

Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Community Hall
June 15, 2021
6:00 p.m.

1. Call to Order
2. Guests: None
3. Question Period
4. Approval of Agenda for June 15, 2021 Regular Council Meeting
5. Approval of Minutes of May 18, 2021 Regular Meeting of Council
6. Public Works Report
7. Administrator Report
8. Correspondence
9. Financial Reports
10. New Business
 - a) Sewer Machine Policy
 - b) Community Standards Bylaw Amendment : Off Road Vehicles
 - c) Water System Go Forward Plan
 - d) IDP Public Hearing
13. Reports
 - a) ORRSC
 - b) Marquis Foundation
 - c) Vulcan District Solid Waste
 - d) FCSS
 - e) SouthGrow
 - f) Twin Valley Regional Water Services Commission
 - g) Mayors and Reeves of Southern Alberta
14. Closed Session

Suggested Motion: Motion to go into closed session under FOIP Division 2, Sections 17 and 19 for Recreation Vehicles and the Friesen building.

FOIP Division 2 Section 17 Recreation Vehicles
FOIP Division 2 Section 19 Friesen Building

15. Adjournment.

**Regular Meeting of Council for the
Village of Carmangay,
May 18th, 2021
at the Carmangay Community Centre**

CALL TO ORDER Meeting was called to order by Mayor Stacey Hovde at 6:00 p.m.

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

GUESTS None

QUESTION PERIOD

Sheila Smidt – Resident
Sue Dahl- Resident

APPROVAL OF THE AGENDA

Motion made by Councillor Peggy Hovde to approve the agenda for May 18th, 2021, with the addition of i) Library Board Members, j) IDP Agreement and k) CPO Agreement.

Carried

MINUTES

Motion made by Deputy Mayor Doug Fraser to approve the minutes of the Regular Council Meeting held April 20th, 2021.

Carried

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 Deputy Mayor Doug Fraser to accept both reports as presented.

Carried

CORRESPONDENCE

Letter presented from resident Sheila Smidt.

FINANCIAL REPORTS

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

Carried

NEW BUSINESS

a) Municipal Planning Commission New Member

Motion made by Councillor Peggy Hovde to advertise for a new member of the Municipal Planning Commission.

Carried

b) Bylaw 800 Tax Rate Bylaw Amendment

Motion made by Mayor Stacey Hovde to pass amended Bylaw 800, the 2021 Tax Rate Bylaw.

Carried.

c) Carmangay and Area Rec Board Request

Motion made by Councillor Peggy Hovde to accept the letter from the Chair of the Carmangay and Area Rec Board as information and direct the CAO to provide options to address the requests for Council consideration.

Carried

d) Carmangay Community Centre Additional Land

Motion made by Deputy Mayor Doug Fraser to lease the land to Carmangay Community Centre Association for \$1.00 per year , for a term of 99 years.

Carried.

e) Cemetery Agreement

Council discussed the cemetery grant.

f) ACP Grant

For Information only

g) Student Grant

For Information only.

h) New Water Pump

Motion made by Mayor Stacey Hovde to accept the provided information about the new water pump as information.

Carried.

i) Library

Motion made by Councillor Peggy Hovde to approve the new members as presented for the Library Board.

Carried.

j) IDP Agreement

Motion made by Mayor Stacey Hovde to pass the third reading of Bylaw 800 the Vulcan County and Village of Carmangay Intermunicipal Development Plan.

Carried.

k) CPO Agreement

Motion made by Deputy Mayor Doug Fraser for the Mayor Stacey Hovde and the CAO Patrick Bergen to sign off on the CPO Agreement.

Carried.

REPORTS

a) ORRSC

No meeting

b) MARQUIS

- 1) As a result of the large grass fire, Evacuation issues for the lodge were discussed.
- 2) There are 29 residents in lodge.
- 3) There are two apartments available at the Carman manor.

c) VULCAN DISTRICT SOLID WASTE

No meeting

d) FCSS

- 1) Follow up with the Emergency Social Services plan re: grass fire -even when a reception center is set up, very few residents will go to the center.
- 2) Seniors living in Carmangay that needed to talk to someone regarding the hotel fire as well as the Evacuation order re: grass fire, a debriefing session was set up outside the curling rink so that people had the opportunity to help dissipate worry and anxiety. This was held April 20th.
- 3) A Resource director is now complete and will be delivered door to door.

e) SOUTHGROW

Deputy Mayor Doug Fraser attended

f) TWIN VALLEY REGIONAL WATER COMMISSION

Meeting held.

g) MAYORS AND REEVES OF SOUTHWEST ALBERTA

No meeting

CLOSED SESSION

None

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 7:06 p.m.

Next Regular Council meeting – June 15th ,2021 at 6:00 pm

Mayor Stacey Hovde

Chief Administrative
Officer Patrick Bergen

Public Works Report

The projects team has been very busy doing just under \$40,000 of outside work in the last month and a half. The students will be available later this month.

Dept	Priority	Item	Notes
PW	1	Get Baby's Breath sprayed	In progress, Vulcan County will do the work, the Village will provide a map.
PW	1	Install sewer and water for commercial customer	Complete
Water	1	Cap water line into old building (part of water project)	Will be reviewed with ACP MPE Project.
Water	1	Address Whitney street curbstoep issue	In progress
Projects	1	Install car charging station	1) Hydrovac and put in bollards 2) Cut asphalt and Put in conduit 3) install wiring 4) back fill and install
Projects	1	Whitney sanitary line	200 Block
PW	1	Policy for Sewer Machine	Complete
Projects	1	3 Champion House Demolitions	Complete
PW	1	Trees for Telus lot	In progress
Sewer	2	Address sewer discharge box	Rebuild the lid
Roads	2	Pacific Avenue low spot on road – new base?	Fill up with gravel
Water	2	Flush Hydrants/Hydrant Maintenance/Flow Test	Will be done in the spring / will consults with Fire Dept. / After new pump
Projects	2	Old Colony services	Attach sewer line and cap old water line
Roads	2	Patch Asphalt in front of hotel, community hall and Old Colony	Have estimate and will follow up.
Sewer	2	Ramp to lagoon to dump vac truck	Complete
Projects	2	Stage #2 waterlines	Will review with ACP MPE project.
Projects	2	Stage #3 waterlines	hope to start Sept 7th
Sewer	2	rebuild lift station fence	get chain link quote / \$9400 with mangate and barbedwire
PW	2	Tree # 15 to come down	Tree on Elmore - tree is dead

Sewer	3	Repair Sewer on Pacific Avenue	camera'd not a priority 1, 2021 project changed to priority #3
Water	3	Order gaskets for hydrants / rebuild hydrants	Parts are on hand / will do in the fall
PW	3	Finish WHMIS labelling	For summer students
PW	3	Move building on Pacific Avenue property	
Water	3	Fix irrigation at library	Need electrical work done
Water	3	Final Stage #1 drawings with HMR Engineering	Complete
PW	3	Clean up stairs and build office	Delayed
Water	3	Install commercial service in Champion	Waiting for customer.
Sewer	3	install evastrough on lift station	water dripping on lock, pending budget

2021 Projects

Project	Budget	Spent To Date	Notes
2021-004 New Sewer Auger	\$ 5,113	\$ 5,500	Complete - has been used twice already.
2021-005 Wet Well Heater	\$ 5,000		
2021-006 200 Block Whitney Sewer	\$ 50,000	\$ 6,022	Scheduled for Summer
2021-001 Repair Distribution Box Gate	\$ 2,500		
2021 -007 2 New Manholes	\$ 10,000		Scheduled for Summer
2021-003 Pacific Avenue Sewer Repair	\$ 2,000	\$ 251	Cancelled
			Scheduled for Summer - all parts ordered, have 6 lengths of pipe in stock
2020-003 Stage 3 Water Loop	\$ 75,000	\$ 27,962	
2021-008 New Water Pump	\$ 39,762		Complete - waiting for billing
2020-007 VFD for water pump	\$ 10,000		
			Complete - will have numbers entered soon.
Security Camera for Water Plant	\$ 1,000	\$ 173	
			Complete - 1st test was successful
2021-009 Emergency Bypass	\$ 8,860	\$ 8,362	
2021-010 Water Distribution Meter	\$ 10,000		
2021-011 New GIS System	\$ 10,000	\$ 8,226	Complete
2019-004 Sidewalk Replacement	\$ 15,000		
2021-012 New Skidsteer Blade Attachment	\$ 11,841		
2021-013McFarland Pathway System	\$ 7,500		Already received
Total	\$ 263,576	\$ 56,496	

Administrator Report

Item	Priority	Update
Follow up on Carmangay and Area Rec Board Request	1	
Create a \$1 per year lease for the Community Centre requested land	1	
Per Council Motion the week of June 7 to 13, 2021 Seniors week in Carmangay and Alberta and to provide funding for a celebratory cake for the Seniors.	1	Complete
Investigate the CEIP opportunity	1	
Research a bylaw or policy for quads on the trail system	1	Complete - on agenda
Get a new candidate for the MPC	1	In progress
MAP - The village website must be updated to include a comprehensive list and summary of all planning policies and their relationships with other planning documentation and decisions.	1	In Progress
Complete ICS 100, 200 and 300 Training	1	Heather and Sandy have ICS 100

<p>Create all HR policies and procedures documents</p>	<p>1</p>	<p>In progress - currently reviewing the draft. Need to touch base with Patrick with respect to tone (formal vs casual).</p>
<p>Ensure that future updates to the Land Use Bylaw include items defined in the MAP report</p>	<p>1</p>	<p>Ongoing</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</p>	<p>1</p>	<p>The CAO will need to work with ORSCC to draft a new bylaw that is in compliance with the MGA.</p>

<p>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>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>In Progress</p>

Ensure the tax notices are sent out in accordance with the items identified in the MAP report.	1	Complete
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	Complete
Follow up with TiPi Rings provincial agreement	1	In progress. The regional manager is reviewing.
Update the website security certificate	1	
Update GST files	1	In Progress
Create an IT list	1	
MAP - A designated officer must certify the date tax notices were sent.	1	
Follow up on trees for Telus property	1	Have confirmed the 5 evergreen trees. Following up with Telus
Set up Spring clean up for 2021	1	

Bring a plan for Council's consideration to create opportunities for Carmangay young adults to have their first job per Council Motion.	2	
Copy and publish all council meetings dating back to 2013 to the Village website	2	In progress
Work with AUMA on compensation survey	2	In progress - getting in touch with the representative - waiting for email.
Update HR files	2	In progress
Create a training plan	2	in progress
Address CPR Land Trees	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	
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.	3	Create a maintenance plan including grading and gravel

Research and present to Council new options for housing that promotes sustainability.	3	This is in progress as part of the Strategic Marketing Plan
Create a budget and plan for the downtown parking per Council motion.	3	Will be considered for future planning

Correspondence

None

Financial Report

Statement of Cash Position as of June 10, 2021

Current Cash and Investments	\$ 125,350.01
GST Receivable	\$ 15,085.69
Public Works Receivable	\$ 37,445.25
Overdue Tax Owing	\$ 18,611.25
Current Tax Owing (due July 7, 2021)	\$ 178,010.46
Overdue Utilities Owed	\$ 3,615.86
Current Utilities Owed	\$ 3,373.85
Capital Grants Receivable	\$ 213,130.00 (first week of July)
Revolving Credit	(\$99,000.00)
Total Cash and Near Cash	\$ 495,622.37

Financial Report as at May 31, 2021

Report Date
2021-06-10 4:31 PM

Village of Carmangay Budget versus Actual For the Period Ending May 31, 2021

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	Budget	Current	Year to Date
REVENUES			
Taxes including School and Marquis	301,317.00	469.77	283,971.02
General Administration	111,603.00	1,931.46	15,841.21
Bylaw Enforcement	750.00		623.00
Public Works	80,000.00	31,807.42	35,154.92
Water Repairs/ Setup		1,246.44	1,246.44
Sewer Repair/ Setup		5,330.00	6,660.00
Water Supply and Distribution	118,000.00	20,168.24	40,931.48
Bulk Water Sales	800.00	120.00	320.00
Wastewater and Disposal	31,000.00	5,531.00	11,109.19
Waste Management	57,500.00	10,083.95	20,292.18
Development	1,000.00	50.00	50.00
Cemetery	500.00		
Land Sales	20,000.00		
TOTAL REVENUES:	722,470.00	76,738.28	416,199.44
EXPENSES			
School, Marquis and Doctor Requisition	80,039.00	6,968.95	21,030.72
Council and Other Legislative	9,000.00	261.80	1,159.00
General Administration	211,686.00	21,135.79	108,004.43
Emergency and Bylaw	3,626.00	202.50	2,228.54
Public Works	181,136.00	12,679.79	54,177.31
Roads, Streets, Walks and Lighting	18,659.00	2,316.57	7,215.07
Water Supply and Distribution	120,062.00	5,717.87	32,798.32
Wastewater Treatment and Disposal	18,621.00	207.90	4,457.99
Waste Management	56,780.00		3,240.00
Community Programming	1,500.00		
Cemetery	2,000.00		
Development	6,500.00		2,672.07
Parks and Recreation	8,890.00	172.76	234.51
Culture including Library	3,265.00		970.00
CORONAVIRUS		64.00	545.07
TOTAL EXPENSES:	721,744.00	49,717.93	238,733.03
SURPLUS (DEFICIT)	726.00	27,020.35	177,466.41

11. New Business
a) Resident Sewer Work

Suggested Motion(s):

Motion to pass first reading of Bylaw 803 Amendment to Bylaw 746 Service Rates.

Motion to pass second reading of Bylaw 803 Amendment to Bylaw 746 Service Rates.

Motion for permission to pass third reading of Bylaw 803 Amendment to Bylaw 746 Service Rates.

Motion to pass third reading of Bylaw 803 Amendment to Bylaw 746 Service Rates.

BYLAW 803

VILLAGE OF CARMANGAY

BEING a Bylaw of the Village of Carmangay in the Province in Alberta for the purpose of amending Bylaw 746 Service Rates.

WHEREAS the Council of the Village of Carmangay wishes to amend Bylaw 746 Service Rates Bylaw.

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

1. AMENDMENT

Section 2. f)

Amend to

Resident Sewer cleaning –

- i) Initial Call will be free, and the sewer will be visually inspected with a sewer camera and recorded;
- ii) After the initial call, a flat rate - \$100.00 per hour shall be charged. (Minimum of one hour)

Received first reading this 15th day of June 2021

Stacey Hovde, Mayor

Patrick Bergen, CAO

Received second reading this 15th day of June 2021

Stacey Hovde, Mayor

Patrick Bergen, CAO

Received third reading and finally passed this 15th day of June 2021

Stacey Hovde, Mayor

Patrick Bergen, CAO

b) Off Road Vehicle Bylaw Amendment

Suggested Motion(s):

Motion to pass first reading of Bylaw 802 Amendment to Bylaw 788 Community Standards Bylaw.

Motion to pass second reading of Bylaw 802 Amendment to Bylaw 788 Community Standards Bylaw.

Motion for permission to pass third reading of Bylaw 802 Amendment to Bylaw 788 Community Standards Bylaw.

Motion to pass third reading of Bylaw 802 Amendment to Bylaw 788 Community Standards Bylaw.

BYLAW 802

VILLAGE OF CARMANGAY

BEING a Bylaw of the Village of Carmangay in the Province in Alberta for the purpose of amending Bylaw 788 The Community Standards Bylaw.

WHEREAS the Council of the Village of Carmangay wishes to amend Bylaw 788 The Community Standards Bylaw.

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

2. AMENDMENT

Section 2. Definitions

Add

"OFF ROAD VEHICLE" means any motorized mode of transportation built for cross country travel specifically designed for such travel such as: four wheel drive vehicles; motor cycles, and all terrain vehicles (ATV's);

“**SIDEWALK**” means that part of a highway primarily intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line, whether or not paved or improved;

“**TRAFFIC ACT**” means the Alberta Traffic Safety Act;

“**TRAILS**” means any pedestrian paths or trails including all of the areas commonly referred to as the McFarland Trail.

PART 6: TRAFFIC AND PARKING

Add Section OFF ROAD VEHICLES

- a) All Off Road Vehicles shall operate in compliance with the Alberta Traffic Act and any Village of Carmangay bylaws;
- b) All Off Road Vehicles are prohibited from any Village of Carmangay Trails and shall be enforced and fined by the Community Peace Office in accordance with Schedule A: Fine and Penalties;
- c) All Off Road Vehicles will not be permitted to operate between sunset or sunrise unless explicitly allowed by the Village of Carmangay;
- d) All Off Road Vehicles will not be permitted to operate on any sidewalks;
- e) All Off Road Vehicles shall operate without due care and attention.

SCHEDULE A: FINES AND PENALTIES

Add

Offence	Section	First Offence Penalty (Minimum)	Second Offence Penalty	Third and Subsequent Offence Penalty (Maximum)
Violation of Section; OFF ROAD VEHICLES	Part 6	300.00	500.00	1,00.00

Received first reading this 15th day of June 2021

Stacey Hovde, Mayor

Patrick Bergen, CAO

Received second reading this 15th day of June 2021

Stacey Hovde, Mayor

Patrick Bergen, CAO

Received third reading and finally passed this 15th day of June 2021

Stacey Hovde, Mayor

Patrick Bergen, CAO

c) Water Go Forward Plan

Suggested Motion: Motion to direct the CAO to work with MPE Engineering under the ACP grant to develop a plan and budget to upgrade the current water pumping station.

Background:

Note: the CAO incorrectly stated at the last meeting of Council that the Carmangay portion of the ACP grant as \$75,000 instead of the actual \$40,100. The \$75,000 was the initial grant request.

The Village of Carmangay received an \$80,200 Alberta Community Partnership grant with the Village of Champion (Carmangay's portion is \$40,100). The grant is to fund a study of the water distribution system by MPE Engineering.

Concurrently, the Village of Carmangay is in its second year of an application to the Alberta Municipal Water and Wastewater Partnership grant that would fund the major portion of a new pumping station. The below email was received by administration in response to the funding request:

"Hi Patrick – it doesn't look like there will be much budget for AMWWP this year. But if I hear anything different regarding your application, I'll let you know."

Administration conferred with MPE Engineering who had a lot of experience with municipal grants. They indicated our application would likely not be approved at least for a number of years.

A Municipal Stimulus Program grant has also provided funding which has been used to change 1 of the 2 pumps and motors in the current water pumping station. The second pump is only now useful as a backup for the new pump if required. The second pump has also had issues recently with its control system which has precipitated a visit from our electrical contractors.

MPE also indicated they have a lot of experience with putting water lines under the CP tracks which will be helpful moving forward.

The work proposed will be focused on upgrading the plant, creating a second line under the tracks and reviewing the available water storage. This work will obviously be significantly less than a new water pumping station and the extra line under the tracks will be useful regardless.

MPE estimates to have information for Council's consideration within 2 months.

d) IDP Public Hearing

For Information Only

The following was posted in the Village office and on social media:

An Important Issue for the Residents of Carmangay.

Support is requested in regards to extending our exclusion area identified in our Intermunicipal Development Plan with Vulcan County to 4 miles so we do not have a feedlot close to town. There are plans for a building to the southwest of our Village and we would have a tough time selling a house or working in our yards if we get our prevailing southwest wind.

Please can everyone that can, please send an email to Anne Erickson, Manager of Development Services, Vulcan County at development@vulcancounty.ab.ca before June 14th. The public hearing will be on June 16th, 2021, at 1:00pm.