

**Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Library
February 19, 2019
6:30 p.m.**

1. Call to Order
2. Guests:
Barry McFarland – Land Discussion
Sheila Smidt, Carmangay Advocacy Group – Group Purpose
3. Approval of Agenda for February 19, 2019 Regular Council Meeting
4. Approval of minutes of Regular Council Meeting – January 22, 2019
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
 - A) Four Way Stop Sign at corner of Grand and Armstrong
 - B) Stray Cats Discussion
 - C) 2019 Final Operational Budget Discussion
 - D) Action List Update
12. Reports
 - a) ORRSC
 - b) Marquis Foundation
 - c) Vulcan District Solid Waste
 - d) Carmangay & District Library Board
 - e) FCSS
 - f) Hall Board
 - g) SouthGrow
 - h) Twin Valley Regional Water Services Commission
 - i) Mayors and Reeves of Southern Alberta
 - j) Historical Society

- k) Chinook Arch
- l) TeePee Ring Committee

13. Executive Session
Property Purchase FOIP Section Part 1 Division 2 (16)

14. Adjournment.

Guests:

February 13, 2019

Village of Carmangay Municipal Office

P.O.Box 130

Carmangay, AB

TOLONO

Attention: CAO Patrick Bergen

Re: Request to present at Council meeting February 19, 2019

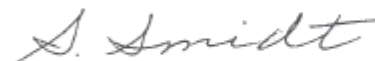
Dear Patrick:

I would like to discuss with Council the Purpose of the Carmangay Advocacy Group, what we would like to achieve and the process to achieve those goals.

Looking forward to a positive response. Thank you for your consideration.

Regards,

Sheila Smidt



Box 212

Carmangay, AB TOLONO

sheilainthevillage@gmail.com

Encl: Advocacy Mission Statement

We fear that we are losing Democratic process in our Village.

We are organizing an Advocacy group where residents can discuss their concerns, opinions and their ideas for solutions. To encourage Council to be responsible and to help them focus on what is best for the Village. Someone to whom you can give your opinions and suggestions even if they are not in agreement with others. Where you are allowed to speak without the fear of being asked to leave.

Purpose of the group:

- To research, advise and create awareness about the Village issues and the options.
- To encourage Council transparency.

What we would like to achieve:

- More citizen participation through communication and sharing of information.
- Council and Administration Village fiscal responsibility.
- For Council to consider what is best for the Village

What process we will go about to achieve our goals:

- Investigation of facts and options according to the MGA.
- Letters, presentations, meetings and encourage dialogue of tough issues with lots of follow up.

Communication is welcome at carmangayadvocacygroup@gmail.com

Regards,

Carmangay Advocacy Group

**Regular Meeting of Council for the
Village of Carmangay,**

**January 22, 2019
at the Carmangay Library
DRAFT**

CALL TO ORDER Meeting was called to order by Mayor Stacey Hovde at 7:00 p.m.

GUESTS None.

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

APPROVAL OF THE AGENDA

Motion made by Deputy Mayor Joanne Juce to approve the agenda as amended with the addition of In Camera Item for Legal.

Carried.

MINUTES

Motion made by Councilor Peggy Hovde to approve the minutes of the Regular Meeting of Council held December 22, 2019.

Carried.

OLD BUSINESS

None

PUBLIC WORKS REPORT

The following Public Works Reports was presented:

Aside from the normal Public Works duties, the following have been accomplished:

- McGills is working on the initial flushing of all of the sanitary lines. This work is part of the infrastructure projects and precedes the camera scoping.

- Assistance was provided to the engineer and Blake, our project manager reviewing the water distribution plant and wastewater lift station.
- A new roll up door was put in at the public works shop. The previous door needed to be fixed at a fairly large cost every 1 to 2 years and was a concern for security.
- Participated in the January 14, 2019 Emergency Operations Centre table top exercise.

ADMINISTRATOR REPORT

The following CAO report was presented:

Patrick has been focused on:

- Set up and participated in the January 14, 2019 Emergency Operations Centre tabletop exercise.
- Has been working through the new accounting and meter reading software set up. The accounting software has been installed and all new computers are in place. Heather and Patrick will be working with the vendor to go through all the set up stages over the next 3 weeks. Both the old and new systems will be used until we are comfortable that the set up has been successful.
- Has been working with Blake to build a timeline of projects for the next 2 years.
- Assisted Teresa, the chair of the Carmangay Hall Board, to prepare for their recent meeting and progress with the grant writer moving forward.

CORRESPONDENCE

Received correspondence from Minister of Alberta Municipal Affairs as detailed in the agenda.

FINANCIAL REPORTS

CAO Patrick Bergen provided the following financial update.

MONTHLY STATEMENT		
Period Ending - December 2018		
Function	Revenue	Expense
Interest: Income & Expense	\$51.67	
Taxes	\$5,975.08	
General Administrative		\$7,257.61
Agency Account	\$2,087.95	
Council-meetings/mileage		\$910.80
Council membership		\$196.68
Natural Gas Rebate	\$933.18	
Fortis Franchise Fee	\$752.27	
Police/AB Gov fines		
County School Requisition		\$12,846.47
Bylaw Enforce./Dog licence	\$25.00	\$23.50
Shop/Public Works		\$2,100.38
Roads and Street		\$1,374.86
Water/Sewer/Garbage	\$6,482.17	\$8,154.75
TVRW Admin. Requisition		\$8,398.40
TVRW debenture payment		\$1,610.86
Dr Retention		
Benchmark Assessment		
Insurance		
Marquis		
Scase/Civic Solutions		\$5,923.33
P.O. Rent	\$219.00	
Solid Waste Requisition		
ORRSC		
Ambulance Requisition		
FCSS		
Fire Services Requisition		
Carmangay Library Requisition		
Chinook Arch Requisition		
Axia Supernet rent		
Bank charges		\$85.59
GST Recoverable	\$4,254.64	
Mowing		
Parks		
Cemetary		
MPC		
Total Revenue & Expenses	\$20,780.96	\$48,883.23
	-\$28,102.27	
Cash in Bank -	\$44,392.60	
Outstanding Cheques		
Rec. Board Account	\$402.06	
GIC Investment	\$324,236.21	
Total Taxes Outstanding	\$30,726.93	
Taxes 2018/2017	\$23,078.91	
Tax Outstanding Prior to 2016	\$7,648.02	

Motion made by Deputy Mayor JoAnne Juce to accept the financial report as presented.

Carried.

NEW BUSINESS

- a) Council reviewed the letter from the Minister of Alberta Municipal Affairs.
- b) Council initiated a Grant Discussion as lead by CAO Patrick Bergen.
- c) Council discussed the Emergency Tabletop Exercise.
- d) Council discussed Project Updates.

REPORTS

a) ORRSC

No meeting.

b) MARQUIS

No meeting.

c) VULCAN DISTRICT SOLID WASTE

No meeting.

d) CARMANGAY AND DISTRICT LIBRARY BOARD

No meeting.

e) FCSS

No meeting.

f) HALL BOARD

All of council attended. The Executive will meet with Liza Dawber to discuss grants and funding for the Community Center.

g) SOUTHGROW

No meeting.

h) TWIN VALLEY REGIONAL WATER COMMISSION

Mayor Stacey Hovde attended and passed the proposed budget, which indicated a surplus.

i) MAYORS AND REEVES OF SOUTHWEST ALBERTA

Mayor Stacey Hovde attended a Mayors and Reeves of Southwest Alberta meeting where a presentation on the Peaks to Prairies charging station presentation occurred. Community generation grant is now at albertsouthwest.com.

j) HISTORICAL SOCIETY

No meeting.

k) CHINOOK ARCH

No meeting.

l) TEEPEE RING COMMITTEE

Deputy Mayor JoAnne Juce met with a Blackfoot Elder and provincial representatives to follow the provincial process to seek a respectful interpretation of the Tipi rings and find additional uses for the entire site.

EXECUTIVE SESSION

Moved by Councillor Peggy Hovde to go in camera at 7:30 p.m.

Carried.

Moved by Councillor Peggy Hovde to move out of camera at 9:15 p.m.

Carried.

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 9:15 p.m.

Next Regular Council meeting – February 19, 2019 at 6:30 p.m. at the Carmangay Library

Mayor Stacey Hovde

Chief Administrative Officer
Patrick Bergen

Agenda Item 7

Public Works Report

In addition to his regular duties John has been focused on:

- Snow clearing
- Maintenance of Village owned vehicles
- Assisting with the preliminary work for the water infrastructure projects

Agenda Item 8

Administrative Report

Patrick has been focused on:

- Heather and Patrick have had 7 webinar session to roll out the new accounting system. The work to date has been very productive as the payroll has already been used and the accounts payable and utilities will be utilized this week. The taxation is mostly in place and we will be able to issue the assessment letters from the new system over the coming next few weeks. The new system is much easier to understand and use and will definitely provide efficiencies and better reporting.
- Attended the Community Emergency Management Program training. CEMP is the online tool for the Village to update their Risk Management plan and Self Assessment as is required.
- Completed the Director of Emergency Management training. The DEM is required to complete Incident Command System levels 100, 200 and 300 in addition to the DEM course. This is a requirement of new provincial legislation. Council will also need training which should be offered in the coming months.
- Had an online meeting with the Townfolio representative about put statistics on the Village website. We hope to review the website as a whole in the coming months.
- Met with representatives regarding the potential for a charging station in Carmangay. There was great concern about the lack of amenities or effectively things to do while a person is in the Village to charge their vehicle. ATCO would provide the equipment and it would be pay per use by the minute all handled by ATCO. The Village should hear back in the next few weeks about whether they will receive the charging station.
- Met with a resident who was impacted by the flushing of the sewer lines.
- Prepared go forward steps and met with the executive of the Carmangay Hall Board.

- Had a meeting regarding improving the Village Council and Administration online presence and some options.
- As a recent update the Village of Carmangay received an Alberta Emergency Management Association Grant in the amount of \$1,155 for a tabletop exercise and citizen engagement session for emergency preparedness.

Agenda Item 9

Correspondence

The Carmangay Horticultural Association provided a letter to Council on December 10, 2019. There were a number of email communications between the chairperson of the Carmangay Horticultural Association and the CAO about the letter and go forward plans. The Association subsequently asked for a formal letter reply via email from the chairperson which will be sent along this week.

Agenda Item 10

Financial Report

The office is currently transitioning to a new accounting program and should have updated reporting available for the next meeting of Council.

MONTHLY STATEMENT		
Period Ending - January 2019		
Function	Revenue	Expense
Interest: Income & Expense	\$51.75	
Taxes	\$7,920.04	
General Administrative	\$73.00	\$10,022.73
Agency Account	\$1,784.81	
Council-meetings/mileage		\$457.03
Council membership		\$1,044.88
Natural Gas Rebate	\$1,004.86	
Fortis Franchise Fee	\$771.68	
Police/AB Gov fines	\$80.00	
County School Requisition		
Bylaw Enforce./Dog licence	\$200.00	\$47.00
Shop/Public Works		\$10,874.12
Roads and Street		\$3,073.94
Water/Sewer/Garbage	\$31,316.53	\$8,844.31
TVRW Admin. Requisition		
TVRW debenture payment		
Dr Retention		
Benchmark Assessment		\$1,575.00
Insurance		\$171.44
Marquis		
Scase Audit		
P.O. Rent	\$223.00	
Solid Waste Requisition		
ORRSC		
Ambulance Requisition		
FCSS		\$687.00
Fire Services Requisition		
Carmangay Library Requisition		
Chinook Arch Requisition		\$1,001.25
Axia Supernet rent		
Bank charges		\$67.13
GST Recoverable	\$1,335.09	
Mowing		
Parks		
Cemetary		
MPC		
Total Revenue & Expenses	\$44,760.76	\$28,840.83
	\$15,919.93	
Cash in Bank -	\$56,910.64	
Outstanding Cheques	\$3,065.00	
Rec. Board Account	\$402.06	
GIC Investment	\$356,761.55	
Total Taxes Outstanding	\$29,625.36	
Taxes 2017/18	\$21,977.34	
Tax Outstanding Prior to 2016	\$7,648.02	

Agenda Item 11

New Business

A) Four Way Stop Sign at corner of Grand and Armstrong



Council may choose the below motion or no action.

Suggested Motion

Motion to put a stop sign on each of the four corners of the intersection of Grand Avenue and Armstrong.

B) Stray Cats Discussion

The Village of Carmangay through Bylaw #783 does mention wild animals in the preamble but does not describe a process to control the animals.

By virtue of the authority conferred upon Council by Section 7 (h) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, to regulate the keeping of by any person of wild or domestic animals or poultry within the limits of the municipality;

And whereas the Council deem it expedient and proper to control wild or domestic animals and poultry within the Village limits;

There is therefore no defined process to deal with stray cats within the Village limits.

C) 2019 Final Operational Budget Discussion

The Village has received the final assessments from our assessor to be able to complete the Final 2019 Operating Budget. As occurs each year there have been some properties that have seen an increase in assessed value, some that have seen a decrease and some that stay the same.

The goal of this Council is to have taxes either stay the same or be reduced. Based on this discussion, administration will bring a 2019 Final Operational Budget to the next Council meeting to be considered.

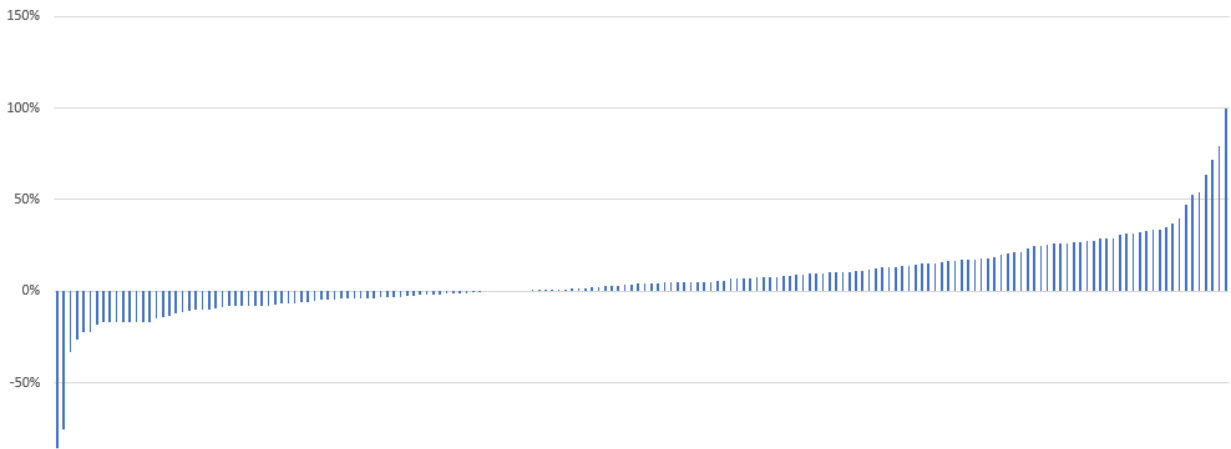
The 2019 Interim Operating Budget is as follows:

Amounts do not include amortization expenses					
	2015	2016	2017	2018 Projected	2019 Budget
Taxes not including ASFF, Marquis	\$ 221,091	\$ 230,692	\$ 240,601	\$ 235,945	\$ 235,000
General Administration	\$ 118,367	\$ 143,656	\$ 126,207	\$ 144,253	\$ 100,128
Bylaws Enforcement	\$ 1,250	\$ 875	\$ 898	\$ 776	\$ 700
Common and Equipment Pool	\$ 359	\$ 2,450	\$ 114	\$ 6,264	\$ 6,400
Roads, Streets, Walks, Lighting	\$ 52,624	\$ 195,895	\$ -		
Water Supply and Distribution	\$ 123,501	\$ 440,309	\$ 101,064	\$ 108,063	\$ 110,300
Wastewater Treatment and Disposal	\$ 29,214	\$ 239,521	\$ 23,504	\$ 25,905	\$ 28,000
Waste Management	\$ 26,174	\$ 26,132	\$ 49,017	\$ 51,472	\$ 53,000
Cemeteries and Crematoriums	\$ 150	\$ 650	\$ 1,950		
Development	\$ 650	\$ 100	\$ -	\$ 925	\$ 1,000
Parks and Recreation	\$ 19,311	\$ 6,825	\$ 7,665	\$ 3,625	\$ -
Total Revenue	\$ 592,691	\$ 1,287,105	\$ 551,020	\$ 577,227	\$ 534,528
Council and Other Legislative	\$ 20,502	\$ 23,043	\$ 15,125	\$ 11,376	\$ 11,750
General Administration	\$ 139,061	\$ 158,349	\$ 161,532	\$ 197,705	\$ 188,290
Fire	\$ -	\$ -	\$ 9,576	\$ 9,000	\$ 9,000
Disaster and Emergency Measures	\$ 2,794	\$ 18,455	\$ 1,994	\$ 2,842	\$ 1,850
Ambulance and First Aid	\$ -	\$ 1,994	\$ -		
Bylaws Enforcement	\$ 765	\$ 3,505	\$ 407	\$ 900	\$ 1,000
Common and Equipment Pool	\$ 27,155	\$ 35,492	\$ 30,871	\$ 70,332	\$ 60,370
Roads, Streets, Walks, Lighting	\$ 20,433	\$ 38,454	\$ 37,343	\$ 36,307	\$ 29,400
Water Supply and Distribution	\$ 146,212	\$ 176,155	\$ 146,366	\$ 138,835	\$ 123,280
Wastewater Treatment and Disposal	\$ 13,087	\$ 11,995	\$ 23,741	\$ 22,327	\$ 21,800
Waste Management	\$ 52,736	\$ 54,231	\$ 57,766	\$ 58,848	\$ 58,900
Family and Community Support	\$ 1,709	\$ 1,825	\$ 2,085	\$ 1,992	\$ 1,992
Cemeteries and Crematoriums	\$ 536	\$ 1,340	\$ 1,396	\$ 100	\$ 100
Development	\$ 4,823	\$ 4,765	\$ 4,678	\$ 5,700	\$ 5,500
Parks and Recreation	\$ 19,848	\$ 29,296	\$ 17,228	\$ 11,637	\$ 10,250
Culture: Libraries, Museums, Halls	\$ 2,911	\$ 2,921	\$ 3,421	\$ 2,935	\$ 3,000
Total Expense	\$ 452,572	\$ 561,820	\$ 513,529	\$ 570,837	\$ 526,482
Net Revenue/Expense	\$ 140,119	\$ 725,285	\$ 37,491	\$ 6,391	\$ 8,046

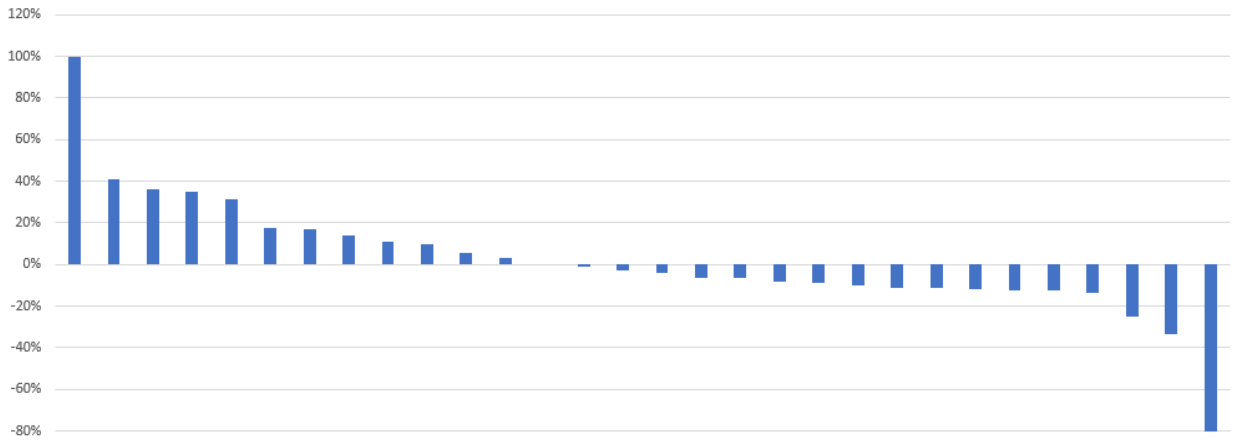
Administration believes that they can maintain this budget as a final budget from an expense perspective. Some background information that may be helpful is provided below.

	Total Assessed Value		Number of Units	
	2017	2018	2017	2018
Residential Vacant	\$ 383,000	\$ 407,000	19	22
Residential Occupied	\$ 15,741,000	\$ 17,202,800	156	156
Agricultural	\$ 5,680	\$ 7,200	4	7
Commercial	\$ 1,471,300	\$ 871,200	18	17
Industrial	\$ 921,000	\$ 1,016,000	12	13
AGT	\$ 28,000	\$ 15,000	1	1
Total	\$ 18,549,980	\$ 19,519,200		

Residential Property Value 2017 versus 2018



Commercial and Industrial Property Value 2017 versus 2018



Considerations:

1. Given the increase in assessed value of residential properties and not commercial and industrial properties, the mill rate can be reduced from 12.000 to 11.500 and still meet the proposed budget. Does Council wish to reduce the mill rate for residential properties only?
2. The minimum tax rate was raised in 2015 from \$350 to \$500 and has stayed the same since then. Does Council wish to consider setting the minimum tax rate increase year over year to inflation or a 2% increase year over year? This will reduce sticker shock when it is increased significantly once every number of years.
3. There are 22 vacant residential lots that have not seen much development. The Village would benefit from the owners developing the lots or selling them to someone that would like to develop the lots. Does Council wish to consider raising the minimum tax rate on vacant residential lots from \$500 to \$750 to encourage development?

D) Action List Update

Item	Date Added	Person Responsible	Due Date	Update
Investigate a charging station supplied by Southgrow as part of the new blade site	21-Aug-18	CAO	31-Jan-19	Completed waiting to hear back from the association.
Investigate pricing and purchase blade for backhoe		Blake / Patrick	15-Feb-19	In progress along with capital equipment review
Complete the Fall / Winter Newsletter	17-Dec-18	CAO	28-Feb-19	Draft form will be sent out for review this week.
Provide a laptop computer from existing inventory for Councilor Juce.		CAO	28-Feb-19	Have a laptop identified at no extra cost and should have available this week.
Complete Director of Emergency Management Training as per new required municipal legislation	22-Jan-19	CAO	28-Feb-19	Complete
Contract a person to continue to update the Facebook page at least twice per month with progress in the Village and upcoming activities. The contracted person will be hired by February 1, 2019.	17-Dec-18	CAO	28-Feb-19	Have identified and met with someone for this role and are considering how to move forward.
Investigate pricing and purchase new PW truck and dump truck		Blake / Patrick	28-Feb-19	Complete - Investigated all options and found a lease to be the best one. Trucks can be blended into capital projects budgets as that is where they will be used the most for the next few years.
Obtain the old firehall drawings	21-Aug-18	CAO	28-Feb-19	

Confirm ownership of the old fire truck	21-Aug-18	CAO	28-Feb-19	
Update and bring Bylaw 784 Procedural Bylaw to Council meeting	21-Aug-18	CAO	28-Feb-19	Delayed pending Municipal Accountability Review
Bring Bylaw 785 Community Standards Bylaw to Council meeting second and third reading.	21-Aug-18	CAO	28-Feb-19	Delayed pending Municipal Accountability Review
Create plan and communication to remove and / or prune trees associated with upcoming water infrastructure work and sidewalk replacement	31-Jan-19	Blake	15-Mar-19	In progress
Clean and scope all sanitary lines	22-Jan-19	John / Blake	31-Mar-19	The flushing of the lines has been completed and the camera work is waiting for better weather.
Complete installation of a control panel and back up generator in the sanitary lift station	22-Jan-19	Blake	31-Mar-19	In progress
Complete transition to new accounting system	17-Dec-18	Heather / Patrick	31-Mar-19	In progress
Goal #1: Create fact sheets for each available property and load onto the Village website by spring of 2019.	17-Dec-18	CAO	31-Mar-19	
Investigate the cost of repainting the existing water tower and present to Council for consideration by spring of 2019.	17-Dec-18	CAO	31-Mar-19	
Goal #3: Create a plan and budget to upgrade and define a 3 km (McFarland Trail) pathway for Council's consideration by spring of 2019. Execute the plan by summer and fall of 2020.	17-Dec-18	CAO	30-Apr-19	

Create a new Municipal Development plan with ORRSC as mandated by the MGA by the spring of 2019.	17-Dec-18	CAO	30-Apr-19	
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.	17-Dec-18	CAO	30-Apr-19	
Copy and publish all council meetings dating back to 2013 to the Village website	17-Dec-18	Sandy	1-Jun-19	
Copy all popular bylaws to the Village website	17-Dec-18	Sandy	1-Jun-19	
Create a plan for the new blade site and move the blade to the new location by Summer of 2019.	17-Dec-18	CAO	1-Jun-19	
Scope the water lines and infrastructure at and near the water plant	22-Jan-19	Blake	30-Jun-19	
Complete and execute drainage and landscaping for Old Fire Hall		Blake / Patrick	31-Jul-19	
Clean out old water plant	15-Jan-19	Blake / John	31-Aug-19	
Complete fire hydrant flow testing	22-Jan-19	Blake / John	31-Aug-19	Will be done annually to test the water flow in the Village

Pursue a Community and Regional Economic Support (CARES) program grant for economic development which will include a branding exercise as well as update to the Village website.	17-Dec-18	CAO	31-Aug-19	
Complete phase 1 of the water infrastructure effort by summer of 2019.	17-Dec-18	Blake / PW Staff	31-Aug-19	
Research and present to Council new options for housing that promotes sustainability by the Fall of 2019 for their consideration.	17-Dec-18	CAO	30-Sep-19	
Negotiation of the Intermunicipal Collaboration Framework will commence by the end of 2019.	17-Dec-18	CAO	31-Dec-19	
Complete phase 2 of the water infrastructure effort by spring of 2020.	17-Dec-18	Blake / PW Staff	31-Mar-20	
Finish all the elements of the blade site plan by summer of 2020.	17-Dec-18	Blake	1-Aug-20	