

## VILLAGE OF CAROLINE

### VILLAGE COUNCIL

Minutes of the Regular Meeting of Village Council, Province of Alberta, held on Monday, October 11, 2016 in the Council Chambers of the Village Office, 5004-50 Avenue, Caroline, Alberta.

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#### Present:

Mayor Rachele Peters; Councilors, Corby Parsons, John Rimmer, Mary Bugbee, Bill Sumyk; Chief Administrative Officer, Melissa Beebe; Delegates: David Ramsay, Alberta Municipal Affairs, Safety Service; Dusty Miller, 10-70 Security Services; Michelle Swanson, Bob Haagsma, Clearwater Broadband Foundation.

#### 1. Call to Order

Mayor Peters called the meeting to order at 7:00 pm.

#### 2. Adoption of Agenda

##### Agenda Additions:

- 7.5 - Caroline Christmas Gala Addition
- 7.6 - Village Security

##### Motion 180 10 16

Moved by Councilor Sumyk to adopt the agenda as amended.

CARRIED

#### 3. Adoption of Minutes

##### 3.1. Council Regular Meeting Minutes September 26, 2016

##### Motion 181 10 16

Moved by Councilor Bugbee to accept the September 26, 2016 Council Regular Minutes as presented.

CARRIED

#### 4. Delegation(s)

##### 4.1 Clearwater Broadband

Michelle Swanson and Bob Haagsma presented to Council as part of the Clearwater Broadband Foundation. Ms. Swanson presented that they are a community based committee not involved with any other industry with hopes of putting in broadband fibre within the area. At this time, we are hoping for our board to get representation from village, town and county for the board and that is why we are presented to council tonight. Mr. Haagsma says we believe that the infrastructure should be community owned and we feel that if automobile companies all built separate roads there would be chaos, so the idea is that if they owned the infrastructure then providers could buy IP addresses at a cost. The idea is if you build the infrastructure they will come and any additional money made would be reinvested into the infrastructure. The idea is to get the actual costs to put it in, so looking at a pilot project to figure out costs based on terrain, etc. The committee has been out talking with Olds, MLA, etc. to know what is required and where we need to look. Council advised that CCI has agreed to put in a high speed internet in the municipality as a pilot project. Council also advised that would need to have a written request submitted to Council for the organizational meeting which is scheduled for October 24, 2016. They also advised that the first pilot is out by Rocky which will be a hybrid system of fibre to Tower, same idea as Caroline. Ms. Swanson and Mr. Haagsma thanked Council for listening and will submit written request as discussed and withdrew from meeting at 8:00 pm.

##### Motion 182 10 16

Moved by Councilor Parsons to accept Clearwater Broadband Foundation information as presented.

CARRIED

##### 4.2 Bylaw Enforcement Services

Dusty Miller, Manager of 10-70 Security Services, presented to Council that has 26 years RCMP Background and provided a summary of bylaw services that his company can provide under a contracted hourly rate that includes the following:

- Looking to Bylaw Enforcement for Small Communities on part-time as needed basis, such as attend and prosecute within court system.
- Moving forward with another small community for bylaw enforcement

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and are moving forward next year with first changing bylaws, then moving to education and then if necessary step up to enforcement.

- Bylaw enforcement requires an enactment of the Council and can only enforce bylaws, not provincial statutes.
- Advise and provide information to help with updating municipal bylaws on relevance and enforcement.

Council asked what would be the rates and how it all works with hours.

Dustin advised will forward the rates to CAO but are around \$65.00/hr, which would involve sitting down with CAO to determine the hours that you really need. The other community I will be sitting down over the winter reviewing their bylaws with them, then going out in the spring to get to know what the issues are and introducing myself. The idea is not come in heavy handed but educate and work with the community on what is the best needs of the community. Council thanked Dusty Miller for his presentation. Dusty thanked Council and withdrew from meeting at 7:10 pm.

Motion 183 10 16

Moved by Councilor Sumyk to refer Bylaw Enforcement Information to 2017 Budget Deliberations.

CARRIED

4.3 Municipal Affairs Safety Codes Accreditation, David Ramsay

David Ramsay presented to Council that in fact the Village is accredited under the Safety Codes Accreditation and the municipality will apply the safety codes regulations under the Act. The Village has been accredited for all disciplines of the safety codes, which means the Village should have sent out an RFP and have an agreement and signed contract with an agency to do building inspections within the community and to monitor the applications as part of the accreditation and liabilities. There needs to be some discussion to set out the path on where Village Council wants to be. If you stay as accredited then you need to have a business plan, do an RFP for inspection agency contract, decide who is collecting the applications, money, payments, etc. So set up a process, collection of money, how much work is done in house, percentage of cost sharing, etc. Mr. Ramsay stated since you are accredited and have not been managing properly then there needs to be some work to clean up the past accredited information that needs to be documented and traced. Mr. Ramsay advised that you need to decide what level of service you want to have for your municipality. There needs to be a review of all the permits issued from the time of accreditation to track them all to this point as Council needs to decide whether they wish to continue as accredited and build the processes that are required or do you wish to be unaccredited. Council asked how long has the municipality been accredited? Mr. Ramsay advised at least four years but will provide a date to CAO, so there is a starting point for searching for back development records. Council asked CAO if she knew starting date of accreditation. CAO advised that when starting with the Village she was advised by previous interim CAO that Village was unaccredited. Mr. Ramsay advised that there is a lot to go through and when it will work for you can have a separate meeting to review with Council, they are flexible for this meeting and can be during evening hours. Municipal Affairs used to audit every three years if you were doing the requirements and every year if you were not meeting the audited requirements and with changes this was lost and so with changes to CAO's there was not a game plan to move things forward. Mr. Ramsay advised we are advisors and it is Council's decision. Mr. Ramsay thanked Council and looks forward to more discussion on where to move this forward and withdrew from meeting at 7:34 pm.

Motion 184 10 16

Moved by Councilor Rimmer to have administration set up a separate meeting with Municipal Affairs Safety Code Accreditation, David Ramsay, to discuss the effects of accreditation or non-accreditation safety codes designation of the municipality and to investigate cost saving options of possibly partnering with another municipality under the safety code requirements.

Mayor called recess at 8:17pm  
Reconvened at 8:30 pm

CARRIED

## 5. Staff Reports

## 5.1 CAO Report

The CAO provided a verbal report on the following:

- Attended AUMA convention
- Staff have been working on Development Stop Order due to no application received and will require a date for MPC.
- Highway walk through is scheduled for Friday for substantial completion of project

Motion 185\_10\_16

Moved by Councillor Sumyk to accept the CAO verbal report as presented.

CARRIED

6. Committee/  
Board Reports6.1 Mayor's Report

None

6.1 Councillor's Reports

None

CARRIED

## 7. Business:

7.1 Mobile Home Park Walking Trail

Administration spoke Park Owner and affected residents of locations of walking trail and have alluded to supporting the idea, however a fence would need to be installed on both sides of the path. Administration advised that we need to do this project right and if there are any costs would need to look at it in 2017 budget deliberations.

Motion 186\_10\_16

Councillor Bugbee moved to invite mobile home park land owner as a delegation for further discussion of a walking trail through property.

CARRIED

7.2 Parkland Regional Library 2017 Budget Approval

Mayor presented discussion from Parkland Regional Library meeting advising that Parkland Library is proposing an 8% wage increase and north of 7.5% benefit increase. Mayor advised that in her opinion and a few other municipalities are not in favour of the increases and want to see more favourable budgeting that reflects the provinces economic conditions with no increases. Council discussed the proposed 2% increase per capita requested by Parkland Regional Library in the 2017 Budget.

Motion 187\_1016

Councillor Rimmer moved to not approve the Parkland Regional Library 2017 Budget request for 2% increase per capita requisition.

CARRIED

7.3 Caroline Wastewater System Approval Renewal

Alberta Environment visited the wastewater facility as part of the approval renewal process and have advised that there will be conditions that Council will need to discuss that will become part of the approval that will need to be addressed as Environment wants systems that are a continuous discharge to move to once per year discharge.

Motion 188\_10\_16

Councillor Rimmer moved to have administration to get 3 quotes for engineering and applications regarding Alberta Environments two conditions for license approval for a receiving stream study and the building of an additional storage cell for the lagoon, for once per year discharge.

CARRIED

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7.4 AAMDC Convention

Administration is requesting a formal motion from Council on the attendance of Councillor Rimmer to the AAMDC Convention invite from County Council.

Motion 189 10 16

Councillor Bugbee moved to appoint John Rimmer to attend the AAMDC Convention with County as the Village Representative as the invited guest of Clearwater County.

CARRIED

7.5 Caroline Christmas Gala

Administration presented to Council that due to the economic times, this would be an opportune time to have a discussion on whether Council wishes to continue with a Christmas Gala or explore other options of showing appreciation to who, what, when and where and what does Council really want to do. Council discussed a variety of options. Administration presented options of thanking the volunteer fire fighters. Mayor advised that Volunteer Fire Fighters are not the only people that we are thanking in the community, it takes a community to function. Administration is looking for Council direction on what does Council want to do that fits within the budgeted amount available. Administration advised that due to minimal amount of Admin staffing in the office that would like to maintain our focus on the Administrative functions of community core needs, and are requesting Council consider other alternatives for the 2016 Christmas Gala.

Motion 190 10 16

Councillor Rimmer moved to have Councillor Rimmer investigate the option of the Legion hosting the Christmas gala function and to table to next meeting for final decision.

CARRIED

7.6 Poultry Issue

Administration has received a complaint from a property owner that their renters had chickens in the backyard. Administration advised that this a landlord and tenant issue. Complaints have been received that a chicken coop was moved to a neighboring vacant lot and have been advised on several occasions of loose starving and dying chickens on the lot. We are not privy to any agreements between the land owners and have had no other complaints concerning poultry in the Village. The Village does not have any bylaws or guidelines in place to control these type of situations and are presenting that Council needs to discuss and provide direction to this issue.

Motion 191 10 16

Moved by Councillor Rimmer to have administration investigate and develop a bylaw that encompasses all farm animals within an urban setting and bring back to Council for further review.

CARRIED

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| 8. Discussion/<br>Correspondence<br>/Information<br>Items | <ul style="list-style-type: none"> <li>8.1 Caroline Municipal Library Letter – Request for Volunteers</li> <li>8.2 CCI Update</li> <li>8.3 Catholic School Division Election Request</li> <li>8.4 Parkland Regional Library Board Talk Newsletter</li> <li>8.5 Safety Codes Council Proposed Legislative Changes Letter</li> <li>8.6 CREMA Meeting September 30 at 10:00am at Clearwater County Meeting Room</li> <li>8.7 Main Street Project Update Minutes, October 4, 2016</li> <li>8.8 Tri-Council Meeting, October 17, 2016, County Office @ 9:30 am</li> </ul> |
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Motion 192 10 16

Moved by Councillor Bugbee to accept Discussion, Correspondence and Information items as information.

CARRIED

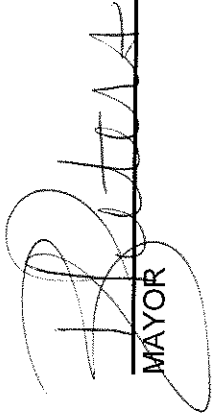
- 9 In Camera      None

10 Adjournment      Motion 193 10 16

Moved by Councilor Bugbee to adjourn the meeting.

CARRIED

Time of Adjournment: 9:47 pm

  
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MAYOR

  
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CHIEF ADMINISTRATIVE OFFICER