

Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Community Hall
October 25, 2021
6:00 p.m.

1. Call to Order
2. Guests: None
3. Question Period
4. Approval of Agenda for October 26, 2021 Special Council Meeting
5. Approval of Minutes of October 19, 2021 Organizational Meeting
Approval of Minutes of October 19, 2021 Regular Meeting of Council
6. Public Works Report
7. Administrator Report
8. Correspondence - Carmangay School
9. Financial Reports
10. New Business
 - a) Southern Alberta Emergency Resource Sharing Agreement
 - b) Bylaw 808 Bylaw Consolidation Bylaw
 - c) Bylaw 809 Village of Carmangay Fee Bylaw Amendment
 - d) COVID Outbreak Update
 - e) Clean Energy Improvement Program Update
 - f) Hutterian Brethren of Summerland Tribunal
 - g) Intermunicipal Development Plan Update
 - h) MPE Water Infrastructure Engineering Update
 - i) McFarland Trail Master Plan
 - j) Old MLA Building Demolition Update
 - k) New Building Site Plan
11. 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
12. Closed Session

13. Adjournment.

**Organizational Meeting of Council for the Village
of Carmangay, October 19, 2021 at 6:00 p.m. at
Carmangay Community Centre**

ADMINISTRATOR CALL TO ORDER: Meeting was called to order at 6:00 p.m.

PRESENT: Sue Dahl
Doug Fraser
Kym Nichols
Patrick Bergen,-Administrator

SWEARING IN OF COUNCIL: Sue Dahl, Doug Fraser and Kym Nichols each, individually, swore that they would diligently, faithfully and to the best of their abilities execute according to law the office of Village of Carmangay Councillor.

ELECTION OF MAYOR: Motion made by Councillor Doug Fraser to appoint Councillor Kym Nichols to position of Mayor.

Carried

ELECTION OF DEPUTY MAYOR: Motion made by Councillor Sue Dahl to appoint Councillor Doug Fraser to the position of Deputy Mayor.

Carried

COUNCIL MEETING DATE: Motion made by Councillor Sue Dahl that the Council meeting dates will be the third Tuesday of each month at 6:00 p.m. at the Village office.

Carried

BANKING INSTITUTION/SIGNING AUTHORITY:

Motion made by Deputy Doug Fraser that the banking institution for the Village remain the

ATB Financial, Vulcan, AB., and that any one of the three Councilors with the Manager, Finance and Administration or Chief Administrative Officer will have signing authority.

Carried

APPOINTMENT OF AUDITOR

Motion made by Councillor Sue Dahl to appoint Scase and Co. as the auditors for the 2021 financial audit and issue an RFP for auditors for the 2022 financial audit at the appropriate time.

Carried.

COMMITTEE APPOINTMENTS:

Motion made by Deputy Mayor Doug Fraser to appoint the following Council members to the committees as;

- a) ORRSC – Councillor Sue Dahl
- b) Marquis Foundation- Mayor Kym Nichols
- c) Vulcan & District Waste Commission – Mayor Kym Nichols with alternate as Deputy Mayor Doug Fraser
- d) FCSS- Councillor Sue Dahl
- e) Southgrow – Deputy Mayor Doug Fraser
- f) Twin Valley Regional Water Service Commission – Deputy Mayor Doug Fraser and Councillor Sue Dahl
- g) Mayors and Reeves – Mayor Kym Nichols
- h) Rec Board – Mayor Kym Nichols
- i) Municipal Planning Commission – Councillor Sue Dahl and Deputy Mayor Doug Fraser

ADJOURNMENT:

Mayor Kym Nichols adjourned the meeting at 6:24pm

Mayor Kym Nichols

CAO Patrick Bergen

**Regular Meeting of Council for the
Village of Carmangay,
October 19, 2021
at the Carmangay Community Centre**

- 1. CALL TO ORDER** Meeting was called to order by Mayor Kym Nichols at 6:25 p.m.

PRESENT Kym Nichols, Mayor
Doug Fraser, Deputy Mayor
Sue Dahl, Councilor
Patrick Bergen, Chief Administrative Officer

- 2. GUESTS** No guests present

- 3. QUESTION PERIOD** No one present for question period

4. APPROVAL OF THE AGENDA

Motion made by Deputy Mayor Fraser to approve the agenda for October 19, 2021, with the addition of e) Summerland Colony Court Case and f) Community Facebook Page.

Carried

5. MINUTES

Motion made by Deputy Mayor Doug Fraser to approve the minutes of the Regular Council Meeting held September 21, 2021.

Carried

6. PUBLIC WORKS REPORT

Delayed to next Special Meeting of Council

7. ADMINISTRATOR REPORT

Delayed to next Special Meeting of Council

8. CORRESPONDENCE

None

9. FINANCIAL REPORTS

Delayed to next Special Meeting of Council

10. NEW BUSINESS

a) Special Meeting Date

Motion made by Councillor Sue Dahl to hold a Special Meeting of Council on Monday, October 25 at 6:00pm at the Village of Carmangay Office.

Carried

b) Council Priorities

Discussion held

c) Strategic Planning Meeting Date

Discussion held

d) Budget Schedule

Discussion held

e) Summerland Colony Court Case

Discussion held

f) Facebook Page

Discussion held

REPORTS

a) ORRSC

No meeting

b) MARQUIS

No meeting

c) VULCAN DISTRICT SOLID WASTE

No meeting

d) FCSS

No meeting

e) SOUTHGROW

Deputy Mayor Doug Fraser attended a Southgrow meeting that has formed a

Sustainability Committee to address the reduced available funding.

f) TWIN VALLEY REGIONAL WATER COMMISSION

No meeting

g) MAYORS AND REEVES OF SOUTHWEST ALBERTA

No meeting

CLOSED SESSION

None

ADJOURNMENT

Mayor Kym Nichols adjourned the meeting at 7:10 p.m.

Next Special Meeting of Council – October 25, 2021 at 6:00pm at the Village office

Next Regular Council meeting – November 16, 2021, at 6:00 pm at the Village office

Mayor Kym Nichols

Chief Administrative
Officer Patrick Bergen

Public Works Report

Dept	Priority	Item	Notes
Projects	1	Install car charging station	Waiting for demolition 1) Hydrovac and put in bollards 2) Cut asphalt and Put in conduit 3) install wiring 4) back fill and install 5)
Buildings	1	Stake out 50 x 50 building on old MLA lot	Complete
Buildings	1	Shut off and stub out the Atco line to the old MLA building	Waiting for Atco
Buildings	1	Demolition of old MLA Building	Waiting for Atco
PW	1	Trim the trees with Vulcan County Lift	Complete - Will continue next year
PW	1	Provide requested information to MPE for ACP grant work	Complete
PW	1	Pressure Switch back in on pump 2	Complete
Water	1	Integrate Inspection Report Items into project	Complete - include in MPE report
Water	1	Cap water line into old building (part of water project)	old water plant AE&P directive / waiting for emergency bypass / waiting to catalog all valves
PW	1	Trees for Telus lot	Complete
PW	1	Replace dead trees on Whitney	Complete
PW	1	Replace air compressor at the shop	Complete
Projects	2	Whitney sanitary line	May adjust timing due to change in water plant
Projects	2	Stage #3 waterlines	May adjust timing due to change in water plant
Projects	2	Stage #2 waterlines	May adjust timing due to change in water plant

Roads	2	Patch Asphalt in front of hotel, community hall and Old Colony	Spring
PW	2	Use skid steer to remove organics and put gravel down at McFarland Trail north road section	Complete
Projects		Resurface McFarland Trail	Wait for Council input
		Regravel south end of McFarland Trail	Wait for Council input
Sewer	3	Repair Sewer on Pacific Avenue	camera'd not a priority 1, 2021 project changed to priority #3
Roads	3	Pacific Avenue low spot on road – new base?	Complete - worked with Vulcan County grader
Sewer	3	rebuild lift station fence	For future consideration - get chain link quote / \$9400 with mangate and barbedwire
Water	3	Install commercial service in Champion	Waiting for customer to build in industrial area
Water	3	Order gaskets for hydrants / rebuild hydrants	Is this something we want to do each year?
Sewer	3	install evastrough on lift station	water dripping on lock, pending budget
Sewer	2	install new wet well heater	Waiting for Quote
Roads		Extend Arnold from Alberta to Prairie	

Projects Report

Project	Grant	Grant Amount	Budget	Spent To Date	Notes
2021-004 New Sewer Auger	MSI CAP-13495		\$ 5,113	\$ 5,500	Complete - has been used twice already.
2021-005 Wet Well Heater	MSI CAP-13495		\$ 5,000		In progress
2021-001 Repair Distribution Box Gate	MSI CAP-13495		\$ 2,500	\$ 2,344	Complete
2021-007 2 New Manholes	MSI CAP-13495		\$ 10,000		Under Consideration
2021-003 Pacific Avenue Sewer Repair	MSI CAP-13495	\$ 25,000.00	\$ 2,000	\$ 251	Cancelled
2021-006 200 Block Whitney Sewer	GTF-1344	\$ 50,000.00	\$ 50,000	\$ -	Delayed waiting for engineering report
2020-003 Stage 3 Water Loop	MSI CAP-13493	\$ 96,841.00	\$ 75,000	\$ 46,570	Delayed waiting for engineering report
2021-011 New GIS System	MSI CAP-13493		\$ 10,000	\$ 8,903	Complete
2021-012 New Skidsteer Blade Attachment	MSI CAP-13493		\$ 11,841		Delayed waiting for engineering report
2021-008 New Water Pump	MSP	\$ 50,000.00	\$ 39,762	\$ 31,611	Complete
2020-007 VFD for water pump	MSP		\$ 10,000		Will need to use up balance of MSP grant
Security Camera for Water Plant	MSI CAP-13494	\$ 20,000.00	\$ 1,000	\$ 597	Complete
2021-009 Emergency Bypass	MSI CAP-13494		\$ 8,860	\$ 8,491	Complete - 1st test was successful
2021-010 Water Distribution Meter	MSI CAP-13494		\$ 10,000		Part of Water Project
2019-004 Sidewalk Replacement	MSI CAP-13496	\$ 21,289.00	\$ 15,000		Will be spring 2022
2021-013McFarland Pathway System	Rec Board Grant	\$ 7,500.00	\$ 7,500	\$ 3,613	Posts and stairs have been painted, North Road has been upgraded.
MPE Engineering Review	ACP Grant	\$ 80,200.00	\$ 80,200	\$ 13,594	Waiting to receive funds
Total		\$ 350,830	\$ 343,776	\$ 121,475	

Administrator Report

Item	Priority	Update
Follow up on trees for Telus property	1	Complete - Bill sent to Telus
Complete hire of Bank Specialist Role	1	Complete - Kelly Hired
Follow up on Carmangay and Area Rec Board Request	1	In Progress -
Follow up with MPE for final report	1	
Follow up with ORRSC to change / replace the IDP with the new map	1	
Investigate process to have a member of the community as an SDAB member	1	
Set up MPC meeting to select a chairperson	1	
Advise Committee contacts as to who the Village member(s) will be	1	Complete
Create content and submit to the newsletter	1	
Create a \$1 per year lease for the Community Centre requested land	1	In Progress

Order signs for off road vehicles on trail systems	1	In Progress
Confirm election process is ready and complete	1	In Progress
Complete Plan to share resources with neighbouring municipalities	1	In progress
Update the website security certificate	1	In progress
Update GST files	1	Complete - Heather can access online
Investigate the Clean Energy Improvement Program opportunity	1	In Progress - Update at current meeting
Follow up on SDAB Contract	1	In progress - waiting for ORRSC
Follow up with TiPi Rings provincial agreement	1	In progress. The regional manager is reviewing. / Have sent along a request for more information and no response
Prepare for 2021 Audit	1	Scheduled for first week of November
Draft a CEIP Bylaw and present to CEIP for consideration	1	
Create package for new MPC member	1	

<p>Respond per MAP requirement for Bylaw 806</p>	<p>2</p>	<p>1. Bylaw 806 (ARB Bylaw Amendment) – the bylaw now establishes a local and composite assessment review board so this complies with legislation. The only outstanding item related to this is the appointment of a chairperson. Do you have a resolution appointing a chairperson? If so, please send a copy of the minutes that reflect this resolution.</p>
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<p>Update Bylaw 807 per MAP requirements</p>	<p>2</p>	<p>1. Bylaw 807 Bylaw Enforcement Officer Bylaw – While I understand you currently have an agreement with Vulcan county for community peace officer services, that is a separate process than what is needed in the Bylaw Enforcement Officer Bylaw. The Bylaw Enforcement Officer Bylaw is required to address disciplinary procedures, including penalties and an appeal process, for allegations of abuse of authority by bylaw enforcement officers.</p>
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Update Bylaw 808 per MAP requirements	2	Bylaw 808 Bylaw Consolidation Bylaw - The issue noted in the MAP report was that office consolidations of bylaws were prepared by you, which needs to be authorized. The bylaw you provided only provides Council with the authority to consolidate, which they already have the ability to do. If you want to continue the practice of consolidating bylaws via CAO you will need to update the bylaw to reflect that
Provide the SDAB bylaw when complete per MAP requirements	2	
Modify the Tax Rate Bylaw to move the Vulcan County Fire Requisition into the general tax rate per MAP requirements	2	1. Tax Bylaw – As previously noted, the Village is still not including the Designated Industrial Property requisition, and there are still calculation errors present in the general municipal section where the assessed values times the tax rates does not equal the tax levy anticipated. Also, a new issue has crept in since the MAP review in the “Vulcan County Fire Requisition” – this item is not a requisition by definition of the MGA and must be rolled into the General Municipal portion.

Complete ICS 100, 200 and 300 Training	2	
Copy and publish all council meetings dating back to 2013 to the Village website	2	In progress
Prepare all items for new Council and Organizational Meeting	2	Including offered training.
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
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Correspondence

dear mayor

We are planning to have an exercise park built here at the Carmangay school and we would like to ask if you could get the word out to Carmangay and encourage them to use the park as well. We start building around fall in 2022. We are also speaking to other towns nearby. Unfortunately, we are in need of donations. We are planning to have an exercise park built on Carmangay school grounds. We want to reuse the gravel pit we already have with a park design students created.

Carmangay students want to improve student and community fitness because there are limited facilities available in the area. We are wondering if you would have any organizations or companies in mind that we could ask for funding and volunteer support. we would like to start build in 2022

We look forward to hearing back from you when you have a free moment for feedback on our project. Please don't hesitate to contact me or the school with any questions and concerns you have regarding our project.

sincerely the students of carmangay school

Financial Report

Statement of Cash Position as of October 26, 2021

Current Cash and Investments	\$ 70,997
GST Receivable	\$ 25,150
Public Works Receivable	\$ 9,800 *Demolition of Friesen Building
Overdue Tax Owing	\$ 10,654
Current Tax Owing (due July 7, 2021)	\$ 27,531 *Most on payment plans
Overdue Utilities Owed	\$ 5,428
Capital Grants Available	\$ 100,000 *2021 GTF increased to \$100K
Prepaid Expenses	\$ 13,594 *In advance of ACP Grant of \$80K
Revolving Credit	\$ 0
Total Cash and Near Cash	\$ 257,726

The below Budget versus Actual report does not include the annual ATB revenue that gets booked at the end of the year.

	Budget	Current	Year to Date
REVENUES			
Taxes including School and Marquis	301,317.00	(108.67)	288,404.88
General Administration	111,603.00	1,054.73	70,801.40
Bylaw Enforcement	750.00		748.00
Public Works	80,000.00	728.12	41,714.48
Water Supply and Distribution	118,000.00	513.48	87,857.64
Bulk Water Sales	800.00	25.00	595.00
Wastewater and Disposal	31,000.00	168.76	22,248.00
Waste Management	57,500.00	279.26	40,675.03
Development	1,000.00		150.00
Parks and Recreation		400.00	850.00
Cemetery	500.00		450.00
Land Sales	20,000.00	5,250.00	6,066.60
TOTAL REVENUES:	722,470.00	8,310.68	560,561.03
EXPENSES			
School, Marquis and Doctor Requisition	78,159.00	13,377.97	90,672.93
Council and Other Legislative	9,000.00	1,946.10	6,084.50
General Administration	211,686.00	21,193.40	197,739.58
Emergency and Bylaw	3,626.00	27.00	2,539.04
Public Works	181,136.00	12,511.21	110,235.73
Roads, Streets, Walks and Lighting	18,659.00	3,574.27	23,438.57
Water Supply and Distribution	120,062.00	7,587.29	97,161.58
Wastewater Treatment and Disposal	18,621.00	106.32	5,909.93
Waste Management	56,760.00	6,480.00	57,915.28
Community Programming	1,880.00	170.95	1,538.55
Cemetery	2,000.00		
Development	6,500.00		3,453.32
Parks and Recreation	8,890.00	4,918.47	6,550.33
Culture including Library	3,265.00	972.50	3,492.50
CORONAVIRUS			545.07
TOTAL EXPENSES:	720,244.00	72,865.48	607,276.91
SURPLUS (DEFICIT)	2,226.00	(64,554.80)	(46,715.88)

Operational Budget versus Actual Projected to Year End

Below is the Operational Budget versus Actual Projected to Year End. The revenue received from the Solar Farm as well as the Revenue received from operating the ATB agency have not been entered as yet. Usually, the ATB revenue is booked at year end. The Solar Revenue is new and a separate row may be added for it.

Revenues	Budget	Year to Date	Projected to Year End	Notes
Taxes including School and Marquis	\$ 301,317	\$ 288,405	\$ 295,421	
General Administration	\$ 111,603	\$ 70,801	\$ 131,995	The agency revenue nor solar revenue have not been booked yet
Bylaw Enforcement	\$ 750	\$ 748	\$ 748	
Public Works	\$ 80,000	\$ 41,714	\$ 58,000	
Water Supply and Distribution	\$ 118,000	\$ 87,858	\$ 125,000	
Bulk Water Sales	\$ 800	\$ 595	\$ 620	
Wastewater	\$ 31,000	\$ 22,248	\$ 32,000	
Waste Management	\$ 57,500	\$ 40,675	\$ 61,000	
Development	\$ 1,000	\$ 150	\$ 200	
Parks and Recreation		\$ 850	\$ 850	
Cemetery	\$ 500	\$ 450	\$ 500	
Land Sales	\$ 20,000	\$ 6,067	\$ 6,100	
Total Revenues	\$ 722,470	\$ 560,561	\$ 712,434	
School, Marquis, Doctor Retention	\$ 78,159	\$ 90,673	\$ 90,673	
Council and Other Legislative	\$ 9,000	\$ 6,085	\$ 8,500	
General Administration	\$ 211,686	\$ 197,740	\$ 234,915	
Emergency and Bylaw	\$ 3,626	\$ 2,539	\$ 2,600	
Public Works	\$ 181,136	\$ 110,236	\$ 144,039	
Roads, Streets, Walks and Lighting	\$ 18,659	\$ 23,439	\$ 27,371	
Water Supply and Distribution	\$ 120,062	\$ 97,162	\$ 119,753	
Wastewater	\$ 18,621	\$ 5,909	\$ 7,500	
Waste Management	\$ 56,760	\$ 57,915	\$ 59,195	
Community Programming	\$ 1,880	\$ 1,539	\$ 1,750	
Cemetery	\$ 2,000			
Development	\$ 6,500	\$ 3,453	\$ 4,200	
Parks and Recreation	\$ 8,890	\$ 6,550	\$ 6,800	
Culture including Library	\$ 3,265	\$ 3,492	\$ 3,600	
CoronaVirus		\$ 545	\$ 545	
Total Expenses	\$ 720,244	\$ 607,277	\$ 711,441	
Surplus (Deficit)	\$ 2,226	-\$ 46,716	\$ 993	

10. New Business

a) Southern Alberta Emergency Resource Sharing Agreement

Motion to direct the administration to seek additional details for the Southern Alberta Emergency Management Resource Sharing Agreement for Council's consideration at the November 16, 2021 Regular Meeting of Council.

Background:

The Village of Carmangay is a member of the Vulcan County Regional Emergency Management Partnership with Vulcan County, the Town of Vulcan, the Villages of Champion, Lomond, Arrowwood and Milo. The agreement provides a centralized management under the Regional Director of Emergency Management, Nels Petersen under emergency events that are of a regional nature or that would overwhelm the local response. The SAEMRSA will be reviewed on October 29, 2021 by the VCREMP directors of emergency management.

The Southern Alberta Emergency Resource Sharing Agreement extends support to a larger area under a separate agreement. Vulcan County and the Town of Vulcan are already signatories to this agreement.

One of the primary concerns would be how shared services and equipment would be paid for if the Village of Carmangay needed to action the agreement. For example, the Grange fire cost in excess of \$90,000 which will likely be reflected in future requisitions.

The SAEMRSA is provided under separate cover.

The Village received the following correspondence from Garry Dzioba, Field Officer South Region, Alberta Emergency Management Agency.

Municipality E.M. Representative,

*You are receiving this e-mail as your municipality **is not** a signatory on the Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA). As we approach the midpoint of hazard season it is a good time to review your local resources and mutual aid agreements, keeping in mind that if you are being significantly impacted by an event your neighbors are likely being impacted as well, **where are you getting urgently required resources from?***

History has taught us that impactful events overwhelm local resources and many Mutual Aid partners are unable or unwilling to deploy resources as they are dealing with the same

event. SAEMRSA provides municipalities with access to hundreds of resources across southern Alberta, as a signatory & SAEMRSA partner you substantially increase the ability source critically needed resources under the umbrella of an agreement, protecting your municipality from inflated costs.

SAEMRSA also provides us the ability to deploy municipal representatives from our South Region All Hazards Incident Management Team (SRAHIMT), using this agreement for deployments addresses WCB & Insurance coverage for deployed team members. Municipalities with municipal staff on our Regional AHIMT Team are strongly encouraged to become signatories of SAEMRSA.

Below is a message from Luke Palmer, Emergency Preparedness Manager for the City of Lethbridge, along with 3 attachments explaining what SAEMRSA provides, an invitation to join along with a spreadsheet showing the communities who are current participants of this agreement. (In the South Region, 35 of 46 municipalities are signatories of SAEMRSA).

From an emergency management perspective, why wouldn't a municipality join SAEMRSA? There are no financial commitments of joining, provides access to hundreds of resources & builds capacity & resilience within your E.M. Program.

I believe there might be some confusion regarding Southern Alberta Resource Sharing Agreement (SAEMRSA) & South Region All Hazards Incident Management Team (SRAHIMT) , gotta love acronyms! I have attached information on both above, along with a brief description below:

- **SAEMRSA – Managed by the City of Lethbridge this agreement is a collaboration amongst municipalities to support one another during major events from ICS expertise to resource deployments to meet the needs of an event.**
- **SRAHIMT – Over the past few years, the Province of Alberta has implemented Regional Type 3 All Hazards Incident Management Teams in 5 of our 7 regions including the South Zone. This GOA initiative resulted from an increase in the number of significant events within Alberta that placed a substantial strain on or exhausted local resources including Incident Management Teams. The South AHIMT Team currently consists of approximately 60 members from 25 South Region municipalities, this highly trained team of professionals has provided us with local expertise in event management and coordination which is available to all 46 municipalities that make up the South Region, if and when needed. Team members training and expenses are covered by a CGA provided by AEMA (less wages).**

b) Bylaw 808 Bylaw Consolidation Bylaw

Suggested Motions:

Motion to pass first reading of Bylaw 808 Bylaw Consolidation Bylaw.

Motion to pass second reading of Bylaw 808 Bylaw Consolidation Bylaw.

Motion for permission to pass third reading of Bylaw 808 Bylaw Consolidation Bylaw.

Motion to pass third reading of Bylaw 808 Bylaw Consolidation Bylaw.

Background:

The Bylaw Consolidation Bylaw is a requirement of the Municipal Accountability Program. The previous bylaw 808 was reviewed by Municipal Affairs and found that it did not delegate the ability to consolidate bylaws to the CAO.

Council already can consolidate bylaws.

VILLAGE OF CARMANGAY

BYLAW NO. 810

**A BYLAW TO AUTHORIZE THE CONSOLIDATION OF OTHER VILLAGE OF
CARMANGAY BYLAWS AND RESCIND BYLAW 808**

Whereas, the Municipality of the Village of Carmangay may have cause to consolidate more than one bylaw into a single new bylaw;

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Municipality of the Village of Carmangay, in the Province of Alberta, enacts as follows:

1. That Council designates the Chief Administrative Officer who may, by bylaw, consolidate any number of bylaws into a single bylaw.
2. That this bylaw shall take effect on the date of the third and final reading.

Read a first time on this 25th day of October, 2021.

Read a second time on this 25th day of October, 2021.

Read a third time and passed on this 25th day of October, 2021.

Municipality of the Village of Carmangay

Mayor Kym Nichols

Chief Administrative Officer

c) Bylaw 809 Village of Carmangay Fee Bylaw Amendment

Motion to pass first reading of Bylaw 809 Reviews Fees and Charges Bylaw.

Motion to pass second reading of Bylaw 809 Reviews Fees and Charges Bylaw.

Motion for permission to pass third reading of Bylaw 809 Reviews Fees and Charges Bylaw.

Motion to pass third reading of Bylaw 809 Reviews Fees and Charges Bylaw.

Declaration

The CAO, Patrick Bergen certifies that Bylaw 809 Revised Bylaw has been prepared in accordance with Section 63 of the Alberta Municipal Government Act.

Background:

The Fee and Charges Bylaw has been revised to add the Urban Hen License at \$50. Council may choose to review the fees and makes changes at the same time.

VILLAGE OF CARMANGAY
Bylaw Number 809 Revised Bylaw
FEES and CHARGES
Revised October 25, 2021

A BYLAW OF THE VILLAGE OF CARMANGAY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH FEES, RATES, AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY.

WHEREAS, pursuant to Section 7 of the Municipal Government Act, R.S.A. 2000, c. M-26, Statutes of Alberta and amendments thereto authorizes the Council of a municipality to pass bylaws for municipal purposes respecting the following matters:

- a) services and goods provided by or on behalf of the municipality
- b) the establishment of fees for licenses, permits, approvals, and services provided

AND WHEREAS, pursuant to Part 2, Section 7 Municipal Government Act provides for the provision of municipal services or utilities subject to the terms, costs or charges established by Council;

AND WHEREAS Council of the Village of Carmangay deems it expedient to set and review, as necessary, from time-to-time various fees of the Village;

AND WHEREAS, the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25, as amended or repealed and replaced from time to time (the "FOIP Act"), authorizes a local public body to bylaw set any fees the local public body requires to be paid under the FOIP Act, which must not exceed the fees provided for in the regulations; and

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, the Council of the Village of Carmangay, duly assembled, enacts as follows:

I. TITLE

This Bylaw may be cited as the "Fees and Charges Bylaw".

DEFINITIONS

The following terms shall have the following meanings in this Bylaw:

“Bylaw” means this Fees and Charges Bylaw established by the Municipality.

“Chief Administrative Officer” means the Chief Administrative Officer for the Village of Carmangay, regardless of the specific title that may be conferred on that Officer by Council from time to time.

“Council” means the municipal Council for the Village of Carmangay.

“Village” means the municipal corporation of the Village of Carmangay.

“Schedule” means the attached appendix to this Bylaw which contains the formal statute, table or list of the official municipal fees and charges approved by Council.

APPLICATION

The fees and charges payable for municipal services provided by the Village shall be as outlined in Schedules “A”, which is attached to and form part of this Bylaw.

EFFECTIVE DATE

This Bylaw shall take effect and come into force on August 17, 2021.

READ A FIRST TIME IN COUNCIL THIS 25th DAY OF October, 2021.

READ A SECOND TIME IN COUNCIL THIS 25th DAY OF October, 2021.

READ A THIRD TIME IN COUNCIL THIS 25th DAY OF October, 2021.

Kym Nichols – Mayor

Patrick Bergen – CAO

SCHEDULE A

Fees and Charges – Village of Carmangay Bylaw No. xxx

A. PLANNING AND DEVELOPMENT

Fee Schedule	Permitted Uses	Discretionary Use or Use Requesting Waiver Greater than 10%	Fee for undertaking development without an approved development permit
Residential:			
Dwellings	\$100	\$200	\$1000
Additions	\$50	\$150	\$750
Accessory Buildings 200 sq. ft. or greater	\$50	\$150	\$500
Home Occupations	\$50	\$150	\$500
Commercial: Change of Use	\$200	\$300	\$1000
Commercial buildings or uses	\$300	\$400	\$2000
All other development	\$300	\$400	\$2000
Industrial:			
Change of Use	\$200	\$300	\$1000
Single tenancy buildings	\$300	\$400	\$2000
Multi-tenancy buildings or complexes	\$500	\$600	\$3000
All other development	\$500	\$600	\$3000
All other uses	\$200	\$300	\$1000
Sign Permit:	\$50	\$150	\$500
Letter of Compliance:			\$50
Demolition Permit:			\$25
Recirculation Fee:			50% of the original application fee
Land Use Bylaw Amendments:			\$500
Other Statutory Plans and Amendments To:			\$500

Request to convene a special meeting of the Development Authority:	\$150
Appeal to the Subdivision and Development Appeal Board (portion of fee refundable upon successful appeal):	\$300

Additional fees will be required for building permits and inspections.

Whenever an application is received for a development or use not listed in this schedule, the amount of the fee shall be determined by the Designated Officer or the Development Authority and shall be consistent with those fees listed herein.

B. ADMINISTRATION

Service or Goods (provided by municipality) - Rates are subjected to GST only where applicable	Fee Applicable:
Photocopy of documents (per page)	\$0.40
Formal FOIP request	\$25.00 plus applicable charges as per FOIP Act/Regulations
NSF Cheque Charge	\$30.00
Tax Roll Certificate (per parcel)	\$45.00
Tax Notification Fee	\$25.00
Assessment Information Request	\$25.00
Assessment Review Board Complaints	- Residential \$50.00 - Non-Residential \$250.00
General Accounts Receivable	All accounts are due 30 days from invoice date. Any invoices due after 30 days will be charged 1.5% interest per month. Past due reminders will be sent out after 30 days. Accounts outstanding for more than 90 days will be subject to the legal processes available through legislation. The account holder will be responsible for all fees associated with the collection of the account.

Print copy of Land Use Bylaw	\$40.00
Print copy of Municipal Development Plan or Intermunicipal Development Plan	\$30.00
Cemetery Fees	
Fees for an Emergency Service Department(s) Responding to any Emergency Call Other than a Motor Vehicle Collision or any Incident on a Provincial Highway Right-of-Way	(applied through separate bylaw)
The Village reserves the right to implement charges required to cover the costs of services or materials supplied that are not specifically noted herein	
Urban Hen License	\$50.00

d) COVID Outbreak Update

For Information Only

Background:

The province is in the midst of 4 variation wave that has a larger impact on the rural areas than some of the previous waves.

The Village of Carmangay is a member of the Vulcan County Regional Emergency Partnership. The VCREMP take the lead in communications that are then repeated on each municipality's social media. At the peak earlier there were 55 active cases in Vulcan County. The number is now less than half.

Internally, the office has returned to the previous process of wearing masks and requesting visitors to do the same. Additionally, extra sanitizing has taken place. The Public Works area have a similar process as before.

Due to the previous waves and the experience gained, the operations of the Village of Carmangay have not suffered too much.

e) Clean Energy Improvement Program Update

For Information Only.

Background:

A Backgrounder has been provided under separate cover.

On August 20, 2021 Village of Carmangay Council through a motion allowed municipal time to be used for setting up and administrating as required the Clean Energy Improvement Program. The next step is to provide a draft bylaw for the Municipal Climate Action Committee to review. This bylaw will set the annual financial amounts that can be dedicated to the program. All funds are borrowed by the Village with no penalty to the debt limit and paid back under an agreement through the addition of annual tax amounts that are attached on title.

The next steps for implementation will occur in the spring of 2022.

A draft bylaw will look something similar to the one shown below.

**DRAFT BYLAW
A BYLAW OF THE VILLAGE OF CARMANGAY
IN THE PROVINCE OF ALBERTA
REGARDING A CLEAN ENERGY IMPROVEMENT PROGRAM IN THE
VILLAGE OF CARMANGAY**

WHEREAS Clean Energy Improvement Program is a financing program that facilitates the implementation of clean energy improvements to commercial and/or residential properties through the use of a local assessment mechanism to provide security for repayment of the loan.

WHEREAS a Property Assessed Clean Energy ("PACE") program has been developed by the Program Administrator to support municipalities in Alberta in financing clean energy improvements.

WHEREAS The council of a municipality must pass a clean energy improvement bylaw to establish a clean energy improvement program pursuant to Section 390.3 of the Municipal Government Act, R.S.A. 2000, c. M-26;

WHEREAS The Council of the Village of Carmangay has decided to enable financing for clean energy improvements for eligible properties in their municipality by using the existing CEIP program.

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

SHORT TITLE

1.1. This Bylaw shall be known as the "Clean Energy Improvement Program (CEIP) Bylaw".

DEFINITIONS

2.1. In this Bylaw, unless the context otherwise requires:

- a) **"Act"** means the Municipal Government Act, R.S.A. 2000, c. M-26 as amended, and any amendment or substitutions thereof.
- b) **"Chief Administrative Officer (CAO)"** means the person appointed to the position of the chief administrative officer for the Village of Carmangay, within the meaning of the Municipal Government Act.
- c) **"Council"** means the Mayor and Councillors of the Village of Carmangay duly elected pursuant to the provisions of the Local Authorities Election Act.
- d) **"eligible property"** means a property located within the Municipality that is designated as residential or commercial but does not include designated industrial property, or government-owned properties.
- e) **"good standing"** means all property taxes and municipal service bills are paid, no development compliance issues are unresolved, and any municipal grant/rebate money received are within the terms of the grant/rebate contract.
- f) **"Program Administrator"** means the Municipal Climate Change Action Centre, or provincially designated Program Administrator as defined in the Clean Energy Improvements Regulation.

GENERAL REQUIREMENTS

3.1. A property owner of an eligible property within the Municipality can apply to the Program Administrator to seek financing for a clean energy improvement to their property.

3.2. Participation in the Program is limited to eligible properties.

3.3. The CAO, or designate, of the Village of Carmangay is hereby authorized to impose a clean energy improvement charge, in respect of each clean energy improvement made to a property, where a municipality has entered into a Clean Energy Improvement Agreement with the owner(s) of that property.

3.4. The clean energy improvement charge will be levied against a property whose owner has entered into a Clean Energy Improvement Agreement with the Village of Carmangay, to raise revenue to pay the amount required to recover the costs of those clean energy improvements, including principal and interest.

3.5. The property owner(s) must meet the following criteria in order to be eligible to participate in the Clean Energy Improvement Program:

- a. be current on their taxation payment for the property, for a period of five (5) years, prior to the date of the application to the program;
- b. have never been in collections for a property in the Village of Carmangay;
- c. be in good standing with the Village. The Village reserves the right to deny the applicant if the applicant is not in good standing with the Village;
- d. not be in personal bankruptcy (or insolvency), the property must not be in foreclosure, and the property owner(s) will be required to provide a sworn statements confirming these;
- e. be current with the mortgage payment, and any other debts secured by the property.

3.6. For a clean energy improvement to be eligible, it must be an installation that is affixed to the eligible property which:

- a. will result in improved energy efficiency or the production of renewable (noncarbon based) energy, and

b. Involves:

- i. Interior and exterior lighting and lighting controls;
- ii. Heating, ventilation, air and cooling (HVAC) systems (i.e. high efficiency furnace);
- iii. Water heating;
- iv. Whole building/building envelope improvements (i.e. insulation);
- v. Renewable energy upgrades (i.e. solar photovoltaic system);
- vi. Other such clean energy improvements as are approved and agreed to in writing by the Municipality within the Agreement, and those improvements provided on the list of eligible upgrades available through the Program Administrator.

3.7. Whereby the amount authorized under section 353 (property tax) of the Act most recently, and imposed on the property, is greater than or equal to the annual payment calculated in accordance with the following formula:

$$A+B+C / D$$

Where:

- A = the capital cost of undertaking the clean energy improvement;
- B = the total cost of professional services needed for the clean energy improvement;
- C = the total of all incidental costs;
- D = the probable lifetime, calculated in years, of the improvement.

3.8. The Clean Energy Improvement Agreement will be as set out as under Section 390.4 of the Act.

3.9. The period over which the cost of each eligible clean energy improvement will be spread will be to a maximum, over the probable lifetime of the improvement (as warranted by the manufacturer or as calculated by the Program Administrator on a project specific basis), and where the repayment amount does not exceed the taxation amount for the property in question. For multiple upgrades on one property, a weighted average of the probably lifetimes of each upgrade would be utilized.

- 3.10. Property owner(s) may submit one application to the Program per year, per eligible property.
- 3.11. The property owner(s) can apply for the program by:
- a. submitting an application to the Program Administrator for the Clean Energy Improvement Program, including any required supporting documentation, and following all program requirements; and
 - b. paying the required application fee.
- 3.12. For the purpose of the Clean Energy Improvement Program, the sum of project amounts, as they are approved, will be borrowed by way of a line-of-credit by the Municipality.
- 3.13. The annual maximum amount to be allocated by the Municipality towards the Clean Energy Improvement Program is \$250,000.
- 3.14. The annual borrowed amount will have a maximum rate of interest of eight percent (8%), with the repayment term based on the weighted average of the lifespan of the improvement(s).
- 3.15. The principal and interest owing under the borrowing will be paid using the proceeds from clean energy improvement charge and payments made by the approved project recipients through to the Municipality on the annual improvement levy.
- 3.16. A clean energy improvement charge will be imposed on the property that is subject to a Clean Energy Improvement Agreement, at any time following the signing of the Clean Energy Improvement Agreement.
- 3.17. In the event that an owner wished to repay the Clean Energy Improvement Program financing early, the amount owing will be calculated at the time of the request, based on principle and interest remaining and the terms of the financing being used for the project(s).
- 3.18. Any project(s) that has (have) been approved under the Clean Energy Improvement Program must be completed within the time limit as set out under the agreement.

SEVERABILITY

4.1. 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.

This Bylaw will come into full force and effect upon receipt of three readings and Council approval of a Clean Energy Improvement Program.

READ A FIRST TIME this day of ,2021.

READ A SECOND TIME this day of , 2021.

READ A THIRD TIME AND PASSED this day of , 2021.

f) Hutterian Brethren of Summerland Tribunal

For discussion Only.

At the last meeting of Council there was discussion about legal fees that have been incurred by interested parties countering the appeal of the Hutterian Brethren of Summerland. Under separate cover is a copy of the latest legal bill

Council may choose to make a motion to direct the CAO to budget for funding a portion of the legal fee.

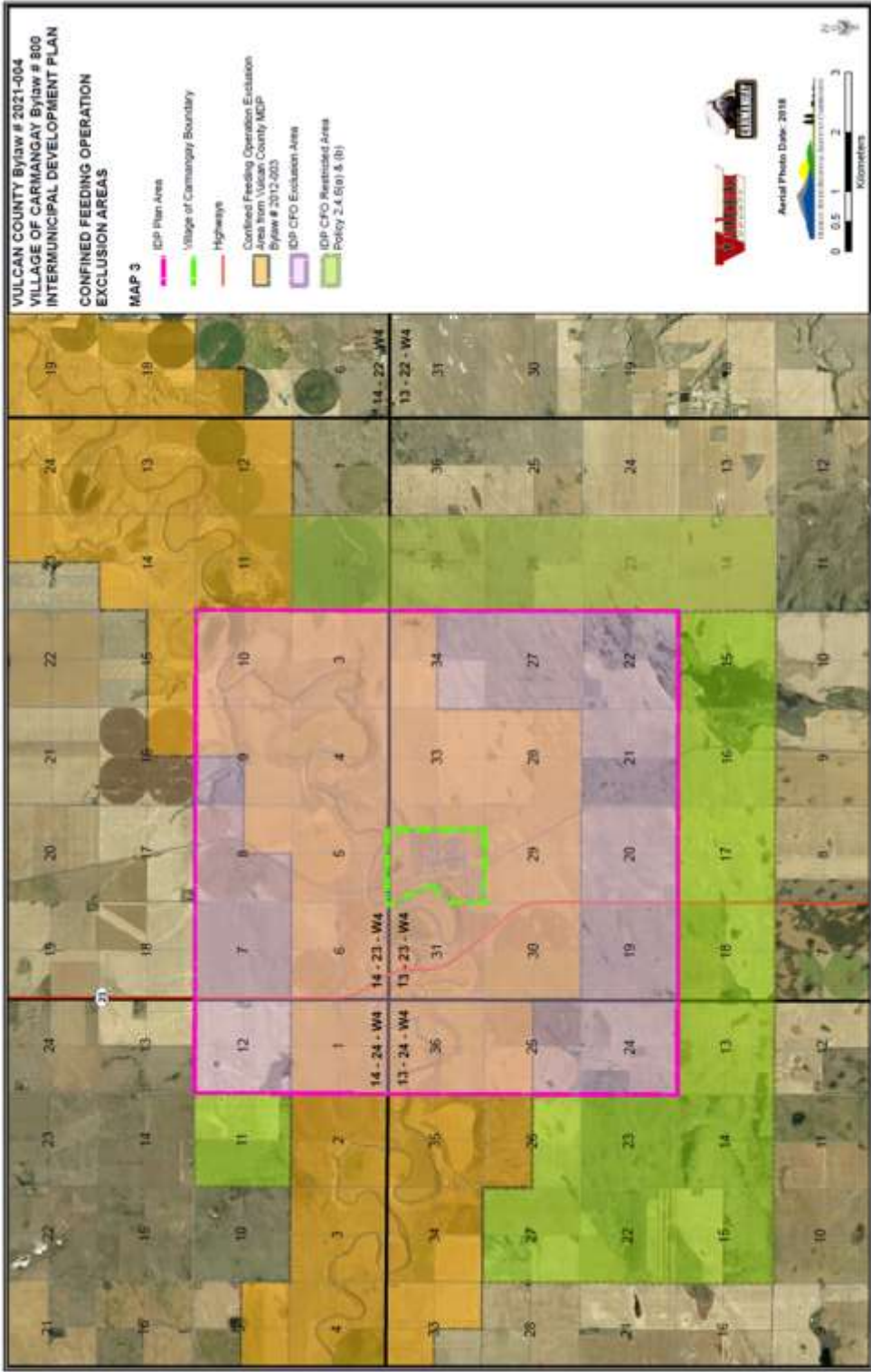
g) Intermunicipal Development Plan Update

For Information Only

The Intermunicipal Development Plan was passed by the Village of Carmangay on May 18, 2021 with the expectation that Vulcan County had completed and passed their IDP as well. Unfortunately, Vulcan County proposed a different version of the map that defined the exclusion area around Carmangay for Confined Feeding Operations.

A series of meetings and proposals have been held since that time and there is now agreement on a map that will be used in the IDP. As the Village of Carmangay has already passed their IDP bylaw, administration is waiting for an updated copy of the IDP with a bylaw resolution to change it.

Below is what the final map is intended to be. ORRSC will provide the updated map with the updated IDP bylaw.



h) MPE Water Infrastructure Engineering Update

For Information Only

The Village was successful in its application with the Village of Champion for an Alberta Community Partnership agreement that would provide \$82,000 of engineering work to be split between the 2 Villages. The engineering work will be focused on each municipalities water systems.

MPE has completed most of their work and are finalizing the water flow modelling that will be used moving forward to track the impact of future work. They will be ready and available for the next meeting of Council.

Based on their recommendations, the 2022 Capital Budget can be created for Councils consideration making use of the recommendations.

i) McFarland Trail Master Plan

For Discussion

Background:

The McFarland Trail Draft Master Plan has been provided under separate cover.

To date, the Carmangay Rec Board has provided \$7,500 for work on the trail that has been used to paint all of the information posts as well as the bridge. Additionally, the road at the north end of the trail system has been upgraded with approximately 6 days of staff time and equipment.

The budget to continue will exceed the \$7,500 grant. An option that Council may consider is utilizing the funds that Vulcan County is providing in gravel, manpower and equipment use and order enough gravel to finish the north end of the road.

j) Old MLA Building Demolition Update

For Information

The old MLA Building sustained enough fire damage that it will need to be demolished. The Village of Carmangay will be paid \$9,800 to do the demolition. Everything is in place to progress with the demolition except for Atco which needs to cap their line.

It is hoped that the ATCO work will be completed in the next few weeks.

k) New Building Site Plan

Suggested Motion:

Motion to confirm the size, position and layout of the new building and direct the CAO to progress with the building drawings.

Background:

The demolition and the insurance of the old MLA building will be completed soon. The Village received 2 quotes for the rebuild of the old building. The lowest bid ended up at \$207,000 which will be the available funds to build a 1 story slab on grade building in the same location. Below are provided images that will be useful for Council consideration of the site plan and possible layout of the new building.

The cost for construction drawings for the new building will be \$2,500. Administration will confirm that they cost for the drawings will be covered from the \$207,000 budget.

It is intended that the Village office and ATB will be moved to the back unit of the new building and be accessible by the courtyard area between the 2 buildings. This would provide 3 Village owned units that would be approximately 650 to 700 square feet and available for rental.

There is flexibility in the design and it is intended to be open. The request is to further the design work and make it available for the successful bidder.



