

**VILLAGE OF CAROLINE**  
**REGULAR COUNCIL MEETING AGENDA**  
**Thursday, August 19<sup>th</sup>, 2021, 7:30 pm**  
**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 July 8th, 2021
4. DELEGATION(S):
  - 4.1 None
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 Substitute Returning Officer
  - 7.2 2021 Public Auction: Terms and Conditions
  - 7.3 Appointment of External Auditor for 2021
  - 7.4 Waste Water Treatment Plant: Receiving Water Quality and Environmental Risk Assessment
  - 7.5 Council Meeting Dates after Election
  - 7.6 Municipal Planning Commission
- 8 DISCUSSION, CORRESPONDENCE, INFORMATION ITEMS:
  - 8.1 A Fact Sheet for Caroline Seniors Housing Project
  - 8.2 Date for Stone Soup for Housing
  - 8.3 Regional Emergency Management: Request for Ministerial Order
  - 8.4 Gas Tax Fund Letter
  - 8.5 Artisans Market Approval
  - 8.6 Town of Daysland Support letter
  - 8.7 Caroline Neighbourhood Place Letter
  - 8.8 Libraries Act Legislation
- 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

VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on July 8<sup>th</sup>, 2021 at 7:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

Meeting Location: 5004-50 Ave.

In Person Attendance: Councilors: John Rimmer, Corby Parsons, Mary Bugbee, Mary Ann Wold, Donny Nichols

Staff: CAO Craig Curtis, Municipal Clerk Sandy Buckberry

**1. Call to Order**

Mayor Rimmer called the meeting to order at 7:30pm

**2. Adoption of Agenda**

Motion 146.07.08

Moved by Councilor Wold to adopt agenda.

CARRIED

**3. Adoption of Minutes**

Motion 147.07.08

Moved by Councilor Bugbee to adopt June 24<sup>th</sup>, 2021 Council minutes as presented.

CARRIED

**4. Delegation(s):**

4.1 Rocky Chamber: Discover David Thompson Trails App.

Chamber staff outlined the purpose of the app that has been developed by the Rocky Chamber

**5. Staff Reports**

5.1. CAO Report (verbal)

Motion 148.07.08

Moved by Councilor Nichols that the verbal CAO report be accepted for information

CARRIED

**6. Committee & Board Reports**

6.1 Mayor Report

- Meeting on Cowboy Trail Store to resume Painting
- Meeting on Final Government Study

6.2 Council Reports

Councilor Bugbee

- Reported on Meals on Wheels.
- Reported on Steering Committee Meeting
- Reported on the Food Bank
- Reported on the Neighbourhood Place

Councilor Wold

- Reported on Community Chamber Meeting

## VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on July 8<sup>th</sup>, 2021 at 7:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

- Reported on Artisan Market Councilor Nichols
- No report Councilor Parsons
- No report

### Motion 149.07.08

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

CARRIED

## 7. Business

### 7.1. FOGdog Energy

#### Motion 150.07.08

Moved by Mayor Rimmer that the Council of the Village of Caroline provide FOGdog Energy a "letter of Intent" outlining the potential of the company and the Village to work together in two specific areas of mutual interest.

CARRIED

### 7.2. Proposed Grant Application: The Canada Community Building Fund

#### Motion 151.07.08

Moved by Councilor Nichols that the Council of the Village of Caroline authorize administration to apply for funding in the sum of \$59,000 to replace the pumps at the Water Treatment Plant through the Canada Community Building Fund. (CCBF)

CARRIED

## 8. Discussion, Correspondence, and Information Items

### 8.1 Clearwater Fire Chief's Report May 2021

### 8.2 Letter from Lac La Biche County Support Letter for the RCMP

#### Motion 152.07.08

Moved by Councilor Nichols that Items 8.1 and 8.2 on the agenda be received for information.

CARRIED

## 9. Closed Session

### Motion 153.07.08

Moved by that Councilor Parsons that Council move into closed session

CARRIED

### Motion 154.07.08

Moved by Councilor Bugbee that Council move out of Closed session

CARRIED

VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on July 8<sup>th</sup>, 2021 at 7:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

Time of Adjournment: 7:30pm.

10. Adjournment

Motion 155.07.08

Moved by Mayor Rimmer that the meeting be adjourned

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO



## CAO REPORT

August 17th

- The primary focus of the administration has been on changing over the Village's Operating System and transferring data. As previously noted the former software system should have been replaced many years ago and was no longer supported after December 2020. Some additional costs have been incurred for training on the new system and the large amount of data. In addition some data on utility bills has not accurately transferred.
  - Administration has also been involved in training for the General Election. This has been difficult because we are required to manage the Senate Election and two referendum questions. (copy attached)
  - The Municipal Accountability Program (MAP) for the Village for the Village was completed by Alberta Municipal Affairs in July 2020 and officially sent to Village Council on September 10<sup>th</sup>. The report on the Village's operating procedures was generally favourable, but 16 areas were identified where the Village was not fully complying with the Municipal Government Act. The majority of the issues were fairly minor although the Procedure Bylaw drafted in early 2020 was found to have a number of errors.
- The new administration drafted a response which was submitted to the Province, following approval by Village Council. (a copy of this 74 page report is provided under separate cover for reference). The response was accepted by the Province, in a letter from the Deputy Minister dated October 16, 2020. In terms of this approval, the Village is required to provide a summary report by October 8<sup>th</sup> 2021.

I attach a copy of our summary report together with the original documentation. As can be seen there are two areas which are still a "work in progress" and must be dealt with by the new Council.



# Municipal Senate Election and Referendum Proclamation

**Local Jurisdiction:** VILLAGE OF CAROLINE, Alberta

- A) For the purpose of electing 3 person(s) according to the Alberta Senate Election Act, whose name(s) is(are) to be submitted by the Government of Alberta to the Queen's Privy Council for Canada as a person(s) who may be summoned to the Senate of Canada for the purpose of filling a vacancy(-ies) relating to Alberta, and
- B) For the purpose of holding a vote on the following referendum question(s) under the Referendum Act, Should section 36(2) of the Constitution Act, 1982 - Parliament and the government of Canada's commitment to the principle of making equalization payments - be removed from the constitution?

Do you want Alberta to adopt year-round Daylight Saving Time, which is summer hours, eliminating the need to change our clocks twice a year? \_\_\_\_\_

Public Notice is hereby given to all electors that the following items are fixed pursuant to the *Alberta Senate Election Act* and *Alberta Referendum Act*:

### NOMINATION OF CANDIDATES

COMMENCING immediately and continuing until 2:00 pm on September 20, 2021 (date)

excluding Sundays and holidays, nomination papers may be filed with the Office of the Chief Electoral Officer during normal business hours at 100, 11510 Kingsway NW, Edmonton, AB T5G 2Y5, for a candidate under the *Alberta Senate Election Act*.

### ELECTION DAY

Voting will take place on October 18, 2021 (date) between the hours of 10:00 am and 8:00 pm unless an elected authority has passed a bylaw to open voting stations before 10:00 am.

### ANNOUNCEMENT OF OFFICIAL RESULTS BY CHIEF ELECTORAL OFFICER

The announcement of the tabulation of the official results will take place at the Office of the Chief Electoral Officer at 100, 11510 Kingsway NW, Edmonton, AB T5G 2Y5, on October 26, 2021 (date) at 11:00 AM (time)

### RETURNING OFFICER

Additional information concerning the Senate Election and Referendum Vote may be obtained from the Office of the Chief Electoral Officer, at 1-877-422-8683 (VOTE) or by email at [info@elections.ab.ca](mailto:info@elections.ab.ca), or from the returning officer in the applicable voting area:

Craig Curtis (name) 5004 50 Avenue, Caroline T0M 0M0 (address)

Telephone: (403) 722-3781 Email: [ccurtis@villageofcaroline.com](mailto:ccurtis@villageofcaroline.com) (contact information)

**Issued on:** August 9, 2021 (date) **By:** Glen Resler (Chief Electoral Officer)

PROVINCE OF ALBERTA  
MUNICIPAL ACCOUNTABILITY PROGRAM (MAP)  
VILLAGE RESPONSE

Our responses on the follow up to the MAP Report are as follows.

- **Closed Meetings**  
The Village now refers to “Closed Meetings” rather than “In Camera”. We also cite the exception to disclosure, and the disclosure applicable under the FOIPP Act.
- **Special Meetings**  
The correct procedure is now being followed and a revised Procedure Bylaw has been adopted (copy attached).
- **Regular Meeting Change Notice**  
When the regular meeting schedule was amended we ensured all members of Council were present.
- **Voting**  
Please read my earlier response. This is an issue the Province must clarify as the larger cities identify how everyone votes.
- **Pecuniary Interest**  
This was an issue in the past. I clarified the meaning of the Act for Council and there have been no issues of “pecuniary interest “since that time.
- **Property Tax Bylaw**  
The most recent Property Tax Bylaw for 2021 has deleted the “vacant land surcharge” (copy attached)
- **Bylaw Enforcement Officers**  
The Village does not have a Bylaw Officer and has not adopted a Bylaw Enforcement Officer Bylaw. Animal Control is contracted through Alberta Animal Services under the Village’s Animal Control Bylaw. This will be a priority issue to discuss with the new Council.
- **Procedural Bylaw**  
A revised Procedural Bylaw has been adopted which addresses all the issues outlined in the MAP Report
- **Passing Bylaws**  
I have ensured the correct procedure is followed with three distinct and separate readings.
- **Bylaw Revisions and Amendments**  
A new Consolidation Bylaw was adopted (copy attached)
- **Auditor, Audited Financial Statements, Auditor Report**  
The 2020 Auditors Report was formally received by Council
- **Salary and Benefits disclosure**  
The 2020 Financial Statements include the assessor as a “Designated Officer”. (copy attached)
- **Three Year Operating Plans**  
The 2021 Budget includes a Three -year Operating Plan
- **Assessment Roll**  
The Village as adopted a new Assessment Bylaw.(copy attached)
- **Content of Assessment Notices**  
The 2021 combined property assessment and tax notice includes the “Notice of Assessment Date”
- **Content of Tax Notices**

The 2021 combined property assessment and tax notice does not include a note on how to request a receipt for taxes paid. This has never been an issue. However we will ensure information on this will be included in the 2022 notice.

- **Substitute Returning Officer.**

A Substitute Returning Officer has been appointed for the 2021 General Election

Craig Curtis  
CAO



## **Craig Curtis**

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**From:** Craig Curtis  
**Sent:** July 23, 2021 2:24 PM  
**To:** Kevin Brian Miller  
**Subject:** RE: Village of Caroline Municipal Accountability Program Reminder

Hi Kevin,

We are aware of the October 8<sup>th</sup> deadline as outlined in a letter from the Deputy Minister to us dated October 16 2020.A number of these items were actioned by Council in the response which was accepted. I will send the balance by the deadline  
Thanks  
Craig

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**From:** Kevin Brian Miller <Kevin.Brian.Miller@gov.ab.ca>  
**Sent:** July 22, 2021 9:04 AM  
**To:** Craig Curtis <ccurtis@villageofcaroline.com>  
**Subject:** Village of Caroline Municipal Accountability Program Reminder

Good morning Craig,

My name is Kevin Miller, and I've taken over some of the MAP files of Jeff Nixon as he has moved to another position here at Municipal Affairs.

I wanted to take an opportunity to quickly introduce myself this morning, as well as provide a quick reminder that the due date for the Village of Caroline MAP review is coming up on October 8, 2021.

According to our records, the following items from the village's MAP review remain outstanding:

1. Closed meetings;
2. Special meetings;
3. Regular meeting change notice;
4. Voting;
5. Pecuniary interest;
6. Property tax bylaw;
7. Bylaw enforcement officer bylaw;
8. Procedural bylaw;
9. Passing bylaws;
10. Bylaw revisions and amendments;
11. Salary and benefits disclosure;
12. Three-year operating plans;
13. Municipal assessor;
14. Content of assessment notices;
15. Content of tax notices; and
16. Substitute returning officer.

If the village has addressed these items already, please provide documentation, including council resolutions and/or copies of new documents prior to the October 8, 2021 due date.

If there is any help of support I can provide to you to help you complete any items that may remain outstanding, please do not hesitate to ask. I'm happy to help out in any way I can.

Best regards,

Kevin

**Kevin Miller, CLGM**

Municipal Accountability Advisor, Municipal Affairs  
Municipal Services Branch  
Government of Alberta

Tel 780-422-8128

Fax 780-420-1016



Classification: Protected A

Deputy Minister  
18th Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-4826  
Fax 780-422-9561

AR102523

October 16, 2020

Mr. Craig Curtis  
Interim Chief Administrative Officer  
Village of Caroline  
PO Box 148  
Caroline AB T0M 0M0

Dear Mr. Curtis:

Thank you for the email of October 8, 2020, and accompanying action plan, in response to the 2020 Municipal Accountability Program (MAP) report for the Village of Caroline.

I have reviewed your submission, and I am satisfied with the actions and timelines proposed. Please provide a summary report by October 8, 2021, including a record of resolution(s) passed, any new or updated bylaws, and any other documents changed to confirm the satisfactory completion of each remaining legislative gap identified in the report.

In order to ensure the MAP continues to be effective, and of value to Alberta municipalities, the ministry will request your feedback about the program in the near future. In the meantime, should you have any questions related to the MAP, please contact Jeff Nixon, Municipal Accountability Advisor, Municipal Capacity and Sustainability, toll-free at 310-0000, then 780-422-8125.

Sincerely,



Paul Wynnyk  
Deputy Minister

cc: Lyndsay Hindbo, Assistant Administrator, Village of Caroline  
Jeff Nixon, Municipal Accountability Advisor, Municipal Affairs

NA/so

AR102523

September 10, 2020

Mr. Craig Curtis  
Interim Chief Administrative Officer  
Village of Caroline  
PO Box 148  
Caroline AB T0M 0M0

Dear Mr. Curtis:

Your participation and cooperation during the municipal accountability review conducted in July 2020 for the Village of Caroline is greatly appreciated. On behalf of the Minister, I have accepted the Village of Caroline Municipal Accountability Review Report as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the village.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring attention. Recommendations and resources are also offered to assist in remedying any legislative gaps. To ensure legislative gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit this response to my office eight weeks after you receive this letter. The response must include a timeline for completion, which is not to exceed one year.

You may email your response plan to [MAP@gov.ab.ca](mailto:MAP@gov.ab.ca), or send it by mail to:

Municipal Affairs – Municipal Services Division  
Attention: Jeff Nixon  
17th floor, Commerce Place  
10155 – 102 Street  
Edmonton AB T5J 4L4

As ministry staff discussed with you during the review, it is expected the Municipal Accountability Review report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with village citizens.

.../2



Municipal Affairs is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, please contact Jeff Nixon, Municipal Accountability Advisor, toll-free at 310-0000, then 780-422-8125.

Sincerely,



Paul Wynnyk  
Deputy Minister

Attachment: Village of Caroline Municipal Accountability Review Report

cc: Honourable Tracy Allard  
Minister of Municipal Affairs

Jeff Nixon  
Municipal Accountability Advisor, Municipal Affairs

**TAX RATE BYLAW**

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST  
ASSESSABLE PROPERTY WITHIN THE VILLAGE OF CAROLINE FOR THE  
2021 TAXATION YEAR.**

Whereas the Village of Caroline has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council meeting held April 22, 2021; and

Whereas, the estimated municipal expenditures and transfers set out in the budget for the Village of Caroline for 2021 total \$1,094,479.00; and; the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$596,966.00 and the balance of \$497,513.00 is to be raised by general municipal taxation; and

Whereas, the requisitions are:

Alberta School Foundation Fund (ASFF) and Red Deer Catholic School Board	
Residential/Farm Land	\$ 68,807.39
Non-residential	\$ <u>31,282.43</u>
Total School Requisitions	\$ 100,089.82
Westview Lodge	\$ 3,728.94
DIP Requisition	\$ 81.85

and,

Whereas the Council of the Village of Caroline is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

Whereas, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; and

Whereas, Section 357 (1) of the Municipal Government Act provides that the Municipal Tax Bylaw "may specify a minimum amount payable as property tax" Council of the Village of Caroline hereby enacts, pursuant to Sections 353 and 354 of the Municipal Government Act the following:

Where the application of tax rates established by the bylaw to the assessment of any taxable

property would result in a total municipal levy payable of less the \$300, the tax shall be assessed at \$300 and deemed to be the municipal tax payable.

Whereas, the assessed value of all property in the Village of Caroline as shown on the assessment roll is:

Residential	\$ 25,914,340.00
Non-residential	\$ 8,524,060.00

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Village of Caroline, in the Province of Alberta enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Caroline:

2021	Tax Levy	Assessment	Tax Rate
<b>General Municipal</b>			
Residential/Farmland	\$ 361,721.82	\$ 25,914,340.00	0.0139584
Non-residential	\$ 135,791.14	\$ 8,524,060.00	0.0159303
<b>Minimum Municipal Levy</b>	\$ 300.00		
<b>ASFF/RDCSD</b>			
Residential/Farmland	\$ 68,807.39	\$ 25,914,340.00	0.0026552
Non-residential	\$ 31,282.43	\$ 8,486,970.00	0.0036859
<b>Westview Lodge</b>			
Residential/Farmland	\$ 2,840.34	\$ 25,914,340.00	0.0001096
Non-residential	\$ 888.60	\$ 8,524,060.00	0.0001042
<b>Designated Industrial</b>	\$ 81.85	\$ 1,068,510.00	0.0000766

READ a FIRST time this 5 day of February 2021.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO

READ a SECOND time this this 5 day of February, 2021.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO

READ a THIRD and FINAL time this 19 day of February, 2021.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO

**CONSOLIDATION AND REVISION AUTHORITY BYLAW  
VILLAGE OF CAROLINE  
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE VILLAGE OF CAROLINE IN THE PROVINCE OF ALBERTA, TO REVISE AND  
CONSOLIDATE ANY ONE OR MORE BYLAWS OF THE VILLAGE OF CAROLINE.**

WHEREAS section 63 of the *Municipal Government Act*, RSA 2000, c M-26, and subsequent amendments thereto (the "Act"), provides that a council may by bylaw revise any one or more provisions of a bylaw of the municipality;


AND WHEREAS section 69 of the Act provides that a council may by bylaw authorize a designated officer to consolidate one or more of the bylaws of the municipality;

NOW THEREFORE the Council of the Village of Caroline duly assembled, enacts as follows:

1. TITLE:
  - 1.1 This Bylaw may be cited as the Consolidation and Revision Authority Bylaw.
2. DEFINITION & INTERPRETATION
  - 2.1 In this Bylaw:
    - (a) "Act" has the meaning given to it in the recitals;
    - (b) "Bylaw" means this Consolidation and Revision Authority Bylaw, as amended from time to time;
    - (c) "CAO" means the Chief Administrative Officer;
    - (d) "Council" means the duly elected councillors of the Village being elected pursuant to the provisions of the *Local Authorities Election Act*, RSA 2000, c L-21, whose term is unexpired and who have not resigned and continue to be eligible to hold office as such pursuant to provisions of the Act and the *Local Authorities Election Act*, RSA 2000, c L-21; and
    - (e) "Village" means the corporation of the Village of Caroline and where the context so requires, means the area included within the boundaries of the Village.
3. CONSOLIDATION OF BYLAWS
  - 3.1 The CAO is authorized to consolidate one or more of the bylaws of the Village in accordance with this Bylaw.
  - 3.2 In consolidating a bylaw, the CAO must:
    - (a) incorporate all amendments to it into one bylaw; and
    - (b) omit any provision that has been repealed or that has expired.
  - 3.3 A printed document purporting to be:
    - (a) a copy of a Bylaw consolidated under this section; and
    - (b) printed under the authority of the CAO,is proof, in the absence of evidence to the contrary, of the original bylaw, of all bylaws amending it, and of the fact of the passage of the original and all amending bylaws.
4. REVISIONS OF BYLAWS
  - 4.1 The revision of all or any of the bylaws of the Village in accordance with this Bylaw is authorized for the following:
    - (a) omitting and providing for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;
    - (b) omitting, without providing for its repeal, a bylaw or a provision of a bylaw that is of a transitional nature or that refers only to a particular place, person or thing or that has no general application throughout the municipality;

- (c) combining two (2) or more bylaws into one bylaw, divide a bylaw into two (2) or more bylaws, move provisions from one bylaw to another and create a bylaw from provisions of one or more other bylaws;
  - (d) altering the citation and title of a bylaw and the numbering and arrangement of its provisions, and add, change or omit a note, heading, title, marginal note, diagram or example to a bylaw;
  - (e) omitting the preamble and long title of a bylaw;
  - (f) omitting forms or other material contained in a bylaw that can more conveniently be contained in a resolution, and add authority for the forms or other material to be prescribed by resolution; and
  - (g) making changes, without materially affecting the bylaw in principle or substance,
    - (i) to correct clerical, technical, grammatical or typographical errors in a bylaw,
    - (ii) to bring out more clearly what is considered to be the meaning of a bylaw, or
    - (iii) to improve the expression of the law.
- 4.2 The title of a revised bylaw must include the words "revised bylaw".
- 4.3 The provisions of a revised bylaw that replace provisions of a previous bylaw, when they have the same effect, operate retrospectively as well as prospectively and are deemed to come into force on the days on which the corresponding previous bylaws came into force.
- 4.4 If the provisions of the revised bylaws do not have the same effect,
  - (a) the provisions of the revised bylaws prevail with respect to all transactions, matters and things occurring on or after the day the revised bylaws come into force; and
  - (b) the provisions of the previous bylaws prevail with respect to all earlier transactions, matters and things.
- 4.5 A reference in a bylaw, enactment or document to a bylaw that has been revised under section 4.1 or to a provision of a bylaw that has been revised under section 4.1 is, in respect of any transaction, matter or thing occurring after the revised bylaw or provision, as the case may be, comes into force, to be considered as a reference to the revised bylaw or provision.

READ a FIRST time this 5 day of February, 2021.

  
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

READ a SECOND time this this 5 day of February, 2021.

  
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

READ a THIRD and FINAL time this 19 day of February, 2021.

  
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO



VILLAGE OF CAROLINE ASSESSOR BYLAW  
VILLAGE OF CAROLINE  
PROVINCE OF ALBERTA

**BEING A BYLAW OF THE VILLAGE OF CAROLINE IN THE PROVINCE OF ALBERTA, TO APPOINT AN ASSESSOR AS A DESIGNATED OFFICER AND ESTABLISH AND DEFINE THE DUTIES OF THE ASSESSOR.**

WHEREAS pursuant to Section 210 of the *Municipal Government Act*, RSA 2000, c M-26, as amended (the "Act"), Council may by bylaw establish one or more positions to carry out the power, duties and functions of a designated officer under this bylaw;

AND WHEREAS Section 284.2 of the Act requires that an assessor be appointed as a designated officer;

NOW THEREFORE, the council of the Village of Caroline duly assembled, enacts as follows:

1. TITLE
  - 1.1 This bylaw may be cited as the "Village of Caroline Assessor Bylaw".
2. DEFINITIONS & INTERPRETATION
  - 2.1 In this bylaw:
    - (a) ACT has the meaning given to it in the recitals;
    - (b) ASSESSOR means a person who:
      - i. has the qualifications set out in the *Qualifications of Assessor Regulation*, Alta Reg 233/2005, as amended, and
      - ii. is appointed by the Village to the position of Designated Officer to carry out the duties and responsibilities of an assessor under the Act;
    - (c) BYLAW means this Village of Caroline Assessor Bylaw, as amended from time to time;
    - (d) CAO means the Chief Administrative Officer of the Village;
    - (e) COUNCIL means, collectively, the Councillors of the Village of Caroline being elected pursuant to the provisions of the *Local Authorities Election Act*, RSA 2000, c L-21, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act and the *Local Authorities Election Act*, RSA 2000, c L-21;
    - (f) DESIGNATED OFFICER means a designated officer as defined by the Act; and
    - (g) VILLAGE means the corporation of the Village of Caroline and where the context so requires, means the area included within the boundaries of the Village.
3. OFFICE
  - 3.1 The position of Village Assessor is hereby created as a Designated Officer of the Village.
4. APPOINTMENT
  - 4.1 The CAO will, in writing, appoint an individual and/or corporation to the position of Village Assessor.
  - 4.2 The CAO will establish the terms and conditions of the appointment of the Village Assessor.
5. DUTIES OF VILLAGE ASSESSOR
  - 5.1 The Village Assessor shall:
    - (a) carry out the powers, duties, and functions of an Assessor as described in Parts 9, 10, 11 and 12 of the Act; and
    - (b) comply with:



- i. any other applicable enactment; and
- ii. applicable bylaws, policies, procedures or guidelines passed or adopted by Council.

5.2 In addition to the powers, duties, and functions given to the Village Assessor by this Bylaw, the Village Assessor shall have such other powers, duties, and functions as may be delegated to the Village Assessor by Council or the CAO.

**6. SUBDELEGATION**

6.1 The Village Assessor is authorized to further delegate any of the powers, duties and functions delegated to the Village Assessor by this Bylaw, the Act or any other enactment to any employee of the Village.

**7. INDEMNIFICATION**

7.1 The Village shall indemnify the Village Assessor provided that the Village Assessor was acting in good faith to carry out the powers, duties, and functions given to the Village Assessor by this Bylaw, the Act, any other enactment, Council, or the CAO.

**8. SEVERANCE**

8.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of the Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

READ a FIRST time this 5 day of February, 2021.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO

READ a SECOND time this 5 day of February, 2021.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO

READ a THIRD and FINAL time this 19 day of February, 2021.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO

COUNCIL PROCEDURAL BYLAW  
VILLAGE OF CAROLINE  
PROVINCE OF ALBERTA

**BEING A BYLAW OF THE VILLAGE OF CAROLINE IN THE PROVINCE OF ALBERTA, TO DEAL WITH  
PROCEDURE AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF THE VILLAGE OF  
CAROLINE.**

WHEREAS, the Municipal Government Act, being Chapter M-26 (2000), RSA and subsequent amendments thereto, provides for the regulations of the proceedings of Council and Committees thereof, to provide for dealing with petitions, remonstrances and submissions of Council.

NOW THEREFORE, the Council of the Village of Caroline duly assembled, enacts as follows:

1.0 TITLE:

- 1.1 This Bylaw may be cited as the Council Procedural Bylaw.

2.0 DEFINITION & INTERPRETATION

2.1 In this Bylaw:

- (a) ACT means the Municipal Government Act, R.S.A., as amended.
- (b) ACTING MAYOR means the member selected by Council to preside at a regular meeting thereof in the absence or incapacity of both the Mayor and Deputy Mayor
- (c) AGENDA means the list and order of business items for any meeting of Council or Committees.
- (d) BYLAW means a bylaw of the Village
- (e) C.A.O. means the Chief Administrative Officer.
- (f) CHAIRPERSON means the member elected from among the members of a committee to preside at all meetings of the committee.
- (g) CLOSED MEETING is any meeting of Council where:
- i. Members of the public are not permitted to attend the entire meeting or part of the meeting;
  - ii. The council, committee, or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct; or
  - iii. The council, committee, or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.
- (h) COMMITTEE means a committee, board, commission, authority, task force or any other public body established by Council pursuant to this bylaw.
- (i) COUNCIL means the Councillors of the Village of Caroline being elected pursuant to the provisions of the Local Authorities Election Act of Alberta whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Municipal Government Act and the Local Authorities Election Act.
- (j) DEPUTY MAYOR means the member appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.
- (k) MAYOR means the member of Council, duly elected and continuing to hold office that is duly appointed by council from among the councillors.
- (l) MEMBER means a member of Council, duly elected and continuing to hold office or a Member of Committee duly appointed by Council.

- (l) MGA means the Municipal Government Act, Chapter M-26, 2000, Revised Statutes of Alberta, with amendments in force.
- (m) **NEW BUSINESS** means business dealing with a matter which has not been introduced at the same or previous meeting and of which no notice has been given of the intention to present it.
- (n) **PRESIDING OFFICER** means the Mayor, Deputy Mayor, Acting Mayor or other such person selected by Council to chair the meeting as constituted by this Bylaw.
- (o) **PRIVILEGES** mean the right and immunities of Council, collectively or the position and conduct of members of Council in their official character as elected representatives and a "Matter of Privilege" means any matter affecting privilege.
- (p) **PUBLIC HEARING** means a meeting of Council convened to hear matters pursuant to the Act.
- (q) **QUORUM** means the majority:
1. Of the valid, subsisting members of Council, or;
  2. In the case of the Committee, Board or other organized and recognized group, unless the bylaw or resolution establishing such a body specifies a different quorum, of majority of all members, unless Council provides otherwise in this Bylaw.
- (r) **SPECIAL MEETINGS** mean a meeting called by the Mayor pursuant to the Act.
- (t) **VILLAGE** means the corporation of the Village of Caroline and where the context so requires, means the area included within the boundaries of the Village.
- (u) **WRITTEN CONSENT** means a document giving permission for something to happen or proposed by another must either be on paper or email.
- 2.2 Wherever this bylaw requires that a motion be made, a bylaw be passed or any other action be taken by a vote of:
- (a) A simple majority of Council, or;
  - (b) All members of Council; the requirements shall be interpreted as meaning such majority, fraction or total of the members of Council who are present and voting on the matter.
- 3.0 **APPLICATION OF BYLAW**
- 3.1 This bylaw applies to:
- (a) All regular and special meetings of Council, and;
  - (b) Subject to the provisions of Section 3.2 conduct of the meetings of all committees of Council.
- 3.2 Notwithstanding Section 3.1:
- (a) No motion need be seconded, and;
  - (b) Members may speak more than once to any motion or question.
- 4.0 **ORGANIZATION MEETING OF COUNCIL**
- 4.1 The C.A.O. shall set the time and place for the first organizational meeting of council following the general election, scheduled in accordance with the MGA.
- 4.2 At the commencement of the annual organizational meeting following an election, the C.A.O. shall call the meeting to order and shall preside over the meeting until the Councillors take the Official Oath of Office has been administered to the council and.
- 4.3 After the Mayor has been appointed by council from among the councillors, then he/she shall preside over the meeting.

- 4.4 The Council shall elect members of Council to the standing committees.
- 4.5 The Mayor shall be an ex-officio member of all standing committees without so being named, but without voting privileges.
- 4.6 All Committees and other bodies that Council is entitled to appoint shall be reviewed annually in the manner provided in this section at the time of the organizational meeting as set by the Statutes then in effect.
- 4.7 The business of Council at the organization meeting following the elections shall be limited to the calling of the meeting, administration of the Oath, introduction of new members, development of a Deputy mayor's schedule, and the election of members to act on committees, commissions, boards and other bodies on which Council is entitled to representation, and such other business as is required by the MGA.
- 4.8 The business of Council will be to appoint Signing Authority that shall be the Mayor or Deputy Mayor along with the C.A.O and/or designate.
- 4.9 Unless Council shall:
- (a) By a majority vote taken at a previous regular meeting or;
  - (b) By a unanimous vote taken at a previous special meeting to determine that a subsequent meeting of Council shall be held at a different place, all meetings of Council subsequent to the annual Organizational Meeting of Council shall be held in the Council Chambers of the Village of Caroline Administration Building located at 5004-50 Ave.
  - (c) If it is decided to hold any meeting of Council at any place other than the Council Chambers of the Village of Caroline Administration Building, the C.A.O. shall post a notice of such a change of location to the Village website and Village Office Memo Board for the meeting to be held elsewhere than the Council Chambers when the same is delivered to the members of Council pursuant to Section 16.0.

#### 5.0 PLACES, DATES & TIMES OF MEETINGS

- 5.1 Subject to Sections 4.1, 4.8 and 5.2, Regular Council Meetings shall be held in the Council Chambers located at 5004-50 Avenue, Caroline, Municipal Administration Office, once or twice a month for all business of Council in accordance with the schedule of the meetings approved at the organizational meeting annually.
- (a) The following exceptions shall apply, unless Council approves otherwise:
    - i. Council may meet on the second Friday of July only;
    - ii. Council may meet on the second Friday of August only.
    - iii. Council may meet on the second Friday of December only.
    - iv. If a Regular Council Meeting falls on a statutory holiday, the meeting will take place on the next business day.
    - v. Special Council Meetings may be called and notice of such Special Meetings shall be given in accordance with the provisions of the Act and this Bylaw.
    - vi. A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of a pecuniary interest and abstain from discussing the matter or voting on the matter and leave the room until discussion and voting on the matter are concluded, as prescribed by the Act.
- 5.2 Notwithstanding anything contained in Section 5.1, Council may by majority vote of the members present at any regular meeting of Council direct that:
- (a) The next Council meeting will be held on a day other than the date on which it would fall due;
  - (b) Any meeting of Council may commence at any other time than that set for such meeting in this Section.



- 5.3 Unless otherwise determined Council meetings shall commence at 1:00 pm and shall continue not later than 4:00 pm of the same day.
- 5.4 Notwithstanding the provisions of Section 5.3, Council may upon an affirmation vote of a majority of the members present and voting which vote subject to the provisions of Subsection 4 must be taken not later than 3:30 pm extending the meeting beyond 4:00 pm in the case of Section 5. 1 and 5.3.
- 5.5 Unless there has been a motion passed by the required majority within the prescribed time extending the Council meeting beyond 4:00 pm, all matters of business which appear on the Council agenda for a meeting and which have not been dealt with by that time shall be deemed to be tabled until the next regular meeting of Council.
- 5.6 Notwithstanding the other provisions of this Section, if no motion is passed before 3:30 pm by the required majority for extension of the meeting and if a member has risen and is addressing Council at 4:00 pm, the Mayor or other Chairperson shall, as soon as the member resumes his/her seat, call the attention of the Council to the time and if Council thereupon considers and votes on a motion to extend the meeting, such motion shall be deemed validly put and passed or defeated, as the case may be, notwithstanding that it is later than 4:00 pm.
- 5.7 If it appears to the Mayor that any matters included in the agenda for a Council meeting which were not disposed of by the meeting prior to the adjournment thereof are of an urgent nature which requires action before the next regular meeting, he/ she shall call pursuant to the provisions of the MGA as a special meeting of Council to deal with such matters.
- 5.8 When a regular or special meeting of Council is adjourned:
- (a) In order to terminate the debate on a certain subject, or;
  - (b) The business on the agenda has been completed; it shall be deemed to be the end of that meeting and a subsequent meeting shall be considered to be a new meeting.
- 5.9 Council may by majority vote of the members present at any regular or special meeting decided to hold a special meeting at any time and place as it deems fit.
- 5.10 The Mayor may on his/her own initiative and shall, when requested by a majority of Council in writing, summon a special meeting at such time as the request of Council shall indicate.
- 5.11 The Mayor may on his/her own initiative may summon a special meeting at such time as he/ she deems fit by a notice in writing given at least 24 hours prior to the meeting and indicating in general terms the business to be transacted thereat.
- 5.12 When requested by a majority of Council in writing, the Mayor shall summon a special meeting at such time as the request of Council shall indicate, and shall notify all members of Council at least 24 hours prior to the meeting, by a notice which shall indicate:
- (a) That the meeting has been called at the request of members, and;
  - (b) The business to be transacted thereat.
- 5.13 Notwithstanding the provisions of Sections 5.1 and 5.2 the Mayor may call a special meeting of the Council upon such shorter notice, either verbal or written, as he/she deems sufficient if at least majority of the members present of Council give their consent in writing to such notice before the commencement of the meeting.
- 5.14 Except in the case of a special meeting determined at another special meeting or at a regular meeting of Council, the C.A.O. shall mail, or electronically mail, or deliver to each member, a notice of the special meeting indicating the time at which such meeting will be held and indicating the business or matter which shall be discussed thereat, so that he/she receives it at least 24 hours before the time of the special meeting.
- 6.0 **REMOTE ATTENDANCE AT COUNCIL MEETINGS**
- 6.1 Council members are permitted to participate in a Council Meeting by means of remote communication in instances when a Council member is unable to attend in person;

- (a) including electronic means of two-way communication methods such as speakerphone, Skype, or other media that provide full audio or audio and visual capability.
- (b) for purposes of voting by a member(s) of Council, such attendance from remote location(s) shall be considered the equal of being physically present in Council Chambers, (with the exception of a Closed Meeting). When a vote is called on a motion, the member of Council who is participating by means of remote communication, shall vote verbally only after all other Councilors present have voted by a show of hands.
- (c) if the Mayor attends by remote means, he/she may participate in discussion, but the Deputy Mayor or alternate if physically present in Council Chambers shall be the presiding officer to best facilitate an orderly and efficient meeting process.
- (d) in all meetings involving remote attendance, the Mayor or presiding officer shall inform all present of the intent to initiate a remote communication.
- (e) the Mayor or presiding officer shall confirm and announce to all present that they can clearly hear and as appropriately, clearly see visual contact with the Council member. The CAO shall record such confirmation in the minutes.
- (f) Council may approve the use of remote communication for the entirety of the meeting or for a specified portion thereof.
- (g) no portion of a "Closed Meeting" session may be conducted through the use of remote communication.
- (h) if the Council, by a majority, approves use of remote communication for only a specified portion of any meeting, the Mayor or presiding officer shall announce same and, at the end of the specified section, shall clearly announce to all the close of the remote communication and shall order that the communication be stopped. The CAO shall record the beginning and ending times of such remote communication in the minutes.
- (i) in the event the remote communication link is broken or significantly degraded such that it does not meet the requirements, the Mayor or presiding officer shall confirm the loss of service and announce the close of the remote attendance. The CAO shall record such time of closure in the minutes.
- (j) any member who wishes to utilize remote communication to attend a portion or all of a Council meeting, must notify in writing or email the CAO that he or she intends to participate by means of a remote communication; and the Council member must give two (2) business days notice in order to allow necessary arrangements can be made to facilitate the remote attendance.
- (k) any Council member participating in a Council meeting by means of a remote communication facility, must ensure that they post a written notice in a prominent location near to their position, advising any members of the public present in that area that a public meeting is in progress.

#### 7.0 RESCHEDULING OF MEETINGS:

##### 7.1 A Regular Council Meeting may be rescheduled:

- (a) by a majority of Members at a previously held meeting; or
- (b) with the written consent of a majority, providing twenty-four (24) hours' notice is provided to Members and the public; or
- (c) with the written consent of majority of the whole Council if twenty-four (24) hours' notice is not provided to the public.

The date, time, or location of a Council Meeting, may be changed by Council through resolution passed at a duly convened meeting. For greater clarity, any meeting to discuss changes to the date, time, or location of a Council Meeting may be held virtually.

##### 7.2 A Special Meeting, called under the initiative of the Mayor, may be cancelled:

- (a) by the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
  - (b) if less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of majority of the whole Council.
- 7.3 A Special Meeting, requested in writing by the majority of the Members, may be cancelled:
- (a) with the written consent of the requesting Members, if twenty-four (24) hours' notice is provided to the Members and the public; or
  - (b) if less than twenty-four (24) hours' notice is provided, with the written consent of majority of the whole Council.

#### 8.0 DEPUTY MAYOR & ACTING MAYOR

- 8.1 The Council, at its organizational meeting, after election, shall determine a yearly schedule for Deputy Mayor, whereby each Councilor will cast a vote by secret ballot to determine the Deputy Mayor until the next Organizational meeting.
- 8.2 Council may at any time appoint one of its members to be an Acting Mayor in the absence of, or inability of, the Mayor and the Deputy Mayor to act.
- 8.3 Any member of Council appointed to act as the Presiding Officer, Chair, or acting Mayor of a meeting are also the signing authority for those minutes of that meeting that is chaired.

#### 9.0 AGENDA FOR COUNCIL MEETINGS

- 9.1 The C.A.O., shall prepare an agenda which may include, but not be limited to the following categories in an order approved by the Council and C.A.O.:

- (a) Public Hearing
- Call to Order
- Additions to/Adoption of the Agenda
- Adoption of the Minutes
- Delegation
- Staff Reports
- Committee and Board Reports
- Business
- Discussion, Correspondence, Information Items
- Closed Meeting
- Adjournment

- (b) Refer to the minutes of any previous meeting or meetings which have not already been delivered to the members of Council.
  - (c) List or contain any other matter which Council may from time to time direct.
- 9.2 The C.A.O. shall cause the agenda to be copied and be made available to each member of Council and to the office of the C.A.O. so that it will be available not less than two full days before the time for commencement of the meeting for which it is prepared and;
- (a) To all Village personnel who are entitled to receive copies thereof.
- 9.3 Unless Council directs otherwise, no material will be accepted which has not been included in the Agenda provided.

#### 10.0 COMMENCEMENT OF COUNCIL MEETINGS



- 10.1 If there are not sufficient members assembled at the meeting to constitute a quorum within half of an hour from the time of commencement of the meeting, the C.A.O. shall cause the record to include the names of all the members present at that time and unless a special meeting be duly called in the meantime, Council shall be deemed to be adjourned until the next regular meeting.
- 10.2 When Council is unable to meet for want of a quorum, the agenda delivered for the proposed meeting shall be considered at the next regular meeting prior to the consideration of the agenda for the subsequent meeting or at a special meeting called for that purpose.
- 10.3 If there is a quorum present at the time the meeting should be called to order and the Mayor and Deputy Mayor are absent, the C.A.O. shall call the meeting to order and shall call for an Acting Mayor to be chosen by a resolution.
- 11.0 PRIVILEGE
- 11.1 When a member desires to address the Council on a matter of privilege he/ she shall be permitted to raise such question of privilege and when he/she does so, shall explain succinctly in what way the personal privilege of the member or the privilege of Council are affected.
- 11.2 After the member has stated the point of privilege, the Mayor or the member presiding at the meeting shall rule whether or not the matter raised is deemed to be a point of privilege.
- 11.3 A matter which is ruled to be a matter of privilege shall take precedence over all other matters before Council.
- 11.4 Where the Mayor or other presiding member has ruled that a matter raised is a matter of privilege, the member raising the same may speak on it but there shall be no debate on the matter unless a motion thereon is put to Council.
- 11.5 If the question of privilege concerns a situation, circumstance or event which arose between meetings of Council, the member(s) bringing the matter before Council shall do so immediately after the adoption of the minutes of the previous meeting.
- 12.0 CONTROL & CONDUCT OF COUNCIL MEETINGS
- 12.1 Subject to being overruled by a majority vote of members of Council which vote shall be taken without debate, the Mayor or other presiding officer shall:
- (a) Maintain order and preserve decorum of the meeting;
  - (b) Decide points of order without debate or comment other than to state the rule governing;
  - (c) Determine which member has a right to speak;
  - (d) Ensure that all Members who wish to speak on a motion have spoken and that the Members are ready to vote and shall call the vote;
  - (e) Rule when a motion is out of order, and;
  - (f) May call a member to order.
- 12.2 In the event that a member refuses to come to order as required by Section 12.1 when called to order, the Mayor shall request the Deputy Mayor, or if the Deputy Mayor is absent or is the unruly member, a member of Council, to move a resolution to remove the unruly member either for:
- (a) The balance of the meeting or until:
    - i. A time which shall be stated in the motion, or;
    - ii. The member makes an apology acceptable to Council for his/her unruly behaviour; whichever shall be the shortest time.
- 12.3 If a majority of Council votes in favour of the resolution, the Mayor or Deputy Mayor shall direct the unruly member to leave the Council Chambers and if the member refuses to leave, direct that he/ she be removed by any police constable present in the Council Chambers.

- 12.4 If after Council has directed an unruly member to leave the Council Chambers, the member so directed make an explanation and apology adequate and satisfactory to the Council, it may by majority vote of the remaining members present allow the offending member to remain in his/her place if he/she has not left or been removed, or to retake it if he/she has.
- 12.5 When a member wishes to speak at a Council meeting he/she shall address the Chair.
- 12.6 When a member is addressing the Chair, every other member shall:
- (a) Remain quiet, and;
  - (b) Not interrupt the speaker except on a point of order, and;
  - (c) Not carry on a private conversation, and;
  - (d) Not cross between the speaker and the chair.
- 12.7 When a member is addressing the Council he/she shall:
- (a) Not speak disrespectfully of Her Majesty the Queen or her official representatives of government;
  - (b) Not use offensive words in referring to any member of the Council, any official or any employee of the Village;
  - (c) Not reflect on any vote of council except when moving to rescind it and when so doing shall not reflect on the motives for the members who voted for the motion.
  - (e) Not shout or immoderately raise his/ her voice or use profane, vulgar or offensive language, and;
  - (f) Assume personal responsibility for any statement he/she quoted to Council or upon request of Council, shall give the source of the information.
- 12.8 When the Mayor calls a member to order the member shall resume his/ her seat but may afterwards explain his/ her position in making the remark for which he/ she was called to order.
- 12.9 Where a member wishes to leave the Council Chambers while a meeting is in progress, he/ she shall address the Chair, excuse him/ herself and await acknowledgment before leaving his/ her place.
- 12.10 No member shall leave the Council Chambers after a question is put to vote until the vote is taken.
- 12.11 Members of the public who constitute the audience in the Council Chambers during a Council meeting:
- (a) May not address Council without permission of the Council, and;
  - (b) Shall maintain order and quiet, and;
  - (c) Shall not applaud or otherwise interrupt any speech or action of the member, or any other person addressing Council.
- 12.12 The Mayor may direct that a constable removes any person in the audience who creates a disturbance during a meeting.
- 13.0 PROCEEDINGS AT MEETINGS
- 13.1 Subject to the other provisions of this section, the order of business for a meeting shall be contained in the agenda for the meeting.
- 13.2 The order of business for a regular meeting of Council shall be determined with the adoption of the agenda.
- 13.3 If an alteration of the order of business is desired for the convenience of the meeting, Council may by a majority vote, may make any such alteration of the order of the business.
- 13.4 Notwithstanding the order of business set out in Section 13.2 hereof, where the same subject matter appears in more than one place in the same agenda unless Council by

resolution otherwise determines, Council shall deal with all items on the agenda related to said subject matter at the time of the first appearance of the subject matter on the agenda.

13.5 The C.A.O. is causing the production of the agenda, may insert immediately following the first appearance of an item, a copy of any document dealing with the same subject matter although the said item may appear in any subsequent portion of the agenda.

13.6 When the C.A.O. is causing the preparation of the minutes of the Council meeting, shall note in the proper place as provided in Section 13.2 hereof, that the item listed as having been dealt with under a previous order of business was dealt with in accordance with Section 13.4.

13.7 A member wishing to make an inquiry for answer at a subsequent meeting shall put the inquiry in writing and shall, prior to or during the meeting, hand it to the C.A.O. who shall cause it to be read aloud to the Council.

13.8 The Mayor and Council by majority vote may cause the meeting of Council to be recessed for an appropriate amount of time as required.

#### 14.0 RECESS

14.1 Any member may move that Council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker.

14.2 A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.

#### 15.0 PREVIOUS MINUTES

15.1 Unless requested by a majority of the members, the minutes of the previous meeting shall not be read aloud.

15.2 The Mayor shall present the minutes to the Council with a request for a motion adopting them.

15.3 If there are any corrections or if a majority of the members of Council deem any correction(s) be necessary for the accuracy of the minutes, it or they shall be incorporated therein.

15.4 In the event a member of Council is absent from the meeting in which minutes are passed which he/ she considers require corrections, he/ she may address the correction.

15.5 The C.A.O. shall cause the minutes of each Council meeting to be prepared, copied and distributed to the members of Council for the next regular meeting.

#### 16.0 COMMUNICATIONS & PETITIONS

16.1 Where a person wishes to bring any matter to the attention of Council or to have any matter considered by Council, he/ she shall address a letter or other communication to the Council which shall:

- (a) Be printed, typewritten or fairly written;
- (b) Clearly set out the matter at issue and the request made of Council respect thereof;
- (c) In the case of a petition, indicate in the petition if a representative wish to address Council on the subject matter of the petition;
- (d) Be signed by the proper authorities as required by the MGA;
- (e) In the case of a petition, set out the municipal address and legal description of property owned by each petitioner in accordance with the MGA.

16.2 Where a matter has been presented to Council by a person or group pursuant to Section 16.1 and/ or Section 16.1 has been dealt with by Council in any final manner and a person or group directs a letter or communication to Council on the same or substantially the same

matter again within six months after the time Council so dealt with the matter, Council subject to Section 16.4 shall not hear, discuss or consider the matter again until six months has elapsed after the time when Council previously disposed of the matter.

16.3 Notwithstanding Section 16.2, Council by a majority vote of Council may again consider the matter at an earlier time than the time set by Section 16.2.

16.4 Where pursuant to the provisions of Section 16.1, a communication intended for Council is received, the C.A.O. shall then:

- (a) Include it as an item on the agenda for the next regular meeting, or;
- (b) Refer it to the appropriate standing Committee of Council together with any necessary reports from the applicable departments.

#### 17.0 PERSONS WISHING TO ADDRESS COUNCIL

17.1 If a representative of any group of persons wishes to address Council on a matter which is not on the agenda, Council may on a majority affirmative vote allow the representative or any other person to address it. The Mayor shall determine the amount of time required by a person/ delegation when addressing Council unless:

- (a) An applicable statute or other overriding law in force in the Province of Alberta requires a time longer than allowed, or;
- (b) The time is extended by a majority vote of Council.

17.2 Subject to the provisions of the MGA, a person who wishes to make representations concerning the manner in which any matter is brought before a public hearing which may affect him/ her or any owner of land whom he/ she represents or the public at large of any local group of residents or property owner, may address Council subject to any limitations as to time and any requirements as to notice in writing which may be required by the Council pursuant to the provisions of the MGA.

#### 18.0 COUNCILLOR REPORTS

18.1 Each Councillor will be provided a maximum of five (5) minutes for the purpose of providing a verbal update on Committees or community events in which municipal participation has been approved by Council.

18.2 Any action required as a result of a Councillor Report shall be brought forward as a separate business item or Notice of Motion.

#### 19.0 NOTICE OF MOTION

19.1 A notice of motion and the substance thereof may be in writing and shall be presented at a regular meeting of Council.

19.2 Notwithstanding the provisions of Section 20, a member wishing to make a notice of motion instead of introducing it as provided in Section 20, may produce the motion in writing and forward it to the C.A.O. with the request it be discussed with the Mayor.

19.3 Upon receipt of such a notice of motion and request, the C.A.O. shall discuss the notice of motion with the Mayor who shall refer the notice of motion directly to the next regular meeting of Council.

#### 20.0 MOTIONS

20.1 A Member who wishes to submit a motion in excess of 25 words shall do so in writing.

20.2 After a motion has been put forward and voted on, Council may give permission to withdraw the motion.

20.3 After a motion has been moved, it is the property of Council and may not be withdrawn without the consent of the majority of Council.

20.4 Except as elsewhere specifically provided in this bylaw, the following motions are debatable by Council:

- (a) A motion arising out of any matter of discussion item included in the agenda for the Council meeting at which it is debated;
- (b) A motion concerning any question, matter, subject or discussion item tabled from a previous meeting of Council or tabled for a meeting at which it is discussed;
- (c) A motion for concurrence in, rejection of, or further consideration of a report to Council or a motion arising out of any matter dealing within a report to Council;
- (d) A motion for the second reading of a bylaw;
- (e) A motion for the third reading of a bylaw;
- (f) A motion for appointment of a committee, dismissal of a committee;
- (g) A motion for the Council to go into a Closed Meeting session;
- (h) A motion for amendment to any bylaw properly before Council or any matter arising directly out of any bylaw properly before Council;
- (i) Such other motion made upon routine proceedings as may be required for the observance of the:
  - i. Properties of the Council;
  - ii. Maintenance of its authority;
  - iii. Appointment or conduct of its officers;
  - iv. Management of its business;
  - v. Arrangements of its proceedings;
  - vi. Correctness of its records;
  - vii. Fixing of its sitting;
  - viii. Days and times of its sittings;
  - ix. Time of the meeting;
  - x. Adjournment.

20.5 When a motion has been made and is being considered by Council, no member may make another motion except a motion to:

- (a) Refer the main question to some other person or group for consideration;
- (b) Amend the main question or an amendment to it;
- (c) Table the main question;
- (d) Postpone the main question until some future time;
- (e) Adjourn the meeting.

#### 21.0 TABLING MOTIONS

21.1 A member moving a motion to table any matter, whether the matter is contained in a petition, enquiry, motion or other matter before the Council, shall include in the tabling motion:

- (a) The time at the present meeting or the date of a future regular or special meeting to which the motion is to be tabled or;
- (b) A provision that the matter is to be tabled.

21.2 A motion to table a matter shall not be debated except as to the time when Council will again consider the motion.

21.3 A matter which has been tabled to a particular date shall not be again considered by Council before the date set except on a vote of majority of the members of Council present and voting on it.

## 22.0 REFERRAL MOTIONS

- 22.1 A motion to refer a matter shall be put forth without amendment or debate.
- 22.2 A member of Council who is moving a reference motion shall be required to include the motion:
- (a) The terms of which the motion is being referred;
  - (b) The time when the reference is returnable, and;
  - (c) Whatever explanation is necessary as to the purpose of the motion.
- 22.3 Notwithstanding Section 19.2 when pursuant to the provisions of Section 19.1, when a motion to refer a matter is made, a member may ask the Mayor or other presiding officer at the Council meeting, a question relative to any of those matters which as provided in Section 19.3 may be included in a reference motion.
- 22.4 After a motion has been made notwithstanding Section 18.0 or anything elsewhere contained in this bylaw a member may with the consent of Council:
- (a) On his/ her own initiative while he/ she is speaking on the same or;
  - (b) When requested by another member speaking on the motion; change the wording on the motion or agree to change proposed by another member if the alteration does not change the intention of the motion.
- 22.5 When there is a committee appointed for a purpose, a Village department normally dealing with the subject matter of the motion, or a C.A.O. who would normally deal with such matters, Council may refer the question before it to the C.A.O. who shall have the appropriate committee, department or designate deal with the matter.

## 23.0 MOTION CONTAINING DISTINCT PROPOSITIONS

- 23.1 A motion containing several distinct propositions is not out of order for that reason alone.
- 23.2 Where a motion contains two or more propositions:
- (a) If a majority of Council so requires, or;
  - (b) If the Mayor or other officer presiding so order; Council shall vote on each proposition separately.

## 24.0 AMENDMENTS

- 24.1 Notwithstanding anything elsewhere herein contained, no amendment to a motion to:
- (a) Refer a question to some other person or body for consideration;
  - (b) Table a question;
  - (c) Postpone discussion on a matter to a stated time;
  - (d) Adjourn a meeting, or;
  - (e) For the first reading of a bylaw, shall be made.
- 24.2 While a motion is under discussion by Council, a member may not move an amendment:
- (a) Which does not relate to the subject matter of the principal motion, or;
  - (b) Is directly contrary to the principal motion.
- 24.3 Where an amendment has been moved to a motion which is under discussion, an amendment to the amendment may be moved but no further amendment may be moved to the amendment or to the principal question until after the amendment to the amendment is voted upon.
- 24.4 A member who moved a motion may not move an amendment to it.
- 24.5 The Mayor or other presiding officer shall not put the principal motion under debate until all amendments to it have been put and voted upon.

24.6 When all amendments are voted upon the Mayor or other presiding officer shall put the principal motion incorporating therein any amendments already adopted.

#### 25.0 MOTION OUT OF ORDER

25.1 When a motion is out of order the Mayor or other presiding officer shall so advise the Council and shall cite the rule or authority applicable thereto.

25.2 Any member of Council may raise the question of whether or not a motion is in order.

#### 26.0 DEBATE ON MOTION

26.1 Except as otherwise provided in this Section, no member may speak more than twice on any motion.

26.2 Notwithstanding Section 24.1 a member after receiving permission from the Mayor or other person presiding at the meeting, may speak in explanation of a material part of his/her speech which has been misquoted or misunderstood but he/ she may not introduce any new matter and there shall be no debate on the explanation.

26.3 Notwithstanding Section 24.1, a member who has moved a substantive motion, other than a motion:

- (a) To approve or accept a recommendation in another report made to Council, or;
- (b) To appoint or instruct a committee, or;
- (c) That the main question before the Council be immediately put to a vote; may speak in reply to close the debate after all other members of Council have been given an opportunity to speak.

26.4 Notwithstanding Section 24.1, before the debate has been closed and the question called on a motion and when another member does not have the floor, a member may during the debate:

- (a) Ask a question which relates directly to the debate, contains no argument and introduces no new material on the motion, or;
- (b) Request that the motion or a part thereof be read aloud.

26.5 Unless Council by a majority vote shall extend the time, no member thereof shall speak longer than:

- (a) Five minutes on any original motion before Council, or;
- (b) Three minutes on any amendment to an original motion before Council.

26.6 If the Mayor wishes to join in the debate on a question or motion properly before Council, he/she shall vacate the Chair and request the Deputy Mayor or some other member of Council take the Chair.

#### 27.0 VOTING ON MOTIONS

27.1 When a member who has moved a motion closed the debate, the Mayor shall put the motion to a vote.

27.2 Votes on all motions must be taken as follows:

- (a) The Presiding Officer must declare the motion and call for the vote;
- (b) Members must:
  - i. vote by a show of hands, or
  - ii. vote verbally if unable to show hands.
- (c) The Presiding Officer must state the names of those voting against the motion and declare the result of the vote.
- (d) The names of those Members who voted against the motion shall be recorded as opposed within the minutes.

27.3 When a motion has been declared put to a vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.

27.4 When the Mayor or presiding officer is of the opinion that a motion is unacceptable or contrary to the rules of procedure and privilege, he/she shall appraise the members present immediately.

27.5 Should a member(s) present disagree with the Chairperson's ruling on a prepared motion, the Chairperson will immediately call for a show of hands of the member(s) who support the opinion of the Chair and who are opposed and the majority result will determine if the proposed motion is put to a vote.

27.6 Unless excused from voting by resolution of a majority of Council, or unless he/ she is disqualified from voting by reason of a direct or indirect pecuniary interest, the Mayor when present, and each Councillor present, shall vote on every division on every motion before Council.

27.7 No member who is absent from the Council Chambers when the vote is put and either:

- (a) The C.A.O. has begun to poll the members if a voice vote is being taken, or;
- (b) The decision is made to take a recorded vote;

shall enter the Council Chambers or attempt to vote and therefore he/ she cannot vote on the matter.

27.8 Whenever a statute of the Province of Alberta, regulation made thereunder, or this or another bylaw of the Village requires a designated majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required by the statute, regulation or bylaw.

27.9 If any member of the Council should call for a poll of the members for a recorded vote prior to the vote being taken on a motion, the names of those who voted for and those who voted against the motion shall be entered in the minutes.

#### 28.0 RECONSIDERING & RESCINDING A MOTION

28.1 When a Councillor wishes to reconsider, alter or rescind any motion already passed or action taken at a previous meeting and when such matter does not appear on the agenda, he/ she shall bring the matter before Council.

28.2 Where a matter on which Council has made a previous motion or taken a previous action is properly before Council as provided in this Section, Council may by a simple majority pass a motion which alters, rescinds or conflicts with any previous action taken or motion made without specifying that the previous motion or action is being altered or rescinded and the provisions of such motion shall override the provisions of any previous motion with which they conflict.

28.3 Notwithstanding anything provided in this Section where pursuant to any motion duly passed by Council, the Village has a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the liability or obligation.

#### 29.0 MOTION TO ADJOURN

29.1 A member may move a motion to adjourn the meeting at any time except when:

- (a) Another member is in possession of the floor;
- (b) The members are voting;
- (c) Council is in a Closed Meeting session, or;
- (d) A previous motion to adjourn has been defeated and no other intermediate proceedings have taken place.

29.2 A motion to adjourn shall be put without comment or debate.

#### 30.0 CLOSED MEETING SESSION



- 30.1 Subject to the provision of Section 20.4 and unless otherwise determined by Council, upon the passing of a motion that the Council enter into a Closed Meeting session, the Mayor shall be the Chairperson thereof and shall maintain order in the Closed Meeting session.
- 30.2 Subject to the provisions of Section 11.0, the rules of order for the conduct of a meeting of Council shall apply to the proceedings held in a Closed Meeting.
- 30.3 Council has no power in a Closed Meeting session to pass any bylaw or resolution apart from the resolution necessary to revert back to an open meeting.
- 30.4 Should a member of Council wish to raise a discussion item that falls within sections 16 – 29 of the Freedom of Information and Protection of Privacy Act, RSA 2000 and relates to a matter that is being discussed in public session, a member shall call for a motion to go into a Closed Meeting to discuss the element related to sections 16 – 29 of FOIPP. Members of the public will be asked to exit Council Chambers.
- 31.0 COMMITTEES
- 31.1 Council may establish Council committees and other bodies as necessary under the Act and shall determine the Terms of Reference for said Committees:
- 31.2 The Terms of Reference for Committees may be amended by resolution of Council from time to time, as required.
- 31.3 When establishing a Committee, Council must adopt a Terms of Reference for the Committee that:
- (a) Names it;
  - (b) Establishes membership, purpose and authority;
  - (c) Sets the term or directs that the committee exists on an on-going basis at the pleasure of Council; and
  - (d) Allocates any necessary budget or other resources.
- 31.4 The size of a quorum required for a meeting of a special or standing committee shall be determined on the number of members specifically named to the committee only.
- 31.5 Unless Council designated the Chairperson of a committee, designates who shall select the Chairperson or the manner in which he/ she shall be selected, each standing or special committee shall select its own Chairperson.
- 31.6 The Legislative Coordinator will facilitate an annual review by Council of all Committees' Terms of Reference prior to the annual Organizational Meeting and committee appointments.
- 31.7 Council may appoint, by resolution, Councillors, employees, public-at-large, or other members to Committees in accordance with the approved Terms of Reference.
- 31.8 The Mayor shall be an ex-officio member of all Committees to which Council has the right to appoint members, unless otherwise prohibited by statute or bylaw, and, as such member of the Committee, shall be counted to determine quorum and has all the rights and privileges of the other Committee members including the right to make motions and vote.
- 31.9 At its first meeting each year, a Committee shall elect a Chairperson and Vice-Chairperson for a one (1) year term from among the Members unless Council designates:
- (a) the Chairperson of a Committee; or
  - (b) the manner in which the Chairperson shall be selected.
- 31.10 A Member of a Committee can remain in the position of Chairperson for a maximum of three terms of office.
- 31.11 A Chairperson of a Committee may be removed from office by a vote of a majority of the members of the Committee. No motion to remove the Chairperson shall be in order unless Notice of Motion has been given in writing at a regular meeting of the

Committee held at least seven days prior to the meeting at which the motion is considered.

- 31.12 The Chairperson of a Committee shall preside at every meeting and shall vote on all questions.
- 31.13 In the absence or inability of the Chairperson to preside over a meeting, the Vice-Chairperson shall preside and shall exercise the same powers, duties and responsibilities that the Chairperson would be entitled to exercise if present.
- 31.14 In the absence or inability of both the Chairperson and Vice-Chairperson to preside over a meeting, the members present, if they constitute a quorum, shall elect one of the members present to preside for that meeting.
- 31.15 A Committee shall conduct its meetings in public in accordance with the provisions of the Act.
- 31.16 Committees shall adhere to the following minimum meeting requirements:
- (a) Committees shall establish, on an annual basis, a schedule of regular meetings;
  - (b) a regular meeting schedule established under this section must be filed with the Legislative Coordinator for a minimum of three (3) clear days prior to the first meeting in the schedule;
  - (c) the Chairperson may call a meeting of the Committee at any time and must do so if a majority of Committee members so request in writing, including a statement of purpose of the meeting. A Special Meeting requested by Committee members must be held within 14 days after the request is received; and
  - (d) notice of Committee meetings not approved in the established annual schedule, or cancellation of a previously called meeting, must comply with requirements for Public Notice as set out in this bylaw and be filed with the Legislative Coordinator, a minimum of 48 hours prior to the meeting.
- 31.17 Minutes must be prepared for all Committee meetings and must:
- (a) include all decisions and other proceedings;
  - (b) include the names of Committee members present at and absent from the meeting;
  - (c) include any abstentions made under the Municipal Government Act by any member and the reason for abstention;
  - (d) include the signatures of the Chair and the Recording Secretary; and
  - (e) be retained in a safe manner and be available upon request. A final copy of minutes must be filed with the Legislative Coordinator within a minimum of three working days after being confirmed by the Committee.
- 31.18 When a Committee is of the opinion that a meeting should be held in a Closed Meeting, the motion passed to authorize the Closed Meeting shall include the reason for holding the Closed Meeting, and the Closed Meeting shall be conducted in accordance with the Act.
- 31.19 Committee meetings shall be open to all Members of Council, but only those Members specifically appointed to that Committee, or appointed ex-officio are entitled to take part in discussion and debate and vote on any matter before the Committee.
- 31.20 A Member of a Committee who has a pecuniary interest in a matter before the Committee shall disclose the general nature of the interest and abstain from discussing the matter or voting on the matter and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.
- 31.21 Any member absent from three (3) consecutive regular meetings of a Committee, unless such absence is authorized by resolution of the Committee, will automatically forfeit his/her membership as of the date of the third consecutive meeting absent

from. Any member forfeiting his/her membership may be eligible for re-appointment in the future but not for the unexpired portion of the term forfeited.

31.22 No Committee or any member of a Committee has:

- (a) power to pledge the credit or course of action of the Village or enter into any agreement on behalf of the Committee or Village;
- (b) power to authorize any expenditure to be charged against the Village without prior approval by Council; or
- (c) authority to act except as established in the Terms of Reference for the Committee.

31.23 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.

31.24 A Committee shall report to Council, as required.

31.25 The C.A.O. shall appoint an Administrative Representative to each Committee who shall:

- (a) ensure required notice is given, and accurate minutes are kept, for all Regular and Special Meetings of the Committee;
- (b) provide advice, research, information and additional support staff as required by the Committee; and
- (c) not be a member of the Committee and may not vote on any matter.

31.26 All Committees are accountable to Council.

## 32.0 BYLAWS

32.1 Where a committee of Council approves the principles of the subject matter of a proposed bylaw, it shall refer the matter to the C.A.O. with instructions for the preparation of the bylaw.

32.2 Unless and until the bylaw is approved by the C.A.O. as to form, phraseology and legal validity, a committee to which a bylaw is referred to for preparation shall not submit the bylaw to Council in final form for enactment.

32.3 Where a bylaw is presented to Council for enactment, the C.A.O. shall cause the number and the short title of the bylaw to appear in the agenda in the appropriate place.

32.4 Every bylaw shall have three readings.

32.5 A bylaw shall be introduced for its first reading by the motion that the bylaw, specifying its number and short title be read a first time.

32.6 Council shall vote on the motion for the first reading of the bylaw without amendment or debate.

32.7 If a member does not elaborate on the subject matter of the bylaw or phrase his/ her question so as to set out his/ her opinion for or against the bylaw, notwithstanding the provisions of Section 30.2, he/ she may ask a question(s) concerning the bylaw.

32.8 A bylaw shall be introduced for its second reading by the motion that it be read a second time, specifying the number of the bylaw.

32.9 After a member has made the motion for the second reading of the bylaw Council may:

- (a) Debate the substance of the bylaw, and;
  - (b) Propose and consider amendments to the bylaw.
- 32.10 A proposed amendment shall be put to a vote and if carried, shall be considered as having been read a first time and incorporated in the bylaw.

- 32.11 Where a bylaw deals in whole or in part on a matter of confidentiality, Council may, after the first reading thereof, go into a Closed Meeting session to debate the confidential matters of the bylaw.
- 32.12 After a motion has been made for the second reading of a bylaw or after the Council has gone into a Closed Meeting session to debate the second or third reading of the bylaw, a member may require all or any portion of the bylaw to be read at length.
- 32.13 The C.A.O. shall be responsible for and cause a keeping of a record of any amendments to the bylaw passed by Council.
- 32.14 When all amendments have been accepted or rejected, the motion for the second reading of the bylaw as amended shall be put.
- 32.15 A motion for the third reading of a bylaw shall give the number and the short title of the bylaw.
- 32.16 It shall not be necessary to read the bylaw aloud for the third reading.
- 32.17 Unless the members present at the meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
- 32.18 If Council unanimously agrees that a bylaw may be presented for a third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the bylaw than if it has received a third reading at a subsequent meeting.
- 32.19 After council votes affirmatively for a third reading of a bylaw it:
- (a) Becomes a municipal enactment of the Village, and;
  - (b) Is effective immediately unless the bylaw provides otherwise.
- 32.20 After passage, a bylaw shall be signed by the Mayor or by a member presiding at the meeting at which it was passed and by the C.A.O. and shall be impressed with the corporate seal of the Village.
- 32.21 Where prescribed by provincial statute requiring a bylaw to be submitted to the electorate for voting, Council shall follow the requirements as set out in the relevant statutes.
- 32.22 After a bylaw requiring a vote of the electorate has received its first reading by Council, it shall not again be debated in Council before the electorate has voted on it.
- 32.23 Where a member inquiry involves a written answer to be given at a future meeting and it appears to the C.A.O. that the cost to the Village which will be incurred by reason of:
- (a) Time of Village employees which must be taken from performance of their regular duties or overtime which must be worked, or;
  - (b) The need to hire additional employees, or;
  - (c) The necessity of obtaining and paying for the information from other than Village employees;
- and it is likely to be more than five hundred dollars and no appropriation has been made for such expenditure in the budget of any department, then the C.A.O. shall report the anticipated cost to Council and shall not proceed with the investigation necessary to answer the inquiry, unless and until Council directs that the inquiry shall be made and provides in a supplementary budget or otherwise for the payment of the cost.
- 32.24 Notwithstanding anything else contained in this Section or elsewhere in this bylaw, the subject matter of an inquiry is not debatable until the reply thereto has been made or presented to Council.
- 32.25 Notwithstanding the other provisions of this Section, a member of Council wishing to obtain information or to make an inquiry may instead of following the procedure set out in Section 19.2, produce the inquiry in writing and forward the same to the C.A.O. with the request that it be discussed with the Mayor.
- 32.26 Upon receipt of the inquiry and the request, the C.A.O. shall discuss the inquiry with the Mayor who may refer the inquiry;

- (a) To the next meeting of Council, or;
- (b) Directly to the Councillor who made the inquiry.

**33.0 STANDING POLICY COMMITTEES & SUB-COMMITTEES THEREOF**

- 33.1 In accordance with the MGA, the Mayor is an ex-officio member of each of the committees of Council.
- 33.2 The C.A.O. is a non-voting ex-officio member of all committees.
- 33.3 If directed by Council, any member attending a meeting on behalf of Council must vote in accordance with Council's direction.
- 33.4 When any matter relating to proceedings in Council or in the committees thereof arises which is not covered by a provision of this bylaw, the matter shall be decided by a reference to the rules of the House of Commons of Canada as set out in the current edition of Beauchesne's Parliamentary Rules and Forms.

**34.0 RESCIND**

- 34.1 This bylaw rescinds Bylaw 2017-001 and any amendments thereto and shall come into force when it receives THIRD and FINAL reading and is duly signed.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO



7.1

To: Village Council  
From: Craig Curtis, CAO  
Re: Appointment of Substitute Returning Officer  
Date: August 10<sup>th</sup>, 2021

On April 15<sup>th</sup> following the attached report, Village Council appointed Christina Oxley as Deputy Returning Officer. Unfortunately, I was relying on previous legislation and the correct name for the legally defined position is "Substitute Returning Officer."

**Recommendation:**

That the Council of the Village of Caroline appoint Christina Oxley as "Substitute Returning Officer" for the 2021 Municipal Election.

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

The municipal Election will be held on October 18<sup>th</sup> and Nomination Day is September 20<sup>th</sup>. This year the period during which a person may file nomination began on January 1<sup>st</sup>. 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.

7.2

To: Village Council  
From: Craig Curtis, CAO  
Re: 2021 Public Auction

Date: July 28<sup>th</sup>, 2021

Based on tax arrears the Village holds an annual Public Auction of designated properties. The terms and conditions for the 2021 auction have been prepared and must be approved by Council.

**Recommendation:**

That the Council of the Village of Caroline approve the Terms and Conditions for the 2021 Public Auction.

## 2021 - Public Auction – Terms and Conditions

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1. A parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an “as is, where is” basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes for the current year.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
  - a. The full purchase price if it is \$10,000 or less; OR
  - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.

## Craig Curtis

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**From:** Christina Oxley  
**Sent:** July 28, 2021 11:10 AM  
**To:** Craig Curtis  
**Subject:** Property Tax Sale Procedure

here is a outline of the Tax Recovery Process

Nov – Dec Muni sends courtesy letter to any property that will have 2 years of taxes in arrears as of Dec 31  
Ex. Dec 31, 2021 – any property that has taxes outstanding from 2020 and prior

Jan – Feb Property information is forwarded to Taxers office, they send a courtesy notice, explaining the lien  
will be applied by March 31

March 31 Lien is applied – property is then in a 1 year wait period – no tax recovery costs added

By Aug 1 Alberta Land titles sends notice to all Owners & Registered Interests ( in the DMH – Taxers office does that  
from their office)

April 1 Phase 2 starts – send letter to warn owners  
(following year)

We then proceed to auction – must hold auction between April 1 -March 31  
There are at least 5 notices sent to owners prior to auction.

Kind Regards,

*Christina Oxley,*  
Administrative Assistant  
Village of Caroline  
[assistant@villageofcaroline.com](mailto:assistant@villageofcaroline.com)  
(403)722-3781

Note: The health and safety of our community, and visitors is our top priority. We kindly ask that you do not come into our office if you are experiencing flu-like symptoms; you have recently travelled to any location that has an active travel advisory related to COVID-19; or you know or suspect you have been in close contact with someone who has been diagnosed with COVID-19. We would be pleased to connect with you by email, phone or video conference. Thank you for your understanding and cooperation.



**Administrative Report****Report Date: July 27, 2021****Christina Oxley****Meeting Date : August 19, 2021**

**To:** Village of Caroline Council  
**From** Financial Administrator- Christina Oxley  
**Subject:** Appointment of External Auditor for 2021

**Recommendation**

- THAT the accounting firm BDO be appointed as the Villages External Auditor for the fiscal Year 2021.
- That the audit fee be set at \$22,000.00 (exclusive of applicable taxes). Funding is included in the 2021 operating budget.

**Report Summary**

The purpose of this report is to recommend appointment of BDO as the Villages External Auditor for 2021.

**Report**

The Villages audit service requirements include:

- Auditing of the consolidated annual financial statements for the each year ended December 31, in accordance with generally accepted auditing standards.
- Reporting to Council on or before April 30 of the following year, an opinion on whether or not the Villages Consolidated financial statements, which include all Village boards as well as all owned and controlled corporations, fairly present the Villages financial position and results of operations in accordance with generally accepted accounting principles for local governments.
- Providing as part of the annual audit, advice and recommendations on the Villages management and internal control procedures. • Attending meetings with Villages officials as required for the planning and review of the external audit process and the financial statements.



To: Village Council  
From: Craig Curtis, CAO  
Re: Wastewater Treatment Plant:  
Receiving Water Quality and Environmental Risk Assessment

Date: August 11<sup>th</sup>, 2021

The Caroline Wastewater System operates under approval through the Environmental and Enhancement Act, subject to a number of conditions regarding certified operation, monitoring and testing. As part of the renewal requirements in October 2016, the Village was required to complete a Receiving Water Quality and Environmental Risk Assessment of its WWTP as well as a Capacity Study. The assessment needs to follow the approach described in the Canadian Council of Ministers of the Environment Canada-wide Strategy for the Management of Municipal Wastewater Effluent. (CCME, 2009)

WSP Engineering undertook initial testing and in August 2017 the Village CAO recommended a detailed proposal from WSP to undertake a Receiving Water Quality Assessment. This was approved based on the proposal by the consultant, but no formal agreement was prepared. This study was intended as the basis on which the final Capacity Study would be based. Alberta Environment and Parks have clearly stated this should have been part of one study.

The final report was completed in early 2020 and presented to Village Council on March 6<sup>th</sup>. Council accepted the report with the stipulation that it be submitted to the Province with a request to extend the license for a ten year period.

The assessment summarizes the ambient water quality and current conditions in the receiving stream in the vicinity of the wastewater Treatment Plant effluent discharge location and proposes new effluent criteria for the plant. There was limited data available on the Raven River water quality and flow conditions near the outfall. To compensate for this lack of data, field investigations, including river sampling and monitoring, were undertaken. Data sources used to establish ambient conditions included two continuous flow monitoring systems and three water quality sampling locations. The consultant stated that the effluent going into the river has a negligible impact on its water quality, but some upgrades will need to be undertaken.

The report was formally submitted to the Province in March 2020 and WSP Engineering complained frequently to the Village that he could not get clear answers from Alberta Environment and parks. Finally, having received no definitive response, the Mayor and I spoke to the Minister, the Honourable Jason Nixon. This prompted immediate action from the Staff in Red Deer and the Village was promised a response within two weeks.

On June 11<sup>th</sup> 2021 the Village received a response directly without copies to our consultants. (this is highly unusual) As it was very technical in nature, I referred it to both our engineering consultants, WSP Engineering and Stantec. Both firms considered that the expectation in the response was “unreasonable”, given the small nature of the system and the huge cost implications it would carry. WSP met with departmental staff, who indicated they were willing to receive a response back proposing lower limits. The key is to find a balance between cost and environmental protection that will allow the Village to grow.

WSP Engineering is prepared to continue to negotiate with the province but as the report is complete, this work would require additional compensation. The firm has suggested a fee of \$5,000 to do the following:

- Evaluate the AEP proposed new criteria
- Assess the ability to meet the AEP proposed criteria economically.
- Propose alternative criteria and justifications for the alternate criteria to AEP
- Recommend (high level) technologies to meet the revised criteria

I am reluctant to spend more money on this study. However, wastewater treatment is the most critical issue facing the Village and will determine its potential for growth in the future

## Recommendation:

That the Council of the Village of Caroline approve \$5,000 in additional funding to WSP Engineering to continue negotiations with Alberta Environment and Parks and that this funding be requested through the MSI Program.

---

**Craig Curtis**

**From:** Suchy, Craig <Craig.Suchy@wsp.com>  
**Sent:** August 10, 2021 3:25 PM  
**To:** Craig Curtis  
**Cc:** Christina Oxley  
**Subject:** RE: Follow up on our meeting on May 28th Village of Caroline WW approval

Craig the additional work is as follows:

1. Evaluate the AEP proposed new criteria
2. Assess the ability to meet the AEP proposed criteria economically
3. Proposed alternative criteria and justifications for the alternate criteria to AEP
4. Recommend (high level) technologies to meet the revised proposed criteria

Regards,



**Craig Suchy**  
Senior Project Engineer  
Transportation and Infrastructure  
P.Eng. (AB)

D+ 1 403-314-6355  
M+ 1 403-348-3744

---

**From:** Craig Curtis <ccurtis@villageofcaroline.com>  
**Sent:** July 27, 2021 3:35 PM  
**To:** Suchy, Craig <Craig.Suchy@wsp.com>  
**Cc:** Christina Oxley <assistant@villageofcaroline.com>  
**Subject:** RE: Follow up on our meeting on May 28th Village of Caroline WW approval

Hi Craig,

I will take this to Council at its next meeting. However please provide a description of the work to be undertaken for the additional fee. I am also challenged by Caroline's filing system so would be grateful if you could also send me the contract for the completed study.

Craig

---

**From:** Suchy, Craig <Craig.Suchy@wsp.com>  
**Sent:** July 15, 2021 1:44 PM  
**To:** Craig Curtis <ccurtis@villageofcaroline.com>  
**Subject:** RE: Follow up on our meeting on May 28th Village of Caroline WW approval



Craig, we meet with Perez on this and they are willing to consider a response back from us proposing some lower limits. As it stands what they have proposed will cost millions of dollars for a new Mechanical Plant, tried to explain that to them. Hopefully we can get then to adjust some of the limits down so that the cost is more reasonable.

To do this we need to spend a bit of time coming up with a response and technical back up as well as some high level cost estimates.

We are out of budget on the original work and have absorbed a fair amount of time already trying to get this dealt with and back and forth with AEP.

We would like to request some additional budget to complete this response letter and satisfy there concerns, as such we request an additional \$5,000 in fees.

Thanks,



**Craig Suchy**

Senior Project Engineer  
Transportation and Infrastructure  
P.Eng. (AB)

D+ 1 403-314-6355  
M+ 1 403-348-3744

**From:** Craig Curtis <[ccurtis@villageofcaroline.com](mailto:ccurtis@villageofcaroline.com)>

**Sent:** July 6, 2021 1:56 PM

**To:** Suchy, Craig <[Craig.Suchy@wsp.com](mailto:Craig.Suchy@wsp.com)>

**Subject:** RE: Follow up on our meeting on May 28th Village of Caroline WW approval

I think that might confuse things. I am looking to you as our consultant to interpret what they are saying and whether that is a "reasonable position" we have to follow.

Craig

**From:** Suchy, Craig <[Craig.Suchy@wsp.com](mailto:Craig.Suchy@wsp.com)>

**Sent:** July 5, 2021 2:18 PM

**To:** Craig Curtis <[ccurtis@villageofcaroline.com](mailto:ccurtis@villageofcaroline.com)>

**Cc:** Coates, James <[James.Coates@stantec.com](mailto:James.Coates@stantec.com)>; Village Council <[villagecouncil@villageofcaroline.com](mailto:villagecouncil@villageofcaroline.com)>; Christina Oxley <[assistant@villageofcaroline.com](mailto:assistant@villageofcaroline.com)>; Jacob Tricker <[www@villageofcaroline.com](mailto:www@villageofcaroline.com)>

**Subject:** RE: Follow up on our meeting on May 28th Village of Caroline WW approval

Craig, we have a meeting with AEP on July 14 at 10am to discuss there recommendations. Would you or James like to be invited?

Regards,

---

## Craig Curtis

**From:** Craig Curtis  
**Sent:** June 18, 2021 2:48 PM  
**To:** John Rimmer; Christina Oxley  
**Subject:** FW: Follow up on our meeting on May 28th Village of Caroline WW approval

**From:** Suchy, Craig <[Craig.Suchy@wsp.com](mailto:Craig.Suchy@wsp.com)>  
**Sent:** June 18, 2021 2:16 PM  
**To:** Craig Curtis <[ccurtis@villageofcaroline.com](mailto:ccurtis@villageofcaroline.com)>  
**Cc:** Coates, James <[James.Coates@stantec.com](mailto:James.Coates@stantec.com)>; Village Council <[villagecouncil@villageofcaroline.com](mailto:villagecouncil@villageofcaroline.com)>; Christina Oxley <[assistant@villageofcaroline.com](mailto:assistant@villageofcaroline.com)>; Jacob Tricker <[ww@villageofcaroline.com](mailto:ww@villageofcaroline.com)>  
**Subject:** RE: Follow up on our meeting on May 28th Village of Caroline WW approval

Craig, I talked with our wastewater team and our initial thought is that generally we feel the expectation is unreasonable. Given the small nature of the system and huge cost implications it would carry.

We are going to setup a online meeting with Pervez at AE to discuss early next week.

Regards,

*Craig*

**Craig Suchy**, P. Eng.  
T +1 403-314-6355



**From:** Craig Curtis <[ccurtis@villageofcaroline.com](mailto:ccurtis@villageofcaroline.com)>  
**Sent:** June 18, 2021 9:06 AM  
**To:** Suchy, Craig <[Craig.Suchy@wsp.com](mailto:Craig.Suchy@wsp.com)>  
**Cc:** Coates, James <[James.Coates@stantec.com](mailto:James.Coates@stantec.com)>; Village Council <[villagecouncil@villageofcaroline.com](mailto:villagecouncil@villageofcaroline.com)>; Christina Oxley <[assistant@villageofcaroline.com](mailto:assistant@villageofcaroline.com)>; Jacob Tricker <[ww@villageofcaroline.com](mailto:ww@villageofcaroline.com)>  
**Subject:** FW: Follow up on our meeting on May 28th Village of Caroline WW approval

The minister of Environment and Parks Jason Nixon spoke to us yesterday and asked if we were happy with the Ministry's final response to us and whether it was "reasonable". I said I needed to hear back from you both as the technology was way beyond me. He asked for a response next week as he is anxious to support Caroline's expansion and potential amalgamation. I now need to ask you both to give me your comments to me by next Thursday so the Mayor and I can discuss on our next agenda.

Craig

**From:** Todd Aasen <[Todd.Aasen@gov.ab.ca](mailto:Todd.Aasen@gov.ab.ca)>  
**Sent:** June 11, 2021 3:16 PM  
**To:** Craig Curtis <[ccurtis@villageofcaroline.com](mailto:ccurtis@villageofcaroline.com)>  
**Cc:** Pervez Sunderani <[Pervez.Sunderani@gov.ab.ca](mailto:Pervez.Sunderani@gov.ab.ca)>; Michael Aiton <[Michael.Aiton@gov.ab.ca](mailto:Michael.Aiton@gov.ab.ca)>  
**Subject:** Follow up on our meeting on May 28th Village of Caroline WW approval



Hi Craig happy Friday.

Attached is a letter describing the WQBEL limits we calculated from your report and the Best Practicable Technology limits we used to determine your waste water limits which are included as well.

Please note I recommend we have a follow up meeting with you and your consultant, when you have determined who your consultant will be. Please contact Pervez to set up a meeting.

Todd Aasen P.Eng.,  
Approval Manager  
Environment and Parks  
Regulatory Assurance Division  
Southern Region  
304, 4920 -51 Street (Provincial Building) Red Deer, AB T4N 6K8  
phone: 403-340-7782, fax: 403-340-5022

Classification: Protected A

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## **Craig Curtis**

---

**From:** Todd Aasen <Todd.Aasen@gov.ab.ca>  
**Sent:** June 11, 2021 3:16 PM  
**To:** Craig Curtis  
**Cc:** Pervez Sunderani; Michael Aiton  
**Subject:** Follow up on our meeting on May 28th Village of Caroline WW approval  
**Attachments:** Letter to Village of Caroline (003).pdf

Hi Craig happy Friday.

Attached is a letter describing the WQBEL limits we calculated from your report and the Best Practicable Technology limits we used to determine your waste water limits which are included as well.

Please note I recommend we have a follow up meeting with you and your consultant, when you have determined who your consultant will be. Please contact Pervez to set up a meeting.

Todd Aasen P.Eng.,  
Approval Manager  
Environment and Parks  
Regulatory Assurance Division  
Southern Region  
304, 4920 - 51 Street (Provincial Building) Red Deer, AB T4N 6K8  
phone: 403-340-7782, fax: 403-340-5022

Classification: Protected A

Date: June 11, 2021

111942

Dear Mr. Curtis,

**Subject: Village of Caroline Wastewater Treatment System Study**

---

Thank you for meeting with us on May 28, 2021. An action from the meeting was for Alberta Environment and Parks to provide you with limits for your wastewater. Our limnologist has reviewed the Water Quality Based Limits (WQBEL) Report, and all the additional information submitted.

Based on this review, and calculations performed, the following are the WQBEL Limits for the discharge to the Raven River:

CBOD 25 mg/L (monthly arithmetic mean of weekly grab samples)  
TSS 25 mg. L (monthly arithmetic mean of weekly grab samples)  
Total Ammonia Nitrogen 1 mg/L Summer (July 1 to September 30) and 5 mg/L Winter (October 1 to June 30) (monthly arithmetic mean of weekly grab samples)  
Total Phosphorus narrative see 2018 Environmental Quality Guidelines for Alberta Surface Waters <https://open.alberta.ca/dataset/5298aadb-f5cc-4160-8620-ad139bb985d8/resource/38ed9bb1-233f-4e28-b344-808670b20dae/download/environmentalqualitysurfacewaters-mar28-2018.pdf>  
*E. Coli* counts 270 per 100 ml (monthly geometric mean of weekly grab samples)

The Best Practicable Technology limits (Best Available Technology Economically Achievable) at this time are deemed to be the following:

CBOD 20 mg/L (monthly arithmetic mean of weekly grab samples)  
TSS 20 mg/L (monthly arithmetic mean of weekly grab samples)  
Total Ammonia Nitrogen 3 mg/L Summer (July 1 to September 30) and 5 mg/L Winter (October 1 to June 30) (monthly arithmetic mean of weekly grab samples)  
Total Phosphorus 0.5 mg/L (monthly arithmetic mean of weekly grab samples)  
*E. Coli* counts 200 per 100 ml (monthly geometric mean of weekly grab samples)

As per our Standards and Guidelines for Wastewater, the more stringent of the above two sets of limits would be applicable. These are:

CBOD 20 mg/L (monthly arithmetic mean of weekly grab samples)  
TSS 20 mg/L (monthly arithmetic mean of weekly grab samples)  
Total Ammonia Nitrogen 1 mg/L Summer (July 1 to September 30) and 5 mg/L Winter (October 1 to June 30) (monthly arithmetic mean of weekly grab samples)  
Total Phosphorus 0.5 mg/L (monthly arithmetic mean of weekly grab samples)

*E. Coli* counts 200 per 100 ml (monthly geometric mean of weekly grab samples)

We realize that Total Ammonia Nitrogen in the summer may be challenging to achieve. However, as we discussed at our meeting, other options, including (but not limited to) treated effluent storage with release to coincide with peak river flows, a trickle discharge throughout ice free months, treated wastewater irrigation onto farmland in accordance with our Irrigation Guidelines could be considered.

I recommend we meet with you and your consultants to discuss the path forward.

Please do not hesitate to contact Pervez Sunderani at 403-340-7742 or at [pervez.sunderani@gov.ab.ca](mailto:pervez.sunderani@gov.ab.ca) should you wish to set up this meeting, or if there are any further questions or concerns.

Yours Truly,

**Todd.A** Digitally signed  
by Todd.Aasen  
Date: 2021.06.11  
14:54:07 -06'00'

Todd Aasen  
Approvals Manger, RAD South  
Alberta Environment and Parks

Cc: Michael Aiton, Pervez Sunderani, AEP



---

**Craig Curtis**

**From:** Melissa Beebe <cao@villageofcaroline.com>  
**Sent:** August 24, 2017 1:31 PM  
**To:** Suchy, Craig  
**Cc:** Christina Oxley; Jacob Tricker  
**Subject:** RE: Receiving Water Quality Assessment

As discussed, the village agrees to proceed with the updated proposal and costs based on the requirements by Alberta Environment and please make arrangements to move forward with the proposal.

Thanks

Melissa Beebe  
CAO  
Village of Caroline  
Ph: 403-722-3781  
Email: [cao@villageofcaroline.com](mailto:cao@villageofcaroline.com)

---

**From:** Suchy, Craig [mailto:Craig.Suchy@wspgroup.com]  
**Sent:** June-19-17 4:15 PM  
**To:** Melissa Beebe <cao@villageofcaroline.com>  
**Subject:** Receiving Water Quality Assessment

Melissa, attached is our proposal to complete and Receiving Water Quality Assessment as per Alberta Environment and Parks (AEP) requirements.

It has taken longer than expected due to ongoing discussion with AEP. The cost has also come in higher than originally expected due to little too no data on the Raven River, thus we have to do some additional monitoring and sampling which have raised the costs up.

Your new approval also requests that a Capacity Assessment be completed, that is not included in this submission but we could provide a proposal to compete that if you like?

If you have any questions or comments please call me, we can also discuss what funding options you would like to consider. Note that if we go with AWWP would be delayed on the sampling and monitoring program until next year, unless that portion (approx. \$45,000) could be funded now. If not we would still have time to do the sampling and monitoring next year and complete the report before the end of 2018.

Regards,

**Craig Suchy, P. Eng.**  
Manager, Central Region  
Infrastructure



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Red Deer, Alberta  
T4P 4E2 Canada

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**WASTEWATER TREATMENT PLANT  
RECEIVING WATER QUALITY AND  
ENVIRONMENTAL RISK ASSESSMENT  
VILLAGE OF CAROLINE**

VILLAGE OF CAROLINE

PROPOSAL NO. 171-00699-00  
JUNE 2017





June 19, 2017

Ms. Melissa Beebe  
Chief Administrative Officer  
Village of Caroline  
Box 148  
Caroline, Alberta  
T0M 0M0

Dear Ms. Beebe

Wastewater Treatment Plant Receiving Water Quality and Environmental Risk Assessment

WSP Canada Inc. (WSP) is pleased to provide our proposal to complete an Receiving water Quality and Environmental Risk Assessment for the Caroline Wastewater Treatment Plant.

We look forward to working with the Village of Caroline on this project. If you have any questions, or if you require any additional information, please contact the undersigned at 403-314-6355

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Craig Suchy'.

Craig Suchy, P. Eng.  
Manager, Central Region - Infrastructure

WSP ref.: 171-00699-00

7710 Edgar Industrial Court  
Red Deer, AB, Canada T4P 4E2

Tel.: +1 403 342-7650  
Fax: +1 403 342-7691  
wsp.com





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# 7 INTRODUCTION

WSP Canada Inc. (WSP) is pleased to submit this proposal to the Village of Caroline for a Wastewater Treatment Plant Receiving Water Quality and Environmental Risk Assessment.

---

## 1.1 PROJECT UNDERSTANDING

The Village of Caroline requires consulting services to perform a Receiving water Quality and Environmental Risk Assessment of its Wastewater Treatment Plant (WWTP) to satisfy the approval renewal requirements imposed by Alberta Environment and Parks in October 2016. The renewal of approval requires the Village of Caroline to complete an impact assessment of the wastewater effluent discharge on the receiving stream by following the approach described in the Canadian Council of Ministers of the Environment Canada-wide Strategy for the Management of Municipal Wastewater Effluent (CCME, 2009).

---

## 1.2 OBJECTIVE OF THE PROJECT

The objective of this project is to complete an environmental risk assessment and establish Environmental Quality Objectives for the receiving waters in response to the requirements of Alberta Environment and Parks. This assessment will follow the protocol outlined in the Canada-wide Strategy for the Management of Municipal Wastewater Effluent (CCME, 2008) to confirm that the existing WWTP effluent discharge limits (according to permit No. 494-02-00) meet the established Environmental Quality Objectives.

---

## 1.3 EXISTING FACILITY

The WWTP consists of two aerated wastewater treatment lagoons which continuously discharge into the nearby Raven River. According to the Capital Infrastructure Plan, the WWTP is designed to treat an average flow of 400 m<sup>3</sup>/day. The WWTP is located approximately at the south west corner of Range Road 61 and Township Road 362 in Caroline, Alberta. The treated effluent is discharged into the Raven River at a location approximately 250 meters southwest of the treatment facility.

The permit to operate sewage works (No. 494-02-00) establishes a compliance limit for carbonaceous biochemical oxygen demand (cBOD). There is currently no limit for suspended solids, total ammonia nitrogen, un-ionized ammonia, toxicity at the end of the mixing zone, faecal coliforms, or total phosphorus.

Based on the information obtained from the Village's annual reports, the plant is operating well and meeting all of its effluent requirements.



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## 1.4 GUIDANCE DOCUMENTS

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### 1.4.1 CANADA-WIDE STRATEGY FOR THE MANAGEMENT OF MUNICIPAL WASTEWATER EFFLUENT (CCME, 2009)

The Canada-wide Strategy for the Management of Municipal Wastewater Effluent (June 2008) was prepared by the Canadian Council of Ministers of the Environment (CCME). The document articulates the collective agreement reached by the 14 ministers of the environment in Canada to ensure that wastewater facility owners will have regulatory clarity in managing municipal wastewater effluent under a harmonized framework that is protective of human health and the environment.

The CCME sets National Performance Standards as the minimum performance requirements for effluent quality from all municipal, community and government wastewater facilities that discharge municipal wastewater effluent to surface water. The National Performance Standards are:

- Carbonaceous Biochemical Oxygen Demand (cBOD<sub>5</sub>) – 25 mg/L
- Total Suspended Solids (TSS) – 25 mg/L
- Total Residual Chlorine (TRC) – 0.02 mg/L

For existing facilities that do not meet the National Performance Standards, the CCME sets the following timelines:

- High-risk facilities will meet the National Performance Standards within 10 years
- Medium-risk facilities will meet the National Performance Standards within 20 years
- Low-risk facilities will meet the National Performance Standards within 30 years

The level of risk corresponding to each facility is determined through site-specific Environmental Risk Assessments that involve initial characterization of the effluent and consider the characteristics of the receiving environment and effluent mixing zone. Effluent Discharge Objectives are established based on the findings of the Environmental Risk Assessment.

The environmental risk assessment process considers, at a minimum, the Canadian Environmental Quality Guidelines or jurisdictional equivalents, to establish site-specific Environmental Quality Objectives for the receiving environment. An assessment of the receiving environment is then conducted to determine whether or not the levels of substances being discharged are protective of the receiving environment. For levels of a particular substance that are not protective of human health or the receiving environment, an Effluent Discharge Objective is established for that substance. The resulting Effluent Discharge Objectives may result in more stringent requirements than those established by the National Performance Standards or may impose restrictions on the discharge of other substances of concern in the treated effluent.

If Effluent Discharge Objectives are not achieved, actions need to be taken and a risk management decision must be made to improve the quality of the effluent discharge. Initial actions should look for

opportunities to reduce the discharge of substances at the source and/or look for opportunities to improve the wastewater facility or its operation.

Site-specific Environmental Risk Assessments are to be conducted for all facilities. Jurisdictions will determine who will complete initial characterization and establish Effluent Discharge Objectives. Jurisdictions will develop and implement their own Effluent Discharge Objectives where necessary (e.g., bacteria, nutrients, metals). Effluent Discharge Objectives may be established either for a single discharge or at a watershed level for all discharges.

---

#### **1.4.2 TECHNICAL SUPPLEMENT 3: STANDARD METHOD AND CONTRACTING PROVISIONS (CCME, 2008)**

This document includes a step-by-step standard approach to ensure that the preparation of the Environmental Risk Assessment (ERA) is conducted in a consistent manner across Canada.

The steps defined in the document are:

- 1** Facility categorization: this involves determining the list of substances of potential concern given the facility size and whether it treats industrial discharges.
- 2** Characterize wastewater effluent: this involves monitoring of substances of concern, testing for toxicity and defining a sampling program.
- 3** Establish quality objectives and discharge objectives: this involves determining the receiving environment water uses and corresponding environmental quality objectives (EQOs) based on site specific conditions and mixing conditions. Based on the EQOs, environmental discharge objectives (EDOs) for the treatment facility are defined.
- 4** Define compliance monitoring requirements.

---

#### **1.4.3 WATER QUALITY BASED EFFLUENT LIMITS PROCEDURES MANUAL (AEP, 1995)**

This Manual describes the procedures for setting water quality based effluent limits for industrial and municipal discharges in Alberta. (Alberta Environmental Protection, 1995). Water quality protection is maximized through the application of three interrelated procedures which are outlined in this manual.

In the first procedure, an effluent discharge is evaluated to determine if there is potential to exceed an instream guideline for a particular substance. If no exceedance is predicted, the existing or proposed limits based on the pollution control and mitigative strategies for that plant are judged sufficient to protect the environment.

If however, an exceedance of the instream guideline is anticipated, the second procedure, wasteload allocation modelling is applied. Wasteload allocation modelling provides a means to analyze the effluent impact under a variety of conditions and generate an estimate of the maximum effluent load that can be allowed.



This leads to the final procedure, setting the actual end-of-pipe water quality based effluent limits. These limits account for normal operating variability and sampling frequency and provide a high level of environmental protection.

The methodologies defined in this manual are consistent with the approaches defined in CCME's Technical Supplement 3 document.

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#### **1.4.4 OTHER**

Other documents to be consulted include the *Guidelines for Quality Assurance and Quality Control in Surface Water Quality Programs in Alberta* (Alberta Environment, 2006) and the *Guidance for Deriving Site-Specific Water Quality Objectives for Alberta Rivers* (Alberta, 2012).

## **2 PROJECT WORK PLAN**

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### **2.1 LITERATURE REVIEW AND GAP ANALYSIS**

Based on an initial review we understand that there is limited data to characterize the ambient conditions of the Raven River in the vicinity of the WWTP outfall. Raven River flow and water level data is only available for a hydrometric station located approximately 19 km downstream of the Village's WWTP, a significant distance away from the outfall. The available data is not sufficient to characterize existing conditions in the river and to complete the analysis for the risk assessment. Therefore, the field data collection is required.

A thorough literature/background review will be conducted prior to collecting field data. Information/Data to be reviewed (if available) include:

- Normal and average wind velocity
- Bathymetry for the River near the location of the plant discharge and downstream of the WWTP discharge
- Wastewater treatment discharge location and outfall design information
- Wastewater treatment plant effluent flow and quality data
- Wastewater treatment plant operational data
- Contaminants of concern
- Water users and pollutant sources which could impact the water quality in the river (if any)
- Effluent limits established for other wastewater treatment plants upstream or downstream of the Village of Caroline along the Raven River (if any)
- Relevant studies completed on the Raven River in the vicinity of the WWTP outfall

Any data gaps, beyond those already known, will be identified during the literature review and communicated to the Village.

All information collected during the literature/background review will be compiled and summarized as per the requirements of the CCME Strategy. This information will be used to support the risk analysis and Development of Environmental Quality Objectives and Environmental Discharge Objectives as outlined in the following sections.

## 2.2 SAMPLING AND MONITORING PROGRAM

As mentioned in Section 2.1, there is limited data available on the Raven River water quality data and flow conditions near the WWTP outfall. Accordingly, a field investigation inclusive of Raven River sampling and monitoring in the vicinity of the WWTP outfall is proposed to supplement available data. The proposed sampling and analysis program (Field Program) is described in the following sub-sections.

### WATER QUALITY SURVEYS

It is estimated that four (4) water quality sampling locations along the watercourse will be required: one (1) upstream and three (3) downstream of the WWTP outfall. The sampling locations will be selected such that backwater effects on the samples are prevented. The sampling locations will be developed in consultation with Alberta Environment and Parks. At each of the selected locations, grab samples will be taken.

The proposed parameters to be measured for each sample will include:

- Dissolved Oxygen (DO), pH, turbidity, water temperature, and conductivity (field measurements)
- Biochemical oxygen demand (BOD<sub>5</sub>), carbonaceous biochemical oxygen demand (cBOD<sub>5</sub>), chemical oxygen demand (COD), total Kjeldahl nitrogen (TKN), total ammonia nitrogen (TAN), nitrate-nitrogen (NO<sub>3</sub>-N), nitrite-nitrogen (NO<sub>2</sub>-N), orthophosphate (Ortho-P), total phosphorus (TP), total suspended solids (TSS); coliforms, and *Escherichia coli* (laboratory measurements)

One grab sample at each location would be collected per month for a six (6) month period from July to December 2017 to capture dry weather conditions. Every effort will be made to commence monitoring as soon as possible after approval to proceed has been granted. The duration of the sampling period is subject to approval from Alberta Environment and Parks.

The field program will not commence until approval of the detailed field program is granted by Alberta Environment and Parks.

The intent of the sampling program is to capture water quality data upstream and downstream of the WWTP outfall that are representative of ambient Raven River conditions and the impact on the Raven River from the WWTP effluent.

A statistical analysis will be conducted on the collected data to characterize ambient conditions with respect to critical water quality parameters, namely BOD<sub>5</sub> and dissolved oxygen, TSS, TP, un-ionized ammonia, *E. coli*, and other identified parameters of concern.



### **CONTINUOUS FLOW MONITORING**

Flow monitoring will be performed by installing three (3) continuous streamflow stations. The proposed flowmeter locations are: one (1) upstream and two (2) downstream of the WWTP outfall. The locations for the flow monitoring stations will be selected in consultation with Alberta Environment and Parks staff. Consideration will be given to beaver dam activity in the area and the presence of other tributaries and source of discharge in the vicinity of the flow monitoring area (if any). Each station will include a pressure transducer (e.g., Onset's HOB0 Stainless Steel Water Level Logger) secured within a 2-in PVC screen with a locked cap and reinforced by two or three "T" bars installed approximately 0.5 m into the substrate. A barologger will be installed at one (1) station to correct the level data by compensation for atmospheric pressure fluctuations. Staff gauges will also be installed at each location for reference purposes.

The flows at each station will also be measured using a flow meter (e.g., Global Water FP201 Flow Probe) during each water quality grab sampling survey (on a monthly basis) and during one (1) major storm event with more than 5 mm rainfall depth (it is assumed that at least one such event will occur during the six month monitoring period). The flows measured this way and the data obtained from the streamflow stations will be used to generate a "depth to flow-rate" rating curve. The developed rating curve will be used to determine the overall flow rates.

The only flow monitoring station identified along the Raven River is maintained by the Water Survey of Canada (WSC). However, the WSC station (ID: 05CB004) is located well upstream of the Village of Caroline (19 km) and consequently the data is unlikely to be representative of flow conditions in the Raven River in the vicinity of the WWTP outfall. Data from WSC station 05CB004 will be reviewed and analyzed to determine if a correlation can be made between river flows at the station and river flows at the WWTP outfall.

Preliminary acceptance of this flow monitoring plan was received from Alberta Environment and Parks in an email dated Wednesday, March 8, 2017. It is our intent to obtain final buy-in from Alberta Environment and Parks before proceeding with the field program. We will maintain communication throughout the field program.

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## **2.3 RISK ANALYSIS AND DEVELOPMENT OF ENVIRONMENTAL QUALITY OBJECTIVES AND DISCHARGE OBJECTIVES**

The purpose of this task is to identify any environmental risks associated with the WWTP effluent, such as risks to aquatic life, local ecosystem, and human health and safety. This is done through completion of the following steps:

- Identify substances of potential concern
- Establish Environmental Quality Objectives
- Conduct a mixing zone and dilution analysis to determine acceptable Environmental Discharge Objectives for the WWTP



An assessment of the capacity of the Raven River to assimilate treated wastewater effluent from the Village of Caroline WWTP will be completed as part of this project. Assimilative capacity is defined as the limit to which a water body can transform and/or incorporate substances such that the water quality does not degrade below a predetermined level. This predetermined level is dependent on the type of water body (river, lake, ocean), the uses of the water body (recreational, agricultural, etc.), and other factors specific to the water body such as background concentration of nutrients.

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### **2.3.1 IDENTIFY SUBSTANCES OF POTENTIAL CONCERN**

The first step in the risk analysis is to characterize the WWTP effluent quality. The Village of Caroline WWTP has an approved average day flow capacity of 400 m<sup>3</sup>/d which corresponds to a facility size classification per the CCME Technical Supplement 3 of “very small”. Accordingly, potential substances of concern include TSS, cBOD<sub>5</sub>, total residual chlorine, TAN, TKN, TP, temperature, and pathogens.

It is our understanding that the existing permit for the WWTP only requires monitoring of the plant effluent for cBOD<sub>5</sub> and TSS. To characterize the effluent for other substances of concern additional samples will need to be taken and analyzed. For the purposes of this proposal it is assumed that composite samples would be taken by the Village operators bi-weekly and that they would be analyzed for all of the abovementioned parameters. Twelve (12) samples of effluent water quality analysis during a period of six (6) months are proposed to initially characterize the effluent and to identify substances of concern. The cost of the laboratory analysis is included in our proposal.

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### **2.3.2 DETERMINE ENVIRONMENTAL QUALITY OBJECTIVES**

The purpose of defining Environmental Quality Objectives (EQOs) is to protect the most sensitive designated use at / near the study site. Accordingly, current water uses for the Raven River downstream of the WWTP vicinity such as drinking water supply, recreation, fisheries / aquatic life / wildlife, etc. will be identified. Based on the developed list of substances of potential concern, the identified water uses, and effluent quality; EQOs will be defined.

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### **2.3.3 CONDUCT MIXING ZONE MODELLING AND DETERMINE ENVIRONMENTAL DISCHARGE OBJECTIVES**

An analysis will be conducted to determine the length of the mixing zone for critical substances of concern identified in the WWTP effluent. The mixing zone is defined as an area of water contiguous to the WWTP outfall in which the effluent is diluted (i.e. does not meet the EQO(s)). An acceptable mixing zone length for any given parameter is defined or approved by the local regulatory body, in this case, Alberta Environment and Parks. It should be noted that acceptable mixing zones will vary by substance and conditions within a mixing zone must not result in toxic conditions or interfere with beneficial water uses (such as water supply, recreation).

## **MODELLING SOFTWARE**

For this assessment, the Cornell Mixing Zone Expert System (CORMIX) model will be used. CORMIX is a US EPA-supported mixing zone model and decision support system for environmental impact assessment of regulatory mixing zones resulting from continuous point source discharges. CORMIX is used for the analysis, prediction and design of aqueous, toxic or conventional pollutant discharges into diverse water bodies. The major emphasis of the model is on the geometry and dilution characteristics of the initial mixing zone under steady ambient conditions. The CORMIX 1 module which considers submerged single port discharge will be used in this study to model dispersion of wastewater to the edge of the mixing zone and the length of the plume at which the concentrations meet the Environmental Quality Objectives. CORMIX is an accepted model commonly used in assimilative capacity studies.

## **MODEL INPUTS**

CORMIX inputs required for modelling include outfall location and configuration, effluent and receiver flow conditions, effluent limits for substances of concern, and receiver concentrations of substances of concern.

The mixing zone analysis of the WWTP effluent parameters will be based on worst-case conditions, including low flows and high pollutant concentrations in the receiver. Typically, the pollutants that are “limiting” in a river or lake are nitrogen and phosphorus. This is because an excess concentration of these parameters leads to eutrophication (growth of algae and other aquatic plants) in the water body negatively impacting the ecosystem. For this project, the identified EQOs in the wastewater will be reviewed in the context of the Raven River’s capacity to assimilate them and site-specific environmental and toxicity quality objectives (EDOs) will be defined.

A conservative indicator of low flow conditions in a river/creek is the 7Q10 river/creek low flow period. This represents the lowest 7-day (weekly) average flow over a 10-year return period. A low flow value will be developed using the collected field data. An attempt will be made to develop a correlation between the upstream river flows collected at WSC Station 05CB004 and the field data to estimate a 7Q10 flow in the vicinity of the outfall. Alternatively, an appropriate fraction of flow factor will be applied to the river flow data.

As a measure of a high pollutant concentration, the average seasonal low flow values will be used for all parameters of interest except ammonia and pH, for which 85th percentile values will be used as per the document, “Water Quality Based Effluent Limits Procedures Manual” (Alberta Environmental Protection, 1995). This means that 85% of the water quality values recorded for the river are less than this concentration. The sampling analysis data collected throughout the field program will be used for this statistical analysis.

Once the low flow and critical concentrations for each substance to be modelled are developed, approval will be sought from Alberta Environment and Parks to utilize these values as model inputs.

## **METHODOLOGY AND RESULTS**

The CORMIX model will be used to determine whether or not the existing plant design / performance can achieve acceptable mixing and dilution of substances of concern from the effluent. The model will



provide results for contaminant plume length and dilution ratio for the modelled condition. The model output results for plume length and dilution ratio will be compared against the pre-determined acceptable mixing zone length and dilution. If the model indicates a contaminant plume length that is within the identified mixing zone at an acceptable dilution ratio, then the effluent impact on the environment is deemed acceptable with respect to environmental risk.

Initially, the model will be used to simulate the discharge of the current permitted facility flow capacity and effluent limits under critical Raven River low flow and high substance of concern concentration conditions. If the model results indicate that the identified substances of concern in the effluent are sufficiently diluted and mixed within a reasonable pre-defined area (mixing zone) then the effluent does not pose any significant risk to the environment and the risk assessment will be complete.

If the results suggest an unacceptable level of dilution or plume length, then further modeling will be required. In this case, an iterative approach will be applied to identify effluent characteristics that result in sufficient dilution and mixing such that there is no risk to the environment. Once these characteristics are identified, they will define the Environmental Discharge Objectives. The Village of Caroline may then be required to meet the new EDOs, as defined through the environmental risk assessment process, which may result in a need to upgrade the existing wastewater treatment facility.

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## 2.4 REPORTING

A draft report will be prepared based on the findings of the modelling and the assessment of environmental quality and discharge objectives. The report will include recommendations on potential changes, if any, required at the WWTP to ensure the facility meets the Environmental Quality Objectives identified. The report will comprise the following components as required per Alberta Environment and Parks Approval No. 494-03-00:

- 1 Wastewater characterization of raw water quality and treated effluent quality.
- 2 Receiving water assessment of Creek flow rate and water quality, Ratio of Creek to effluent discharge rate, and the aquatic health of the receiving stream.
- 3 Summary of EQO and EDO development.
- 4 Analysis of effluent discharge including current impacts and compliance with developed EDO.
- 5 Conclusion including summary observations, findings, recommended changes, implementation plan, and timelines to upgrade the WWTP, if deemed necessary.

Once the draft report has been reviewed by the Village, the report will be finalized and submitted to Alberta Environment and Parks on behalf of the Village.

## 3 PROPOSED SCHEDULE

A proposed tentative schedule for the project is presented in **Error! Reference source not found.** WSP has assumed a project initiation date of July 4, 2017 and submission of the final report on June 15, 2018.

The intent is to ensure the flow monitoring includes the month of July which may correspond to low flow conditions in the Raven River.

**Table 1 Proposed Schedule**

<b>Task Description</b>	<b>Date</b>
Proposal Submitted	19-June-17
Contract Awarded	04-July-17
Literature Review and Gap Analysis	04-July-17 to 20 July-17
Meeting with Alberta Environment and Parks to discuss Flow Monitoring Program	10-July-17
Field Monitoring Program	17-July-17 to 17 December-17
Water Quality and Quantity Sampling Program Report	15-January-18
Meeting with Alberta Environment and Parks to discuss Risk Analysis Approach	30-January-18
Risk Analysis and Development of Environmental Quality Objectives and Discharge Objectives	1-February-18 to 15-March-18
Submission of Draft Report	27-April-18
Submission of Final Report	15-June-18
<b>Final Report Submission Deadline to Alberta Environment and Parks (per Approval No. 494-03-00)</b>	<b>31-December-18</b>

## 4 PROPOSED FEES

Our estimate of probable cost to complete the work outlined in this proposal, including disbursements but not including the Federal Goods and Services Tax, is **\$74,881**. A detailed breakdown is provided in Appendix B.

This estimate is based on our understanding of the project scope. If a change of scope is required, it will be submitted for approval to the client prior to proceeding on any out of scope work.

Consulting services will be charged on a time and materials basis, up to the total, at the rates shown in **Error! Reference source not found.2**.

**Table 2 Hourly Rates for Consulting Services**

<b>Name</b>	<b>Function</b>	<b>Hourly Rate</b>
Craig Suchy	Project Director	\$197
Yujing Li	Project Coordinator	\$140
Carla Fernandes	CORMIX Modelling and Risk Assessment Lead	\$145
Gustavo Arvizu	Senior Technical Reviewer	\$190
Albert Zhuge	Flow and Quality Field Monitoring Lead	\$145
Technical Support Staff	Document Control, data analysis, reporting, field assistance	\$90



**APPENDIX B - RESOURCE ALLOCATION AND COST BREAKDOWN**



Village of Caroline - Wastewater Treatment Plant Environmental Risk Assessment

Hourly Rate		\$197	\$140	\$190	\$145	\$145	\$100	\$90			
Crang Sutchy PROJECT DIRECTOR		Yujing LI PROJECT COORDINATOR	Gustavo Alvarez SENIOR TECHNICAL REVIEWER	Carla Fernandes CORRIX MODELLING AND RISK ASSESSMENT LEAD	Albert Zhuge FLOW AND QUALITY FIELD MONITORING LEAD	TECHNICAL SUPPORT	TOTAL HOURS	Total Task Fees	Disbursements	TOTAL TASK COSTS	
<b>TASK 1 - Project Inception Meeting (Teleconference)</b>		2.00	2.00	2.00	2.00	10.00	10.00	\$1,634		\$1,634	
1.1 Project Inception Meeting (Teleconference) x12											
1.2 Monthly status updates (Teleconference) x12											
1.3 Meetings with Alberta Environment & Parks (Teleconference) x2											
1.4 Meeting to present Draft Report (Teleconference)											
<b>TASK 2 - Literature Review and Gap Analysis</b>		2.00	6.00	12.00	24.00	10.00	0.00	\$8,444	\$0	\$8,444	
2.1 Data collection, review, management							15	\$4,178		\$4,178	
2.2 Gap analysis											
<b>TASK 3 - Sampling and Monitoring Program</b>		0.00	0.00	1.00	16.00	11.50	0.00	\$5,528	\$0	\$5,528	
3.1 Confirm water quality and flow monitoring requirements											
3.2 Select water quality grab sample locations											
3.3 Select location and install flow monitoring stations											
3.4 Field water quality survey (monthly grab samples during 6 months)											
3.5 Analysis of data from water quality and flow monitoring program											
3.6 Analysis of plant effluent laboratory analysis data											
3.7 Development of Raven River low flow value											
<b>TASK 4 - Risk Analysis and Development of EQOs and EDQs</b>		0.00	0.00	4.00	15.00	52.50	37.50	\$14,298	\$24,058	\$38,356	
4.1 Identify substances of potential concern											
4.2 Establish Environmental Quality Objectives											
4.3 Mixing zone analysis and define environmental discharge objectives											
<b>TASK 5 - Reporting</b>		0.00	0.00	5.00	102.00	0.00	4.00	\$16,100	\$0	\$16,100	
4.1 Final Report											
4.2 Draft changes to WWTP Permit											
<b>TOTAL PROJECT FEES</b>		\$788	\$1,120	\$4,750	\$26,636	\$11,310	\$3,750	\$24,658	\$24,658	\$74,881	
<b>TOTAL PROJECT HOURS</b>		4	8	25	183	78	38	23	369		
<b>SUBTOTAL</b>		2.00	2.00	3.00	28.00	4.00	0.00	41.00	\$5,854	\$500	\$6,454
4.2 Draft changes to WWTP Permit											
4.1 Final Report											
<b>TASK 6 - Reporting</b>		2.00	2.00	1.00	24.00	4.00	4.00	\$5,284	\$500	\$5,784	
4.1 Identify substances of potential concern											
4.2 Establish Environmental Quality Objectives											
4.3 Mixing zone analysis and define environmental discharge objectives											
<b>SUBTOTAL</b>		0.00	0.00	8.00	24.00	8.00	4.00	\$1,520	\$0	\$1,520	
4.1 Identify substances of potential concern											
4.2 Establish Environmental Quality Objectives											
4.3 Mixing zone analysis and define environmental discharge objectives											
<b>SUBTOTAL</b>		0.00	0.00	4.00	15.00	52.50	37.50	\$14,298	\$24,058	\$38,356	
3.7 Development of Raven River low flow value											
3.6 Analysis of plant effluent laboratory analysis data											
3.5 Analysis of data from water quality and flow monitoring program											
3.4 Field water quality survey (monthly grab samples during 6 months)											
3.3 Select location and install flow monitoring stations											
3.2 Select water quality grab sample locations											
3.1 Confirm water quality and flow monitoring requirements											
<b>SUBTOTAL</b>		0.00	0.00	1.00	16.00	11.50	0.00	\$5,528	\$0	\$5,528	
2.2 Gap analysis											
2.1 Data collection, review, management											
<b>TASK 2 - Literature Review and Gap Analysis</b>		2.00	6.00	12.00	24.00	10.00	0.00	\$8,444	\$0	\$8,444	
1.4 Meeting to present Draft Report (Teleconference)											
1.3 Meetings with Alberta Environment & Parks (Teleconference) x2											
1.2 Monthly status updates (Teleconference) x12											
1.1 Project Inception Meeting (Teleconference)											
<b>TASK 1 - Project Inception Meeting (Teleconference)</b>		2.00	2.00	2.00	2.00	10.00	10.00	\$1,634	\$0	\$1,634	
1.1 Project Inception Meeting (Teleconference)											
1.2 Monthly status updates (Teleconference) x12											
1.3 Meetings with Alberta Environment & Parks (Teleconference) x2											
1.4 Meeting to present Draft Report (Teleconference)											
<b>TASK 2 - Literature Review and Gap Analysis</b>		2.00	6.00	12.00	24.00	10.00	0.00	\$8,444	\$0	\$8,444	
2.1 Data collection, review, management											
2.2 Gap analysis											
<b>TASK 3 - Sampling and Monitoring Program</b>		0.00	0.00	1.00	16.00	11.50	0.00	\$5,528	\$0	\$5,528	
3.1 Confirm water quality and flow monitoring requirements											
3.2 Select water quality grab sample locations											
3.3 Select location and install flow monitoring stations											
3.4 Field water quality survey (monthly grab samples during 6 months)											
3.5 Analysis of data from water quality and flow monitoring program											
3.6 Analysis of plant effluent laboratory analysis data											
3.7 Development of Raven River low flow value											
<b>TASK 4 - Risk Analysis and Development of EQOs and EDQs</b>		0.00	0.00	4.00	15.00	52.50	37.50	\$14,298	\$24,058	\$38,356	
4.1 Identify substances of potential concern											
4.2 Establish Environmental Quality Objectives											
4.3 Mixing zone analysis and define environmental discharge objectives											
<b>SUBTOTAL</b>		0.00	0.00	8.00	24.00	8.00	4.00	\$1,520	\$0	\$1,520	
4.1 Identify substances of potential concern											
4.2 Establish Environmental Quality Objectives											
4.3 Mixing zone analysis and define environmental discharge objectives											
<b>SUBTOTAL</b>		0.00	0.00	4.00	15.00	52.50	37.50	\$14,298	\$24,058	\$38,356	
3.7 Development of Raven River low flow value											
3.6 Analysis of plant effluent laboratory analysis data											
3.5 Analysis of data from water quality and flow monitoring program											
3.4 Field water quality survey (monthly grab samples during 6 months)											
3.3 Select location and install flow monitoring stations											
3.2 Select water quality grab sample locations											
3.1 Confirm water quality and flow monitoring requirements											
<b>SUBTOTAL</b>		0.00	0.00	1.00	16.00	11.50	0.00	\$5,528	\$0	\$5,528	
2.2 Gap analysis											
2.1 Data collection, review, management											
<b>TASK 2 - Literature Review and Gap Analysis</b>		2.00	6.00	12.00	24.00	10.00	0.00	\$8,444	\$0	\$8,444	
1.4 Meeting to present Draft Report (Teleconference)											
1.3 Meetings with Alberta Environment & Parks (Teleconference) x2											
1.2 Monthly status updates (Teleconference) x12											
1.1 Project Inception Meeting (Teleconference)											
<b>TASK 1 - Project Inception Meeting (Teleconference)</b>		2.00	2.00	2.00	2.00	10.00	10.00	\$1,634	\$0	\$1,634	
1.1 Project Inception Meeting (Teleconference)											
1.2 Monthly status updates (Teleconference) x12											
1.3 Meetings with Alberta Environment & Parks (Teleconference) x2											
1.4 Meeting to present Draft Report (Teleconference)											
<b>TASK 2 - Literature Review and Gap Analysis</b>		2.00	6.00	12.00	24.00	10.00	0.00	\$8,444	\$0	\$8,444	
2.1 Data collection, review, management											
2.2 Gap analysis											
<b>TASK 3 - Sampling and Monitoring Program</b>		0.00	0.00	1.00	16.00	11.50	0.00	\$5,528	\$0	\$5,528	
3.1 Confirm water quality and flow monitoring requirements											
3.2 Select water quality grab sample locations											
3.3 Select location and install flow monitoring stations											
3.4 Field water quality survey (monthly grab samples during 6 months)											
3.5 Analysis of data from water quality and flow monitoring program											
3.6 Analysis of plant effluent laboratory analysis data											
3.7 Development of Raven River low flow value											
<b>TASK 4 - Risk Analysis and Development of EQOs and EDQs</b>		0.00	0.00	4.00	15.00	52.50	37.50	\$14,298	\$24,058	\$38,356	
4.1 Identify substances of potential concern											
4.2 Establish Environmental Quality Objectives											
4.3 Mixing zone analysis and define environmental discharge objectives											
<b>SUBTOTAL</b>		0.00	0.00	8.00	24.00	8.00	4.00	\$1,520	\$0	\$1,520	
4.1 Identify substances of potential concern											
4.2 Establish Environmental Quality Objectives											
4.3 Mixing zone analysis and define environmental discharge objectives											
<b>SUBTOTAL</b>		0.00	0.00	4.00	15.00	52.50	37.50	\$14,298	\$24,058	\$38,356	
3.7 Development of Raven River low flow value											
3.6 Analysis of plant effluent laboratory analysis data											
3.5 Analysis of data from water quality and flow monitoring program											
3.4 Field water quality survey (monthly grab samples during 6 months)											
3.3 Select location and install flow monitoring stations											
3.2 Select water quality grab sample locations											
3.1 Confirm water quality and flow monitoring requirements											
<b>SUBTOTAL</b>		0.00	0.00	1.00	16.00	11.50	0.00	\$5,528	\$0	\$5,528	
2.2 Gap analysis											
2.1 Data collection, review, management											
<b>TASK 2 - Literature Review and Gap Analysis</b>		2.00	6.00	12.00	24.00	10.00	0.00	\$8,444	\$0	\$8,444	
1.4 Meeting to present Draft Report (Teleconference)											
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1.2 Monthly status updates (Teleconference) x12											
1.1 Project Inception Meeting (Teleconference)											
<b>TASK 1 - Project Inception Meeting (Teleconference)</b>		2.00	2.00	2.00	2.00	10.00	10.00	\$1,634	\$0	\$1,634	
1.1 Project Inception Meeting (Teleconference)											
1.2 Monthly status updates (Teleconference) x12											
1.3 Meetings with Alberta Environment & Parks (Teleconference) x2											
1.4 Meeting to present Draft Report (Teleconference)											



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**Fernandes, Carla**

**Subject:** FW: Village of Caroline - Receiving Stream Assessment Flow and Quality Monitoring Work Plan

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**From:** Guangyu Yan [<mailto:guangyu.yan@gov.ab.ca>]  
**Sent:** Thursday, March 16, 2017 6:17 PM  
**To:** Li, Yujing; Arvizu, Gustavo  
**Cc:** Zhuge, Albert; Suchy, Craig  
**Subject:** RE: Village of Caroline - Receiving Stream Assessment Flow and Quality Monitoring Work Plan

Hi, all:

Forwarded are the comments from our limnologist.

Regards,

---

**Guangyu Yan**

**From:** Claire Classen  
**Sent:** Thursday, March 16, 2017 4:14 PM  
**To:** Guangyu Yan  
**Subject:** RE: Village of Caroline - Receiving Stream Assessment Flow and Quality Monitoring Work Plan

Hi Guangyu,

Here are my comments/questions regarding the water quality portion of their proposal.

There is limited information provided in this proposal. When we review wastewater receiving stream assessment plans we usually are provided more detail. To echo Terry's comments, I would like to see a map with sampling locations as well as locations of the datasodes. All tributaries in the area should be identified and considered when choosing sampling locations, as well as any other dischargers to the Raven River. Depending on existence of tributaries and additional dischargers, more than four sampling locations may be needed.

What is the current facility and proposed upgrade? When are the proposed discharge periods? We expect to see effluent water quality characterization. This will likely require running a full suite of parameters on the effluent once during both discharge periods, at a minimum. The parameters present in the effluent may dictate what parameters are monitored during the monthly sampling.

Sampling is currently proposed to occur once a month for six months. The start and end months should be specified. This is done in addition to sampling during the discharge periods.

All existing information on the Raven River that is relevant to the study area, including any information on aquatic resources such as fish and benthic invertebrates, should be reviewed and summarized.

It is expected that the Water Quality Based Effluent Limits Procedures Manual will be followed when determining limits.

How will the assimilative capacity of the river be determined/evaluated?

Any questions, let me know.  
Claire

---

**From:** Li, Yujing [<mailto:Yujing.Li@wspgroup.com>]  
**Sent:** Wednesday, March 15, 2017 10:35 AM  
**To:** Guangyu Yan; Arvizu, Gustavo  
**Cc:** Zhuge, Albert; Suchy, Craig; Claire Classen  
**Subject:** RE: Village of Caroline - Receiving Stream Assessment Flow and Quality Monitoring Work Plan

Thank you Guangyu.

Yujing

---

**From:** Guangyu Yan [<mailto:guangyu.yan@gov.ab.ca>]  
**Sent:** Wednesday, March 08, 2017 4:42 PM  
**To:** Arvizu, Gustavo <[Gustavo.Arvizu@wspgroup.com](mailto:Gustavo.Arvizu@wspgroup.com)>; Suchy, Craig <[Craig.Suchy@wspgroup.com](mailto:Craig.Suchy@wspgroup.com)>; Li, Yujing <[Yujing.Li@wspgroup.com](mailto:Yujing.Li@wspgroup.com)>; Claire Classen <[claire.classen@gov.ab.ca](mailto:claire.classen@gov.ab.ca)>  
**Subject:** RE: Village of Caroline - Receiving Stream Assessment Flow and Quality Monitoring Work Plan

Hi, Gustavo:

Forwarded are the comments from our people.

Regards,

---

**Guangyu Yan**

**From:** Rick Pickering  
**Sent:** Wednesday, March 08, 2017 4:35 PM  
**To:** Terry Chamulak; Guangyu Yan  
**Subject:** RE: Village of Caroline - Receiving Stream Assessment Flow and Quality Monitoring Work Plan

Hi Terry:

I have looked over the flow component of the proposal, and what is proposed will likely suffice. Both pieces of equipment are typical low-cost options with some technical limitations, but generally acceptable. From what I gather the watercourse is the Raven River, but with one upstream and two downstream stations I would speculate that the differences in flow during static conditions would be almost imperceptible. One would also have to be cognizant of beaver activity which is likely to occur. Curve development over a limited time period would be difficult. As reference, WSC does operate the Raven River near Raven (05CB004) which is well upstream of Caroline. I believe our Calgary monitoring office has also collected water temperature and/or water quality data on the Raven River. Ray Walker could fill you in on that aspect.

**From:** Terry Chamulak  
**Sent:** Wednesday, March 08, 2017 15:56  
**To:** Guangyu Yan  
**Cc:** Rick Pickering  
**Subject:** RE: Village of Caroline - Receiving Stream Assessment Flow and Quality Monitoring Work Plan

Hello Guangyu,

I have no concerns with the consultant's proposed water flow/quantity monitoring plan for the Caroline WWTP however it would have been nice if the consultant could have included the proposed flow monitoring locations and included a map.



I am not an expert regarding water monitoring equipment and related technology. I've therefore asked Rick Pickering, our Water Quantity Supervisor, to provide any additional comment or specific concerns regarding the proposed monitoring equipment and/or methodology being proposed by the consultant.

Rick thanks agreeing to review the consultant's water monitoring proposal. Although the flow monitoring locations are not specified I suspect we are dealing with relatively low flows over a short period which may make developing a rating table somewhat challenging. The attached 2-page plan has the relevant sections highlighted in yellow.

Thank you,

**Terry Chamulak**  
Hydrologist  
Regional Resource Management  
Environment and Parks  
Rm 304 Provincial Building  
4920 - 51 Street  
Red Deer, AB  
T4N 6K8

Phone: 403 340-7737  
Fax: 403 340-5022  
E-mail: [terry.chamulak@gov.ab.ca](mailto:terry.chamulak@gov.ab.ca)

**From:** Arvizu, Gustavo [<mailto:Gustavo.Arvizu@wspgroup.com>]  
**Sent:** Thursday, February 23, 2017 1:03 PM

**To:** Guangyu Yan

**Cc:** Zhuge, Albert; Suchy, Craig; Li, Yujing

**Subject:** Village of Caroline - Receiving Stream Assessment Flow and Quality Monitoring Work Plan

Good morning,

Per our discussion last week, attached is our proposed work plan for the water quality and flow monitoring program to support the Receiving Stream Assessment for the Village of Caroline. I put it as a Word document to allow you to add your comments/track changes directly.

Please review and let us know if the proposed approach is acceptable.

Regards,

**Gustavo Arvizu**, P. Eng., M. Eng.  
Project Manager  
Water and Wastewater

**WSP Canada Inc.**

**We have moved! Our new location, telephone and fax numbers are:**

**100 Commerce Valley Dr. W.**  
**Thornhill, Ontario**  
**L3T 0A1**

T +1 905-882-4211 ext. 6815  
C +1 416-272-1519

[www.wspgroup.com](http://www.wspgroup.com)

*Please consider the environment before printing...*

---

**From:** Guangyu Yan [<mailto:guangyu.yan@gov.ab.ca>]  
**Sent:** Thursday, February 16, 2017 5:23 PM  
**To:** Li, Yujing  
**Cc:** Yang, Jinbo; Arvizu, Gustavo; Suchy, Craig  
**Subject:** RE: Village of Caroline - Receiving Stream Assessment

Hi, Yujing:

I will be available on Friday.

Regards,

---

**Guangyu Yan, Ph.D., P.Eng.**  
Municipal Approvals Engineer  
Alberta Environment & Parks  
Red Deer – North Saskatchewan Region  
250, Diamond Avenue  
Spruce Grove, AB T7X 4C7  
Tel. (780) 960-8626; Fax. (780) 960-8605  
[Guangyu.yan@gov.ab.ca](mailto:Guangyu.yan@gov.ab.ca)

---

**From:** Li, Yujing [<mailto:Yujing.Li@wspgroup.com>]  
**Sent:** Wednesday, February 15, 2017 2:54 PM  
**To:** Guangyu Yan  
**Cc:** Yang, Jinbo; Arvizu, Gustavo; Suchy, Craig  
**Subject:** RE: Village of Caroline - Receiving Stream Assessment

Hi Guangyu,

Our office in Ontario is putting together a proposal for the Receiving Stream Study for the subject project. They would like to give you a call to discuss the sampling and monitoring requirements. Can you please advise when you will be available for a call? Please note there are 2 hours' ahead our time here in Alberta. Thanks,



**Yujing Li, M.Eng., P.Eng.**  
Municipal Engineer

**WSP Canada Inc.**  
7710 Edgar Industrial Court, Red Deer, Alberta, Canada T4P 4E2  
T +1 403-342-7650 | D +1 403-314-6986 |  
C +1 403-596-5326 | F +1 403-314-2239 |  
[www.wspgroup.com](http://www.wspgroup.com)

*Please consider the environment before printing...*

**From:** Arvizu, Gustavo  
**Sent:** Wednesday, February 15, 2017 6:07 AM  
**To:** Suchy, Craig <[Craig.Suchy@wspgroup.com](mailto:Craig.Suchy@wspgroup.com)>; Li, Yujing <[Yujing.Li@wspgroup.com](mailto:Yujing.Li@wspgroup.com)>  
**Cc:** Yang, Jinbo <[Jinbo.Yang@wspgroup.com](mailto:Jinbo.Yang@wspgroup.com)>  
**Subject:** RE: Village of Caroline - Receiving Stream Assessment

Good morning Craig,

As discussed with Yujing, we have confirmed that there is no data available for flow and water quality for Raven River that can be used for this analysis.

Therefore, there will need to be a flow monitoring and water quality sampling program for the river.

We are putting together the requirements for the program and will send to you. I believe it is best if local people manage that work to reduce the travel costs.

The question is how long would we need to sample and monitor flow. I think it would be beneficial to set up a call with the person(s) at Alberta Environment that would be setting the discharge limits for the plant to make sure our proposed plan would be acceptable to them before we finalize the scope and costs. Is that something Yujing or you can help set up?

Thanks,

**Gustavo Arvizu**, P. Eng., M. Eng.  
Project Manager  
Water and Wastewater

**WSP Canada Inc.**

**We have moved! Our new location, telephone and fax numbers are:**

**100 Commerce Valley Dr. W.  
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7.5

To: Village Council  
From: Craig Curtis, CAO  
Re: Council Meeting Dates after Election

Date: August 11<sup>th</sup>, 2021

One of the major questions candidates for Council usually ask is the regular time of scheduled Council meetings. A Council schedule is usually included in the election package . However, Council has not made a decision on when future meetings should be held. Once the new Council is elected the schedule can be changed by a majority of Council provided all Councilors are present

**Recommendation:**

That the Council of the Village of Caroline provide direction on future meeting dates

7.6

To: Village Council  
From: Craig Curtis, CAO  
Re: Municipal Planning Commission

Date: August 11<sup>th</sup>, 2021

It is necessary to have three members present for Municipal Planning commission meetings. As this is sometimes difficult to convene a meeting it is recommended that Council appoint an "alternate".

The current members are Mayor Rimmer and Councillors Wold and Parsons.

**Recommendation:**

That the Council of the Village of Caroline appoint a Councillor as an alternate to the members on the Municipal Planning Commission.

*Prepared for the Village of Caroline and Clearwater County*

## A Fact Sheet for Caroline Seniors Housing Project

### The Concept

The concept is to provide a seniors housing project for Caroline and surrounding area so that Seniors from this area can stay in their Community. The concept would be 40 units of seniors housing; 8 units to replace the current aged Manor, there would 12 units of Supportive Living in a Lodge format (SL1/2, SL3 and SL4/4D) plus 22 units of independent affordable living.

### Steps Already Undertaken

The Community of Caroline has received support from Clearwater County to complete a demand study to ensure there is demand for the project. This study was completed and presented to both Councils in July 2021.

### Next Steps

The next steps for the project 1) identifying project ownership and sponsorship, 2) to develop a concept by hiring an architect (\$27K) around the demand study and a survey of Senior preferences from the Community surrounding Caroline, and 3) to develop a workplan and business case for applications to capital grant processes (\$23K).

### Outcomes

The outcome is to be ready for the capital grant processes (likely in the next 3-6 months).

### Resources

To fund this capital project planning, planning grants up to \$50K and low-interest loans are available up to \$200K from Provincial and Federal Government sources. These steps take time for approval and do not provide certainty or quick decisions. To get capital grant project approval, the planning must be done, and the project must be shovel ready.

To fund the capital project build; 1) there will be an Alberta Supportive Living Initiative (ASLI) capital grant call as early as this Fall or soon thereafter, 2) there is Canada Mortgage and Housing Corporation (CMHC) capital grant funding and/or loans available and 3) there would be consideration for an Alberta Housing for Manor Renovation/Replacement capital grants. The balance of funds would require borrowing backed by the owner/sponsor and paid from the business case for the project and the operations after opening.

### Considerations

It will be important to consider 1) the urgency to be ready for a capital grant call and be able to make a capital project application in a timely way, and 2) the timing with the Municipal Elections in October 2021. Any delay in starting the next steps would likely miss the next window for capital grant applications.

8.2

---

## Sandy Buckberry

**From:** Andrea Vassallo <[avassallo@rockymtnhouse.com](mailto:avassallo@rockymtnhouse.com)>  
**Sent:** August 5, 2021 9:06 AM  
**To:** Sandy Buckberry  
**Subject:** FW: Date for Stone Soup for Housing

**Importance:** High

Good morning,

How are you? I hope this finds you well. I will really appreciate any insights you may have in regards to the correspondences below, when you have a quick moment.

A community group will be organizing a second 'Stone Soup for Housing' event later this year. They are hoping for November 4<sup>th</sup> but I want to make sure that this works with the calendars of Village Council members. The group hopes to personally invite them to attend once the date has been set. May you please advise?

Thank you very much!

Most Sincerely,

*Strengthening People and Supporting Our Community*

**Andrea Vassallo**

Family & Community Support Services (FCSS) Manager



Town of Rocky Mountain House

5110 50 Avenue, Rocky Mountain House, AB, T4T 1A3

Phone: 403-847-5270

Fax: 403-845-3230

[www.rockymtnhouse.com](http://www.rockymtnhouse.com)



Follow us on....

---

**From:** [ceaston@mrwsa.net](mailto:ceaston@mrwsa.net) <[ceaston@mrwsa.net](mailto:ceaston@mrwsa.net)>  
**Sent:** August 04, 2021 1:19 PM  
**To:** Andrea Vassallo <[avassallo@rockymtnhouse.com](mailto:avassallo@rockymtnhouse.com)>  
**Subject:** RE: Date for Stone Soup for Housing



Hi Andrea,

That would be great. We need to confirm up the date soon so I appreciate the help.

*Cindy Easton*  
Executive Director



Box 325, 4708 46 Street  
Rocky Mountain House, AB T4T1A3  
403-845-5339

The Mountain Rose Centre acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada.

---

**From:** Andrea Vassallo <[avassallo@rockymtnhouse.com](mailto:avassallo@rockymtnhouse.com)>  
**Sent:** August 3, 2021 4:26 PM  
**To:** [ceaston@mrwsa.net](mailto:ceaston@mrwsa.net)  
**Subject:** RE: Date for Stone Soup for Housing

Hello Cindy,

I think this is a great idea!

However, do you want me to check in with Administration at the Town to see if this date will allow them enough time to get oriented? Or to check and see if there are other conflicting scheduled events? I am also wondering about the County councillors as well... I am happy to do these tasks if you haven't yet.

Thank you for coordinating everyone.

Regards,

*Strengthening People and Supporting Our Community*

**Andrea Vassallo**  
Family & Community Support Services (FCSS) Manager



Town of Rocky Mountain House



5110 50 Avenue, Rocky Mountain House, AB, T4T 1A3  
Phone: 403-847-5270  
Fax: 403-845-3230  
[www.rockymtnhouse.com](http://www.rockymtnhouse.com)



Follow us on....

**From:** [ceaston@mrwsa.net](mailto:ceaston@mrwsa.net) <[ceaston@mrwsa.net](mailto:ceaston@mrwsa.net)>

**Sent:** July 28, 2021 4:23 PM

**Subject:** Date for Stone Soup for Housing

Hi Committee Members,

I just found out that the Town elections are on October 18<sup>th</sup> which will certainly impact the number of elected officials that would attend Stone Soup on October 21. (the date that we had tentatively discussed). With the understanding that new elected officials have orientation and training the first week after elections, I am suggesting that we book Stone Soup for Housing for November 4<sup>th</sup> (Thursday) from 9 to 4.

We can invite the remaining and newly elected officials to Stone Soup by formal invitation the last week of October to ensure they are aware of this community consultation.

I would like to confirm the date so that we can book a location and start inviting speakers.

Let me know your thoughts.

In Solidarity,

*Cindy Easton*  
Executive Director



Box 325, 4708 46 Street  
Rocky Mountain House, AB T4T1A3  
403-845-5339

The Mountain Rose Centre acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada.

8.3

---

## Sandy Buckberry

**From:** Craig Curtis  
**Sent:** August 10, 2021 12:09 PM  
**To:** Sandy Buckberry  
**Subject:** FW: Copy of letter to Minister for Regional Emergency Management, Signed Agreement and 3 Signed Bylaws

**Attachments:**  
Letter to Minister seeking order SIGNED by 3 CAOs 08.05.2021.pdf; 2021 Regional Emergency Management Agreement - No Expiry 08.05.2021.pdf; Village of Caroline FINAL Regional Emergency Management BYLAW 2021.pdf; SVBSL FINAL Regional Emergency Management BYLAW 2021.pdf; Clearwater County FINAL Regional Emergency Management BYLAW 2021.pdf

sandy.Please print this whole package for the INFO part of agenda including the memo.

**From:** Christine Heggart <CHeggart@clearwatercounty.ca>  
**Sent:** August 5, 2021 10:10 AM  
**To:** Christopher Read <cread@clearwatercounty.ca>; S.V. Burnstick Lake <burnstick8@gmail.com>; Craig Curtis <ccurtis@villageofcaroline.com>  
**Cc:** Brian Boutin <Brian.Boutin@gov.ab.ca>; Ryan Gordey <ryan.gordey@gov.ab.ca>; Tracy Haight <THaight@clearwatercounty.ca>  
**Subject:** Copy of letter to Minister for Regional Emergency Management, Signed Agreement and 3 Signed Bylaws

Hi everyone,

Please find attached a copy of the package being sent to the Minister today, requesting the ministerial order we've previously discussed.

I will keep CAOs and AEMA field officer updated as to when a response is received.

Take care and enjoy the remainder of the summer,  
Christine

**Christine Heggart, CLGM**  
Director, Emergency & Legislative Services  
[cheggart@clearwatercounty.ca](mailto:cheggart@clearwatercounty.ca)



**Clearwater County**  
P.O. Box 550  
4340 -47 Avenue  
Rocky Mountain House, AB | T4T 1A4  
Office: 403.845.4444 | Fax: 403.845.7330

Visit our website at [www.clearwatercounty.ca](http://www.clearwatercounty.ca)

Follow us on [Facebook](#) and Twitter [@clearwatercnty](#).

This communication, and its attachments, is confidential and intended for the addressee(s) only. If you are not the intended recipient, please notify us of our error, and disregard and delete the communication. Unauthorized use, disclosure, copying, forwarding or alteration of this communication may be unlawful. Thank you.



June 21, 2021

Honourable Ric McIver, Minister of Municipal Affairs  
Office of the Minister, Municipal Affairs  
132 Legislature Building, 10800 - 97 Avenue  
Edmonton, AB  
T5K 2B6

[minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)

**RE: Request for Ministerial Order for Joint Emergency Management Committee and Regional Emergency Management Agency**

Clearwater County, the Village of Caroline and the Summer Village of Burnstick Lake have a long-standing partnership in provision of emergency management services to their municipalities. During the recent renewal of their regional emergency management agreement, both the Summer Village of Burnstick Lake and Village of Caroline requested that Clearwater County consider assuming responsibility for powers delegated to them under the *Emergency Management Act* and to create a Joint Emergency Management Committee (JEMC) and Regional Emergency Management Agency as contemplated in the *Act*.

In June 2021, the municipalities adopted the respective bylaws and authorized an agreement (certified true copies attached to this correspondence) that would allow for the creation of a JEMC, regional agency and to delegate powers under the *Act* to the regional JEMC and agency. This would allow the three municipalities to create one regional emergency management plan and for the JEMC to appoint one regional director of emergency management (RDEM).

The three municipalities respectfully request the Minister's consideration in providing an Order to allow creation of this JEMC and regional agency.

Should you or your staff require any additional information, please contact Clearwater County's DEM Christine Heggart, at 403-845-4444 or [cheggart@clearwatercounty.ca](mailto:cheggart@clearwatercounty.ca). We'd also like to express thank you to Municipal Affairs staff Brian Boutin and Ryan Gordey for their assistance in facilitating this new process for our municipalities.

Sincerely,

Christopher Read  
CAO Clearwater County  
Lake

Craig Curtis  
CAO Village of Caroline

Therese Kleeberger  
CAO Summer Village of Burnstick

Enclosure

cc: Brian Boutin, Regional Field Officer, Municipal Affairs – AEMA [brian.boutin@gov.ab.ca](mailto:brian.boutin@gov.ab.ca)  
Ryan Gordey, Director Strategic Systems, Municipal Affairs [ryan.gordey@gov.ab.ca](mailto:ryan.gordey@gov.ab.ca)



12

## Bylaw 2021-005

A BYLAW OF THE VILLAGE OF CAROLINE, IN THE PROVINCE OF ALBERTA, TO DELEGATE EMERGENCY MANAGEMENT AUTHORITY TO CLEARWATER COUNTY AND ENACT A JOINT EMERGENCY ADVISORY COMMITTEE (JEMC) AND REGIONAL EMERGENCY MANAGEMENT AGENCY

**WHEREAS** the Council of the Village of Caroline is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8, (hereinafter referred to as the "Act") to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency;

**AND WHEREAS** it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect the Village to such a degree that local resources would be inadequate to cope with the situation;

**AND WHEREAS** Clearwater County wishes to enter into a regional emergency management partnership with the Village of Caroline and the Summer Village of Burnstick Lake for the purpose of integrated emergency management planning and operations;

**NOW THEREFORE**, the Council of the Village of Caroline, in the province of Alberta, duly assembled enacts as follows:

1. This Bylaw may be cited as the Clearwater Regional Emergency Management Bylaw.

1.1 In this Bylaw:

- a) "Act" means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8.
- b) "Commencement Date" means that date in which this Bylaw becomes effective;
- c) "Disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
- d) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;



- e) "Councils" means the Council of the Village of Caroline and Clearwater County.
  - f) "Municipality" means the Village of Caroline.
  - g) "Regional Director of Emergency Management" means an individual appointed by Council resolution responsible for the preparation and coordination of emergency plans and programs for Clearwater Regional Emergency Management.
  - h) "Clearwater Regional Emergency Management Advisory Committee" means a joint emergency management committee as anticipated in the Act and including representatives from Clearwater County (7), Village of Caroline (1) and Summer Village of Burnstick Lake (1) Councils.
  - i) "Clearwater Regional Emergency Management Agency" means a regional emergency management agency as anticipated in the Act and including staff representatives from Clearwater County, along with the Village of Caroline and Summer Village of Burnstick Lake as desired, and external stakeholders.
2. The Council of the Village of Caroline hereby delegates all powers and duties under the Act to the Clearwater County Council.
  3. The Council of the Village of Caroline authorizes Clearwater County to act as the agent of the Village in exercising the local authority's powers and duties under the Act.
  4. The Council of the Village of Caroline hereby authorizes one member of Council to be appointed to the Clearwater Regional Emergency Management Advisory Committee.
  5. The Council of the Village of Caroline hereby authorizes one administration member of the Village to attend meetings of the Clearwater Regional Emergency Management Agency.
  6. The Municipality agrees to cover all costs incurred by Clearwater County during a response to an emergency or disaster situation within the jurisdictional borders of the Village.

- 7. The Regional Director of Emergency Management agrees to provide an annual report to the municipality's CAO advising on the status of emergency management plans and programs.
- 8. No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the *Emergency Management Act* or the regulations during a state of local emergency.
- 9. This Bylaw shall take effect on the day of final passing thereof.

**IN WITNESS WHEREOF** the parties have hereunto set their seals duly attested to by the hands of their properly authorized officers in that behalf effective as at the day and year first above written.

**VILLAGE OF CAROLINE**

Per:   
 Mayor, John Rimmer

Per:   
 Chief Administrative Officer, Craig Curtis

CERTIFIED TO BE A TRUE AND  
 CORRECT COPY OF THE ORIGINAL  


**BYLAW NO. 1108/21**

A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY AND ACCEPT THE DELEGATION OF AUTHORITY FOR EMERGENCY MANAGEMENT FROM BOTH THE VILLAGE OF CAROLINE AND SUMMER VILLAGE OF BURNSTICK LAKE.

WHEREAS, the Council of Clearwater County is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act*, R.S.A. 2000, c. E-6.8, to appoint an emergency advisory committee and to establish and maintain an emergency management agency; AND

WHEREAS it is recognized that an emergency or disaster of a multi-jurisdictional nature could affect any or all of the municipalities within the geographical boundaries of Clearwater County, and could affect the Summer Village of Burnstick Lake or Village of Caroline to such a degree that local resources would be inadequate to cope with the situation;

WHEREAS the Council of Clearwater County wishes to enter into a regional emergency management partnership with the Summer Village of Burnstick Lake and Village of Caroline for the purpose of integrated emergency management planning and operations;

NOW, THEREFORE, the Council of the Clearwater County, duly assembled, enacts as follows:

**1.0 BYLAW TITLE**

- 1.1 This Bylaw shall be known as the Regional Emergency Management Bylaw.

**2.0 DEFINITIONS**

- 2.1 In this bylaw, words have the meanings as set out in the Municipal Government Act, except that:
- (a) **Act** means the Emergency Management Act, Chapter E-6.8 and amendments;
  - (b) **Clearwater Regional Emergency Management Advisory Committee** or **"Committee"** means a joint emergency management committee as anticipated in the Act and including representatives from Clearwater County (7), Village of Caroline (1) and Summer Village of Burnstick Lake (1) Councils, as established by this Bylaw;
  - (c) **Clearwater Regional Emergency Management Agency** or **"Agency"** means a regional emergency management agency as anticipated in the Act and as established by this Bylaw, and including staff representatives from Clearwater County, along with the Village of Caroline and Summer Village of Burnstick Lake as desired and external stakeholders.
  - (d) **Council** means one or more of the Councils of: Clearwater County, the Village of Caroline and the Summer Village of Burnstick Lake;
  - (e) **County** means the municipality of Clearwater County, in the Province of Alberta;
  - (f) **Disaster** means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;

**COPY**



- (g) **Emergency** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
- (h) **Municipalities** means the Village of Caroline, Summer Village of Burnstick Lake, and Clearwater County;
- (i) **Regional Deputy Director of Emergency Management or "RDEM"** means an individual appointed by the RDEM as their delegate to coordinate emergency management functions in the absence of the RDEM.
- (j) **Regional Director of Emergency Management or "RDEM"** means an individual, appointed by the Committee, responsible for the preparation and coordination of emergency plans and programs for Regional Emergency Management for Clearwater County, the Village of Caroline and the Summer Village of Burnstick Lake.
- (k) **Regional Emergency Management Program** means the plan and programs prepared by or for the Regional Director of Emergency Management in order to coordinate response to an Emergency or Disaster for Clearwater County, the Village of Caroline and the Summer Village of Burnstick Lake or an Emergency of multi-jurisdictional nature.
- (l) **Summer Village** means the municipality of the Summer Village of Burnstick Lake, in the Province of Alberta;
- (m) **Village** means the municipality of the Village of Caroline, in the Province of Alberta;

### 3.0 ACCEPTANCE OF DELEGATION OF POWERS

- 3.1 The Council of Clearwater County hereby accepts all powers and duties under the *Act* bestowed upon them by the Summer Village of Burnstick Lake Council in order to act as the agent of the Summer Village in exercising the local authority's powers and duties under the *Act*.
- 3.2 The Council of Clearwater County hereby accepts all powers and duties under the *Act* bestowed upon them by the Village of Caroline Council in order to act as the agent of the Village of Caroline in exercising the local authority's powers and duties under the *Act*

### 4.0 CLEARWATER REGIONAL EMERGENCY ADVISORY COMMITTEE

- 4.1 The Clearwater Regional Emergency Advisory Committee (the "Committee") is hereby established for Clearwater County, the Village of Caroline and the Summer Village of Burnstick Lake.
- 4.2 The Committee shall:
  - (a) consist of seven (7) elected members of Council from Clearwater County; one (1) elected member of Council from the Village of Caroline; and, one (1) elected member of Council from the Summer Village of Burnstick Lake.
  - (b) to advise respective Councils on the development of Regional Emergency Management Program, at least once each year for consideration and approval by the Municipalities;
  - (c) provide the Clearwater Regional Emergency Management Agency with guidance and direction; and,

COPY



(d) appoint a Regional Director of Emergency Management.

- 4.3 Clearwater County's Reeve shall be the Chair of the Committee. If the Reeve is absent, the County's Deputy Reeve will chair the Committee. In the event the Reeve or Deputy Reeve are not present, the remaining members present for the Committee meeting may appoint a Chair at their discretion.
- 4.4 The Committee shall meet annually, or more frequently as required, and may meet on less than twenty-four (24) hours' notice. Where meetings in person are not feasible, the Committee may convene by electronic means of communication.
- 4.5 The RDEM may call an Emergency meeting of the Committee where he/she considers that a Disaster exists or may exist that affects the County.
- 4.6 A minimum of one (1) hour notice of the time and place of an Emergency meeting must be given to as many members of Council as possible in the circumstances.
- 4.7 Two or more members from Clearwater County attending a Committee meeting constitutes a quorum. The Committee has the authority to appoint the RDEM in accordance with section 4.2(d) and the power to declare, renew or terminate a State of Local Emergency in accordance with section 8.1.
- 4.8 Two or more members of Clearwater County Council attending an Emergency meeting of the Committee constitutes a quorum.
- 4.9 The Committee will not have any power to pledge credit of the Committee or any of the Municipalities, nor shall the Committee or any representative have the power to authorize any expenditure to be charged against the Committee, or any of the Municipalities.

#### 5.0 CLEARWATER REGIONAL EMERGENCY MANAGEMENT AGENCY (CREMA)

- 5.1 The Clearwater Regional Emergency Management Agency (the "Agency") is hereby established for Clearwater County, the Village of Caroline and the Summer Village of Burnstick Lake.
- 5.2 The Agency shall be responsible for administering the Regional Emergency Management Program on behalf of the Municipalities.
- 5.3 The Agency shall be comprised of the following personnel:
  - a) Regional Director of Emergency Management;
  - b) Regional Deputy Director(s) of Emergency Management;
  - c) Fire Chief;
  - d) Community Peace Officer Manager; and,
  - e) Other stakeholders at the discretion of the RDEM, including staff from the municipalities.
- 5.4 The Agency shall invite representatives from the following organizations and agencies to participate in an annual stakeholder meeting and exercise:

**COPY**

- (a) Police Agency of Jurisdiction;
  - (b) Alberta Health Services;
  - (c) School Divisions;
  - (d) Utility Providers;
  - (e) Provincial departments (including Agriculture & Forestry; Environment and Parks) and Alberta Emergency Management Agency;
  - (f) Non-Governmental/ Disaster Response Organizations;
  - (g) Any other municipal staff or organizations that may be required from time to time.
- 5.5 The Agency shall operate in accordance with a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency;
- 5.6 The Agency shall review the Regional Emergency Management Program and make recommendations to the Committee regarding enhancement of the Regional Emergency Management Program at least once annually; and,
- 5.7 The Agency does not have the authority to declare, renew or terminate a state of local Emergency, as contemplated within the Act.

## 6.0 COUNCIL POWERS AND RESPONSIBILITIES

- 6.1 Council shall:
- a) provide for the payment of expenses of the Clearwater County appointed members of the Committee;
  - b) ensure that Regional Emergency Management Program addresses potential response to an Emergency or Disaster of a multi-jurisdictional nature;
  - c) review and approve the Regional Emergency Management Program.
- 6.2 Council may:
- a) by Bylaw, borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency when a State of Local Emergency has been declared pursuant to Section 7; and,
  - b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of Regional Emergency Management Program, including Mutual Aid plans, according to the provisions of the Municipal Government Act.

## 7.0 REGIONAL DIRECTOR OF EMERGENCY MANAGEMENT POWERS AND RESPONSIBILITIES

- 7.1 RDEM shall:
- a) Ensure the preparation and coordination of the Regional Emergency Management Program for the Municipalities;

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- b) Act as director of Emergency operations to coordinate all Emergency services and other resources used in an Emergency, or ensure that someone is designated under the Regional Emergency Management Program to so act;
- c) Coordinate the Agency to fulfill the Agency's obligations laid out herein; and,
- d) Communicate recommendations made by the Agency to the Committee.

7.2 RDEM may:

- e) Coordinate regional Emergency preparedness awareness programs; and,
- f) provide training for agency members, elected officials, the public, municipal staff, mutual aid responders.
- g) appoint RDEMs for the Municipalities, to act on the RDEM's behalf in his/her absence.

**8.0 DECLARING A STATE OF LOCAL EMERGENCY**

8.1 The power to declare or renew a State of Local Emergency under the Act and the powers specified in Section 10 of this Bylaw are hereby delegated to the Committee Chairman, or two members of the Committee of which the two members must be from Clearwater County.

8.2 When a State of Local Emergency is declared, the RDEM or delegate shall:

- (a) ensure that the declaration identifies the nature of the Emergency and the area in which it exists;
- (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
- (c) forward a copy of the declaration to the Minister forthwith; and,
- (d) notify the Alberta Emergency Management Agency when practicable.

**9.0 STATE OF LOCAL EMERGENCY**

- 9.1 Subject to Section 10, when a State of Local Emergency is declared, the RDEM, or their delegate, may:
- (a) cause the Regional Emergency Management Program or any related plans or programs to be put into operation in any of the Municipalities;
  - (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an Emergency or Disaster in any of the Municipalities;
  - (c) authorize or require any qualified person to render aid of a type the person is qualified to provide in any of the Municipalities;
  - (d) control or prohibit travel to or from any area of the Municipalities;
  - (e) provide for the restoration of essential facilities and the distribution

**COPY**



of essential supplies and provide, maintain and coordinate Emergency medical, welfare and other essential services in any part of the Municipalities;

- (f) order the evacuation of persons and the removal of livestock and personal property from any area of the Municipalities that is or may be affected by a Disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing a Regional Emergency Management Program in any of the Municipalities;
- (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a Disaster or to attempt to forestall its occurrence or to combat its progress in any of the Municipalities;
- (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment in any area of the Municipalities for the duration of the state of local Emergency;
- (j) authorize the conscription of persons needed to meet an Emergency in any of the Municipalities; and,
- (k) authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Program, any power specified in Paragraphs (b) through (j) in relation to any part of any of the Municipalities affected by a declaration of a State of Local Emergency.

#### 10.0 TERMINATING A STATE OF LOCAL EMERGENCY

- 10.1 When, in the opinion of the person or persons declaring the State of Local Emergency, an Emergency no longer exists in relation to which the declaration was made, they shall terminate the declaration.
- 10.2 The person or persons declaring the State of Local Emergency shall terminate the declaration immediately after:
  - (a) the cancellation by the Minister of a State of Local Emergency; or,
  - (b) the termination by a lapse of time of a State of Local Emergency.
- 10.3 When a declaration of a State of Local Emergency has been terminated, the DREM, or delegate, shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

#### 11.0 STATEMENT

- 11.1 No action lies against Clearwater County, the Village of Caroline or the Summer Village of Burnstick Lake or a person acting under the Municipalities' direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the *Emergency Management Act*, the Local Authority Emergency Management Regulation or this Bylaw during a State of Local Emergency.

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**12.0 TRANSITIONAL**

- 12.1 This Bylaw comes into force on the date of its final passing.
- 12.2 Bylaw No. 1094/20 and 1095/20 are hereby repealed on the date of final passing of this Bylaw.

READ a first time this 8 day of June, 2021

READ a second time this 8 day of June, 2021

PERMISSION granted for third reading this 8 day of June, 2021

READ a third time and passed this 8 day of June, 2021

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER

Schedule A

INSERT MINISTERIAL ORDER ONCE  
RECEIVED

COPY

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Emergency Management Authority

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A BYLAW OF THE SUMMER VILLAGE OF BURNSTICK LAKE, IN THE PROVINCE OF ALBERTA, TO DELEGATE EMERGENCY MANAGEMENT AUTHORITY TO CLEARWATER COUNTY AND ENACT A JOINT EMERGENCY ADVISORY COMMITTEE (JEMC) AND REGIONAL EMERGENCY MANAGEMENT AGENCY

**WHEREAS** the Council of the Summer Village of Burnstick Lake is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8, (hereinafter referred to as the "Act") to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency;

**AND WHEREAS** it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect the Summer Village to such a degree that local resources would be inadequate to cope with the situation;

**AND WHEREAS** Clearwater County wishes to enter into a regional emergency management partnership with the Summer Village and the Village of Caroline for the purpose of integrated emergency management planning and operations;

**NOW THEREFORE**, the Council of the Summer Village of Burnstick Lake, in the province of Alberta, duly assembled enacts as follows:

1. This Bylaw may be cited as the Clearwater Regional Emergency Management Bylaw.
  - 1.1 In this Bylaw:
    - a) "Act" means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8.
    - b) "Commencement Date" means that date in which this Bylaw becomes effective;
    - c) "Disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;

- d) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
  - e) "Councils" means the Council of the Summer Village and Clearwater County.
  - f) "Municipality" means the Summer Village of Burnstick Lake.
  - g) "Regional Director of Emergency Management" means an individual appointed by Council resolution responsible for the preparation and coordination of emergency plans and programs for Clearwater Regional Emergency Management.
  - h) "Clearwater Regional Emergency Management Advisory Committee" means a joint emergency management committee as anticipated in the Act and including representatives from Clearwater County (7), Village of Caroline (1) and Summer Village of Burnstick Lake (1) Councils.
  - i) "Clearwater Regional Emergency Management Agency" means a regional emergency management agency as anticipated in the Act and including staff representatives from Clearwater County, along with the Village of Caroline and Summer Village of Burnstick Lake as desired, and external stakeholders.
2. The Council of the Summer Village of Burnstick Lake hereby delegates all powers and duties under the Act to the Clearwater County Council.
  3. The Council of the Summer Village of Burnstick Lake authorizes the Clearwater County to act as the agent of the Summer Village in exercising the local authority's powers and duties under this Act.
  4. The Council of the Summer Village of Burnstick Lake hereby authorizes one member of Council to be appointed to the Clearwater Regional Emergency Management Advisory Committee.
  5. The Council of the Summer Village of Burnstick Lake hereby authorizes one administration member of the Summer Village to attend meetings of the Clearwater Regional Emergency Management Agency.



6. The Municipality agrees to cover all costs incurred by Clearwater County during a response to an emergency or disaster situation within the jurisdictional borders of the Summer Village.
7. The Regional Director of Emergency Management agrees to provide an annual report to the municipality's CAO advising on the status of emergency management plans and programs.
8. No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the *Emergency Management Act* or the regulations during a state of local emergency.
9. This Bylaw shall take effect on the day of final passing thereof.
10. Bylaw 65-2015 is hereby repealed.

Introduced and given first reading this 14<sup>th</sup> day of June, 2021.

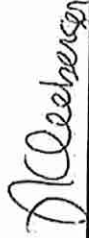
Given second reading this 14<sup>th</sup> day of June, 2021.

Upon unanimous consent given third and final reading this 14<sup>th</sup> day of June, 2021.

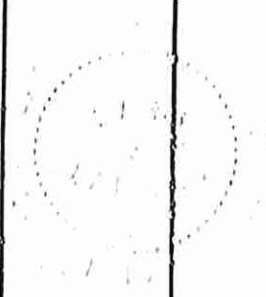
The Summer Village of Burnstick Lake



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Chief Administrative Officer



8.4

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**Sandy Buckberry**

**From:** Craig Curtis  
**Sent:** August 11, 2021 1:52 PM  
**To:** Sandy Buckberry  
**Subject:** FW: 2021 GTF Funding Allocation Letter  
**Attachments:** Village of Caroline 2021 GTF Funding Letter.pdf

For Agenda Please print out letter and attachments and file on z drive and hard copy gas tax grant

---

**From:** Craig Curtis  
**Sent:** July 22, 2021 2:47 PM  
**To:** Christina Oxley <[assistant@villageofcaroline.com](mailto:assistant@villageofcaroline.com)>  
**Subject:** FW: 2021 GTF Funding Allocation Letter

\$100,000 as predicted. So our new \$59,000 application will be out of this.

---

**From:** MA GEPTbranch <[ma.geptbranch@gov.ab.ca](mailto:ma.geptbranch@gov.ab.ca)>  
**Sent:** July 22, 2021 1:39 PM  
**To:** John Rimmer <[jrimmer@villageofcaroline.com](mailto:jrimmer@villageofcaroline.com)>  
**Cc:** Craig Curtis <[ccurtis@villageofcaroline.com](mailto:ccurtis@villageofcaroline.com)>  
**Subject:** 2021 GTF Funding Allocation Letter

Greetings. Municipal Affairs is pleased to provide you with the letter confirming your 2021 GTF funding. The letter is attached for your reference. Due to our continued remote workplace arrangements, we will be providing these letters via email only. If you have any questions, please contact a grant advisor at [ma.gtfrants@gov.ab.ca](mailto:ma.gtfrants@gov.ab.ca).

Attachment

Classification: Protected A



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*  
*Deputy Government House Leader*  
*MLA, Calgary-Hays*

AR105124

July 5, 2021

His Worship John Rimmer  
Mayor  
Village of Caroline  
PO Box 148  
Caroline AB T0M 0M0

Dear Mayor Rimmer:

I am pleased to confirm that Alberta will receive \$499 million in funding under the federal Gas Tax Fund (GTF) in 2021. This includes an additional one-time payment of \$244 million announced by Canada in March 2021 in recognition of the critical role our communities play in a safe restart, and to help reduce the risk of infrastructure projects being delayed or cancelled. This additional funding is intended to help municipalities and Metis Settlements address local infrastructure needs, and must follow all rules and conditions of the GTF program.

For the Village of Caroline:

- The **2021 GTF allocation is \$100,000**. This includes \$50,000 as a result of the one-time funding top-up.

GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).

In addition, the federal government announced that the GTF program is being renamed to the Canada Community-Building Fund to better reflect the nature of the program. Over the coming months, Municipal Affairs will be updating program documents, websites, and IT systems to reflect this change.

I look forward to working together with you and the federal government to help your community in addressing its infrastructure needs.

Sincerely,

Ric McIver  
Minister

cc: Craig Curtis, Interim Chief Administrative Officer, Village of Caroline

8.5

Craig Curtis

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**From:** Reg Dean <deanr@rttinc.com>  
**Sent:** August 6, 2021 10:15 AM  
**To:** 'Caroline Chamber of Commerce'; carolineaghub@gmail.com; John Rimmer; Craig Curtis  
**Subject:** FW: AGLC Artisan Market Approved - Caroline and District Artisans Market (September 4, 2021)

---

**From:** Terrie Good [mailto:Terrie.Good@aglc.ca] **On Behalf Of** Inspections Mailbox  
**Sent:** August 6, 2021 10:07 AM  
**To:** deanr@rttinc.com  
**Cc:** Jenna Kozakevich  
**Subject:** AGLC Artisan Market Approved - Caroline and District Artisans Market (September 4, 2021)

Good morning Mr. Dean,

We are pleased to advise that Caroline and District Artisans Market has received AGLC Artisan Market approval for the following location, date and time:

Caroline and District Artisans Market  
50 Avenue from 48 Street to 52 Street, Caroline  
September 4, 2021  
8:30 AM - 1:00 PM

**\*Note: Approval is required annually and/or with changes to the market location, dates and times.\***

If you have any further questions, please do not hesitate to contact our office at [inspections.mailbox@aglc.ca](mailto:inspections.mailbox@aglc.ca).

Thank you and all the best at the Market!

Kind regards,  
Terrie



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**Terrie Good**  
Administrative Assistant to the Director  
**Compliance**  
Regulatory Services  
**Phone** 780-447-8600 **Fax** 780-447-8913  
**Toll Free** 1-800-272-8876 **Email** [terrie.good@aglc.ca](mailto:terrie.good@aglc.ca) **Web** [aglc.ca](http://aglc.ca)  
50 Corrivue Avenue, St. Albert AB T8N 3T5



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## Sandy Buckberry

**From:** Craig Curtis  
**Sent:** August 11, 2021 1:46 PM  
**To:** Sandy Buckberry  
**Subject:** FW: AGLC Artisan Market Approved - Caroline and District Artisans Market (September 4, 2021)

For agenda

**From:** Craig Curtis  
**Sent:** August 10, 2021 11:59 AM  
**To:** Village Council <[villagecouncil@villageofcaroline.com](mailto:villagecouncil@villageofcaroline.com)>  
**Cc:** Christina Oxley <[assistant@villageofcaroline.com](mailto:assistant@villageofcaroline.com)>  
**Subject:** FW: AGLC Artisan Market Approved - Caroline and District Artisans Market (September 4, 2021)

**From:** Reg Dean <[deanr@rttinc.com](mailto:deanr@rttinc.com)>  
**Sent:** August 6, 2021 10:15 AM  
**To:** 'Caroline Chamber of Commerce' <[ccoc@telus.net](mailto:ccoc@telus.net)>; [carolineaghub@gmail.com](mailto:carolineaghub@gmail.com); John Rimmer <[jrimmer@villageofcaroline.com](mailto:jrimmer@villageofcaroline.com)>; Craig Curtis <[ccurtis@villageofcaroline.com](mailto:ccurtis@villageofcaroline.com)>  
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Thank you and all the best at the Market!

Kind regards,  
Terrie



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**Terrie Good**

Administrative Assistant to the Director  
Compliance  
Regulatory Services

Phone 780-447-8600 Fax 780-447-8913

Toll Free 1-800-272-8876 Email [terrie.good@aglc.ca](mailto:terrie.good@aglc.ca) Web [aglc.ca](http://aglc.ca)  
50 Corriveau Avenue, St. Albert AB T8N 3T5

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8.6

P.O. Box 610  
Daysland, Alberta  
T0B 1A0

5130-50 Street  
Telephone: 780-374-3767  
Fax: 780-374-2455

[www.daysland.ca](http://www.daysland.ca)  
[info@daysland.ca](mailto:info@daysland.ca)

August 3, 2021

Village of Caroline  
Box 148  
Caroline, AB  
T0M 0M0

Dear Mayor John,

The Town of Daysland Council would like to express our support for your efforts to lobby for an independent public inquiry into the deaths related to the recently discovered mass graves of the indigenous children from the Residential Schools.

Respectfully,

Edward Kusalik, Mayor

*Town of Daysland, Alberta*



8.7

*Caroline Neighbourhood Place Society*

**Bay #2, 5040 – 49 Ave, Caroline, AB. T0M 0M0**

**Mailing address: Box 70**

**Phone: 403.722.3787 Fax: 403.722.4684 [carnp@telus.net](mailto:carnp@telus.net)**

**Vision:** Connect and coordinate a network of people, resources, and local supports.  
**Mandate:** Support children, youth, and families in need.

## ***Caroline Neighbourhood Place in Our Community***

**Vision:** *Connect and coordinate a network of people, resources, and local supports.*

**Mandate:** *Support children, youth, and families in need.*

**Services Offered:** *All services are free of charge. We are a not-for-profit Society with registered Charity status.*

- *Adopt a Family and Santa's Anonymous & Volunteer Appreciation programs coordination*
- *Advocacy for all individuals*
- *Assisted local organizations by donations from government grants*
- *Assistance with completion or copying of government forms (AISH, ALBERTA WORKS, INCOME SUPPORT, CANADA PENSION, PDD)*
- *Assistance with essential transportation needs*
- *Assist newcomers to our community*
- *Direct programming*
- *Information, Navigation, Referral, & Collaboration with local, regional, and provincial organizations*
- *Liaise with Caroline School and Wild Rose School Division*
- *Outreach services provided by Ásokéwin Friendship Centre, Burden Bearers, Clearwater Regional FCSS, FASD Central Alberta Network, Mountain Rose Women's Shelter, Rocky Family Resource Network, Rocky Pregnancy Care Centre- our coordinator has great contacts at these organizations!*
- *Provide support to seniors through researching information about free programming and resources*
- *Supports Caroline as a COVID-19 Resource Centre- provided free disposable masks, hand sanitizer, and current pandemic information*



## Engagement Sessions on the *Libraries Act* legislation and Red Tape Reduction

Municipal Affairs is inviting the public library community and municipalities to give feedback on possible red tape reductions in the *Libraries Act* and associated regulation.

We are asking for feedback on four broad topics:

- 1) public library board governance, including appointments, meetings and policies;
- 2) public library system participation, agreements, and Public Library Network services;
- 3) intermunicipal public library boards (and federation library boards); and
- 4) a requirement for public library boards that serve populations over 10,000 to hire professional librarians.

We are pleased to share with you a **schedule** for our engagement sessions in September. These sessions are virtual (on Zoom) and are open to everyone. Each topic will have two sessions – one daytime and one evening - and will be between 1 ½ - 2 hours in length. We will have a single registration deadline of **Wednesday September 1** for all sessions. Sessions will be hosted and moderated by Public Library Services Branch staff.

We ask that participants register in advance by **Wednesday September 1** so we can send out information that will be useful to read through before the discussions take place.

You are welcome to attend one session on a specific topic or register to attend all the sessions.

You can register here: <https://extranet.gov.ab.ca/opinio6//s?s=53846>.

**September 2021**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <i>Registration deadline Survey launched</i>	2	3	4
5	6 <i>Labour Day</i>	7	8	9 MLIS (Professional Requirements) – 7-9pm	10 MLIS (Professional Requirements) – 2-4pm	11
12	13	14	15 Library Board Governance – 7-9pm	16	17 Library Board Governance – 2-4pm	18
19	20	21 Library Systems Membership and Provincial Public Library Network – 7-9pm	22 Library Systems Membership and Provincial Public Library Network – 2-4pm	23 Stronger Together Virtual Library Conference	24 Stronger Together Virtual Library Conference	25
26	27	28 Intermunicipal Boards & Federations – 7-9pm	29	30 Intermunicipal Boards & Federations – 2-4pm		

We will also be launching a survey through *Opinio* on September 1 and the survey will be open to feedback until October 8. **The link to the survey will be forwarded on September 1.**

We have attached a *background document* to this email that explains why we are doing these engagement sessions on red tape reduction in the *Libraries Act* this fall. Feel free to circulate to your councils as information.



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# Public Library Legislation

## Introduction

### Public library service in Alberta

In Alberta, public library service is a local service with a focus on local community needs. Under the authority of the *Libraries Act*, a municipality may choose to provide public library service at the local level by establishing a library board and at the regional level by joining a library system.

Alberta public libraries have a strong history of local autonomy. A public library board, upon its creation, is a governing board and a corporation with full management and control of public library service delivery.

### The *Libraries Act* and Libraries Regulation

The *Libraries Act* and Libraries Regulation govern public library service in Alberta.

The *Libraries Act* sets the legal framework for public library service through the establishment of library boards, which manage public library service on behalf of the municipality. The Libraries Regulation sets out sound management practices for library boards. By providing a framework for library boards to work within, the act and regulation are considered enabling legislation. They tell library boards the broad rules they need to follow, but not necessarily how they should go about it.

The *Libraries Act* and Regulation sit alongside other provincial legislation such as the *Municipal Government Act*. All provincial legislation works in harmony and one act does not supersede another. While public library service is considered a local service, library boards do not fall under the provisions of the *Municipal Government Act*.

Public library funding is not governed by the *Libraries Act* or Libraries Regulation. Municipal funding for public library services is decided at the local level, with municipal councils responsible for determining the amount of financial support provided. Provincial funding falls under the parameters of the Municipal Affairs Grants Regulation and the accompanying Public Library Grant Program Guidelines.

### Public Library Stakeholder Engagements to Date

In fall 2019, the Public Library Services Branch within Municipal Affairs began a series of in-person engagements with Alberta public library stakeholders to identify areas under provincial library legislation perceived as being regulatory burdens. All public library board members and library staff were invited to participate. Those in attendance were taken through a review of the existing legislation and then given the opportunity to provide feedback through facilitated group discussions and anonymous workbooks.

Eleven in-person engagement sessions were held across the province from September 2019 to January 2020 in the communities of Slave Lake, Grande Prairie, Lethbridge, Okotoks, Wainwright, Lac La Biche, Brooks, Drumheller, Red Deer, Stony Plain, and Edmonton. For those unable to attend the in-person sessions, an online survey was available from September 25 to December 13, 2019. The online survey received 68 responses and 92 stakeholders attended the in-person sessions, for a total of 160 participants.

The completion of this work was paused due to the challenges and competing priorities of the COVID-19 pandemic.

On June 23, 2021, the Honourable Ric McIver, Minister of Municipal Affairs, invited key library stakeholders to a virtual meeting to confirm a proposed engagement plan on identifying further opportunities for red tape reduction in the *Libraries Act*. It was agreed that fall 2021 was a good time for the entire library community to provide feedback. Virtual engagement sessions on four broad topics are scheduled for September, and a survey is available to collect written feedback.