

Agenda
Village of Carmangay
Special Council Meeting
Carmangay Seniors Centre
April 30, 2020
6:30 p.m.

1. Call to Order
2. Guests: None
3. Approval of Agenda for April 30, 2020 Regular Council Meeting
4. Approval of minutes of Regular Council Meeting – February 18, 2020
Approval of minutes of Special Council Meeting – February 19, 2020
Approval of minutes of Special Council Meeting – February 25, 2020
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
 - A. COVID-19 Update
 - B. Coronavirus Policy
 - C. Doctor Retention
 - D. Fire Services Agreement Update
 - E. 2019 Final Operational Budget
 - F. Capital Budget Update
 - G. Solar Farm
 - H. Green Light Bylaw
 - I. Community Standards Bylaw
 - J. Community Clean Up
 - K. Action List
12. Reports
 - a) ORRSC
 - b) Marquis Foundation
 - c) Vulcan District Solid Waste
 - d) Carmangay & District Library Board
 - e) FCSS
 - f) SouthGrow
 - g) Twin Valley Regional Water Services Commission
 - h) Mayors and Reeves of Southern Alberta

- i) Historical Society
- j) Chinook Arch
- k) TeePee Ring Committee

13. Closed Session
FOIP Division 2 Section 19
Infrastructure Servicing Agreement

14. Adjournment.

**Regular Meeting of Council for the
Village of Carmangay,
February 18th,2020
at the Carmangay Library**

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

GUESTS Milo Hothe, Clean Energy
Unable to attend

PRESENT Stacey Hovde, Mayor
JoAnne Juce, Deputy Mayor
Peggy Hovde, Councilor
Patrick Bergen, Chief Administrative Officer

APPROVAL OF THE AGENDA

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

MINUTES

**Motion made by Councillor Peggy Hovde to approve the minutes of the
December 17, 2019 Regular Council Meeting.**
Carried

**Motion made by Deputy Mayor JoAnne Juce to approve the minutes of the
January 21,2020 Regular Council Meeting.**
Carried

BUSINESS ARISING

None

OLD BUSINESS

None

PUBLIC WORKS and PROJECTS REPORT

The following Public Works Reports was presented:

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

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

ADMINISTRATOR REPORT

The following CAO report was presented:

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

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

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

Carried

CORRESPONDENCE

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

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

Both requests are being granted and organized by Village administration.

FINANCIAL REPORTS

CAO Patrick Bergen provided the following financial update.

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

Current Account	\$53,639.32
Investment Accounts	\$ 39,993.49
Total	\$93,632.81

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

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

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

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

Carried

NEW BUSINESS

Draft Strategic Marketing Document

a) Council reviewed the Draft Strategic Marketing Document.

Motion by Deputy JoAnne Juce to accept as information.

Carried.

b) **Action List**

Council reviewed and discussed the Action Plan.

Motion made by Deputy Mayor JoAnne Juce to accept Action Plan as presented

Carried

REPORTS

a) ORRSC

None.

a) MARQUIS

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

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

c) VULCAN DISTRICT SOLID WASTE

None.

d) CARMANGAY AND DISTRICT LIBRARY BOARD

None.

e) FCSS

None

f) HALL BOARD

None.

g) SOUTHGROW

None.

h) TWIN VALLEY REGIONAL WATER COMMISSION

None

i) MAYORS AND REEVES OF SOUTHWEST ALBERTA

- Discussion about Police Funding
- Discussion about Doctors not staying in smaller municipalities

j) HISTORICAL SOCIETY

None

k) CHINOOK ARCH

None.

l) TEEPEE RING COMMITTEE

There was no meeting.

CLOSED SESSION

FOIP Division 2 Section 16

ATB Agency Agreement

Moved by Mayor Stacey Hovde to go in camera at 7:15 p.m.

Carried.

Moved by Mayor Stacey Hovde to move out of camera at 8:30 p.m.

Carried.

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 8:30 p.m.

Next Regular Council meeting – March 17th, 2020 at 6:30 p.m. at the Carmangay Library

Mayor Stacey Hovde

Chief Administrative
Officer Patrick Bergen

**Special Meeting of Council for the
Village of Carmangay,
February 19, 2020
at the Carmangay Outreach School
9:00 a.m.**

CALL TO ORDER Meeting was called to order at 9:00 a.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.

Carried

Motion to go into closed session at 9:05 a.m. by Councilor Peggy Hovde.

Carried

Motion to go out of closed session at 12:03 p.m. by Deputy Mayor JoAnne Juce.

Carried

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 12:03 p.m.

Mayor Stacey Hovde

Chief Administrative
Officer Patrick Bergen

**Special Meeting of Council for the
Village of Carmangay,
February 25, 2020
at the Carmangay Village Office
4:00 p.m.**

CALL TO ORDER Meeting was called to order at 4:00 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.
Carried

NEW BUSINESS

a) Municipal Climate Change Action Centre Grant Application

Suggested Motion: Motion made by Deputy Mayor JoAnne Juce to authorize the CAO to sign a conditional contract with the successful vendor to support a Municipal Climate Change Action Centre Grant Application for a solar farm.

Carried.

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at pm

Next Regular Council meeting – March 17th, 2020 at 6:30 pm at the 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	Person Responsible	Date Entered
Projects	1	Make up emergency bypass waterline	Blake	
Sewer	1	Call vendor re phantom call outs at L.S.	Blake	04-07-2020
Water	1	Call re chlorine monitor	Blake	04-07-2020
PW	1	Demo Findlay Building on Carman St	Blake	04-16-2020
Roads	1	spring clean up boulevards	Scott	04-13-2020
Sewer	1	service lift station pumps	Blake	04-21-2020
Water	1	Service WTP generator	Blake	04-21-2020
Water	1	change PRV in water plant	Blake	04-21-2020
Projects	1	Landscaping on Whitney & Stephen	Blake	01-01-2020
Roads	2	Patch Asphalt in front of hotel		
Sewer	2	Ramp to lagoon to dump vac truck	Blake	
Sewer	2	Rebuild distribution boxes	Blake	
Projects	2	Tree trunk removal Stage #1	Blake	
Water	2	Fix bulk water station	Blake	
Sewer	2	order new lift station auto dialer antenna	Blake	04-15-2020
Sewer	2	Download auto dialer software	Blake/Patrick	04-15-2020
Water	2	Make up estimate for commercial utility request	Blake	04-07-2020
PW	2	clean up old building site	Scott	04-06-220
Water	2	order & install water meter for resident	Blake	04-07-2020
PW	3	Clean up stairs and build office	Blake	
PW	3	Purchase 1/2 ton	Blake	

PW	3	Weather stripping on shop man doors	Scott	
Parks	3	Landscaping at fire hall	Scott	
Water	3	Camera lines at old water plant	Blake	
Water	3	Hydrant Maintenance/flow test	Blake	
PW	3	Move blade	Blake	
Roads	3	Get rid of grader	Scott	
PW	3	Clean shop yard	Scott	
PW	3	Bring up building to shop yard	Scott	
Parks	3	Fix gate at tipi rings	Scott	
Parks	3	Paint flag poles before sports day.	Scott	01-22-2020
Water	3	Upload Stage 1 water pictures	Blake	01-31-2020
PW	3	Meet with ORRSC to update drawings	Blake	01-31-2020
Water	3	Final Stage #1 drawings with Engineering consultant	Blake	01-31-2020
Sewer	3	Get quote on Lift Station roof	Blake	04-15-2020
Roads	3	Create truck route map	Scott	04-15-2020
Sewer	1	Repair Sewer on Carman Street	Blake	04-23-2020
Sewer	1	Repair Sewer on Pacific Avenue	Blake	04-23-2020

Administrator Report

The following are the highlights or recent activity by administration;

- Launched the response for the COVID-19 pandemic on March 18, 2020. Details are later in the agenda.
- Processed some staffing changes to reduce costs and be more flexible for any budget considerations that come up from the COVID pandemic.
- Reorganized capital work and operational efforts to be able to adapt the budget as required moving forward.
- Had an MPC meeting and worked with the Carmangay Community Centre Association to get a development permit done. The development permit was delayed for a few weeks due to the changing of municipal deadlines. The delay was later rescinded by the provincial government and the development permit was issued.
- Had an MPC meeting to get feedback from the applicant about the Telus tower. Details are later in the agenda.
- Worked with ATB to address interim financing for the solar farm until the funds from an Alberta Capital Finance Authority loan are in place.

Correspondence

Received via email

Over the years there have been numerous administrators. Often, they have to be reminded that they are Village employees. They are not elected. They are not even Village tax payers. I've personally witnessed one try to voice opinions that went beyond his position, rather than simply giving guidance.

Sooner or later this current Village Council will be turfed. Guaranteed. At that point, obviously new people will be elected. One of the first orders of business will be to review your performance or lack of. Administrative positions are a dime a dozen.

Currently Council picks and chooses what projects they're willing to endorse. The ones they don't like, whether or not it's for the betterment of the community, they drag out their end. I am thinking of the new community hall. Council dithers on this and you are part of it. Where lays your guidance?

This cell tower deception is proof positive that this council is deceitful. The windmill debacle is another. The taxpayers of this community are NOT going to be held financially responsible if some half assed attempt is made at moving this. Again, where has your guidance been in these matters?

Carmangay Resident

Financial Report

Bank Balance:

Current Account: \$101,012.50
 Investment Accounts \$ 40,096.44
 Total \$141,108.94

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

Utilities Arrears: There was \$3,265 of utility arrears that were 60 days and older as at March 31, 2020.

Report Date 2020-04-25 11:25 AM	Village of Carmanav Budget versus Actual For the Period Ending March 31, 2020			Page 1
	<u>Budget</u>	<u>Current</u>	<u>Year to Date</u>	
REVENUES				
Taxes including School and Marquis	294,131.00		2,438.02	
General Administration	100,560.00	223.00	8,821.47	
Bylaw Enforcement	750.00	75.00	400.00	
Public Works	20,000.00	16,228.00	17,407.88	
Water Supply and Distribution	116,100.00	17,783.18	35,861.84	
Wastewater and Disposal	29,580.00	4,739.64	9,498.81	
Waste Management	54,000.00	9,138.96	18,290.27	
Development	1,000.00	400.00	400.00	
Cemetery		225.00	1,450.00	
TOTAL REVENUES:	616,121.00	48,812.78	94,568.29	
EXPENSES				
School, Marquis and Doctor Requisition	59,059.00		5,426.80	
Council and Other Legislative	10,200.00	1,213.99	2,310.69	
General Administration	196,900.00	19,622.87	82,901.53	
Emergency and Bylaw	12,350.00		1,941.92	
Public Works	119,532.00	19,017.41	64,973.33	
Roads, Streets, Walks and Lighting	21,150.00	875.00	7,545.84	
Water Supply and Distribution	107,150.00	489.86	24,801.20	
Wastewater Treatment and Disposal	5,200.00		1,943.81	
Waste Management	56,500.00	1,080.00	3,240.00	
Community Programming	3,000.00			
Development	4,900.00		1,869.75	
Parks and Recreation	7,100.00		390.22	
Culture including Library	4,500.00		1,021.25	
TOTAL EXPENSES:	607,541.00	42,299.13	198,366.34	
SURPLUS (DEFICIT)	8,580.00	6,513.65	(103,798.05)	

New Business

A. COVID-19 Update

Suggested Motion: Motion to accept the COVID-19 update as information.

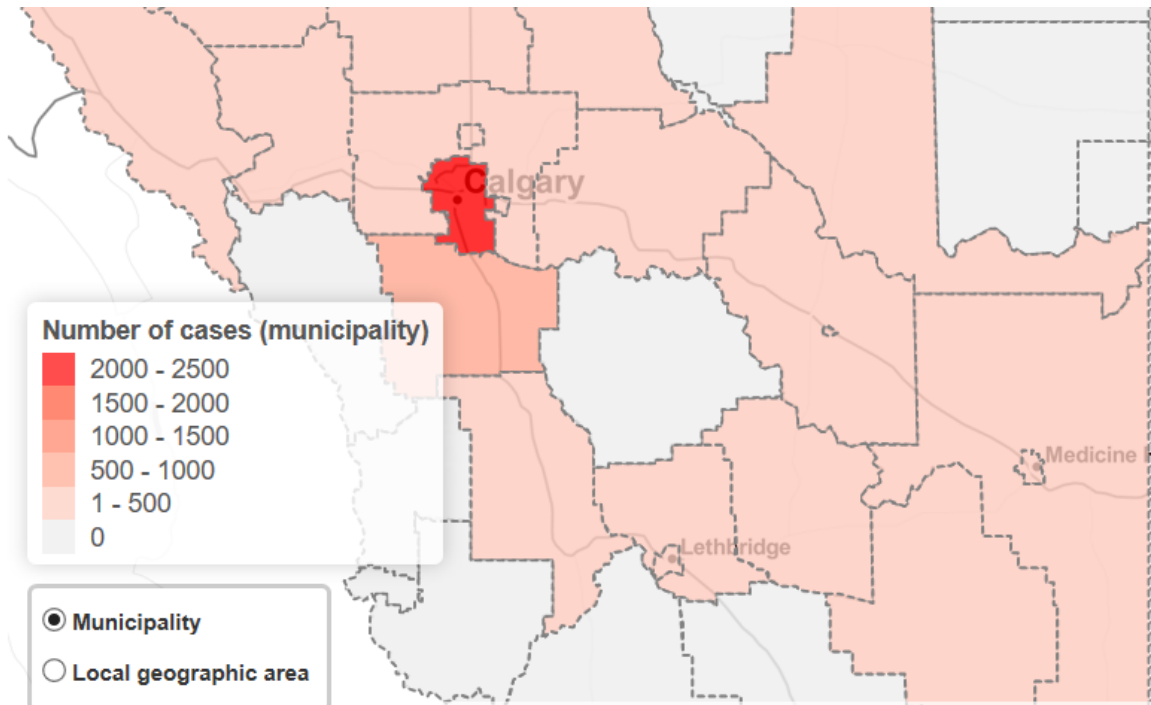
On March 18, 2020 Patrick Bergen the Director of Emergency Management for the Villages of Carmangay and Champion initiated an Emergency Operations Centre with the below guiding objectives.

Guiding Objectives:

1. Educate employees, partners and the public to support efforts led by the province to minimize the spread of Coronavirus
2. Optimize efforts to ensure employees do not become infected
3. Preserve the security and reliability of the water and sanitary systems
4. Promote the isolation and support of citizens that are compromised, especially seniors.
5. Stand up and progress with a business continuity plan that focuses on processes and projects the Villages can continue to deliver and reassign timelines for the those that need to wait.

There have been a number of initiatives in support of the guiding objectives above. They include:

- A daily communication from the Vulcan County Regional Emergency Management Partnership of which Carmangay is a member,
- Recently released videos in support of safe practices,
- All employees have access to masks, wipes, gloves as well as a thermal thermometer to test each other as needed. Safe distancing is practiced and work surfaces are wiped down after use.
- A Coronavirus policy was created for Council's consideration but made available to all staff immediately.
- Grocery delivery from Vulcan Market Street and the Champion Grocery have been organized for weekly deliveries.
- The water and sanitary operators all have backups in case they become infected.
- A twice weekly call is conducted with employees from both Villages along with a to do list and round table.
- A weekly call with all members of the Vulcan County Regional Emergency Management Partnership is conducted.
- The Vulcan County FCSS and the Champion FCSS have been in constant contact to ensure there is support for Carmangay citizens from either place as needed.



B. Coronavirus Policy

Suggested Motion: Motion to accept the Coronavirus Policy.

Below is the policy that was put in place immediately once the Emergency Operations Centre was stood up. All staff have access to the policy. The policy will only exist as long as the pandemic is still active. The policy is intended to be updated regularly as conditions and processes change. Council will be kept up to date as these changes are suggested.

Village of Carmangay Coronavirus Policy April 29, 2020

The following policy is designed to be a guiding document in governing the Village of Carmangay and its municipal employees and infra-structure.

A generous portion of the Coronavirus governance will be directed by the Province of Alberta and Centre for Disease Control.

Currently much is unknown about how the virus that causes COVID-19 spreads. Current daily provincial and federal government knowledge is largely based on what is known about similar coronaviruses.

Coronaviruses are a large family of viruses that are common in humans and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person-to-person in China and some limited person-to-person transmission has been reported in countries outside China, including North America. However, respiratory illnesses like seasonal influenza, are currently widespread in many municipal communities.

The risk from COVID-19 to residents in Village of Carmangay and surrounding area can be broken down into risk of exposure versus risk of serious illness and death.

Risk of exposure:

- The immediate risk of being exposed to this virus is still low for most folks in Carmangay and Vulcan County, but as the outbreak expands, that risk will increase. Cases of COVID-19 and instances of community spread are being reported in a growing number of states.
- People in places where ongoing community spread of the virus that causes COVID-19 has been reported are at elevated risk of exposure, with the level of risk dependent on the location.
- Healthcare workers caring for patients with COVID-19 are at elevated risk of exposure.
- Close contacts of persons with COVID-19 also are at elevated risk of exposure.
- Travelers returning from affected international locations where community spread is occurring also are at elevated risk of exposure, with level of risk dependent on where they traveled.

Village of Carmangay Recognizes Guiding principles

- Each community is unique, and appropriate mitigation strategies will vary based on the level of community transmission, characteristics of the community and their populations, and the local capacity to implement strategies.

- We currently consider all aspects of a community that might be impacted, including populations most vulnerable to severe illness and those that may be more impacted socially or economically, and select appropriate actions.
- Village of Carmangay mitigation strategies can be scaled up or down depending on the evolving local situation. In developing mitigation plans, communities should identify ways to ensure the safety and social well-being of groups that may be especially impacted by mitigation strategies, including individuals at increased risk for severe illness. Activation of community emergency plans is critical for the implementation of mitigation strategies. These plans may provide additional authorities and coordination needed for interventions to be implemented. The level of activities implemented may vary across the settings described in Vulcan County Regional Plan and or the Province of Alberta, they may be at a minimal/ moderate level for one setting and at a substantial level for another setting in order to meet community response needs). Depending on the level of community spread, public health departments may need to implement mitigation strategies for public health functions to identify cases and conduct contact tracing. When applied, community mitigation efforts may help facilitate public health activities like contact tracing

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed COVID-19.

We will actively encourage sick employees to stay home:

- o Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- o Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- o Talk with local companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- o Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- o Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- We will endeavor to separate sick employees:
 - o CDC and Province of Alberta recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
 - Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:

- o We have placed posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - o Provide tissues and no-touch disposal receptacles for use by employees.
 - o Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - o Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
 - Staff is to perform routine environmental cleaning:
 - o Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - o No additional disinfection beyond routine cleaning is recommended at this time.
 - o Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Our business continuity plan will identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:
- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
 - Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
 - Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
 - o Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
 - o Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
 - Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Village of Carmangay and Administrator will:
- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
 - Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
 - Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.

- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers, and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- In some communities via Palliser School Division, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.
- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.

C. Doctor Retention

SUGGESTED MOTION(S): Motion to direct the CAO to progress with the final Doctor Retention Agreement.

OR

Motion to direct the CAO to inform Vulcan County that they will not be progressing with the Doctor Retention Agreement.

There was a meeting in December 2019 to review the agreements and interest in the doctor retention program.

The Village of Carmangay paid \$4,822 last year for doctor retention. The amount for this year would depend on the number of municipalities that want to participate.

D. Fire Services Agreement Update

The Fires Services Agreement with Vulcan County has already expired but continues on a month to month basis. The previous agreement was a 2 year one.

Vulcan County advised in the fall of 2019 that the fire services requisition would increase from \$9,000 per year to \$25,309 per year. The increase of \$16,309 would represent a 7% increase in taxes. Given the expectation that we will be receiving less revenue from taxes and utilities as people lose their jobs, administration asked if Vulcan County could keep the old rate for 2020. Below is the response provided by the County as well as the motion and unanimous vote to deny the reduction.

The agreement will have a big impact on the operational budget especially for 2020 and moving forward. The agreement has not been signed but the amount has been budgeted for in the operational budget later in the agenda.



P.O. BOX 180
VULCAN, ALBERTA
T0L 2B0

TELEPHONE: 1-403-485-2241
TOLL FREE: 1-877-485-2299
FAX: 1-403-485-2920
www.vulcancounty.ab.ca

Patrick Bergen
Chief Administrative Officer, Village of Carmangay
119 Carman Street
Carmangay, Alberta
T0L 0N0

April 14, 2020

Re: Fire Services Operating Budget Contribution

Dear Patrick,

Thank you for your inquiry on Fire Services Contributions and if there was ability for them to remain at the 2019 rate. This request was brought forward at the April 8th meeting of County Council, with significant discussion had on the matter.

County Council is sympathetic to the impacts that the COVID-19 pandemic will have upon taxation revenues, and shares similar concerns as the Village of Carmangay. It is due to the similar fiscal concerns that Vulcan County is unable to grant your request to have Fire Service Contributions remain at 2019 levels. Vulcan County also anticipates additional unpaid taxes this year, which will continue to place burden on our operational reserves. Staffing cuts have also been made within our organization in preparation of the impact.

While Vulcan County is unable to grant your request for contributions to remain at 2019 levels, we are open to extended payment options and deferrals. County Council would be happy to review these options should you feel this would assist you in achieving your cash flow requirements.

It is my hope that our communities are able to quickly recover and move forward once the pandemic has run its course. In the meantime, if you have any questions or would like to discuss payment options please feel free to send me an email or give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "Nels Petersen", written over a white rectangular background.

Nels Petersen
Chief Administrative Officer
Vulcan County

CC 2020-04-08-04 MOVED BY COUNCILLOR COCKWILL to direct Administration to communicate with the CAO's of the Village of Champion and Village of Carmangay that the 2020 Fire Services Contribution will remain as originally presented.

CARRIED UNANIMOUSLY.

CC 2020-04-08-05 MOVED BY COUNCILLOR COCKWILL to direct Administration to communicate with the CAO's of the Village of Champion and Village of Carmangay to discuss future payment options, extensions or deferrals and bring back to Council at a future Council Meeting.

CARRIED UNANIMOUSLY.

E. 2020 Final Operational Budget

Suggested Motion: Motion to accept the 2020 Final Operating Budget.

The following adjustments have been made to accommodate the 2020 Final Operating Budget to balance.

- It is intended for the tax levels to remain the same as last year.
- The tax level has been reduced by the amount of the fire requisition with the fire requisition showing as a separate line item.
- The police requisition is not included in 2020 as it now starts in 2021.
- The Public Works Revenue (project work for other municipalities) is increased to \$42,000 to reflect payments made in 2020 for work completed in 2019.
- The 2020 updated budget reflects a 15% decrease in revenue for taxation and utilities.
- Combined the total loss of tax and utility revenue and increase in fire requisition is equal to \$82,615 or about 33% of the tax revenue.
- To make the rates the same as last year a number of items were done to make the budget work;
 - Staff were reduced or reassigned.
 - The revenue from the projects group that do work for other municipalities is budgeted at \$40,000. This money should be going into capital replacement items to continue to build that group.
 - There are some economies but also losses due to less traffic in the office.

	2017	2018	2019 Projected	2020 Original Budget	2020 Updated Budget
Taxes not including ASFF, Marquis, Fire Requisitions	\$ 240,601	\$ 235,945	\$ 247,611	\$ 217,641	\$ 185,100
General Administration	\$ 126,207	\$ 144,253	\$ 97,300	\$ 95,054	\$ 91,926
Bylaws Enforcement	\$ 898	\$ 776	\$ 775	\$ 750	\$ 500
Public Works	\$ 114	\$ 6,264	\$ 16,000	\$ 40,000	\$ 40,000
Roads, Streets, Walks, Lighting	\$ -				
Water Supply and Distribution	\$ 101,064	\$ 108,063	\$ 115,093	\$ 115,037	\$ 97,787
Wastewater Treatment and Disposal	\$ 23,504	\$ 25,905	\$ 29,000	\$ 29,580	\$ 25,143
Waste Management	\$ 49,017	\$ 51,472	\$ 52,000	\$ 54,000	\$ 45,900
Cemeteries and Crematoriums	\$ 1,950		\$ 225	\$ 1,450	\$ 1,450
Development	\$ -	\$ 925	\$ 1,000	\$ 1,000	\$ 400
Parks and Recreation	\$ 7,665	\$ 3,625	\$ -	\$ -	
Total Revenue	\$ 551,020	\$ 577,227	\$ 559,004	\$ 554,512	\$ 488,206
Council and Other Legislative	\$ 15,125	\$ 11,376	\$ 10,200	\$ 10,200	\$ 6,000
General Administration	\$ 161,532	\$ 197,705	\$ 193,325	\$ 191,025	\$ 180,823
Fire (included in requisitions)	\$ 9,576	\$ 9,000	\$ 9,000	\$ -	\$ -
Disaster and Emergency Measures	\$ 1,994	\$ 2,842	\$ 1,850	\$ 2,350	\$ 2,350
Ambulance and First Aid	\$ -				
Bylaws Enforcement	\$ 407	\$ 900	\$ 600	\$ 1,000	\$ 500
Public Works	\$ 30,871	\$ 70,332	\$ 117,800	\$ 125,132	\$ 101,700
Roads, Streets, Walks, Lighting	\$ 37,343	\$ 36,307	\$ 19,350	\$ 21,150	\$ 20,511
Water Supply and Distribution	\$ 146,366	\$ 138,835	\$ 117,600	\$ 121,427	\$ 102,900
Wastewater Treatment and Disposal	\$ 23,741	\$ 22,327	\$ 5,200	\$ 5,200	\$ 4,100
Waste Management	\$ 57,766	\$ 58,848	\$ 55,500	\$ 56,500	\$ 56,500
Family and Community Support	\$ 2,085	\$ 1,992	\$ -	\$ 4,000	\$ 500
Cemeteries and Crematoriums	\$ 1,396	\$ 100	\$ 100		
Development	\$ 4,678	\$ 5,700	\$ 4,750	\$ 4,900	\$ 4,900
Parks and Recreation	\$ 17,228	\$ 11,637	\$ 9,750	\$ 7,128	\$ 4,128
Culture: Libraries, Museums, Halls	\$ 3,421	\$ 2,935	\$ 3,500	\$ 4,500	\$ 3,294
Transfer to Capital					
Total Expense	\$ 513,529	\$ 570,837	\$ 548,525	\$ 554,512	\$ 488,206
Surplus (Loss)	\$ 37,491	\$ 6,391	\$ 10,479	\$ -	\$ (0)

F. Capital Budget Update

Suggested Motion: Motion to accept the updated 2020 Capital Budget as information.

On the capital side it is believed that we can accomplish core infrastructure work safely and without too much loss of productivity. The consideration would be to increase this work and then delay the other work. This will move some of the cost of employees from the operating budget to the capital budget which is funded by capital grants.

The Village should find out about the Alberta Municipal Water and Wastewater Partnership grant some time in May assuming it is the same as last year. Administration has ensured that our local MLA and the Minister of Municipal Affairs are aware that the project is ready to go and can be prioritized as funding is released.

Administration has created 2 draft budget scenarios moving forward to accommodate either getting the grant or not. The first scenario provides for a new water distribution plant whereas the 2nd scenario provides for \$700,000 to be spent over the next 4 years on water upgrades.

The solar park in the next agenda item is not included in the scenarios but will be added if Council elects to move forward.

Scenario #1

Carmangay Overview of Capital Revenue and Expenses					
	2020	2021	2022	2023	2024
Capital Revenue					
Carry Forward and Available	\$ -	\$ 941,677	\$ 136,677	\$ 32,377	\$ 87,377
Transfer from Operations (Other Muni Work)	\$ 20,000	\$ 25,000	\$ 35,000	\$ 45,000	\$ 50,000
Sale of Assets	\$ -	\$ 30,000			
Solar Grant	\$ 145,920				
AMWWP Grant	\$ 1,156,300				
Carmangay Rec Board Grant	\$ 15,000				
ACFA 15 Year Loan	\$ 250,000				
MSI Capital Received and Not Spent	\$ 133,668				
MSI Capital Current Years	\$ 150,789	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000
Previous Years Gas Tax Fund	\$ 100,000				
Current Year Gas Tax Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Land Sales	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Totals	\$ 2,031,677	\$ 1,191,677	\$ 366,677	\$ 272,377	\$ 332,377
Capital Expenditures	\$ 1,090,000	\$ 1,055,000	\$ 334,300	\$ 185,000	\$ 150,000
Net Surplus (Deficit)	\$ 941,677	\$ 136,677	\$ 32,377	\$ 87,377	\$ 182,377

Carmangay Capital Expenditures							
Infrastructure Category	Project	2020	2021	2022	2023	2024	TOTAL
Wastewater	Ongoing replacement	\$80,000		\$50,000	\$50,000	\$100,000	\$280,000
							\$0
Water	New Water Distribution Plant	\$400,000	\$1,000,000	\$156,300			\$1,556,300
	Stage 2 Prairie/ Whitney to Prairie / Carman Loop	\$75,000					\$75,000
	Stage 3 Prairie / Carman to Prairie / Camburn Loop	\$75,000					\$75,000
	Repurpose TVRWC Line				\$50,000		
	Stabilize Existing Plant	\$50,000					
Land	Sidewalk Replacement		\$15,000				\$15,000
	Pathway System Upgrades	\$15,000					
Public Works	Replace PW Truck			\$38,000			\$38,000
	New Hydrovac Truck			\$90,000			
	Purchase Backhoe				\$85,000		
	Purchase Truck					\$50,000	
Solar Farm		\$380,000					
Buildings	Village office renovations						\$0
	Renovate village office for store						\$0
	Renovate library	\$15,000	\$40,000				\$55,000
TOTAL		\$ 1,090,000	\$ 1,055,000	\$ 334,300	\$ 185,000	\$ 150,000	\$ 2,814,300

Scenario #2

Carmangay Overview of Capital Revenue and Expenses					
	2020	2021	2022	2023	2024
Capital Revenue					
Carry Forward and Available	\$ -	\$ 185,377	\$ 80,377	\$ 32,377	\$ 37,377
Transfer from Operations (Other Muni Work)	\$ 20,000	\$ 25,000	\$ 35,000	\$ 45,000	\$ 50,000
Sale of Assets		\$ 30,000			
Solar Grant	\$ 145,920				
Carmangay Rec Board Grant	\$ 15,000				
ACFA 15 Year Loan	\$ 250,000				
MSI Capital Received and Not Spent	\$ 133,668				
MSI Capital Current Years	\$ 150,789	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000
Previous Years Gas Tax Fund	\$ 100,000				
Current Year Gas Tax Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Land Sales	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Totals	\$ 875,377	\$ 435,377	\$ 310,377	\$ 272,377	\$ 282,377
Capital Expenditures	\$ 690,000	\$ 355,000	\$ 278,000	\$ 235,000	\$ 150,000
Net Surplus (Deficit)	\$ 185,377	\$ 80,377	\$ 32,377	\$ 37,377	\$ 132,377

Carmangay Capital Expenditures							
Infrastructure Category	Project	2020	2021	2022	2023	2024	TOTAL
Wastewater	Ongoing replacement	\$80,000		\$50,000	\$50,000	\$100,000	\$280,000
							\$0
Water	New Water Distribution Plant	\$0	\$0	\$0			\$0
	Stage 2 Prairie/ Whitney to Prairie / Carman Loop	\$75,000					\$75,000
	Stage 3 Prairie / Carman to Prairie / Camburn Loop	\$75,000					\$75,000
	Repurpose TVRWC Line						
	Stabilize Existing Plant	\$50,000	\$300,000	\$100,000	\$100,000		
Land	Sidewalk Replacement		\$15,000				\$15,000
	Pathway System Upgrades	\$15,000					
Public Works	Replace PW Truck			\$38,000			\$38,000
	New Hydrovac Truck			\$90,000			
	Purchase Backhoe				\$85,000		
	Purchase Truck					\$50,000	
Solar Farm		\$380,000					
Buildings	Village office renovations						\$0
	Renovate village office for store						\$0
	Renovate library	\$15,000	\$40,000				\$55,000
TOTAL		\$ 690,000	\$ 355,000	\$ 278,000	\$ 235,000	\$ 150,000	\$ 1,708,000

G. Solar Farm

Suggested Motion: Motion to proceed with the solar park project for an amount up to \$380,000.

Suggested Motion: Motion to use up to \$150,000 from the \$200,000 line of credit to initiate the solar park project as interim financing.

Suggested Motion: Motion to direct the CAO to seek 15-year financing to pay the cost of the solar project in the amount of \$234,080 and to bring a borrowing bylaw in support of the financing to a future Council meeting for Council consideration.

The Village of Carmangay has been approved for an Alberta Municipal Solar Program grant in the amount of \$145,920. At the February 25, 2020 meeting of Council the following motion was passed;

Motion to authorize the CAO to sign a conditional contract with the successful vendor to support a Municipal Climate Change Action Centre grant application for a solar farm.

Administration posted a request for proposal for a solar farm and received 7 responses. A vendor was chosen and the Municipal Climate Change Action Centre grant was applied for and was successful.

The solar farm will make the Village of Carmangay net zero on its electricity use for all of its buildings and infrastructure.

The financial benefit will provide an annual savings of at least \$13,403 assuming electricity rates don't change. The savings and possibly future capital grants will be used to pay off the project.

Rates without Solar Farm

Rate Schedule: FA - 41- EPCOR Carmangay 2020 Rate

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges			
			Other	Energy	Demand	Total
Bill Ranges & Seasons	Total	NC / Max				
1/1/2020 - 2/1/2020 S1	10,598	18	\$6.69	\$1,148	\$287	\$1,442
2/1/2019 - 3/1/2019 S1	10,352	18	\$6.69	\$1,123	\$287	\$1,417
3/1/2019 - 4/1/2019 S1	9,003	18	\$6.69	\$983	\$287	\$1,277
4/1/2019 - 5/1/2019 S1	8,693	18	\$6.69	\$950	\$287	\$1,244
5/1/2019 - 6/1/2019 S1	8,063	18	\$6.69	\$885	\$287	\$1,179
6/1/2019 - 7/1/2019 S1	9,894	18	\$6.69	\$1,075	\$287	\$1,369
7/1/2019 - 8/1/2019 S1	9,659	18	\$6.69	\$1,051	\$287	\$1,345
8/1/2019 - 9/1/2019 S1	9,503	18	\$6.69	\$1,035	\$287	\$1,328
9/1/2019 - 10/1/2019 S1	10,501	18	\$6.69	\$1,138	\$287	\$1,432
10/1/2019 - 11/1/2019 S1	9,812	18	\$6.69	\$1,067	\$287	\$1,361
11/1/2019 - 12/1/2019 S1	9,637	18	\$6.69	\$1,048	\$287	\$1,342
12/1/2019 - 1/1/2020 S1	6,966	18	\$6.69	\$771	\$287	\$1,065
Totals:	112,681	-	\$80	\$12,274	\$3,446	\$15,801

Rates with Solar Farm

Rate Schedule: FA - 41- EPCOR Carmangay 2020 Rate

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges			
			Other	Energy	Demand	Total
Bill Ranges & Seasons	Total	NC / Max				
1/1/2020 - 2/1/2020 S1	-1,690	18	\$6.69	\$353	\$287	\$647
2/1/2019 - 3/1/2019 S1	-5,561	18	\$6.69	\$116	\$287	\$410
3/1/2019 - 4/1/2019 S1	-11,227	18	\$6.69	-\$256	\$287	\$38
4/1/2019 - 5/1/2019 S1	-12,319	18	\$6.69	-\$368	\$287	-\$74
5/1/2019 - 6/1/2019 S1	-13,728	18	\$6.69	-\$439	\$287	-\$145
6/1/2019 - 7/1/2019 S1	-11,730	18	\$6.69	-\$318	\$287	-\$24
7/1/2019 - 8/1/2019 S1	-13,341	17	\$6.69	-\$380	\$272	-\$101
8/1/2019 - 9/1/2019 S1	-12,795	18	\$6.69	-\$332	\$287	-\$39
9/1/2019 - 10/1/2019 S1	-8,404	18	\$6.69	-\$69	\$287	\$225
10/1/2019 - 11/1/2019 S1	-6,025	18	\$6.69	\$63	\$287	\$357
11/1/2019 - 12/1/2019 S1	-1,507	18	\$6.69	\$331	\$287	\$625
12/1/2019 - 1/1/2020 S1	-2,752	18	\$6.69	\$185	\$287	\$479
Totals:	-101,079	-	\$80	-\$1,114	\$3,431	\$2,397

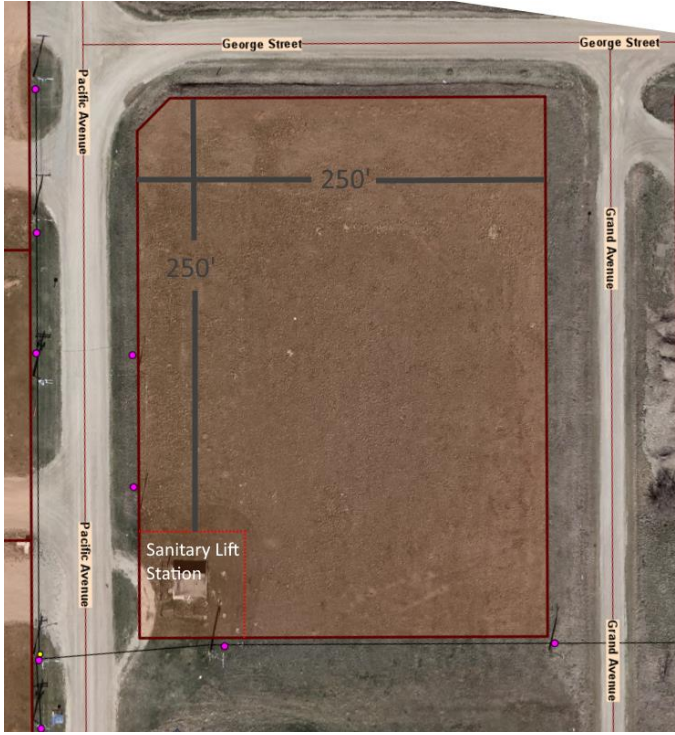
Annual Electricity Savings: \$13,403

The project is also oversized and can handle additional buildings and remain net zero.

Details of the Project

The site for the project is detailed below and will tie into the electrical connection at the sanitary lift station. The panels will have a 25 year warranty. The site is on the corner of Pacific Avenue and George Street. The site will allow the installation of ground mounted solar panels and still provide room for future growth if needed.





H. Green Light Bylaw

Suggested Motion(s)

Motion to pass first reading of Bylaw 2020-02 Flashing Green Light Use.

Motion to pass second reading of Bylaw 2020-02 Flashing Green Light Use.

Motion for permission to pass third reading of Bylaw 2020-02 Flashing Green Light Use.

Motion to pass third reading of Bylaw 2020-02 Flashing Green Light Use.

In a large city, emergency vehicles are manned by full-time personnel, who use the red lights and sirens to get through traffic to the scene of an emergency in a hurry. Seconds count in a fire or rescue situation, and time lost from traffic congestion can make a difference. For those of us in rural and smaller urban areas, we receive our fire protection from paid on call firefighters. When the call for help comes in, our personnel may be at their regular job, at the beach with the family or sleeping in the middle of the night. They drop what they are doing and immediately respond to the fire hall to drive the fire trucks to the emergency scene. Once the trucks have responded, firefighters and first responders that did not make it to the hall will continue to the emergency in their personal vehicle if necessary. (Services, 2020)

The Green Light gives the firefighters no special privileges when responding to an emergency. It is used only as an identifier to the drivers of other vehicles so that they may give up their right-of-way and allow the firefighter to get to the emergency unimpeded. The Fire Chief, who has the authority to allow or terminate the firefighter's use of the light, controls the use of the light. (Services, 2020)

The problem exists that regular traffic within Vulcan County do not know that an emergency exists and unknowingly hold up firefighters hurrying to the call or to the hall to get the fire trucks on the way which then delays a response. This could make a huge difference, as most members do not live in the Villages and are traveling many kilometers to get to the halls. To help the public identify these firefighters responding in their own vehicles, the Alberta Traffic Safety Act authorizes the use of flashing green lights by authorized volunteer firefighter in private vehicles when used in response to a fire or other emergency.

Village of Carmangay

Carmangay - Alberta

Bylaw 2020-001

Being a bylaw of the Village of Carmangay in the Province of Alberta to authorize volunteer firefighters to use flashing green lights in their private vehicles when responding to emergencies within Vulcan County.

WHEREAS, The Traffic Safety Act authorizes the use of flashing green lights by authorized volunteer firefighter in private vehicles when used in response to a fire or other emergency.

AND WHEREAS, Section 28 of Alberta Regulation 122/2009 being the Vehicle Equipment regulation of the Alberta Traffic Safety Act, authorizes municipalities the power to pass a bylaw allowing full time and volunteer firefighters to use flashing green lights in their vehicles as a means of identification when responding to a fire or other emergency.

NOW THEREFORE the Council of the Village of Carmangay, in the Province of Alberta, duly assembled enacts as follows:

1. A full time or volunteer firefighter may carry on or in a vehicle, other than an emergency vehicle, a lamp that produces intermittent flashes of green light and may operate the lamp within the boundaries of the Village of Carmangay if the vehicle is proceeding to a fire or other emergency.
2. No person other than a full time or volunteer firefighter shall operate a lamp that produces intermittent flashes of green light.
3. Nothing in this Bylaw shall be construed so as to permit a full time or volunteer firefighter to operate a vehicle in contravention of the Highway Traffic Act, the regulations under the Highway Traffic Act, any other provincial legislation or regulation, or any Bylaw of the Village of Carmangay.
4. This Bylaw shall come into force and effect upon the final passing thereof.

Received first reading this 29th day of April, 2020

Stacey Hovde, Mayor

Patrick Bergen, CAO

Received second reading this 29th day of April, 2020

Stacey Hovde, Mayor

Patrick Bergen, CAO

Received third reading this 29th day of April, 2020

Stacey Hovde, Mayor

Patrick Bergen, CAO

I. Community Standards Bylaw

Suggested Motion: Motion to pass the 3rd reading of Bylaw 788 Community Standards Bylaw.

The Community Standards Bylaw passed first reading at the Regular Meeting of Council on August 21, 2018. There was a public hearing on October 16, 2018 to hear from the public about the bylaw. The second reading of the bylaw was passed on September 17, 2019.

BYLAW 788

VILLAGE OF CARMANGAY

BEING a Bylaw of the Village of Carmangay in the Province in Alberta to ensure neighborhood safety and livability and regulate various nuisances.

WHEREAS under the delegation of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, (M-26), the *Safety Codes Act*, Chapter S-1, and the *Traffic Safety Act*, being *Revised Statutes of Alberta 2000, Chapter T-6*, Village council may pass a bylaw in relation to:

- a) The health and welfare of people, in addition to protection of people and property;
- b) Regulation of nuisances, including untidy to unsightly private and public premises to ensure that the Village remains a desirable place to live;
- c) Oversight of activities that occur in a public space;
- d) Oversight that minimum maintenance standards are present for overall well-being and viability of the Village;
- e) Options for unsightly, unsafe, or derelict buildings and public structures; and
- f) Abating, eliminating, or limiting objectionable noise.

AND WHEREAS this Bylaw will rescind and replace Bylaws 698 Traffic Bylaw and Bylaw 667 Unsightly Premises;

NOW THEREFORE, the Council of the Village of Carmangay, in the Province of Alberta, duly assembled, enacts as follows:

Part 1: Purpose, Definitions, and Interpretations

Bylaw Title:

1. This Bylaw shall be known as the Community Standards Bylaw.

Definitions:

2. In this Bylaw, unless otherwise stated:
 - a. "Adult offender" means any individual contravening a Village bylaw whom is over the age is eighteen (18) or older;
 - b. "Boulevard" means that portion of a street which lies between the roadway and the front property line of the land abutting said street;
 - c. "Chief Administrative Officer" refers to the person designated by Council to oversee administrative work in the Village;
 - d. "Council" means the Village Council of Carmangay, an elected body to represent the Village citizens and their interests in respect to administration of the Village;
 - e. "Construction Equipment" includes all equipment commonly used in construction, including but not limited to, a concrete mixer; gravel crusher; steam shovel; trenching machine; dragline; backhoe; air or steam compressor; jack hammer; drill; bulldozer; or machinery of a noisy nature utilized in the construction field;
 - f. "Community Peace Officer" refers to the Village of Carmangay's hired bylaw enforcement authority, whom will be responsible for bylaw enforcement and oversight in adherence with the village administration;
 - g. "Construction" means the temporary process of erecting or demolishing any structure, including repairing or improving a structure that already exists, including landscaping; home repair; property improvement; and any work in relation to the above processes;
 - h. "Continuous noise" means any sound level that occurs:
 - i. for a continuous duration of three minutes or;
 - ii. sporadically for a total of more than three minutes, or in any continuous 15-minute time period.
 - i. "Council" means the Council of the Village of Carmangay;
 - j. "Daytime Hours" means the hours after 8 AM (0800 hours) until, but no later than, 11 PM (2300 hours);

- k. "Development Officer" means a Development Officer, or designate, for the Village and whatever subsequent title may be conferred on that officer by Council or statute;
- l. "Holiday" means any day declared as such by Municipal, Provincial, or Federal authority and includes Sundays.
- m. "Industrial Park" refers to the newly built industrial zone, as per Bylaw 2016-004 and in accordance with the current Land Use Bylaw;
- n. "Land Use Bylaw" refers to the municipal Land Use Bylaw currently in force, as amended, repealed, or replaced from time to time;
- o. "Motor vehicle" means any motor vehicle as defined in the *Traffic Safety Act* as amended, repealed, or replaced from time to time;
- p. "Municipal Tag" is an order to comply;
- q. "Non-residential development" means any land or building that is not in a residential development;
- r. "Nighttime hours" refer to the period of time between and 11PM (2300hrs) and 8AM (0700hrs);
- s. "Nuisance" refers to any act or deed, or omission, or thing, which is or could reasonably be expected to be annoying, troublesome, or destructive; harmful or inconvenient to another Person and her Property;
- t. "Premises" includes the external surface of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or buildings;
- u. "Public Place" means any property, whether publicly or privately owned, to which members of the public have access as of right or by explicit/implicit invitation, regardless of fee payment or not;
- v. "Public Property" is property belonging to the Village, or another organization in which the general public may have access to;
- w. "Private Property" means a parcel of land, including any buildings, owned by an individual citizen;
- x. "Reasonable Person" refers to the Reasonable Person Standard, a legal term that helps to define the scope of negligence. By using "Reasonable Person", we mean to define the measure of care (the measure in which one exercises caution or awareness for communal or individual safety) that a reasonable person would have done under the circumstances of a situation. This can apply to, for example, noise disputes; unsightly premises; etc.
- y. "Sound level" means that sound pressure measured in decibels (dBA);

- z. "Street Furniture" includes items such as poles, traffic signs, receptacles, benches, bus enclosures, trees, plants, grass, utilities, planters, bicycle racks, or similar structures in a Public Place;
- aa. "Weekday" refers to Monday through Friday, inclusive unless it falls on a holiday;
- bb. "Youth Offender" refers to any individual contravening a Village bylaw between the age of twelve (12) and seventeen (17);
- cc. "Village" refers to the municipal corporation of the Village of Carmangay and the geographical boundaries within.

3. Rules of Interpretation

- a. The owner and / or lessee of any property, as registered on title at the Land Titles Office is ultimately responsible for all activities on the property.
- b. Nothing in this Bylaw relieves an individual from compliance with federal or provincial law or regulation;
- c. Council may direct rectification to the Community Peace Officer of an unsightly premise to the owner, lessee, or occupier of a property to take whatever measure necessary, or to ensure the abatement of nuisance. This may include giving warnings, fines, or if necessary, entering the property;
- d. Any reference to the provisions of a statute of Alberta is a reference to that statute, and may be amended from time to time;
- e. All schedules attached to this Bylaw shall form part of this Bylaw.

Part 2: Remedial Orders

- 4. (1) Every Remedial order written with respect to this Bylaw must:
 - a. indicate to whom it is directed;
 - b. identify the property by municipal address or legal description, to which the Order is being related to;
 - c. identify the date and time that it is issued;
 - d. identify how the Premises fails to comply with this or another bylaw;
 - e. identify the provisions written in the Bylaw that the Premises contravenes;
 - f. identify the nature of the remedial action to be taken, to rectify the failure, and bring the Premises into compliance;

- g. identify the time span by which remedying must be completed by (in most cases, a grace period – as per the designation of the Community Peace Officer – will be rewarded);
- h. identify that if not completed within the time span, that the Village Council has discretion to determine whatever action or measures necessary for prevention of further occurrence;
- i. indicate any expenses to the municipality in completing the remedial action in this section, and state an amount owing to the Village by the Person whom the order is directed;
- j. indicate that expenses and costs referred to in this section will be attached to the tax roll of the property if such costs are not paid by a specified time;
- k. indicate that an appeal is possible in the Remedial Order, to Council, if the recipient is aggrieved, but must be filed in writing with the Municipal Clerk within ten (10) days of the receipt of the Remedial Order.
- l. Council will consider the appeal at its next regular council meeting after the appeal has been received.

(2) Every Remedial order issued pursuant to this Bylaw may be served in the case of either an owner of a property or manager of a business/building:

- a. by delivering it personally;
- b. by leaving it for the individual at their place of residence, or with someone who appears to be at least eighteen (18) years of age;
- c. delivering by registered mail to place of residence;
- d. by delivering it by registered mail to the last address or the individual who is to be served as shown on the records of the Registrar of Motor Vehicle Services in Alberta.

(3) If, in the opinion of the individual delivering the Remedial Order, service of the Order cannot be properly completed, or if the Person serving the Remedial Order believes that the owner of the Premises is evading service, the Person serving may post the Order:

- a. at a conspicuous place on the Premises to which the Remedial Order relates;
- b. at the private dwelling residence of the owner of the Premises to which the Remedial Order relates, as indicated by certificate of title pursuant to the *Land Titles Act* or shown on the municipal tax roll;

- c. at any other property owned by the owner of the Premises to which the Remedial Order relates, as indicated by certificate of title pursuant to the *Land Titles Act* or shown on the municipal tax roll.

Part 3: Enforcement

5. Where a Community Peace Officer believes on reasonable and probable grounds that a Person, owner, or occupant has contravened any provision of this Bylaw, the Peace Officer may issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act RSA 2000 c. P-24*. The specified penalty for each offence will not be less than Two Hundred Fifty Dollars (\$250.00) and not more than Two Thousand Five Hundred Dollars (\$2,500.00)
 - a. Penalties will be determined by the attached "Schedule A" based on their nature and level of contravention to this Bylaw.
6. A Community Peace Officer hereby authorized and empowered to issue a Municipal Tag to any Person in which he/she reasonably believes to have contravened the Bylaw. The Municipal Tag will be approved by the Chief Administrative Officer, and will be delivered in any of the specified, appropriated forms of notification.
7. A Community Peace Officer has the ability to issue a Violation Ticket if the Municipal Tag goes unpaid within the specified time frame, which has a heightened fine amount.

Part 4: Public Behaviors and Nuisances

Littering:

8. A Person shall not have refuse in a public place except in the receptacles that are intended for such use;
 - a. For the purpose of this part "Refuse" means:
 - i. rubbish, garbage, waste materials, paper, packages, containers, bottles, cans or parts thereof;

- ii. any article, product, machinery, motor vehicle, building material or manufactured goods;
- iii. trees, shrubs, sewage, straw, hay, soil, gravel, rock, animal carcasses, or any material considered foreign to a Highway or public land.

Dangerous Action:

- 9. A Person shall not throw, propel, or in some other way exert force in this way, in a public place that may cause injury to another person or damage to the Property. If the offender is a youth or a young child, then the parents or guardians of said child will be responsible for penalties incurred.

Street Furniture:

- 10. A person shall not jump on, overturn, alter, deface, damage, or in any other way destroy or tamper with Street Furniture.

Graffiti:

- 11. No Person shall partake in graffitiing, that is, spray painting, or in other ways defacing, a public property.

Part 5: Property Maintenance and Untidy Properties

Nuisance on Property

Scope: This part applies to Premises and vacant lots in residential areas and non-residential areas, but does not apply to industrial areas.

- 12. (1) A Person shall not cause or permit a nuisance to exist on Property they own or occupy. Occupancy will include temporary visitation to someone's Property, or tenants renting an individual's Property.

(2) A Nuisance in this regard means Property that has disregard for general maintenance and upkeep, whether or not it is detrimental to the surrounding area, which includes:

- a. accumulation of any material that creates unpleasant odors; any material likely to attract pests; any material such as appliances, household goods, boxes, tires, vehicle parts; or animal remains, parts of animal remains, or animal feces.

- b. accumulation of any material that is visible to a Person viewing from outside the property, such as any appliances, household goods, boxes, tires, vehicle parts, yard waste;
- c. any loose litter, garbage, or construction debris or refuse when located in a storage area or elsewhere on the land;
- d. damaged, dismantled, or derelict Motor Vehicles or trailers;
- e. grass higher than 15 centimeters (6");
- f. excessive weeds, including the spreading of non-noxious weeds, as per *the Weed Control Act, Chapter W-5.1* as amended from time to time;
 - a. this also includes noxious weeds, in which would have to be destroyed or controlled as per the Community Peace Officer's discretion.
- g. activities on said Property that exhume smoke, dust, or other airborne matters that may cause a disturbance to others;
- h. any tree, shrub, or other type of vegetation that interferes or could interfere with any Public Work or Utility; obstructs the Sidewalk adjacent to the Property; impairs the visibility required for safe traffic flow; that has any rot or deterioration.

(3) An owner or occupier of a Property shall ensure that all building materials stored are done so in an orderly manner, stacked or stored;

(4) Despite anything in this Part, it shall not be an offence to store a small amount of neatly stacked materials on Premises for basic property maintenance;

(5) Exterior rot or damage will be subject to fine or municipal tag, such as peeling; unpainted or untreated surfaces; missing shingles, siding, windows, or doors; any hole or opening in the Building to the discretion of the Community Peace Officer;

(6) Any roof or awning that extends over a Sidewalk from a Building is the responsibility of the owner, lessee, or occupant, and must be kept free of snow and ice;

(7) Derelict or dangerous buildings for occupancy may be subject to review by the Village administration under the *Municipal Government Act, Section 546*.

(8) This subsection does not apply to:

- a. Animal remains that may result due to licensed hunting. The Village just asks that the animal carcasses be stored out of public eye, and kept in a sanitary matter to eliminate the possibility of objectionable odor.

Sidewalks

13. (1) A Person shall remove snow and ice from any Sidewalk adjacent to the Property, as to ensure the safety of the Public, within forty-eight (48) hours that the snow or ice has fallen;
- (2) If a Person fails to comply with subsection (1), the Village may arrange to have the Sidewalk cleared at the expense of the Property owner, lessee, or occupant. This shall be paid upon demand, and if not, added to the tax roll of the adjacent Property.

Part 5: Noise Control

Prohibited Noise and Noise from Vehicles on Premises

14. (1) A Person shall not cause, make, or permit any noise that would disturb or annoy a reasonable person;
- (2) A Person shall not cause, make, or permit any continued noise which emanates from the Premises and which would disturb or annoy a reasonable person;
- (3) No Person shall permit a vehicle located on a Premise to emit noise that would disturb or annoy a reasonable person, no shall any owner or occupier of a Premise permit a vehicle located to emit noise which emanates from that Premises, including noise from excessive or continuous engine revving, stereo, or other amplification equipment in the car as under delegation of Section 13 under the *Traffic Safety Act*.
- (4) No Person shall operate an off-highway or unlicensed vehicle that causes excessive, disruptive, or continuous noise within the Village as under the delegation of Section 13 under the *Traffic Safety Act*.¹

¹ The Village of Carmangay understand that individuals within the community must get from point A to point B, and that sometimes these vehicles can be noisy. The Village merely asks that excessive noise be avoided or intentionally making noise to disturb others.

(5) No Person shall cause any non-essential noise between 2200hrs of one day and 0700hrs of the next day, or between 2200hrs of one day and 1200hrs of the next day if that next day is Sunday.

Residential Areas: Noise Prohibitions

Daytime Decibel Limit – Residential

(1) A person shall not cause or permit any sound exceeding 70 dBA as measured at the property line of a property zoned for residential use, between between 8AM and 10PM.

(2) A person shall not cause or permit property they own or occupy to be used so that any sound coming from the property exceeds 70 dBA, as measured at the property line of a property zoned for residential use, between 8AM and 10PM.

(3) This section does not apply to sounds up to:

- a. 75 dBA lasting a total period of time not exceeding two hours in any one day;
- b. 80 dBA lasting a total period of time not exceeding one hour at any one day;
- c. 85 dBA lasting a total period of time not exceeding 30 minutes of any one day; or
- d. 90 dBA lasting a total period of time not exceeding 15 minutes in one day.

(3) This bylaw does not apply to persons using air conditioning and cooling units in either domestic or commercial use if the units are properly maintained and are operated in a normal manner.

Overnight Decibel Level – Residential

(4) A person shall not cause or permit any sound exceeding 55 dBA as measured at the property line of a property zoned for use as residential, before 7AM or after 11PM.

(5) A person shall not cause or permit property they own or occupy to be used so that any sound coming from the property exceeds 55 dBA, as measured at the property line of a property zoned for use as residential, before 7AM and after 11PM.

- (6) This section does not apply to:
- a. Sound levels between 60 and 70 dBA that do not exceed an hour of the nighttime hours.

Noise Prohibitions – Non Residential

Daytime Decibel Limit – Non Residential

- (1) A person shall not cause or permit any sound exceeding 80 dBA, as measured at the property line of a property zoned for use other than residential, between 7AM and 11PM.
- (2) A person shall not cause or permit property they own or occupy to be used so that any sound coming from the property exceeds 80 dBA, as measured at the property line of a property zoned for use other than residential between 7AM and 11PM.
- (3) This section does not apply to sounds up to:
 - a. 85 dBA lasting for a total period of time not exceeding two hours in any one day;
 - b. 90 dBA lasting for a total period of time not exceeding one hour in any one day.

Overnight Decibel Level – Non Residential

- (1) A person shall not cause or permit any sound exceeding 75 dBA, as measured at the property line of a property zoned for use other than residential, between 7AM and 10PM.
- (2) A person shall not cause or permit property they own or occupy to be used so that any sound coming from the property exceeds 75 dBA, as measured at the property line of a property zoned for use other than residential between 7AM and 10PM.
- (3) This section does not apply to:
 - a. 80 dB(A) lasting for a total period of time not exceeding two hours in any one day; or
 - b. 85 dB(A) lasting for a total period of time not exceeding one hour in any one day.
- (4) Generally, this bylaw does not apply to these situations:
 - a. Persons starting or operating motor vehicles intermittently;
 - b. The operator of a motor vehicle that does not allow the vehicle to warm up for a time longer than the minimum time specified by the engine manufacturer (generally 20-25 minutes);

- c. The operator of said motor vehicle operates said vehicle as quietly as possible;
- d. The operator of said vehicle uses a route out of Village that will have minimum impact on Village residents;
- e. To work carried out in the Village or by its agents, contractors, or employees, acting within the scope of their employment or contract;
- f. Been approved discretionary use within Districts and under the Land Use Bylaw;
- g. Despite the above restrictions, a person may operate a snow clearing device powered by an engine for the purpose of commercial or non-commercial removal of snow and ice from public spaces (streets, parking lots, sidewalks) during the 48-hour period following a snowfall, rain or freezing rain, subject to the right of the Chief Administrative Officer or other designated authority.

(5) In the case where a resident has an issue with a motor vehicle contravening on the noise section of this bylaw, the complainant can file a receipt or written complaint that clearly explains why the complainant feels aggrieved. In this case, the Village may:

- a. demand that the owner or operator of said vehicle provide documentation from a source certified to provide such documentation that the sound suppression system on said vehicle is installed, maintained and functioning within specifications determined by the Province of Alberta, and/or
- b. specify the route to be taken by the operator of said vehicle in leaving the Village.

Part 6: Traffic and Parking

15. This subsection is meant to regulate and organize public parking within the village as designated and in accordance with the *Traffic Safety Act*, Section 13, Division 3. It is under the municipality's jurisdiction to govern the parking of vehicles within the village; establishment of parking places; defining noise in connection with a motor vehicle, including what is objectionable noise, the measuring of that noise, or prohibiting use or operation of a vehicle if it is considered to be making objectionable noise; restricting weight of vehicles; designating routes for different classes of

vehicles; and, prescribing penalties for contravention of bylaws in accordance with the *Traffic Safety Act* as amended from time to time. The Village of Carmangay enforces, in alignment with provincial legislation as permitted in whole, or in part, enacts the following measures to ensure traffic safety and parking accessibility:

- 1) No vehicles larger than one tonne trucks to be parked on Main Street, or any other residentially zoned area;
- 2) Parked vehicles on public streets – specifically Main Street – must be on the proper side of the street, aligning with traffic flow direction;
- 3) Parked vehicles cannot remain ***parked on public streets*** for longer than 48 consecutive hours;

Part 7: Outdoor Fires

16. **(1) Scope:** Excepting when a fire is permitted by bylaw or some other acceptance, then no Person shall burn, or allow to be burned, a fire on a Premises that does not comply with the requirements of this bylaw.
 - (2) All fires must be supervised, and must ensure that the fire never goes unsupervised at any time. Every person who ignites or permits fire on a property must ensure it is supervised.
 - (4) All fires must not exceed one metre in height at any time.
 - (5) Any individual who builds a fire in a permitted receptacle – i.e., a fire pit or fire place – must have means of extinguishment on hands at all times while the fire is burning.
 - (6) Outdoor fires must be contained within a steel, concrete, or brick fire ring or factory built outdoor fireplace.

(7) No Person shall burn, at any time, on any Premises, any refuse, waste, junk, garbage, structures, debris or other noxious substance(s) within the boundaries of the Village.

(7) Fires are hereby prohibited during the hours of 12AM and 8AM on any Monday through Friday, or; between 1AM and 9AM on a Saturday or Sunday.

(8) If a regional, provincial, or local fire ban is in place, then that ban must be adhered to for the safety of the community to avoid risk of the fire becoming a running fire.

a. If a fire contravenes during a Fire Ban, then the owner or occupier of the land, or the person having control of the land in which the fire is lit, shall extinguish the fire immediately, or report to the Fire Department as soon as possible.

(9) This subsection does not apply to:

a. Indoor wood burning stoves, or other indoor fire receptacles.

17. (1) If an authority of the Village – specifically the Fire Chief, or someone designated by the Chief Administrative Officer and trained in Emergency Management – determines grass or any other vegetation to pose a fire hazard on a property, then that individual may request to the Village to place a remedial order on the property to abate the hazard.

(2) Appeals to notices in this subsection may be requested to be heard by Council at the next subsequent meeting, if there are appropriate measures taken to file the appeal (seen under Part 2: Remedial Orders of this Bylaw).

18. This Bylaw will come into force on April 30, 2020.

19. Upon coming into force of this Bylaw, Bylaws

a. 698: Traffic Bylaw

b. 667: Unsightly Bylaw shall be rescinded.

Received first reading this 21st day of August 2019

Stacey Hovde, Mayor

Patrick Bergen, CAO

Received second reading this 17th day of September 2019

Stacey Hovde, Mayor

Patrick Bergen, CAO

Received third reading and finally passed this 30th day of April 2020

Stacey Hovde, Mayor

Patrick Bergen, CAO

SCHEDULE "A"

FINES AND PENALTIES

Offence	Section	First Offence Penalty (Minimum)	Second Offence Penalty	Third and Subsequent Offence Penalty (Maximum)
Failure to comply with remedial order	Part 2: 4 (1)	175.00	200.00	500.00
Unightly property/failure to comply with Property Maintenance	Pertinent to all under Part 4: 14 (2)	250.00	350.00	500.00**
Building, structure, or improvement in unreasonable or dangerous state	Part 4: 14 (8)	250.00	350.00	600.00
Accumulation of harmful material	Part 4: 14 (2a, b)	250.00	350.00	500.00
Prohibited or non-complying fire	Part 6: 21	300.00	375.00	600.00
Unsupervised fire	Part 6: 21	300.00	375.00	600.00
Outdoor fire when prohibited	Part 6: 21	300.00	375.00	600.00
Using a Fire to burn material that will produce smoke or toxic materials	Part 6: 21	300.00	375.00	600.00

Allowing Fire to become a Running Fire	Part 6: 21	400.00	475.00	700.00
Person applying Graffiti	Part 3: 13	50.00	75.00	100.00
Noise which disturbs a Person	Part 5	125.00	150.00	200.00
Continuous Sound in excess of prescribed Sound Level	Part 5: 17 (3-4)	125.00	150.00	200.00
Non-Continuous Sound in excess of	Part 5: 17 (3-4)	125.00	150.00	200.00
Owner or occupant permitting noise emanating from their property which disturbs the peace	Part 5	125.00	150.00	200.00
Idle vehicle more than 20 minutes in a residential area, or allow a vehicle to disturb the peace in another way	Part 5: 19	125.00	150.00	200.00
Use of engine retarder brakes	Part 5: 18	125.00	150.00	200.00
Parking Violations (Wrong side of street; leaving	Part 6: 2-4	75.00	100.00	200.00

vehicle unattended for longer than 48 hours).				
Violent disruption of a Person (fighting)	Part 3: 12	100.00	125.00	150.00
Urination or defecation	Part 3: 9	125.00	200.00	350.00
Removing, damaging, or defacing public property (Street Furniture)	Part 3: 11	125.00	200.00	350.00
Littering	Part 3: 8	125.00	200.00	350.00C

J. Community Clean Up

Suggested Motion: Motion to delay the Community Cleanup for 2020.

This issue has been discussed with Public Works and there are risks to handling this much material during the COVID-19 outbreak. It is recommended to delay the community cleanup until it can be done safely.

K. Action List

The Action List is being updated to reflect the new budget and priorities of Council due to the changes from COVID-19. Earlier in the agenda the Public Works list was presented earlier in the agenda. There is currently an action list for both Villages as part of the COVID 19 response. Once the budgets have been approved an updated action list will be presented for Councils consideration.