



AGENDA

Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Wednesday, July 13, 2011 – 7:00 p.m. Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

- a) 7:00 p.m. – Camrose & District Support Services - Margaret Holliston & Dennis Wishnowski
(2010 CDSS Annual Report Highlights and 2011 Program Updates)

3. GENERAL GOVERNMENT

- a) Agenda

Motion to adopt as presented

- b) Minutes of the Regular Meeting of Council held June 8, 2011

Motion to adopt as presented

- c) Accounts Payable – June 2011

- d) Financial Statement – June 2011

4. BUSINESS ARISING

- a) Sewer Main Lines – Macrae, Sanden and/or King Streets

Motion

- b) Fire Hall Maintenance

Motion

- c) Council Recognition

Motion

5. NEW BUSINESS

- a) 2010 Audit Budget Adjustment

Motion

- b) Grading of Drainage Ditches

Motion

- c) Grasshopper Mower Issues

Motion

- d) Recreation Board RE: Curling Rink – *Mayor G. Blatz (no memo)*

Discussion

- e) Recreation Board RE: Insurance – *Mayor G. Blatz (no memo)*

Discussion

- f) Regional First Responders Conference – August 26 & 27, 2011 (Stettler)

Discussion/Motion

- g) Appointment of Director of Disaster Services

Motion

- h) Regional Children's Centre Funding Request

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) AMSC Insurance – Follow Up Email Regarding Alcohol Liability Insurance
- b) Fortis Alberta Backgrounder RE: 2012/2013 Distribution Tariff Application
- c) Parkland Regional Library 2010 Annual Report

8. CONFIDENTIAL ITEMS

- a) Personnel Matters

9. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE VILLAGE OF BAWLF**
In the Province of Alberta held on
Wednesday, June 8 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
Jocelyn Sparks, Communications Coordinator
Susanne Meters, AMSC Insurance
Guests Bryan Berg, Clarence Hastings, Sharon Girard and Larry Nikiforuk

1. CALL TO ORDER

Mayor G. Blatz called the meeting to order at 7:03 p.m.

2. DELEGATIONS

*a) ALBERTA MUNICIPAL SERVICES CORPORATION (AMSC) INSURANCE RE: LIQUOR
LIABILITY INSURANCE (Susanne Meters)*

Susanne clarified the host liability coverage currently provided to the Village by AMSC, providing a printed rate sheet. While the Village does not require extra insurance from AMSC's perspective, the Village may be open to a possible law suit if the renting party is sued and is unprotected by liquor liability insurance. A law suit of this nature involving the Village would increase our premiums and remain on our policy for 5 years. It was advised that a signed waiver could be obtained, however rarely offers protection in a court of law.

Bryan Berg and Larry Nikiforuk entered the meeting at 7:06 p.m.

Sharon Girard entered the meeting at 7:08 p.m.

Susanne Meters left the meeting at 7:18 p.m.

Bryan Berg and Larry Nikiforuk left the meeting at 7:21 p.m.

3. GENERAL GOVERNMENT

a) AGENDA

MOTION 84/11: MOVED BY Councillor Reinke to accept the Agenda with the addition of Items: 4.d) Hanson Street Property, 4.e) Water Treatment Plant Motor, 5. c) Recreation Board Lease of Jubilee Park, 5.d) Fire Protection Services Shared Funding Agreement, 5.e) Emergency Alert Warning System Training, 5.f) Fire Hall, 5.g) Outstanding Cheque and 7.c) Letter from resident re: Fire Hall.

CARRIED.

Item: 3. b)

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD May 18, 2011*

MOTION 85/11: MOVED BY Deputy Mayor Yuha that the Minutes of the Regular Meeting of Council held May 18, 2011 be accepted as amended.

CARRIED.

c) *ACCOUNTS PAYABLE FOR MAY, 2011*

Accepted for audit purposes.

d) *FINANCIAL STATEMENT FOR MAY, 2011*

Accepted for audit purposes.

4. BUSINESS ARISING

a) *AMSC INSURANCE RE: LIQUOR LIABILITY INSURANCE*

Discussion took place regarding amending the rental contract for the Community Centre to the end that it "recommend" rather than "require" third party liquor liability insurance be acquired by parties renting the facility.

MOTION 86/11: MOVED BY Councillor Blatz that the Village council request Administration to remove the requirement to purchase liquor liability insurance from the Community Centre rental contract and change the clause to read that the Village strongly recommends the purchase third party liquor liability insurance.

CARRIED.

b) *TENDERING PROCESS TO REPLACE SEWER MAINS*

The Village Council reviewed Alberta Environment's Standards for Municipal water, wastewater and storm drainage systems. A professional engineer is required to sign and stamp the specifications and design drawings that form part of the tender package. Sewer main replacement options and road priorities were also discussed.

Councillor Blatz left the meeting at 7:57 p.m. and returned at 8:00 p.m.

MOTION 87/11: MOVED BY Deputy Mayor Yuha 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 the water and sewer mains on Macrae, Sanden and/or King Streets as soon as possible.

CARRIED.

c) *REMINDER ABOUT COUNCILLOR ROLES AND RESPONSIBILITIES*

With reference to the "Now That You've Been Elected" Handbook published by Municipal Affairs, Council was reminded to channel concerns or suggestions for the completion of specific work duties through the Village Manager, who will then establish priorities with Village staff members.

MOTION 88/11: MOVED BY Councillor Robbins that the Village Council accept the memorandum regarding Councillor roles and responsibilities with regard to providing direction or instruction to Village staff as information.

CARRIED.

d) *HANSON STREET PROPERTY*

Demolition and removal of derelict buildings on Hanson Street is scheduled to take place on June 25 and 26, weather permitting. The Village will provide the bobcat and two Village trucks to assist volunteers with the removal of the old greenhouse and other accessory buildings. The Village Manager has contacted the legal representation involved to withdraw the charges.

e) *WATER TREATMENT PLANT MOTOR*

Due to a malfunction of the water treatment plant motors during a recent power outage, the Village Council considered the cost as well as the importance of purchasing a replacement motor to use as a backup. The cost estimate reported at the last Council Meeting was \$4130 with an anticipated delivery time of 2-5 weeks.

The Village Manager left meeting at 8:12 and returned shortly.

Councillor Blatz left the meeting at 8:12 and returned at 8:14.

MOTION 89/11: MOVED BY Councillor Reinke to purchase a backup motor for the Water Treatment Plant at a cost of \$4130 plus GST.

CARRIED.

5. NEW BUSINESS

a) *SET DATE FOR ANNUAL GENERAL MEETING*

Councillor Blatz left the meeting at 8:19 p.m. and returned shortly.

The Annual General Meeting will take place on Wednesday, June 29, 2011 at 7:00 p.m. in the Community Centre. Council members will present quarterly highlights prepared from Council Meeting Minutes as follows: January-March, 2010 highlights by Mayor Blatz, April-June, 2010 highlights by Deputy Mayor Yuha; July-September, 2010 highlights by Councillor Reinke; and October- December, 2010 highlights by Councillor Robbins. Chairs will be set up facing the east wall to facilitate projection images of the 2011 budget and tax comparisons.

b) *FIRE DEPARTMENT BUDGET – COUNCILLOR ROBBINS*

The Village Council discussed the options of selling or fixing the old pumper truck. An estimate was presented to Council for repairs needed to bring the vehicle to required operating standards in the amount of \$4516. A safety inspection is due to be performed on the snuffer truck and the new pumper truck's safety inspection certificate will expire shortly. The floating gauge on new pumper truck has been misreading water levels but has been temporarily fixed.

MOTION 90/11: MOVED BY Councillor Robbins that the Village tender the sale of the unused fire truck in its current condition, clarifying to bidders that the highest offer will not necessarily be accepted.

CARRIED.

c) *RECREATION BOARD LEASE*

MOTION 91/11: MOVED BY Councillor Blatz that the Village Council approve extending the Bawlf & District Recreation Board's Jubilee Park lease agreement by two years to January 1, 2017.

CARRIED.

d) *FIRE PROTECTION SERVICES SHARED FUNDING AGREEMENT*

The Village Manager outlined the amendments made to the agreement between Camrose County and the Village of Bawlf for shared funding of fire protection services.

MOTION 92/11: MOVED BY Councillor Blatz that the Village Council approve the Fire Protection Services Shared Funding Agreement dated April 26, 2011 as amended.

CARRIED.

e) *EMERGENCY ALERT WARNING SYSTEM TRAINING*

The Village Manager informed Council Members of a July 8 training session on the Alberta Emergency Alert Warning System. There is no cost for the session. Mayor Blatz and Councillor Robbins expressed interest in attending. The Administration will submit the registration form.

MOTION 93/11: MOVED BY Deputy Mayor Yuha that the Village Council approve sending Mayor Blatz, Councillor Robbins, and Village Manager Horbasenko to the Alberta Emergency Alert Warning System training session on July 8, 2011 in Camrose.

CARRIED.

f) *FIRE HALL*

The Village Manager informed Council of a phone call she received from a resident who was concerned about the use of the Fire Hall for recreational purposes. A letter expressing a similar concern was recently received by the Village Office and has been added to the agenda as Correspondence item 7.c).

MOTION 94/11: MOVED BY Deputy Mayor Yuha that Administration draft a letter under the Mayor's signature to the Fire Department members outlining the concerns received via the phone call and the written letter and indicating that the primary function of the Fire Hall must take priority at all times in using the building and further to remind firefighters and other users that smoking is not permitted within the Fire Hall.

CARRIED.

g) *OUTSTANDING CHEQUE*

The Village Council discussed the expense for snow removal services provided by George Gibson on January 8, 2011 and voluntarily paid for by Mayor Blatz. The Village Manager reported that initially Mayor Blatz indicated that Mr. Gibson may have cleared the snow on Lutheran Church property, in which case the Village would not be responsible to pay the invoice. The Administration asked Mayor Blatz to get this clarified with Mr. Gibson. Clarification was not received one way or the other before Mayor Blatz voluntarily paid the invoice himself.

MOTION 95/11: MOVED BY Councillor Blatz that the Administration reimburse ~~Mayor Blatz~~ ^{Mr George Gibson} for the snow removal services provided by George Gibson on January 8, 2011. *Immediately*

A recorded vote was requested by Deputy Mayor Yuha.

In favour of the resolution: Councillors Blatz, Reinke and Robbins.

Against the resolution: Mayor Blatz and Deputy Mayor Yuha.

CARRIED.

6. STANDING COMMITTEE REPORTS

a) MAYOR'S REPORT

As attached to these Minutes.

b) ADMINISTRATION REPORT

Councillor Blatz left the meeting at 9:13 p.m. and returned at 9:16

As attached to these Minutes.

The meeting recessed at 9:23 p.m. and reconvened at 9:29 p.m. (Ratepayer Clarence Hastings did not return.)

Councillor Blatz returned at 9:31 p.m.

c) RECREATION & COMMUNITY SERVICES

i. Dave Knipe Memorial Library – Councillor Robbins

- A meeting was held on June 7, 2011.
- Gladys Stock will run the summer reading program, August 15-18.
- Library surveys continue to be received with positive feedback.
- An ongoing schedule of Playschool storytelling may begin in the fall.
- The library may offer a class on how to use e-books and audio books.
- The next meeting will take place on August 24, 2011.

ii. Providence Place – Mayor G. Blatz

- A meeting was held on May 25, 2011.
- 19 of the 27 units have been sold.
- The interest rate for investment suites will be 0.5% over prime.
- Rental rates for Designated Assisted Living (DAL) will increase by 3%.
- The next meeting will be held on June 29, 2011.

iii. Sanden Court

- A meeting will not be held until July.

iv. Bawlf & District Recreation Association – Councillor Blatz

- A meeting has not been held.
- The Recreation Association may not participate in the Jaywalkers Jamboree next year.

- v. *BRAED – Mayor Blatz*
 - Annual General Meeting was held in Hardisty June 2, 2011.
 - A proxy vote was sent on behalf of Mayor Blatz.
- vi. *Shirley McClellan Regional Water Services Commission – Councillor Blatz*
 - A meeting has not been held.
- vii. *Regional Children's Centre – Councillor Reinke*
 - A meeting has not been held.
- viii. *Protective Services – Deputy Mayor Yuha*
 - A meeting has not been held.
- ix. *Bawlf Parent Council Meeting – Deputy Mayor Yuha*
 - MLA Doug Griffiths attended the meeting held on June 7, 2011.
 - Mr. Griffiths encouraged the committee to discuss possible alternate uses for the new school building.

MOTION 96/11: MOVED BY Mayor Blatz to extend the meeting beyond 10:00 p.m.

CARRIED.

- x. *Bawlf School Modernization Meeting – Deputy Mayor Yuha*
 - A meeting has not been held.

7. CORRESPONDENCE

- a) CDSS Minutes – April 18, 2011
- b) Help Slave Lake Rebuild Notices
- c) Letter from Resident re: Fire Hall

MOTION 97/11: MOVED BY Councillor Reinke that the Administration send a reply letter under the Mayor's signature to the correspondence received regarding the use of the Fire Hall for recreational purposes.

CARRIED.

8. CONFIDENTIAL ITEMS

- a) 2010 Unsigned Audited Financial Statement

MOTION 98/11: MOVED BY Deputy Mayor Yuha to move "in camera" at 10:12? p.m.

CARRIED.

The Communications Coordinator left the meeting at 10:15 p.m.

- b) Village Manager Performance Review

9. 2010 UNSIGNED AUDITED FINANCIAL STATEMENT

The meeting moved "out of camera" at 12:10 a.m. *Blatz*

MOTION 99/11: MOVED BY Councillor Reinke that the Village Council accept the 2010 Audited Financial Statement as prepared by Wilde and Company.

CARRIED.

10. VILLAGE MANAGER PERFORMANCE REVIEW

MOTION 100/11: MOVED BY Deputy Mayor Yuha that the Village Council approve a 3% merit increase for the Village Manager.

DEFEATED

11. ADJOURNMENT

The meeting adjourned at 12:15 a.m.

These minutes were approved at the Regular Meeting of Council held July 13, 2011.

MAYOR

VILLAGE MANAGER



VILLAGE OF BAWLF

Cheque Listing For Council

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Cheque	Date	Name	Invoice	Description	Invoice Amount	Cheque Amount
20100657	2011-06-15	ALBERTA ANIMAL SERVICES		PAYMENT		
			10437	BYLAW ENFORCEMENT	546.00	546.00
20100658	2011-06-15	BAWLF COUNTRY STORE		PAYMENT		9.39
			15	P.W. SUPPLIES	9.39	
20100659	2011-06-15	BAWLF RECREATION ASSOCIATION		PAYMENT		10,500.00
			4	2011 COUNTY GRANT	10,500.00	
20100660	2011-06-15	BUCHANAN, JOE		PAYMENT		
			4	WAGES		
20100661	2011-06-15	CAMROSE BOOSTER		PAYMENT		18.69
			9	GARAGE SALE AD	18.69	
20100662	2011-06-15	DAYSLANDER MOTEL		PAYMENT		11.38
			16	WATER SAMPLE FREIGHT	11.38	
20100663	2011-06-15	FOUNTAIN TIRE		PAYMENT		297.22
			2	TIRES J.D.	297.22	
20100664	2011-06-15	GLADSTONE SPORTS ASSOCIATION		PAYMENT		2,000.00
			2	2011 COUNTY GRANT	2,000.00	
20100665	2011-06-15	PAUL, TIFFANY		PAYMENT		
			6	WAGES		
20100666	2011-06-15	SCHULTZ, DANIEL		PAYMENT		
			11	WAGES		
20100667	2011-06-15	SPARKS, JOCELYN		PAYMENT		28.74
			4	OFFICE SUPPLIES	28.74	
20100669	2011-06-15	COMMERCIAL MAINTENANCE CHEMICAL		PAYMENT		577.43
			47967	LIFT STATION SUPPLIES	577.43	
20100670	2011-06-15	MUNIWARE		PAYMENT		1,699.51
			20110184	IN HOUSE SUPPORT	1,575.00	
			20110346	LASER PAPER	124.51	
20100671	2011-06-15	PARKLAND REGIONAL LIBRARY		PAYMENT		1,368.55
			110098	2011 REQUISITION	684.29	
			110099	2011 REQUISITION	684.26	
20100672	2011-06-15	SMRWSC, COUNTY OF STETTLER NO. 6		PAYMENT		8,023.98
			3	2011 REQUISITION	8,023.98	
20100673	2011-06-15	STERLING WATER CONDITIONING LTD.		PAYMENT		499.27
			12943	RESERVOIR	499.27	
20100674	2011-06-15	SZOTT, BRANDON		PAYMENT		
			3	WAGES		
20100675	2011-06-15	UFA		PAYMENT		2,046.55
			16	SUPPLIES <i>2 months fuel, fire, water</i>	2,046.55	
20100676	2011-06-16	BLATZ, ROD		PAYMENT		186.25
			26	FIRE CHIEFS CONVENTION	186.25	
20100677	2011-06-16	BLATZ, GORDIE		PAYMENT		294.00
			26	SNOW REMOVAL - GIBSON	294.00	
20100678	2011-06-30	ANKERTON GAS CO-OP		PAYMENT		388.20
			22	NATURAL GAS	388.20	
20100679	2011-06-30	ATEMA CONSTRUCTION LTD.		PAYMENT		2,215.58
			1444	GRAVEL HAUL	2,215.58	
20100680	2011-06-30	BLATZ, ROD		PAYMENT		207.51
			27	REMUNERATION	207.51	

Item 3 c)



VILLAGE OF BAWLF

Cheque Listing For Council

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Cheque	Date	Name	Invoice	Description	Invoice Amount	Cheque Amount
20100681	2011-06-30	D&G DISTRIBUTORS		PAYMENT		
			0055698	GRASSHOPPER REPAIRS	506.26	506.26
20100682	2011-06-30	D.S. EXCAVATION SERVICES		PAYMENT		
			00654	SPREADING GRAVEL	981.75	981.75
20100683	2011-06-30	FOSSEN, EINAR		PAYMENT		
			1	W&S OPERATOR	950.00	950.00
20100684	2011-06-30	HACH SALES & SERVICES CANADA		PAYMENT		
			35376	CALIBRATE COLOURMETRE	285.60	285.60
20100685	2011-06-30	HORBASENKO, LYNN		PAYMENT		
			21	WAGES		
20100686	2011-06-30	MUNIWARE		PAYMENT		
			20110459	SUPPORT	267.27	267.27
20100687	2011-06-30	NEXEN		PAYMENT		
			11-1126766	ELECTICITY	2,817.85	2,817.85
20100688	2011-06-30	PAUL, TIFFANY		PAYMENT		
			7	WAGES		
20100689	2011-06-30	ROBBINS,, KAREN		PAYMENT		
			9	REMUNERATION	306.32	306.32
20100690	2011-06-30	SCHULTZ, DANIEL		PAYMENT		
			12	WAGES		
20100691	2011-06-30	SZOTT, BRANDON		PAYMENT		
			4	WAGES		
20100692	2011-06-30	WFR WHOLESALE FIRE & RESCUE		PAYMENT		
			71673	FIRE DEPT	2,294.42	4,161.67
			71673.1	FIRE DEPT. BUNKER GEAR	1,867.25	
				WAGES	8804.55	8804.55
Total					49,999.52	

Item 3 c)



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	June 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
TAX REVENUE					
1-00-110	TAXES - RESIDENTIAL	247,744.77	247,744.77	0.00	(247,744.77)
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	4,300.00	4,300.00
1-00-112	TAXES - COMMERCIAL	22,386.81	22,386.81	0.00	(22,386.81)
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	3,655.29	3,655.29	0.00	(3,655.29)
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	3,942.58	3,942.58	0.00	(3,942.58)
*	TOTAL TAX REVENUE	277,729.45	282,170.60	8,300.00	(273,870.60)
INVESTMENT REVENUE					
1-00-550	RETURN ON INVESTMENTS	0.00	31.77	200.00	168.23
*	TOTAL INVESTMENT REVENUE	0.00	31.77	200.00	168.23
GENERAL REVENUE					
1-12-410	Sale of General Services	15.00	535.15	2,500.00	1,964.85
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
*	TOTAL GENERAL REVENUE	15.00	555.15	2,500.00	1,944.85
GRANTS					
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	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	37,134.00	37,134.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	0.00	37,134.00	37,134.00
FIRE REVENUE					
1-23-110	SPECIAL TAX - FIRE	7,000.00	7,000.00	7,040.00	40.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	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	0.00	11,017.11	11,017.00	(0.11)

Item 3.d)



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	June 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		7,000.00	21,335.00	32,407.00	11,072.00
BYLAW REVENUE					
1-26-525	DOG LICENSES	0.00	795.00	800.00	5.00
1-26-530	BYLAW FINES	0.00	83.00	200.00	117.00
* TOTAL BYLAW REVENUE		0.00	878.00	1,000.00	122.00
ROADS & STREETS					
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	24,558.38	24,558.38	25,600.00	1,041.62
1-32-410	SALE OF GOODS & SERVICES	125.00	533.75	500.00	(33.75)
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		24,683.38	25,092.13	26,100.00	1,007.87
WATER REVENUE					
1-41-410	MONTHLY WATER FEES	6,154.00	35,829.00	73,500.00	37,671.00
1-41-412	BULK WATER SALES	752.40	752.40	1,600.00	847.60
1-41-511	WATER PENALTIES	152.25	2,040.95	1,500.00	(540.95)
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
* TOTAL WATER REVENUE		7,058.65	38,622.35	76,600.00	37,977.65
SEWER REVENUE					
1-42-410	MONTHLY SEWER FEES	5,209.00	31,829.00	63,800.00	31,971.00
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		5,209.00	31,802.93	65,300.00	33,497.07
WASTE MANAGEMENT REVENUE					
1-43-410	MONTHLY GARBAGE FEES	1,956.00	12,036.00	24,600.00	12,564.00
1-43-412	MONTHLY RECYCLING FEES	880.20	2,706.40	11,000.00	8,294.60

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GL Number	Description	June 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
* TOTAL WASTE MANAGEMENT REVEN		2,836.20	14,741.40	35,600.00	20,858.60



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GL Number	Description	June 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
CAMROSE & DISTRICT SUPPORT SER					
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	20,000.00	20,000.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	9,559.00	9,559.00
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	29,559.00	29,559.00
CEMETERY REVEUE					
1-56-410	SALE OF CEMETERY PLOTS	0.00	0.00	200.00	200.00
1-56-570	CEMETERY DONATIONS	0.00	20.00	100.00	80.00
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	500.00	500.00
*	TOTAL CEMETERY REVEUE	0.00	20.00	800.00	780.00
DEVELOPMENT REVENUE					
1-61-410	DEVELOPMENT PERMITS & CHARGES	100.00	180.00	500.00	320.00
*	TOTAL DEVELOPMENT REVENUE	100.00	180.00	500.00	320.00
LAND SALES					
1-66-410	LAND SALES	0.00	900.00	34,000.00	33,100.00
*	TOTAL LAND SALES	0.00	900.00	34,000.00	33,100.00
PARKS & RECREATION REVENUE					
1-72-110	SPECIAL TAX - RECREATION & PARKS	4,375.00	4,375.00	4,400.00	25.00
1-72-560	PARK & CAMPGROUND RENTALS	300.00	735.00	1,000.00	265.00
1-72-570	PARK DONATIONS	0.00	0.00	200.00	200.00
1-72-590	UTILITIES RECOVERED	363.25	2,232.52	0.00	(2,232.52)
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	12,500.00	12,500.00	12,500.00	0.00
*	TOTAL PARKS & RECREATION REVEN	17,538.25	19,842.52	23,300.00	3,457.48
CULTURE REVENUE					
1-74-560	HALL RENTALS	480.00	3,580.00	0.00	(3,580.00)
1-74-570	HALL DONATIONS	0.00	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	480.00	3,630.00	0.00	(3,630.00)
RESERVE TRANSFERS					
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00
*	TOTAL RESERVE TRANSFERS	0.00	0.00	0.00	0.00
**	TOTAL REVENUE	342,649.93	439,801.85	373,300.00	(66,501.85)

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GL Number	Description	June 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
COUNCIL EXPENSES					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	46.07	400.00	353.93
2-11-150	COUNCIL REMUNERATION	513.83	5,595.71	18,100.00	12,504.29
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	391.95	1,800.00	1,408.05
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	1,500.00	1,500.00
*	TOTAL COUNCIL EXPENSES	513.83	6,033.73	21,800.00	15,766.27
ADMINISTRATION EXPENSE					
2-12-110	ADMINISTRATION - SALARIES	2,652.68	34,853.01	98,700.00	63,846.99
2-12-130	ADMINISTRATION - PAYROLL DEDUCTION	0.00	1,366.19	0.00	(1,366.19)
2-12-131	EMPLOYEE BENEFITS	0.00	1,958.05	0.00	(1,958.05)
2-12-211	TRAVEL & SUBSISTENCE	0.00	599.45	900.00	300.55
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,461.72	2,700.00	1,238.28
*	TOTAL ADMINISTRATION EXPENSE	2,652.68	40,238.42	102,300.00	62,061.58
OFFICE OPERATIONS					
2-12-215	FREIGHT & POSTAGE	0.00	0.00	900.00	900.00
2-12-217	TELEPHONE	409.45	2,246.76	4,800.00	2,553.24
2-12-220	ADVERTIZING & PRINTING	87.80	1,274.76	2,700.00	1,425.24
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
2-12-234	LEGAL SERVICES	0.00	150.70	500.00	349.30
2-12-237	MUNICIPAL SOFTWARE	0.00	0.00	0.00	0.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	0.00	102.55	700.00	597.45
2-12-253	TECHNICAL SUPPORT	1,754.54	3,386.80	3,400.00	13.20
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	0.00	0.00	0.00
2-12-274	INSURANCE	(1,721.00)	15,397.77	14,000.00	(1,397.77)
2-12-341	LAND TITLES SERVICES	0.00	0.00	200.00	200.00
2-12-510	OFFICE SUPPLIES	145.95	2,088.15	5,900.00	3,811.85
2-12-511	MISCELLANEOUS	90.49	1,099.99	1,300.00	200.01
2-12-519	OTHER SERVICES	0.00	0.00	5,400.00	5,400.00
2-12-540	UTILITIES	219.59	1,408.69	2,300.00	891.31
*	TOTAL OFFICE OPERATIONS	986.82	41,815.85	63,800.00	21,984.15
ADMIN-CAPITAL					
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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* TOTAL ADMIN-CAPITAL		0.00	0.00	800.00	800.00
REQUISITIONS					
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00
2-13-750	REQUISITION - SCHOOL	18,514.73	37,029.46	74,059.00	37,029.54
* TOTAL REQUISITIONS		18,514.73	37,029.46	74,059.00	37,029.54
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	186.25	211.90	1,200.00	988.10
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	84.29	409.03	1,500.00	1,090.97
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	3,732.04	3,732.04	6,500.00	2,767.96
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	231.45	359.05	1,000.00	640.95
2-23-511	MISCELLANEOUS	0.00	0.00	400.00	400.00
2-23-521	FUEL & LUBE	97.99	97.99	800.00	702.01
2-23-540	FIRE HALL POWER	131.38	872.27	1,800.00	927.73
2-23-541	FIRE HALL NATURAL GAS	79.19	674.41	1,500.00	825.59
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		4,542.59	8,839.98	30,550.00	21,710.02
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)

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GL Number	Description	June 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
BYLAW ENFORCEMENT					
2-26-270	BYLAW ENFORCEMENT OFFICER	520.00	2,610.17	6,500.00	3,889.83
2-26-510	BYLAW SUPPLIES	0.00	249.82	300.00	50.18
*	TOTAL BYLAW ENFORCEMENT	520.00	2,859.99	6,800.00	3,940.01
PUBLIC WORKS SALARIES & WAGES					
2-32-110	PW - SALARIES	1,570.11	11,507.16	27,100.00	15,592.84
2-32-130	PW - PAYROLL DEDUCTIONS	0.00	301.26	0.00	(301.26)
2-32-131	EMPLOYEE BENEFITS	0.00	223.08	0.00	(223.08)
*	TOTAL PUBLIC WORKS SALARIES &	1,570.11	12,031.50	27,100.00	15,068.50
PUBLIC WORKS OPERATIONS					
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	280.00	1,594.16	3,000.00	1,405.84
2-32-270	CONTRACTED SERVICES	3,045.08	3,899.12	4,000.00	100.88
2-32-510	GOODS & SUPPLIES	766.51	4,972.79	8,000.00	3,027.21
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	462.95	938.74	2,100.00	1,161.26
2-32-540	UTILITIES - STREET LIGHTS	1,018.68	5,870.15	10,200.00	4,329.85
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
*	TOTAL PUBLIC WORKS OPERATIONS	5,573.22	17,314.34	27,700.00	10,385.66
DRAINAGE					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	6,683.00	500.00	(6,183.00)
2-37-750	REQUISITION - DRAINAGE	0.00	204.00	200.00	(4.00)
*	TOTAL DRAINAGE	0.00	6,887.00	700.00	(6,187.00)
WATER OPERATIONS					
2-41-110	SALARIES & WAGES	0.00	750.00	0.00	(750.00)
2-41-211	TRAVEL & SUBSISTENCE	0.00	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	91.85	441.65	1,200.00	758.35
2-41-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	200.00	200.00
2-41-240	CUSTOMER BILLING	80.70	508.06	600.00	91.94
2-41-250	REPAIRS & MAINTENANCE	747.50	3,018.75	14,400.00	11,381.25
2-41-270	WATER - CONTRACT	475.00	2,080.55	5,200.00	3,119.45
2-41-510	GOODS & SUPPLIES	10.84	1,544.68	2,000.00	455.32
2-41-540	UTILITIES	846.62	4,325.17	10,000.00	5,674.83
2-41-762	CAPITAL PURCHASES	0.00	0.00	27,100.00	27,100.00

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GL Number	Description	June 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00
2-41-750	REQUISITION - SMRWSC	8,023.98	8,023.98	13,200.00	5,176.02
* TOTAL WATER OPERATIONS		10,276.49	22,322.41	76,600.00	54,277.59
SEWER OPERATIONS					
2-42-110	SALARIES & WAGES	0.00	535.00	0.00	(535.00)
2-42-211	TRAVEL & SUBSISTENCE	0.00	89.55	800.00	710.45
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVEL	0.00	1,275.42	0.00	(1,275.42)
2-42-217	TELEPHONE	0.00	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	80.70	448.73	600.00	151.27
2-42-250	REPAIRS & MAINTENANCE	0.00	2,906.58	1,900.00	(1,006.58)
2-42-270	SEWER - CONTRACT	475.00	2,023.05	5,200.00	3,176.95
2-42-274	INSURANCE PREMIUMS	0.00	0.00	1,300.00	1,300.00
2-42-510	GOODS & SUPPLIES	549.93	549.93	1,000.00	450.07
2-42-540	UTILITIES	269.65	2,003.28	3,600.00	1,596.72
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
* TOTAL SEWER OPERATIONS		1,375.28	19,589.37	55,300.00	35,710.63
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	0.00	5,951.91	16,700.00	10,748.09
2-43-350	LANDFILL FEES	0.00	0.00	200.00	200.00
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	250.00	800.00	550.00
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	0.00	4,198.96	13,500.00	9,301.04
* TOTAL WASTE MANAGEMENT		0.00	10,400.87	31,200.00	20,799.13
CAMROSE & DISTRICT SUPPORT SER					
2-51-750	REQUISITION - CDSS	0.00	2,389.75	2,600.00	210.25
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	2,389.75	32,159.00	29,769.25
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)
PLA'	G & DEVELOPMENT				

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GL Number	Description	June 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
2-61-237	MAPPING	0.00	0.00	200.00	200.00
2-66-120	COSTS - LAND SALES	0.00	700.00	2,100.00	1,400.00
2-61-750	REQUISITION - PLANNING	0.00	1,034.00	1,050.00	16.00
* TOTAL PLANNING & DEVELOPMENT		0.00	1,734.00	3,350.00	1,616.00
PARKS & RECREATION					
2-72-110	RECREATION & PARKS - SALARIES	1,570.11	10,154.29	43,500.00	33,345.71
2-72-115	CSJ & STEP WAGES	3,011.65	5,562.54	0.00	(5,562.54)
2-72-130	RECREATION & PARKS - PAYROLL DEDUC	0.00	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	0.00	662.20	600.00	(62.20)
2-72-250	REPAIRS & MAINTENANCE	482.15	482.15	1,600.00	1,117.85
2-72-270	CONTRACTED SERVICES	0.00	629.04	500.00	(129.04)
2-72-510	GOODS & SUPPLIES	457.06	2,349.22	1,600.00	(749.22)
2-72-521	FUEL & LUBE	462.94	941.46	2,100.00	1,158.54
2-72-540	OLD HALL - UTILITIES	401.20	1,175.85	0.00	(1,175.85)
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	12,500.00	12,500.00	16,550.00	4,050.00
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		(18,885.11)	(35,044.12)	(68,050.00)	(33,005.88)
CULTURE					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	0.00	400.00	400.00
2-74-510	GOODS & SUPPLIES	0.00	182.82	0.00	(182.82)
2-74-540	UTILITIES	84.84	1,789.33	3,400.00	1,610.67
2-74-584	SPECIAL EVENTS	82.96	82.96	1,100.00	1,017.04
2-74-750	REQUISITION - PARKLAND LIBRARY	1,303.38	2,606.78	2,600.00	(6.78)
2-74-761	CONTRIBUTED TO OTHER OPERATING FN	0.00	5,409.00	1,500.00	(3,909.00)
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
* TOTAL CULTURE		1,471.18	10,070.89	12,000.00	1,929.11
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

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GL Number	Description	June 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
** TOTAL EXPENSES		66,882.04	277,515.60	637,068.00	359,552.40
*** SURPLUS/DEFICIT		(275,767.89)	(162,286.25)	263,768.00	426,054.25

Item 3.d)

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: July 8, 2011, 2011
SUBJECT: Sewer Main Lines – Macrae, Sanden and/or King Streets

PURPOSE:

The purpose of this memo is to summarize the data collected regarding the options to begin upgrading our aging sanitary sewer infrastructure and to have Council determine if the Village is ready to proceed on any of the options in 2011.

BACKGROUND:

Here is a summary the preliminary cost estimates gathered to date:

Description of Work	Macrae Street (3.5 blks)	Sanden Street (3 blks)	King Street (1 blk)
1. Relining Sewer Mains:			
Milling – to remove encrustation	\$6900	\$7400	\$1600
Repair separated manhole (1)	\$9500		
Required repairs to main line (known)	\$17,000 (3 spot repairs)	\$30,400 (2 larger spot repairs)	\$28,400 (2 larger spot repairs)
Reline sewer (includes 3 feet up lateral line)	\$139,900	\$80,000	\$39,900
SUB-TOTALS	\$173,300	\$117,800	\$69,900
2. Dig & Replace W&S and complete roadwork:			
Dig and Replace Sewer Main (Forestburg Transit)	\$160,600	\$109,200	\$46,300
Dig and Replace Water Main (Forestburg Transit)	\$139,900	\$95,200	\$40,400
Roadwork /Curb/Gutter – no paving (Forestburg Transit)	\$281,600	\$191,500	\$81,200
SUB-TOTALS	\$582,100	\$395,900	\$167,900
*Roadwork - incl paving (Focus estimates)	\$584,000	~\$500,600	~\$169,000

*Includes 10% contingency, 10% engineering and 3% geotechnical fees.

There has been a fair amount of detail gathered, presented and prepared for Council's review dating back to 2010. The information in this memorandum is provided as a rough reference to the estimated costs of the various components and options. The costs are not firm and final – more work will be required to prepare a more accurate budget after Council makes a decision on which option the Village would like to pursue.

Item #: 4.a)

At the June 13th Council Meeting, Council asked if I could research the option of going to tender for the dig and replace process utilizing the original design drawings prepared by Randy Block. There were the findings that I reported in an email to Council dated June 16th :

- We would be too late to dig and replace the water and sewer mains this summer. Because of the TILMA regulations, we must go through the tender process. It would take until the end of July to prepare the packages and the tender could be awarded by the end of August. Construction wouldn't begin until early Sept and that's too late due to the risks with weather.
- As we discussed last fall, the best time to tender out construction projects is early in the new year – the contractors are looking for work and their bids are usually lower. If you tender out later in the year when their work schedules are booked, the bids tend to be much higher.
- Randy Block's design drawings cannot be used as construction drawings because they were prepared using different materials, technology and processes than are used nowadays. The drawings would have to be redrawn following current regulations and the engineering company must stamp the drawings to verify that the design and specs meet the current standards. No one would be professionally responsible if we were found to have used old drawings and something was to go wrong during construction. (As we discussed, AB Environment regulations have changed in the last 40 years to protect the public.)
- If we only want to test the price of digging and replacing the water and sewer mains and are not sure we that we will want to proceed with construction, then it is recommended that we not go ahead with an actual tender process. Contractors will begin to doubt us if we go to tender and then not follow through with awarding the project. We could likely see much higher prices next time we go to tender or we may not receive any bids at all.
- Engineering costs to take the project through the tender process would be costly, estimated at approximately \$30,000 - \$35,000 (could be more). Then if we don't proceed, we've spent money unnecessarily. If we just want to test the price, tendering isn't the way to go.
- Allan's professional recommendation for a community of our size trying to rehabilitate the sewer lines would be to reline the sewer lines.

Engineering fees will vary, depending on which route the Village chooses. Attached are cost estimates that I received in an email from Focus Corporation on June 23, 2011.

The camera work completed by Ivis Inc. in 2010 = \$4800 for 730 metres (includes 1 hour stand-by time).

ALTERNATIVES:

1. That the Village Council pass a motion to proceed with milling out the encrustation and revideoing of the sanitary sewer lines along Macrae, Sanden and/or King Streets to determine the extent of the repairs that would be required before beginning the relining process.
2. That the Village Council pass a motion to go to tender for the replacement of the sanitary sewer lines and/or the water lines along Macrae, Sanden and/or King Streets, with the knowledge that additional funds will be required to rebuild the road immediately thereafter.
3. That the Village Council pass a motion to proceed with acquiring additional cost estimates to dig and replace the water and sewer lines without a formal tender process as outlined in Option 1 attached.
4. That the Village Council pass a motion to defer discussions to the 2012 budget deliberations.

RECOMMENDATION:

n/a at this time.

See the below for your information on the subject of tendering.

Option 1

No formal tendering. We can contact contractors that can provide prices. We will use the previous plans prepared by Randy Block to prepare the schedule of quantities and prepare a spreadsheet showing the comparative costs for re-construction of MaCrae, Sanden and King based on the costs received. Costs for replacement of the sanitary sewer, watermain, curb and gutter, sidewalk and road reconstruction will be provided.

We would undertake the work on an hourly basis. Expect the cost to be between \$8300 to \$10,400.

	Allan Yamashita	Junior Engineer	Admin Support	Amount plus 5% incidental	Total
	\$ 185.00	\$100.00	\$87.00		
Schedule of Quantities	4	16	2	\$ 188.55	\$2,702.55
Liaison Contractors	4	2	0	\$ 70.50	\$1,010.50
Receipt of costing information and reporting	4	4		\$ 85.50	\$1,225.50
Letter report	8	0		\$ 111.00	\$1,591.00
Meeting with Council	8	0	2	\$ 124.05	\$1,778.05
				Total	\$ 8,300.00 Min \$ 10,400.00 Max

Option 2

Formal public tendering process with detailed design and contract documents prepared on the basis that the project may proceed to construction. Includes for the following engineering work:

- Preliminary engineering survey for MaCrae, Sanden and King St. for surface and underground utilities.
- Meeting with administration during the preliminary, detailed design and post tendering.
- Detailed design. New plan profiles for each of MaCrae, Sanden and King St.
- Contract documents with schedule of quantities, schedule for each of MaCrae, Sanden and King Streets that includes for sanitary sewer replacement, watermain replacement, road reconstruction (includes curb, gutter and sidewalk).
- Tendering administration
- Attending Council meeting.
- No contract award or construction supervision is included.

Order of magnitude cost should all the construction proceed is in the order of \$3.0 M.

Our fee breakdown as follows below.

We would undertake the engineering for a maximum fee of \$92,500, work on an hourly basis with the cost not exceeding \$92,500.

	Allan Yamashita	Project Engineer	CAD	Field Survey	Admin Support	Amount plus 7.5% incidental	Total	
	\$185.00	\$128.00	\$119.00	\$175.00	\$87.00			
Preliminary Engineering	8	24		24	5	\$ 3,169	\$ 12,356	
Project Management	24	4				\$2,851	\$ 7,803	
Preliminary meeting	8					\$ 111	\$ 1,591	
Detailed Design	8	40	180		2	\$ 2,115	\$30,309	
Contract Documents	8	24			8	\$ 394	\$ 5,642	
Schedule of Quantities	8	24				\$ 341	\$ 4,893	
Tendering / Admin	16	8			2	\$ 312	\$ 4,470	
Post Tender Admin.	8	12			4	\$ 252	\$ 3,616	
Council meeting	8				2	\$ 124	\$ 1,778	
Post Council meeting						\$ 111	\$ 1,591	
follow up	8							
Total	104	136	180	24	23	\$ 9,780	\$ 74,049	
						Total	\$ 74,000	Min
							\$ 92,500	Max

Review the attached and give me a call. If Village Council is seeking a cost and is not prepared to proceed to construction, select Option 1 which has a cost of \$10,400 estimated maximum. If Council is prepared to proceed to construction then select Option 2. The contract documents will be prepared on the basis of proceeding with construction.

Allan

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: July 6, 2011, 2011
SUBJECT: Fire Hall Maintenance

PURPOSE:

The purpose of this memo is to ask Council's opinion regarding completing some maintenance on the Village of Bawlf Fire Hall.

BACKGROUND:

The Village of Bawlf Fire Hall doors could use some sprucing up, in my opinion. How does Council feel about having the doors painted? We have \$500 budgeted for general fire hall repairs and maintenance. To date, no funds have been spent.

If Council wishes to proceed with painting the doors, the summer staff could do the work this summer.

ALTERNATIVES:

1. That the Village Council pass a motion to authorize that the Village of Bawlf Fire Hall doors be painted during the summer of 2011 at a maximum cost of \$500 with the funds to be derived from the Fire Hall Repairs & Maintenance budget.
2. That the Village Council further discuss maintenance options for the Village of Bawlf Fire Hall doors.

RECOMMENDATION:

It is recommended that the Village Council pass a motion to authorize that the Village of Bawlf Fire Hall doors be painted during the summer of 2011 at a maximum cost of \$500 with the funds to be derived from the Fire Hall Repairs & Maintenance budget.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: July 6, 2011, 2011
SUBJECT: Council Recognition

PURPOSE:

The purpose of this memo is to bring forward the list of past council members who have not been formally recognized for the service to the Village of Bawlf and to inquire how and when the Village Council would like to proceed with fulfilling the recently approved policy.

BACKGROUND:

At the April 26, 2011 Regular Council Meeting, the Council approved the "Council Recognition Policy". The Administration has compiled the list of past council members who have served on councils and not yet been recognized (retroactively to October 2004 as per the policy). The approved policy and the list of council members are attached for information.

The policy states that the gifts will be presented at a Village of Bawlf meeting or function. Who would like to purchase the gifts? How would Council like to present them? Where and when?

ALTERNATIVES:

n/a

RECOMMENDATION:

n/a

Past Council Members Serving on the Village of Bawlf Council:

<u>Member</u>	<u># Years</u>	<u>Term/s</u>
Darrell Szott	12	1998-2010 (6 years as Deputy Mayor)
Rob Pasychnyk	9	1998-2007 (3 years as Mayor)
Denise Blatz	3	2004-2007
Linda Knight	3	2004-2007
Armand Magnin	3	2004-2007
Jerry Iwanus	3	2007-2010 (3 years as Mayor)
Reta Porter	3 +	2007-2011



Date: April 26, 2011	Motion: 49/11
Title: Council Recognition Policy	Policy No. 22

Purpose:

The purpose of this Council Recognition Policy is to recognize council members for their years of service on Village Council.

Policy:

Each council member who has served a minimum of a full three-year term on the Village of Bawlf Council shall be recognized upon his/her retirement, resignation or not being re-elected to Council.

The recognition will be in the form of a suitable gift valued at ten (10) dollars per year served on Council.

A council member who has not completed a full term of office, may be recognized by Council at the discretion of Council.

The gift will be presented at a Village of Bawlf meeting or function.

This policy shall be retroactive to October 2004.



Mayor



Village Manager

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: July 6, 2011, 2011
SUBJECT: 2010 Audit Budget Adjustment

PURPOSE:

The purpose of this memo is to inform Council of an over expenditure and request approval for a budget adjustment for additional accounting services provided by the auditors while completing the Village of Bawlf 2010 Audited Financial Statements.

BACKGROUND:

The Village Council approved \$16,000 in the 2011 Operating Budget for auditing services. The regular audit and financial statement process of examining the accounts and preparing the statements was on budget at a cost of \$10,655. (See attached Bill 1 of 2.)

An over expenditure of \$5355 occurred as a result of the auditors spending additional time completing accounting services that the Village was not able to complete, primarily due issues associated with the conversion to the new municipal financial software program (ie. bank reconciliations not able to be reconciled, adjustments required to the 2010 GST returns, journal entries required at year end, assistance with preparing accounts receivable and payable, deferred revenue & land for resale, etc.) The attached Bill 2 of 2 outlines the specific work that the auditors needed to complete in order to move forward and prepare the final audit documents.

As a result, the Administration is requesting that Council approve a budget adjustment in the amount of \$5400 to account number 2-12-231.

ALTERNATIVES:

1. That the Village Council pass a motion to approve a budget adjustment in the amount of \$5400 for the additional accounting services provided by Wilde and Company while preparing the Village of Bawlf 2010 Audited Financial Statements and that the funds be derived from operating reserves.

RECOMMENDATION:

It is recommended that the Village Council pass a motion to approve a budget adjustment in the amount of \$5400 for the additional accounting services provided by Wilde and Company while preparing the Village of Bawlf 2010 Audited Financial Statements and that the funds be derived from operating reserves.



WildeandCompany

Chartered Accountants

BOX 70
VEGREVILLE, ALBERTA T9C 1R1
PHONE (780) 632-3673
FAX (780) 632-6133
EMAIL office@wildeandco.com

June 23, 2011

0451
Village of Bawlf
Box 40
Bawlf, AB T0B 0J0

Bill 1 of 2

GST No. 119402402

TO PROFESSIONAL SERVICES	\$	10,655.00
	Less progress billing	<u>(5,400.00)</u>
		5,255.00
	GST	<u>262.75</u>
		<u><u>5,517.75</u></u>

Audit and Financial statement Presentation

To year end examination of your accounts and completion of interim procedures \$ 6,655.00

To preparation of the 2010 municipal synopsis financial statements as required by the Municipal Act \$ 2,000.00

To preparation and filing of 2010 Municipal Financial Information Return for Alberta Municipal Affairs \$ 2,000.00

\$ 10,655.00

10,700.00
21,355.00

This part of the
process was
"on budget".
LH

"Due on receipt of Invoice"
Interest will be charged on overdue accounts
At the rate of 1.5% per month (effective annual rate of 19.56%)

Item: 5.a)



WildeandCompany

Chartered Accountants

BOX 70
VEGREVILLE, ALBERTA T9C 1R1
PHONE (780) 632-3673
FAX (780) 632-6133
EMAIL office@wildeandco.com

June 23, 2011

0451
Village of Bawlf
Box 40
Bawlf, AB T0B 0J0

Bill 2 of 2

GST No. 119402402

TO PROFESSIONAL SERVICES

\$	10,700.00
Less progress billing	(5,400.00)
	5,300.00
GST	265.00
	<u>5,565.00</u>

Accounting and Additional Services

This is where the additional time was required.

To accounting required to enable audit of the records including preparation and/or review of 28 (28 AJE - 2009) adjusting journal entries (estimated at \$200 per entry) - *we budgeted for \$5000*

\$ 5,600.00

Unexpected. therefore, not budgeted for.

Accounting for 2010 capital additions and amortization

\$ 1,000.00

Assistance and correspondence regarding bank reconciliation

\$ 1,200.00

Preparation and assistance with accounting for yearend accounts payable, accounts receivable, deferred revenue and land held for resale

\$ 2,500.00

To review and reconciliation of 2010 GST adjustments

\$ 400.00
\$ 10,700.00

We usually do all of this prep but the auditors needed to complete the process. Some prep work needed to be redone after the auditors & MuniWare staff were able to complete the bank reconciliations.

5355.00 over budget

"Due on receipt of Invoice"
Interest will be charged on overdue accounts
At the rate of 1.5% per month (effective annual rate of 19.56%)

Item: 5.a)

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: July 8, 2011, 2011
SUBJECT: Grading of Drainage Ditches

PURPOSE:

The purpose of this memo is to request that Council approve a budget adjustment in order to complete the work necessary to re-grade the drainage ditches at the north end of Macrae Street as well as along Martin Avenue at 402 Macrae Street.

BACKGROUND:

With the large amount of water resulting from the spring thaw, the following drainage trouble spots became rather noticeable:

1. North end of Macrae Street and west end of Martin Avenue: the drainage on both sides of the northern most block of Macrae Street is poor. (The problem areas are marked in blue on the attached map.) The current grade of the two drainage ditches along Macrae Street does not allow water to flow north into the Daysland Drainage Ditch. After a heavy rain or after a winter of heavy snowfall as we experienced this past year, the water stands in the low areas until it either is absorbed into the ground or evaporates.
The ditch in front of 402 Macrae Street (along Martin Avenue) is also not functioning properly. The Administration proposes that the Village remove the sidewalk and contour the ditch to allow the standing water to flow west, then north. A culvert or pipe will likely be required under the driveway of 402 Macrae Street.
A backhoe would be required to complete this work. The Village has obtained one cost estimate to date and will be obtaining a second estimate. The estimate we received came in at 24 hours x \$85/hour = \$2040 + gst.
2. The drainage ditch running north of the new school parking lot along the alley toward the ditch near the bus barns (marked in orange on the map), requires re-grading as well. This spring, the northeast corner of the school parking lot was under water for a long period of time. A cost estimate will be brought to the July 13 Council Meeting.

ALTERNATIVES:

1. That the Village Council pass a motion to approve a budget adjustment in the amount of \$_____ for the work required to re-grade the drainage ditches on both sides of the northern most block of Macrae Street , the west portion of Martin Avenue and north of the new school parking lot along the alley between King and Macrae Streets and that the funds be derived from operational reserves.
2. That the Village Council pass a motion to defer discussions to the 2012 budget deliberations.

RECOMMENDATION:

It is recommended that the Village Council pass a motion to approve a budget adjustment in the amount of \$_____ for the work required to re-grade the drainage ditches on both sides of the northern most block of Macrae Street , the west portion of Martin Avenue and north of the new school parking lot along the alley between King and Macrae Streets and that the funds be derived from operational reserves.



Looking North along Macrae Street from Martin Avenue

Note that the water is not able to flow under the driveway at the north end.



Looking East along Martin Avenue from Macrae Street

Re-grading is required to allow this water to flow west, around the street sign and north to the Daysland Drainage Ditch.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: July 7, 2011, 2011
SUBJECT: Grasshopper Mower Issues

PURPOSE:

The purpose of this memo is to inform the Council of issues regarding the older grasshopper mower and to request approval for a budget adjustment to either replace the deck or the complete mower.

BACKGROUND:

The Village of Bawlf owns and operates two grasshopper mowers; the older one has begun to require maintenance and repairs above what we usually experience. Earlier this year, the mower required repairs worth \$640 + gst. On July 6th, a belt pulley broke through the steel of the deck. A cost estimate of approximately \$400 was quoted to weld a plate on the deck and we were told that this would basically be a short term solution (other sections of the deck are also showing signs of weakness so it may be just a matter of time before more repairs are needed). Last summer, a few smaller issues arose with this mower causing the Administration to begin thinking about either replacing the deck or the mower itself.

The cost estimate to replace the deck would be in the range of \$3600 (without a powerfold lift). However, the representative who repaired the mower last month feels that it's not just the deck that is showing signs of aging. He is of the opinion that we should replace the mower if we can afford to. A suitable new mower would cost approximately \$16,400 less a trade-in value of approximately \$2500 = \$13,900 NET. The rep suggested that perhaps we may want to sell it privately as we could sell it for more than \$2500. (Do we truly believe we could sell it privately?) We could choose to repair the deck for approximately \$400; however, due to the condition of the rest of the deck and the rest of the mower, we could be faced with another repair of this magnitude this summer. Another question to consider is should the Village continue to purchase the grasshopper models?

The Council included an estimated cost of \$11,000 in the 2011 Capital Budget to replace the mower. Expenses included in the capital budget are not included in the calculations to set the mil rate. If capital funds are expended for this type of project, the Village could choose to fund the expense through the capital reserves or utilize one of the capital grants that are not yet earmarked for a specific project.

ALTERNATIVES:

1. That the Village Council pass a motion to approve a net capital expenditure in the amount of \$13,900 + gst to purchase a new grasshopper mower with the funds to be derived from reserves.
2. That the Village Council pass a motion to defer discussions to the 2012 budget deliberations.

RECOMMENDATION:

It is recommended that the Village Council pass a motion to approve a net capital expenditure in the amount of \$14,000 + gst to purchase a new grasshopper mower with the funds to be derived from reserves.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: July 6, 2011, 2011
SUBJECT: **First Responders Conference**

PURPOSE:

The purpose of this memo is to notify Council about the Rural Communities First Responders Conference to be held in Stettler on Friday and Saturday, August 26 & 27, 2011.

BACKGROUND:

The attached background information outlines the summary of a meeting attended by fire chiefs, rural municipal leaders, dispatch services personnel and first responders regarding issues and concerns related to rural first response during emergency situations.

The conference will take those discussions further and make some decisions on how to move forward on the issues. Is there anyone from Council who is interested in attending? A package of this same information will be forwarded to the Fire Chief for discussion with the Fire Department members.

ALTERNATIVES:

1. That the Village Council pass a motion to approve attendance at the Rural Communities First Responders Conference by a member or members of the Village Council and/or the Fire Department.
2. That the Village Council pass a motion to accept the information regarding the Rural Communities First Responders Conference as information.

RECOMMENDATION:

n/a

From: Mayor of Village of Edgerton [<mailto:mayor@edgerton-oasis.ca>]

Sent: June-13-11 3:43 PM

To: gblatz@bawlf.com; lorbasenko@bawlf.com

Subject: DATE & LOCATION CHANGE for First Responders Conference NOW Aug 26&27

Greetings Village of Bawlf Mayor Gordie Blatz and Council,

Rural Communities First Responders Conference

August 26 & 27, 2011

Agriplex- Stettler, Alberta

Cost: \$35.00

www.ruralcommunityfirstresponders.com

**Sponsored by The Partnership to Support Community First Response,
ATCO Gas, ATCO Electric and Municipal councils**

On Nov 6, a group of Fire Chiefs, dispatch personnel and elected officials met in Wainwright to share experiences and ideas about the changing nature of Emergency first response in rural and remote communities. We, the sponsors of this conference invite you extend the debate and learn about current technology and policy that affects our rural safety net.

Friday afternoon registration from noon to 2:00 pm will lead to a Pre conference café with discussion tables to meet, catch up and discuss new developments

Friday night from 7:00 pm to 9:00 pm we will learn about international successes and challenges of First Response with Dr. Rich Gasaway a popular international speaker from St. Paul Minnesota, USA. Chief Gasaway has been a firefighter, paramedic, fire chief in six fire agencies and most recently has founded the Centre for Advancement for situation awareness and decision making. Because this is such an outstanding opportunity we have been asked to open his session to the public for only \$20.00.

Saturday morning from 8.30 am till 10:00 am there will be a conversation about the implications of the AHS EMS Five year plan. The 40 minute formal session will be followed by focus group discussions to provide input to AHS.

The rest of the morning will highlight new developments in technology and policy related to dispatch and communications. The panel will be followed by small table discussions about what works and what doesn't in your area, providing data for ongoing research purposes.

Saturday Afternoon finishes with two sessions. The first will highlight recent research on First Responders and Dispatch. The conference will end with a panel of elected officials setting the challenge to move forward to secure our rural safety net. Conference will conclude at 5:00 pm

We have developed a website that includes the details and documents for the day as well as registration information. www.ruralcommunityfirstresponders.com

Please do not hesitate to contact me directly with any questions you may have.

Barbara L.C. Sjoquist (Mrs.)

Mayor – Village of Edgerton

O. Box 57 Edgerton, Ab. T0B 1K0

mail: mayor@edgerton-oasis.ca

(780) 755-3933 Office

(780) 842-0615 Cell

www.edgerton-oasis.ca

www.ruralcommunityfirstresponders.com

Item 5.f)

A Proposal: A Community First Responder (CFR) Specialization for Rural Firefighters

**Prepared by the Partnership to Support Community First Response
With the assistance of Dr. Nancy J. Marlett – University of Calgary
November 6, 2010 Wainwright, Alberta**

The following document represents agreements reached during a facilitated action planning process attended by Fire Chiefs, Rural municipal leaders, Dispatch services and First Responders representing many regions of Rural Alberta. The detailed comments and recommendations arising from the day are included in a separate document that is available from a working committee. The working committee and attendees opted to call themselves a 'Partnership to support community first response'.

The following proposal represents the specific focus of a rural/ community first response and outlines the need, definitions, issues related to rural first response, a scope of practice, a development plan to take this idea forward. We conclude with the need for a follow up conference/founding meeting of the partnership in April 2011.

Background: Rural Albertan communities have created a variety of strong, coordinated responses to medical emergencies. First responders, based mostly within volunteer fire departments sought training to extend their ability to respond to the accidents and sudden medical emergencies within their communities. As firefighters, they were automatically coordinated with ambulance and police services through local 911 dispatch centres.

The current AHS plan to consolidate ambulance dispatch has fragmented this coordinated response to medical emergencies, and has sidelined the role of first response. This report lays out a long range goal but it was clear from the group that the following issues require urgent attention and must be addressed immediately

- Dispatch of CFR must be recognized and negotiated in all EMS Protocols.
- Common communication must be implemented if there is to be a coordinated rural response to medical or emergency events.

1. Community First Responder Definition

Community First Responders in Rural Alberta are firefighters, both volunteer and/or paid on call (along with some other organized community first responder organizations), who are trained to provide:

- Pre arrival medical care (first on scene assistance) and medical assist/support
- Security of the scene and making the environment safe for emergency team members
- Supportive medical care, landing STARS, communication, and extrication.

2. The need for a specific Rural First Response Protocol

- Vast distances in rural and remote areas mean that Ambulance ETA of more than 10 minutes is common.
- The introduction of STARS for province wide critical evacuation highlights the need for a local first response to coordinate onsite landing, stabilize the situation and the patient and prepare patients for evacuation.
- Local emergencies are best handled by local personnel who can best assist the patient, family and bystanders during the emergency and in follow up.
- Coordinated EMS response is the accepted standard of care internationally and coordinated services include CFR.
- Local/volunteer response the cornerstone to building Community Health Capacity and sustaining perceptions of health security.
- ALL people involved in an event must be able to communicate. E.g. dispatch system that is compatible, programmable radio frequencies so that everyone is in the loop, direct link between EMS and all services involved.
- It is not possible to take one service (ambulance) out of an integrated system without serious risks to the other services.
- Municipalities are implementing risk management protocols to deal with the serious liability issues that are part of the transition without revenue.

2. Scope of Practice of a Community First Responder

The following scope of practice was the result of an analysis of case records of first response situations and modified and ratified by the planning group. Emergency medical situations attended by Community First Responders include:

- Vehicle Accidents: motor vehicle, farm equipment, planes, water, military vehicles etc.
- Fires and explosions
- Search and rescue
- Natural disasters
- Hunting accidents and gun related accidents
- Industry accidents (oil, gas)
- Medical emergencies: sudden death (heart and stroke), diabetic reactions etc.

Scope of practice tasks include

1. Secure scene of accident
 - a. Traffic control
 - b. Securing damaged vehicles or equipment
 - c. Securing perimeter of the scene
2. Extricate victims from vehicles and equipment using Jaws of life etc.
3. Provide comfort and care to victims and bystanders
4. Stabilize and provide first aid and emergency care (up to EMTA):
 - a. assessment of vitals and injuries
 - b. fracture stabilization,

- c. breathing apparatus,
- d. CPR and Automated External Defibrillators (AED's)
- 5. Communication with dispatch to coordinate ambulance, hospital base, police, military, gas company services, fire, community resources.
- 6. Emergency route assistance and coordination of onsite resources.
- 7. Secure and land STARS, transport ambulance personnel from nearest road access.
- 8. Onsite coordination of medical resources and personnel and assist where necessary
- 9. Assist with preparing victims for transport (ground and air)
- 10. Assist community in coping with aftermath and cleanup.

3. Training and Certification

Currently CFR require appropriate medical training as determined by each local municipality. There is a growing concern around standardized training. If a First Responder Specialist designation is adopted by Fire Chiefs it would open the door to

- Investigation of first responder training programs used in other jurisdictions that utilize volunteer or paid on call responders
- Investigation of a Fire specialization online/intensive training system, coordinated by Fire Departments
- Designation /Registration/Certification of those completing the program
- Methods of acknowledging and supporting other community organizations who provide community first responder support
- Annual conference/training/research event

5. First Steps to develop a community first responder (CFR) specialization with Rural Fire Departments.

A working committee has been established to move this initiative forward.

- Establish an online communication network for the Partnership
- Distribute this document to get feedback and support
- Set up working committees to move the approval of the document forward
- Host a conference in April in Wainwright to
 - Adopt the work completed by the working committee and subcommittees related to a CFR specialist designation within Alberta Fire Departments
 - Research papers related to CFR models, dispatch in remote areas, coordination of communication
 - Group discussion and planning sessions for next steps.

We invite your input and participation in creating a Community First Response.

NAMES & CONTACT INFO FOR WORKING GROUP COMMITTEE:

Mayor Barb Sjoquist – mayor@edgerton-oasis.ca

Lorne Dewart - ldewart@countypaintearth.ca
Jim Jackson - jjackson@mannville.com
Kevin McDonald - kmcdonald@hmsinet.ca
Allan Keller - caoec911@incentre.net
Sharlene Brown - info@town.blackdiamond.ab.ca
Eric Nissen - ericn5@hotmail.com
Brian Cooper - lbcooper@telusplanet.net

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: July 8, 2011
SUBJECT: Appointment of Disaster Services Director

PURPOSE:

The purpose of this memo is to request that the Village Council approve the appointment of Tiffany Paul as the Village of Bawlf's Director of Disaster Services.

BACKGROUND:

Dieter Langer, Emergency Management Field Officer for the East Central Region, requires the Village Council to appoint a Director of Disaster Services.

In early Fall 2009, we added this duty to the full time Public Works Director's job description.

ALTERNATIVES:

1. That the Village Council approve the appointment of Tiffany Paul, Public Works Director, as the Village of Bawlf's Director of Disaster Services.
2. That the Village Council not approve the appointment of Tiffany Paul, Public Works Director, as the Director of Disaster Services.

RECOMMENDATION:

It is recommended that the Village Council approve the appointment of Tiffany Paul, Public Works Director, as the Village of Bawlf's Director of Disaster Services.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: July 8, 2011, 2011
SUBJECT: Regional Rural Children's Centre Funding Request

PURPOSE:

The purpose of this memo is to bring forward a funding request from the Bawlf Playschool President for the Regional Rural Children's Centre.

BACKGROUND:

In October 2009, the Bawlf Playschool Society attended the regular Council Meeting to present a funding request for assistance with the placement of a Daycare Modular. (Attached is a copy of the original letter of request for your information.) Council passed the following motion at the December 12, 2009 Council Meeting:

MOTION 166/09: MOVED BY Councillor Yuha that the Village Council approve, in principle, a combined in-kind and cash donation not to exceed \$20,000 toward the Regional Children's Centre Daycare Facility and that the cash portion of the donation be derived from reserves and be made when the work on the foundation (piles), placement and levelling of the units and connection of the underground services begins. **CARRIED.**

The Bawlf Playschool Society submitted a letter dated July 3, 2011 requesting the \$20,000 committed by the Village (attached). Verbally, the president mentioned that they are not yet in a position to construct the daycare facility and that the Society is low on operating funds at this time. The water and sewer services for the second building have been installed from the main line to the property line and the costs were covered through provincial and federal grant funds secured by the Battle River School Division.

The question becomes how does Council feel about the funding request being submitted for operational purposes? The original motion was passed to assist with the capital components of the second facility. Therefore, if Council wishes to approve a change in the way the funds would be spent, an appropriate motion would be required.

ALTERNATIVES:

1. That the Village Council pass a motion to agree to provide \$20,000 to the Bawlf Playschool Society for operational purposes, with the knowledge that the original motion passed in 2009 was to provide the funds for capital purposes.
2. That the Village Council pass a motion to agree to provide an amount less than \$20,000 to the Bawlf Playschool Society due to the request being for operational purposes rather than capital purposes.
3. That the Village Council deny the request for \$20,000 for operational purposes and inform the Bawlf Playschool Society that the original request of \$20,000 for capital components of the second building will continue to be held in trust for the Society until the second building is constructed.

RECOMMENDATION:

n/a

July 3, 2011

To: Village of Bawlf

Re: Lynn

On behalf of the Bawlf Playschool Society, I am submitting this letter to say THANK-YOU for all your help and generosity with our programs.

We have had an exciting year. Our Playschool Program has been going great for its 28th year now. This year we added our Out-of-School Program. This program has been welcomed with enthusiasm and excitement, offering care to children from after school until 6:30pm.

We are excited now to start the next needed program in our area. We are hoping to have the DAYCARE up and going soon. Hence the reason for this letter, I am requesting, on the behalf of our society, for the \$20,000.00 promised by the village a few years ago. I feel we are in need of this money now, that we are trying to get these programs up and going. We feel these programs are an important part of our Village and see them a great aid with expansion. We already have a family moving here from Vermillion in the fall for our playschool and daycare programs.

Thank-you for your time and hope to hear from you soon.

Terry-Lynn Sereda

Bawlf Playschool President

Village of Bawlf
PO Box 40,
Bawlf, Alberta T0B 0J0

October 14, 2009

Mayor Jerry Iwanus and Bawlf Village Councillors,

The Bawlf Playschool Society would like to formally request financial support for the placement of a Daycare Modular within the Village of Bawlf.

Significant work has been undertaken since October 2007. Most notably has been the partnership with the Ministry of Children and Youth Services, the Battle River School Division, Camrose County and an area business owner. With ½ of the BRSD land (Lot F, Block 9, Plan 1869P) already identified as the location for the Pre-school, Out-of-School Care and Daycare facilities (see attached), the Bawlf Playschool Society has moved continuously forward toward ensuring program licensing and its many requirements are completed.

Our BRSD and Ministry of Children and Youth Services partners have already absorbed the complete cost of the Pre-school and Out-of-School Care building. Work will commence shortly on this parcel of property with the expected arrival and installation date of this facility forecast for February 2010. With this knowledge, the Bawlf Playschool Society has now refocused its vision completely to the Daycare facility. With obtained cost estimates, the Bawlf Playschool Society has decided upon the acquisition of an additional modular to house the Daycare program. Costs and responsibilities associated with the Daycare facility will be completely that of the Bawlf Playschool Society and its Daycare partners.

This 36' x 48' daycare facility will accommodate 40 children in part time and full time daycare spaces. Following the facilities placement on the site, it is the intention of the Bawlf Playschool Society to re-evaluate the daycare and community youth needs and determine the appropriate time for a facility extension.

It is anticipated additional costs and in-kind contributions, associated with the required services from the road way, will be donated by Fossen Excavating and to-date the Bawlf Playschool Society is in receipt of grants provided by Camrose County and the Ministry of Children and Youth Services (see attached budget). Though significant, these grants will make up less than 1/3 of the facilities cost to completion. It is therefore necessary that the Bawlf Playschool Society engage our MLA, municipalities, community businesses and community members to assist with the cost of its completion. At the present time we are looking for a commitment of \$ 20,000 from the Village of Bawlf to cover some costs associated with the foundation (piles), placement and levelling of units, and service connection to the units.

Item: 5.h)

Recognizing that this effort is regional in nature, the Bawlf Playschool Society will approach partnering municipalities for contributions towards the project. It is our intention then to solicit financial support through our MLA and the Community Facility Enhancement Program for the balance of the funds required.

Again, on behalf of the Bawlf Playschool Society, we would like thank you for your support thus far with our vision for supporting regional children and their families. Our vision for this facility in Bawlf has become a vision for the region and we look forward to a long lasting partnership.

Regards,



Christine Ginther, Chairperson
Bawlf Playschool Society Box 210
(780) 672-8262 (h)
672-0063 (w)
781-4013 (c)

Item: 5.h)

Mayors Report June 2011

- . June 8 regular council meeting
- . June 22 Regional fire and emergency services meeting Camrose County office Part 1
- . June 23 Providence Place meeting
- . June 28 Regional fire and emergency services meeting Camrose County office Part 2
- . June 29 AGM Bawlf Hall

Report from the Administration

For the period June 3 – July 8, 2011

Administration:

- Council asked if the Village received the lease payment for the SuperNet in 2010. Yes, we did and the annual cheques are received automatically without any prompting. We receive approximately \$1500 per year.
- The Province notified the Village of three minor changes required on the Village's assessment notices regarding the assessment complaint date and two generic statements that are required to be included. These changes were made.
- The assessment and tax notices were mailed on June 30. Residents will have 60 days to submit any assessment complaints and 60 days to pay their taxes.
- The July Village Voice was distributed through the mailboxes on July 6.
- The Administration received a complaint about the highway reflectors installed by the resident at 401 Hanson Street. The reflectors are on the Village roadway allowance. How does Council feel about this and what direction would Council like the Administration to take?
- The Village recently received the 2011 Basic Municipal Transportation Grant (BMTG), formally the Street Improvement Grant (SIP), in the amount of \$22,440.
- The Village also received the 2011 Federal Gas Tax Fund (FGTF) in the amount of \$50,000. This grant may be spent on capital projects.
- The Village received a letter from Municipal Affairs on June 17 stating that the municipal inspection process may begin in the next two months. We also learned that the Request for Proposal to hire an inspector was June 30.
- As was mentioned at the Annual General Meeting, the deficit of \$26,000 that appears on Page 4 of the Audited Financial Statement was for the generator at the lift station which was approved by Council. The reason it appears as a deficit is because the budget that was submitted to Wilde and Company was not adjusted to reflect Council's approval of the expenditure. Elsewhere in the audit, deficits appear and the auditors explained those as resulting from the inclusion of the Tangible Capital Assets (TCA's) in the audit. The Village could choose to determine an estimated budget figure for the TCA's in order to not appear as though the Village is in a deficit situation (which we are not). What is Council's preference?
- The Office Administrator was away on vacation from July 4-7 and plans to take July 18-28 off as well.
- The Village Manager attended the following external meetings/events:
 - June 22 – Regional Emergency Services Meeting (Camrose)
 - June 28 – Regional Emergency Services Meeting (Camrose)
 - June 30 – Small Communities Committee Meeting (Edmonton)
 - July 7 – Alberta Emergency Alert Training (Camrose)

Development:

- Two development permits were issued this past month (fence & covered veranda).
- The total number of permits approved so far in 2011: two.
- No Compliance Certificates were issued this past month. Total compliance certificates issued in 2011: one.
- The owner of 113 Jamieson has been notified that the sunroom attached on the south side of the house does not meet the building code (as per the City of Camrose Building Inspector) and has been asked to either remove or rebuild it by August 15, 2011. If he chooses to rebuild it, both a Development Permit and a Building Permit will be required.

Public Works:

- Grass cutting has taken much of the Public Works staff time this last month.
- The ball program has concluded, thereby freeing up the summer staff for the time spent on grooming the diamonds.
- The water lines have been flushed.
- Landscape repairs were completed in front of 417 Hanson Street.
- Preliminary grade levels were taken and marked around the property at 402 Macrae Street to determine the extent of the drainage problems.
- After the last heavy rain, the alley between Sanden and Hanson Streets and between Molstad and Martin Avenues was under standing water. The PW staff trenched the alley and got the water to flow successfully.
- The dirt piles behind the Country Store have been removed and grass has been seeded.
- The grass at the Village Entrance (west side) has been cut.
- The older grasshopper has required two fairly major repairs this past month. The question of repairing or replacing will be dealt with under New Business.
- The lift station alarm called out several times during the heavy rains June 18-20.
- A few days after the start of the conversion of the Village water system on Tuesday, May 31, a resident heard at the store that there was no chlorine in the system and asked why the Village did not notify the residents of this problem. I explained that this was not true and that our interim water & sewer operator and our contact at AB Environment have been monitoring and testing the water and there never was a time where there was no chlorine in the system. If Council members ever hear rumours, please notify the Administration so we may quickly deal with them and get the correct information out to our residents.
- Highway 13 Widening Project - the Village Manager has been working with Alberta Transportation, a representative from Stewart Weir Engineering, and Focus Engineering regarding the work that will be completed and the agreements that are required for encasing the Village's water and sewer lines running beneath the highway.
- The resident at 305 Hanson Street contacted the Public Works Director about installing a culvert in front of his house in the drainage ditch within the Village boulevard. He was somehow lead to believe that the Village would cover the costs and complete the work. That drainage ditch is a major component of the Village's surface drainage system and I feel

that all open ditches should remain so to limit the possible problems with water flow. The Village has a culvert policy that allows for culverts to be installed under driveways.

- The Village received the replacement water plant motor and it is being stored in the water treatment plant.

Parks and Facilities:

- The ground around the sewer pump out at the park is soft and staff have added dirt to try fill in the hole. If the problem persists, we may have to look at a more permanent solution like a gravel or cement pad.
- Hall bookings for the period included a family party, the Lions Club BBQ, the Village AGM and a family reunion.
- The hall floors have been scrubbed and waxed.
- The Summer in the Park program ran from July 4-11 inclusive (6 days). The final participant numbers will be available after the program ends.

By-Law Services:

- The charges were dropped against the owner of Lots 5-8, Block 3, Plan LVII (unsightly premises).
- As per the advice of the Village's insurance company, the Village Manager drafted an agreement between the Village and the owner of Lots 5-8, Block 3, Plan LVII for the volunteer clean up event scheduled for June 25 & 26, 2011. The need for an agreement arose due to the volunteer group's request to utilize Village equipment for the dismantling of the unsightly buildings.
- Attached to this report is the 6-month summary of bylaw complaints dealt with by the Bylaw Enforcement Officer.

Fire Department:

- One additional fire call in May not included in last month's report – May 25 (ditch fire in 3 areas).
- A meeting was held on May 23.
- A fire practice was held on May 30 with 9 members attending. The members practiced hydrant fill and burning a brush pile.

GENERAL BYLAW COMPLAINTS									
MONTH	UNSIGHTLY PREMISES	PARKING	REMOVE SNOW	NO SMOKING PERMITTED	WEEDS	NOISE COMPLAINT	FIRE PIT	TOTAL	
JANUARY	1							1	
FEBRUARY		1						1	
MARCH									
APRIL	10							10	
MAY	2				1			3	
JUNE	1				2			3	
JULY									
AUGUST									
SEPTEMBER									
OCTOBER									
NOVEMBER									
DECEMBER									
TOTAL	14	1			3			18	

Item: 6.b)

Providence Place June 2011

- . Meeting was held June 23 2011
- . Financial statement reviewed suggested a 10% increase on condo fees as income is not overly sufficient for reserves to be built up
- . Food safety report was received with not problems
- . Update on Phase IV ahead of schedule
- . Still waiting on joint access agreement with Daysland Health Centre
- . Next meeting August 24 unless called by Chairman

- **School Council Elections**

- Chair – Karen Naslund
- Vice Chair – Blaine Fenske
- Secretary – Gail Cunningham-Flemming
- Directors: Cheryl McArthur
Roger Bellingham
Carol Naslund
Andrea Uglem
Stephanie Jacobsen

Submitted by Jody Yuha

Bawlf School Modernization Meeting
June 20, 2011

- Representatives from BRSD, Parent Council, Mrs. White and myself were in attendance
- It was a much different meeting than the first meeting in May
- In May, the group brainstormed as to how they would get the Alberta government to realize the urgent need for modernization of the Bawlf School.
- Bawlf is the envy of many divisions because of the amount of land available.
- This construction is new/different for everyone. Historically BRSD would be given a budget and they would pay for the construction/furnishings etc, but this project will be overseen by the province. BRSD does not know the budget for this project.
- The group is now focusing on what the new school will look like, what the needs of the school are, what the needs of the community might be and how they could be incorporated.
- There is room for design in the core build of the school
- Time is of the essence
- Consultation will take place but at this time it is not clear who will be leading those consultations
- The Province will request an RFP for an Architect
- The new school will be 4074 sq metres – 400 student capacity. The existing school is 4310 sq metres – 453 student capacity
- Questions were raised about the existing gym. BRSD representatives indicated that if the existing gym was kept the square footage would be taken out of the construction of the new gym. There is no extra funding. Would the community be interested? It would be a stand-alone building with the community responsible for utilities, janitorial, maintenance.
- It was suggested that community groups be consulted on the possibility of making use of the old gym.
- Community groups identified were:
 - Daycare
 - Lion's Club
 - Recreation Board
 - Senior's Society
 - Lutheran Church
 - Legion
 - Any other groups?

*- Friends of Library -
- Fire Dept.*

Submitted by Jody Yuha

From: Susanne Meters [<mailto:smeters@auma.ab.ca>]

Sent: June-09-11 10:44 AM

To: lhorbasenko@bawlf.com

Subject: Meeting of June 8, 2011

Hi Lynn,

Thank you, again, for asking me out to speak to council. It was too bad that I wasn't able to answer all of the questions that the gentleman from the Lions Club was asking. It sounds as though he has had a bad experience with insurance companies. Issues like that tend to make people jaded and closed to anything insurance related.

I did, however, want to outline our points with respect to Alcohol Liability:

- Because of your operations, you are open for a possible law suit from third parties – you may not be liable but you will need to be defended in court
- A renter of a facility would be named, as well
- Your liability policy will pay for the defense costs for the Village; however, will not pay for the defense costs for the renter
- The policy covers your legal liability for bodily injury or property damage to property of others such as spectators, passers-by, property owners, and others resulting from the activity
- Facility User Group liability is insurance for Facility Users who do not have insurance to protect themselves and to protect the municipalities from liability from the Facility Users' use of the premises
- Facility users individually could be held personally responsible, their homeowners liability may not respond, and defense costs could cause severe financial hardship, even for a frivolous claim
- Here are a couple scenarios where claims could occur:
 - Facility User group holding meeting in community room, maybe not a formal rental, one of the participants spills their coffee, nobody notices until somebody slips and falls, breaks a bone or hits their head, misses work, has pain, etc. The injured party will likely sue the municipality as owner of the facility (not their fault) and also sue the Facility User group/ committee/organizer/renter holding the meeting (might be their fault - somebody spilled the coffee and nobody cleaned it up, causing a potentially hazardous situation). The municipality has its own liability insurance to protect itself, but that coverage does not extend to the Facility User. Without a Facility User liability policy, the Facility User has no liability protection unless their own homeowners' liability responds – which it might not – and they might each be personally held liable. Each Facility User will be responsible for his or her own defense costs, and if found liable, some or all of the liability award of damages. A Facility User group liability policy will also automatically respond to the municipality's defense, so the municipality is defended for actions they are not responsible for.
 - 2nd scenario - Facility User group using the sport centre gym leaves a shower running in the dressing room after use, and it damages the gym floor when it floods it. The rental agreement the Facility User signed says they are responsible for all damages caused. A Facility User group policy will respond to the damage the Facility User group causes. Even if the damage claim is initially paid under the municipality's property insurance, that insurer could come back after (subrogate against) the Facility User group - if they don't have Facility User group liability, the Facility User individuals could be held personally liable for the damages.

- If the municipality's property or liability policies pay out on a claim that originates with a user group, the municipality's insurers are entitled to subrogate against the user group to recoup their payout on behalf of the municipality. This could create much more hard feelings than a simple request to pay a small premium for insurance coverage that would protect all parties concerned.

I know that the gentleman asked for actual cases where the municipality has paid out. Unfortunately, the ones within our office are protected by FOIP so we are unable to release the information. There have been cases, however, that are available to anyone through the Court of Queen's Bench. I may be able to take some time to research this, but it will take a while – likely months.

I know that we are not the insurer for the Lion's Club but I do hope that you get an annual certificate from them so as to ensure that coverage is in place.

Thank you, again, Lynn, and if anyone has any further questions on your General Insurance programme, please feel free to contact me.



Susanne Meters

Senior Insurance Consultant

Alberta Municipal Place

300-8616 51 Ave Edmonton, AB T6E 6E6

Phone: 780.989.7423 Toll-free: 310-AUMA

Fax: 1.780.409.4314

www.auma.ca www.amsc.ca

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FortisAlberta Files for 2012/ 2013 Distribution Tariff Application

On March 31, 2011, FortisAlberta filed an application for 2012 and 2013 electric distribution service revenue requirements with the Alberta Utilities Commission (AUC). The Company is not expecting this application to be approved by the AUC before the end of the year. FortisAlberta will file a separate application for interim rates in the fall of 2011, to be effective January 1, 2012.

Proposed Changes

FortisAlberta is proposing average increases in base distribution rates of 8.2% for 2012 and 6.9% for 2013 on the distribution component of customers' bills. Typical residential customers consuming 600 kWh will see an increase of \$2.35 in 2012 and \$2.14 in 2013 on the base distribution component of their monthly bill. The application provides the basis for the increase in rates and explains how these increases are needed to ensure the continued delivery of safe and reliable distribution service to customers.

Investment Dollars for Municipalities

FortisAlberta is proposing to increase its investment in residential services from \$1,346 per service in 2011 to \$1,510 per service and \$1,694 per service in 2012 and 2013 respectively. Investment for new street light fixtures will increase from \$1,571 per street light fixture in 2011 to \$1,763 and \$1,978 per fixture in 2012 and 2013 respectively (based on an investment term of 15 years). Other rate classes will have investment level increases of 2.2 per cent for each year. If approved by the Alberta Utilities Commission, this will translate into increased FortisAlberta investment (and reduced upfront costs for municipalities and developers) in the upcoming years.

Need for Infrastructure Investments

The 2012 and 2013 proposed rate increases are primarily driven by the need to continue to build facilities to serve meet customers' needs and complete necessary upgrades and maintenance to ensure the long-term reliability of the system. FortisAlberta plans to invest more than \$700 million in the electric system over the two years to:

- **Support connecting new customers.** Over 2012 and 2013, FortisAlberta will build distribution facilities to connect more than 22,000 new customers.
- **Maintain the distribution system to support reliability.** With more than 112,000 kilometres of power lines, FortisAlberta must repair and replace its equipment to ensure continued reliability of the electric system. A key component of the Company's maintenance program is the replacement of 20,000 aging power poles.
- **Implement a new Distribution Control Centre.** The Distribution Control Centre will provide real-time monitoring of the distribution system through a single point of control for outage identification and system restoration for the benefit of all customers.
- **Connect customers to new substations.** As transmission substations are built or upgraded by AltaLink, FortisAlberta must build or upgrade its distribution equipment to meet increased customer capacity requirements.
- **Fund required construction contribution to the Alberta Electric System Operator.** Contributions to the Alberta Electric System Operator are also paid by FortisAlberta to support new or upgraded transmission facilities on behalf of customers.

FortisAlberta's Distribution Tariff Application can be viewed at www.FortisAlberta.com

As owner and operator of more than 60 per cent of Alberta's total electric distribution network and more than 112,000 kilometres of power lines, FortisAlberta's focus is the safe and reliable delivery of electricity to more than 491,000 customers. FortisAlberta is an Alberta-based company and a wholly-owned, indirect subsidiary of Fortis Inc.

Serving central Alberta for over 50 years

Member Library Locations

Alix • Alliance • Amisk
Bashaw • Bentley • Big Valley
Blackfalds • Bodo • Bowden
Brownfield • Cadogan
Camrose • Caroline • Carstairs
Castor • Clive • Coronation
Cremona • Czar • Bawlf
Daysland • Delburne
Didsbury • Donald • Eckville
Edberg • Elnora • Forestburg
Galahad • Hardisty
Hay Lakes • Heisler
Hughenden • Innisfail
Killam • Lacombe • Loughheed
Nordegg • Olds • Penhold
Ponoka • Provost • Rimbey
Rocky Mountain House
Sedgewick • Spruce View
Stettler • Sundre
Sylvan Lake • Water Valley

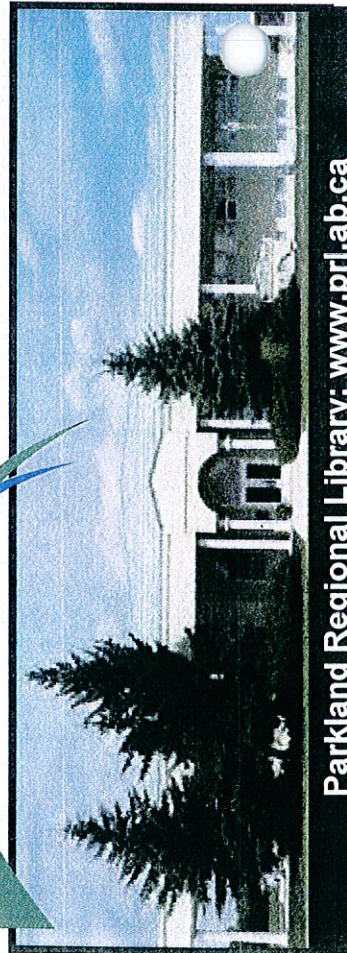
Our Vision

Parkland Regional Library is a leader for its members to achieve excellence in library service.

Our Mission

Parkland Regional Library supports its members through cooperation, innovation, and service by:

- providing human and material support services as needed by libraries,
- acting as a focus for leadership and library advocacy,
- being effectively and efficiently governed and financially sustainable.



Parkland Regional Library: www.prl.ab.ca

2010 Annual Report



Parkland Regional Library
Cooperation • Innovation • Service

Hem7c)

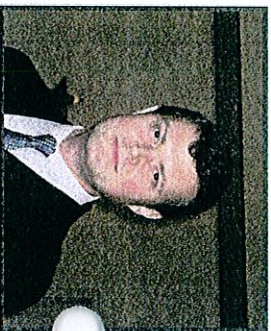
Message

Parkland Regional Library (PRL) celebrates another outstanding year of change and opportunity. This past year we found innovative ways to strengthen our leadership through a range of new programs, services, and technologies. Stakeholders have been pleased with the results, as shown through high marks on our service satisfaction survey.

The provincial government's "Strategic Planning for Results" has been an important initiative for our libraries. In 2010, PRL took a leadership role in hosting a two-day facilitation training workshop attended by representatives from other regional systems, the Alberta Public Library Electronic Network, and the Public Library Service Branch. PRL also reached out across the province by hosting a one-day meeting where staff from all the regions could discuss ways to improve the acquisitions and cataloguing process.

We are excited about the future as well. In 2011, Parkland will launch a new website and embark on an ambitious new project to centralize wireless and computer management for member libraries. Our libraries have consistently asked for more IT help, and we are pleased to be able to offer this in the months to come.

We appreciate the leadership of our PRL Board, the continued support from our member municipalities and library boards, and the enthusiasm and commitment of the PRL and member library staff.



Ron Sheppard, Director

Finances

Assets

2010

2009

Current assets

Cash and guaranteed investment certificates	\$ 1,049,350	\$ 995,618
Accounts receivable	19,634	18,505
Grants receivable	73,285	-
Inventory	23,845	28,555
Prepaid expenses	41,804	33,750
	<u>1,207,918</u>	<u>1,076,428</u>
	609,994	580,646
	<u>823,286</u>	<u>885,034</u>

Long-term investments

Capital assets

	<u>\$ 2,641,198</u>	<u>\$ 2,542,108</u>
--	---------------------	---------------------

Liabilities

2010

2009

Current liabilities

Accounts payable and accruals	\$ 183,851	\$ 78,311
Deferred revenue	32,162	73,673
Book allotment	<u>128,699</u>	<u>191,530</u>
	344,712	343,514

Net Assets

2010

2009

Unrestricted operational fund	\$ 150,000	\$ 150,000
Invested in capital assets	823,286	885,034
Reserves	<u>1,323,200</u>	<u>1,163,560</u>
	2,296,486	2,198,594
	<u>\$ 2,641,198</u>	<u>\$ 2,542,108</u>

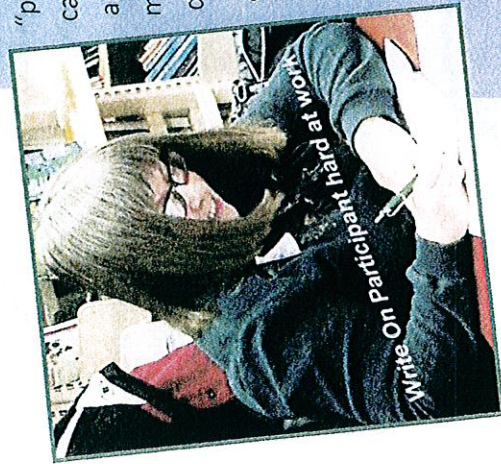
The Highlights

PRL received a clean audit report by Collins Barrow for 2010. There was also a surplus registered in 2010 of \$109,784. This surplus is primarily from unexpected grants and unspent monies from vacant positions at PRL.

All financial statement is available upon request or can be viewed on PRL's website at: www.prl.ab.ca/files/2010_Financial_Statements.pdf

Service excellence

“The staff at Parkland have been a tremendous help over the past year and a half as I have taken on the librarian role. Thank you for your encouragement, support, and enthusiasm.”



Consulting Services

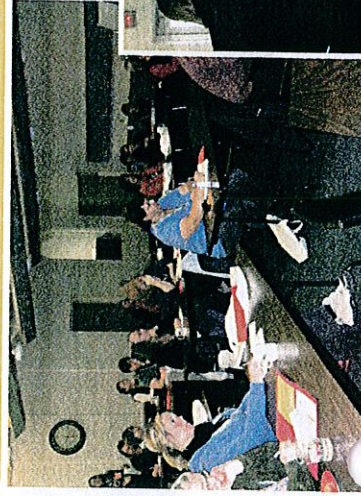
- Parkland staff made 238 consulting visits to schools, public libraries, local library boards and municipal councils. In addition to regular visits, consultants have assisted 17 member libraries in completing plans of service.
- Parkland staff provided 18 workshops for 221 client library staff and trustees. Three Libraries Advisory Group (LAG) meetings were held, giving library staff a chance to share ideas and concerns.
- PRL staff organized a technology “petting zoo” of items that libraries can borrow, including eBook readers, an iPod, DAISY Readers for CNIB materials, a mini-laptop, laptop labs, digital projector, and video camera.
- PRL launched the spring *Write On!* program to great success. Workshops were delivered at 15 member libraries and reached 124 participants. Many writing groups are continuing to meet.

Year at a glance

Fast Facts

- Employees at PRL: 29
- Area served: 24,153 sq. kilometres
- Population served : 198,696
- Public Libraries (including 4 outlets): 50
- Participating library boards: 46
- Member municipalities: 65
- School libraries obtaining service: 58
- Items in catalogue: 915,310
- Items processed and catalogued: 49,979
- In-system interlibrary loans: 363,634
- Van delivery stops to libraries: 3564
- Reference questions answered: 282

“I love so many things about being part of PRL — the helpful and knowledgeable staff being very high on that list.”



Professional Development Day
Fall 2010

Key accomplishments

New and improved services for libraries and their patrons

In 2010, Parkland Regional Library:

- Subscribed to **NetLibrary** to provide both downloadable eBooks and eAudiobooks to the region. We have 768 eBooks and 2216 eAudiobooks in our current collection, with more resources being added all the time. E-formats are becoming increasingly popular with patrons.
- Introduced a new, highly effective form of **Cooperative Collection Development**. This enables libraries to make informed purchasing choices.
- Initiated a **CD and DVD repair service** to member public libraries using our newly purchased DISC-GO-ROBOTO CD and DVD repair machine.
- Opened up the **reciprocal sharing of audiovisual materials** from member libraries to libraries outside the system.
- Organized **Audio Ciné Licensing for Public Performance Rights**. Public libraries can now host movie nights!
- Began development of **teen programming boxes** filled with games, crafts, and fun activities. These will soon be available to member libraries.
- Introduced **Book Club Kits** to support a reading club for adults coordinated by PRL. Ten libraries are currently participating.
- Chose to maintain a smaller, **more specialized reference collection** and distribute the bulk of our existing collection to member libraries. This will allow patrons to access resources more easily.



2010 also brought advancements in technology

Using provincial grant money, Parkland Regional Library:

- Completed a "**Websites for Libraries**" project. By taking advantage of a new content management system and website templates, all 50 libraries in the region (including the four outlet libraries) now have current and informative websites.
- Conducted an audit of our internal IT network. The audit resulted in our purchase of new **SuperNet Customer Edge devices (CEDS)** for all member libraries in addition to centralized firewall management and monitoring systems. These advancements set the stage for PRL to play a greater role in managing library networks in 2011 and beyond.

In other technology achievements, we:

- Replaced our aging and labour-intensive reporting software Reportsmith with **Web Reporter**. This new software allows users to create reports about library usage in seconds!
- **Upgraded our Integrated Library System (ILS)** to Horizon 7.5. This major upgrade gives us over 50 software improvements.



- **Doubled the Internet bandwidth** available to member libraries. This helps us better meet the increasing demand for wireless services across the region.

Media Releases

NEWS RELEASE
For Immediate Release

Property Tax Payers Left "Holding the Bag" for Motor Vehicle Search Fee

(Edmonton July 5, 2011) Contrary to the Government of Alberta's assertion that it has considered the concerns of municipalities regarding a \$15 fee increase for electronic motor vehicle searches, it has not.

In a recent letter to the Alberta Urban Municipalities Association President, the Government of Alberta has advised municipalities to increase mill rates (property taxes) to cover the cost of this provincial government fee increase. This cost has been estimated to be more than \$12 million. [Click here to view the letter](#)

So what does this mean?

Once again the government is downloading responsibilities without providing the offsetting funding to municipalities, leaving them in a position of having to find significant additional dollars to cover this new cost.

It means property owners will have to bear the costs of those who speed. In short, law abiding citizens will have to subsidize speeders.

According to AUMA President Darren Aldous, "municipalities are left holding the bag and having to find additional money to cover this new cost. It hardly seems fair."

In the letter, the Government of Alberta suggests that municipalities increase property taxes to cover this cost. Meanwhile the province continues to pocket 30 per cent of each fine collected by municipalities.

"Many municipalities already subsidize policing in the province and this new fee will further burden many communities. Meanwhile, the government will pocket a significant cash windfall on the backs of municipalities and taxpayers. It is outrageous that the government has actually claimed to have consulted with us in advance of implementing this new fee," says the AUMA President.

"The arrogance of this government is baffling given the current political climate. This is why AUMA's Local Matters campaign is so important to communities across this province."

The Local Matters campaign emphasizes three key changes to the current relationship between municipalities and the province.

1. Recognition as an order of government;
2. Giving municipalities direct and full access to the Property Tax dollars to support core responsibilities;
3. And, revamping the grant system to address joint provincial-municipal initiatives and assisting those with limited tax capacity.

"This is a prime example of the how the current relationship is broken. It is why we call upon all municipalities to take this message to the province and why there is a need to transform the current provincial-municipal relationship into one of mutual respect."

AUMA's Local Matters campaign can be found on the AUMA web site.

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