

VILLAGE OF CAROLINE
REGULAR COUNCIL MEETING AGENDA
Thursday January 6th, 2021, 5:30 pm
Village of Caroline Council Chambers, 5004-50 Ave.
VIRTUAL MEETING

	<u>Page #</u>
1. CALL TO ORDER	
2. ADOPTION OF AGENDA:	
3. ADOPTION OF MINUTES:	
3.1. Council Meeting Minutes December 9 th , 2021	Pages 1-4
3.2. Revised Council Meeting Minute November 22,2021	Pages 5-8
4. DELEGATION(S):	
4.1 None	
5. STAFF REPORTS	
5.1 CAO Report (verbal)	
6. COMMITTEE & BOARD REPORTS:	
6.1 Mayor Report	
6.2 Councillor Reports	
7. BUSINESS:	
7.1 Amendment to Council Meeting Schedule	Pages 9-10
7.2 Village of Caroline Seniors' Housing Project	Pages 11-22
7.3 Weather Monitoring Station	Pages 23-30
7.4 Waste Management Contract	Pages 31-52
7.5 Upgrading of Village Street Lights	Pages 53-55
7.6 Wastewater Approval Update	Pages 56-79
7.7 Regional Governance Restructuring Study: Follow up	Pages 80-82
7.8 2022 Interim Operating Budget	
7.9 2022 Interim Capital	
7.10 Financial Update	
7.11 Westview Lodge Requisition for 2021	Pages 83-100
8. DISCUSSION, CORRESPONDENCE, INFORMATION ITEMS:	
8.1 Fire Services Report September 2021	Pages 101-102
8.2 Fire Services Report October 2021	Pages 103-104
8.3 Fire Services Report November 2021	Pages 105-106
8.4 Rocky Senior Housing Meeting Minutes Nov 30 th , 2021	Pages 107-108
8.5 Municipal Affairs 2020-21 Annual Report	
8.6 Letter from Town of Sundre re: Code of Conduct	Page 109
8.7 Covid Restrictions Council Meeting Minutes April 15 th , 2021	Page 110
9. CLOSED SESSION	
9.1 Human Resources Budget (FOIP 24(1) (a))	
*For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197(2) the Freedom of Information and Protection of Privacy Act, Section 27(1)(a) (legal)	
10. ADJOURNMENT	

VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on Thursday December 9th, 2021, at 5:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

Meeting Location: 5004-50 Ave.

Virtual Attendance: Councilors: Mary Ann Wold, Donny Nichols, Debbie Nelson, Barbara Gibson, John Rimmer

Staff: CAO Craig Curtis, Municipal Clerk Sandy Buckberry

1. Call to Order

Mayor Nelson called the meeting to order at 5:30 pm

2. Adoption of Agenda

Mayor Nelson was unable to carry on Chairing the meeting and left the meeting. Councillor Nichols assumed the chair.

Motion 221.12.09

Moved by Councillor Gibson to adopt agenda.

CARRIED

3. Adoption of Minutes

Motion 222.12.09

Moved by Councillor Rimmer to adopt November 22nd, 2021 Council minutes as presented.

CARRIED

4. Delegation(s):

4.1 None

5. Staff Reports

5.1. CAO Report (verbal)

The CAO reported that issues regarding the water utility billing had been largely resolved. Administration was now focused on drafting the 2022 Operating and Capital Budget.

Motion 223.12.09

Moved by Councillor Rimmer that the CAO verbal report be received as information

CARRIED

6. Committee & Board Reports

6.1 Mayor Report

- Nothing to report

6.2 Council Reports

Councillor Gibson

- Reported on Parkland Library Introduction

Councillor Wold

VILLAGE OF CAROLINE COUNCIL

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- Nothing to Report
Councillor Nichols
- Reported on AG Society
Councillor Rimmer
- Reported on the outdoor rink

Motion 224.12.09

Moved by Councillor Rimmer to accept Council reports as presented.

CARRIED

7. Business

7.1. Membership in FCM

Motion 225.12.09

Moved by Councillor Wold that the council of the Village of Caroline approve retaining its membership in FCM for 2022-2023.

CARRIED

7.2. Village of Caroline Wastewater Approval

Motion 226.12.09

Moved by Councillor Rimmer that the Council of the Village of Caroline receive the report from the CAO and await a reaction from WSP which has been requested

CARRIED

7.3. Letter from the Red Deer River Watershed Alliance dated November 18th, 2021

Motion 227.12.09

Moved by Councillor Rimmer that the council of the Village of Caroline determine not to obtain membership in the Red Deer Watershed Alliance at this time.

CARRIED

8. Discussion, Correspondence, and Information Items

8.1 Rocky Senior Housing Council: Minutes dated June 16th, 2021.

8.2 Rocky Seniors Housing Council: Minutes dated July 21st, 2021

8.3 Rocky Seniors Housing Council Minutes dated Oct 6th, 2021

Motion 228.12.09

Moved By Councillor Gibson that item's 8.1 to 8.3 be received as Information.

CARRIED

VILLAGE OF CAROLINE COUNCIL

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8.4 A letter from the Minister of Alberta Justice and Solicitor General regarding engagement on the "Alberta Provincial Police Service Transition Study"

Motion 229.12.09

Moved By Councillor Rimmer that Councillors be encouraged to attend the upcoming sessions to review the "Alberta Provincial Police Service Transition Study" CARRIED

8.5A letter from the City of Cold Lake regarding Physician recruitment

Motion 230.12.09

Moved By Councillor Rimmer that item 8.5 on the agenda to be received as information CARRIED

8.6 Parkland Regional Library System: Minutes dated November 4th, 2021
8.7 A letter from Alberta Municipalities regarding new Branding

Motion 231.12.09

Moved By Councillor Wold that items 8.6 and 8.7 on the agenda be received as information. CARRIED

8.8 Letter to Caroline Seniors Housing Project

Motion 232.12.09

Moved by Councillor Gibson that item 8.8 on the agenda be received as information. CARRIED

8.9 E-mail from Alberta Ombudsman (Allen Jewell)

Motion 233.12.09

Moved by Councillor Rimmer that Item 8.9 on the agenda be received for information.

CARRIED

9.0 Closed Session
None

VILLAGE OF CAROLINE COUNCIL

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10. Adjournment

Motion 239.12.09

Möved by Councillor Nichols that the meeting be adjourned at 6.39 pm

CARRIED

MAYOR

CAO

VILLAGE OF CAROLINE COUNCIL

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Meeting Location: 5004-50 Ave.

Virtual Attendance: Councilors: Mary Ann Wold, Donny Nichols, Debbie Nelson, Barbara Gibson

Staff: CAO Craig Curtis, Municipal Clerk Sandy Buckberry

1. Call to Order

Mayor Nelson called the meeting to order at 5:30 pm

2. Adoption of Agenda

Motion 208.11.22

Moved by Councilor Wold to adopt agenda.

CARRIED

3. Adoption of Minutes

Motion 209.11.22

Moved by Councilor Nichols to adopt November 4th, 2021 Council minutes as presented.

CARRIED

4. Delegation(s):

4.1 None

5. Staff Reports

5.1. CAO Report (verbal)

Motion 210.11.22

Moved by Councilor Wold that the CAO verbal report be received as information

CARRIED

6. Committee & Board Reports

6.1 Mayor Report

- Reported on Seniors Housing.

6.2 Council Reports

Councilor Gibson

- Nothing to report

Councilor Wold

- Reported on Caroline Neighbourhood Place Society

Councilor Nichols

- Reported on AG Society

VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on Monday November 22nd, 2021, at 5:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

Motion 211.11.22

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

CARRIED

7. Business

7.1. Parkland Regional Library System Proposed Budget 2022

Motion 212.11.22

Moved by Councilor Nichols that the council of the Village of Caroline approve the budget for the parkland Regional Library System with a per capita levy of \$8.55

CARRIED

7.2. Chair of Municipal Council Meetings

Motion 213.11.22

Moved by Councilor Gibson that the Council of the Village of Caroline determine if an amendment to the Procedural Bylaw should be considered.

CARRIED

7.3. Caroline Water System

Motion 214.11.22

Moved by Councilor Nichols that the council of the Village of Caroline receive the update on the water system in the report from the CAO Dated Nov 15th, 2021 be accepted as information.

CARRIED

7.4 Borrowing Bylaw

Motion 215.11.22

Moved By Councilor Gibson that the Council of the Village of Caroline Give 3 readings to borrowing Bylaw #2021-006. Councilor Nichols excused himself as this was a conflict of interest as this was his employer.

CARRIED

Motion 216.11.22

Moved By Councilor Wold that the Council of the Village of Caroline Give 3 Readings to Borrowing Bylaw #2021-006

CARRIED

Motion 217.11.22

Moved by a unanimous vote that the Council of the Village of Caroline give 3 readings to borrowing Bylaw #2021-006

CARRIED

7.5 Social Media Notice and Policy

Motion 218.11.22

VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on Monday November 22nd, 2021, at 5:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

Moved by Councilor Wold that the Council of the Village of Caroline establish a social media protocol by which Village Council receives a one-hour email notice prior to Council or staff making media posts for anything other than regular administration information. CARRIED

Motion 219.11.22

Moved by Mayor Nelson that the Council of the Village of Caroline establish a social media policy and that Councilor Nichols lead a working group to bring forward recommendations to Council.

7.7 Caroline and District Athletic and Agricultural Society, Annual Grant Application

Motion 220.11.22

Moved By Councilor Rimmer that the Council of the Village of Caroline approve community funding of \$857 to the Caroline and District Athletic and Agricultural Society for the 2022/23 season be accepted. CARRIED

8. Discussion, Correspondence, and Information Items

8.1 Caroline Motel

Council discussed the presence of a residential trailer at the vacant Caroline Motel.

CARRIED

9. Closed Session

None

10. Adjournment

Motion 220.11.22

Moved by Mayor Nelson that the meeting be adjourned at 6.34

CARRIED

VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on Monday November 22nd, 2021, at 5:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

MAYOR

CAO

To: Village Council
From: Craig Curtis
Re: Amendment to Council Meeting Schedule

Date: December 16, 2021

It has come to my attention that there is a typographical error in the approved meeting schedule for Village Council.
The second Thursday meeting in February should read February 3rd not February 4th. All members of Council must be present to make this change.

Recommendation:

That the Council of the Village of Caroline approve the amendment of the February 2022 meeting date to Thursday February 3rd.

To: Village Council
From: Craig Curtis, CAO
Re: Council Meeting Dates after Election
Date: October 19th, 2021

A Council schedule is usually included in the election package . However, Council did not make a decision on when future meetings should be held. Based on earlier discussions, I am proposing a schedule of the first and third Thursdays of every month starting at 5:30pm. with the exception of the months of December, July and August which will be reduced to one meeting on the second Thursday of each month starting at 5:30pm.

The proposed dates would be as follows:

- November 4th.
- November 25th (CAO at AUMA on 18th)
- December 9th

2022

- January 6th
- January 20th
- February 4th — Friday
- February 17th
- March 3rd
- March 17th
- April 7th
- April 21st
- May 5th
- May 19th
- June 2nd
- June 16th
- July 14th
- August 11th
- September 8th
- September 22nd
- October 6th

Recommendation:

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

To: Village Council
From: Craig Curtis, CAO
Re: Village of Caroline Seniors' Housing Project: Update

Date: December 16th, 2021

Following a recommendation from the Caroline-Clearwater Intermunicipal Collaboration Committee, the County and the Village approved funding for the second phase of the Seniors' Housing Project Study. It was agreed that the study would be undertaken by Keys2Housing and would include a conceptual design, workplan, and business case model. Furthermore, at the request of the County it was stipulated that the study be reviewed by a third party following completion. The County and Village agreed that the study be managed by the Chamber of Commerce and letters of transmittal are attached. We have now received two items from the Chamber for information:

- A revised proposal for professional services.
- A copy of a survey to be completed by January 5th

Recommendation:

That the Council of the Village of Caroline receive the update on the Senior's Housing project

2021-22

**Caroline Seniors Housing & Care
Survey**

*This Survey is focused on working with partners
to address Housing, Quality of Life, and Accessibility
for Senior's in the Caroline Community and Surrounding Area.*

Please return this form to Caroline Chamber of Commerce, Merna Cermak or Reg Dean by Jan 5
2022. Time is of the essence with this project.

Mail: Box 90, Caroline AB, T0M 0M0
Fax: 403 722 3922
Email: ccoc@telus.net

In person deliver to: Merna or Reg at Caroline
Supplies, or at the County or Village office
Phone: Merna 403-844-5902, Reg 403 845 8891

We greatly appreciate your help!

4. Transportation and Getting Around

	Definitely	Yes	Somewhat	No	Not at all
Do you have difficulty... using the walking trails in the Village of Caroline?					
getting to out of town medical/specialist appointments?					
getting to other appointments and places such as the grocery store, post office, hairdresser?					
<i>If you answered yes, please explain why.</i>					

5. Senior Services in the Village of Caroline

Providing services and programs for seniors throughout the year.
Please give us your feedback.

Your Feedback on	Yes	No	Not sure
Do you know what kind of resources and services Caroline has to offer for seniors?			
Have you used any Senior resources or services in the past 6 months?			
If yes, were you satisfied with the services you received?			
Do you receive the Alberta Senior Benefit?			
If you answered yes, do you know that you can access the Alberta Seniors Benefits Special Needs Program?			
Do you know about the Alberta Education Property Tax Program for Seniors?			
Do you feel that having a new seniors facility in Caroline would influence your decision to stay in Caroline as a retirement place?			
Yes or no to the question above and why?			
Do you have existing grandparents, parents or grandchildren in the area?			
Questions or comments are appreciated			

If you would like to know more about these services, or this project please leave your name and phone number.

Name: _____

Phone: _____

2. Learning and Activities

	Definitely	Yes	Somewhat	No	Not at all
Would you attend workshops on ... such as Facebook, Skype, or the internet? new technology					

List specifics:

	Definitely	Yes	Somewhat	No	Not at all
Would you attend sessions on ... health, nutrition, and wellbeing?					

List specifics:

	Definitely	Yes	Somewhat	No	Not at all
Would you attend a ... fitness programs?					

List specifics:

	Definitely	Yes	Somewhat	No	Not at all
Would you attend ... social outings such as plays, museum trips, etc. ?					

List specifics:

3. New Seniors Complex Ideas

What kind of facility elements would you like to see at a new senior's complex?

Circle your choices/preferences below:

Housing: Independent living, subsidized low-income, home care, supportive living (24x7 care and support)

Preferences: Medical clinic, community room for visitors, craft space, family room with kitchen, game room, fitness room, hair salon, coffee shop, tuck shop, parking spaces, guest space, garden space, green spaces?

Other Suggestions: _____

This survey is being conducted on behalf of the Partnership with the Village of Caroline, Clearwater County, and the Caroline & District Chamber of Commerce.

This Survey of Seniors in the Village of Caroline and surrounding area is for Housing & Care and the focus is on:

- All types of housing
- Housing privately owned and operated, or governments run
- Low cost or for those with more income.
- All types of Senior housing

This survey will focus on five areas to develop strategies, implement new programs and expand on existing ones. 1. Communication 2. Learning & Activities 3. New Seniors Housing Facility 4. Transportation and Getting Around, and 5. Seniors Services at the New Facility

This questionnaire will also help us to access funding for the above-mentioned programs. Please help us to project an accurate picture by filling out this survey and giving us YOUR opinion.

General Information

Please check one box

Gender: Female
 Male

Age: 55 to 59 years
 Over 60 years
 Over 75 years

Residence of ...

Village of Caroline Clearwater County Other [REDACTED]

1. Communication ...

Please check one box	Definitely	Yes	Somewhat	No	Not at all
Would you use your email to receive updates on services and programs					
Do you read the <i>Caroline news</i> to find out about community services and programs					
Would you like a direct mail out about community services and programs					
Are you listening to Radio Stations for upcoming and ongoing events?					



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Canada Not-For-Profit Corporation.

keys2housingcommunities.ca

**CAROLINE AREA SENIORS' HOUSING CAPITAL PROJECT CONCEPT
PROPOSAL FOR PROFESSIONAL SERVICES**
December 8, 2021

The following is further to our recent discussions and outlines our Keys2Housing Communities proposal for professional services in relation to providing a capital project concept for a Seniors housing facility in the Caroline, Alberta area.

Background

A Seniors housing facility is being considered in Caroline, Alberta. Prior to the facility concept planning, a needs assessment was done to confirm feasibility and to inform decisions about the type and amount of housing that should be provided.

A capital project concept will provide a proposal for a Seniors housing facility for the Caroline and surrounding area so Seniors from this area can stay in their Community. The concept at present would be 40 units of Seniors housing; 8 units to replace the current aged Manor, 10 units of Supportive Living in a Lodge format (SL1/2, SL3 and SL4/4D) plus 22 units of independent affordable living.

The Village of Caroline has received collaborative support from Clearwater County in completing the first step, to commission a demand study to ensure there is demand for the project. The study proved demand and was presented to both Councils in July 2021.

Purpose

The next step in the capital project planning will include 1) identifying project ownership and sponsorship, 2) developing a capital project concept to combine demand study data and a survey of Senior preferences from the Community surrounding Caroline, and 3) developing a workplan with a business case to be ready for applications for upcoming Province of Alberta and Federal CMHC capital grants.



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Approach

A capital project concept for a Seniors housing facility and a final report will be provided to detail the demand and preferences from Seniors in the Caroline and surrounding area. The concept for the proposed Seniors housing facility will include a work plan and business case for implementation. There will also be an identification of next steps in the planning process.

The goal is to be ready for the Province of Alberta and Federal CMHC capital grant processes which are expected to occur soon. Research will also be done to find sources of capital project planning grants and low-interest loans for the proposed project. It is noteworthy, these steps take time for approval and do not provide certainty or quick decisions. To get final capital project grant approval, project 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 in the new year 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 by 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.

It will be important to consider the urgency "to be ready for a capital grant call" and be able to make a capital project application in a timely way. Any delay in starting these next steps could miss the next window for capital grant application processes.

The recommendation was for ownership/sponsorship of the next steps with project planning funding from a collaboration involving the Village of Caroline and Clearwater County. These funds would enable these next steps to be accomplished and have the project concept ready for upcoming capital grant applications. Any future funding for planning grants for this project work would be reimbursed to the collaborative effort.

This proposal was prepared for the Caroline & District Chamber of Commerce, the Village of Caroline and Clearwater County by Keys2Housing Communities on December 8, 2021.



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Fees and Schedule

The scope of work and work schedule as well as the total budget for the proposed capital project for senior's housing are summarized in the table below with fees shown by major research task.

Regular project updates will be provided as each major study task is completed. We invoice monthly based on percentage completed. Thereafter, payment is due within thirty (30) days of your receipt of our invoice. Any additional work not included in the proposal but requested by you will be charged on a per diem basis. We will identify such per diem work in advance and request that you preauthorize this work.

- Task 1: Survey of Senior Preferences \$6,500 Weeks 1-4
- Task 2: Pre-design/Programming \$8,000 Weeks 5-9
- Task 3: Schematic Design (site plan, floor plans, suite plans, building elevations) \$18,000 Weeks 10-12
- Task 4: Renderings (3-4 views) \$3,000 Weeks 13-14
- Task 5: Design Rationale (project statistics, presentation package) \$2,500 Weeks 15-16
- Task 6: Business Case and Workplan \$12,000 Weeks 17-20
- Task 7: Report; Final Presentation to Caroline & District Chamber of Commerce, Village of Caroline and Clearwater County \$3,000 Weeks 21-24
- Total Capital Project Proposal Budget \$53,000 Plus GST.**

Respectfully Submitted.

Sam Smalldon, Consultant
Keys2Housing Communities

Proposal Acceptance by

Signature

Date



Keys2Housing Communities is a
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keys2housingcommunities.ca

Name and position



Box 148
5004-50 Avenue
Caroline, AB T0M 0M0
T: (403)722-3781
F: (403)722-4050
Email: info@caroline.ca

December 7th, 2021.
Reg Dean, President
Caroline Chamber of Commerce,
PO Box 90,
5103 48th Avenue,
Caroline,
Alberta
T0M 0M0

Re: Caroline Seniors Housing project

A letter dated December 6 (incorrect date) from Matt Martinson refers

Dear Mr. Dean *Reg*

On behalf of the Village of Caroline I would like to confirm our support for the second phase of the Senior's Housing Study as proposed by Mr. Smalldon of Keys 2 Housing. The Village has approved \$10,000, which will be paid upon the satisfactory completion of the study.

The Village and the County have agreed that the study be managed by the Chamber of Commerce in collaboration with the Village and the County. However, based on the discussions at the Intermunicipal Collaboration Committee (ICC) there are certain conditions that need to be followed. These include consultation with the community and stakeholders. To ensure that there are no misunderstandings, it is suggested that these steps be included in a brief workplan with timelines that all three parties can agree upon. This would describe the very broad steps to be taken and ensure that the deliverables meet expectations.

I look forward to the successful completion of this project, which is a high priority for the Village.


Craig Curtis
CAO

Cc Christopher Reid CAO, County of Clearwater
Cc Earl Graham, Vice President Caroline and District Chamber of Commerce



December 6, 2021

Caroline Chamber of Commerce
PO Box 90
5103 48 Avenue
Caroline, Alberta
T0M 0M0

RE: Caroline Seniors Housing Project

Dear Caroline Chamber of Commerce Executive,

On behalf of Clearwater County, I would like to recognize and thank you for your efforts in partnering with the County and the Village of Caroline to complete the Caroline Seniors Housing Demand Study.

At its September 14, 2021 meeting Council provided direction to continue these efforts to gather information regarding a potential future Seniors Housing Facility for Caroline. Specifically, Council has asked that Keys to Housing be retained again to complete a project plan that includes, conceptual design, a work plan, and a business case model for the Caroline Seniors Housing project.

In continuation of the above-mentioned partnership, we have included with this letter a cheque for \$40,000 to enable the Chamber of Commerce Executive to proceed with the next phase of this project in collaboration with Clearwater County and the Village of Caroline.

If you have any questions or concerns, I invite you to contact us, and we would be happy to further discuss this matter.

Sincerely,

Matt Martinson
Director, Agriculture and Community Services
Clearwater County

CC Christopher Read, Chief Administrative Officer, Clearwater County
Craig Curtis, Chief Administrative Officer, Village of Caroline.

To: Village Council
From: Craig Curtis, CAO
Re: Village of Caroline Seniors' Housing Project Proposal
Date: September 14th, 2021

The Village of Caroline and Clearwater County held its Inaugural Intermunicipal Collaboration Committee on August 19th. This Committee was established in April 2019 as part of the Caroline-Clearwater Intermunicipal Collaboration Framework (ICF).

The only new business on the agenda was the Village of Caroline Seniors' Housing Project. The County and the Village previously collaborated on a Needs Assessment for a facility in Caroline. This was completed in June 2021 and showed sufficient demand to warrant the construction of a new facility. It is now proposed to move to the next phase of the project, which would include a more detailed project plan at a cost of \$50,000. The plan would include a conceptual design, workplan and business case model, which could be used to submit to the Province and/or the Federal government for funding.

After discussion and a presentation by Mr. Smalldon of Keys2 Housing Communities, the Committee recommended to both Councils that funding for the project plan be approved, subject to a peer review upon completion.

Recommendation:

That the Council of the Village of Caroline approve proceeding with the Project Plan for the Caroline Seniors' Housing project to be undertaken by Keys2 Housing Communities, which would include a conceptual design, workplan and business case model and that the plan reviewed by a third party upon completion.

And further that the \$50,000 cost of the Plan be funded 80% (\$40,000) by Clearwater County and 20% (10,000) by the Village of Caroline.

To: Village Council
From: Craig Curtis
Re: Weather Monitoring Station

Date: December 16th, 2021

The Institute of Catastrophic Loss reduction has expressed an interest in locating a weather monitoring station on the Village Office site. These are very small units (the size of a dinner plate) and are solar powered.
I discussed this earlier with former Mayor Rimmer and expressed our willingness to locate a unit on our building. As a result, the non-profit group has enclosed a proposed license agreement for the installation.
I recommend that Council support the proposal, as outlined in the material provided.

Recommendation:

That the Council of the Village of Caroline support the installation of the weather monitoring unit either on the office roof or on an adjacent pole and authorise administration to negotiate an appropriate licensing agreement.

If you would like see that contract, or have any questions at all, please respond to me by email or phone (778-679-6382).

Thanks again for your time and interest,

Mark Elliott

From: Mark Elliott
Sent: Thursday, May 27, 2021 3:11 PM
To: ccurtis@villageofcaroline.com <ccurtis@villageofcaroline.com>
Subject: Weather Monitoring Station

Mr. Curtis,

My name is Mark Elliott from the Institute for Catastrophic Loss Reduction. We spoke on the phone earlier today regarding the possibility of using public land in Caroline for a weather monitoring station.

The ICLR is a not-for-profit research organization, funded largely by the insurance industry and affiliated with Western University. Our mandate is to provide research and recommendations on ways to reduce the impact of natural disasters in Canada. You can find our website at the following link: <https://www.iclr.org/>

The project we are currently working on in Alberta is a contract from the Alberta Severe Weather Management Society (ASWMS). The ASWMS is a group of local Albertan insurers who have been pooling their funds for several years in order to pay for a hail seeding program in the area roughly between Calgary and Rocky Mountain House. The purpose of the hail seeding program is to use engineering practices to reduce the intensity of hail storms. This works by spraying a hail-bearing storm cloud with a fine dust, which creates very small hail stones very quickly. This prevents the formation of the large hail stones that can cause massive damage. The ICLR has been contracted to conduct an analysis on the effectiveness of the program.

The station we would be utilizing would be the Sommer Messtechnik HDI disdrometer. I have attached a photo of the unit. For reference, the disk on the side is 8" or roughly the size of a dinner plate. This unit will be attached to a small pole, maybe 5 or 6 feet off of the ground and will be anchored to a stabilizing platform. The total footprint of the platform is dependent on what the contractor deems appropriate for the site, but likely won't be much more than 3 or 4 feet wide at any point. The unit would be self-powered by a solar panel.

The ICLR would handle all of the costs of installation and maintenance. All we need a spot on some public land to set it up. The roof of a building would be ideal, but any open field would do.

If you have any questions, please don't hesitate to ask.

Thank you very much for your time and consideration.



ICLR – The Institute for Catastrophic Loss Reduction (ICLR) is a world-class centre for multidisciplinary disaster prevention research and communication. ICLR is an independent, not-for-profit research institute founded by the insurance industry and affiliated with Western University, London, Ontario. The Institute's mission is to reduce the loss of life and property caused by severe weather ...

A new promotional video about the Institute for Catastrophic Loss Reduction, who we are and what we do. The Institute for Catastrophic Loss Reduction (ICLR) is a world-class centre for multi-disciplinary disaster prevention research and communication.

www.iclr.org

Mark Elliott
Climate Resilience Specialist
Institute for Catastrophic Loss Reduction
210-20 Richmond Street East
Toronto, ON
Cell: 778-679-6382
Office: 416-364-8677 ext. 3215

Craig Curtis

From: Mark Elliott <melliott@iclr.org>
Sent: December 13, 2021 12:14 PM
To: Craig Curtis
Subject: Re: Weather Monitoring Station
Attachments: Weather Station Hosting Licence Agreement - ICLR(46810271.2).docx

Hi Craig,

Here's the template contract that we have put together for communities agreeing to host the ICLR weather monitoring station.

Please take a look and let me know what you think. We are open to amending the template if you have any concerns.

Thanks,

Mark

From: Craig Curtis <ccurtis@villageofcaroline.com>
Sent: Saturday, November 27, 2021 9:59 PM
To: Mark Elliott <melliott@iclr.org>
Cc: Debbie Nelson <dnelson@villageofcaroline.com>
Subject: RE: Weather Monitoring Station

Hi Mark,
Please send me the contract. I will take the proposal to Council. I think we should be able to accommodate.
Craig

From: Mark Elliott <melliott@iclr.org>
Sent: November 24, 2021 12:27 PM
To: Craig Curtis <ccurtis@villageofcaroline.com>
Subject: Re: Weather Monitoring Station

Hello Again Mr. Curtis,

I understand it has been a while since I was last in contact with you. I was wondering if the Village of Caroline would still be interested in hosting one of the weather monitoring stations as proposed in the email below.

I apologize for the gap in communications, the ongoing global supply chain disruptions delayed the delivery of our sensors by several months. We are just now receiving the first shipments for testing and hope to have the sensor in your community installed sometime in the Spring of 2022.

We have a contract prepared for your review if you would like. It's a simple document allowing our installation and maintenance crew access to public land, with provisions exempting the Village of Caroline from any cost, liability, or responsibility.

WEATHER STATION HOSTING LICENCE AGREEMENT

This Licence dated [DATE] is made between:

[COMMUNITY]
[COMMUNITY ADDRESS 1]
[COMMUNITY ADDRESS 2]
[COMMUNITY POSTAL CODE]
("[COMMUNITY"])

and

INSTITUTE FOR CATASTROPHIC LOSS REDUCTION
20 Richmond Street East, Suite 210
Toronto, Ontario
M5C 2R9
(the "Institute")

WHEREAS:

- (1) The Institute wishes to utilize land within [COMMUNITY] for the purpose of establishing a weather monitoring system;
- (2) [COMMUNITY] agrees to allow the Institute to use a mutually agreed upon site to host a weather monitoring station [or stations] (the "Station[s]");
- (3) The Institute is operating the Station[s] on behalf of the Alberta Severe Weather Management Society

NOW THEREFORE in consideration of the premises, covenants and agreements contained herein and other valuable consideration (the receipt and sufficiency of which is hereby acknowledged) the parties agree as follows:

1. Licence

The [COMMUNITY] hereby grants to the Institute for the Term (as hereinafter defined) an exclusive licence to use the Licensed Area (as hereinafter defined). This Licence does not create any tenancy interest and does not grant to the Institute any interest in real property.

2. Licensed Area

The Licensed Area shall be that area shown on the site plan attached hereto as Schedule A (the "Licensed Area") located at • [DESCRIPTION TO BE INSERTED – consider if more than one location].

3. Licence Fee

The Institute shall pay to the [COMMUNITY] a one-time Licence Fee in the amount of \$10.00 upon the execution of this Licence.

4. Permitted Use

The Institute shall use the Licensed Area for the installation, operation and maintenance of the Station[s] and for no other purpose.

5. Term

This Licence shall become effective on [DATE] and shall, unless otherwise terminated in accordance with the provisions hereof, continue in effect on a month to month basis (the "Term").

6. Termination of Licence

Either party may terminate this Licence at any time, upon presentation of sixty (60) days' written notice given to the other party.

7. Labour and Materials

The Institute shall provide and pay for labour, materials, equipment, tools, construction equipment and machinery, transportation, and other facilities and services necessary for installation and maintenance of the Station[s].

8. Right of Access

The Institute, and any contractors it employs, shall have the right of access to the Station[s], without charges or fees, during normal business hours for purposes related to this Licence, including, but not limited to, the installation, inspection, maintenance, and removal of the Station[s].

9. Ownership and Use of Physical Property

All materials or equipment, including but not limited to the Station[s], developed, supplied, or acquired under this License or at the Licensed Area by the Institute shall be the property of the Institute.

10. Indemnity

The Institute shall at all times indemnify and hold harmless [COMMUNITY], its directors, officers, employees and any other persons for whom it may become responsible for in law, from and against all claims, including claims made by the Institute's personnel under applicable Worker's Compensation legislation, demands, awards, judgments, actions and proceedings by whomsoever made, brought or prosecuted in respect of loss of, damage to or destruction of property (including reasonable legal fees and disbursements, loss or damages sustained by [COMMUNITY]) or personal injury including death and from and against any and all loss of, damage to or destruction of property, expenses and costs

(including legal fees and disbursements) suffered or incurred by [COMMUNITY], its directors, officers, employees caused by the Station[s] or the Institute's weather monitoring operations on the Licensed Area.

11. Acknowledgement

[COMMUNITY] acknowledges that it has read this Licence and fully understands the nature and effect of it and that the terms of this Licence are fair and reasonable and correctly set out the Institute's and [COMMUNITY]'s intentions.

12. Governing Law

This Licence shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein.

13. Amendments in Writing

No amendment to this Licence shall bind [COMMUNITY] or the Institute unless in writing and signed by both parties.

The parties have executed this Licence by their proper officers duly authorized in that behalf.

[COMMUNITY]

By: _____

Date: _____

INSTITUTE FOR CATASTROPHIC LOSS REDUCTION

By: _____

Date: _____

SCHEDULE A
SITE PLAN

To: Village Council
From: Craig Curtis, CAO
Re: Waste management Contract:
E360 Environmental 360 Solutions

Date: December 16th, 2021

Background:

The Rocky Mountain Regional Waste Authority was officially terminated on March 31, 2020. (copy Attached) . It should be noted, however, that it was never formally established as an authority and essentially operated as a joint committee.

The understanding at the time was a new agreement would be in place at the time of termination. However, the parties could not reach agreement and began mediation. The Village of Caroline entered into an agreement with E360 to handle its waste under contract. The three parties then began negotiations on a series of asset and liability agreements which were hurriedly completed in December 2020 to facilitate the completion of the Intermunicipal Collaboration Framework Agreement between the County and the Town.

The final transfer of funds between the parties will be based on the asset and liability agreements. However, the actual dollars are reflected in 2020 year end audit, which was approved in principle by the Intermunicipal Collaboration Committee (ICC) at its meeting on December 13th, 2021 and will be forwarded to all three councils for adoption. I have expressed concern since September that post closure costs in the audit have risen from \$4.9million in 2019 to 7.5 million in 2020. these changes were recommended by the auditor based on an engineering study. I have requested more information before this audit comes to Village Council (copy attached)

number of areas where the Village's new Procedural Bylaw, adopted in March 2020, does not conform with the Alberta Municipal Government Act. The areas identified are outlined in pages 22 and 35 of the MAP Report (attached)
The Village Council endorsed the administration's response, which was to amend the Procedural Bylaw within 6 months.

Contract:

The agreement with E360 Solutions has been cost effective and has worked well after some initial property location issues and some confusion during the reconstruction of 49th.Street.

The original agreement commenced on May 1st. 2020 and ends on April 30, 2022. (copy attached). The service level and costs are outlined in detail in Schedule A. The garbage collection is \$2.23 per house/per week in 2021/22 and disposal fees are \$85.00 per metric tonne.

I have negotiated a new two-year contract with E360 solutions which is now presented for approval in conjunction with the 2022 budget. The essential elements of the new contract are:

- Waste collection will increase to \$2.27 per house/per week in the first year to \$2.31 per house /per week in the second.
- Waste disposal will be \$87.00 per metric tonne for both years.
- The front load collection will remain the same as the original contract

Although the costs will fluctuate based on waste disposal volumes the contract increase overall will be less than 2% in each year.

Recommendation:

That the Council of the Village of Caroline authorise administration to conclude a new two-year contract with Environmental 360 Solutions based on the terms and conditions outlined in the report from the CAO dated December 16th 2021

Craig Curtis

From: Leanne Bertram <lbertram@e360s.ca>
Sent: December 3, 2021 2:46 PM
To: Craig Curtis
Subject: Re: New proposal
Attachments: E360S - Village of Caroline Proposal - Final.docx

Regards,

Leanne Bertram | Municipal Relations
Environmental 360 Solutions Ltd.
8339 Chiles Industrial Ave., Red Deer, AB, T4P 1H2
T (403) 341-9300 | C (403) 596-6904 | lbertram@e360s.ca | www.e360s.ca





Environmental 360 Solutions Ltd. (E360S)

Proposal to:



Village of Caroline

5004 50 Avenue
Caroline, Alberta
T0M 0M0

Contact: Craig Curtis, CAO

Office: (403) 722-3781

Email: cao@villageofcaroline.com

Environmental 360 Solutions Ltd.

8339 Chiles Industrial Avenue
Red Deer, Alberta T4P 1H2

Contact: Leanne Bertram, Municipal Relations

Office: (403) 341-9300 Cell: (403) 596-6904

Email: lbertram@e360s.ca

E360S Experience and Qualifications

E360S is a private Canadian owned and controlled company that began in November 2018, acquiring and operating regional integrated solid waste services companies that provide collection, disposal and recycling services for industrial, commercial, institutional (ICI) and municipal non-hazardous waste in Alberta, British Columbia and Ontario. We strive to provide service excellence for those communities that place their trust in E360S and are always dedicated to putting our customers first. We have modernized fleets, technology, Transfer Stations and advanced recycling equipment at our MRF's, which are operated by experienced management and highly trained staff to meet every customer's need in a safe, cost effective and environmentally compatible manner.

E360S currently serves 250,000 residential customers and 20,000 industrial commercial customers each week and has 841 employees and 586 new or modern collection vehicles with body sizes ranging from 17 to 45 cubic yards of capacity.

In Alberta, through operations established in 2008 and 2012, the company operates in Alix, Beaumont, Calgary, Drayton Valley, Edmonton, Grande Prairie, Medicine Hat, Mountain View City, Nisku and Red Deer. Our Alberta head office and service facility located in Red Deer is a recycling, processing, maintenance and hauling facility. The Red Deer and Medicine Hat facilities contain MRF's that the company owns and operates. In Alberta, the company currently serves the municipalities of the City of Beaumont, the Towns of Bashaw, Blackfalds, Bowden, Carstairs, Coronation, Didsbury, Drayton Valley, Innisfail, Penhold, Ponoka, Stettler, Sundre, Trochu and the Villages of Alix, Caroline, Clive, Cremora, Delburne, Donalds, Edberg and Elnora. These municipal contracts range from 3 to 7 years in duration, with extension provisions ranging from one to three years. Within the province, from one of our Calgary facilities, the company also provides responsible preparation, labeling, transporting and disposal of hazardous materials in an environmentally safe manner for a wide variety of industrial sectors including pharmaceuticals, agriculture, consumer products, food, automotive and natural resource industries.

In British Columbia, the company provides automated curbside collection of solid waste, recycling and yard waste for the City of Kelowna providing 58,000 curbside collections each week. This contract began October 1, 2019 and is for a term of seven years with a provision for a three-year extension. E360S also operates and staffs four Transfer stations and recycling depots for the Regional Township of Central Okanagan and the City of Kelowna located at North Westside Road, Traders Cove, West Kelowna and Glenmore. Within the province, the company also provides responsible preparation, labeling, transporting and disposal of hazardous materials in an environmentally safe manner for a wide variety of industrial sectors including pharmaceuticals, agriculture, consumer products, food, automotive and natural resource industries.

In Ontario, through operations established in 1964 in Sudbury, Timmins and Kapuskasing, the company provides solid waste collection in these Cities and their surrounding regions, Transfer Station and Landfill management services and liquid and

hazardous waste collection for locations throughout the province. In Napanee, through operations established 1990, the company provides commercial and industrial collection and operates a company owned MRF. In Belleville, through operations established in 2006, the company provides ICI and municipal collection services and operates a company owned Transfer Station. In Kingston, through operations established in 2008, the company provides ICI collection services and operates a company owned Transfer Station. In Cornwall, the company provides municipal curbside collection and MRF operations and recyclable marketing services to the City of Cornwall. This contract began in March 2019 and is for a term of seven years with a provision for a one-year extension. In 2020, the company was awarded municipal curbside collection contracts for Quinte West, Belleville, Prince Edward County which commenced in 2020 and for the City of Kingston which commenced on July 1, 2021. In Cobourg, through operations established in 1975, the company reclaims industrial oils and lubricants through both a fixed plant and mobile purification equipment. In Etobicoke, through operations established in 2018, the company provides environmental services and the management of hazardous and non-hazardous waste treatment, product destruction, and recycling, responsibly managing and handling products such as solvents, paint sludges, emulsions, contaminated water and soil. The company is a licensed recycler and operates a licensed transfer site facility for the sale of virgin and recycled solvents, cleaners and degreasers and is responsible for the preparation, labeling, transporting and disposal of hazardous materials. In London through operations established in 2011, the company operates eight depots located in Markham, Milton, Hamilton, Kitchener, London, Exeter, Windsor, and Kincardine, providing a full line of portable toilet rentals, mobile trailer restroom rentals and an industry leading sanitation program to customers across Southern Ontario.

In Quebec, through operations established in 1990 in Montreal, the company provides management of liquid hazardous and non-hazardous waste treatment and recycling at a licensed recycling and transfer site facility. At this facility, the company provides the safe handling of solvents, paint sludges, emulsions and contaminated water. Additionally, the company engages in the sale of virgin and recycled solvents, cleaners and degreasers and the safe and responsible preparation, labeling, transporting and disposal of hazardous materials in accordance with all levels of government rules and regulations.

E360S has developed a strong internal management and reporting infrastructure to manage the operation and management of Landfills and Transfer Stations, the collection of hazardous, solid, liquid waste, yard/leaf, organics and the collection of recycling and processing of recyclables at our decentralized MRF facilities. Operating directly within the communities we serve provides our customers with the most cost-efficient rates and the highest level of environmentally friendly customer service.

E360S is dedicated to becoming North America's leading and most trusted Environmental Management Company, providing efficient and cost-effective end-to-end environmental management solutions. We have the operational and management expertise, commitment, and are well capitalized to provide safe and excellent customer service while protecting the environment of the communities we serve. Executive and operational management of E360S has over 300 years of specific expertise in the waste management

industry and applies their expertise and knowledge to managing and growing our service to Municipalities.

They are focused on:

Customer Satisfaction – providing safe, excellent customer service while protecting the environment of the communities we serve, in accordance with waste diversion values.

Regulatory Compliance – ensuring full compliance with all applicable laws and regulations, including all Village bylaws.

Safety – providing all collection services in a manner that is safe for staff, residents and the general public.

Service Continuity – establishing contingency plans to ensure all services are consistently provided as required.

Communication – providing the Village with timely, professional and courteous communications to support all successful service delivery objectives.

Diversion – collecting, transferring, processing and transporting waste to minimize contamination and to maximize diversion for the Village.

Flexibility – working proactively and cooperatively with the Village to address any challenges that arise.

E360S Services – Curbside Waste Collection

E360S will supply to the Village weekly residential curbside garbage collection for 194 residential homes. Residents must have their garbage at curbside no later than 7 AM. Acceptable and non-acceptable residential waste materials would remain as those currently listed by the Village to residents. Collection will occur on Mondays and will then be transported to the E360S disposal facility. In the instance that a statutory holiday falls on a Monday, collection will be moved on the week of the statutory holiday to Tuesday.

Pricing for 1 Year Extension Option

Weekly curbside garbage collection for 194 homes.

\$2.27/house/per week for first year.

Year 2 – If you decide to extend another year

\$2.31/house/per week for second year.

Waste disposal at \$87 per MT.

Pricing – Front Load Collection

1- 6 yard – Public Works 5012 48 Street

Weekly Pickup \$244.79/month

2- 6 yard and 3–4-yard bins – Mobile Home Park

Weekly pickup \$1209.50/month

Taxes are not included.

This Agreement made this 26th day of March 2020.

Between: Village of Caroline, a Municipal Corporation in the Province Of Alberta

("Village")

and:

Environmental 360 Solutions Ltd. ("E360S")

WHEREAS

1. The Village is seeking a contractor to provide waste collection services, including the services as described in more detail herein (the "Services");
2. E360S expressed an interest in providing the services, and provided pricing for the provision of the waste collection services;
3. The Village selected E360S as the preferred proponent with which to negotiate a final agreement governing the provision of the services;
4. The Village and E360S have negotiated in good faith and agreed to the provision of the services subject to and in accordance with the terms and conditions set out herein;

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND PREMISES SET OUT BELOW, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES AGREE AS FOLLOWS:

Approvals

- a. This Agreement is subject to and conditional upon the Village receiving approval for this Agreement in accordance with the *Municipal Government Act* (Alberta), as amended.

Term

- b. Subject to earlier termination as provided herein, the term of this Agreement shall commence on the 1st day of May 2020 and end at April 30, 2022.
- c. This Agreement may be extended, at the Village's sole discretion, for two (2) extensions of one (1) years each, subject to the successful negotiation of terms between the parties to commence no later than 90 days from the expiration of the Term of the Agreement and/or extension.

Services Provided by E360S

- d. Throughout the Term E360S agrees to provide the following waste collection Services in the manner set out herein, to the Village within the corporate boundaries of the Village:
 - i. Collection of curbside waste from all residential waste customers in the Village in accordance with the Village's Waste Bylaw, as amended or replaced from

time to time. For purposes of this Agreement "residential waste" means the waste streams listed and pricing for the collection Services in Schedule "A" attached hereto.

ii. E360S shall:

1. at all times maintain and operate a sufficient number of vehicles and equipment to properly maintain a standard of collection service satisfactory to the Village, acting reasonably;
2. maintain all vehicles used in the performance of this Agreement in good operating condition and keep the same painted and washed as to provide an appearance satisfactory to the Village, acting reasonably;
3. provide the Village and the public, a location and a telephone number at which E360S may be reached between the hours of 8:00 am and 5:00 pm during each scheduled collection day, excluding statutory holidays;
4. provide the Village and the public a telephone number for E360S which can be used to report a problem 24 hours a day/7 days a week. A E360S employee will be available to answer such calls between the hours of 8:00 a.m. and 5:00 p.m. on all weekdays, except statutory holidays, and E360S shall maintain a messaging service during non-business hours;
5. require all employees to maintain a clean and orderly appearance while engaged in the collection service;
6. carry such signs and identification on the vehicles used in connection with this agreement as may be required by the Village; and
7. comply with all instructions and directions given by the Village from time to time, acting reasonably, regarding performance of the Services.

Amendment to Services

- e. The Village and E360S, by mutual agreement in writing, may from time to time alter, add to or deduct from the scope of the Services.

Representations and Warranties

- f. E360S represents and warrants to the Village that:
- i. E360S and its employees have the equipment, expertise, knowledge and training required to perform the services skillfully, competently, safely and without danger to themselves or to others;
 - ii. E360S shall hire, train, maintain, utilize and properly supervise sufficient, qualified, competent and courteous personnel to carry out its duties hereunder; and
 - iii. E360S shall obtain, comply with and satisfy all licensing approvals, consents and legislative and regulatory approvals as may be required by any governmental or other authority having jurisdiction over E360S's operations.

Village's Obligations and Payment for Services

- g. The Village shall pay E360S for services provided under this Agreement, in accordance with the payment terms set out in Schedule "B" attached hereto.

Independent Contractor

- h. The status of E360S shall be that of an independent contractor and nothing in the relationship between the parties shall be deemed in any way or for any

purpose to constitute an agency, partnership, joint venture or contract of employment.

- i. E360S shall hire or provide from its employees and volunteers such managers, supervisors and workers as are required to perform the services hereunder and shall be solely responsible for, and shall pay when due, all wages, benefits, safety programs, Workers' Compensation, source deductions and payroll administration associated with such employees and volunteers and, without limitation shall be responsible for the supervision, selection, training and dismissal (with proper notice or payment in lieu) of any and all such employees and volunteers.
- j. E360S shall be responsible for all expenses incurred by E360S in connection with the performance of the Services, including but not limited to all travel, transport, salaries, equipment, parts, materials, fuel, tools, permits, application fees and office expenses and E360S shall be solely responsible for the payment thereof and shall make such payments when due.

Confidential Information

- k. E360S acknowledges that if, in fulfilling its duties under this Agreement, it has access to, or is otherwise entrusted with, confidential information of the Village. E360S agrees that it and each of its employees shall keep such information strictly confidential and shall not disclose or release such information or any portion thereof to any person whatsoever, except to the Village and except as may be required by law.

Compliance with Laws

1. E360S shall at all times comply with all federal, provincial and municipal laws, and all rules and regulations of any duly constituted authority, affecting or in any way relating to E360S'S business and activities. If E360S becomes aware that any provision of this Agreement is at variance or contrary to any laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction, E360S will submit to the Village a written action plan to remedy the issue.

Termination

2. Either party may terminate this Agreement without cause on six (6) months written notice to the other party. Neither party shall incur any liability to the other as a result of the exercise its right to terminate under this paragraph, however neither party shall be relieved of any liabilities that arose prior to the date of termination.
3. This Agreement shall terminate immediately in the event of bankruptcy or insolvency of either party, or if either party ceases to carry on business, is wound-up, or a receiver is appointed over either party.

Limitation on Liability

4. Neither party shall be liable to the other for consequential, incidental, punitive, exemplary or indirect damages, lost profits or other business damages whether by statute, in tort or contract under any indemnity provision or otherwise, whatever may be the cause of the damages.

Notices

5. Whether or not so stipulated herein, all notices, communications, requests and statements (the "Notice") required or permitted hereunder shall be in writing.
- a. Any Notice required or permitted hereunder shall be sent to the intended recipient at its address as follows:
- i. If to the Village:

Village of Caroline
5004 50 Ave,
Caroline, AB
T0M 0M0
Attention: Melissa Beebe, CAO
Tel: 403-722-3781
Fax: 403-722-4050
Email: cao@villageofcaroline.com
 - ii. If to E360S:

E360S Environmental Inc
8339 Chiles Industrial Ave.,
Red Deer, AB
T4P 1H2
Attention:
Leanne Bertram
Office: 403-341-9300
Cell: 403-596-6904
Email: lbertram@e360s.ca
- b. Notice shall be served by one of the following means:
- i. by delivering it to the party on whom it is to be served. Notice delivered in this manner shall be deemed received when actually delivered to such party;
 - ii. by telecopier to the party on whom it is to be served. Notice delivered in this manner shall be deemed received on the earlier of:
 - a) If transmitted before 3:00 p.m. on a business day, on that business day or
 - b) If transmitted after 3:00 p.m. on a business day, or transmitted on a day other than a business day, on the next business day after the date of transmission, provided always that the sender receives an answer back confirming receipt by the recipient;
 - iii. by mailing via first class registered post, postage prepaid, to the party to whom it is served. Notice so served shall be deemed to be received five (5) days after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal

interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received; or

- ii. by e-mail to the party to whom it is served. Notice delivered in this manner shall be deemed received on the earlier of:
 1. If transmitted before 3:00 p.m. on a business day, on that business day; or
 2. If transmitted after 3:00 p.m. on a business day, or transmitted on a day other than a business day, on the next business day after the date of transmission, provided always that a hard copy of the Notice has also been sent and received via one (1) of the other methods provided for within this section.

Force Majeure

6. Neither party shall be responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to fire, flood, extremely severe weather conditions, explosion, war, embargo, a change in government policy or legislation, governmental actions, act of public authority, act of God, or to any other cause beyond its control.
7. In the event Force Majeure occurs, the party who is delayed or fails to perform shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause.
8. Should a Force Majeure event last longer than thirty (30) days either party may terminate this Agreement by notice in writing without further liability, expense or cost of any kind provided that neither party shall be relieved of any liability, expense or cost that arose prior to the date of termination.

Dispute Resolution

9. All disputes, as defined in Schedule "C", between the parties arising out of this Agreement shall be resolved in accordance with the dispute resolution process set out in Schedule "C" attached hereto.

General

10. This Agreement constitutes the entire agreement between the Village and E360S with respect to the subject matter hereof and supersedes all prior agreements, understandings, and negotiations, both oral and written, between the parties with respect to the subject matter hereof.
11. It is understood and agreed by the parties that any forbearance, failure or delay by either party in exercising any right, power or privilege under this Agreement shall not operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or future exercise of any right, power or privilege hereunder.
12. E360S may not assign, subcontract or transfer all or any portion of this Agreement or any of its rights or obligations hereunder without prior written

consent of the Village, which consent may not be arbitrarily withheld.

13. The parties agree that each of them shall, at their own expense, upon reasonable request of the other, from time to time and at any time, do or cause to be done all further lawful acts, deeds, and assurances whatever for the better performance of the terms and conditions of this Agreement. This section shall survive the expiry or earlier termination of this Agreement.
14. The headings in this Agreement are inserted for convenience of reference only and shall not affect the interpretation or construction of this Agreement in any manner.
15. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event any ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favouring or disfavouring any party by virtue of the authorship of any of the provisions of this Agreement.
16. In this Agreement, unless the context explicitly requires otherwise:
 - a. words importing the singular include the plural and vice versa and words importing gender include all genders;
 - b. the words "hereof", "hereto", "herein", and "hereunder" (and similar formulations) are deemed to refer to this Agreement as a whole and not to any particular section or part of this Agreement;
 - c. the words "include", "includes", and "including" (and similar formulations) are deemed to be followed by the words "without limitation"; and
 - d. the recitals to this Agreement and any schedules attached hereto are hereby incorporated into this Agreement by reference and are deemed to be a part of this Agreement.
17. This Agreement shall be governed by the laws of the Province of Alberta and each party hereby attorns to the jurisdiction of the courts of the Province of Alberta.
18. Should any provision of this Agreement be unlawful or not enforceable (save and except any such provision which is fundamental to the subject matter of this Agreement) such provision shall be considered separate and severable from this Agreement which shall be enforceable to the maximum extent permitted by law and the remaining provisions hereof shall remain in full force as though such lawful or enforceable provision had never been included.
19. Time shall be of the essence of this Agreement.
20. To the extent not already indicated herein the parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the Term, shall survive the termination or expiry of the Term and shall not be merged therein or therewith.
21. The parties may execute this Agreement by facsimile or other electronic means and in separate counterparts, each of which when so executed and delivered shall be an original, and all such counterparts taken together shall constitute one instrument.

IN WITNESS WHEREOF the parties hereto have executed this Agreement by the hands of their duly authorized representatives.

Village of Caroline

By: Melissa Beebe

Name: Melissa Beebe

Title: CAO

Environmental 360 Solutions Inc.

By: [Signature]

Name: Jon Blocksom

Title: Operations Manager

SCHEDULE "A"

E360S will supply to the Village weekly residential curbside garbage collection for 194 residential homes. Residents must have their garbage at curbside no later than 7 AM. Acceptable and non-acceptable residential waste materials would remain as those currently listed by the Village to residents. Collection will occur on Mondays and then transported to the E360S disposal facility. In the instance that a statutory holiday falls on a Monday, collection will be moved on the week of the statutory holiday to Tuesday. E360S will provide front load bins as part of its service for the weekly collection of waste material for the Village's Mobile Home Park (40 Units), Public Works and Arena locations listed below:

5235 -50 Street (Mobile Home Park) - Eight (8) - 4 yard³ bin

5012 - 48 Street - (PW) - One (1) - 4 yard³ bin

5103 -49 Ave - (Arena) - One (1) - 6 yard³ bin

Pricing - Curbside Collection

In Year 1, \$2.19 per house, per week. In Year 2, \$2.23 per house, per week. This pricing is for residential units only and applicable taxes are not included. The Village will be responsible for the payment of the E360S disposal fees at the rate of \$85 per metric tonne.

Pricing - Front Load Collection

In Year 1, \$40.38 per 4-yard bin, per week, and \$55.38 per 6-yard bin, per week. In Year 2, \$41.19 per 4-yard bin, per week, and \$56.49 per 6-yard bin, per week.

SCHEDULE "B"

Payment Terms

The Village shall make payment to E360S for the services by way of monthly payments payable upon invoice for each previous month. Each payment shall be calculated based on the number of customers per month who are billed by the Village for residential waste removal pursuant to Schedule "A". To be clear, if certain eligible residential customers for curbside collection services do not participate (for whatever reason), such non-participating customers are not subtracted from the total number of customers upon which E360S is entitled to invoice the Village per month.

Payment shall be made by the Village within thirty (30) days of receipt of an invoice from E360S.

The per stop rate shall be adjusted annually effective May 1st of each subsequent year of the Agreement term for any stops added to or removed from the contract over the prior year. The per stop rate will also be adjusted each year to include the *Consumer Price Index (CPI), Alberta, All Items Excluding Energy* published by Statistics Canada for the most recent twelve (12) calendar months.

Each month, E360S will also be eligible for an increase in the amount of .05% based on the total monthly invoice, for every .06/L fuel price increase beyond a \$1.20/L base price. E360S is responsible for notifying the Village prior to issuing their monthly invoice if a fuel recovery surcharge is applicable for the billing period and to provide the Village with supporting documentation. All increases will be based on a starting point of \$1.20/L (upward scale only). Surcharge percentage will not include GST. Below is an example of how the monthly fuel surcharge, if applicable, would be calculated for fuel increases from \$1.20/L to \$2.40/L.

Base Fuel Price \$1.20/L	Fuel Surcharge Rate
\$1.26/L	.5%
\$1.32/L	1.0%
\$1.38/L	1.5%
\$1.44/L	2.0%
\$1.50/L	2.5%
\$1.56/L	3.0%
\$1.62/L	3.5%
\$1.68/L	4.0%
\$1.74/L	4.5%
\$1.80/L	5.0%
\$1.86/L	5.5%
\$1.92/L	6.0%
\$1.98/L	6.5%
\$2.04/L	7.0%
\$2.10/L	7.5%
\$2.16/L	8.0%
\$2.22/L	8.5%
\$2.28/L	9.0%
\$2.34/L	9.5%

\$2.40/L

10.0%

Change in Taxes:

Should at any time during the currency of this Agreement, or any extensions thereof, any excise, income, payroll, fuel or similar tax law or regulation be changed or implemented, by any governmental authority having jurisdiction to do so, that increases the cost of services provided by E360S in accordance with this Agreement, such increases will be borne by the Village and will be reflected in proportionally increased rates.

SCHEDULE "C"

DISPUTE RESOLUTION PROCEDURE

DEFINITIONS

1. In this Schedule, the following words and phrases have the following meanings:
 - a) "Arbitrator" means the person appointed to act as such to resolve any Dispute;
 - b) "Arbitration" means a process whereby each of the Parties, with or without legal counsel, agrees to jointly engage and meet with an Arbitrator who will render a binding decision in respect of any Disputes;
 - c) "Dispute" means the disagreements or controversies between the Parties arising under this Agreement, but does not include either Party's rights to terminate in accordance with this Agreement;
 - d) "Disclosed Information" means the information disclosed by a Party for the purpose of settlement, negotiation, or Arbitration;
 - e) "Party" means a party to the Agreement to which this Dispute Resolution Procedure is attached, and "Parties" means more than one of them; and
 - f) "Representative" means an individual who holds a senior position with a Party and who has full authority to settle a Dispute.

DISPUTE PROCESS

2. In the event of any Dispute, the Parties agree that prior to commencing litigation, they shall undertake a process to promote the resolution of a Dispute in the following order:
 - a) first, by negotiation; and
 - b) second, by arbitration.

NEGOTIATION

3. A Party shall give written notice ("Dispute Notice") to the other Party of a Dispute and outline in reasonable detail the relevant information concerning the Dispute. Within seven (7) days following receipt of the Dispute Notice, the Parties shall each appoint a Representative, who shall meet and attempt to resolve the Dispute through discussion and negotiation. If the Dispute is not resolved within thirty (30) days of receipt of the Dispute Notice or such later period as shall be mutually agreed in writing between the parties, the negotiation shall be deemed to have failed.

ARBITRATION

4. If the negotiation under clause 3 fails to resolve the Dispute, the Dispute shall be submitted to binding Arbitration. One of the Parties shall provide the other Party with written notice ("Arbitration Notice") specifying the subject matters remaining in Dispute, the details of the matters in Dispute that are to be arbitrated and a suggestion of an individual to act as the Arbitrator;
5. The Parties shall mutually agree on the selection of an Arbitrator;

6. The Arbitrator shall conduct the Arbitration in accordance with the commercial arbitration rules (the "Rules") established from time to time by the ADR Institute of Canada Inc., unless the Parties agree to modify the same pursuant to any arbitration agreement. The Arbitration Act (Alberta) shall apply to all Arbitrations but if there is a conflict between the Rules and the provisions of the Act, the Rules shall prevail;
7. The Arbitrator shall proceed to hear and render a written decision concerning any Dispute;
8. The Arbitrator's decision is final and binding but is subject to appeal or review by any court of tribunal on points of law.

PARTICIPATION

9. The Parties and their Representatives will participate in good faith in the negotiation and, if applicable, Arbitration processes and provides such assistance and Disclosed Information as may be reasonably necessary and notwithstanding that litigation may have commenced as contemplated in the Schedule.

LOCATION

10. The place for Arbitration shall be Red Deer, Alberta or if the Parties agree otherwise, Calgary, Alberta.

SELECTION OF ARBITRATOR

11. If the Parties are unable to agree upon the appointment of a single Arbitrator within ten (10) days after receipt of the Arbitration Notice, either of the Parties may request that a single Arbitrator of suitable training and experience and who in respect of the subject matter of the Dispute has a reasonable practical understanding, be appointed by the executive director or other individual fulfilling that role for the ADR Institute of Canada, Inc. The executive director shall be requested to make this determination within five (5) days of receipt of the request.

COSTS

12. Subject to the decisions of the Arbitrator in the case of an Arbitration, the Parties shall bear their respective costs incurred in connection with the negotiation, and, if applicable, Arbitration except that the Parties shall equally share the fees and expenses of the Arbitrator and the cost of the facilities required for Arbitration.

DISCLOSED INFORMATION

13. All Disclosed Information shall be treated as confidential and neither its delivery nor disclosure shall represent any waiver of privilege by a Party disclosing such Disclosed Information. Subject only to the rules of discovery, each Party agrees not to disclose the Disclosed Information to any other

person or for any other purpose. Such Disclosed Information cannot be used in any subsequent proceedings without the consent of the Party who has made the disclosure. The Parties agree that any Representative and, if applicable, Arbitrator shall not be subpoenaed or otherwise compelled as a witness in any proceedings for the purpose of testifying with respect to the nature or substance of any dispute resolution process that may arise in relation to any matter that is a subject of this Agreement. Nothing in this dispute resolution procedure shall require a Party to disclose information that is subject to confidentiality provisions with third parties.

LITIGATION

14. Any Party may commence litigation on any date, if necessary, to preserve its legal rights and remedies if the commencement of litigation after that date would otherwise be barred by any applicable limitation period or if the commencement of litigation is otherwise necessary to prevent irreparable harm to that Party.

CONFIDENTIALITY

15. The Parties agree that there is a real risk that substantial damage to a Party's commercial interests may result if Disclosed Information or confidential information is obtained by third parties because a Dispute becomes the subject matter of litigation. The Parties agree not to contest or oppose, directly or indirectly, an application by a Party to the court, that the court's file relating to such litigation, including this agreement and supporting financial information, be sealed upon commencement of the litigation subject always to the parties' respective obligations pursuant to any statute.



January 14, 2020

Town of Rocky Mountain House
c/o Dean Krause / CAO
5116 50th Avenue
Box 1509
Rocky Mountain House, AB
T4T 1B2

Village of Caroline
c/o Melissa Beebe
Box 148
Caroline, AB
T0M 0M0

Clearwater County
c/o Rick Emmons
Box 550
Rocky Mountain House, AB
T4T1A4

Attention: Dean Krause, Melissa Beebe, and Rick Emmons

RE: Rocky Mountain Regional Solid Waste Authority

Following the Tri-Council's Strategic Planning Workshop on April 17 and 18, 2019; it is mutually understood that the three respective Council's determined to replace the Rocky Mountain Regional Solid Waste Authority Agreement.

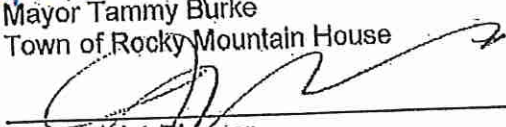
It is the desire of Clearwater County, Town of Rocky Mountain House and the Village of Caroline to terminate the Rocky Mountain Regional Solid Waste Authority and Services Agreement. This joint initiative will allow a path forward to review and write a new agreement.

As per section 24 of the current (dated June 2001) Agreement, "This Agreement may be terminated by mutual written consent of the Parties to the Agreement on the terms and conditions as deemed fair and equitable to the Parties at the time of termination."


We the undersigned mutually agree to dissolve the June 2001 Agreement as of March 31, 2020, furthermore, agree to have a new agreement by March 31, 2020.



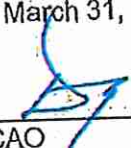
Mayor Tammy Burke
Town of Rocky Mountain House




Mayor John Rimmer
Village of Caroline



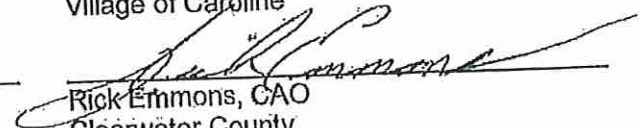
Reeve Tim Hoven
Clearwater County



Dean Krause, CAO
Town of Rocky Mountain House



Melissa Beebe, CAO
Village of Caroline



Rick Emmons, CAO
Clearwater County

Attachments: Regional Solid Waste Authority and Services Agreement, June 2001

To: Village Council
From: Craig Curtis, CAO
Re: Upgrading of Village Streetlights.

Date: December 20th, 2021

The Village of Caroline has 71 streetlights. 51 of these are older than 1991 vintage and will likely require significant maintenance and replacement in the near future. Fortis has submitted a proposal to move our streetlights from Rate 33 to Rate 31. (Refer attached)

The proposed new rate has the following advantages

- Fortis would apply, on behalf of the Village, to AUC and change the lights from HPS to LED, which is the new standard.
- Fortis would assume responsibility for all inspections, lamp maintenance, painting, vandalism, vehicle damage and cable faults on an ongoing basis.
- Fortis would pay the Village a lump sum payment approximately \$28,000 to assume the assets.
- The franchise fee would increase by approximately \$150 per month.

In supporting the change, the Village will immediately have an upgraded street system and eliminate the risk of very high maintenance costs in the future. However, the monthly charge in the budget will increase to \$2,400 per month.

I strongly support the final proposal by Fortis and have included the financial impact in the Interim Operating Budget.

Recommendation:

That the Council of the Village of Caroline approve the proposal submitted by Fortis, dated June 16th 2021, to transfer the Village streetlights from Rate 33 to Rate 31 .

Craig Curtis

From: Law, Kayla <kayla.law@fortisalberta.com>
Sent: June 16, 2021 11:50 AM
To: Craig Curtis
Cc: Mix, Brendon; Watkins, Bradley
Subject: Caroline Rate 33 - Rate 31 Investment Information - FortisAlberta

Hi Craig,

Thank you for taking the time to meet with us last week. As mentioned in our meeting here a brief summary of what we discussed from transferring from Rate 33 to Rate 31.

There is quite a bit of information here, if you have any questions, need clarity, or would like a formal offer, please feel free to contact me.

Key messages:

- Village of Caroline has 71 lights are on Rate 33 this rate is now closed.
- If we transferred the 71 lights to Rate 31 Fortis would invest: (\$27,619.33 + GST \$28, 998.20).
- On Rate 31 the Village would be eligible for the LED Conversion program this would include the rate multiplier.
 - Fortis would apply on behalf of the Village to the AUC and switch the HPS lights to LED.
 - LED is our new standard we will only replace HPS with HPS if there is stock available – otherwise we will be replacing it with LED (there will be a noticeable lighting change between HPS & LED patterns, I believe this has been the case in a recent 2020 repair replacement of 2 lights).
- Rate 33 franchise fees are \$109.59/month (May 2021)
- Rate 31 would see an estimate of \$252.85/month (April 2021)
- Rate 33 monthly bill average \$1050 this includes the \$109.59 franchise fees.
- Rate 31 monthly bill average \$2400 this includes the \$252.85 franchise fees & the rate multiplier for the LED conversion program.
- 57/71 lights are older than 1991 vintage, meaning they will likely require maintenance / replacement in the near future, below is a summary of what is included for maintenance in each rate.

Maintenance Rate 31 VS Rate 33

Streetlights	Fortis Owned, Investment	Fortis Owned, Investment	No-
Rate	Rate 31	Rate 33	
Fortis Owned	Yes	Yes	
Fortis Investment	Yes	No	
Maintenance - Does Fortis Cover the costs?			
Lamps, photo-eye control, lamp cleaning & scheduled system inspections	Yes - Included in rate 31	Yes - Included in rate 33	

Glassware, reflectors and ballasts (fixture replacement)	Yes - Included in rate 31	No - Not included in rate 33
Painting	Yes - Included in rate 31	No - Not included in rate 33
Vandalism	Yes - Included in rate 31	No - Not included in rate 33
Vehicle Impact	Yes - Included in rate 31	No - Not included in rate 33
Cable Faults	Yes - Included in rate 31	No - Not included in rate 33

Thank you.

~Vacation alert, please note I will be away on vacation June 25th returning July 6th~

Kayla Law | Stakeholder Relations Manager, Key Accounts
 FortisAlberta | 100 Chippewa Road, Sherwood Park, T8A 4H4 | p: 780-464-8816 | c: 780-554-4888



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

To: Village Council

From: Craig Curtis, CAO

Re: Village of Caroline Wastewater Approval (UPDATE)

Date: December 21st, 2021

This report provides a quick update on the status of wastewater approvals for the Village.

The findings are as follows:

- The Village's wastewater system was approved effective March 6, 2017 with an expiry of March 1st, 2027. However the approval is conditional on undertaking a "receiving Water Quality and Wastewater Plant Capacity Assessment" and reporting on these by December 2019. The Water Quality Analysis has been underway for several years and our consultant has had difficulty in getting clear direction from Alberta Environment and Parks (AEP). The final capacity assessment has yet to be awarded.
- The mayor and CAO met with the Minister in April 2021 and expressed concern regarding lack of input from AEP.
- On June 11th, the Village received a letter from AEP outlining the standards they requested be followed. These standards are higher than those currently imposed on the City of Red Deer. Both our consultants WSP and Stantec expressed concern regarding the need and cost of a major treatment facility to meet these standards.
- Village Council approved an additional \$5,000 to enable WSP to present a response to AEP. This is contained in the attached letter dated November 3rd 2021.
- On November 22nd, I met with WSP and representatives from AEP. AEP did not accept the revised report and requested further study of storage and irrigation in order to meet the standards they are requiring. For the first time they indicated that these standards are required because of the nearby fish hatchery and Federal Standards would be inadequate to protect the fish. This response is confirmed in a letter dated December 2nd 2021.
- On December 9th the CAO updated Village Council that very little progress had been made in determining the appropriate standard to which an upgraded or new water treatment facility should be built. It was noted the

fish hatchery is fed through a separate water system and should not be affected by the Raven River. This needs to be confirmed.

- **As a follow up to the AEP letter dated December 2nd WSP has sent a new proposal to the Village dated December 17th.in which they indicate that the further study requested by AEP could be undertaken as an extension of their study at a cost of \$9,900.**
- I am not in favour of proceeding with this additional study until I have had further discussions with senior officials in AEP.

Recommendation:

That the Council of the Village of Caroline receive the additional report from the CAO on the Village's wastewater approval dated December 21st. for information at this time.



December 17, 2021

Confidential

Mr. Craig Curtis
Chief Administrative Officer
Village of Caroline
Box 148, Caroline, Alberta
T0M 0M0

Attention: Mr. Craig Curtis

Subject: Village of Caroline Wastewater Treatment System – Effluent Storage Reservoir

Dear Craig:

WSP Canada Inc. (WSP) is pleased to provide this letter proposal which describes our scope of work (SoW), associated fees and estimated schedule to provide the services requested by the Village of Caroline (Client), for Effluent Storage Reservoir.

INTRODUCTION:

The Village of Caroline Wastewater Treatment System (WWTS) consists of two aerated wastewater treatment lagoons which continuously discharge into the nearby Raven River. The WWTS is designed to treat an average flow of 400 m³/day. The WWTS is located at the southwest corner of Range Road 61 and Township Road 362 in Caroline. The treated effluent is discharged into the Raven River at a location approximately 250 meters southwest of the WWTS. The Village holds an Approval to Operate for sewage works under Alberta Environment and Parks (AEP) license # 494-03-00. The approval establishes a compliance limit for several parameters based on monthly average of weekly samples.

The renewal of existing Approval prompted the Village to conduct receiving water quality environmental risk assessment of its WWTS. The final report was submitted to AEP in March 2021 with proposed end-of-pipe limits for AEP to review.

Subsequent to report submission, AEP responded with a letter (dated June 11, 2021) with AEP's proposed end-of-pipe limits. This review letter mandated 5 parameters of the effluent discharge i.e. Carbonaceous BOD (cBOD), Total Suspended Solids (TSS), Total Ammonia Nitrogen, Total Phosphorus and E. Coli and concluded that the limits proposed in March 2021 (by Village of

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Red Deer, AB, Canada T4P 4E2

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wsp.com

WSP Canada Inc.



Caroline) were higher and did not meet the standards set by AEP guidelines. Both the limits proposed by WSP (March 2021) and AEP (June 2021) are presented in Table 1.

Table 1 | WSP and AEP limits for the Village of Caroline

PARAMETER	UNIT	WSP LIMITS (MARCH 2021)	AEP LIMITS (JUNE 2021)
CBOD	mg/L	20	20
TSS	mg/L	20	20
Total Ammonia Nitrogen ¹	mg/L	5/10	1/5
Total Phosphorus	mg/L	1.0	0.5
E. Coli.	/100ml	200	200

¹ Indicates Summer (July 1 to September 30) / Winter (October 1 to June 30)

Essentially, WSP's proposed limits only deviates from AEP's proposed limits for the Total Ammonia and Total Phosphorus. As such, a meeting was called between WSP, AEP and Village of Caroline (November 22nd, 2021) to discuss the path forward. AEP suggested that various options be evaluated including land application of treated effluent from WWTS (per AEP irrigation guidelines) and an effluent storage reservoir to dilute the treated effluent before it can be discharged to Raven River.

Therefore, the scope of this work will include reviewing treated effluent parameters (from WWTS) in comparison with the irrigation guidelines from AEP to assess whether the treated effluent can be used for land application; and determine the size of a potential storage reservoir. The purpose of this storage reservoir will be to receive treated effluent from the WWTS (WSP Limits) and discharge at a controlled rate (trickle discharge), during low-flow river conditions (winter months) to meet AEP limits shown in Table 1.

PROPOSED SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT AND PROJECT KICK-OFF

Our Project Manager, Lalith Liyanage, will set up the project in WSP's project management system and an internal meeting will be held to brief all team members on the project. Each month, the project manager will complete an internal project status update to ensure that the budget, schedule, and other project controls are being met. WSP's quality control procedures will be implemented throughout the project.

TASK 2: BACKGROUND INFORMATION COLLECTION AND REVIEW

A desktop study will be conducted to identify potential irrigation sites in the vicinity of WWTS. Water quality data (WWTS: Receiving water quality and environmental risk assessment report, WSP, March 2021) of the treated effluent from WWTS will be compared with AEP irrigation guidelines to evaluate the suitability of discharging treated effluent for land application purposes.



WSP understands that currently two water level gauges are installed in Raven River at upstream and downstream location of the WWTS. Historical flows (as noted in March 2021 risk assessment report) captured by these level gauges will be used for estimating storage size. The WWTS: Receiving water quality and environmental risk assessment report (WSP, March 2021) will also be referenced for the treated effluent water quality data from the WWTS.

In addition, WSP will coordinate with the Village of Caroline to identify most suitable location for storage reservoir and confirm existing site layout of the WWTS.

TASK 3: OPTIONS EVALUATION AND RECOMMENDATION

AEP's response letter (dated: June 11th, 2021) identified several options for the Village to evaluate including land application of treated effluent and a potential storage reservoir to receive treated effluent from the WWTS and discharge at a controlled rate (trickle discharge) to coincide with peak flows in the Raven River corresponding to the Spring and Winter months and dilute the treated effluent.

WSP will evaluate:

- *Land Application of Treated Effluent:* Treated effluent water quality parameters (WSP, 2021) will be compared against the AEP's irrigation standards to evaluate the suitability of this option. It should be noted however, that the irrigation option is only feasible for spring/summer months when the river flows are typically high (due to snow melt and rain) and continuous discharge is not an issue. Winter months (issues with continuous discharge) usually have snow covered ground, which would make this option impractical.
- *Location and Sizing of a Storage Reservoir:* WSP will determine the location of a potential storage reservoir and estimate volume requirement. The sizing of the storage reservoir will be dependent on the treated effluent discharge rate (treatment capacity of 400 m³/day) from the WWTS, water quality and the low-flow conditions at Raven River during winter months (worst-case scenario). Historical flow data at Raven River (as measured by level gauges and noted in risk assessment report, WSP, March 2021) in conjunction with basic dilution formula (to meet AEP limits as shown in Table 1) will determine the discharge rate from the storage reservoir to Raven River. The sizing of this reservoir will also consider the worst-case scenario of 7Q10 low-flow conditions at Raven River. A simple WaterCAD model will be developed to simulate typical daily operation of the storage reservoir discharge and volume for the worst-case scenario of 400 m³/day from the WWTS and 7Q10 flow conditions at Raven River.

TASK 4: TECHNICAL MEMO

Evaluated options, summary of reservoir sizing and the recommended path forward will be presented in a technical memo for Village's review and feedback.

MEETINGS

Allowances have been made in the budget estimate for an initial kick-off meeting, to request data (if needed) and discuss any specific queries/concerns that may have arisen on the project. It is assumed that all project meetings will be held virtually, via tele-conferencing systems—with no



allowances made at this point for in-person meetings. This assumption can be revisited in the future should the Village wish to do so.

PROJECT TEAM

Please refer to Table 2 for hourly rates used in the preparation of project fees.

Table 2 Project Members and Rates Table

TEAM MEMBER	PROJECT ROLE	BILLING RATE
Lalith Liyanage, Ph.D.	Senior Project Engineer	\$230
Craig Suchy, P. Eng.	Senior Project Manager	\$230
Izak Green	Project Engineer	\$155
Saif Chughtai, E.I.T.	Water Resources EIT	\$110

ESTIMATED FEES

Our estimated engineering fees to complete the tasks associated with the proposed scope of work are shown in Table .

The cost to complete the Scope is \$9,900 excluding GST.

Table 3 Engineering Fees for Scope of Work

TASK	ENGINEERING FEES
Task 1: Project Management	\$1,700
Task 2: Background Information Collection and Review	\$1,700
Task 3: Storage Reservoir Sizing	\$3,500
Task 4: Technical Memo	\$3,000
PROJECT TOTAL	\$9,900



SCHEDULE

We anticipate that we could begin work on this project within 7 working days, after receipt of authorization to proceed.

Table 4 Proposed Durations for Scope

TASK	DURATION
Task 1: Project Management	4 weeks
Task 2: Background Information Collection and Review	2 weeks
Task 3: Storage Reservoir Sizing	1.5 week
Task 4: Technical Memo	1.5 week
TOTAL DURATION	5 weeks

CLOSURE

This proposal is open for acceptance for 90 days and presumes that the project will proceed without undue delay. We trust this meets your requirements. Please advise if you require anything further in this regard.

Yours sincerely,

WSP Canada Inc.

Craig Suchy, P.Eng.
Senior Project Manager

CS/CL/lp

December 2, 2021

Mr. Craig Curlls
Chief Administrative Officer
Village of Caroline
P.O. Box 148
Caroline, Alberta T0M 0M0

Dear Mr. Curlls,

Re: Village of Caroline Wastewater Approval
Environmental Protection and Enhancement Act Approval No. 494-03-00

Further to our online meeting of November 22nd, following our letter dated June 11 and your consultant's response dated November 3rd, this letter summarises our discussions and request for information.

As you may be aware, the Raven River at the point where the Village of Caroline discharges its treated wastewater effluent is quite a sensitive stretch of the river due to the fish hatchery and the bull trout sport fishery in the vicinity.

We discussed the effects of phosphorus and ammonia in the effluent. In particular, ammonia in the effluent is of concern, due to its toxicity to fish.

In our letter of June 11, we identified some options for the Village to evaluate, including land application of treated effluent (as per our Irrigation Guidelines), and timing of wastewater treated effluent to coincide with peak flows in the Raven River in Spring, as well as the option of trickle discharge of the effluent over the non-frozen months.

We would encourage you to evaluate these options in more detail. This could include an overview of locations for treated wastewater irrigation, as well as calculations to demonstrate the feasibility of the other effluent discharge options.

If you have any questions on the above matter, or should your consultant require any guidance on the above, please do not hesitate to contact either myself or Pervez Sunderani at (403) 340-7052.

Yours truly,



Todd Aasen, P.Eng.
Designated Director, *Environmental Protection and Enhancement Act*

cc: File 494-03-00



November 3, 2021

Pervez Sinderani
Alberta Environment and Parks
Regulatory Assurance Division
304 4920 51 Street
Red Deer, AB, T4N 6K8

Subject: Village of Caroline Wastewater Treatment System- Receiving Stream Study
Client ref.:111942

Dear Sir:

INTRODUCTION

The Village of Caroline Wastewater Treatment System (WWTS) consists of two aerated wastewater treatment lagoons which continuously discharge into the nearby Raven River. The WWTS is designed to treat an average flow of 400 m³/day. The WWTS is located at the southwest 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 WWTS. The Village holds an Approval to Operate for sewage works under Alberta Environment and Parks (AEP) (license No. 494-03-00). The Approval establishes a compliance limit for carbonaceous biochemical oxygen demand (cBOD) of 25 mg/L (based on monthly average of weekly samples).

The renewal of the existing Approval prompted the Village to conduct a Receiving Water Quality and Environmental Risk Assessment Report of its WWTS. The final report was submitted in March 2021 with proposed end-of-pipe effluent limits for AEP to review.

Following the review of the information in the report, AEP responded with a letter (dated to June 11, 2021) with AEP's proposed end-of-pipe limits.

On behalf of the Village of Caroline, WSP has prepared this letter memorandum as a response to AEP's June 11th letter.

AEP'S RESPONSE

As per the AEP Standards and Guidelines, both Water Quality Based Effluent Limits (WQBEL) and technology limits were evaluated. AEP had proposed that the most stringent of both criteria be followed. The effluent criteria are summarized in Table 1.



Table 1: AEP Estimated, WQBEL Limits, Technology Limits and Proposed Limits for the Village of Caroline

PARAMETER	UNIT	WQBEL	AEP TECHNOLOGY LIMITS	AEP PROPOSED LIMITS
oBOD	mg/L	25	20	20
TSS	mg/L	25	20	20
Total Ammonia Nitrogen ¹	mg/L	1/5	3/5	1/5
Total Phosphorous	mg/L	Narrative	0.5	0.5
E. Coll	/100ml	270	200	200

Notes:
 1. Indicates Summer (July 1 to September 30) / Winter (October 1 to June 30)

WSP'S RESPONSE

WSP agrees with the approach taken by AEP in developing the criteria based on the WQBEL and technology limits. However, based on WSP's experience in working with various of wastewater treatment system upgrades, it is our professional opinion that the proposed limits would result in a number of technical and economical challenges for the Village.

Industry accepted technology limits for Conventional Biological Nutrient Removal treatment (or CBNR - mechanical biological nutrient removal) are shown in Table 2. It should be noted that many of the large municipalities in Alberta (for communities serving more than 20,000 people) utilize mechanical CBNR technology in compliance with the AEP's Standards and Guidelines. As shown in Table 2, the AEP proposed limits for the Village can neither be achieved with the existing WWTs nor with a new mechanical wastewater treatment facility using CBNR technology. Furthermore, it is not advisable to have compliance limits be equivalent to the technology limits because a margin of safety is required between the technology limit and the compliance limit.

For the purposes of comparison, membrane bioreactor (MBR) technology limits are also presented with the AEP proposed limits in Table 2.

Table 2 Conventional BNR Limits, MBR Limits and the AEP Proposed Limits for the Village of Caroline

PARAMETER	UNIT	CBNR TECHNOLOGY LIMITS	MBR TECHNOLOGY LIMITS	AEP PROPOSED LIMITS
oBOD	mg/L	5	1	20
TSS	mg/L	5	1	20
Total Ammonia Nitrogen ¹	mg/L	6/3	0.5/0.5	1/5
Total Phosphorous	mg/L	0.5	0.05	0.5
E. Coll	/100ml	50 ²	1.0	200

Notes:
 1. Indicates Summer (July 1 to September 30) / Winter (October 1 to June 30)
 2. With UV disinfection



In summary, in order to achieve the current AEP proposed effluent limits, the Village of Caroline will have to implement a technology similar to that of an MBR. MBR is a much more sophisticated technology than CBNR and would require higher capital and operational cost, as well as highly skilled personnel to operate the system. In essence, MBR technology is not considered to be economically feasible for the Village.

Based on the considerations noted above, WSP respectfully proposes the effluent limits for the Village for AEP's consideration as given in Table 3.

Table 3 WSP Proposed Limits for the Village of Caroline

PARAMETER	UNIT	PROPOSED BY AEP	WSP PROPOSED LIMITS
CBOD	mg/L	20	20
TSS	mg/L	20	20
Total Ammonia Nitrogen ¹	mg/L	1/5	5/10
Total Phosphorous	mg/L	0.5	1.0
B. Coll	/100ml	200	200
Notes: ¹ Indicates Summer (July 1 to September 30) / Winter (October 1 to June 30)			

The following considerations should be noted with respect to the proposed limits:

- WSP's proposed limits are of better quality in comparison to the current CBOD limit of 25 mg/L, which will result in significant water quality benefits to the receiving environment.
- WSP's proposed limits are also comparable to the current effluent limits for both medium and large communities across Alberta (such as the City of Edmonton, City of Calgary, etc.).
- WSP's proposed limits will still require significant capital and operational resources from the Village to meet the nutrient and microbiological limits.
- Finally, WSP's proposed limits only deviates from AEP's proposed limits for the Total Ammonia and Total Phosphorous.

To address the concerns for potentially exceeding WQBEL for ammonia nitrogen and phosphorus, WSP has recommended that the Village of Caroline explore the opportunities for effluent storage and irrigation as outlined per AEP's Guidelines.

PROPOSED UPGRADES

Considering the past performance of the Village's existing WWTS and the new WSP proposed effluent limits, upgrades will be required to the Village's existing WWTS to enhance the ammonia and phosphorous removal and provide disinfection.

A number of options for treatment process upgrades were reviewed at high-level, including the following:

- 1 Conventional mechanical BNR facility
- 2 MBR technology
- 3 Upgrades to the existing facility



Based on a high-level analysis for the three options evaluated, the following upgrades are recommended for the existing WWTS to meet the WSP proposed limits:

- 1 Upgrade the existing lagoons with an attached growth media to enhance the nitrification (for ammonia removal).
- 2 Addition of tertiary polishing technology (using disc filtration) with alum precipitation to meet the WSP proposed total phosphorus limits.
- 3 Addition of UV reactors for disinfection to meet the E. coli limits.

To address the concerns with respect to the WQBEL, exceedance for total ammonia and phosphorus limits, it is recommended that the Village explore irrigation with the treated wastewater in the future.

We believe that the proposed effluent discharge limits and recommended upgrades will result in significant enhancements to the water quality and the environment, as well as provide affordable treatment options for the community.

Please do not hesitate to reach out if you would like to discuss this further or have any questions or concerns.

Yours sincerely,

Lalith Liyanage, Ph.D., P.Eng.
Director, Water & Wastewater

cc: Todd Ansen, Michael Aiton, ABP

Encl.
WSP ref: 171-00699-00

Date: June 11, 2021

111942

Dear Mr. Curlls,

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/environmental-quality-surface-waters-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 should you wish to set up this meeting, or if there are any further questions or concerns.

Yours Truly,

Todd.A.
asen

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 Alton, Pervez Sunderani, AEP



Environment and Parks

APPROVAL

PROVINCE OF ALBERTA

ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT R.S.A. 2000, c.E-12, as amended.

APPROVAL NO.: 494-03-00

APPLICATION NO.: 006-494

EFFECTIVE DATE: MARCH 6, 2017

EXPIRY DATE: MARCH 1, 2027

APPROVAL HOLDER: VILLAGE OF CAROLINE

.....


ACTIVITY: Construction, operation and reclamation of a wastewater system

.....

for the Village of Caroline

.....

Is subject to the attached terms and conditions.

Designated Director under the Act  Todd Aasen, P.Eng.

Date Signed MARCH 6, 2017

TERMS AND CONDITIONS ATTACHED TO APPROVAL

PART 1: DEFINITIONS

SECTION 1.1: DEFINITIONS

- 1.1.1 All definitions from the Act and the regulations apply except where expressly defined in this approval.
- 1.1.2 In all PARTS of this approval:
- (a) "Act" means the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c.E-12, as amended;
 - (b) "application" means the written submissions to the Director in respect of application number 006-494 and any subsequent applications for amendments of approval number 494-03-00;
 - (c) "arithmetic mean" means the sum of all the sample analysis results divided by the total number of samples per reporting period;
 - (d) "BOD₅" means the Biochemical Oxygen Demand in milligrams per litre measured at 20°C over a 5 day period;
 - (e) "CBOD" means the carbonaceous BOD₅ in milligrams per litre which is measured after the nitrogenous demand has been inhibited with an inhibitory chemical;
 - (f) "chemical" means any substance that is added or used as part of the treatment process;
 - (g) "day" means calendar day;
 - (h) "Director" means an employee of the Government of Alberta designated as a Director under the Act;
 - (i) "grab sample" means an individual sample collected in less than 30 minutes and which is representative of the substance sampled;
 - (j) "ISO 17025" means the international standard, developed and published by International Organization for Standardization (ISO), specifying management and technical requirements for laboratories;
 - (k) "regulations" means the regulations issued pursuant to the Act and as amended;

TERMS AND CONDITIONS ATTACHED TO APPROVAL

- (l) "TSS" means the total suspended solids or non-filterable residue (NFR) measured in milligrams per litre;
- (m) "wastewater treatment plant" means the physical components of the wastewater system that are used to treat wastewater including components associated with the management of any wastes generated during treatment and includes the land located within NE of Section 11, Township 36, Range 6, West of the 5th Meridian, that is being or has been used or held for or in connection with the Village of Caroline wastewater treatment plant;
- (n) "week" means any calendar week; and
- (o) "year" means calendar year.

PART 2: GENERAL

SECTION 2.1: GENERAL

- 2.1.1 The approval holder shall immediately report by telephone any contravention of the terms and conditions of this approval to the Director at 1-780-422-4505.
- 2.1.2 In addition to reporting pursuant to 2.1.1, the approval holder shall submit, within 7 days from any contravention of the terms and conditions of this approval, a written report to the Director.
- 2.1.3 The terms and conditions of this approval are severable. If any term or condition of this approval or the application of any term or condition is held invalid, the application of such term or condition to other circumstances and the remainder of this approval shall not be affected thereby.
- 2.1.4 *Environmental Protection and Enhancement Act* Approval No. 494-02-00 is cancelled.

SECTION 2.2: RECORD KEEPING

- 2.2.1 The approval holder shall record and retain all the following information in respect of any sampling conducted or analyses performed for a minimum of three years:
 - (a) the place, date and time of sampling;
 - (b) the dates the analyses were performed;
 - (c) the analytical techniques, methods or procedures used in the analyses;
 - (d) the names of the persons who collected and analyzed each sample; and

TERMS AND CONDITIONS ATTACHED TO APPROVAL

- (e) the results of the analyses.

SECTION 2.3: ANALYTICAL REQUIREMENTS

- 2.3.1 Collection, preservation, storage, handling and analysis of samples, and reporting shall be conducted in accordance with the following unless otherwise specified in writing by the Director:
- (a) the *Standard Methods for the Examination of Water and Wastewater* published jointly by the American Public Health Association, American Water Works Association, and the Water Environment Federation, as amended; and/or
- 2.3.2 The approval holder shall analyze all samples that are required to be obtained by this approval in a laboratory accredited pursuant to ISO 17025, as amended, for the specific parameter(s) to be analyzed, unless otherwise authorized in writing by the Director.
- 2.3.3 The approval holder shall ensure that the monitoring equipment used is calibrated in accordance with the equipment or sampling kit manual specifications.

PART 3: CONSTRUCTION AND UPGRADING REQUIREMENTS

SECTION 3.1: CONSTRUCTION AND UPGRADE

- 3.1.1 The approval holder shall conduct a *Receiving Water Quality and Wastewater Treatment Plant Capacity Assessment* by following the recommendations and procedures described in the following documents:
- (a) Canadian Council of Ministers of the Environment (CCME), *Canada-wide Strategy for the Management of Municipal Wastewater Effluent*; and/or
- (b) Department of Environment and Parks, *Water Quality Based Effluent Limits Procedures Manual*.
- 3.1.2 The approval holder shall submit a "*Receiving Water Quality and Wastewater Plant Capacity Assessment*" report, regarding the assessment required in 3.1.1, to the Director on or before December 31, 2018 unless otherwise authorized in writing by the Director.
- 3.1.3 The report required in 3.1.2 shall include, but not limited to, the following:
- (a) the wastewater characterization section which includes an assessment of:

TERMS AND CONDITIONS ATTACHED TO APPROVAL

- (i) the raw water quality and
- (ii) treated effluent quality;
- (b) the receiving water section which includes an assessment of:
 - (i) the river water quality,
 - (ii) the river flow rate,
 - (iii) the ratio of river flow rate to effluent discharge rate, and
 - (iv) the aquatic health of the receiving stream;
- (c) the Environmental Quality Objectives (EQO) and Effluent Discharge Objectives (EDO) section which includes:
 - (i) developing the EQO for the section of stream where the effluent is discharged into, and
 - (ii) developing the EDO so that corresponding EQO can be met;
- (d) the effluent discharge analysis section which includes an assessment of:
 - (i) the impact from the current discharge,
 - (ii) the compliance or violation of the EDO developed; and
- (e) the wastewater treatment plant capacity assessment section which includes:
 - (i) assessment of the capacity and treatment efficiency of the existing treatment plant;
 - (ii) upgrade options to the existing treatment plant to meet the EDO developed; and
- (f) the conclusion section which includes:
 - (i) confirming any observations, findings, recommended changes, implementation plan, and timelines to upgrade the wastewater system if any major deficiencies are identified or the Treatment Plant needs to be upgraded to meet corresponding EDO and EQO.

TERMS AND CONDITIONS ATTACHED TO APPROVAL

- 3.1.4 The approval holder shall address any deficiencies of the "Receiving Water Quality and Wastewater Plant Capacity Assessment" report in a time frame identified in writing by the Director.
- 3.1.5 If the report in 3.1.2 indicates a plant upgrade is necessary for meeting the corresponding EDO and EQO, then approval holder shall submit an application to the Director on or before December 31, 2019 unless otherwise authorized in writing by the Director.

PART 4: OPERATIONS

SECTION 4.1: DRAINAGE SYSTEMS

WASTEWATER COLLECTION AND TREATMENT

- 4.1.1 The approval holder shall not release any substances from the wastewater system to the surrounding watershed except as authorized under this approval.
- 4.1.2 The approval holder shall operate a wastewater system which shall include:
- (a) the wastewater collection system within the municipal boundary of the Village of Caroline, lift stations and the transmission line to the wastewater treatment facility;
 - (b) the aerated lagoon wastewater treatment plant, including all of the following:
 - (i) two aerated lagoon cells;
 - (c) a treated wastewater outfall discharging to Raven River located in the NE 11-36-6-W6M;

as described in the application, or as otherwise authorized in writing by the Director.

SECTION 4.2: FACILITY CLASSIFICATION AND CERTIFIED OPERATOR REQUIREMENTS

FACILITY CLASSIFICATION

- 4.2.1 The wastewater treatment facility in this approval is classified as Class I in accordance with the *Water and Wastewater Operators' Certification Guidelines*.
- 4.2.2 The wastewater collection system in this approval is classified as Class I in accordance with the *Water and Wastewater Operators' Certification Guidelines*.

TERMS AND CONDITIONS ATTACHED TO APPROVAL

CERTIFIED OPERATOR

4.2.3 At all times the operation of the:

- (a) wastewater treatment plant shall be performed by, or under the direction of a person who holds a valid wastewater treatment certificate of qualification at a minimum of Level I; and
- (b) wastewater collection system shall be performed by, or under the direction of a person who holds a valid wastewater collection certificate of qualification at a minimum of Level I.

SECTION 4.3: SLUDGE DISPOSAL

4.3.1 The approval holder shall only dispose of sludge at a registered or approved landfill or as otherwise authorized in writing by the Director.

SECTION 4.4: CHEMICALS USED

4.4.1 The approval holder shall not use any chemical in the wastewater treatment process unless authorized in writing by the Director.

SECTION 4.5: IRRIGATION

4.5.1 The approval holder shall dispose of treated wastewater by irrigation in accordance with the *Guidelines for Municipal Wastewater Irrigation*, as amended, or as otherwise authorized in writing by the Director.

PART 5: LIMITS

SECTION 5.1: WASTEWATER

5.1.1 Treated wastewater from the wastewater stabilization pond storage cell(s) shall be discharged, from the outfall, as follows:

- (a) continuously to Raven River.

5.1.1 The approval holder shall ensure the treated wastewater discharge complies with the limits specified in TABLE 5-1.

TERMS AND CONDITIONS ATTACHED TO APPROVAL

TABLE 6-1: LIMITS FOR TREATED WASTEWATER

Parameter	Limit
CBOD	≤ 25 mg/L, monthly arithmetic mean of weekly samples

PART 6: MONITORING AND REPORTING

SECTION 6.1: WASTEWATER

6.1.1 The approval holder shall monitor the wastewater system as required in TABLE 6-1.

TABLE 6-1: MONITORING - WASTEWATER SYSTEM

Parameter	Frequency (Minimum)	Sample Type	Sampling Location
UNTREATED WASTEWATER			
BOD ₅	Once a week	Grab	Untreated wastewater entering the wastewater treatment plant
TSS	Once a week	Grab	Untreated wastewater entering the wastewater treatment plant
Volume of Flow	Continuous, recorded daily	Calculated	Untreated wastewater entering the wastewater treatment plant
TREATED WASTEWATER (Wastewater Stabilization Ponds)			
CBOD	Weekly	Grab	Prior to the discharge of treated wastewater to Raven River
TSS	Weekly	Grab	Prior to the discharge of treated wastewater to Raven River
UNAUTHORIZED RELEASES			
Release Volume	Total Volume	Estimated	Wastewater bypassing the wastewater treatment plant, accidental spills or overflows
Release Volume	Total Volume	Estimated	Wastewater bypassing the lift station(s), accidental spills or overflows
Release Volume	Total Volume	Estimated	Wastewater bypasses, accidental spills or overflows from the wastewater collection system
BOD ₅ , TSS, Total Phosphorus, and Ammonia-Nitrogen	During the unauthorized discharge	Grab	At the release point

TERMS AND CONDITIONS ATTACHED TO APPROVAL

Parameter	Frequency (Minimum)	Sample Type	Sampling Location
SLUDGE DISPOSAL			
Sludge Volume	Total Volume	Estimated	Amount of sludge being trucked to a registered or approved landfill or as otherwise authorized in writing by the Director

6.1.2 The approval holder shall compile a Monthly Wastewater Report which includes, at a minimum, the following information:

- (a) the results of the monitoring requirements of TABLE 6-1;
- (b) the name and daily/weekly quantity of any chemical added to the wastewater in the wastewater treatment process;
- (c) the name of the supervising operator responsible for the operation of the wastewater system; and
- (d) a summary of any operational problems.

6.1.3 On or before the 15th of the month following the month in which the information on which the report is based was collected, the approval holder shall:

- (a) compile a Monthly Wastewater Report; and
- (b) retain a copy of the Monthly Wastewater Report.

6.1.4 The approval holder shall compile an Annual Wastewater Report which shall include the following:

- (a) the monthly arithmetic mean, including maximum and minimum values, of each parameter monitored, as outlined in TABLE 6-1;
- (b) the date when the discharge of the wastewater stabilization pond storage cell(s) started and the date when discharge was completed;
- (c) the name of the supervising operator responsible for the operation of the wastewater system;
- (d) a summary of any incidents which required reporting in accordance with 2.1.1;
- (e) a summary of any operational problems; and

TERMS AND CONDITIONS ATTACHED TO APPROVAL

- (f) the monitoring requirements as outlined in SECTIONS 6.2.1 and 6.2.2.
- 6.1.5 The approval holder shall submit one copy of the Annual Wastewater Report to the Director on or before February 28 of the year following the year in which the information on which the report is based was collected.
- 6.1.6 If the approval holder monitors for any substances or parameters which are the subject of operational limits as set out in this approval more frequently than is required and using procedures authorized in this approval, then the approval holder shall provide the results of such monitoring as an addendum to the Annual Wastewater report required by this approval.

PART 6: RECLAMATION AND DECOMMISSIONING

GENERAL 6.1: GENERAL

- 6.1.1 Within six months of the wastewater treatment plant permanently ceasing operation, the approval holder shall:
 - (a) submit a decommissioning and land reclamation plan to the Director, and
 - (b) not commence reclamation or decommissioning until the approval holder has received written authorization from the Director.

DATED MARCH 6, 2017


DESIGNATED DIRECTOR UNDER THE ACT

To: Village Council
From: Craig Curtis, CAO
Re: Regional Governance Restructuring Study: Follow up

Date: December 21st, 2021

The Regional Governance Restructuring Study concluded with two clear recommendations:

- That the County of Clearwater and the Village of Caroline amalgamate to create a more robust hub within the County.
- That the newly formed municipality pursue regional collaboration with the Town of Rocky Mountain House.

In relation to the first recommendation, a preliminary meeting was held between the Mayor of Caroline, the Reeve of the County of Clearwater and respective CAO's. It is anticipated that a meeting of the Caroline-Clearwater ICC will be held in the near future to advance the project. A grant of \$70,000 has been received for this project through the Alberta Community Partnership (ACP) Program and additional funding may be available.

It is proposed that Council adopt the following resolutions:

- That the Council of the Village of Caroline give a high priority to pursuing amalgamation with the County of Clearwater, using the Regional Governance Restructuring Study as the foundation.
- That the Caroline-Clearwater Intermunicipal Collaboration Committee (ICC) commence the formal process of amalgamation, prior to a provincial committee being established by Alberta Municipal Affairs.

In relation to the second recommendation, a tri-council "meet and greet" was held on December 13th in Rocky Mountain House, with the purpose of renewing the spirit of collaboration reflected in the existing "Stronger Together Agreement", signed in 2013. Unfortunately, the majority of Village Council could not attend. All Councillors present agreed to bring back to their Councils the following resolutions for adoption:

- That the Council of the Village of Caroline support the Rocky -Caroline - Clearwater ICC creating a draft shared vision for regional collaboration opportunities.
- That the Council of the Village of Caroline reaffirm its commitment to the "Stronger Together Agreement "and support giving a mandate to the Rocky-Caroline -Clearwater ICC to modernise the agreement.

Recommendations:

That Council of the Village of Caroline adopt the following resolutions

- That the Council of the Village of Caroline give a high priority to pursuing amalgamation with the County of Clearwater using the Regional Governance Restructuring Study as the foundation.
- That the Caroline-Clearwater Intermunicipal Collaboration Committee (ICC)commence the formal process of amalgamation prior to a provincial committee being established by Alberta Municipal Affairs.

And further that:

- That the Council of the Village of Caroline support the Rocky -Caroline - Clearwater ICC creating a draft shared vision for regional collaboration opportunities.
- That the Council of the Village of Caroline reaffirm its commitment to the "Stronger Together Agreement "and support giving a mandate to the Rocky-Caroline -Clearwater ICC to modernise the agreement.

Craig Curtis

From: Christopher Read <cread@clearwatercounty.ca>
Sent: December 21, 2021 8:19 AM
To: Dean Krause; Craig Curtis
Cc: Tracy Haight
Subject: FW: Draft Resolution as per Dec 13 Councils Meet & Greet Discussion Outcome
Signed By: cread@clearwatercounty.ca

Importance: High

Good Morning Gentlemen,

Given the success of the tri muni event last week, and the "motion" that resulted, it would be good for us to confirm the following:

1. wording of said motion
 - a. my drafts, taken from Tracy Lynn's notes and my memory, are:
 - i. *"That Council tasks the Rocky – Caroline – Clearwater Intermunicipal Collaboration Committee with creating a draft shared vision for regional collaboration opportunities."*
 - ii. *"That Council reaffirms their commitment to the "Stronger Together Agreement," and that Council tasks the Rocky – Caroline – Clearwater Intermunicipal Collaboration Committee with modernizing that agreement."*
2. timing of delivering said motions
 - a. I wonder, since it could be so simple, if we should enter 2022 with this right away? So our next meeting is Jan 11, if you both agree by tomorrow I can make it to the agenda. Workable?
3. Sharing of the wording on the individual RFD's – I am totally open to this as well, with a short preamble suggestion of:
 - a. *"At the tri-municipality Meet-n-Greet held between the Village of Caroline, the Town of Rocky Mountain House, and Clearwater County, members in attendance from all three Councils agreed to renew the spirit of collaboration reflected in the existing "Stronger Together" agreement signed in 2013. Further, the group stated a desire and commitment to work towards creating a shared vision for regional collaboration opportunities that the partners already know exist, or that may arise throughout this term. Therefore, Councils of all three municipalities will consider the following two motions:"*

We are closed Dec 23 to Jan 4 hence the accelerated time frame.

I am totally open to this hitting their agendas later, but this Jan 11 opportunity does sound good.

Thoughts?

Christopher Read
Chief Administrative Officer



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



WESTVIEW LODGE
 ROCKY SENIOR HOUSING COUNCIL
 5427 52 Avenue
 Rocky Mountain House, Alberta
 T4T 1S9
 Telephone: 403-845-3588
 Fax: 403-845-2228
 Email: wvlodge1@gmail.com
 Web: www.rockyseniors.com

April 14, 2021

Craig Curtis, Interim CAO
 Village of Caroline
 Box 148
 Caroline, Alberta
 TOM OMO

Dear Mr. Curtis:

The Rocky Senior Housing Council/ Westview Lodge total requisition amount for 2021 is \$745,787 which is a 5% increase over the 2020 requisition amount.

Based on the Municipal Summary of the 2021 Equalized Assessment Report from your municipality, your portion is \$3,728.94. Please find Westview Lodge's 2020 audited Statement of Operations as well as the 2021 Equalized Assessment Calculation Schedule enclosed.

Yours truly,

RECEIVED DEC 23 2021

Vanessa Kidd, Administrator
 Westview Lodge

Encl.

DEPT. ✓	DEPT. ✓	DATE
CAO ✓	CHEQUE#	CLERK ✓
GLACCOUNT#		

2021 Equalized Assessment Calculation Schedule
Westview Lodge

2021 Equalized Assessment
 F- Management Bodies

Clearwater County	7,085,679,048	87.9%
Town of RMH	941,727,159	11.6%
Village of Caroline	35,235,113	0.5%
	<u>8,062,641,320</u>	

<u>Municipality</u>	<u>Equalized Assessment</u>	<u>Total Requisition</u>	<u>Portion</u>
Clearwater County	87.9%	x \$ 745,787.00 =	\$ 655,546.77
Town of RMH	11.6%	x \$ 745,787.00 =	\$ 86,511.29
Village of Caroline	0.5%	x \$ 745,787.00 =	\$ 3,728.94
	<i>Totals</i>		<u>\$ 745,787.00</u>

**ROCKY SENIOR HOUSING COUNCIL
WESTVIEW LODGE**

FINANCIAL STATEMENTS

DECEMBER 31, 2020



Wade Noble & Partners LLP

R. G. NOBLE, B. COMM., CPA, CA
JAMES R. WADE, B. COMM., CPA, CA, CGA
B. D. MAYER, B. MGMT., CPA, CA

P.O. BOX 100
ROCKY MOUNTAIN HOUSE
ALBERTA, T4T 1A1
(403) 445-3225
FAX (403) 445-5656

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Rocky Senior Housing Council Westview Lodge

Report on the Audit of the Financial Statements

Qualified Opinion

We have audited the financial statements of Rocky Senior Housing Council Westview Lodge ("the Lodge") which comprise the statement of financial position as at December 31, 2020 and the statements of operations, cash flows, and changes in net assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, except for the possible effects of the matter described in the basis for qualified opinion section of our report, these financial statements present fairly, in all material respects, the financial position of the Lodge as at December 31, 2020 and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many charitable organizations, the Lodge derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Lodge and we were not able to determine whether any adjustments might be necessary to donation revenue, surplus, and net assets.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Lodge in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibility of Management and The Board of Directors for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Lodge's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Lodge or to cease operations, or has no realistic alternative but to do so.

The board of directors is responsible for overseeing the Lodge's financial reporting process.

INDEPENDENT AUDITORS' REPORT (continued...)

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Lodge's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Lodge's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Lodge to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the board of directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Wade Noble & Partners LLP

Chartered Professional Accountants

Rocky Mountain House, Alberta

March 31, 2021

*DENOTES PROFESSIONAL CORPORATION

**STATEMENT OF FINANCIAL POSITION
For Year Ended December 31, 2020**

Rocky Senior Housing Council

Organization Name:

Account Range

100210-105020
100180
120020-120510
120620-127010
147010-162010
166010-171010 except AA accounts
166110-170110 AA accounts only
165010
165110
164010

	2020	2019
Cash and Cash Equivalents (Note 2).....	245,570.00	270,158.68
Security Deposit in Trust.....	-	0.00
Accounts Receivable (Note 3).....	99,173.00	45,597.43
Prepaid expenses and Inventory.....	43,989.74	39,653.53
Long term Investments (Note 4).....	130,501.00	118,081.25
Capital Assets (Note 5).....	1,220,996.00	1,213,696.60
Less: Accumulated Amortization - Capital Assets (Note 5).....	(660,438.00)	(510,142.35)
Buildings (Note 5).....	11,626,544.00	11,626,544.41
Less: Accumulated Amortization - Buildings (Note 5).....	(2,551,092.00)	(2,260,428.75)
Land (Note 5).....	125,000.00	125,000.00
Total Assets	10,380,243.74	10,668,160.80

LIABILITIES

200010-207010 except 206010, 205010
260010-261110
262000
206010

Short Term Liabilities (Note 6).....	166,069.00	163,098.27
Long Term Liabilities.....	0.00	0.00
Restricted Capital Contributions (Note 9).....	9,520,435.00	9,846,371.79
Deferred Operating Reserve Fund.....	-	0.00
Total Liabilities	9,686,504.00	10,009,470.06

NET ASSETS

385000
380010-381110
380010

Accumulated Surplus.....	232,663.62	192,311.37
Restricted Net Assets.....	130,501.00	118,081.25
Invested in Capital Assets (Including Donated Capital).....	340,575.12	348,298.12
Total Net Assets	703,739.74	658,690.74
Total Liabilities & Net Assets	10,390,243.74	10,668,160.80

See notes to financial statements

Lodge Statement of Operations For Year Ended December 31, 2020

Rocky Senior Housing Council

Organization Name:
Do Not Enter Any Information on this Sheet

REVENUE

400000	Rent
410000	Resident Services
420000	Non-Resident Services
Grants	
430010	ASHC - Shared Costs
430020	ASHC - Maintenance
430030	ASHC - Interest Subsidy
430040	ASHC - Grants for Restricted Purposes
430050	ASHC - LAP grant
430120	Provincial - Other Grants
432000	Municipal
431000	Federal
433000	Other
Operational Funding	
460010	Municipal Requisition
450010	Provincial
450030	Other
470000	Management and Administration
475000	Investment Income
480000	Charitable Donations
Total Revenue	

	2020	2019
	1,165,836.00	1,287,775.80
	60,644.00	70,397.81
	18,556.00	19,576.60
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	3,600.00	3,600.00
	-	-
	710,279.00	689,249.78
	507,368.00	255,934.00
	325,937.00	325,937.28
	201,071.00	217,459.51
	5,095.00	8,589.40
	10,400.00	5,782.26
	3,008,786.00	2,884,302.44

EXPENSES

500000	Taxes and Land Leases	
510000	Utilities	
510010	Electricity	81,284.00
510005	Heating	50,449.00
510020	Water/Sewer	33,379.00
510050	Cable	28,168.00
520000	Operating	
520001	Food	
530000	Operating Maintenance	
540000	Charitable Costs	
550000	Human Resources	
560000	Administration	
580000	Health	
Total Expenses		

	2,737.00	2,654.05
	193,280.00	191,183.81

	99,839.00	98,812.04
	257,591.00	277,274.29
	117,081.00	131,298.85
	-	-
	1,853,143.00	1,766,464.42
	109,407.00	118,707.59
	-	-
	2,633,078.00	2,586,395.05
	375,708.00	297,907.39

Net Excess (Deficiency) of Revenue over Expenses from operations

OTHER EXPENSES

590000	Interest costs	
591000	Extraordinary Expenses	
592000	Amortization	
650000	Cash Held for Reserves	

	-	-
	-	-
	340,659.00	340,939.00
	-	-
	35,049.00	(43,031.61)

Net Excess (Deficiency)

STATEMENT OF CHANGES IN NET ASSETS
For Year Ended December 31, 2020

Rocky Senior Housing Council

MANAGEMENT BODY:

	Accumulated Surplus	Restricted Net Assets	Invested In-Capital Assets (Included Donated Capital)
2020			
Balance at Beginning of Year	192,311.37	118,081.25	348,298.12
Current Year Net Excess (Deficiency) of Revenue over Expenses	35,049.00		
	227,360.37	118,081.25	348,298.12
Sub-Total - 2020			(340,959.00)
Adjustments:	340,959.00		325,937.00
Amortization	(325,937.00)		7,299.00
Amortization of capital contributions	(7,299.00)		
Purchase of capital assets	(12,419.75)	12,419.75	
Increase to reserve	222,663.62	130,501.00	340,575.12
Balance at End of Year			

	Accumulated Surplus	Restricted Net Assets	Invested In-Capital Assets (Included Donated Capital)
2019			
Balance at Beginning of Year	227,646.98	115,993.25	358,082.12
Current Year Net Excess (Deficiency) of Revenue over Expenses	(43,031.61)		
	184,615.37	115,993.25	358,082.12
Sub-Total - 2019			(340,939.00)
Adjustments:	340,939.00		5,218.00
Amortization of capital assets	(5,218.00)		
Purchase of capital assets	(325,937.00)		325,937.00
Amortization of capital contributions	(2,088.00)	2,088.00	
Increase to reserve	192,311.37	118,081.25	348,298.12
Balance at End of Year			

See notes to financial statements.

STATEMENT OF CASH FLOWS
For Year Ended December 31, 2020
Rocky Senior Housing Council

MANAGEMENT BODY:

	2020	2019
Cash flows from operating activities		
Excess (deficiency) of revenue over expenses	35,049.00	(43,031.61)
Add: Amortization of Capital Assets / Gain/Loss on disposal	340,659.00	340,939.00
Less: Amortization of capital contributions	(325,937.00)	(325,937.28)
Net Change in non-cash working capital:		
Decrease (increase) in current assets	(57,911.68)	24,905.91
Increase (decrease) in liabilities	2,971.00	9,660.39
Payable to Alberta Social Housing Corporation (-)	(5,169.68)	6,536.41
Net cash generated (used) in operating activities		
Financing and Investing Activities		
Purchase of capital assets	(7,299.00)	(5,217.81)
Contributed capital assets		
Increase to reserves	(12,420.00)	(2,087.88)
Operating and Capital grants received		
Operating and Capital grants spent		
Special grant received, if applicable		
Special grant spent, if applicable	(19,719.00)	(7,305.69)
Net cash generated (used) in financing and investing activities		
Net (decrease) increase in cash and cash equivalents	(24,888.68)	(769.28)
Cash, beginning of year	270,158.68	270,927.96
Cash, end of year	245,270.00	270,158.68
Cash and Cash Equivalents Represented By:		
Cash	245,570.00	270,158.68
Short Term Investments	-	-
Trust Accounts for Security Deposits	245,570.00	270,158.68

See notes to financial statements

**ROCKY SENIOR HOUSING COUNCIL
WESTVIEW LODGE**

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020**

NATURE OF ORGANIZATION

Rocky Senior Housing Council Westview Lodge (the "Lodge") is incorporated under the Societies Act and is a registered charity under the Income Tax Act. The operations of the Lodge fall under the provisions of the Alberta Housing Act.

The Lodge provides room and board for senior citizens who are functionally independent with assistance available through existing community-based services. Contracting Municipalities are Clearwater County, Town of Rocky Mountain House, and the Village of Caroline.

BASIS OF PRESENTATION

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

These financial statements report solely the operations and financial position of Rocky Senior Housing Council Westview Lodge. The statements do not include the operations of Rocky Senior Housing Council which operates under the Alberta Housing Act as a management body and a foundation.

ROCKY SENIOR HOUSING COUNCIL
WESTVIEW LODGE

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Cash and cash equivalents

Cash consists of cash on hand and cash on deposit with a Canadian financial institution.

(b) Inventory

Inventory is measured at the lower of cost and net realizable value. The cost of inventory is assigned on a first-in first-out basis cost formula.

(c) Capital assets

Capital assets are recorded at cost and amortized over their estimated useful lives on a straight-line basis at the following rates:

Rental buildings	2.5 %
Parking lot and landscaping	2.5 %
Equipment, furnishings and office equipment	10 %
Vehicles	15 %

In the year of acquisition, amortization is calculated at one-half of the normal rates and no amortization is recorded in the year of disposition. No amortization provision is provided for on capital assets under construction.

(d) Impairment of Long-lived Assets

Long-lived assets, such as capital assets and tangible assets with finite lives, are reviewed for their potential long-term service to the organization. When a tangible asset no longer contributes to the organization's ability to provide services or economic benefit to the organization, the asset is written down by the amount that the carrying value exceeds the asset's fair value or replacement cost. Assets to be disposed of are reported at the lower of the carrying amount or fair value less costs to sell. As at December 31, 2020, no assets were identified that no longer contribute to the organization's ability to provide services or economic benefit.

ROCKY SENIOR HOUSING COUNCIL
WESTVIEW LODGE

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amount of revenue and expenses during the reporting period. Actual results could differ from those estimated. Estimates are used when accounting for items and matters such as management and administration revenues, inventory obsolescence, amortization, impairment of long-lived assets, and contingencies.

(f) Revenue recognition

The Lodge follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions, such as municipal requisitions and provincial grants, are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Rental revenue is recognized over the term of the agreement in monthly intervals.

Management and administration revenues, and residential and non-residential service revenues are recognized when services have been rendered.

(g) Restricted Capital Contributions

Restricted capital contributions consist of restricted amounts received from the Province of Alberta, Clearwater County, the Town of Rocky Mountain House, and the Village of Caroline for costs associated with construction of the Lodge. Deferred capital contributions are amortized on a straight-line basis at 2.5% per annum.

(h) Contributed Services

Volunteers contribute an unmeasured amount of time per year to assist the Lodge in carrying out its operating objectives. Because of the difficulty in determining their fair value, contributed services are not recognized in these financial statements.

**ROCKY SENIOR HOUSING COUNCIL
WESTVIEW LODGE**

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020**

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(i) Financial Instruments

i) Measurement of financial instruments

When a financial asset is acquired or a financial liability is issued it is recorded at its fair value except for certain related party transactions. The entity subsequently measures all its financial assets and financial liabilities at amortized cost less any impairments except for financial instruments that are quoted in an active market. Financial instruments that are quoted in an active market are measured at fair value. Financial assets measured at amortized cost include cash and cash equivalents, term deposits, and accounts receivable. Financial liabilities measured at amortized cost include short term liabilities.

ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement directly, or by adjusting the allowance account, provided it is not greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income in the year incurred.

iii) Transaction costs

The Lodge recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

2. CASH

Cash consists of cash on deposit with a Canadian financial institution. The chequing account earns interest at the bank's prime rate less 2% (2019 - prime less 2%). The effective rate at year-end is 0.45% (2019 - 1.95%).

**ROCKY SENIOR HOUSING COUNCIL
WESTVIEW LODGE**

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020**

3. ACCOUNTS RECEIVABLE

	2020	2019
Trade receivables	\$ 58,001	\$ 205
Rocky Senior Housing Council	29,701	31,787
GST receivable	<u>11,471</u>	<u>13,605</u>
	<u>\$ 99,173</u>	<u>\$ 45,597</u>

4. LONG TERM INVESTMENTS

	2020	2019
Cash held in current account earning interest at 0.45%.	\$ 10,000	\$ -
Guaranteed investment certificate maturing September 12, 2021 and earning interest at 2.07% (2019 - 1.85%) per annum.	54,714	53,721
Guaranteed investment certificate maturing January 23, 2021 and earning interest at 2.21% (2019 - 2.21%) per annum.	55,256	54,058
Guaranteed investment certificate maturing on January 23, 2021 and earning interest at 2.21% (2019 - 2.21%) per annum	<u>10,531</u>	<u>10,302</u>
	<u>\$ 130,501</u>	<u>\$ 118,081</u>

5. CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net 2020</u>	<u>Net 2019</u>
Land	\$ 125,000	\$ -	\$ 125,000	\$ 125,000
Rental Buildings	11,626,544	2,551,092	9,075,452	13,886,973
Parking lot and landscaping	726,255	132,921	593,334	841,019
Vehicles	119,016	117,412	1,604	235,310
Equipment	202,839	162,940	39,899	346,738
Furnishings	153,794	135,745	18,049	276,064
Office equipment	<u>19,091</u>	<u>11,420</u>	<u>7,671</u>	<u>24,707</u>
	<u>\$ 12,972,539</u>	<u>\$ 3,111,530</u>	<u>\$ 9,861,009</u>	<u>\$ 15,735,811</u>

**ROCKY SENIOR HOUSING COUNCIL
WESTVIEW LODGE**

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020**

6. SHORT TERM LIABILITIES

	2020	2019
Trade payables	\$ 71,853	\$ 57,325
Wages payable	<u>94,216</u>	<u>105,773</u>
Total	<u>\$ 166,069</u>	<u>\$ 163,098</u>

7. REQUISITIONS

Requisitions from contributing municipalities consist of:

	2020	2019
Clearwater County	\$ 625,302	\$ 605,919
Town of Rocky Mountain House	81,740	80,593
Village of Caroline	<u>3,237</u>	<u>2,738</u>
	<u>\$ 710,279</u>	<u>\$ 689,250</u>

8. ECONOMIC DEPENDENCE

The Lodge derives a significant amount of funds through requisitions from local municipal governments. These funds can not easily be replaced through other dealings. Therefore the Lodge's ability to continue viable operations is dependent upon its right to requisition the local municipalities and receive the funds requested. See note 7 to these financial statements for further details.

9. RESTRICTED CAPITAL CONTRIBUTIONS

Deferred capital contributions represent the unamortized portion of restricted funds received from Clearwater County, the Town of Rocky Mountain House, the Village of Caroline, and the Province of Alberta under the Lodge Modernization and Improvement Program.

The changes in the deferred capital contributions balance for the period are as follows:

	2020	2019
Opening deferred capital contributions	\$ 9,846,372	\$10,172,309
Amortization of capital contributions	<u>(325,937)</u>	<u>(325,937)</u>
	<u>\$ 9,520,435</u>	<u>\$ 9,846,372</u>

ROCKY SENIOR HOUSING COUNCIL
WESTVIEW LODGE

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020

10. RELATED PARTY TRANSACTIONS

Rocky Senior Housing Council is a related party by virtue of sharing a common Board of Directors with the Lodge. The following transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Included in revenue, the Lodge has earned Management and Administration Fees from Rocky Senior Housing Council in the amount of \$201,071 (2019 - \$217,460).

Included in accounts receivable is \$29,701 (2019 - \$29,913) due from Rocky Senior Housing Council. Accounts receivable from related parties are unsecured with no specific terms of repayment.

11. FINANCIAL INSTRUMENTS

Risks and Concentrations

The Lodge is exposed to various risks through its financial instruments. The following analysis provides a measure of the Lodge's risk exposure and concentrations at December 31, 2020:

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Accounts receivable are generally unsecured with various terms of repayment. The Lodge is exposed to some possible credit risks due to the concentration of accounts receivable as two parties comprise 88% (2019 - 70%) of the total accounts receivable balance.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Lodge manages liquidity risk by continuously monitoring cash flows and applying for municipal requisitions if needed.

**ROCKY SENIOR HOUSING COUNCIL
WESTVIEW LODGE**

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2020**

11. FINANCIAL INSTRUMENTS (continued)

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk, and other price risk, as described within the preceding sections.

Currency Risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. Substantially all of the Lodge's operations are conducted in Canadian dollars.

Interest Rate Risk

Interest rate risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Lodge is exposed to interest rate risk to the extent that the carrying value of its term deposits are at fixed rates of interest, which if the market rate changes, would affect the fair value of the term deposits.

Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market.



Clearwater Regional Fire Rescue Services Fire Services Report September 2021

September POC Time Summary			
Descriptions	Number of Sessions	Total Session Hours	Total Man Hours
Practice	19	55	558.00
Certified Training	8	51	664.50
Casual Hours	15	61.25	69.75
Deployment	0	0	0
Incidents	68	102	419.48
Subtotal	110	269.25	1711.73

September 2021 Call Statistics							
Rescue	20	Investigation	18	Fire	7	Medical	23
Motor Vehicle	16	Fire Investigation	2	Structure	0	Co-Response	10
Ice/Water	0	Fire Inspection	0	Brush/Grass	0	First Response	13
Confined Space	0	Odor Complaint	0	Wildland	4		
Technical Rope	0	Public Hazard/ Public Service	1	Motor Vehicle	3		
Farm	0	Carbon Monoxide	0	Oil & Gas	0		
Industrial	0	False Alarm	15	Other	0		
Power Lines	0						
OHV	0						
Other	4						

September 2021 Station Statistics					
First Due	82	Assistance	25	Location	82
Stn#10 Leslieville	2	Station 10	7	Clearwater County	58
Stn#20 Condor	6	Station 20	5	RMH	24
Stn#30 Caroline	16	Station 30	1	Caroline	0
Stn#50 Nordegg	9	Station 50	2	Out of Area - Mutual Aid	0
Station#60 Rocky	46	Station 60	10		
Stn#90 HQ	3	Station 90	0		

1. We were sad to say goodbye to Administrative Assistant, Allannah McLean. She has moved to a new role as Communications Technician for Clearwater County, CRFRS wishes her all the best in her new position where she can display her many talents in a different capacity.
2. Welcome to new Administrative Assistant, Sabrina Walter. Sabrina joins us from her role as the Elections Coordinator and we are happy to have her as part of our team.
3. In September, Clearwater County's Wildland Urban Interface firefighters began work in a Vegetation management treatment in Ferrier at the request of Alberta Agriculture & Forestry, for planning of Preparedness Pre-suppression System.
4. Provided CRFRS Members a COVID19 update September 3 outlining the Alberta Health measures.
5. CRFRS Facilitated a meeting between CRFRS, Rocky SAR and Red Deer Dispatch on ways to clean up dispatching of SAR Resources.
6. Chief Officers Meeting was held on September 20th and the following items were discussed: the Fitness SOG, HQ role transition, report writing consistency and admin training.
7. Officers Meeting conducted and here are some of the agenda items – Fire Prevention Week, Fitness Test time limit reduction, report writing, draft SOG first alarm assignments, vacant company officer positions for stations.
8. Aerial 604 – has been out of service for repairs in Red Deer since September 20, hydraulic leak, during this repair and electrical issue found.
9. Participated in an After-Action Report (notes coming) on BC Wildfire deployment by CRFRS crews facilitated by Wayne Werstiuk Ag & Forestry.
10. CAFC Meeting "Answer the Call" on the finding of the National wide survey on the fire services.
11. Discussion with IT on the path forward for our existing radio system – we experienced a system failure, losing our entire radio network for 3 days. Purchase of used AFRRCS radios to address short-term solution.
12. Provincial After Action Report (AAR) was conducted on the BC Wildfire deployment which included (AEMA, AG & Forestry, Hinton Training Center, High Level and CRFRS Crews).
13. Memorial event was held in Rocky on September 11 to commemorate the 20th Anniversary of the 9/11 terror attacks and pay tribute to the victims and honour the survivors.
14. New 506T, Station #50 - Trailer ordered.
15. The Protecting our Professionals Conference scheduled for November was cancelled due to COVID19, restrictions but there will be in-house training opportunities provided to CRFRS members during the week we had this event scheduled.
16. Certified Training in September; NFPA 1002 Pump Course – 13 members



Clearwater Regional Fire Rescue Services Fire Services Report October 2021

October POC Time Summary			
Descriptions	Number of Sessions	Total Session Hours	Total Man Hours
Practice	17	50.50	534.50
Certified Training	5	37.00	575.50
Casual Hours	19	96.00	111.75
Deployment	0	0	0
Incidents	68	22.22	492.36
Subtotal	110	205.72	1714.11

October 2021 Call Statistics							
Rescue	13	Investigation	14	Fire	11	Medical	30
Motor Vehicle	8	Fire Investigation	0	Structure	3	Co-Response	11
Ice/Water	1	Fire Inspection	0	Brush/Grass	0	First Response	19
Confined Space	0	Odor Complaint	1	Wildland	5		
Technical Rope	0	Public Hazard/ Public Service	1	Motor Vehicle	2		
Farm	0	Carbon Monoxide	1	Oil & Gas	0		
Industrial	0	Alarms	11	Other	1		
Power Lines	0						
OHV	2						
Other	2						

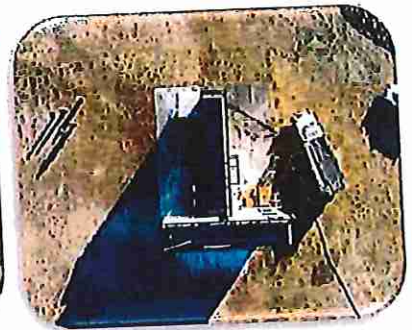
October 2021 Station Statistics					
First Due	68	Assistance	12	Location	68
Stn#10 Leslieville	4	Station 10	3	Clearwater County	49
Stn#20 Condor	8	Station 20	4	RMH	16
Stn#30 Caroline	18	Station 30	0	Caroline	3
Stn#50 Nordegg	2	Station 50	0	Out of Area – Mutual Aid	0
Station#60 Rocky	36	Station 60	5		
Stn#90 HQ	0	Station 90	0		

1. WUI members attended L-380, Fire line leadership training in Hinton. They completed a midterm report which was submitted to the Alberta Fire Chiefs Association and Alberta Wildfire. The Crew travelled to High Level to watch a high-volume water demonstration.

Team assisted in the recovery of the M300 Drone - successfully locating and retrieving it out of Abraham Lake.

WUI completed a fuel mitigation preplan at Burnstick Lake and continued work on Ferrier Fire Smart demo site and removed over 27,000 pounds of material from the site. There has been a lot of positive comments from the public in relation to the clean-up in this area.

2. Annual self-contained breathing apparatus (SCBA), and hose testing was completed.
3. Phase 2 of the training tower is now complete. Members attended a practice day on Saturday October 30th, to test out the new tower. The Burn Tower certification for the province was conducted by chief officers from Sylvan Lake FD.



4. Assistant Chief Brown instructed Fire Extinguisher Training to Town employees.
5. Weekly and certified training schedule is almost completed for 2022.
6. CRFRS facilitated a meeting between CRFRS, Rocky SAR and Red Deer Dispatch on ways to clean up dispatching of SAR Resources.
7. Certified Training in September: NFPA 1002 Pump Course – 13 members



Clearwater Regional Fire Rescue Services Fire Services Report November 2021

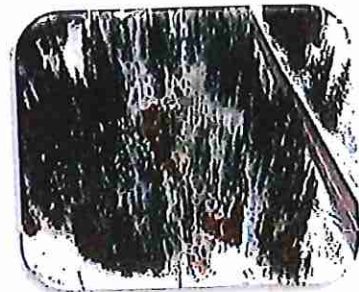
November POC Time Summary			
Descriptions	Number of Sessions	Total Session Hours	Total Man Hours
Practice	23	71.00	761.25
Certified Training	3	20.50	118.50
Casual Hours	9	30.00	30.00
Deployment	0	0	0
Other	7	26.00	65.00
Incidents	53	24.74	817.40
Subtotal	88	172.24	1792.15

November 2021 Call Statistics							
Rescue	14	Investigation	9	Fire	10	Medical	13
Motor Vehicle	13	Fire Investigation	0	Structure	4	Co-Response	4
Ice/Water	0	Fire Inspection	1	Brush/Grass	0	First Response	9
Confined Space	0	Odor Complaint	0	Wildland	3		
Technical Rope	0	Public Hazard/ Public Service	0	Motor Vehicle	3		
Farm	0	Carbon Monoxide	0	Oil & Gas	0		
Industrial	0	Alarms	8	Other	0		
Power Lines	0						
OHV	1						
Other	0						

November 2021 Station Statistics					
First Due	46	Assistance	16	Location	46
Stn#10 Leslieville	3	Station 10	6	Clearwater County	34
Stn#20 Condor	2	Station 20	7	RMH	11
Stn#30 Caroline	7	Station 30	1	Caroline	1
Stn#50 Nordegg	1	Station 50	0	Out of Area – Mutual Aid	0
Station#60 Rocky	32	Station 60	2		
Stn#90 HQ	1	Station 90	0		

1. The WUI team completed FireSmart work in multiple locations including the Beaver Run subdivision fire pond and the Ferrier demonstration site removing another 23,000lbs of wood from this area. The team started finalizing the Ferrier/Ridgeland sprinkler pre-plan and the Nordegg Sprinkler pre-plan for the north subdivision. They completed certified Skid Steer operation training with the intent to expedite FireSmart work where possible and prepped all equipment for winter operations.

Administrative work to complete certification and experience documentation with Alberta Wildfire was also completed for the 2021 fire season.



2. CRFRS took delivery of two new command vehicles including the new unit 902 and 904. This allowed the transitioning of 905 to a utility spare for regional tasks. Old Unit 902 & Engine 201 were renamed to WUI1 and WUI 2 respectively. New Units 205, 500, 602 and 506T are expected early to mid-2022.
3. Review Life Safety correspondence with Clearwater Communications, and they will continue assisting to post material to social media sites.
4. SCBA/N95 fit testing started at all Stations with the intent to complete in December. The N95 fit testing was completed on a grant from the Alberta Medical First Response program.
5. Certified Training in November:
8 members completed Critical Incident Stress Management courses with Alberta Critical Incident Peer Network including Assisting Individuals in Crisis and Group Crisis intervention. The training program was grant funded.
6. In November, Regional Fire Chief Debienne resigned his position to pursue other opportunities and his last official day is on December 17. In the interim until a new fire chief is recruited and selected, operational management of CRFRS remains in the capable hands of its two existing deputy fire chiefs and assistant fire chief. CRFRS is setup for success in part thanks to Steve's work, and he leaves CRFRS with a talented and capable group of firefighters, lieutenants, captains, battalion chiefs and chief officers who will continue to provide a high level of service to the communities they serve. On behalf of Clearwater County, we thank Steve for nearly five years' service with CRFRS and wish both him and his family all the best in their future endeavours.

Regular Meeting Minutes
Rocky Senior Housing Council
November 30, 2021
9:00 a.m.
Westview Lodge Board Room

In attendance: Board members: Bryan Cermak, Michelle Swanson, Debbie Nelson, Tina Hutchinson, Davena Ma, Sheri-Lynn Black
Administrator: Vanessa Kidd

- 1.0 Call to Order - 8:58 am
Introductions were made around the table and the Administrator gave a brief description of the positions of Chair, Vice-Chair and Secretary-Treasurer. Michelle Swanson was nominated by Deb Nelson for the position of Board Chair, Deb Nelson nominated herself for Vice Chair and Bryan Cermak nominated Sheri-Lynn Black to remain in the position of Secretary-Treasurer. All positions were filled by acclamation.
- 2.0 Approval of Agenda
Davena moved to approve the Agenda as presented. CARRIED.
- 3.0 Approval of Oct. 6, 2021 Regular Meeting Minutes.
Sheri-Lynn moved to approve the October 6, 2021 Regular Meeting Minutes. CARRIED
- 4.0 Old Business
 - 4.1 HR Policy recap to date
The HR Policy has been reviewed by the staff HR Committee and a hard copy will be provided to Board Members by mid-week next week. Final approval will occur at December's Board Meeting. The Letter of Offer document has been prepared by legal and will be used for new employees moving forward. Supervisor assignments are being reviewed to strengthen the management team.
- 5.0 New Business
 - 5.1 WVL 2022 Budget Review
The Westview Lodge 2022 Operating Budget was reviewed in detail. Administrator reviewed items on the Capital Project Report as well and further discussion will continue in the new year. Sheri-Lynn moved to approve the Westview Lodge 2022 Operating Budget as presented. CARRIED.
- 6.0 Administrator's Report
Tina moved to accept the Administrator's Report as presented. CARRIED.
- 7.0 Financial Report
Davena moved to accept the Financial Report as presented. CARRIED.

Westview Lodge	Revenue \$138,873
	Expense <u>\$280,090</u>
	(\$141,217)

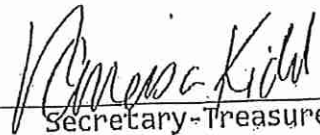
Self-contained	Revenue \$ 51,347
	Expense <u>\$ 56,431</u>
	(\$ 5,084)

1. RSHC- Non-redeemable GIC \$21,571.40 (matures 03/14/2022). 0.45 %

8.0 Next Board meeting - December 22, 2021

9.0 Adjournment - 11:56 a.m.


Board Chair


Secretary-Treasurer



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmall@sundre.com

September 10, 2021

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

RE: CODE OF CONDUCT

At our last regular meeting of Council held on September 7, 2021, Council discussed correspondence received from the Town of Claresholm regarding the importance of continuing to keep the Council Code of Conduct Bylaw requirement as a legislated requirement.

The Town of Sundre would like to stand in solidarity with the Town of Claresholm and along with them, 'respectfully request that your ministry make sure that consultation with municipalities in Alberta is completed prior to any major changes being made to remove the requirement of the Councillor Codes of Conduct. We agree that having a requirement for municipalities to have a Code of Conduct Bylaw in place provides a framework for Council member's behaviour and provides each Council direction and guidance for dealing with any contentious issues that may arise. It is imperative that the option of imposing sanctions on Council members continues as necessary to support this process. The Town of Sundre requests that the Council Code of Conduct Bylaw requirement remains mandatory.'

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Sincerely,

Terry Leslie,
Mayor
Town of Sundre

TL/aj

c.c. Mr. Jason Nixon, MLA Rimbey-Rocky Mountain House-Sundre
Alberta Urban Municipalities Association (AUMA)
AUMA Member Municipalities

VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held on April 15th, 2021 at 5:30pm at the Village Office, 5004-50 Avenue, Caroline, Alberta and information posted on Village Facebook Page for public live stream for attendees through Zoom.

Motion 094 04 21

Moved by Councilor Wold that Council of the Village of Caroline approve Craig Curtis, CAO, as the Development officer for the municipality.

CARRIED

7.2. Appointment of Returning Officers

Motion 095.04 21

Moved by mayor Rimmer that the Council of the Village of Caroline appoint Craig Curtis as Returning Officer and Christina Oxley as Deputy Returning Officer

CARRIED

7.3. Covid Restrictions

Motion 096 04 21

Moved by Councilor Wold that the Council of the Village of Caroline continue to maintain services at the Village Administration Office and that access be limited through the bell and intercom system to those requiring direct service (utility and tax payments) or attending a pre-booked meeting and further that these restrictions remain in place until further review by Council

CARRIED

7.4. Report from Stantec Re: Northeast County Development Servicing Study Update

Motion 097 04 21

Moved by Councilor Nichols that the presentation on the Northeast County Development Servicing Study be tabled to a future Council meeting.

CARRIED

8. Discussion, Correspondence, and Information Items

8.1 Election Information Draft

Motion 098 04 21

Moved by Mayor Rimmer that the Council of the Village of Caroline accept the draft election manual and bring forward a Communications Plan providing information on the Municipal Election to be held on October 18th.

CARRIED

9. Closed Session

9.1 Personnel Discussion (FOIP 24(1) (a) and (b))

Motion 099 04 21

Moved by Mayor Rimmer that Council move into closed session

CARRIED

Motion 100 04 21