

VILLAGE OF CAROLINE
REGULAR COUNCIL MEETING AGENDA
Thursday June 24th at 7:30pm.
Village of Caroline Council Chambers, 5004-50 Ave.

Page # _____

- 1. **CALL TO ORDER**
- 2. **ADOPTION OF AGENDA:**
- 3. **ADOPTION OF MINUTES:**
 - 3.1. Council Meeting Minutes June 10th 2021
- 4. **DELEGATION(S):**
 - 4.1 Rocky Chamber: Discover David Thompson Trails App.
- 5. **STAFF REPORTS**
 - 5.1 CAO Report (verbal)
- 6. **COMMITTEE & BOARD REPORTS:**
 - 6.1 Mayor Report
 - 6.2 Councillor Reports
- 7. **BUSINESS:**
 - 7.1 Campground/Farmers Market agreement (Revised)
 - 7.2
 - 7.3
- 8. **DISCUSSION, CORRESPONDENCE, INFORMATION ITEMS:**
 - 8.1 Caroline Municipal Library 2020 Statement
 - 8.2 Rocky Seniors Housing Council meeting April 22,2021
 - 8.3 Rocky Seniors Housing Council meeting May 19,2021
 - 8.4 Letter from Cypress County for Support for the RCMP
 - 8.5 Letter from Town of Thorsby for Support for the RCMP
 - 8.6 Letter from the Town of Viking for Support for the RCMP
 - 8.7 Response Letter from Minister Kaycee Madu
 - 8.8 Bowden Daze Parade
 - 8.9 Spock Days
- 9. **CLOSED SESSION**
 - 9.1 Report

33-43

*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) (d) and (g)

10 ADJOURNMENT

VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held on June 10th, 2021, at 7:30pm at the Village Office, 5004-50 Avenue, Caroline, Alberta and information posted on Village Facebook Page for public live stream for attendees through Zoom.

Meeting Location: 5004-50 Ave.

Virtual Attendance:

Councilors: John Rimmer, Mary Bugbee, Mary Ann Wold, Donny Nichols

Staff: CAO Craig Curtis

In Person Attendance:

Municipal Clerk Sandy Buckberry, Corby Parsons

1. Call to Order

Mayor Rimmer called the meeting to order at 7:32 pm

2. Adoption of Agenda

The CAO proposed two additions to the agenda:

- 7.3 Village of Caroline and Clearwater County Seniors' Housing Study
- 8.12 parkland Regional Library: Financial Statements

Motion 120.06.10

Moved by Councilor Bugbee to adopt Agenda as amended.

CARRIED

3. Adoption of Minutes

Motion 121.06.10

Moved by Councilor Wold to adopt the minutes of the Council meeting on May 13th, 2021 as presented.

CARRIED

4. Delegation(s):

4.1 Jacob Tricker re Alan Jewel Water Bill

Jacob Tricker, Public Works Superintendent attended and explained that the rock adjacent to the shut off valve at Mr. Jewel's rental property had no impact on the water consumed, as stated on the water meter readings.

5. Staff Reports

5.1. None

6. Committee & Board Reports

6.1 Mayor Report

- Meeting with new County CAO Christopher Reid
- Failure by County to confirm meeting on Senior's Housing Study
- Proposed Proclamation calling for an independent investigation into the deaths at residential schools across Canada.

VILLAGE OF CAROLINE COUNCIL

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Motion 122.06.10

Moved by Mayor Rimmer that the Council of the Village of Caroline approve a proclamation calling for an independent investigation into deaths at residential schools under Federal Government control

CARRIED

6.2 Council Reports

Councilor Bugbee

- Attended FCSS Board meeting to discuss strategic direction. Funds are still available for awarding to eligible social programs.

Councilor Wold

- Attended Library Board meeting and it was noted that donations to the Caroline Library could still receive tax receipts through the Village.

- Noted that the Bighorn Parade and a rodeo were now scheduled in September.

Councilor Nichols

- Attended Agricultural Society meeting and noted that an agreement had been reached to operate the campground in conjunction with the Farmer's Market Association.

Motion 123.06.10

Moved by Councilor Nichols that Council of Village of Caroline acknowledge the contribution made by Reg Dean and Chamber of Commerce in support of the Seniors Housing property and other initiatives and further that Mayor John Rimmer send a letter of thanks to Mr Dean for his contribution.

Councilor Parsons

- No report.

Motion 124.06.10

Moved by Councilor Nichols to accept Mayor and Council reports as presented.

CARRIED

7. Business

7.1. Joint Emergency management Report, Agreement and Bylaw

Motion 125.06.10

Moved by Councilor Wold that Council of the Village of Caroline receive County Bylaw # 1108/21 for information.

CARRIED

The CAO outlined Bylaw 2021-005 which is a Bylaw of the Village of Caroline to delegate emergency management authority to Clearwater County and enact a Joint emergency Advisory Committee (JEMC) and a Regional Emergency Management Agency.

Motion 126.06.10

Moved by councilor Bugbee that the Council of the Village of Caroline give first reading to Bylaw2021-005.

VILLAGE OF CAROLINE COUNCIL

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CARRIED

Motion 127.06.10

Moved by Councilor Wold that the Council of the Village of Caroline give second reading to Bylaw 2021-005

CARRIED

Motion 128.06.10

Moved Mayor Rimmer that the Council of the Village of Caroline proceed to third reading of Bylaw 2021-005

CARRIED

Motion 129.06.10

Moved by Mayor Rimmer that the Council of the Village of Caroline give third reading to Bylaw 2021-005

CARRIED

Motion 130.06.10

Moved by Councilor Nichols that the Council of the Village of Caroline authorize the Mayor to sign the Regional Emergency Management agreement between the Village of Caroline, Clearwater County and the Summer Village of Burnstick lake.

7.2. Campground/Farmer's Market Agreements

The CAO outlined the agreements that had been negotiated with the Caroline Agricultural Society and the Farmer's Market Association.

Motion 131.06.10

Moved by Councilor Wold that the Council of the Village of Caroline approve the Memorandum of Understanding (MOU) between the Village, the Farmer's Market Association and the Caroline Agricultural Society for the joint operation of the RV Park/Campground area.

CARRIED

Motion 132.06.10

Moved by Councilor Bugbee that the council of the Village of Caroline approve the Lease Amending Agreement between the Village and the Farmer's Market Association to permit camping within the current lease area and grant the first right of approval upon renewal.

CARRIED

Motion 133.06.10

Moved by Councilor Parsons that the Council of the Village of Caroline approve the lease agreement between the Village and the Caroline Agricultural Society for the use of the former tourist booth and RV sani-dump as amenities to serve the campground.

CARRIED

7.3. Village of Caroline and Clearwater County Seniors' Housing Study.

VILLAGE OF CAROLINE COUNCIL

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Mayor Rimmer noted that the Village of Caroline and Clearwater County Seniors' housing Assessment prepared for Keys2HOUSING Communities by the IBI Group Professional Services (Canada) Inc. had been circulated to Council prior to the meeting together with a video recording of the County Council discussion of the item. This had been originally scheduled as a joint meeting of both councils as the project initiated by the Caroline chamber of Commerce had been jointly funded. However, the County did not confirm the meeting date.

Motion 134.06.10

Moved by Councilor Nichols that the Council of the Village of Caroline receive the "Village of Caroline and Clearwater County Seniors' Housing Assessment" report for information.

CARRIED

8. Discussion, Correspondence, and Information Items

Motion 135.06.10

Moved by Councilor Wold that the Council of the Village of Caroline accept the correspondence in items 8.1 to 8.12 of the agenda for information.

CARRIED

9. Adjournment

Motion 136.06.10

Moved by Councilor Bugbee that the Council meeting be adjourned.

CARRIED

Time of Adjournment: 8:45 pm.

MAYOR

CAO

To: Village Council
From: Craig Curtis, CAO
Re: Campground/Farmer's Market Agreement: REVISED

Date: June 18th, 2021

The Caroline RV Park and Campground is currently leased to the Farmer's Market Association for its weekly market, as well as other special events. The Caroline Agricultural Society has recently proposed to operate the campground within the context of the current lease. The Farmer's Market Association, the Caroline Agricultural Society and the Village have reached an understanding on how this could operate to the benefit of all three parties.

The implementation of the agreement required three new agreements which were approved by council on June 10th following review by the Agricultural Society and the Farmer's Market Association. Since that time the parties have had further discussion with the County of Clearwater and the two Committees. As a result, a number of generally minor changes are requested as outlined below.

- A **REVISED** Memorandum of Understanding (MOU) between the three parties for the co-operative use of the campground site and facilities.
The minor changes are as follows:
 - *Clarification of liability insurance
 - * A condition that the Agricultural Society would have the option to lease the land, should the Farmer's Market decide not to renew its lease
- A **REVISED** lease Agreement between the Village and the Caroline Agricultural Society for the use of the former tourist booth and RV sani dump for use in support of the campground.
The minor changes are as follows:
 - *Clarification that the Village is responsible for water testing and road and fence maintenance.
 - *The condition that the Agricultural Society would have first right of refusal to renew the lease, if it is still operating the campground.

Recommendation:

That the Council of the Village of Caroline

- Approve the REVISED Memorandum of Understanding (MOU) between the Village, the Farmer's Market Association, and the Caroline Agricultural Society for the joint operation of the RV Park/Campground area.
- Approve the REVISED Lease agreement between the Village and the Caroline Agricultural society for the use of the former tourist booth and RV sani dump as amenities to serve the campground and the traveling public.

MEMORANDUM OF UNDERSTANDING between:

The Village of Caroline,

AND

The Caroline & District Athletic and Agricultural Society

AND

The Caroline Farmer's Market Association

The parties to this Memorandum of Understanding agree as follows:

1. The RV Park /Campground area, east of the Wheels of Time Museum, is currently leased to Farmers Market for a term beginning on October 29th, 2019 and ending on December 31, 2024. This lease shall be amended as follows:
 - Clause 3 be amended to include "general camping."
 - Clause 8 shall be amended to facilitate the operation of the campground, in accordance with the terms in this Memorandum of Understanding.
 - Clause 15 shall be amended to provide the Farmer's Market Association the first right of refusal in terms of renewing the lease.
 - Clause 19 shall be amended to clarify that the "rules and regulations" shall be reasonable and be in accordance with standard practice and provincial legislation.
2. The parties agree that a portion of the leased area be operated as a campground by the Agricultural Society for a period ending on December 31, 2024. The areas designated for market and camping shall be agreed upon between the Farmer's Market Association and the Agricultural Society and be generally in accordance with Plan "A" attached. **Site #17 will not be leased for camping on market days.** During the term of this agreement, the infrastructure of the campground may be upgraded by the Agricultural Society at its own cost and subject to the approval of the Village.
3. The Farmer's Market may be operated on Fridays from May 1st. to September 30th within the designated area and other mutually agreed dates for special market events.
4. The Agricultural Society shall receive all revenues from the campground and be responsible for maintenance of the whole site as well as the costs of electricity, water and sewage disposal, during the term of this agreement
5. The Farmer's Market Association shall retain all revenues from the market operation and be responsible for cleanup of the market site after its events.
6. The Village shall lease the former tourist booth and RV sani dump to the Agricultural Society for a term concurrent with the campground lease at an annual cost of \$1.00. The building may be upgraded by the Society at its own cost and subject to approval by the Village.

7. The Farmers market will maintain Public Liability insurance for the use of the space when holding their events, whereas the Agricultural Society will maintain the Public Liability Insurance for its use of the area.
8. The Village shall ensure that the terms and conditions of the lease agreements and the Memorandum of Understanding are fully complied with. Should the agreement be terminated by the Village “without cause” prior to December 31st, 2024, the Village will compensate the Caroline Agricultural Society for the cost of capital improvements incurred directly for improvements to the RV/Campground site and Tourist Booth and sani dump. In such an event the Agricultural Society is terminated, the Farmers Market will still maintain their lease and amendment.
9. It is understood by all parties that should the Farmers Market decide not to renew its lease the Agricultural Society will be given the option to lease the land for campground purposes. It is also understood by all parties that should the Agricultural Society decide not to continue its lease, the Farmers Market will maintain their lease and amendment with the village.

IN WITNESS WHERE OF the parties to this Memorandum of Understanding have duly affixed their signatures on this _____ day of _____, 2021.

Village of Caroline

(Witness)

Per: _____

Caroline's Farmer's Market

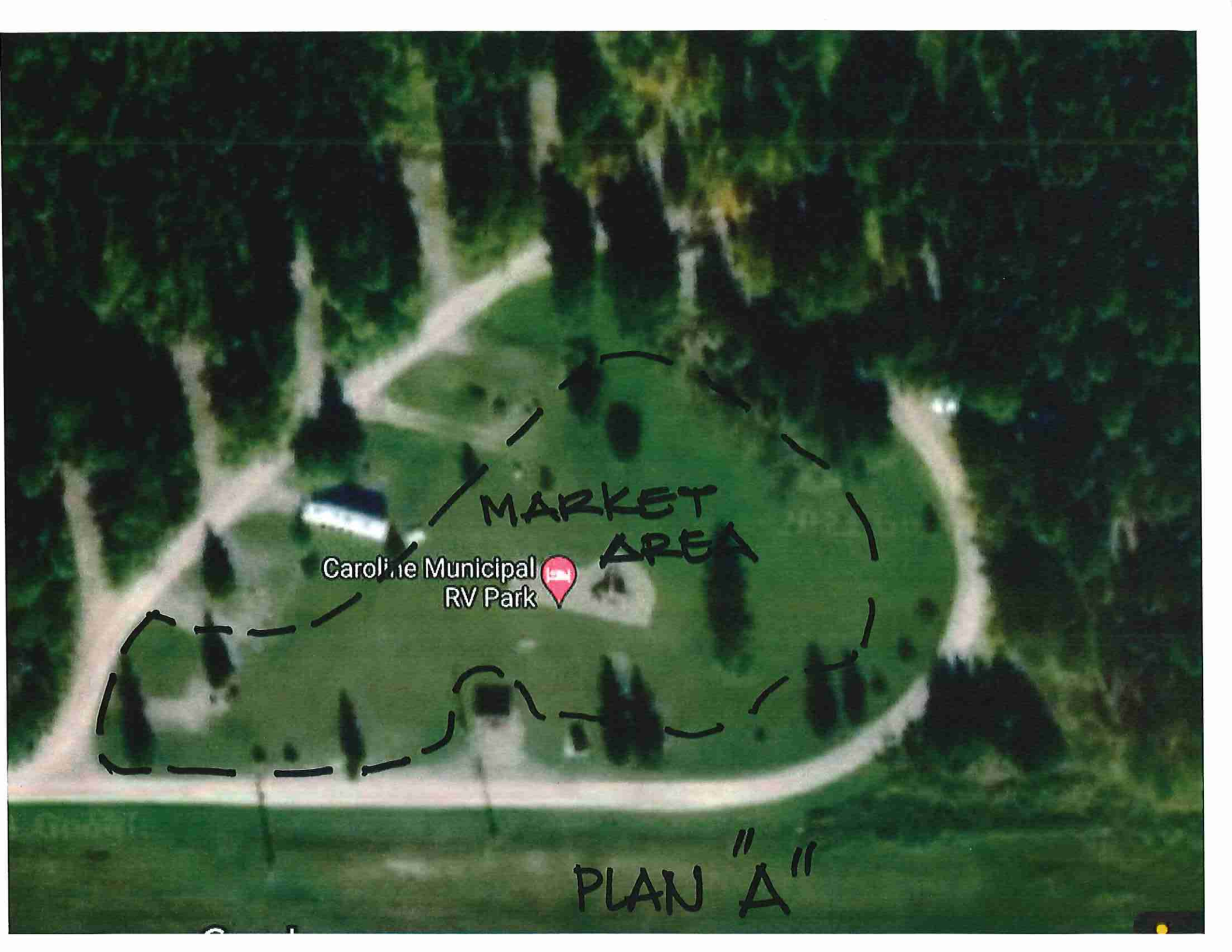
(Witness)

Per: _____

Caroline Agricultural Society

(Witness)

Per: _____



Caroline Municipal
RV Park



MARKET
AREA

PLAN "A"

LEASE AGREEMENT

THIS LEASE (the "Lease") dated this _____ day of _____, 2021.

BETWEEN:

Village of Caroline of PO Box 148 at 5004-50 Ave, Caroline AB T0M0M0

Telephone: 403-722-3781 Fax: 403-722-4050

(the "Landlord")

AND

The Caroline & District Athletic & Agricultural Society of Box 267 at 5103 48 Ave. Caroline AB T0M 0M0

Telephone: 403-722-3022 Fax: 403-722-2883. Email: carolineaghub@gmail.com

(the "Tenant")

IN CONSIDERATION OF the Landlord leasing the former tourist booth and RV sani dump to the Tenant, the Tenant leasing the building from the Landlord and the mutual benefits and obligations set forth in the Lease, the Parties to this Lease agree as follows:

1. The Landlord agrees to Lease to the Tenant the municipal property described as the former **tourist** booth and RV sani dump at 60054 Hwy 54 Caroline, AB T0M 0M0.
2. The facilities will be used only for the purpose of servicing the municipal campground **Village promotion, and the traveling public.**
3. The term of the Lease will commence at 12:00 noon on _____, 2021 and ends at 12:00 noon on December 31, 2024.
4. The Tenant will pay an annual fee of \$1.00 rent due upon execution of this document and on January 1st thereafter. The Tenant shall not be responsible for any portion of Property Tax assessed to the said property.
5. Improvements to the property including but not limited to maintenance will be the responsibility of the Tenant.
6. The Tenant shall be responsible for the utilities within the building **and the sani dump, whereas the Village will be responsible for water testing.**
7. **The Landlord shall be responsible for road and fence maintenance.**

8. The Tenant agrees not to Sub Lease any portion of the Property at any time. However, the Tenant may collect User Fees as per the operation of the municipal campground.
9. The Tenant will designate space to accommodate parking.
10. The Tenant will provide Public Liability Insurance for the said use of the property. **The Landlord will maintain insurance for the building. The Tenant shall immediately advise the Landlord of any accidental damage or loss to the premises**
11. The Tenant will not make or allow to be made, any noise or nuisance which, in the reasonable opinion of the Landlord, disturbs the comfort of neighbors.
12. The Tenant will not engage in any illegal trade or activity on the Property.
13. The Tenant will comply with standards of health, sanitation, fire and safety as required by law.
14. The Tenant will not keep or have on the Property any article of dangerous, flammable or explosive character that might unreasonably increase the danger of a hazard as considered by any responsible insurance company.
15. The renewal of the Lease Term shall be every considered subject the renewal of the lease with the Province and the Memorandum of Understanding between the Village, the Farmer's Market Association and the Agricultural Society
16. If the Tenant is unable or unwilling to renew the lease, the Tenant will provide Notice of Non-Renewal to Council Six (6) Months prior to the end of the lease. **The tenant will be provided first right of refusal to renew the lease if it is still operating the campground.**
17. In the event the Tenant does not renew the Lease, the Tenant will quit and surrender the Property in as good a state and condition as it was at the commencement of this Lease, considering reasonable use and wear by the elements expected and shall remove all Tenant's possessions.
18. Any waiver by the Landlord of any failure by the Tenant to perform the provisions of this Lease will not operate as a waiver of the Landlord's rights under this Lease in respect of any subsequent defaults, breaches or nonperformance and will not defeat or affect in any way the Landlord's rights in respect of any subsequent default or breach.
19. The Tenant will obey the rules and regulations posted by the Landlord regarding use and care of the Property and common facilities that are provided for the use of the Tenant in and around the Property. Such rules and regulations shall be reasonable and in accordance with standard practice and provincial legislation
20. This Lease will extend to and be binding upon and inure to the benefit of the respective heirs, executors, administrators, successors and assigns, of each party to this Lease. All

covenants are to be construed of this Lease. All changes to Tenant's respective heirs, executors, administrators, successors, and assigns must be provided in writing to Landlord within 30 days of change.

21. This Lease will constitute the agreement between the Landlord and the Tenant.

IN WITNESS WHEREOF the Parties to this Lease have duly affixed their signatures

on this _____ day of _____, 2021

Village of Caroline (Landlord)

_____ Per: _____

(Witness)

Caroline Agricultural Society (Tenant)

_____ Per: _____

(Witness)

CAROLINE MUNICIPAL LIBRARY

BOX 339, Caroline, Alberta T0M 0M0 Phone: 403-722-4060 Fax: 403-722-4070

Village of Caroline
Box 148
Caroline, AB T0M 0M0

Attached please find a copy of the 2021 Library Operating Grant Application, including copies of the 2020 Statement of Receipts and Disbursements and 2020 Operating Budget for Caroline Municipal Library. These were approved at our board meeting, June 07, 2021.

Respectfully,



Cheryl Dezall
Chairperson
Village of Caroline Library Board

Return this completed form, or financial review, signed by your financial reviewer along with your budget and your signed grant application form by mail or email to:

Alberta Municipal Affairs
Public Library Services Branch
803, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
libgrants@gov.ab.ca

Financial reporting requirements are set out in Section 9 of the *Libraries Act*:

<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

2020 Statement of Receipts and Disbursements

Original or emailed copies are accepted

Financial Review

For the: Village of Caroline Library Board
Legal name of Library Board*

*The name must match the legal Library Board name on the grant application form

Completed by Financial Reviewer:

Print Name: Richard Anderson

Signature: Richard Anderson

Date: MAR 11 / 21

Signature of person/firm approved as Financial Reviewer as per Section 9 of the *Libraries Act*

Village of Caroline Library Board

| RECEIPTS FOR YEAR | | Reporting Period 2020 |
|--|---|-----------------------|
| Cash balance at beginning of year, January 1 | | |
| 01 | Cash on hand | |
| 02 | Total in current bank accounts | \$37,590.91 |
| 03 | Total in savings accounts | \$12,380.90 |
| 04 | Term deposits | |
| 05 | Other committed funds (e.g. trust funds and bequests) | |
| 06 | TOTAL OPENING CASH ON HAND (add lines 01 to 05) | \$49,971.81 |
| Government contributions | | |
| 07 | Local appropriation (contribution from your council to the operation of library) | |
| 08 | Provincial library operating grant | |
| Other government contributions | | |
| 09 | Cash transfer from neighbouring municipality (e.g. village, town, county, municipal district) | |
| 10 | Cash transfer from Improvement District/Summer Village | \$25,000.00 |
| 11 | Cash transfer from another municipal library board | |
| 12 | Cash transfer from library system (do not include system book allotment) | |
| 13 | Cash transfer from school board, FCSS | |
| 14 | Employment programs (e.g. STEP, Canada Summer Jobs) | \$1,000.00 |
| 15 | Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list | |
| 15a | Rural Services Grant PRL | |
| 15b | | \$20,440.65 |
| 15c | | |
| Other revenue | | |
| 16 | Book sales | |
| 17 | Fundraising (donations and other fundraising activities, incl. from Friends groups) | \$9,981.56 |
| 18 | Fees and fines (card fees, fines, non-resident deposits) | |
| 18a | Fees | \$1,391.00 |
| 18b | Fines | \$304.05 |
| 19 | Program revenue | \$500.00 |
| 20 | Room rentals | |
| 21 | Other service revenue (e.g. photocopying, faxing, contracts) | \$1,223.35 |
| 22 | GST refund | \$391.25 |
| 23 | Interest | \$66.25 |
| 24 | Transfers from reserve accounts | |
| 25 | Other income (please list) | |
| 25a | | |
| 25b | | |
| 25c | | |
| 26 | TOTAL CASH RECEIPTS (add lines 07 to 25) | \$66,958.11 |
| 27 | TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26) | \$116,929.92 |

Village of Caroline Library Board

| CASH DISBURSEMENTS FOR YEAR | | Reporting Period 2020 |
|-----------------------------|--|-----------------------|
| Staff | | |
| 28 | Salaries, wages and benefits | |
| 29 | Honoraria (volunteers) | \$50,513.81 |
| 30 | Moving expenses | |
| 31 | Course or conference fees | |
| 32 | Travel and hospitality (staff) | |
| 33 | TOTAL STAFF EXPENSE (add lines 28 to 32) | \$50,513.81 |
| Library resources | | |
| 34 | Books (include freight and purchased cataloguing; <u>do not</u> include money you transfer to your library system for book purchases, that info goes on line 59) | |
| 35 | Periodicals and newspapers | \$3,626.38 |
| 36 | Non-print materials (e.g. audio-visual materials, loanable objects) | |
| 37 | Digital and electronic resources | |
| 38 | TOTAL LIBRARY RESOURCES (add lines 34 to 37) | \$3,626.38 |
| Administration | | |
| 39 | Audit and/or annual financial review | \$600.00 |
| 40 | Board expenses (incl. honoraria, travel, course and conference fees) | \$300.00 |
| 41 | Equipment rentals and maintenance | |
| 42 | Contracts for services (e.g. bookkeeping, IT services) | |
| 43 | Legal fees, bank charges, refunds and deposits | \$250.52 |
| 44 | Library supplies (incl. binding & repair) | \$1,853.28 |
| 45 | Association memberships (<u>Do not include payments to a regional library system, that info goes on line 59</u>) | |
| 46 | Postage and box rental | \$277.25 |
| 47 | Program expense (incl. publicity/advertising, equipment rental, artist's fees) | |
| 48 | General office supplies (incl. stationery, printing and copier supplies) | \$1,955.44 |
| 49 | Telephone and telecommunications (incl. internet connections) | \$926.15 |
| 50 | Other materials and supplies | |
| 51 | Other expenses GST \$364.75 | \$364.75 |
| 52 | TOTAL ADMINISTRATION EXPENSE (add lines 39 to 51) | \$6,527.39 |

Village of Caroline Library Board

| CASH DISBURSEMENTS FOR YEAR (cont'd) | | Reporting Period 2020 |
|--------------------------------------|--|-----------------------|
| Building costs | | |
| 53 | Insurance | \$336.00 |
| 54 | Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds) | \$2,730.92 |
| 55 | Utilities | |
| 56 | Occupancy costs (e.g. share of building costs in joint-use buildings) | |
| 57 | Rent | |
| 58 | TOTAL BUILDING EXPENSE (add lines 53 to 57) | \$3,066.92 |
| Transfer payments | | |
| 59 | Transfer to other library boards (please specify boards: may include municipal or library system boards for membership fees, etc.) | |
| 59a | | |
| 59b | | |
| 59c | | |
| 59d | | |
| 59e | | |
| 59f | | |
| 60 | Contract payments to library societies (please list) | |
| 60a | | |
| 60b | | |
| 60c | | |
| 60d | | |
| 61 | TOTAL TRANSFER PAYMENTS (add lines 59 and 60) | \$0.00 |
| 62 | TOTAL OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61) | \$63,734.50 |
| 63 | Loan interest and payments | |
| 64 | Transfer to other accounts (e.g. capital, operating reserves) | |
| Capital expenditures | | |
| 65 | Building repairs and renovations (e.g. roof, carpet, partitions) | |
| 66 | Furniture and equipment (incl. computer hardware) | |
| 67 | Other (please list) | |
| 67a | | |
| 67b | | |
| 68 | TOTAL CAPITAL EXPENDITURE (add lines 65 to 67) | \$0.00 |
| 69 | TOTAL CASH DISBURSEMENTS (add lines 62, 63, 64, 68) | \$63,734.50 |

| | | |
|--|---|---------------------|
| Cash balance at end of reporting year | | |
| 70 | Cash on hand | \$255.52 |
| 71 | Total in current bank accounts | \$41,058.70 |
| 72 | Total in savings accounts | \$12,155.02 |
| 73 | Term deposits | |
| 74 | Other committed funds (e.g. trusts and bequests, reserves, capital) | |
| 75 | TOTAL CASH ON HAND (add lines 70 to 74) | \$53,469.24 |
| 76 | TOTAL CASH ACCOUNTED FOR (add lines 69 and 75) | \$117,203.74 |

| Summary of cash receipts and disbursements statement | |
|--|-----------------------|
| For the year ended December 31, 2020 | |
| | Reporting Period 2020 |
| Total cash receipts for the year (from line 26) | \$66,958.11 |
| SUBTRACT Total cash disbursements for the year (from line 69) | \$63,734.50 |
| Net cash increase or (decrease) from operations | \$3,223.61 |
| ADD Total opening cash on hand and in bank (from line 6) | \$49,971.81 |
| TOTAL CLOSING CASH ON HAND IN BANK (from line 75) | \$53,195.42 |

Please continue on to page 7 if your municipality made any payments on behalf of the library board.

Please have the Municipal Administrator fill out page 7.

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit. Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's financial review. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.

| OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS) | Reporting Period 2020 |
|---|-----------------------|
| a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees) | |
| b. Building maintenance (e.g. janitor, supplies, maintenance, repairs) | 100.00 |
| c. Insurance | 1812.28 |
| d. Utilities | 5077.78 |
| e. Audit/financial review | |
| f. Rent (paid to private landlord, not to municipality) | |
| g. Telephone/Internet | |
| H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.) | \$ 6990.06 |
| Other expenditures paid by municipality | |
| i. Debenture interest and principal | |
| j. Capital or special grants (one-time grants) | |
| k. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period) | 4596.48 |
| L. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to k.) | \$ 4596.48 |

I, CRAIG CURTIS, Administrator
of VILLAGE OF CAROLINE, (name of municipality)

certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the

The Village of Caroline Library Board.
(legal name of library board)

Print name: CRAIG CURTIS
Signed: [Signature]
Date: 25/5/2021

VILLAGE OF CAROLINE LIBRARY BOARD
FINANCIAL STATEMENTS

DECEMBER 31, 2020

NOTICE TO READER

I have compiled the balance sheet of Village of Caroline Library Board as at December 31, 2020 and the related statement of operations for the year then ended from information provided by management. I have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their purposes.

Richard Anderson

Richard Anderson

Eckville, Alberta

March 10, 2021

VILLAGE OF CAROLINE LIBRARY BOARD
 BALANCE SHEET
 DECEMBER 31, 2020
 (Unaudited – See Notice to Reader)

| | 2020 | 2019 |
|---|---------------------|------------------|
| ASSETS | | |
| CURRENT ASSETS | | |
| Cash | \$ 52,917 \$ | 49,693 \$ |
| PROPERTY, PLANT AND EQUIPMENT (Note 4) | <u>40,807</u> | <u>40,807</u> |
| | \$ <u>93,724 \$</u> | <u>90,500 \$</u> |
| SHAREHOLDERS EQUITY | | |
| EQUITY IN PROPERTY, PLANT AND EQUIPMENT | \$ <u>40,807 \$</u> | <u>40,807 \$</u> |
| OPERATING FUND | | |
| Balance, beginning of year | 49,693 | 55,023 |
| Net income | 3,224 | -5,330 |
| Balance, end of year | <u>52,917</u> | <u>49,693</u> |
| | \$ <u>93,724 \$</u> | <u>90,500 \$</u> |

VILLAGE OF CAROLINE LIBRARY BOARD
STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2019
(Unaudited – See Notice to Reader)

| | 2020 | 2019 | 2018 |
|--|------------------|------------------|------------------|
| REVENUE | | | |
| Provincial grants | \$ 28,101 | \$ 27,101 | \$ 27,101 |
| Village of Caroline & County | 25,000 | 25,000 | 25,000 |
| Fees and fines | 1,695 | 2,721 | 2,961 |
| Photocopier and other office equipment | 1,223 | 2,331 | 2,195 |
| Fundraising, donations and sundry | 10,482 | 5,875 | 7,566 |
| Employment service contract(STEP) | 0 | 3,033 | 1,921 |
| Book sales | 0 | 0 | 0 |
| Rebates | 391 | 406 | 460 |
| Interest Income – incidental | 66 | 85 | 55 |
| | <u>\$ 66,959</u> | <u>\$ 66,552</u> | <u>\$ 67,258</u> |
| EXPENSES | | | |
| Board expense | 300 | 600 | 200 |
| Books | 3,626 | 3,742 | 3,468 |
| Equipment purchases | 0 | 423 | 180 |
| Equipment rental | 0 | 1,460 | 2,013 |
| Goods and services tax | 365 | 528 | 543 |
| Insurance/Security | 336 | 336 | 336 |
| Interest and bank charges | 251 | 98 | 11 |
| License, fees and dues | 277 | 195 | 227 |
| Office | | 209 | 350 |
| Professional fees | 600 | 600 | 600 |
| Programming | 1,955 | 1,752 | 1,860 |
| Repairs and maintenance | 2,731 | 694 | 350 |
| Supplies and sundry | 1,853 | 1,964 | 2,130 |
| Telephone | 926 | 1,106 | 1,775 |
| Travel | 0 | 516 | 1,277 |
| Utilities | 0 | 0 | 0 |
| Wages and benefits | 50,514 | 57,660 | 52,711 |
| | <u>\$ 63,735</u> | <u>\$ 71,883</u> | <u>\$ 68,030</u> |
| NET INCOME | \$ 3,224 | \$ -5,330 | \$ -772 |

VILLAGE OF CAROLINE LIBRARY BOARD

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

(Unaudited – See Notice to Reader)

1. PURPOSE AND DESCRIPTION

The Village of Caroline Library Board provides library services to the Village of Caroline and surrounding areas.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(i) Cash Basis

The financial statements are prepared on a cash basis and accordingly do not include any amounts receivable or payable.

(ii) Property, Plant and Equipment

Property, plant and equipment are recorded as disbursements in arriving at the operating surplus(deficit) for the year.

(iii) Amortization

No amortization has been provided for in the accounts of the library.

VILLAGE OF CAROLINE LIBRARY BOARD

NOTES TO FINANCIAL STATEMENTS
 DECEMBER 31, 2020
 (Unaudited – See Notice to Reader)

| | |
|------------------------|------|
| 3. EQUIPMENT PURCHASES | 2020 |
| | \$ |
| | \$ |

4. PROPERTY, PLANT AND EQUIPMENT

| | <u>Cost</u> | <u>Accumulated Amortization</u> | <u>Net 2020</u> | <u>Net 2019</u> |
|-------------------|------------------|-------------------------------------|---------------------|---------------------|
| Equipment | \$ 16,805 | \$ - | \$16,805 | \$16,805 |
| Computer hardware | 22,792 | - | 22,792 | 22,792 |
| Computer software | <u>1,210</u> | - | <u>1,210</u> | <u>1,210</u> |
| | <u>\$ 40,807</u> | | <u>\$</u> | <u>\$40,807</u> |

Return the completed and signed budget, a copy of your Statement of Receipts and Disbursements or financial report from the previous year and your signed grant application form by mail or email to:

Alberta Municipal Affairs
Public Library Services Branch
803, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
Fax: (780) 415-8594
libgrants@gov.ab.ca

Budget requirements are set out in Section 8 of the *Libraries Act*:

<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

2021 Budget

Budget approved by library board as authorized by:

Legal name of library board: Village of Caroline Library Board

Print name: Cheryl Dezall Position: Board Chair

Signature: C Dezall

Date budget approved by board: June 7/21

Original or emailed copies are accepted

Village of Caroline Library Board

| ESTIMATED RECEIPTS FOR THE YEAR | | Budget 2021 |
|--|---|--------------------------|
| Projected cash balance at beginning of year, January 1 | | |
| 01 | Cash on hand | \$255.52 |
| 02 | Total in current bank accounts | \$41,058.70 |
| 03 | Total in savings accounts | \$12,155.02 |
| 04 | Term deposits | |
| 05 | Other committed funds (e.g. trust funds and bequests) | |
| 06 | TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05) | \$53,469.24 |
| Government contributions | | |
| 07 | Local appropriation (contribution from your council to the operation of library) | Clearwater - \$25,000.00 |
| 08 | Provincial library operating grant | \$6,600.00 |
| Other government contributions | | |
| 09 | Cash transfer from neighbouring municipality (e.g. village, town, county, municipal district) | |
| 10 | Cash transfer from Improvement District/Summer Village | |
| 11 | Cash transfer from another municipal library board | |
| 12 | Cash transfer from library system (do not include system book allotment) | |
| 13 | School board, FCSS | |
| 14 | Employment programs (e.g. STEP, Canada Summer Jobs) | |
| 15 | Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list | |
| 15a | <u>PRL Prov. Rural Services Grant</u> | \$20,000.00 |
| 15b | | |
| 15c | | |
| Other revenue | | |
| 16 | Book sales | |
| 17 | Fundraising (donations and other fundraising activities, incl. from Friends groups) | \$7,500.00 |
| 18 | Fees and fines (card fees, fines, non-resident deposits) | |
| 18a | Fees | \$1,500.00 |
| 18b | Fines | \$500.00 |
| 19 | Program revenue | |
| 20 | Room rentals | |
| 21 | Other service revenue (e.g. photocopying, faxing, contracts) | \$1,000.00 |
| 22 | GST refund | \$250.00 |
| 23 | Interest | \$50.00 |
| 24 | Transfers from reserve accounts | |
| 25 | Other income (please list) | |
| 25a | <u>Postage Rebate</u> | \$100.00 |
| 25b | | |
| 25c | | |
| 26 | TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25) | \$62,500.00 |
| 27 | TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26) | \$115,969.24 |

07 - Clearwater County - 25000.00

Village of Caroline Library Board

| ESTIMATE OF EXPENDITURE | | Budget 2021 |
|--------------------------|--|--------------------|
| Staff | | |
| 28 | Salaries, wages and benefits | \$56,400.00 |
| 29 | Honoraria (volunteers) | |
| 30 | Moving expenses | |
| 31 | Course or conference fees | \$500.00 |
| 32 | Travel and hospitality (staff) | |
| 33 | TOTAL PROJECTED STAFF EXPENSE (add lines 28 to 32) | \$56,900.00 |
| Library resources | | |
| 34 | Books (include freight and purchased cataloguing; <u>do not</u> include money you transfer to your library system for book purchases, that info goes on line 59) | \$3,800.00 |
| 35 | Periodicals and newspapers | |
| 36 | Non-print materials (e.g. audio-visual materials, loanable objects) | |
| 37 | Digital and electronic resources | |
| 38 | TOTAL PROJECTED LIBRARY RESOURCES (add lines 34 to 37) | \$3,800.00 |
| Administration | | |
| 39 | Audit and/or annual financial review | \$600.00 |
| 40 | Board expenses (incl. honoraria, travel, course and conference fees) | \$500.00 |
| 41 | Equipment rentals and maintenance | |
| 42 | Contracts for services (e.g. bookkeeping, IT services) | \$50.00 |
| 43 | Legal fees, bank charges, refunds and deposits | \$1,500.00 |
| 44 | Library supplies (incl. binding & repair) | |
| 45 | Association memberships (<u>Do not include payments to a regional library system, that info goes on line 59</u>) | \$200.00 |
| 46 | Postage and box rental | \$50.00 |
| 47 | Program expense (incl. publicity/advertising, equipment rental, artist's fees) | \$1,575.00 |
| 48 | General office supplies (incl. stationery, printing and copier supplies) | |
| 49 | Telephone and telecommunications (incl. internet connections) | \$1,000.00 |
| 50 | Other materials and supplies | |
| 51 | Other expenses – GST \$250.00, PRL Fines \$50.00 | \$300.00 |
| 52 | TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 39 to 51) | \$5,775.00 |

Village of Caroline Library Board

| ESTIMATE OF EXPENDITURE (cont'd) | | Budget 2021 |
|----------------------------------|--|--------------------|
| Building costs | | |
| 53 | Insurance | \$350.00 |
| 54 | Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds) | \$500.00 |
| 55 | Utilities | |
| 56 | Occupancy costs (e.g. share of building costs in joint-use buildings) | |
| 57 | Rent | |
| 58 | TOTAL PROJECTED BUILDING EXPENSES (add lines 53 to 57) | \$850.00 |
| Transfer payments | | |
| 59 | Transfer to other library boards (please specify boards: may include municipal or library system boards for membership fees, etc.) | |
| 59a | | |
| 59b | | |
| 59c | | |
| 59d | | |
| 59e | | |
| 59f | | |
| 60 | Contract payments to library societies (please list) | |
| 60a | | |
| 60b | | |
| 60c | | |
| 60d | | |
| 61 | TOTAL PROJECTED TRANSFER PAYMENTS (add lines 59 and 60) | \$0.00 |
| 62 | TOTAL PROJECTED OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61) | \$67,325.00 |
| 63 | Loan interest and payments | |
| 64 | Transfer to other accounts (e.g. capital, operating reserves) | |
| Capital expenditures | | |
| 65 | Building repairs and renovations (e.g. roof, carpet, partitions) | \$1,000.00 |
| 66 | Furniture and equipment (incl. computer hardware) | |
| 67 | Other (please list) | |
| 67a | | |
| 67b | | |
| 68 | TOTAL PROJECTED CAPITAL EXPENDITURE (add lines 65 to 67) | \$1,000.00 |
| 69 | TOTAL PROJECTED ESTIMATE OF EXPENDITURE (add lines 62, 63, 64, 68) | \$68,325.00 |

Projected cash balance at end of reporting year

| | | |
|-----------|---|---------------------|
| 70 | Cash on hand | |
| 71 | Total in current bank accounts | \$35,489.22 |
| 72 | Total in savings accounts | \$12,155.02 |
| 73 | Term deposits | |
| 74 | Other committed funds (e.g. trusts and bequests, reserves, capital) | |
| 75 | TOTAL PROJECTED CASH ON HAND (add lines 70 to 74) | \$47,644.24 |
| 76 | TOTAL PROJECTED CASH ACCOUNTED FOR (add lines 69 and 75) | \$115,969.24 |

Please continue on to page 5 if your municipality will make any payments on behalf of the library board.
Please have the Municipal Administrator fill out page 5.

Direct Payments - Budget

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If it is anticipated that the municipality will pay costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is anticipated to be paid on behalf of the library board. These figures may be subject to audit. Do not include in-kind contributions. The funds in lines a. through L. should not be included in the library board's budget. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's budget and should not be included on this form.

| OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS) | Budget 2021 |
|---|--------------------|
| a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees) | |
| b. Building maintenance (e.g. janitor, supplies, maintenance, repairs) | 650.00 |
| c. Insurance | 4300.00 |
| d. Utilities | 5300.00 |
| e. Audit/financial review | |
| f. Rent (paid to private landlord, not to municipality) | |
| g. Telephone/Internet | |
| H. TOTAL PROJECTED OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines a. to g.) | \$ 10250.00 |
| Other expenditures to be paid by municipality | |
| i. Debenture interest and principal | |
| j. Capital or special grants (one-time grants) | |
| k. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period) | 4378.00 |
| L. TOTAL PROJECTED OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines i. to k.) | \$ 4378.00 |

I, CRAIG CURTIS, Administrator
of VILLAGE OF CAROLINE (name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the

The Village of Caroline Library Board.
(legal name of library board)

Print Name: CRAIG CURTIS

Signed: [Signature]

Date: 2/5/2024

Rocky Senior Housing Council
Regular Meeting Minutes
April 21, 2021
9:00 a.m.
Clearwater County Meeting Room

In attendance: Board members: Cammie Laird, Theresa Laing (left 11:38 a.m.), Mary Bugbee, Davena Ma, Sheri-Lynn Black, Randy Brown
Administrator: Vanessa Kidd
Guests: Maintenance Supervisor: Cary Madsen. Maintenance staff: Arnold Klooster (both left at 10:06 a.m.)

- 1.0 Call to Order- 9:00 a.m.
2020 Financial Audit presentation by Bill Mayer of Wade Noble and Partners
- 2.0 Approval of Agenda
Mary moved to approve the Agenda as amended with the addition of
3.1 Approval of Wade Noble & Partners Audit Findings Letters for Westview Lodge and Rocky Senior Housing Council. CARRIED.
- 3.0 Approval of March 31, 2021 Regular Meeting Minutes.
Davena moved to approve the March 31, 2021 Regular Meeting Minutes. CARRIED.
3.1 Approval of Wade Noble & Partners Audit Findings Letters for Westview Lodge and Rocky Senior Housing Council.
Sheri-Lynn moved to approve the Wade Noble & Partners Audit Findings Letters for Westview Lodge and Rocky Senior Housing Council. CARRIED.
- 4.0 Old Business
4.1 Building Envelope- Tender Package Review
Administrator reviewed the Tender Package supplied by Richards Consulting as well as the 'Review of Richards Consulting Tender Documents with input from Maintenance' with the Board and Maintenance staff.
The two main options reviewed for the timbers include: covering all current decorative and structural timbers with no-maintenance pvc covering or injecting the timbers with a Sika epoxy injection.
Maintenance recommended not siliconing the coated screws after installation as it will attract dust and end up showing up as dark spots.
Maintenance stated that a 5-year maintenance schedule will be put into place to inspect/replace the building caulking.
The RFP document should include that Maintenance/ Administrator be involved in blue prints and also minimum weekly checks with the contractor who is awarded the bid.
Theresa moved that all existing timbers be clad in pvc material, using epoxy injectables where required, and installing low sloped peaked flashing as necessary on horizontal beams. CARRIED. (D.1)
Cammie moved that an access hatch installation be added to the

tender package. The access hatch would allow for 16' lengths of 2x4 lumber to be loaded into attic area for the Building Attic Truss Assembly reinforcement and for any future work that may need to be done in the attic. CARRIED.

The Tender Document should be adjusted as follows:

- D.1 - All existing timbers will be clad in pvc trim material, using epoxy injectables where required, and installing low sloped peaked flashing as necessary on horizontal beams.
- D.2 - RFP should include integrity testing of existing 'weathered' corner timbers to determine if sanding to remove rot will allow for existing timbers to be salvaged and then pvc capped. This would be considered a possibly more cost-effective measure as opposed to removing and replacing existing timbers with pressure treated dimension lumber before pvc capping.
- D.3 - Canexcel siding will be used to replace dimension Lumber trim instead of pvc trim material.
- D.4 - Keep the raked accents timbers and cap these in pvc as well as the vertical timber columns. Determine integrity of existing timbers to see if they can just be sanded and then wrapped with pvc, instead of replacing this wood.
- D.5 - Remove this from the tender package
- D.6 - The rotted ends will be sanded and injected with epoxy. PVC will be used to wrap the ends and all existing timbers.
- D.7 - What are different treatment options other than concrete? Indoor/ outdoor grass? Rubber pavement? Planter holes may trip the residents/ make snow removal difficult. Are there other suggestions for how to facilitate snow removal? Administrator to ask residents at Annual Resident Meeting for their suggestions.
- D.8 - We will need attic access in the future as well as now. Administrator to consult with maintenance on best access point for this. Maintenance states that there should be an anchor on each section over 6'6".
- D.9 - Good as presented in tender package
- D.10 - Remove this from tender package

5.0 New Business

5.1 GIC Interest (matures in Sept/21)

Theresa moved to reallocate the annual interest earned of \$1132.61 from the 'WVL - Non-redeemable \$54,715 GIC' to the 'Unrestricted Reserve' listed on the WVL Statement of Operations. CARRIED.

6.0 Administrator's Report

Administrator reviewed information from the April 7-9 ASCHA Online Convention including discussions regarding the possibility of more Senior Lodge facilities in Alberta including room options for Designated Supportive Living. Administrator to look into this further
Davina accepted the Administrator's Report as information. CARRIED.

7.0 Financial Report- March 2021

Randy accepted the March Financial Report as presented. CARRIED.

| | | |
|----------------|---------|------------|
| Westview Lodge | Revenue | \$171,104 |
| | Expense | \$262,676 |
| | | \$(91,572) |


Self-contained

Revenue \$ 52,253
Expense \$ 43,195
\$ 9,058

1. MWL - Non-redeemable GIC \$54,715(matures 09/12/2021)2.07%
2. RSHC- Non-redeemable GIC \$21,348(matures 09/12/2021)2.07%

8.0 Next Board meeting - May 19, 2021 9:00 am

9.0 Adjournment - Mary moved to adjourn at 11:55 a.m. CARRIED.



Board Chair



Secretary-Treasurer

Rocky Senior Housing Council
Regular Meeting Minutes
May 19, 2021
9:00 a.m.
Clearwater County Meeting Room

In attendance: Board members: Cammie Laird, Theresa Laing, Mary Bugbee, Davena Ma, Sheri-Lynn Black, Randy Brown (left 12:03 p.m.)
Administrator: Vanessa Kidd

- 1.0 Call to Order- 9:05 a.m.
- 2.0 Approval of Agenda
Mary moved to approve the Agenda as amended with the addition of 5.3 Seniors Week. CARRIED.
- 3.0 Approval of April 21, 2021 Regular Meeting Minutes.
Randy moved to approve the April 21, 2021 Regular Meeting Minutes. CARRIED.

4.0 Old Business

4.1 Building Envelope- Tender Package Review #2
In reference to the 4.1 Access Hatch Installation motion of April 21, 2021 is was determined that an alternate solution has been found, so it will not be included in the Tender Package.

The Project Scope Package was reviewed and the following changes are to be communicated to Richards Consulting:

- add railings on either side of the front sidewalk ramp leading to the main WVL door
- fill the two planters with concrete that are at the front of the buildings and that are adjacent to the handicap stalls
- Remove the addition of rubber overlay on the front concrete areas and replace it with colour contrasted concrete

Randy moved to accept the Project Scope Package as amended.
CARRIED.

The RFP Package was reviewed and the following changes are to be communicated to Richards Consulting:

- Project Schedule to include that Proponents provide an 'RSHC approved' project schedule, including scheduled progress review meetings with site representatives.
- WCB Clearances to be provided by all contractors.
- Proponent to include a breakdown of the pricing for each of the Details from 1 - 8.

Sheri-Lynn moved that a Performance Bond be put in place for on-time project completion and approved quality of completed project as well as to extend the project timeline to September 30, 2021.
CARRIED.

Theresa moved to accept the Request for Proposal Package as amended. CARRIED.

5.0 New Business

5.1 Reallocated expense categories for RSHC budget
Administrator presented reallocated expense categories within the RSHC AB Seniors approved 2021 annual budget that accurately represent the transfer between: RSHC expense lines: 'Project Labour' and 'Administration, office and membership' and WVL Revenue lines: 'Maintenance Fee' and 'Administration Fee'.

Mary moved that the reallocated expense categories within the RSHC AB Seniors approved 2021 annual budget of be approved as presented. CARRIED.

5.2 Tenant Correspondence - In Camera session
Randy moved to treat 5.2 Tenant Correspondence in confidence. CARRIED.

Theresa moved that the RSHC Board Chair send a formal response letter to tenant. CARRIED.

Mary moved that the Administrator collaborate with Town of Rocky's Communication Coordinator on an independent living information infographic for self-contained tenants. CARRIED.

5.3 Seniors Week

Randy presented a 'Declaration for Seniors Week' document. Both County and Town to collaborate on supplying Westview Lodge residents with an ice cream/ other treat during Seniors Week. Administrator to follow up with Town and County CAO's. Mary asked that the Town contact the Village as well about this.

6.0 Administrator's Report

Administrator distributed the draft Human Resource Policy Manual to Theresa and Davena, the HR Policy Review Committee Members. A review schedule will be set up with Committee and Administrator.

Davena accepted the Administrator's Report as information. CARRIED.

7.0 Financial Report- April 2021

Mary accepted the April 2021 Financial Report as presented. CARRIED.

| | | |
|----------------|---------|------------------|
| Westview Lodge | Revenue | \$371,184 |
| | Expense | <u>\$192,701</u> |
| | | \$178,483 |
| Self-contained | Revenue | \$59,573 |
| | Expense | <u>\$62,254</u> |
| | | \$(2,681) |

1. WVL - Non-redeemable GIC \$54,715(matures 09/12/2021)2.07%
2. RSHC- Non-redeemable GIC \$21,348(matures 09/12/2021)2.07%

8.0 Next Board meeting - June 16, 2021 9:00 am

9.0 Adjournment - 12:51 p.m.



Board Chair



Secretary-Treasurer



CYPRESS COUNTY

816 - 2nd Avenue, Dunmore, Alberta T1B 0K3
Phone: (403) 526-2888
Fax: (403) 526-8958
www.cypress.ab.ca

June 16, 2021

Honourable Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800-97 Avenue
Edmonton, Alberta T5K 2B6

RE: Cypress County Support for the RCMP

Dear Minister Madu:

On behalf of Cypress County Council, I am writing to express our support for the continuation of the Royal Canadian Mounted Police as our provincial police force.

After reviewing the Fair Deal Panel: Report to Government, along with the many letters we have now received from other municipalities, Cypress County will stand with those municipalities in opposition of creating an Alberta Provincial Police Service.

The recommendation to create a provincial police service despite only 35% of respondents supporting the idea is troubling, especially coupled with an increase in cost to our ratepayers with no guarantee of any advancement in service. Alberta is a democracy, asking Albertans to fund a police service they are opposed to goes against the basic definition of democracy, to 'rule by the people'. We ask you to listen to your constituents and be our voice.

In Cypress County we are appreciative of the relationship we have with our local RCMP detachment and enhanced officer. We wish to continue this relationship for many years. We ask the Government of Alberta to listen to Albertans, continue forward with the RCMP and build an improved more cohesive relationship.

Sincerely,

Dan Hamilton, Reeve
Cypress County

cc. The Honourable Jason Kenney, Premier
The Honourable Ric McIver, Minister of Municipal Affairs
Drew Barnes, MLA Cypress-Medicine Hat
Michaela Glasgo, MLA Brooks-Medicine Hat
RMA Members



May 31, 2021

Premier Jason Kenney
Office of the Premier
307 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6

Dear Premier Kenney,

RE: Royal Canadian Mounted Police and Provincial Policing

This letter is presented as a token of support on behalf of the Town of Thorsby towards the Royal Canadian Mounted Police (RCMP) and also as a motion of opposition to the Provincial Government's recent proposal for an Alberta Provincial Police force.
After reviewing the Fair Deal Panel's Report to Government (as well as the many letters currently circulating from Municipal elected officials) the Council of Town of Thorsby is voicing its firm opposition to the APPS (Alberta Provincial Police Service).

There are several particularly concerning items identified in the Fair Deal Panel's report, namely:

- The Fair Deal Panel's recommendation to proceed with developing a proposal for a Provincial Police force, despite only 35% of Albertans believing the police force would contribute to the desired outcome of helping Alberta better assert itself with the Canadian federation.
- Provincial and municipal governments possibly absorbing \$12.4 million policing costs currently covered by the federal government (which would be in addition to the increasing policing costs incurred by municipalities under the Police Funding Model).

Furthermore, and perhaps most importantly, we have an excellent relationship with our local RCMP detachment and feel no need to replace them with a Provincial force. The RCMP in Town of Thorsby have always been responsive to community needs and feedback, and have consistently delivered professional, quality public safety services in our communities. In addition, ongoing collaboration between both Detachment and Thorsby's Council has resulted in a positive and adaptive presence in the region.

We have not been provided with adequate proof that the formation of the APPS would result in better outcomes for Albertans, especially when considering the Provincial Government's reduction into MSI funding over the next few years and considering the infrastructure maintenance investments that all Canadian municipalities face over the coming years. Town of Thorsby Council is urging the Government of Alberta to listen to Municipal Leaders as well as the results of the Fair Deal Panel's report and shift efforts to Improving RCMP relationships and resource in the Province. Please do not hesitate to contact me with any comments or concerns.

Respectfully,

Rod Raymond
Mayor



THE BEST OF BOTH WORLDS

- cc.
- The Honourable Jason Kenney, Premier premier@gov.ab.ca
- Ric McIver, Minister of Municipal Affairs minister.municipalaffairs@gov.ab.ca
- Kacee Madu, Minister of Justice and Solicitor General
- Barry Morishita, president of Alberta Urban Municipalities Association
- Paul McLoughlin, President of Rural Municipalities Association
- RCMP Town of Thorsby Detachment: Dwayne.A.MOORE@rcmp-grc.gc.ca
- Mark Smith, MLA & Constituency, Drayton Valley-Devon: mark.smith@assembly.ab.ca
- Alberta Municipalities



www.viking.ca

Town of Viking Office of the CAO
5120-45 Street,
Viking, AB, T0B 4N0
Phone: 780-336-3466
Email: don.mcleod@viking.ca

Honourable Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800-97 A venue
Edmonton, Alberta T5K 2B6

Re: Proposed Provincial Police Force.

The Town of Viking joins the many other communities, both urban and rural voicing their opposition over the proposed Provincial Police Force. The RCMP have been a core in Viking for many years and have served our community with great distinction. They coach our sports teams, belong to clubs, and participate in various Town activities.

The Provincial Government's is reducing the MSI funding for the foreseeable future. Many urban areas are struggling with infrastructure maintenance deficits over the coming years. Most local government budgets are already being stretched beyond their limits. How are we going to fund a Provincial Police Force? The Province will mandate municipalities to pay, thereby forcing local councils to increase municipal taxes to fund Provincial downloading.

The Town of Viking respectfully suggests that there are much more serious issues that your government should be dealing with. This council does not see the current policing model as broken. Therefore, why does your government see the need to fix it? It is our opinion that the Provincial government needs to seriously re-evaluate its priorities.

Many other Towns expressed the following sentiment, and this Council endorses the statement:

The Provincial Government continually encourages (and legislatively mandates) that municipal governments work together in a cohesive manner, perhaps they should take a page from their own book rerouting the funds allocated for research of an Alberta Police Service towards building stronger relationships with the RCMP and with Federal Partners.

The Town of Viking also council stands with:

- The 65% of respondents to the Fair Deal Panel survey that voiced opposition to a Provincial Police Force.
- The County of Paintearth No. 18
- The County of St. Paul
- Municipality of Crowsnest Pass
- Town of Didsbury
- Town of Magrath
- Town of Edson



Town of Viking Office of the CAO
5120-45 Street,
Viking, AB, T0B 4N0
Phone: 780-336-3466
Email: don.mcleod@viking.ca

www.viking.ca

- Village of Hill Spring
- Town of Morinville
- Town of Redcliff
- Village of Rycroft
- Town of Edson
- Town of Claresholm
- Town of Mayerthorpe
- Smokey Lake County
- Any and all other citizens, municipalities, and organizations who have not voiced their opinions, yet.

Respectfully

Don R. McLeod
CAO

cc

The Honourable Jason Kenney, Premier
The Honourable Ric McIver, Minister of Municipal Affairs
Rachel Notley, Leader of the Official Opposition
Jackie Lovely, MLA Camrose
AUMA Members
RMA Members



ALBERTA
JUSTICE AND SOLICITOR GENERAL

Office of the Minister
Deputy Government House Leader
MLA, Edmonton - South West

AR 46397

JUN 2 2 2021

His Worship John Rimmer
Mayor
Village of Caroline
Box 148
5004 - 50 Avenue
Caroline AB T0M 0M0

Dear Mayor Rimmer:

Thank you for your letter of May 4, 2021, regarding the Government of Alberta's commitment to conduct a detailed study into the costs, benefits, and structure of a potential Alberta provincial police service. I appreciate the opportunity to provide the following information.

The Fair Deal Panel consulted with tens of thousands of Albertans and heard about many rural Albertans' frustrations with the RCMP and additionally, consulted with policy experts and undertook research to inform its recommendations. As indicated in the Fair Deal Panel's report, that although many Albertans express their appreciation and respect for the work of hardworking rank and file members in the RCMP who serve our communities, many Albertans are also frustrated with the challenges of a police force that is ultimately managed in Ottawa.

The Government of Alberta has an obligation to listen to the concerns of its citizens, undertake a thorough study of the topic, and make an informed decision on whether an Alberta provincial police service can improve the safety and security of Albertans and their property. Justice and Solicitor General, along with its project contractor PricewaterhouseCoopers (PwC), has concluded a feasibility study on the costs, benefits and structure of a potential Alberta provincial police service. Through this study, we also have a responsibility to see if there are new

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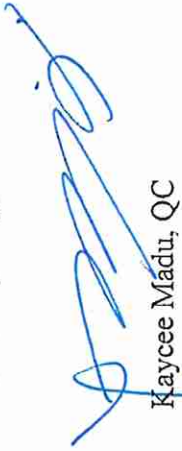
approaches to provincial policing that can provide greater value for taxpayers, while strengthening the connection between police and the communities they serve.

Police have an essential role in protecting our communities – which is why we will ensure police funding is used to keep Albertans safe. As part of the study, PwC has been asked to develop a model of provincial policing that increases citizen input, enhances connections to the community, improves services, leverages efficiencies, reduces bureaucracy, and does not impose additional costs on municipalities.

PwC delivered their report to the provincial government on April 30, 2021. The Government of Alberta is currently reviewing the report. If the Alberta government decides to proceed with further analysis, Justice and Solicitor General will conduct further study and engagement, which will include local policing perspectives from municipal partners.

Thank you again, for taking the time to write. I look forward to working with you further as we ensure all Albertans feel safe, secure, and protected in their communities.

Yours very truly,

A handwritten signature in blue ink, appearing to read 'Kaycee Madu', is written over a printed name and title.

Kaycee Madu, QC
Minister

cc: Honourable Jason Kenney, Premier of Alberta
Honourable Jason Nixon, Minister of Environment and Parks



Mayor John Rimmer
Village of Caroline
Box 148
Caroline, Alberta
T0M 0M0

Dear Mayor Rimmer,

RE: Bowden Daze Parade July 17, 2021

Due to the uncertainty of what restrictions will allow, we regret to inform you that we will not be hosting our Bowden Daze parade this year. It was not an easy choice to make, but with limited time and participants, we decided it was best not to go ahead with the parade.

We have big plans in the works and hope that you will join us next year for a bigger and better Bowden Daze parade.

The Bowden Daze parade committee looks forward to seeing you all next year for our biggest Bowden Daze parade yet! Have a safe and happy summer!

Warm regards,
Alison Fieguth & Jen Masching
Bowden Daze Parade Coordinators
Town of Bowden
reception@bowden.ca
PH-403-224-3395 FAX-403-224-2244



On behalf of the Spock Days Committee,
you are invited to participate in the
Spock Days Parade on
Saturday Aug 14th, 2021

2021 is seeing the return of some of the fun things we used to take for granted. We are planning on a revised version of the Town of Vulcan's Spock Days, our annual community event organized by the Vulcan Spock Days Committee that will take place August 14th. We are hoping to bring some joy and happiness back into the community and we would like you to join with us to do it through our parade.

You are welcome to enter a float, vehicle (large/ small, new/antique) animals, family float, decorated bikes, and recorded music on your float, just about anything that will bring a smile and some happiness to those along the route is welcome. Our parade is a candy parade, and you are encouraged to hand out candy by someone walking beside your parade entry. No liquid treats preferred. **If there is Covid concerns, we will not hand out candy during the parade.**

Let us know that you are intending to join us and tell us what you are entering by sending your reply to Elaine at the Vulcan Tourist Centre and remember there no cost to participate. **Line up starts at 9:30 am August 14th in the parking lot at the Vulcan Ice Arena located at 705 Elizabeth Street. The parade will start at 10 am and there will be a parade route map available on site.**

Thanks so much for helping to bring back the smiles and fun into our community by being part of our annual Spock Days Parade! If you have any question or comments, please contact [Elaine at ekoskela@townofvulcan.ca](mailto:Elaine.at.ekoskela@townofvulcan.ca) or call 403-485-2994.

Live Long and Prosper

Bonnie Ellis
Town of Vulcan
Community Services Manager
Spock Days Committee Member