

Agenda
Village of Carmangay
Special Council Meeting
Carmangay Library
August 18, 2020
6:30 p.m.

1. Call to Order
2. Guests: None
3. Approval of Agenda for August 18, 2020 Regular Council Meeting
4. Approval of Minutes of July 21, 2020 Regular Council Meeting
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
 - a) Sale of property to the Carmangay Community Centre Association
 - b) TiPi Ring land options
 - c) Lots for Sale
 - d) Wagon Repairs
12. Reports
 - a) ORRSC
 - b) Marquis Foundation
 - c) Vulcan District Solid Waste
 - d) Carmangay & District Library Board
 - e) FCSS
 - f) SouthGrow
 - g) Twin Valley Regional Water Services Commission
 - h) Mayors and Reeves of Southern Alberta
 - i) Chinook Arch
13. Closed Session
14. Adjournment.

**Special Council Meeting
for the
Village of Carmangay,
July 21, 2020
Carmangay Library
6:30 p.m.**

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

GUESTS None

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 with
the addition on Correspondence.**

Carried

MINUTES

**Motion made by Deputy Mayor JoAnne Juce to approve the minutes of the
June 23, 2020 Special Council Meeting.**

Carried

**Motion made by Councillor Peggy Hovde to approve the minutes of the July
6, 2020 Special Council Meeting.**

Carried

BUSINESS ARISING

None

OLD BUSINESS

None

PUBLIC WORKS and PROJECTS REPORT

No report presented today.

ADMINISTRATOR REPORT

The Administration report was presented as detailed in the Agenda.

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

Carried

CORRESPONDENCE

The office received request re: the keeping of Hens in the Village of Carmangay

Motion made by Mayor Stacey Hovde to Direct CAO to investigate Bylaws regarding Hens.

Carried.

FINANCIAL REPORTS

CAO Patrick Bergen provided the financial update as presented in the agenda.

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

Carried

NEW BUSINESS

- a) Public Hearing for Bylaw 796
 - b) Second and Third Reading of Bylaw 796
 - c) Review of Projects Team Viability
-
- a) Mayor Stacey Hovde held a Public Hearing for amendments to Bylaw 796. There were no parties speaking in favour or opposed.
 - b) Motion made by Deputy Mayor JoAnne Juce to pass second reading of Bylaw 796 being a bylaw of the Village of Carmangay in the Province of Alberta, to amend Bylaw 742, being the Municipal Land Use Bylaw.**

Carried.

Motion made by Councillor Peggy Hovde to pass third reading of Bylaw 796 being a bylaw of the Village of Carmangay in the Province of Alberta, to amend Bylaw 742, being the Municipal Land Use Bylaw.

Carried.

- c) Motion made by Councillor Peggy Hovde to accept Projects Team Viability as information.**

REPORTS

- a) ORRSC**

None.

- a) MARQUIS**

None

c) VULCAN DISTRICT SOLID WASTE

None.

d) CARMANGAY AND DISTRICT LIBRARY BOARD

None.

e) FCSS

None

f) SOUTHGROW

None.

g) TWIN VALLEY REGIONAL WATER COMMISSION

None

h) MAYORS AND REEVES OF SOUTHWEST ALBERTA

None

i) CHINOOK ARCH

None.

CLOSED SESSION

None

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 7:18 p.m.

Mayor Stacey Hovde

Chief Administrative
Officer Patrick Bergen

Public Works Report

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

Dept	Priority	Item	Notes
Water	1	Cap water line into old building (part of water project)	
Water	1	Complete Items on Water inspection report	In Progress
Projects	1	follow up on car charging station	waiting for Peaks and Prairies
Sewer	1	Repair Sewer on Pacific Avenue	Complete - camer'd not a priority
Water	1	Service WTP generator	
Water	1	change PRV in water plant	AE&P directive, butterfly valve now loosened.
Projects	1	Landscaping on Whitney & Stephen	trees/grass planted, just need road crush
PW	1	Move blade	Site has been prepped. Booking moving company.
Projects	1	Whitney sanitary line	Complete except landscaping in spring 2021
Roads	2	Confirm all the heavy truck route signs are up	Complete except for map
Roads	2	Pacific Avenue low spot on road – new base?	clean ditch to the north
Sewer	2	Order new wet well lid	
Water	2	update water meter reading software	Complete
Water	2	Flush Hydrants/Hydrant Maintenance/Flow Test	Part of annual work
Water	2	Exercise water valves	Part of annual work
Sewer	2	service lift station pumps	
PW	2	clean up old building site	Complete
Projects	2	Services for outside customer in Carmangay	in progress
Sewer	2	Ramp to lagoon to dump vac truck	in progress
Sewer	2	Rebuild distribution boxes	Winter 2020
Water	2	Fix bulk water station	just need to install air gap valve
Projects	2	Community Center sewer line	Complete

PW	2	3 Water valves for other Village	Complete
Projects	2	Water and sewer for outside customer	Complete
Projects	2	place gravel for solar farm	Budget stone for 2021
Projects	2	Stage 4 Water distribution plan	Draft coming Aug 10th
Projects	2	Stage #2 waterlines	possible reallocate dollars for bypass system stage 4B
Projects	2	Stage #3 waterlines	hope to start Sept 7th
Projects	2	Curb / Sidewalk work	Confirming budget
Water	3	Torch and remove parts from the old water plant	Winter work
Parks	3	Pump out septic tank at TeePee rings	
Water	3	Order gaskets for hydrants / rebuild hydrants	
PW	3	Move building on Pacific Avenue property	Winter work
Water	3	Fix irrigation at library	
Sewer	3	Get quote on Lift Station roof	need to compare to local quotes
Water	3	Final Stage #1 drawings with HMR Engineering	
PW	3	Make up maintenance manuals for each piece of equipment	
PW	3	Clean up stairs and build office	Fall 2020
PW	3	Purchase 1/2 ton	Future
PW	3	Weather striping on shop manddoors	Fall 2020
Parks	3	Landscaping at old fire hall	
PW	3	Clean shop yard	Complete
Projects	2	Hydrovac watermain valves for outside customer	

Administrator Report

The following are the highlights or recent activity by administration;

Item	Priority	Update
Create a budget and plan for the downtown parking per Council motion.	1	Will be available for the September 22, 2020
Review and bring back information on having chickens.	1	Will be available for the September 22, 2020
Bring options to Council for the TiPi rings	1	Complete - On August 18, 2020 agenda
Investigate options to provide to the Carmangay Community Centre Association land parcel to the north and the road portion to the south adjacent only to the existing building per Council motion.	1	Complete - On August 18, 2020 agenda
Bring back options for the development of a master plan and high level budget for the McFarland Trail and adjoining lands by working with the community per Council Motion.	1	In Progress
Goal #1: Create fact sheets for each available property and load onto the Village website.	1	This is in progress as part of the Strategic Marketing Plan.
Rewrite Village of Carmangay Procedural Bylaw and bring to Council for consideration	1	Ensure "Closed Session" is used.
Create an inter-municipal development plan	1	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.	1	In Progress

Create bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.	1	
Ensure all planning documents are defined on the Village website as outlined in the new MGA.	1	
MAP - The village must pass bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.	1	
MAP - Council must pass a bylaw that authorizes the CAO or a designated officer to consolidate one or more bylaws in accordance with section 69(1) of the MGA.	1	
MAP - The village website must be updated to include a comprehensive list and summary of all planning policies and their relationships with other planning documentation and decisions.	1	
Ensure the maximum rate of interest to be paid is included in the next ATB Borrowing Bylaw	1	
MAP - Borrowing bylaw 781 must be amended to include the maximum rate of interest to be paid in accordance with section 251(2)(b) of the MGA.	1	Will be at organizational meeting in October
Amend Bylaw 738 to be in compliance of the MGA per the MAP report.	1	
Establish a bylaw to define the role of the Bylaw Officer and ensure the Bylaw Officer takes the required oath.	1	

Ensure the auditors define the salaries of designated officers (contracted assessor)	1	
Establish an SDAB by bylaw.	1	
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.	1	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>1</p>	<p>The CAO will need to work with ORSCC to draft a new bylaw that is in compliance with the MGA.</p>
<p>MAP - The municipality is required to establish a bylaw in accordance with sections 555 and 556 of the MGA if the municipality has a bylaw enforcement officer or bylaw enforcement provisions. Any person who is enforcing bylaws must take the official oath.</p>	<p>1</p>	
<p>MAP - The financial statements must disclose the salaries of all designated officers.</p>	<p>1</p>	

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.	1	The CAO will need to work with ORSCC to draft a new bylaw that is in compliance with the MGA.
Ensure that future updates to the Land Use Bylaw include items defined in the MAP report	1	
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.	1	The CAO will need to work with ORSCC to ammend the existing bylaw that is in compliance with the MGA.
Complete ICS 100, 200 and 300 Training	1	
Ensure the tax notices are sent out in accordance with the items identified in the MAP report.	1	
MAP - Moving forward, the tax notice content on the combined notice must be updated to include information on how to request a receipt for taxes paid, and the name and address of the designated officer with whom a complaint must be filed.	1	
MAP - A designated officer must certify the date tax notices were sent.	1	
Bring a plan for Council's consideration to create opportunities for Carmangay young adults to have their first job per Council Motion.	2	
Address CPR Land Trees	2	
Consult with Badlands consultant about parks / trail	2	

Look into truck retarder signs	2	
Do a full building review of the library including upgrading the furnace and create a budget and go forward plan.	2	PW got access and went into the interior roof cavity to see the condition.
Copy and publish all council meetings dating back to 2013 to the Village website	2	In progress
Copy all popular bylaws to the Village website	2	In progress
Obtain the old firehall drawings	2	
Confirm ownership of the old fire truck	2	
Investigate the cost of repainting the existing water tower and present to Council for consideration	2	
Review draft Codes of Practice	2	
Review draft Public Works Safety Plan	2	
MAP - The returning officer and deputy returning officers must take the official oath or statement prescribed in the Local Authorities Election Forms Regulation, before performing the duties of a returning officer or deputy returning officer.	2	
MAP - Moving forward, the village must retain the ballot account in accordance with section 100(1.1) of the LAEA for all by-elections and general elections for the duration of the council term.	2	

<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>2</p>	
<p>Research and present to Council new options for housing that promotes sustainability.</p>	<p>3</p>	<p>This is in progress as part of the Strategic Marketing Plan</p>
<p>Create a strategy by the spring of 2019 for the upcoming Intermunicipal Collaboration Framework negotiations that defines what current and proposed amenities should be funded with assistance from Vulcan County. Additionally, the infrastructure and core services will be assessed to understand what the expected cost sharing should be. An inventory of all current cost sharing arrangements will be conducted.</p>	<p>Delayed</p>	<p>In progress. MDP is complete</p>

Correspondence

None

Financial Report

Bank Balance as at June 8, 2020:

Current Account:	\$ 81,862.38	*Net of revolving line of credit
Investment Accounts	\$ 40,201.41	
Total	122,063.79	

*The line of credit will be paid off once the solar park grant is received in a few months.

Current Taxes

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

Tax Arrears:

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

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

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

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

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

Utilities Arrears:

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

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

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

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

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

	Budget	Current	Year to Date
REVENUES			
Taxes including School and Marquis	264,645.85	(21,191.85)	284,902.97
General Administration	91,926.00	1,166.10	18,609.22
Bylaw Enforcement	500.00	25.00	450.00
Public Works	40,000.00	9,916.06	63,666.64
Water Supply and Distribution	97,787.00	19,379.46	74,538.55
Wastewater and Disposal	25,143.00	5,232.15	19,965.05
Waste Management	45,900.00	9,615.35	37,524.27
Development	400.00	50.00	1,450.00
Cemetery	1,450.00		1,450.00
Land Sales			7,700.00
TOTAL REVENUES:	567,751.85	24,192.27	510,256.70
EXPENSES			
School, Marquis and Doctor Requisition	84,368.00	10,208.77	39,428.84
Council and Other Legislative	6,000.00	1,478.60	5,432.58
General Administration	176,001.00	21,636.65	149,461.35
Emergency and Bylaw	2,878.00	135.00	2,843.25
Public Works	101,700.00	33,103.55	192,219.84
Roads, Streets, Walks and Lighting	20,511.00	1,935.88	23,343.27
Water Supply and Distribution	102,900.00	55,734.29	107,818.92
Wastewater Treatment and Disposal	4,100.00	3,802.59	11,609.55
Waste Management	56,500.00	1,080.00	6,480.00
Community Programming	500.00		170.95
Development	4,900.00	630.00	5,929.25
Parks and Recreation	4,100.00	349.97	1,692.74
Culture including Library	3,294.00	1,021.25	3,015.00
TOTAL EXPENSES:	567,752.00	131,116.55	549,445.54
SURPLUS (DEFICIT)	(0.15)	(106,924.28)	(39,188.84)

Notes to Financial Report:

- 1) **The public works and general administration are overstated as they do not yet reflect attributing the employee costs to capital projects.**
- 2) **The water expenses are the offset for the Public Works revenue for outside work.**
- 3) **The Taxes including School and Marquis Year to Date is about 14% higher than Budget. This is due to 2 reasons;**
 - a. **The budget assumes that there may be taxes unpaid for this year and was conservative in lowering the budgeted amount.**
 - b. **The Year to Date number for taxes reflects that the tax bills went out but does not show what has been paid. The full number is reflected as an asset for Current Taxes Receivable which is reduced as people pay their taxes.**
- 4) **The Public Works Revenue will be higher this year to reflect the better than expected performance of doing work for other organizations / municipalities.**

- 5) *The agency bank revenue which is at \$14,000 to the end of July is added typically at year end.*

New Business

a) Sale of property to the Carmangay Community Centre Association

Suggested Motion: Motion to direct the CAO to sell Plan 570X, Block 4, Lot 12 to the Carmangay Community Centre Association for \$1 plus any costs incurred by the Village in selling and rezoning the land.

Background:

It was identified earlier that the new Community Hall would have sufficient parking by utilizing the road parking identified in the draft parking plan and 1 of the 2 Village owned lots to the north of the building.

The process would be to transfer the land from the Village to the association for \$1 and then rezone the parcel from commercial to public.

A rough estimate would be:

- Legal fees to transfer the land \$500
- Advertisement for public hearing \$100

Total \$600

The land that is currently a road to the south of the building is not needed at this time but the process continues to decommission the road. Once it has been decommissioned it can be brought to Council for consideration.

b) TiPi Ring land options

The TiPi Ring lands were sold to the Village of Carmangay from the Province of Alberta on September 26, 1988 for the sum of \$1 for the express use as a Wayside Kitchen Site. The Village is required under covenant on title to operate the property as a recreation area (day use campsite). If the Village does not operate the campsite for a period of one year then the Village is required to notify the Minister within 30 days of the fact. At that point, 2 things can occur:

- Under section 5 of the agreement, the Minister has a year to be able to purchase the land back for \$1,
- If the Minister chooses not to exercise that right, the Minister shall remove the agreement from title and the Village would own the property outright for its own uses.

The agreement is provided under separate cover.

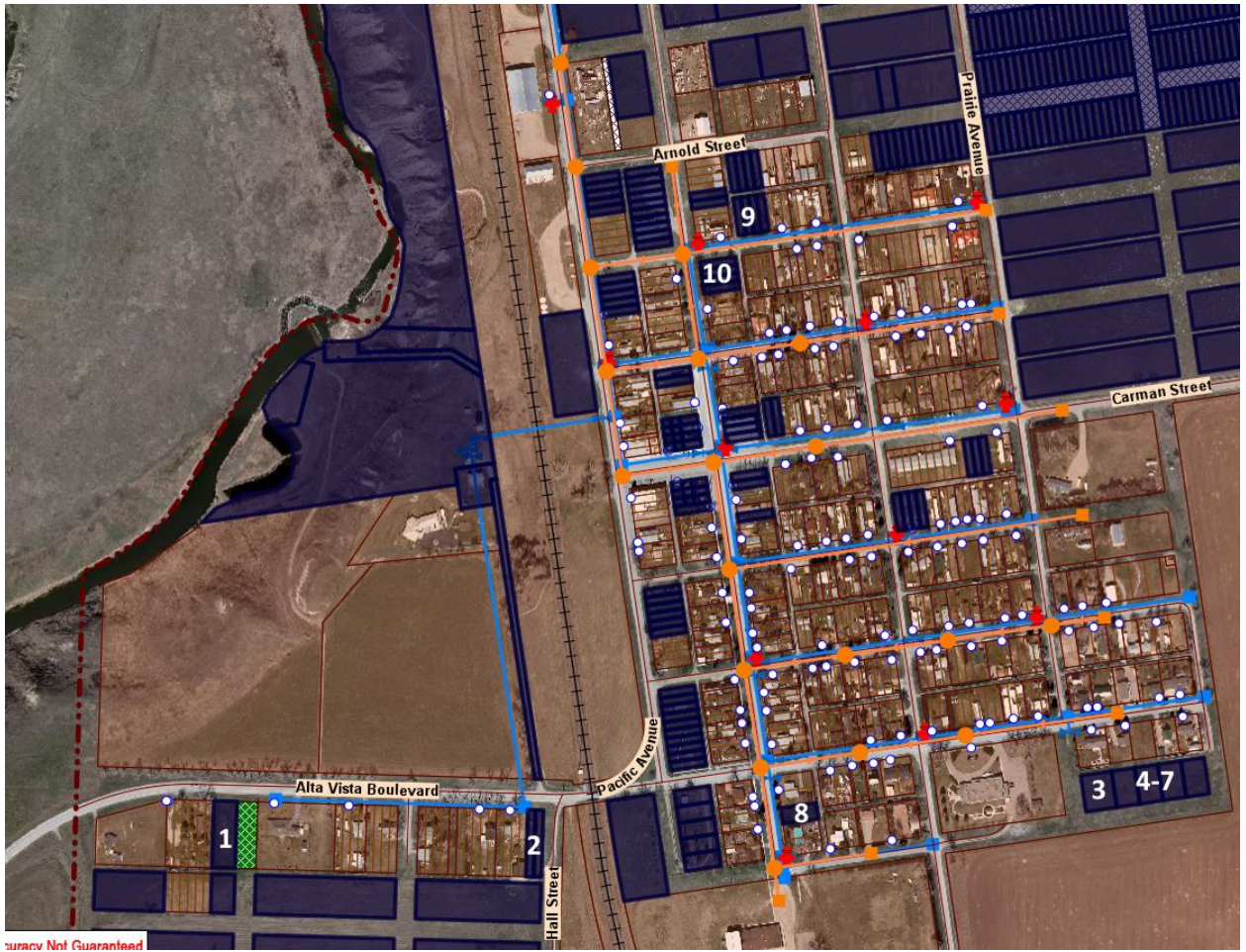
Some facts about the TiPi ring site:

- The road is beginning to degrade substantially both in the lower gravel section which is repairable and the upper paved section.
- The kitchen building requires a new roof both on the outside and the interior ceiling.
- The washrooms and shelter were built in 1980.
- It has been previously estimated that annual maintenance costs would be approximately \$5,000 per year.
- The land is assessed at \$151,300.
- The total land area is 11.88 acres which is largely either sloped or contains historic artifacts.

c) Lots for Sale

Suggested Motion: Motion to direct the CAO to post the below properties for sale on the Village website along with the commercial properties previously discussed at the price listed per the Bylaw.

**Village of Carmangay
Residential Lot Listing**



All sizes are in feet and approximate.

1) Alta Vista Boulevard

Assessed Value: \$17,000

Per Bylaw: \$7,000



50 x 200

Country Residential

Water Service, No Sanitary

2) 110 Alta Vista Boulevard

Assessed Value: \$14,000

Per Bylaw: \$7,000



50 x 200

Residential

Water Service, No Sanitary

3) 403 to 415 Whyte Street

Assessed Value: \$27,000

Per Bylaw: \$14,000



100 x 115

Residential

Water and Sanitary Available a block away

4) 403 to 415 Whyte Street

Assessed Value: \$27,000

Per Bylaw: \$7,000



50 x 115

Residential

Water and Sanitary Available a block away

5) 403 to 415 Whyte Street

Assessed Value: \$27,000

Per Bylaw: \$7,000



50 x 115

Residential

Water and Sanitary Available a block away

6) 403 to 415 Whyte Street

Assessed Value: \$27,000

Per Bylaw: \$7,000



50 x 115

Residential

Water and Sanitary Available a block away

7) 403 to 415 Whyte Street

Assessed Value: \$27,000

Per Bylaw: \$7,000



50 x 115

Residential

Water and Sanitary Available a block away

8) 115 Grand Avenue

Assessed Value: \$10,000

Per Bylaw: \$7,000



50 x 115

Residential

Water and Sanitary Services

9) 213 Camburn St

Assessed Value: \$15,000

Per Bylaw: \$7,000 for 50 foot lots or \$14,000 for 100 foot lot.



100 x 115 or 2 – 50 x 115

Residential

Water and Sanitary Services

10) 615 Grand Ave

Assessed Value: \$15,000

Per Bylaw: \$7,000 for 50 foot lots or \$14,000 for 100 foot lot.



100 x 115 or 2 – 50 x 115

Currently zoned Public and is beside Marquis structure, would need to be rezoned.

Water and Sanitary Services

d) Wagon Repairs

Suggested Motion: Motion to permit the Carmangay Historical Society to effect repairs on the Wagon situated on the corner of Highway 23 and Alta Vista.

Background:

At the request of Councilor Juce, the Carmangay entrance sign as well as wagon on the adjacent corner were inspected by public works for condition. The item was raised in January of 2020.

The entrance sign is showing signs of wear but can be remediated. This was added as an action item to the public works to do list. The original vendor was contacted by Councilor Juce and passed along to administration whom were able to secure a quote as well as a process to get the work done in the late fall / winter of 2020.

The wagon was inspected at the same time as the sign and found to be in very poor condition and likely not salvageable. Council Juce did inquire if another similar wagon was available but there were none.

The work to replace or restore the wagon was subsequently hampered by the COVID pandemic.

Of note, the land that the wagon and sign sit on are privately owned by 2 separate parties. There is no agreement registered on title that would indicate a lease or other arrangement to allow the Village to use the sites.

The Village was approached by the Historical Society to review and possibly repair the wagon per the below email.

Good morning Patrick, this is just a follow-up to the informal conversation we had about the wagon as well the email sent last year.

The wagon that sits at the entrance into Carmangay was donated by a long time resident, Hazel Seebeck, in 1991. It was given to the Carmangay Tourism Society. Bruce Smith owns the land and let the village develop the site as part of a welcome attraction to the entrance into town. The wagon is starting to deteriorate and the Historical Society is looking at making it more sound with metal bracing and replacing some boards. The society has been in contact with Bruce Smith and he is in full support of seeing it repaired as it has local historical significance and makes such a contrast sitting near the new G3 grain terminal.

Sincerely,

Kym Nichols

Chairperson, Carmangay and District Historical Society