

VILLAGE OF CAROLINE

TOWN COUNCIL

Minutes of the Organizational Meeting of Village Council, Province of Alberta, held on Monday, October 23, 2018 in the Council Chambers of the Village Office, 5004-50 Avenue, Caroline, Alberta.

Present: Councillors Mary Bugbee, John Rimmer, Kim Ceasor and Bill Sumyk; Chief Administrative Officer Melissa Beebe

Absent: Corby Parsons

Other Present: None

1. Call to Order
CAO Beebe called the meeting to order at 7:02 pm.
2. Adoption of Agenda
Motion 231 10 18
Moved by Councilor Rimmer to adopt the agenda as presented.
CARRIED
3. Appointments
 - 3.1 Appointment of Mayor
Motion 232 10 18
Moved by Councillor Bugbee to appoint Councilor Rimmer as Mayor for 2018/2019 term.
CARRIED
 - 3.2 Election of Deputy Mayor
Motion 233 10 18
Moved by Councilor Sumyk to appoint Councilor Ceasor as Deputy Mayor.
CARRIED
 - 3.3 FOIP Coordinator
Motion 234 10 18
Moved by Councilor Ceasor to appoint Assistant CAO as FOIP Coordinator.
CARRIED
 - 3.4 Tri-Council Committee
Motion 235 10 18
Moved by Mayor Rimmer to appoint all members of Council to be on Tri-Council Committee.
CARRIED
 - 3.5 Caroline & District Recreation and Ag Society
Moved by Councilor Ceasor to appoint Mayor Rimmer to be representative on Caroline & District Recreation and Ag Society Board and Councilor Bugbee as alternate.
CARRIED
 - 3.6 Clearwater Regional Emergency Management Agency (CREMA)
Motion 236 10 18
Moved by Councilor Sumyk to appoint Councilor Bugbee to be

representative for CREMA and Councillor Ceasor as alternate.

CARRIED

3.7 Clearwater Regional Fire & Rescue Service (CRFRS)

Motion 237 10 18

Moved by Councillor Ceasor appoint Mayor Rimmer to be representative on CRFRS and Councillor Bugbee to be alternate.

CARRIED

3.8 Disaster Services Elected Official State of Local Emergency Committee

Motion 238 10 18

Moved by Councillor Bugbee to appoint Councillor Ceasor, Mayor Rimmer and Councillor Bugbee to be representatives on the Disaster Services Elected Official Emergency Committee.

CARRIED

3.9 Central Alberta Economic Partnership (CAEP)

Motion 239 10 18

Moved by Councillor Sumyk to appoint Councillor Ceasor to be representative on CAEP and Mayor Rimmer as alternate.

CARRIED

Motion 240 10 18

Moved by Councillor Ceasor to seek a recommendation from the Caroline Chamber of Commerce for a business representative to sit on the member at large position for CAEP.

CARRIED

3.10 Rocky Senior Housing Council

Motion 241 10 18

Moved by Councillor Ceasor to appoint Councillor Bugbee to be representative on Rocky Senior Housing Council and Councillor Ceasor as alternate.

CARRIED

3.11 Rocky Mountain Regional Solid Waste Authority (RMRSWA)

Motion 242 10 18

Moved by Mayor Rimmer to appoint Councillor Sumyk to be representative on Rocky Mountain Regional Solid Waste Authority and Councillor Parsons as alternate.

CARRIED

3.12 Inter-municipal Collaboration Committee (ICC)

Motion 243 10 18

Moved by Councillor Ceasor to appoint Mayor Rimmer and Councillor Parsons to be representatives on Inter-Municipal Collaboration Committee and Councillor Bugbee as alternate.

CARRIED

3.13 Clearwater Regional Family Community Support Services Board (FCSS)

Motion 244 10 18

Moved by Councilor Ceasor to appoint Councilor Bugbee to be representative on Clearwater Regional FCSS Board and Councilor Ceasor as alternate.

CARRIED

3.14 Neighborhood Place

Motion 245 10 18

Moved by Councilor Sumyk to appoint Councilor Bugbee to be representative on Neighborhood Place Board and alternate Councilor Ceasor.

CARRIED

3.15 Caroline Municipal Library/Parkland Regional Library Board

Motion 246 10 18

Moved by Councilor Ceasor to appoint Councilor Parsons to the to be representative on Caroline Municipal Library and Parkland Regional Library Board and Councilor Ceasor as the alternate.

CARRIED

3.16 Clearwater Community Police Advisory Committee (CPAC)

Motion 247 10 18

Moved by Councilor Bugbee to appoint Councilor Sumyk to CPAC and Mayor Rimmer as alternate.

CARRIED

3.17 Chamber of Commerce

Motion 248 10 18

Moved by Councilor Ceasor to appoint Councilor Sumyk to be the representative on the Chamber of Commerce and Councilor Ceasor as alternate.

CARRIED

3.18 Municipal Planning Commission

Motion 249 10 18

Moved by Councilor Ceasor to appoint the following members to the Municipal Planning Commission: Councilors Ceasor, Councilor Sumyk, Mayor Rimmer and Councilor Bugbee as alternate.

CARRIED

4. b2017/18
Additions/Changes

4.1 FogDog Technology Investigative Committee (2018 Addition)

Motion 250 10 18

Moved by Councilor Sumyk to appoint Councilor Ceasor, Mayor Rimmer and Councilor Parsons to the FogDog Technology Investigative Committee.

CARRIED

- 4.2 Caroline Senior Housing Initiative Committee (2018 Addition)

Motion 251 10 18

Moved by Councilor Sumyk to appoint Councilor Ceasor and Mayor Rimmer to the Caroline Senior Housing Initiative Investigation Committee.

CARRIED

- 4.3 Sundre Forest Products Public Involvement Round Table (SPIRIT) (Removed 2017/18) Leave it out
 4.4 Clearwater Housing Steering Committee (Removed 2017/18) Leave off
 4.5 Clearwater Broadband Foundation (Removed 2017/18) Leave Off
 4.6 Sundre Petroleum Operators Group (SPOG) Community Affairs Committee (Removed 2017/18) Leave Off
 4.7 Parent Council Caroline School (2018 Request)
 4.8 West Country Family Services Board
 4.9 Rocky Hospital Committee

Motion 252 10 18

Moved by Mayor Rimmer to appoint Councilor Bugbee to the Caroline School Parent Council and Councilor Parsons as alternate.

CARRIED

Motion 253 10 18

Moved by Councilor Ceasor that the following committees stay removed from council committee appoint list are as follows:

- Sundre Forest Products Public Involvement Round Table (SPIRIT) - 4.3
- Clearwater Housing Steering Committee – 4.4
- Clearwater Broadband Foundation – 4.5
- Sundre Petroleum Operators Group (SPOG) Community Affairs Committee – 4.6

CARRIED

Motion 254 10 18

Moved by Mayor Rimmer to appoint Councilor Ceasor to attend West Country Family Services Board for six months to assess whether this is a good fit for the community and Councilor Bugbee is alternate.

CARRIED

Motion 255 10 18

Moved by Councilor Ceasor to appoint Mayor Rimmer to sit on the Rocky Hospital Committee and alternates Councilor Ceasor and Councilor Bugbee as alternates.

CARRIED

5. External Agencies

Motion 256 10 18

Moved by Mayor Rimmer to appoint the following firms as the Village external agencies for contracted expertise:

5.1 Auditor

BDO as the external auditor agency for 2018/19.

5.2 Assessor

Rod Vikse, Wildrose Assessment Services, as the village assessor.

5.3 Banking Institution and Signing Authority

Municipal Borrowing Bylaw 2011-04 Line of Credit and Mastercard with ATB Financial to finance day to day operating costs is current and approve maintaining as is.

5.4 Subdivision and Planning Agency

Parkland Community Planning Services be appointed as the subdivision and planning agency.

5.5 Engineering

Stantec be appointed the Village's engineering firm.

5.6 Legal

Brownlee LLP and MLT be appointed as the Village's legal firms.

CARRIED

Motion 257 10 18

Moved by Councilor Bugbee that the Mayor and Deputy Mayor are the appointed signing authority along with the two administrative signors being the CAO and the Assistant CAO.

CARRIED

6. Meeting Schedule

6.1 Council Meetings

Motion 258 10 18

Moved by Councilor Ceasor to hold regular council meetings on the third Tuesday of each month at 7:00 pm in Village Council Chambers.

CARRIED

7. Members at Large

7.1 Library Board

Motion 259 10 18

Moved by Mayor Rimmer to appoint Laura Kirbyson to the library board for a second term of three years.

CARRIED

7.2 FCSS Board (1)

Marjorie Peters has moved away from Caroline and has continued sitting on the board until the village could find a replacement member at large within the community.

Motion 260 10 18

Moved by Mayor Rimmer to appoint Marjorie Peters to the FCSS Board as the Village of Caroline member at large on a temporary basis until a suitable candidate can be found to fill the position and to provide Marjorie Peters the honorarium for the 2017/18 year.

CARRIED

7.3 Ag Society Board (1)

Motion 261 10 18

Moved by Councilor Ceasor to continue to seek applications for members at large and that council will solicit interested citizens to

fill the member at large board vacancies such as FCSS, AG Society, Library and CAEP Business Rep and any potential committees.

CARRIED

- 8. Council Remuneration, Code of Conduct & Procedural Bylaw

Motion 262 10 18

Moved by Councilor Sumyk to continue operating under Member of Council Remuneration Policy HUM 17-001, Procedural Bylaw 2017-001 and Code of Conduct Bylaw 2017-008.

CARRIED

- 9. Adjournment

Motion 263 10 18

Moved by Councilor Ceasor to adjourn.

CARRIED

Time of Adjournment: 8:17 pm

MAYOR

CHIEF ADMINISTRATIVE OFFICER

APPROVED