

Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Library
September 18, 2018
6:00 p.m.

1. Call to Order
2. Guests: Peter Casurella : Southgrow Initiative
Scase and Company
3. Approval of Agenda for September 18, 2018 - Regular Council meeting
4. Approval of minutes of Regular Council Meeting – August 21st 2018
Approval of minutes of Special Meeting of Council – August 31st 2018
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
 - a) Procedure Bylaw
 - b) Community Standards Public Hearing Table
 - c) Revised Fire Bylaw Request
 - d) Water Study Request
 - e) Road Grading Request
 - f) Pot Hole Repairs
 - g) Sidewalk Repairs Request
 - h) Director of Emergency Management Request
 - l) Emergency Management Bylaw Request
 - j) Wastewater Lift Station Update
12. Reports
 - a) ORRSC
 - b) Marquis Foundation
 - c) Vulcan District Solid Waste
 - d) Carmangay & District Library Board
 - e) Subdivision & Appeal Board
 - f) FCSS
 - g) Hall Board
 - h) SouthGrow

- i) Twin Valley Regional Water Services Commission
- j) Mayors and Reeves of Southern Alberta
- k) Historical Society
- l) Chinook Arch
- m) TeePee Ring Committee

13. Executive Session

14. Adjournment.

New Business

Item A Procedure Bylaw

At the last Regular Council meeting the first reading of Bylaw 784 Procedural Bylaw was passed and Council had some amendments that were incorporated. It was the intention of staff to bring 2nd and 3rd readings to this Council meeting but staff would like further time to review existing policies and bylaws and bring it to the October regular meeting.

Item B Community Standards Public Hearing Table

At the August 21, 2018 Regular Meeting of Council the first reading of Bylaw 784 Community Standards Bylaw was passed. A public hearing was set for this Council meeting. The Village of Champion is progressing through the same type of bylaw and the feedback will be useful to inform this bylaw.

Staff would like the extra time to review the input from the adjacent Village as well as make the draft bylaw available for public input. Staff will advertise the public hearing for the next Council meeting on October 16, 2018 at 6:00pm.

MOTION to table the public hearing for Bylaw 784 Community Standards Bylaw for October 16, 2018 at 6:00pm.

Item C Revised Fire Bylaw Request

Staff would like to make a minor revision to the existing Bylaw 767 to Regulate Open burning. Staff would like to amend section 3 F to add the ability to provide a burn permit to both the Fire Chief and Chief Administrative Officer. It is the intention of the CAO to not use this unless communication has occurred between the regional or local fire chiefs first.

September 18, 2018

This is to provide written consent by the CAO that this revised bylaw has been created in compliance with section 63, article 3 of the Municipal Government Act.

Patrick Bergen
Chief Administrative Officer
Village of Carmangay

Village of Carmangay
Bylaw No. 767

A BYLAW OF THE VILLAGE OF CARMANGAY, IN THE PROVINCE OF ALBERTA,
REVISED BYLAW #767 TO REGULATE OPEN BURNING
REVISED SEPTEMBER 18, 2018

WHEREAS, Section 7 of the Municipal Government Act, Chapter M-26.1, 1994, and amendments, allows Council to pass bylaws,

AND WHEREAS, the Village of Carmangay, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. This Bylaw #767 may be cited as the Regulation of Open Burning of the Village of Carmangay.
2. No person in the Village of Carmangay shall burn any material or thing in an open area
3. Notwithstanding Section 2, it shall not be an offence under this Section to conduct:
 - A) The barbecuing of food in locations permitted pursuant to the provisions of the Alberta Fire Code, 1992, and Regulations;
 - B) The cooking of food in fire pits, provided the fuel is limited to small amounts of dry wood or natural gas;
 - C) Burning of fire places in or attached to dwellings;
 - D) Burning of contained campground and picnic fireplaces and stoves in parks in the Village of Carmangay;
 - E) Burning in an incinerator for which a Permit to Construct and a License to Operate pursuant to the provisions of the Environmental Protection and Enhancement Act and Regulations has been issued.
 - F) Burning for which a permit has been obtained from the Fire Chief or the Chief Administrative Officer.
4. A person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding FIVE HUNDRED (\$500.00) DOLLARS or in default of payment to imprisonment for a period not exceeding THIRTY (30) DAYS.
5. This Bylaw #767 shall take effect on the date of the third and final reading.

Read a first time on this _____ day of _____, 2018.

Read a second time on this _____ day of _____, 2018.

Read a third time and passed on this _____ day of _____, 2018.

Municipality of the Village of Carmangay

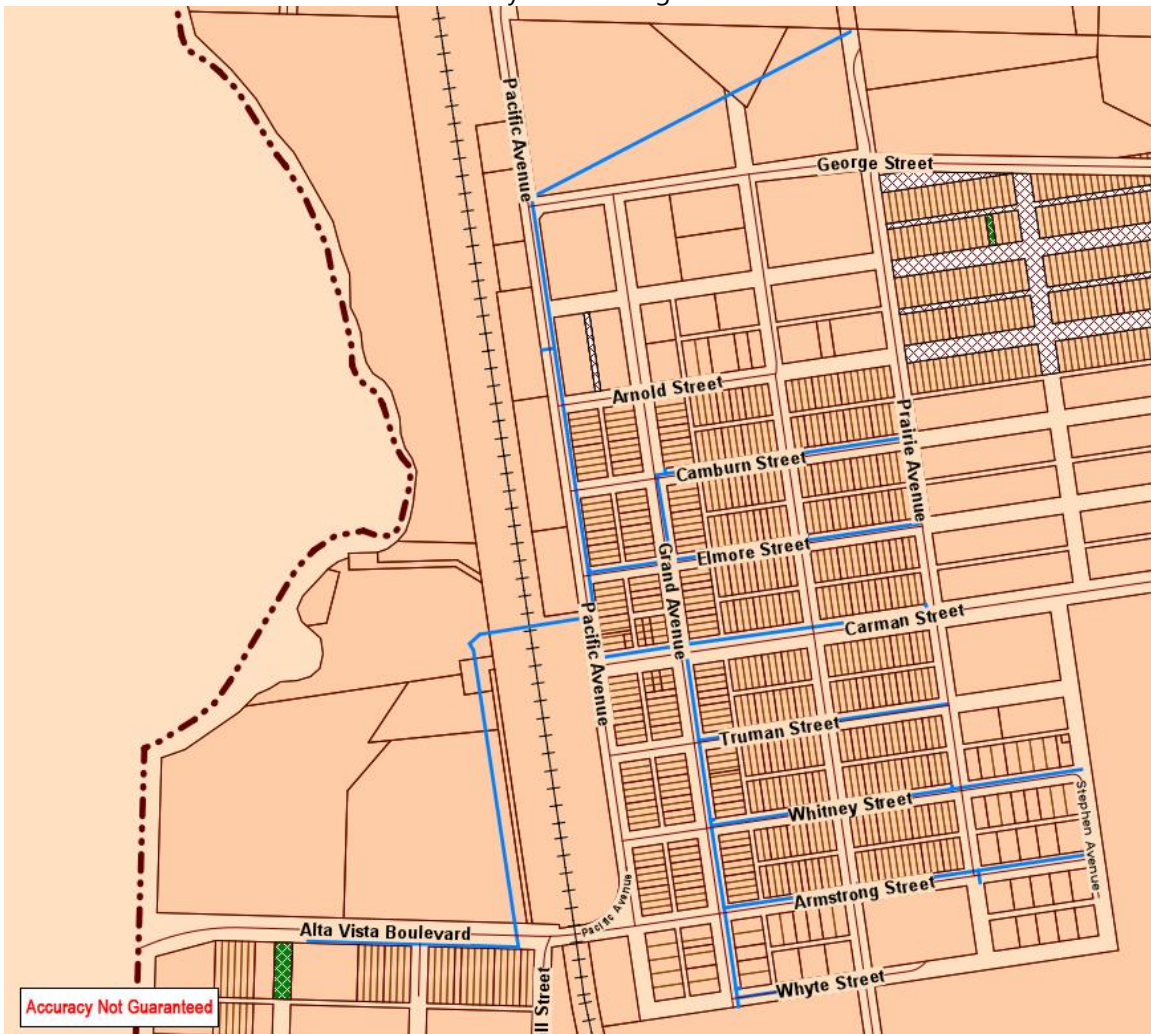
Mayor Stacey Hovde

Chief Administrative Officer
Patrick Bergen

Item D Water Study Request

Staff are aware that the current water pressure issue a priority for this Council and the citizens of Carmangay. Some work has been completed to understand the current infrastructure. This has included;

- Reviewing all available documentation. We have found that there is great financial asset listings which includes dates of implementation for roads. The maps do not cover many of the eras and sections that we are interested in,
- All of the know water main shut off valves were exercised to understand what the pipe diameters are,
- The ORRSC GIS system below was used to understand where the pipes and shutoffs are. We have found this to be very inaccurate,
- We have contacted the provider of the 2 pumps that are in the water distribution plant to try to understand what the system was originally designed for.
- We have reviewed the recent fire hydrant testing results.



The information that we have learned to date indicates the following;

- The fire hydrants are producing according to the study approximately 160 gallons per minute fairly consistently across the system. This compares with the Village of Champion that produces 600 gallons per minute.
- The 2 pumps that currently are in the water distribution plant we can estimate will only produce approximately 305 gallons per minute. When we tested the pumps by opening a

fire hydrant the maximum volume was approximately 185 gallons per minute leaving the water plant. This indicates that the pump management system may not be working correctly.

- There are spaces for 2 additional pumps in the water distribution plant.
- The pump management system (VFD and PLC) appears to be outdated and not working correctly on the 2 current pumps and is likely not going to work if 2 pumps are added.
- The line that goes from the water plant across the tracks and feeds the main part of the Village has virtually no documentation. The last known documentation was that this line was made of wood. At this stage we can only speculate as to what has been done since and it is very risky to expose the pipe to verify.
- We cannot find the main shutoff that would stop the water flow to the main part of the Village. Operationally this would be a big concern for future maintenance.
- The line that goes south and out to Alta Vista appears to be a 4 inch line which is likely too small to expand further.

With this information it would be prudent to complete the analysis of the water system to create a go forward plan and budget. This will require an engineering analysis, consultation with the pump manufacturers, required hydrovac time to expose pipes and fittings as required and further consulting time to gather the remaining information. We hope to complete this and have a plan and budget brought back to Council at least by the next Council meeting if not sooner.

MOTION to provide from the existing MSI Capital Grant a sum to not exceed \$25,000 to complete the research required to build a plan and budget to define and increase the water volume in the Village of Carmangay.

Item E Road Grading Request

Vulcan County has agreed to grade all of our gravel roads at a rate of 5 hours x \$150 per hour for a total of \$750. The county will try it for the first time and then may adjust the hours moving forward. Our operational budget can support the cost moving forward and the recommendation is to get the grading done twice per year. Once Council approves this process the grading can be done within the next 1 to 2 weeks.

MOTION to engage Vulcan County to grade the roads twice per year at the rate of \$150 per hour.

Item F Pot Hole Repairs

The Village of Champion has completed a large amount of road repairs this past summer and has some fine cold pack material available. This material will cost approximately \$500 and will be enough to fill most of the pot holes currently in the village. John has indicated that he can do the work in the next 1 to 2 weeks.

This is covered under our operational budget and is just for information.

Item G Sidewalk Repairs Request

All of the sidewalks in the Village were reviewed to understand what work could be completed to remediate the broken sections and trip hazards. The yellow lines indicate areas where the sidewalk can be replaced while the red lines are areas that have more complex issues. The areas with red lines have tree roots that are causing heaving of the sidewalks. A plan for whether to remove and / or remove and replace the trees needs to be created with the homeowners affected. Tree removal can be very expensive.

Staff would like to start with the sidewalks that are just a simple replacement. It is estimated that this will cost up to \$12,000 to complete the initial phase. The remaining work can be as high as \$60,000 depending on whether the approximately 20 trees are removed.

MOTION to direct staff to spend funds from an MSI Capital Grant not to exceed \$12,000 to remediate the sidewalks that do not require tree removal.



Item H Director of Emergency Management Request

There has been a change of CAO in the Village of Carmangay. There is a requirement to have a Director of Emergency Management in the Village.

MOTION to appoint Patrick Bergen to be the Director of Emergency Management for the Village of Champion.

Item I Emergency Management Bylaw Request

Staff is about to complete a full rewrite of the Emergency Management Plan. Once this is complete a table top exercise will be done to build a capacity within the community. As part of this process the Emergency Management Bylaw was rewritten (below).

Part of the process will be to form an Emergency Management Committee with 2 members of Council to be appointed. We will initiate that process in a future Council meeting.

MOTION to pass first reading of Bylaw 786 Municipal Emergency Management Bylaw.

MOTION to pass second reading of Bylaw 786 Municipal Emergency Management Bylaw.

MOTION to move to third reading of Bylaw 786 Municipal Emergency Management Bylaw.

MOTION to pass third reading of Bylaw 786 Municipal Emergency Management Bylaw.

Village of Carmangay

Carmangay – Alberta

Bylaw #786

BEING a Bylaw of the Village of Carmangay in the Province of Alberta to provide for the health, safety, and welfare of people or to limit damage to property in the event of a local emergency.

WHEREAS the Council of the Village of Carmangay, Alberta is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000 (*Current as of December 11, 2013*), to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and notwithstanding the **Alberta Disaster Recovery Regulation, Alberta Government Emergency Management Regulation and Alberta Municipal Government Act** and;

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

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

1. This By-law may be cited as the “**Municipal Emergency Management By-law**”.
2. In this By-law,
 - (a) "Act" means the Emergency Management Act, Revised Statutes of Alberta 2000;
 - (b) "Council" means the Council of the Village of Carmangay;
 - (c) "disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
 - (d) "Emergency Advisory Committee" means the committee established under this By-law;

- (e) "emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
 - (f) "Minister" means the Minister charged with administration of the Act;
 - (g) "Municipal Emergency Management Agency" means the agency established under this By-law; and
 - (h) "Municipal Emergency Plan" means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster.
3. There is hereby established an Emergency Advisory Committee to advise Council on the development of emergency plans and programs.
 4. There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 12 of this By-law.
 5. Council shall
 - (a) by resolution, appoint the Mayor and Deputy Mayor to serve on the Emergency Advisory Committee;
 - (b) provide for the payment of expenses of the members of the Emergency Advisory Committee;
 - (c) **by resolution**, on the recommendation of the Emergency Advisory Committee, appoint the Chief Administrative Officer as the Director of Emergency Management.
 - (d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in Village of Carmangay;
 - (e) **approve** the Village of Carmangay's emergency plans and programs; and
 - (f) review the status of the Municipal Emergency Management Program and related plans and programs **at least once each year**.
 6. Council may
 - (a) by By-law borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and
 - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid agreements and/or regional plans and programs.

- (c) on the recommendation of the Emergency Advisory Committee, appoint one or more “Deputy Director(s) of Emergency Management” who shall do those things required of the Director of Emergency Management in that person’s absence;
7. The Emergency Advisory Committee shall
- (a) review the Municipal Emergency Management Program and related plans on a regular basis; **and**
 - (b) advise Council, duly assembled, on the status of the Municipal Emergency Management Program and related plans and **at least once each year**.
8. The Municipal Emergency Management Agency shall be comprised of one or more of the following:
- (a) the Director of Emergency Management;
 - (b) the Vulcan Detachment Royal Canadian Mounted Police NCO I/C or designate;
 - (c) the Village of Carmangay Fire Chief or Deputy-Fire Chief;
 - (d) the Village of Carmangay Public Information Officer or designate;
 - (e) the Village of Carmangay Reception Centre Coordinator or designate;
 - (f) the Public Works Operator or Lead;
 - (g) the Alberta Health Services Public Health Officer or designate;
 - (h) the Carmangay School Board Principal or Palliser Regional School Board designate;
 - (i) the Vulcan Family and Community Support Services Director or designate;
 - (j) the Village of Carmangay Director of Emergency Management or designate;
 - (k) the Town of Vulcan Director of Emergency Management or designate;
 - (l) The Vulcan County Director of Emergency Management or designate;
 - (m) The Province of Alberta Emergency Management Agency Field Officer or designate;
 - (n) Anyone else who might serve a useful purpose in the implementation of the Municipal Emergency Plan.
9. The Director of the Emergency Management Agency shall
- (a) prepare and co-ordinate the Municipal Emergency Management Program and related plans for the Village of Carmangay;
 - (b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the Municipal Emergency Management Agency; **and**
 - (c) authorize and co-ordinate all emergency services and other resources required during an emergency; **or**
 - (d) delegate duties and tasks as necessary to ensure conformance with paragraphs (a), (b), and (c).

10. The power to declare or renew a state of local emergency, the powers specified in Section 12 of this By-law, and the requirement specified in Section 15 of this By-law, are hereby delegated to the Mayor, in his or her absence the Deputy Mayor, and in his or her absence to a committee comprised of **any two members of Council**. The Mayor or Deputy Mayor or this committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
11. When a state of local emergency is declared, the person(s) making the declaration shall
 - (a) ensure that the declaration identifies the nature of the emergency and the area of the Village in which it exists;
 - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - (c) forward a copy of the declaration to the Minister of Municipal Affairs forthwith.
12. Subject to **Section 15**, when a state of local emergency is declared, the local authority making the declaration may do all acts and take all necessary proceedings including the following;
 - (a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
 - (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - (c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
 - (d) control or prohibit travel to or from any area of the Village;
 - (e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Village;
 - (f) cause the evacuation of persons and the removal of livestock and personal property from any area of the Village that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the

scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;

- (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Village for the duration of the state of emergency;
 - (j) authorize the conscription of persons needed to meet an emergency; and
 - (k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.
13. When a state of local emergency is declared,
- (a) neither Council nor any member of Council, and
 - (b) no person appointed by Council to carry out measures relating to emergencies or disasters are liable for anything done or omitted to **be done in good faith** while carrying out a power or duty under this By-law, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.
14. When, in the opinion of the local authority declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, the local authority shall, by resolution, terminate the declaration.
15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
- (a) a resolution is passed under Section 15;
 - (b) a period of **seven days has lapsed** since it was declared, unless it is renewed by resolution;
 - (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - (d) the Minister in charge of the Act, cancels the state of local emergency.
16. When a declaration of a state of local emergency has been terminated, the local authority who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

1. GENERAL

- 1.1 This Bylaw shall come into effect upon third and final reading thereof.

1.2 Any previous Municipal Emergency Management Bylaws and amendments thereto are hereby **rescinded Village of Carmangay Bylaw 708**.

Read First Reading this 18 day of September , 2018.

Stacey Hovde, Mayor

Patrick Bergen, Chief Administrative Officer

Read Second Reading this _____ day of _____, 2018.

Stacey Hovde, Mayor

Patrick Bergen, Chief Administrative Officer

Read Third Reading and Finally Passed this _____ day of _____, 2018.

Stacey Hovde, Mayor

Patrick Bergen, Chief Administrative Officer

Item J Wastewater Lift Station Update

The wastewater lift station was recently upgraded including new pumps, valves and gauges for a cost of less than \$70,000. This was substantially less than the initial quote we received for in excess of \$100,000. The new valves also allow for easy maintenance and replacement of the equipment. The original equipment was as old as from 1972. The pumps now run less than half the time per day as they did prior to the work. Staff will be bringing forth options for a backup generator to replace the old gas engine backup as well as an auto dialer so that public works is notified if there is an issue.

