



AGENDA

Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Wednesday, January 19, 2011 – 7:00 p.m. Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

- a) 7:00 p.m. – Village of Bawlf Public Library Board – Thermostat
(Julie Ewashko, Michelle Beattie, Fern Reinke, Betty Crow)

3. GENERAL GOVERNMENT

- a) Agenda
Motion to adopt as presented
- b) Minutes of the Regular Meeting of Council held December 15, 2010
Motion to adopt as presented
- c) Accounts Payable – for December 10/10 – January 13/11
- d) Financial Statement – December 2010

4. BUSINESS ARISING

- a) Party Alcohol Liability Insurance – Community Centre Bookings – *no memo*
Set Meeting Date

5. NEW BUSINESS

- a) Alberta Animal Services – Live Animal Trapping Agreement
Discussion/Motion
- b) Master Rates Bylaw #576/11 – *no memo*
First Reading
- c) Annual General Meeting – *no memo*
Set Date
- d) Emerging Trends in Municipal Law Session Attendance
Motion
- e) Emergency Public Warning System Session
Motion

- f) Fire Department Policies and Job Descriptions

Motions

- g) Sanitary Sewer Reline – Proposal from Focus Corporation

Motion

- h) Camrose Women's Shelter
i) Follow Up to the Thermostat Issue – Bawlf Public Library Board

6. STANDING COMMITTEE REPORTS

- a) Mayor's Report
b) Administration Report
c) Recreation & Community Services:
 - Dave Knipe Memorial Library
 - Providence Place
 - Sanden Court
 - Bawlf & District Recreation Association
 - BRAED
 - Shirley McClellan Regional Water Services Commission
 - Regional Children's Centre
 - Protective Services
 - Other

7. CORRESPONDENCE

- a) CDSS Board Minutes – November 15, 2010
b) CDSS News – December 2010
c) Red Deer River Municipal User Group
d) Bawlf Public Library Board Minutes for December 8, 2010

8. CONFIDENTIAL ITEMS

None.

9. ADJOURNMENT

Bawlf Public Library
Box 116
Bawlf, AB T0B 0J0

January 19, 2011

Mayor Gordon Blatz & Village of Bawlf Council
Box 40
Village of Bawlf
Bawlf, AB T0B 0J0

RE: TEMPERATURE AT THE BAWLF PUBLIC LIBRARY

I am writing on behalf of the Bawlf Public Library Board to express our concerns about the temperature in the Library. Since moving into the facility, Library staff have worked in less than ideal conditions – it's either been too warm or too cool for comfort, thereby becoming a health and safety concern for us.

Recently, with the Board's support, staff began randomly recording the temperatures to provide proof about what they have been experiencing. See attachment. Their records indicate above normal room temperatures throughout the day, especially late in the afternoon, over an extended period of time. In the past, they controlled the temperature by adjusting the Library's thermostat, but currently they do not have that option.

By paying our portion of the building's utility bills, we expect that our staff and patrons would be able to enjoy the Library comfortably. Regularly asking Ms. Horbasenko for adjustments has been disruptive for everyone involved, and if we have caused ill will, we apologize, as that was never our intent.

With this in mind, we support an assessment of the Library's heating system (i.e. ducts and vents) to ensure that it is working properly. We also welcome your consideration of placing a thermostat in the Library or in a location easily accessible to Library and Village staff (i.e. one that is unarmed), but recognize that it may be too premature to act on this solution until the assessment is performed.

In closing, we appreciate your time and hope that we can come to a mutually satisfactory agreement in a timely manner. If you have any follow-up questions, please contact me at (780) 373-2510 or jwiwad@hotmail.com.

Sincerely,



Julie Ewashko, Chair
Bawlf Public Library Board

Temperature in the Bawlf Public Library (Oct. 22/2010 - Jan. 17/2011)

DATE	WEEKDAY	TIME	TEMP (°C)
Oct. 22	Friday	11:00	18.2
		4:00	22.8
Nov. 19	Friday	11:15	19.1
		4:00	23.4
		5:00	22.8
Nov. 25	Thursday	3:00	19
		6:00	22.8
Nov. 26	Friday	11:00	21.5
		1:00	22.8
		1:30	23.4
		5:00	21.5
Dec. 9	Thursday	3:00	18.9
		5:30	20.4
		6:45	20.8
Dec. 10	Friday	11:00	18.4
		1:00	20.3
		2:30	21
		4:30	21.5
Dec. 13	Monday	12:00	19
		12:30	20.3
		2:45	21.3
Dec. 16	Thursday	3:00	19.1
		5:00	20.9
		7:00	21.8
Dec. 17	Friday	11:00	19.2
		1:00	20.4
		5:00	21.8
Dec. 20	Monday	11:00	19.3
		4:45	21.6
Dec. 22	Wednesday	4:30	21.8
Dec. 23	Thursday	3:00	19.3
		5:00	20.4
		6:15	21.5
		7:00	21.8
Jan. 5	Wednesday	12:40	21.4
		1:15	21.7
		4:00	22.1
Jan. 7	Friday	11:50	20.4
		3:00	22.2
		5:00	22.7
Jan. 10	Monday	5:00	22.5
Jan. 12	Wednesday	11:30	19.6
Jan. 13	Thursday	3:00	19.7
		4:30	20.8
		6:45	22.2

DATE	WEEKDAY	TIME	TEMP (°C)
Jan. 14	Friday	11:00	21.4
		12:00	22.3
		12:30	22.5
		1:30	23
		4:00	23.2
		4:20	23.5
Jan. 17	Monday	11:20	21.6
		11:40	21.8
		12:10	22.1
		12:25	22.5
		12:50	22.7
		12:55	22.8
		1:00	22.9
		1:05	23
		1:20	23.1
		1:35	23.3
		2:15	23.5
		2:30	23.7
		3:15	23.9
		3:45	24
		4:00	24.1
		4:30	24.3
		4:45	24.4



**MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE VILLAGE OF BAWLF**
In the Province of Alberta held on
Wednesday, January 19, 2011 at 7:00 p.m.
In the Bawlf Village Office

PRESENT:

Mayor G. Blatz, Deputy Mayor Yuha and Councillors Blatz, Porter and Robbins
Lynn Horbasenko, Village Manager
Myrna Schapansky, Office Administrator
Julie Ewashko, Chair, Michelle Beattie, Secretary, Bawlf Public Library Board, Fern Reinke, Manager
Librarian and Betty Crow, Assistant Manager Librarian

1. CALL TO ORDER

Mayor G. Blatz called the meeting to order at 7:02 p.m.
Councillor R. Blatz entered the meeting at 7:03 p.m.
Councillor Robbins entered the meeting at 7:05 p.m.

2. DELEGATIONS

Julie Ewashko, Chair of the Bawlf Public Library Board, expressed concerns about the temperature in the Library. Library staff has worked in less than ideal conditions because the room temperature is either too warm or too cool for comfort thereby becoming a health and safety concern for the Board. Staff began randomly recording the temperatures to provide proof about what they have been experiencing. The Board would support an assessment of the Library's heating system to ensure that it is working properly. Regularly asking Village Manager Horbasenko for adjustments has been disruptive for everyone involved and if they caused ill will, they apologize as that was never their intent. They would also support placing a thermostat in the Library or in a location easily accessible to Library and Village staff. The Board appreciated Council's time and they hope that everyone can come to a mutually satisfactory agreement. The delegation left the meeting at 7:15 p.m.

Councillor R. Blatz left the meeting at 7:15 p.m.

3. GENERAL GOVERNMENT

a) AGENDA

MOTION 01/11: MOVED BY Councillor Porter to accept the Agenda with the addition of Items 5. h) Camrose Women's Shelter, 5. i) Village Office Thermostat, 7. c) Red Deer River Municipal User Group, and 7. d) Bawlf Public Library Board Minutes for December 8, 2010.

CARRIED.

Item: 3. b)

MOTION 05/11: MOVED BY Councillor Porter that the Village Council authorize the Village Manager to attend the Emerging Trends in Municipal Law 2011 Session to be held in Edmonton on February 10, 2011 at a cost of \$100 plus travel expenses.

CARRIED.

e) EMERGENCY PUBLIC WARNING SYSTEM SESSION

Alberta Emergency Management Agency is holding an Emergency Public Warning System session at 1:00 p.m. on January 24th, 2011 in Camrose. Every municipality should have several EPWS users authorized and a refresher session is recommended for all currently authorized users every two years.

MOTION 06/11: MOVED BY Deputy Mayor Yuha that the Village Council authorize Justin Jacobsen, Public Works Director, Village Manager Lynn Horbasenko, Mayor Gordie Blatz and Councillor Karen Robbins to attend the Emergency Public Warning System training on January 24, 2011 in Camrose.

CARRIED.

f) FIRE DEPARTMENT POLICIES AND JOB DESCRIPTIONS

The Ad Hoc Fire Committee, with representation from both the Village Council and the Fire Department, began meeting in the spring of 2010 to discuss several topics. The following policies were written and require Council's approval.

Policy 17 – To provide policy guidance for providing fire department annual honorariums to the volunteer Fire Chief and Deputy Fire Chief.

MOTION 07/11: MOVED BY Councillor Robbins that Policy 17, "Fire Department Annual Honorariums" be approved as presented.

CARRIED.

Policy 18 – To provide policy guidance for awarding fire department hourly honorariums.

MOTION 08/11: MOVED BY Councillor Porter that Policy 18, "Fire Department Hourly Honorariums" be approved as presented.

CARRIED.

Policy 19 – To provide guidance for providing compensation for participation in fire department practices.

MOTION 09/11: MOVED BY Deputy Mayor Yuha that Policy 19, "Fire Department Practice Compensation" be approved as presented.

CARRIED.

Policy 20 – To provide policy guidance for providing compensation for the successful completion of fire department training courses.

MOTION 10/11: MOVED BY Deputy Mayor Yuha that Policy 20, "Fire Department Training Compensation" be approved as presented.

CARRIED.

Job Description – Fire Chief – The Village of Bawlf Fire Chief is responsible for the organization and direction of the volunteer fire department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

- b) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD DECEMBER 15, 2010*
MOTION 02/11: MOVED BY Deputy Mayor Yuha that the Minutes of the Regular Meeting of Council held December 15, 2010 be accepted as presented.
CARRIED.

- c) *ACCOUNTS PAYABLE – For December 10, 2010 - January 13, 2011*
Accepted for audit purposes.

- d) *FINANCIAL STATEMENT FOR DECEMBER, 2010*
Accepted for audit purposes.

4. BUSINESS ARISING

- a) *PARTY ALCOHOL LIABILITY INSURANCE – COMMUNITY CENTRE BOOKINGS*
A meeting between representatives of the Bawlf & District Lions Club and Village Council will be held on Monday, February 7th at 7:00 p.m. in the Council Chambers to discuss Party Alcohol Liability Insurance and Bawlf Community Centre bookings. Mayor Gordie Blatz and Councillor Karen Robbins of the Bawlf Council, Village Manager Lynn Horbasenko and two members of the Lions Club will attend.

5. NEW BUSINESS

- a) *ALBERTA ANIMAL SERVICES – LIVE ANIMAL TRAPPING AGREEMENT*
Alberta Animal Services contacted Village Manager Lynn Horbasenko regarding the need for a signed agreement if the Village is interested in having the bylaw officer trap live animals such as cats or skunks. There would not be any additional costs if such an agreement was signed. However, there would be costs associated with impounding or disposing of the animals.

MOTION 03/11: MOVED BY Councillor Porter that the Village Council not proceed with entering into an agreement with Alberta Animal Services for the live trapping of animals at this time.

CARRIED.

- b) *MASTER RATES BYLAW #576/11 – BEING A BYLAW TO ESTABLISH RATES, FEES AND CHARGES FOR GOODS AND SERVICES PROVIDED BY THE VILLAGE OF BAWLF.*
MOTION 04/11: MOVED BY Deputy Mayor Yuha that first reading be given to Bylaw 576/11.

CARRIED.

- c) *ANNUAL GENERAL MEETING*
The Annual General Meeting was tentatively set for April 28th at 7:00 p.m. pending confirmation that the 2010 Financial Statement will be completed.
- d) *EMERGING TRENDS IN MUNICIPAL LAW SESSION ATTENDANCE*
Brownlee LLP will be holding an information session regarding municipal law in Edmonton on Thursday, February 10, 2011.

6. STANDING COMMITTEE REPORTS

a) MAYOR'S REPORT

As attached to these Minutes.

b) ADMINISTRATION REPORT

As attached to these Minutes.

Motions arising from this report are as follows:

MOTION 16/11: MOVED BY Councillor Porter that a letter be sent to the individual who is storing items in the Bawlf Community Hall storage room stating that the Village has not received a response to their letter dated December 20, 2010 and, therefore, the Village is asking that the storage room be vacated by February 28th, 2011.

CARRIED.

MOTION 17/11: MOVED BY Councillor Porter that the Administration speak to the owners of Lots 21 – 24 Block 2 Plan LVII (RN57) regarding their intentions for the property and to bring a recommendation to the February 16, 2011 Regular Council Meeting.

CARRIED.

Mayor G. Blatz left the meeting at 9:10 p.m. after turning the meeting over to Deputy Mayor Yuha.

c) RECREATION & COMMUNITY SERVICES

i. Dave Knipe Memorial Library – Councillor Robbins

Councillor Robbins reported on the January 12th meeting:

- Bylaws and policies are being updated.
- A Beginner Genealogy Workshop with Sherran Dermott will be held on February 17th from 1:00 – 4:00 p.m.
- A Scrapbooking Workshop with Trudy Benke as the instructor will be held on March 24th from 7:00 – 9:00 p.m.
- Shirley Erickson will be appointed as the auditor.
- Heating problems were discussed.
- Discussions have been held with Pastor Bill Harder from the Bawlf Lutheran Church regarding telling stories to younger children as well as youths.
- Upcoming fundraisers are the V.I.P. Meats in February and flowers and seed sales in April.
- Would like to see the Bawlf Playschool become involved with the library.
- Have had no luck getting someone from Rosalind to join the Bawlf Public Library Board.
- The next meeting will be held on February 9th.

ii. Providence Place – Mayor G. Blatz

- No report was submitted.

- The Fire Chief and Deputy Fire Chief's Job Descriptions were reviewed. The Bawlf Fire Fighters Committee agreed with the Job Descriptions with amendments made to the Deputy Chief's Job Description.
- Questions were asked about the status of the fire hall expansion. The Village has not received a quotation from the Fire Department and the expansion was not included in the 2011 Budget. The plans will have to be located.
- The list of Firefighters was checked for accuracy.
- Discussion was held on getting a keypad instead of all the keys that are currently required.
- The Fire Department has decided that the Village can sell the pumper truck as they do not require it.
- The Snuffer Truck has been inspected and is good for another year.
- The Suburban has new tires.
- There should be a letter of resignation from the Fire Chief if he is resigning. He has been staying on because of the Safety Codes requirement.

7. CORRESPONDENCE

- CDSS Board Minutes – November 15, 2010
- CDSS News – December, 2010
- Red Deer River Municipal User Group
- Bawlf Public Library Board Minutes – December 8, 2010

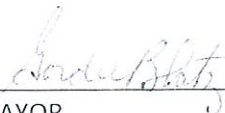
8. CONFIDENTIAL ITEMS

NONE

9. ADJOURNMENT

The meeting adjourned at 9:40 p.m.

These minutes were approved at the Regular Meeting of Council held February 16, 2011.



MAYOR



VILLAGE MANAGER



**MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE VILLAGE OF BAWLF**
In the Province of Alberta held on
Wednesday, December 15, 2010 at 7:00 p.m.
In the Bawlf Village Office

PRESENT:

Mayor G. Blatz, Deputy Mayor Yuha and Councillors Porter and Robbins
Lynn Horbasenko, Village Manager

REGRETS:

Councillor R. Blatz and Myrna Schapansky, Office Administrator

1. CALL TO ORDER

Mayor G. Blatz called the meeting to order at 7:02 p.m.

2. DELEGATIONS

None

3. GENERAL GOVERNMENT

a) AGENDA

MOTION 120/10: MOVED BY Deputy Mayor Yuha to accept the Agenda with the addition of Item 5. e) 2011 Interim Budget.

CARRIED.

b) MINUTES OF THE REGULAR MEETING OF COUNCIL HELD NOVEMBER 24, 2010

MOTION 121/10: MOVED BY Councillor Porter that the Minutes of the Regular Meeting of Council held November 24, 2010 be accepted as amended.

CARRIED.

c) ACCOUNTS PAYABLE – For November 19, 2010 - December 9, 2010

Accepted for audit purposes.

d) FINANCIAL STATEMENT FOR NOVEMBER 2010

Accepted for audit purposes.

4. BUSINESS ARISING

- a) *RECYCLING BYLAW 575/10 – Being a bylaw to authorize the rates to be levied within the Village of Bawlf for the provision of a recycling service with Can Pak Environmental Inc.*
The Village Manager spoke with Mark Pederson from Can-Pak Environmental. Mr. Pederson was willing to reduce the monthly rate to \$5.40 per month if the Village agreed to cover the initial purchase of the boxes. He also confirmed that if there are any annual increases, they would be limited to the CPI Index (ie. cost of living). Mayor G. Blatz asked if the Village would be required to sign a five-year term under these new terms. The Administration will research this detail. Discussion ensued.

MOTION 122/10: MOVED BY Deputy Mayor Yuha to give third and final reading to Bylaw 575/10 with the monthly levy being \$5.40 per month per unit.

CARRIED.

MOTION 123/10: MOVED BY Deputy Mayor Yuha that the Village purchase one green box per household/business at a maximum cost of \$10 per box with the knowledge that Can-Pak Environmental would lower their proposed monthly pick-up fee to \$5.40 per month.

CARRIED.

- b) *BAWLF COMMUNITY HALL – LIQUOR LICENSE DETAILS*

Representatives from the Bawlf Lions Club attended the November 24, 2010 Regular Council Meeting to express concern regarding the need and cost of third party alcohol liability insurance. The Administration presented further information provided by the Alberta Gaming and Liquor Control Board as well as PAL Canada, the company that sells party alcohol liability insurance. This issue will be discussed further at a future Council meeting.

5. NEW BUSINESS

- a) *VILLAGE OF BAWLF FIRE DEPARTMENT REMUNERATION*

The Administration summarized motions made at the December 16, 2009 Council Meeting, highlighted the key issues agreed upon by the Ad Hoc Fire Committee (consisting of representatives from the Village Council and the Fire Department) over the past several months, and provided general background information.

MOTION 124/10: MOVED BY Councillor Porter that the Village Council approve a group honorarium payable to the Bawlf Firefighters' Society in the amount of \$1000.00 for 2009 and that the funds be derived from the Fire Reserve.

CARRIED.

MOTION 125/10: MOVED BY Deputy Mayor Yuha that Motion 159/09 be rescinded.

CARRIED.

MOTION 126/10: MOVED BY Deputy Mayor Yuha that, retroactive to January 1, 2010, each firefighter be provided an hourly honorarium (one hour minimum and rounded up to the next full hour) for each hour spent attending fire and motor

Item: 3**b)**

vehicle accidents rather than individual tax receipts and that the hourly honorariums be set at \$15.00 per hour for firefighters and \$18.00 per hour for the fire chief or designate who provides the leadership during each of the calls.

CARRIED.

MOTION 127/10: MOVED BY Councillor Porter that Motion 160/09 be rescinded.

CARRIED.

MOTION 128/10: MOVED BY Councillor Porter that, retroactive to January 1, 2010, the Fire Chief and Deputy Fire Chief receive annual honorariums in the amounts of \$1800.00 and \$1000.00, respectively, with the understanding that these honorariums include compensation for the various administrative duties expected of the volunteer chief and deputy chief as well as attendance at the annual Fire Chief's Convention.

CARRIED.

MOTION 129/10: MOVED BY Councillor Porter that, retroactive to January 1, 2010, the firefighters receive an hourly fee for attendance at fire practices in the amount of \$10.00 per hour (to a maximum of \$20.00 per practice and two practices per month).

CARRIED.

MOTION 130/10: MOVED BY Deputy Mayor Yuha that, effective January 1, 2011, compensation for firefighters attending training courses be approved at:

- i. \$200.00 per successfully completed course;
- ii. actual cost of meals during the course (receipts required);
- iii. Firefighters are expected to utilize the suburban when travelling to courses; however, in the event that the suburban is not available, mileage will be paid at the current Village rate as approved by Council.

CARRIED.

Mayor G. Blatz thanked all those involved in creating these agreements. Deputy Mayor Yuha stated that much of the work had been completed by the previous Council representatives.

b) ESTABLISH SELLING PRICE OF LOT 4A, BLOCK 17, PLAN 072-0313

Lot 4A, Block 17, Plan 072-0313 was recently reacquired by the Village of Bawlf due to a condition in the purchase agreement not being met by the purchasers. The Village Realtor feels that the Village could charge more than the current price set for the new lots along Niblock Street as the lot is slightly longer. Discussion ensued.

MOTION 131/10: MOVED BY Councillor Robbins that the Village Council establish the selling price of Lot 4A, Block 17, Plan 072-0313 at \$34,000 and that the Administration determine if GST is applicable to the resale of this lot.

CARRIED.

c) *ALBERTA ANIMAL SERVICES – LIVE ANIMAL TRAPPING AGREEMENT*

MOTION 132/10: MOVED BY Councillor Porter that the Live Animal Trapping Agreement through Alberta Animal Services be deferred.

CARRIED.

d) *PARKLAND LIBRARY SERVICES SURVEY*

Parkland Regional Library requested that the Village Council complete a client satisfaction survey as mandated by Alberta Municipal Affairs. The members of Council discussed and came to a consensus on the answers. Councillor Robbins agreed to submit the survey on behalf of the Village of Bawlf.

e) *2011 INTERIM OPERATING AND CAPITAL BUDGET*

The Village Council met on four occasions to deliberate the 2011 Operating and Capital Budget (November 9, 18, 29 & December 13, 2010). The Administration presented the 2011 Interim Operating and Capital Budget for Council approval.

MOTION 133/10: MOVED BY Deputy Mayor Yuha that the Village Council pass the 2011 Interim Operating and Capital Budget as presented with Total Operating Revenues of \$446,130, Total Operating Expenses of \$648,663, and a Total Capital Budget of \$347,740.

CARRIED.

6. STANDING COMMITTEE REPORTS

a) *MAYOR'S REPORT*

As attached to these Minutes.

b) *ADMINISTRATION REPORT*

As attached to these Minutes.

c) *RECREATION & COMMUNITY SERVICES*

i. *Dave Knipe Memorial Library – Councillor Robbins*

Councillor Robbins reported on the December 8th meeting:

- The Christmas Party was a great success with approximately 35 treat bags given out.
- It was noted that the Library Board is required to bring Dawn Buttner's name forward as a board member for appointment by the Village Council.

ii. *Providence Place – Mayor G. Blatz*

Mayor G. Blatz reported on the November 30th meeting:

- The cost of water and sewer services has increased almost three times as compared to last year.
- Construction is progressing well.
- Applying for approval to use the access road shared with the Daysland Hospital.

iii. *Sanden Court – Councillor Porter*

No meetings were held.

- iv. *Bawlf & District Recreation Association – Councillor Blatz*
Councillor Blatz was not in attendance at this Council Meeting.
- v. *BRAED – Mayor Blatz*
No meetings were held.
- vi. *Shirley McClellan Regional Water Services Commission – Councillor Blatz*
Councillor Blatz was not in attendance at this Council Meeting. Deputy Mayor Yuha will attend the SMRWSC Meeting in Castor on December 16, 2010.
- vii. *Regional Children's Centre – Councillor Porter*
Councillor Porter reported that the Out-of-School-Care moved into the new facility on November 25/10 and the Playschool moved in on November 29/10.
- viii. *Protective Services – Deputy Mayor Yuha and Councillor Porter*
No meetings were held.
- ix. *Other - CDSS*
Councillor Robbins reported on the December 9, 2010 CDSS Board Meeting:
 - 21 Bawlf children participated in the 2010 Summer in the Park program.
 - The men's conference, Leave No Man Behind, was well attended.
 - Three youth in Ferintosh are spearheading a pilot project regarding use of the recreation centre.
 - Rural trends are being looked at with the hopes of building stronger communities.

7. CORRESPONDENCE

- a) Parkland Regional Library Board Organizational Meeting Minutes – November 4, 2010
- b) Battle River School Division #31 News Release
- c) Alberta Animal Services – Public Slander and Malicious Comments Policy
- d) Bawlf Public Library Board Minutes – November 10, 2010

8. CONFIDENTIAL ITEMS

NONE

9. ADJOURNMENT

The meeting adjourned at 9:15 p.m.

These minutes were approved at the Regular Meeting of Council held January 19, 2011.

MAYOR

VILLAGE MANAGER

ACCOUNTS PAYABLE FOR DECEMBER 10, 2010 - JANUARY 13, 2011

384	WAGES				
385	KAREN ROBBINS	REMUNERATION - OCTOBER	\$	207.58	
		REMUNERATION - NOVEMBER	\$	611.81	\$ 819.39
386	WAGES				
387	ACKLANDS GRAINGER	BAWLF HALL SUPPLIES	\$	135.91	
		VILLAGE SUPPLIES	\$	66.90	
		G.S.T.	\$	10.14	\$ 212.95
388	ALBERTA ANIMAL SERVICES	BYLAW ENFORCEMENT	\$	500.00	
		G.S.T.	\$	25.00	\$ 525.00
389	BAWLF COUNTRY STORE	OFFICE SUPPLIES			\$ 13.55
390	DAYSLANDER MOTEL	WATER SAMPLES FREIGHT	\$	18.00	
		G.S.T.	\$	0.90	\$ 18.90
391	EMCO CORPORATION	HYDRANT REPAIRS	\$	245.10	
		G.S.T.	\$	12.25	\$ 257.35
392	FARNHAM WEST STOLEE	LOT PURCHASE FROM KLUG	\$	546.00	
		G.S.T.	\$	25.25	\$ 571.25
393	KAPLER'S HARDWARD (1987) LTD.	HYDRANT REPAIRS	\$	48.28	
		G.S.T.	\$	2.41	\$ 50.69
394	LAMB FORD SALES LTD.	INSTALL 4 WINTER TIRES 1/2 TON	\$	88.00	
		G.S.T.	\$	4.40	\$ 92.40
395	TELUS COMMUNICATIONS	WELLS	\$	87.45	
		FIRE DEPARTMENT	\$	81.61	
		VILLAGE OFFICE	\$	250.97	
		LIFT STATION	\$	74.12	
		FAX	\$	79.57	
		G.S.T.	\$	28.57	\$ 602.29
396	THE SOAP STOP	OFFICE SUPPLIES	\$	157.90	
		G.S.T.	\$	7.90	\$ 165.80
397	UFA	FUEL - VILLAGE	\$	207.65	
		P.W. SUPPLIES	\$	3.82	
		ACCOUNT FEE	\$	7.49	
		G.S.T.	\$	10.58	\$ 229.54
398	WAGES				
399	DANIEL SCHULTZ	HONORARIUM		\$	150.00
400	MERLIN BERGQUIST	2010 HONORARIUM - FIRE DEPT.		\$	165.00
401	GORDIE BLATZ	REMUNERATION	\$	370.68	
		2010 HONORARIUM - FIRE DEPT.	\$	270.00	
		KEYS - NEW HALL	\$	22.86	
		G.S.T.	\$	1.14	\$ 664.68
402	ROD BLATZ	2010 HONORARIUM - FIRE DEPT.		\$	669.00
403	DWAYNE DENNIS	2010 HONORARIUM - FIRE DEPT.		\$	405.00
404	JAYCE DENNIS	2010 HONORARIUM - FIRE DEPT.		\$	105.00
405	WAGES				
406	SCOTT DODSWORTH	2010 HONORARIUM - FIRE DEPT.		\$	165.00
407	CALVIN ELLESS	2010 HONORARIUM - FIRE DEPT.		\$	150.00
408	MURRAY ERICKSON	2010 HONORARIUM - FIRE DEPT.		\$	165.00
409	KAYLYN GENIO	2010 HONORARIUM - FIRE DEPT.		\$	255.00
410	LYNN HORBASENKO	MILEAGE	\$	175.50	
		OFFICE SUPPLIES	\$	69.99	
		G.S.T.	\$	3.50	\$ 248.99

411	DEAN JOHNSON	2010 HONORARIUM - FIRE DEPT.	\$	165.00
412	DON KRUGER	2010 HONORARIUM - FIRE DEPT.	\$	120.00
413	GLENN LOCK	2010 HONORARIUM - FIRE DEPT.	\$	45.00
414	PAUL LORENTE	2010 HONORARIUM - FIRE DEPT.	\$	90.00
415	ARMAND MAGNIN	2010 HONORARIUM - FIRE DEPT.	\$	384.00
416	RETA PORTER	REMUNERATION	\$	331.14
417	DARYL REINKE	2010 HONORARIUM - FIRE DEPT.	\$	285.00
418	KAREN ROBBINS	REMUNERATION	\$	549.50
		MILEAGE	\$	46.80
		2010 HONORARIUM - FIRE DEPT.	\$	255.00
419	RICK UGLEM	2010 HONORARIUM - FIRE DEPT.	\$	195.00
420	JODY YUHA	REMUNERATION	\$	453.96
		MILEAGE	\$	100.35
		CHRISTMAS GIFTS	\$	579.75
		G.S.T.	\$	1.49
421	MERLIN BERGQUIST	2010 FIRE PRACTISES	\$	60.00
422	GORDIE BLATZ	2010 FIRE PRACTISES	\$	75.00
423	ROD BLATZ	2010 FIRE PRACTISES	\$	215.00
		FIRE CHIEF	\$	1,800.00
424	DWAYNE DENNIS	2010 FIRE PRACTISES	\$	175.00
425	JAYCE DENNIS	2010 FIRE PRACTISES	\$	92.50
426	SCOTT DODSWORTH	2010 FIRE PRACTISES	\$	60.00
427	CALVIN ELLESS	2010 FIRE PRACTISES	\$	20.00
428	MURRAY ERICKSON	2010 FIRE PRACTISES	\$	20.00
429	DAVE GENIO	2010 FIRE PRACTISES	\$	20.00
430	KALYN GENIO	2010 FIRE PRACTISES	\$	195.00
431	DEAN JOHNSON	2010 FIRE PRACTISES	\$	35.00
432	DON KRUGER	2010 FIRE PRACTISES	\$	100.00
433	GLENN LOCK	2010 FIRE PRACTISES	\$	40.00
434	PAUL LORENTE	2010 FIRE PRACTISES	\$	120.00
435	ARMAND MAGNIN	2010 FIRE PRACTISES	\$	195.00
		DEPUTY CHIEF	\$	1,000.00
436	DARYL REINKE	2010 FIRE PRACTISES	\$	80.00
437	KAREN ROBBINS	2010 FIRE PRACTISES	\$	220.00
438	RICK UGLEM	2010 FIRE PRACTISES	\$	95.00
439	ACKLANDS GRAINGER	P.W. SUPPLIES	\$	63.00
		G.S.T.	\$	3.15
440	BART ORR ELECTRIC LTD.	SENIORS' ELECTRICAL REPAIR	\$	421.00
		G.S.T.	\$	21.05
441	ROD BLATZ	REMUNERATION ERROR	\$	1.50
442	CITY OF CAMROSE	LIFT STATION MATERIALS	\$	404.12
		G.S.T.	\$	20.21
443	CUSTOM WELDING	POSTS FOR FIRE HYDRANT PROTECTI	\$	297.60
		G.S.T.	\$	14.88
444	FOUNTAIN TIRE	SKIDSTEER FLAT REPAIR	\$	40.45
		G.S.T.	\$	2.02
445	FRANCIS GARTNER	3RD CHRISTMAS DECORATING	\$	25.00
446	KAPLER'S HARDWARD (1987) LTD.	VILLAGE OFFICE REPAIRS	\$	30.04
		G.S.T.	\$	1.50
447	NEXEN	WELLS	\$	245.95
		SKATING RINK	\$	32.18
		SPORTS GROUNDS	\$	35.22

	RESERVOIR	\$	498.25	
	FIRE HALL	\$	135.51	
	VILLAGE OFFICE	\$	140.39	
	COMMUNITY HALL	\$	108.88	
	CURLING RINK	\$	33.03	
	CURLING RINK	\$	32.83	
	LIFT STATION	\$	199.10	
	LIGHTS	\$	942.59	
	G.S.T.	\$	120.17	\$ 2,524.10
448	CHRIS REINHART			
	2ND CHRISTMAS DECORATING		\$	50.00
449	CHERYL REUM			
	1ST CHRISTMAS DECORATING		\$	75.00
450	VILLAGE OF BAWLF			
	POSTAGE - PETTY CASH	\$	23.32	
	G.S.T.	\$	1.17	\$ 24.49
451	ANKERTON GAS CO-OP			
	VILLAGE OFFICE	\$	115.08	
	OLD HALL	\$	317.21	
	RESERVOIR	\$	84.67	
	LIFT STATION	\$	92.97	
	WELLS	\$	32.18	
	FIRE HALL	\$	151.45	
	G.S.T.	\$	39.67	\$ 833.23
452	ROD BLATZ			
	WATER SAMPLES FREIGHT	\$	60.00	
	WATER	\$	400.00	
	SEWER	\$	400.00	\$ 860.00
453	JUSTIN JACOBSEN			
	TRUCK & TRAILER RENTAL		\$	625.00
454	VILLAGE OF BITTERN LAKE			
	CDSS VILLAGE REPRESENTATIVE		\$	192.86
455	BAWLF FIRE DEPARTMENT			
	GROUP HONORARIUM	\$	1,000.00	
	SUBURBAN REVENUES	\$	6,448.00	\$ 7,448.00
456	ACKLANDS GRAINGER			
	HALL SUPPLIES	\$	35.67	
	G.S.T.	\$	1.78	\$ 37.45
457	BAWLF LIONS CLUB			
	MCDONALD DONATION FOR NEW HALL		\$	1,000.00
458	GORDIE BLATZ			
	REMUNERATION FOR AUGUST	\$	232.29	
	MILEAGE FOR AUGUST	\$	14.40	
	REMUNERATION FOR OCTOBER	\$	370.68	
	MILEAGE FOR OCTOBER	\$	14.40	\$ 631.77
459	ROD BLATZ			
	REMUNERATION ERROR		\$	1.50
460	DAYLANDER MOTEL			
	WATER SAMPLES FREIGHT	\$	10.80	
	G.S.T.	\$	0.54	\$ 11.34
461	LYNN HORBASENKO			
	MILEAGE	\$	129.60	
	SUPPLIES	\$	63.96	
	G.S.T.	\$	2.50	\$ 196.06
462	MINISTER OF FINANCE			
	LINEAR ASSESSMENT FOR 2010	\$	12.39	
	G.S.T.	\$	0.62	\$ 13.01
463	WAGES			
464	TOWN & COUNTRY CONSTRUCTION			
	TIRES FOR THE SUBURBAN F.D.	\$	620.20	
	G.S.T.	\$	31.01	\$ 651.21
465	RECEIVER GENERAL			
	TAXES	\$	5,283.62	
	C.P.P.	\$	3,227.76	
	E.I.	\$	1,628.71	\$ 10,140.09
466	ALBERTA ANIMAL SERVICES			
	BYLAW ENFORCEMENT	\$	500.00	
	G.S.T.	\$	25.00	\$ 525.00
467	COMMERCIAL MAINTENANCE			
	CHEMICAL C..			
	LIFT STATION SUPPLIES	\$	499.50	

	G.S.T.	\$	79.89	\$	579.39
468 DO MORE AUTOMOTIVE LTD.	INSTALL 4 WINTER TIRES - SUBURBAN	\$	88.00		
	G.S.T.	\$	4.40	\$	92.40
469 SCOTT DODSWORTH	CAR WASH - SUBURBAN F.D.			\$	11.56
470 STREBS AUTO IND SUPPLY	VEHICLE REPAIRS F.D.	\$	60.63		
	G.S.T.	\$	3.03	\$	63.66
471 TELUS COMMUNICATIONS	WELLS	\$	87.45		
	FIRE DEPARTMENT	\$	81.33		
	VILLAGE	\$	233.10		
	LIFT STATION	\$	74.11		
	FAX	\$	77.86		
	G.S.T.	\$	27.57	\$	581.42
472 UFA	FUEL - VILLAGE	\$	250.80		
	FUEL - FIRE DEPARTMENT	\$	167.61		
	G.S.T.	\$	20.94	\$	439.35
	WAGES			\$	14,687.39
				\$	58,562.07



VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

For the Period Ending December 31, 2011

GL Number	Description	December 2010 Actual	2010 YTD Actual	2010 Budget	2010 Budget Remaining \$
TAX REVENUE					
1-00-110	TAXES - RESIDENTIAL	0.00	234,616.99	228,246.00	(6,370.99)
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	4,600.00	4,600.00
1-00-112	TAXES - COMMERCIAL	0.00	20,206.66	8,247.60	(11,959.06)
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	988.00	988.00
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	11,230.00	11,230.00
1-00-115	TAXES - AGRICULTURE	0.00	0.00	255.00	255.00
1-00-190	TAXES - LINEAR	0.00	3,469.01	3,480.00	10.99
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	0.00	4,861.69	5,000.00	138.31
1-00-116	GRANTS IN LIEU	0.00	0.00	3,650.00	3,650.00
*	TOTAL TAX REVENUE	0.00	263,154.35	265,696.60	2,542.25
INVESTMENT REVENUE					
1-00-550	RETURN ON INVESTMENTS	395.59	579.04	800.00	220.96
*	TOTAL INVESTMENT REVENUE	395.59	579.04	800.00	220.96
GENERAL REVENUE					
1-12-410	Sale of General Services	136.26	2,768.79	2,200.00	(568.79)
1-12-590	OTHER REVENUE	0.00	0.00	0.00	0.00
1-12-741	FINES & COSTS	0.00	0.00	0.00	0.00
*	TOTAL GENERAL REVENUE	136.26	2,768.79	2,200.00	(568.79)
GRANTS					
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	1,149.00	1,149.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	49,252.00	44,573.00	(4,679.00)
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	49,252.00	45,722.00	(3,530.00)
FIRE REVENUE					
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	9,569.92	9,600.00	30.08
1-23-851	FIRE TRAINING - SHARED	0.00	1,000.00	1,000.00	0.00
1-23-852	PAGER MAINTENANCE - SHARED	0.00	500.00	500.00	0.00
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	101.55	125.00	23.45
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	1,981.75	2,000.00	18.25
1-23-855	COUNTY OWNED TRUCK	0.00	11.46	500.00	488.54
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00	0.00

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VILLAGE OF BAWLF
REVENUE/EXPENSE REPORT
For the Period Ending December 31, 2011

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GL Number	Description	December 2010 Actual	2010 YTD Actual	2010 Budget	2010 Budget Remaining \$
1-23-110	SPECIAL TAX - FIRE	0.00	7,080.00	7,200.00	120.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	13,245.00	4,000.00	(9,245.00)
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARG	0.00	0.00	1,000.00	1,000.00
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	500.00	500.00
1-23-430	FIRE EXPENSES RECOVERED	0.00	1,981.75	1,250.00	(731.75)
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.00	0.00
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	9,600.00	9,600.00
* TOTAL FIRE REVENUE		0.00	35,471.43	37,275.00	1,803.57
BYLAW REVENUE					
1-26-525	DOG LICENSES	0.00	675.00	1,000.00	325.00
1-26-530	BYLAW FINES	0.00	155.00	200.00	45.00
* TOTAL BYLAW REVENUE		0.00	830.00	1,200.00	370.00
ROADS & STREETS					
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	21,414.99	22,000.00	585.01
1-32-410	SALE OF GOODS & SERVICES	0.00	775.02	500.00	(275.02)
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	1,800.00	1,800.00
* TOTAL ROADS & STREETS		0.00	22,190.01	24,300.00	2,109.99
WATER REVENUE					
1-41-410	MONTHLY WATER FEES	5,290.00	59,078.09	65,300.00	6,221.91
1-41-412	BULK WATER SALES	6.60	1,756.10	1,700.00	(56.10)
1-41-511	WATER PENALTIES	320.62	4,244.01	1,500.00	(2,744.01)
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
* TOTAL WATER REVENUE		5,617.22	65,078.20	68,500.00	3,421.80
SEWER REVENUE					
1-42-410	MONTHLY SEWER FEES	5,230.00	58,407.00	61,900.00	3,493.00
1-42-511	SEWER PENALTIES	(3.60)	(3.60)	1,500.00	1,503.60
1-42-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
* TOTAL SEWER REVENUE		5,226.40	58,403.40	63,400.00	4,996.60
WASTE MANAGEMENT REVENUE					
1-43-410	MONTHLY GARBAGE FEES	1,968.00	21,926.80	24,400.00	2,473.20
* TOTAL WASTE MANAGEMENT REVEN		1,968.00	21,926.80	24,400.00	2,473.20



VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

For the Period Ending December 31, 2011

GL Number	Description	December 2010 Actual	2010 YTD Actual	2010 Budget	2010 Budget Remaining \$
CAMROSE & DISTRICT SUPPORT SER					
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	20,000.00	20,000.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	11,950.00	11,950.00
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	31,950.00	31,950.00
CEMETERY REVEUE					
1-56-410	SALE OF CEMETERY PLOTS	0.00	300.00	200.00	(100.00)
1-56-570	CEMETERY DONATIONS	0.00	1,610.00	100.00	(1,510.00)
*	TOTAL CEMETERY REVEUE	0.00	1,910.00	300.00	(1,610.00)
DEVELOPMENT REVENUE					
1-61-410	DEVELOPMENT PERMITS & CHARGES	100.00	400.00	500.00	100.00
*	TOTAL DEVELOPMENT REVENUE	100.00	400.00	500.00	100.00
LAND SALES					
1-66-410	LAND SALES	0.00	33,045.75	31,900.00	(1,145.75)
*	TOTAL LAND SALES	0.00	33,045.75	31,900.00	(1,145.75)
PARKS & RECREATION REVENUE					
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	4,400.00	4,500.00	100.00
1-72-560	PARK & CAMPGROUND RENTALS	0.00	1,290.00	800.00	(490.00)
1-72-570	PARK DONATIONS	0.00	500.00	200.00	(300.00)
1-72-590	UTILITIES RECOVERED	1,065.93	4,797.60	0.00	(4,797.60)
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	2,464.00	2,300.00	(164.00)
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	2,800.00	2,800.00	0.00
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	14,800.00	12,500.00	(2,300.00)
*	TOTAL PARKS & RECREATION REVEN	1,065.93	31,051.60	23,100.00	(7,951.60)
CULTURE REVENUE					
1-74-560	HALL RENTALS	800.00	6,275.00	0.00	(6,275.00)
1-74-570	HALL DONATIONS	(1,000.00)	(1,000.00)	0.00	1,000.00
1-74-590	OTHER REVENUE	0.00	0.00	0.00	0.00
1-74-593	SPECIAL EVENT REVENUES	0.00	0.00	0.00	0.00
*	TOTAL CULTURE REVENUE	(200.00)	5,275.00	0.00	(5,275.00)
RESERVE TRANSFERS					
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00
*	TOTAL RESERVE TRANSFERS	0.00	0.00	0.00	0.00
**	TOTAL REVENUE	14,309.40	591,336.37	621,243.60	29,907.23



VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

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GL Number	Description	December 2010 Actual	2010 YTD Actual	2010 Budget	2010 Budget Remaining \$
COUNCIL EXPENSES					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	152.66	374.18	400.00	25.82
2-11-150	COUNCIL REMUNERATION	2,624.65	19,518.87	18,500.00	(1,018.87)
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	276.30	1,578.60	2,000.00	421.40
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	823.75	2,000.00	1,176.25
*	TOTAL COUNCIL EXPENSES	3,053.61	22,295.40	22,900.00	604.60
ADMINISTRATION EXPENSE					
2-12-110	ADMINISTRATION - SALARIES	9,598.81	81,053.87	78,500.00	(2,553.87)
2-12-130	ADMINISTRATION - PAYROLL DEDUCTION	1,418.18	5,323.88	4,900.00	(423.88)
2-12-131	EMPLOYEE BENEFITS	0.00	3,790.60	3,700.00	(90.60)
2-12-211	TRAVEL & SUBSISTENCE	305.10	727.20	1,100.00	372.80
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,332.15	2,000.00	667.85
2-12-234	LEGAL SERVICES	0.00	0.00	500.00	500.00
*	TOTAL ADMINISTRATION EXPENSE	11,322.09	92,227.70	90,700.00	(1,527.70)
OFFICE OPERATIONS					
2-12-215	FREIGHT & POSTAGE	22.21	809.12	800.00	(9.12)
2-12-217	TELEPHONE	691.45	4,831.66	4,400.00	(431.66)
2-12-220	ADVERTIZING & PRINTING	140.00	3,176.72	3,100.00	(76.72)
2-12-225	VILLAGE PROMOTIONS	0.00	400.00	1,400.00	1,000.00
2-12-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	19,952.38	13,500.00	(6,452.38)
2-12-232	ASSESSMENT SERVICES	11.80	4,692.69	4,300.00	(392.69)
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	0.00	0.00
2-12-237	MUNICIPAL SOFTWARE	0.00	62.85	1,000.00	937.15
2-12-250	OFFICE REPAIRS & MAINTENANCE	579.94	1,302.67	800.00	(502.67)
2-12-253	TECHNICAL SUPPORT	0.00	3,405.50	3,900.00	494.50
2-12-258	OFFICE JANITORIAL CONTRACT	206.95	206.95	1,900.00	1,693.05
2-12-274	INSURANCE	0.00	18,541.78	16,200.00	(2,341.78)
2-12-341	LAND TITLES SERVICES	0.00	5.00	200.00	195.00
2-12-510	OFFICE SUPPLIES	630.44	4,908.09	5,800.00	891.91
2-12-511	MISCELLANEOUS	199.49	1,971.90	1,300.00	(671.90)
2-12-519	OTHER SERVICES	372.80	440.73	1,900.00	1,459.27
2-12-540	UTILITIES	178.78	2,110.01	2,200.00	89.99
*	TOTAL OFFICE OPERATIONS	3,033.86	66,818.05	62,700.00	(4,118.05)
ADMIN-CAPITAL					
2-12-762	CAPITAL PURCHASES	0.00	2,471.45	3,400.00	928.55
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	0.00	0.00



VILLAGE OF BAWLF
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GL Number	Description	December 2010 Actual	2010 YTD Actual	2010 Budget	2010 Budget Remaining \$
* TOTAL ADMIN-CAPITAL		0.00	2,471.45	3,400.00	928.55
REQUISITIONS					
2-13-750	REQUISITION - SCHOOL	16,725.92	66,903.68	66,904.00	0.32
2-41-750	REQUISITION - SMRWSC	0.00	10,950.90	3,700.00	(7,250.90)
2-51-750	REQUISITION - CDSS	192.86	2,582.61	2,700.00	117.39
2-61-750	REQUISITION - PLANNING	0.00	1,034.00	1,050.00	16.00
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	2,441.57	2,500.00	58.43
* TOTAL REQUISITIONS		16,918.78	83,912.76	76,854.00	(7,058.76)
FIRE EXPENSES					
2-23-148	IN-SERVICE TRAINING	0.00	1,465.45	2,000.00	534.55
2-23-159	HONORARIUMS - ANNUAL & HOURLY	8,505.50	9,155.50	5,150.00	(4,005.50)
2-23-211	TRAVEL & SUBSISTENCE	0.00	1,107.93	1,200.00	92.07
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	178.00	200.00	22.00
2-23-215	FREIGHT & POSTAGE	0.00	0.00	50.00	50.00
2-23-217	TELEPHONE	162.94	1,125.80	1,900.00	774.20
2-23-220	ADVERTIZING & PRINTING	0.00	0.00	100.00	100.00
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	0.00	100.00	100.00
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	439.87	500.00	60.13
2-23-251	VILLAGE TRUCK REPAIRS	743.79	1,177.20	700.00	(477.20)
2-23-252	COUNTY TRUCK REPAIRS	0.00	10.12	500.00	489.88
2-23-253	PAGER REPAIRS	0.00	941.47	1,000.00	58.53
2-23-254	PROTECTIVE EQUIPMENT REPAIRS	0.00	3,774.75	4,000.00	225.25
2-23-270	CONTRACTED SERVICES	0.00	0.00	100.00	100.00
2-23-274	INSURANCE	0.00	221.10	1,500.00	1,278.90
2-23-510	GOODS & SUPPLIES	0.00	1,218.13	900.00	(318.13)
2-23-511	MISCELLANEOUS	0.00	0.00	0.00	0.00
2-23-521	FUEL & LUBE	167.61	861.90	600.00	(261.90)
2-23-540	FIRE HALL POWER	135.51	1,744.39	1,400.00	(344.39)
2-23-541	FIRE HALL NATURAL GAS	151.45	1,543.16	1,500.00	(43.16)
2-23-750	DISPATCH AGREEMENT	0.00	1,122.00	1,122.00	0.00
2-23-751	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	500.00	500.00
2-23-920	TRANSFER TO RESERVES	0.00	0.00	0.00	0.00
* TOTAL FIRE EXPENSES		9,866.80	26,086.77	25,022.00	(1,064.77)
FIRE - CAPITAL					
2-23-762	CAPITAL PURCHASES	0.00	33,808.57	0.00	(33,808.57)
2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL FIRE - CAPITAL		0.00	33,808.57	0.00	(33,808.57)



VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

For the Period Ending December 31, 2011

GL Number	Description	December 2010 Actual	2010 YTD Actual	2010 Budget	2010 Budget Remaining \$
BYLAW ENFORCEMENT					
2-26-270	BYLAW ENFORCEMENT OFFICER	952.38	6,026.24	6,300.00	273.76
2-26-510	BYLAW SUPPLIES	0.00	247.10	200.00	(47.10)
*	TOTAL BYLAW ENFORCEMENT	952.38	6,273.34	6,500.00	226.66
PUBLIC WORKS SALARIES & WAGES					
2-32-110	PW - SALARIES	3,334.53	24,015.82	19,800.00	(4,215.82)
2-32-130	PW - PAYROLL DEDUCTIONS	496.55	1,443.71	1,300.00	(143.71)
2-32-131	EMPLOYEE BENEFITS	0.00	1,225.20	1,000.00	(225.20)
*	TOTAL PUBLIC WORKS SALARIES &	3,831.08	26,684.73	22,100.00	(4,584.73)
PUBLIC WORKS OPERATIONS					
2-32-217	TELEPHONE	0.00	266.65	500.00	233.35
2-32-230	PROFESSIONAL CONSULTING	0.00	8,509.84	0.00	(8,509.84)
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	271.16	12,700.00	12,428.84
2-32-270	CONTRACTED SERVICES	0.00	1,543.67	3,500.00	1,956.33
2-32-510	GOODS & SUPPLIES	517.20	8,566.21	9,100.00	533.79
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	229.22	1,944.91	1,800.00	(144.91)
2-32-540	UTILITIES - STREET LIGHTS	942.59	10,238.26	10,300.00	61.74
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS OPERATIONS	1,689.01	31,340.70	37,900.00	6,559.30
DRAINAGE					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	0.00	300.00	300.00
2-37-750	REQUISITION - DRAINAGE	0.00	204.00	200.00	(4.00)
*	TOTAL DRAINAGE	0.00	204.00	500.00	296.00
WATER OPERATIONS					
2-41-110	SALARIES & WAGES	0.00	70.43	0.00	(70.43)
2-41-211	TRAVEL & SUBSISTENCE	60.00	1,069.03	1,500.00	430.97
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,846.54	1,400.00	(446.54)
2-41-217	TELEPHONE	174.90	993.08	1,100.00	106.92
2-41-230	PROFESSIONAL & CONSULTING SERVICE	0.00	2,348.61	2,300.00	(48.61)
2-41-240	CUSTOMER BILLING	0.00	596.88	600.00	3.12
2-41-250	REPAIRS & MAINTENANCE	307.18	8,199.21	14,400.00	6,200.79
2-41-270	WATER - CONTRACT	400.00	5,045.16	5,100.00	54.84
2-41-510	GOODS & SUPPLIES	27.94	1,782.03	2,100.00	317.97
2-41-540	UTILITIES	861.05	9,777.38	10,000.00	222.62
2-41-762	CAPITAL PURCHASES	0.00	0.00	24,800.00	24,800.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00



VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

For the Period Ending December 31, 2011

GL Number	Description	December 2010 Actual	2010 YTD Actual	2010 Budget	2010 Budget Remaining \$
* TOTAL WATER OPERATIONS		1,831.07	31,728.35	63,300.00	31,571.65
SEWER OPERATIONS					
2-42-110	SALARIES & WAGES	0.00	20.43	0.00	(20.43)
2-42-211	TRAVEL & SUBSISTENCE	0.00	58.50	400.00	341.50
2-42-217	TELEPHONE	148.23	904.06	900.00	(4.06)
2-42-230	PROFESSIONAL & CONSULTING SERVICE	0.00	24,749.80	15,300.00	(9,449.80)
2-42-240	CUSTOMER BILLING	0.00	542.59	600.00	57.41
2-42-250	REPAIRS & MAINTENANCE	384.88	23,950.12	600.00	(23,350.12)
2-42-270	SEWER - CONTRACT	400.00	5,045.16	5,100.00	54.84
2-42-410	BANK LOAN	550.00	7,150.00	0.00	(7,150.00)
2-42-510	GOODS & SUPPLIES	525.52	525.52	0.00	(525.52)
2-42-540	UTILITIES	292.07	3,755.01	3,500.00	(255.01)
2-42-762	CAPITAL	0.00	20,785.71	38,500.00	17,714.29
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	0.00	0.00
2-42-830	LAGOON DEBENTURE PAYMENTS	0.00	0.00	3,900.00	3,900.00
2-42-831	LAGOON DEBENTURE INTEREST	0.00	0.00	1,900.00	1,900.00
* TOTAL SEWER OPERATIONS		2,300.70	87,486.90	70,700.00	(16,786.90)
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	625.00	11,050.00	0.00	(11,050.00)
2-43-350	LANDFILL FEES	0.00	34.43	9,700.00	9,665.57
2-44-350	RECYCLING CHARGES	0.00	0.00	500.00	500.00
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	7,200.00	7,200.00
2-43-510	GOODS & SUPPLIES	0.00	0.00	4,800.00	4,800.00
* TOTAL WASTE MANAGEMENT		625.00	11,084.43	22,200.00	11,115.57
CAMROSE & DISTRICT SUPPORT SER					
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	20,000.00	20,000.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	11,950.00	11,950.00
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	0.00	31,950.00	31,950.00
CEMETERY OPERATIONS					
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	200.00	200.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	200.00	200.00
* TOTAL CEMETERY OPERATIONS		0.00	0.00	400.00	400.00
PLANNING & DEVELOPMENT					
2-61-237	MAPPING	0.00	0.00	200.00	200.00
2-66-120	COSTS - LAND SALES	546.00	11,222.22	0.00	(11,222.22)
* TOTAL PLANNING & DEVELOPMENT		546.00	11,222.22	200.00	(11,022.22)



VILLAGE OF BAWLF
REVENUE/EXPENSE REPORT
For the Period Ending December 31, 2011

GL Number	Description	December 2010 Actual	2010 YTD Actual	2010 Budget	2010 Budget Remaining \$
PARKS & RECREATION					
2-72-110	RECREATION & PARKS - SALARIES	3,184.55	22,304.15	19,800.00	(2,504.15)
2-72-115	CSJ & STEP WAGES	0.00	15,525.11	14,400.00	(1,125.11)
2-72-130	RECREATION & PARKS - PAYROLL DEDUC	496.56	2,443.88	1,300.00	(1,143.88)
2-72-131	EMPLOYEE BENEFITS	0.00	599.20	1,000.00	400.80
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	100.00	100.00
2-72-220	ADVERTIZING & PRINTING	0.00	1,541.82	300.00	(1,241.82)
2-72-250	REPAIRS & MAINTENANCE	0.00	1,488.72	1,600.00	111.28
2-72-270	CONTRACTED SERVICES	0.00	0.00	500.00	500.00
2-72-510	GOODS & SUPPLIES	0.00	1,789.73	4,100.00	2,310.27
2-72-521	FUEL & LUBE	229.23	1,733.03	1,800.00	66.97
2-72-540	OLD HALL - UTILITIES	133.26	2,506.46	0.00	(2,506.46)
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	17,050.00	17,050.00
2-72-762	CAPITAL PURCHASES	0.00	0.00	1,500.00	1,500.00
2-72-770	GRANTS TO ORGANIZATIONS	0.00	17,008.64	17,050.00	41.36
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL PARKS & RECREATION		4,043.60	66,940.74	80,500.00	13,559.26
CULTURE					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	22.86	602.21	400.00	(202.21)
2-74-510	GOODS & SUPPLIES	163.41	1,456.73	0.00	(1,456.73)
2-74-540	UTILITIES	426.09	3,145.94	2,400.00	(745.94)
2-74-584	SPECIAL EVENTS	0.00	500.00	600.00	100.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	0.00	0.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	5,300.00	3,000.00	(2,300.00)
2-74-831	DEBENTURE INTEREST	0.00	0.00	1,700.00	1,700.00
* TOTAL CULTURE		612.36	11,004.88	8,100.00	(2,904.88)
GENERAL					
2-97-990	GENERAL CONTINGENCY	0.00	0.00	5,000.00	5,000.00
* TOTAL GENERAL		0.00	0.00	5,000.00	5,000.00
** TOTAL EXPENSES		60,626.34	611,590.99	630,926.00	19,335.01
*** SURPLUS/DEFICIT		46,316.94	20,254.62	9,682.40	(10,572.22)

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: January 13, 2011
SUBJECT: Alberta Animal Services – Live Animal Trapping Agreement

PURPOSE:

The purpose of this memo is to inform the Village Council of an email received from Alberta Animal Services regarding the live trapping of animals.

BACKGROUND:

On November 18, 2010, the Village Manager received an email from Alberta Animal Services regarding the need for a signed agreement if the Village is interested in having the bylaw officer trap live animals such as cats or skunks. There would not be any additional costs if such an agreement was signed. However, there would be costs associated for impounding or disposing of the animals.

In the last two to three years, we have not experienced the need for any trapping of cats or skunks. That need could arise at anytime. The downside of signing an agreement at this time is that we have not budgeted for impounding or disposal fees. As we experienced with an impounded dog in 2010, the fees add up quickly.

Perhaps, it would be prudent for the Village to wait until there is a need expressed. Alberta Animal Services has confirmed that we could sign the agreement at some point in the future with the knowledge that any trapping may not occur immediately when a complaint is made; there would be some delay in getting the paperwork completed.

ALTERNATIVES:

1. That the Village Council not proceed with entering into an agreement with Alberta Animal Services for the live trapping of animals at this time.
2. That the Village Council enter into an agreement with Alberta Animal Services for the trapping of live animals.

RECOMMENDATION:

It is recommended that the Village Council not proceed with entering into an agreement with Alberta Animal Services for the live trapping of animals at this time.

MASTER RATES BYLAW

No. 576/11

OF THE VILLAGE OF BAWLF, IN THE PROVINCE OF ALBERTA

THE PURPOSE OF THIS BYLAW IS TO ESTABLISH RATES, FEES AND CHARGES
FOR GOODS AND SERVICES PROVIDED BY THE
VILLAGE OF BAWLF.

WHEREAS, pursuant to the *Municipal Government Act, R.S.A. 2000, Chapter M-26* (hereinafter called the "*Act*") as amended, a municipal council has broad authority to govern and the authority to pass bylaws respecting the municipality, including services provided by or on behalf of the municipality.

WHEREAS, the municipal Council deems it appropriated to establish rates, fees and charges for the various licenses, permits, goods and services, provided by or on behalf of the Village of Bawlf.

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

1. This bylaw shall be cited as the "Master Rates Bylaw".
2. That the rates, fees and charges for municipal licenses, permits, goods and services, are hereby established as identified in Schedule "A" which is attached to and forming part of this bylaw, and applicable taxes shall be added to these rates.
3. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained.
4. That bylaw 570/10 is hereby repealed.
5. That this bylaw comes into force and effect on the day of final passing thereof.

Read a first time this ____ day of January, 2011.

Read a second time this ____ day of _____, 2011.

Read a third time and finally passed this ____ day of _____, 2011.

Mayor

Village Manager

MASTER RATES BYLAW #576/11
SCHEDULE "A"
RATES, FEES AND CHARGES

SECTION 20 PROTECTIVE SERVICES

BYLAW SERVICES / ANIMAL CONTROL

As set by the contractor.

SECTION 30 COMMON SERVICES

PUBLIC WORKS

Alberta Road Builders Heavy Construction Rates less 20%.

SECTION 40 UTILITY AND ENVIRONMENTAL SERVICES

Utility and garbage pick-up charges will be billed on a monthly basis and are due and payable by the last day of the month of billing. Outstanding Utility charges will receive a 5% penalty per month, which will be added to and form part of the utility charges. The Village of Bawlf reserves the right to disconnect or discontinue services due to default of utility payments.

WATER UTILITY

Monthly Rate	\$35.00
Deposit	\$50.00
Connection Fee	\$25.00
Inactive Services	\$15.00/month
Bulk Water Sales	\$4.40 per cubic meter

SEWER SERVICE

Monthly Rate	\$30.00
Deposit	\$50.00
Connection Fee	\$25.00
Inactive Services	\$15.00/month

GARBAGE SERVICES

Monthly Rate	\$12.00
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RECYCLING SERVICES

Monthly Rate	\$ 5.40
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SECTION 50 COMMUNITY SERVICES

CEMETERY

Plot	\$100.00
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MASTER RATES BYLAW #576/11
SCHEDULE "A" (CONTINUED)
RATES, FEES AND CHARGES

SECTION 60 LAND USE

DEVELOPMENT and PLANNING

Compliance certificate	\$ 50.00
Tax certificate	\$ 20.00
Assessment information (verbal)	\$ 10.00
Development permit	\$ 50.00
Discretionary development permit	\$ 75.00
Development Permit Appeal	\$100.00
Re-zoning application	\$250.00
Road closure application	\$250.00
Land Use Bylaw Amendment Application	\$250.00

SECTION 70 RECREATION AND CULTURAL

CAMPGROUND

Campsite	\$ 15.00 per night
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RECREATION

Fees to be set by the Bawlf & District Recreation Association.

COMMUNITY HALL

Rates to be set by the Bawlf & District Lions Club.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: January 11, 2011
SUBJECT: Municipal Trends in Municipal Law 2011

PURPOSE:

The purpose of this memo is to inform the Village Council of an information session regarding municipal law to be held in Edmonton on February 10, 2011.

BACKGROUND:

The Village received an invitation via e-mail from Brownlee LLP to attend an information session on municipal law. Topics include "Beyond the Basics" (Council & Administration), "Effective & Efficient Operations" (Best Practices), "All You Need to Know about Protection of Privacy" (FOIPP), and a Bear Pit Question and Answer session.

The session registration fee is \$100/person with a registration deadline of January 15, 2011. I have tentatively registered for the session, subject to Council's approval.

ALTERNATIVES:

1. That the Village Council authorize the Village Manager to attend the Emerging Trends in Municipal Law 2011 Session to be held in Edmonton on February 10, 2011 at a cost of \$100 plus travel expenses.
2. That the Village Council authorize a member of Council to attend the Emerging Trends in Municipal Law 2011 Session to be held in Edmonton on February 10, 2011 at a cost of \$100 plus travel expenses.

RECOMMENDATION:

It is recommended that the Village Council approve either Alternative #1 or #2 and pass the appropriate motion.



**THE LATEST ISSUES
IMPACTING
MUNICIPALITIES**

Topics

Council & Administration
Beyond the Basics

Effective & Efficient Operations
Best Practices

Wireless Internet Projects
(Breakout Session)
How to Complete the "Last Mile"

FOIPP
(Breakout Session)
*All You Need to Know About Protection of
Privacy*

Bear Pit Session
Your Questions Answered

**Emerging Trends
In Municipal Law 2011**

Calgary

Thursday, February 3, 2011
Carriage House Inn
9030 Macleod Trail South

403.253.1101

SEE REVERSE SIDE FOR REGISTRATION DETAILS

Edmonton

Thursday, February 10, 2011
The Radisson Hotel
4440 Gateway Blvd

780.437.6010

WE WANT YOUR INPUT!

What municipal issues concern you the most? Let us know!
Selected questions will be addressed in the Bear Pit session.

Practitioners in the following practice areas will be present throughout the day to answer your questions:

Planning & Development, Construction & Tendering, Expropriations, Environmental,
Employment & Labour, Municipal Utilities & Utility Regulation, ERCB, Municipal Corporations

Item: 5.d)



B R O W N L E E
L L P
Barristers & Solicitors

Calgary
February 3, 2011

Edmonton
February 10, 2011

Register by faxing or mailing this sheet to:

Attention: Vicki Marak
Brownlee LLP
Suite 2200, 10155 - 102 Street
Edmonton, Alberta T5J 4G8

Phone: (780) 497-4806 Toll Free: 1-800-661-9069
Fax: (780) 424-3254

Or Register via E-mail: vmarak@brownleelaw.com

☐ Yes, I will be attending in: ☐ **Edmonton** ☐ **Calgary**

(Please include names of all individuals attending)

Name(s) & Position:

Municipality:

Address:

Phone:

Fax:

E-Mail:

Registration Fee
\$100/person (no GST)

Payment options

- If mailing, please send a cheque along with your registration form
- Make cheques payable to Brownlee LLP
- If sending a fax or e-mail, we will e-mail you an invoice for the total

Your registration fee includes lunch, coffee breaks and a materials booklet to take home.

Cancellation Courtesy: If you are unable to attend after having registered, please let us know. Otherwise we will be charged for your lunch.

Registration Deadlines: January 15, 2011 for both Calgary & Edmonton Seminars

Item: 5.d)

Lynn Horbasenko

From: Dieter Langer [dieter.langer@gov.ab.ca]
Sent: January-07-11 11:48 AM
To: Alliance - CAO/DEM; Amisk - CAO; Amisk - DEM; Bashaw - CAO; Bawlf - CAO; Bawlf - DEM; Beaver County - CAO; Beaver Emergency Services Commission - DEM; Bittern Lake - CAO; Bittern Lake - DEM; Camrose - CAO/DEM; Camrose - Fire Chief/Dep. DEM; Camrose - Fire Training Officer; Camrose County - Asst. CAO; Camrose County - CAO; Camrose County - DEM; Castor - CAO/DEM; Chauvin - DEM; Chauvin CAO; Coronation - CAO/DEM; Coronation - Dep. DEM; County of Minburn - Fire Chief/DEM; County of Paintearth - CAO; County of Paintearth - DEM; Czar - Admin; Czar - DEM; Daysland - Dep. DEM; Daysland CAO/DEM; Edberg - Admin; Edberg - DEM; Edgerton - Admin/DEM; Ferintosh - Admin; Flagstaff County - DEM; Flagstaff County - Dep. DEM; Forestburg - CAO; Forestburg - DEM; Forestburg - Dep. DEM; Galahad - CAO; Galahad-DEM; Halkirk - DEM; Hardisty - CAO/DEM; Hay Lakes - Admin; Hay Lakes - DEM; Hay Lakes - Fire Chief; Heisler - Admin; Heisler - DEM; Heisler - DEM; Holden - DEM; Hughenden - Admin; Hughenden - DEM; Innisfree - Admin; Irma - CAO/DEM; Killam - CAO; Killam - DEM; Lougheed - Admin; Lougheed - DEM; Mannville - CAO/DEM; Mannville and Region - FCSS; MD of Provost - CAO/DEM; MD of Provost - Dep. DEM; MD of Wainwright - CAO/DEM; MD Wainwright - Dep. DEM; Minburn - DEM; New Norway - Admin; Provost - CAO; Rosalind - CAO; Rosalind - DEM; Ryley - CAO/Dep DEM; Sedgewick - CAO; Sedgewick - DEM; Strome - CAO; Strome - DEM; Tofield - CAO/Dep DEM; Vegreville - Comm Serv Dir; Vegreville - DEM; Vegreville - Dep. DEM; Vegreville - Dep. DEM; Viking - CAO/Dep DEM; Wainwright - CAO/Dep DEM; Wainwright - DEM; Wainwright - Dep. DEM
Cc: Randy Tiller; Birgit Reid; Linda Fenerty; Don Rosland; Bruce Mackenzie; Brice Daly; Ed Haines; Tom Cox
Subject: Emergency Public Warning System (EPWS) sessions
Attachments: EPWS multiple nom form AEMA.pdf

To all East Central Emergency Management contacts:

This is to inform you of two EPWS sessions to be held

Jan. 24, 2011 at the AFSC Boardroom, 4910 52 St, Camrose at 1300 hrs

And Jan. 28, 2011 at the meeting room, Vegreville Library, 4709 50 St., Vegreville at 0900 hrs.

Every municipality should have several EPWS users authorized, and a refresher session is recommended for all currently authorized users every two years.

Please, all participants, new and currently authorized users, are required to fill out the attached municipal authorization form and **bring it to the session or fax prior to the session as per instructions on the form.**

Please, register for the session by replying to this e-mail.

If you have any questions, please, contact me.

Regards,

Dieter Langer

AEMA Emergency Management Field Officer, East Central AB

☎ Office: (780) 679-1271 for long distance, dial 310-0000, then enter office number including area code

☎ After hours: 1-866-618-2362

☎ Cell: (780) 608-6042

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: January 12, 2011
SUBJECT: Emergency Public Warning System (EPWS)

PURPOSE:

The purpose of this memo is to recommend that the Village Council authorize municipal representatives to have access to the Emergency Public Warning System and to attend a training session on January 24, 2011.

BACKGROUND:

Alberta Emergency Management Agency is hosting the above mentioned session on Monday, January 24, 2011 in Camrose at 1:00 p.m. The attached email states that each municipality should have several authorized users of the system. It would be beneficial if, at a minimum, the Director of Disaster Services and the Chief Administrative Officer were both trained on how to utilize the system in the event of an emergency. Perhaps one or two members of Council could also take the training and be authorized. In the past, the Public Works Director was trained and authorized.

There is no cost to the municipality to send representatives to the session. However, a nomination form with the names of the authorized representatives must be submitted to the Alberta Emergency Management Agency.

The Administration recommends that the Council pass a motion authorizing Justin Jacobsen, Public Works Director, and Lynn Horbasenko, Chief Administrative Officer, to attend the Emergency Public Warning System training session on January 24, 2011. If any members of Council are interested, those names could be included in the motion as well.

ALTERNATIVES:

1. That the Village Council authorize the Public Works Director and the Village Manager to have access to the Alberta Emergency Public Warning System and to attend the Emergency Public Warning System training on January 24, 2011 in Camrose.
2. That the Village Council authorize additional municipal representatives to have access to the Alberta Emergency Public Warning System and to attend the Emergency Public Warning System training on January 24, 2011 in Camrose.

RECOMMENDATION:

It is recommended that the Village Council authorize the Public Works Director and the Village Manager to have access to the Alberta Emergency Public Warning System and to attend the Emergency Public Warning System training on January 24, 2011 in Camrose.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: January 12, 2011
SUBJECT: Fire Department Policies and Job Descriptions

PURPOSE:

The purpose of this memo is to present four new Village of Bawlf Fire Department Policies and two job descriptions (for the Village of Bawlf Fire Chief and Deputy Fire Chief) for Council approval.

BACKGROUND:

The Ad Hoc Fire Committee, with representation from both the Village Council and the Fire Department, began meeting in Spring 2010 to discuss several topics. Reflecting the discussions and preliminary agreements made at the Committee level, the following policies were written and require Council approval:

1. Annual Honorariums for the Fire Chief and Deputy Fire Chief
2. Hourly Honorariums
3. Fire Practice Remuneration
4. Training Compensation

Job descriptions for the Fire Chief and Deputy Fire Chief were drafted and also require Council approval.

The six documents listed above will be reviewed by the members of the Ad Hoc Fire Committee on January 13, 2011. Copies of the policies and job descriptions will be brought to the January 19th Regular Council Meeting for Council approval.

ALTERNATIVES:

1. That the Village Council approve the job descriptions for the Village of Bawlf Fire Chief and Deputy Fire Chief as well as the following Village of Bawlf Fire Department Policies:
 - a. Annual Honorarium Policy
 - b. Hourly Honorarium Policy
 - c. Fire Practice Remuneration Policy
 - d. Training Compensation Policy
2. That the Village Council make amendments to any or all of the above policies and/or job descriptions prior to approval.

RECOMMENDATION:

It is recommended that the Village approve the job descriptions for the Village of Bawlf Fire Chief and Deputy Fire Chief as well as the following Village of Bawlf Fire Department Policies:

- a. Annual Honorarium Policy
- b. Hourly Honorarium Policy
- c. Fire Practice Remuneration Policy
- d. Training Compensation Policy



Date: January 19, 2011	Motion:
Title: Fire Department Annual Honorariums	Policy No. 17

Purpose:

To provide policy guidance for providing fire department annual honorariums to the volunteer Fire Chief and Deputy Fire Chief.

Background:

The Village of Bawlf acknowledges the value, benefit and necessity of a volunteer fire brigade. The Village believes it valuable and essential to recognize, respect and honour the sacrifices, dedication and extraordinary efforts of its volunteer fire brigade.

Procedures:

The Fire Chief and Deputy Fire Chief will be eligible for the following annual honorariums:

Years of Experience in the Position	Fire Chief	Deputy Fire Chief
0-5 years	\$1200	\$ 600
6-10 years	\$1400	\$ 700
11-15 years	\$1600	\$ 800
16-20 years	\$1800	\$ 900
21-25 years	\$2000	\$1000

These honorariums compensate the volunteer fire chief and deputy fire chief for all administrative responsibilities and attendance at the annual fire chief's convention. (Administrative responsibilities include, but are not limited to, preparing and submitting annual fire budgets to the Village Manager by October 10th each year, monitoring the fire budgets, completing provincial and county reports, invoicing appropriate parties, submitting monthly reports to the Village Manager and/or Village Council, meeting with the Village Manager or Village Council, and other administrative duties as required.)

Honorariums will be paid out as follows: 50% on June 30th and 50% on December 31st.

Item: 5.f)



Date: January 19, 2011	Motion:
Title: Fire Department Hourly Honorariums	Policy No. 18

Purpose:

To provide policy guidance for awarding fire department hourly honorariums and employment disruption pay.

Background:

The Village of Bawlf acknowledges the value, benefit and necessity of a volunteer fire brigade. The Village believes it valuable and essential to recognize, respect and honour the sacrifices, dedication and extraordinary efforts of its volunteer fire brigade.

Procedures:

Volunteer firefighters will receive hourly honorariums (one hour minimum and partial hour rounded up to the next full hour) for attending fire and/or emergency calls at a rate of:

\$15.00 per hour for firefighters while on scene

\$18.00 per hour for the officer in command at the scene

As per Canada Revenue Agency regulations, fire department members receiving honorariums that exceed \$1000 per calendar year will be issued a T4 for the amount over \$1000.

Honorariums will be paid out on a quarterly basis after March 31, June 30, September 30 and December 31. It will be the responsibility of the Fire Chief or Deputy Fire Chief to summarize the details of each fire or emergency call and each individual firefighter's hours spent at the scene. Schedule "A", as attached to this policy, will be the report form used for this purpose. This summary is to be submitted to the Village Office for processing and cheques will be mailed to each individual firefighter.

2011 Village of Bawlf Fire Department Hourly Honorariums

For the Period: _____

Hourly Rate:	descrip Date									Total Hours	Total Honorarium
Rod Blatz-lead	\$18									0	\$0
Rod Blatz	\$15									0	\$0
Armand Magnin-lead	\$18									0	\$0
Armand Magnin	\$15									0	\$0
Merlin Bergquist	\$15									0	\$0
Gord Blatz	\$15									0	\$0
Dwayne Dennis	\$15									0	\$0
Scott Dodsworth	\$15									0	\$0
Don Kruger	\$15									0	\$0
Calvin Elless	\$15									0	\$0
M Erickson	\$15									0	\$0
Kaylyn Genio	\$15									0	\$0
Dean Johnson	\$15									0	\$0
Paul Lorente	\$15									0	\$0
Daryl Reinke	\$15									0	\$0
Karen Robbins	\$15									0	\$0
Rick Uglem	\$15									0	\$0
Jayce Dennis	\$15									0	\$0
TOTALS		0	0	0	0	0	0	0	0	0	\$0

Verified by Fire Dept: _____

Date: _____

Village Manager Approval: _____

Date: _____

Form to be submitted on a quarterly basis:

January 1 - March 31

April 1 - June 30

July 1 - September 30

October 1 - December 31



Date: January 19, 2011	Motion:
Title: Fire Department Training Compensation	Policy No. 20

Purpose:

To provide policy guidance for providing compensation for the successful completion of fire department training courses.

Background:

The Village of Bawlf acknowledges the value, benefit and necessity of a volunteer fire brigade. The Village believes it valuable and essential to recognize, respect and honour the sacrifices, dedication and extraordinary efforts of its volunteer fire brigade.

Procedures:

Volunteer firefighters shall be responsible for registering for training courses after obtaining approval from the Fire Chief. The Village of Bawlf will cover the cost of registration through the Fire Department budget. The Fire Chief shall be responsible for including all training costs in the annual budgets.

Volunteer firefighters will be compensated at a rate of \$200.00 for the successful completion of each fire department training course. It will be the responsibility of the Fire Chief or Deputy Fire Chief to submit a photocopy of the firefighter's certificate to the Village Office for processing.

Firefighters will be expected to utilize the suburban for travel to and from the course. If the suburban is not available, the firefighter will be eligible to claim mileage at the standard rate approved by the Village Council. Firefighters will also be eligible to claim the actual cost of meals occurring within the advertized timeframe of the training course (receipts are required). Example: If the course timeframe is 8:00 a.m. – 5:00 p.m., the attendee would be eligible to claim actual expenses for lunch.



Date: January 19, 2011	Motion:
Title: Fire Department Practice Compensation	Policy No. 19

Purpose:

To provide policy guidance for providing compensation for participation in fire department practices.

Background:

The Village of Bawlf acknowledges the value, benefit and necessity of a volunteer fire brigade. The Village believes it valuable and essential to recognize, respect and honour the sacrifices, dedication and extraordinary efforts of its volunteer fire brigade.

Procedures:

Volunteer firefighters will receive hourly honorariums (rounded to the next full hour) for participating in fire practices at a rate of:

\$10.00 per hour to a maximum of two hours per practice and a maximum of two practices per month

Honorariums will be paid out on a quarterly basis after March 31, June 30, September 30 and December 31. It will be the responsibility of the Fire Chief or Deputy Fire Chief to summarize the details of the activities of each fire practice and each individual firefighter's hours. Schedule "A", as attached to this policy, will be the report form used for this purpose. This summary is to be submitted to the Village Office for processing and cheques will be mailed to each individual firefighter.

2011 Village of Bawlf Fire Department Practice Honorariums

For the Period: _____

	Hourly Rate:	Date						Total Hours	Total Honorarium
Rod Blatz	\$10							0	\$0
Armand Magnin	\$10							0	\$0
Merlin Bergquist	\$10							0	\$0
Gord Blatz	\$10							0	\$0
Dwayne Dennis	\$10							0	\$0
Scott Dodsworth	\$10							0	\$0
Don Kruger	\$10							0	\$0
Calvin Elless	\$10							0	\$0
Murray Erickson	\$10							0	\$0
Kaylyn Genio	\$10							0	\$0
Dean Johnson	\$10							0	\$0
Paul Lorente	\$10							0	\$0
Daryl Reinke	\$10							0	\$0
Karen Robbins	\$10							0	\$0
Rick Uglem	\$10							0	\$0
Jayce Dennis	\$10							0	\$0
TOTALS		0	0	0	0	0	0	0	\$0

Verified by Fire Dept: _____

Date: _____

Village Manager Approval: _____

Date: _____

Form to be submitted on a quarterly basis:

January 1 - March 31

April 1 - June 30

July 1 - September 30

October 1 - December 31

Please complete and attach Page 2.

Date of Practice:	_____	Activities and Skills Practiced:
Start & End Time:	_____	
Number of Attendees:	_____	
Date of Practice:	_____	Activities and Skills Practiced:
Start & End Time:	_____	
Number of Attendees:	_____	
Date of Practice:	_____	Activities and Skills Practiced:
Start & End Time:	_____	
Number of Attendees:	_____	
Date of Practice:	_____	Activities and Skills Practiced:
Start & End Time:	_____	
Number of Attendees:	_____	
Date of Practice:	_____	Activities and Skills Practiced:
Start & End Time:	_____	
Number of Attendees:	_____	

Village of Bawlf Fire Chief

Job Description

Purpose of the Position:

The Village of Bawlf Fire Chief is responsible for the organization and direction of the volunteer fire department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

Scope:

The Fire Chief is chosen by the membership at large, with the appointment being ratified by the Village Council. The Fire Chief reports to the Village Council through the Village's Chief Administrative Officer and shall have a performance review completed every two (2) years.

The Fire Chief is responsible for directing the activities of the Fire Department and is the sole authority and commander at the scene of a fire. The Fire Chief is responsible for directing all volunteer fire fighters, ensuring that fire fighters have adequate training, ensuring that fire fighting equipment is monitored on a regular basis and is in good working order, and, subject to ratification by the Village Council, is responsible for developing all fire fighting policies and procedures in accordance with the municipal bylaws, federal and provincial legislation and policies, and the Office of the Fire Marshall.

Failure to provide adequate services will endanger the safety of residents and may result in unnecessary injury, loss of life or damage or destruction of property as a result of fire.

Responsibilities:

1. Subject to ratification by the Village Council, develop and implement all fire fighting policies and procedures in accordance with the municipal bylaws, federal and provincial legislation, and the Office of the Fire Marshall.

Main Activities:

- a) establish appropriate fire fighting techniques
- b) plan fire fighting strategies
- c) liaise with the Emergency Response Committee
- d) ensure fire fighting policies and procedures are strictly adhered to
- e) make recommendations on changes to the fire fighting bylaw

2. Recruit, train and direct the activities of the volunteer fire fighters in order to ensure that trained fire fighters are available in the event of a fire.

Main Activities:

- a) recruit and orient volunteer fire fighters

- b) ensure a high level of morale among fire fighters
 - c) facilitate the training of volunteer fire fighters
 - d) evaluate the performance of fire fighters
 - e) discipline and/or dismiss fire fighters if necessary
3. Inspect fire fighting equipment in order to ensure appropriate equipment is available as required.
- Main Activities:
- a) inspect all trucks on a regular basis
 - b) ensure that a minimum of one fire truck meets certification requirements
 - c) keep a written inventory of all equipment and gear
 - d) inspect the fire fighting equipment and apparatus on a regular basis
 - e) ensure that all apparatus, equipment and gear is serviced and returned to the proper locations after each practice or fire
 - f) make recommendations to the Village Council on the repair or replacement of equipment
 - g) ensure proper use, care and protection of all Village of Bawlf Fire Department property
4. Take sole command in the event of a fire in order to ensure a safe, effective and controlled response.
- Main Activities:
- a) ensure effective command and control techniques are in place at the scene of all fires
 - b) make all decisions concerning the appropriate response to and method of fighting fires
 - c) direct all activities at the scene of a fire
 - d) ensure that fire fighters are responding in a safe and appropriate manner
 - e) investigate the cause of the fire once it has been extinguished and notify the proper authorities
5. Complete administrative tasks as required.
- Main Activities:
- a) maintain records on incidence of fire, injuries and loss of property
 - b) prepare the necessary reports on all areas of fire fighting
 - c) invoice the appropriate parties after all fires
 - d) monitor the fire fighting budget
 - e) become familiar with all fire agreements, guidelines and mutual aid agreements
 - f) implement fire prevention education and awareness programs, at his/her discretion
6. Perform other related duties as required.

Knowledge, Skills and Abilities

Knowledge:

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of fire fighting techniques and methods
- ✓ knowledge of command and control techniques
- ✓ knowledge of investigation and evidence gathering techniques
- ✓ knowledge of fire fighting training programs including firearm safety, etc.
- ✓ knowledge of training techniques and methods
- ✓ knowledge of fire fighting public education and awareness program concerning protective services
- ✓ knowledge of public safety theories and methods
- ✓ knowledge of emergency response techniques
- ✓ knowledge of crowd control techniques
- ✓ an understanding of the culture and political environment
- ✓ knowledge of emergency procedures, First Aid and CPR
- ✓ knowledge of volunteer training, development and recognition

Skills:

The incumbent must demonstrate the following skills:

- ✓ leadership skills including the ability to take full command at the scene of a fire
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiation skills
- ✓ effective verbal and listening communications skills
- ✓ ability to deal effectively with people in difficult situations
- ✓ effective written communications skills including the ability to prepare reports
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes:

The incumbent must demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity

- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Fire Chief would normally attain the required knowledge, skills and attitudes through completion of Fire Fighting Training combined with several years of related fire fighting and supervisory experience in emergency, command and control situations.

The incumbent must possess a valid Alberta Driver's License appropriate to the class of vehicle being operated.

Working Conditions

Physical Demands:

The Fire Chief may be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations. The Fire Chief may regularly be exposed to water in extreme weather conditions and have to deal with resulting ice build up in winter months.

Environmental Conditions:

The Fire Chief may be exposed to noxious smoke and fumes as a result of fire. The Fire Chief may be required to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of residents. The Fire Chief may be exposed to environments that are dangerous, busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands:

The Fire Chief may be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight. The Fire Chief will require extreme levels of concentration during a fire fighting situation.

Mental Demands:

Very high levels of mental and emotional stress may be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.

CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Fire Chief Signature

Printed Name

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position and I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Chief Administrative Officer Signature

Printed Name

Date

The statements within this document are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Village of Bawlf Deputy Fire Chief

Job Description

Purpose of the Position:

The Village of Bawlf Deputy Fire Chief is responsible for assuming the lead role in the absence of the Fire Chief for the organization and direction of the volunteer fire department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

Scope:

The Deputy Fire Chief is selected by the Fire Chief, with the appointment being ratified by the Village Council. The Deputy Fire Chief reports to the Fire Chief and shall have a performance review completed by the Fire Chief every two (2) years.

In the absence of the Fire Chief, the Deputy Fire Chief is responsible for directing the activities of the Fire Department and is the sole authority and commander at the scene of a fire. The Deputy Fire Chief, in the absence of the Fire Chief, is responsible for directing all volunteer fire fighters, ensuring that fire fighters have adequate training, ensuring that fire fighting equipment is monitored on a regular basis and is in good working order, and, subject to ratification by the Village Council, is responsible for developing all fire fighting policies and procedures in accordance with the municipal bylaws, federal and provincial legislation and policies, and the Office of the Fire Marshall.

Failure to provide adequate services will endanger the safety of residents and may result in unnecessary injury, loss of life or damage or destruction of property as a result of fire.

Responsibilities:

1. When requested by the Fire Chief, the Deputy Fire Chief will assist with developing and implementing all fire fighting policies and procedures in accordance with the municipal bylaws, federal and provincial legislation, and the Office of the Fire Marshall.

Main Activities:

- a) establish appropriate fire fighting techniques
 - b) plan fire fighting strategies
 - c) liaise with the Emergency Response Committee
 - d) ensure fire fighting policies and procedures are strictly adhered to
 - e) make recommendations on changes to the fire fighting bylaw
2. When requested by the Fire Chief, the Deputy Fire Chief will assist with recruiting, training and directing the activities of the volunteer fire fighters in order to ensure that trained fire fighters are available in the event of a fire.

Main Activities:

- a) recruit and orient volunteer fire fighters
 - b) ensure a high level of morale among fire fighters
 - c) facilitate the training of volunteer fire fighters
 - d) evaluate the performance of fire fighters
 - e) discipline and/or dismiss fire fighters if necessary
3. In the absence of the Fire Chief, the Deputy Fire Chief will inspect fire fighting equipment in order to ensure appropriate equipment is available as required.

Main Activities:

- a) inspect all trucks on a regular basis
 - b) ensure that a minimum of one fire truck meets certification requirements
 - c) keep a written inventory of all equipment and gear
 - d) inspect the fire fighting equipment and apparatus on a regular basis
 - e) ensure that all apparatus, equipment and gear is serviced and returned to the proper locations after each practice or fire
 - f) make recommendations to the Village Council on the repair or replacement of equipment
 - g) ensure proper use, care and protection of all Village of Bawlf Fire Department property
4. In the absence of the Fire Chief, the Deputy Fire Chief will take sole command in the event of a fire in order to ensure a safe, effective and controlled response.

Main Activities:

- a) ensure effective command and control techniques are in place at the scene of all fires
- b) make all decisions concerning the appropriate response to and method of fighting fires
- c) direct all activities at the scene of a fire
- d) ensure that fire fighters are responding in a safe and appropriate manner
- e) investigate the cause of the fire once it has been extinguished and notify the proper authorities

5. In the absence of the Fire Chief, the Deputy Fire Chief will complete administrative tasks as required.

Main Activities:

- a) maintain records on incidence of fire, injuries and loss of property
 - b) prepare the necessary paperwork for reports on all areas of fire fighting for review by the Fire Chief prior to submitting to the appropriate agencies
 - c) prepare the invoicing information after all fires for review by the Fire Chief prior to submitting to the appropriate parties
 - d) monitor the fire fighting budget
 - e) become familiar with all fire agreements, guidelines and mutual aid agreements
 - f) implement fire prevention education and awareness programs, at his/her discretion
6. Perform other related duties as required.

Knowledge, Skills and Abilities

Knowledge:

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of fire fighting techniques and methods
- ✓ knowledge of command and control techniques
- ✓ knowledge of investigation and evidence gathering techniques
- ✓ knowledge of fire fighting training programs including firearm safety, etc.
- ✓ knowledge of training techniques and methods
- ✓ knowledge of fire fighting public education and awareness program concerning protective services
- ✓ knowledge of public safety theories and methods
- ✓ knowledge of emergency response techniques
- ✓ knowledge of crowd control techniques
- ✓ an understanding of the culture and political environment
- ✓ knowledge of emergency procedures, First Aid and CPR
- ✓ knowledge of volunteer training, development and recognition

Skills:

The incumbent must demonstrate the following skills:

- ✓ leadership skills including the ability to take full command at the scene of a fire
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiation skills
- ✓ effective verbal and listening communications skills
- ✓ ability to deal effectively with people in difficult situations
- ✓ effective written communications skills including the ability to prepare reports
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes:

The incumbent must demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity

- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Deputy Fire Chief would normally attain the required knowledge, skills and attitudes through completion of Fire Fighting Training combined with several years of related fire fighting and supervisory experience in emergency, command and control situations.

The incumbent must possess a valid Alberta Driver's License appropriate to the class of vehicle being operated.

Working Conditions

Physical Demands:

The Deputy Fire Chief may be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations. The Deputy Fire Chief may regularly be exposed to water in extreme weather conditions and have to deal with resulting ice build up in winter months.

Environmental Conditions:

The Deputy Fire Chief may be exposed to noxious smoke and fumes as a result of fire. The Deputy Fire Chief may be required to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of residents. The Deputy Fire Chief may be exposed to environments that are dangerous, busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands:

The Deputy Fire Chief may be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight. The Deputy Fire Chief will require extreme levels of concentration during a fire fighting situation.

Mental Demands:

Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.

CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Deputy Fire Chief Signature

Printed Name

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position and I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Chief Administrative Officer Signature

Printed Name

Date

The statements within this document are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: January 13, 2011
SUBJECT: Sanitary Sewer Reline

PURPOSE:

The purpose of this memo is to present a proposal from Focus Corporation regarding the tendering process for the proposed sanitary sewer line work along Macrae Street.

BACKGROUND:

In 2010, the Village contracted the services of Focus Corporation to assist us with assessing the condition of the sewer lines and roadway structure along the 3.5 blocks of Macrae Street. Two reports were prepared and submitted to the Village: the Macrae Street Engineering Review and the Geotechnical Investigation for Macrae Street.

During the 2011 budget deliberations, Council decided to proceed with the necessary repairs to the sewer line, repairs to the detached manhole, milling of the encrustation built up inside the sewer line, relining the sewer lines with a fiberglass liner, and relining the residential lines (shorties) from the main line to the residential property line. This work must be tendered out, due to the TILMA (Trade, Investment and Labour Mobility Agreement) regulations.

Attached is a proposal from Focus Corporation to tender out the Macrae Street project.

ALTERNATIVES:

1. That the Village Council accept the proposal by Focus Corporation to proceed with tendering out the work required on the Macrae Street sanitary sewer lines.
2. That the Village Council not accept the proposal by Focus Corporation to proceed with tendering out the work required on the Macrae Street sanitary sewer lines.

RECOMMENDATION:

It is recommended that the Village Council accept the proposal by Focus Corporation to proceed with tendering out the work required on the Macrae Street sanitary sewer lines.

January 6 2011

File: 020100727

Village of Bawlf
Box 40
Bawlf, AB
T0B 0J0

Attention: Lynn Horbasenko
Chief Administrative Officer

Re: **Sanitary Sewer Relining**
MaCrae Street and Sanden Street

Further to our telephone conversation January 5, we have prepared the attached to identify the scope of the work, our work program, schedule and fee reimbursement. From our discussion, Council has decided to proceed as follows:

- Work for 2011 sanitary improvements to consist of the below for MaCrae Street:
 - \$ 17,000 repair worst sections of sewer main
 - \$ 9,500 repair detached manhole
 - \$134,200 fiberglass liner for 3.5 blocks (includes milling of encrustation)
 - \$134,200 fiberglass liner for shorties
- For the above noted costs, our comments were as follows:
 - The \$17 000 and \$9 5000 values were amounts estimated by IVIS Inc from their July 2010 report and did not include for contingency or engineering.
 - The \$134, 200 for the fiberglass line and lines for short services included for 10% contingency but not engineering.
- To prepare tender documents with the intent to tender early in 2011 after receiving approval to proceed. We originally intended for draft documents for the January 20th Council meeting, which will be difficult to achieve in the short time available.
- Council may elect to proceed with the lining for Sanden Street subject to funding being available. We propose to prepare two schedules in the tender document, the first schedule to include for MaCrae Street only and the second schedule for MaCrae and Sanden Streets. The tender can be prepared that permits the Village to proceed with either schedule.

We reviewed the information that IVIS Inc. prepared and have the following comments:

- For MaCrae Street
 - 37% of the sanitary sewer was not cameraed because of obstructions. With 37% being unknown, there could be additional spot repairs.
 - Spot repair cost of \$17010 as per the cost estimate from IVIS Inc.

- Relining the sewer main is \$121 338 before adding contingency. Suggest setting aside a higher contingency amount for the project.
- 22 services to a shorty reline is \$121 000. The cost assumes no related issues for the sanitary service reline.
- For Sanden Street (Possibly within the scope for 2011 subject to funding)
 - 51 % of the sanitary sewer was not cameraed because of obstructions. With 51 % being unknown, there could be additional spot repairs.
 - Spot repair cost of \$30 437 as per the cost estimate from IVIS Inc.
 - 12 services to a shorty reline is \$66 000. The cost assumes no related issues for the sanitary service reline.
- For King Street (Not within the scope for 2011)
 - 15.6 % of the sanitary sewer was not cameraed because of obstructions.
 - Spot repair cost of \$28 350 as per the cost estimate from IVIS Inc.
 - 12 services to a shorty reline is \$66 000. The cost assumes no related issues for the sanitary service reline.
- Noted that IVIS was unable to camera all of MaCrae Street and Sanden Street and in this respect the extent of additional repairs is unknown until the milling is carried out. As a result the costs may increase from those estimated by IVIS
- See the attached spreadsheet that I used to reconcile the costs from the IVIS Inc. cost estimate. The total cost for the service relining for the shorty and PL (To property line) were adjusted for Sanden Street.

We are required by senior management to enter into agreement and for purposes of an agreement the following describes the services that we would provide.

1.0 Scope of Work

We understand the scope of work to be as follows:

- Tender documents that include an overall drawing, tender schedule and specifications.
- Two tender schedules. Schedule A specifically for MaCrae St for milling, pipe lining and shorty lining. Includes for manhole reline and spot repairs at 3 locations. Schedule B to include for the work of Schedule A plus work for Sanden St that includes for milling, pipe lining and short lining. Two spot repair locations on Sanden St.
- Subject to receiving approval to proceed and assuming that approval to proceed is provided the week of January 10th, we can provide a draft tender package for the January 20th Council meeting.
- Subject to Council approval, tendering to proceed on the following basis:
 - Invitation to tender to Village of Bawlf for lodging on Alberta Purchasing Connection (APC). The Village will need to apply as a Purchaser with APC. We will forward directions on how to make application.
 - Tender advertising on APC and local newspaper.
 - Invitation to firms capable of undertaking the work that includes for but not limited to:
 - IVIS Inc. Edmonton
 - Ecoline Edmonton

- Instituform Edmonton
 - Receipt of tenders, review and recommendation on award.
- Engineering services during construction to include:
 - Construction startup and coordination with Public Work department
 - As may be required notification to the public during the construction to advise on interruptions and information on the construction that may impact service.
 - Period site visits as required on the progress of the work.
 - Weekly contact or daily communications with the contractor on work progress, issues and problem resolution.
 - Reporting to Village on work progress, problems/issues, payment and inspections.
 - Inspections and review of work undertaken to ensure that work meets the requirements of the specifications.
 - Instruction to the contractor as may be required to ensure conformity to the contract.
 - Site measurements and inspections to verify the work undertaken.
 - Review of CCTV completed work to verify conformity to the specifications and intent of the project.
 - Progress payment processing and project management services.
 - Undertake the work on an hourly basis and at our 2011 rates that are attached.
 - As directed, communications/information to property owners on the project.

Items not included in our scope of work are:

- Do not foresee a need for full time inspection unless directed by the Village of Bawlf.

We have assumed we will be provided with the following information:

- Assumed that the information provided by IVIS Inc is accurate and which forms the basis of the tender for the sanitary relining. If additional sanitary relining or repair is required, the work will likely be identified during the milling process.

2.0 Schedule

For the project, we envision the schedule to be as follows, subject to receiving approval to proceed:

1. Preliminary drawings and tender document 2 weeks
2. Review by Village of Bawlf and revisions thereafter 2 weeks
3. Tender on Alberta Purchasing Connection and local newspaper 2 weeks
4. Tender review and recommendation on award 1 week
5. Contractor mobilization to site to be determined.

3.0 Fees & Disbursements – Time Basis

For the services described above, we propose a fee on the basis of time and disbursements plus applicable taxes as outlined below. Fees will be invoiced monthly. Disbursements will be charged at the actual costs incurred plus a 5% administration charge. Disbursements include deliveries, courier, document production, vehicle expenses, travel expenses, survey equipment, etc.

Hourly rates for personnel involved in the project will be as per our 2011 Rate Schedule.

Senior Engineer/Project Manager	\$ 185.00/hr
Engineer Intermediate	\$ 130.00/hr
Technologist	\$ 125.00/hr
Technician/Drafting	\$ 130.00/hr
Administration	\$ 90.00/hr
Clerical	\$ 90.00/hr
Site Inspector	\$ 125.00/hr

Other unit rates, not all inclusive include for:

1. Mileage \$0.65/km (2 wheel drive)
2. Survey equipment \$190 day plus 2 people or \$ 500 GPS (faster) plus one person. Note: Don't expect the survey equipment is required, unless the Village requires a survey for their use.

The Client may, during the project, without invalidating this agreement, make changes in the scope of services to be provided by Focus. Additional services as requested will be provided at hourly rates as set out above and the schedule will be changed as is reasonably necessary to allow for the changes in the scope of services.

Fees for Services provided are due and payable upon receipt of our invoice. Accounts in excess of 30 days from date of invoice are surcharged with carrying charge interest at 2% per month, compounded monthly (26.8% per annum) on overdue amounts. Obtaining agency approvals is not a prerequisite for payment for services rendered.

4.0 Project Manager

Ken Kraemer will be assigned as project manager for the project with assistance from Allan Yamashita on an as needed basis.

5.0 General Provisions

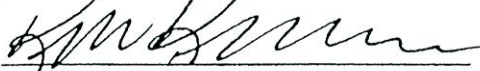
The terms of agreement for the provision of engineering services are set out in this proposal and in Terms and Conditions as appended to this proposal.

If the Client accepts Focus' offer to provide engineering services, then this proposal and the Terms and Conditions constitute the entire agreement between the parties respecting the project and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out herein.

We thank you for the opportunity to propose our services and we look forward to working with you.

Sincerely,

FOCUS CORPORATION



Ken Kraemer
Project Manager

Acceptance of Proposal

The Client accepts Focus' offer to perform the services on the terms and conditions noted in this proposal and the Terms and Conditions by signing and returning a copy of this proposal to Focus.

Village of Bawlf

Date

TERMS AND CONDITIONS APPLICABLE TO THIS AGREEMENT FOR SERVICES:

1. CLIENT'S DUTIES AND RESPONSIBILITIES

The CLIENT shall:

- 1.1. Make available to FOCUS all relevant information or data pertinent to the Services which are reasonably required by FOCUS.
- 1.2. Provide FOCUS with such instructions and authority as is necessary to FOCUS for the rendering of the Services.
- 1.3. Pay the Compensation as described on the front page of this Agreement in addition to all taxes applicable to the Compensation. All accounts submitted by FOCUS shall be paid in full within thirty (30) days of receipt by the CLIENT. Payments made after 30 days shall include interest on the outstanding balance at the rate of 2% per month compounded monthly (26.8% per annum). Obtaining agency approvals is not a prerequisite for payment for Services rendered.
- 1.4. Provide FOCUS with written notice within 30 calendar days following receipt of FOCUS' invoices in the event that the CLIENT disputes any portion of FOCUS' fees of such invoices. The CLIENT shall be entitled to withhold only the amount of the fees in dispute and the balance of the fees not in dispute shall be paid by the CLIENT without deduction or set-off. The CLIENT's failure to dispute FOCUS' fees within 30 calendar days of receipt of any invoice shall be deemed to be a waiver of all claims which the CLIENT has with respect to such invoices.
- 1.5. Designate in writing on the front page of this Agreement an individual to act as the CLIENT's Representative, such person to have complete and exclusive authority to transmit instructions to and receive information from FOCUS.

2. FOCUS' RESPONSIBILITY AND LIMITATION OF LIABILITY

- 2.1. FOCUS shall provide the Services in accordance with the standard of care applicable to similar services provided by professional engineers at the time and place the Services are provided.
- 2.2. FOCUS' responsibility may be modified by additional terms, conditions or limitations found in any specifications, reports or other documents delivered by FOCUS to the CLIENT.
- 2.3. FOCUS' field investigation, field testing and engineering recommendations will not address or evaluate pollution of soil or pollution of ground water. FOCUS will cooperate with the CLIENT's environmental consultant. FOCUS shall not be responsible for any cross-contamination resulting from subsurface investigations.
- 2.4. Any and all claims the CLIENT or any party claiming by, through or under the CLIENT has or hereafter may have in respect of the Services howsoever arising, whether in contract or in tort, shall be strictly limited to:
 - 2.4.1. Claims brought within a period of two years from the date of completion, termination or suspension of the Services;

2.4.2. The amount of FOCUS' total fees for Services rendered for the Project.

2.5. FOCUS shall not be responsible for:

2.5.1. The failure of a contractor, retained by the CLIENT, to perform the work required in the project in accordance with the applicable contract documents;

2.5.2. The design of, or defects in, equipment supplied or provided by the CLIENT for incorporation into the project;

2.5.3. Any damage to subsurface structures and utilities which were identified and located by the CLIENT;

2.5.4. Any project decisions made by the CLIENT if the decisions were made without the advice of FOCUS, or contrary to, or inconsistent with, FOCUS' advice;

2.5.5. Any consequential loss, injury or damages suffered by the CLIENT, including, but not limited to loss of use, loss of income or loss of opportunity;

2.5.6. The unauthorized distribution of any confidential document or report prepared by or on behalf of FOCUS for the exclusive use of the CLIENT.

2.6. For the purposes of the limitation of liability provisions contained in the Agreement of the parties herein, the CLIENT expressly agrees that it has entered into this Agreement with FOCUS, both on its own behalf and as agent on behalf of its employees and principals.

2.7. The CLIENT expressly agrees that FOCUS' employees and principals shall have no personal liability to the CLIENT in respect of a claim, whether in contract, tort and/or any other cause of action at law. Accordingly, the CLIENT expressly agrees that it will bring no proceedings and take no action in any court of law against any of FOCUS' employees or principals in their personal capacity.

3. FIELD SERVICES

3.1. Where applicable, field services recommended for the project are the minimum necessary in the sole discretion of FOCUS, to observe whether the work of a contractor retained by the CLIENT is being carried out in general conformity with the intent of the Service. Any reduction from the level of Services recommended will result in FOCUS providing modified certifications of the work.

4. DOCUMENTS

4.1 All of the documents, including digital information, prepared by FOCUS or on behalf of FOCUS in connection with the project are instruments of service for the execution of the project. FOCUS retains the property and copyright in these documents, whether the project is executed or not. These documents may not be used on any other project without the prior written agreement of FOCUS.

4.2 In the event the CLIENT furnishes FOCUS with any documents, information, surveys, and reports, FOCUS shall be entitled to rely on their accuracy and completeness. Any contracts for the provision of such documents, information, surveys, and reports shall be considered direct contracts with the CLIENT unless explicitly provided otherwise.

5. **INSURANCE**

- 5.1. FOCUS maintains professional liability insurance and general liability insurance. A copy of FOCUS' Certificate of Insurance will be provided to the CLIENT upon request.

6. **TERMINATION**

- 6.1. Either the CLIENT or FOCUS may terminate this Agreement without cause upon thirty (30) days notice in writing to the other at the address indicated on the first page hereof. On termination by either party under this paragraph the CLIENT shall forthwith pay to FOCUS all charges for the Services performed to the date of termination.
- 6.2. If either party breaches this Agreement the non-defaulting party may terminate this Agreement after giving seven (7) days notice to the defaulting party to remedy the breach. If the breach is not corrected or reasonable steps taken to correct the breach within the seven (7) days, the non-defaulting party may immediately terminate this Agreement. In the case of termination due to breach by the CLIENT, the CLIENT shall forthwith pay to FOCUS all charges for the Services performed.

7. **DISPUTE RESOLUTION**

- 7.1. If requested in writing by either the CLIENT or FOCUS, the CLIENT and FOCUS shall attempt to resolve any dispute arising out of or in connection with this Agreement by entering into structured, non-binding negotiations with the assistance of a mediator on a without prejudice basis.
- 7.2. If the dispute cannot be settled within a period of thirty days with the assistance of the mediator, or such longer period as might be agreed to by the CLIENT and FOCUS, the dispute shall be referred to and finally resolved by way of binding arbitration by a single arbitrator pursuant to the rules of procedure of the Arbitration Act of Alberta.
- 7.3. This Agreement is governed and construed in accordance with the laws in force in the Province of Alberta and the parties attorn to the jurisdiction of the applicable Courts of the Province of Alberta.
- 7.4. In the event of the failure of a claim brought by the CLIENT against FOCUS, the CLIENT shall indemnify FOCUS for all costs and expenses incurred by it in resisting or defending the claim including legal costs on a solicitor own client basis.

8. **SUCCESSORS AND ASSIGNMENT**

- 8.1. This Agreement shall enure to the benefit of and be binding among the parties hereto and except as otherwise provided herein on their executors, administrators, successors and assigns.
- 8.2. This Agreement shall not be assigned to any other party whatsoever without the express written consent of the other party.
- 8.3. The terms and conditions of this Agreement as set out herein, including the front page hereof, constitute the sole and entire agreement between the CLIENT and FOCUS in relation to the Services and supersedes all prior agreements between them whether written or oral.
- 8.4. This Agreement may be amended only by written agreement signed by both the CLIENT and FOCUS.

Sanitary Sewer Relining and Repairs for MaCrae St., King St and Sanden Street

MH		MH	Length	Unknown condition	Spot Repair	Reline Sanitary Sewer Main		Reline Services			Manhole Reline
								Services	Shorty	Property Line	
MaCrae											
1	2	77.4	40.5	5,670	77.4 \$ 203 \$ 15,734	3	\$ 16,500	21,600			
2	1				0 \$ 203 \$						
2	3	122.5	58.4		122.5 \$ 203 \$ 24,902						
3	2				0 \$ 203 \$	7	\$ 38,500	50,400			
3	4	123.1	24.2		123.1 \$ 203 \$ 25,024	4	\$ 22,000	28,800			
4	3				0 \$ 203 \$	1	\$ 5,500	7,200			
4	5	100.8	40.4		100.8 \$ 203 \$ 20,491	2	\$ 11,000	14,400			
5	4				0 \$ 203 \$	1	\$ 5,500	7,200			
5	6	81.4	57.5	5,670	81.4 \$ 203 \$ 16,547						
6	5				0 \$ 203 \$	2	\$ 11,000	14,400			
6	7	91.7	0	5,670	91.7 \$ 203 \$ 18,641	2	\$ 11,000	14,400			
Percent Unknown					596.9	22	\$ 121,338	\$ 158,400	\$ 9,500		
King											
8	9	119.8	27	11,340	119.8 \$ 203 \$ 24,353	1	\$ 5,500	7,200			
9	8				0 \$ 203 \$	5	\$ 27,500	36,000			
9	10	53		17,010	53 \$ 203 \$ 10,774	1	\$ 5,500	7,200			
10	9				0 \$ 203 \$						
Percent Unknown					172.8	7	\$ 38,500	\$ 50,400	\$ -		
Sanden											
11	12	105	42		105 \$ 203 \$ 21,344						
12	11			19,097	0 \$ 203 \$	3	\$ 16,500	21,600			
13	14	59.7	28.9	11,340	59.7 \$ 203 \$ 12,136	3	\$ 16,500	21,600			
14	13				0 \$ 203 \$						
14	15	122.5	120.4		122.5 \$ 203 \$ 24,902						
15	14				0 \$ 203 \$	1	\$ 5,500	7,200			
15	16	68.9	17.6		68.9 \$ 203 \$ 14,006	1	\$ 5,500	7,200			
16	16				0 \$ 203 \$	3	\$ 16,500	21,600			
16	17	51.9			51.9 \$ 203 \$ 10,550						
17	16				0 \$ 203 \$	1	\$ 5,500	7,200			
Percent Unknown					408	12	\$ 66,000	\$ 86,400	\$ -		
Totals					1177.7	41	\$ 225,500	\$ 295,200	\$ 9,500		

Item	Stated	Should be	Difference
25 \$	\$ 55	\$ 5,500	\$ 5,445
17 \$	\$ -	\$ 16,500	\$ 16,500.00
Reconcile	\$ 203,555	Total	21,945
shorty	\$ 21,945		
	\$ 225,500		

Item	Stated	Should be	Difference
17 \$	\$ -	\$ 21,600.00	\$21,600.00
Reconcile to	\$ 273,600	Total	21,600
Property Line	\$ 21,600		
	\$ 295,200		

Item	Stated	Should be	Difference
17	\$ -	\$ 21,600.00	\$ 21,600.00
Reconcile to Property Line	\$ 273,600	Total	21,600
Reconcile shorty	\$ 21,945	Total	21,945
	\$ 225,500		



Camrose Women's Shelter Society

Dec 10, 2010

Village of Bawlf
Box 40
Bawlf, Alberta
T0B 0J0

Re: Donation to Camrose Women's Shelter Society

Dear: **Village of Bawlf,**

Camrose Women's Shelter Society serves women and children in Camrose and its surrounding communities who have been affected by family violence or are in a crisis situation. Often, women come to the shelter with limited resources and cannot afford to live on their own independently after leaving their abusive relationship. The needs of the residents are many.

In order to support the continued operations of the Camrose Women's Shelter, we rely on the generosity of members of the business community, organizations, and individuals. The generous donations we receive help to improve the quality of life of the residents of the shelter, and assist with the costs that are not met by our core funding.

Camrose Women's Shelter is pleased to accept donations, whether they are monetary, or goods and services. Any donation that your organization could provide is sincerely appreciated. We are able to provide a charitable tax receipt for all monetary donations.

I would like to thank you in advance for any contribution to Camrose Women's Shelter Society. We appreciate our partnership, as we collectively strive to demonstrate care and compassion to those that are affected by violence and abuse. Together, we can support our community to help the women and children who chose to utilize our services.

I would be happy to answer any questions you might have, and can be contacted at 780.679.4975.

Sincerely,

A handwritten signature in cursive script that reads "Loretta Johnson". The signature is written in dark ink and is positioned above the printed name and title.

Loretta Johnson
Executive Director

Mayors Report December 2010

Dec 6 Councils role in disaster @ Camrose County office

Dec 13 budget meeting

Dec 15 regular council meeting

Dec 31 attended New Years Eve Party @ Bawlf Hall

Wish everyone a Happy and Prosperous New Years

January 2011

Jan 10 Lions meeting results

Feb 26 Bawlf Lions Club 30 year Charter Night

March 19 Pig and Whistle Revival

Gordie

Item: 6.9)

Report from the Administration

For the period December 10, 2010 – January 13, 2011

2010 Highlights:

- The Village of Bawlf's Tangible Capital Assets Inventory and Valuation was completed. The asset categories are: Land, Land Improvements, Buildings, Engineered Structures, Vehicles & Equipment, Cultural and Historical.
- A new financial software program (MuniWare) was installed. The program components are Accounts Payable, Cash Receipts, General Ledger, Taxes and Utilities.
- The Chart of Accounts was amended and updated to achieve consistency across all budget areas.
- A new coded filing system was created for the Village files.
- The Municipal Sustainability Plan was completed. It is a requirement for the Federal Gas Tax Fund grant.
- Eight requests for reassessments were received and all were resolved by the Assessor.
- The lift station received major upgrades (two new motors and a natural gas generator).
- The main sewer line between the lift station and the lagoon ruptured.
- A 2" flush line was installed on the dead-end line at the north end of Hanson Street to allow the line to be flushed regularly.
- The Public Works Director began his position on July 13, 2010.
- Dust control was applied to 200 metres of Vrolson Road.
- Sewer lines along Macrae, Sanden and King Streets were flushed with the sewer flush/vacuum truck jointly shared among the municipalities within the County. The lines were then videoed and a report prepared on the condition of the 1966 AC lines.
- A geotechnical study was completed along Macrae Street and a report on the substructure of the roadway was prepared.
- The water reservoir was analyzed by engineers for the purposes of acquiring grants for any future upgrade requirements (ie. for the SCADA monitoring system).
- The Village placed two high school work experience students to work in the Public Works area.
- Bylaw issues in 2010 included 5 dog related complaints, 5 unsightly premises complaints and 2 unattached trailer complaints.
- A bylaw was passed to begin a curb-side pick-up program for recyclable materials.
- The Village purchased a used 1991 fire truck with three years of certifiable life remaining.
- There were thirteen fire / motor vehicle call outs in 2010 plus three false alarms.
- The Battle River School Division modules for the Preschool/Out-of-School Care facility were delivered in June and installed in August 2010.
- A lot grading plan was created for the new block along Niblock Street.
- The Village sold one lot along Niblock Street and bought back another along Hanson Street.

- Two compliance certificates were issued in 2010.
- Development permits:

	2010	2009	2008	2007
New Homes	2		5	9
Moved-In Homes		2	1	
Building Additions	1	2		
Garages/Carports	1	3	8	2
Fences	1		3	
Decks	1	1	2	
Hobby Sheds			1	
Other	1-Preschool/OSC	1 – office reno		
Total # of Permits	7	9	20	11
Total Value	\$1,141,500	\$509,800	\$1,118,400	\$1,737,000

Administration:

- The Village Office was closed from December 24/10 to January 3/11 (inclusive).
- The January utility bill mailing has not gone out on schedule and bills will be mailed the week of January 17, 2011.
- Adjustments were required and were completed for the paperwork of our 2006-2009 New Deals for Cities & Communities (NDCC) grant.
- Minor follow up is required with Municipal Affairs regarding our 2009 AMIP and SIP grants.
- 2011 annual goals and objectives were created for the Office Administrator and the Public Works Director.
- The Village sold two cemetery plots in December 2010.
- The auditors from Wilde and Company will be at our office for two days during the week of February 14-17, 2011. The Office Administrator is beginning to prepare.
- The Village Manager attended the following external meetings:
 - December 16 & 17 – Municipal Affairs Session "Finding Agreement" (Edmonton)
 - January 6 – CAO Meeting (Rosalind)

Development:

- There were no development permits issued this past month.
- The total number of permits approved so far in 2011: zero.
- One Compliance Certificate was issued this past month. Total compliance certificates issued in 2011: one.
- A letter was sent to the owners of Lots 21-24, Block 2, Plan RN57 in December reminding them that construction must begin by January 11, 2011 as per the terms of their purchase agreement and that if they wish to delay construction, they must submit a formal request to Council. No response has been received to date.

Public Works:

- The Public Works Director is completing the daily water and sewer testing, treating and monitoring while the Water & Sewer Contractor is away. The certified coverage will be provided by the Town of Daysland.
- The PW Director will be registering for the Small Systems Water and Wastewater Training Sessions to be held April 28 & 29 in Red Deer.
- There has been an amendment to our Water Diversion License with Alberta Environment. The levels of the water in the two water wells must now be measured monthly with the data to be entered on-line.
- Water consumption was averaging 92.6 cubic metres per day in December.
- Snow plowing and sanding is occurring as required.
- The heavy snowfall during the January 7-9 storm occurred while the Public Works Director was away. As a result of a phone conversation with the mayor on Saturday, the Administration contracted Dwayne Dennis to clear parts of main street and to clear the north end of any large drifts. The Administration has since been questioned as to who authorized another resident to operate the bobcat during that same weekend and questions arose as to why driveways were cleared. This has created an awkward situation that should be rectified before the next major snowfall.
- The blade for the bobcat is being modified – adding angled sides to hold snow in while plowing.
- The Public Works Director is searching for a used one ton truck (for garbage collection and other general purposes).
- The Administration will be looking at hiring casual help in the public works area.
- The Public Works Director noted that there was lots of garbage collected over Christmas.
- I contacted Mark Pederson after the last Council Meeting to inform him that Council passed the recycling bylaw and to report that Council was in agreement with purchasing the recycle boxes in order to reduce the monthly rate to residents. He indicated that there would be a slight delay in getting the boxes due to a backlog in production. I learned that we are not able to have pick-ups on Fridays – Can-Pak has included Bawlf on the same day as Hay Lakes' pick-ups, which is occurring on Mondays. How do we feel about that?

Parks and Facilities:

- The Public Works Director has been maintaining the outdoor rink. Things appear to be going well – we have not heard any complaints about the quality of the ice.
- Snow was cleared at the cemetery prior to Christmas and again in preparation for a funeral.
- Letter has been sent to the resident utilizing a storage room in the old hall regarding a rental rate of \$100/month as set by Council. There has been no response to date.

By-Law Services:

- There were no bylaw complaints this month.
- The owner of Lots 5-8, Block 3, Plan LVII received a Compliance Order; a ticket should be issued in the coming weeks, as per the Bylaw Enforcement Officer.
- If the Village signed a Live Animal Trapping Agreement with Alberta Animal Services, there would be no increase to the monthly contract fees. If a cat or skunk was trapped, fees for boarding or disposal would apply.

Fire Department:

- No fire report was received this month.
- The Administration is not aware of what arrangements have been made regarding leadership while the Fire Chief is recovering.
- The 2009 net suburban revenues have been paid to the Firefighters' Society in the amount of \$6448 as well as the 2009 group honorarium in the amount of \$1000. Both amounts will be coded to the fire reserve when the 2009 audit is completed.
- The 2010 hourly honorariums, the 2010 annual honorariums to the Fire Chief and Deputy Chief, and the 2010 Fire Practice Compensation were paid in December. Honorariums totalling less than \$1000 are tax exempt - any amounts over \$1000 are taxable and T4's will be issued for those amounts.
- The Administration will be calculating the net 2010 suburban revenues owing to the Firefighters' Society after the 2010 emergency call summary is completed and submitted by the Fire Department.

2011-01-12

Bawlf Public Library Meeting

Bylaws and Policies are still being worked on to be updated and more current.

Workshops being held:

February 17 – Beginner Genealogy 1-4pm (No charge)

Instructor: Sherran Dermott

- learn how to build your own family tree.
- learn about the varies sources available

March 24 – Scrapbooking 7-9 pm (charge of \$5 per person)

Instructor: Trudy Benke

- card making techniques
- scrapbooking head to toe

Note: The Library board is wondering if they may use the board room for a 15 to 20 minute break, where the whole group could have coffee and cookies, on Feb.17 instead of being in the library? The group will clean up after the workshop.

Audits this year are being done by Shirley Erickson.

The Library Board are continuing to have problems with the heating the way it is. Board minutes will be available shortly, they needed corrections.

There have been discussions held with Pastor Bill from the Bawlf Lutheran church, regarding telling stories to our younger children as well as our youths, in the future. Details are being worked on. We are looking very forward to this.

Upcoming Fundraisers:

In February: V.I.P. Meats

In April Flower & seed sales



Item: 6.c)

Notes from the
Shirley McClellan Regional Water Commission Meeting
December 16th in Castor

- 1st full year
- didn't hit projected water use – volume not as high as projected
- 2011 Budget was reviewed
 - Within the budget there is \$36,000 for Project Manager – this is salary for John Van Doesburg. From what I gathered he went from Consultant to Project Manager for the Commission. John mentioned that he had served his one year notice and would end his employment with the commission at the end of 2011.
 - After an "In-Camera" session, the Commission advised John that they would like to retain his services for 6 months. The commission feels that after 6 months they will be able to run the commission with the assistance of Tim from County of Stettler handling the administrative duties.
- Per Community Break Down was an agenda item. Rick Kargaard from Big Valley spoke about the Admin Costs. A lengthy discussion ensued about how all 16 municipalities were paying the same for Admin costs. John and Tim along with other members of the commission indicated that's what was decided in the beginning. I indicated that the Village of Bawlf does not expect a "free ride" but indicated that the Administration costs we were paying was high and felt that there should be some formula for which the users are paying more than the non-users because there would be more Admin costs associated with using the line.
- John and Tim both indicated that the By-law indicates the costs divided by 16 municipalities. A change in the By-law would be required.
- The issue will be brought up at the next meeting. John indicated that this issue would take a long time to fix.
- I learned that in 2011 the Village of Bawlf has a debenture payment for the waterline of \$5,527. The Admin costs for 2011 will be \$7612. For a total of \$13,139.00
- The debenture is for 20 years. Bawlf's debenture at the time of the meeting is \$110,048.
- Mr. Kargaard also spoke about the fact that they may withdraw from the Commission. He was told that if Big Valley chose to withdraw they may not get back in to the commission when they needed to AND even if they did withdraw from the commission the debenture payment will still be their responsibility. The only way to get out of the commission totally is to sell your portion of the waterline.
- They spoke many times about the agreement and By-law 1. There seemed to be a few people at the meeting that indicated they did not have a copy of these documents. After the meeting I requested that Tim send us a signed copy of the agreements.
- Our allotment of the waterline is 2%.
- The 2011 Water rates will increase to \$1.75/cu from \$1.60/cu in 2010.
- 3 legal issues were discussed "In Camera"

Item: 6.c)

- The commission is creating a "stabilization account". The Town of Stettler is paying back the commission \$19,691.00 for 2009. The Commission is afraid that because the water usage is down in 2010 they will owe the Town money so decided to put the \$19,691.00 refund into a separate budget line in case.
- The commission will create a reserve account. The talk was that this would be funded by the users of the line.
- The Summer Village of White Sands want an adjustment of water consumption looked at. They believe their allotment is way too high
- There will be a Supper held on January 13 at 6 pm at the Castor Hall for the old & new Board members. Photos will be taken.
- The next Commission meeting will be held on February 10th at 6pm at the Paintearth County Office.

Bawlf Fire Fighters Committee
And
Village of Bawlf Protective Services Committee

Notes from the Meeting held on January 13, 2011

Present:
Merlin Bergquist
Karen Robbins
Armand Magnin
Reta Porter
Jody Yuha

Absent
Kaylyn Genio

The following policies were reviewed:

- Fire Department Annual Honorariums
- Fire Department Hourly Honorariums
- Fire Department Practice Compensation
- Fire Department Training Compensation

The Bawlf Fire Fighters Committee agreed with the policies as presented.

The following Job Descriptions were reviewed

Fire Chief – it was noted that a couple of additions were made to the job description 3.(c) and 3 (e)

Deputy Fire Chief – it was noted that under Section 5 (b) & (c) the wording be amended to read

5(b) prepare the necessary paperwork for reports on all areas of fire fighting to be reviewed by the Fire Chief prior to submitting to agencies

5(b) prepare the information for the invoice for the appropriate parties after all fires for review by the Fire Chief prior to submitting

K. Robbins indicated that the reason for these amendments is because currently the Deputy Fire Chief does not have his designation under the Safety Codes and is not eligible to sign these forms.

Discussion ensued regarding the fact that a Fire Chief could take an extended vacation and be out of the area for a month or two and there would be a necessity for the Deputy Fire Chief to be authorized to sign these forms.

K. Robbins indicated that she has been trying to find out the answers from the Fire Chief.

It was suggested that she contact Don Rosland prior to Wednesday's Council meeting to confirm.

The Bawlf Fire Fighters Committee agreed with the Job Descriptions with the amendments to the Deputy Chief's job description.

The Fire Fighters Committee indicated they are trying to find someone to take the required one week training for the Safety Codes course.

M. Bergquist asked about the status of fire hall expansion. He questioned the reason that it was not going ahead was because of the high cost?

J. Yuha indicated that the Village has not seen the plans or received a quotation from the Fire Department.

R. Porter indicated it was not within the Fire Department budget and the Village never received any information from the Fire Department. This information was to be received prior to budget deliberations.

K. Robbins indicated they are still trying to locate the plans. Fire Chief Blatz indicated the plans are at the Village Office.

It was reported that Fire Chief Blatz indicated at an earlier meeting he had a set of plans at his residence. K. Robbins agreed.

R. Porter asked about the list of Fire Fighters. She asked if this was a current list?

K. Robbins and A. Magnin indicated that Dave Genio and Glen Lock were no longer Fire Fighters.

R. Porter asked if they received letters of resignation? Have the keys and pagers been turned in?

K. Robbins indicated she didn't know.

Discussion ensued about getting a keypad instead of all the keys that are required for the fire fighters.

R. Porter asked about the required repairs on Pumper Truck.

M. Bergquist indicated they cannot get the truck started. They have tried twice. He indicated it's not fixable. He indicated the fire department has decided they don't require the unit and the Village can sell it.

The snuffer truck has been inspected and is good for another year.

R. Porter confirmed that the suburban got new tires.

K. Robbins indicated yes, but now there may be some work required on the brakes.

R. Porter asked if Fire Chief Blatz has resigned?

A. Magnin and K. Robbins indicated yes, but he is staying on because of the Safety Codes requirement.

Has he submitted a letter of resignation?

The response was no, does he have to?

There should be a letter of resignation from the Fire Chief if he is resigning.

BOARD MEETING HELD ON NOVEMBER 15, 2010 AT 9:00 A.M. AT CDSS

Dennis Wishnowski Representing the Participating Villages within the Camrose
County

John Howard in the Chair

Call to Order John Howard called the meeting to order at 9:00 a.m.

Agenda Max Lindstrand: That the agenda be approved as revised. Carried.
30/2010

31/2010 Minutes Dennis Wishnowski: That the budget minutes of the October 13, 2010 meeting be approved as circulated. Carried.

Financial Statements Val Faucher presented the financial statements for the period ending September 30, 2010.

32/2010 Dennis Wishnowski: That the financial statements for the period ending September 30, 2010 be approved as presented. Carried.

Global Budget 2010 Margaret Holliston presented the 2010 Global Budget dated October 22, 2010.

33/2010 Doug Lyseng: That the Global Budget dated October 22, 2010 be accepted as information. Carried

Policy Margaret Holliston presented proposed amendments to the CDSS Personnel Policy.

34/2010 Max Lindstrand: That Bereavement Leave, Compassionate Leave and Maternity Leave sections be deferred for further revision and comparison to the City of Camrose and Camrose County policy, for review at the January, 2011 Board Meeting. Carried.

35/2010 Dennis Wishnowski: That the revisions to the CDSS Personnel Policy, excluding Bereavement Leave, Compassionate Leave and Maternity Leave, be approved as presented and as amended. Carried.

Board Margaret Holliston in the Chair

Mtg. Margaret Holliston called for nominations for the position of CDSS Board Chair.

36/2010 Chair	<p>Max Lindstrand: Nominated John Howard to the position of Chair. Carried.</p> <p>John Howard accepted the nomination.</p> <p>Margaret Holliston called for nominations for the position of Chair for a 2nd and 3rd time. As there were no further nominations Margaret Holliston declared nominations closed. Margaret Holliston declared John Howard to be Chair of the CDSS Board by acclamation.</p>
Vice Chair	Margaret Holliston called for nominations for the position of Vice Chair.
37/2010	<p>Max Lindstrand: Nominated Doug Lyseng for the position of Vice Chair. Carried.</p> <p>Doug Lyseng accepted the nomination.</p> <p>Margaret Holliston called for nominations for the position of Vice Chair for a 2nd and 3rd time. As there were no further nominations Margaret Holliston declared nominations closed. Margaret Holliston declared Doug Lyseng to be Vice Chair of the CDSS Board by acclamation.</p>
Appointment of Secretary 38/2010	Vern Peterson: That Margaret Falk be appointed Recording Secretary to the CDSS Board. Carried.
Auditor Appointment	<p>CDSS will follow the Camrose County appointment of an auditor as per the municipal agreement.</p> <p>John Howard assumed position of Chair.</p>
Meeting Dates	Doug Lyseng: That the CDSS Board meeting dates for the remainder of 2010 and for 2011 be set as November 15 & December 13, 2010, and January 17, February 23, March 21, April 18, May 16, June 20, September 19, October 17, November 21 and December 19, 2011. Carried.
39/2010	Dennis Wishnowski: That Margaret Holliston and John Howard be appointed voting delegates for the FCSSAA annual meeting. Carried.
FCSSAA Resolutions	The 8 resolutions that will be put forward at the FCSSAA Annual General Meeting were reviewed, and voting instructions were given to Margaret Holliston and John Howard.
Member Reports	<p>Dennis has been meeting with the Village Councils.</p> <p>John Howard welcomed Vern Peterson to CDSS Board.</p>
Director's Report	
Provincial FCSS Outcome Steering Committee	Margaret Holliston has been invited to sit on the Provincial Outcome Measures Steering Committee.
Community Mapping	CDSS and FRC-PLC is considering application to host the Alberta Education Early Childhood mapping/community development project.
Prairie Central FASD Network	CDSS and FRC-PLC has made application to host and the Prairie Central FASD Network project.

**Volunteer
Centre**

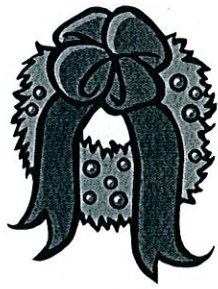
Due to declining funds, the Volunteer Centre will shut down in the spring of 2011. CDSS may pick up some of the programming, i.e., the clubs and organizations database.

Next Meeting

Monday, December 13, 2010 @ 9:00 a.m.

Recording Secretary

Chairman



CDSS NEWS



December 2010

This fall has been a busy one for CDSS, though October municipal elections resulted in only one change to the Board of Directors. Returning members include John Howard (Chair) and Max Lindstrand representing City Council, Doug Lyseng (Vice-Chair) representing County Council, and Dennis Wishnowski representing the seven CDSS Villages. We did, however, have to bid a fond farewell to Harvey Benke, who represented the County on and off for many years, often serving as CDSS Board Chair as he did over the past three years. At the same time, we were delighted to welcome back Vern Peterson as our new County representative (Vern has also been on the CDSS Board before), and are grateful to Glen Nelson for continuing as alternate rep for the County.

CDSS, as many people know, is the FCSS program for Camrose and District. FCSS, in turn, is a provincial-municipal partnership to provide preventive social services to Albertans. Towards the end of November, Executive Director Margaret Holliston and Board Chair John Howard attended the annual FCSS Association of Alberta AGM and Conference in Edmonton. Eight resolutions were passed, most of which concerned inadequate FCSS funding levels and/or the need to address increased pressure on FCSS budgets which has effectively pushed the FCSS prevention mandate to its very limits as programs struggle to make up for other funding cuts that have had major effects on our partners in the not-for-profit voluntary sector - all trickling down to local services for citizens and communities.

Folks at CDSS do tend to be budget conscious, especially at this time of year, as programs work to secure additional grants and donations to augment FCSS funding for the year ahead. Battle River Community Foundation recently gave several programs a much-appreciated boost, including the Family Resource Centre (a Parent Link Centre), the Family Violence Action Society and the Rural Communities Program. As well, Camrose and District Pre-School had a very successful fall fundraiser, while Camrose and District Home Support hopes to benefit from the provincial Community Spirit Program. Community Spirit grants partially match individual donations only - something to keep in mind when it comes to planned giving.

This fall, 2011 budget decisions were all the more difficult as FCSS revenue did not increase, even though CDSS programs face increased costs and decreases in other sources of revenue. Thankfully, the County pledged its intention to give CDSS an extra \$10,000 again for 2011 (as it did last year), encouraging us to ask the City to match that extra \$10,000 - which we did, of course! We also asked each of the seven Villages for a little more; already New Norway Council has approved a "top-up" and the other Village Councils are considering doing the same.

CDSS will help fund the following programs and services in 2011: Camrose Boys and Girls Club; Camrose and District Home Support/Meals on Wheels; Camrose and District Pre-School; Family Resource Centre (A Parent Link Centre); Family Violence Action Society; Hay Lakes Play School; The Open Door; OSCAR Out-of-School Care; Rural Community Programs; Service Options for Seniors; and the community development, information and referral, personnel management and administrative support provided through CDSS "Community".

One final and important monetary note: although CDSS programs will again share the base FCSS revenue of \$773,180 in 2011, that money will help them leverage other grants and donations, including, in some cases, affordable (often subsidized) program fees. In fact, 2011 combined revenue (FCSS and non-FCSS) for CDSS programs is estimated to come in at well over \$2 million! We *have* been affected by other grant reductions, but we do know how to persevere and carry on.

The CDSS office will be closed December 24, 25, 27, 28, and 31. We will be open for business as usual January 3. We at CDSS are looking forward to some rejuvenating down-time with family and friends, and wish everyone else the same. Merry Christmas! Happy New Year! In the true spirit of Christmas, let's remember to remain hopeful, helpful, gracious and kind (to ourselves as well as to others) throughout all of 2011.



For more information, please call 672-0141

RED DEER RIVER MUNICIPAL USER GROUP

ADMINISTRATIVE OFFICE:
C/O TOWN OF DRUMHELLER
703 - 2nd Ave. West
Drumheller, Alberta T0J 0Y3
Phone: (403) 823-1339 Fax: (403) 823-8006

December 17, 2010

The Mayor & Council
Village of Bawlf
Box 40
Bawlf, Alberta
T0B 0J0

Dear Mayor & Council;

Re: Red Deer River Municipal User Group

The Red Deer River Municipal User Group (RDRMUG) is currently represented by 37 Urban and Rural Municipalities which draw their water needs directly from the Red Deer River or use a regional water system to meet the needs of their municipality.

Established in 2005 the RDRMUG provides a unique and essential platform for members to work together towards shared goals. By involving only municipalities and representing elected officials the group is able to focus on long term sustainability that include but not exclusive to the following:

Mandate and Objectives:

- Establish and maintain a comprehensive information base that will provide consistent and current information pertaining to water issues.
- Provide a forum for municipalities to discuss water supply, water use and water quality.
- Serve as an advocate of municipal interests in the supply, use, delivery and quality of water.
- Insure that reliable quality water supplies are available for a sustainable and growing economy in each of our municipalities.
- Continually work toward a healthy and balanced aquatic ecosystem.

As your Municipality is a member of the **Shirley McClellan Regional Water Services Commission** the RDRMUG would like to invite a member of your Council, along with your CAO to attend a future meeting and learn more about RDRMUG.

The next meeting of the RDRMUG is:

January 20, 2011
1:00pm
Drumheller Civic Centre
Drumheller, Ab

Or you can visit our website: www.rdrmug.ca

Item: 7.c)

Please feel free to contact me if you would like any additional information on the RDRMUG.

Yours truly,

A handwritten signature in black ink, appearing to read 'Keith Ryder', with a large, stylized flourish extending from the end of the signature.

Keith Ryder
Executive Director,
Red Deer River Municipal User Group
www.rdrmug.ca

Email: execdir@rdrmug.ca

KRR

Item: 7.c)

David Knipe Memorial Library

Board Minutes

December 8, 2010

Present: Julie Ewashko, Shelly Erickson, Betty Crow, Amber Wood, Fern Reinke, Michelle Beattie, Karen Robbins, Dawn Buttner

Meeting called to order @ 7:04p.m.

Amber moved to approve agenda.

Minutes for October were approved by Amber.

A few changes needed in Nov minutes. Karen didn't come in 8:15pm but rather closer to 9pm. Under new business (G) it should have read that we need to follow up with Lynn, not Jody. Shelly approved minutes with changes.

Business out of Minutes:

- a) Julie still trying to recruit new board members, we need at least one more member. She sent message to Morning News but hasn't seen anything yet. She knows a neighbour she'll ask. Will also look at possibilities on Sunday at the kids Christmas party. Julie stated she was willing to call if anyone knew of anybody else.
- b) Amber doesn't have time to look into it until February. Julie offered to help. Still need contact name and phone #. Karen had given it to Betty on a small piece of paper. Betty found it before the meeting was over. Amber to bring casino folder to Christmas party on Sunday.
- c) Fern, Amber and Julie went to all county/village meetings. Rosalind asked the most questions and will be talking to their seniors about stopping in. Camrose was mostly interested in our survey. Bawlf had no questions. At the meeting Julie went over the library's priorities for 2011, what we did in 2010. Amber spoke of money and Fern spoke of services. Fern believes presenting a united front such as this is more effective than sending a letter.
- d) Shelly spoke with Jody, she's not really interested but will let us know for sure in January once she knows her schedule. Julie is hoping that Jody can finish what she started and then she's willing to take it over. Shelly will talk to Jody. Ideally Julie would like to see this happen in January. That meeting will be booked at the monthly January meeting. Also it was mentioned that we should start a welcome package for new board members which would include roles/responsibilities, bylaws and plan of service.
- e) Same as before. Fern to look into it. Nov bill however was paid twice so we don't have to pay December's.
- f) Trudy Benke did call back regarding a card making/scrapbooking workshop. She'd be interested in doing one in March. Trudy suggested bringing 3 projects (card, invitation, etc). Ideally she would charge \$10 for materials and if people wanted to order more from her they could at a later date. We

will register 6-8 people in advance. Karen will see about using town boardroom for space. Julie suggested a Thursday, Trudy was okay with that. Karen will look at Thursdays in March for boardroom use.

Also, in February Sharon Dermott is interested in giving a beginner's genealogy class. She offered Sundays or Thursdays. She'd prefer an afternoon as most seniors would prefer that to an evening. We would also need to take registrations ahead of time for that. She would rotate them through computers and will provide tip sheets for websites. We will pick a date for this at the January meeting. Betty thinks a Thursday early evening would work. Julie will call back both Trudy and Sharon to give them tentative dates.

- g) Tickets/advertising: Michelle gave to all elementary classes at Bawlf School. Julie got some to Rosalind. On Monday Julie's husband gave them out to the playschool in Bawlf. Betty put up flyers at the store, community bulletin board and at the Homestyle Cafe. It was also advertised in the school newsletter at least twice. Julie also posted it on Twitter.

Door Prizes: Michelle picked up four books at Books for You. The bookstore gave us a 25% discount. Amber will have a set of movie tickets for Sunday. For adults we'll give a library membership, Fern or Betty will make up a nice letter for that. For the draw at the door, there will be different containers for different age groups. Fern and Betty will cut up the paper and Julie will bring containers. So far 50 goodie bags have been made up containing a juice box, candy and stickers.

Games: Michelle and Julie to bake gingerbread cookies. Betty also has a dozen cookies at home she'll bring. Fern bought 1 pkg of icing sugar and food coloring. Shelly will make icing and bring it to hall, to color it there. Shelly will also note how much we made/used so we know for next year. Julie will pick up little cups for icing.

Santa's Chair: Michelle arranged to use Rebecca Bridger's chair and will pick it up the morning of party.

Juice/Food: Erica offered us her roaster for the hot dogs. Michelle to get juice jug from McDonalds. Coffee/ Tea we have already.

Setup: we'll meet at 10am at hall. Michelle, Fern and Betty will meet at library at 9:30 to load supplies. Betty to get hall keys on Thursday. Gladys will come help from 1-3pm.

- h) No news on audit. Fern called Debbie Bisson but nobody answered and there was no machine to leave a message. Shelly will ask Shirley Erickson. Ambers stated that we also need someone to look at Friends of the Library's books so she can file annual report. Shelly will ask Shirley about that as well. Speaking of Friends, it was also noted that a new board would be needed there as most of those members have resigned. We'll discuss it at the January meeting.
- i) Julie received a \$25 donation from Walmart for support of our Christmas party. No other letters went out. We will wait to approach thrift store until we really need something. Thank you note needs to be sent to Walmart. If Julie gives Michelle the info, she'll do it.

Treasurer's Report:

All data to date inputted into Simply Accounting, but not 100% correct. The account balances are off a bit from the manual ledger so some minor errors were made during the posting process. We received the Municipal sustainability Grant and the ACD Grant came through. Remainder of capital dollars is for computer. Basically in Sept and Oct we received all our funding for the 2010 year.

We received a letter from Lynn at the town office about the \$1250 annual contribution to the library renovations. In the letter Lynn stated that she'd spoken with the town's auditor and the auditor recommended we do the following: Renovation Contribution-Village \$12,500, Current Note Payable (\$1250), Long Term Note Payable (11,250).

Amber recommended writing a response asking to speak to the town's auditors as we don't want to commit to the \$12,500. It was agreed that the library would attempt to pay it, not that it would guarantee to pay it. Amber will double-check with Pat from Municipal Affairs on how to show the dollars we owe the town in our statements. Once we have that, we'll send another letter to the town.

Librarian's Report: Fern suggested giving Andrea McLean a \$25 gift certificate for Books For You to thank her for her time. Michelle made the motion and Amber seconded. Betty went to Lynn regarding heat issues in the library. The other day it was 23.4 degrees, much too hot. Lynn was not responsive. We are still having heat issues. Karen also tried bringing this issue to the village council. Council was also unresponsive, stating that enough had already been done in that regard. We may have to look at going to a council meeting as a board to try to take this further. Betty and Fern will record daily temperatures for next few weeks.

New Business:

- a) Amber proposes we give each Betty and Fern an honorarium since we have funding and they were accommodating during renovations. Amber motioned that they each get \$250.00 after taxes. Shelly seconded. Michelle will bring in 2 Christmas cards on Sunday that we can all sign and then have the cheques put into.
- b) \$40.00 used to be on bank statement, but it's suddenly gone. Amber and Shelly to look into.
- c) Also Fern wondered if she could buy DVD's with casino money. Amber couldn't see why not but decision needs to be made by Friends of the Library.

Correspondence:

Got a cute fundraising card joke from Gladys.

Adjournment:

Meeting was adjourned at 9:15 p .m

Next Meeting January 12, 2011

