

VILLAGE OF CAROLINE  
ORGANIZATIONAL MEETING AGENDA  
October 29, 2021, 5:30pm.  
Council Chambers

Page #

1. CALL TO ORDER
2. ADOPTION OF AGENDA:
3. APPOINTMENTS:
  - 3.1. Mayor
  - 3.2. Deputy Mayor
  - 3.3. FOIP Coordinator
  - 3.4. Tri-Council Committee
  - 3.5. Caroline & District Recreation and Ag Society
  - 3.6. Regional Emergency Management Committee
  - 3.7. Clearwater Regional Fire Rescue Advisory Committee (CRFRS)
  - 3.8. Rocky Senior Housing Council
  - 3.9. Rocky Mountain Regional Solid Waste Authority (RMRSWA)
  - 3.10. Inter-municipal Collaboration Committee (ICC)
  - 3.11. Family Community Support Services Board Regional
  - 3.12. Neighborhood Place
  - 3.13. Caroline Municipal Library Board/Parkland Regional Library Board
  - 3.14. Clearwater Community Policing Advisory Committee
  - 3.15. Chamber of Commerce
  - 3.16. Municipal Planning Commission
  - 3.17. Regional Restructuring Steering Committee
4. EXTERNAL CONTRACTED CONSULTATION APPOINTMENTS
  - 4.1. Assessor – Wildrose Assessment Services
  - 4.2. Banking Institution - ATB Financial
  - 4.3. Engineering – Stantec Inc.
  - 4.4. Legal – open
  - 4.5. Auditor - BDO
5. MUNICIPAL ASSOCIATION MEMBERSHIPS
  - 5.1. Central Alberta Economic Partnership (CAEP)
  - 5.2. Federation of Canadian Municipalities (FCM)
  - 5.3. Alberta Urban Municipalities Association (AUMA)

**6. MEETING SCHEDULE**

- 6.1. Council Meeting Schedule
- 6.2. Council Meeting and Municipal Office Location

**7. ADJOURNMENT**

**To: Village Council**  
**From: Craig Curtis, CAO**  
**Re: Council Meeting Dates after Election**  
**Date: October 19<sup>th</sup>, 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 4<sup>th</sup>.
  - November 25<sup>th</sup> (CAO at AUMA on 18<sup>th</sup>)
  - December 9<sup>th</sup>
- 2022
- January 6<sup>th</sup>
  - January 20<sup>th</sup>
  - February 4<sup>th</sup>
  - February 17<sup>th</sup>
  - March 3<sup>rd</sup>
  - March 17<sup>th</sup>
  - April 7<sup>th</sup>
  - April 21<sup>st</sup>
  - May 5<sup>th</sup>
  - May 19<sup>th</sup>
  - June 2<sup>nd</sup>
  - June 16<sup>th</sup>
  - July 14<sup>th</sup>
  - August 11<sup>th</sup>
  - September 8<sup>th</sup>
  - September 22<sup>nd</sup>
  - October 6<sup>th</sup>

**Recommendation:**

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

## October 2019 to October 2020 Council Appointments

Appointments	Councillor	Councillor	Councillor	Councillor	Councillor	Asst	Members at Large/ Information
	Rimmer	(Vacant)	Sumyk	Parsons	Bugbee	CAO	
Mayor (Signing Authority)	X						
Deputy Mayor (Signing Authority)					X		
FOIP Coordinator						X	
<b>Committees and Boards</b>							
All Council							
Tri-Council Committee (Regional)							
Caroline & District Recreation & Ag Society (1)(*1 MAL)	X						
Clearwater Regional Emergency Advisory Committee					X		Bylaw
Management Agency (CREMA) (Managing Partner Clearwater)(1)							Bylaw
Clearwater Regional Fire Rescue Service (CRFRS) Advisory Committee (Managing Partner Clearwater)(1)	X						Bylaw
Disaster Services Elected Official Caroline Committee	X				X		Bylaw
Central Alberta Economic Partnership (CAEP) (1)(*1 MAL)	X						Chamber Rep/ Business Owner (1)
Rocky Senior Housing Council (1)					X		Bylaw/Agreement
Rocky Mountain Regional Solid Waste Authority (RMRSWA) (Managing Partner Clearwater) (1)			X				Bylaw
Intermunicipal Collaboration (ICC) Committee (Regional) (2)	X	X					TABLED Oct. 18/19 Attached Document
FCSS Board Clearwater Regional (1) (*1 MAL)					X		Vacant Continue advertising / Marjorie Peters Temp. appointed Agreement/Bylaw No TOR or Bylaw
Neighbourhood Place					X		Laura ANDYSON-ZI
Caroline Municipal Library/Parkland Regional Library (1)(*4 MAL Municipal Library)				X			Debra McAngus-ZZ Cheryl Dezell-ZZ Agreement/Bylaw
Clearwater Community Policing Adversary Committee CPAC (1)			X				TOR Attached TOR or Bylaw Required
Caroline Chamber of Commerce			X				Annual Membership Purchase No TOR Attached Summary
Parent Council Caroline School							NO TOR
West Country Family Services Board		X					NO TOR
Municipal Planning Commission(B)	X	X	X				ALTERNATE
Subdivision Development Appeal Board (SDAB)							
Assessment Review Board							
Central Alberta Regional Subdivision Development Appeal Board							
Central Alberta Regional Assessment Review Board							

\* Members at Large (MAL)

\*\*Mayor ex officio to all Committees (MGA Section 154(2))

Council Meetings - 1st and 3rd Friday of the month, starting at 1:00 pm (2nd Friday @ 1:00 pm for December, July & Aug)  
MPC Meetings - schedule as required

Location: Council Chambers, Administrative Office, 5004-50 Ave, Caroline

Municipal Association Memberships: CAEP, FCM and AUMA  
External Contracted Consultants:

Assessor: Rod Viske, Willrose Assessment Services  
Banking: ATB Financial  
Engineering: Stantec

## October 2021 to October 2022 Council Appointments

Appointments	Councillor	Councillor	Councillor	Councillor	Councillor	Asst	Members at Large/ Information
	Rimmer	Wold	Nichols	Gibson	CAO	CAO	
Mayor (Signing Authority)							
Deputy Mayor (Signing Authority)							
FOJP Coordinator							
<b>Committees and Boards</b>							
Tri-Council Committee (Regional)	All Council						
Caroline & District Recreation & Ag Society (1)(*1 MAL)							
Regional Emergency Management Committee							
Clearwater Regional Fire Rescue Service (CRFRS) Advisory Committee (Managing Partner Clearwater)(1)							
Disaster Services Elected Official Caroline Committee							
Central Alberta Economic Partnership (CAEP) (1)/(*1 MAL)							
Rocky Senior Housing Council (1)							
Rocky Mountain Regional Solid Waste Authority (RMRSWA) (Managing Partner Clearwater) (1)							
ICC Regional (2)							
ICC County (2)							
FCSS Board Clearwater Regional (1) (*1 MAL)							
Neighbourhood Place (1)							
Caroline Municipal Library/Parkland Regional Library (1)/(*2 MAL Municipal Library)							
Clearwater Community Policing Adversary Committee CPAC (1)							
Caroline Chamber of Commerce (1)							
Parent Council Caroline School							
West Country Family Services Board							
Municipal Planning Commission(3) A Subdivision Development Appeal Board (SDAB)							
Assessment Review Board	Central Alberta Regional Subdivision Development Appeal Board						
	Central Alberta Regional Assessment Review Board						

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