

VILLAGE OF CAROLINE

VILLAGE COUNCIL

Minutes of the Regular Meeting of Village Council, Province of Alberta, held on Tuesday, January 9, 2018 in the Council Chambers of the Village Office, 5004-50 Avenue, Caroline, Alberta.

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Present: Mayor John Rimmer; Councillors, Mary Bugbee, Bill Sumyk, Kim Ceasor (late); Chief Administrative Officer, Melissa Beebe; Assistant Administrator, Lyndsay Hindbo.

Absent: Councillors Corby Parsons

Delegation Attendees:  
Yvonne Evans, Caroline and District Ambulance Association  
Kendra Reap, ROAR

1. Call to Order Mayor Rimmer called the meeting to order at 6:58 pm.
2. Adoption of Agenda Motion 01 01 18  
Moved by Councilor Bugbee to adopt the agenda as presented.  

CARRIED
3. Adoption of Minutes 3.1. Council Regular Meeting Minutes December 12, 2017  
Motion 02 01 18  
Moved by Councilor Sumyk to accept the December 12, 2017 Council Regular Minutes as presented.  

CARRIED

Councilor Ceasor joined meeting at 7:03pm.
4. Delegation(s) 4.1 Caroline and District Ambulance Association Request for 2018 Tax Exemption Delegation  
Yvonne Evans representative Caroline and District Ambulance Association presented a request for Council to consider their application for non-profit organization tax exemption for the ambulance service property and outlined the following:
  - Not for profit
  - Contracted by AHS and reviewed quarterly
  - Contract provides some funding for taxes, but feel is to high and cuts into the service contract amount.
  - Have made this request annually for the last 3 years and received one approval, would like council to consider for 2018 exemption
  - Council asked for information on what is the percentage that is actually responses within the village boundary to be provided. Yvonne advised do not track call response but will contact AHS and provide information to administration.

Council thanked Yvonne for the presentation and look forward to receiving the requested information.

Yvonne Evans withdrew from meeting at 7:21 pm.

4.2 ROAR Delegation regarding Animal Control Proposal  
Kendra Reap, Board President, presented an overview of the proposal to provide animal control services to the village of Caroline. The proposal outlined the following:
  - Scope of work
  - Budget and length of contract
  - Animal control pricing and service

Council thanked Kendra for the presentation.

Kendra Reap withdrew from meeting at 7:35 pm.
5. Staff Reports: 5.1 CAO Report

The CAO provided a written report on meetings attended up to December 2017.

5.2 Public Works Report

Public Works provided a written report outlining what is going on in regards to roads and streets, utilities, garbage, seasonal maintenance for December 2017

5.3 Financial Report

Assistant Administrator presented the written cash asset statement report up to November 30, 2017.

Motion 03 01 18

Moved by Councilor Ceasor to accept the written CAO, Public Works and Financial reports as presented.

CARRIED

6. Committee/  
Board Reports

6.1 Mayor and Council Reports

Mayor Rimmer provided a written report on the following meetings:

- December 13 meeting with Prab Lashar to discuss northeast development and possible investor interest.
- December 13 central alberta mayor's meeting
- December 18 MP open house meeting on rural crime
- December 19, met with Pam Stealer, Access Prosperity to discuss investment opportunities.
- January 2, CCOC meeting
- January 5, met with investment delegation to discuss geothermal and other developments.

Councillor Bugbee attended the following:

- hired new CAO for Rocky Senior Housing.
- Attended MP open house on rural crime on December 18.

Councillor Sumyk – none

Councillor Ceasor - none

Motion 04 01 18

Moved by Councilor Sumyk to accept the verbal Mayor and Council reports as presented.

CARRIED

7. Business:

7.1 Caroline and District Ambulance Association Request for 2018 Tax Exemption

Motion 05 01 18

Moved by Councilor Bugbee to accept information as provided and wait for further details from the Association. Council suggested the Association approach Clearwater County for funding as they receive the majority of the Association's service.

CARRIED

7.2 ROAR Proposal to Provide Animal Control Services for the Village

Motion 06 01 18

Moved by Councilor Ceasor to proceed with contract negotiations for a one-year agreement with ROAR.

CARRIED

7.3 FCM Membership Renewal

Motion 07 01 18

Moved by Councilor Sumyk to not renew the FCM membership for 2018, at this time.

CARRIED

#### 7.4 CAO Review

##### Motion 08 01 18

Moved by Councilor Sumyk to move this item to In Camera.

CARRIED

#### 7.5 Council Remuneration Policy HUM-17-001

##### Motion 09 01 18

Moved by Councilor Sumyk to move this item to In Camera.

CARRIED

#### 7.6 Community Grants to Non-Profit Organization Policy COM-18-001

##### Motion 10 01 18

Moved by Councilor Bugbee to approve the Community Grants to Non-Profit Organization Policy COM-18-001, as presented.

CARRIED

#### 7.7 Personnel Policy HUM-17-002 Amendment

##### Motion 11 01 18

Moved by Councilor Ceasor to approve amended Personnel Policy HUM-17-002 policy as presented.

CARRIED

#### 7.8 Stronger Together Partnership Cost Sharing

##### Motion 12 01 18

Moved by Councilor Ceasor to table to the next meeting for further discussion.

CARRIED

#### 7.9 2018 Capital Projects for Approval

Administration presented the 2018 Capital budget for approval as follows:

##### **2018 Capital Projects**

Bulk Water Station	25,000.00
Village Signage and Beautification Improvements	50,000.00
Lagoon Expansion Upgrades feasibility study	14,000.00
Admin Building	20,000.00
Security	25,000.00
49Ave/51 St Service Loop with Hunter Development Tie in Ready	40,000.00
	<b>174,000.00</b>

##### **2018 Grant Funding Estimates based on 2017**

Federal Gas Tax Fund	50,000.00
Basic Municipal Transportation Grant	30,000.00
MSI Capital	169,632.00
	<b>249,632.00</b>

##### Motion 13 01 18

Moved by Councilor Sumyk to approve the 2018 Capital Budget as presented.

CARRIED

#### 7.10 Alberta Community Partnership Grant Application

Motion 14 01 18

Moved by Councilor Bugbee that Council endorses Clearwater County's 2017/2018 Alberta Community Partnership grant application, in partnership with the Village of Caroline, for the development of Intermunicipal Collaboration Framework (ICF), Intermunicipal Development Plan (IDP) and subsequent Municipal Development Plan (MDP) revisions to align with ICF/IDP.

CARRIED

7.11 RV Park Council CommitteeMotion 15 01 18

Moved by Councilor Sumyk to form an RV Park committee with the following council members: Mayor Rimmer, Councillor Ceasor and Councillor Parsons to review the operations and provide proposal for council relating to budget.

CARRIED

8. Discussion/  
Correspondence  
/Information  
Items

- 8.1 Alberta Municipal Affairs 2017 MSI Grant Project Approvals
- 8.2 Alberta Recreation & Parks Association Leaders Summit
- 8.3 Mountain Rose Women's Shelter Letter, Dec 14, 2017
- 8.4 Annual Provincial Shelter Data
- 8.5 PRL Board Talk
- 8.6 RhPAP 2018 Rural Community A&R Conference
- 8.7 Brownlee LLP Emerging Trends in Municipal Law

Motion 16 01 18

Moved by Councilor Ceasor to send the CAO to attend the Brownlee LLP Emerging Trends in Municipal Law session on February 15, 2018 in Edmonton.

CARRIED

Motion 17 01 18

Moved by Councilor Sumyk to accept Discussion, Correspondence and Information Items as information.

CARRIED

## 9 In Camera

In Camera – LegalMotion 18 01 18

Moved by Councilor Bugbee to go in camera at 9:02 pm to discuss Personnel in accordance with a) the Municipal Government Act, Section 197(2) and b) the Freedom of Information and Protection of Privacy Act, Sections 21(1)(ii); 24(1)(a)(c) and (g); 25(1)(c)(iii); and 27(1)(a) (land, legal or Personnel).

CARRIED

Motion 19 01 18

Moved by Councilor Bugbee to come out of camera at 9:25 pm.

CARRIED

Motion 20 01 18

Moved by Councilor Sumyk to schedule a special meeting for agenda items as follows: Councilor Remuneration, 2018 Operating Budget Review, Stronger Together Partnership Cost Sharing and In-Camera – Personnel CAO Review for January 23, 2018 at Village Council Chambers starting at 1:00 pm.

CARRIED

## 10 Adjournment

Motion 21 01 19

Moved by Councilor Ceasor to adjourn the meeting.

CARRIED

Time of Adjournment: 9:29 pm

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

APPROVED