

VILLAGE OF CAROLINE

VILLAGE COUNCIL

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

Present:

Mayor John Rimmer; Councillors, Mary Bugbee, Kim Ceasor, Bill Sumyk; Chief Administrative Officer, Melissa Beebe; Assistant CAO, Lyndsay Hindbo-Recording Secretary

Absent: Councillor Corby Parsons

1. Call to Order

Mayor Rimmer called the meeting to order at 6:56pm.

2. Adoption of Agenda

Motion 207 10 18

Moved by Councillor Sumyk to adopt the agenda as amended.

CARRIED

3. Adoption of Minutes

3.1. Council Regular Meeting Minutes September 11, 2018

Motion 208 10 18

Moved by Councillor Bugbee to accept the September 11, 2018 Regular Council Minutes as presented.

CARRIED

3.2. Special Council Meeting Minutes of September 21, 2018

Motion 209 10 18

Moved by Councillor Ceasor to accept the Special Council Meeting Minutes of September 21, 2018.

CARRIED

4. Delegation(s)

Ken White, Rate Payer regarding Taxes. No show.

5. Staff Reports:

5.1 CAO, Financial and Public Works Report

Administration provided a written report for the month of August up to council meeting date that includes meetings attended, upcoming meeting dates and an investigation on lagoon wastewater extraction for recycled industrial use proposal received by administration.

5.2 Financial Report

Administration provided a written YTD budget variance report and cash asset statement report for month ending August 2018.

5.3 Public Works Report

Administration provided a written report for the month of September 2018.

Motion 210 10 18

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

CARRIED

6. Committee/ Board Reports

6.1 Mayor and Council Reports

Committee and board reports provided in writing are as follows:

- Mayor attended School Parent Council Meeting, Chamber Wine and Cheese, Verde Solutions Company regarding Co-gen Electrical Generation telephone call meeting, IDP/ICF meeting, AUMA Convention and Rural Crime Prevention Seminar, Hospital Committee.
- Councillor Sumyk: RMRSWA, MDP.
- Councillor Bugbee: Library Meeting – fundraising for a defibrillator, MDP, Chamber Wine and Cheese, Fire – 2019 budget discussions, Tri-Council, FCSS – Opioid Info Session, ICF/IDP.
- Councillor Ceasor: MDP.

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Motion 211 10 18

Moved by Councilor Ceasor to accept councilor reports as presented.

CARRIED

## 7. Business:

7.1 Bylaw 2018-006 Land Use Bylaw Amendment - CannabisMotion 212 10 18

Moved by Councilor Bugbee to approve first reading of Bylaw 2018-006 Land Use Bylaw Amendment – Cannabis.

CARRIED

Motion 213 10 18

Moved by Councilor Ceasor to set Tuesday, November 13, 2018 at 6:30 pm in Council Chambers as the date, time and place for a public hearing on the proposed Land Use Bylaw Amendment–Cannabis for Bylaw 2018-006.

CARRIED

7.2 Parkland Regional Library 2019 Proposed Budget SynopsisMotion 214 10 18

Moved by Councilor Sumyk to approve Parkland Regional Library proposed 2019 budget with a 1.6% increase over 2018 with a per capita increase of \$0.13.

CARRIED

7.3 Village Office After Hour AccessMotion 215 10 18

Moved by Councilor Rimmer to table to 2019 Budget Discussions.

7.4 Sunset Manor No Parking Zone RequestMotion 216 10 18

Moved by Councilor Ceasor to approve the establishment of a no parking loading zone only in front of the Sunset Manor

CARRIED

7.5 HUM Policy-11-001 Community Christmas Event Policy/Clearwater Application for Volunteer Recognition FundingMotion 217 10 18

Moved by Councilor Bugbee to rescind HUM Policy-11-001 Community Christmas Event Policy and defer volunteer recognition funding to 2019 budget deliberations.

CARRIED

Motion 218 10 18

Moved by Councilor Rimmer to allocate unused bursary funds to community grant and aid fund.

CARRIED

Recess called at 8:20pm

Reconvened at 8:25pm

7.6 Organizational MeetingMotion 219 10 18

VILLAGE COUNCIL      REGULAR COUNCIL MINUTES      October 9, 2018

Moved by Councilor Ceasor to set Tuesday, October 23, at 7:00 pm in Council Chambers as the date, time and place for Organizational Meeting.

CARRIED

7.7 Seniors Housing Initiative Consultant Rate and Work Plan

Motion 220 10 18

Moved by Councilor Sumyk to table 2019 budget discussions.

CARRIED

7.8 ATCO Gas and Pipelines Franchise Agreement Clause 5

Motion 221 10 18

Moved by Councilor Ceasor to increase Atco Gas franchise fee rate to 30%.

CARRIED

7.9 Fortis Franchise Fee Rider

Motion 222 10 18

Moved by Councilor Ceasor to increase Fortis franchise fee rate to 10%.

CARRIED

7.10 Strategic Planning Workshop Consultant

Motion 223 10 18

Moved by Councilor Sumyk to table to the November 13 Regular Council Meeting.

CARRIED

7.11 Cemetery Bylaw 2018-007

Motion 224 10 18

Moved by Councilor Ceasor to approve first reading of Cemetery Bylaw 2018-007 with amendment of Perpetual Care increase from \$200 to \$400.

CARRIED

Motion 225 10 18

Moved by Councilor Sumyk to approve second reading of Cemetery Bylaw 2018-007.

CARRIED

Motion 226 10 18

Moved by Councilor Rimmer to give unanimous consent to proceed with third and final reading of Cemetery Bylaw 2018-007.

CARRIED

Motion 227 10 18

Moved by Councilor Bugbee to approve third and final reading of Cemetery Bylaw 2018-007.

CARRIED

Motion 228 10 18

Moved by Councilor Ceasor to direct Administration to gather more

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information regarding out of district plot rates.

CARRIED

8. Discussion/  
Correspondence  
/Information  
Items
- 8.1 Alberta Municipal Affairs MSI Capital Statement of Funding & Expenditures
  - 8.2 2nd annual Protecting our Professionals Conference
  - 8.3 Rocky Seniors Housing Council Minutes of Aug 22, 2018
  - 8.4 Hospital Committee Meeting Minutes of June 13, 2018

Motion 229\_10\_18

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

CARRIED


- 9 In Camera                      Nothing to Report

10 Adjournment                      Motion 230\_10\_18

Moved by Councilor Ceasor to adjourn the meeting.

CARRIED

Time of Adjournment: 9:12pm.

  
\_\_\_\_\_  
MAYOR

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

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.

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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 Councillor 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 Councillor Rimmer as Mayor for 2018/2019 term.

CARRIED

3.2 Election of Deputy Mayor

Motion 233 10 18

Moved by Councillor Sumyk to appoint Councillor Ceasor as Deputy Mayor.

CARRIED

3.3 FOIP Coordinator

Motion 234 10 18

Moved by Councillor 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 Councillor Ceasor to appoint Mayor Rimmer to be representative on Caroline & District Recreation and Ag Society Board and Councillor Bugbee as alternate.

CARRIED

3.6 Cleanwater Regional Emergency Management Agency (CREMA)

Motion 236 10 18

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

CARRIED

3.8 Disaster Services Elected Official State of Local Emergency Committee

Motion 238 10 18

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

CARRIED

Motion 240 10 18

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

CARRIED

3.11 Rocky Mountain Regional Solid Waste Authority (RMRSWA)

Motion 242 10 18

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

CARRIED

3.12 Inter-municipal Collaboration Committee (ICC)

Motion 243 10 18

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

CARRIED

3.13 Clearwater Regional Family Community Support Services

## VILLAGE COUNCIL ORGANIZATIONAL COUNCIL MINUTES October 23, 2018

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 PlaceMotion 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 BoardMotion 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 CommerceMotion 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 CommissionMotion 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

VILLAGE COUNCIL ORGANIZATIONAL COUNCIL MINUTES October 23, 2018

- 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.

Motion 257 10 18

CARRIED

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

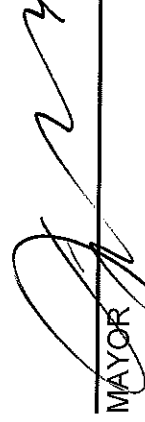
- 9. Adjournment

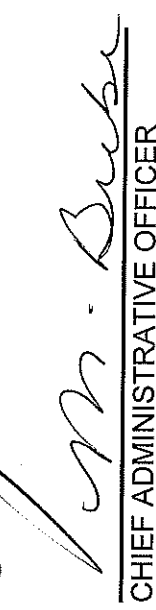
Motion 263 10 18

Moved by Councilor Ceasor to adjourn.

CARRIED

Time of Adjournment: 8:17 pm

  
MAYOR

  
CHIEF ADMINISTRATIVE OFFICER