/31/2020	
Ensure that future updates to the Land Use Bylaw include items defined in the MAP report	5/31/2020	
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.	5/31/2020	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	6/30/2020	Camera work identified an area requiring replacement due to calcification.
Complete ICS 100, 200 and 300 Training	6/30/2020	

<p>Ensure the tax notices are sent out in accordance with the items identified in the MAP report.</p>	<p>6/30/2020</p>	
<p>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.</p>	<p>6/30/2020</p>	
<p>MAP - A designated officer must certify the date tax notices were sent.</p>	<p>6/30/2020</p>	
<p>Finish all the elements of the blade site plan by summer of 2020.</p>	<p>8/1/2020</p>	
<p>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.</p>	<p>9/1/2021</p>	

<p>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.</p>	<p>10/20/2021</p>	
<p>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.</p>	<p>10/20/2021</p>	