

**Agenda Overview
Village of Carmangay
Regular Council Meeting
Carmangay Library
Tuesday, February 21, 2023
6:00 p.m.**

1. Call to Order
2. Guests:
3. Question Period
4. Approval of Agenda for Tuesday, February 21, 2023 Regular Council Meeting
5. Approval of Minutes of:
 - a. Tuesday, January 17, 2022 Regular Meeting of Council
See pages 5 to 6

6. Public Works Report
 - a. Moved snow piles before they melted for flooding
 - b. Street sanding
 - c. Fixed a few roads but they need grading
 - d. Received a load of gravel but going to need more
 - e. Got a load of sand late last month
 - f. Raised the intersection on Truman and Pacific with gravel because it always floods
 - g. Took sewer pump apart because some how a rag got down the main and jammed the pump up on a Saturday afternoon
 - h. Calgary trip to pick up CL2
 - i. A lot of messing around with Itron
 - j. Received the new water meters
 - k. Ordered new wear blade for snow plow (Picking up this week sometime)
 - l. Greased and checked belts on Lift station pumps and greased pumps at water plant
 - m. Picked up garbage from curling rink (looks like Vulcan waste is doing it now)
 - n. Dug up old camera wire outside shop and replaced for the security camera (Working again)
 - o. Other small stuff like changing flags, water meter checking, clean ups, washing and greasing equipment

7. Administrator Report
 - a. Bank reconciliation work
 - b. Submitted Alberta Capital Loan application
 - c. Prep for audit
 - d. Utilities bylaw prep work

- e. Met with Vulcan County Fire Services regarding Quality Management Program
 - f. Troubleshooting meter/antenna connection issues. Requested site visit from Itron rep to train admin and properly set up the tablet to the radio reader.
 - g. Attended Asset Management course in Lethbridge
8. Correspondence
- a. None
9. Financial Reports
- See pages 7 to 11*
10. Old Business
- a. AMWWP Project Update and Borrowing Bylaw #827
 - i. Loan application is submitted
 - ii. MPE Update
 - b. Utilities Bylaw #819 – discuss amendments to bylaw for 2023
 - i. due to large increase in waste requisition and increase in water rates, discuss amending the rates to align with the expense of providing these utilities.
 - ii. see page 12 -16 for bylaw & rates schedule
 - c. Water Meters
 - i. Order placed on January 23 for 6 new meters and antennas
 - ii. Meters have been received, antennas are back ordered to April
 - iii. Issues connecting old antennas to new meters, working on this with Munisoft and Itron
11. New Business
- a. MITACS Cemetery Project
 - i. Joint project between the University of Lethbridge and Vulcan County, including Milo, Lomond and Carmangay to map community cemeteries.
 - ii. Coordinators are requesting \$500 from each Village for the project, with the remainder to be supplemented by community groups and a grant.
 - b. Unpaid Invoices from December 31, 2020
 - i. The Village owes Vulcan County \$5388.73 for invoices that were unpaid at the 2020 year end. There are three invoices: one for the Physician Retention Program (\$4982.73), and one for Emergency Management (\$352.00) and one for Community Peace Officer (\$54.00).

- c. FCSS Funding Increase Request
 - i. FCSS is requesting additional funding of \$749.99 from the Village to be used to give 5.95% cost of living wage increases to their employees.
- d. Bi-Weekly Garbage Pick Up
 - i. Dick Ellis updated on the possibility of bi-weekly garbage pick up. He said due to the amount of garbage to be picked up in the Village it would take two trips to the Vulcan dump and would therefore eliminate any potential savings on having bi-weekly pick up. He did not see it as a possibility moving forward.
- e. ESRI Community Maps of Canada Project
 - i. Free project to provide information to ESRI to create base maps of Canadian municipalities. *The aim of the Community Maps of Canada is to create a set of base maps where data is provided directly from municipalities to ensure a greater consistency throughout Canada. We can opt out of this if desired, no ownership, assessment or infrastructure information is shared.*
 - ii. See page 17 for a graphic of what information would be shared for this project.
- f. EDA Awards
 - i. Doug to speak on this item
- g. Holiday Trailers on vacant lots
 - i. Office has received multiple calls recently regarding the use of vacant lots to store holiday trailers and live in occasionally.
 - ii. Vulcan County is also dealing with this issue currently. Vulcan County has changed wording in bylaw to prevent holiday trailers from being used as a residence.
- h. Spring Clean Up with Library
 - i. Library is planning a fundraiser in partnership with Value Village as a spring clean up event. Library would like to know if/when the Village is holding a community clean up and if we would like to coordinate with the Library.

12. Reports

- a. ORRSC
- b. Marquis Foundation
- c. Vulcan District Solid Waste
- d. FCSS
- e. SouthGrow

- f. Twin Valley Regional Water Services Commission
- g. Mayors and Reeves of Southern Alberta
- h. Vulcan County Regional Emergency Partnership Committee

13. Closed Session

14. Adjournment

**Minutes
Village of Carmangay
Regular Council Meeting
Village Office
Tuesday, January 17, 2023
6:00 p.m.**

1. **Call to Order:** Mayor Kym Nichols calls the meeting to order at 6:02 p.m.
Attendance: Mayor Kym Nichols, Deputy Mayor Doug Fraser, Councillor Sue Dahl, CAO Kelly McLeod

2. **Guests:** Peter Casurella from Southgrow presented virtually regarding the initiatives that Southgrow has undertaken in the past year. Spoke about the various opportunities available to communities as well as advice and help that Southgrow can give to communities.

3. **Question Period:** council answered questions from residents.

4. **Approval of Agenda** for Tuesday, January 17, 2023 Regular Council Meeting
Deputy Mayor Doug Fraser motions to approve the agenda for Tuesday, January 17, 2023.

CARRIED

5. **Approval of Minutes** of Wednesday, December 21, 2022 Regular Meeting of Council
Councillor Sue Dahl motions to approve the minutes of Wednesday, December 21, 2022, Regular Meeting of Council.

CARRIED

6. Public Works Report
7. Administrator Report
Deputy Mayor Doug Fraser motions to accept the Public Works and Administrator report as presented.

CARRIED

8. Correspondence – Letter from Carmangay Curling Association requesting a donation for Junior Bonspiel Feb 2 – 3.
Councillor Sue Dahl motions to donate \$50 (fifty dollars) to the Carmangay Junior Bonspiel on February 2 and 3, 2023.

CARRIED

Carmangay Agricultural Society requests permission from the Village to use the green space beside the Carmangay Seniors Centre for water games during Fair Days on the 5th of August. Council approves this request.

9. Financial Reports

Councillor Sue Dahl motions to accept the Financial Reports as presented.

CARRIED

10. Old Business

- a. AMWWP Project Update and Borrowing Bylaw #827
 - i. For information

- b. Pre-Authorized Debit payments
 - i. For information

- c. Utilities Bylaw #819 – discuss amendments to bylaw for 2023
Deputy Mayor Doug Fraser motions to increase the monthly utility fees by \$5.17 per utility account effective May 1, 2023.

CARRIED

- d. Foothills Next Generations 911
 - i. requesting signature on agreement to provide next generation 911 access to the Village of Carmangay
Councillor Sue Dahl motions to direct administration to sign the Foothills Next Generation 911 agreement.

CARRIED

11. New Business

- a. ORRSC – orthophotography
 - i. Council is not interested in upgrading the orthophotography for the Village at this time.

- b. Water Meters
Deputy Mayor Doug Fraser motions to purchase six new water meters to replace the damaged meters.

CARRIED

12. Reports

- a. Vulcan County Regional Emergency Partnership Committee – upcoming training and live exercise in February.

13. Adjournment

Mayor Kym Nichols adjourns the meeting at 7:29 p.m.

9. Financial Report:

Statement of Cash Position as of January 31, 2022 and February 11, 2023

	31-Jan-23	15-Feb-23	Interest Income
Current Cash (operating account)	\$ 26,629.24	\$ 25,780.23	\$ 94.44
Current Cash (ATB deposit account)	\$ 2,042.57	\$ 4,042.57	\$ 8.20
Reserves	\$ 137,865.28	\$ 138,421.40	\$ 556.12
AMWWP Grant Account	\$ 77,728.06	\$ 82,862.18	\$ 363.95
Investments	\$ 35,053.00	\$ 35,053.00	\$ 145.23
Savings Account	\$ 7,117.57	\$ 7,117.57	\$ 28.59
Public Works Receivable	\$ 2,462.00	\$ 2,462.00	
Overdue Tax Owing	\$ 29,319.01	\$ 29,319.01	
Current Tax Owing	-\$11,720.54	-\$11,720.54	
Overdue & Current Utilities Owing*	\$ 11,252.28	\$ 11,252.28	
Revolving Credit	\$ -	\$ -	
Mastercard	-\$428.14	-\$756.01	
Total Cash & Near Cash	\$ 317,320.33	\$ 323,833.69	\$ 1,196.53

**Village of Carmangay
Payment Register**

Report Date
2023-02-15 2:16 PM

Batch: 2023-00002 to 2023-00012

Page 1

Bank Code: GEN - ATB Business Account

Payment #	Vendor	Date	Amount
Computer Cheque			
3202	AMSC INSURANCE SERVICES LTD	2023-01-11	1,740.59
3203	BENCHMARK ASSESSMENT	2023-01-11	1,877.40
3204	KAIZEN LAB	2023-01-11	236.78
3205	TOWN OF VULCAN	2023-01-11	512.81
3206	TVRWC	2023-01-11	3,507.00
3207	VULCAN DISTRICT WASTE COMM	2023-01-11	2,160.00
3208	XEROX CANADA LTD	2023-01-11	128.52
3209	AUMA	2023-01-31	1,185.50
3210	Chinook Arch Regional Library	2023-01-31	1,063.12
3211	CARMANGAY JUNIOR BONSPIEL	2023-01-31	50.00
3212	KYM NICHOLS	2023-01-31	226.80
3213	NAPA AUTO PARTS	2023-01-31	123.74
3214	ORRSC	2023-01-31	2,092.85
3215	XEROX CANADA LTD	2023-02-02	322.06
3216	AUMA	2023-02-02	1,740.59
3217	CLEAR TECH INDUSTRIES INC.	2023-02-15	261.87
3218	Fountain Tire	2023-02-15	131.48
3219	METERCOR INC.	2023-02-15	1,968.61
3220	XEROX CANADA LTD	2023-02-15	107.87
Total for Computer Cheque:			19,437.59
Other			
032724425776	TVRWC	2023-02-28	12,893.11
032724425976	MPE ENGINEERING LTD.	2023-02-27	16,023.11
1022023	CNH INDUSTRIAL CAPITAL	2023-02-01	2,687.67
1032023	CNH INDUSTRIAL CAPITAL	2023-01-03	2,687.67
1162023	WORKERS COMPENSATION BOAR	2023-01-16	209.18
1232023	Ford Credit Canada Company	2023-01-23	1,106.49
1312023	MUNISOFT	2023-01-31	467.34
1312023	NEW GEN ENERGY	2023-01-31	1,082.04
2282023	MUNISOFT	2023-02-28	467.34
3427935	LAPP	2023-01-30	1,581.42
34429293	DIRECT ENERGY REGULATED	2023-02-07	306.94
107498924	MPE ENGINEERING LTD.	2023-01-30	8,197.48
134824837	DIRECT ENERGY REGULATED	2023-01-11	259.00
332260583	EPCOR ENERGY SERVICES ALBEF	2023-01-11	494.07
332262690	TELUS MOBILITY	2023-01-12	83.95
332265296	ATB FINANCIAL MASTERCARD	2023-01-04	1,465.52
332265996	CANADIAN PACIFIC (NON FREIGHT)	2023-01-06	296.00
336609476	EPCOR ENERGY SERVICES ALBEF	2023-01-11	1,631.01
339247690	ROGERS	2023-02-08	37.75
342793571	MPE ENGINEERING LTD.	2023-01-30	7,287.15
342793571	CANADIAN PACIFIC (NON FREIGHT)	2023-02-03	296.00
344294446	DIRECT ENERGY REGULATED	2023-02-07	343.94
344299118	DIRECT ENERGY REGULATED	2023-02-07	812.25
344300118	DIRECT ENERGY REGULATED	2023-02-07	849.64
344300170	EPCOR ENERGY SERVICES ALBEF	2023-02-13	462.59
348224710	TELUS MOBILITY	2023-02-13	83.95
348267167	EPCOR ENERGY SERVICES ALBEF	2023-02-28	1,643.67
349728790	TELUS COMMUNICATIONS INC.	2023-02-26	89.93

**Village of Carmangay
Payment Register**

Report Date
2023-02-15 2:16 PM

Batch: 2023-00002 to 2023-00012

Page 2

Payment #	Vendor	Date	Amount
349730509	TELUS COMMUNICATIONS INC.	2023-02-26	89.93
1348248191	DIRECT ENERGY REGULATED	2023-01-11	686.85
1348248503	DIRECT ENERGY REGULATED	2023-01-11	708.35
1348248973	DIRECT ENERGY REGULATED	2023-01-11	282.68
1351784293	TELUS COMMUNICATIONS INC.	2023-01-26	89.93
1351784349	TELUS COMMUNICATIONS INC.	2023-01-26	89.93
1355553145	ATB FINANCIAL MASTERCARD	2023-02-08	428.14
5b10w-7805423	CANADA REVENUE AGENCY	2023-02-15	2,544.93
5WRGW-9146263	CANADA REVENUE AGENCY	2023-01-15	2,990.63
Total for Other:			71,757.58
Total for GEN:			91,195.17

Payments Printed: 56

**Village of Carmandav
Budget versus Actual**

Report Date
2023-02-15 2:12 PM

For the Period Ending January 31, 2023

Page 1

	Budget	Current	Year to Date
REVENUES			
Taxes including School and Marquis		31.36	31.36
General Administration		4,938.72	4,938.72
Bylaw Enforcement		350.00	350.00
Public Works		500.00	500.00
Water Supply and Distribution		21,151.03	21,151.03
Bulk Water Sales		50.00	50.00
Wastewater and Disposal		5,617.74	5,617.74
Waste Management		10,170.61	10,170.61
Development		50.00	50.00
TOTAL REVENUES:	0.00	42,859.46	42,859.46
EXPENSES			
Council and Other Legislative		226.80	226.80
General Administration		14,346.47	14,346.47
Public Works		9,251.10	9,251.10
Roads, Streets, Walks and Lighting		1,927.01	1,927.01
Water Supply and Distribution		4,935.55	4,935.55
Wastewater Treatment and Disposal		246.67	246.67
Waste Management		2,160.00	2,160.00
Community Programming		512.81	512.81
Development		2,092.85	2,092.85
Parks and Recreation		76.41	76.41
Culture including Library		1,063.12	1,063.12
TOTAL EXPENSES:	0.00	36,838.79	36,838.79
SURPLUS (DEFICIT)	0.00	6,020.67	6,020.67

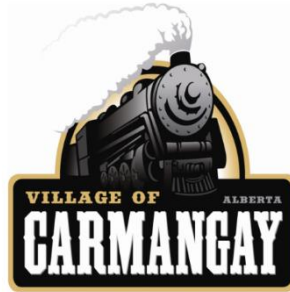
Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
1-10-110 - Municipal Taxes		48.14	48.14		48.14	
1-10-510 - Tax Penalties		(16.78)	(16.78)		(16.78)	
1-12-410 - General Administration Revenue		45.80	45.80		45.80	
1-12-420 - Interest Revenue		30.78	30.78		30.78	
1-12-540 - Franchise Revenue		4,627.14	4,627.14		4,627.14	
1-12-560 - Leases and Rents		235.00	235.00		235.00	
1-12-570 - ADMIN REVENUE OTHER						
REFUNDS FOR OVERPAYMENTS						
1-27-110 - Bylaw and Dog License Revenue		350.00	350.00		350.00	
1-31-204 - PW - SNOW REMOVAL		500.00	500.00		500.00	
1-41-110 - Water Flat Fee Revenue		18,937.81	18,937.81		18,937.81	
1-41-120 - Water Usage Revenue		2,213.22	2,213.22		2,213.22	
1-41-400 - Bulk Water Sales		50.00	50.00		50.00	
1-42-110 - Sanitary Flat Fee Revenue		5,617.74	5,617.74		5,617.74	
1-43-120 - Weekly Garbage Revenue		10,170.61	10,170.61		10,170.61	
1-61-110 - Development Revenue		50.00	50.00		50.00	
Revenue Totals:		42,859.46	42,859.46		42,859.46	
2-10-116 - FCSS		512.81	512.81		(512.81)	
2-11-101 - Council Stipend & Meeting Fees		185.00	185.00		(185.00)	
2-11-200 - MEETING ROOM EXP & MILEAGE		41.80	41.80		(41.80)	
2-12-100 - Admin Salaries		5,012.00	5,012.00		(5,012.00)	
2-12-101 - Admin Employer Benefits Contributions		3,665.32	3,665.32		(3,665.32)	
2-12-217 - Admin Telephone		171.30	171.30		(171.30)	
2-12-230 - Admin Professional Services		2,233.09	2,233.09		(2,233.09)	
2-12-250 - Admin Office Supplies		1,150.85	1,150.85		(1,150.85)	
2-12-300 - Admin Memberships		1,129.05	1,129.05		(1,129.05)	
2-12-500 - Admin Computer and Contracts		202.40	202.40		(202.40)	
2-12-514 - Parade Expenses		50.00	50.00		(50.00)	
2-12-900 - Admin Utilities		491.90	491.90		(491.90)	
2-31-100 - PW Salaries		6,246.65	6,246.65		(6,246.65)	
2-31-101 - PW Employer Benefits Contributions		1,104.91	1,104.91		(1,104.91)	
2-31-108 - PW Workers Compensation		209.18	209.18		(209.18)	
2-31-217 - PW Telephone		79.95	79.95		(79.95)	
2-31-320 - PW Training and Development						
2-31-600 - PW Goods and Supplies		204.36	204.36		(204.36)	
2-31-700 - PW Building and Equip Repairs						

Village of Carmangay
Budgetary Control
 For the Period 2023-01-01 - 2023-01-31

Report Date
 2023-02-15 2:24 PM

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
2-31-900 - PW Utilities		1,406.05	1,406.05		(1,406.05)	
2-32-542 - Roads CPR Crossing		296.00	296.00		(296.00)	
2-32-900 - Roads Utilities		1,631.01	1,631.01		(1,631.01)	
2-41-110 - Water TVRWC Large Debenature Payment						
2-41-120 - Water Usage		3,507.00	3,507.00		(3,507.00)	
2-41-215 - Water Freight						
2-41-253 - WATER ANALYSIS		225.50	225.50		(225.50)	
2-41-511 - Water Meters						
2-41-600 - Water Goods and Supplies		78.37	78.37		(78.37)	
2-41-900 - Water Utilities		1,124.68	1,124.68		(1,124.68)	
2-42-900 - Sanitary Utilities		246.67	246.67		(246.67)	
2-43-120 - Weekly Garbage Expense		2,160.00	2,160.00		(2,160.00)	
2-62-200 - Dev Contracted Services		2,092.85	2,092.85		(2,092.85)	
2-73-900 - Campground Utilities		76.41	76.41		(76.41)	
2-74-540 - Library Requisitions		1,063.12	1,063.12		(1,063.12)	
Expense Totals:		36,598.23	36,598.23		(36,598.23)	
Net Surplus (Deficit):		6,261.23	6,261.23		6,261.23	

Accounts Printed: 49



VILLAGE OF CARMANGAY

Bylaw #831

UTILITIES BYLAW, INCLUDING WATER, SEWER AND GARBAGE RATES

A BYLAW OF THE VILLAGE OF CARMANGAY TO AUTHORIZE AN AMENDMENT TO WATER, SEWER, AND GARBAGE RATES BYLAW #819 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 May 1, 2023 as per the attached schedules.
2. An application for water, sewer and garbage service can be only made by the owner of the property. Property owners are responsible for payment of all utilities. Payment arrangements with renters of a property are made on a case-by-case basis, but non-payment of utility bills will ultimately be the responsibility of the property owner.
3. It is the responsibility of the property owner to ensure the water meter is protected from any damage, whether from freezing or any other causes.
4. Property owners, tenants or any other person may not tamper, repair, remove or

bypass the Village owned water meter or any attachments to the water meter, including wires, antenna, or piping.

5. Any damage to water meters, whether from freezing, negligence, tampering, unauthorized repairs, unauthorized connections or unauthorized disconnections, will be repaired or replaced at the expense of the property owner. The actual cost of parts, materials, and labour will be billed to the property owner upon completion of the repairs or replacement.
6. Any consumer who is in default of payment for a period of longer than one (1) billing period, shall be sent a notice stating he/she has fourteen (14) days in which to pay all arrears in full or services will be discontinued.
7. If full outstanding payment is not received by the end of 14 days, a notice of disconnect will be served by mail to the last known address of the person responsible for payment of services. Disconnection will be completed on the 10th day after the notice of disconnect has been mailed.
8. Any consumer whose services have been disconnected for non-payment shall be required to:
 - 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
9. Water meters will be read bi-monthly.
10. A one-time fee of \$25.00 (twenty-five dollars) shall be charged to disconnect and 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.
11. Residential properties that use over the allotted amounts (23 cubic meters in summer and 11 cubic meters in the winter) will be charged \$1.95 per cubic meter.
12. Sewer rates in the Village of Carmangay are set per Schedule A and Schedule B, beginning on **May 1, 2023**

SCHEDULE A

Residential Rates, Marquis Foundation, All Other Establishments Not Otherwise Specified

Water rates:

Winter – November 1, 2022 to April 30, 2023:

- 11 cubic meters or portion thereof per month - \$62.65

Summer – May 1, 2023 to October 31, 2023:

- 23 cubic meters or portion thereof per month - \$68.63

Winter – November 1, 2023 to April 30, 2024

- 11 cubic meters or portion thereof per month - \$68.63

19

Sewer rates:

Monthly rate commencing January 1, 2023 will be \$19.73

Monthly rate commencing May 1, 2023 will be \$20.59

Garbage rates:

Monthly rate commencing January 1, 2023 will be \$33.71

Monthly rate commencing May 1, 2023 will be \$35.17

SCHEDULE B

Commercial/Industrial Rates

Water rates:

The rate commencing on August 1, 2022 will be \$2.28 per cubic meter, based on metered usage.

The rate commencing on January 1, 2023 will be \$2.38 per cubic meter, based on metered usage.

Sewer rates:

The monthly rate commencing January 1, 2023 will be \$31.57

The monthly rate commencing May 1, 2023 will be \$32.94

Garbage rates:

The monthly rate commencing January 1, 2023 will be \$33.71

The monthly rate commencing May 1, 2023 will be \$35.17

11. e. Esri Community Maps of Canada Project:

Layers Collected



- Administrative & Political Boundaries**
 - Administrative boundary line
 - Municipal
 - Provincial
 - Federal
 - First Nations Reserves
 - International
- Cultural/ Land use**
 - Neighbourhoods
 - Parks
 - Urban features
 - Points of Interest
 - Parking lots
- Cadastral**
 - Parcels
 - Address points
 - Building footprints
- Transportation**
 - Railroads
 - Roads
 - Trails
 - Airports
 - Ports
- Physical Features**
 - Waterbodies
 - Wetlands
 - Vegetation
 - Trees
 - Spot elevations
 - Contours
 - Landforms/ landmarks
- Imagery**
 - High-resolution aerial imagery