

Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Seniors
December 15, 2020
6:30 p.m.

1. Call to Order
2. Guests: None
3. Approval of Agenda for December 15, 2020 Regular Council Meeting
4. Approval of Minutes of November 17, 2020 Council Meeting
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
 - A. Byelection Results
 - B. Organizational Items
 - C. Change of Signing Authority
 - D. Special Council Meeting Date
 - E. Bylaw 798 Chicken Bylaw
 - F. Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers
 - G. Bylaw 796 Election Bylaw
 - H. Operational Plan
 - I. Operational Budget
 - J. Capital Plan
 - K. Capital Budget
 - L. Fortis Franchise Fee
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,
November 17, 2020
at the Carmangay Library**

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

GUESTS None

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

APPROVAL OF THE AGENDA

**Motion made by Deputy Mayor Peggy Hovde to approve the agenda for November 17,2019.
Carried**

MINUTES

Motion made by Deputy Mayor Peggy Hovde to approve the minutes of the Regular Council Meeting held November 17, 2020.

Carried

BUSINESS ARISING

None

OLD BUSINESS

None

PUBLIC WORKS REPORT

The Public Works Report was presented as detailed in the agenda.

ADMINISTRATOR 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

Letter received from Citizen as per agenda.

FINANCIAL REPORTS

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

Carried

NEW BUSINESS

a) Update on Byelection

Discussion held.

Motion made by Mayor Stacey Hovde to accept the byelection update as information.

Carried

b) Council Review

Discussion held.

c) Bylaw 798 Chicken Bylaw

This item will be brought back to the December 15,2020 Regular Council Meeting.

d) Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers

This item will be brought back to the December 15,2020 Regular Council Meeting.

e) Bylaw 796 Election Bylaw

This item will be brought back to the December 15,2020 Regular Council Meeting.

f) Operational Plan Discussion

Discussion held.

g) Capital Plan Discussion

Discussion held.

REPORTS

a) ORRSC

No meeting

b) MARQUIS

No meeting

c) VULCAN DISTRICT SOLID WASTE

Budget Discussion held

d) CARMANGAY AND DISTRICT LIBRARY BOARD

No meeting held

e) FCSS

Deputy Mayor Peggy Hovde attended an FCSS meeting

f) SOUTHGROW

No meeting held

g) TWIN VALLEY REGIONAL WATER COMMISSION

No meeting held

h) MAYORS AND REEVES OF SOUTHWEST ALBERTA

No meeting held

i) CHINOOK ARCH

No meeting held

CLOSED SESSION

None

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 7:15 pm

Next Regular Council meeting – December 15, 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	Notes
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?	
Projects	1	follow up on car charging station	Have connected and are waiting to work with Atco on installation
Projects	1	Whitney sanitary line	landscaping in spring 2021
Sewer	1	replace sani service at Whitney	clay pipe plugged with roots twice
PW	1	Install new Christmas Lights on Water Tower	Complete
Roads	2	Confirm all the heavy truck route signs are up	Complete
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	In the Spring
Sewer	2	service lift station pumps	
Projects	2	Old Colony services	Complete
Projects	2	Make up emergency bypass waterline	trying to incorporate into new pump station
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	in progress
Projects	2	Stage #2 waterlines	possible reallocate dollars for bypass system stage 4B
Projects	2	Stage #3 waterlines	In capital plan
Projects	2	replace curb/sidewalk for Campground sewer	In capital plan
Sewer	2	rebuild lift station fence	in progress
Water	2	Security 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	in progress
PW	3	Move building on Pacific Avenue property	winter day job
Water	3	Fix irrigation at library	Complete
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 stripping on shop manddoors	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	
Water	3	Install service for client	delayed until 2021 as per client
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
Create a binder for new Councillor	1	Complete
Need financial bylaws and agreements for the auditors	1	Complete
Complete ACP SFE for MDP	1	
Create an onboarding process for new candidate	1	Order business cards, create outlook account, getting banking info if needed, copies of expense sheets and how to fill them out,
Appoint person for SAEWA AGM	1	Complete - Have advised Council
Complete MCCAC grant information	1	Complete - waiting for response
Proof of payments for solar for reporting	1	Complete
Add Franchise Fees to the December agenda	1	Complete - On Agenda
Adjust the tax and utility arears reports to remove those on payment plans	1	In progress for January meeting
Create all HR policies and procedures documents	1	In progress - currently reviewing the draft. Need to touch base with Patrick with respect to tone (formal vs casual).

Bring Library Board appointments to next Council meeting	1	Delayed by Library Board Chair
Bring the Utility Bylaw and an accounting to the December Council Meeting	1	Complete - On Agenda
Work with AUMA on compensation survey	2	In progress - getting in touch with the representative - waiting for email.
Create a strategy for working with other municipalities	3	In Progress / Had meeting on Nov 18th
Become fluent with benefits	2	This has been completed for extended health care benefits. We need to get communication out to employees about coverage etc - will put a plan together for communication out in January 2021.
Update the LAPP policy	1	In progress
Create a training plan	2	
Update HR files	2	In Progress
Get back to Jan about lots	1	
Find out about conference call line	1	Complete - Still available
Hold an MPC for Lot Consolidation	1	Heather to call people
Update GST files	1	
Do a cash flow for next 6 months	1	

Create a 2021 operational plan	1	Complete - On Agenda
Create a 2021 capital plan	1	Complete - On Agenda
Prepare, water system presentation, year to date grant update, draft capital plan and operational plan for meeting with projects	1	In progress
Get switched over to Solar Club for Electric and Gas	1	Complete - Heather working with vendor
Get 5 year lease in place for Champion Campground	1	include written request required for mowing
Review and bring back information on having chickens.	1	Complete - On Agenda
Respond to MAP requests with letter	1	Complete
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	Will be added to website

Rewrite Village of Carmangay Procedural Bylaw and bring to Council for consideration	1	Will bring to November Council Meeting
Look at copier costs	1	Wait for results of Champion
Create an inter-municipal development plan	1	In progress. MDP is complete
Create an IT list	1	
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	Complete - Patrick to post
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
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	

<p>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.</p>	<p>1</p>	<p>The new Designated Industrial Property tax (less than \$100) will be added into the next tax rate bylaw.</p>
---	-----------------	--

<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>
--	-----------------	---

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.	1	
MAP - The financial statements must disclose the salaries of all designated officers.	1	
Ensure that future updates to the Land Use Bylaw include items defined in the MAP report	1	
Complete ICS 100, 200 and 300 Training	1	Heather and Sandy have ICS 100
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	
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	Complete
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 - 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	
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	
Deal with Linestar credit	CAO	
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.	Delayed	In progress. MDP is complete
Follow up with Barons about sharing resources		

Correspondence

None

Financial Report

Details of the Budget versus Actual are part of the agenda items later in this document.

Bank Balance as at December 12, 2020:

Current Account: \$ 115,749.84

Investment Accounts \$ 40,302.55

Total \$156,052.39

Current Taxes

There still remains \$20,566.20 in this years taxes to be paid as at November 30, 2020

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 November 30, 2020 of 14877.48.

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

Utilities Arrears:

There is \$6,187.65 of utility arrears that are 90 days and older as at November 30, 2020.

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.

New Business

A. Byelection Results

The by-election was held on December 8, 2020 for the vacant Village of Carmangay Council seat with the following results:

Doug Fraser 57 votes
Sue Dahl 33 votes
and Maureen Travers 11 votes.

A very big thank you to Heather and Sandy for running a smooth election on a long day.

B. Organizational Items

The Village voted in a new Councillor, Doug Fraser which brings Council up to 3. Given the change, does Council wish to change any of the current roles.

Suggested Motion(s):

Motion to nominate _____ as Mayor, Village of Carmangay.

Motion to nominate _____ as Deputy Mayor, Village of Carmangay.

Motion to make the following changes on Council committees;

- ORRSC**
- Marquis Foundation**
- Vulcan District Solid Waste**
- Carmangay & District Library Board**
- FCSS**
- SouthGrow**
- Twin Valley Regional Water Services Commission**
- Mayors and Reeves of Southern Alberta**
- Chinook Arch**

C. Change of Signing Authority

Suggested Motion: Motion to add Councillor Doug Fraser as a signing authority for the ATB bank.

D. Special Council Meeting Date

Suggested Motion: Motion to hold a Special Meeting of Council on _____ at _____ to pass the election bylaw with either 3 or 5 Councillors for the 2021 election.

A plebiscite asking residents if they would like to increase Council to 5 has been sent out and the results will be known on December 19, 2020. A bylaw needs to be passed by December 31, 2020 for it to be applicable to the next election.

E. 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

F. 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 a 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

Chief Administrative Officer- Patrick Bergen

READ A THIRD TIME this _____ day of _____

Mayor Stacey Hovde
Bergen

Chief Administrative Officer – Patrick

G. 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

H. Operational Plan

Suggested Motion: Motion to pass the 2021 to 2023 Operational Plan

Each year a 3-year operational plan is passed as well as an Interim Operational Budget. This is done prior to year end to allow administration to continue operating. The final operating budget is presented for Council's consideration in the spring once the property assessments are available and the impact to taxpayers can be reviewed.

A large printed version of the below table to be printed and brought to Council to make it easier to read. Council may choose to create a separate budget meeting to allow more time to review the document as well.

Revenues	2020 COVID Budget	2020 Projected to Year End	2021 Budget	2022 Plan	2022 Plan	Notes
Taxes including School and Marquis	\$ 264,646	\$ 309,286	\$ 308,629	\$ 311,649	\$ 314,689	Revenue Growth is only from sales of Village lots
General Administration	\$ 91,926	\$ 122,059	\$ 111,603	\$ 108,040	\$ 108,040	Received a Municipal Operating Sustainability Transfer grant for COVID relief in 2020
Bylaw Enforcement	\$ 500	\$ 575	\$ 575	\$ 750	\$ 750	
Public Works	\$ 40,000	\$ 140,000	\$ 80,000	\$ 85,000	\$ 90,000	Projected growth is conservative
Water Supply and Distribution	\$ 97,787	\$ 117,050	\$ 118,800	\$ 121,160	\$ 123,567	
Wastewater	\$ 25,143	\$ 31,000	\$ 31,000	\$ 31,620	\$ 32,252	
Waste Management	\$ 45,900	\$ 57,400	\$ 57,500	\$ 59,000	\$ 60,500	
Development	\$ 400	\$ 1,500	\$ 1,000	\$ 1,000	\$ 1,000	
Cemetery	\$ 1,450	\$ 2,500	\$ 500	\$ 500	\$ 500	
Land Sales	\$ -	\$ 12,950	\$ 20,000	\$ 20,000	\$ 20,000	Sale of Village owned lots will be a focus moving forward.
Total Revenues	\$ 567,752	\$ 794,320	\$ 729,607	\$ 738,719	\$ 751,299	
School, Marquis, Fire Req	\$ 84,368	\$ 68,611	\$ 87,351	\$ 90,547	\$ 93,753	Budgeted for Vulcan County Fire Requisition to increase from 9000 to 25,312 moving forward and increase for provincial Police requisition
Council and Other Legislative	\$ 6,000	\$ 7,115	\$ 9,000	\$ 9,000	\$ 9,000	Budget for 2 additional Councillors if plebiscite indicates support
General Administration	\$ 176,001	\$ 231,649	\$ 211,686	\$ 211,052	\$ 211,935	Increase costs in 2020 due to COVID and additional PW revenue work
Emergency and Bylaw	\$ 2,878	\$ 3,921	\$ 3,626	\$ 3,698	\$ 3,772	
Public Works	\$ 101,700	\$ 196,656	\$ 181,136	\$ 187,633	\$ 189,644	Costs are higher to offset revenue work of public works on external projects
Roads, Streets, Walks and Lighting	\$ 20,511	\$ 34,017	\$ 18,659	\$ 17,612	\$ 17,921	Some savings from solar farm. Increased costs to offset additional PW revenue work
Water Supply and Distribution	\$ 102,900	\$ 146,969	\$ 120,062	\$ 123,327	\$ 113,421	
Wastewater	\$ 4,100	\$ 26,785	\$ 18,621	\$ 14,830	\$ 15,027	
Waste Management	\$ 56,500	\$ 55,380	\$ 56,760	\$ 57,895	\$ 59,053	
Community Programming	\$ 500	\$ 171	\$ 1,500	\$ 1,530	\$ 1,561	
Cemetery		\$ -	\$ 2,000	\$ 2,040	\$ 2,081	added for Cemetery Committee (Historical Society)
Development	\$ 4,900	\$ 8,043	\$ 6,500	\$ 6,630	\$ 6,763	
Parks and Recreation	\$ 4,100	\$ 10,846	\$ 8,890	\$ 7,786	\$ 7,434	
Culture including Library	\$ 3,294	\$ 3,015	\$ 3,265	\$ 3,325	\$ 3,387	
Coronavirus		\$ 1,673				
Total Expenses	\$ 567,752	\$ 794,851	\$ 729,056	\$ 736,905	\$ 734,750	
Surplus (Deficit)	\$ (0)	\$ (531)	\$ 551	\$ 1,814	\$ 16,549	

I. Operational Budget

Suggested Motion: Motion to pass the 2021 Interim Operational Budget.

J. Capital Plan

Suggested Motion: Motion to pass the 2021 to 2025 Capital Plan.

Each year a 5-year capital plan is passed as well as a Capital Budget.

A large printed version of the below table to be printed and brought to Council to make it easier to read. Council may choose to create a separate budget meeting to allow more time to review the document as well.

Overview

Carmangay Overview of Capital Revenue and Expenses						
	2021	2022	2023	2024	2025	
Capital Revenue						
Carry Forward and Available	\$ -	\$ 24,111	\$ 371,811	\$ 66,377	\$ 158,177	\$ 620,476
Transfer from Operations (Other Muni Work)	\$ 20,000	\$ 35,000	\$ 45,000	\$ 50,000	\$ 55,000	\$ 205,000
AMWWP Grant		\$ 1,156,300				\$ 1,156,300
ACFA Loan		\$ 450,000				\$ 450,000
Carmangay Rec Board Grant Carry Forward	\$ 7,500					\$ 7,500
MSI Capital Current Years	\$ 147,687	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 687,687
Current Year Gas Tax Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Municipal Stimulus Program Grant Carry Forward	\$ 50,000					
Land Sales	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000
Totals	\$ 295,187	\$ 1,860,411	\$ 611,811	\$ 311,377	\$ 408,177	\$ 997,687
Capital Expenditures	\$ 271,076	\$ 1,488,600	\$ 545,434	\$ 153,200	\$ 402,481	\$ 2,458,310
Net Surplus (Deficit)	\$ 24,111	\$ 371,811	\$ 66,377	\$ 158,177	\$ 5,696	

Capital Expenditures

Infrastructure Category	Project	2021	2022	2023	2024	2025	TOTAL
Wastewater	Water Truck or trailer					\$ 30,000	\$30,000
	New Sewer auger	\$5,113					\$5,113
	generator				\$25,000		\$25,000
	new chain link fence					\$ 9,240	\$9,240
	Wet Well heater	\$5,000					\$5,000
	Forcemain bypass		\$5,000				\$5,000
	200 Block Whitney sewermain	\$50,000					\$50,000
	Clean out Anaerobic Cells		\$10,000				\$10,000
	repair distribution box gate	\$2,500					\$2,500
	100' Small camera			\$2,420			\$2,420
	D-18 Fixed camera			\$924			\$924
	D-26 Self leveling			\$1,040			\$1,040
	400' camera			\$5,000			\$5,000
	Manholes	\$10,000					\$10,000
	Pacific Ave sewer repair	\$2,000					\$2,000
Water	New Water Distribution Plant		\$1,000,000	\$156,300			\$1,156,300
	Stage 2 Prairie/ Whitney to Prairie / Carman Loop		\$75,000				\$75,000
	Stage 3 Prairie / Carman to Prairie / Camburn Loop	\$75,000					\$75,000
	New pump in water plant	\$39,762					\$39,762
	VFD for above pump	\$10,000					\$10,000
	SCADA for water plant		\$50,000				\$50,000
	Security camera for water plant	\$1,000					\$1,000
	Emergency Bypass	\$8,860					\$8,860
	Water Distribution Meter	\$10,000					\$10,000
	GIS System	\$10,000					\$10,000
Land	Sidewalk Replacement	\$15,000				\$ 15,000	\$30,000
	Pathway System Upgrades	\$7,500					\$7,500
Public Works	Replace PW Truck		\$40,000			\$ 40,000	\$30,000
	New Hydrovac Truck		\$90,000			\$ 90,000	\$30,000
	Purchase Backhoe				\$85,000		\$85,000
	Dozer Blade for Skid Steer	\$11,841					\$11,841
	Buyout PW Truck Lease		\$22,000				\$22,000
	TR320 Case Skid Steer			\$39,000			\$39,000
	Upgrade F550 to F750		\$120,000				\$120,000
Roads	Message Board			\$30,000			\$30,000
	JD Sander		\$9,500				\$9,500
	KM T-2 Asphalt Recycler						\$0
	Top lift Pacific Ave				\$43,200		\$43,200
	Toplift Alta Vista			\$60,750			\$60,750
	Pave 100 Block Elmore St		\$21,500				\$21,500
	Toplift 100 Block Armstrong St						\$0
	Toplift 100 block of Carman St					\$ 32,400	\$32,400
	Armstrong St TBD						\$0
	Grand Ave TBD						\$0
Parks	snow blower for 1550		\$5,600				\$5,600
	5103 JD Tractor						\$0
	Upgrade JD 5103						\$0
	1550 JD Tractor					\$ 39,000	\$39,000
	Irrigation Future Work						\$0
	McFarland Pathway System	\$7,500					\$7,500
Buildings	Village office renovations						\$0
	Shop Additions			\$250,000			\$250,000
	Fence around shop		\$20,000				\$20,000
	Library Addition and Renovations		\$20,000				\$20,000
TOTAL		\$ 271,076	\$ 1,488,600	\$ 545,434	\$ 153,200	\$ 402,481	\$ 3,234,921

K. Capital Budget
Suggested Motion: Motion to pass the 2021 Capital Budget.

L. Fortis Franchise Fee
For Discussion

Council has asked that this agenda item be reviewed with Councillor Doug Fraser.

At the October Council meeting, the Fortis Franchise fee rate was increased from 5% to 15% to be inline with the Atco Franchise fee. The process has already completed and the rate will change effective January 1, 2021. The same process can be applied if Council wanted to change the rate again.

Background:

A franchise fee is an amount set on an electrical or gas bill that is collected by the retailer and given to the municipality. This percentage has a maximum amount of 20% of the bill.

Administration has confirmed that the franchise fee rate for Atco has been 15%. Fortis though was not set at the same rate. A comparison of franchise fee rates for this area shows the following;

Municipality	Franchise Fee Rate
Carmangay	5%
Champion	15%
Milo	20%
Arrowwood	12%
Vulcan	20%

The average rate for the area is 14%. The rate of 5% was made active January 1, 2018.

At the current rate, the Village of Carmangay can anticipate collecting \$9,792 in 2021 or \$3.45 on an average monthly bill.

If the rate was increased to the regional average of 14%, the Village would collect \$27,416 or \$9.66 on an average monthly bill.