

**VILLAGE OF CAROLINE**  
**REGULAR COUNCIL MEETING AGENDA**  
**Wednesday December 18<sup>th</sup>, 2024, 2:00 pm**  
**Village of Caroline Council Chambers, 5004-50 Ave.**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA:**

**3. ADOPTION OF MINUTES:**

3.1 Council Meeting Minutes November 27<sup>th</sup>, 2024

Pages 1-4

**4. LAND ACKNOWLEDGEMENT**

We acknowledge that we live, work and play on the traditional meeting place of Treaty 6 and Treaty 7. The area is the traditional territory of the Blackfoot confederacy: as well as the Cree Saulteaux, Stoney Nakoda and Tsuut'ina Nations. We acknowledge that this territory is home to the Metis Nation of Alberta Region 3 within the Northwest Metis homeland. Finally, we acknowledge all Nations – Indigenous and Non – on this land, and who honour and celebrate this territory.

**5. DELEGATION(S): Jeff Elliot- Stantec**

**6. Safety Updates**

**7. STAFF REPORTS**

7.1 CAO

Pages 5-7

**8. COMMITTEE & BOARD REPORTS:**

8.1 Mayor Report

8.2 Councillor Reports

**9. BUSINESS:**

9.1 2025 Capital Infrastructure Plan

Pages 9-10

9.2 2025 Interim Budget Adjustment

Page 11

9.3 Amalgamation Order in Council

Pages 12-22

9.4 Application of Accounting Policies PS3400 and PS3160

Pages 23-24

9.5 2025 Clearwater Regional Fire Rescue Services Budget

Pages 25-30

**10. DISCUSSION, CORRESPONDENCE, INFORMATION ITEMS:**

10.1 FCSS meeting minutes dated November 18<sup>th</sup>, 2024

Pages 31-32

10.2 Rocky Senior Housing Council Meeting Minutes Dated October 18<sup>th</sup>, 2024

Pages 33-34

**11. CLOSED SESSION - None**

**12. ADJOURNMENT**

**VILLAGE OF CAROLINE COUNCIL**

Minutes of Council Meeting of Village Council, Province of Alberta, held in Chamber on Wednesday November 27<sup>th</sup>, 2024, at 2:00 pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

Meeting Location: 5004-50 Ave.

Attendance: Mayor John Rimmer, Councillor: Jessica McBride, Debbie Nelson, Barbara Gibson, Mary Ann Wold

Staff: CAO Craig Curtis, Office Manager Sandy Buckberry

**1. Call to Order**

Mayor Rimmer called the meeting to order at 2:03 pm.

**2.**

**Adoption of Agenda**

Motion 381.11.27

Moved by Councillor Nelson to add 9.5 to rescind motion 373.11.20 purchase of a defibrillator for the Caroline Library.

CARRIED

Motion 382.11.27

Moved by Councillor Nelson that the Council of the Village of Caroline approve the amended agenda.

CARRIED

**3. Adoption of Minutes**

Motion 383.11.27

Moved By Councillor Wold to adopt the November 20<sup>th</sup>, 2024 Meeting Minutes.

CARRIED

**4. Land Acknowledgement**

**5. Delegation(s): None**

**6. Safety Updates: None**

**7. Staff Reports**

7.1 CAO Report

## VILLAGE OF CAROLINE COUNCIL

Minutes of Council Meeting of Village Council, Province of Alberta, held in Chamber on Wednesday November 27<sup>th</sup> 2024, at 2:00 pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

### Motion 384.11.27

Moved by Councillor Nelson that the Council of the Village of Caroline to accept the CAO report as information.

CARRIED

## 8. COMMITTEE AND BOARD REPORTS

### 8.1 Mayor Report

- Nothing to Report

### 8.2 Councillors Reports

#### Councillor Gibson

- Reported on County Land Use Bylaw Committee
- Reported on Clearwater County Meeting

#### Councillor Wold

- Reported on Snow removal - Legion

#### Councillor McBride

- Reported on Rocky Senior Housing Council meeting

#### Councillor Nelson

- Reported on Amalgamation "Meet and Greet" November 27<sup>th</sup>
- Reported on Staff/Council Christmas Party
- Reported on Cyber Course

### Motion 385.11.27

Moved by Councillor Gibson that the Council of the Village of Caroline accept the Councillor's reports as information.

CARRIED

## VILLAGE OF CAROLINE COUNCIL

Minutes of Council Meeting of Village Council, Province of Alberta, held in Chamber on Wednesday November 27<sup>th</sup> 2024, at 2:00 pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

### 9. BUSINESS

#### 9.1 Bursary

No Applications were received.

9.2 Senior Housing Order-Mayor Rimmer has scheduled a conference call with Assistant Deputy Minister David E. Williams to discuss the order proposed by the Rocky Senior Housing Council.

#### 9.3 Qualified Audit: Asset Retirement Obligations

##### Motion 386.11.27

Moved by Councillor Gibson that the Council of the Village of Caroline approve the report from thew CAO on Asset Retirement Obligations and submit to the auditor to ensure it meets the requirements of Accounting Standard PS3280.

CARRIED

##### Motion 387.11.27

Moved by Mayor Rimmer that the Council of the Village of Caroline approve up to \$10,000 in additional Audit costs related to Asset Retirement Obligations under PS3280 to be funded through the administration Budget.

CARRIED

#### 9.4 CCBF Applications

The CCBF application for a Trail Study has been denied.

##### Motion 388.11.27

Moved by Mayor Rimmer that the Council of the Village of Caroline Accept items 9.1 and 9.2 and 9.4 as information.

CARRIED

#### 9.5 To rescind motion 373.11.20 purchase a defibrillator for the Caroline Library

##### Motion 389.11.27

Moved by Councillor Nelson that the Council of the Village of Caroline Rescind motion 373.11.20 on the November 20<sup>th</sup> Meeting Minutes as a resident has donated a defibrillator to the Caroline Library.

**VILLAGE OF CAROLINE COUNCIL**

Minutes of Council Meeting of Village Council, Province of Alberta, held in Chamber on Wednesday November 27<sup>th</sup> 2024, at 2:00 pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

CARRIED

**10. Discussion, Correspondence, and Information Items**

10.1 None

11. CLOSED SESSION – None

Motion 390.11.27

Moved by Councillor Wold that the meeting be adjourned.

CARRIED

The meeting adjourned at 2:45 pm

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MAYOR

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CAO

# CAO REPORT: December 11, 2024

## Administration Issues:

- On December 4, the Village received notice that the Order in Council for amalgamation had been approved. This is good news. The wording in the Order regarding an Intermunicipal Library Board is different from that proposed in the Amalgamation Report. It is my understanding that the consultants had previously discussed the original wording with Public Libraries. (refer separate report).
- On December 5, the Minister of Municipal Affairs issued an Order appointing Linda Reynolds and Deedra Deveau as Official Administrators for Clearwater County and the Village of Caroline until December 31, 2024. Their role is to “supervise” the municipalities and their Councils. The Administrators will also be in place in 2025, until the first Organisational Meeting of the Interim Clearwater County Council. The administrators will review draft minutes from council meetings, allow or disallow resolutions and bylaws, and provide a written report to the Councils.
- Administration feels that general cleanup of the Village has improved. Tickets have been issued to the worst offenders in terms of unregistered and unsightly vehicles. There are also a number of sites where development permit conditions have not been met. A meeting with County staff is being scheduled early next year to visit sites where bylaw infractions have been identified. Hopefully, this will include representatives from the County Bylaw, Planning and Fire Departments.
- After discussion with the County, Council approved a one-year extension for five lease agreements, which would have expired, concurrently with amalgamation, on December 31. These have now been signed and referred to the County and the auditor for information.

- The Village's 2025 Interim Budget included \$10,000 to prepare a Trails Plan for the village. However, this is not eligible for funding under the CCBF program, as planned. (Refer separate report)
- Following Council approval, a secondary audit team, within BDO, has been hired to calculate the village's asset retirement obligations under PS 3280.
- The County is assisting administration in providing audit memos that meet the requirements of the new accounting standards PS 3400 and PS 3160. These standards relate to aspects of revenue generation and potential utilisation of public/private partnerships. There is minimal relevance to the village at this time.

## Capital Projects:

- The comprehensive update of the 2009 Capital Infrastructure Plan is now complete and will be presented to Council at its meeting on December 18. The project was started in 2023 but was delayed, pending the adoption of a proposal for wastewater treatment. This plan will provide an excellent basis for the County to prioritize capital projects in the future hamlet of Caroline. The latest cost estimates for different projects have been included in the Interim Five-year Capital Plan.
- On November 28, I met with Stantec to review final designs for upgrades to 52 Street and the complete rehabilitation of 48 Avenue. Both projects are "tender ready" and have been included in the Village's Five-year Capital Plan.
- Work on the detail design of the Lagoon Berm/Liner Replacement is underway, in consultation with AEP. This will involve phased construction over at least two years. Funding has been applied for under the LGFF program.
- Work on the pre-design of the proposed new wastewater system is moving quickly and testing and surveying of the potential site is

proceeding, under contract with Stantec. Under the Village's amended waste agreement, this study must be completed by July 2025. I have kept the County in the loop on how this project is advancing.

- We determined that a hazmat review of the tourist booth at the Caroline Campground should be undertaken, in addition to the eight buildings already analysed. Lead paint has been identified and the theoretical remediation cost is \$15,770.





MINISTERIAL ORDER NO. MSD:078/24

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 575 of the *Municipal Government Act* make the following orders:

1. That Linda Ann Reynolds and Deedra Deveau are appointed as official administrators for Clearwater County to supervise the municipality and its council.
2. That Linda Ann Reynolds and Deedra Deveau are appointed as official administrators for the Village of Caroline to supervise the municipality and its council.
3. That these appointments shall remain in effect until December 31, 2024.

Furthermore:

1. That Linda Ann Reynolds and Deedra Deveau are appointed as official administrators for the amalgamated municipality of Clearwater County to supervise the municipality and its council.
2. That this appointment shall take effect on January 1, 2025, and remain in effect until the first organizational meeting of the interim Clearwater County council.

Dated at Edmonton, Alberta, this 5 day of December, 2024.

  
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Ric McIver  
Minister of Municipal Affairs

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Public

To: Village Council  
From: Craig Curtis, CAO  
Re: 2025 Capital Infrastructure Plan  
Date: December 11, 2024

In 2009, the Village adopted a comprehensive Capital Infrastructure Plan. This was based on the 2004 Growth and Infrastructure Master Plan and an assumption that the Village would not experience significant growth. Consequently, the recommendations in the plan were primarily focused on maintaining existing infrastructure, rather than accommodating potential growth.

The conclusions of the study were that the water and wastewater systems required major upgrades and areas of extreme roadway deterioration were identified.

Due to limited resources the Village relied almost entirely on Federal and Provincial funding to address the areas identified for priority maintenance. Between 2009 and 2023 the following projects were implemented:

- 2014: Sanitary Lagoon Outfall Main Replacement
- 2017: 50<sup>th</sup> street Upgrading including all underground services  
As this is Provincial Highway 54, 66% of the total project was funded by the the province.
- 2020 /21: 49<sup>th</sup> Avenue: Full Reconstruction
- 2020/21: Westerly Extension of 49<sup>th</sup> Avenue Sewer.
- 2020/21: Upgrade to SCADA System at Water Treatment Plant.
- 2020/21: New Columbarium at Cemetery.
- 2020/21: Lagoon Aeration Line Replacement

By 2020, the Village Council concluded that, although it could maintain a satisfactory operating budget, it could not afford to maintain current infrastructure or fund major improvements to its wastewater system, within its current tax base. Furthermore, there was no indication that Provincial or Federal grants would increase to the levels required to overcome the growing infrastructure deficit.

After a series of reports on wastewater, which were not accepted by Alberta Environment, the Village hired Stantec, in September 2023, to prepare an

updated Capital Infrastructure Plan and work with Alberta Environment to develop a Wastewater Treatment Facility Feasibility Study.

The Wastewater Treatment Facility: Discharge Concept Plan was completed in September and approved by council on September 18. It was then submitted to Alberta Environment and Protected Areas (AEP) and received approval in the form of an amendment to the current wastewater permit. The Village is now in full compliance, subject to undertaking the predesign of the wastewater system by July 2025.

With the approval of the Wastewater Concept the Village was able to work with Stantec to complete the updated Capital Infrastructure Plan, which is now before Council for approval. The updated plan also focuses on maintaining existing infrastructure. However, it includes plans to upgrade the water and wastewater systems to meet current Provincial standards and facilitate future growth. It will provide the County of Clearwater with a comprehensive plan on which to prioritise future capital investment in the Village.

### **Recommendation:**

- That the Council of the Village of Caroline approve the updated Capital Infrastructure Plan as a framework for maintaining infrastructure within the future hamlet of Caroline and facilitating growth and expansion

To: Village Council  
From: Craig Curtis, CAO  
Re: 2025 Interim Budget Adjustment  
Date: December 11, 2024

The Village's Interim Budget for 2025 was approved by Council on November 20 and forwarded to the County of Clearwater for consideration by the Interim Council on January 7, 2025. However, the administration has identified the need to make a small adjustment.

- The current 2024 Budget includes funding of \$10,000 in the Five-year Capital Plan for a Trail Study to be funded through the Canada Community Building Fund (CCBF).
- The Village's application through the CCBF Program has been denied as the project is considered a "feasibility study" and not a concrete plan. In addition, the project is not eligible for funding through the new Local Government Fiscal Framework (LGFF), which requires a minimum application of approximately \$30,000.
- It is proposed that the 2025 Interim Budget be amended to include \$10,000 in operating funding for this project and that the current funding for Council projects be adjusted to accommodate this expenditure.

**Recommendation:**

- That the council of the Village of Caroline approve an amendment to the 2025 Interim Budget to include \$10,000 for the development of a Trails Plan, as outlined in the report from the CAO dated December 11, 2024.

To: Village Council  
From: Craig Curtis, CAO  
Re: Amalgamation Order in Council  
Date: December 10, 2024

I enclose the Order in Council for amalgamation, issued on December 4, 2024. The Order generally follows the principles in the joint Amalgamation Report, with the exception of issues related to the Caroline Library Board. These may be summarised as follows:

- The Amalgamation Report states in Topic #24:  
“Require that the newly established municipality creates a new library Board through municipal bylaw, as enabled by the Libraries Act and Regulations”.
- The Order gives the County of Clearwater the option of whether to establish an intermunicipal Library Board or not. In addition, if it does not, the Village of Caroline Library Board is dissolved by June 30, 2025.

I asked our new Official Administrator the reason for this change and have been referred to Public Library Services. Nevertheless, this issue was discussed at length by the Amalgamation Committee and have been assured it is the County's desire to establish the Board as agreed upon. It should be noted, however, that the timeline is limited.

**Recommendation:**

- That the Council of the Village of Caroline direct the CAO to contact Public Library Services and determine the reason for the wording in the Order in Council.



Province of Alberta  
Order in Council

O.C. 358/2024  
DEC 04 2024

# ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor  
or  
Administrator

The Lieutenant Governor in Council makes the Order Amalgamating the Village of Caroline and Clearwater County to form Clearwater County set out in the attached Appendix.

  
CHAIR

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For information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act  
(sections 110, 135 and 137)  
Foreign Ownership of Land Regulations  
(section 14)

## APPENDIX

### Municipal Government Act Foreign Ownership of Land Regulations

#### ORDER AMALGAMATING THE VILLAGE OF CAROLINE AND CLEARWATER COUNTY TO FORM CLEARWATER COUNTY

1 In this Order,

- (a) “Act” means the *Municipal Government Act*;
- (b) “amalgamation date” means the date referred to in section 2;
- (c) “former area of Old Clearwater County” means the land in Old Clearwater County immediately before the amalgamation date;
- (d) “former area of the village” means the land in the Village of Caroline immediately before the amalgamation date, as described in Schedule 1 and shown on the sketch in Schedule 2;
- (e) “interim council” means the interim council of the New Municipality as described in section 19(a);
- (f) “New Municipality” means Clearwater County formed by the amalgamation of the Village of Caroline and Old Clearwater County;
- (g) “Old Clearwater County” means Clearwater County as it existed immediately before the amalgamation date;
- (h) “Old Municipalities” means the Village of Caroline or Old Clearwater County, or both;
- (i) “village” means the Village of Caroline.

2 Effective January 1, 2025, a municipal district having the name “Clearwater County” and consisting of the land described in Schedule 3 and shown on the sketch in Schedule 4 is formed by the amalgamation of the Village of Caroline and Old Clearwater County.

3 The former area of the village is designated as a hamlet to be known as the Hamlet of Caroline until the council of the New

Municipality changes the designation in accordance with section 59 of the Act.

**4** Pursuant to section 14(1)(e) of the *Foreign Ownership of Land Regulations* (AR 160/79), the land within the boundaries of the Hamlet of Caroline is excluded from the operation of those Regulations.

**5** All liabilities, whether arising under a debenture or otherwise, and all assets, rights, duties, functions and obligations of the Old Municipalities are vested in the New Municipality and may be dealt with in its name.

**6** Subject to the *Limitations Act*, all rights of action and actions by or against either of the Old Municipalities may be continued or maintained by or against the New Municipality.

**7** If a complaint is made under section 460 of the Act in respect of property located in the former area of either of the Old Municipalities and is properly filed in accordance with the Act and regulations before the amalgamation date, the complaint shall be heard and decided by the assessment review board established by

- (a) the village, if the complaint was filed with the village, or
- (b) Old Clearwater County, if the complaint was filed with Old Clearwater County.

**8** Bylaws and resolutions of each of the Old Municipalities continue to apply within the boundaries of each of the Old Municipalities until the bylaws and resolutions are repealed, amended or replaced by the council of the New Municipality.

**9** The New Municipality shall prepare the Old Municipalities' 2024 annual financial statements under section 276 of the Act and the Old Municipalities' 2024 financial information returns under section 277 of the Act.



**10** The auditor for the New Municipality shall report to the council on the Old Municipalities' 2024 annual financial statements and the Old Municipalities' 2024 financial information returns in the same manner as is required under section 281 of the Act for the New Municipality.

**11** The New Municipality is responsible for submitting the Old Municipalities' 2024 annual financial statements, 2024 financial information returns, auditor's reports on the annual financial statements and auditor's reports on the financial information returns to the Minister in the same manner as required under section 278 of the Act for the New Municipality.

**12** The New Municipality must appoint an auditor for the purposes of section 10.

**13** An agreement between either of the Old Municipalities and a person or corporation that relates to any of the land described in Schedule 3 is binding on the New Municipality.

**14** A reference to either of the Old Municipalities in any order, regulation, bylaw, resolution, certificate of title, agreement or other legal instrument is deemed to be a reference to the New Municipality.

**15** The New Municipality may, by bylaw, impose an additional tax under Part 10 of the Act on property located in the New Municipality, including designated industrial property as defined in section 284(1)(f.01) of the Act, to pay for any liabilities of either or both of the Old Municipalities referred to in section 5 that exceed the assets of either or both of the Old Municipalities referred to in section 5.

**16** The New Municipality may, by bylaw, impose an additional tax under Part 10 of the Act on property located in the New Municipality to meet obligations under a borrowing that was made by either of the Old Municipalities.

**17** Bylaws referred to in sections 15 and 16 may be passed each year until the liability or borrowing is fully paid.

**18** The councils of the Old Municipalities are dissolved on the formation of the New Municipality.

**19** Until the New Municipality passes a bylaw in accordance with section 148 of the Act,

- (a) the interim council of the New Municipality consists of the following councillors:
  - (i) from the council of Old Clearwater County,
    - (A) Bryan Cermak,
    - (B) Daryl Lougheed,
    - (C) Gennifer Mehlhaff,
    - (D) Jordon Northcott,
    - (E) Neil Ratcliffe, and
    - (F) Michelle Swanson;
  - (ii) from the council of the village, Barbara Gibson,
- (b) the New Municipality shall be divided into the number of wards having the boundaries and number of councillors described in Schedule 5, and
- (c) the election and term of office for councillors are to be governed by the *Local Authorities Election Act*.

**20** An organizational meeting is to be held no later than 30 days after the amalgamation date.

**21** Until the organizational meeting resulting from the New Municipality's first election, the chief elected official for the New Municipality shall be appointed by the interim council from among the interim council.

**22** The Minister may decide any questions arising from the organization and composition of the interim council.

**23** Until the interim council or the council of the New Municipality otherwise directs,

- (a) Rick Emmons, the Chief Administrative Officer of Old Clearwater County, is the Chief Administrative Officer of the New Municipality, and
- (b) Tracy Haight, the Returning Officer of Old Clearwater County, is the Returning Officer of the New Municipality.

**24** On the formation of the New Municipality,

- (a) the employees of the Old Municipalities are deemed to be employees of the New Municipality,
- (b) all employment records related to past and current employees of the Old Municipalities are transferred to the New Municipality, and
- (c) all liabilities related to past and current employees of the Old Municipalities are transferred to the New Municipality.

**25(1)** If the New Municipality establishes a municipal library board under section 3(1) of the *Libraries Act* or enters into an agreement to establish an intermunicipal library board under section 10(1) of that Act,

- (a) the municipal library board known as the Village of Caroline Library Board is dissolved, and
- (b) the assets, liabilities and agreements of the Village of Caroline Library Board are transferred to the newly established municipal library board or intermunicipal library board.

**(2)** If the New Municipality does not establish a municipal library board or enter into an agreement to establish an intermunicipal library board, the municipal library board known as the Village of

Caroline Library Board is dissolved on June 30, 2025, and any remaining assets and liabilities of the board are transferred to the New Municipality.

**26** The Minister may decide any question arising from the formation of the New Municipality, including

- (a) the division or apportionment of the property, rights, assets, obligations and liabilities, and
- (b) any matter relating to the rights, assets, obligations, liabilities or any other thing in respect of the former area of Old Clearwater County or the former area of the village.

# AMALGAMATION REPORT: JULY 2024

- i. Conduct an information session for Village employees to provide details about County programs, services, and answer any questions that they may have regarding the County's standard employment practice.
- ii. Provide County employment contracts. To be consistent with the County's organization culture and structure, the County should provide employment contracts as well as job profiles (job descriptions).
- iii. Provide orientation and on-boarding. This would be a combination of formal and informal meetings and on-the-job training- department dependent.

**w. Topic #22: Bylaws and Resolutions of Existing Municipalities**

Establish that that Clearwater County's existing staffing related to "Bylaws and Enforcement (operational)" remain status quo; that Clearwater County and Village of Caroline's bylaws, resolutions, agreements and contracted services related to municipal bylaw enforcement all remain in place and carry over to the new municipality; and, reductions in service level expectations should be evaluated and considered during the transition period.

**x. Topic #23: Continuation of Emergency Services**

Require that the current Regional Emergency Management Program and Plans, including Clearwater County existing staff, and Clearwater County and Village of Caroline existing bylaws, and Council and Advisory Committee resolutions remain in place and carries over to the new municipality.

 **y. Topic #24: Library Services**

Require that the newly established municipality creates a new library board through municipal bylaw as enabled by the *Libraries Act* and Regulations.

**z. Topic #28: Local Authorities Consultations**

Local authorities, third party utilities, service organizations, agencies community groups, and local businesses were invited to participate in the amalgamation process through an official letter notifying them of the proposed amalgamation and inviting them to ask questions and provide their comments. The letter and complete list of interested parties is included in Appendix 6.

**aa. Topic #29: Public Consultations**

Public consultations were conducted through various events and activities as described above in Section 5, and through the What We Heard Report (Appendix 1), as well as the Public Participation Plan (Appendix 7).

There are no matters the municipal authorities have not agreed upon.



ALBERTA  
MUNICIPAL AFFAIRS  
*Office of the Minister*  
*MHA Calgary-Itays*

AR116454

December 4, 2024

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

Reeve Michelle Swanson  
Clearwater County  
PO Box 550  
Rocky Mountain House AB T4T 1A4

Dear Mayor Rimmer, Reeve Swanson, and Councils:

I am writing to confirm that Cabinet has approved the amalgamation of Clearwater County and the Village of Caroline to form a new municipal authority named Clearwater County, effective January 1, 2025. Attached for your records is a copy of Order in Council 358/2024, which can also be found on the King's Printer website at [www.alberta.ca/orders-in-council.aspx](http://www.alberta.ca/orders-in-council.aspx). I will be communicating the decision and effective date of amalgamation to all residents and property owners in Clearwater County and the Village of Caroline in a separate letter.

Pursuant to Section 575 of the *Municipal Government Act*, I have appointed official administrators to help the county and village navigate the transitional period until the interim council is sworn into office. The official administrators are ministry staff and will fulfil their duties by reviewing council meeting minutes respecting bylaws or resolutions, including those authorizing the county or village to incur a liability or to dispose of money or property. No bylaw or resolution that authorizes your municipalities to incur a liability or to dispose of its money or property has any effect until the bylaw or resolution has been approved in writing by an official administrator. The official administrators will neither attend council meetings nor be involved in the day-to-day operations of your municipalities. Please find attached Ministerial Order No. MSD:078/24 making these appointments.

The first election for the new municipality will coincide with the general municipal election in October 2025. Until then, an interim council comprising current county councillors along with Councillor Barbara Gibson from the Village of Caroline, will govern the county. The interim council will be sworn into office at the initial organizational meeting for the new municipality following its establishment on January 1, 2025. The reeve will be appointed by council from among the councillors at this meeting.

I want to recognize those village councillors stepping down following the effective date of amalgamation, and sincerely thank them for their public service and dedication in serving the community in this capacity. Moving forward, all electors currently residing in Clearwater County and the Village of Caroline will be eligible for nomination as a candidate and to vote in the October general municipal elections for Clearwater County.

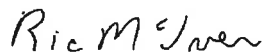
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- 2 -

If you have any questions during the transition, please contact the Municipal Capacity and Sustainability Branch of Municipal Affairs, toll-free at 310-0000, followed by 780-427-2225.

I wish you and the residents of the new municipality of Clearwater County much success and prosperity in the future.

Sincerely,



Ric McIver  
Minister

Attachments: Order in Council 358/2024  
Ministerial Order No. MSD:078/24

cc: Brandy Cox, Deputy Minister, Municipal Affairs  
Craig Curtis, Chief Administrative Officer, Village of Caroline  
Rick Emmons, Chief Administrative Officer, Clearwater County

To: Village Council

From: Craig Curtis, CAO

Re: Application of Accounting Policies PS 3400 and PS 3160

Date: December 11, 2024

The Village is required to provide a memo or statement regarding compliance with the above new policies introduced in 2024. I have discussed this with the County and our position is as follows:

- PS 3400

The Village of Caroline does not have any revenue that would be recognised under PS 3400 and does not anticipate any changes to financial statement preparation from this guideline.

- PS 3160

The Village of Caroline is not involved in any P3 projects at this time. In the past it has determined that it would only consider a potential P3 project for very large capital projects, which have been beyond the village's financial capacity. Future consideration will be determined by the County of Clearwater once amalgamation has been completed on December 31.

**Recommendation:**

Resolved that the Council of the Village of Caroline approve the responses to the accounting policies PS 3400 and PS 3160 as drafted by the CAO, in consultation with the County of Clearwater



## Sandy Buckberry

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**From:** Craig Curtis  
**Sent:** December 1, 2024 8:06 AM  
**To:** Sandy Buckberry  
**Subject:** FW: Memos - For new standards  
**Attachments:** Section-PS-3160-Public-Private-Partnerships.pdf; Section-PS-3400-Revenue.pdf

For agenda

**From:** Park, Dawson <dpark@bdo.ca>  
**Sent:** November 28, 2024 11:11 AM  
**To:** Craig Curtis <ccurtis@villageofcaroline.com>  
**Subject:** Memos - For new standards

Hi Craig,

As discussed, the memos required for the file are as follows.

Villages position and application on PS 3400 Revenue recognition:

- For all revenue streams that fall under PS 3400 we require how the Village is applying the standard under each "step" of the new standard.

Villages position and application on PS 3160:

- How the Village applies 3160.
- How it identifies potential P3s
- Does the entity have any contracts that fall under scope of 3160?


I have attached BDO's Information sheets on the new standards.

Please let us know if you have any questions.

Thanks,

**Dawson Park, B. Business Admin**  
Senior Accountant  
BDO Canada LLP  
Direct: 403-346-1576  
[dpark@bdo.ca](mailto:dpark@bdo.ca)

100, 179D Leva Avenue  
Red Deer County, AB  
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To: Village Council

From: Craig Curtis, CAO

Re: 2025 Clearwater Regional Fire Rescue Services Budget.

Date: December 12, 2024

I enclose the 2025 Operating and Capital Budget for the Clearwater Regional Fire Rescue Services. The budget was endorsed by the Intermunicipal Planning Committee (ICC) at its meeting on October 23, 2024. In accordance with the amending agreement between the three partnering municipalities, dated June 27, 2023, there are no financial implications for the Village, other than those reflected in the lease of the Caroline Fire Hall.

**Recommendation:**

That the Council of the Village of Caroline approve the 2025 budget for the Clearwater Regional Fire Rescue Services as endorsed by the Intermunicipal Collaboration Committee.

THIS AGREEMENT entered into as of the 27 day of June, 2023.

BETWEEN:

CLEARWATER COUNTY

a municipal corporation governed by the Municipal Government Act,  
R.S.A.2000, c.M-26,  
(the "County")  
-and-

TOWN OF ROCKY MOUNTAIN HOUSE

a municipal corporation governed by the Municipal Government Act,  
R.S.A.2000, c.M-26,  
(the "Town")  
-and-

VILLAGE OF CAROLINE

a municipal corporation governed by the Municipal Government Act,  
R.S.A.2000, c.M-26,  
(the "Village")

**INTER-MUNICIPAL REGIONAL FIRE RESCUE SERVICES AMENDMENT AGREEMENT**

**WHEREAS** the County, Town and the Village entered into a five-year Inter-Municipal Regional Fire Rescue Services Agreement (the "Agreement") on March 31, 2020; and,

**WHEREAS** the County, Town and the Village wish to amend specific clauses in the Agreement to change budget preparation and submission timelines and to replace the Municipal Price Index budgetary factors with Consumer Price Index (CPI) five-year averages; and,

**WHEREAS** the County, Town and the Village duly assembled passed independent resolutions in favour of amending the Agreement to adjust budget timelines and include CPI factors.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants and agreements contained herein, the parties hereto covenant and agree each with the other as follows:

1. Section 4.3 (b) be amended to read - *Prior to November 15 of each year, review the draft Regional Fire Rescue Services operating and capital budgets and make recommendations to the Councils of the Municipalities with respect to the approval of the operating and capital budgets.*
2. Section 7.1 be amended to read - *No later than November 1 of each year, the Managing Partner shall prepare a draft Regional Fire Rescue Services operating and capital budget for review by the Committee and shall distribute it to the Committee.*
3. Section 7.3 be amended to read - *The Managing Partner shall prepare the operating budget based on the services and Level of Service set out in Schedule "B" and shall provide to the Municipalities no later than November 1 of each year during the Term.*

4. Section 7.3 (a) be amended to read – *If the operating budget for the following year is equal to or less than the current year’s operating budget plus an amount equivalent to the five-year average consumer price index (CPI) changes [Alberta CPI averaged from five previous years, from July 1 to June 30 of the year preceding budget year recommendation], the Municipalities may recommend to their respective Councils to approve the Operating budget.*
  
5. Section 7.3 (b) be amended to read – *If the operating budget for the following year is greater than the current year’s operating budget plus an amount equivalent to the five-year average consumer price index (CPI) changes [Alberta CPI averaged from five previous years, from July 1 to June 30 of the year preceding budget year recommendation], the Managing Partner shall provide written explanation to the Municipalities. The Municipalities may recommend to their respective Councils to approve the operating budget.*
  
6. The Schedule A be amended as follows:

**SCHEDULE “A”  
ALLOCATION PROPORTION**

**ALLOCATION PROPORTION FOR OPERATING COSTS**

77% County  
23% Town  
0% Village

**ALLOCATION PROPORTION FOR CAPITAL COSTS**

Station #10 (Leslieville) 100% County  
Station #20 (Condor) 100% County  
Station #30 (Caroline) 100% County  
Station #50 (Nordegg) 100% County  
Station #60 (Rocky) 50% County / 50% Town  
Station #90 (HQ) 77% County/23% Town/ 0% Village

**IN WITNESS WHEREOF** the parties have set their seals and hands of their proper offices in that behalf on the day and year first written above.

**TOWN OF ROCKY MOUNTAIN HOUSE**

Per: 

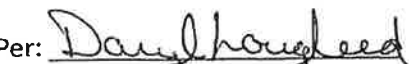
Per: 

**VILLAGE OF CAROLINE**

Per: 

Per: 

**CLEARWATER COUNTY**

Per: 

Per: 

## Sandy Buckberry

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**From:** Craig Curtis  
**Sent:** December 1, 2024 8:11 AM  
**To:** Sandy Buckberry  
**Subject:** FW: Regional Fire 2025 Budget  
**Attachments:** CRFRS - ICC Endorsed Operating and Capital Budgets 10.30.2024.docx

For agenda

**From:** Christine Heggart <CHeggart@clearwatercounty.ca>  
**Sent:** November 28, 2024 2:09 PM  
**To:** Craig Curtis <ccurtis@villageofcaroline.com>  
**Cc:** John Liadis <jliadis@clearwatercounty.ca>  
**Subject:** Regional Fire 2025 Budget

Hi Craig,

Nice to see you yesterday. As discussed, please find attached the Clearwater Regional Fire Rescue Services budget, adjusted based on ICC's direction, to bring forth to your next meeting.

Take care,  
Christine



**Christine Heggart, CLGM**  
Director, Planning & Emergency Services

Phone: 403-845-4444 Fax: 403-845-7330  
Web: [www.clearwatercounty.ca](http://www.clearwatercounty.ca)  
Email: [cheggart@clearwatercounty.ca](mailto:cheggart@clearwatercounty.ca)  
Box 550, 4340 – 47 Avenue, Rocky Mountain House, AB T4T 1A4

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CRFRS's 2025 Operating Budget – ICC Endorsed October 23, 2024

CRFRS PROGRAM	APPROVED**	Budget			
	2024	2025	2026	2027	2028
Admin	539,136	640,304	628,555	633,493	634,499
Response	659,539	618,837	621,391	624,045	626,057
Training	828,339	804,736	807,164	809,687	811,185
Prevention	51,772	120,302	123,512	126,850	129,567
Health	127,750	97,250	97,250	97,250	97,250
PPE	229,750	263,100	263,100	253,600	253,600
Equipment & Maintenance	317,800	275,500	275,500	275,500	269,500
Fleet Misc & Maintenance	361,992	163,825	166,779	169,846	172,674
Fleet - Command	0	63,900	64,900	64,900	64,900
Fleet - Apparatus	0	205,750	205,750	205,750	205,750
<b>TOTAL CRFRS BUDGET EXPENDITURES</b>	<b>3,118,122</b>	<b>3,253,504</b>	<b>3,253,901</b>	<b>3,260,921</b>	<b>3,264,982</b>
REVENUES (i.e. MVC)	-200,000	-250,000	-250,000	-250,000	-250,000
<b>NET</b>	<b>2,918,122</b>	<b>3,003,504</b>	<b>3,003,901</b>	<b>3,010,921</b>	<b>3,014,982</b>
REGIONAL REVENUE	671,168	690,806	690,897	692,512	693,446
COUNTY REVENUE	2,246,954	2,312,698	2,313,004	2,318,409	2,321,536

CRFRS's 2025 Capital Budget – ICC Endorsed October 23, 2024

CRFRS 10 Year Capital Plan Summary				2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Stn	Year	Lifecycle	Job #										
10	2023	7	FR5018 - 108 Pickup Truck						150,000				
10	2012	15	FR5024 - 1206 UTV (Leslieville)			45,000							
10	2015	15	FR5030 - 100 Light Brush Truck (Leslieville)				52,500		472,500				
10	2021	20	FR50102 / 2325 - 10? Tender (Leslieville)										
10	2020	20	2330 - 101 Engine (Leslieville)								40,000		
10	2012	20	FR5043 - 106T UTV Trailer Stn 10 Leslieville										
20	2025	20	FR5014 - 203 Rescue (Condar)										
20	2020	20	2336 - 205 Certified Brush Engine (Condar)										
20	2006	20	FR5017 - 202 Tender (Condar)		815,000								
20			FR5019 - 208 - Pickup Truck - Close Job										
30	2020	20	2324 - 313 Rescue / Pump (Caroline)										
30	2003	20	FR5004 - 302 Tender (Caroline)										
30	2022	7	FR5010 - 308 Pickup Truck					150,000					
30	2012	15	FR5021 - 300 Light Brush Truck (Caroline)	52,500		472,500							
30	2008	15	FR5032 - 305 UTV (Caroline)			45,000							
30	2020	15	2338 - 305T UTV Trailer (Caroline)										
50			FR5013 - 508 Pickup Truck - Close Job										
50	2020	20	2337 - 500 Light Brush Truck (Nordegg)										
50	2012	15	FR5025 - 506 UTV (Nordegg)			45,000							
50	2021	15	2342 - 506T UTV Trailer (Nordegg)										
50	2008	20	FR5026 - 513 Rescue / Pump (Nordegg)		160,000		1,440,000						
50	2010	20	FR5029 - 502 Tender (Nordegg)				100,000		1,000,000				
60	2017	20	FR5034 - 601 Engine (Rocky)							150,000		1,350,000	
60	2022	20	FR5003 - 602 Tender (Rocky)										
60	2024	20	FR5005 - 604 Aerial (Rocky)										
60	2024	20	FR5008 - 600 Light Brush Truck (Rocky)							150,000			
60	2024	7	FR5015 - 608 Pickup Truck										
60	2015	15-20	FR5033 - 613 - Rescue/Pump (Rocky)			160,000		1,440,000					
60	2019	20	FR5035 - 607 Water Rescue Boat/Trailer					170,000					
90	2015	15	FR5050 - 912 Trailer - Wildland Urban Interface (WUI)						50,000				
90		15	FR5045 - Hydraulic Tools						150,000				
90		15	FR5006 - eDRA LULC Tools			65,000				65,000			
90		10-12	FR5007 - Self Contained Breathing Apparatus (SCBA)	930,000	930,000			150,000					
90	2022	7	FR5009 - 901 Command Unit										
90			FR5011 - General Capital - CRFRS	30,000	95,000	95,000	95,000	95,000	40,000	40,000	40,000		
90	2023	7	FR5012 - 408 WUI Unit						150,000				
90	2018	7	FR5016 - 900 Command Unit - Defer		120,000								
90			FR5046 Safe House						75,000				
90	2021	7	FR5022 - 906 Command Unit				135,000						
90	2021	7	FR5023 - 903 Command Unit				135,000						
90	2021	7	FR5027 - 902 Command Unit				135,000						
90	2021	7	FR5028 - 904 Command Unit				135,000					150,000	
90		15	FR5031 - Breathing Apparatus (BA) Compressors			60,000	60,000						
90	2023	20	FR5047 - 908T										
90	2010	20	FR5036 - 911 Mobile Command Post / Hazmat							220,000	1,980,000		
90	2019	20	FR5037 - 914 Prop Trailer					48,000					
90	2015	20	FR5038 - 915 Public Education Trailer							40,000			150,000
90	2024	10-15	FR5039 - Structure Protection Trailer & Contents								150,000		
90	2024	7	FR5040 - WUI - Pickup Truck										
90	2025	0	FR5041 - Draft Commander - Close Job										
90	2025	8	FR5042 - Multi Head Gas Monitors	60,000								70,000	
90	2025	0	FR5049 - TAYLOR System & Forcible Entry Doors	180,000									
All		10-15	FR5048 - Rescue Lifting Bags	60,000	60,000	60,000							
				262,500	2,120,000	987,500	2,227,500	1,993,000	2,087,500	665,000	2,210,000	1,570,000	150,000



**CLEARWATER REGIONAL  
FAMILY AND COMMUNITY SUPPORT SERVICES**

**MINUTES – Wednesday, November 18, 2024  
12:00 - 2:00 pm**

Location: Council Chambers – Town Office

**Attendance:** Jennifer Andreas, Kailey Duffin, Barbara Gibson, Andrea Hardy, Peggy Makofka, Debbie Nelson, Jordan Northcott (arrived at 12:04 pm), Linsey Nicholson, Len Phillips, Neil Ratcliffe

**Regrets:**

The regular meeting of the Clearwater Regional FCSS board was called to order at 12:03 pm by FCSS Manager Andrea Hardy.

**ITEM 1 – Introductions**

**1.1 Welcome**

- Round table introductions for new members.

**ITEM 2 – Agenda**

**2.1 Additions to the Agenda**

- 4.1 Organizational meeting
- 4.10 Meeting with Minister Nixon

**ITEM 3 – Minutes**

**3.1 Approve October 7, 2024 Meeting Minutes**

- Motion by D. Nelson to approve the October 7, 2024 meeting minutes. "Carried".

**ITEM 4 – New Business**

**4.1 Organizational Meeting**

- Call for nominations – Board Chair.
- L. Phillips nominated by B. Gibson – Accepted.
- No other nominations.
- Passed as L. Phillips for Board Chair.
- Nominations open for Vice Chair.
- N. Ratcliffe nominated B. Gibson as Alternate for Board Chair – Accepted.
- No other nominations.
- Passed as B. Gibson for Vice Chair.

**4.2 Delegation with Les Waite of Youth HQ**

- Fantasia and Les provided a delegation on behalf of Youth HQ.

**4.3 Delegation with Darlene of WRSD Family Wellness Program**

- Darlene provided a delegation for the Rocky Clearwater Family Wellness Program.
- Motion by P. Makofka to accept the delegation as information. "Carried".

**4.4 Review 2024 Grant Tracker**

- Motion by N. Ratcliffe to fund Youth HQ in the amount of \$5,000 providing it can be used by December 31, 2024. "Carried".
- Motion by P. Makofka to accept the Grant Tracker as information. "Carried".

**Vision: A thriving community supported by locally driven social networks**





**4.5 Caroline Playschool Society Funding Application \$6,000**

- Motion by N. Ratcliffe to fund the Caroline Playschool Society in the amount of \$6,000. "Carried".

**4.6 Returned funding from Rocky Victim Services Society \$965**

- Motion by K. Duffin to accept the report as information. "Carried".

**4.7 Present 2025 Budget**

- Tabled to next meeting.
- Motion by B. Gibson to table Item 4.7 until the next meeting. "Carried".

**4.8 Case conferences for clients**

- Motion by P. Makofka to direct administration to pursue the idea and report back within 6 months. "Carried".

**4.9 Job Board at FCSS Office**

- Career Assistance Network (CAN) to provide job board at the FCSS Office.
- Motion by K. Duffin to accept the job board at the FCSS Office. "Carried".

**4.10 Meeting with Nixon**

- Motion by N. Ratcliffe to accept the report as information. "Carried".

**ITEM 5 – Old Business**

**ITEM 6 – Reports**

**6.1 FCSS Manager Report**

- Motion by N. Ratcliffe to accept the report as information. "Carried".

**6.2 FCSS Coordinator Report**

- Motion by J. Northcott to accept the report as information. "Carried".

**NEXT MEETING DATE:** Changed to Wednesday, December 9, 2024

**ADJOURNMENT**

The regular meeting of the Clearwater Regional FCSS board was adjourned at 1:50 pm by Board Chair Len Phillips.

**Vision: A thriving community supported by locally driven social networks**

**Regular Meeting Minutes  
October Board Meeting  
Rocky Senior Housing Council  
October 18, 2024, 9:00 a.m.- Westview Lodge Board Room**

In attendance: Board Members: Tina Hutchinson, Sheri-Lynn Black, Bryan Cermak, Phyllis McNutt, Jessica McBride, Michelle Swanson (left at 11:55am)  
Administrator: Vanessa Kidd.

**1.0 Call to Order- 9:04 AM**

**2.0 Approval of Agenda**

Michelle moved to approve the agenda as presented. Carried.

**3.0 Approval of August 29, 2024 Regular Meeting Minutes**

**Approval of October 7, 2024 Special Meeting Minutes**

Phyllis moved to approve the August 29th Regular Meeting Minutes.  
CARRIED. Sheri-Lynn moved to approve the October 7th Special Meeting Minutes. Carried.

**4.0 Old Business**

**4.1 Ministerial Order Letter of Support- update?**

Administrator asked if Village of Caroline had an update regarding the Ministerial Order Letter of Support. Jessica will inquire at the next Village Council meeting.

**4.2 Regional Seniors Housing Project Ownership Board Discussion**

Michelle moved to investigate regional seniors housing information and partnerships, including a potential delegation from Wellings of Red Deer, for the coordination of a Regional Housing Discussion Day Workshop hosted by the Board. Carried.

**4.3 Administrator's updated performance review format**

Jessica moved to direct Administrator to revise the supplied sample performance reviews for next meeting. Carried.

**4.4 Annual Tenant Meetings Summaries/ Tenant Support Worker**

Brian moved that administrator write a formal request letter to the town public works department requesting a one-way back alley to the east of Columbus Place, detailing our angle parking idea and our commitment to pay for the required signage. Carried.

Brian moved to install a smoking shed at Mountain Sunset Manor similar to the one that is being installed at Day Manor. Carried.

Sheri-Lynn moved to research and tentatively book a person to fill a Tenant Support Worker role. Carried.

**5.0 New Business**

**5.1 Community Transformation Umbrella - Michelle**

A concept for a community transformation umbrella was shared. Michelle

moved to accept this as information. Carried.

**5.2 2012 Ford Bus for sale**

Sheri-Lynn moved to have a certified mechanic inspect a 2012 , 12 seat bus for sale in Winfield and if the bus meets mechanical and comfort expectations that the bus be purchased for the Westview Lodge activity program. Carried.

**5.3 Payworks payroll system: 6-month Review**

Sheri-Lynn moved that administrator review the potential for staff to manage the Pay Works payroll system internally, as well as to review potential cost savings. Carried.

**5.4 Motion for RSHC Amplify GIC renewal rate - matures Nov. 2/24**

Phyllis moved that the administrator, upon maturity of the amplified GIC's of \$22,547.57 on November 2nd 2024, and amplified GIC's of \$14,000 and \$5000 on December 21st, 2024, directs these principle balances and all applicable interest into the Westview Lodge chequing account until the January 2025 Board Meeting upon which she will provide GIC renewal options.

**6.0 Administrator's Report**

Sheri-Lynn moved to accept administrator's report as presented. Carried.

**7.0 Financial Report- September YTD 2024**


Jessica to inquire about the Village of Caroline's municipal requisition for 2024. Jessica moved to approve the financial report as presented. Carried.

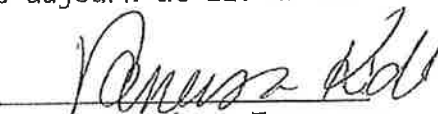
Westview Lodge	Revenue \$2,295,674
	Expense <u>\$2,200,681</u>
	\$ 94,993
Self-contained	Revenue \$ 514,116
	Expense <u>\$ 449,858</u>
	\$ 64,258

RSHC - Amplify (redeemable) GIC \$22, 547.57 (matures Nov. 2, 2024) 4.95%  
RSHC - Amplify (redeemable) GIC \$5,000 (matures Dec. 21, 2024) 4.35%  
RSHC - Amplify (redeemable) GIC \$14,000 (matures Dec.21, 2024) 4.35%

**8.0 Next Board Meeting- Nov. 21 (Organizational Meeting) 9:00 a.m.**

**9.0 Adjournment-Phyllis moved to adjourn at 12: 45 PM**

  
Board Chair

  
Secretary-Treasurer