

Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Seniors
January 19, 2021
6:30 p.m.

1. Call to Order
2. Guests: None
3. Approval of Agenda for January 19, 2020¹ Regular Council Meeting
4. Approval of Minutes of December 15, 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. ORRSC ACP Grant Application
 - B. Plebiscite Results
 - C. Bylaw 799 Utility Rate Bylaw Amendment
 - D. Appointment of Returning Officer
 - E. ACP Grant Support
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
Division 2, Section 17
Personnel
14. Adjournment.

**Regular Meeting of Council for the
Village of Carmangay,
December 15th, 2020
at the Carmangay Seniors Center**

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

GUESTS None

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

APPROVAL OF THE AGENDA

Motion made by Mayor Stacey Hovde to approve the agenda for December 15,2020, with the exception of moving A, B, and C, under New Business, to place under the Approval of Agenda, also to add Fire Requisition as item M. under New Business.

Carried

OATH OF OFFICE

Council administered the Oath of Office to Deputy Mayor Doug Fraser.

Carried.

BYELECTION RESULTS

Council reviewed the byelection results.

ORGANIZATIONAL ITEMS

Deputy Mayor Doug Fraser to be appointed to committees ORRSC and Southgrow, and removal of Councillor Peggy Hovde to above committees.

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

Carried

CHANGE OF SIGNING AUTHORITY

Motion made by Mayor Stacey Hovde to authorize Deputy Mayor Doug Fraser to have signing authority for the Village of Carmangay Account.

Carried.

MINUTES

Motion made by Deputy Mayor Peggy Hovde to approve the minutes of the Regular Council Meeting held November 17, 2020, with the amended date of October 20,2020.

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 Councillor Peggy Hovde to accept both reports as presented.

Carried

CORRESPONDENCE

None

FINANCIAL REPORTS

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

Carried

NEW BUSINESS

d) SPECIAL COUNCIL MEETING DATE

Discussion held.

e) Bylaw 798 CHICKEN BYLAW

Motion made by Mayor Stacey Hovde for first reading of Bylaw 798 Chicken Bylaw.

Carried

Motion made by Deputy Mayor Doug Fraser for second reading of Bylaw 798 Chicken Bylaw.

Carried

Motion made by Councillor Peggy Hovde for permission for third reading of Bylaw 798 Chicken Bylaw.

Carried Unanimously

Motion made by Mayor Stacey Hovde for third reading of 798 Chicken Bylaw.

Carried.

f) BYLAW 797 APPOINTMENT OF ASSESSMENT REVIEW BOARD AND SDAB AS DESIGNATED OFFICERS

Discussion held.

Motion made by Mayor Stacey Hovde for first reading of Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers.

Carried

Motion made by Deputy Mayor Doug Fraser for the second reading of Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers.

Carried.

Motion made by Mayor Stacey Hovde for permission for third reading of Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers.

Carried Unanimously.

Motion made by Councillor Peggy Hovde for third reading of Bylaw 797 Appointment of Assessment Review Board and SDAB as Designated Officers.

Carried.

g) Bylaw 796 Election Bylaw

Motion made by Deputy Mayor Doug Fraser for Second Reading of Bylaw 796 Election Bylaw.

Carried.

Motion made by Councillor Peggy Hovde for Third Reading of Bylaw 796 Election Bylaw.

Carried.

h) Operational Plan

Motion made by Councillor Peggy Hovde to pass the 2021 to 2023 Operational Plan.

Carried.

i) OPERATIONAL BUDGET

Motion made by Mayor Stacey Hovde to pass the 2021 Interim Operational Budget.

j) CAPITAL PLAN

Motion made by Mayor Stacey Hovde to pass the 2021 to 2025 Capital Plan, with the amendment to remove Carmangay Rec Board Grant Carry Forward of 7500.00.

k) CAPITAL BUDGET

Motion made by Deputy Mayor Doug Fraser to pass the 2021 Capital Budget.

l) FORTIS FRANCHISE FEE

Discussion only

m) FIRE REQUISITION

Discussion only

REPORTS

a) ORRSC

No meeting

b) MARQUIS

No meeting

c) VULCAN DISTRICT SOLID WASTE

Mayor Stacey Hovde attended

d) CARMANGAY AND DISTRICT LIBRARY BOARD

No meeting held

e) FCSS

Deputy Mayor Peggy Hovde attended 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

SAEWA

Councillor Peggy Hovde attended.

CLOSED SESSION

None

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 8:42 pm

Next Regular Council meeting – January 19th, 2021 at 6:30 pm

Mayor Stacey Hovde

Chief Administrative Officer
Patrick Bergen

Public Works Report

The Public Works Report is not available at this time but will be updated and sent to Council as information in the coming weeks.

Administrator Report

Item	Priority	Update
Update the website security certificate	1	
Create a binder for new Councillor and drop off	1	Complete
Need financial bylaws and agreements for the auditors	1	In Progress
Complete ACP SFE for MDP	1	Complete
Create an onboarding process for new candidate	1	Complete
Appoint person for SAEWA AGM	1	Complete - Have advised Council
Complete MCCAC grant information	1	Complete
Proof of payments for solar for reporting	1	Complete
Add Franchise Fees to the December agenda	1	Complete
Adjust the tax and utility arears reports to remove those on payment plans	1	In Progress
Create all HR policies and procedures documents	1	In Progress

Bring the Utility Bylaw and an accounting to the December Council Meeting	1	Complete
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	Complete - Findings are with other municipalities and a process is in place for all 5 to meet regularly
Become fluent with benefits	2	Complete
Update the LAPP policy	1	In Progress
Create a training plan	2	
Update HR files	2	
Get back to Jan about lots	1	
Find out about conference call line	1	Complete - Still available
Hold an MPC for Lot Consolidation	1	Complete
Update GST files	1	Will be done with year end
Do a cash flow for next 6 months	1	In Progress
Create a 2021 operational plan	1	Complete
Create a 2021 capital plan	1	Complete
Prepare, water system presentation, year to date grant update, draft capital plan and operational plan for meeting with projects	1	For February Meeting

Get switched over to Solar Club for Electric and Gas	1	In Progress - need to review when to make changes
Get 5 year lease in place for Champion Campground	1	In Progress
Review and bring back information on having chickens.	1	Complete
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	2	Will bring to future Council meeting
Look at copier costs	1	Complete - will consider options
Create an inter-municipal development plan	1	In progress. MDP is complete
Create an IT list	1	

<p>Create bylaws establishing the positions of assessment review board clerk and subdivision and development appeal board clerk as designated officers.</p>	<p>1</p>	<p>Complete</p>
<p>Ensure all planning documents are defined on the Village website as outlined in the new MGA.</p>	<p>1</p>	<p>Complete - Patrick to post</p>
<p>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.</p>	<p>1</p>	
<p>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.</p>	<p>1</p>	
<p>Ensure the maximum rate of interest to be paid is included in the next ATB Borrowing Bylaw</p>	<p>1</p>	

<p>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.</p>	<p>1</p>	
<p>Establish a bylaw to define the role of the Bylaw Officer and ensure the Bylaw Officer takes the required oath.</p>	<p>1</p>	
<p>Ensure the auditors define the salaries of designated officers (contracted assessor)</p>	<p>1</p>	
<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>
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<p>MAP - The municipality is required to establish a bylaw in accordance with sections 555 and 556 of the MGA if the municipality has a bylaw enforcement officer or bylaw enforcement provisions. Any person who is enforcing bylaws must take the official oath.</p>	<p>1</p>	
<p>MAP - The financial statements must disclose the salaries of all designated officers.</p>	<p>1</p>	
<p>Ensure that future updates to the Land Use Bylaw include items defined in the MAP report</p>	<p>1</p>	
<p>Complete ICS 100, 200 and 300 Training</p>	<p>1</p>	<p>Heather and Sandy have ICS 100</p>
<p>Ensure the tax notices are sent out in accordance with the items identified in the MAP report.</p>	<p>1</p>	

MAP - Moving forward, the tax notice content on the combined notice must be updated to include information on how to request a receipt for taxes paid, and the name and address of the designated officer with whom a complaint must be filed.	1	
MAP - A designated officer must certify the date tax notices were sent.	1	
Student grants	2	Complete - Heather has applied for Canada Job Grants
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	Complete - PW put up last week
Hold an MPC for Lot Consolidation	2	Complete
Copy and publish all council meetings dating back to 2013 to the Village website	2	In progress
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	Complete - 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 trees for Telus property	3	Have confirmed that 5 evergreens will be planted in the spring
CPO contract	3	
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.	3	In progress. MDP is complete
Follow up with Barons about sharing resources	3	Have made contact

Correspondence

None

Financial Report

Council is currently working through the year end numbers and will update Council with a financial report in the next few weeks.

Bank Balance

Bank Balance as at January 16, 2021:

Current Account:	\$ 85,529.12
Investment Accounts	\$ 40,328.30
Total	\$ 125,857.42

Statement of Cash Position

Current Cash	\$125,857.42	
Accounts Receivable	\$ 51,763.91	
GST Receivable	\$ 35,000.00	*estimate pending annual filing
Tax Owing	\$ 33,790.75	
Utilities Owing	\$ 28,167.69	*including recent billing
Revolving Credit	(\$120,000.00)	

Total Cash and Near \$154,579.77

The revolving credit has been very useful for late 2020 with the interest costs of just \$200 being applied to the associated capital project. Administration will be reducing the revolving credit balance to zero in the short term.

Cash Flow Analysis

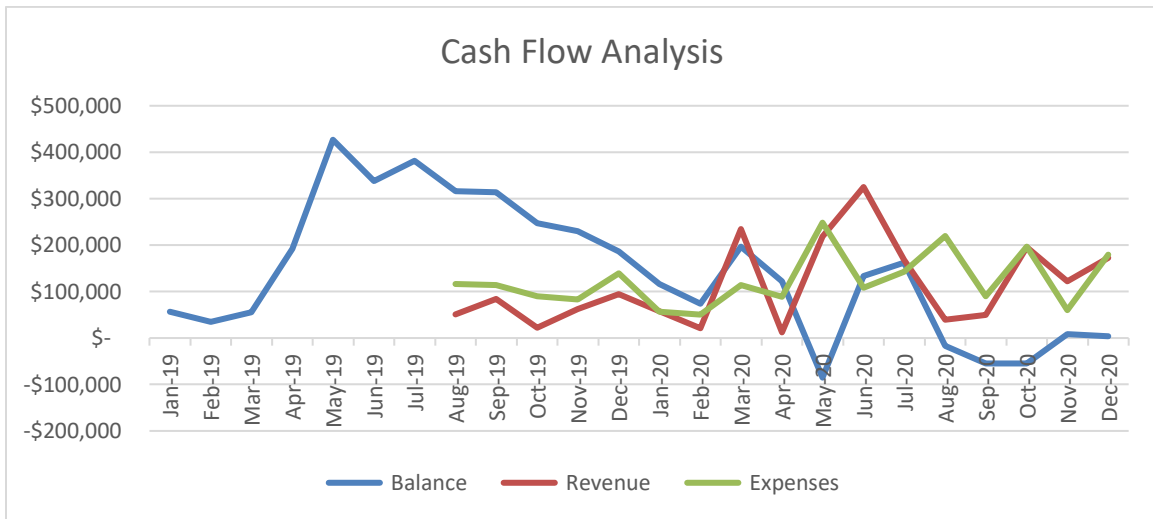
2020 has been a challenging year to manage cashflow for a number of reasons;

- COVID has delayed all normal provincial payments to the Village and made them arrive later.
- Per the 2020 Capital Budget, Carmangay has completed just over \$600,000 in infrastructure projects. This includes the Solar Farm at \$380,000. All of the

capital projects use any available surpluses, revolving credit as required, but mostly capital grants. The influx of revenue has not always been consistent with when the expenses were required.

- The projects team additionally completed approximately \$140,000 of work for other municipalities and clients. This often involved purchasing and keeping an inventory of infrastructure supplies.

Below is an analysis of the bank balance by month for the last 2 years as well as the revenue and expenses by month for the last 18 months. 2019 numbers were normal with a low bank balance at year end and the first quarter and then peaking in the summer when the taxes and capital grants arrive. 2020 was very unusual for the above reasons.



Future Reporting

Administration is working on a new report to be able to provide Council with the revenue and expense by month for Carmangay and outside projects as well as equipment usage by hours. This will help to better understand profitability and equipment utilization.

We hope to bring the reporting to the next Council meeting.

11. New Business

A. ORRSC ACP Grant Application

Suggested Motion: Motion to authorize the Village of Carmangay to participate in an application for the 2021 South Region Urban Orthophotography Project submitted by the Town of Fort Macleod under the Intermunicipal Collaboration component of the Alberta Community Partnership Grant, further that the Village of Carmangay, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

Background: ORRSC has assisted with the application of this grant in the past and have been successful. There is no money required by the Village for this grant. The grant would provide basically a picture of the ground that administration could use with our GIS system. Below shows the GIS system without and with the Ortho layer turned on.



The details of the grant provided by ORRSC are:

2. Project Description

The **2021 South Region Orthophotography Project** managed by the Town of Fort Macleod will see 43 urban municipalities pursue updated, high resolution orthophotography which will aid in the development of vastly important municipal projects. From a planning and development perspective, current, high resolution imagery serves as the necessary base for all mandatory plans including Intermunicipal Development Plans, Municipal Development Plans, and Intermunicipal Collaborative Frameworks. Additionally, high-resolution imagery also serves as a valuable component for a multitude of other municipal operations. Emergency response

planning and preparedness, flood mitigation strategies, bylaw enforcement, economic development, conservation, asset management and engineering projects in addition to local municipal services such as snow removal and public transportation all heavily rely on current high-resolution imagery. The previous iteration of imagery provided to the partnering municipalities was done in 2017 and while important to view historical imagery when implementing new plans and projects, it is a requirement that these municipalities are provided with up to date imagery as a vast number of municipal operations and projects depend on it.

In addition, these 43 members are also part of the largest municipal GIS cooperative in the province of Alberta which is entering its 19th year of operation. This shared service has been imperative in the successful growth and development of each of the partnering municipalities. Ortho imagery is the backbone of the partners shared GIS project as it serves as the base spatial layer when viewing information such as land use, cadastral, assessment, and infrastructure to name but a few. Each of the municipal members will play a key roll in the project with individual and group discussions and decisions regarding the extent of the individual coverage areas, resolutions of the photography and a rigorous quality assurance exercise to ensure the deliverables meet the needs of each member.

Orthophotography provides a framework for nearly all projects as every municipal department benefit from up-to-date imagery. The partnering municipalities lean a great deal on the success of this grant application as the cost to fly orthophotography per individual municipality is extremely high and, in most cases, will fall outside the constraints of their budget particularly due to shortcomings caused by COVID-19. Each partnering municipality have done large amounts of groundwork in preparation and planning with the assistance of Oldman River Regional Services Commission (ORRSC) GIS staff, who serve as the partnerships GIS contractor, and if successful with this application, have an extremely well-prepared strategy to undertake this large project. A successful project will see each municipal member provided with a current high resolution ortho image which will serve purposeful in nearly every municipal operation and project moving forward.

3. Why are the project and grant needed?

A. Does the project help resolve an outstanding service gap or problem for the communities within the partnership?

The 43 participating partners will be seeking arguably the most important piece of information that any municipality can utilize to produce all documents related to their ongoing growth, development and relationships with surrounding municipalities. Planning and development rely heavily on imagery when compiling studies on annexations, subdivisions, compliance, and downtown revitalizations. Successful creation and delivery of intermunicipal development plans (IMDP), municipal development plans and area structure plans again depend on having current, high resolution imagery.

Public works departments are also intensive users of the imagery as much of their day-to-day duties involve network maintenance which is derived solely from utility spatial data overlaid over imagery. When public works require assistance from contracted engineering companies to aid in creation and installation of utility, and asset management projects, an updated ortho image is a necessity for completion and is one of the first pieces of information provided to municipal contractors.

COVID-19 has created difficulties for nearly every municipality in Alberta. It has been a reminder to each partner that having an effective emergency response plan to mitigate the consequences of potentially hazardous situations such floods, wildfires, and personal wellness issues brought on by COVID-19, places them the most optimal position to disseminate resources when necessary. Every emergency action plan requires accurate and current mapping which of course current imagery is paramount to. Bylaw enforcement, emergency services, recreation, economic development, taxation, finance and human resources are other departments whose duties necessitate the ability to view up-to-date imagery.

The partnership feels a profound urgency for the update of orthophotography for 2021, most notably for the fact they can no longer move forward with reliable mapping projects using imagery from 2017. There has been a high demand for new imagery from many of the participants over the last two years as many are changing daily with residential, commercial, and industrial developments, while others have gone through annexations since the date of the last set of imagery in 2017. The 2021 project will fit into the historical imagery cycle as like projects have been completed for the partnership in 2017, 2013, 2009, and 2005.

High resolution orthophotography has proven to be an important pillar of information as every department and project depend on it daily. It is also important to note that this imagery is provided externally to entities doing work in, around, or on behalf of each municipality. Ortho imagery is regularly shared with conservation organizations, Elections Alberta, Elections Canada, Fire Underwriters Survey, school divisions, telecommunication companies, Alberta Municipal

Data Sharing Partnership and post secondary institutions to name but a few. Future planning and development are the main reason for wanting new imagery, but as previously stated, the use of orthophotography transcends just one department and is used by nearly everyone, both internal and external, that helps shape the future growth and success of their respective municipality.

B. What is preventing the partnership from undertaking the project in house or from obtaining the resources or expertise needed for the project? How will the grant be used to resolve these barriers?

Pursuing an orthophoto project proves to be a difficult exercise for those municipalities trying to do it individually. While receiving an image seems like an easy deliverable, what goes into the planning and decision making are sometimes beyond the professional scope of what a municipality can provide. Prior to the collection of aerial imagery, the flight contractor requires parameters regarding time of year/day of the flight, coverage area, ground sample distance (GSD), horizontal accuracy, and deliverable formats for mapping purposes. While many municipalities feel comfortable providing this information to a contractor, there are just as many that do not. The partnership group relies on a 19-year relationship with the Oldman River Regional Services Commission (ORRSC) who has aided the partners in each of the last four orthophotography projects. ORRSC works closely with each municipal partner and assists in the decision-making process which in turn, will provide the specifications to the contracted flight company.

Most importantly however, acquiring orthophotography as a large group sees each individual municipality save approximately 40% over undertaking an ortho project individually as we see vast cost sharing in shuttle times (plane in the air) and post processing procedures. If for example town A, B, and C choose to partner in acquiring imagery, the contracted flight company can plan one flight with all three towns included, thus splitting the cost of the flight. If Town A however, is the only participant, they bear the full cost of the flight and post processing. It has been documented in prior ortho projects that by partnering together, an extraordinary cost saving is experienced. The costs associated with capturing orthophotography are indeed significant, and for the majority of the partners would not be fiscally feasible with budgetary constraints. This program provides the only opportunity for many partners to acquire current, high resolution imagery on a regular cycle.

4A: How will each participating member be involved in the project planning, administration, and decision making?

Provide a brief description of the project roles and responsibilities for each partner. What arrangements and processes are in place to ensure that the interests of each member will be met in the final outcomes of the project.

Each municipality had an extensive role to play in the initial planning phases of the project. Image capture areas had to be carefully chosen to make sure that the delivered product integrated important infrastructure installations, transportation routes, growth areas, plan (IMDP) boundaries and environmentally sensitive areas into the capture area. Water treatment plants, sewage lagoons, country residential sites and commercial developments that may lie just outside of a municipal boundary are important entities which by capturing imagery in high resolution, can aid in development, future growth and decision-making processes.

Additionally, careful consideration was also made regarding annexations that have taken place since the last orthophoto project in 2017, and potential annexations that may take place in the next four years. Each partner wants to ensure that the potential imagery captured in 2021 will be suitable for the next 3-4 years moving forward.

During the preliminary delivery phase, each participating member is given an opportunity to review and conduct their own quality assurance to make sure the final imagery meets predefined specifications relating to coverage extents, clarity with cloud free environment, limiting obliqueness, and shadow coverage. During this thorough review by each municipality, ORRSC staff who possess a wealth of experience with orthophoto projects, will concurrently conduct their own quality control to ensure the imagery meets spatial data specifications for use in each clients GIS. Spatial coordinate systems, file type, and compression sizes will be reviewed by ORRSC staff to make sure the final delivered product meets digital mapping specifications. All the participants are striving for the same goal of successful growth and development which, by being a part of a large, synergistic cooperative, allows these municipalities both large and small to work toward these shared goals.

4B. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants? Provide details of any dispute resolution mechanisms that may be in place between the partners.

This will be the fifth orthophoto project for the vast majority of the partners and leaning on past history, there have been no conflicts between participants in any of the prior projects. The two closest geographical members of the project are the towns of Turner Valley and Black Diamond whereby after a recent annexation, their two boundaries are shared, agreed on one large

coverage area that will capture both municipalities. A future amalgamation between the two municipalities will rely heavily on the imagery captured during this project.

The only opportunity for dispute can come between the selected contractor and the participants concerning the delivered product, whereby ORRSC GIS staff will then act as an arbitrator to resolve the potential issue. As previously noted, ORRSC GIS staff have a great deal of experience dealing with projects of this magnitude and their professional skillset when dealing with geographical spatial data will be relied upon for overall success. The chance of dispute is extremely small as intermediary review procedures are implemented prior to final delivery to ensure that every deliverable meets the initial specifications.

5A. Provide a concise overview of the project workplan, timeline, and project risk mitigation strategies that are in place.

November-December 2020

Preliminary work on the project started in November with the assistance of ORRSC GIS staff. Each municipality had a chance to decide on their coverage area and the data was compiled by ORRSC GIS staff into one large spatial data file. This amalgamation of data also included additional project specifications such as file type, file size, date, time of day capture and clarity. Two flight contractors were supplied the data specifications and have provided initial quotations for the project.

January-March 2021

With the help of ORRSC GIS staff, a flight contractor will be selected, and a preliminary schedule of aerial capture will be created based on geography and historical dates where no snow is remaining on the ground. The successful contractor will have been given the data specifications in December and have a clear directive in the capture of the imagery.

April – July 2021

First flights commencing on or around April 20 and continue into the second week of July. This window is specifically selected as it allows for the best unobstructed view of the ground prior to full leaf out on deciduous trees. Both of the potential flight contractors are equipped with two fixed wing aircrafts in their fleet and has ensured that they can complete all the flights within the required timeline. If, however, Alberta is subject to a long winter that prevents the contractor from capturing imagery in the spring of 2021, the partnership is prepared to extend the capture period into the fall of 2021 and spring of 2022. While it is extremely unlikely that this will be needed, the end date of the project will be listed as late 2022.

September-November 2021

If everything goes well during the capture period in the spring, the contractor will need approximately 10 weeks (Sep-Oct) to deliver the final product. Initial delivery will pass through a stringent and time-consuming QA/QC by each municipality with assistance from ORRSC GIS staff. After the initial QA/QC by the municipalities and ORRSC are complete, a final delivered product that meets all specifications will be delivered to each partner and input into each individual GIS system, thus completing the project in November 2021.

5b. What are the expenditure estimates provided under the Project Budget section based on? Include details on the anticipated project resources, service providers, or contractors, as well as information on preliminary estimates or quotes if they have already been obtained.

Two orthophoto contractors within the Province of Alberta were given the opportunity to provide preliminary estimates based on the compiled data specifications. A formal proposal was delivered by the two contractors, which has provided the partnership with a sound estimate of expenditures. Both contractors have an extensive history of large scale orthophoto projects and the partnership is confident in either contractor's ability to deliver a close cost estimate that will fall under the maximum limit of the grant program. The targeted contractor which completed the same project on behalf of the partnership in 2017 has a proposed a cost of \$175,000 which includes the delivery of imagery for all 43 partners and building footprint capture for those municipalities who were not part of the 2017 project. ORRSC GIS staff who will lead the post processing and addition of the spatial data into each municipal GIS has been allotted \$6500 which will cover the technical time needed to conduct a thorough quality check, and publish each of the image files into the partners individual GIS platform. The partnership will be seeking \$185,000 which leaves close to a \$5,000 cushion for any unforeseen cost overruns.

B. Plebiscite Results

Suggested Motion: Motion to accept the plebiscite results as information.

Background: At the October 21, 2020 meeting of Council, a motion was made to direct the CAO to create a plebiscite to be sent out to citizens to consider whether Council should be increase from 3 Councillors to 5 Councillors for the October 2021 election.

Notification was done by social media and the website. The actual plebiscite was delayed for the byelection to see what interest there was for people to run for Council. During the byelection 3 people ran for 1 open Council position.

A plebiscite was sent out to all Carmangay residents to ask if they would like to increase the number of Councillors from 3 to 5 at the next Council election in October of 2021.

The results of the vote were;

21 yes votes

48 no votes

C. Utility Rate Bylaw Review

Suggested Motion: Motion maintain the 2020 utility rates until the next billing period ending February 28, 2021.

Suggested Motion: Motion to pass first reading of Bylaw 799.

Suggested Motion: Motion to direct administration to bring to the next regular Council meeting a review of revenue and expenses for Carmangay Utilities for consideration prior to passing 2nd and 3rd readings of Bylaw 799.

Bylaw 763 was passed on January 17, 2017 to create a scale of changes to the utility rates from January 1, 2017 to December 31, 2021.

The bylaw 799 presented at this meeting maintains the same Schedule A Residential Rates and Schedule B Commercial / Industrial Rates for your reference. The suggestion would be to update the schedules for a similar period of time starting January 1, 2021

**Village of Carmangay
Bylaw No. 799**

A BYLAW OF THE VILLAGE OF CARMANGAY TO AUTHORIZE AN AMENDMENT TO WATER, SEWER, AND GARBAGE RATES BYLAW NO. 763, 762, 758, 751, 733 & 729 OF THE VILLAGE OF CARMANGAY.

WHEREAS, the Council of the Village of Carmangay requires the utilities of the Village to be self supporting:

NOW THEREFORE, under the provisions of and pursuant to the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26., the Council of the Village of Carmangay duly assembled hereby enacts as follows:

1. Water Rates in the Village of Carmangay are set as follows, beginning January 1, 2021 as per the attached schedules.

Additional Requirements

- i) That any application for water, sewer and garbage service can be only made by the owner of the property.
 - ii) That any consumer who is in default of payment for a period of longer than one (1) billing, shall be sent notice stating he/she has fourteen (14) days in which to pay all arrears in full or services will be discontinued.
 - iii) That a notice of disconnect will be served by mail to the last known address of the person responsible for payment of services.
 - iv) That any consumer whose services have been disconnected for non-payment shall
 - a) pay all services in full prior to reconnection of services, and
 - b) pay a reconnection charge of \$25.00 (twenty five dollars) prior to reconnection of services.
2. Water Meters will be read bi-monthly.
 3. A one time fee of \$25.00 shall be charged to disconnect/reconnect the water service, when service is discontinued due to a temporary absence. No discount of water, sewer and garbage rates will be given for short or long term absences.
 4. Sewer rates in the Village of Carmangay are set as follows, beginning in January 1, 2017, rates will rise as per attached schedules.

5. Garbage rates in the Village of Carmangay are set as follows, beginning January 1, 2021, rates will rise as per the attached schedules.
6. That water, sewer and garbage billings shall be issued bi-monthly.
7. This bylaw will be reviewed and updated on an annual basis.

Read a first time this 19th day of January, 2021.

Read a second time this 19th day of January, 2021.

And by unanimous consent of Council

Read a third time and final time this 19th day of January, 2021.

Mayor Stacey Hovde

CAO Patrick Bergen

Schedule B – Commercial/Industrial Rates

Water rates:

- January 1, 2017 – the rate will rise to \$1.71 per cubic meter,
based on metered usage.
- January 1, 2018 – the rate will rise to \$1.88 per cubic meter,
based on metered usage
- January 1, 2019 – the rate will rise to \$2.09 per cubic meter,
based on metered usage
- January 1, 2020 – the rate will rise to \$2.28 per cubic meter,
based on metered usage
- January 1, 2021 – the rate will rise to \$2.51 per cubic meter,
based on metered usage

Sewer rates:

- January 1, 2017 – The monthly rate will rise to \$23.25
- January 1, 2018 – The monthly rate will rise to \$25.58
- January 1, 2019 - The monthly rate will rise to \$28.14
- January 1, 2020 - The monthly rate will rise to \$30.95
- January 1, 2021 - The monthly rate will rise to \$34.05

Garbage rates:

- January 1, 2017 – the monthly rate will rise to \$28.97
- January 1, 2018 – the monthly rate will rise to \$30.27
- January 1, 2019 – the monthly rate will rise to \$31.63
- January 1, 2020 – the monthly rate will rise to \$33.05
- January 1, 2021 – the monthly rate will rise to \$34.54

D. Appointment of Returning Officer

Suggested Motion: Motion to appoint Heather O’Halloran as the Returning Officer and Sandy Struck as the Deputy Returning Officer for the October 18, 2021 Municipal Election.

Background: The Municipal Election process has changed this time. Nominations for the general election will be open between January 1, 2021 and September 20, 2021. Village administration have nomination forms already available for those wishing to run in the next election.

Candidates will run for the 3 open Councillor positions. Once 3 Councillors are elected they will choose a mayor from their group.

Administration will be promoting the nomination window as open as the year progresses.

E. ACP Grant Support

Suggested Motion: Motion that the Village of Carmangay supports the submission of a 2020/21 Alberta Community Partnership grant application in support of the Regional Water Infrastructure Plan and Framework project, and is prepared to manage the grant project and related compliance requirements. There is no matching contribution required.

Background: The Village of Carmangay and the Village of Champion has jointly applied for an ACP grant. Vulcan County has already passed their support motion. The \$75,000 that the Village of Carmangay would receive would be to further the designs of a new water plant or solution.

The details of the application are:


2020/21 – Alberta Community Partnership
Intermunicipal Collaboration Grant Application

Managing Partner: Village of Carmangay

Participating Municipalities: Village of Champion, Vulcan County

Project Title: Regional Water Infrastructure Plan and Framework

1. This project produces (check all that apply):

-  A regional service agreement, plan, framework or model
- A study (e.g., shared service feasibility study, etc.)
- A new or amended Intermunicipal Development Plan or Intermunicipal Collaboration Framework
- Other (please specify)
- (maximum 100 characters):

2. Provide a description of the project.

- What is the purpose of the project?
- What activities will the partnership undertake to complete the project?
- What are the project's outputs and expected concrete results?

(Limit 4000 characters)

The delivery of regional water services is managed through Vulcan. The villages of Carmangay and Champion, and Vulcan County recognize the importance of a safe and adequate and sustainable water supply and want to ensure we are positioned to address future operational and infrastructure requirements through the development of a regional water treatment infrastructure assessment. The condition of municipal service delivery infrastructure is a key element of municipal sustainability and is a critical consideration for growth and attracting investment to the region.

The purpose of the proposed regional water infrastructure assessment is to provide critical water treatment, pH adjustment system and nanofiltration membrane water treatment process wastewater discharge model information and recommendations that will inform proactive water management strategies and upgrades.

The partnership will undertake the following activities:

1. Data collection, and review and analysis of background information including flow and water quality data, treatment requirements, plans, and drawings.
2. Technical engineering modelling, testing and statistical analysis.
3. Development of regional water treatment system operational options.
4. Development of a functional schematic designs and cost models.
5. Regional water infrastructure analysis and recommendations to ensure a safe and adequate and sustainable water supply for residents and municipal operations.

The expected project outputs are:

1. Regional water treatment system evaluation and analysis summary report.
2. Regional water data collection, water quality analysis, and analysis summary report.
3. Regional water treatment system optimization options and cost models.
4. Regional water infrastructure framework.

5. Provincial and Federal Regulatory Agency consultations, and applications for approvals.

3. Why are the project and grant needed?

- a) Does the project help to resolve an outstanding service gap or problem for the communities within the partnership? If so, please explain.

(Limit 3000 characters)

The primary reason for this project is to ensure the health and safety of the region's residents. Understanding the condition and identification of required improvements to the water system infrastructure is critical to ensuring a sustainable and safe water supply and fire services. A reliable water supply is also a critical component for attracting investments and supporting economic growth. The absence of comprehensive municipal infrastructure asset details was identified as a significant gap in the regional ICF planning process.

There is a significant service gap as neither municipality has a detailed water treatment infrastructure assessment or implementation plan and need to ensure this gap in information is in place to inform proactive water service delivery and management. This water infrastructure assessment should summarize and identify any deficiencies with the condition and capacity of the water system. This plan is critical to address any water issues and to guide informed infrastructure management. This is especially critical as it relates to ensuring sufficient and safe water quality, sustainable operations, and improved Operator safety.

A water system infrastructure condition analysis will guide and inform conversations and planning for regional water service delivery. The condition of the assets required to deliver these services is a critical consideration in the regional planning process. The asset condition provides budgetary impact awareness, especially if municipal infrastructure enhancements are required.

Elected officials have identified water management as an important service area for future collaboration and is part of the Intermunicipal Collaboration Framework (ICF) discussions as it relates to intermunicipal planning and service delivery initiatives.

- b) What is preventing the partnership from undertaking the project in-house or from obtaining the resources or expertise needed for the project? How will the grant be used to resolve these barriers?

(Limit 3000 Characters)

Each municipality has committed to work with the consultant to provide direction and details on their infrastructure information.

Beyond this involvement, there are several factors affecting the partnerships ability to undertake this project that include:

- Requirement for specialized knowledge and expertise that is not available within the municipalities related to professional engineering analysis. The grant will be used to obtain technical experts capable of completing the required work.
- Use of municipal funding for this project would place additional financial strain on municipal resources that are struggling to balance lower revenues and delivery of vital municipal services.
- The municipal employees already have strained time commitments and high workload expectations with the ongoing delivery of day-to-day municipal operations and do not have the capacity to engage in the learning curve and time expectations this project requires.

4a. How will each participating member be involved in the project planning, administration, and decision making? Provide a brief description of the project roles and responsibilities for each partner. What arrangements and processes are in place to ensure that the interests of each member will be met in the final outcomes of the project?

(Max 2000 Characters)

The Village of Carmangay is the managing partner on this grant application for the sole purpose of grant submission and future grant administration and reporting if grant is approved.

The grant project itself will be a fully collaborative process as it relates to project planning, administration, and decision making. This grant project will be managed through a working committee that has at least one or two representatives from each municipality. All municipalities will be actively engaged in project progress and will have input and influence on project outcomes.

Mechanisms that will support an inclusive process for the development of comprehensive infrastructure condition inventory includes frequent discussions to ensure agreement on data collection methods, input from senior administration, and an agreed upon voting model.

4b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants?

Provide details of any dispute resolution mechanisms that may be in place between the partners.

(Max 2000 Characters)

The partnership will follow the resolution process that is part of the ICF structure.

It is imperative that the water infrastructure plan be usable for all municipalities so check points to confirm clarification of process will be imbedded in the project planning process.

In the event that conflict occurs all efforts will be made to resolve the issue administratively. If required, the issue will be elevated in the following sequence: senior managers, joint meetings of both councils, provincial mediation.

- 5a. Provide a concise overview of the project workplan, timeline, and project risk mitigation strategies that are in place.

(Limit 3800 characters)

The partnership is proposing the following project workplan:

1. Consultant conducts a preliminary assessment, data collection, and analysis.
2. Conduct technical engineering modelling, testing and statistical analysis.
3. Develop regional water system delivery options, functional schematic designs, and cost models.
4. Assess status, condition, and capacity of existing water management infrastructure.
5. Development of a regional water treatment system infrastructure assessment and recommendation framework that identifies infrastructure requirements, and guidelines for future implementation and development.

The following timelines are high level estimates and may overlap and be modified as project proceeds:

1. Stakeholder engagement (ongoing)
2. Data collection and analysis (April – October 2021)
3. Engineering analysis, functional schematic designs, and development of models (October 2021 – August 2022)
4. Development of water infrastructure assessment and recommendations (September – December 2022)
5. Presentations to councils (January – March 2023)

Risks associated with this project include:

1. Weather impact on timely collection of data – this will be mitigated through the inclusion of an ample amount of time in the project timeline.
2. Availability or completeness of municipal input and asset data – this will be mitigated through clear communications between the consultant and municipal representatives to ensure project data needs are managed effectively and solutions to address data gaps are addressed in a timely manner.
3. Asset condition may create an increased funding pressure for asset repair or maintenance – this will be mitigated through the detailed asset condition data that will

provide councils critical information when deliberating over annual budgetary considerations.

- 5b. What are the expenditure estimates provided under the Project Budget section based on? Include details on the anticipated project resources, service providers, or contractors, as well as information on preliminary estimates or quotes if they have already been obtained.

(Limit 2800 characters)

The partnership has collaborated with MPE Engineering Ltd. to identify high level project requirements. MPE Engineering has the technical and local expertise and have provided a preliminary quote in support of this project. Cost are estimates based on similar regional projects.

6. Provide a comprehensive, **itemized breakdown** of all your estimated project costs and expenditures in the table below. Use the "*Insert budget item*" button to add line items to specifically identify the types of consultant activities and vendor costs (advertising, printing, venue rental). Insufficient or incomplete project cost information will impact the evaluation of your grant application.

Only list the project cost information associated with the scope of work under this grant request.

Refer to the ACP program guidelines, Schedule 1A for full information on eligible and ineligible costs under the IC component.

Note: Capital expenditures are not eligible under the IC component.

Item Description	Estimated Item Cost
Data collection and analysis	\$40,000.00
Engineering analysis and development of service delivery options and cost models	\$75,000.00
Functional schematic designs	\$55,000.00
Development of regional water infrastructure assessment and recommendations	\$30,000.00
Total Project Costs	\$200,000.00