

**Agenda Overview  
Village of Carmangay  
Regular Council Meeting  
Carmangay Village Office  
February 18, 2025  
7:00 p.m.**

1. **Call to Order**
2. **Approval of Agenda** for Tuesday, February 18, 2025 Regular Council Meeting
3. **Guests:**
4. **Question Period**
5. **Approval of Minutes**
  - a) Tuesday, January 21, 2024 – see pages 4 to 6
6. **Public Works Report**
  - a) See pages 7 to 8
7. **Administrator Report**
  - ATB calls and training weekly
  - Updated Power Plus Program contract to remove solar site cluster
  - Attended Vulcan County audit prep training
  - TVRWC meeting in Vulcan
  - AEMA emergency response plan review meeting in Vulcan
  - Development permit application processing
  - January minutes
  - Xerox printer issues
  - Worked on 2024 year end audit preparation
  - Collected contact information and capacity information for Village buildings to be used in case of emergency and submitted to Emergency Social Services representative for Vulcan County
  - Munisoft calls for trouble shooting and help
  - Attended remote court hearing for land use bylaw contravention
  - Communicated with legal counsel for land use bylaw case and lot purchase documents
  - Communicated with AWWOA and Government of Alberta water and wastewater certification office re: certification process for public works and timelines for testing

- Communicated with Town of Vulcan water operator and MPE regarding chlorine analyzer issues
- Spoke with Vulcan County finance for help with year end questions and issues
- Attended Elections Alberta meeting to learn requirements for 2025 municipal election
- Attended Roving Energy Manager meeting for overview on analysis of our energy consumption in village owned properties. Set a date for on-site visit in late February

## **8. Correspondence**

- a) None

## **9. Financial Reports**

- See page 9 – 13

## **10. Old Business**

- a) LGFF Grant

- Projects submitted, waiting for approval
- McNally will be scheduled for spring

- a) 2024 Year End Audit

- Vulcan County training for audit prep – completed
- Audit scheduled for March 17 to 19

- b) Alberta Community Partnership Grant

- Application was submitted on September 19, 2024

- c) Power Plus Program

- All NewGen sites are a cluster and as such cannot be transferred to the Power Plus Program as initially intended.
- Three sites have been transferred and the plan is to move the remaining sites once the program upgrades their solar program

- d) Horticulture Society Request

- Horticulture Society is waiting for input from the Village on a more suitable site for a tree nursery

## **11. New Business**

- a) Snow Policy

- See pages 14 to 15
- Review the existing snow policy to ensure it is meeting community needs and Council expectations

- b) Community Information Night
  - Should the Village attend with information on pre-authorized payment plan, e-notices, bylaw information, budget information, Voterlink, etc.
- c) Municipal Election 2025
  - Need to advertise for the nomination day and create package for prospective nominees
- d) ICS 300
  - Offered in Vulcan April 29 to May 1
- e) Unpaid Utilities to Tax Arrears
  - Multiple property owners have had unpaid utilities roll over to tax rolls on a regular basis. Administration would like guidance on when Council would like to see further steps being taken to encourage payment (i.e. shut off water at curb valve)
  - Tax arrears transfers do not seem to have a deterrent effect on delinquent accounts

## **12. Reports**

- a) ORRSC:
- b) Marquis Foundation:
- c) Vulcan District Solid Waste:
- d) SouthGrow:
- e) Twin Valley Regional Water Services Commission:
- f) Mayors and Reeves of Southern Alberta:
- g) Vulcan County Regional Emergency Partnership Committee:
- h) FCSS:
- i) Vulcan County Communications Meeting

13. Closed Session – FOIP Section 16 – Third Party Business Interests

14. Adjournment

5. Approval of Minutes:

**Minutes  
Village of Carmangay  
Regular Council Meeting  
Village Office  
January 21, 2025  
7:00 p.m.**

1. Call to Order: Deputy Mayor Doug Fraser calls the meeting to order at 7:10 p.m.

Attendance: Deputy Mayor Doug Fraser, Councilor Sue Dahl, CAO Kelly McLeod

Regrets: Mayor Kym Nichols

2. Approval of Agenda for Tuesday, January 21, 2025 Regular Council Meeting

Councillor Sue Dahl motions to approve the agenda for Tuesday, January 21, 2025 Regular Council Meeting.

CARRIED

3. Guests – no guests
4. Question Period – no questions
5. Approval of Minutes

Councillor Sue Dahl motions to approve the minutes of Tuesday, December 17, 2024 Regular Council Meeting

CARRIED

6. Public Works Report
7. Administrator Report

Councillor Sue Dahl motions to accept the Public Works Report and the Administrator Report for information.

CARRIED

8. Correspondence
  - a) none

9. Financial Reports

Deputy Mayor Doug Fraser motions to accept the Financial Reports for information.

CARRIED

10. Old Business

- a) LGFF Grant

- For information

b) Fire Hydrant Testing

Deputy Mayor Doug Fraser motions to increase the budget for account 2-41-253 (Water Analysis) from \$2500 to \$6700 to allow for the payment of the fire hydrant testing invoice which was an unbudgeted expense.

CARRIED

c) Alberta Community Partnership Grant

- For information

d) Horticulture Society Request

- Tabled

e) Tax Auction

- For Information

11. New Business

a) Property Demolition

- For information

b) Federation of Canadian Municipalities

- Council is not interested in joining

c) 2024 Year End Audit

- For information

d) Power Plus Program

- After discussion, decision to keep current sites with Power Plus Program and NewGen Energy as they are currently set up
- Once Power Plus Program releases its solar power program, Council will reassess the option to switch remaining sites over to Power Plus Program at that time.

12. Reports

a) ORRSC: no report

- b) Marquis Foundation: no report
- c) Vulcan District Solid Waste: no report
- d) SouthGrow: no report
- e) Twin Valley Regional Water Services Commission: presented in agenda
- f) Mayors and Reeves of Southern Alberta: no report
- g) Vulcan County Regional Emergency Partnership Committee: no meeting
- h) FCSS: decision was made to withdraw the casino license application on behalf of the food bank as the requirements were not able to be met
- i) Vulcan County Communications Meeting: no meeting
- j) Carmangay Rec Board: no meeting

13. Closed Session – FOIP Section 16 – Third Party Business Interests

Councillor Sue Dahl motions to enter closed session at 7:47 p.m.

Deputy Mayor Doug Fraser motions to exit closed session at 8:06 p.m.

Motions arising from closed session:

Deputy Mayor Doug Fraser motions to direct Administration to write a letter to Sampson Water Services Ltd. to terminate the existing agreement between the Village of Carmangay and Sampson Water Services Ltd. with 90 days notice.

CARRIED

14. Adjournment

Deputy Mayor Doug Fraser adjourns meeting at 8:07 p.m.

\_\_\_\_\_

Date

\_\_\_\_\_

Mayor Kym Nichols

\_\_\_\_\_

CAO Kelly McLeod

## 7. Public Works Report:

16-Jan	Called tree company for split tree on Armstrong	16-Jan	sc
16-Jan	Water meter installs with plumber	16-Jan	Sc
16-Jan	2 phase loss on pumps at water plant call outs	16-Jan	Sc
16-Jan	Called Gavin with MPE	16-Jan	Sc
17-Jan	Branch pick up from wind storm	17-Jan	Sc
17-Jan	Shop clean up and put tools away from meter job	17-Jan	Sc
20-Jan	Fixed tire on tractor	20-Jan	Sc
20-Jan	Branch pick up	20-Jan	Sc
20-Jan	Put sand down at water plant, Sampson left sink running friday	20-Jan	Sc
21-Jan	Did my practice test before actual test	21-Jan	Sc
21-Jan	Fixed tube in tire on Jd 1550	21-Jan	Sc
22-Jan	Shop / Office , Took day off with headache	22-Jan	Sc
23-Jan	Fixed leaking hydraulic line on sweeper	23-Jan	Sc
23-Jan	Met with Ed from MPE and turned vfd phase alarm off	23-Jan	Sc
23-Jan	Sanded around recycle and alley	23-Jan	Sc
24-Jan	Fixed rug in entrance to office	24-Jan	Sc
24-Jan	Fixed leaking CL2 pump at water plant	24-Jan	Sc
24-Jan	Called Vulcan about high turbidity levels (Still Safe)	24-Jan	Sc
24-Jan	Stu came out and did testing , Figures cause of high turbidity was due to break in Champion , Regional test was 0.11	24-Jan	Sc
27-Jan	Picked up branches and garbage blown around town	27-Jan	Sc
27-Jan	Put some sand down on icy spots	27-Jan	Sc
27-Jan	Started getting SOP together for water plant	27-Jan	Sc
28-Jan	\$50 bulk water given to Heather	28-Jan	Sc
28-Jan	Cleaned garbage in recycle	28-Jan	Sc
28-Jan	Took washer and dryer to dump for Burbank	28-Jan	Sc
28-Jan	Cleaned shop office	28-Jan	Sc
29-Jan	Picked up large broken branch on water plant road	29-Jan	Sc
29-Jan	Scraped ice down and sanded mess at water plant	29-Jan	Sc
29-Jan	SOP for water plant	29-Jan	Sc
30-Jan	Took sewer acid to [REDACTED]	30-Jan	Sc
30-Jan	Ordered Therma chem from NeoChem	30-Jan	Sc
30-Jan	Greased up Backhoe and snowblade	30-Jan	Sc
30-Jan	Found a cracked hydraulic line ( Getting on Sat )	30-Jan	Sc
31-Jan	Checked on water plant	31-Jan	Sc
31-Jan	Cleaned shop	31-Jan	Sc
3-Feb	Fixed leaking CL2 pump at water plant	3-Feb	Sc

4-Feb	Changed leaking hydraulic hose on plow	4-Feb	Sc
4-Feb	Did my wastewater practice test 89%	4-Feb	Sc
4-Feb	Maintance on backhoe	4-Feb	Sc
5-Feb	Sidewalk and street clearing 40 min @ school	5-Feb	Sc
6-Feb	Cleared sidewalk office	6-Feb-25	Sc
6-Feb	Checked generator at water plant	6-Feb	Sc
6-Feb	changed inner tube on JD	6-Feb	Sc
6-Feb	Greased sweeper	6-Feb	Sc
7-Feb	Snaked [REDACTED] sewer and cleared	7-Feb	Sc
7-Feb	Leaking fitting on Backhoe repaired	7-Feb	Sc
10-Feb	Cleaned up in shop	10-Feb	Sc
11-Feb	Blew off sidewalks at office/community center/fairehall	11-Feb	Sc
11-Feb	Called Stew about CL2 pump in water plant	11-Feb	Sc
11-Feb	Calibrated CL2 meter /reading right	11-Feb	Sc
11-Feb	Called RME for quotes on backhoe trouble code	11-Feb	Sc
12-Feb	Checked on water plant and Lift station with this cold	12-Feb	Sc
12-Feb			

Financial Reports

<b>Statement of Cash Position as of January 31, 2025 and February 14, 2025</b>			
	<b>31-Jan-25</b>	<b>14-Feb-25</b>	<b>Interest Income</b>
Current Cash (operating account)	\$ 30,648.93	\$ 33,258.77	\$ 102.26
Current Cash (ATB deposit account)	\$ 7,609.65	\$ 7,585.92	\$ 23.73
Reserves	\$ 158,172.62	\$ 157,649.28	\$ 493.34
AMWWP Grant Account	\$ 5,672.93	\$ 5,659.72	\$ 13.21
ACF Loan (rec'd March 15, 2023)	\$ 145.50	\$ 145.05	\$ 0.45
Investments	\$ 38,890.60	\$ 38,890.60	\$ 126.22
CCBF Grant	\$ 18,335.13	\$ 18,335.13	\$ 57.19
MSI Operating Grant	\$ 36,192.57	\$ 36,192.57	\$ 112.88
MSI Capital Grant Account	\$ 29,295.53	\$ 29,295.53	\$ 91.37
Savings Account	\$ 8,770.96	\$ 8,770.96	\$ 27.36
Accounts Receivable	\$ 419.33	\$ 573.76	
Tax Arrears Owing*	\$ 61,777.32	\$ 61,777.32	
Current Tax Owing	\$ -	\$ -	
Overdue & Current Utilities Owing	\$ 10,609.12	\$ 5,196.33	
Revolving Credit	\$ -	\$ -	\$ -
Mastercard	-\$ 1,027.04	-\$ 2,183.17	\$ -
<b>Total Cash &amp; Near Cash</b>	<b>\$ 405,513.15</b>	<b>\$ 401,147.77</b>	<b>\$ 1,048.01</b>
*includes \$9127.87 owing on tax forfeiture property that has not yet transferred to Village			

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<b>REVENUE</b>	
1-10-510 - Tax Penalties	\$(3,417.07)
1-12-410 - General Administration Revenue	221.47
1-12-420 - Interest Revenue	923.28
1-12-540 - Franchise Revenue	4,570.99
1-12-560 - Leases and Rents	247.00
1-12-595 - Agency Bank Revenue	2,000.00
1-27-110 - Bylaw and Dog License Revenue	75.00
1-31-204 - PW - SNOW REMOVAL	50.00
1-41-110 - Water Flat Fee Revenue	(184.38)
1-41-120 - Water Usage Revenue	(105.90)
1-41-252 - PW - WATER REPAIRS	155.00
1-41-400 - Bulk Water Sales	50.00
1-42-110 - Sanitary Flat Fee Revenue	(69.27)
1-43-120 - Weekly Garbage Revenue	(160.72)
<b>Total Revenue</b>	<u>\$4,355.40</u>
<b>EXPENDITURES</b>	
2-10-116 - FCSS	\$535.89
2-12-100 - Admin Salaries	5,772.23
2-12-101 - Admin Employer Benefits Contributions	2,649.93
2-12-217 - Admin Telephone	57.40
2-12-230 - Admin Professional Services	2,691.27
2-12-500 - Admin Computer and Contracts	306.72
2-12-810 - Admin Bank Charges	209.83
2-12-900 - Admin Utilities	138.37
2-31-100 - PW Salaries	4,930.21
2-31-101 - PW Employer Benefits Contributions	1,166.51
2-31-108 - PW Workers Compensation	143.88
2-31-217 - PW Telephone	17.86
2-31-900 - PW Utilities	231.85
2-41-100 - Water Salaries	1,707.75
2-41-511 - Water Meters	2,187.50
2-61-110 - Dev Municipal Planning Commission	1,250.00
2-62-200 - Dev Contracted Services	2,661.77
2-72-700 - Parks Contracted Services	900.00
2-73-900 - Campground Utilities	157.94
2-74-540 - Library Requisitions	1,043.72
<b>Total Expenditures</b>	<u>\$28,760.63</u>
<b>Net Surplus (Deficit):</b>	<u><u>\$(24,405.23)</u></u>

**Village of Carmangay  
Payment Register**

Report Date  
2025-02-14 2:18 PM

Batch: 2025-00006 to 2025-00015

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Bank Code: GEN - ATB Business Account

Payment #	Vendor	Date	Amount
<b>Computer Cheque</b>			
3567	VOID - Cheque Confirmation	2025-01-29	0.00
3568	VOID - Cheque Confirmation	2025-01-29	0.00
3557	BENCHMARK ASSESSMENT	2025-01-17	2,253.30
3558	CANOE PROCUREMENT GROUP O	2025-01-17	1,106.45
3559	Carmangay Community Centre	2025-01-17	52.50
3569	Chinook Arch Regional Library	2025-01-29	1,043.72
3570	CHRIS ALMOND PLUMBING	2025-01-29	2,296.88
3572	██████████	2025-01-30	460.73
3560	ORRSC	2025-01-17	3,911.77
3561	ROWLEY TREE CARE	2025-01-17	945.00
3562	Securcom Technologies Inc	2025-01-17	94.34
3563	TOWN OF VULCAN	2025-01-17	535.89
3564	VULCAN COUNTY	2025-01-17	144.79
3571	VULCAN COUNTY	2025-01-29	433.50
3565	XEROX CANADA LTD	2025-01-17	320.37
3566	XEROX CANADA LTD	2025-01-17	322.06
Total for Computer Cheque:			<u>13,921.30</u>
<b>Other</b>			
098410478928	AMSC INSURANCE SERVICES LTD	2025-01-14	2,416.10
688969889	ATB FINANCIAL MASTERCARD	2025-01-06	1,169.23
1518994180	BELL MOBILITY INC.	2025-01-14	18.75
7YhaU-405050588	CANADA REVENUE AGENCY	2025-01-15	2,747.18
098410478926	CPKC (NON FREIGHT)	2025-01-14	365.50
0015518993764	DIRECT ENERGY REGULATED	2025-01-14	209.70
1518994131	DIRECT ENERGY REGULATED	2025-01-14	172.71
158994213	DIRECT ENERGY REGULATED	2025-01-14	556.64
1232025	EPCOR ENERGY SERVICES ALBEF	2025-01-23	2,024.45
688975860	EPCOR ENERGY SERVICES ALBEF	2025-01-12	1,130.28
098434785780	LAPP	2025-01-31	1,796.48
1152025	MUNISOFT	2025-01-15	249.90
1312025	MUNISOFT	2025-01-31	950.69
1022025	NEW GEN ENERGY	2025-01-02	666.81
1302025	NEW GEN ENERGY	2025-01-31	44.91
20250130	NEW GEN ENERGY	2025-01-30	509.66
098410178923	SAMPSON WATER SERVICES LTD.	2025-01-23	1,107.03
098410478927	SAMPSON WATER SERVICES LTD.	2025-01-25	1,793.14
694429534	TELUS MOBILITY	2025-01-14	60.27
098410478924	TVRWC	2025-01-30	3,045.00
1152025	WORKERS COMPENSATION BOAR	2025-01-15	143.88
Total for Other:			<u>21,178.31</u>
Total for GEN:			<u><u>35,099.61</u></u>

Payments Printed: 37

Village of Carmangay  
**Budgetary Control**  
 For the Period 2025-01-01 - 2025-01-31

Report Date  
 2025-02-14 11:03 AM

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
1-10-510 - Tax Penalties	(3,417.07)	221.47	(3,417.07)		(3,417.07)	
1-12-410 - General Administration Revenue		221.47	221.47		221.47	
1-12-420 - Interest Revenue		923.28	923.28		923.28	
1-12-540 - Franchise Revenue		4,570.99	4,570.99		4,570.99	
1-12-560 - Leases and Rents		247.00	247.00		247.00	
1-12-595 - Agency Bank Revenue		2,000.00	2,000.00		2,000.00	
1-12-700 - SOLAR REVENUE						
1-27-110 - Blyaw and Dog License Revenue		75.00	75.00		75.00	
1-31-204 - PW - SNOW REMOVAL		50.00	50.00		50.00	
1-41-110 - Water Flat Fee Revenue		(184.38)	(184.38)		(184.38)	
1-41-120 - Water Usage Revenue		(105.90)	(105.90)		(105.90)	
1-41-252 - PW - WATER REPAIRS		155.00	155.00		155.00	
1-41-400 - Bulk Water Sales		50.00	50.00		50.00	
1-42-110 - Sanitary Flat Fee Revenue		(69.27)	(69.27)		(69.27)	
1-43-120 - Weekly Garbage Revenue		(160.72)	(160.72)		(160.72)	
1-61-110 - Development Revenue						
<b>Revenue Totals:</b>						
	4,355.40	4,355.40	4,355.40		4,355.40	
2-10-116 - FCSS		535.89	535.89		(535.89)	
2-12-100 - Admin Salaries		5,772.23	5,772.23		(5,772.23)	
2-12-101 - Admin Employer Benefits Contributions		2,649.93	2,649.93		(2,649.93)	
2-12-217 - Admin Telephone		57.40	57.40		(57.40)	
2-12-230 - Admin Professional Services		2,691.27	2,691.27		(2,691.27)	
2-12-500 - Admin Computer and Contracts		306.72	306.72		(306.72)	
2-12-810 - Admin Bank Charges		209.83	209.83		(209.83)	
2-12-900 - Admin Utilities		138.37	138.37		(138.37)	
2-31-100 - PW Salaries		4,930.21	4,930.21		(4,930.21)	
2-31-101 - PW Employer Benefits Contributions		1,166.51	1,166.51		(1,166.51)	
2-31-108 - PW Workers Compensation		143.88	143.88		(143.88)	
2-31-217 - PW Telephone		17.86	17.86		(17.86)	
2-31-900 - PW Utilities		231.85	231.85		(231.85)	
2-41-100 - Water Salaries		1,707.75	1,707.75		(1,707.75)	
2-41-511 - Water Meters		2,187.50	2,187.50		(2,187.50)	
2-61-110 - Dev Municipal Planning Commission		1,250.00	1,250.00		(1,250.00)	
2-62-200 - Dev Contracted Services		2,661.77	2,661.77		(2,661.77)	
2-72-700 - Parks Contracted Services		900.00	900.00		(900.00)	
2-73-900 - Campground Utilities		157.94	157.94		(157.94)	
2-74-540 - Library Requisitions		1,043.72	1,043.72		(1,043.72)	

Report Date  
2025-02-14 11:03 AM

Village of Carmangay  
**Budgetary Control**  
For the Period 2025-01-01 - 2025-01-31

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Expense Totals:</b>		28,760.63	28,760.63		(28,760.63)	
<b>Net Surplus (Deficit):</b>		(24,405.23)	(24,405.23)		(24,405.23)	

Accounts Printed: 36

**SNOW AND ICE REMOVAL  
POLICY #2023-001  
Village of Carmangay**

Policy Statement:

Village of Carmangay Council will provide direction to standardize the priorities and procedures for snow and ice removal and/or control on municipal roadways, sidewalks and alleyways.

Purpose:

To establish guidelines, priorities, and procedures to manage the process of snow and ice control effectively and efficiently within the Village of Carmangay.

Principles:

- To ensure public safety;
- To provide direction to Village staff for snow and ice control priorities and procedures;
- To provide public education and awareness of this policy, including the priorities and procedures for snow and ice control/removal on roadways, alleys and sidewalks within the Village of Carmangay.

Guidelines:

- Although this policy sets out the priorities and procedures for snow and ice control, public works staff may be directed to work in areas requiring immediate attention due to emergency conditions or drifting.
- The policy will aim to provide conditions that are adequate for reasonable winter driving conditions within the Village and expects that vehicles are properly equipped for winter driving and operated in a responsible manner consistent with winter driving.
- In the event of an extreme weather event, it is expected that demand for snow removal will exceed the available resources. During these events, emergency vehicle access will be the highest priority.
- The Village will endeavour to accomplish the tasks within this policy in the most cost effective and safe manner, while still providing a high level of service to Village residents.
- Village staff will not provide snow removal on private property (i.e. driveways or sidewalks on private property).

### Service Levels:

- Snow plowing will begin on roadways within 24 hours of accumulations of at least 10 centimetres (approximately 4 inches) of snow, or if drifting snow is significantly impeding traffic flow or blocking roadways.
- Sidewalks will be a secondary priority and will be cleared after roadways are plowed, and when at least 10 centimetres (approximately 4 inches) of accumulated snow is on the sidewalk. If snowfall is expected to continue throughout the day, sidewalks will be cleared once before lunch and once after lunch, time permitting, and then again the following morning as required.
- Sidewalk clearing priority will be as follows: the Village Office and Post Office, the Library, the Senior's Centre, the Community Centre and the Fire Hall. Other sidewalks will be cleared as time and conditions allow.
- Alleyways will be cleared as a third priority unless accumulation or blockages will impede the garbage truck route, then the alleyways will become a secondary priority as decided by Public Works on an as needed basis.
- Snow removal will not be done on any municipal roadway on a weekend or holiday unless the conditions become hazardous (i.e. drifting that has blocked roadways or alley access). And at that time, snow removal will only be done to maintain safety of roadways on an as needed basis.
- Municipal sidewalks will not be cleared on weekends or holidays. Residents will be expected to maintain clear municipal sidewalks by shoveling the portion in front of their residence on weekends and holidays.
- Snow may be piled on corners during the clearing process, however these piles will not impede the intersection or vision lines for driver and pedestrian safety and will be moved to a green space once all plowing and clearing is completed.
- Sanding and ice control will be done on an as needed basis and will be done in the priorities listed below. Sanding will generally not occur until all roads are clear and plowed.

### Snow Removal Priority:

- Priority 1 - Fire hall access, Carmangay School parking lot, Pacific Avenue truck route, Bus Route (as per Palliser Transportation department), Alta Vista Boulevard (within the boundaries of the Village), Carman Street; remaining roads in Village
- Priority 2 - Sidewalks in front of Library, Village Office, Post Office, Seniors Centre and Community Centre; remaining sidewalks in Village
- Priority 3 - Back Alleys