



## **AGENDA**

### **Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Wednesday, June 8, 2011 – 7:00 p.m. Council Chambers**

#### **1. CALL TO ORDER**

#### **2. DELEGATIONS**

- a) 7:00 p.m. – AMSC Insurance re: Liquor Liability Insurance (Susanne Meters)

#### **3. GENERAL GOVERNMENT**

- a) Agenda

**Motion** to adopt as presented

- b) Minutes of the Regular Meeting of Council held May 18, 2011

**Motion** to adopt as presented

- c) Accounts Payable – May 2011

- d) Financial Statement – May 2011

#### **4. BUSINESS ARISING**

- a) AMSC Insurance re: Liquor Liability Insurance – no memo

**Discussion/Motion**

- b) Tendering Process to Replace Sewer Mains

**Motion**

- c) Reminder About Councillor Roles and Responsibilities

**Motion**

#### **5. NEW BUSINESS**

- a) Set Date for Annual General Meeting – no memo

**Discussion**

- b) Fire Department Additional Budget Items – Councillor Robbins

**Motion**

#### **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
- School Council
- Other

**7. CORRESPONDENCE**

- a) CDSS Minutes – April 18, 2011
- b) Help Slave Lake Rebuild Notices

**8. CONFIDENTIAL ITEMS**

- a) 2010 Unsigned Audited Financial Statement
- b) Village Manager Performance Review

**9. 2010 Unsigned Audited Financial Statement**

**Motion to Accept**

**10. ADJOURNMENT**



## MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE VILLAGE OF BAWLF

In the Province of Alberta held on  
**Wednesday, May 18, 2011 at 7:00 p.m.**  
**In the Bawlf Village Office**

### PRESENT:

Mayor G. Blatz, Deputy Mayor Yuha and Councillors Blatz, Reinke & Robbins  
Lynn Horbasenko, Village Manager  
Tiffany Paul, Public Works Director  
Jocelyn Sparks, Communications Coordinator  
Vern Bernes, Canada Malting Company  
Allan Yamashita, Focus Corporation  
Ratepayers Terri Blackwell and David Gray

### 1. CALL TO ORDER

Mayor G. Blatz called the meeting to order at 7:00 p.m.

### 2. DELEGATIONS

#### a) CANADA MALTING

Vern Bernes outlined issues with the existing sewer line at Canada Malting and alternatives being explored to remedy the current problems resulting from lack of grade and possible line collapse. Mr. Bernes requested a letter from the Village to Canada Malting indicating awareness and approval of Canada Malting's plans to install either a septic tank or grinder pump, to assist in attaining necessary permits from the City of Camrose.

Allan Yamashita joined the meeting at 7:08 p.m.

Vern Bernes left the meeting at 7:14 p.m.

#### b) FOCUS CORPORATION

Allan Yamashita reviewed the tenders and progress on project to date, explaining differences between proprietary and non proprietary sewer lines. Options for going forward were discussed. Focus Corporation recommends that Council pass a motion to reject all tenders.

Allan Yamashita left the meeting at 7:40 p.m.

### 3. GENERAL GOVERNMENT

a) *AGENDA*

**MOTION 64/11: MOVED BY** Councillor Robbins to accept the Agenda with the addition of Items: 5. h) Letter from Camrose County.

**CARRIED.**

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD APRIL 26, 2011*

**MOTION 65/11: MOVED BY** Councillor Blatz that the Minutes of the Regular Meeting of Council held April 26, 2011 be accepted as corrected.

**CARRIED.**

c) *ACCOUNTS PAYABLE FOR APRIL, 2011*

Accepted for audit purposes.

d) *FINANCIAL STATEMENT FOR APRIL, 2011*

Accepted for audit purposes.

**MOTION 66/11: MOVED BY** Deputy Mayor Yuha that the Village Council pay the bank loan for the lagoon out of reserves, with payment annually back to the reserve or to a separate account as necessary for auditing purposes.

**CARRIED.**

**4. BUSINESS ARISING**

a) *CANADA MALTING DELEGATION*

Canada Malting will pursue either improvement to existing sewer line or replacement with septic tank system.

**MOTION 67/11: MOVED BY** Councillor Blatz that the Village Council ask the Administration to write a letter in support of Canada Malting installing either a grinder pump to the existing sewer line or a septic tank sewer system.

**CARRIED.**

b) *SANITARY SEWER LINES COSTS AND RECOMMENDATIONS*

Council discussed cost variances, roadway reconstruction priorities, and impact of the various options.

Village Manager left the meeting at 8:01 p.m. and returned at 8:02 p.m.

Ratepayer Terri Blackwell left the meeting at 8:07 p.m. and returned at 8:09 p.m.

Councillor Blatz left the meeting at 8:18 p.m. and returned at 8:20 p.m.

Village Manager left the meeting at 8:20 p.m. and returned at 8:20 p.m.

**MOTION 68/11: MOVED BY** Deputy Mayor Yuha that the Village Council reject all tenders received for the sanitary sewer rehabilitation on Macrae, Sanden and/or King Streets.

**CARRIED.**

**MOTION 69/11: MOVED BY** Councillor Blatz that the Village Council ask the Administration to explore the possibility of developing a tender document without engineering assistance for the total replacement of the water and



sanitary sewer lines on Macrae, Sanden and/or King Streets, and if possible, proceed in sending out invitations to tender.

**CARRIED.**

c) *SPECIAL TAX BYLAW #577/11*

A by-law of the Village of Bawlf to provide a special tax to raise revenue to pay for a specific service or purpose by imposing three special taxes.

**MOTION 70/11: MOVED BY** Deputy Mayor Yuha that the Village Council give third reading to Bylaw 577/11.

**CARRIED.**

d) *MIL RATE BYLAW #578/11*

A by-law of the Village of Bawlf to authorize several rates of taxation for the 2011 taxation year.

**MOTION 71/11: MOVED BY** Deputy Mayor Yuha that the Village Council give second reading to By-Law 578/11.

**CARRIED.**

**MOTION 72/11: MOVED BY** Councillor Blatz that the Village Council give third reading to By-Law 578/11.

**CARRIED.**

e) *CAN-PAK GARBAGE AND RECYCLING AGREEMENTS*

The original proposed agreement between the Village of Bawlf and Can-Pak Environmental for the collection of garbage and recyclable materials within the Village limits was separated into two agreements.

**MOTION 73/11: MOVED BY** Councillor Reinke that the Village Council approve the two agreements for garbage collection and recyclables collection as prepared by Can-Pak Environmental effective February 1, 2011.

**CARRIED.**

f) *ALCOHOL LIABILITY INSURANCE FOR HALL RENTALS*

Additional information was presented regarding whether alcohol liability insurance is required for events booked at the Bawlf Community Centre.

**MOTION 74/11: MOVED BY** Councillor Blatz that the Village Council ask the Administration to invite the Village's insurance agent as the first delegation at the June Council Meeting for the purpose of clarifying the matter of insurance coverage with respect to consumption of alcohol during events at the Bawlf Community Centre.

**CARRIED.**

g) *2011 OPERATING AND CAPITAL BUDGET*

The final copy of the 2011 Operating and Capital Budget was provided for information as approved at the April 26, 2011 Regular Council Meeting.

**5. NEW BUSINESS**

a) *2010 AUDITED FINANCIAL STATEMENT*

The 2010 Audited Financial Statement was presented for approval by the Village Council. The Village Manager will obtain clarification from the auditors based on requests from Council.

**MOTION 75/11: MOVED BY** Councillor Reinke that the Village Council table the approval of the 2010 Audited Financial Statement to a future meeting.

**CARRIED.**

b) *DATE FOR ANNUAL GENERAL MEETING*

The date for Annual General Meeting will be set following approval by Village Council of 2010 Audited Financial Statement.

c) *DAYS LAND DRAINAGE AUTHORITY COST SHARE AGREEMENT*

Discussion took place regarding whether the Village should pursue discussions with the Daysland Drainage District regarding cost sharing options when the Daysland Drainage Ditch requires spring snow removal.

**MOTION 76/11: MOVED BY** Deputy Mayor Yuha that the Village Council ask the Administration to send a letter advising the Daysland Drainage District of the snow removal costs incurred by the Village of Bawlf in order to prevent flooding of the Village from the drainage ditch and further that the Village request the Daysland Drainage District consider assisting with the costs.

**CARRIED.**

d) *WATER TREATMENT PLANT MOTORS*

The Village Council was informed of an incident with the motors at the water treatment plant on Saturday, April 30, 2011 resulting from a power outage.

**MOTION 77/11: MOVED BY** Councillor Blatz that the Village Council table the decision regarding the purchase of a back up motor for the water treatment plant to a future meeting.

**CARRIED.**

e) *WATER AND SEWER SERVICES CONTRACT*

Councillor Reinke left the meeting at 9:06 p.m.

The Village Council discussed the rate of compensation for the interim water and sewer services contractor.

**MOTION 78/11: MOVED BY** Councillor Robbins that the Village Council authorize the compensation rates of \$30/day for normal routine daily duties and \$30/hour for tasks above and beyond the normal routine daily duties for the interim water and sewer services contractor.

**CARRIED.**

Councillor Reinke returned to the meeting at 9:08 p.m.

f) *DUST CONTROL*

The Village Council discussed whether the Village should apply a dust control product to sections of Vrolson Road and Railway Avenue.

{ Abstained  
from  
vote



**MOTION 79/11: MOVED BY** Deputy Mayor Yuha that the Village Council approve application of a dust control product to 200 metres of Vrolson Road north of Alberta Avenue and to 350 metres of Railway Avenue east from the end of the pavement to the end of the outfield fence of the ball diamond as soon as possible.

**CARRIED.**

*g) ROLES & RESPONSIBILITIES OF OFFICIALS IN LOCAL GOVERNMENT*

The Village Manager presented additional information regarding roles and responsibilities of the Councillors, Mayor, and CAO and an opportunity to hold an information session facilitated by Municipal Affairs.

**MOTION 80/11: MOVED BY** Councillor Reinke that the Village Council accept the details regarding hosting a Municipal Affairs session on roles and responsibilities as information.

**CARRIED.**

*h) CAMROSE COUNTY FIRE PROTECTION SERVICES LETTER*

Discussion arose regarding a letter from Reeve Don Gregorwich of Camrose County concerning fire protection services and the Fire Chief retirement status in the Village of Bawlf.

**MOTION 81/11: MOVED BY** Councillor Reinke that the Village Council ask the Administration to draft a letter under the Mayor's signature to inform Reeve Gregorwich that Rod Blatz will resume duties as acting Fire Chief effective immediately.

**CARRIED.**

**6. STANDING COMMITTEE REPORTS**

*a) MAYOR'S REPORT*

As attached to these Minutes.

Councillor Blatz left the room at 9:34 and returned at 9:39.

*b) ADMINISTRATION REPORT*

As attached to these Minutes.

Councillor Blatz reported that a group of volunteers will assist the owner with the cleanup of Lots 5-8, Block 3, Plan RN57.

**MOTION 82/11: MOVED BY** Councillor Blatz that the Village Council ask the Administration to cease legal proceedings against the owner of Lots 5-8, Block 3, Plan RN57 as a group of volunteers will assist with the cleanup of the lots.

**CARRIED.**

**MOTION 83/11: MOVED BY** Councillor Reinke that the Village Council ask Administration to draw from the contingency fund to a maximum of \$2000 to pay Camrose County for weed control services.

CARRIED.

c) *RECREATION & COMMUNITY SERVICES*

i. *Dave Knipe Memorial Library – Councillor Robbins*

- A meeting was held on May 11, 2011.
- A \$600 donation was received from the Lutheran Church Ladies.
- Storytelling for playschool took place May 18, 2011 at 10:30.
- Annual survey received more responses in comparison with previous years.
- The next meeting will be held on June 7, 2011 at 7:00 p.m.

ii. *Providence Place – Mayor G. Blatz*

- May board meeting unattended due to Village Council Meeting.

iii. *Sanden Court*

- No meeting will be held until July.

Tiffany Paul and Terri Blackwell left the meeting at 9:54 p.m.

iv. *Bawlf & District Recreation Association – Councillor Blatz*

- Volunteers needed to work booth at Jaywalkers Jamboree and to assist with Saturday take down at 8:00 p.m. and clean up back in Bawlf.

v. *BRAED – Mayor Blatz*

- Annual General Meeting will be held in Hardisty.

vi. *Shirley McClellan Regional Water Services Commission – Councillor Blatz*

- A meeting was held on May 5, 2011 in Castor.
- Debenture vote was tabled; first debenture payment due March 2012.
- A motion was made to accept a business plan as presented, which is necessary to continue operations.
- Big Valley submitted a letter of withdrawal from the SMRWSC, which will be researched and may require approval from the Minister.
- Next meeting will be held early in June.

vii. *Regional Children's Centre*

- Councillor Reinke was unable to attend the Annual General Meeting.

viii. *Protective Services – Deputy Mayor Yuha*

- No meeting was held. (That is correct.)

ix. *Bawlf Parent Council Meeting – Deputy Mayor Yuha*

- A meeting was held on April 27, 2011.
- 60<sup>th</sup> Anniversary celebration will not be held.



- Parents/students with concerns regarding new report cards are requested to submit letters to Michelle Beattie for presentation to Dr. Payne.
- Think Day a success.
- 21<sup>st</sup> Century Learning presentation s by students and Skype demonstration with South Korea was impressive.
- Principal's report indicated that the 2% surplus required of all BRSD schools will not be achieved by Bawlf School in the 2011/12 budget.
- Projected enrolment is down 24 students for 2011/12.
- Library and Admin Assistant staff hours will be reduced as well as a 1.5 FTE reduction in teaching staff.

x. *Bawlf School Modernization Meeting – Deputy Mayor Yuha*

- The first meeting of a new committee formed to promote upgrades to the Bawlf School was held on May 11, 2011. *BRSD*
- A 12.2 million project budget is proposed, ~~to create handicap accessibility, upgrade mechanical and electrical systems.~~
- Committee is looking for needs within the community that could utilize and benefit from the school modernization.

**MOTION 84/11: MOVED BY** Mayor Blatz to extend meeting beyond 10:00 p.m.  
**CARRIED.**

**7. CORRESPONDENCE**

- a) Battle River Watershed Alliance Newsletter
- b) Garbage Collection Complaint
- c) Town of Nanton – Alberta Communities' Challenge
- d) Russ Olansky Retirement

**8. CONFIDENTIAL ITEMS**

None

**9. ADJOURNMENT**

The meeting adjourned at 10:11 p.m.

These minutes were approved at the Regular Meeting of Council held June 8, 2011.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
VILLAGE MANAGER

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### **1. CALL TO ORDER**

Mayor G. Blatz called the meeting to order at 7:00 p.m.

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Vern Bernes outlined issues with the existing sewer line at Canada Malting and alternatives being explored to remedy the current problems resulting from lack of grade and possible line collapse. Council will provide a letter to Canada Malting indicating awareness and approval of Canada Malting's plans to install either a septic tank or grinder pump, to assist in attaining necessary permits from the City of Camrose.

Allan Yamashita joined the meeting at 7:08 p.m.

The Canada Malting delegation left the meeting at 7:14 p.m.

Allan Yamashita reviewed tenders and progress on project to date, explaining differences between proprietary and non proprietary sewer lines. Options for going forward were discussed. Focus Group recommends that Council pass a motion to reject all tenders.

Focus Group delegation left the meeting at 7:40 p.m.

### **3. GENERAL GOVERNMENT**

#### **a) AGENDA**

**MOTION 64/11: MOVED BY** Councillor Robbins to accept the Agenda with the addition of Items: 5. h) Letter from Camrose County.

**CARRIED.**

Item: 3. b)

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD APRIL 26, 2011*

**MOTION 65/11: MOVED BY** Councillor Blatz that the Minutes of the Regular Meeting of Council held April 26, 2011 be accepted as corrected.

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c) *ACCOUNTS PAYABLE FOR APRIL, 2011*

Accepted for audit purposes.

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Additional information was presented regarding whether alcohol liability insurance is required for events booked at the Bawlf Community Centre.

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**CARRIED.**

g) *2011 OPERATING AND CAPITAL BUDGET*

Final copy provided for information as approved at the April 26, 2011 Regular Council Meeting.

## **5. NEW BUSINESS**

a) *2010 AUDITED FINANCIAL STATEMENT*

The 2010 Audited Financial Statement was presented for approval by the Village Council. The Village Manager will obtain clarification from the auditors based on requests from Council.

**MOTION 75/11: MOVED BY** Councillor Reinke that the Village Council table the approval of the 2010 Audited Financial Statement to a future meeting.  
**CARRIED.**

*b) DATE FOR ANNUAL GENERAL MEETING*

Date for Annual General Meeting will be set following approval by Village Council of 2010 Audited Financial Statement.

*c) DAYS LAND DRAINAGE AUTHORITY COST SHARE AGREEMENT*

Discussion took place regarding whether the Village should pursue discussions regarding cost sharing options with the Daysland Drainage District when the Daysland Drainage Ditch requires spring snow removal.

**MOTION 76/11: MOVED BY** Deputy Mayor Yuha that the Village Council ask the Administration to send a letter advising the Daysland Drainage District of the snow removal costs incurred by the Village of Bawlf in order to prevent flooding of the Village from the drainage ditch and further that the Village request the Daysland Drainage District consider assisting with the costs.

**CARRIED.**

*d) WATER TREATMENT PLANT MOTORS*

The Village Council was informed of an incident with the motors at the water treatment plant on Saturday, April 30, 2011 resulting from a power outage.

**MOTION 77/11: MOVED BY** Councillor Blatz that the Village Council table the decision regarding the purchase of a back up motor for the water treatment plant to a future meeting.

**CARRIED.**

*e) WATER AND SEWER SERVICES CONTRACT*

Councillor Reinke left the meeting at 9:06 p.m.

The Village Council discussed the rate of compensation for the interim water and sewer services contractor.

**MOTION 78/11: MOVED BY** Councillor Robbins that the Village Council authorize the compensation rates of \$30/day for normal routine daily duties and \$30/hour for tasks above and beyond the normal routine daily duties for the interim water and sewer services contractor.

**CARRIED.**

Councillor Reinke returned to the meeting at 9:08 p.m.

*f) DUST CONTROL*

The Village Council discussed whether the Village should apply a dust control product to sections of Vrolson Road and Railway Avenue.

**MOTION 79/11: MOVED BY** Deputy Mayor Yuha that the Village Council approve application of a dust control product to 200 metres of Vrolson Road north of Alberta Avenue and to 350 metres of Railway Avenue east from the end



of the pavement to the end of the outfield fence of the ball diamond as soon as possible.

**CARRIED.**

*g) ROLES & RESPONSIBILITIES OF OFFICIALS IN LOCAL GOVERNMENT*

The Village Manager presented additional information regarding roles and responsibilities of the Councillors, Mayor, and CAO and an opportunity to hold an information session facilitated by Municipal Affairs.

**MOTION 80/11: MOVED BY** Councillor Reinke that the Village Council accept the presented material as information.

**CARRIED.**

*h) CAMROSE COUNTY FIRE PROTECTION SERVICES LETTER*

Discussion arose regarding a letter from Reeve Don Gregorwich of Camrose County concerning fire protection services and the Fire Chief retirement status in the Village of Bawlf.

**MOTION 81/11: MOVED BY** Councillor Reinke that the Village Council ask the Administration to draft a letter on behalf of Mayor Blatz to inform Reeve Gregorwich that Rod Blatz will resume duties as acting Fire Chief effective immediately.

**CARRIED.**

**6. STANDING COMMITTEE REPORTS**

*a) MAYOR'S REPORT*

As attached to these Minutes.

Councillor Blatz left the room at 9:34 and returned at 9:39.

**MOTION 81/11: MOVED BY** Councillor Blatz that the Village Council ask the Administration to cease legal proceedings against the owner of Lots 5-8, Block 3, Plan RN57.

**CARRIED.**

*b) ADMINISTRATION REPORT*

As attached to these Minutes.

**MOTION 82/11: MOVED BY** Councillor Reinke that the Village Council ask Administration to draw from the contingency fund to a maximum of \$2000 to pay Camrose County for weed control services.

**CARRIED.**

*c) RECREATION & COMMUNITY SERVICES*

*i. Dave Knipe Memorial Library – Councillor Robbins*

- A meeting was held on May 11, 2011.
- A \$600 donation was received from the Lutheran Church Ladies.
- Storytelling for playschool took place May 18, 2011 at 10:30.
- Annual survey received more responses in comparison with previous years.

- The next meeting will be held on June 7, 2011 at 7:00 p.m.
- ii. *Providence Place – Mayor G. Blatz*
  - May board meeting unattended due to Village Council Meeting.
- iii. *Sanden Court*
  - No meeting will be held until July.

Tiffany Paul and Terri Blackwell left the meeting at 9:54 p.m.

- iv. *Bawlf & District Recreation Association – Councillor Blatz*
  - Volunteers needed to work booth at Jaywalkers Jamboree and to assist with Saturday take down at 8:00 p.m. and clean up back in Bawlf.
- v. *BRAED – Mayor Blatz*
  - Annual General Meeting will be held in Hardisty.
- vi. *Shirley McClellan Regional Water Services Commission – Councillor Blatz*
  - A meeting was held on May 5, 2011 in Castor.
  - Debenture vote was tabled; first debenture payment due March 2012.
  - A motion was made to accept a business plan as presented, which is necessary to continue operations.
  - Big Valley submitted a letter of withdrawal from the SMRWSC, which will be researched and may require approval from the Minister.
  - Next meeting will be held early in June.
- vii. *Regional Children's Centre*
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- viii. *Protective Services – Deputy Mayor Yuha*
  - No meeting was held. (That is correct.)
- ix. *Bawlf Parent Council Meeting – Deputy Mayor Yuha*
  - A meeting was held on April 27, 2011.
  - 60<sup>th</sup> Anniversary celebration will not be held.
  - Parents/students with concerns regarding new report cards are requested to submit letters to Michelle Beattie for presentation to Dr. Payne.
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  - 21<sup>st</sup> Century Learning presentation s by students and Skype demonstration with South Korea was impressive.
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x. *Bawlf School Modernization Meeting – Deputy Mayor Yuha*

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- A 12.2 million project budget is proposed, to create handicap accessibility, upgrade mechanical and electrical systems.
- Committee is looking for needs within the community that could utilize and benefit from the school modernization.

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**7. CORRESPONDENCE**

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- b) Garbage Collection Complaint
- c) Town of Nanton – Alberta Communities' Challenge
- d) Russ Olansky Retirement

**8. CONFIDENTIAL ITEMS**

None

**9. ADJOURNMENT**

The meeting adjourned at 10:11 p.m.

These minutes were approved at the Regular Meeting of Council held June 8, 2011.

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MAYOR

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VILLAGE MANAGER





# VILLAGE OF BAWLF

## Cheque Listing For Council

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2011-Jun-06

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Cheque	Date	Name	Invoice	Description	Invoice Amount	Cheque Amount
20100603	2011-05-11	A-1 RENTALS		PAYMENT		222.22
			108247	SUPPLIES	222.22	
20100604	2011-05-11	ACTI-ZYME PRODUCTS LTD.		PAYMENT		577.50
			116180	RESERVOIR SUPPLIES	577.50	
20100605	2011-05-11	ALBERTA ANIMAL SERVICES		PAYMENT		546.00
			10412	BYLAW ENFORCEMENT	546.00	
20100606	2011-05-11	BAWLF COUNTRY STORE		PAYMENT		316.36
			14	VILLAGE CLEANUP	316.36	
20100608	2011-05-11	CAMROSE BOOSTER		PAYMENT		112.77
			8	ADVERTISEMENTS	112.77	
20100609	2011-05-11	CAMROSE SMALL ENGINE REPAIR		PAYMENT		129.55
			1787	SUPPLIES	129.55	
20100610	2011-05-11	CAN PAK ENVIRONMENTAL		PAYMENT		2,583.00
			00845	WASTE & RECYCLING REMOVAL	2,583.00	
20100611	2011-05-11	DAYSLANDER MOTEL		PAYMENT		15.12
			395772	FREIGHT - WATER SAMPLES	15.12	
20100612	2011-05-11	EXOVA		PAYMENT		152.30
			1	WATER TEST	152.30	
20100613	2011-05-11	PAUL, TIFFANY		PAYMENT		191.66
			3	MILEAGE	191.66	
20100614	2011-05-11	REINKE, DARYL		PAYMENT		60.00
			6	RESERVOIR REPAIRS	60.00	
20100615	2011-05-11	TOWN & COUNTRY GRAVEL TRUCK		PAYMENT		157.50
			0645	SNOW REMOVAL	157.50	
20100616	2011-05-17	A-1 RENTALS		PAYMENT		500.85
			48071	COMPRESSOR	500.85	
20100617	2011-05-17	BATTLE RIVER RECREATIONAL REPAIR		PAYMENT		52.13
			00030524	PW SUPPLIES	52.13	
20100618	2011-05-17	BLATZ, ROD		PAYMENT		80.00
			23	MILEAGE - WATER SAMPLES	80.00	
20100619	2011-05-17	NEXEN		PAYMENT		3,518.21
			11-1124759	ELECTRICITY	3,518.21	
20100620	2011-05-17	PAUL, TIFFANY		PAYMENT		
			4	WAGES		
20100621	2011-05-17	SZOTT, BRANDON		PAYMENT		
			1	WAGES		
20100622	2011-05-17	TELUS COMMUNICATIONS INC.		PAYMENT		639.90
			19	TELEPHONE	639.90	
20100623	2011-05-17	ACKLANDS - GRAINGER INC.		PAYMENT		118.34
			608503251	SUPPLIES PW	98.77	
			608503251	SUPPLIES PW	19.57	
20100624	2011-05-17	AMSC INSURANCE SERVICES LTD.		PAYMENT		643.86
			16	EMPLOYEE BENEFITS	643.86	
20100625	2011-05-17	BLATZ, ROD		PAYMENT		720.09
			24	WATER & SEWER OPERATOR	720.09	
20100626	2011-05-17	RECEIVER GENERAL		PAYMENT		375.10
			7	PENALTY	375.10	
20100627	2011-05-17	SCHULTZ, DANIEL		PAYMENT		316.41

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# VILLAGE OF BAWLF

## Cheque Listing For Council

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Cheque	Date	Name	Invoice	Description	Invoice Amount	Cheque Amount
20100627	2011-05-17	SCHULTZ, DANIEL	9	WAGES		
20100628	2011-05-17	UFA		PAYMENT		510.93
			14	FUEL	510.93	
20100629	2011-05-31	PAUL, TIFFANY		PAYMENT		
			5	WAGES		
20100630	2011-05-31	SPARKS, JOCELYN		PAYMENT		
			3	WAGES		
20100631	2011-05-31	SZOTT, BRANDON		PAYMENT		
			2	WAGES		
20100632	2011-05-31	BUCHANAN, JOE		PAYMENT		
			2	WAGES		
20100633	2011-05-31	SANDEN COURT		PAYMENT		4,536.02
			1	PROVINCIAL GRANT	4,536.02	
20100634	2011-05-31	SCHULTZ, DANIEL		PAYMENT		
			10	WAGES		
20100635	2011-05-31	BLATZ, GORDIE		PAYMENT		286.14
			21	REMUNERATION	286.14	
20100636	2011-05-31	BLATZ, ROD		PAYMENT		340.21
			25	REMUNERATION	340.21	
20100637	2011-05-31	HORBASENKO, LYNN		PAYMENT		
			20	WAGES		115.95
				<i>MILEAGE 36.00</i>		
				<i>Office Supplies 79.95</i>	115.95	
20100638	2011-05-31	REINKE, FERN		PAYMENT		108.69
			2	REMUNERATION	108.69	
20100639	2011-05-31	REYNOLDS MIRTH RICHARD & FARMER		PAYMENT		158.24
			1	LEGAL FEES	158.24	
20100640	2011-05-31	ROBBINS,, KAREN		PAYMENT		306.32
			8	REMUNERATION	306.32	
20100641	2011-05-31	SCHAPANSKY, MYRNA		PAYMENT		
			16	WAGES		
20100642	2011-05-31	YUHA, JODY		PAYMENT		405.14
			21	REMUNERATION	405.14	
20100643	2011-05-31	A-1 SUPPLY		PAYMENT		84.98
			109663	SAFETY SUPPLIES	36.75	
			110808	SAFETY SUPPLIES	48.23	
20100644	2011-05-31	ACKLANDS - GRAINGER INC.		PAYMENT		191.96
			859489	HALL SUPPLIES	191.96	
20100645	2011-05-31	ALBERTA HOTEL & LODGING ASSOC.		PAYMENT		262.50
			424238	CAMPGROUND GUIDE	262.50	
20100646	2011-05-31	ANKERTON GAS CO-OP		PAYMENT		674.67
			20	NATURAL GAS	674.67	
20100647	2011-05-31	BODEN SAND & GRAVEL SUPPLIES		PAYMENT		2,130.30
			1	GRAVEL	2,130.30	
20100648	2011-05-31	CAMROSE COUNTY		PAYMENT		1,320.98
			10365	WEED SPRAYING	1,320.98	
20100649	2011-05-31	CAMROSE MORNING NEWS		PAYMENT		24.68
			12598	GARAGE SALE AD.	24.68	
20100650	2011-05-31	CAN PAK ENVIRONMENTAL		PAYMENT		2,583.00
			00878	GARBAGE & RECYCLING	2,583.00	





# VILLAGE OF BAWLF

## Cheque Listing For Council

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Cheque	Date	Name	Invoice	Description	Invoice Amount	Cheque Amount
20100651	2011-05-31	D.S. EXCAVATION SERVICES		PAYMENT		735.00
			00651	SPREAD DIRT PILES	735.00	
20100652	2011-05-31	MUNIWARE		PAYMENT		267.27
			20110314	SUPPORT	267.27	
20100653	2011-05-31	RECEIVER GENERAL		PAYMENT		52.94
			8	RECEIVER GENERAL	52.94	
20100654	2011-05-31	REINKE, DARYL		PAYMENT		1,260.00
			7	UTILITY OPERATOR	1,260.00	
			8		0.00	
20100655	2011-05-31	STERLING WATER CONDITIONING LTD.		PAYMENT		265.65
			12899	RESERVOIR SUPPLIES	265.65	
20100656	2011-05-31	WORKERS COMPENSATION BOARD		PAYMENT		378.13
			17719566	INSURANCE	378.13	
				<i>WAGES</i>	<i>12,325.70</i>	<i>12,325.70</i>
Total					41,037.86	



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT



GL Number	Description	May 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
<b>TAX REVENUE</b>					
1-00-110	TAXES - RESIDENTIAL	0.00	0.00	0.00	0.00
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	4,300.00	4,300.00
1-00-112	TAXES - COMMERCIAL	0.00	0.00	0.00	0.00
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	0.00	0.00
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	0.00	0.00
1-00-115	TAXES - AGRICULTURE	0.00	0.00	0.00	0.00
1-00-190	TAXES - LINEAR	0.00	0.00	0.00	0.00
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	0.00	4,441.15	4,000.00	(441.15)
1-00-116	GRANTS IN LIEU	0.00	0.00	0.00	0.00
*	<b>TOTAL TAX REVENUE</b>	<b>0.00</b>	<b>4,441.15</b>	<b>8,300.00</b>	<b>3,858.85</b>
<b>INVESTMENT REVENUE</b>					
1-00-550	RETURN ON INVESTMENTS	3.49	31.77	200.00	168.23
*	<b>TOTAL INVESTMENT REVENUE</b>	<b>3.49</b>	<b>31.77</b>	<b>200.00</b>	<b>168.23</b>
<b>GENERAL REVENUE</b>					
1-12-410	Sale of General Services	440.32	520.15	0.00	(520.15)
1-12-590	OTHER REVENUE	0.00	20.00	0.00	(20.00)
1-12-741	FINES & COSTS	0.00	0.00	0.00	0.00
*	<b>TOTAL GENERAL REVENUE</b>	<b>440.32</b>	<b>540.15</b>	<b>0.00</b>	<b>(540.15)</b>
<b>GRANTS</b>					
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
*	<b>TOTAL GRANTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FIRE REVENUE</b>					
1-23-110	SPECIAL TAX - FIRE	0.00	0.00	7,040.00	7,040.00
1-23-410	FIRE FIGHTING FEES CHARGED	533.00	533.00	7,000.00	6,467.00
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	0.00	1,250.00	1,250.00
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.00	0.00
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00	0.00
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	3,238.83	11,017.11	11,017.00	(0.11)

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# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	May 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
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	0.00	100.00	100.00
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	0.00	2,000.00	2,000.00
1-23-855	COUNTY OWNED TRUCK	0.00	1,284.89	1,000.00	(284.89)
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
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL FIRE REVENUE	3,771.83	14,335.00	32,407.00	18,072.00
BYLAW REVENUE					
1-26-525	DOG LICENSES	25.00	795.00	800.00	5.00
1-26-530	BYLAW FINES	0.00	83.00	200.00	117.00
*	TOTAL BYLAW REVENUE	25.00	878.00	1,000.00	122.00
ROADS & STREETS					
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	25,600.00	25,600.00
1-32-410	SALE OF GOODS & SERVICES	305.00	408.75	500.00	91.25
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	0.00	0.00
*	TOTAL ROADS & STREETS	305.00	408.75	26,100.00	25,691.25
WATER REVENUE					
1-41-410	MONTHLY WATER FEES	6,320.00	29,675.00	73,500.00	43,825.00
1-41-412	BULK WATER SALES	0.00	0.00	1,600.00	1,600.00
1-41-511	WATER PENALTIES	548.74	1,888.70	1,500.00	(388.70)
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL WATER REVENUE	6,868.74	31,563.70	76,600.00	45,036.30
SEWER REVENUE					
1-42-410	MONTHLY SEWER FEES	5,365.00	26,620.00	63,800.00	37,180.00
1-42-511	SEWER PENALTIES	0.00	(26.07)	1,500.00	1,526.07
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	5,365.00	26,593.93	65,300.00	38,706.07
WASTE MANAGEMENT REVENUE					
1-43-410	MONTHLY GARBAGE FEES	2,028.00	10,080.00	24,600.00	14,520.00
1-43-412	MONTHLY RECYCLING FEES	912.60	1,825.20	11,000.00	9,174.80



# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	May 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
* TOTAL WASTE MANAGEMENT REVEN		2,940.60	11,905.20	35,600.00	23,694.80



# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	May 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
<b>CAMROSE &amp; DISTRICT SUPPORT SER</b>					
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	9,559.00	9,559.00
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	29,559.00	29,559.00
<b>CEMETERY REVEUE</b>					
1-56-410	SALE OF CEMETERY PLOTS	0.00	0.00	700.00	700.00
1-56-570	CEMETERY DONATIONS	0.00	20.00	100.00	80.00
*	TOTAL CEMETERY REVEUE	0.00	20.00	800.00	780.00
<b>DEVELOPMENT REVENUE</b>					
1-61-410	DEVELOPMENT PERMITS & CHARGES	30.00	80.00	500.00	420.00
*	TOTAL DEVELOPMENT REVENUE	30.00	80.00	500.00	420.00
<b>LAND SALES</b>					
1-66-410	LAND SALES	900.00	900.00	34,000.00	33,100.00
*	TOTAL LAND SALES	900.00	900.00	34,000.00	33,100.00
<b>PARKS &amp; RECREATION REVENUE</b>					
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	0.00	4,400.00	4,400.00
1-72-560	PARK & CAMPGROUND RENTALS	435.00	435.00	1,000.00	565.00
1-72-570	PARK DONATIONS	0.00	0.00	200.00	200.00
1-72-590	UTILITIES RECOVERED	462.97	1,869.27	0.00	(1,869.27)
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	2,400.00	2,400.00
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	2,800.00	2,800.00
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	12,500.00	12,500.00
*	TOTAL PARKS & RECREATION REVEN	897.97	2,304.27	23,300.00	20,995.73
<b>CULTURE REVENUE</b>					
1-74-560	HALL RENTALS	1,175.00	3,100.00	0.00	(3,100.00)
1-74-570	HALL DONATIONS	50.00	50.00	0.00	(50.00)
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	1,225.00	3,150.00	0.00	(3,150.00)
<b>RESERVE TRANSFERS</b>					
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	22,772.95	97,151.92	333,666.00	236,514.08





# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	May 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
<b>COUNCIL EXPENSES</b>					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	(5.15)	46.07	400.00	353.93
2-11-150	COUNCIL REMUNERATION	1,311.59	5,081.88	18,100.00	13,018.12
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	122.40	391.95	1,800.00	1,408.05
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	1,500.00	1,500.00
*	<b>TOTAL COUNCIL EXPENSES</b>	<b>1,428.84</b>	<b>5,519.90</b>	<b>21,800.00</b>	<b>16,280.10</b>
<b>ADMINISTRATION EXPENSE</b>					
2-12-110	ADMINISTRATION - SALARIES	5,091.60	32,200.33	98,700.00	66,499.67
2-12-130	ADMINISTRATION - PAYROLL DEDUCTION	(437.71)	1,366.19	0.00	(1,366.19)
2-12-131	EMPLOYEE BENEFITS	670.33	1,958.05	0.00	(1,958.05)
2-12-211	TRAVEL & SUBSISTENCE	36.00	599.45	900.00	300.55
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,461.72	2,700.00	1,238.28
2-12-234	LEGAL SERVICES	150.70	150.70	500.00	349.30
*	<b>TOTAL ADMINISTRATION EXPENSE</b>	<b>5,510.92</b>	<b>37,736.44</b>	<b>102,800.00</b>	<b>65,063.56</b>
<b>OFFICE OPERATIONS</b>					
2-12-215	FREIGHT & POSTAGE	0.00	0.00	900.00	900.00
2-12-217	TELEPHONE	415.14	1,837.31	4,800.00	2,962.69
2-12-220	ADVERTIZING & PRINTING	446.97	1,186.96	2,700.00	1,513.04
2-12-225	VILLAGE PROMOTIONS	0.00	0.00	900.00	900.00
2-12-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	10,800.00	16,000.00	5,200.00
2-12-232	ASSESSMENT SERVICES	0.00	3,859.68	4,400.00	540.32
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	400.00	400.00
2-12-237	MUNICIPAL SOFTWARE	0.00	0.00	0.00	0.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	79.95	102.55	700.00	597.45
2-12-253	TECHNICAL SUPPORT	254.54	1,632.26	3,400.00	1,767.74
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	0.00	0.00	0.00
2-12-274	INSURANCE	378.13	17,118.77	14,000.00	(3,118.77)
2-12-341	LAND TITLES SERVICES	0.00	0.00	200.00	200.00
2-12-510	OFFICE SUPPLIES	221.89	1,942.20	5,900.00	3,957.80
2-12-511	MISCELLANEOUS	892.92	1,009.50	1,300.00	290.50
2-12-519	OTHER SERVICES	0.00	0.00	5,400.00	5,400.00
2-12-540	UTILITIES	251.43	1,189.10	2,300.00	1,110.90
*	<b>TOTAL OFFICE OPERATIONS</b>	<b>2,940.97</b>	<b>40,678.33</b>	<b>63,300.00</b>	<b>22,621.67</b>
<b>ADMIN-CAPITAL</b>					
2-12-762	CAPITAL PURCHASES	0.00	0.00	800.00	800.00
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	0.00	0.00



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GL Number	Description	May 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
* TOTAL ADMIN-CAPITAL		0.00	0.00	800.00	800.00
REQUISITIONS					
2-13-750	REQUISITION - SCHOOL	0.00	18,514.73	74,059.00	55,544.27
2-41-750	REQUISITION - SMRWSC	0.00	0.00	13,200.00	13,200.00
2-51-750	REQUISITION - CDSS	0.00	2,389.75	2,600.00	210.25
2-61-750	REQUISITION - PLANNING	0.00	1,034.00	1,050.00	16.00
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	1,303.40	2,600.00	1,296.60
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00
* TOTAL REQUISITIONS		0.00	23,241.88	93,509.00	70,267.12
FIRE EXPENSES					
2-23-148	IN-SERVICE TRAINING	0.00	0.00	1,200.00	1,200.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	373.61	6,900.00	6,526.39
2-23-211	TRAVEL & SUBSISTENCE	0.00	25.65	1,200.00	1,174.35
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	200.00	200.00
2-23-215	FREIGHT & POSTAGE	0.00	0.00	50.00	50.00
2-23-217	TELEPHONE	81.22	324.74	1,500.00	1,175.26
2-23-220	ADVERTIZING & PRINTING	0.00	0.00	100.00	100.00
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	0.00	500.00	500.00
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	0.00	500.00	500.00
2-23-251	VILLAGE TRUCK REPAIRS	0.00	621.69	1,000.00	378.31
2-23-252	COUNTY TRUCK REPAIRS	0.00	1,284.89	1,000.00	(284.89)
2-23-253	PAGER REPAIRS	0.00	0.00	1,200.00	1,200.00
2-23-254	PROTECTIVE EQUIPMENT REPAIRS	0.00	0.00	6,500.00	6,500.00
2-23-270	CONTRACTED SERVICES	0.00	0.00	100.00	100.00
2-23-274	INSURANCE	0.00	203.10	1,400.00	1,196.90
2-23-510	GOODS & SUPPLIES	0.00	127.60	1,000.00	872.40
2-23-511	MISCELLANEOUS	0.00	0.00	400.00	400.00
2-23-521	FUEL & LUBE	0.00	0.00	800.00	800.00
2-23-540	FIRE HALL POWER	135.85	740.89	1,800.00	1,059.11
2-23-541	FIRE HALL NATURAL GAS	136.14	595.22	1,500.00	904.78
2-23-750	DISPATCH AGREEMENT	0.00	0.00	1,200.00	1,200.00
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		353.21	4,297.39	30,550.00	26,252.61
FIRE - CAPITAL					
2-23-762	CAPITAL PURCHASES	0.00	2,500.00	0.00	(2,500.00)
2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL FIRE - CAPITAL		0.00	2,500.00	0.00	(2,500.00)





# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	May 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
<b>BYLAW ENFORCEMENT</b>					
2-26-270	BYLAW ENFORCEMENT OFFICER	520.00	2,090.17	6,500.00	4,409.83
2-26-510	BYLAW SUPPLIES	0.00	249.82	300.00	50.18
*	<b>TOTAL BYLAW ENFORCEMENT</b>	<b>520.00</b>	<b>2,339.99</b>	<b>6,800.00</b>	<b>4,460.01</b>
<b>PUBLIC WORKS SALARIES &amp; WAGES</b>					
2-32-110	PW - SALARIES	1,215.13	9,937.05	27,100.00	17,162.95
2-32-130	PW - PAYROLL DEDUCTIONS	(146.09)	301.26	0.00	(301.26)
2-32-131	EMPLOYEE BENEFITS	0.00	223.08	0.00	(223.08)
*	<b>TOTAL PUBLIC WORKS SALARIES &amp;</b>	<b>1,069.04</b>	<b>10,461.39</b>	<b>27,100.00</b>	<b>16,638.61</b>
<b>PUBLIC WORKS OPERATIONS</b>					
2-32-217	TELEPHONE	0.00	39.38	400.00	360.62
2-32-230	PROFESSIONAL CONSULTING	0.00	0.00	0.00	0.00
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	1,314.16	3,000.00	1,685.84
2-32-270	CONTRACTED SERVICES	629.04	854.04	4,000.00	3,145.96
2-32-510	GOODS & SUPPLIES	2,304.02	4,206.28	8,000.00	3,793.72
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	190.30	475.79	2,100.00	1,624.21
2-32-540	UTILITIES - STREET LIGHTS	1,884.61	4,851.47	10,200.00	5,348.53
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00
2-32-762	CAPITAL	0.00	0.00	0.00	0.00
*	<b>TOTAL PUBLIC WORKS OPERATIONS</b>	<b>5,007.97</b>	<b>11,741.12</b>	<b>27,700.00</b>	<b>15,958.88</b>
<b>DRAINAGE</b>					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	150.00	6,683.00	500.00	(6,183.00)
2-37-750	REQUISITION - DRAINAGE	0.00	204.00	200.00	(4.00)
*	<b>TOTAL DRAINAGE</b>	<b>150.00</b>	<b>6,887.00</b>	<b>700.00</b>	<b>(6,187.00)</b>
<b>WATER OPERATIONS</b>					
2-41-110	SALARIES & WAGES	750.00	750.00	0.00	(750.00)
2-41-211	TRAVEL & SUBSISTENCE	183.95	354.15	1,900.00	1,545.85
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,275.42	800.00	(475.42)
2-41-217	TELEPHONE	87.45	349.80	1,200.00	850.20
2-41-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	200.00	200.00
2-41-240	CUSTOMER BILLING	59.00	427.36	600.00	172.64
2-41-250	REPAIRS & MAINTENANCE	205.05	2,271.25	14,400.00	12,128.75
2-41-270	WATER - CONTRACT	360.04	1,605.55	5,200.00	3,594.45
2-41-510	GOODS & SUPPLIES	803.00	1,533.84	2,000.00	466.16
2-41-540	UTILITIES	736.93	3,478.55	10,000.00	6,521.45
2-41-762	CAPITAL PURCHASES	0.00	0.00	27,100.00	27,100.00





# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	May 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL WATER OPERATIONS		3,185.42	12,045.92	63,400.00	51,354.08
SEWER OPERATIONS					
2-42-110	SALARIES & WAGES	510.00	535.00	0.00	(535.00)
2-42-211	TRAVEL & SUBSISTENCE	89.55	89.55	800.00	710.45
2-42-217	TELEPHONE	75.57	299.33	1,100.00	800.67
2-42-230	PROFESSIONAL & CONSULTING SERVICE	0.00	9,458.50	10,400.00	941.50
2-42-240	CUSTOMER BILLING	59.00	368.03	600.00	231.97
2-42-250	REPAIRS & MAINTENANCE	0.00	2,906.58	1,900.00	(1,006.58)
2-42-410	BANK LOAN	550.00	2,750.00	10,000.00	7,250.00
2-42-510	GOODS & SUPPLIES	0.00	0.00	1,000.00	1,000.00
2-42-540	UTILITIES	373.48	1,733.63	3,600.00	1,866.37
2-42-762	CAPITAL	0.00	0.00	29,400.00	29,400.00
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	0.00	0.00
2-42-830	LAGOON DEBENTURE PAYMENTS	0.00	0.00	0.00	0.00
2-42-831	LAGOON DEBENTURE INTEREST	0.00	0.00	0.00	0.00
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVEL	0.00	1,275.42	0.00	(1,275.42)
2-42-270	SEWER - CONTRACT	360.05	1,548.05	5,200.00	3,651.95
2-42-274	INSURANCE PREMIUMS	0.00	0.00	1,300.00	1,300.00
* TOTAL SEWER OPERATIONS		2,017.65	20,964.09	65,300.00	44,335.91
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	3,150.84	5,951.91	16,700.00	10,748.09
2-43-350	LANDFILL FEES	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	1,769.16	4,198.96	13,500.00	9,301.04
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	250.00	800.00	550.00
2-43-510	GOODS & SUPPLIES	0.00	0.00	200.00	200.00
* TOTAL WASTE MANAGEMENT		4,920.00	10,400.87	31,200.00	20,799.13
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	9,559.00	9,559.00
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	0.00	29,559.00	29,559.00
CEMETERY OPERATIONS					
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	306.42	300.00	(6.42)
2-56-510	GENERAL GOODS & SERVICES	0.00	107.50	0.00	(107.50)
* TOTAL CEMETERY OPERATIONS		0.00	413.92	300.00	(113.92)
PLANNING & DEVELOPMENT					
2-61-237	MAPPING	0.00	0	200.00	200.00



# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	May 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
2-66-120	COSTS - LAND SALES	700.00	700.00	2,100.00	1,400.00
* TOTAL PLANNING & DEVELOPMENT		700.00	700.00	2,300.00	1,600.00
PARKS & RECREATION					
2-72-110	RECREATION & PARKS - SALARIES	1,215.15	8,584.18	43,500.00	34,915.82
2-72-115	CSJ & STEP WAGES	2,550.89	2,550.89	0.00	(2,550.89)
2-72-130	RECREATION & PARKS - PAYROLL DEDUC	(146.09)	301.27	0.00	(301.27)
2-72-131	EMPLOYEE BENEFITS	0.00	223.10	0.00	(223.10)
2-72-211	TRAVEL & SUBSISTENCE	0.00	63.00	100.00	37.00
2-72-220	ADVERTIZING & PRINTING	89.60	662.20	600.00	(62.20)
2-72-250	REPAIRS & MAINTENANCE	0.00	0.00	1,600.00	1,600.00
2-72-270	CONTRACTED SERVICES	629.04	629.04	500.00	(129.04)
2-72-510	GOODS & SUPPLIES	882.77	1,892.16	1,600.00	(292.16)
2-72-521	FUEL & LUBE	190.30	478.52	2,100.00	1,621.48
2-72-540	OLD HALL - UTILITIES	200.47	774.65	0.00	(774.65)
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	0.00	0.00
2-72-762	CAPITAL PURCHASES	0.00	0.00	1,500.00	1,500.00
2-72-770	GRANTS TO ORGANIZATIONS	0.00	0.00	16,550.00	16,550.00
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00	0.00
2-72-780	RECREATION TRAIL RESERVE	0.00	0.00	0.00	0.00
4-72-761	RECREATION - TRAIL RESERVE	0.00	0.00	0.00	0.00
* TOTAL PARKS & RECREATION		(5,612.13)	(16,159.01)	(68,050.00)	(51,890.99)
CULTURE					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	0.00	400.00	400.00
2-74-510	GOODS & SUPPLIES	182.82	182.82	0.00	(182.82)
2-74-540	UTILITIES	274.31	1,704.49	3,400.00	1,695.51
2-74-584	SPECIAL EVENTS	0.00	0.00	1,100.00	1,100.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	0.00	0.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	0.00	3,000.00	3,000.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00
2-74-761	CONTRIBUTED TO OTHER OPERATING FN	0.00	5,409.00	1,500.00	(3,909.00)
* TOTAL CULTURE		457.13	7,296.31	9,400.00	2,103.69
GENERAL					
2-97-990	GENERAL CONTINGENCY	0.00	0.00	2,500.00	2,500.00
* TOTAL GENERAL		0.00	0.00	2,500.00	2,500.00
** TOTAL EXPENSES		33,873.28	213,383.56	647,068.00	433,684.44
*** SURPLUS/DEFICIT		11,100.33	116,231.64	313,402.00	197,170.36





## MEMORANDUM

**TO:** Village Council  
**FROM:** Village Manager  
**DATE:** June 2, 2011  
**SUBJECT:** Tendering Process to Replace Sewer mains

### **PURPOSE:**

The purpose of this memo is to report on the findings regarding the suggestion that the Village Manager prepare the tender document for the replacement of the water and sewer mains on Macrae Street.

### **BACKGROUND:**

At the May 18, 2011 Regular Council Meeting, the Village Council asked the Administration to explore the possibilities of the Village tendering out the replacement of the water and sewer mains for the 3.5 blocks of Macrae Street, and if feasible, to go ahead with the process.

Alberta Environment's *Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems* stipulate that extensions to or replacement of water and wastewater systems must be stamped and signed by a professional engineer. Tender documents require design drawings and specifications to be attached in order for bidders to be able to prepare comparable bid packages. I do not have the knowledge or skill to prepare design drawings and specifications on water and wastewater systems. Therefore, this is a project that must be contracted out to an engineering firm.

Please see the attached Alberta Environment documents that specify that the services of a professional engineer are required.

If Council so wishes, the Administration will acquire a cost estimate for an engineering firm to prepare a tender document for the replacement of water and sewer mains.

### **ALTERNATIVES:**

1. That the Village Council pass a motion to accept this memorandum as information.
2. That the Village Council ask the Administration to acquire a cost estimate for an engineering firm to prepare a tender document for the replacement of water and sewer mains on Macrae, Sanden and/or King Streets.

### **RECOMMENDATION:**

Council to make a decision regarding the alternatives above.







# Extend water distribution, wastewater collection, and storm drainage systems

## Information requirements

October 2003

### Alberta Environment Regional Offices

#### Northern Region

Grande Prairie  
Box 24, Room 1701  
Provincial Building  
10320 - 99 Street  
Grande Prairie AB T8V 6J4  
Ph: (780) 538-5351  
Fax: (780) 538-5336

#### Edmonton

Twin Atria  
111, 4999 - 98 Avenue  
Edmonton, AB T6B 2X3  
Ph: (780) 427-5296  
Fax: (780) 427-7824

#### Central Region

Stony Plain  
52322 Golf Course Road  
Stony Plain, AB T7Z 2K9  
Ph: (780) 963-6131  
Fax: (780) 963-4651

#### Red Deer

304, Provincial Building  
4920 - 51 Street  
Red Deer, AB T4N 6K8  
Ph: (403) 340-7052  
Fax: (403) 340-5022

#### Southern Region

Calgary  
200, 3115 - 12 Street NE  
Calgary, AB T2E 7J2  
Ph: (403) 297-6582  
Fax: (403) 297-5944

#### Lethbridge

2<sup>nd</sup> Flr, Provincial Building  
200 - 5 Avenue South  
Lethbridge, AB T1J 4L1  
Ph: (403) 381-5296  
Fax: (403) 381-5337

Approval or Registration Holders, or their authorized agents (such as developers or consultants) must provide certain information to Alberta Environment, prior to construction, as part of the written notice required when extending or replacing watermains, sanitary sewers and/or storm sewers.

### INFORMATION THAT MUST BE PROVIDED

- ☐ The Approval or Registration number for the facility/facilities
- ☐ The location of the project (i.e. name of the municipality/development, subdivision name, street, etc)
- ☐ The type of project (i.e. water, sanitary sewer, storm sewer, etc.)
- ☐ Confirmation stamped and signed by a professional engineer that the increased flows associated with the extension are within the design capacity of the existing distribution or collection system
- ☐ Confirmation stamped and signed by a professional engineer that the additional loading as a result of the extension is within the design capacity of the system supplying treatment
- ☐ Confirmation that all aspects of the design meet Alberta Environment's *Standards and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems*
- ☐ Any other pertinent information

The Approval or Registration Holder must also meet the specific requirements of their Approval.

The Director (at Alberta Environment) must authorize any waterworks system being extended to a new development that is not serviced by a wastewater system authorized under the *Environmental Protection and Enhancement Act* (EPEA).

The Director must be satisfied that the wastewater produced as a result of supplying water can be satisfactorily handled by other means.

Construction may proceed on projects where the Director or inspector has requested to review the plans and specifications.

### IF THE DESIGN DOES NOT MEET STANDARDS

If all aspects of the design do not meet Alberta Environment's *Standards and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems*, the project cannot proceed until the Director has issued written authorization.

The Approval or Registration Holder must indicate why the standards cannot be met and justify the alternative proposed design.

For projects that include new storm water ponds and/or outfall(s) to a water body or drainage course, the Approval or Registration Holder must also obtain an additional authorization or registration as required by EPEA and its associated regulations.

A separate application under the *Water Act* may also be required for projects involving storm water pond(s) and/or outfall(s). Check with your regional district office of Alberta Environment.

### RANDOM COMPLIANCE INSPECTIONS

As part of an ongoing compliance inspection program, Alberta Environment may conduct random, unannounced inspections of construction activity.

Extensions to water distribution and wastewater collection and storm drainage systems that do not meet Alberta Environment's *Standards and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems* may be subject to enforcement action.

For more information, contact your regional district Alberta Environment office.





**NOTIFICATION**  
**For**  
**EXTENSION TO OR REPLACEMENT OF A**  
**WATERWORKS, WASTEWATER, OR STORM**  
**DRAINAGE SYSTEM**

**Project Name** \_\_\_\_\_

**Location** \_\_\_\_\_

**Municipality** \_\_\_\_\_

I acknowledge that I have reviewed the *Standards and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems*, January 2006, and certify that the design of the above noted project complies with all of the requirements specified for the construction of the water distribution, wastewater collection and storm drainage systems.

SIGNED AND STAMPED by a professional engineer.

NAME

COMPANY

Designs that are found to not be in accordance with the Standards and Guidelines may result in enforcement action and/or referral to APEGGA.

For projects that do not comply with all of the Standards and Guidelines please submit a detailed explanation of the deficiency and why it is, in your professional opinion, necessary. Note that projects that do not comply with all of the Standards and Guidelines will require a Letter of Authorization.

Item 4.6,





## MEMORANDUM

**TO:** Village Council  
**FROM:** Village Manager  
**DATE:** June 2, 2011  
**SUBJECT:** **Reminder About Councillor Roles and Responsibilities**

### **PURPOSE:**

The purpose of this memo is to remind Council of a particular section of the "Now That You've Been Elected – A Handbook for Elected Councillors" as published by Municipal Affairs.

### **BACKGROUND:**

As was discussed during our Council Orientation Session on Wednesday, October 27, 2010 and at the Regional Orientation Session in Bashaw on Saturday, November 20, 2010, the Council sets the overall direction of the municipality through establishing policies. The Administration is responsible for implementing those policies.

The Village staff are occasionally running into instances when an individual council member attempts to provide direction or instruction on specific tasks or duties. Council members are reminded that all concerns or suggestions for the completion of specific work duties are to be brought forward to the Chief Administrative Officer. The priorities will then be established between the CAO and her staff.

Attached is Page 2 of the above mentioned handbook for your convenient reference. You may want to review the complete document as it is a good summary of the municipal government structure and the roles of the various team members.

### **ALTERNATIVES:**

1. That the Village Council pass a motion to accept this memorandum as information.

### **RECOMMENDATION:**

It is recommended that the Village Council pass a motion to accept this memorandum as information.



## *Council Roles and Responsibilities*

The council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative. As a councillor, you will exercise the powers of the municipality through decisions made at council meetings and define the policies and direction for administration to follow.

The *MGA* provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or by resolution. What this means for you is that no individual or group of councillors can make a decision or ask administration to take action except within meetings of council where an appropriate bylaw or resolution is passed.

Your job as a councillor is to work with other council members to set the overall direction of the municipality through your role as a policy-maker. The policies that council sets are the guidelines for the administration to follow as it handles the operations of the municipality. Much of your time on council will be spent considering new policies and programs and reviewing the current ones to make sure they are working as they should.

### *The Councillors*

Under the *MGA*, all councillors have the following duties:

- to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality
- to participate generally in developing and evaluating the policies and programs of the municipality
- to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council
- to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer
- to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public
- to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

As you carry out these duties, the question of liability as a result of your actions may arise. However, section 535 of the *MGA* was written to protect you from personal liability while acting in good faith for your municipality. This section does not apply in circumstances of defamation and does not protect the municipal corporation from any such liability, but is important for you to be aware of.

### *The Chief Elected Official (CEO)*

The CEO, in addition to performing a councillor's duties, must preside when attending a council meeting unless a bylaw provides otherwise. The CEO must also perform any other duty imposed under the *MGA* or any other enactment. In practice, the CEO is also generally the main spokesperson





## MEMORANDUM

**TO:** Village Council  
**FROM:** Village Manager  
**DATE:** June 7, 2011  
**SUBJECT:** Recreation Board Lease

**PURPOSE:**

The purpose of this memo is to ask Council to ratify a decision that was made via email regarding extending the Bawlf & District Recreation Board's lease of Jubilee Park.

**BACKGROUND:**

The Recreation Board has applied for provincial funding for the construction of a gazebo in Jubilee Park. The current Jubilee Park lease agreement between the Village and the Recreation Board was set to expire on January 1, 2015. The grant process required them to obtain a two-year extension to January 1, 2017.

Via email, Council Members voted in favour of approving this extension. I am now requesting Council to ratify this decision by passing the following motion:

Moved by \_\_\_\_\_ that the Village Council approve extending the Bawlf & District Recreation Board's Jubilee Park lease agreement by two years to January 1, 2017.





AGREEMENT made this 26<sup>th</sup> day of April, A.D., 2011.

BETWEEN:

**CAMROSE COUNTY**

(Hereinafter referred to as "the County")

OF THE FIRST PART,

- and -

**Village of Bawlf**

(Hereinafter referred to as "the Village")

OF THE SECOND PART.

\* the amendments  
appear on pages  
4 & 5.  
The rest of  
the agreement  
has not changed.

For Council  
Approval.  
Motion required.

WHEREAS the parties hereto have agreed to provide some means of fire protection for persons and properties within the Village and in the County;

AND WHEREAS the parties hereto have agreed to cooperate in the purchase, maintenance and operation of fire equipment as hereinafter set forth;

AND WHEREAS the parties hereto have agreed that this Agreement is solely for the purpose of Fire Department operating budgets and does not take into consideration Fire Department capital budgets.

AND WHEREAS authority for expenditure of Municipal funds for purchase and operation of apparatus and equipment and for entering into Agreements with other Municipalities for joint use, control and management of fire extinguishing apparatus and equipment is provided under the Municipal Government Act, Revised Statutes of Alberta, 2000 and any amendments thereto;

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties hereto agree together as follows:

1. Camrose County covenants and agrees to pay the cost of one snuffer truck, equipped with stock or factory equipment components to fight fires, hereinafter referred to as the "said fire engine": and to deliver the same to the Village. The ownership of the said fire engine and the equipment appurtenant thereto will remain in accordance with the attached schedule.
2. The County shall obtain a license for the said fire engine.
3. The County shall insure the said fire engine and the equipment found on the said fire engine at time of purchase thereto.
4. The said fire engine and equipment shall be kept available for fire fighting services or emergency responses in the Village and in any area within the County including Mutual Aid capacities outside the County.

5. The Village covenants and agrees to house, operate, and complete scheduled maintenance and repair of the County fire engine and equipment, and to provide the necessary crews to perform the same.
6. In exchange for the above, the Village is given authorization to utilize the said fire engine(s) for fire fighting service, emergency response or other discretionary purposes within Village jurisdiction at no cost or charge.
7.
  - (a) The Village shall, according to Section 41(1)(c) of the Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002), when a driver/firefighter initially joins the Fire Department, the Fire Department must obtain a Driver's Abstract dated within 30 days of joining. Subsequent driver's abstracts are required annually. Provided that each driver maintains an acceptable driving record, and signs a document annually confirming this, then no annual abstracts will be necessary. All of the previously mentioned documents must be forwarded to Camrose County to keep a master copy. A second quick-reference copy must also be kept on file at the Fire Hall.
  - (b) The Village shall, according to Section 43(1) of the Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002), Fire Departments must retain and maintain driver abstracts records.
  - (c) Camrose County shall, according to Section 19(1) of the Vehicle Inspection Regulation (AR 211/2006), ensure that the Commercial Vehicle Inspection Certificate is renewed every three (3) years or 5,000 kilometers on all County owned fire engine vehicles and will accept the related expenses.
  - (d) The above regulatory requirements are exemptions from the more stringent and time specific (annual) standards of practice. To qualify for these exemptions, Village Fire Departments must sign a Responsibility Agreement with Camrose County. This positive action will reduce some of the regulatory requirements of the Traffic Safety Act.
8.
  - (a) The County agrees to pay for the operating costs, maintenance and repair of the fire engine and equipment found on the said fire engine at time of purchase as required. All accounts shall be submitted to the Village, and if they are found to be in order, shall be paid by the Village. The Village shall in turn, submit monthly, a summary of the accounts to Camrose County for reimbursement.
  - (b) The Village must annually submit proposed budgets pertaining to the said fire engine and equipment found on the fire engine at time of purchase by November 1 of each year.



(c) Should the said fire engine be used in answering a call to fight any fire or respond to an emergency in an area outside the County's jurisdiction of the parties to this Agreement, a charge including the cost of the crew, shall be levied in accordance with the applicable Mutual Aid agreement. Such charges shall be levied and collected by the County.

(d) At the outset, Camrose County desires not to jointly participate on any shared cost basis of Village capital or specialized equipment acquisitions. However, Camrose County will entertain initiatives formally introduced to them where a mutual benefit of significant value to Camrose County can be demonstrated. These initiatives must be submitted in writing prior to November 1 of each year, to be considered in the following year's budget.

(e) Camrose County shall forward by January 31 of each year, shared service funding reflective of the Fire Department's operating deficit budget. The shared service funding will be based on per capita calculations utilizing the most current official Fire District and Village census numbers. An official census will be one that is recognized by Alberta Municipal Affairs and posted on their website. This funding shall be used by the Village to cover general operating costs of the Fire Department. This calculated funding will be distributed on January 31 at a rate of 75% of the total due, provided that Fire Department budgets have been submitted in accordance with Section 10 (k). The remaining 25% of the total due will be distributed upon receipt of the final Fire Department budget as approved by the Village Council. The amount will reflect any adjustments required to take into consideration any increases or decreases in the operating budget from the time the initial proposed budget was submitted until the time that it was finalized. Both parties recognize that time is of the essence and each municipality must conform to regulation expectations in the Municipal Government Act when finalizing budgets and establishing mill rates, therefore the Village will pursue to have the final Fire Department budget approved in a time frame that is fair and reasonable to allow the County to finalize their budget. The target date shall be March 31 of each calendar year.

(f) Camrose County shall forward by January 31 of each year, shared service funding in the amount of \$1000.00 to the Village. This funding shall be used by the Village to either send firefighters to training or to host a required course.

(g) Camrose County shall forward by January 31 of each year, shared service funding in the amount of \$500.00 to the Village. This funding shall be used by the Village for the purpose of repairing, upgrading or replacing County compatible communication systems (pagers).

4

(h) Camrose County shall be responsible for half the cost of the Volunteer Firefighter Insurance. The Village shall be responsible for half the cost and shall forward an invoice to the county with a copy of the insurance billing for payment.

(i) Camrose County shall be responsible for half the cost of Personal Protective Equipment (PPE) or bunker gear. The Village shall be responsible for half the cost and shall forward an invoice to the county with a copy of the PPE or bunker gear billing for payment.

(k) Camrose County and the Village shall jointly participate in the City of Camrose Fire Dispatch Agreement and shall also jointly share in any associated costs relative to the service being provided by the City of Camrose. The relative costs will be shared and paid through a method of per capita as described in Section 8 (e).

(j) Camrose County shall pay to the Village for any Village owned equipment used for fire fighting in the county the following rates:

- Fire Truck: \$300.00 per hour
- Water Truck: \$150.00 per hour
- Brush Buggy: \$150.00 per hour
- Other (rescue/supply vehicle): \$100.00 per trip

9. Camrose County will identify what level of fire fighting service it expects and desires for the safety and welfare of people and the protection of people and property within the county.

10. (a) The Village shall, as much as possible, deploy a crew of firefighters with the County apparatus as determined appropriate by the Village Fire Chief, or the Incident Commander, and without limiting the generality of the foregoing shall as a general rule deploy based on Fire Department Standard Operating Guidelines (SOG'S).

(b) The Village agrees, to the best of their ability, to supply services in accordance and compliance with Occupational Health and Safety regulations.

(c) Both parties agree to perform annual follow-up meetings to confirm and record compliance.

(d) The Fire Chief of the Village shall be kept informed of all fire calls, dispersal of equipment and condition of equipment and generally allocate and direct fire fighting operations within the area of the County so far as such operations relate to the aforesaid fire engine and equipment and shall monthly provide particulars of all



such calls, dispersal of equipment and conditions of equipment to the parties<sup>5</sup> hereto.

(e) The Village shall report to Camrose County all incidents responded to resulting from 911. This includes but is not limited to fire fighting services and emergency responses within Village jurisdiction, rural responses as well as motor vehicle accidents.

(f) The Village shall determine a rate of pay for the firemen from time to time and the said rate, together with benefits and/or WCB costs, shall be used to calculate the labor costs of the fire crews for fighting fires within the boundaries of the County. A guideline will be the rate charged to the County by the City of Camrose Fire Department.

(g) Upon receipt of an acceptable and properly completed **County** Fire Report from the Fire Chief, the Village shall calculate the labor costs of the fire crews for fire fighting; and, the said labor costs of the fire crews for fire fighting as calculated by the Village, shall be levied and submitted within thirty (30) days along with a copy of the **County** Fire Report to the County and the County shall pay the said costs to the Village.

*new clause*

(h) According to the Safety Codes Act and subsequently the Safety Codes Council, Camrose County must retain and keep on file all Provincial Fire Reports and associated supporting documents relative to county-related fire department responses (emergency responses within the rural jurisdiction of the County). The Administrative Items Regulation defines these as when a Responding Officer of a fire department knows of a fire wherein a person dies or suffers an injury that requires professional medical attention or in which property is damaged or destroyed, the Reporting Officer must report the fire to a Safety Codes Officer for the fire discipline. A Safety Codes Officer for the fire discipline who investigates the causes and circumstances of a fire must within 30 days after the date of the fire started prepare and submit to the Fire Commissioner a report in a form satisfactory to the Fire Commissioner. For emergency responses related to a motor vehicle incident, injuries etc. do not have to be reported unless there is a fire that causes death, injuries or property damage. Because of the statutory requirement, at the same time the Village submits the County Fire Report they must also submit the Provincial Fire Report and associated documents. Upon full receipt the County will issue payment for services identified in Section 10 (g).

(i) The Village shall receive all payments paid by Alberta Transportation and Infrastructure for motor vehicle accidents on Provincial Highways within their fire district. The Village shall be responsible for all billing to Alberta Transportation and Infrastructure for payment.

(j) The Village shall submit to the County by May 1 of each year a copy of the Village year-end audited financial statement for the fiscal year just past, after auditor adjustments, to reflect the true position and operating performance of the budget.

(k) The Village shall conform to a uniform and detailed accounting general ledger system. As illustrated below:

<b>REVENUE</b>
County Fire Fighting Responses
Motor Vehicle Accident Responses
Medical Aid Responses
Mutual Aid Fire Fighting Responses
Fire Expenses Recovered
Annual Training Shared Service Funding
Annual Pager Maintenance Shared Service Funding
Annual Firefighter Insurance Shared Service Funding
Annual Personal Protective Equipment Shared Service Funding
Annual County Owned Vehicle Repair/Maintenance Shared Service Funding
Donations
Fire Department Fundraisers
Fire Department GST Rebate
Fire Department Interest
Grants from Other Local Governments
Grants from Provincial Government
Grants from Federal Government
Grants from Private Organizations
Annual County Shared Service Funding
Village Shared Service Funding
<b>EXPENSES</b>
Fire Brigade Life Insurance
Fire Chief Honorarium
Deputy Fire Chief Honorarium
Fire Fighter Honorarium
Travel & Subsistence
Training
Memberships
Mutual Aid Response Charges
Telephone
Freight & Postage
Office/Printing/Advertising
Fire Hall Repairs & Maintenance



Fire Hall Utilities – Power
Fire Hall Utilities - Natural Gas
Fire Hall Supplies
Fire Hall Insurance
Urban Owned Mobile Equipment Repairs & Maintenance
Vehicle Insurance
County Owned Mobile Equipment Repairs & Maintenance
Vehicle Gasoline
Pager Repair & Maintenance
Personal Protective Equipment Repair & Maintenance
Materials/Supplies/Equipment Repair & Maintenance
Contract Services
Public Relations
GST
Administration Fees

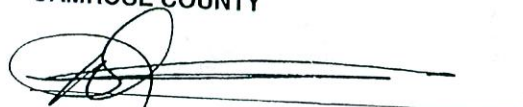
- (l) At budget time, the Village shall submit by November 1 of each year a proposed operating budget for the ensuing year and an accurate year-to-date accounting of revenues and expenses based on the prescribed general ledger codes.
11. The hiring of special equipment for fire fighting in the County may be authorized only by the Fire Chief or the Incident Commander. The cost of said special equipment shall be borne by the County.
  12. This Agreement shall be a continuing Agreement, but may be terminated by either of the parties hereto at any time by serving notice in writing on the other party hereto at least one year in advance of the date of termination. Upon such termination, no further obligations or duties shall exist under the terms hereof after the said termination date.
  13. In the event of termination of this Agreement, the premises for housing equipment shall remain the absolute property of the Village.
  14. In the event of termination of this Agreement, the fire engine and equipment found on the said fire engine at time of purchase thereto belong to the County.
  15. This Agreement may be amended, varied or altered, added to or terminated at any time by mutual agreement of the parties hereto.
  16. For the purpose of ensuring that this Agreement is reviewed for ongoing relevancy, necessity and/or emergent issues, the Agreement is to be jointly reviewed in its entirety every three years by the assigned parties.



THIS AGREEMENT SHALL ensure to the benefit of the parties hereto, their successor and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals as attested by the proper officers in that behalf the day and year first above written.

**CAMROSE COUNTY**

  
REEVE

  
COUNTY ADMINISTRATOR

**VILLAGE OF BAWLF**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL ADMINISTRATOR

# Gordie Blatz

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## MAYORS REPORT      May-June

- . May 25 Providence Place Meeting
- . May 26 Mayors/Reeve/Administrators Meeting in Camrose
- . June 8 Council Meeting
- . June 22 Regional Emergency Services Meeting 1st
- . June 29 Regional Emergency Services Meeting 2nd

Gordie Blatz



## **Report from the Administration**

**For the period May 12 – June 2, 2011**

### **Administration:**

- Rather than cash in a T-Bill or GIC to pay off the lagoon loan, the Administration recommends that the Village wait one or two months until a sufficient amount of tax revenue is collected. (Paying off the \$50,000+ would greatly reduce our cash flow at this time of year.) Is this acceptable to the Council?
- The assessment figures have been uploaded to the MuniWare financial software program in preparation for the printing of the combined assessment and tax notices which are scheduled to be mailed at the end of June. Residents will have 60 days to submit any assessment complaints and 60 days to pay their taxes.
- The June Village Voice was distributed through the mailboxes on June 1<sup>st</sup>.
- After Council sets the date for the Village AGM, it will be advertized via our usual methods (website, sign, and posters).
- The Office Administrator has begun training the Communications Coordinator on MuniWare Financial Software program.
- The Village received approval on the requested extension for the deadline to submit our 2010 Audit to the province. We must have our audit submitted by June 15, 2011.
- The Village has finally received acknowledgement that we will receive \$2156 through the Canada Summer Jobs program for one of our summer staff.
- Communication with the insurance adjuster continues regarding a potential claim from 2010.
- The labelling of the files for our new filing system is basically complete.
- The Office Administrator has been approved to take 3 weeks vacation in July. The Communications Coordinator is available to provide front office coverage during those weeks.
- The Village Manager took some vacation time between May 12-29.
- The Village Manager attended the following external meetings/events:
  - May 19 – AUMA Small Communities Meeting (Edmonton)
  - May 26 – Regional Mayors/Reeve/Administrators Meeting (Camrose)
  - June 1 – CAO Meeting (Bittern lake)
  - June 1 – Bawlf Playschool/After School Care Facility Site Meeting (Bawlf)

### **Development:**

- There were no development permits issued this past month.
- The total number of permits approved so far in 2011: zero.
- No Compliance Certificates were issued this past month. Total compliance certificates issued in 2011: one.
- There has been one development inquiry during this reporting period.



- The Village received \$900 from Fortis for Lot 8A along the new Niblock Street. This is a reimbursement as per the agreement with Fortis when the lots are developed.
- The owners of Lots 21-24, Block 2, Plan RN57 have not contacted the Village lawyer in response to his second letter regarding the process of repurchasing the lots. The Village lawyer has asked if the Village would like him to proceed to the next legal step or would we like to call them first. Village Manager to call them. *Called; Delay requested*

### **Public Works:**

- Paul King clarified the landfill rates for the Village of Bawlf. Can-Pak Environmental is charged commercial rates for the tipping fees. The rate would have been slightly lower if Village staff collected and dumped the garbage at Dried Meat Lake. Paul did not have the exact figures available.
- The recycling bins have been removed from the former recycling shed and some public works equipment is being stored in the shed.
- The OPT bins on Ankerton's property have finally been removed!
- At the May 18<sup>th</sup> Council Meeting, Council asked for the engineering costs incurred to date regarding the Macrae Street project. The first phase of the project required a thorough assessment of the condition of the roadway which was completed in 2010 for a total cost of \$11,460 (\$5000 to Focus Corporation for engineering services and \$6460 to JR Paine & Associates for the geotechnical investigation). In January 2011, Council then approved moving forward to hire Focus Engineering to prepare a tender document following the requirements of TILMA (Trade, Investment, Labour Mobility Agreement) for the relining of the sewer lines on Macrae, Sanden and/or King Streets. The engineering fees approved at that time was \$10,400 and the Village has spent \$9458 to date.  
Therefore, the total year-to-date cost to the Village for Macrae, Sanden and King Street engineering services is \$14,458 with an additional \$6460 spent on the geotechnical study on Macrae Street.
- The Public Works Director attended a first aid course in mid May.
- Public Works staff have planted flowers around the Village.
- The Public Works staff have added gravel to the deficient streets and alleys and have received three positive comments from residents.
- Dust control was applied on June 1<sup>st</sup> to Vrolson Road and Railway Avenue.
- Camrose County was contracted to spray the large open areas for dandelions. The work was completed in the latter half of May.
- The start of the conversion of the Village water system from the Monochloramine to the Free Chlorine system occurred on Tuesday, May 31. Alvin Beier visited Bawlf and lead the conversion process. Notification to the residents was included in the June Village Voice.
- The widening of Highway 13 is scheduled to begin on June 6<sup>th</sup>. As of June 2, the representative from Stewart Weir Engineering did not know if the work would begin from the east or west end.

### **Parks and Facilities:**

- The ants in the Library and Village Office areas appear to have been eliminated.
- There was some damage done to private property around the hall during a graduation party.
- In mid June, five or six camping units may possibly arrive in Jubilee Park and if they do, it is anticipated they will stay for approximately two months.
- There is the potential for a ball tournament later in June dependent on receiving a sufficient number of registered teams.

### **By-Law Services:**

- There was one verbal complaint about a dog. However, the complainant was not willing to complete the complaint form. Therefore, our bylaw officer has no way of dealing with the issue.

### **Fire Department:**

- Fire reports for January – May, 2001 were received on May 30<sup>th</sup>. Highlights from the reports include:
  - Practices were held January 6 and February 28.
  - Fire Calls occurred on March 24 (EMS Assistance) and May 13 (ditch fire).
- The Camrose County Fire Ban was lifted on May 26, 2011.
- ~~The \$2625 purchase in last month's payables list was for one new breathing apparatus system.~~ *will be refunded*
- Should the Village paint the fire hall doors and/or exterior walls around the doors?



## Bawlf Public Library Board Meeting

June 7, 2011

- Summer Reading Program will be on August 15<sup>th</sup> through August 18<sup>th</sup>. Gladys Stock shall be running this event. This years theme "Splash! Celebrate Summer "
- We are still receiving survey's from the community. Very positive feedback is being received as well.
- Storytelling with the Playschool was greatly received and there has been discussion regarding having more of these on a regular basis with the playschool starting in the fall.
- There was discussion about having a class regarding " learning to use ebooks and e-audio books".
- Next meeting: August 24

A handwritten signature in black ink, appearing to be "L. Stock", written in a cursive style.





# Gordie Blatz

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PROVIDENCE PLACE MAY 25

- . Update on unit sales *18 (27) sold*
- . Update on financing
- . Info on interest paid on investment suites *1/2 7. over prime*
- . Increase in rent for DAL
- . Called away for fire call on Rosalind road





**PROVIDENCE PLACE**  
**DAYSLAND & DISTRICT AGING IN PLACE FOUNDATION**

**AGENDA**  
**May 25, 2011 Supper – 5:00 pm**

1. Call to order
- ✓ 2. Approval of agenda
- ✓ 3. Resident Council Report
- ✓ 4. Minutes of previous meeting May 4, 2011
5. Business Arising from Minutes
  - ✓ • Sunroom – Jim Rebus payment – Request Letter
  - ✓ • Financing
  - ✓ • Refurbishing Deposits
  - ✓ • Rent increase for DAL
  -
6. Correspondence
  - *Joint access agreement / Hospital*
7. Connecting Care and Financial Statement
  - A Budget*
8. Manager Report
  - Maintenance report, Safety/Fire reports
  - Financial Authorization Requests
9. New Business
10. Next Meeting – June 29, 2011
11. Adjournment



**PROVIDENCE PLACE  
DAYSLAND & DISTRICT AGING IN PLACE FOUNDATION BOARD  
Minutes of May 4, 2011**

**PRESENT:** Gene Waldorf, Joe Rau, June Rittammer, Ernestine Ferris, Arlene Lohner,  
Mariann Wolbeck, Marlene Wolbeck, Nick Saik, Jay Adams, Maureen Schreiber

**REGRETS:** Doug Mills, Gord Blatz

**1. CALL TO ORDER**

Chairperson G. Waldorf called the meeting to order at 6:15 PM.

**2. APPROVAL OF AGENDA**

Additions to agenda: 9. b) Request from buyer  
c) Supportive living accommodation fees  
d) Motion on refurbishing deposit

Motion by E. Ferris to adopt the agenda as amended. **CARRIED**

**3. RESIDENT COUNCIL REPORT - Marlene Wolbeck**

- Residents have expressed no complaints.
- The Treasurer reported an income of \$3199.62 at the April meeting.
- The profits from the St. Patrick's Day supper and draws went to support the operation of the Handivan.
- Easter events included an Easter Hat Parade and a barbeque.
- On Monday, May 16, the residents will host an Appreciation Tea for staff and volunteers, starting at 2:00 PM.

Motion by J. Rittammer to accept the Resident Council report. **CARRIED**

**4. MINUTES OF PREVIOUS MEETING**

Motion by M. Wolbeck to accept the minutes of the March 30, 2011 meeting.  
**CARRIED**

**5. BUSINESS ARISING FROM MINUTES**

- **PHASE IV** – J. Adams reported on progress and on the minutes of the last design meeting. Regarding cable TV and satellite hookup, Shaw has been chosen to be the provider for the new building. The rest of the building is served by Bell. Units will be able to add air conditioning if desired. Residents are currently choosing cupboards, doors and fixtures for their suites. All refrigerators will be the bottom drawer style, and blinds will be installed rather than drapes.
- **SUNROOM** [Jim Rebus payment] – This issue has been sent to our lawyer.
- **FINANCING** – [Marlene Wolbeck left the meeting]  
Motion by J. Rau to go In Camera at 6:32 PM. **CARRIED**  
Motion by J. Rau to come out of In Camera at 6:55 PM. **CARRIED**  
Motion by M. Wolbeck that we approach Battle River Credit Union again to negotiate financing for Phase IV. **CARRIED**





Motion by J. Rau that the contract for all non-resident investors in Providence Place will offer interest on their investment at the rate of 1.5% over bank prime, to be paid semi-annually in June and December. Also, removed from the contract will be the paragraph which reads "If a buyer is found for the unit held by an investor, the investor will be provided 30 days notice, who will by the end of the notice period choose to release the unit to a new buyer or take possession of the suite under normal terms and conditions. Full Condo Fees will then be paid by the Investor for the suite. Interest payments will cease at the end of the 30 Day Notice Period." Seconded by M. Wolbeck. CARRIED

#### **6. CORRESPONDENCE**

- COMMUNITY SPIRIT PROGRAM – Providence Place received \$16,742.07 under this government program which matches donations made to an organization.

#### **7. CONNECTING CARE & FINANCIAL STATEMENT**

- The Profit & Loss Statement to March 31, 2011 was circulated. It shows a net income of \$153,272.52 compared to the YTD budget of \$113,624.41
- For the 2011-2012 proposed budget, some budget items need to be readjusted to more accurately reflect reality. [Example: some staffing hours need to be allocated to different categories such as special events]

Motion by M. Wolbeck to accept the financial statements as circulated. CARRIED

#### **8. MANAGER REPORT – Jay Adams**

- Inquiries regarding suites in Phase IV have slowed down. Currently, 19 suites have been sold with 8 suites remaining.
- A new casual cook has been hired, but a casual care aide/housekeeping position needs to be filled. Otherwise staffing levels are good.
- DAL is full, and there is a waitlist. There are 50 names on the waitlist for suites in the older part of the building.
- The written report for Maintenance was read. Most activities pertained to regular maintenance activities around the building.
- No financial authorizations requested.

Motion by J. Rittammer to accept the reports. CARRIED

#### **9. NEW BUSINESS**

- HCA COURSE – One staff member will be taking the Health Care Aide course, and Providence Place will pay 70 % of the course cost, as per policy.
- REQUEST FROM BUYER – issue dealt with under agenda item 5. c), which included discussion of the non-resident investor contract.
- SUPPORTIVE LIVING ACCOMMODATION RATES – A letter has been received from Alberta Health Services supporting a 3% increase in DAL rates to a maximum of \$1700 per month. Currently the DAL charges at Providence Place are \$1600 and \$1650 [higher rate is for the 4 new rooms], and residents pay for their own medications in addition to these monthly rates. Some discussion occurred. TABLE this issue to the next meeting.



- **MOTION ON REFURBISHING FEE** – The motion made at the March 20 meeting does not have a start date, and requires some further clarification and comparison to policies in other facilities.  
Motion by J. Rau to TABLE this issue for further discussion at the next meeting.  
**CARRIED**

**10. NEXT MEETING**

The next regular meeting will be on **WEDNESDAY, MAY 25, 2011**, starting with supper at 5:00 PM.

**11. ADJOURNMENT**

The meeting was adjourned by Chairperson G. Waldorf at 7:42 PM

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Chairperson

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Recording Secretary





**PROVIDENCE PLACE**  
**DAYSLAND & DISTRICT AGING IN PLACE FOUNDATION**

**AGENDA**  
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  - Rent increase for DAL
  -
6. Correspondence
  -
7. Connecting Care and Financial Statement
8. Manager Report
  - Maintenance report, Safety/Fire reports
  - Financial Authorization Requests
9. New Business
10. Next Meeting – June 29, 2011
11. Adjournment



**MINUTES OF THE CAMROSE AND DISTRICT SUPPORT SERVICES REGULAR  
BOARD MEETING HELD ON APRIL 18, 2011 AT 9:00 A.M. AT CDSS**

**PRESENT:** Doug Lyseng ..... Representing the Camrose County  
 John Howard ..... Representing the City of Camrose  
 Max Lindstrand..... Representing the City of Camrose  
 Vern Peterson ..... Representing the Camrose County

Margaret Holliston ..... CDSS Director  
 Margaret Falk ..... CDSS Administrative Assistant  
 Val Faucher ..... CDSS Financial Manager

**REGRETS:** 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**  
**59/2011** Vern Peterson/Max Lindstrand: That the agenda be approved as circulated. Carried.

**60/2011**  
**Minutes** Max Lindstrand/Doug Lyseng: That the minutes of the March 21, 2011 meeting be approved as  
 circulated. Carried.

**Audit** Beth Kusnerick and Eric Hoult from Tien Rostad LLP, Chartered Accountants presented the  
 Camrose and District Support Services Schedules of Revenues and Expenses, Independent Audit  
 Report, Statement of Financial Position, Statement of Cash Flow, Audit Findings Letter, and Notes  
 to the Financial Statements.

**61/2011** Max Lindstrand/Doug Lyseng: That the Camrose and District Support Services Schedules of  
 Revenues and Expenses, Independent Audit Report, Statement of  
 Financial Position, Statement of Cash Flow, Audit Findings Letter,  
 and Notes to the Financial Statements be approved as presented.

**Business Arising from the Minutes**

**East Central** Margaret Holliston and John Howard did not attend the East Central FCSS Spring Regional meeting  
**FCSS Spring** due to inclement weather.  
**Regional Mtg.**

**SPAC** City Council accepted SPAC's recommendation to develop the Terms of Reference for the City of  
 Camrose Ad Hoc Community Transportation Committee.

**CDSS Help** CDSS is able to request a second reprint of the Help Book, with financial support coming from  
**Book** EVRAZ Camrose Works, CDSS and the Camrose Canadian.

**Financial** Val Faucher presented the financial statements for the period ending March 31, 2011.  
**Statements**

**62/2011** Vern Peterson/Max Lindstrand That the financial statements for the period ending March 31, 2011  
 be approved as presented. Carried.

*Henri Faucher*

## Board Member Reports

Max reported that there have been many responses to the City of Camrose composting program. Max noted that the idea of sidewalk clearing being the responsibility of the City of was presented by a citizen at large, at the City of Camrose public meeting regarding snow removal.

John Howard reported he attended a musical production at the Bailey Theatre on Sunday, April 17<sup>th</sup>. The grand opening of the Bailey is May 31<sup>st</sup>.

**Directors Report** The Director's report was received as circulated.

**63/2011  
Director's  
Performance  
Appraisal** Max Lindstrand/Vern Peterson: That the Chair and Vice Chair conduct the annual assessment of the performance of the CDSS Executive Director, with a report due at the June, 2011 meeting.

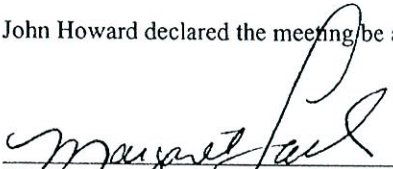
**CDSS  
Lease** The CDSS contract for leasing space from the City of Camrose is due for renewal December 31, 2012. Copies of the CDSS lease agreement will be circulated to CDSS Board Members. A sub committee to renew/review the CDSS lease will be struck at the May 16, 2011 CDSS Board meeting.

**CDSS Funding  
Priorities** An agenda item for the May or June CDSS Board meeting will include discussion on CDSS funding priorities in preparation for fall grant allocations.

**FCSSAA  
Meeting** The FCSSAA 2011 Power of Prevention Conference will be held November 16 – 18 at the Radisson Hotel, Edmonton South.

**Next Meeting** May 16, 2011 at 9:00 a.m.

**Adjournment** John Howard declared the meeting be adjourned at 10:35 a.m.

  
CDSS Administrative Assistant

  
CDSS Chairman

Hen Fa



## HELP SLAVE LAKE REBUILD

ARMAA

[www.armaa.ca](http://www.armaa.ca)



[www.lgaa.ab.ca](http://www.lgaa.ab.ca)



[www.publicworks.ca](http://www.publicworks.ca)

In an effort to draw expertise and talent to the Slave Lake region to help the town rise from the ashes, Alberta Municipal Affairs has called upon the Alberta Rural Municipal Administrators' Association (ARMAA), the Local Government Administration Association (LGAA) and the Alberta Public Works Association (APWA) to canvas and solicit our membership for individuals who can contribute their time and talent to the cause.

Municipal Affairs is searching for expertise to be parachuted into Slave Lake on a rotational basis to help the region rebuild. Stints could last for durations of three days to a week or longer. Determination of who goes up and when will be made by Municipal Affairs. It is hoped respective municipal Councils will endorse these acts of kindness and consider employee time away to be a municipal donation toward the cause. Travel costs, lodging and sustenance is covered by the province. For durations of a week or longer, other arrangements may be available.

There is also opportunity and one-offs for retirees or those currently in transition. Remuneration may be in the form of short-term contracts, which include travel costs, lodging and sustenance.

Municipal Affairs is requesting assistance from those with talent and expertise in:

- CAO/Administrative
- Finance and Budgeting
- Public Works and Utilities

A depth chart will be put together to create a roster of names to provide assistance and recruit from. At this time, it is suspected there will be a great need for the first two categories ASAP, and the third one later.

If interested, please immediately forward your name, position, municipality, contact information, along with any timeframes that absolutely do not work and the area of discipline you could offer your services to:

Pat Vincent, President

Alberta Rural Municipal Administrators' Association  
[pvincent@parklandcounty.com](mailto:pvincent@parklandcounty.com)

Al Radke, President

Local Government Administration Association  
[aradke@county.camrose.ab.ca](mailto:aradke@county.camrose.ab.ca)

Carry Grant, President

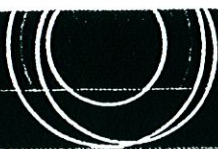
Alberta Public Works Association  
[cgrant@md.bonnyville.ab.ca](mailto:cgrant@md.bonnyville.ab.ca)

We ask you to share this communiqué with your entire staff and Council, anyone currently in transition, and any retirees you are aware of who might have a passion for helping Slave Lake rebuild.

With great respect and thanks,  
Pat, Al & Carry

Item 7.b)





## Local Government Administration Association

### Town of Slave Lake - Member Update

The response from the LGAA membership to help the Town of Slave Lake has been overwhelming. To that end, the Association has made contact with the Emergency Management team in Slave Lake and has expressed an open invitation for the municipality to request resources when they are in a position to do so.

#### **DONATIONS OF PERSONAL ITEMS ARE NOT NEEDED AT THIS TIME.**

If you or your municipality would like to assist, the Town of Slave Lake is requesting that cash donations be made to one of the following:

- Alberta Red Cross – 1-800-418-1111
- Alberta Salvation Army – 1-800-725-2769
- Town of Westlock – Registration & Inquiries – 780-349-8744
- Edmonton Emergency Relief Centre – 780-428-4422
- Town of Athabasca - Registration & Inquiries - 780-675-2967
- The Town of Nanton Trust Fund - 403-646-2029, ext 205

#### **Where can I get information?**

You obtain up-to-date information regarding the fires and evacuations from the following:

- Province of Alberta - 310-4455 | [www.gov.ab.ca](http://www.gov.ab.ca)
- Town of Slave Lake - [www.slavelake.ca](http://www.slavelake.ca)
- MD of Lesser Slave Lake - [www.md124.ca](http://www.md124.ca)

#### **Who can I call to find out about friends and family who have been evacuated?**

- Red Cross Central Registration Inquiry Bureau - 1-800-565-4483.
- Evacuated Hospital Patient Information 1-866-301-2668

**Residents who require a Driver's License, Identification Card, or Birth Certificate replacement should visit their nearest Registry Agent office.**

Identification will be replaced within three to four days. A list of Registry Agents can be found on the Service Alberta website at [www.servicealberta.ca](http://www.servicealberta.ca) or call Alberta Registries at 780-427-7013 (you can be connected toll free by first dialing 310-0000).





June 8/2001

To the Mayor and C.E.O.

I wish as a taxpayer to express my concern that a village property is being used on an ongoing basis for the personal use of a few people as their own personal recreation room as many as three times a week.

I believe the fire hall was for the use of firefighters training and meetings which lately have been almost ~~no~~ non-existent.

It is time it was returned to the use it was intended

respectfully D.D. Gray



## MEMORANDUM

**TO:** Village Council  
**FROM:** Village Manager  
**DATE:** June 2, 2011  
**SUBJECT:** 2010 Unsigned Audited Financial Statement

### PURPOSE:

The purpose of this memo is to present the highlights of the 2010 Unsigned Audited Financial Statement as prepared by Wilde and Company.

### BACKGROUND:

The draft 2010 Audited Financial Statement was included on the May 18, 2011 Council Agenda. Council members did not feel comfortable accepting the audit until more information could be gathered from our auditors. Council members agreed to send their questions to the Village Manager by Friday, May 27, 2011. One councilor submitted one question: What was our bottom line – were we in a surplus or deficit situation at year end?

The Village Manager contacted the auditors to ask this question. The year-end deficit was \$26,011 as shown on Page 4 of the audit.

Key highlights mentioned by the auditor were:

- New audit guidelines state that the audit company cannot sign the audit documents until they are accepted by the Council and because they are unsigned, they are not ready for public distribution. That's the reason this item is appearing in the In-Camera portion of the meeting. After council accepts the audit and the auditors sign it, we can provide copies of the audit to the public.
- On Page 2, under Financial Assets – Receivables, the Trade and Other Receivables (\$22,035) and the Notes Receivable (\$11,250) amounts will fluctuate from year to year and this normal due to the differing amounts and timing of receiving these revenues close to year end each year. There was a bit of a bottom line deficit at the 2010 year end as compared to the 2009 year end.
- On Page 2, under Liabilities, the Accounts Payable and Accrued Liabilities (\$34,558) also fluctuate from year to year for the same reasons as for the receivables. The Deferred Revenue in that section are the capital and operating grants that we have not spent in 2010.
- On Page 3, the "Excess (deficiency) of revenue over expenses – before other" shows a budget of \$91,200 and the 2010 Actual is (\$79,710). The reason the budget is a surplus and the actual is a deficit is because the actual includes amortization, which we do not budget for. The auditors will be recommending that we begin to budget for amortization so it does not appear that we have these large discrepancies between budget and actual.
- Page 6 shows an Unrestricted Surplus of \$124,082 at year end, plus a Restricted Reserve of \$1000 and an additional \$138,099 in Capital Reserves (which includes the Fire Department Capital Reserve). [Note 12 on Page 20 provides the detailed breakdown of these reserves.]

- Schedules 2-6 (on Pages 7-11) include the same information as in the earlier pages shown in different ways. Schedule 6 is a new format that was required by Municipal Affairs.
- The Notes seen on Pages 12-22 is additional background information. Note 9 on Page 19 explains our debt limit and debt servicing limit. Note 10 shows the value of our Tangible Capital Assets.

**ALTERNATIVES:**

1. That the Village Council pass a motion to accept the 2010 Audited Financial Statement as prepared by Wilde and Company.

**RECOMMENDATION:**

It is recommended that the Village Council pass a motion to accept the 2010 Audited Financial Statement as prepared by Wilde and Company.





**Wilde and Company**  
*Chartered Accountants*

P.O. BOX 70  
4902 - 50 STREET  
VEGREVILLE, AB T9C 1R1

TELEPHONE (780) 632-3673  
TOLL FREE 1-800-808-0998  
FAX (780) 632-6133  
E-MAIL [office@wildeandco.com](mailto:office@wildeandco.com)

## INDEPENDENT AUDITOR'S REPORT

**CONFIDENTIAL**

To the Mayor and Council of Village of Bawlf

### *Report on the Consolidated Financial Statements*

We have audited the accompanying consolidated financial statements of the Village of Bawlf, which comprise the statement of financial position as at December 31, 2010, and the statements of operations, change in net financial assets (debt) and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Village of Bawlf as at December 31, 2010, the results of its operations, change in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

**VILLAGE OF BAWLF**  
**Consolidated Statement of Financial Position**  
**As at December 31, 2010**

	2010	2009
<b>Financial Assets</b>		
Cash and temporary investments (Note 3)	\$ 271,243	\$ 299,749
Receivables		
Taxes and grants in place of taxes receivable (Note 4)	24,454	2,693
Due from governments	9,283	5,513
Trade and other receivables	22,035	85,465
Notes receivable (Note 6)	11,250	12,500
Land held for resale	70,119	69,878
Investments (Note 5)	168,658	168,178
	<b>577,042</b>	<b>643,976</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	34,558	70,713
Deposit liabilities	1,294	894
Deferred revenue (Note 7)	278,009	278,143
Long term debt (Note 8)	52,749	57,783
	<b>366,610</b>	<b>407,533</b>
<b>Net Financial Assets (Debt)</b>	<b>210,432</b>	<b>236,443</b>
<b>Non-Financial Assets</b>		
Tangible capital assets (Schedule 2, Note 10)	3,923,832	3,972,852
	<b>3,923,832</b>	<b>3,972,852</b>
<b>Accumulated Surplus (Schedule 1, Note 12)</b>	<b>\$ 4,134,264</b>	<b>\$ 4,209,295</b>

*Contingencies - Note 16*



VILLAGE OF BAWLF  
Consolidated Statement of Operations  
Year Ended December 31, 2010

Page 3

	Budget (Unaudited)	2010	2009
<b>Revenue</b>			
Net municipal taxes (Schedule 3)	\$ 224,125	\$ 224,202	\$ 203,807
User fees and sales of goods	191,400	201,242	171,864
Government transfers for operating (Schedule 4)	84,872	75,104	82,676
Investment income	800	310	1,210
Penalties and costs on taxes	8,000	9,102	8,960
Rentals	800	8,365	8,385
Other	30,075	15,301	40,652
<b>Total revenue</b>	<b>540,072</b>	<b>533,626</b>	<b>517,554</b>
<b>Expenses</b>			
Administration and legislative	174,400	225,942	209,940
Fire protection and safety services	25,022	44,659	24,645
Bylaw enforcement	6,500	6,575	6,207
Roads, streets, walks, lighting	62,200	99,678	100,650
Drainage	-	-	300
Water supply and distribution	31,300	56,388	51,893
Wastewater treatment and disposal	19,300	73,352	108,841
Waste management	22,200	19,111	33,300
Family and community support	34,650	2,583	2,940
Cemetery	200	-	8
Subdivision land and development	1,250	10,353	-
Parks and recreation	61,950	64,349	57,577
Culture	9,900	10,346	13,833
<b>Total expenses</b>	<b>448,872</b>	<b>613,336</b>	<b>610,134</b>
<b>Excess (deficiency) of revenue over expenses - before other</b>	<b>91,200</b>	<b>(79,710)</b>	<b>(92,580)</b>
<b>Other</b>			
Government transfers for capital (Schedule 4)	4,679	4,679	159,206
Other capital contributions	-	-	5,045
<b>Excess (deficiency) of revenues over expenses</b>	<b>95,879</b>	<b>(75,031)</b>	<b>71,671</b>
<b>Accumulated surplus - beginning of the year</b>	<b>4,209,295</b>	<b>4,209,295</b>	<b>4,137,624</b>
<b>Accumulated surplus - end of the year</b>	<b>\$ 4,305,174</b>	<b>\$ 4,134,264</b>	<b>\$ 4,209,295</b>

VILLAGE OF BAWLF  
Consolidated Statement of Change in Net Financial Assets (Debt)  
Year Ended December 31, 2010

Page 4

	Budget (Unaudited)	2010	2009
<b>Excess (deficiency) of revenues over expenses</b>	\$ 95,879	\$ (75,031)	\$ 71,671
Acquisition of tangible capital assets	(75,400)	(87,568)	(260,156)
Amortization of tangible capital assets	-	136,588	139,860
	(75,400)	49,020	(120,296)
<b>(Increase) Decrease in net debt</b>	20,479	(26,011)	(48,625)
<b>Net Financial Assets (Debt), beginning of year</b>	236,443	236,443	285,068
<b>Net Financial Assets (Debt), end of year</b>	\$ 256,922	\$ 210,432	\$ 236,443



VILLAGE OF BAWLF  
Consolidated Statement of Cash Flows  
Year Ended December 31, 2010

Page 5

	2010	2009
<b>Operating</b>		
Excess (deficiency) of revenue over expenses	\$ (75,031)	\$ 71,671
Net changes in non-cash items included in excess of revenues over expenses		
Amortization of tangible capital assets	136,588	139,860
Net changes in non-cash charges to operation		
Decrease (increase) in taxes and grants in lieu receivable	(21,761)	5,278
Decrease (increase) in government receivables	(3,770)	7,795
Decrease (increase) in trade and other receivables	64,680	(73,435)
Increase in land held for resale	(241)	(7,219)
Increase (decrease) in accounts payable and accrued liabilities	(36,155)	53,680
Increase in deposit liabilities and deferred revenues	266	74,593
<i>Net cash provided by operating transactions</i>	<b>64,576</b>	<b>272,223</b>
<b>Capital</b>		
Acquisition of tangible capital assets	(87,568)	(260,156)
<i>Net cash applied to capital transactions</i>	<b>(87,568)</b>	<b>(260,156)</b>
<b>Investing</b>		
Decrease (increase) in restricted cash or cash equivalents	6,490	30,844
Decrease (increase) in investments	(480)	(98,913)
<i>Net cash provided by (used in) investing transactions</i>	<b>6,010</b>	<b>(68,069)</b>
<b>Financing</b>		
Long term debt issued	-	60,000
Long term debt repaid	(5,034)	(2,217)
<i>Net cash used in financing transactions</i>	<b>(5,034)</b>	<b>57,783</b>
<b>Change in cash and cash equivalents during the year</b>	<b>(22,016)</b>	<b>1,781</b>
Cash and cash equivalents, beginning of year	196,508	194,727
<b>Cash and cash equivalents, end of year</b>	<b>\$ 174,492</b>	<b>\$ 196,508</b>
Cash and cash equivalents is made up of:		
Cash and temporary investments (Note 3)	271,243	299,749
Less: restricted portion of cash and temporary investments (Note 3)	(96,751)	(103,241)
	<b>\$ 174,492</b>	<b>\$ 196,508</b>

See accompanying notes

**VILLAGE OF BAWLF**  
**Schedule of Changes in Accumulated Surplus**  
**Year Ended December 31, 2010**  
**Schedule 1**

	2010			2009		
	Unrestricted Surplus	Restricted operating reserves	Restricted Capital reserves	Equity in Capital Assets	\$	\$
<b>Balance, beginning of year</b>	124,179	1,000	169,047	3,915,069	<b>4,209,295</b>	<b>4,137,624</b>
Excess (deficiency) of revenues over expenses	(75,031)	-	-	-	(75,031)	71,671
Unrestricted funds designated for future use	5,948	-	(30,948)	25,000	-	-
Current year funds used for TCA	(62,568)	-	-	62,568	-	-
Annual Amortization expense	136,588	-	-	(136,588)	-	-
TCA long term debt repaid	(5,034)	-	-	5,034	-	-
Change in accumulated surplus	(97)	-	(30,948)	(43,986)	(75,031)	71,671
<b>Balance, end of year</b>	<b>124,082</b>	<b>1,000</b>	<b>138,099</b>	<b>3,871,083</b>	<b>4,134,264</b>	<b>4,209,295</b>

VILLAGE OF BAWLF  
Schedule of Tangible Capital Assets  
Year Ended December 31, 2010  
Schedule 2

	Land	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2010 \$	2009 \$
<b>Cost</b>							
Balance, beginning of year	46,453	1,426,542	4,782,614	221,707	31,800	6,509,116	6,248,960
Acquisition of tangible capital assets	-	-	45,609	-	35,499	81,108	260,156
Construction in progress	-	-	6,460	-	-	6,460	-
Balance, end of year	46,453	1,426,542	4,834,683	221,707	67,299	6,596,684	6,509,116
<b>Accumulated amortization</b>							
Balance, beginning of year	-	300,632	2,105,591	114,321	15,720	2,536,264	2,396,404
Annual amortization	-	28,462	87,144	17,882	3,100	136,588	139,860
Balance, end of year	-	329,094	2,192,735	132,203	18,820	2,672,852	2,536,264
<b>Net book value of tangible capital assets</b>	46,453	1,097,448	2,641,948	89,504	48,479	3,923,832	3,972,852
<b>2009 Net book value of tangible capital assets</b>	46,453	1,125,910	2,677,023	107,386	16,080		3,972,852

VILLAGE OF BAWLF  
Schedule of Property and Other Taxes  
Year Ended December 31, 2010  
Schedule 3

	Budget (Unaudited)	2010	2009
<b>Taxation</b>			
Real property taxes	\$ 250,200	\$ 251,092	\$ 257,299
Linear property	3,479	3,469	4,034
Government grants in place of property taxes	3,650	3,650	4,001
Special assessments and local improvement taxes	33,700	32,895	-
	291,029	291,106	265,334
<b>Requisitions</b>			
Alberta School Foundation Fund	66,904	66,904	61,527
	66,904	66,904	61,527
<b>Net Municipal Taxes</b>	\$ 224,125	\$ 224,202	\$ 203,807



VILLAGE OF BAWLF  
Schedule of Government Transfers  
Year Ended December 31, 2010  
Schedule 4

Page 9

	Budget (Unaudited)	2010	2009
<b>Transfers for operating</b>			
Federal Government	\$ 2,300	\$ 2,464	\$ 2,332
Provincial Government	60,472	60,140	67,844
Other Local Governments	22,100	12,500	12,500
	84,872	75,104	82,676
<b>Transfers for Capital</b>			
Provincial Government	4,679	4,679	154,507
Federal Government	-	-	4,699
	4,679	4,679	159,206
<b>Total Government Transfers</b>	\$ 89,551	\$ 79,783	\$ 241,882

VILLAGE OF BAWLF  
Schedule of Consolidated Expenses by Object  
Year Ended December 31, 2010  
Schedule 5

	Budget (Unaudited)	2010	2009
<b>Consolidated Expenses by Object</b>			
Salaries, wages and benefits	\$ 178,050	\$ 197,063	\$ 175,710
Contracted and general services	123,950	133,428	158,800
Purchases from other governments	29,300	8,061	18,309
Materials, goods, supplies and utilities	65,422	93,908	73,460
Transfers to local boards and agencies	43,650	42,722	43,463
Interest on long term debt	8,500	1,566	532
Amortization of tangible capital assets	-	136,588	139,860
	\$ 448,872	\$ 613,336	\$ 610,134

VILLAGE OF BAWLF  
Schedule of Segmented Disclosure  
Year Ended December 31, 2010  
Schedule 6

	General Government	Protective Services	Transportation Services	Environmental Services	Planning & Development	Recreation & Culture	Other	Total \$
<b>Revenue</b>								
Net municipal taxes	-	-	-	-	-	-	224,202	224,202
Government transfers	50,839	11,183	-	-	-	-	-	79,786
User fees and sales of goods	2,774	9,863	775	153,884	33,446	17,764	-	201,242
Investment income	-	-	-	-	-	500	-	310
Other revenues	830	7,793	-	4,240	-	-	310	32,765
	54,443	28,839	775	158,124	33,446	33,305	229,373	538,305
<b>Expenses</b>								
Salaries, wages and benefits	110,061	19,355	26,685	90	-	40,872	-	197,063
Contracted and general services	63,135	8,120	3,601	42,908	10,353	5,311	-	133,428
Materials, goods, supplies and utilities	9,428	12,982	16,359	46,536	-	8,603	-	93,908
Transfers to local boards and agencies	34,730	-	-	-	-	7,992	-	42,722
Interest on long term debt	-	-	-	1,566	-	-	-	1,566
Other expenses	-	-	-	8,061	-	-	-	8,061
	217,354	40,457	46,645	99,161	10,353	62,778	-	476,748
<b>Net revenue before amortization</b>	(162,911)	(11,618)	(45,870)	58,963	23,093	(29,473)	229,373	61,557
Amortization of tangible capital assets	8,588	10,777	53,033	49,690	-	14,500	-	136,588
<b>Net revenue</b>	(171,499)	(22,395)	(98,903)	9,273	23,093	(43,973)	229,373	(75,031)



**VILLAGE OF BAWLF****Notes to Consolidated Financial Statements****Year Ended December 31, 2010**

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**1. Significant accounting policies**

The consolidated financial statements of the municipality are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. Significant aspects of the accounting policies adopted by the municipality are as follows:

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the municipality and are, therefore, accountable to Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(continues)



## VILLAGE OF BAWLF

## Notes to Consolidated Financial Statements

Year Ended December 31, 2010

1. Significant accounting policies (*continued*)Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in treasury bills and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days.

Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

Debt charges recoverable

Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the unmatured long term debt, less actuarial requirements for the retirement of any sinking fund debentures.

Requisition over-levy and under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

Inventories for resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under the respective function.

(continues)

**VILLAGE OF BAWLF**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2010**

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1. Significant accounting policies (*continued*)

Prepaid local improvement charges

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality.

Where a taxpayer has elected to prepay the outstanding local improvement charges, such amounts are recorded as deferred revenue. Deferred revenue is amortized to revenue on a straight line basis over the remaining term of the related borrowings.

In the event that the prepaid amounts are applied against the related borrowings, the deferred revenue is amortized to revenue by an amount equal to the debt repayment.

Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

(*continues*)

## VILLAGE OF BAWLF

## Notes to Consolidated Financial Statements

Year Ended December 31, 2010

1. Significant accounting policies (*continued*)Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets (Debt) for the year.

## a) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Land improvements	15-20
Buildings	25-50
Engineered structures	
Water system	35-65
Wastewater system	35-65
Other engineered structures	15-40
Machinery and equipment	5-20
Vehicles	3-20

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

## b) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

## c) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

## d) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.



**VILLAGE OF BAWLF****Notes to Consolidated Financial Statements****Year Ended December 31, 2010****2. Recent accounting pronouncements published but not yet adopted**

The following accounting standards have been issued by the Canadian Institute of Chartered Accountants (CICA) but are not yet effective. The municipality is currently evaluating the effect of adopting these standards on their financial statements.

**Section PS 3410 - Government Transfers**

This section establishes standards on how to account for and report government transfers to individuals, organizations and other governments from both a transferring government and a recipient government perspective. This section is effective for fiscal periods beginning on or after April 1, 2012.

**Section PS 3510 – Tax Revenue**

This new standard establishes recognition, measurement, presentation and disclosure standards relating to tax revenue reported in financial statements. This section is effective for fiscal periods beginning on or after April 1, 2012.

**Section PS 3260 – Liability for Contaminated Sites**

This new section establishes recognition, measurement, and disclosure standards for liabilities relating to contaminated sites of governments and those organizations applying the CICA Public Sector Accounting Handbook. This section is effective for fiscal periods beginning on or after April 1, 2014.

**3. Cash and temporary investments**

	<b>2010</b>	<b>2009</b>
Cash	<b>\$ 194,765</b>	\$ 223,354
Temporary investments	<b>76,478</b>	76,395
	<b>\$ 271,243</b>	\$ 299,749

Temporary investments are short term deposits with original maturities of three months or less.

Included in cash and temporary investments is a restricted amount of \$96,751 (2009 – \$103,241) received from grants which are held exclusively for restricted purposes - Note 7.

Council has designated \$138,099 for capital replacement.

**4. Taxes and grants in place of taxes receivable**

	<b>2010</b>	<b>2009</b>
Current taxes and grants in place of taxes	<b>\$ 20,527</b>	\$ 2,154
Arrears taxes	<b>3,927</b>	539
	<b>\$ 24,454</b>	\$ 2,693



## VILLAGE OF BAWLF

## Notes to Consolidated Financial Statements

Year Ended December 31, 2010

## 5. Investments

	2010		2009	
	Cost	Market value	Cost	Market Value
Guaranteed investment certificates	\$ 168,658	\$ 168,658	\$ 168,178	\$ 168,178

Guaranteed investment certificates have effective interest rates of 0.2% to 2.85% (2009 – 0.2% to 2.85%) and maturity dates from April 16, 2011 to March 26, 2012. Included in long term investments is a restricted amount of \$168,658 (2009 - \$168,178) which are held exclusively for restricted purposes.

## 6. Notes receivable

	2010	2009
Current receivable	\$ 1,250	\$ 1,250
Long term receivable	10,000	11,250
	\$ 11,250	\$ 12,500

Village of Bawlf Public Library Board has pledged \$12,500 toward renovation costs of the library. The note receivable is interest free with annual payments of \$1,250 to be paid in December of each year. If the library is able to raise more funds than anticipated in any year, the municipality has agreed to accept a shorter repayment term.

## 7. Deferred revenue

	2010	2009
Provincial community hall renovation grant	\$ 10,326	\$ 10,326
Alberta Municipal Infrastructure Program	145,118	144,918
Municipal sponsorship program	8,068	14,434
Provincial street improvement program	70,102	69,946
New deals for cities and communities	31,795	31,795
Prepaid property taxes - net	12,600	6,724
	\$ 278,009	\$ 278,143

The use of funds is restricted to eligible projects, as approved under the funding agreement. Unexpended funds related to advances are supported by cash and investments held exclusively for these projects (Note 3 and Note 5).

**VILLAGE OF BAWLF**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2010**

8. Long term debt

	2010	2009
Bank loans	\$ 52,749	\$ 57,783

Principal and interest repayments are as follows:

	Principal	Interest	Total
2011	\$ 4,959	\$ 1,641	\$ 6,600
2012	5,123	1,477	6,600
2013	5,292	1,308	6,600
2014	5,466	1,134	6,600
2015	5,647	953	6,600
Thereafter	26,262	1,899	28,161
	<u>\$ 52,749</u>	<u>\$ 8,412</u>	<u>\$ 61,161</u>

The current portion of the long term debt amounts to \$4,959 (2009 - \$5,215).

Debenture debt is issued on the credit and security of the municipality at large.

Bank loans are repayable in monthly instalments of \$550 including principal and interest at prime plus 0.25% due April 30, 2020. The bank loans are secured by a general assignment of property taxes receivable.

Interest on long term debt amounted to \$ 1,566 (2009 - \$533).

## VILLAGE OF BAWLF

## Notes to Consolidated Financial Statements

Year Ended December 31, 2010

## 9. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/2000 for the municipality be disclosed as follows:

	2010	2009
Total debt limit	\$ 800,441	\$ 771,750
Total debt	(52,749)	(57,783)
Amount of debt limit unused	\$ 747,692	\$ 713,967
Debt servicing limit	\$ 133,407	\$ 128,625
Debt servicing	(6,600)	(6,600)
Amount of debt servicing limit unused	\$ 126,807	\$ 122,025

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/2000) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

## 10. Tangible capital assets (at net book value)

	2010	2009
Land	\$ 46,453	\$ 46,453
Buildings	1,097,448	1,125,910
Roadway system	1,162,793	1,188,095
Water distribution system	863,433	885,748
Wastewater treatment system	615,723	603,180
Machinery, equipment and furnishings	89,503	107,386
Vehicles	48,479	16,080
	\$ 3,923,832	\$ 3,972,852

## 11. Equity in tangible capital assets

	2010	2009
Tangible capital assets (Schedule 2)	\$ 6,596,684	\$ 6,509,116
Accumulated amortization (Schedule 2)	(2,672,852)	(2,536,264)
Long term debt (Note 8)	(52,749)	(57,783)
	\$ 3,871,083	\$ 3,915,069



## VILLAGE OF BAWLF

## Notes to Consolidated Financial Statements

Year Ended December 31, 2010

## 12. Accumulated surplus

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2010	2009
Unrestricted surplus	\$ 92,000	\$ 124,179
Restricted surplus		
Operating reserves	1,000	1,000
Recreation trail capital reserves	1,500	-
Fire department capital reserves	28,135	60,583
Future infrastructure capital reserves	108,464	108,464
Equity in tangible capital assets	3,903,165	3,915,069
	<b>\$ 4,134,264</b>	<b>\$ 4,209,295</b>

## 13. Salary and benefits disclosure

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	2010			2009
	Salary	(1) Benefits & allowances	(2) Total	Total
Mayor: Gordie Blatz	\$ 4,040	\$ -	\$ 4,040	\$ 3,310
Former Mayor: Jerry Iwanus	3,910	-	3,910	5,325
Jody Yuha	3,720	-	3,720	4,120
Rod Blatz	195	-	195	-
Reta Porter	3,980	-	3,980	3,295
Karen Robbins	1,405	-	1,405	-
Darrell Szott	1,955	-	1,955	3,245
Chief Administrative Officer	39,764	2,746	42,510	44,123
	<b>\$ 58,969</b>	<b>\$ 2,746</b>	<b>\$ 61,715</b>	<b>\$ 63,418</b>

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
2. Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.
3. Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial and retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.



**VILLAGE OF BAWLF****Notes to Consolidated Financial Statements****Year Ended December 31, 2010****14. Segmented disclosure**

The municipality provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (schedule 6).

**15. Commitments**

The municipality has entered into the following commitments:

1. Garbage collection services with Can-Pak Environmental for \$14,400 annually.
2. Assessment services for the 2011 year in the amount of \$3,874.46.
3. Bylaw enforcement service for \$6,552 annually.
4. Water and sewer operator for \$9,600 annually.
5. Muniware computer support for \$3,207.25 annually.
6. Shirley McClellan Regional Water Services Commission administrative costs for \$7,612 and debenture payment on a new waterline in the amount of \$5,527 for 20 years.
7. Engineering costs for the MaCrae street project with Focus Engineering for up to \$15,000 in 2011.

The financial commitment is as follows:

2011	\$ <u>65,773</u>
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**16. Contingent liability**

The municipality is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of the membership, the municipality could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

**VILLAGE OF BAWLF**  
**Notes to Consolidated Financial Statements**  
**Year Ended December 31, 2010**

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17. Financial instruments

The municipality's financial instruments consist of cash and temporary investments, accounts receivable, investments, debt charges recoverable, bank indebtedness, accounts payable and accrued liabilities, deposit liabilities, requisition over-levy, and long term debt. It is management's opinion that the municipality is not exposed to significant interest or currency risks arising from these financial instruments.

The municipality is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the municipality provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

18. Approval of financial statements

Council and Management have approved these financial statements.

19. Budget amounts

Budget amounts are included for information purposes only and are not audited. It should be noted that the budget is not PSAB compliant in that it does not include an estimate for amortization.