

Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Library
November 17, 2020
6:30 p.m.

1. Call to Order
2. Guests: None
3. Approval of Agenda for November 17, 2020 Regular Council Meeting
4. Approval of Minutes of October 20, 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. Update on Byelection
 - B. Council Review
 - C. Bylaw 798 Chicken Bylaw
 - D. Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers
 - E. Bylaw 796 Election Bylaw
 - F. Operational Plan Discussion
 - G. Capital Plan Discussion
12. Reports
 - a) ORRSC
 - b) Marquis Foundation
 - c) Vulcan District Solid Waste
 - d) Carmangay & District Library Board
 - e) FCSS
 - f) SouthGrow
 - g) Twin Valley Regional Water Services Commission
 - h) Mayors and Reeves of Southern Alberta
 - i) Chinook Arch
13. Closed Session

14. Adjournment.

**Regular Meeting of Council for the
Village of Carmangay,
Oct 20, 2020
at the Carmangay Library**

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

GUESTS Daryl Scase (Scace and Associates)

PRESENT Stacey Hovde, Mayor
Peggy Hovde, Councillor
Patrick Bergen, Chief Administrative Officer

APPROVAL OF THE AGENDA

Motion made by Mayor Stacey Hovde to approve the agenda as presented.
Carried

MINUTES

Motion made by Deputy Mayor Peggy Hovde to approve the minutes of the Regular Council Meeting held on September 15, 2020.

Carried

BUSINESS ARISING

None

OLD BUSINESS

None

PUBLIC WORKS and PROJECTS REPORT

The public works report was presented as detailed in the agenda.

ADMINISTRATION REPORT

The Administration report was presented as detailed in the agenda.

Motion made by Mayor Stacey Hovde to accept both reports as presented.
Carried

CORRESPONDENCE

Council received correspondence as detailed in the agenda.

Motion made by Deputy Mayor Peggy Hovde to approve correspondence as presented.

Carried

FINANCIAL REPORTS

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

Motion made by Deputy Mayor Peggy Hovde to accept the financial report.
Carried

NEW BUSINESS

a) 2019 Audited Financial Statements

Audited Financial Statement presented to Council

Motion made by Mayor Stacey Hovde to approve the 2019 Audited Financial Statements as presented.

Carried

f) Election Bylaw

Motion made by Mayor Stacey Hovde to pass the first reading of Bylaw 796 Carmangay Election Bylaw.

Carried

g) 5 Councillors Plebiscite

Motion made by Deputy Mayor Peggy Hovde to direct the CAO to create a plebiscite to be sent out to citizens to consider whether Council should be increased from 3 Councillors to 5.

Carried

h) Assessor Audit

Motion made by Deputy Mayor Peggy Hovde to accept the assessor audit as information.

Carried

REPORTS

a) ORRSC

None.

b) 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

Deputy Mayor Peggy Hovde attended the TVRWC meeting

h) MAYORS AND REEVES OF SOUTHERN ALBERTA

None

i) CHINOOK ARCH

None

CLOSED SESSION

None

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 7:25 p.m.

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

Mayor Stacey Hovde

Chief Administrative
Officer Patrick Bergen

Public Works Report

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

Water	1	Cap water line into old building (part of water project)	old water plant AE&P directive
Water	1	Has inspection report been addressed?	need to go through with Dale
Projects	1	follow up on car charging station	waiting for Peaks and Prairies
PW	1	make up job descriptions	
Projects	1	Whitney sanitary line	landscaping in spring 2021
Sewer	1	replace sani service at 323 Whitney	clay pipe plugged with roots twice
PW	1	Install new Christmas Lights on Water Tower	Patrick to confirm style
Roads	2	Confirm all the heavy truck route signs are up	Make up truck route map (Brenda)
Roads	2	Pacific Avenue low spot on road – new base?	clean ditch to the north
Sewer	2	Order new wet well lid	
Water	2	Flush Hydrants/Hydrant Maintenance/Flow Test	
Sewer	2	service lift station pumps	
PW	2	clean up old building site	1 dirt/debris pile left
Projects	2	Old Colony services	in progress, water portion completed
Projects	2	Make up emergency bypass waterline	trying to incorporate into new pump station
Roads	2	Patch Asphalt in front of hotel (Champion)	
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	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	replace curb/sidewalk for Campground sewer	need to confirm there's budget dollars
Sewer	2	rebuild lift station fence	get chain link quote
Water	2	Camera for Water plant	
Sewer	3	Repair Sewer on Pacific Avenue	camer'd not a priority 1, 2021 project changed to priority #3
Projects	3	place gravel for solar farm	Budget stone for 2021
Water	3	Torch and remove old filter from the old water plant	material use to build new shop bench
Water	3	Order gaskets for hydrants / rebuild hydrants	do we have budget, parts now on hand
PW	3	Finish WHMIS labelling	
PW	3	Move building on Pacific Avenue property	winter day job
Water	3	Fix irrigation at library	blown out Oct 7/20
Roads	3	Make up truck route map & policy	post appropriate signage
Water	3	Upload Stage 1 water pictures	
PW	3	Meet with ORRSC to update drawings	Scott will ask, Heather was going to ask how
Water	3	Final Stage #1 drawings with HMR Engineering	
PW	3	Clean up stairs and build office	Fall 2020
PW	3	Purchase 1/2 ton	Future
PW	3	Weather striping on shop mandors	Fall 2020
Parks	3	Landscaping at old fire hall	
Water	3	Camera lines at old water plant	possible irrigation from river
PW	3	Clean shop yard	Ongoing
Parks	3	Pump out septic tank at TeePee rings	
Parks	3	Fix gate at tipi rings	? May sell/demolish
Water	3	Install Schmeelke service in Champion	delayed until 2021 as per Dan Schmeelke Sept 18th
Sewer	3	clean out dry well	after station electrical rebuild and solar farm expansion
Sewer	3	install evastrough on lift station	water dripping on lock, pending budget
PW	3	Cleanout ditch 200 Block of Alberta	

Administrator Report

The following are the highlights or recent activity by administration;

Item	Priority	Update
Email Brownlee about candidate ineligibility	1	Complete
Create all HR policies and procedures documents	1	In progress
Work with AUMA on compensation survey	1	In progress
Create a strategy for working with other municipalities	1	In Progress / Have meeting on Nov 18th
Update the LAPP policy	1	In progress
Create a training plan	1	
Update HR files	1	
Get back to commercial business about lots	1	In progress - will have offer by the end of November
Find out about conference call line	1	
Hold an MPC meeting	1	Heather to call people
Do GST reconcilliation	1	In progress
Do a cash flow for next 6 months	1	
Create a 2021 operational plan	1	In progress
Create a 2021 capital plan	1	In progress
Update and adjust the grants excel tables	1	Closed
Ask for candidates profiles and pictures to put on website		In progress
Mailout for October 21, 2020	1	Complete
Get switched over to Solar Club for Electric and Gas to optimize savings	1	Complete - reviewing the best rates to optimize savings

Get 5 year lease in place for Champion Campground		include written request required for mowing
Book space for election date	1	Complete
Get nomination papers ready	1	Complete
File the Municipal Operating Support Transfer Grant with the province	1	Complete
Swear Oath of office for Returning Officer and Deputy Returning Officer	1	Complete
Fortis Franchise Fee	1	Complete
Review and bring back information on having chickens.	1	Complete
Respond to MAP requests with letter	1	In progress
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	Create a maintenance plan including grading and gravel
Goal #1: Create fact sheets for each available property and load onto the Village website.	1	In progress
Rewrite Village of Carmangay Procedural Bylaw and bring to Council for consideration	1	Will bring to December meeting
Look at copier costs	1	Wait for results of Champion switch over
Create an inter-municipal development plan	1	In progress. MDP is complete

Create an IT list for maintenance	1	In progress
Create bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.	1	Complete
Ensure all planning documents are defined on the Village website as outlined in the new MGA.	1	In progress
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	In progress
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	Complete

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	Will be done with 2020 audit
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>	1	The CAO will need to work with ORSCC to draft a new bylaw that is in compliance with the MGA.
<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>	1	

MAP - The financial statements must disclose the salaries of all designated officers.	1	
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	Complete
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	Complete
Complete ICS 100, 200 and 300 Training	1	In progress
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	
Student grants	2	
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	
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	Complete - do not exist
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	Complete during byelection
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	Will be completed during byelection
MAP - The village is required to dispose of election materials in accordance with section 101 of the LAEA and ensure that the appropriate affidavit is completed following the destruction of the materials.	2	Will be completed during byelection
Create a budget and plan for the downtown parking per Council motion.	3	
Research and present to Council new options for housing that promotes sustainability.	3	This is in progress as part of the Strategic Marketing Plan
Follow up on Paulette Hiebert at 304 Arnold St.	CAO	
Follow up on Tax Auction property	CAO	
Follow up on trees for Telus property	CAO	Have confirmed the 5 evergreen trees.
CPO contract	CAO	

Follow up on MCCAC video shoot	CAO	Complete
Follow up on MSP Grant		Complete

Correspondence

The below letter was sent to Council and published on social media so the name was left in as it was already publicly available.

October 28, 2020

Attention: Village of Carmangay Council

Re: Motion made at last Council meeting to increase franchise fees on Fortis to 15% and leave Atco at 15%.

This letter is an appeal to ask Council to remove the 15% Atco fee, which will still include the carbon tax, and if necessary to increase the Fortis fee to the maximum of 20%? It is easier to conserve electricity than to conserve on gas to heat our homes. Many seniors are home all day and need all day heat.

Mayor Hovde stated at the October 20, 2020 Council meeting that “people are not going to stay awake at night worrying about another \$6.00/month. Perhaps he won’t but many others will, indicated by figures stated in the Council package which show figures of \$7,211.53 in unpaid village utilities and the sum of \$16,288.75 in tax arrears as of September 30, 2020. These figures indicate people are indeed having a difficult time with expenses constantly rising ie: groceries, insurance, taxes with no increase in income.

It is our hope that Council will offer some relief by eliminating one of the franchise fees.

Regards,

Sheila Smidt

Financial Report

Report Date
2020-11-17 8:55 AM

Village of Carmangay Budget versus Actual For the Period Ending October 31, 2020

Page 1

	<u>Budget</u>	<u>Current</u>	<u>Year to Date</u>
REVENUES			
Taxes including School and Marquis	264,645.85		283,671.47
General Administration	91,926.00	3,238.08	81,689.56
Bylaw Enforcement	500.00	100.00	575.00
Public Works	40,000.00	5,344.50	74,427.56
Water Supply and Distribution	97,787.00	508.77	96,602.64
Wastewater and Disposal	25,143.00	84.54	25,460.49
Waste Management	45,900.00	145.28	47,600.01
Development	400.00		1,500.00
Cemetery	1,450.00	350.00	2,500.00
Land Sales		5,250.00	12,950.00
TOTAL REVENUES:	567,751.85	15,021.17	626,976.73
EXPENSES			
School, Marquis and Doctor Requisition	84,368.00	13,052.00	51,626.14
Council and Other Legislative	6,000.00	997.20	6,639.78
General Administration	176,001.00	31,420.78	204,002.52
Emergency and Bylaw	2,878.00	969.50	3,880.25
Public Works	101,700.00	19,294.30	159,027.96
Roads, Streets, Walks and Lighting	20,511.00	1,265.73	28,667.73
Water Supply and Distribution	102,900.00	6,573.06	125,841.25
Wastewater Treatment and Disposal	4,100.00	6,695.83	25,759.81
Waste Management	56,500.00	2,160.00	10,800.00
Community Programming	500.00		170.95
Development	4,900.00	2,115.34	8,044.59
Parks and Recreation	4,100.00	1,490.20	3,463.56
Culture including Library	3,294.00		3,015.00
TOTAL EXPENSES:	567,752.00	86,033.94	630,939.54
SURPLUS (DEFICIT)	(0.15)	(71,012.77)	(3962.81)

Bank Balance as at November 14, 2020:

Current Account: \$111,980.08
Investment Accounts \$ 40,277.66
Total \$152,257.74

Current Taxes

There still remains 25,316.41 in this years taxes to be paid as at October 31, 2020
There still remains \$26,137.00 in this years taxes to be paid as at October 15, 2020.
There still remains \$38,638.86 in this years taxes to be paid as at September 12, 2020.
There still remained \$51,047.79 in this years taxes to be paid as at August 11, 2020.

Tax Arrears:

There are 10 properties with a total tax arrears as at October 31, 2020 of 15,594.65
There are 11 properties with a total tax arrears as at September 30, 2020 of \$16,288.75
There are 11 properties with a total tax arrears as at August 31, 2020 of \$16,788.75
There are 14 properties with a total tax arrears as at July 31, 2020 of \$16,929.05
There are 19 properties with a total tax arrears as at June 30, 2020 of 17,730.73.
There are 19 properties with a total tax arrears as at May 31, 2020 of 18,772.05.
There were 19 properties with a total tax arrears as at April 30, 2020 of \$19,913.
There were 19 properties with a total tax arrears as at March 31, 2020 of \$20,099.

Utilities Arrears:

There is \$5,763.61 of utility arrears that are 90 days and older as at October 31, 2020.
There is \$7,211.53 of utility arrears that are 90 days and older as at September 30, 2020.
Approximately half of the amount is with one property that is being returned to the bank.
There is \$5,154.95 of utility arrears that are 90 days and older as at August 31, 2020.
There is \$2,408.16 of utility arrears that are 90 days and older as at July 31, 2020.
There is \$2,770.71 of utility arrears that are 90 days and older as at June 30, 2020.
There is \$5,888.01 of utility arrears that are 90 days and older as at May 31, 2020.
There was \$3,716 of utility arrears that are 90 days and older as at April 30, 2020.
There was \$3,265 of utility arrears that were 90 days and older as at March 31, 2020.

New Business

A. Update on Byelection

Suggested Motion: Motion to accept the byelection update as information.

The nomination period has closed and there are 3 candidates that have put their name forward for the vacant Village of Carmangay Council seat. The candidates in alphabetical order are:

Sue Dahl

Doug Fraser

Maureen Travers.

Election day is December 8, 2020 at the Seniors Centre. The venue has been booked and extra hand sanitizer has been received.

Administration is reaching out to all the candidates to provide their background and what initiative they would like to support as a new Councillor. This information will be posted on the Village website and Facebook for the public.

B. Council Review

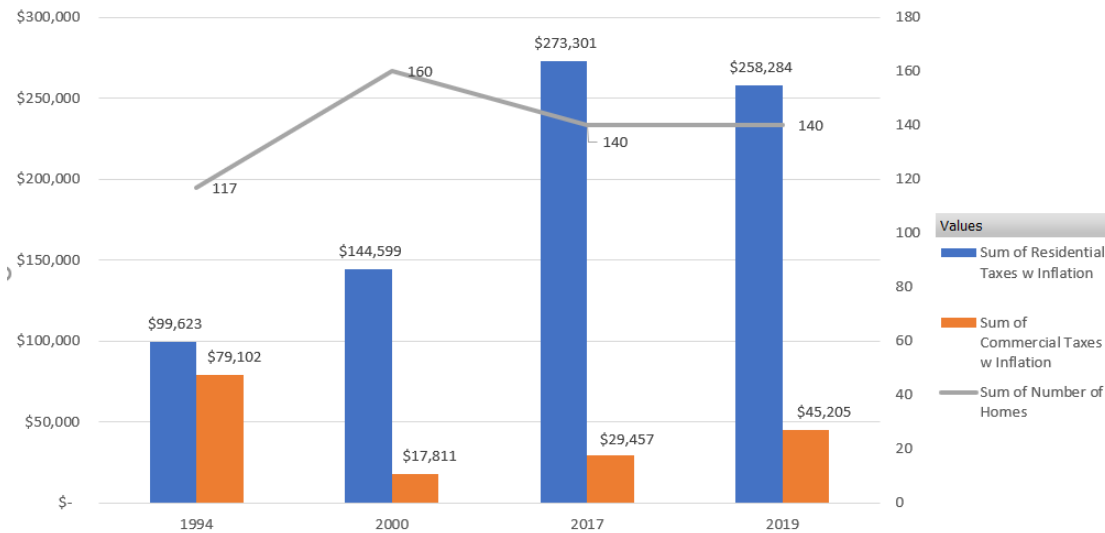
To assist with background information that might give a new Councillor better understanding of projects and efforts in progress, the below has been created and will be shared with the public.

Focus on New Commercial Businesses and Invigorating the Home Market

There has been some good recent progress in building up the number of commercial properties in Carmangay from the time 25 years ago when it accounted for about 40% of the tax base.

This Council has held the line on residential taxes and the amount that the Village has collected has gone down in the last few years.

The number of homes has gone down by 20 in the last decade which is a reduction of 12.5%. This means that the remaining home owners need to account for this loss to support the cost of utilities as well as taxes for services and infrastructure.

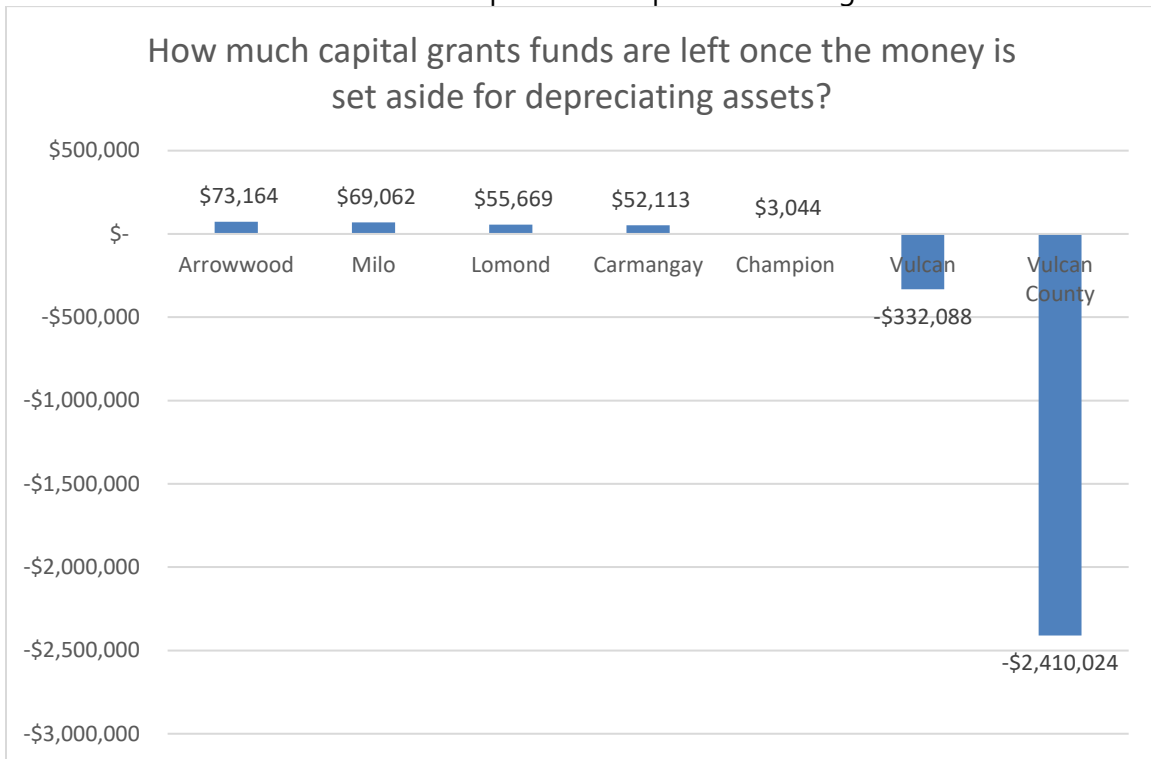


Focus on New Revenue Opportunities and Cost Savings

Administration has looked for new ways to create revenue and keep residential taxes the same or lower. These include;

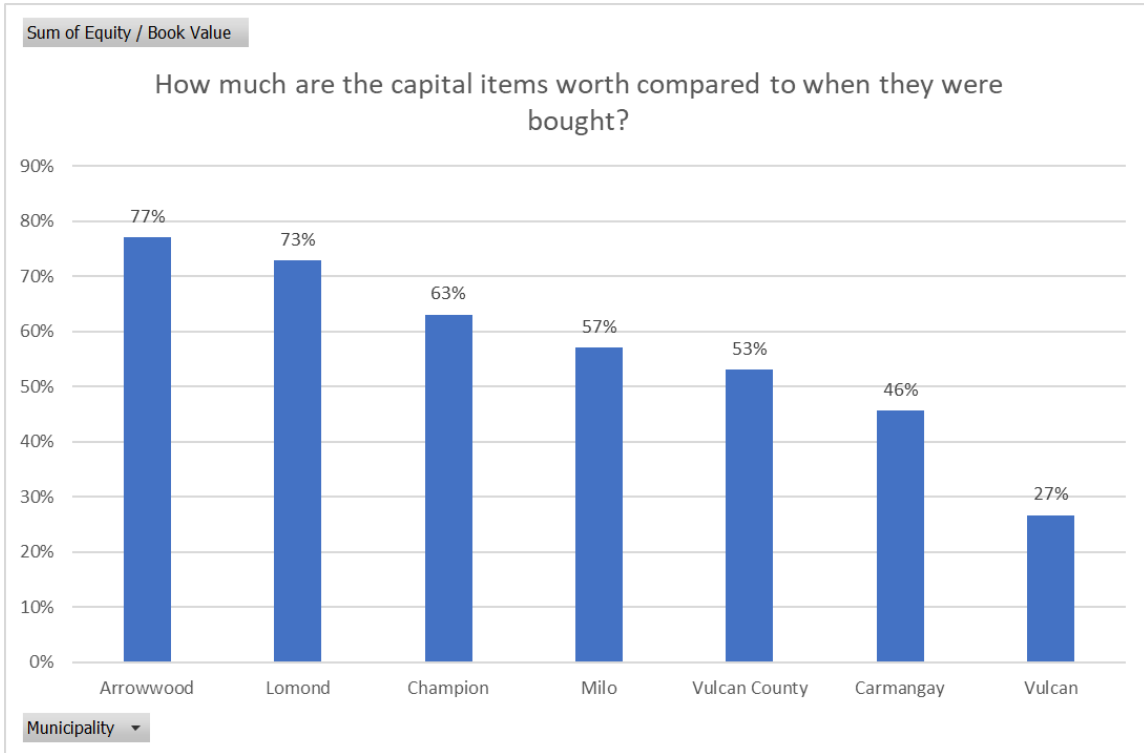
- The current Village of Carmangay staff have done water and sanitary projects for other municipalities as well as outside groups. This has provided some additional revenue that allows the Village to reduce the cost of its own work. It is the hope of administration to continue to expand these opportunities.

- The Telus tower will provide new lease and tax revenue to the Village of Carmangay of just under \$10,000 per year.
- The Solar Farm which is 100% covered by capital grants and will cut the cost of electricity to the Village by at least \$13,000 per year and more as electricity rates climb. There is additional capacity as well that can be used if expansion of Village buildings or infrastructure is considered.
- Working with the other 4 Villages to find ways to lower costs and get more value. These include online data storage for archived files, using the same accounting system as well as working together on hydrant flow testing and other infrastructure work. This is hoped to be expanded moving forward.



The Focus on upgrading the Water and Sanitary Infrastructure

Carmangay has an aging infrastructure that has required ongoing investment of capital grants to start to remediate. As an example, the pumping station pumps that were recently replace were from the 1970's. Some of the fire hydrants are from the 1950's as are some of the sanitary lines. The existing water plant is about 2/3 to 3/4 through its lifecycle. Additionally, the water flow of approximately 185 gallons per minute is far from sufficient for fire suppression which requires a minimum of 600 gallons per minute but should be closer to 1,000 gallons per minute.



C. Bylaw 798 Chicken Bylaw

Suggested Motion(s):

Motion for first reading of Bylaw 798 Chicken Bylaw.

Motion for second reading of Bylaw 798 Chicken Bylaw.

Motion for permission for third reading of Bylaw 798 Chicken Bylaw.

Motion for third reading of Bylaw 798 Chicken Bylaw.

VILLAGE OF CARMANGAY

BYLAW 798

A BYLAW OF THE VILLAGE OF CARMANGAY IN THE PROVINCE OF ALBERTA TO REGULATE THE KEEPING OF CHICKENS IN URBAN AREAS

WHEREAS pursuant to provisions of the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for the municipal purposes respecting the safety, health and welfare of people, the protection of people and property wild and domestic animals, and certain activities in relation to them; and

WHEREAS pursuant to provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, Council has the authority to provide a system of licenses, permits and approvals; and

WHEREAS Council deems it desirable to regulate and license the keeping of chickens in urban areas of the Village;

NOW THEREFORE the Council of the Village of Carmangay enacts as follows:

1. SHORT TITLE

THIS BYLAW MAY BE KNOWN AS THE "Urban Hen Bylaw"

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

2.1 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Village appointed by Council or designate.

2.2 **Coop** means a fully enclosed weatherproof structure and attached outdoor enclosure used for the keeping of urban hens, that is n larger than 10m² (107.63 ft.²) in floor area, and no more than 2m (6.56 ft.) in height;

2.3 **Council** means the Council of the Village of Carmangay

- 2.4 **Hen** means a domesticated female chicken.
- 2.5 **Outdoor enclosure** means a securely enclosed, roofed outdoor area attached to and forming part of a coop having a bare earth or vegetated floor for urban hens to roam.
- 2.6 **Peace Officer** means:
- a) A member of the Royal Canadian Mounted Police.
 - b) A Community Peace Officer as appointed by the Solicitor General of Alberta.
 - c) A bylaw Enforcement Officer as appointed by the Village to enforce bylaws of the Village.
- 2.7 **rooster** means a domesticated male chicken.
- 2.8 **sell** means to exchange or deliver for money or its equivalent.
- 2.9 **Village** means the Village of Carmangay, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.
- 2.10 **Urban area** means lands located within the Village on which agricultural operations, including but not limited to the keeping of livestock, are neither a permitted nor discretionary use under Bylaws of the Village.
- 2.11 **Urban hen** means a hen that is at least sixteen (16) weeks of age.
- 2.12 **Urban hen license** means a licence is issued pursuant to this bylaw which authorizes the licence holder to keep urban hens on a specific property within the Village.
- 2.13 **Violation tag** means a notice or tag in the form as approved by the CAO, issued by the Village allowing a voluntary payment option of a fine established under this Bylaw.
- 2.14 **Violation ticket** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedures Act, Revised Statutes of Alberta 2000, Chapter P-34 and any amendments or regulations thereto.

3. PROHIBITIONS

3.1 No person in an urban area shall keep:

- a) A rooster; or
- b) A hen, other than an urban hen for which a valid hen licence has been issued.

4. URBAN HEN LICENCES

4. The maximum number of urban hen licences that may be issued in the Village shall be one urban hen licence per one hundred (1000 persons based on the population of the Village as determined by the most recent census.

4.2 A person may keep up to (3) urban hens by:

- a) Submitting a completed urban hen license application on forms approved by the CAO; and
- b) Paying an annual urban hen licence fee as set out in the Village of Carmangay Fees, Rates and Charges Bylaw 09-16

4.3 Urban hen licences are valid for the period of January 1 to December 31 of the year in which

It is issued and must be renewed annually prior to January 31 of each subsequent year.

4.4 Urban hen licence fees shall not be reduced or prorated no matter the month of purchase.

4.5 Urban hen licence fees shall not be refunded or rebated.

4.6 An urban hen licence is not transferable from one person to another except:

- a) when a licence holder has moved to a new property within the Village, then:
 - i. the licence holder may apply to transfer the licence; and
 - ii. an inspection of the new property must be carried out to determine the licence holder is still able to meet all requirements for an urban hen licence as set out this Bylaw at such property.

4.7 An urban hen licence is not transferable from one property or another except:

- a) when a licence holder has moved to a new property within the Town, then:
 - i) the licence holder may apply to transfer the licence; and

the
ii) an inspection of the new property must be carried out to determine
licence holder is still able to meet all requirements for an urban hen
licence as set out in this Bylaw at such property.

4.8 A person to whom an urban hen licence has been issued shall produce the licence
upon the
demand of a Peace Officer

4.9 An urban hen licence may be issued or renewed if the CAO is satisfied that:

- a) the applicant is the owner of the property on which the urban hens will be kept.
- b) the land use designation of the property on which the urban hens will kept allows the placement of a coop for the keeping of urban hens.
- c) the applicant resides on the property on which the urban hens will be kept.
- d) all required information has been provided.
- e) the applicant has taken a course on the safe handling of hens and eggs.
- f) the applicable licence fee has been paid; and
- g) the applicant has complied with all other Provincial and Federal Regulations for the keeping of chickens.

4.10 An urban hen licence may be revoked or may not be renewed by the CAO if:

- a) The applicant or licence holder does not meet or no longer meets the requirements for an urban hen licence as set out in this Bylaw.
- b) The applicant or licence holder furnishes false information or misrepresents any fact or circumstance required pursuant to this Bylaw.
- c) The applicant or licence holder has, in the opinion of the CAO based on reasonable grounds, contravened any part of this Bylaw whether or not the contraventions has been prosecuted.
- d) The applicant or licence holder fails to pay a fine imposed by a court for a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of livestock.
- e) The applicant or licence holder fails to pay any fee required by this Bylaw or any other applicable legislation; or
- f) In the opinion of the CAO, based on reasonable grounds, it is in the public interest to do so.

5. KEEPING OF URBAN HENS

5.1 A person who keeps urban hens must:

- a) Provide each urban hen with at least 0.37 m² (3.98 ft.²) of interior floor area, and at least 0.92m² (9.9ft.²) of outdoor enclosure, within the coop.
- b) Ensure that each coop is:
 - i. Located in the rear yard of the property.
 - ii. A minimum 3.0m (3.28 ft.) from a dwelling.
 - iii. A minimum 1m (3.28 ft.) from any lot line.
 - iv. A minimum 3.6(11.81 ft.) from any street adjacent to the property; and
 - v. At grade level, no more than 2m (6.56 ft.) in height.
- c) Provide and maintain, in the coop, at least one nest box per coop and one perch per urban hen that is at least 15cm (5.9in) long.
- d) Keep each urban hen in the coop at all times.
- e) Provide each urban hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviors such as scratching, dustbathing, and roosting, all sufficient to maintain the urban hen in good health.
- f) Maintain the coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances.
- g) Construct and maintain the coop to prevent any rodent from harboring underneath within or within its walls, and to prevent entrance by any other animal.
- h) Keep a food container and water container in the coop.
- i) Always keep the coop secured
- j) Remove leftover feed, trash, and manure in a timely manner.
- k) Store feed within a fully enclosed container.
- l) Store manure within a fully enclosed container and store no more than 85 litres (3 cubic feet) of manure at any time.
- m) Remove all other manure not used for composting or fertilizing and dispose of such in accordance with Village Bylaws.
- n) Follow biosecurity procedures outlined by the Canadian Food Inspection Agency to reduce potential for disease outbreak; and
- o) Keep urban hens for personal use only.

5.2 No person who keeps urban hens shall:

- a) sell eggs, manure, meat, or other products derived from an urban hen.
- b) slaughter any urban hen on the property
- c) dispose of an urban hen except by delivering it to a farm, abattoir, veterinarian, or other form of shelter other than a coop.

6. AUTHORITY OF CHIEF ADMINISTRATIVE OFFICER

6.1 Without restricting any other power, duty or function granted by the Urban Hen Bylaw, the Chief Administrative Officer may:

- a) Carry out any inspections to determine compliance with the Urban Hen Bylaw.
- b) Take any steps or carry out any actions required to enforce the Urban Hen Bylaw.
- c) Take any steps or carry out any actions required to remedy a contravention of the Urban Hen Bylaw.
- d) Establish forms for the purposes of the Urban Hen Bylaw; and
- e) Delegate any powers, duties, or functions under the Urban Hen Bylaw to a Village employee

7. PENALTIES AND ENFORCEMENT

7.1 No person shall willfully obstruct, hinder, or interfere with a Peace Officer or any other

Person authorized to enforce and engaged in the enforcement of the provisions of this Bylaw.

7.2 Any person who contravenes a provision of this Bylaw is guilty of an offence and is liable on

Summary conviction to a fine of not more than Ten Thousand (\$10,000.00) Dollars, Imprisonment for a term not exceeding one (1) year, or both.

7.3 Where there is a specified penalty listed for an offence in Schedule "A" to this Bylaw, that

Amount is the minimum specified penalty for the offence.

7.4 Where a person contravenes the same provision of this Bylaw two (2) or more times within

one twelve (12) month period, the specified penalty payable in respect of the second or subsequent contravention shall be the amount stated in Schedule "A" for such offences.

7.5 In the case of an offence that is of a continuing nature, a contravention constitutes a Separate offense in respect of each day or part of a day on which it continues.

7.6 The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges, or costs from which that person is liable under the provisions of this Bylaw or any other bylaw.

7.7 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw may issue and serve:

- a) A violation tag allowing a payment of the specified penalty to the Village; or
- b) A violation ticket allowing payment according to the provisions of the Provincial Offences Procedure Act, Revised Statutes of Alberta 2000, Chapter P-34 and amendments thereto.

7.8 Service of a violation tag will be sufficient if it is:

- a) personally served; or
- b) served by regular mail to the person's last mailing address.

7.9 If a violation ticket is issued in respect to an offence the violation ticket may:

- a) Specify the fine amount established by this Bylaw for the offence; or
- b) Require a person to appear in court without the alternative of making a voluntary payment.

7.10 A person who commits an offence may:

- a) if a violation ticket is issued in respect of the offence; and
- b) if the violation ticket specified the fine amount established by this Bylaw for the offence.

make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the provincial courthouse specified on the violation ticket.

8. SEVERABILITY

8.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

9. GENERAL

9.1 Any person who contravenes any provision of this Bylaw by:

- a) Doing any act or thing which the person is prohibited from doing; or
- b) Failing to do any act or thing the person is required to do.

Is guilty of an offence and any offence created pursuant to this Bylaw is a Strict liability offence for the purpose of prosecution under this Bylaw.

9.2 Nothing in this Bylaw relieves a person from complying with any provision of any lawful permit, order or licence.

9.3 Words in the singular include the plural and words in the plural include the singular

9.4 Schedule "A" shall form a part of this Bylaw and may, from time to time, be amended.

9.5 No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent or preclude the Village from pursuing any other remedy in relation to a premise as provided by the Municipal Government Act, or any other law of the Province of Alberta.

This Bylaw shall come into full force and effect upon third and final reading,

READ A FIRST TIME this _____ day of _____.

READ A SECOND TIME this _____ day of _____.

READ A THIRD TIME AND PASSED this _____ day of _____.

Mayor Stacey Hovde

CAO Patrick Bergen

D. Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers

Suggested Motion(s):

Motion for first reading of Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers.

Motion for second reading of Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers.

Motion for permission for third reading of Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers.

Motion for third reading of Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers.

VILLAGE OF CARMANGAY

Bylaw 797

A BYLAW OF THE VILLAGE OF CARMANGAY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF ASSESSMENT REVIEW BOARD CLERK AND SUBDIVISION AND DEVELOPMENT APPEAL BOARD CLERK AS DESIGNATED OFFICERS

WHEREAS, pursuant to the provisions of section 210 of the Municipal Government Act, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

AND WHEREAS, pursuant to section 456.1 of the Municipal Government Act, the Council of a municipality must appoint a designated officer to act as the clerk of the Assessment Review Board having jurisdiction in the municipality.

AND WHEREAS, the Council of the Village of Carmangay wishes to pass a bylaw for the purpose of establishing a position to carry out the powers, duties, and functions of Assessment Review Board Clerk and a Subdivision and Development Appeal Board Clerk.

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

1. The Assessment Review Board Clerk is established as a designated officer for the purpose of the following section of the Municipal Government Act:

456.1 A council that establishes an Assessment Review Board must appoint, and a council that authorizes the establishment of an assessment review board must authorize the appointment of, one or more clerks of the assessment review board.

2. That this Bylaw shall come in force and effective on the date of the third and final reading.

3. CLERK RESPONSIBILITIES AND DUTIES

- (1) Council shall by resolution appoint a Clerk as a designated officer, or sub-delegate to its CAO the authority to appoint Clerk or Clerks, for the specific purposes of providing administrative assistance to the Board in fulfilling its legislative duties.

- (2) The appointed Clerk shall attend all meetings and hearings of the Intermunicipal Subdivision and Development Appeal Board held in that member municipality but shall not vote on any matter before the Board.

- (3) A person appointed as a Clerk to assist the Intermunicipal Subdivision and Development Appeal Board in accordance with this bylaw must have successfully completed the mandatory provincial training prior to assisting the Board in its legislative duties.

- (4) The Clerk, acting for the Board, shall accept on behalf of the Board appeals which have been filed with the municipality in relation to a decision of the Subdivision Authority or the Development Authority.

- (5) The Clerk of the Board shall keep records of appeals and proceedings for the municipality in which the appeal has been filed, as outlined in the Procedural Guidelines.

READ A FIRST TIME this _____ day of _____

Mayor Stacey Hovde
Bergen

Chief Administrative Officer – Patrick

READ A SECOND TIME this _____ day of _____

Mayor Stacey Hovde
Bergen

Chief Administrative Officer- Patrick

READ A THIRD TIME this _____ day of _____

Mayor Stacey Hovde
Bergen

Chief Administrative Officer – Patrick

E. Bylaw 796 Election Bylaw

Suggested Motion(s):

Motion for second reading of Bylaw 796 Election Bylaw.

Motion for third reading of Bylaw 796 Election Bylaw.

VILLAGE OF CARMANGAY

CARMANGAY - ALBERTA

BYLAW 796

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

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

1. Title

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

2. Definitions

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

In this bylaw:

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

3. Application

(1) Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.

(2) Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefore.

4. Returning Officer

(1) By default the Chief Administrative Office is the Returning Officer.

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

5. Nomination Procedure

(1) The Returning Officer will receive nominations of candidates for the Village of Carmangay elections between the hours of 9:00am and noon on Nomination Day.

(2) Every nomination form for a candidate for the position as a member of Council for the Village of Carmangay shall be accompanied by a deposit of Twenty Five Dollars (\$25.00)

(3) The deposit must be provided in cash, certified cheque or money order payable to the Village of Carmangay.

(4) A candidate's deposit will be returned to him/her in accordance with the Local Authorities Election Act;

(a) if the candidate is declared elected,

(b) if the candidate obtains a number of votes at least equal to ½ of the total number of votes cast for the candidate elected with the least number of votes,

(c) if the candidate withdraws within 24 hours of the close of the nomination acceptance period.

(5) A Candidate's nomination shall be in the prescribed form and must have at least five (5) signatures from residents in the local jurisdiction who meet the requirements as eligible electors on the date of signing the nomination.

6. Election Day

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

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

Received first reading this _____ day of _____, 2020

Received second reading this _____ day of _____, 2020

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

Stacey Hovde, Mayor

Patrick Bergen, Chief Administrative Officer

F. Operational Plan Discussion

Once a new Councillor has been selected, a special meeting(s) can be set up to review the operational and capital budgets and pass them. Below is the rough working draft suggested to begin those discussions. Numbers are based on progress made this year and continuing work on growing the projects team work.

Revenues	2020 COVID Budget	2020 Projected to	2021 Budget	2022 Plan	2022 Plan
Taxes including School and Marquis	\$ 264,646	\$ 298,863	\$ 293,163	\$ 295,000	\$ 297,000
General Administration	\$ 91,926	\$ 116,052	\$ 110,000	\$ 110,000	\$ 110,000
Bylaw Enforcement	\$ 500	\$ 475	\$ 750	\$ 750	\$ 750
Public Works	\$ 40,000	\$ 100,000	\$ 75,000	\$ 100,000	\$ 125,000
Water Supply and Distribution	\$ 97,787	\$ 115,246	\$ 118,400	\$ 120,746	\$ 120,746
Wastewater	\$ 25,143	\$ 30,451	\$ 30,172	\$ 30,775	\$ 30,775
Waste Management	\$ 45,900	\$ 56,946	\$ 55,500	\$ 57,000	\$ 57,000
Development	\$ 400	\$ 1,500	\$ 1,000	\$ 1,000	\$ 1,000
Cemetery	\$ 1,450	\$ 2,150	\$ 1,000	\$ 1,000	\$ 1,000
Land Sales	\$ -	\$ 12,700	\$ 10,000	\$ 10,000	\$ 10,000
Total Revenues	\$ 567,752	\$ 734,383	\$ 694,985	\$ 726,271	\$ 753,271
School, Marquis, Fire Req	\$ 84,368	\$ 72,298	\$ 85,000	\$ 85,000	\$ 85,000
Council and Other Legislative	\$ 6,000	\$ 6,200	\$ 10,200	\$ 10,200	\$ 10,200
General Administration	\$ 176,001	\$ 216,023	\$ 216,000	\$ 216,000	\$ 216,000
Emergency and Bylaw	\$ 2,878	\$ 3,978	\$ 3,597	\$ 3,600	\$ 3,600
Public Works	\$ 101,700	\$ 122,200	\$ 165,000	\$ 180,000	\$ 205,000
Roads, Streets, Walks and Lighting	\$ 20,511	\$ 32,300	\$ 21,573	\$ 22,004	\$ 22,004
Water Supply and Distribution	\$ 102,900	\$ 168,550	\$ 111,333	\$ 113,560	\$ 113,560
Wastewater	\$ 4,100	\$ 21,600	\$ 5,410	\$ 5,410	\$ 5,410
Waste Management	\$ 56,500	\$ 55,500	\$ 57,630	\$ 58,783	\$ 58,783
Community Programming	\$ 500	\$ 500	\$ 3,060	\$ 3,121	\$ 3,121
Cemetery					
Development	\$ 4,900	\$ 8,400	\$ 4,998	\$ 5,098	\$ 5,098
Parks and Recreation	\$ 4,100	\$ 1,000	\$ 5,000	\$ 5,000	\$ 5,000
Culture including Library	\$ 3,294	\$ 3,200	\$ 4,590	\$ 4,682	\$ 4,682
Total Expenses	\$ 567,752	\$ 711,749	\$ 693,391	\$ 712,458	\$ 737,458
Surplus (Deficit)	\$ (0)	\$ 22,634	\$ 1,594	\$ 13,813	\$ 15,813

G. Capital Plan Discussion

As an update there is ongoing work to determine a good interim solution to increase water flow in the Village. Administration will have a complete capital plan available for the next Council meeting.

Does Council have any capital projects that they would like to prioritize for 2021?

Are there a few dates and times after December 8, 2020 that current Council is available for budget meetings?