

Agenda
Village of Carmangay
Regular Council Meeting
Carmangay Seniors
February 16, 2021
6:30 p.m.

1. Call to Order
2. Guests: None
3. Approval of Agenda for January 19, 2020¹ Regular Council Meeting
4. Approval of Minutes of January 19, 2020¹ Regular Council Meeting
Approval of Minutes of February 1, 2021 Special Council Meeting
5. Business Arising
6. Old Business
7. Public Works Report
8. Administrator Report
9. Correspondence
10. Financial Reports
11. New Business
 - A. Atco Charging Station
 - B. Canadian Badlands Membership
 - C. Industrial / Country Residential Development
 - D. Water Licence
 - E. Procedural Bylaw Review
 - F. Utility Rate Bylaw
 - G. Resident Sewer Policy
 - H. Draft 2021 Final Operating Budget
 - I. CAO Contract
12. Reports
 - a) ORRSC
 - b) Marquis Foundation
 - c) Vulcan District Solid Waste
 - d) Carmangay & District Library Board
 - e) FCSS
 - f) SouthGrow
 - g) Twin Valley Regional Water Services Commission
 - h) Mayors and Reeves of Southern Alberta
 - i) Chinook Arch

13. Closed Session
None

14. Adjournment.

**Regular Meeting of Council for the
Village of Carmangay,
January 19th, 2021
at the Carmangay Library**

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

GUESTS None

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

APPROVAL OF THE AGENDA

**Motion made by Deputy Mayor Peggy Hovde to approve the agenda for January 19, 2021.
Carried**

MINUTES

Motion made by Deputy Mayor Doug Fraser to approve the minutes of the Regular Council Meeting held December 15th, 2020.

Carried

BUSINESS ARISING

None

OLD BUSINESS

None

PUBLIC WORKS REPORT

No Public Works Report at this time

ADMINISTRATOR REPORT

The Administration Report was presented as detailed in the agenda.

Motion made by Mayor Stacey Hovde to accept both reports as presented.
Carried

CORRESPONDENCE

None

FINANCIAL REPORTS

Motion made by Deputy Mayor Doug Fraser to accept the financial report as presented.

Carried

NEW BUSINESS

a) ORRSC ACP GRANT APPLICATION

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

Carried

b) PLEBISITE RESULTS

Motion made by Mayor Stacey Hovde to accept the plebiscite results as information.

Carried

c) BYLAW 799 UTILITY RATE BYLAW REVIEW

Motion made by Councillor Peggy Hovde to maintain the 2020 utility rates until the next billing period ending February 28, 2021.

Carried

Motion made by Deputy Mayor Doug Fraser to direct Administrator to bring to the next regular Council meeting a review of revenue and expenses or Carmangay Utilities for consideration prior to passing 3 readings of Bylaw 799.

Carried.

d) APPOINTMENT OF RETURNING OFFICER

Motion made by Mayor Stacey Hovde to appoint Heather O'Halloran as the Returning Officer and Sandy Struck as the Deputy Returning Officer for the October 18,2021 Municipal Election.

Carried

e) ACP GRANT SUPPORT

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

Carried

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) SOUTHGROW

No meeting

g) TWIN VALLEY REGIONAL WATER COMMISSION

No meeting

h) MAYORS AND REEVES OF SOUTHWEST ALBERTA

No meeting

i) CHINOOK ARCH

No meeting

CLOSED SESSION

Motion made by Councillor Peggy Hovde to go into Closed Session at 7:10 p.m.

Mayor Stacey Hovde, Deputy Mayor Doug Fraser, Councillor Peggy Hovde and CAO Patrick Bergen attended the closed session.

Division 2, Section 17 (Personnel)

Motion made by Councillor Peggy Hovde to out of Closed Session at 7:40 p.m.

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 7:40 pm

Next Regular Council meeting – February 16th, 2021 at 6:30 pm at the Seniors Building.

Mayor Stacey Hovde

Chief Administrative
Officer Patrick Bergen

**Special Meeting of Council for the
Village of Carmangay,
February 1,2021
at the Village Office at 6:30 p.m.**

CALL TO ORDER Meeting was called to order at 6:30 p.m.

GUESTS None

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

APPROVAL OF THE AGENDA

Motion made by Mayor Stacey Hovde to approve the agenda as amended with the additions of FOIP Division 2, Section 19: Irrigation and FOIP Division 2, Section 25: Industrial Lands.

Carried

Motion made by Councillor Peggy Hovde to go into Closed Session at 6:33 p.m.

Carried.

CLOSED SESSION- Mayor Stacey Hovde, Deputy Mayor Doug Fraser, Councillor Peggy Hovde and CAO Patrick Bergen were present in closed session

- Division 2, Section 17: Personnel
- FOIP Division 2, Section 19: Irrigation
- FOIP Division 2, Section 25: Industrial Lands

Motion made by Deputy Mayor Doug Fraser to come out of Closed Session at 8:00 p.m.

Carried

Motion made by Deputy Mayor Doug Fraser to direct the CAO to present a CAO contract at the next Regular Council Meeting for Councils consideration to expand his duties due to extraordinary circumstances.

Carried

ADJOURNMENT

Mayor Stacey Hovde adjourned the meeting at 8:06 pm

Next Regular Council meeting – February 16, 2021 at 6:30 pm at the Carmangay Library

Mayor Stacey Hovde

Chief Administrative
Officer Patrick Bergen

Public Works Report

Dept	Priority	Item	Notes
Water	1	Cap water line into old building (part of water project)	old water plant AE&P directive / waiting for emergency bypass
Water	1	Has inspection report been addressed?	in progress
Projects	1	follow up on car charging station	Have made contact with Atco / in progress
Projects	1	Whitney sanitary line	landscaping in spring 2021
Sewer	1	replace sani service at Whitney Resident	Suspended / resident hasn't indicated they want to go ahead
Sewer	1	Address sewer discharge box	
Projects	1	Replace 5 Hydrants for external customer	On Project List / Planned for Summer
Projects	1	Flush mains for external customer	On Project List / Planned for Summer
Projects	1	Hydrovac water shutoffs for external customer	On Project List / Planned for Summer
Roads	2	Confirm all the heavy truck route signs are up	Complete
Roads	2	Pacific Avenue low spot on road – new base?	clean ditch to the north
Sewer	2	Order new wet well lid	In progress - only have the ladder to put in at spring time
Water	2	Flush Hydrants/Hydrant Maintenance/Flow Test	Will be done in the spring / will consults with Fire Dept.
Sewer	2	service lift station pumps	Complete
Projects	2	Old Colony services	in progress, water portion completed - Final Work in the spring
Projects	2	Make up emergency bypass waterline	waiting for TVRWC board meeting

Roads	2	Patch Asphalt in front of hotel, community hall and Old Colony	
Sewer	2	Ramp to lagoon to dump vac truck	in progress - only have gravel left to go in the spring
Sewer	2	Rebuild distribution boxes	On Project List / Planned for Summer
Projects	2	Stage 4 Water distribution plan	In Progress / first pump being replace in spring
Projects	2	Stage #2 waterlines	On Project List
Projects	2	Stage #3 waterlines	On Project List
Projects	2	replace curb/sidewalk for Campground sewer	need to confirm there's budget dollars
Sewer	2	rebuild lift station fence	get chain link quote
Water	2	Security camera for Water plant	Complete
Sewer	3	Repair Sewer on Pacific Avenue	camer'd not a priority 1, 2021 project changed to priority #3
Projects	3	place gravel for solar farm	Budget stone for 2021 - Grain bag underneath - Scott to get quote on gravel
Water	3	Order gaskets for hydrants / rebuild hydrants	do we have budget, parts now on hand
PW	3	Finish WHMIS labelling	
PW	3	Move building on Pacific Avenue property	winter day job
Water	3	Fix irrigation at library	blown out Oct 7/20
Water	3	Upload Stage 1 water pictures	
PW	3	Meet with ORRSC to update drawings	
Water	3	Final Stage #1 drawings with HMR Engineering	
PW	3	Clean up stairs and build office	Fall 2020
PW	3	Purchase 1/2 ton	Future

PW	3	Weather striping on shop manddoors	Fall 2020
Parks	3	Landscaping at old fire hall	
PW	3	Clean shop yard	Ongoing
Parks	3	Fix gate at tipi rings	
Water	3	Install industrial lot service for external municipality	delayed until 2021 as per customer
Sewer	3	clean out dry well	after station electrical rebuild and solar farm expansion
Sewer	3	install evastrough on lift station	water dripping on lock, pending budget
PW	3	Cleanout ditch 200 Block of Alberta	

Administrator Report

Item	Priority	Update
Bring Library Board appointments to next Council meeting	1	Cancelled
Get ACP decisions to MPE and ORSSC	1	Complete
Hold an MPC for Lot Consolidation	1	Complete
Create a 2021 capital plan	1	Complete
Create a binder for new Councillor and drop off	1	Complete
Complete ACP SFE for MDP	1	Complete
Complete MCCAC grant information	1	Complete
Proof of payments for solar for reporting	1	Complete
Add Franchise Fees to the December agenda	1	Complete
Get back to resident about lots	1	Complete
Prepare, water system presentation, year to date grant update, draft capital plan and operational plan for meeting with projects	1	Complete
Get switched over to Solar Club for Electric and Gas	1	Complete

MAP - Council must pass a bylaw that authorizes the CAO or a designated officer to consolidate one or more bylaws in accordance with section 69(1) of the MGA.	1	Complete - Bylaw 794
Establish a bylaw to define the role of the Bylaw Officer and ensure the Bylaw Officer takes the required oath.	1	Complete - Bylaw is contracted and oath is done through Vulcan County
MAP - The municipality is required to establish a bylaw in accordance with sections 555 and 556 of the MGA if the municipality has a bylaw enforcement officer or bylaw enforcement provisions. Any person who is enforcing bylaws must take the official oath.	1	Complete - Bylaw is contracted and oath is done through Vulcan County
Adjust the tax and utility arears reports to remove those on payment plans	1	Complete - will be on all future Council Meetings
Bring back options for the development of a master plan and high level budget for the McFarland Trail and adjoining lands by working with the community per Council Motion.	1	Create a maintenance plan including grading and gravel

Update the LAPP policy	1	Draft has been created and saved onto the HR Drive - Patrick and Heather to review. Need to confirm and document process for LAPP enrollments and termination for employees. What forms are required? Who is the contact?
Ensure the auditors define the salaries of designated officers (contracted assessor)	1	For 2020 Audit
MAP - The village website must be updated to include a comprehensive list and summary of all planning policies and their relationships with other planning documentation and decisions.	1	For February Meeting
Complete ICS 100, 200 and 300 Training	1	Heather and Sandy have ICS 100
Create all HR policies and procedures documents	1	In progress - currently reviewing the draft. Need to touch base with Patrick with respect to tone (formal vs casual).
Create a 2021 operational plan	1	In progress, will bring the final operation plan
Create an inter-municipal development plan	1	In progress. MDP is complete

Get 5 year lease in place for Carmangay Campground	1	include written request required for mowing
Look at copier costs	1	On Hold
Ensure that future updates to the Land Use Bylaw include items defined in the MAP report	1	Ongoing
MAP - Moving forward, the village must ensure that the tax rate bylaw calculations are correct and only one minimum tax is levied. Also, the property tax bylaw must account for all requisitions imposed, including requisitions for designated industrial properties (DIP), in accordance with section 359(1) of the MGA.	1	Ongoing - will be applied in the 2021 Tax Rate Bylaw
Create an onboarding process for new candidate	1	Order business cards, create outlook account, getting banking info if needed, copies of expense sheets and how to fill them out, Raman's note - I can create an onboarding checklist that we can all follow with all relevant forms. Council Intake Program.

<p>MAP - Bylaw 738 must be amended to address the following:</p> <ul style="list-style-type: none"> • the bylaw must indicate that it is a bylaw of the Village of Carmangay; • the municipality must establish both a local assessment review board and a composite review board; and • the bylaw must be in compliance with legislation. <p>In addition, a designated officer must be appointed as the clerk of the assessment review boards and all members appointed to assessment review boards, as well as the clerk, must complete the mandatory training. Since all members of the regional board should have the same bylaw, it would be advisable to work with all member municipalities of the regional assessment review board, as well as their legal counsel, to ensure that member bylaws are consistent and comply with the requirements of the MGA.</p>	<p>1</p>	<p>The CAO will need to work with ORSCC to draft a new bylaw that is in compliance with the MGA.</p>
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Goal #1: Create fact sheets for each available property and load onto the Village website.	1	Will be added to website
MAP - Borrowing bylaw 781 must be amended to include the maximum rate of interest to be paid in accordance with section 251(2)(b) of the MGA.	1	Will be at February or March Meeting
Rewrite Village of Carmangay Procedural Bylaw and bring to Council for consideration	1	Will be at February or March Meeting
Bring the Utility Bylaw and an accounting to the Council Meeting	1	Will be brought to February or March Council meeting
Ensure the tax notices are sent out in accordance with the items identified in the MAP report.	1	Will be done with 2021 tax and assessment notices
MAP - Moving forward, the tax notice content on the combined notice must be updated to include information on how to request a receipt for taxes paid, and the name and address of the designated officer with whom a complaint must be filed.	1	Will be done with 2021 tax and assessment notices

Follow up with TiPi Rings provincial agreement	1	
Confirm MDP had third reading	1	
Update the website security certificate	1	
Need financial bylaws and agreements for the auditors	1	
Update GST files	1	
Do a cash flow for next 6 months	1	
Create an IT list	1	
MAP - A designated officer must certify the date tax notices were sent.	1	
Become fluent with benefits	2	Complete
Student grants	2	Complete
Confirm ownership of the old fire truck	2	Complete - no documentation found from search
Look into truck retarder signs	2	Complete - Sign is up on Alta Vista
Bring a plan for Council's consideration to create opportunities for Carmangay young adults to have their first job per Council Motion.	2	Delaying until 2022 due to COVID concerns
Copy and publish all council meetings dating back to 2013 to the Village website	2	In progress

Work with AUMA on compensation survey	2	In progress - getting in touch with the representative - waiting for email.
Update HR files	2	we need to move this to the new year when I'm back in the office.
MAP - Moving forward, the village must retain the ballot account in accordance with section 100(1.1) of the LAEA for all by-elections and general elections for the duration of the council term.	2	Will be completed during byelection
Create a training plan	2	
Address CPR Land Trees	2	
Investigate the cost of repainting the existing water tower and present to Council for consideration	2	
Review draft Codes of Practice	2	
Review draft Public Works Safety Plan	2	

MAP - The village is required to dispose of election materials in accordance with section 101 of the LAEA and ensure that the appropriate affidavit is completed following the destruction of the materials.	2	
Create a strategy for working with other municipalities	3	This is done - survey has been completed, Patrick has presented findings to other municipalities
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
Follow up on Tax Auction property	CAO	Complete
CPO contract	CAO	Complete
Follow up on trees for Telus property	CAO	Have confirmed the 5 evergreen trees.

<p>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.</p>	<p>Delayed</p>	<p>In progress. MDP is complete</p>
<p>Follow up on SDAB Contract</p>		

Correspondence

We received the following correspondence from a Carmangay Citizen.

Administration has completed the 2019 financial audit and submitted it to Municipal Affairs in 2020 with a copy available on the Village website. An offer to review the 2019 financial statements at a Council meeting with this citizen was offered and declined. The 2020 financial audit is underway and will address any shortcomings of the financial oversight of the Village.

February 9, 2021

To: Village of Carmangay Council

Re: Questions regarding financials

In November and December of 2020, I was in communication with CAO Bergen asking for his assistance in trying to decipher the audited 2019 financials. When searching through the financials, including 2020, the following inaccuracies were discovered and related to CAO Bergen that he has never addressed, as he assured me he would.

- Two financial reports for February 2019 that are exactly \$40,000. difference.
- May 2019 financial report not found.
- October 20, 2019 added incorrectly.
- Three financial reports dated June 8, 2020 all with different totals.
- September 12, 2020 bank balance passed by Council with an addition error of \$32,907.78 . Why can't the public see a printout from our state of the art accounting system instead of figures transposed that may or not be true and accurate? If these figures are printed off of the accounting program, how is it not noticed that there are errors?
- December 13, 2019 financial report says the total cash is \$207,827.60 however December 31, 2019 balance shows \$103,869. a difference of \$103,958.60. Will you show a financial accounting for this amount?

In addition to the above, other errors have been brought to the attention of CAO Bergen that he does not correct from one month to the next, ie: stating Champion Campground instead of Carmangay campground. Showing two columns as 2022 instead of one for 2022 and one for 2023 in the budget. Errors can be made but a conscientious employee makes haste to correct them, not laugh them off. There are more employees in the office than ever before so COVID, overwork or blaming last Council cannot be used as an excuse.

There is a great concern voiced and a severe lack of confidence in the community about how Council is handling our finances. When these errors are presented to the public, the question is "How can budgeting and forecasting be done in an accurate way when Council accepts and passes these reports with such glaring errors"? "This calls into question too as to how much attention Council actually pays to preparing for the Council meetings". "Where is the due diligence in representing the residents of the Village, which is Council's mandate"? "...he should be accountable, accurate and proactive. Being unresponsive only adds to community anxiety and mistrust". "There is overspending which will force us into becoming a ward of the County such as some other small villages with too much debt". These are comments from the residents to whom you are accountable.

Previously all financials were posted for public viewing monthly, with monthly ATB statement and all transactions. FOIP privacy for employees have been cited but employees can be given a number so as to keep their anonymity. Instead of seeing some transposed inaccurate figures offered as financials, we are asking for a computer generated printout for monthly income and expenses, as well as village project pricing, and a concrete accounting of income generated by hiring out our employees to other jurisdictions. In summary to see the financials in the format that they were previously presented.

Please consider this letter serious and give it your attention for the good and peace of mind of concerned residents.

Financial Report

Administration is finalizing their required work for the 2020 audit and will be able to provide information about 2020 budget performance soon.

Statement of Cash Position

Current Cash and Investments	\$ 102,438.79
GST Receivable	\$ 35,000.00*estimate pending annual filing
Tax Owing	\$ 23,465.35
Utilities Owing	\$ 9,100.00
Revolving Credit	(\$80,000.00)
Total Cash and Near Cash	\$ 90,004.14

Financial Report as at January 31, 2021

Revenues	2021 Interim Budget	2021 Actual at Jan 31, 2021	Notes
Taxes including School and Marquis	\$ 308,629	\$ 2,163	
General Administration	\$ 111,603	\$ 1,911	
Bylaw Enforcement	\$ 575	\$ 125	
Public Works	\$ 80,000	\$ -	
Water Supply and Distribution	\$ 118,800	\$ 262	
Wastewater	\$ 31,000	\$ 92	
Waste Management	\$ 57,500	\$ 158	
Development	\$ 1,000	\$ -	
Cemetery	\$ 500	\$ -	
Land Sales	\$ 20,000	\$ -	
Total Revenues	\$ 729,607	\$ 4,710	
School, Marquis, Fire Req	\$ 87,351	\$ -	
Council and Other Legislative	\$ 9,000	\$ -	
General Administration	\$ 211,686	\$ 11,894	
Emergency and Bylaw	\$ 3,626	\$ -	
Public Works	\$ 181,136	\$ 16,962	
Roads, Streets, Walks and Lighting	\$ 18,659	\$ -	
Water Supply and Distribution	\$ 120,062	\$ -	
Wastewater	\$ 18,621	\$ -	
Waste Management	\$ 56,760	\$ -	
Community Programming	\$ 1,500	\$ -	
Cemetery	\$ 2,000	\$ -	
Development	\$ 6,500	\$ -	
Parks and Recreation	\$ 8,890	\$ -	
Culture including Library	\$ 3,265	\$ -	
Coronavirus		\$ -	
Total Expenses	\$ 729,056	\$ 28,856	
Surplus (Deficit)	\$ 551	\$ (24,146)	

11. New Business
A. Atco Charging Station

Suggested Motion: Motion to proceed with progressing with the car charging station option recommended by Atco.

Background:

Atco provided the following update:

I checked our records and we have Carmangay down as a "Supply Only" item in the list of Value Add projects. My impression from our discussion is that this is OK with you.

Given our discussion I believe that the [FLO X5](#) is a good candidate for your installation. This is a residential unit however it is outdoor rated and can be connected to your Wi-Fi network so that you can monitor its usage. I'll need to confirm with Add Energy but I believe the pedestal shown below is compatible. The charger operates at 240V or 208V and with up to 30A of continuous current. Your electrician will need to install a 40A double pole breaker in your panel.

*Alternatively, a commercial unit gives you the option in the future to charge customers for charging however it comes with annual connection fees of \$150/annum (it has a cellular gateway with a Bell Communications account). For this reason I **do not** recommend a commercial-grade unit.*

Approximately when would you need the charger and pedestal shipped to you for installation?



Recommended Unit



Commercial Unit at \$150 / year



Pedestal Example



Example of intended position. The position would probably be closer to the building.

B. Canadian Badlands Membership

Suggested Motion: Motion to proceed with the Canadian Badlands Membership at a rate of \$140 for 2021.

Background:

The Canadian Badlands provides opportunities to promote the Village of Carmangay but does require effort on Council and administration's time to leverage the benefits. It would be advisable for one Councillor to progress with the Canadian Badlands if membership is renewed.

C. Industrial / Country Residential Development

Suggested Motion: Motion to direct the CAO to consult with Vulcan County staff to update the proposed industrial park plan for further consideration.

While the focus of efforts and capital funding remains on improving the water infrastructure, it is important to continue to capitalize on the many land parcels that the Village owns. Selling them will produce both revenue from sales as well as tax revenue. The Village owns 67 parcels of land that have increased in value from \$1.576 million in 2020 to \$1,628 million in 2021.

The large tract of land owned by the Village adjacent to G3 will take careful planning to optimize value and address concerns of all adjacent land owners.

Executive Summary

There is an opportunity to leverage the Village of Carmangay owned land and internal skillsets available in Vulcan County and the Village of Carmangay to create a revenue generating opportunity beside the G3 seed cleaning plant.

This proposal is intended to provide draft background information to Councils and staff to decide if it is a feasible effort moving forward.

It is estimated that both municipalities would be repaid their out-of-pocket costs in year 8. Further, the parties would be paid back their invested commitment of manpower and equipment time in years 13 and 14 and the Village of Carmangay would be paid back the land costs in year 18. The proposal would be to share tax revenue equally at 50% for each party after payback time up to 35 years.

Note: The Champion business park sold out completely within a year.

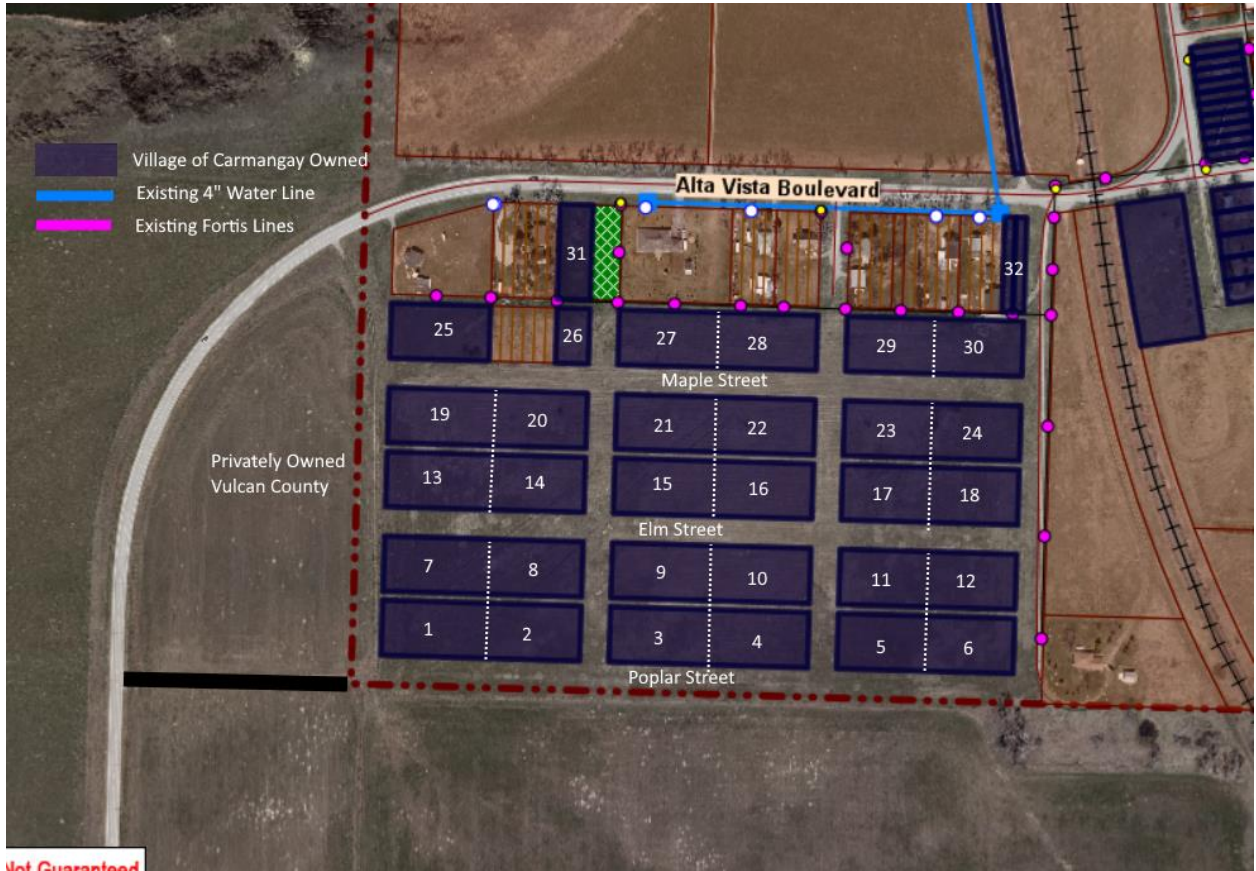
The proposal would require an opportunity for both parties to extend the development(s) to Vulcan County adjacent lands if that becomes a possibility.

Next Steps

1. Review proposal with administration from both municipalities for feedback and adjustments as required.
2. Review proposal with both Councils requesting that the proposal seek further staff time to confirm viability.
3. Staff from both Villages create a complete plan, timeline, draft proposals and budget with quotes for Councils consideration.
4. The complete proposal and budget is brought to both Councils for consideration.
5. If accepted, the lots would be marketed first to gauge interest and methodology for phasing the project.

Parcel List

The Village of Carmangay owns 32 parcels of land adjacent to the G3 seed cleaning plant. Some of the land would need to be set aside to convey the storm water away from the industrial park.



The existing water service line is 4" and would require an upgrade to fully service the area. The existing Fortis lines are at the east end of the project and would need to be extended out to the other areas.

Parcel #	Proposed Address	Assessed	Proposed Sale Price	Estimated Building Cost	Estimated Total Taxable Assessment	Annual Tax Revenue at 11.000 Mill Rate	Estimated Lot Frontage in Metres	Estimated Lot Frontage in Feet	Estimated Lot Depth in Metres	Estimated Lot Frontage in Feet	Area in Sq Metres	Area in Acres
1	100 Poplar Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
2	200 Poplar Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
3	300 Poplar Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
4	400 Poplar Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
5	500 Poplar Street	\$ 15,000	\$ 15,000	\$ 250,000	\$ 265,000	\$ 2,915	69.5	225	38.1	125	2,612	0.645
6	600 Poplar Street	\$ 15,000	\$ 15,000	\$ 250,000	\$ 265,000	\$ 2,915	69.5	225	38.1	125	2,612	0.645
7	150 Elm Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
8	250 Elm Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
9	350 Elm Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
10	450 Elm Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
11	550 Elm Street	\$ 15,000	\$ 15,000	\$ 250,000	\$ 265,000	\$ 2,915	69.5	225	38.1	125	2,612	0.645
12	650 Elm Street	\$ 15,000	\$ 15,000	\$ 250,000	\$ 265,000	\$ 2,915	69.5	225	38.1	125	2,612	0.645
13	100 Elm Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
14	200 Elm Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
15	300 Elm Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
16	400 Elm Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
17	500 Elm Street	\$ 15,000	\$ 15,000	\$ 250,000	\$ 265,000	\$ 2,915	69.5	225	38.1	125	2,612	0.645
18	600 Elm Street	\$ 15,000	\$ 15,000	\$ 250,000	\$ 265,000	\$ 2,915	69.5	225	38.1	125	2,612	0.645
19	150 Maple Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
20	Park Space	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
21	350 Maple Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
22	450 Maple Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
23	550 Maple Street	\$ 15,000	\$ 15,000	\$ 250,000	\$ 265,000	\$ 2,915	69.5	225	38.1	125	2,612	0.645
24	650 Maple Street	\$ 15,000	\$ 15,000	\$ 250,000	\$ 265,000	\$ 2,915	69.5	225	38.1	125	2,612	0.645
25	100 Maple Street	\$ 22,000	\$ 22,000	\$ 250,000	\$ 272,000	\$ 2,992	68	223	38.1	125	2,610	0.643
26	Park Space	\$ 13,000	\$ -	\$ -	\$ -	\$ -	14.7	50	38.1	125	870	0.215
27	300 Maple Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
28	400 Maple Street	\$ 15,500	\$ 15,500	\$ 250,000	\$ 265,500	\$ 2,921	69.5	225	38.1	125	2,612	0.645
29	500 Maple Street	\$ 15,000	\$ 15,000	\$ 250,000	\$ 265,000	\$ 2,915	69.5	225	38.1	125	2,612	0.645
30	600 Maple Street	\$ 15,000	\$ 15,000	\$ 250,000	\$ 265,000	\$ 2,915	69.5	225	38.1	125	2,612	0.645
31	Park Space	\$ 17,000	\$ -	\$ -	\$ -	\$ -					1,494	
32	Park Space	\$ 14,000	\$ -	\$ -	\$ -	\$ -					1,000	
33	Total	\$ 495,000	\$ 435,501	\$ 7,250,000	\$ 7,701,000	\$ 84,711					79,110	

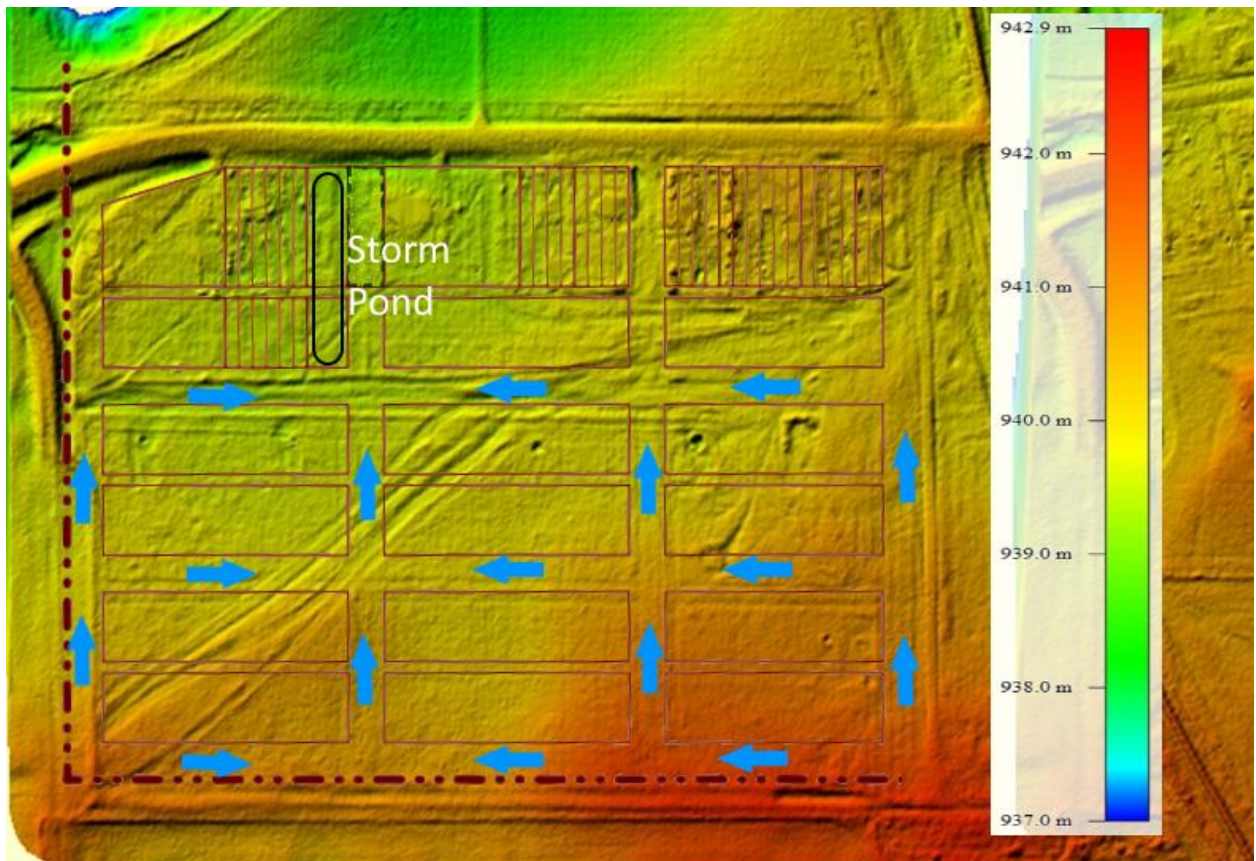
Water Servicing

The existing waterline is 4" from the water plant to Alta Vista Blvd. This would require an upgrade to an 8" line to service the area. There would be an opportunity then to extend the water system to G3 as well as adjoining properties if that is deemed to be favourable for both parties.



Drainage System

There needs to be a means to convey the water that is shed by building roofs to a place where it can be stored and evaporate. There is a difference of approximately 3 meters from the highest point in the development to the lowest. The drainage map is based on a lidar map but further surveying would be useful to confirm that the drainage plan would work.



D. Water Licence

Suggested Motion: Motion to direct the CAO to consult with the Twin Valley Regional Water Commission about splitting the existing Village of Carmangay water License and bring options for Council's consideration.

Background: the Village of Carmangay has access to water as well as a large part of the infrastructure to pump the water up into the Village. This water could be provided to commercial and institutional customers in the Village to offset costs.

One of the first parts that would need to be completed would be to modify the water diversion license to allow accessing the water.

Water License Requirements

The Village of Carmangay is currently licensed to divert 92,583 cubic metres. There were 30,476 cubic metres of use in 2020. This left a balance of 62,107 cubic metres not used as permitted by the license.

If the Village were to support an irrigation system the water license would need to be split to allow for irrigation and the required needs of the Village for now and until the water license expires in 2037.

Potential Irrigation Water Requirements - Trees

A mature 6 inch diameter fruit tree will typically require watering twice a month. Each watering would be 60 gallons. That means the tree will require 1,440 gallons of water a year or 5.5 cubic metres of water. If the Village felt their needs were for the equivalent of 3,000 trees then a license for 16,500 cubic metres would be needed.

E. Procedural Bylaw Review

This item is for discussion.

Bylaw 784 received 1st reading on August 21, 2018 with amendments. Future work on the bylaw was suspended to address a petition calling for a Municipal Inspection. The inspection was eventually deemed to be not required by Municipal Affairs.

The amendments from the 1st reading have been incorporated into the below bylaw. If Council could provide feedback, administration will bring the bylaw back for further readings in the next Council meeting.

VILLAGE OF CARMANGAY The Procedure (and Committees) Bylaw Bylaw No. 784

A Bylaw 784 of the Village of Carmangay to Regulate the Procedure and Conduct of Council, Delegates and the Public at Council Meetings and Council Committee Meetings.

(**WHEREAS**) GIVEN THAT Council of the Village of Carmangay considers it expedient and desirable for effective governance to regulate the procedure and conduct of council, councillors and others attending council and council committee meetings in the Village of Carmangay;

BEING A BYLAW TO DEAL WITH PROCEDURE AND THE TRANSACTION OF BUSINESS BY THE COUNCIL OF THE VILLAGE OF CARMANGAY IN THE PROVINCE OF ALBERTA AND RESCIND BYLAW 780.

Pursuant to the Municipal Government Act, RSA 2000, Chapter M-26, as amended the Council of the Village of Carmangay considers it expedient to pass this bylaw to be known and referred to as the Procedure Bylaw.

(**NOW THEREFORE**) the Council of the Village of Carmangay enacts as follows:

Citation

1. This bylaw may be cited as “The Procedure Bylaw” (and Committees).

Definitions

2. In this bylaw
 - a) “Agenda” means order of business or program of a business meeting;
 - b) “CAO” means the Chief Administrative Officer or his/her delegate, for the Municipality;
 - c) “CEO” means the Mayor;
 - d) “Committee” means a committee of council that is a standing committee, special committee, or a council committee;
 - e) “Committee of the Whole” means a meeting that permits Council to interact informally but where no decisions are made.
 - f) “Delegation” means any person that has the permission of council to appear before council or a committee of council to provide pertinent information and views about the subject before council or council committee;
 - g) “Emergent items” shall be considered as those items of an emergency nature that cannot be left until the next meeting or require immediate attention. When the nature of an emergent item is in question, it’s acceptance for the agenda shall be determined by a majority vote of council;
 - h) “Ex-officio” by right of office, a member to all boards and committees in the absence of the appointed or alternate member;
 - i) “Lay on the table” means a pending question is set aside temporarily when something more urgent has arisen;
 - j) “Member” means a councillor or person at large appointed by council to a committee of council;
 - k) “Meetings” means meetings of council and council committees
 - l) “Special resolution” means a resolution passed by a two-thirds majority of all members;
 - m) “Table” means a motion to defer or delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter (or may mean to table to a time certain);
 - n) “Vote by raising hand” means each member present shall indicate a vote by raising his/her hand when the question is called by the chairman for either “those in favor” or “those opposed”;
 - o) “Withdraw a motion” permits a member to remove a question from consideration even after the motion has been restated by the chair.

Applicable

3. This bylaw applies to all members attending meetings of council and committees established by council of the Village of Carmangay.

Severability

4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

Meetings

5. The regular meetings of council shall be established by a resolution of council at a council meeting at which all the councillors are present;
6. Special meetings of council and Committee of the Whole meetings shall be established as required by council according to the provisions of the Municipal Government Act and the public shall be given notice.
7. The meetings of council committees shall be established by resolution of each committee and the public must be given notice as required by the provisions of the Municipal Government Act.
8. Regular meetings of council shall begin at 6:00 p.m on the third Tuesday of every month and are located as designated by the Council.
9. If a quorum is not present within fifteen (15) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.
10. Regular meetings shall adjourn by 10:00 p.m., unless council passes a motion to extend the meeting by a two-thirds vote.

Conduct of Meetings

11. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.

12. The presiding officer, with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
13. A resolution does not require a seconder.
14. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
15. The following resolutions are not debatable by members:
 - a) adjournment
 - b) to take a recess
 - c) question of privilege
 - d) point of order
 - e) to limit debate on a matter before members
 - f) postpone/table the matter to a certain time
16. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
17. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of council, he shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
18. In all cases not provided for in the proceedings of the council, a two-thirds majority of council shall determine to uphold the ruling of the presiding officer or not as the case may be.

Delegations

21. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of council, or who wish to have any matter considered by council shall address a letter or other written communication to the CAO and Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, and delivered or mailed to the CAO. The letter must arrive by at least at 1:00 p.m.

on a business day at least five (5) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before council on the matter it shall be stated in the letter.

22. Delegates shall be granted a maximum of ten (10) minutes to present the matter outlined in the letter. The chairman may, with consent of the majority of the members present, extend the time.

23 Decisions on delegation issues will not be made at the same meeting but rather at the next

Regular council meeting.

Disturbance or Inappropriate Behavior by the Public

24 Behavior of the public, during the proceedings of Council shall be as follows:

a) No person, other than the Chief Administrative Officer or his/her designate or other party identified shall record the proceedings of Council by way of either an audio or video recording.

b) Electronic and cellular devices shall be set on silent and no person shall talk on a cellular phone while in attendance at a Council meeting.

c) Shall not address Council without permission of the Chair.

d) Shall maintain order and quiet.

e) Shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing Council.

f) When granted permission to address Council shall not use offensive words or speak disrespectfully of Council, any Member or Administration.

g) The Chair may, at any meeting, expel and exclude any person who creates any disturbance or acts improperly. A person who refused to leave is guilty of an offense and the Chair may order a Peace Officer to remove the person and charge them under this Bylaw.

Order of Business

The order of business at a meeting is the order of the items on the agenda except:

- a) When the same subject matter appears in more than one place on the agenda and council decides, by motion, to deal with all items related to the matter at the same time,
- b) Council decides not to deal with an item on the agenda and no motion is made about it.

Agenda and Order of Business

- 25 Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before council. To enable the CAO to do so, all documents and notice of delegations intended to be submitted to the council shall be received by the CAO not later than 1:00 p.m. on a business day at least five (7) days before the meeting and all agenda items, supporting documents and information from Councillors shall be received by the CAO not later than 1:00 p.m. on the preceding Tuesday

at least five (7) days before the meeting.
- 26 The CAO shall place at the disposal of each member by email or printed copy, a copy of the agenda and all supporting materials not later than 2:30 pm on the Saturday preceding the regular council meeting.
- 27 Where the deadlines in section 23 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting with unanimous council approval.

28 The business intended to be dealt with shall be stated in the agenda in the following order where applicable:

1. Call to Order
2. Guests/Delegation
3. Approval of agenda
4. Approval of minutes Regular Council Meeting
5. Approval of minutes Special Meeting or Committee of the Whole
6. Correspondence
7. Administrator Report
8. Public Works Report
9. Financial Reports
10. Requests for Decision or Discussion
11. Council Reports
12. Closed Session
13. Adjournment

29 The order of business established in section 28 shall apply unless altered by the presiding officer with a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

30 Standing Committees of Council shall be established and governed by policy or bylaw approved by council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw.

Public Communication

31 An agenda package that does not include financial or items not available to the public per FOIP may be made available to the public via the Village website 1 day prior to any Council meeting.

- 32 An audio recording of any Council meeting may be made available on the Village website within 5 business days after the Council meeting has concluded.

- 33 Minutes of any regular or special meeting of Council or Council of the Whole meeting may be made available to the public after the minutes have been passed by Council allowing 5 business days to be made available on the Village website.

- 34 The most popular bylaws of the Village may be made available on the Village website for the public to access.

- 35 Any documents that are available on the Village website that are requested to be printed by any Carmangay citizen shall be done at a cost of 25 cents per page.

READ A FIRST TIME this 21st day of August, 2018.

READ A SECOND TIME this ____^{day} of _____.

READ A THIRD TIME this ____ day _____.

SIGNED by the Mayor and Chief Administrative Officer this

Mayor

Chief Administrative Officer

F. Utility Rate Bylaw

Suggested Motion(s):

Motion to pass 1st reading of Bylaw 799 the Utility Rate Bylaw.

Motion to pass 2nd reading of Bylaw 799 the Utility Rate Bylaw

Motion for permission to pass 3rd reading of Bylaw 799 the Utility Rate Bylaw

Motion to pass 3rd reading of Bylaw 799 the Utility Rate Bylaw

Background:

An analysis of the 2020 numbers for revenue and direct expenses for the water, sewer and garbage services indicates that there is a surplus of revenue when the direct costs are only considered but the amortization (depreciation) produces a loss.

If the reinvestment in infrastructure could be covered off solely from capital grants then the utility rates would be considered a surplus. The amortization only calculates what the infrastructure has depreciated at the original cost and does not take into account inflation.

Based on the below analysis, the recommendation would be to freeze the utility rates at the 2020 figures until the full impact of COVID and it's effects on future capital grants can be determined. The Utility Rate Bylaw presented has been written with that recommendation in mind.

Water Analysis

The Village is facing significant required investment in infrastructure to address the long standing issue of not enough water flow for fire suppression. The below analysis does not calculate that investment in to the figures.

There is anticipated to be a savings of approximately \$5,000 annually from the solar project that helps offset some of the costs.

Water Analysis	
Annual Revenue	\$ 115,995.00
Less Direct Cost	\$ 97,630.00
Gross Revenue (Loss)	\$ 18,365.00
Less Amortization	\$ 31,959.00
Net Revenue (Loss)	-\$ 13,594.00

Additional consideration should be given with regards to the reliability and use of the water system. Below is a table that explains the amount of water received by Twin Valley Regional Water Commission versus what has been billed out.

The gap of 18.4% of water that is received and paid for from TVRWC is due to non-billed water such as the Carmangay Curling Club and municipally owned buildings as well as fire hydrant use and leakage. The figure of 18.4% is slightly high compared to most municipalities. Administration will continue to find out where the extra water goes moving forward.

Month Year	Count of Bill	TVRWC Billed amount in cubic meters	Amount Billed out in cubic meters	Amounts from Water Plant Readings
January 2019	141	1987	3408	
March 2019	153	4401	2726	
May 2019	146	5913	2635	
July 2019	148	6870	6352	
September 2019	151	6608	4657	
November 2019	150	3736	8196	
2019 Totals		29,515	27,974	
January 2020	297	3902	4326	3530
March 2020	148	3511	2669	3942
May 2020	149	4537	2383	5454
July 2020	150	7134	6200	8928
September 2020	149	7206	5760	4845
October 2020	149	4236	3574	3934
2020 Total		30,526	24,912	30,633
Percent Billed to Paid			81.6%	

Sewer

The sewer system is much further along in its lifespan with approximately 25% of useful life yet. The work completed at the lift station has significantly improved this figure. The remaining infrastructure can be addressed on a consistent timeline with proper annual maintenance including using the Village owned Hydrovac. This will mitigate the risk and keep a reliable system as it is changed out over the coming years.

Note that approximately \$1,000 will be saved annually moving forward from the solar project.

Sanitary Analysis	
Annual Revenue	\$ 30,910.00
Less Direct Cost	\$ 5,358.00
Gross Revenue (Loss)	\$ 25,552.00
Less Amortization	\$ 51,802.00
Net Revenue (Loss)	-\$ 26,250.00

Garbage

The garbage service is completely contracted out and is a simple revenue versus expense. The cost of garbage services has risen 16.3% from \$48,714 to \$56,671 in 2020. It will be important to continue to keep pace on the revenue side with the Vulcan District Waste Commission rising costs.

Garbage Analysis	
Annual Revenue	\$ 57,603.00
Less Direct Cost	\$ 56,671.00
Gross Revenue (Loss)	\$ 932.00

**Village of Carmangay
Bylaw No. 799**

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

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

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

1. Water Rates in the Village of Carmangay are set per schedule A and schedule B, beginning January 1, 2021 as per the attached schedules.

Additional Requirements

- i) That any application for water, sewer and garbage service can be only made by the owner of the property.
 - ii) That any consumer who is in default of payment for a period of longer than one (1) billing, shall be sent notice stating he/she has fourteen (14) days in which to pay all arrears in full or services will be discontinued.
 - iii) That a notice of disconnect will be served by mail to the last known address of the person responsible for payment of services.
 - iv) That any consumer whose services have been disconnected for non-payment shall
 - a) pay all services in full prior to reconnection of services, and
 - b) pay a reconnection charge of \$25.00 (twenty five dollars) prior to reconnection of services.
2. Water Meters will be read bi-monthly.
 3. A one time fee of \$25.00 shall be charged to disconnect/reconnect the water service, when service is discontinued due to a temporary absence. No discount of water, sewer and garbage rates will be given for short or long term absences.
 4. Sewer rates in the Village of Carmangay are set per schedule A and schedule B, beginning on January 1, 2021.

5. Garbage rates in the Village of Carmangay are set per schedule A and schedule B, beginning January 1, 2021.
6. That water, sewer and garbage billings shall be issued bi-monthly.
7. This bylaw will be reviewed and updated as required.

Read a first time this 16th day of February, 2021.

Read a second time this 16th day of February, 2021.

And by unanimous consent of Council

Read a third time and final time this 16th day of February, 2021.

Mayor Stacey Hovde

CAO Patrick Bergen

Schedule A – Residential Rates/Senior Citizen’s Housing Complex, Residential and All Other Establishments Not Otherwise Specified

Water rates:

January 1, 2021 – Winter – 11 cubic meters or portion thereof per month - \$62.65
Summer – 23 cubic meters or portion thereof per month - \$62.65

Winter Rates – shall be in effect from November 1st to April 30th
Summer Rates – shall be in effect from May 1st to October 31st

Sewer rates:

January 1, 2021 – the monthly rate will be \$19.34

Garbage rates:

January 1, 2021 – the monthly rate will be \$33.05

Schedule B – Commercial/Industrial Rates

Water rates:

January 1, 2021 – the rate will be \$2.28 per cubic meter,
based on metered usage

Sewer rates:

January 1, 2021 - The monthly rate will be \$30.95

Garbage rates:

January 1, 2021 – the monthly rate will be \$33.05

G. Resident Sewer Policy

Suggested Motion:

Motion to continue to provide sewer blockage response to Carmangay residents including camera work at no cost for the initial response.

Motion to direct the CAO to draft a policy for Council consideration to address how sewer blockage service will be provided to residents moving forward.

OR

Motion to discontinue providing sewer blockage response to citizens.

Background:

The Village Public Works department has historically assisted residents with sewer blockages and has never charged for the service. The 2020 capital budget has provided for new equipment to replace the non-functioning equipment at a cost of \$5,113. This equipment is required primarily to provide assistance with removing sewer blockages for residents.

Getting this work done by the private sector costs approximately \$500 to \$800. The work done sometimes finds the blockage on the Village owned land which then requires a rebate to the citizen for the plumbing work done to that point.

There may be an opportunity to provide this same service to nearby municipalities as well as a revenue source.

H. Draft 2021 Final Operating Budget

This item is for discussion only.

The Village has received the assessments for all properties and will be sending them out to ratepayers in the coming few weeks. Administration is still waiting for some requisition amounts and grant figures to complete the Draft 2021 Final Operating Budget for Council consideration.

The relevant information to date includes;

- Overall the assessments have gone down by 1.8%. The largest impact has been the reduction in assessed value of residences.

Tax Type	2020 Assessment	2021 Assessment	2020 Number of Properties	2021 Number of Properties	2020 to 2021 Assessment Change
Residential Occupied	\$ 17,097,600	\$ 16,523,850	157	157	-3.4%
Industrial	\$ 1,011,000	\$ 955,000	13	13	-5.5%
Commercial	\$ 656,600	\$ 698,800	14	14	6.4%
Linear Assessment	\$ 387,310	\$ 454,520	6	6	17.4%
Residential Vacant	\$ 363,000	\$ 402,990	17	17	11.0%
Linear Railway	\$ 51,340	\$ 172,720	1	1	236.4%
AGT	\$ 14,000	\$ 14,000	1	1	0.0%
Agricultural	\$ 5,910	\$ 5,910	4	4	0.0%
Total	\$19,586,760	\$19,227,790	0	0	-1.8%

- The impact of the assessment changes to the tax base is below. The below chart assumes the same tax rates and minimum taxes as 2020. There would be a reduction in tax revenue of \$3,281 under these conditions.

Row Labels	2020 Taxes	Draft 2021 Taxes
Agricultural	\$ 512	\$ 512
AGT	\$ 490	\$ 490
Commercial	\$ 9,602	\$ 9,968
Industrial	\$ 12,137	\$ 11,749
Linear Assessment	\$ 4,438	\$ 5,585
Linear Railway	\$ 525	\$ 1,765
Residential Occupied	\$ 178,796	\$ 173,005
Residential Vacant	\$ 8,433	\$ 8,577
Grand Total	\$ 214,931	\$ 211,650

- As background information, the Village owns \$727,000 worth of buildings sitting on \$130,500 value of land for a total of \$857,000. The 2019 Financial Statements provide for \$6,100 depreciation cost. There is also a cost for maintenance and utilities.

Building	Land	Land Improvement	Total
Library	\$ 4,000	\$ 53,000	\$ 57,000
Old Firehall	\$ 4,000	\$ 4,000	\$ 8,000
Solar Farm and Lift Station	\$ 29,000	\$ 201,000	\$ 230,000
Wier and Land	\$ 45,000	\$ 56,000	\$ 101,000
Public Works Shop	\$ 11,000	\$ 173,000	\$ 184,000
Village Office	\$ 4,500	\$ 85,000	\$ 89,500
Campground	\$ 17,000	\$ 48,000	\$ 65,000
Old MLA Building	\$ 4,000	\$ 47,000	\$ 51,000
Water Plant	\$ 12,000	\$ 60,000	\$ 72,000
Total	\$ 130,500	\$ 727,000	\$ 857,500

- The Village owns \$1.628 million value in bare land. Administration is working through options to sell off some of this land and will continue to focus on this activity.

Does Council have any feedback on the provided information?

I. CAO Contract

Suggested Motion: Motion to authorize the CAO to sign and execute the below Below Employment Agreement.

At the last Special Council Meeting, Council directed the CAO to provide a contract for Council's consideration. The below contract addresses the core responsibilities of the CAO role as well as additional duties as required for the remainder of this year, 2021.

CHIEF ADMINISTRATIVE OFFICER EMPLOYMENT AGREEMENT

BETWEEN:

**VILLAGE OF
CARMANGAY, a
municipal
corporation**

**incorporated under the laws
of the Province of Alberta
("the Employer" or "the Village")**

- And -

**Patrick Bergen,
("the Employee" or "the CAO")**

WHEREAS the position of Chief Administrative Officer (CAO) is established in Bylaw No. 785 of the Village;

AND WHEREAS the Employer has offered the position of CAO to the Employee and the Employee has accepted this offer subject to the terms and conditions contained herein.

AND WHEREAS the Parties have agreed to enter into this written employment agreement (the "Agreement") to commence on February 17, 2021 (the "Effective Date") and ending on December 31, 2021 (the "Termination Date").

This Agreement replaces and terminates any prior employment relationship between the parties.

NOW THEREFORE in consideration of the material advantages accruing to both the Village and the Employee, the Parties agree to the following terms and conditions:

DEFINITIONS

“Act” or “MGA” means the *Municipal Government Act*, RSA 2000 c M-26, and all subsequent amendments;

“Agreement” means this Chief Administrative Officer Employment Agreement including attached schedules;

“base salary” means \$40,000 less payroll deductions

“Council” means the Council of the Village of Carmangay;

“the Parties” means the Village of Carmangay and the Employee / CAO;

TERM OF EMPLOYMENT

1. The Employer agrees to employ the Employee for an employment term commencing February 17, 2021 and ending on December 31, 2021. The Employment Term shall not be changed unless otherwise agreed to by the parties in writing, or terminated in accordance with this the provisions of this Agreement in the sections under the heading “Termination”.

POSITION AND DUTIES

2. The Employee is appointed in the full-time position of CAO of the Village under the *Municipal Government Act*, (RSA 2000 c M-26 [MGA]) and has all the powers, duties, rights, responsibilities, and functions, delineated in the *MGA* and any subsequent amendments to the *MGA*. The CAO shall be accountable to the Village in exercising his powers as CAO under the *MGA*, and shall report to the Council of the Village for his administration of the Village.
3. In addition to fulfilling and faithfully performing all the powers, duties and responsibilities assigned to the employee under sections 207 and 208 of the *MGA*, the Employee shall also faithfully perform any duties, functions, and responsibilities the Employer, or Council assigns to the Employee or assigned by a

Resolution or Bylaw enacted by Council. Such duties also include, but are not limited to, those duties of the CAO set forth in schedule "A", the Chief Administrative Officer Job Description.

HOURS

4. It is recognized that the CAO position is a management position. The CAO is initially scheduled for an 18-hour work week. The work schedule may be modified in writing with the agreement of both parties.
5. The parties recognize that the Employee may be required to work more than 18 hours per week in a given week if necessary. The Employee expressly acknowledges that his base salary includes any and all such additional hours of work, and that he will not be paid for any overtime or work hours in addition to the 18 hours per week. Five (5) paid days off in lieu of overtime will be provided each year.

REMUNERATION

6. The Employer shall pay the Employee an annual base salary of \$40,000, less required payroll deductions including but not limited to: income tax, Employment Insurance, Canada Pension Plan, or any other deductions required by Federal or Provincial statute. Such deductions shall also be payable in accordance with the regular payroll policies of the Employer in existence at any time during the employment term.
7. Additionally, the CAO shall perform functions described in schedule "A", the Chief Administrative Officer Job Description, section 15 at a rate of \$37 per hour. The CAO shall advise Council of the hours and description of work on a regular basis for work covered in this section.
8. The Council, Village committee, or designated member of the Employer, shall conduct an annual review of the Employee's base salary. Pending the outcome of the review, an increase in salary may be authorized with an approved motion of Council.
9. The Employee acknowledges that an increase in base salary and the payment of any bonuses must be approved by a motion of Council.

BENEFITS

10. The Employee shall participate in all standard employee benefit plans. The Employee hereby authorizes the Employer to convey all necessary confidential information to facilitate the Employee's participation in such plans.
11. The Employer expressly reserves the right to change carriers, plans or policies, and amend the scope of coverage, if the Employer, in its sole discretion, deems necessary and appropriate. Where the Employee is covered under a plan or policy, the Employer's obligations do not extend to guaranteeing payment of any claims under any plan or policy. The terms, conditions, and provisions of the individual policies and plans shall govern with respect to: benefit eligibility, plan administration, and benefits provided, or any other term or condition contained in the plan or policy.

PENSION

12. The Employer participates in the Local Authorities Pension Plan (LAPP), of which the Employee will be a participating member. All appropriate deductions will be included in payroll deductions calculated each pay period and will be automatically deducted from the Employee's pay.

VACATION

13. The Employee is entitled to fifteen (15) days of paid vacation during each full year of employment.
14. The Employee is responsible for ensuring that he takes his full vacation entitlement each year. The Employee may carry over a maximum of five (5) days of his unused annual vacation entitlement from one year to the immediately following year (the "carry-over year"). If the carried over vacation entitlement is not taken in the carry-over year, it shall be paid out at the end of the carry-over year.
15. Upon cessation of the employment term for any reason, the Employee is entitled to a payout of his accrued vacation entitlement.

CONFIDENTIALITY

16. The Employee acknowledges that through his employment responsibilities he will acquire confidential information and data concerning the operations of the Employer. The Employee further acknowledges that the disclosure of such confidential information may be detrimental to the interests of the Employer. The Employee acknowledges that the Employer is placing reasonable restrictions on the Employee and the Employer is, at all times, entitled to protect its interest in such confidential information.
17. Each party acknowledges that the confidential information which the Employer discloses to the Employee is at all times, both during the employment term and subsequent to the termination of this Agreement, for all purposes is held in confidence and must not be disclosed, divulged, transferred, communicated either orally or in writing or through any other form of media to any third party.
18. The parties acknowledge and agree that confidential information may not be disclosed to any other person or third party except:
 - a With the Employer's consent (such consent may be withheld at the Employer's sole discretion)
 - b In connection with legal proceedings related to this Agreement;
 - c If the Employee demonstrates that the information is within the public domain and generally available to the public;
 - d Information disclosed in compliance with any applicable statute or regulation, or as compelled by a governing court or quasi-judicial body;
 - e In connection with the Employee's fulfilment of his legitimate duties, functions and obligations as an Employee on behalf of the Employer.

ASSOCIATIONS, PROFESSIONAL DEVELOPMENT AND PUBLICATIONS

19. The Employer and the Employee mutually recognize the value of the Employee's continuing relevant professional development. Therefore, the Employee, at the expense of the Employer, may attend such professional development courses, seminars, or workshops for education purposes as may be recommended or approved by Council, provided that the Employee successfully completes such professional development course, seminar, or workshop, as the case may be.
20. The Employer shall pay the Employee's annual membership dues for the following:

- a Local Government Administrators Association;
- b Society of Local Government Managers; and
- c Alberta Association of Urban Municipal Administrators.

TERMINATION

21. The Employer may terminate this Agreement and the Employee's employment at any time for just cause. In such circumstances, the Employee is entitled only to his earned salary and entitlements to the date of termination. Upon such payment, the Employee shall have no further claim under any statute, common law or equity against the Employer for the termination.
22. The Employer may terminate this Agreement and the Employee's employment at any time without just cause provided that a majority of all elected members of Council approves such termination, in its unfettered discretion. In such circumstances, the Employee shall receive his earned salary and vacation up to the date of termination.
23. If the Employee is terminated without cause the Employer will either: (a) pay the Employee termination (severance) pay at the current rate of salary, utilizing the following schedule –3 weeks termination (severance) pay for each full year or employment; or (b) provide the Employee with 3 weeks of notice of termination for each full year of employment as a CAO; or (c) provide 3 weeks of a combination of pay and notice for each full year of service as a CAO. The Employee acknowledges and agrees that he has an obligation to mitigate the notice or pay in lieu of notice times by seeking other employment.
24. The Employee may terminate this Agreement and his employment at any time upon first providing the Employer with a minimum of four (4) weeks written notice. In the event the Employee provided notice of his intention to terminate his employment with the Employer, the Employer may, in its complete discretion, choose to terminate the Employee's employment immediately by providing the Employee with an amount equivalent to the base salary that the Employee would have earned up to an including the Employee's indicated date of resignation. Upon termination of the Employee's employment under this paragraph, the Employer shall have no further legal obligations to the Employee and the Employee shall

have no claims against the Employer for remuneration or compensation of any kind.

25. This Agreement, the Employee's employment, and all obligations of the Employer to the Employee will also cease upon:

- a The Employee's death;
- b The Employee's inability to complete his term of employment or fulfill the essential functions of the position of CAO because a permanent incapacity or an incapacity, where there is an unlikelihood that the Employee can return to work. The Employee's incapacity may be assessed by a qualified medical practitioner in the Province of Alberta, whom both parties agree to. The Employee will facilitate the medical assessment and will co-operate with the Employer in making this determination;
- c Dissolution of the Employer with appropriate notice to the Employee;
- d The employment term is frustrated at law; or,
- e Mutual agreement between the parties in writing.

PROTECTION FROM LIABILITY

38. In addition to the protection from liability afforded by Section 535(2) of the *MGA* and its subsequent amendments, the Employer agrees to indemnify and hold harmless the Employee from and against all costs, charges and expenses whatsoever that the Employee sustains or incurs in or about an action, suit or proceeding that has been brought, commenced or prosecuted against the Employee for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by the Employee in or about the good faith execution of his duties hereunder, excepting such costs, charges or expenses related to any actions taken or not taken or statements made by the Employee if the Employee was proven to be dishonest, grossly negligent, guilty of willful misconduct, guilty of defamation or was otherwise acting in bad faith.

MISCELLANEOUS

39. This Agreement constitutes the entire agreement between the Employee and the Employer concerning their employment relationship. It supersedes and replaces any and all other agreements or contracts, whether verbal or written, and prior negotiations between the Parties. The Employee further acknowledges that there

are no promises or representations made by him by the Employer apart from obligations of the Employer expressly set out in this Agreement.

40. The Employee acknowledges upon execution of this Agreement that he has had reasonable opportunity to seek independent legal advice with respect to this Agreement and its terms, and that he has read this Agreement in its entirety and fully understands this Agreement.
41. The Employee agrees to return to the Employer, immediately upon termination of this Agreement and regardless of the reason for the cessation of the employment relationship, all business documents, confidential information, records, files, equipment and all other property of the Employer, including copies of any such items.
42. This Agreement may be amended at any time by mutual agreement of the Parties in writing.
43. This Agreement is not assignable in whole or in part.
44. This Agreement shall be governed by the laws of the Province of Alberta.
45. The invalidity or unenforceability of any term of this Agreement shall be severable from, and shall not affect the enforceability of, the remainder of this agreement.
46. Whether or not so stipulated herein, all notices, communication, requests and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:
 - a) personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered Notice shall be deemed received when actually delivered to the address below; or
 - b) by email or facsimile or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served, at the address or number set out herein. Notice so served shall be deemed received on the earlier of:

- i. upon transmission with reply confirmation if received within the normal working hours of the business day; or
 - ii. at the commencement of the next ensuing business day following transmission with reply confirmation thereof; or
- c) by priority registered mail, postage prepaid, to the party on whom it is served. Notice so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of postal interruption, notice shall not be deemed to be effected, for the period of 7 days prior to the disruption and 7 days after the disruption, unless the receiving party notifies the other, that they have actually received the notice.

To the Village:

The Village of Carmangay
Attention: Mayor Stacey Hovde

To the Employee:

Patrick Bergen

EXECUTED at Carmangay, Alberta, by Mayor Stacey Hovde and a duly authorized representative of the Village of Carmangay, this 17th day of February, 2021.

VILLAGE OF CARMANGAY

Patrick Bergen

SCHEDULE A

**Village of Carmangay
CAO Job Description**

Job Title: Chief Administrative Officer

Department: Village of Carmangay

Date: February 15, 2021

1. Carry out all duties as set out in the *Municipal Government Act* and all amendments thereto.
2. Responsible for supervision of all village employees
4. **Accounting**
 - a. Maintain in good order all financial and operational documents associated with operation of the Village of Carmangay,
 - b. Ensure oversight of the financial and operational function of the Village in compliance with provincial and federal legislation and advise Council of such.
5. Produce all required Operational and Capital Plans and Budgets as required by the province and communicate progress of such to Council.
6. Ensure all annual financial filings are completed in compliance with provincial and federal requirements in conjunction with the Council appointed auditor.
7. **Taxation**
 - a. Oversee the assessment and property taxation processes,
 - b. Maintain and keep up to date, tax recovery and tax auction lists,
 - c. Ensure that an Assessment Review Board facility is available each tax year,
 - d. Assist Council to pass and file an annual tax rate bylaw,
 - e. Ensure Council appoints the assessor annually by the required deadline.
8. **Utilities**
 - a) Oversee the utility billing process,
 - b) Bring to Council in a timely basis a review of the revenue and expenses associated with utilities for consideration of changing a utility rate bylaw.

SCHEDULE A

9. Payroll

- a) Provide oversight for all employment and payroll records for all Village employees as per the provincial and federal legislation,
- b) Ensure Workers Compensation is provided to relevant employees,
- c) Ensure T4's, T4A's and Summary worksheets as required by Canada Revenue Agency are issued,
- d) Ensure the required payroll deductions and employer contributions to Canada Revenue Agency, Alberta Treasury and employee benefits by the required deadline.

10. Council Meetings

- a) Attend all Council and Special Meetings,
- b) Prepare meeting agendas with Council input,
- c) Prepare and submit reports, summaries, estimates, etc. as requested by Council,
- d) Provide advice on financial matters and on Provincial statutes and regulations to Council for consideration,
- e) Ensure all minutes and bylaws are adopted and signed,
- f) Prepare and submit all draft bylaws, policies, etc. as requested by Council,
- g) Take minutes for all Regular and Special Meetings of Council.

11. The CAO shall function as the Director of Emergency Management and maintain the required training.

12. Ensure that the municipal election is conducted in compliance of the Local Authority Election Act.

13. Operate as the point of contact for all service committees, groups and related organizations.

14. Other Duties as assigned.

15. Additional Responsibilities

The CAO shall perform the following additional duties outside of the core scope of work as required including:

- Business development and planning of external work for the projects team.
- Economic Development.
- Capital Project Planning and Budgeting.
- Other Duties as required.

This work will address gaps in staffing until December 31, 2021, or until no longer required or replacement staffing can be put in place.

J. Draft 2021 Tax Rates

Administration has received all of the assessments excluding 2 small Designated Industrial Properties (DIP) that the province assesses. The DIP taxes are about \$50 and do not materially affect this analysis.

Some of the highlights of the assessments are:

- Overall there has been a 1.8% reduction in assessments per the below table.

Tax Type	2020 Assessment	2021 Assessment	2020 Number of Properties	2021 Number of Properties	2020 to 2021 Assessment Change
Agricultural	\$ 5,910	\$ 5,910	4	4	0.0%
AGT	\$ 14,000	\$ 14,000	1	1	0.0%
Commercial	\$ 656,600	\$ 698,800	14	14	6.4%
Industrial	\$ 1,011,000	\$ 955,000	13	13	-5.5%
Linear Assessment	\$ 387,310	\$ 454,520	6	6	17.4%
Linear Railway	\$ 51,340	\$ 172,720	1	1	236.4%
Residential Occupied	\$ 17,097,600	\$ 16,523,850	157	157	-3.4%
Residential Vacant	\$ 363,000	\$ 402,990	17	17	11.0%
Total	\$19,586,760	\$19,227,790	213	213	-1.8%

- This reduction in assessments will produce an overall tax reduction of \$3,281 if the same tax rates and minimum tax are used as were in 2020. The below table shows the results of keeping the same taxes.

Row Labels	2020 Taxes	Draft 2021 Taxes
Agricultural	\$ 512	\$ 512
AGT	\$ 490	\$ 490
Commercial	\$ 9,602	\$ 9,968
Industrial	\$ 12,137	\$ 11,749
Linear Assessment	\$ 4,438	\$ 5,585
Linear Railway	\$ 525	\$ 1,765
Residential Occupied	\$ 178,796	\$ 173,005
Residential Vacant	\$ 8,433	\$ 8,577
Grand Total	\$ 214,931	\$ 211,650

Administration will be issuing assessment notices in the next few weeks which may alter these numbers slightly.

Does Council have any input into the assessment and tax amounts?