

VILLAGE OF CAROLINE
REGULAR COUNCIL MEETING AGENDA
Friday, April 15th, 2021, 10:00 am
Village of Caroline Council Chambers, 5004-50 Ave.
Virtual Meeting

Page # _____

1. CALL TO ORDER
2. ADOPTION OF AGENDA:
3. ADOPTION OF MINUTES:
3.1. Council Meeting Minutes April 1st, 2021
4. DELEGATION(S):
4.1 Alan Jewel: Water Bill
5. STAFF REPORTS
5.1 CAO Report
6. COMMITTEE & BOARD REPORTS:
6.1 Mayor Report
6.2 Councillor Reports
7. BUSINESS:
7.1 Appointment of Development Officer
7.2 Appointment of Returning Officers
7.3 Covid Restrictions
7.4 Report from Stantec Re: Northeast County Development Servicing Study Update
James Coates of Stantec will present
8. DISCUSSION, CORRESPONDENCE, INFORMATION ITEMS:
8.1 Election Information: Draft
9. CLOSED SESSION
9.1 Personnel Discussion (FOIP, 24(1)(a) and (b))
*For discussions relating to and 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)
10. ADJOURNMENT

CAO REPORT

March 19th to April 15th, 2021

- The primary focus of the administration is now on finalizing the budget and establishing the mill rates based on the latest assessment information. Based on the information in the Provincial budget, it is anticipated that only minor changes to the Interim budget will be brought forward
- Administration is also working with BDO to complete the audit for submission to council and the Province by May 1st. This exercise has been extremely difficult as the software was no longer supported from December 31st. Fortunately, the Financial Officer was able to select and purchase the new software for 2021 and the conversion of data and training is taking place.
- In view of the timeline challenge and the difficulties being experienced with the software, it is requested that Council convene two additional meetings on May 22nd and 29th to consider the tax rate Bylaw and the Auditor's Report.
- The Sub-lease between the Village and Community Historical Society of Caroline was finalized, following Council approval on April 1st.
- Stantec has completed a second draft of the "Northeast County Development Servicing Study." This report cannot be finalized until the Province has approved the "water quality study" being undertaken by WSP Engineering. The report has been complete for over nine months, but Alberta Environment has requested additional information, which was submitted last month. As requested by Council, Stantec will make a presentation on the Servicing Study on April 15th.
- Administration has been addressing the issues caused by the sudden dissolution of The Clearwater Regional Management Agency. The decision of the Town was unfortunate, as the Alberta Emergency Management

Agency prefers that municipalities move towards regional emergency management, and the fire service already operates on this basis. Following a meeting with the AEMA Field Officer, it is proposed that the County the Village of Caroline and the Summer Village of Burnstick Lake jointly seek a Ministerial Order for the establishment of a Joint Emergency Management Committee (JEMC). Following approval in principle by Council, work is now underway to prepare the necessary bylaws and MOU.

- In June 2001, the Town, County and Village entered into an agreement to “manage, operate and administer a solid waste service” which it referred to as an “authority” but is in fact a joint venture overseen by a joint committee. The agreement did not contemplate ongoing responsibilities if the agreement was terminated. During the course of its joint operation, the regional landfill site accepted waste from the oilfield which created revenue and enabled the partners to subsidize tipping fees. On January 14th, 2020, the three municipalities signed an agreement to terminate the Rocky Mountain Solid Waste Authority and Service Agreement. At this time, the Village of Caroline contracted out its solid waste pickup and disposal to the private sector. The Town and the County began negotiating a new waste agreement based on the same principles agreed upon between the parties in 2019. The concept was that the County would assume operations of the landfill and rural transfer stations and the Town would take over operation of waste and recycling services provided within the town. On January 5th, 2021, the Town announced that it would cease negotiations and pursue “a new service and waste structure for its residents.” Over the past few months, the Town the County have been discussing the implications of terminating the original partnership. Two draft agreements have been prepared related to distribution of assets and ongoing liability for the maintenance of the closed cells. The agreements have been reviewed by the Village’s lawyers and discussions are ongoing. It is hoped to present the final agreements to Council in May or June.

To: Village Council
From: Craig Curtis, CAO
Re: Appointment of Development Officer

Date: April 8th, 2021

The CAO can act as the Development Officer if there is not a designated position in the Municipality.

Section 1.3 of the Village Land Use bylaw under definitions requires that the development officer be appointed by Council. In order to ensure compliance it is recommended that a specific Motion be adopted.

Recommendation:

That the Council of the Village of Caroline approve Craig Curtis, CAO, as the Development Officer for the municipality.

To: Village Council
From: Craig Curtis, CAO
Re: Appointment of Returning Officers
Date: April 8th, 2021

The municipal Election will be held on October 18th and Nomination Day is September 20th. This year the period during which a person may file nomination began on January 1st. It is therefore important that Council makes the necessary appointments and begins communications to residents. Due to changes in the Local Authorities Elections Act Council is required to appoint both a Returning Officer and a Deputy Returning Officer.

Recommendation:

That the Council of the Village of Caroline appoint Craig Curtis as Returning Officer and Christina Oxley as Deputy Returning officer for the 2021 Municipal Election.

To: Village Council
From: Craig Curtis, CAO
Re: Covid Restrictions
Date: April 13th, 2021

The attached information from the Province emphasises that “working from home is mandatory unless the employees physical presence is required to meet operational needs.” In addition, A council cannot meet unless it can adhere to the Public Meeting Procedures.

After discussing with staff, it is recommended the administrative services remain available to the public but “by appointment only” from April 19th until May 10th, which is anticipated to be the peak period of the virus. Council meetings should remain virtual in accordance with the current Provincial restrictions.

Recommendation:

That the Council of the Village of Caroline retain services at the Village administrative office “by appointment only” from April 19th until May 10th.

To: Village Council
From: Craig Curtis, CAO
**Re: Report from Stantec :
Northeast County Development Servicing Study Update**

Date: April 13th., 2021

The 2021 Budget Report provided a brief description of the condition of the Village's Infrastructure. The 2009 Capital Infrastructure Plan needs updating, but several recent studies have been completed, in order to understand the capacity of existing services and the costs of maintenance and expansion.

Last year, Stantec was commissioned to undertake a study of servicing the northeast areas of the Village. The report titled "Northeast County Servicing Study Update (Revision2)" is still in draft form. A draft of the report was briefly circulated to Council on March 19th and James Coates of Stantec will make a full presentation at this meeting.

Recommendation:

That the Council of the Village of Caroline receive the draft report from Stantec titled "Northeast County Development Servicing Study Update (Revision2)" for information .

To: Village of Caroline From: Stantec Consulting Ltd.
File: 113927090_04 Date: January 29, 2021

Reference: Village of Caroline – Northeast County Development Servicing Study Update
(Revision 2)

INTRODUCTION

Stantec was requested by the Village of Caroline to assess the capacity of the existing water and wastewater infrastructure and to identify if there's any upgrades required to service the proposed Northeast County Development located just outside the Village boundary. A technical memorandum was prepared and sent to the Village on July 25, 2017. After a review with the County of Clearwater, the County's consultant updated the servicing requirements to better reflect the requirements seen in municipalities of similar size and the Village of Caroline itself. This memo (Revision 1) has investigated the updated servicing requirements provided for by the County's consultant and revised the hydraulic water and wastewater models.

As per the previous study, the Capital Infrastructure Plan (CIP), prepared by Stantec in 2009, was reviewed and adopted in this technical memorandum. The hydraulic WaterCAD model developed for the aforementioned study was used as the basis for water infrastructure analysis. The sanitary sewers that would convey flow from the future development to the sanitary lagoon was modeled in PCSWMM to determine if the residual capacity is sufficient to accommodate future flows from Northeast County Development.

DESIGN FLOW OF NORTHEAST COUNTY DEVELOPMENT

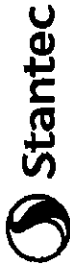
The revised water and wastewater design basis from the developer are summarized in **Table 1** and **Table 2**. Design water demands for Average Day Demand (ADD), Maximum Day Demand (MDD) and Peak Hour Demand (PHD) scenarios and design peak wet weather sanitary flow (PWWF) for the Northeast County Development are summarized in **Table 3** and **Table 4**.

Table 1: Water Design Basis

Design Parameters	Revised Design Value	Unit
Average Daily Consumption Rate	0.15	L/s/ha
MDD to PHD Peaking Factor	2	
PHD to MDD Peaking Factor	2	

Table 2: Wastewater Design Basis

Design Parameters	Revised Design Value	Unit
Average Daily Flow	0.135	L/s/ha
Peak Day Dry Weather Design Flow	90 % of the PHD (Peak Hour Water Demand)	
Inflow/Infiltration	0.2	L/s/ha



Reference: Village of Caroline – Northeast County Development Servicing Study Update (Revision 2)

Table 3: Northeast Development Design Water Demand

	Phase 2A Commercial	Phase 2B Commercial	Phase 2C Commercial	Phase 2D Commercial	Total
Development (ha)	5.15	2.48	5.2	12.15	24.98
ADD (L/s)	0.8	0.4	0.8	1.8	3.7
MDD (L/s)	1.5	0.7	1.6	3.6	7.5
PHD (L/s)	3.1	1.5	3.1	7.3	15.0
Fire Flow (L/s)		75			-

Table 4: Northeast Development Design Sanitary Flow Breakdown

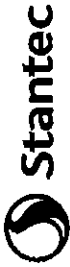
	Phase 2A Commercial	Phase 2B Commercial	Phase 2C Commercial	Phase 2D Commercial	Total
Development Area (ha)	5.15	2.48	5.2	12.15	25.0
Average Flow (L/s)	0.7	0.3	0.7	1.6	3.4
Peak Day Dry Weather (L/s)	2.8	1.3	2.8	6.6	13.5
Inflow/Infiltration (L/s)	1.0	0.5	1.0	2.4	5.0
Peak Design Flow (Peak Day Wet Weather Flow) (L/s)	3.8	1.8	3.8	9.0	18.5

CAPACITY ASSESSMENT OF EXISTING WATER DISTRIBUTION SYSTEM AND WATER TREATMENT PROCESS

Water demands for ADD, MDD and PHD conditions are summarized in Table 5 and are available in a WaterCAD hydraulic model. It is suggested in the 2009 Capital Infrastructure Plan (CIP) that the average day demand of treated water consumption is 470 LPCD based on the available potable water consumption data from 2005 to 2008. The per capital consumption rate will remain at 470 LPCD from 2009 to 2019 considering there is no large commercial and industrial development in the short term for the Village. The available existing model scenario demand was previously developed with a total population of 540 using water consumption rate of 470 LPCD. The total demands of the existing system plus the Northeast County Development will reach 680 using a consumption rate of 470 LPCD. The total equivalent population in the Village of Caroline will become 1,220 when the Northeast County Development area is fully developed. This value is conservative since the current 2016 Caroline's population of 512 is lower than the simulated population in the existing model.

Table 5: Water Demand Summary

	Existing System Demand	Northeast Development Demand	Grand Total Existing System plus Northeast County Development
Average Day Demand (L/s)	2.94	3.7	6.64
Maximum Day Demand (L/s)	5.88	7.5	13.4
Peak Hour Demand (L/s)	12.03	15	27.0
*Treated Water Consumption Rate (Lcpd)	470	470	470
Population /Equivalent Population	540	680	1,220



Reference: Village of Caroline – Northeast County Development Servicing Study Update (Revision 2)

Note that since the Northeast County Development will be primarily a commercial and industrial subdivision, the treated water consumption rate is most likely to be lower than 470 LPCD. From our understanding, service meters have been installed in the Village since the 2009 CIP study. A water consumption audit/analysis is recommended to be conducted to examine the actual water consumption rate within the Village to better quantify the requirements of the water system.

As identified in the 2009 CIP, the Village has three water wells (Well 401, 402 and 403). Well 401 was abandoned in 2007. Well 403 is being used frequently and was recorded to pump approximately 300 m³/day, at 5 hours per day (varies by season). The level of manganese concentration in Well 402 was recorded to be high, thus the current manganese removal process used in Well 403 didn't work efficiently in Well 402. As recorded in the 2009 CIP, the water level in Well 403 remained stable whether the pumps were kicked on or not. Also, the capacity of the current water supply wells were identified as sufficient to service more than 1,000 persons. In this study, the total population is projected to reach approximate 1,220 with full build-out of Northeast County development. It is recommended that the water level in Well 403 is observed/monitored by the Village to ensure the level remains stable as future growth occurs.

Regarding the water treatment filtration process, the combined capacity of the two existing filter tanks were recorded at a total of 655 m³/d (7.6 L/s) in the 2009 CIP study. The two filter tanks could not handle the total design MDD of 13.4 L/s for the full build-out of the Northeast County development. As the existing projected MDD is 508 m³/d (5.88 L/s), the current two filter tanks could still provide additional 149 m³/d (1.72 L/s) for new developments in the development. Hence, an additional filtration capacity of 501 m³/d (5.8 L/s) is needed to service the Village and the proposed Northeast County Development.

The CT value (Chlorine Concentration Contact time) was calculated to be 38 at PHD condition (27.0 l/s), assuming a baffle factor of 10% and 0.5 mg/L free chlorine entering the distribution system. This value is higher than the required value of 10, thus meeting the ability to claim the 4-log reduction of virus's credit, as required by AEP guidelines.

New model scenarios for the Northeast County Development were created for ADD, MDD and PHD analysis. The level of service design criteria for this study is summarized in **Table 6**, developed based on typical industrial standard.

Table 6: Level of Service Design Criteria

	Value	Unit
Minimum System Pressure for PHD	43.5	psi
Maximum Allowable Pressure	123	psi
Minimum Pressure in a fire flow condition	21.8	psi
Maximum Allowable Velocity in normal operation	1.5	m/s
Maximum Allowable Velocity for Future Pipes in a fire flow condition	2.5	m/s
Fireflow for Commercial/Industrial Area*	75	L/s

* Note the proposed 75 l/s is revised and agreed by the County and the County's consultant.

Reference: Village of Caroline – Northeast County Development Servicing Study Update (Revision 2)

As recorded in 2009 CIP, the existing pump system of the Town consists of two 10 hp vertical turbine distribution pumps along with one 125 hp fire flow pump connected to an eight cylinder diesel engine. There is also one backwash pump to pump water back to the filter tanks for filtration purposes. Alberta Environment and Parks (AEP) standard recommends the pump station should provide adequate pumping capacity when the largest pump is taken off line. In order to accommodate total PHD flow of 27 L/s, the two existing distribution pumps are recommended to be replaced with bigger pumps rated at 27 L/s, 42 m head with approximate 18 hp based on ground elevation to meet the specified minimum pressure criteria shown in **Table 6**. It is recommended that this proposed pump design set point be further reviewed and confirmed in the design stage. A conceptual water servicing strategy developed in the Northeast County Development is presented in **Figure 1**. The proposed watermain consists of approximate 1,675 m of 200 mm. The existing 265 m of 150 mm watermain will be required to upsize to 200 mm to supply an adequate fire flow of 75 L/s to the new development area, as shown in **Figure 1**.

The looping around the Northeast County Development is proposed to ensure an adequate fire flow of 75 L/s being supplied. Based on the aforementioned water servicing strategy, all level of service (LOS) of design criteria summarized in **Table 6** can be met.

As the required fire flow was revised to 75 L/s, the existing reservoir does have fire storage for 1.75 hours at 75 L/s, equivalent to 473 m³. The effective volume of the existing reservoir is 820 m³. Based upon Alberta Environment and Parks (AEP) standard, **Table 7** summarizes the existing and future storage requirements. As such, the existing reservoir could provide sufficient storage volume for the existing water supply system.

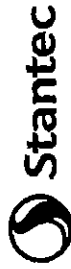
From **Table 7**, it is calculated that an additional 208 m³ of storage is required to provide sufficient capacity to service the Northeast County Development to meet AEP standard. Considering the effective volume of the existing reservoir of 820 m³, there's only 26 m³ (3%) storage deficiency in servicing the existing system plus the Northeast County development. Based on our past design experiences, this 3% storage deficiency can be deemed negligible. Therefore the effective volume of the existing reservoir of 820 m³ is sufficient to provide servicing to the Northeast County development.

Table 7: Existing and Future Storage Requirements

	Existing Storage Requirement (m ³)	Future Storage Requirement (m ³)
A = Fire Storage	1473	1473
B = Equalization on Storage (25% MDD)	127	287
C = Emergency Storage (15% ADD)	38	86
Total Required Storage	638	846
Existing Storage	820	820
Additional Storage Required	-182	26

Note:

1. The existing fire storage was calculated based on 75 L/s for 1.75 hours, equivalent to 473 m³.



Reference: Village of Caroline – Northeast County Development Servicing Study Update (Revision 2)

CAPACITY ASSESSMENT OF SANITARY LAGOON TRUNK

Based on the available as-built drawings for the wastewater collection system, a sanitary model was developed using PCSWMM to determine the residual capacity of the existing sewer trunk along 49th Street, beginning from north of 50th Ave to the downstream sanitary lagoon, identified in Figure 2. Note that the existing sanitary trunk was replaced with 300 mm PVC pipes from the end of 49th Street to the sanitary lagoon in 2012.

The existing sanitary peak wet weather flow (PWWF) was projected using the assumed design parameters summarized in Table 8. The projected PWWF is summarized in Table 9 considering current 2016 village's population of 512. Note that the existing PWWF is calculated using typical industrial standards. It is recommended an on-going flow monitoring program to be conducted to investigate the actual sanitary flows to facilitate future design/planning studies in a long run.

Based on the modeling results, the PWWF Hydraulic Grade Line (HGL) profile was presented in Appendix Figure B-1. With a total design sanitary flow of 33.3 L/s, no surcharging was observed along the identified sanitary sewer trunk with consideration of design PWWF flow of 18.5 L/s in Northeast County Development; however, a condition assessment was completed as part of the 2009 Capital Infrastructure Plan and it noted the condition of the sanitary mains along 49 Street from Main Street south was in poor to very poor condition.

Table 8: Existing Wastewater System Design Parameters

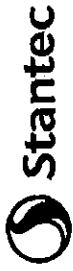
Assumed Design Parameters	Unit
Average Dry Weather Flow Rate (Residential)	Liter per capita per day
ICI Flow Generation Rate	Liters per second per hectare
Peaking Factor	
I&I Allowance	Liters per second per hectare

Table 9: Total Design Peak Wet Weather Flow

Projected PWWF (L/s)
Existing System
Northeast County Development
Grand Total

Wastewater Treatment

It was noted in the 2009 Capital Infrastructure Plan, the sewage treatment facility had capacity for a population of approximately 879 persons using the existing aerated lagoon and a continuous discharge system at the time the 2009 study was conducted. AEP recently required further studies with more stringent requirements as noted in more detail below. Therefore the



Reference: Village of Caroline – Northeast County Development Servicing Study Update (Revision 2)

erated lagoon system will not have sufficient capacity to treat the existing wastewater let alone the added flows from the new development with an equivalent population of 1,220.

As requested by Alberta Environment and Parks, the Village is in the process of conducting a “receiving water study” on the existing sewage treatment lagoon system, as per the Wastewater System Effluent Regulation under Fishery Act (WSER 2012). This study will determine if the existing lagoon system has the capacity to treat the wastewater requirements laid out in the WSER standard. The receiving water study might lead to treatment technology changes to effectively lower the ammonia level all year round to ensure the treated effluent can pass the lethal tests using rainbow trout. New treatment system based on proper technology has to be sized with the total 1,220 equivalent population.

OPINION OF PROBABLE COSTS

Based on the information in the aforementioned sections, an opinion of probable costs has been presented in the below table. The costs below are for the Village of Caroline’s portion of the required upgrades. The represented costs are a Class D level estimation of the expected costs.

Item	Item Description	Cost
1.	WTP Upgrades	\$190,000
1.1	Electrical Upgrades (incl. MCC upgrade, VFD replacement, Programming, Cabling)	\$70,000
1.2	Pumps and Pump Bases	\$120,000
2.	Water Mains Replacement/Installation (1.2km)	\$1,200,000
3.	Sanitary Mains Replacement (0.5km)	\$920,000
	Subtotal 1	\$2,310,000
4	Engineering (10%)	\$181,000
5	Contingency (30%)	\$693,000
	Total (excl. GST)	\$3,184,000

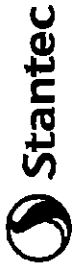


Reference: Village of Caroline – Northeast County Development Servicing Study Update (Revision 2)

CONCLUSIONS AND RECOMMENDATIONS

Based on the updated design water demands using revised design basis and capacity assessment of the existing water infrastructure in the Village of Caroline through hydraulic WaterCAD model, our findings are summarized as follows:

- As the servicing meters were installed after 2008, it is recommended to do a water consumption audit/analysis to examine the actual water consumption rate after the installation of the service meters;
- To service the Northeast County Development, the proposed watermain consists of approximate 1,200 m of 200 mm new watermain outside the development boundary. The existing 265 m of 150 mm watermain will be required to upsize to 200 mm to supply an adequate fire flow of 75 L/s to the new development area.
- As the water well capacity in Well 403 was identified as sufficient to service more than 1,000 persons, it is recommended that the water level in Well 403 is continually observed/monitored by the Village to ensure water level remains stable as future growth occurs;
- The two existing water distribution 10 hp pumps are recommended to be replaced with bigger pumps rated at 27 L/s with 42 m head with approximate 18 hp from ground elevation to provide firm pumping capacity at PHD scenario with demands from the existing system and Northeast County Development. It is recommended that this proposed pump design set point be further reviewed and confirmed in the design stage;
- With revised fire flow requirement of 75 L/s for future commercial and industrial customers in the Northeast County Development, the current storage volume of 820 m³ is deemed sufficient;
- The combined capacity of the two filter tanks in the water treatment process could not handle the total design MDD demand. Potential upgrade on the two filter tanks is recommended. It is suggested the Village to conduct a treatment process upgrade study to identify the scope and detailed requirements of the upgrades.



January 29, 2021
Village of Caroline
Page 8 of 8

Reference: Village of Caroline – Northeast County Development Servicing Study Update (Revision 2)

Based on the updated design wastewater flows using revised wastewater design basis from the county's consultant's and capacity assessment of the existing sewer trunk along 49th Street starting from 50th Ave to downstream sanitary lagoon in the Village of Caroline through PCSWMM model, our findings are summarized as follows:

- With the total design sanitary flow of 33.3 L/s, no surcharging was observed along the identified sanitary sewer trunk with consideration of design PWWF flow of 18.5 L/s from the Northeast County Development; however, the mains along this section is in very poor condition and it is recommended to replace the infrastructure prior to increasing the flow through; and
- The existing lagoon system doesn't have sufficient capacity to support the full build-out of Northeast County Development. The required sewage treatment capacity upgrades will be determined by the on-going receiving water study. The receiving water study might lead to the changes of treatment technology to effectively lower the ammonia level all year round to ensure the treated effluent can pass the lethal tests using rainbow trout. New treatment system with proper technology will be sized to accommodate the total population of 1,220 with total projected PWWF flow of 33.3 L/s in this study.

The Opinion of Probable Costs (Class D Estimate) for the upgrades noted in this study is \$3,184,000

REFERENCE

- Village of Caroline Capital Infrastructure Plan, Stantec, 2009

STANTEC CONSULTING LTD.

James Coates, M.Sc., P.Eng.
Project Engineer
Phone: (403) 356-3366
james.coates@stantec.com

Attachment: Figure 1 – Proposed water servicing
Figure 2 – Wastewater Servicing Capacity Analysis
Figure B-1 – Sanitary Sewer Trunk HGL Profile with Total Design PWWF

cc. Joel Sawatzky, Sophie Sadowski

Design with community in mind

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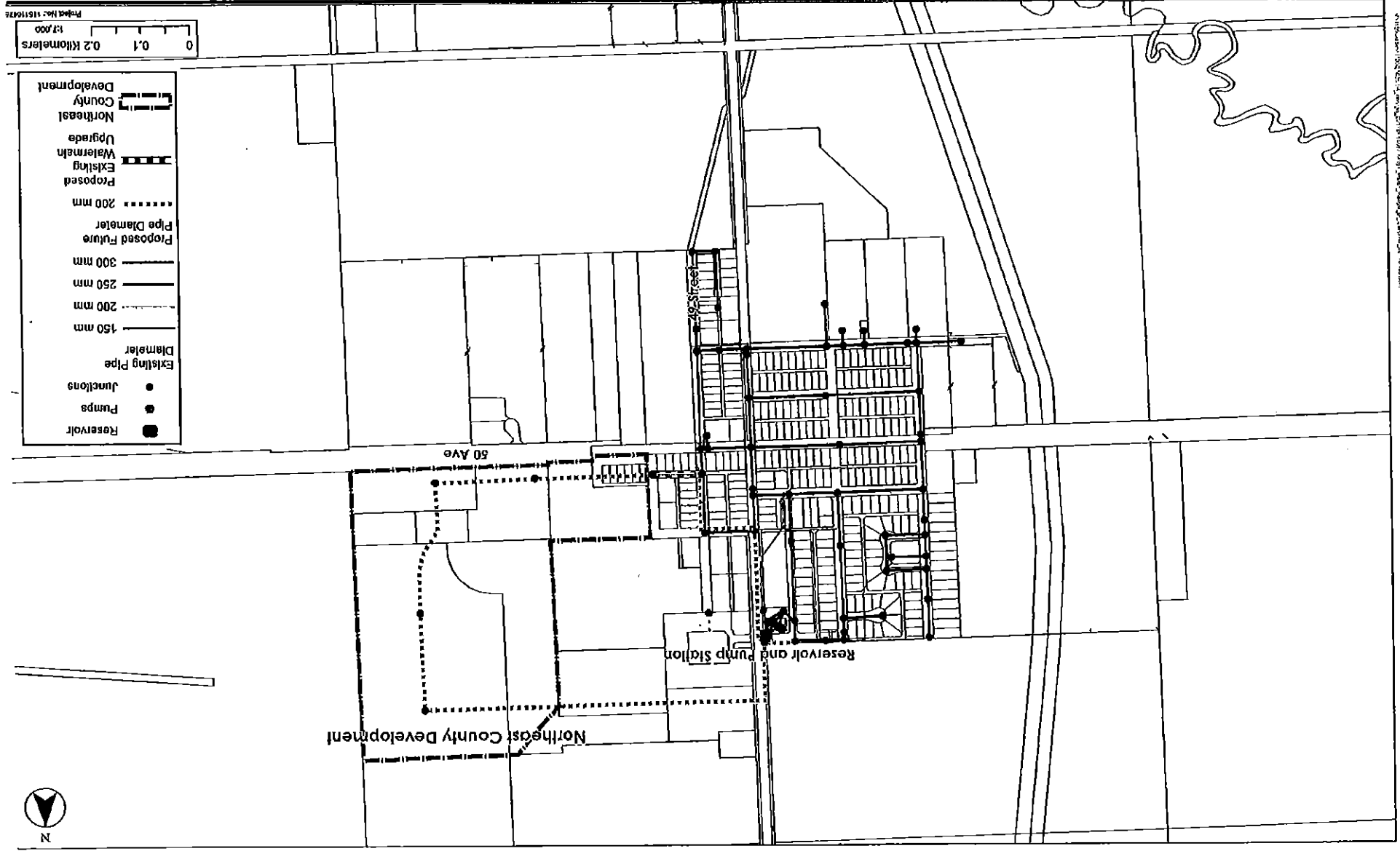
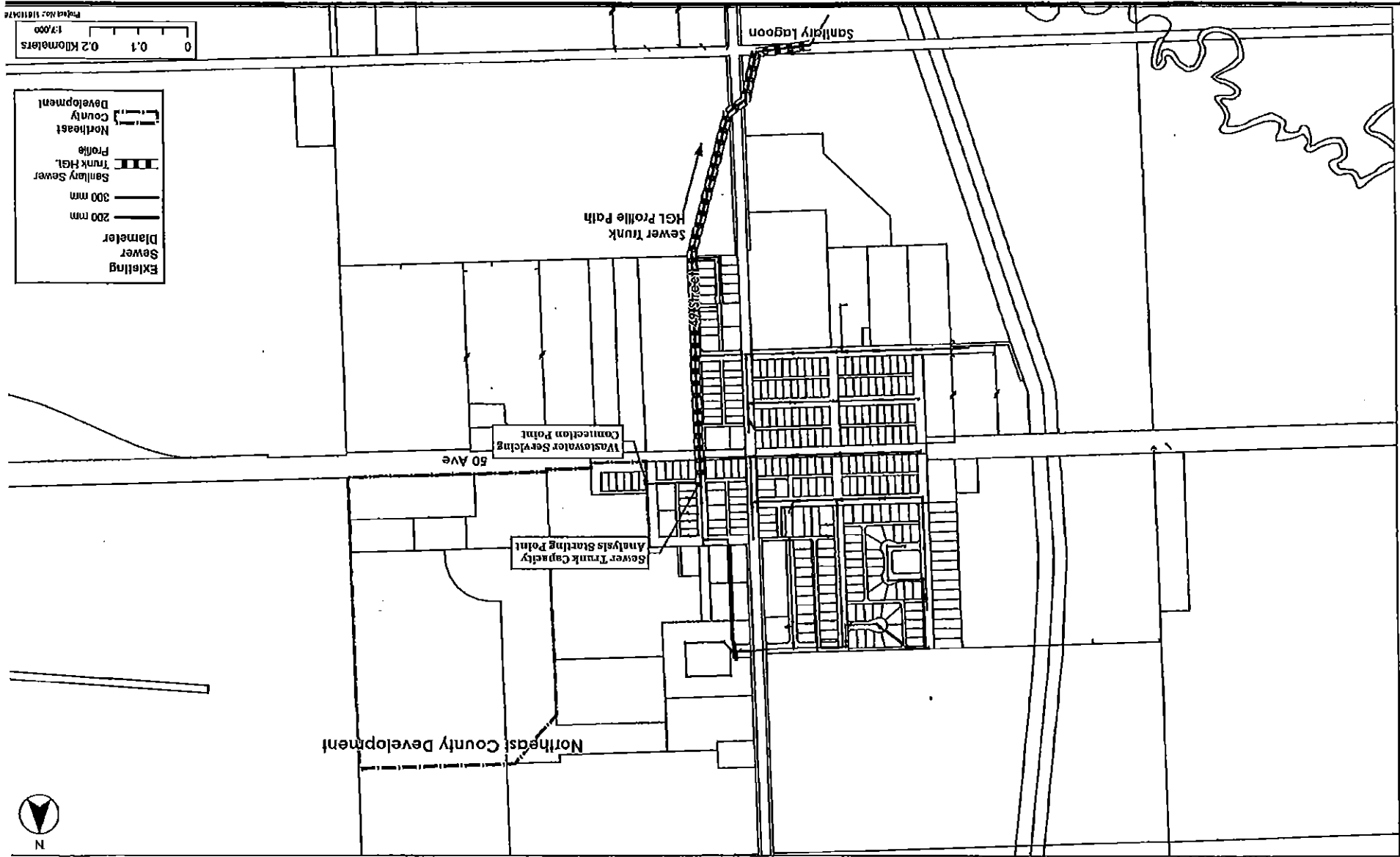


Figure 1 Northeast County Development Proposed Water Servicing

Figure 2 Northeast County Development Wastewater Servicing Capacity Analysis Layout



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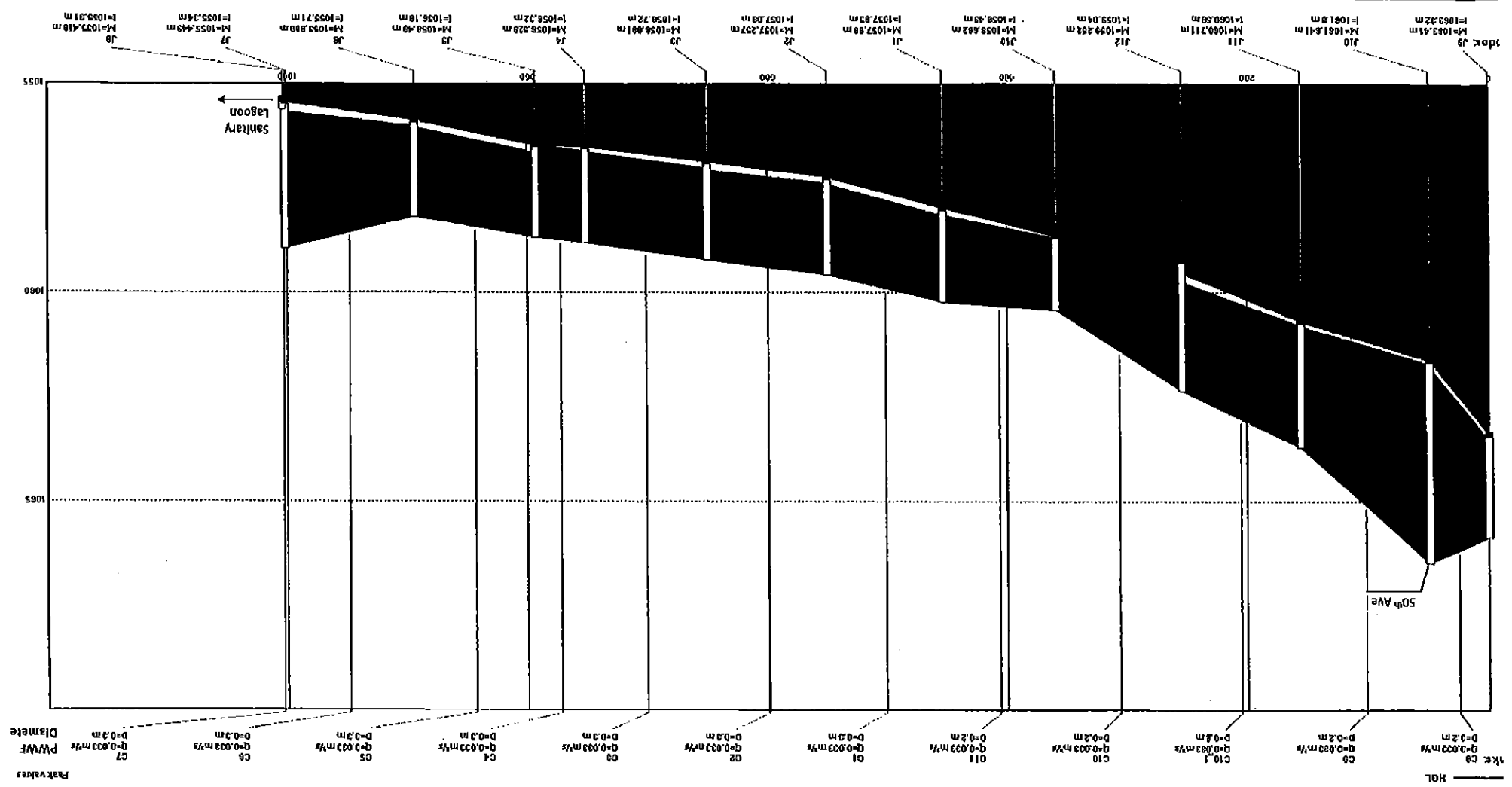


Stattec Consulting Ltd.
 Suite 1300, 490-50 Street
 Red Deer AB Canada
 T4N 1X7
 Tel, 403.341.3320
 www.stattec.com

Sanitary Sewer Trunk HGL Profile with Total Design PWWF
 (Sewer Trunk along 49th Street from north of 50th Ave to
 Sanitary Lagoon)

Title
 B-1

Figure No.
 Sanitary Sewer Trunk Capacity Assessment
 Village of Caroline
 Client/Project



RGL

Peak values

To: Village Council
From: Craig Curtis, CAO
Re: 2021 Election Manual
Date: April 8th, 2021

The municipal Election will be held on October 18th and Nomination Day is September 20th.
The draft Election Manual has now been prepared and will be released next week.

Recommendation:
That the Council of the Village of Caroline accept the Draft Election Manual for information.

ELECTION 2021

OFFICES OF ELECTED OFFICIALS FOR VILLAGE OF CAROLINE

The Village of Caroline elections are conducted at-large. Each person elected for the office of Councillor represents the Village as a whole.

The Office of Councillor: 5 positions

(The positions of Mayor and Deputy-Mayor are elected by the Council itself)

Term of Office: 4 years

Duties of Councillors:

The Municipal Government Act provides that every municipality shall have a council, the members of which shall be elected in accordance with the Local Authorities Election Act. The Municipal Government Act provides for a broad spectrum of powers and duties for a council and councillors.

For general information and questions regarding the election of Council, contact:

Craig Curtis, CAO scurtis@villageofcaroline.com office number: 403-722-3781

Important Dates

- ELECTION DAY October 18th 2021
- NOMINATION DAY September 20th 2021

Nominations:

A person may file a nomination to become a candidate for a general election, within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day, Monday, September 20, 2021. If you are running as a candidate in the 2021 election, your nomination forms must be received by the Returning Officer during the nomination period starting January 1, 2021 and no later than 12:00 p.m. on Monday, September 20, 2021.

Candidates wishing to file nomination papers can book an appointment with the Returning Officer by phoning the Village Office at 403-722-3781. Appointments are generally available on Tuesday or Thursday between 9:00am and 4:00pm

Duties of Councillors:

The Municipal Government Act provides that every municipality shall have a council, the members of which shall be elected in accordance with the Local Authorities Election Act. The Municipal Government Act provides for a broad spectrum of powers and duties for a council and councillors. Excerpts from the *Municipal Government Act* General duties of councillors .

Excerpts from the *Municipal Government Act*

General duties of Councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Council's principal role in municipal organization

201(1)A council is responsible for

- (a) developing and evaluating the policies and programs of the municipality;
 - (b) repealed 2015 c8 s20;
 - (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.
- (2) A council must not exercise a power or function or perform a duty that is by this or another enactment or by law specifically assigned to the chief administrative officer or a designated officer.

Eligibility:

All candidates must be eligible to vote in the election and must be:

- at least 18 years old,
- a Canadian citizen,
- be a resident of the local jurisdiction, if any, for the 6 consecutive months immediately preceding nomination day;
- not otherwise ineligible or disqualified. Candidates are subject to further requirements outlined in the *Local Authorities Election Act*
- Candidates are advised to refer to the Local Authorities Election Act and Education Act and, obtain legal advice regarding the full extent of their obligations.

ATTACHMENT "A" OUTLINE SPECIAL REQUIREMENTS REGARDING ELIGIBILITY AND POTENTIAL DISQUALIFICATION.

Nomination Documentation Required:

All candidates are required to complete the following forms and submit to the Returning Officer during the nomination period starting January 1, 2021 until 12 noon on Nomination Day (September 20, 2021):

Form 1 - Nomination Paper and Candidate's Acceptance

Persons signing a candidate's nomination paper must be eligible elector and the forms must include original hand-written signatures. Digital signatures are not accepted. It is advisable to have more than the minimum required number of electors sign the form in case one or more signatures are not eligible to nominate.

Nomination Paper and Candidate's Acceptance must be signed by a Commissioner of Oaths or Notary Public for Alberta or The Returning Officer or delegate. Returning Officer or delegate are available in person, by appointment only. If required, contact village administration at 403-722-3781 or email admin@villageofcaroline.com to schedule an appointment.

Form 2- Candidate Financial Information

This form must be filed during the nomination period and should include campaign banking information, if available. Do not use personal banking information.

Filing your nomination Papers:

DEADLINE TO FILE YOUR NOMINATIONS FOR MAYOR, COUNCILLORS IS MONDAY, SEPTEMBER 20, 2021

A person may file a nomination to become a candidate for a general election within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on Nomination Day.

Contact Village Administration at 403-722-3781 or email admin@villageofcatoline.com to make an appointment with the Returning Officer to file your nomination papers. It is imperative that a person who signs nomination forms is eligible to vote. To ensure that the person signing your nomination forms is eligible to vote, review "eligibility to vote" and "rules of residence."

Excerpts from the Local Authorities Election Act

Nomination day

- 25(1) Nomination day is 4 weeks before election day.
- (2) A person may file a nomination to become a candidate
- (a) for a general election, within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day, and
 - (b) for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set election day for the by-election and ending at 12 noon on nomination day.

Form of nomination

- 27(1) Every nomination of a candidate must
- (a) be in the prescribed form,
 - (b) be signed by at least 5 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,
 - (c) be accompanied with a written acceptance sworn or affirmed in the prescribed form by the person nominated, stating
 - (i) that the person is eligible to be elected to the office,
 - (ii) the name, address and telephone number of the person's official agent, if one has been appointed, (iii) that the person will accept the office if elected,
 - (iv) that the person will read and comply with the municipality's code of conduct if elected, and

(v) that the persons who have signed the nomination are electors who are eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination, and

(d) if required by bylaw, be accompanied with a deposit in the required amount.

(1.1) A person who files a nomination shall also submit, in the prescribed form, the following information to the returning officer:

- (a) the full name and contact information of the candidate;
- (b) the address of the place or places where records of the candidate are maintained and of the place to which communications may be addressed;
- (c) the name and address of the financial institutions to be used by or on behalf of the candidate for the candidate's campaign account, if applicable;
- (d) the names of the signing authorities for each account referred to in clause (c), if applicable. 67

(1.2) When there is any change in the information required to be provided under subsection (1.1), the candidate shall notify the local jurisdiction in writing within 48 hours after the change, and on receipt of the notice the local jurisdiction shall update the information accordingly.

(1.3) Notice under subsection (1.2) may be sent by fax or e-mail.

(2) Notwithstanding subsection (1), a city that is a local jurisdiction with a population of at least 10 000 or a board of trustees under the Education Act of a local jurisdiction with a population of at least 10 000 may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, specify the minimum number of electors required to sign the nomination of a candidate for an office, but that number must be at least 5 and not more than 100.

(3) Notwithstanding subsection (1), if a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination of the candidate.

(4) Repealed 2018 c23 s13.

Withdrawal of nomination

32(1) A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.

(2) Subject to subsection (3), at any time within 24 hours after the close of the nomination period, if more than the required number of candidates for any particular office are nominated, any person so nominated may withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing.

(3) If, after one or more candidates have withdrawn in accordance with subsection (2), the number of remaining candidates does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.

REQUIREMENTS TO VOTE & VOTING OPTIONS

Find out the eligibility to vote requirements, rules of residence, authorized identification that is required to vote and voting options. Voters have the option to vote either by:

- Special Ballot
- Advance Vote
- Elector Assistance at Home
- Institutional Voting
- Election Day

Excerpts from the Local Authorities Election Act

Eligibility to vote

- 47(1) A person is eligible to vote in an election held pursuant to this Act if the person
- (a) is at least 18 years old,
 - (b) is a Canadian citizen, and
 - (c) resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.
- (2) Subject to subsection (3) and sections 75, 77.1, 79, 81 and 83, an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.
- (3) If a local authority establishes a voting station at a work site, the local authority may direct that those workers who are electors who wish to vote and who are required to work at the site during the hours for which the voting station is open shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.
- (4) Repealed 2018 c23 s19.

Rules of residence

- 48(1) For the purposes of this Act, the place of residence is governed by the following rules:
- (a) a person may be a resident of only one place at a time for the purposes of voting under this Act; (a.1) if a person has more than one residence in Alberta, that person shall, in accordance with subsection (1.1), designate one place of residence as the person's place of residence for the purposes of this Act;
 - (b) the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, the person intends to return;
 - (c) a person does not lose the person's residence by leaving the person's home for a temporary purpose.
 - (d) subject to clause (e), a student who
 - (i) attends an educational institution within or outside Alberta,

- (ii) temporarily rents accommodation for the purpose of attending an educational institution, and
- (iii) has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institution is deemed to reside with those family members;
- (e) if a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area.

(1.1) For the purposes of subsection (1) (a.1), a person shall designate the person's place of residence in accordance with the following factors in the following order of priority:

- (a) the address shown on the person's driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Alberta or an identification card issued by or on behalf of the Government of Alberta;
- (b) the address to which the person's income tax correspondence is addressed and delivered;
- (c) the address to which the person's mail is addressed and delivered.

(2) A person who is a resident of a public school division or of a separate school division under the Education Act is deemed to be a resident of that public school division or that separate school division, as the case may be, under this Act.

(3) Repealed 2012 cE-0.3 s276.

Proof of elector eligibility

- 53(1)** Every person who attends at a voting station for the purpose of voting must be permitted to vote if
- (a) the person's name appears on the list of electors, if any, or
 - (b) the person
 - (i) makes a statement that the person is eligible to vote as an elector in the presence of an officer at the voting station, in the prescribed form,
 - (ii) validates the person's identity and address of the person's residence in accordance with subsection (3), and
 - (iii) where required by a bylaw passed under section 53.01, produces the number and types of identification permitted by the bylaw to verify the person's age.
- (2)** A statement referred to in subsection (1)(b)(i) must include the address of the person's residence.
- (3)** A person may validate the person's identity and the address of the person's residence for the purpose of subsection (1)(b)(ii)
- (a) if a bylaw has been passed under section 53.01, by producing the number and types of identification required by the bylaw, or
 - (b) by producing one of the following:
 - (i) one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the person, the person's name and the address of the person's residence;
 - (ii) one piece of identification authorized by the Chief Electoral Officer under the Election Act for the purposes of section 95(1)(a)(ii) of that Act that establishes the person's name and current address;

- (iii) one piece of other acceptable identification referred to in section 53.02.
- (4) Notwithstanding subsection (1)(b)(ii) and (iii), a person may validate the person's identity, the address of the person's residence and, if applicable, the person's age if the person is accompanied by an elector who
- (a) validates the elector's identity and the address of the elector's residence in accordance with subsection (3) and, if applicable, verifies the elector's age in accordance with subsection (1)(b)(iii), and
 - (b) vouches for the person in accordance with subsection (7).
- (5) A scrutineer shall not vouch for a person under subsection (4)(b).
- (6) An elector shall not vouch for a person if any of the following circumstances apply:
- (a) the elector has relied on the process described in subsection (4) to validate the elector's identity, address and, if applicable, age;
 - (b) subject to subsection (6.1), the elector has already vouched for another person.
- (6.1) An elector may vouch for more than one person if every person the elector vouches for shares the same place of residence.
- (7) For the purposes of subsection (4)(b), an elector who vouches for a person must make a statement, in the prescribed form, that
- (a) the elector knows the person,
 - (b) the elector knows that the person resides at the address indicated in the person's statement, and
 - (c) the elector has not relied on the process described in subsection (4) to validate the elector's identity, address and, if applicable, age.
- (8) A person who attends at a voting station shall not be permitted to vote unless that person meets the requirements of this section.

Voting time for employees

- 58(1) An employee who is an elector shall, while the voting stations are open on election day, have 3 consecutive hours for the purpose of casting the employee's vote.
- (2) If the hours of the employee's employment do not allow for 3 consecutive hours, the employer's employer shall allow the employee any additional time for voting that is necessary to provide the employee the 3 consecutive hours, but the additional time for voting is to be granted at the convenience of the employer.
- (3) No employer shall make any deduction from the pay of an employee nor impose on the employee or exact from the employee any penalty by reason of the employee's absence from the employee's work during the 3 consecutive hours or part of it.
- (4) Subsections (1), (2) and (3) do not apply if the employer provides for the attendance of an employee who is an elector at a voting station while it is open during the hours of the employee's employment with no deduction from the employee's pay and without exacting any penalty.

Voting: Identification Requirements

Local Authorities Election Act section 53(1) and Elections Act Sec. 95(1)(a)(ii) outline the authorized identification that is required to vote. To vote, you have to prove your identity and address. There are three ways to do this:

Option 1: Show one of these pieces of ID Electors may vote after producing government issued identification containing the elector's photograph, current address and name.

Option 2: Show two pieces of ID Electors who are unable to produce government issued identification, must produce two pieces of identification where both pieces of identification must establish the elector's name and one piece must establish the elector's current address

Option 3: If you don't have ID You can still vote if you declare your identity and address in the prescribed form and have someone who knows you vouch for you.
A voter may verify your identity, the address of where you live and, if applicable, your age if you are accompanied by a voter who knows you and knows your address that is indicated in your prescribed statement. The voter may verify your identity if the voter has not relied on the vouching process themselves.